

We are excited to have you taking part of a meeting on KUDO. Please refer to the items below to help you prepare and make the most of the presentation.

## A Good Headset

- Ideally, a USB Headset.  
*(Professional-grade is highly recommended)*
- Avoid using earbuds type unless you are following from your phone.
- Place the microphone close to your mouth but avoid breathing into it.

## Internet Connectivity

- Use Google Chrome as your browser.
- Use a wired connection.  
*(Preferred)*
- If wired connection is not available, use high-speed Wi-Fi instead.  
*(Ideally 20 and 5 Mbps, for download and upload respectively. 5Ghz / 802.11ac is highly recommended)*

## A Webcam

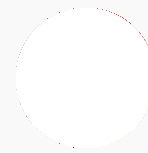
- An HD webcam is preferred to get a high quality video.
- Point the camera directly at yourself.
- When you seat in front of your computer, leave enough distance between you and the camera, so your face is entirely visible.

## Professional Environment

- Choose a private and quiet room to speak from.
- Make sure the lighting in the room is adequate.
- Place yourself so that there is a blank or plain background.

## Stay Updated

Make sure you have the latest version of the KUDO app and Google Chrome before joining a meeting. Click on the links bellow to download them:



Screen Sharing Extension  
for Google Chrome

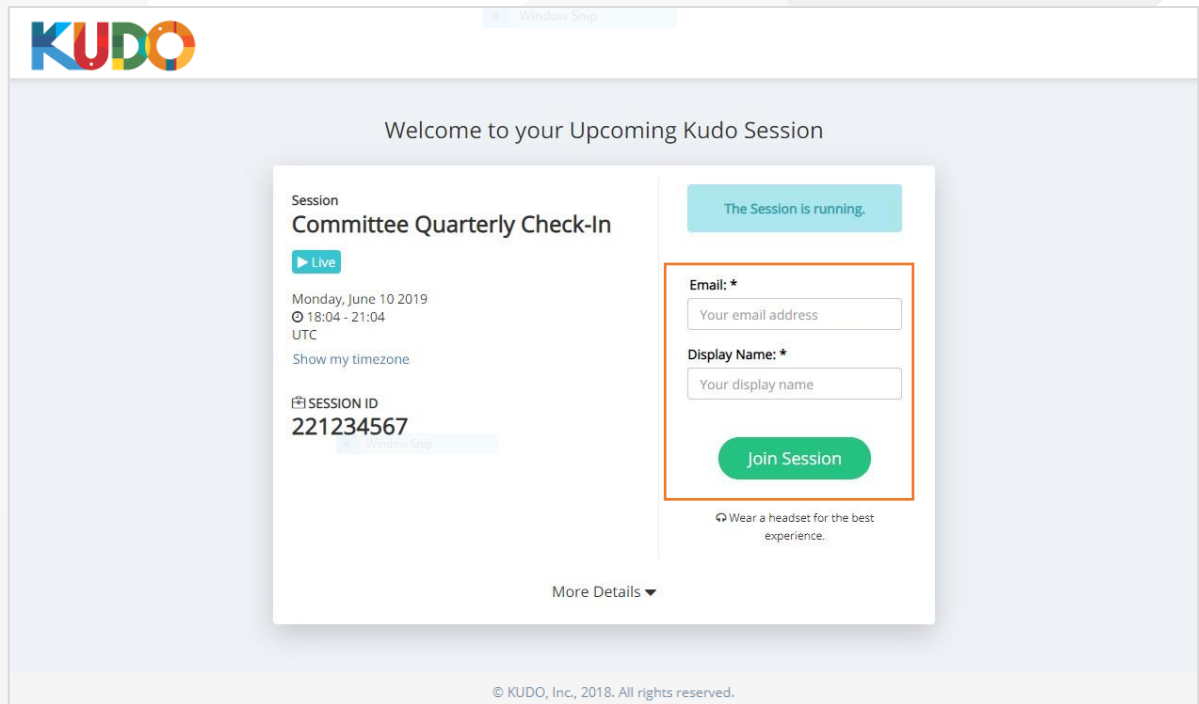


If you need help contact [support@kudoway.com](mailto:support@kudoway.com)

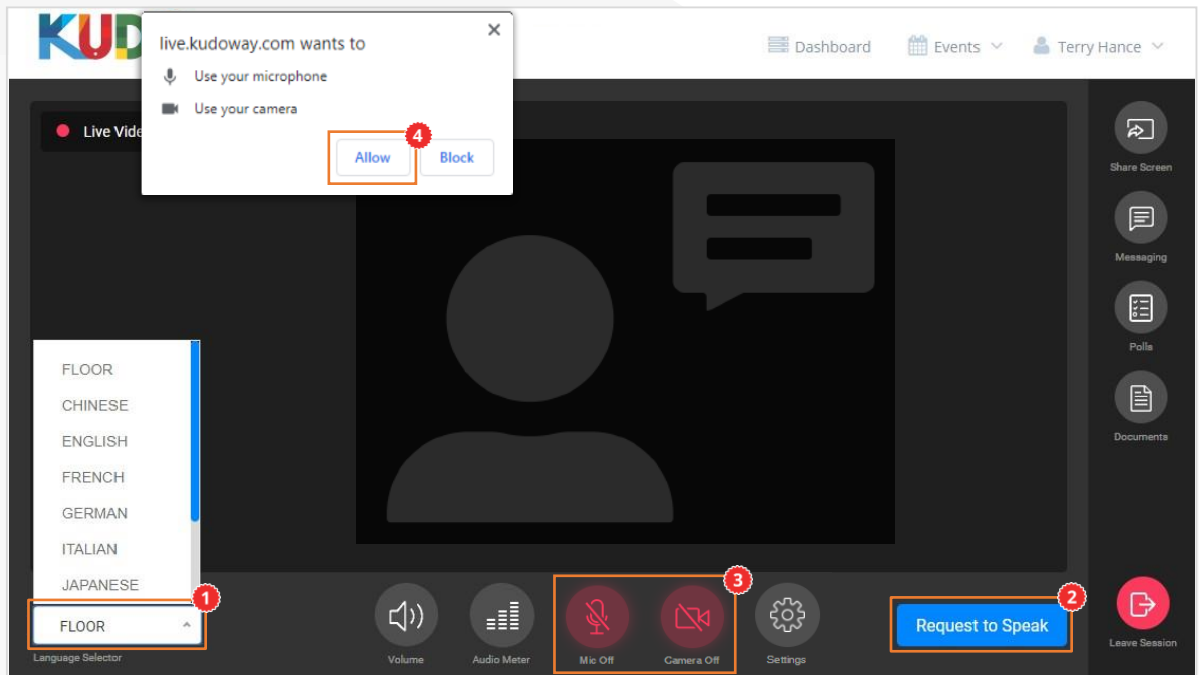
# How to Join | AdHoc Meetings



## From a computer



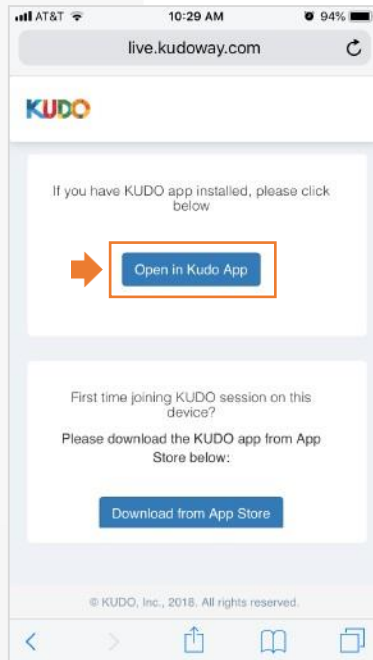
On **Google Chrome** go to the **provided link**.  
Fill out the form, click **Join Session**, and you're in!



Once you are in, click on **Floor** and choose your **preferred language** from the dropdown list.<sup>1</sup>  
To speak, click on **Request to Speak** (if required), and activate your **Camera** and **Mic** once cleared.<sup>2</sup>  
**If this is your first time on KUDO, click Allow** when prompted, to enable the use of your devices.<sup>3</sup>

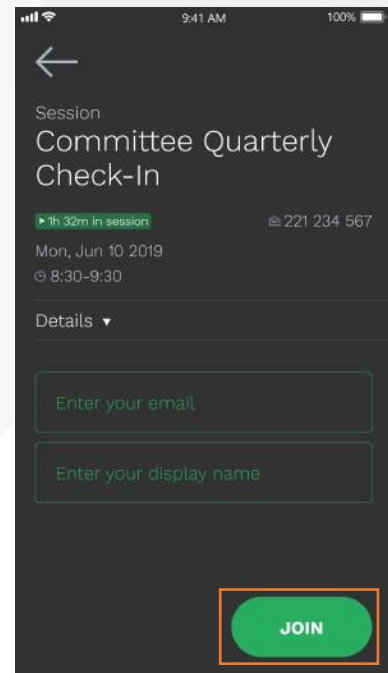
## From a smartphone

1



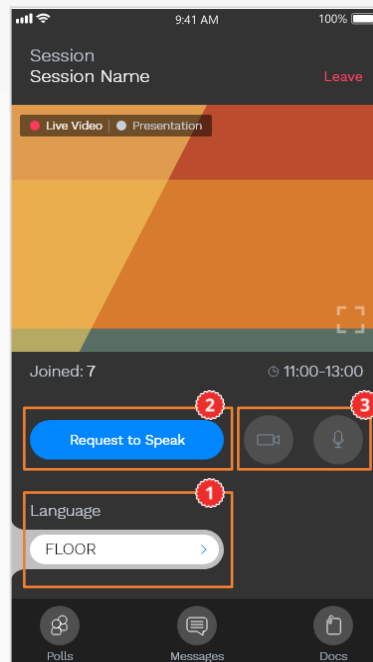
On your smartphone go to the **provided link** and select **Open in Kudo App**.

2



Fill out the form, Select **Join** and you're in!

3



Once you are in, select **Floor** and choose your preferred language.<sup>1</sup> To speak, select **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic<sup>3</sup> once cleared.