如何使用Sidebar

Sidebar 是一款视频会议软件，允许参与者自选不同的聊天室进行有机对话。让我们来学习基本知识吧！

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Yale Divinity Alumni/AE
GETTING STARTED

The first page you'll see will ask you to enter your name, then join a room. Someone else is in the "Chapel" room, so let's click the blue "join" button next to "Chapel"!

Once you've joined, you'll see a screen that looks like the above image with all participants in your room visible. The taskbar in the bottom center has several functions:

- Camera on / off
- Mute / unmute
- Share screen
- Change camera or mic input
- Leave call
THE MENU

- **Switch rooms**: You are in the room labeled "HERE". To switch rooms, click the "Join" button next to another room.
- **Create a new room**: Click the "+ Room" button at the bottom of the menu.

DROP-DOWN MENU

Clicking the arrow to the right of someone's name leads to an additional drop-down menu.

- If you click your own name, you can rename yourself.
- If you click someone else's name, the drop-down menu in the image to the right appears:
  - Invite the individual to a private room
  - Send a fist bump or wave
  - Send an individual chat message
THE CHAT

Open the chat box by clicking "Chat" in the bottom left corner of the main screen. You can send a chat to either your discussion room or to everyone in the whole call. The room you're in is highlighted in blue at the top of the chat box, so in the screenshot to the right, this person is chatting everyone in the call.

DESKTOP VS. MOBILE

Sidebar works on tablets and computers but NOT on phones or other mobile devices.

- If you are attempting to use Sidebar on a computer and running into an "outdated browser" error, try updating the browser. Click the following links for instructions to update Chrome, Safari, Firefox, and Microsoft Edge.
YDS Community Rules

1. **JOIN ANY BREAKOUT ROOM AT ANY TIME AND LEAVE WHenever YOU NEED TO. IT'S NOT RUDE TO LEAVE A ROOM!**

2. **DON'T HESITATE TO COME BACK INTO THE LOBBY IF YOU NEED HELP NAVIGATING THE TECHNOLOGY.**

3. **INVITE ANYONE YOU WANT TO CHAT WITH 1:1 FOR A "SIDEBAR" CONVERSATION.**

4. **TAKE CONTROL AND DRIVE THE CONVERSATION BY CREATING YOUR OWN ROOM ANYTIME.**

5. **STRATEGICALLY USE THE CHAT!**

We hope this introduction to Sidebar has been useful! For further information, please visit the **Sidebar Features and FAQ Page.**