Welcome to QiqoChat

QiqoChat is a simple to use online session platform that makes use of Zoom and Google products to connect participants for real-time sessions. We use QiqoChat for all our online learning opportunities because it allows us to best replicate the important human connection and learning processes that happen in person.

This guide is intended to provide you with a general orientation to using QiqoChat as the technology for our session. QiqoChat offers a more comprehensive orientation if you would like more information.

In this guide, you will find first a brief text overview of how to join the session and then a more comprehensive step-by-step guide. While our experience of QiqoChat is that it is intuitive and easy to use, we are sharing these instructions with you to support you in feeling comfortable in arriving and especially for those who are less comfortable with learning to use new technologies. We like to think of it kind of like giving you directions to a physical conference location – you might want just the street address, some general directions, or a detailed map of how to get there.

The Address

You will have already received the link to access our online Open Space Technoloy session. You will receive it again about an hour before our start-time, so you have it handy.

Please arrive to our session 15 minutes before our start time so that we can begin promptly. A quick overview of the QiqoChat platform will be given starting 10 minutes before we begin.

General Directions

QiqoChat makes use of Zoom for audio/video and Google programs like Slides and Docs for text and visual based collaboration. Both platforms work across most devices without trouble.

You can test that your device is ready to use these applications by clicking on the following links:

- Zoom Test Session – On this link you can join a sample Zoom session to ensure your computer is ready to use Zoom
- Test Google Slides – Open this link to ensure you can access Google Docs.

Tip! If you are accessing our session from an office with a strict security firewall and do not use Zoom or Google Docs regularly, we recommend you test these applications with enough notice to request tech support from your IT department if necessary.

Once you have made sure you can access the apps, arriving at your session is as easy as 1, 2, 3.

1. Enter the session at the link provided.
2. Join the Video and Find Your Seat
3. Say Hello to ensure your audio and video are working in preparation for our session starting.

Detailed Map

Following are detailed instructions including screenshots.

Entering the Session

1. Click the link provided to you to enter the session space.
2. Click "Join as Guest". You do not need to create an account in order to join the session.
3. Enter your name the way you wish it to be displayed.
4. Click "Participate Now" button to join the session space.

Join as Guest

You will receive the login link by email 1-2 days before our session as well as 1 hour before we begin. To enter the session, click this link.

When you click on the link to join the session, you will see a screen that looks something like this open in your default web browser:

Choose the "Join as Guest" option.

Enter Your Name

Enter your name as you wish it to appear in the session. Click save to finish signing in. This name will be visible to all participants.

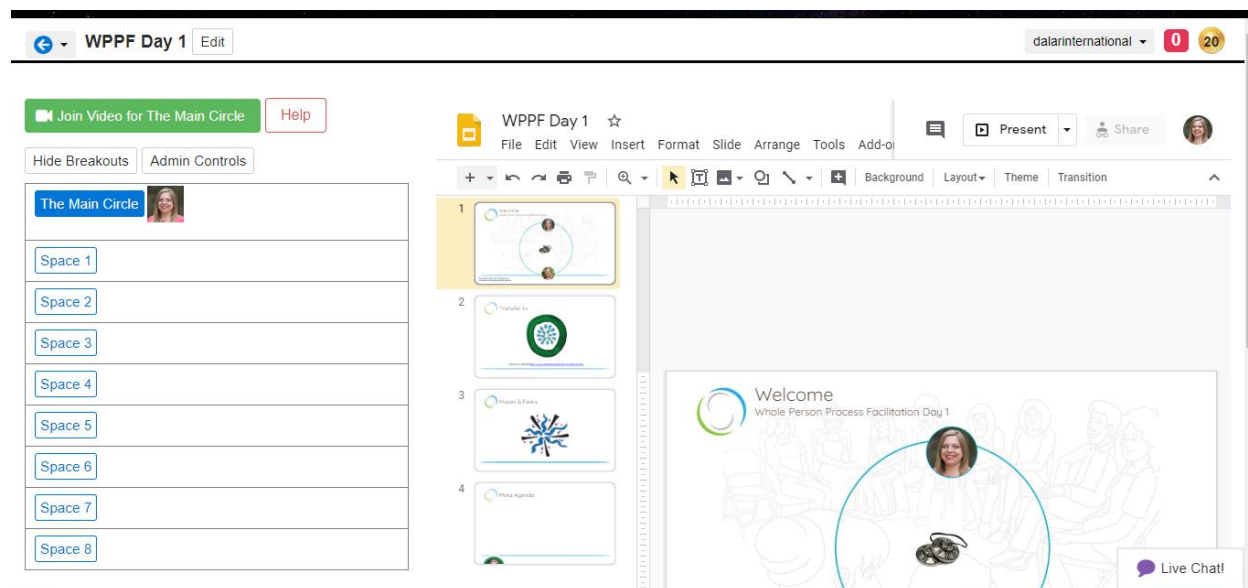On the page that loads, click the green "Participate Now" to enter the session room.

Once you've clicked the link, you will be taken to a new page in your browser that is the main session room for our time together. If you get lost from this window at any time, you can usually find it in your web browser by looking at your open tabs. If you cannot find it, simply open the link in your email again and follow the Join Session instructions to come back to this space.
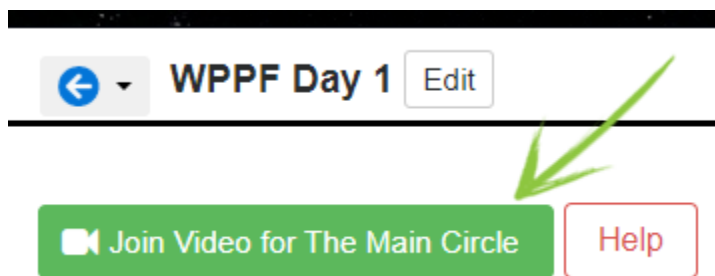
Join the Video and Take a Seat

When you arrive in the session room, it will look similar to this. You are invited to join the video and take a seat in our collective circle.

Join the Video

Click the green "Join Video for The Main Circle" button in the upper left corner. This will open Zoom for the audio/video portion of our session. Follow any Zoom prompts to begin the video.
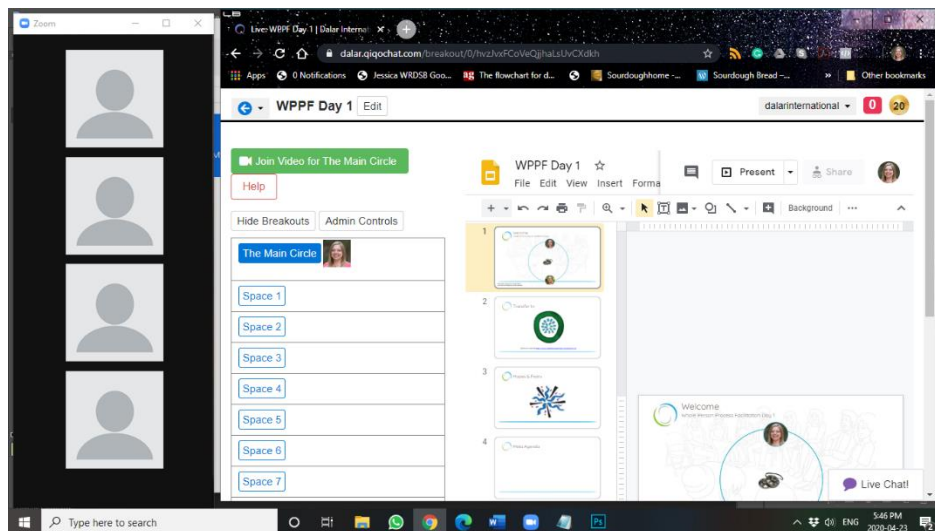

Find Your Seat

On the right-hand side of the window, you will see our collective circle. Imagine this is like a circle of chairs in a session room. You will find the names of all of the session participants placed around this circle. Find your name and imagine this is the place where you are sitting in the circle. You will have neighbors sitting to your left and your right.

Don't forget to say hello once you are settled. Turn on your microphone and say hello to ensure your audio is working fine before we begin. The time before we begin is a time of gathering together. Just like in a physical session, you are welcome to chat with your fellow participants until our start time.
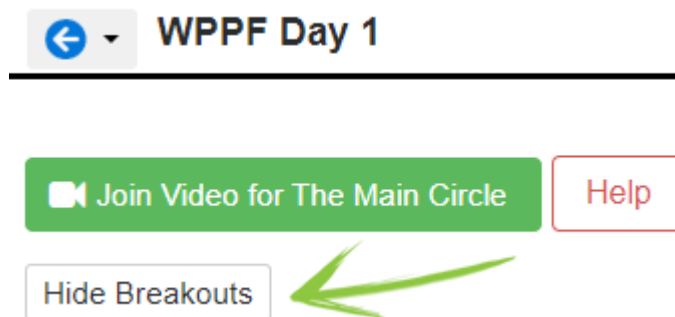
Get Yourself Organized

It is helpful to prepare your space to make it easy to see everything in one view. QiqoChat makes use of 2 programs at the same time. To see both simultaneously, resize the Zoom window and the browser window so they are smaller and can be positioned side by side. You can see an example of how this might be laid out here.
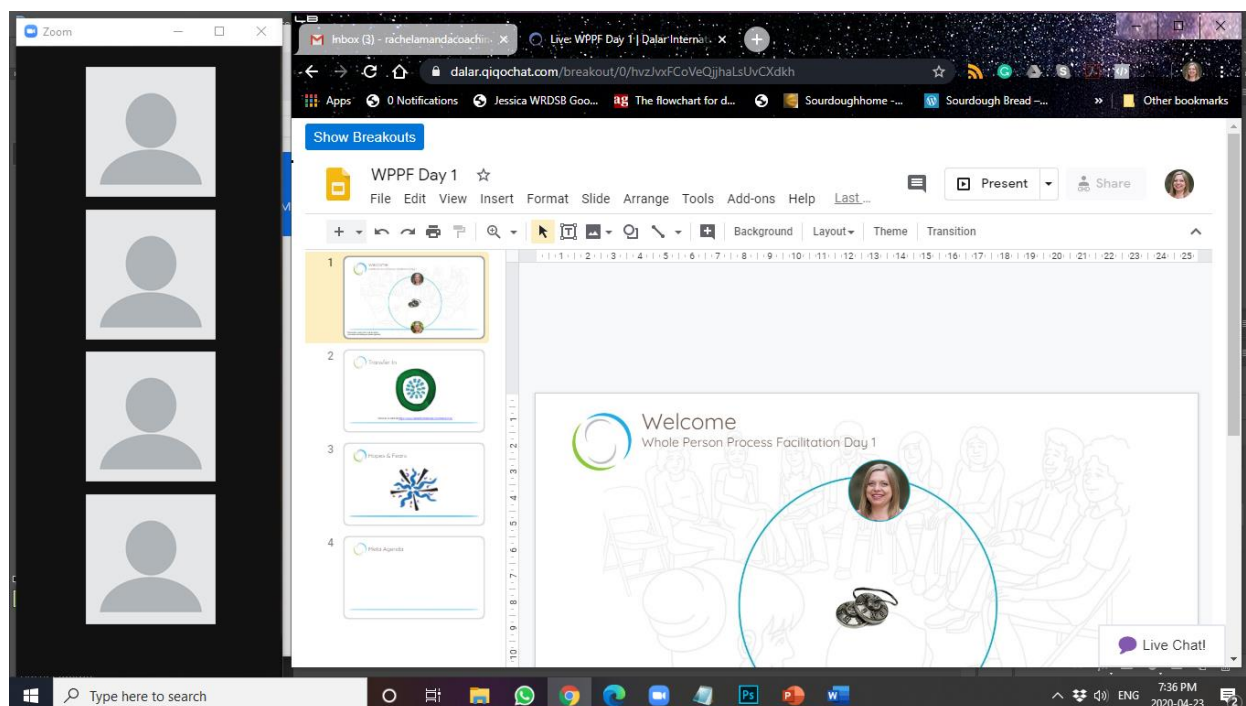
To make the main slide area larger and easy to read, click the "Hide Breakouts" button in the upper left corner.

This will hide the left-hand column from view and make the whiteboard area larger.

Tip: When you are asked to move into breakout rooms, you can click the blue "Show Breakouts" button to reveal this left-hand column again.