

AETZone/OpenQwaq Cheat Sheet

To download AETZone/OpenQWaq:

- <http://qwaq.rcoe.appstate.edu/client/>

To Log in:

- Your **Login (E-Mail)** name is your email address
- **Password:** You should have received an email with your username and password
- Under **More Options:**
 - **Organization:** AET Zone
 - **Host:** There is a plus button next to this box. Click on it and type:
qwaq.rcoe.appstate.edu
- **Login** and now choose **'Orientation Station'** under the 'Forums' tab
- Click **Enter Forum;** after some downloads, you will enter the forum.

To Change your Password:

- Click the **Extras Menu**
- Select **Change Password**

To Change your Avatar:

- Click on the **Tools Menu** and select **My Avatar**
- Under **Family**, choose a shape – keep the **Simple Shape** for now
- You can display two images – upload a picture for your head and another image to display as a badge on your body

To Change your Preferences:

- Click on the **Tools Menu** and select **Preferences**
- Under **Public Profile**, change the following:
 - Under **Screen Name**, change your name to your first and last name
 - Under **My Color**, choose a color for your avatar
 - Under **Public Email**, share an email address that you would like others to see
 - Under **About Me**, enter information concerning your role in this project
- Under **Preferences**, change your **Point of View** – choose **Normal** to start

To use Audio Chat:

- View the icons on the lower left hand side of the Teleplace window. Look for the one that looks like a microphone.
- Put your mouse pointer over it and hold down the left mouse button to view the options. Choose **Push-to-Talk**
- To **speak**, hold down the **Ctrl** key and wait your turn

To Use Text Chat:

- Click on the **Tools Menu** and select **Text Chat**
- Click in the small empty rectangle at the bottom of the chat window and type a message. Press Enter (or Return) to send the message

Tips:

1. To move around, use the arrow keys on your keyboard. The up arrow moves you forward, the down arrow move you back and the right and left arrow turn you in those directions.
2. To leave Teleplace, click on the **File menu** and choose **Exit**.
3. For additional help, view the Teleplace **Help** menu - it is quite good