STUDENT USER GUIDE

Mayville State University

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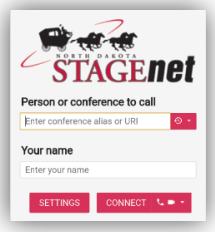
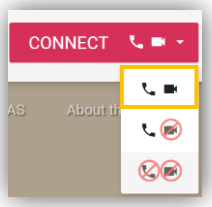
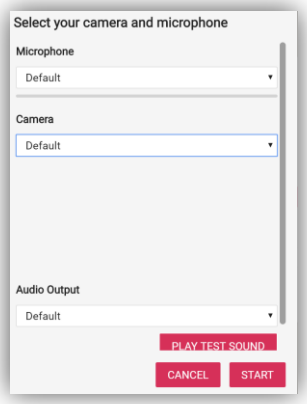
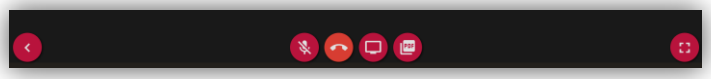
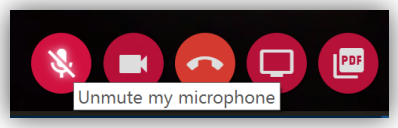
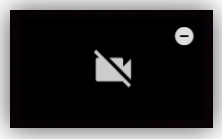
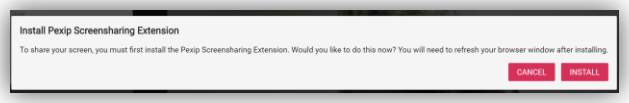
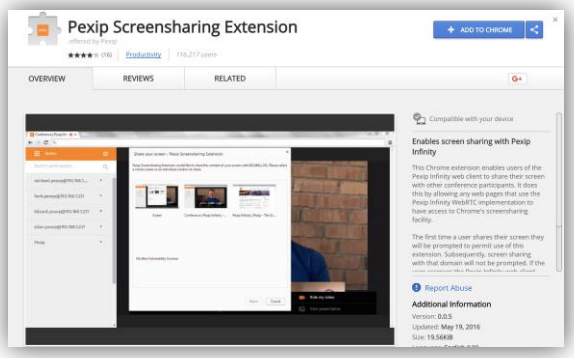
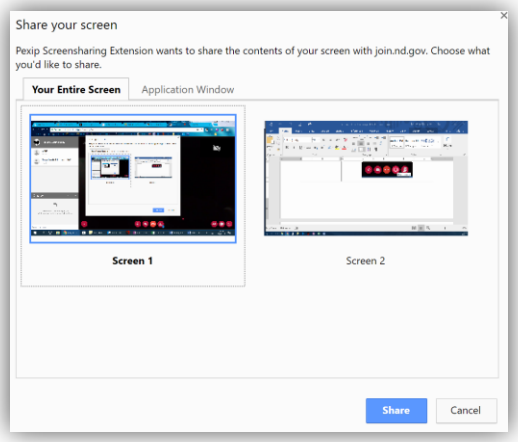
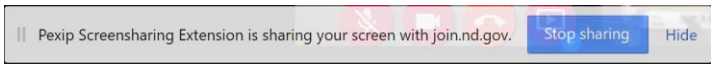
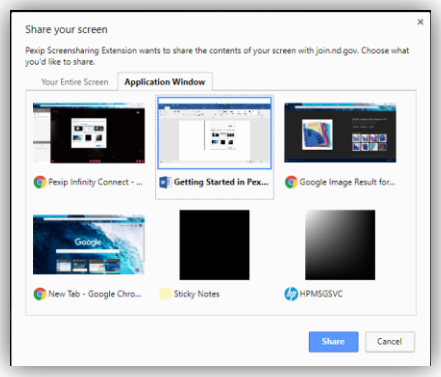
Pexip is a web conferencing tool that is used in conjunction with the Interactive Video Network (IVN). In order for Pexip to work, an IVN room and time must be reserved. However, it is not required that anyone is physically in the reserved space. You can run Pexip on your computer from anywhere you have access to the internet.

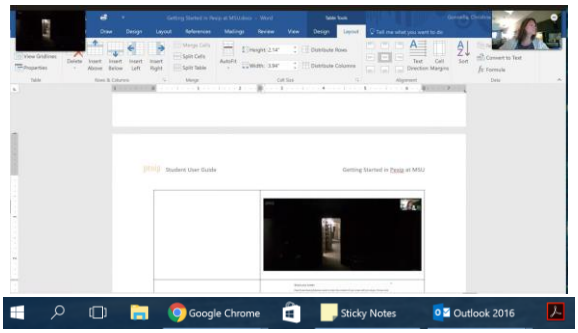
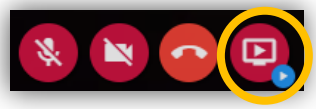
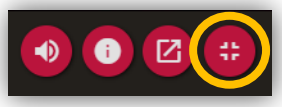
LOGGING IN

Using Google Chrome, go to https://join.nd.gov Your instructor will need to send you a conference call code. It should begin with "16".	
Enter the code. Enter your name. Click Connect.	
The Connect button offers three options on the drop-down arrow. Choose the first option as indicated. This will allow you to use both your microphone and your camera. You may to turn them off later, if you wish.	
You may choose the microphone and camera you wish to use. If you are unsure, choose the **Default** option. To test your audio, click the **Play Test Sound** button. If you do not hear a tone, 1) check your computer's volume controls 2) check the Audio Output drop down arrow to ensure the correct speakers are chosen. For further assistance, contact the MSU ITS Help Desk at 701.788.4739 or service.desk@mayvillestate.edu. When audio and video are working properly, click **Start.**	

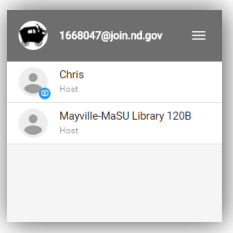
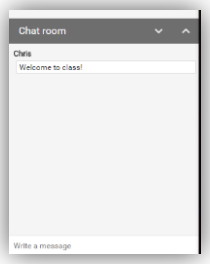
PEXIP TOOLS AND CONTROLS

When Pexip opens, hover your mouse at the bottom of the screen and these icons will pop up.	
When you login, the first thing you should do is mute your audio. To do so, click the speaker icon. It will show as muted and give you the option to unmute on the pop up message when you hover over it.	
You may do the same with the video by turning the camera on and off.	
When you turn off your camera, this image will appear on the upper right corner of the screen to indicate that your camera is turned off.	
Use this icon to **disconnect** the call.	
Use this icon to **Share your Screen**.	
The first time you share your screen in Pexip, you may be asked to install an extension for Chrome. **Click Install**	

When this screen opens, click **Add To Chrome.** The extension should automatically install. Go back to Pexip and try to screen share again. It should go to the next step.	
Pexip gives you two options for sharing your screen **Your Entire Screen** or **Application Window**. To share **Your Entire Screen**, choose a screen (if you have more than one monitor), the click **Share.**	
Pexip will display this message on the bottom of your screen while you are sharing it.	
To share your **Application Window**, choose the application you would like to share. Click **Share**. **Note**: If you share you Application Window, you will not be able to move to a different application or window.	

If you share your screen and cannot see any other parts of your desktop or tool bars, hit the **escape** button on the keyboard to get out of the full screen effect. 	
When you share your screen, you will see the screen you are sharing and you will not see the Pexip screen. Use the toolbar at the bottom of your screen to move back and forth between apps.	
To **Stop Sharing**, click the button.	
On the lower right side of the screen, hover to see the **controls**. From left to right: • Volume control • Technical info about the call • Open presentation in a new window • Open full screen mode	
To go to **Full Screen**	
To exit **Full Screen**	

PARTICIPANT AND CHAT PANELS

Participant Panel. The upper left corner shows the participants in the conference. In the screen shot, Mayville-MaSU Library 120B is the room in which the IVN connection is hosted.	
The **Chat Panel** is below the Participant panel. To send an instant message to everyone in the conference call, type into the **Write a message** text box and hit **Enter**. You message will appear above.	
To **Close** the Participant and Chat Panels, click the left arrow on the bottom left of the Panels.	