



How to enjoy Toucan

Beginner's guide: June 2021



ONE CLICK TO JOIN

Click/tap the meeting link to get started.



1-1 TO MANY

Toucan works from 1-1 meetings to all-hands.



BROWSER BASED

No download required.
Simply use your browser.
(Chrome is recommended)

Check the minimum requirement



DEVICES

Currently, Toucan is only supported on laptop, desktop, PC, and tablet devices. Mobile compatibility will be coming soon!



CAMERA & MICROPHONE

At a minimum, Toucan will only work with computers that have cameras. In order for you to enter a Toucan space, your device must have a camera and microphone.

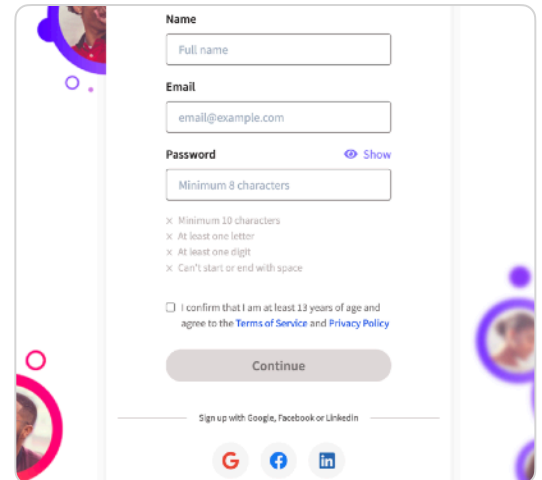


BROWSERS

Chrome Version 83 or higher
Firefox Version 77 or higher on Win / Mac OS
Edge Version 83 or higher
Safari Version 14.1 or higher on Mac OS or iPad

1 Create an account

You need to create an account on Toucan with either your email, Facebook, Google, or LinkedIn account. This is for authentication purposes.



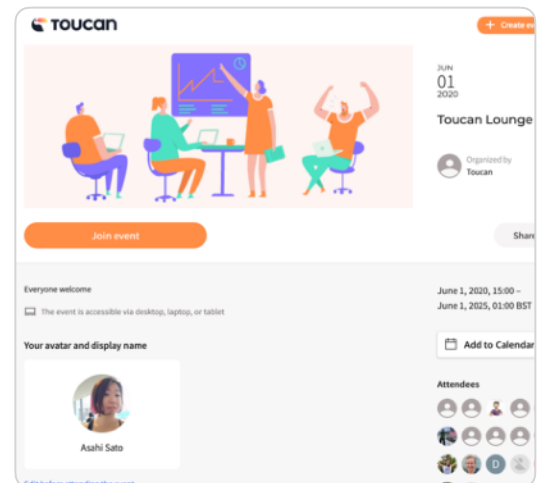
The image shows a web form for creating a Toucan account. It includes fields for 'Name' (Full name), 'Email' (example: email@example.com), and 'Password' (with a 'Show' link). Below the password field are four validation rules: 'Minimum 10 characters', 'At least one letter', 'At least one digit', and 'Can't start or end with space'. There is a checkbox for 'I confirm that I am at least 13 years of age and agree to the Terms of Service and Privacy Policy'. A 'Continue' button is at the bottom, along with social login options for Google, Facebook, and LinkedIn.

2 Joining an Event

After you've logged in, if you were sent an event link, you're brought to the unique event page!

Here, you can see all the details of the event, and you can easily copy the URL and tell all your friends.

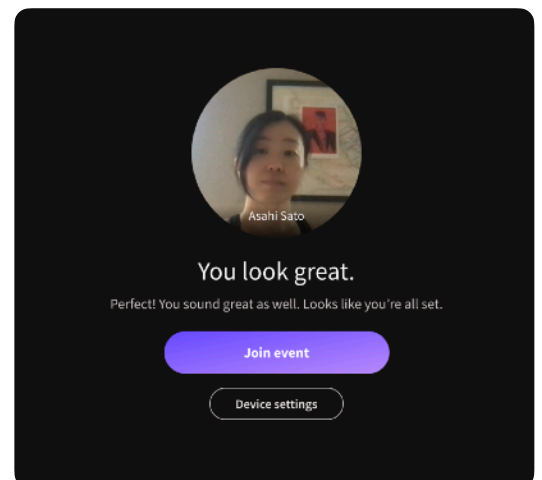
The space will open up 30 minutes prior to the scheduled start of the event. To enter the space, all you have to do is click the "Join the event" button.

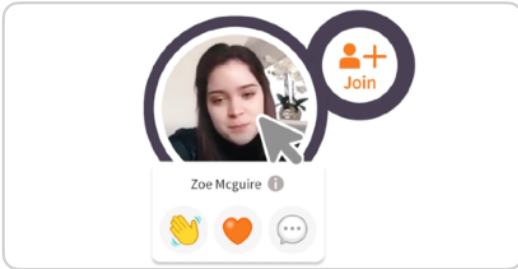


3 Camera & Audio check

In order to enter the space, you have to click "Allow" and grant Toucan permission to use your camera and microphone...otherwise, how will you speak to anybody?

You can select "Device settings" if you would like to change what microphone, headset, or camera you are using. Once you think you're all set, click the "Join event" button, and you will enter into the Toucan space. Enjoy!

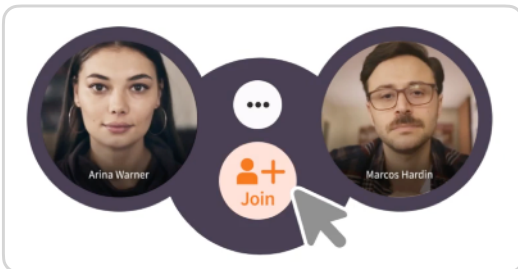




Start a conversation

Click the Join button

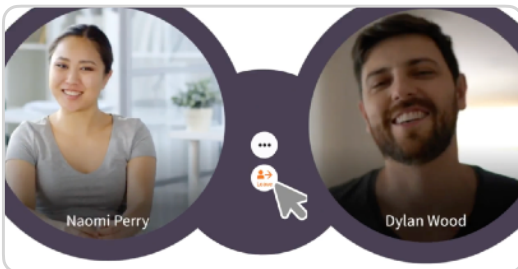
Hover over anybody that isn't already in a group and just click "Join" to start a conversation.



Join a conversation

Click the Join button in the middle of group

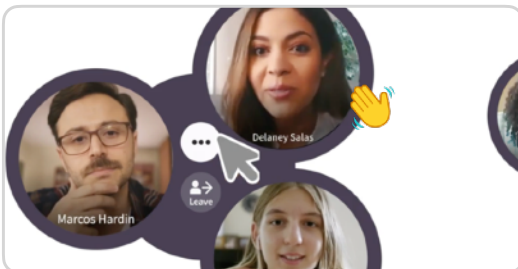
To join a group conversation, just click the "Join" button in middle of the group.



Leave the conversation

Click the Leave button

To break off from your current group or directly join another person or group.

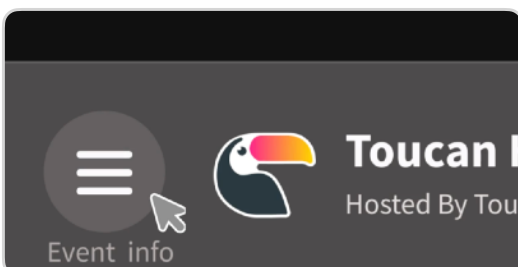


Express yourself

Emoticons and messages

Hover over any individual to send them emoticons or a private message that nobody else can see.

Click the "..." in the middle of any group to send emoticons and messages to everybody in the group.



Find out event/space information

Click "Event Info"

To get more details about the event/space and the people in it. Check who is online and join them directly.