How to attend a training

Welcome to the Commuio e-learning platform!
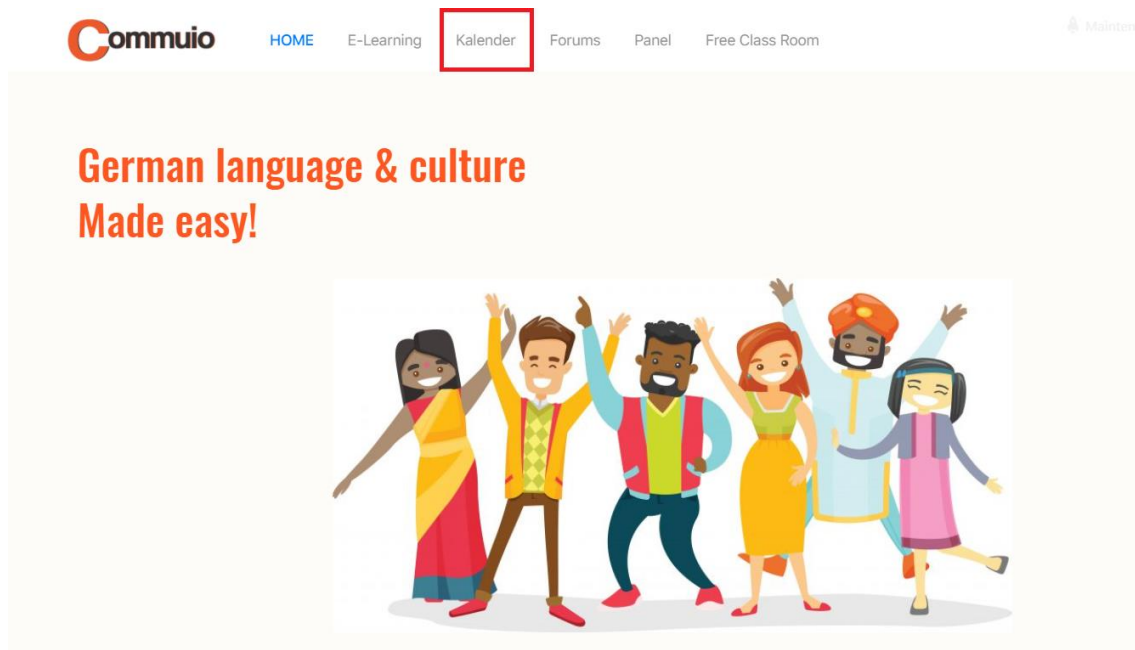
With this guide, you will learn how to attend our trainings.

1. **Making sure that you are logged in to your account**

First, make sure that you are logged in to your Commuio account. Check our "How to log into Commuio" guide to learn how to do that.
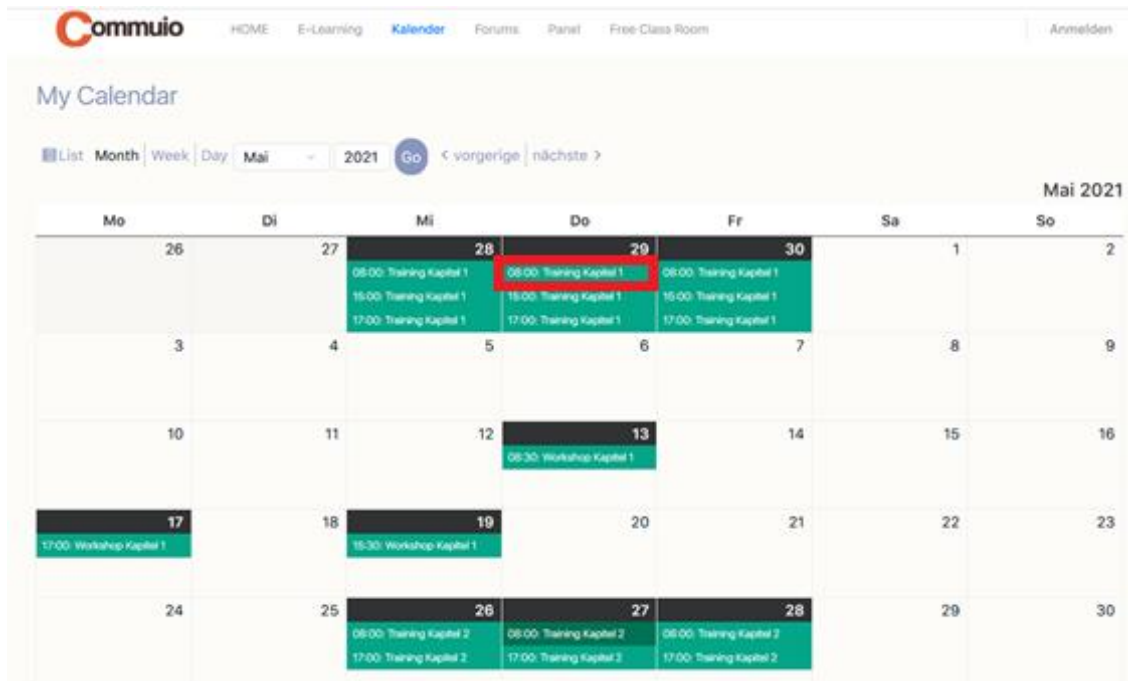
2. **Accessing Trainings**

Once you are logged in to your account, click on "**Kalender**" on the top of the page.
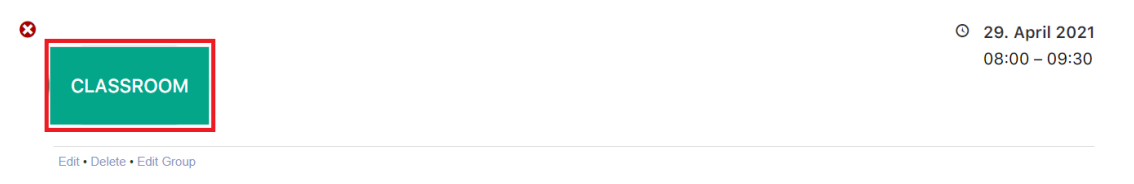
![Commuio logo]

3. Select a training

Now you see a list containing all the upcoming trainings. Click on the one that you would like to attend, for example "Training Kapitel 1" at 8 o'clock on April 29th.

4. Enter the Classroom

After you have chosen it, the following pop-up window will appear. You must click on "**CLASSROOM**".

5. Joining the room

On this page you will see the "**Classroom**" button again. Click on it to enter the seminar room.

Right below the "**Classroom**" button, there is a list containing the trainings that you have attended so far. You may watch them again at any time.
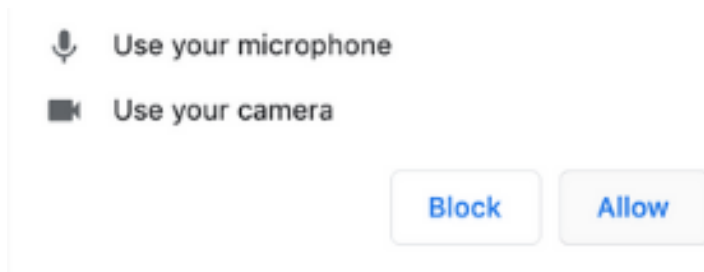

6. Choosing between speaker and listener

On this step, a new window will be opened, and you will have to choose between:

- By choosing the first option, you will join the room with your microphone enabled, so that **you can talk.**
- By choosing the second one, you will join the room with your microphone disabled, so that **you won't be able to talk.**

7. Allowing the use of your microphone and camera

You will get the following request at the top of your screen next.

- **You must click on "Allow"** to give the website access to your microphone and/or your camera to the room.
- If you do not allow it, you will not be able to talk or activate your camera.

8. Test your microphone

If you selected the first option at step 6, a short microphone test will now take place. You have to speak a few words:

- If you hear yourself, click the icon on the left.
- If you do not hear yourself, click the icon on the right.

That's all! Now you are connected to the room and can start learning!