Vidyo Invite by Email Setup

1) Log into the Vidyo portal by going to Vidyo.Solano.edu and entering in your Vidyo credentials.

2) Once you are logged into the Portal click on “My Room” and then “Join Room”
3) Once you are in the room Click on “Invite by Email”

4) An Outlook message will come up with a link that the guest will be using. Type in the Recipients email address and click send.

NOTE: It is highly advisable to also add into the body of the email the contact Phone number that you are at as well as a link to the Technology Webpage http://www.solano.edu/technology/techtips/video_conference.html which will contain instructions for Guest users as well as a full Vidyo desktop User Guide.