

SAGE DISCORD SERVER

INSTRUCTIONS

This comprehensive guide was made through a combination of the official Discord guide and SAGE's own created discord instruction guide. The official discord guide can be accessed via this link:

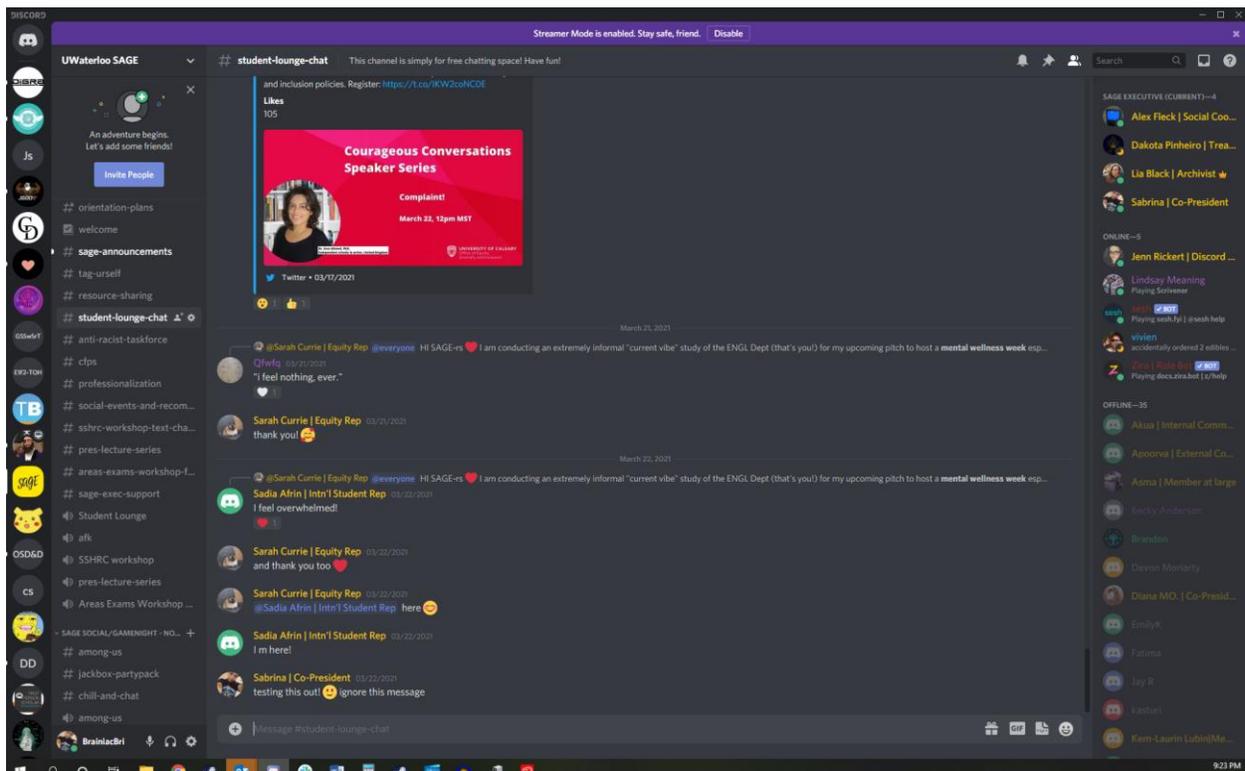
https://support.discord.com/hc/en-us/articles/360045138571-Beginner-s-Guide-to-Discord#h_efc9b7bc-47bc-4212-8b9c-c0fa76573cfe

Discord Server Link: <https://discord.gg/ekUzKAmnvT>

Video Tutorial Link:

WHAT IS A SERVER?

A discord server is a place where you can talk, hang out, and have fun with your fellow SAGEs. Discord calls these spaces **servers**, and they look like this:



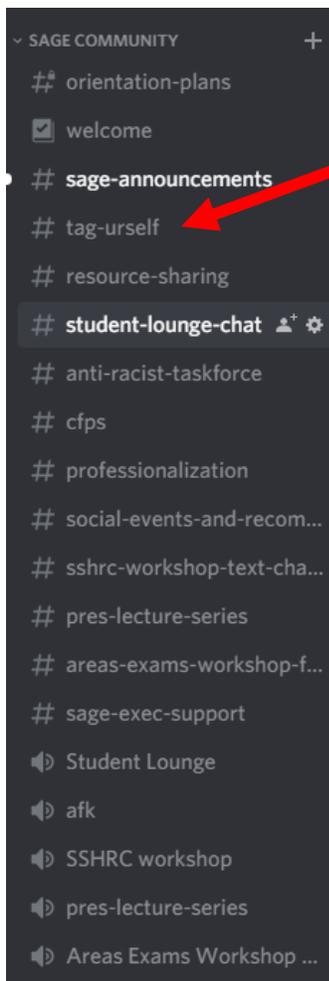
HOW TO JOIN THE SAGE DISCORD SERVER

You need to first create a discord account, which can be done by visiting discord.com, selecting the Log In button in the top right-hand corner of the webpage, and then selecting “Register” at the bottom of the login box. Once you have created your account, you can log back into discord via the web browser (Chrome and/or Firefox work best), or download the Discord application from the website and use it on PC. The PC version is more reliable than the web browser version, but both are still very accessible.

Once you have created an account and have logged in via the web browser or your PC client, you need to join the server. That can be done simply by clicking on this link: <https://discord.gg/ekUzKAmnvT>

SELECT YOUR ROLE

So you’ve created a discord account, and you’ve joined the server. Yay! Happy to have you! Now we need to “select your role”. This is done by navigating to the “#tag-urself” text channel.



In this channel, you have the option to “react” to the messages posted, allowing you to connect more easily with members of your cohort or stream. To do this, select the reaction based on your status in the English program, as indicated by the image below:



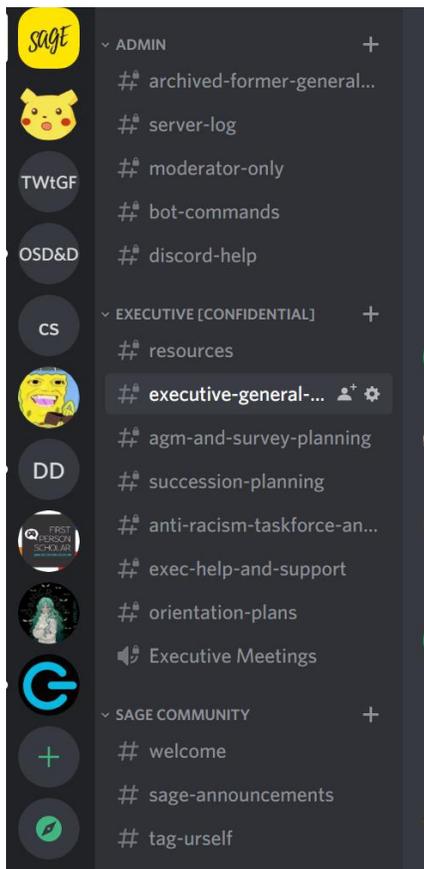
If at any point you have a hard time tagging yourself, please contact one of the Co-Presidents or the Equity Liaison for assistance.

HOW TO USE TEXT AND VOICE CHANNELS

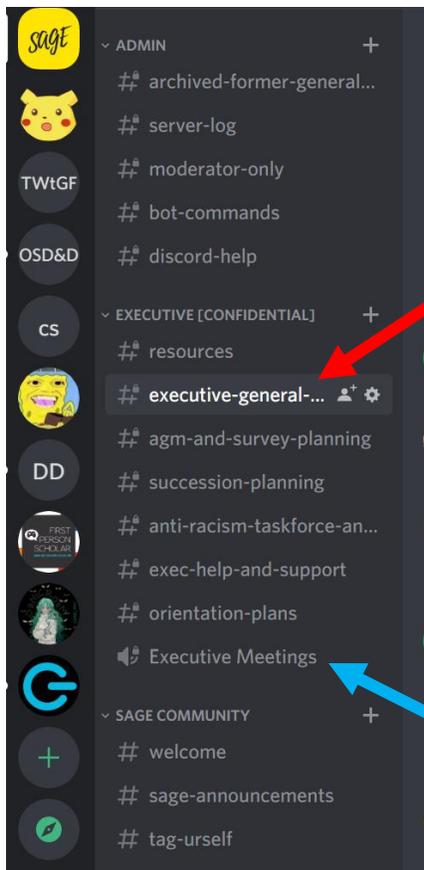
The SAGE server is made up of **text channels** and **voice channels**.

Text Channels

Text channels are separate spaces for talking over text. They keep conversations organized and give everyone plenty of room to talk. SAGE has created separate channels for all the topics, announcements, and events that matter to SAGE and the larger English Graduate membership--from professionalization to hanging out. These channels are identifiable by their hashtag, or #, at the beginning of the channel's name



Bonus Tip: You can use both a text and a video channel at the same time. You simply need to select the voice channel first, and then the text channel.

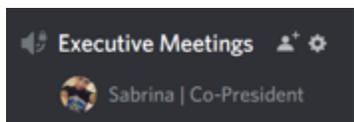


Select your text channel second

Select your voice channel first

Voice Channels

Voice channels are where we can hang out over voice and video. There's no calling or ringing required - just click on a voice channel to enter it. Other SAGE community members in the server can easily see you're in there, and pop in to talk, wave hello over video, or share their screen. Voice channels are identifiable by their speaker icon at the beginning of the channel's name.



HOW TO TALK AND HANG OUT IN THE SERVER

With voice channels, you can easily start chatting with the SAGE community right away! Follow the steps below to learn how to voice chat, video chat, or share your screen or watch other people screen share/stream right within the server!

HOW TO VOICE CHAT

Step 1: Join a Voice Channel!

- Click a  voice channel in your server

Step 2: Start talking!

You should see a green outline around your avatar when you speak.

- **If you need to adjust your voice settings**, click the  cog icon to open your User Settings. On desktop, you'll find it in the lower left corner of your server. From User Settings, head to Voice and Video settings to adjust your audio input, input sensitivity, and more. **You will want to navigate down to the "[Discord Meeting Etiquette](#)" section for more information.**

Bonus Tip: You can adjust the volume of other people in the voice channel by right clicking their avatar on desktop, or pressing their name on mobile.

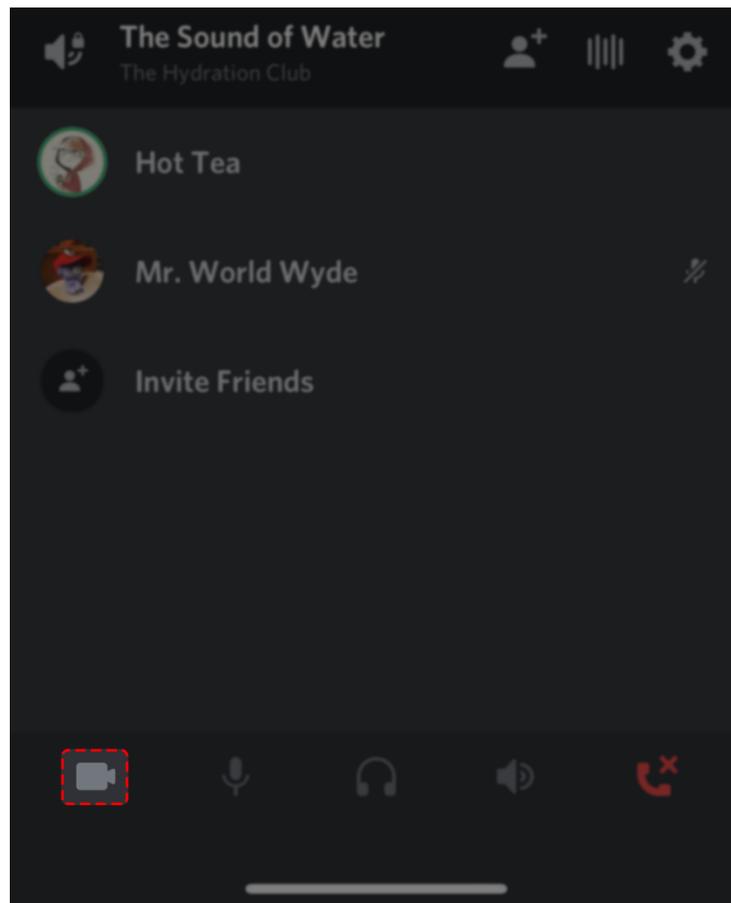
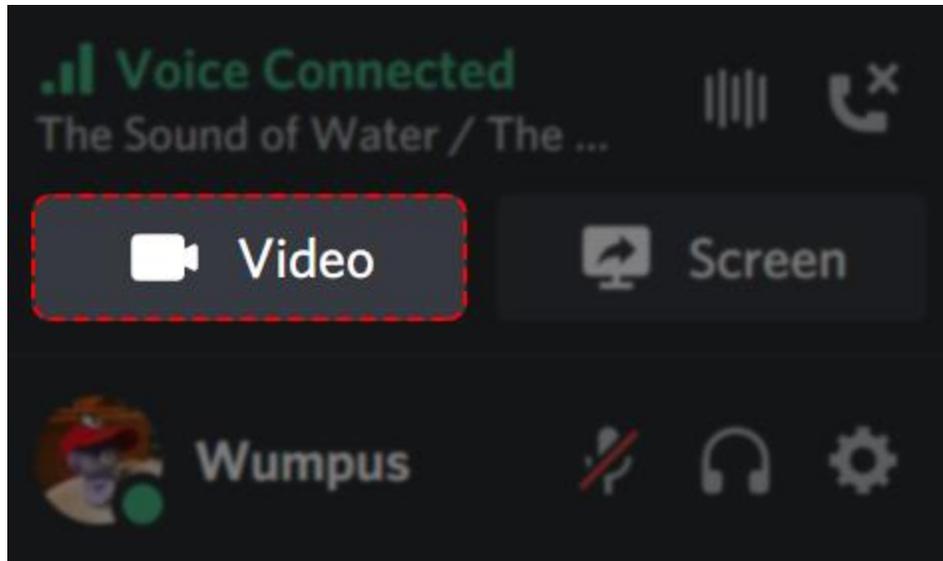
HOW TO VIDEO CHAT

Step 1: Join a Voice Channel!

- Click a  voice channel in your server

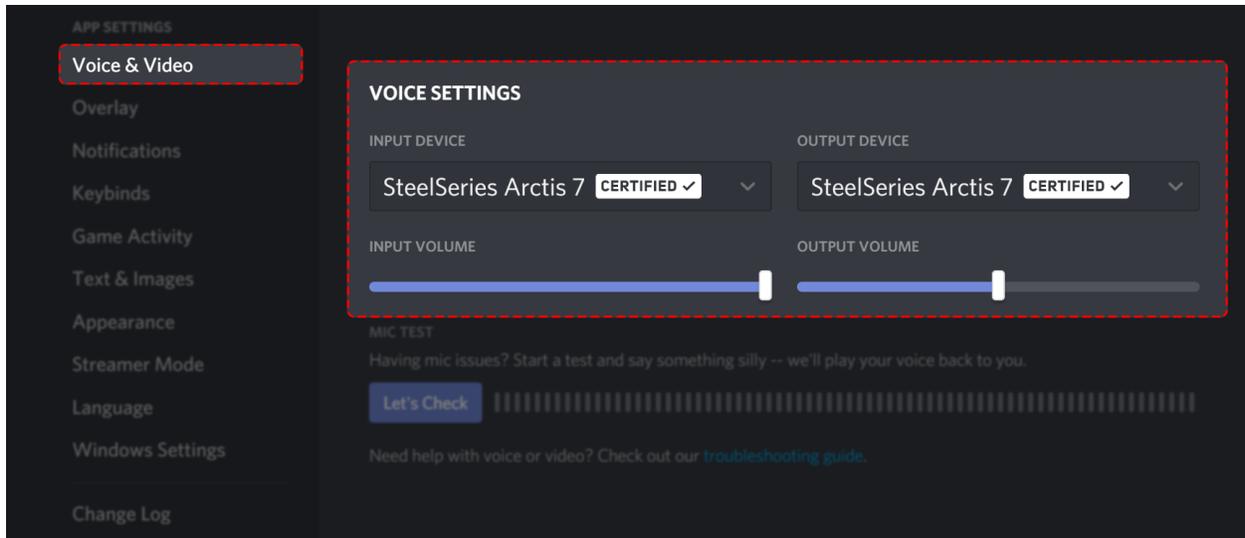
Step 2: Share your Video!

- Press the Video button in the bottom left corner and your video will be added to the voice channel. If you navigate away from the channel, just click it again to bring up back up.



Mobile

- **To change your input device**, click the  cog icon to open your User Settings. On desktop, you'll find it in the lower left corner of your server. From User Settings, head to Voice and Video settings to update your video input device.



HOW TO SHARE YOUR SCREEN

Step 1: Join a Voice Channel!

- Click a  voice channel in your server

Step 2: Activate screen share

- Press the  **Screen** icon in the voice status panel near the bottom left corner and a new window will pop out.

Step 3: Pick an application or screen to share

- Select an individual application window to share, or select an entire screen to share.

Step 4: Go Live!

- Press the "**Go Live**" button at the bottom of the window when you are ready to share your stream

HOW TO JOIN AND WATCH A STREAM OR SCREEN SHARE:

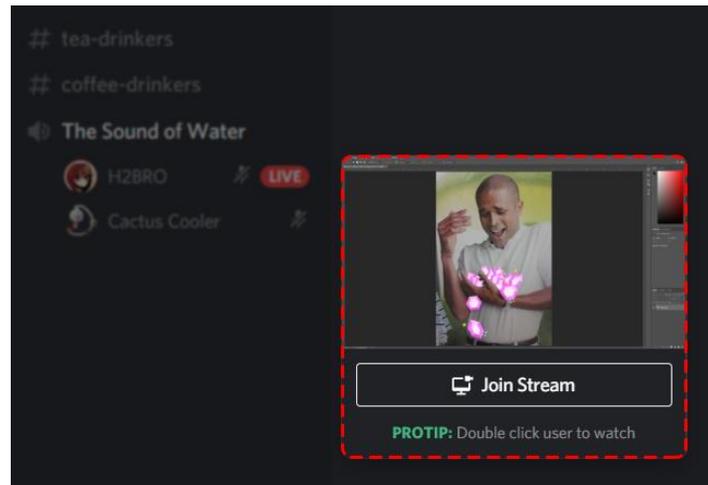
Step 1: Find a stream

- Look for any people with the  **Live** icon within a  voice channel

Step 2: Join the Stream

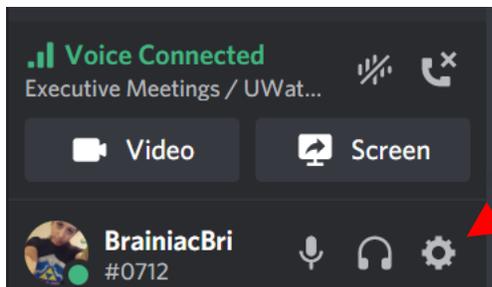
- Click on the username of the broadcaster with the **LIVE** Live icon to automatically join the stream

Once you've joined, you can change the size and location of your viewing window. You can also control the stream's audio from the volume icon while hovering over the stream.

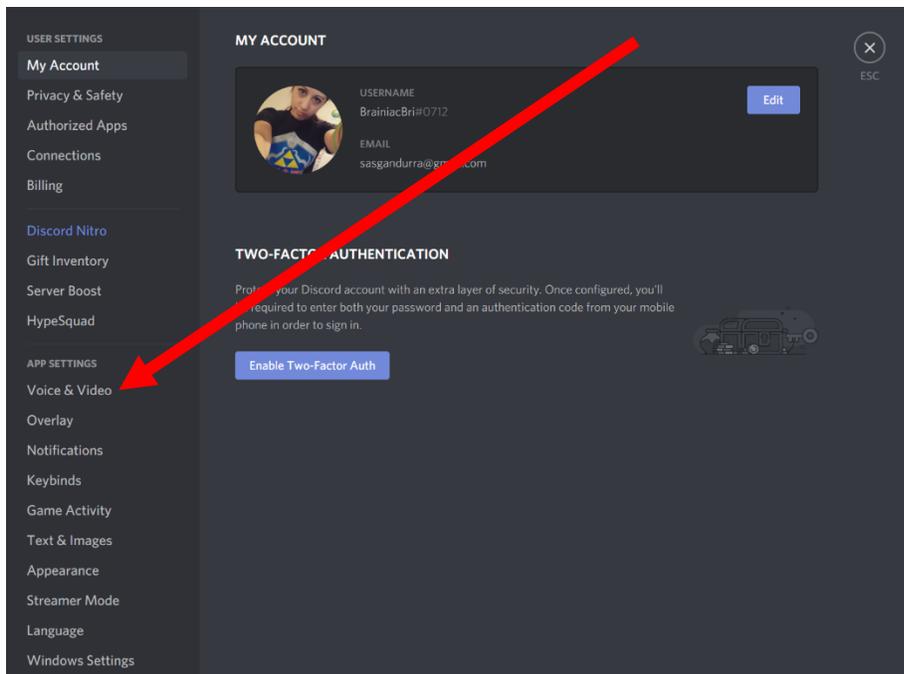


DISCORD MEETING ETIQUETTE:

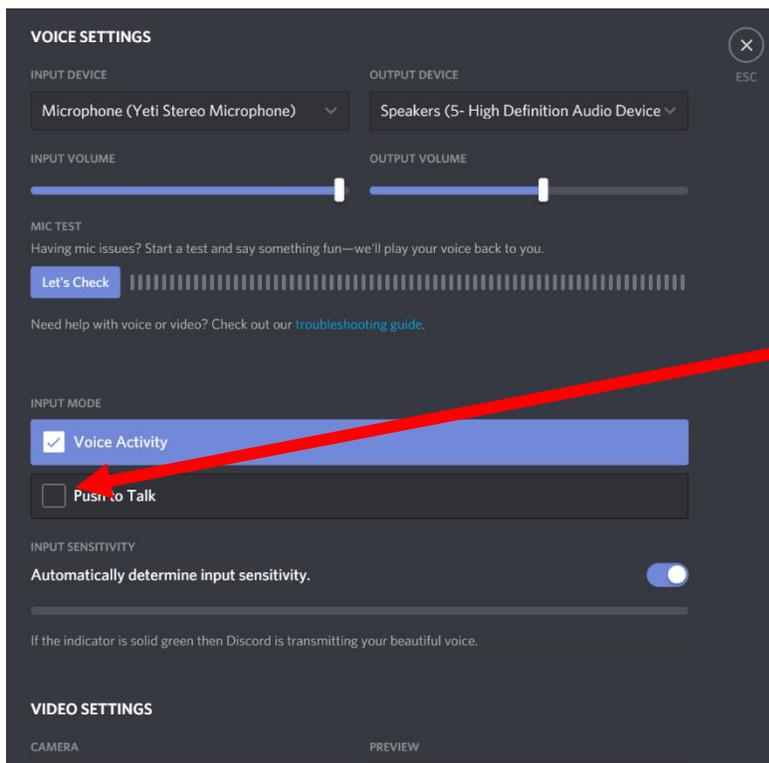
Turn on Push to Talk – Turning on “Push to Talk” allows you to be muted while others are speaking and prevents background noise, without the headache of having to constantly turn on and off the mute button for your mic. You can do this by accessing your “voice and video” settings in discord. This can be found by first selecting the little gear icon beside your name at the bottom left side of your screen:



Once the settings page is open, find the “APP SETTINGS” section on the left side of the screen, then select “Voice & Video”:



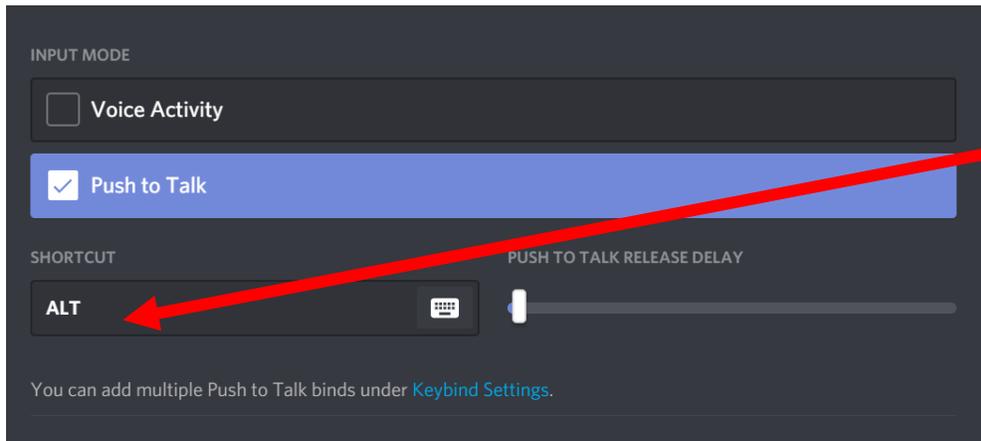
You will then see an “INPUT MODE” section in the centre of your screen, with a checkbox next to “voice activity”. Instead, first select “Push to Talk” right underneath it:



Check this box first

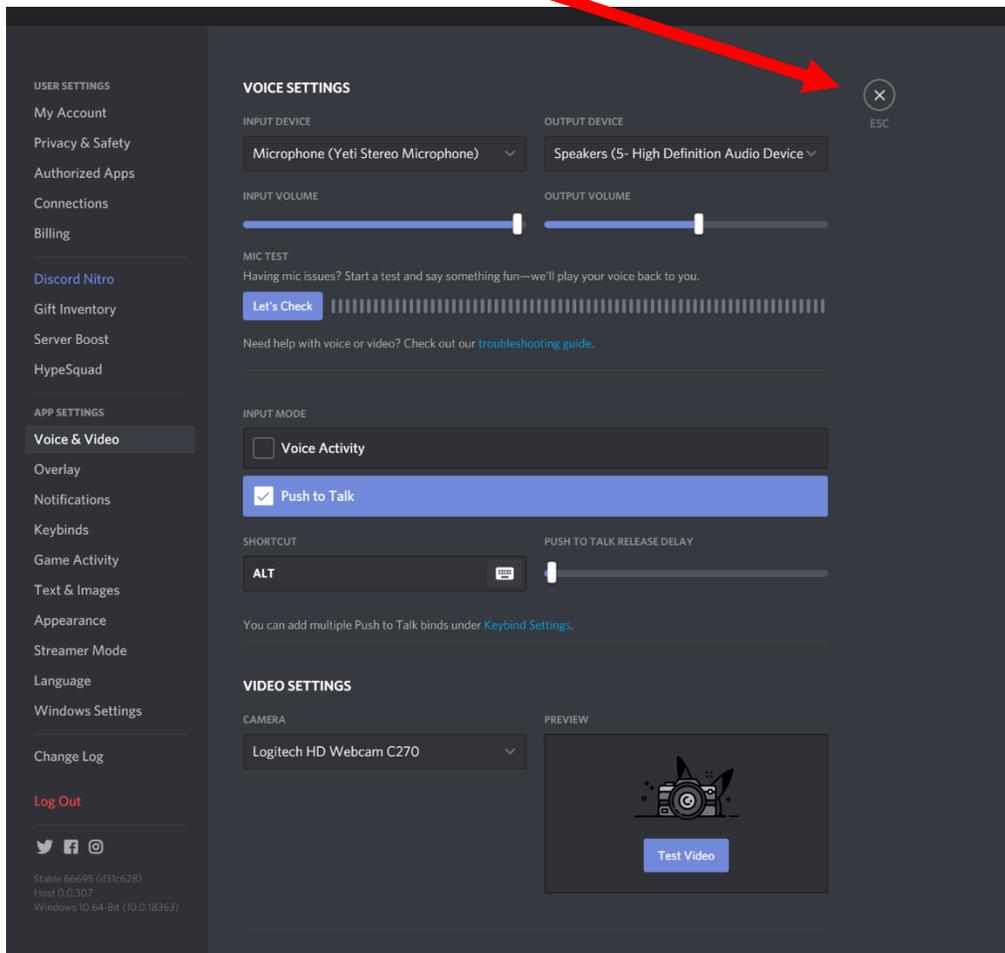
You will then need to “record” a button that you can hold down whenever you wish to speak. This could be any button or combination of buttons on your keyboard and/or mouse. As you can see, I have selected “ALT” as my button. To record, simply click on the box underneath “SHORTCUT” and press a

key (or keys), and then re-select when you are done. Make sure you have the “release delay” (the slider beside the box) turned down to a very low setting, as seen below:



Click this first to record, and then click again to stop recording

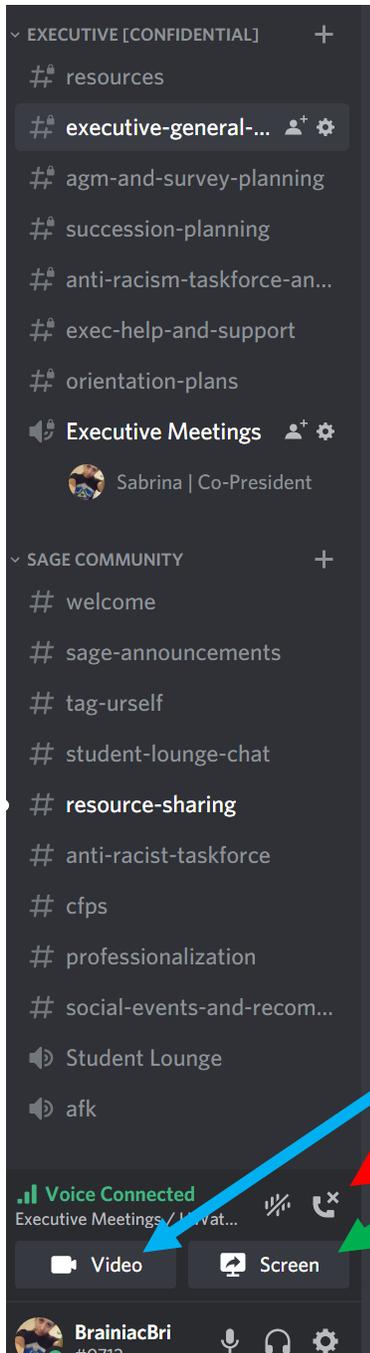
When you are done, press the ESC “X” symbol in the top right section of this screen, NOT the X to close the whole window:



Now, whenever you want to talk, just press and hold that button that you recorded and we will be able to hear you 😊

READY TO LEAVE? HOW TO DISCONNECT BELOW:

When you are ready to leave the event, be sure to select the disconnect option on the bottom left side of the screen. If you want to share your screen or turn on your video during the meeting, you will also see those options in this same area:



Turn on video
Disconnect
Share your screen

HOW TO CUSTOMIZE YOUR PROFILE IMAGE

1. To change your avatar on desktop, click the User Settings  cog in the lower left corner of the app, then select the Edit button under My Account, and upload an image!
2. If you're on mobile, swipe left to your channel view, and check out the tab bar at the bottom of your screen. The rightmost tab will take you to User Settings (it should look like your profile picture if you've added one, and a Discord logo if you haven't!). From there, tap on your profile avatar to upload a new image!

HOW TO BOLD, ITALIC, SPOILER TAG, AND MORE!

Check out the Discord [help center article for a detailed guide on all things Markdowns](#) and learn all the shortcuts for how to easily edit your text formatting!

TROUBLESHOOTING & SUPPORT

And last but not least, we want to also support you with any questions, comments, or concerns regarding our use of Discord, and the initial steps to try when you're attempting to troubleshoot an issue!

VOICE & VIDEO TROUBLESHOOTING

Discord offers troubleshooting tutorials on their website. If you are experiencing voice and video issues, check out this [Voice and Video Troubleshooting guide](#) here for steps on how to resolve these issues!

SAGE Support

If at any time you require any support, especially technical support, from the SAGE executive team, feel free to type your concerns into the SAGE Exec Support channel. One of the executive team members will reply to your message as soon as we can. Alternatively, feel free to email us at sage@uwaterloo.ca

DISCORD SUPPORT

Need help with anything else? You can contact Discord directly!

[Contact the Discord support team here with a full description of what questions or issues you're running into!](#)