



- Once you have arrived at the virtual space you can move your avatar by clicking with the mouse cursor where you would like it to go or move the avatar with the arrow keys of your keyboard.
- Once you „stand“ near enough to a fellow participant’s avatar, a videochat together will open up. In the meantime you can communicate with other participants via chat function (e.g. to meet at some place within the room).
- On the right side of the screen you will see several buttons. The one with the speech bubble will lead to the chat function. On the bottom of the window you will find all the functional buttons to turn your microphone and camera on and off (e.g. when you leave your working space. If your camera is turned on, your video will be activated as soon as another avatar approaches yours).
- You can contact our tech support Anna Kraher to assist you with any questions. Just send a „private message“ to Anna via the chat (the assistance is only available during the scheduled breaks).

Have a good time connecting at the virtual tea room!