

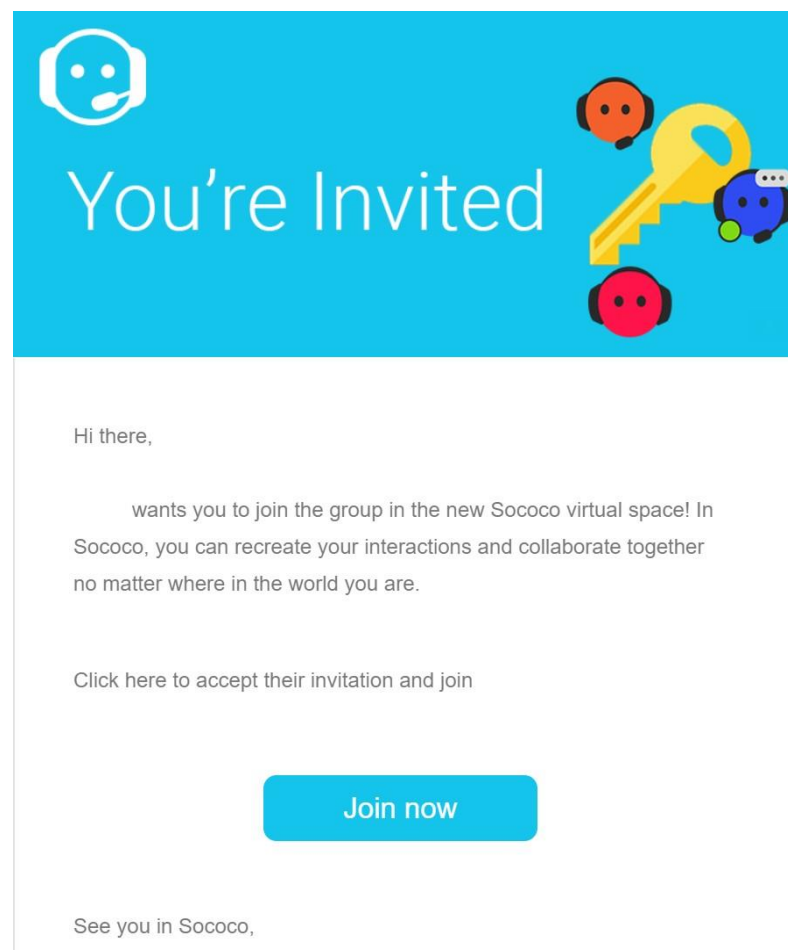
These instructions will help you using Sococo over **SPE 2021**! Thanks to Dawn Wasley (ICMS, University of Edinburgh) for producing these notes.

It's important to note that Sococo only works through a **Google Chrome** Web Browser OR the **Sococo Desktop App on a laptop or desktop computer**.
iPads or mobile devices are NOT supported on Sococo

[Download the desktop app here: https://app.sococo.com/a/download](https://app.sococo.com/a/download)

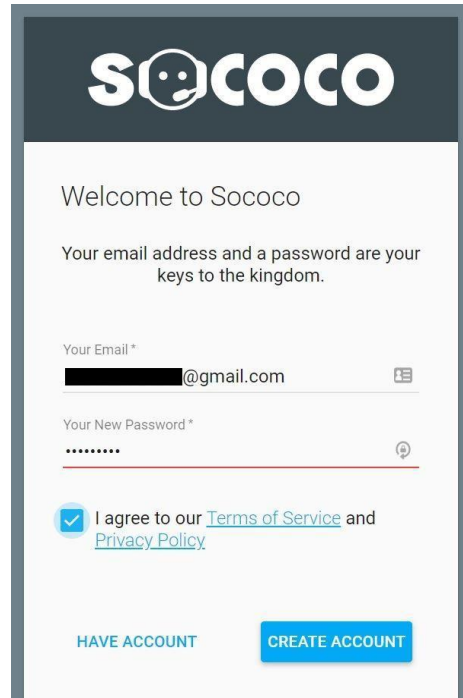
1. Sococo Email Invitation

- a. You should have received an email invite from Sococo to 'Join Your Group in Sococo'. This email will come from <noreply@sococo.net>. Click on the 'Join Now' button within the body of the email:



i.

- b. Sococo will open a new window/tab where you will confirm your email address, enter a new password for your Sococo account and check that you agree to the terms of service and privacy policy. Then click 'Create Account'.



The screenshot shows the Sococo account creation interface. At the top, the Sococo logo is displayed. Below it, the text reads "Welcome to Sococo" and "Your email address and a password are your keys to the kingdom." There are two input fields: "Your Email*" with a placeholder "@gmail.com" and "Your New Password*" with a masked password ".....". A checkbox is checked, with the text "I agree to our [Terms of Service](#) and [Privacy Policy](#)". At the bottom, there are two buttons: "HAVE ACCOUNT" and "CREATE ACCOUNT".

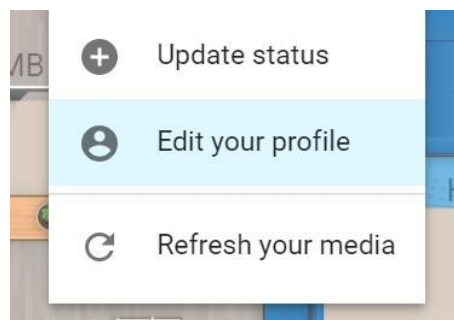
i.

2. Camera/Microphone Permissions

- a. Google Chrome or the Sococo Desktop app may ask for permission to use your computer's Camera and Microphone, click 'Yes' or 'Allow'

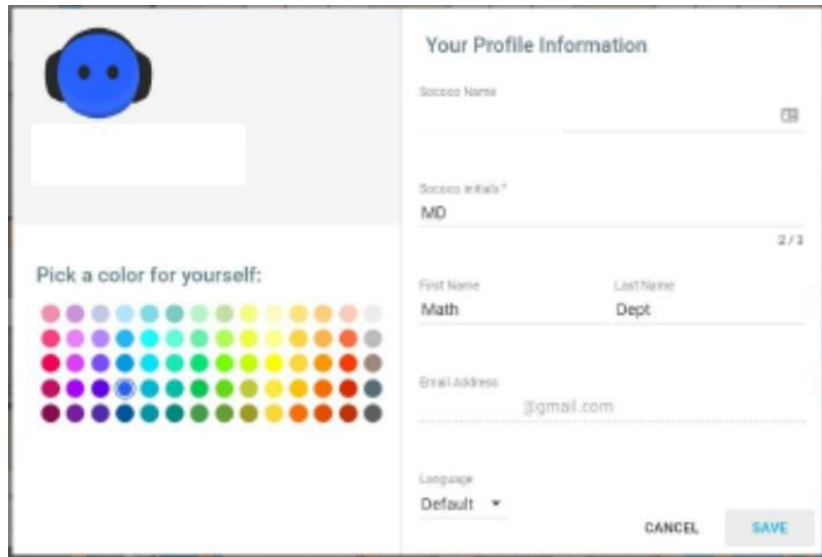
3. Edit Your Profile

- a. Your avatar will then populate into one of the Sococo spaces you were invited. Let's cover how to customize your avatar. First, right click on your avatar. For Mac users, control click on your avatar. Then select 'Edit your profile'



i.

- b. Select your avatar's color and update your Sococo name and initials as you want them to appear when other's hover over your avatar. Click 'Save' when complete.



The screenshot shows a profile information form with the following fields:

- Your Profile Information**
- Sococo Name: [Text input field]
- Sococo Initials*: MD [Text input field]
- 2 / 3
- First Name: Math [Text input field]
- Last Name: Dept [Text input field]
- Email Address: @gmail.com [Text input field]
- Language: Default [Dropdown menu]
- CANCEL [Button]
- SAVE [Button]

Below the form is a color selection grid with the text "Pick a color for yourself:"

i.

4. Moving Your Avatar

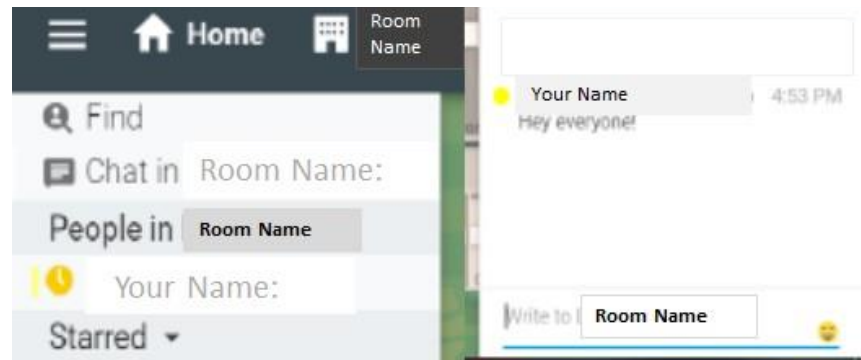
- a. To enter a new room simply click on the room name or double click anywhere within the room. To enter the room picture below you would click on 'Room Name'. You can also do a single mouse click anywhere within the current room to change your location in the room.



i.

5. Chatting/Messaging in Sococo

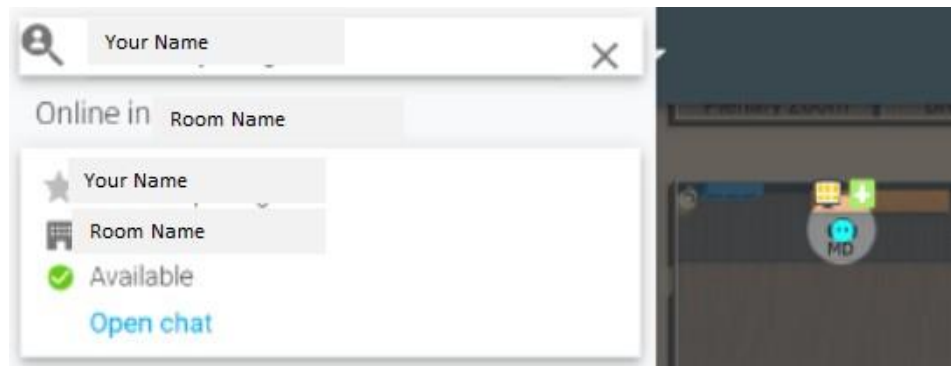
- a. Chats can be started in a couple different ways. First, you can chat with a group in the same room as your avatar. In the top left corner of your Sococo window you'll see the 'Find' function and below that, the option to open the chat box for the room you're in. Simply click to open. The chat box will open in the bottom right hand corner of the Sococo window.



i.

6. Finding Other Attendees

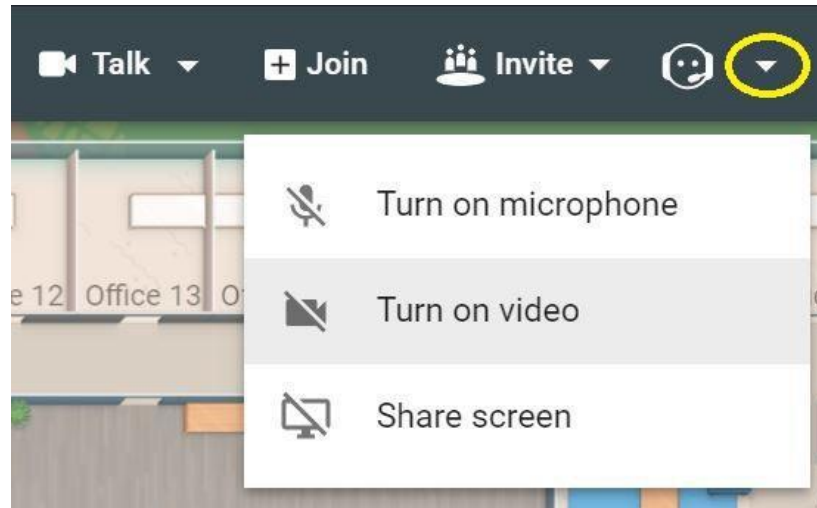
- a. The 'Find' function is a great way to look for particular individuals. Click on 'Find' just below the 'Home' button in the top left corner. Enter another user's name. You can now see that user's location and status and start a chat with that user directly. If that user is in the same space you will also see their avatar spotlighted on the map.



i.

7. Video Chatting/Screen Sharing

- a. To open the embedded video teleconferencing click on the drop down arrow next to the Sococo icon in the top right corner of the screen. (Circled in yellow below)



- i.
- b. Click 'Turn on Microphone' and 'Turn on Video' to begin video chatting with other users in the same room as your avatar. To turn the video and microphone off simply click on the Sococo avatar itself.
- c. **Anytime you move to a new room with Sococo you will need to turn your microphone and video on.
- d. To share your screen click 'Share Screen'

8. Joining Breakout Sessions and Keynotes

- a. All breakout sessions and keynote presentations will take place via Zoom. The zoom links will be connected to Sococo.
- b. To join the scheduled Zoom calls from any subgroup space click on the 'share icon' shown below, circled in red in the 'Plenary Zoom' room. The zoom call will open in another window. This same icon will be placed in other rooms to connect to the same talk scheduled for that time.
- c. **You can click these icons from anywhere on the map.



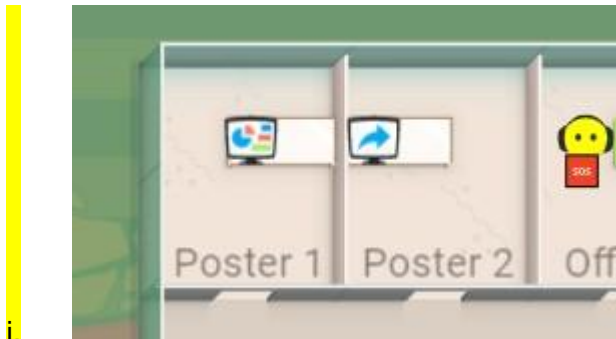
- i.



ii.

9. Poster Sessions:


- a. Posters and any pre-recorded videos will be linked to the small offices on the outside of the sococo map. Simply click on the 'share icons' within the rooms pictured below to view a poster or pre-recorded video



- i.
- b. All posters will be linked to Sococo by the pie chart icon shown above in room 'Poster 1'.
- c. All pre-recorded videos will be linked to Sococo by the blue arrow icon shown above in room 'Poster 2'.

10. Notifications in Sococo:



- In the upper left corner of Sococo, click on  to the left of the 'Home' button
- Then select the 'Settings' option and then select 'Notifications'
- From this menu you can choose to turn off all notifications and sounds:

Notifications and custom sounds adjustments

When	Show notification	Play sound	Volume
Users enter/exit my room	<input type="checkbox"/> Off	<input type="checkbox"/> Off	Medium ▼
Users come online or go offline	<input type="checkbox"/> Off	<input type="checkbox"/> Off	Medium ▼