

DOWNLOADING AND INSTALLING GAIA TOWN

To enter our virtual world GAIA TOWN, please download and install GAIA TOWN APP.

1. Please access to this link to download app to your PC or Mac (Not available with your cellphone)

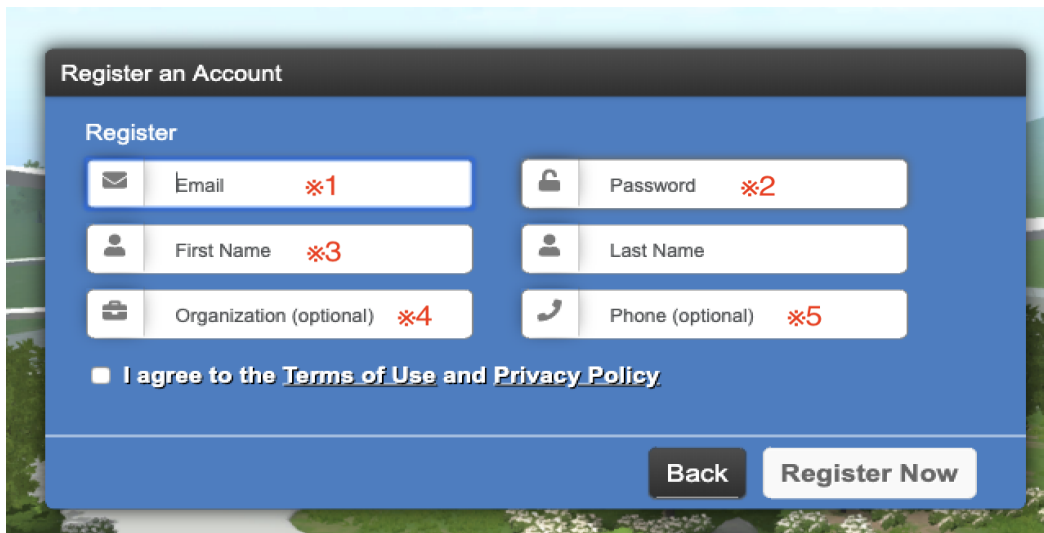
<https://www.gaia-link.net/gaiatown>

2. User registration

Once the app is installed, please register your user ID and Password.

(If you are a Virbela Open Campus user, you can use the same ID and Password for GAIA TOWN)

3. Please fill out your Email address, password, your name. Your organization name and phone number are optional information. (please refer above screenshot)



※1 Please use Email address which you can receive the invitation email from Virbela

※2 We recommend you to note the password once it is created.

※3 Please register your real name in alphabet letters.

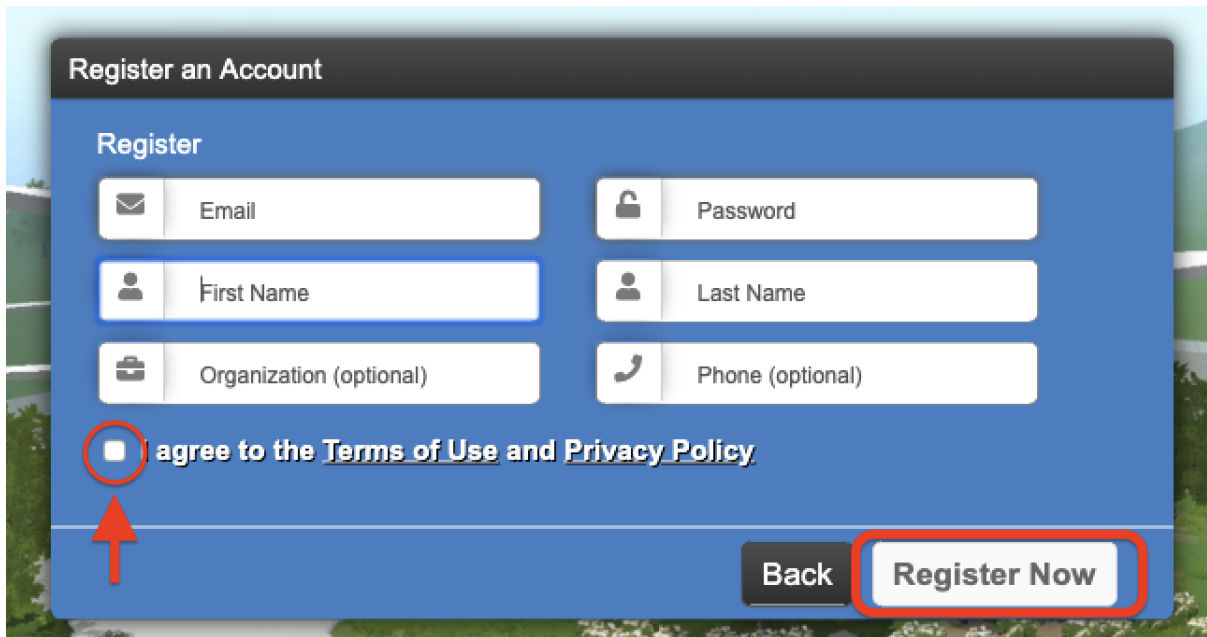
(your name can be changed any time after registration)

※4 Please input your company or organization name which you are belonging to.

※5 Telephone number is an optional information

4. Finalize registration

Check on the privacy policy box and click "Register Now"



5. Once you finish the register, you will be prompted to set up an avatar. At any time, you can also click the arrow next to your user name in the blue “GO TO” menu and select “Change Avatar” to make updates.



GAIA TOWN offers a wide range of outfits, hairstyles, and traits to showcase diversity and personality:

- Wide variety of skin tone options and facial features
- Many hair colors and styles to choose from
- Many professional and casual outfits and accessories
- Ethnic and religious headwear, such as hijab, turban, and yarmulke
- Halloween and Christmas outfits and accessories are available seasonally.

6. Customize Your Avatar

1. Select the blue buttons along the left side of the screen to make updates to gender, traits, clothing, and accessory options.
2. The blue “previous” and “next” buttons allow you to review options in each category.
3. You can also use your left and right arrow keys to rotate your avatar and see it from a different perspective.
4. Click the blue dice button on the right side of your screen to randomize your avatar’s look.

5. To cancel the changes you have made to your avatar, click the red X button on the right side of the screen.
6. When you are finished updating your avatar, click the green check button to proceed back to campus.

7. Logout

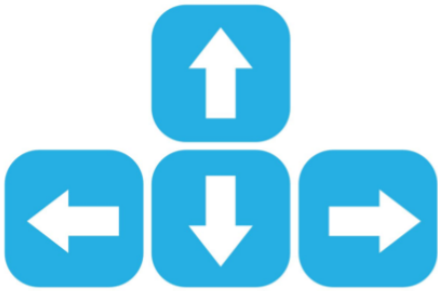


Choose “Logout” (to enter with another account) or “Quit” (to finish the GAIA TOWN app)

Navigating Around Campus

1. Walking

To walk around, use your arrow keys or the WASD keys

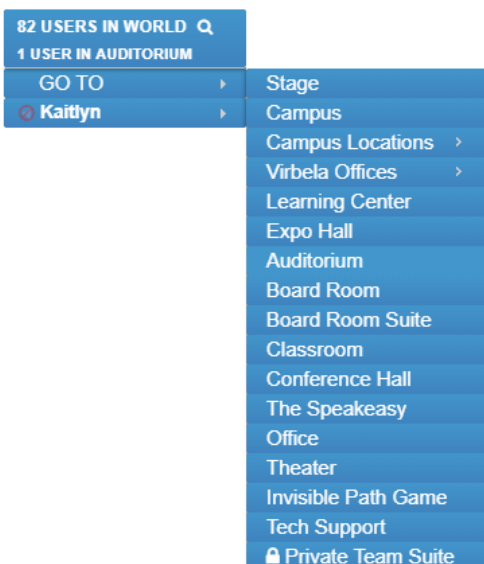


- To move your avatar forward press and hold the W (or ↑)key.
- To move backward press and hold the S(or ↓) key.
- To turn to the right press and hold the D (or →)key.
- To turn to the left press and hold the A (or ←)key.



You will also notice that when your cursor hovers over a point on the ground, you will see a person icon. Click on it to automatically walk to the point where the icon is located.

2. Teleporting



To automatically teleport to another campus location, select “GO TO” in the blue menu on the left side of your screen to see a list of location options. Simply click the location, and you will appear in that location automatically.

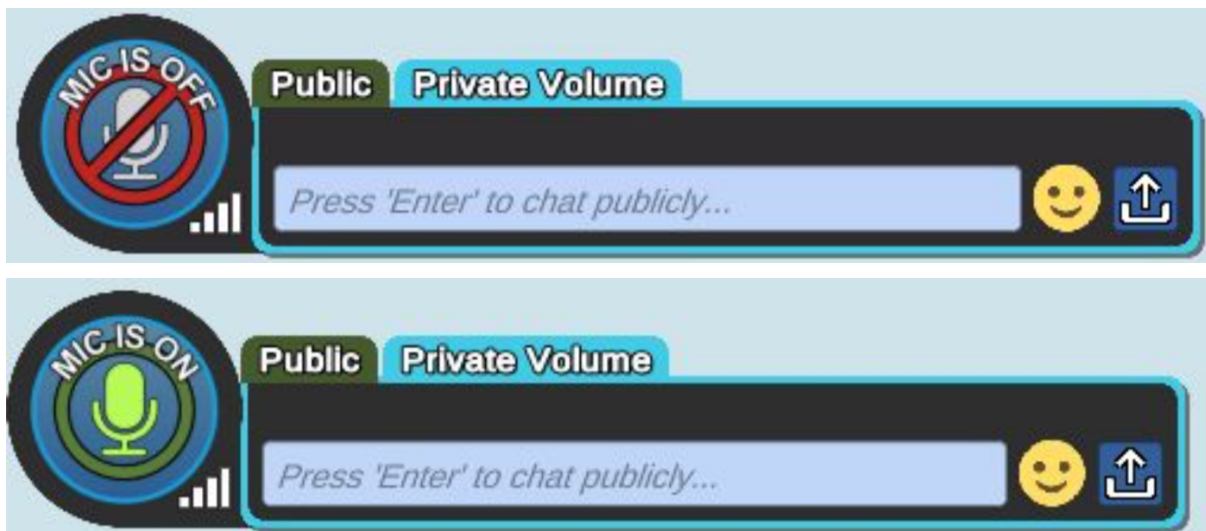
3. Looking around the room

To look around the room, press the spacebar to unlock your camera and look around the room using your cursor. Press the spacebar again to lock your view again.

4. Microphone

To enable your microphone, click on the microphone icon. The microphone icon will turn **green** and read **Mic is On**. This will give you the ability to speak with other users in Virbela.

A secondary option for using the microphone is the **'push-to-talk'** function by holding down the "1" key on your keyboard. This option allows you to use the microphone like a walkie talkie –press and hold down the number "1" key to enable and release to disable.



5. Textbox

Directly to the right of the microphone is the text box. Once the field is selected, you can begin typing your message.



To the right of the text box is a smiley face emoji. Clicking the smiley face gives you the option to include emojis in your text message.

To the right of the smiley face emoji is an upload option. Clicking on this function allows you to upload a file from your computer to share.