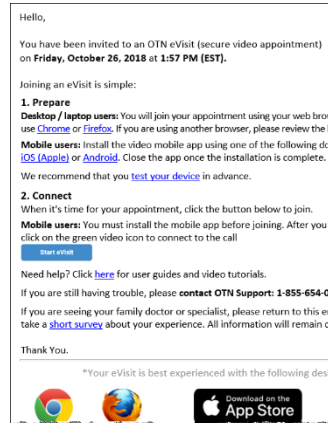## Starting Your eVisit Using a Mac

Your email invitation contains the link you need to join the videoconference. The person who sent you the invitation email might have also given you a Personal Identification Number (PIN) for privacy and security reasons. When you log in, you need to provide your name.

Note: The "permissions" pop-ups are different, depending on which browser you use.

1. Open your email invitation and click **Start eVisit**.

    An **OTN Log In** screen appears.

2. In the **OTN Log In** screen, type your name in the **Name** field and then click **CONNECT**.

    A **Select your camera and microphone** panel appears with your default devices selected.

3. Leave the default devices selected or change as desired and then click **START**.

    If no PIN is required, skip to step #5.

    If a PIN is required, a **PIN code** pop-up appears.

4. Type the **PIN** you were given by the video organizer and then click **CONNECT**.

    A 'joining' message may appear briefly as you are connected to your videoconference.

5. When connected, a video window appears.

    - If you are the first participant to enter the conference, you will see a "*Waiting for host...*" image in the large panel and your self-view at the top right.

    - If the other participant has already joined, you will see both your self-view and the other person.

6. To end the conference:

    i) Move your mouse over the video image to view the control bar and click the **End Call** button ( ) in the toolbar at the bottom of the video window.

    ii) Click **DISCONNECT** in the confirmation pop-up.

    iii) Close the browser window.

    Note: If you see a red lock icon ( ) in the top left banner, the videoconference is 'locked', contact the event organizer, ask them to 'unlock' the event.
    - If you have not disconnected, you will automatically join the conference after the host unlocks it.
    - If you have disconnected, you can try reconnecting after the host has unlocked the conference

Technical Requirements
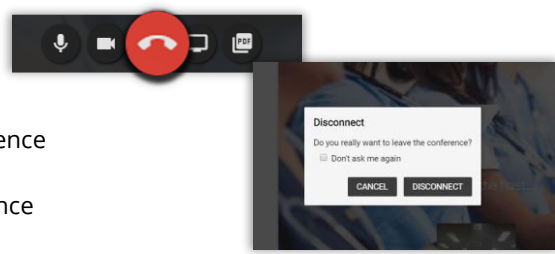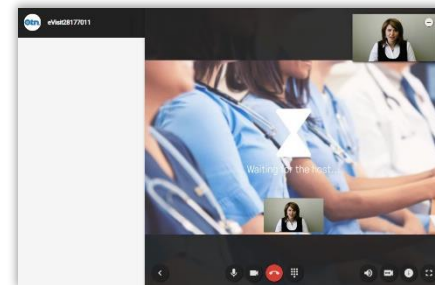
Mac® OS X 10.11 and later

Minimum Internet speeds
- Upload 768 Kbps - 1 Mbps per call
- Download 5 Mbps

To test your internet speed
- Call your internet service provider and ask for a test
- Or use the **Test Connection** link in your email invitation (see more info)

Browsers supported
- Chrome 61+; Firefox 60 + ESR; Safari 12+

OTN eVisit

Videoconference Controls

Waiting for host…
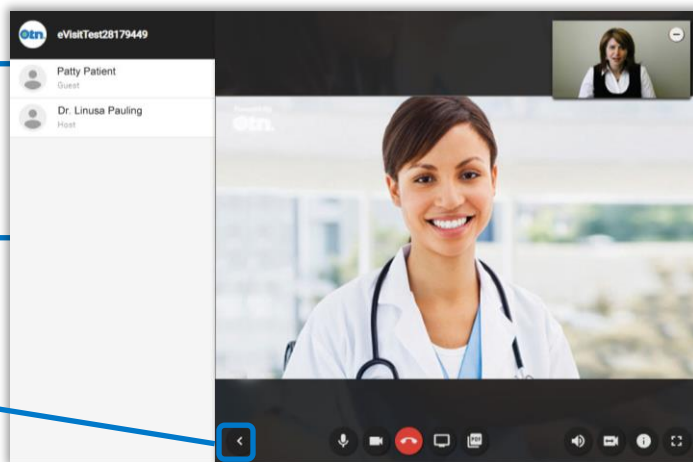
If the videoconference host has not joined the event, a *Waiting for host…* screen appears. This screen includes neither an active participants list nor screen sharing controls. Only after the host joins, are all participants connected and the participants list appears along with screen sharing controls.

In-session Videoconference

Participants list
- Active only after the host joins
- In group calls, current speaker identified with 🔊

Show/hide Participants list

Self-view Picture-in-picture (PIP)

⊖ Hides self-view

▣ Shows self-view

Broadcast Controls (what others see/hear)	
🎤	**Microphone volume** - on or muted. 🔇 You've muted your microphone.
📹	**Camera** - broadcast image on or off. 🚫 You've put yourself in privacy mode. (You see/hear others but they cannot see you.)
☎	**End call** (disconnect).
While waiting for host	
⊞	**Keypad** - Ignore this option. It is not used for invitation events.
During in-session videoconference	
🖥	**Share screen** - Share your screen with other participants.
📹	**Share images or PDFs** - Share a pdf or image file with other participants.

Receiving Controls (what you see/hear)	
🔊	**Speaker volume** - on with volume or muted. 🔇 You've muted your speakers. Adjust the speaker volume.
↔📹	**Change Camera / Microphone** - If you have more than one camera or microphone attached to your computer, you can switch devices.
ℹ	**Call Statistics** - View information about your video call transmission rates.
⛶	**Toggle** between full-screen and smaller screen size. Exit full screen (restore previous size).

V 5.0