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1. INTRODUCTION

Dear esd Authors, Delegates, Partners and Friends,
From now on esd Conference is also available on Discord. Beside other communication platforms like Facebook, LinkedIn, etc. we will also use this platform to deliver fresh news about esd Conferences and for Online Conference live video streaming.

What can you do on esd Conference Discord channel:
• send direct messages to any member on the server
• communicate with other members via text channels
• read news and updates about esd Conferences
• find useful and important links regarding esd Conference
• communicate with other members via voice channels
• stream live video of your presentation

We have separate text channels and voice channels. #news-and-informations text channel will be used to announce news and updates about esd Conferences while #general-chat text channel is open for everyone and you can chat with other authors in this channel. All links regarding esd Conference are available in #useful-links. If you have any questions for esd Conference team you can ask them in #frequently-asked-questions text channel.

Voice Channels will be used for esd Conference presentations where presenters can also do a live video stream of their presentation.

Note: After creating Discord Account you can also download Discord App for your tablet or smartphone. With Discord App you will be able to read/write in text channels, send direct messages to other members, use voice channels and watch esd Conference live video stream.

We are looking forward to hear from you,
esd Conference Team
2. CREATING ACCOUNT AND INSTALLING

In order to join esd Conference Discord channel, you will need to create a Discord account and install Discord application on your PC. Optionally, After creating Discord Account you can also download Discord App for your tablet.smartphone or use Discord within your web browser. It is mandatory that you install Discord application on your PC if you plan to video stream your presentation. If you want only to listen to a presentation or present without video you can do it via tablet/smartphone or through a web browser.

*Important note:* If you use Discord App on your tablet/smartphone or connect through a web browser, you will be able to use all features mentioned in *Introduction chapter* except for stream live video of your presentation. This means that you will be able to write direct messages to other members, communicate with other members via text channels, read content from all text channels, join and communicate with other members via voice channels and watch a live video stream of presentations but you won’t be able to video stream your own presentation via tablet or smartphone.

**Step 1: Creating Discord Account**

1) You can create your Discord Account at this link: [https://discordapp.com/register](https://discordapp.com/register)
2) Enter your email, user name and password you want to use for your account, click the checkbox (Agree to Discord’s Terms of Service and Privacy Policy) and then click the Continue button (Picture 1).
3) Go to your email, open email from Discord and click *Verify Email* button (Picture 2)

*Picture 1: Create an account window*
After you successfully created your Discord account, Discord will automatically open in your web browser (Picture 3). You can use Discord with your web browser but we highly recommend installing Discord application on your PC so you can use all features. Installing Discord application on your PC will be explained in Step 2.

Note: If you connect to Discord through the web browser, you will be able to use all features mentioned in the Introduction chapter except stream live video of your presentation.

After you created your Discord account, you can always Log in to your Discord Account and use Discord via web browser at this link: https://discordapp.com/login.
Step 2: Downloading and Installing Discord Application

1) You can download Discord application at this link: https://discordapp.com/download
2) Download Discord installation file for system that you use (PC, Mac or Linux) (Picture 4)
3) Locate installation file on your computer
4) Install Discord application on your computer

![Picture 4: Download page for Discord application](image)

After successfully installing Discord application on your computer, Discord should open automatically. If Discord application does not open automatically, look for the shortcut on your Desktop or your program list and open application by double-clicking it. The icon of the Discord application is shown in Picture 5.

![Picture 5: Discord application icon](image)
Step 3: Logging into Discord Application and joining esd Conference Channel

1) Open Discord on your computer and log in with your email and password (Picture 6)
2) When you log in to Discord application, click on Add a server button on your application (Picture 7)
3) When a new window opens, click on the Join a server button (Picture 8)
4) Copy invite link and paste it into the field on your Discord application (Picture 9)
   esd Conference INVITE LINK: https://discord.gg/CKqbMJt
5) After pasting link into assigned field, click Join button (Picture 9)
6) After completing all previous steps (steps 1-5) you will join Official esd Conference Discord channel (Picture 10)

Picture 6: Discord application Login screen

Picture 7: Location of Add a server button
Picture 8: Location of Join a server button

Picture 9: Invitation link field and Join button
Welcome to official esd Conference Discord channel

Picture 10: Welcome to official esd Conference Discord channel
3. HOW TO USE ESD CONFERENCE DISCORD CHANNEL

To help you get used to Discord interface we will explain some of the main features, how to use them and how to navigate through esd Conference Discord Channel. Areas marked with numbers will be described separately so you can have a better understanding of each element.

**List of interface elements (Picture 11):**
1) List of text channels
2) List of voice channels
3) Chat window – you can see all messages from one of text channels here
4) Input field for writing a message
5) List of members that joined esd Conference Channel on Discord
6) From left to right – mute text channel / list of pinned messages / show or hide members list
7) From left to right – Go live button (Used for Video streaming) / Disconnect button (used to disconnect from voice channel)
8) From left to right – Mute microphone button / Mute microphone and headphones button / Settings button
9) From top to bottom – Discord home button / esd Conference Channel button

![Picture 11: esd Conference Channel – Discord interface](image)

Each of the interface elements will be explained in the next chapters and we will use the same numbering order as in the picture above.
3.1. List of Text Channels
All text channels that are available on esd Conference Channel are listed here (Picture 11 under mark 1). You can visit and check the content of each channel by simply clicking on one of the channels. Members can read the content of all channels.

List of Text Channels:
- Frequently asked questions – In this channel, you can ask esd conference team if you have any kind of questions regarding conferences
- About esd Conference – This is a general esd Conference information channel and only esd Team members can write in this channel
- Welcome – This is a welcome channel with basic information and only esd Team members can write in this channel
- Useful links – In this text Channel, you are able to find useful links regarding esd Conferences and only esd Team members can write in this channel
- News and informations – This channel is used for delivering fresh news and updates from about esd Conferences and only esd Team members can write in this channel
- General chat – In this channel, you can chat and communicate with other members
- Testimonials and experiences – In this channel, you can write your testimonial and share your esd Conference experiences with others

3.2. List of Voice Channels
All voice channels that are available on esd Conference Channel are listed here (Picture 11 under mark 2). You can join or change any voice channel by simply clicking on one of the voice channels. You will know in which channel you are currently by checking your username under the channel name. You can see the example of the user in the voice channel on Picture 11 under mark 2.

3.3. Chat Window
In the chat window, you can see all previous messages that were written in the text channel (Picture 11 under mark 3). Each text channel has its own chat window so you need to make sure you are in the right text channel before you write a message in the channel. In Picture 11 under mark 1, you can see that the user is reading messages from the General chat text channel.

3.4. Input Field for Writing a Message
This is the field where you write your messages in the text channel you are currently positioned (Picture 11 under mark 4). After you write your message, simply press the enter button on your keyboard and your message will be displayed in the chat window. If you want to send a file simply drag and drop the file in the chat window or press + button on the left side of the input field where you write your message.

3.5. List of Members
On the right side of the screen, you can see a list of all members that joined esd Conference Discord Channel (Picture 11 under mark 5). If the list is not visible or you want to hide it you can simply click the third icon on the right, marked with number 6 on Picture 11.
3.6. Mute text channel / Pinned messages / Show or hide member list
Under mark 6 on Picture 11, you can see three icons. The first icon (from left to right) is used to mute notifications from the text channel. The second icon is used to quickly access pinned messages in the text channels. esd Conference Team will pin important messages so other members can quickly find them in case there is a lot of messages in the text channel. The third icon is used to show or hide members list on the right side marked with number 5 on Picture 11.

3.7. Go live button (Used for Video streaming) / Disconnect button
The two buttons marked with number 7 on Picture 11 will only show when you connect to one of the voice channels. The left icon is the Go live button and it is used to start a video stream. We will explain how to start a video stream of your presentation in one of the later chapters. The right icon is the Disconnect button and you will need to click that button if you want to leave the voice channel.

Important note: If you use Discord App on your tablet/smartphone or connect through web browser, Go live button will not be available.

3.8. Mute microphone / Mute microphone and headphones / Settings
Under mark 8 on Picture 11, there are three icons. The first icon (from left to right) is used to mute your microphone. The second icon is used to mute both microphone and headphones. The third button opens Discord settings.

3.9. Discord home button / esd Conference Channel button
Under mark 9 on Picture 11, there are two more buttons. The top button is your Home button, where you can check your direct messages, friends list, pending invites or add a friend. Under the Home button is a list of servers that you joined. Since our testing account only joined esd Conference Server we only have esd button available. If you click the Home button to check your direct messages you can always click on esd button to return to the esd Conference channel and view our content.
4. LIVE VIDEO STREAM OF PRESENTATION

Thanx to modern technology, we are able to stream live video of presentations through our esd Conference Discord channel and hold the esd Conference online. All members that join one of the esd Conference voice channels will be able to watch the live stream of presentations or stream video of their own presentation. Members are also able to watch the live video stream of presentations and communicate via voice on their tablets/smartphones if they install Discord App on their device. Joining a live video stream and voice communication is also possible if you log in to Discord via web browser at the link below:

Important note: If you use Discord App on your tablet/smartphone or through a web browser, you will only be able to watch a live stream of presentation and communicate via voice.

4.1. How to start a live video stream of your presentation

Starting a live video stream is a simple procedure that is possible in only a few clicks. The whole procedure will be explained and covered with photos in this chapter.

Important note: Streaming live video might not work properly if some of the members have internet connection issues or slower internet connection. In that case, we advise presenters with a slower internet connection to present their papers only via voice and without video.

In order to start a live video stream, first, you will need to join one of the esd Conference voice channels that are listed. When you join one of the voice channels, you will see your nickname in that channel as well as other members that joined the voice channels. Joining or switching voice channels can simply be done just by clicking another voice channel. Once you join a voice channel, Go Live and Disconnect icons will appear below (button functions explained in subchapter 3.7.). You can see the position of the Go Live and Disconnect icons on Picture 11 marked with number 7.

After you joined one of the voice channels follow the steps below to start a video stream of your presentation:

1) **Step 1:** Click on the Go Live icon (Picture 12)
2) **Step 2:** When Go Live screen opens you have options to share Application or Screen. In our case, you will need to choose the share your screen option (Picture 13).
3) **Step 3:** Click on the screen you want to share. If you have multiple displays connected to your computer, more screens will show up here so choose the whichever screen you plan to use to open your presentation. In case you use one display, you will have only one option and you should just click on that screen (Picture 13).
4) **Step 4:** Click on the Go Live button (Picture 14)

To help you better understand the live video streaming process, on the following pages you will find pictures with marks, mentioned in each step above.
esd Conference Discord User Guide

**Picture 12: Step 1**

- Step 1: Click on the Go Live icon.

**Picture 13: Step 2 and Step 3**

- Step 2: Click on the Screen button.
- Step 3: Click on the screen you want to share.
Picture 14: Step 4

Picture 15: Discord interface while you are streaming
Once you start your stream, you will notice some new options in your interface (Picture 15). To help you understand each element we will explain each mark connected with the numbers.

**List of Discord interface elements marked on Picture 15:**

1) **Live stream indicator** – If a member in the voice channel has this mark next to his nickname, this means that this person is live streaming video of their presentation.
2) **Stop Streaming button** – Clicking this button will stop and close live video stream of your presentation.
3) **Live stream preview window** – This small window shows the preview of your live video stream.
4) **Stream Settings** – Clicking this button will open stream settings where you can change quality settings of your live video stream.

**Important notes:**
- Soon as you start live video stream, open your presentation and you can start presenting
- If you have a slower connection, click on the Stream Settings button (mark 4 on Picture 15) and change STREAM QUALITY to 480.
- If changing stream quality still does not help due to the bad connection, please continue to present your paper via voice only
- After you finish presenting your paper please click the Stop Streaming button (mark 2 on Picture 15)

### 4.2. How to join and watch a live video stream of the presentation

Joining and watching a live video stream is a simple procedure that is possible in only a few clicks. When you see a member in the voice channel that has a **LIVE** indicator next to his nickname, this means that a member is streaming their presentation and you can watch their live video stream.

**How to join and watch a live video stream:**

1) Step 1: Click on the user in your voice channel that has **LIVE** indicator next to his nickname (Picture 16)
2) Step 2: When a small window opens to the right, click the **Join Stream** button (Picture 16)

After you joined a live video stream, you will be able to watch the live presentation of a member that is streaming. When you start watching the live video stream there are few options available when you position your mouse over the video stream window. Those options are marked in Picture 17.

**Options available while watching a live video stream marked on Picture 17:**

- **Stop Watching button** – closes live video stream you are watching
- **Pop Out** – opens a live video stream in a separated window
- **Full Screen** – opens live video stream in full-screen mode
- **Volume control** – raise or lower the volume of the live video stream
Picture 16: How to join and watch a live video stream – Step 1 and Step 2

Picture 17: Options available while watching a live video stream
5. OTHER USEFUL DISCORD OPTIONS

Discord has a lot of useful options. Some options are available in the menu that shows up when you right-click your own name or name of another user that is listed in one of the voice channels or members list.

5.1. Options while right-clicking on other usernames

You can send direct messages, check profiles, mute, add friends, or change the volume of other users in the menu that opens by right-clicking on the member's name. Changing the volume of other users is very useful because sometimes a user is too loud or too quiet. You can change the volume of each user separately. The same menu will open if you right-click on the user's name that is in the voice channel or on the members list. Menu and options for other users are marked in the picture below (Picture 18).

![Picture 18: Options while right-clicking on other usernames]

5.2. Options while right-clicking on your own username

Any user can change his own nickname just by right-clicking their name while in the voice channel, or by right-clicking their own name on the members list. When you right-click your own name you can check your profile, mute microphone, mute both microphone and speakers, change nickname, etc... Menu and your own options are marked on the picture below (Picture 19).

*Important note: We would like for each user to change their default nickname to their full name as soon as they join esd conference Discord Channel.*
Picture 19: Options while right-clicking on your own username
Thank You
for your attention

esd Conference Team