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## Getting Started in AltspaceVR

*(Note: Instructions subject to weekly updates)*

Produced by  
**LINK TO VR**

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A 3D-rendered character named Kenny is standing on a stage. He has short dark hair, a goatee, and is wearing a black button-down shirt and blue shorts. He is smiling and has his right hand raised in a wave. In the background, there is a large black screen with a white triangle on it, and a speaker on the left. The stage has blue and purple lighting.

**HELLO, MY  
NAME IS KENNY!**

I'm here to help walk  
you through the steps to  
participate in VR!



# SET UP YOUR QUEST 2 HEADSET



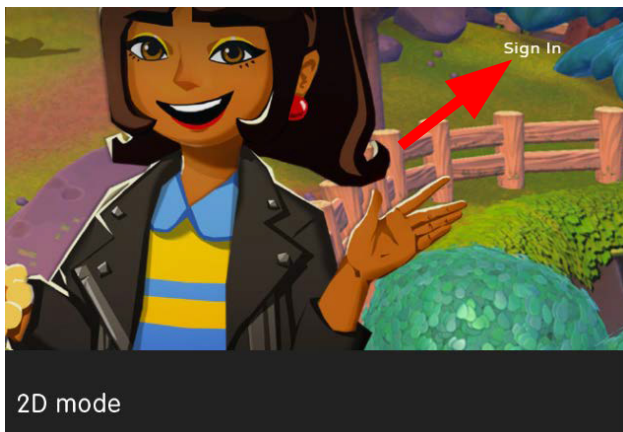
Your first step is to set up your Quest 2 and get acquainted with your headset. Watch the video for step by step instructions!



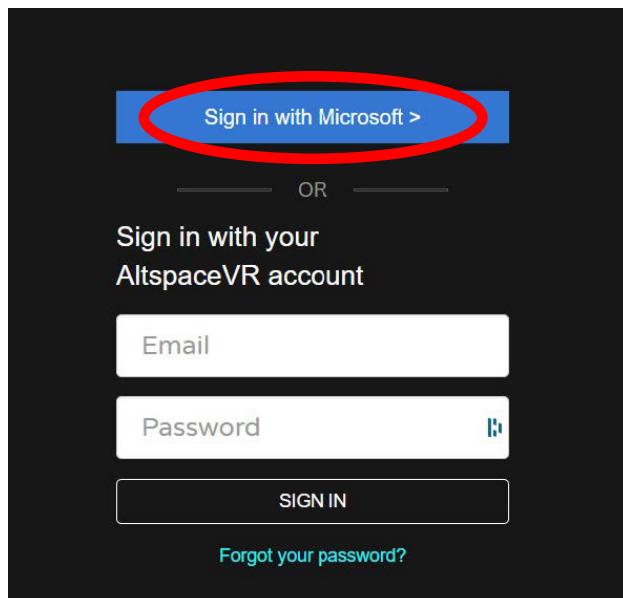


# SET UP YOUR ALTSPACE VR ACCOUNT

1. Visit [Microsoft.com](https://www.microsoft.com) and make sure you are logged out of any other Microsoft accounts.
2. Visit [altvr.com](https://altvr.com) and click "Sign in" at top right corner.



3. Select "Sign in with Microsoft."



**Prior to setting up your AltSpaceVR account, please ensure your Quest 2 is fully setup. You can use [This Video](#) for step by step instructions. Thank you!**

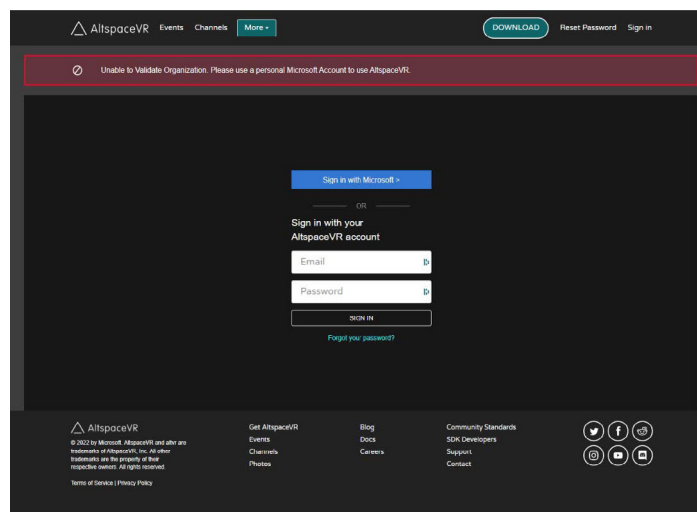




# SET UP YOUR ACCOUNT (cont.)

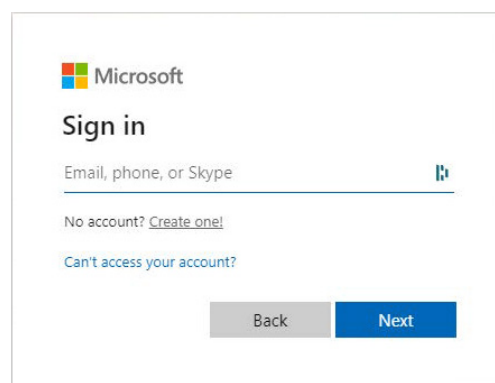
## TROUBLESHOOTING: “Unable to validate organization” error

If you’re receiving this error, it means that AltspaceVR is attempting to log you in with your Microsoft 365 account. Below are the steps you can take to alleviate this issue:



### Solution 1

After signing out, AltspaceVR should no longer be automatically attempt to sign you in, and you should now see the below sign in page: Select “Sign in with Microsoft.”



Once here, continue on to [step 4 on page 8](#).



# SET UP YOUR ACCOUNT (cont.)

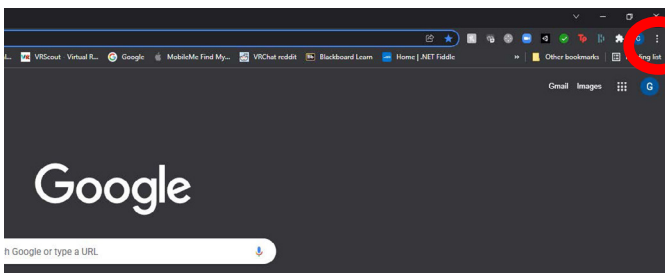
## TROUBLESHOOTING: “Unable to validate organization” error

### Solution 2

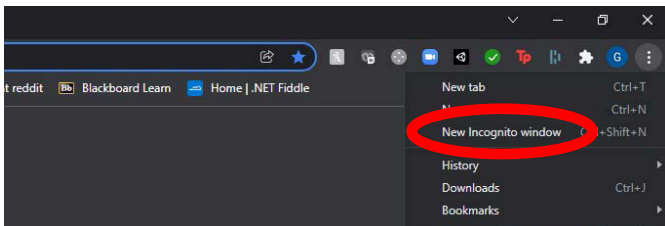
If signing out of your Microsoft 365 account doesn't work, try opening a private window.

#### For Chrome:

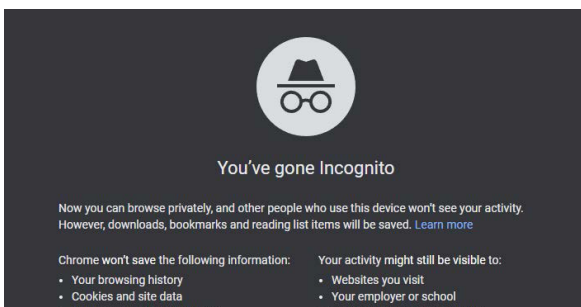
Click on the three dots in the top right hand corner of your browser:



Locate the “New Window” button on the drop down menu

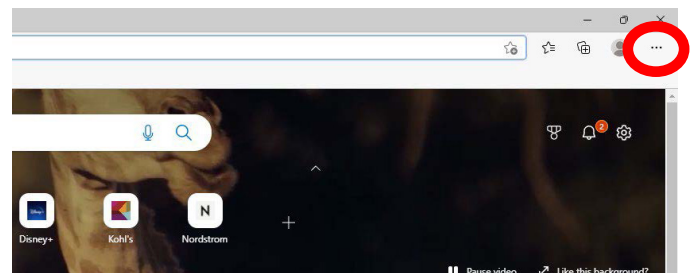


Once the “incognito window” is open, you can now continue on to [step 4 on page 8](#).

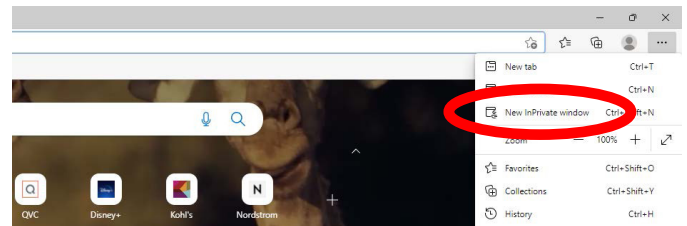


#### For Microsoft Edge:

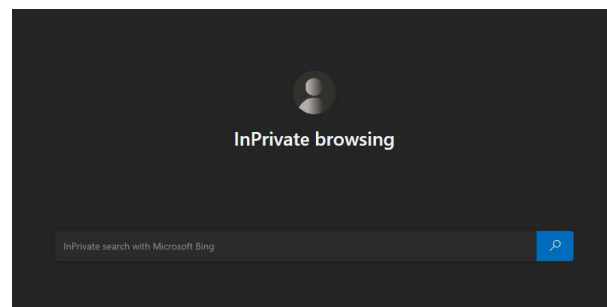
Click on the three dots in the top right hand corner of your browser:



Locate the “New Private Window” button on the drop down menu



Once the “incognito window” is open, you can now continue on to [step 4 on page 8](#).







# SET UP YOUR ACCOUNT

(cont.)



4. Select "Create One!"

Microsoft

## Sign in

Email, phone, or Skype

No account? **Create one!**

Can't access your account?

Back Next

5. Select "Get a new email address."

Microsoft

## Create account

someone@example.com

Use a phone number instead

**Get a new email address**

Next

6. Create new email. This will be used for AltspacVR only.

Microsoft

## Create account

Jane\_Smith\_AltspacVR @outlook.com

Use a phone number instead

Use your email instead

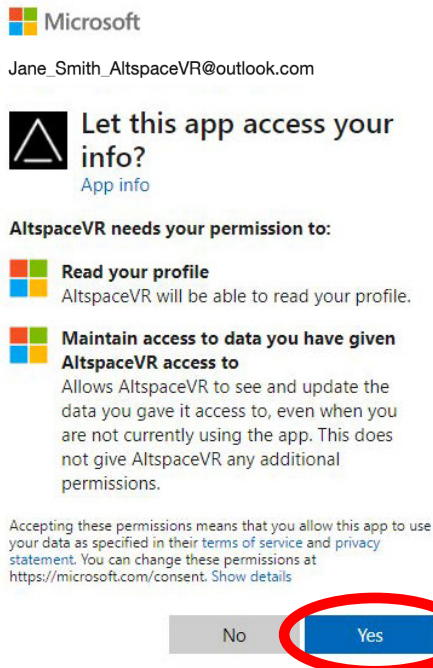
Next



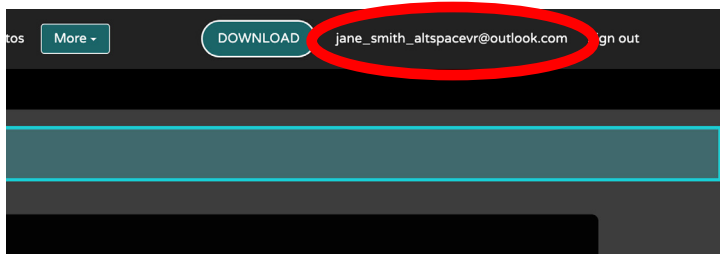


# SET UP YOUR ACCOUNT (cont.)

7. Allow AltspaceVR permissions.



8. Click on your new email in the upper right.

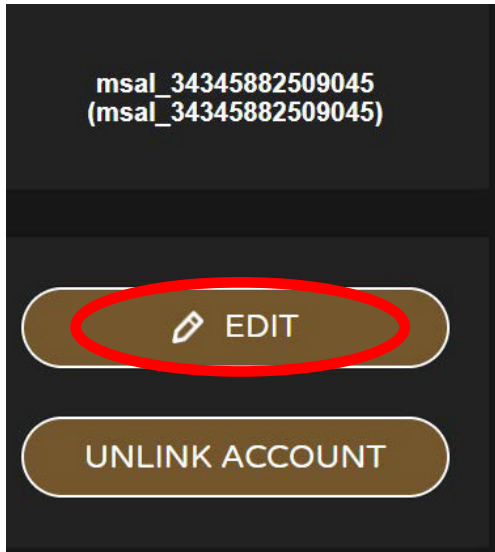




# SET UP YOUR ACCOUNT

(cont.)

9. Select "Edit."



10. Change **display name** to your name & company and your **username** to CN\_Firstname\_Lastname. (Change "CN" to the initials of your Company Name.)

DISPLAY NAME

Jane Smith - Company Name

USERNAME

Are you sure you want to make this change? You're only allowed to alter your username one time.

CN\_Jane\_Smith



# SET UP YOUR ACCOUNT

## (cont.)

11. At the bottom of the page, click “Update.”

PROFILE IMAGE

Choose File No file chosen

☐ Remove Profile Image

CHANGE PASSWORD

Forgot or didn't get a password? [Sign out and get a new password](#)

New Password

Confirm Password

Current Password

**UPDATE**

12. Email your username to [support@linktovr.com](mailto:support@linktovr.com).

DISPLAY NAME

Jane Smith - Company Name

USERNAME

Are you sure you want to make this change? [You're only allowed to alter your username one time.](#)

CN\_Jane\_Smith



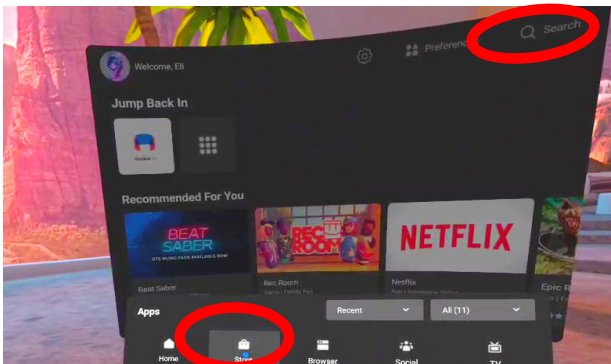


# LET'S JUMP INTO VR!

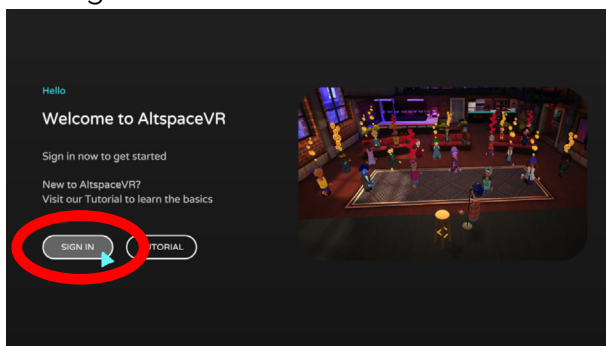
Please make sure you've watched the Quest 2 tutorial before jumping in! If you haven't yet done so, you can watch it [here](#).



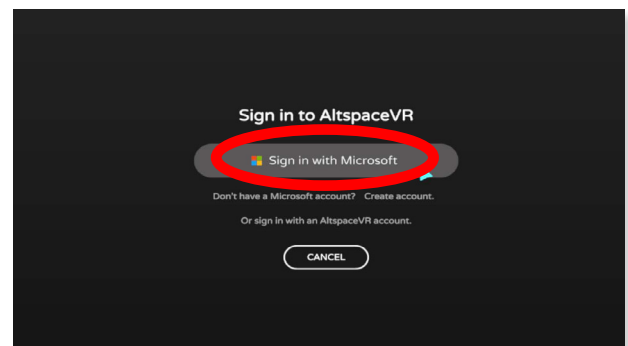
1. As you enter your VR headset make your way to the Main Menu and navigate to the Oculus store.
2. In the search bar, type "AltspaceVR."
3. Click download to install the app onto your Quest II.



4. Once fully installed, open AltspaceVR from your library.
5. With the AltspaceVR app open, accept any ToS or EULA requests. Then click on "Sign In."



6. Then select "Sign in with Microsoft."



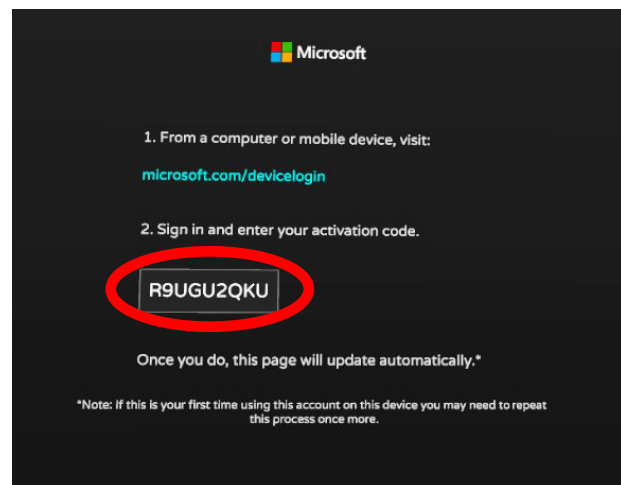


# LET'S JUMP INTO VR!

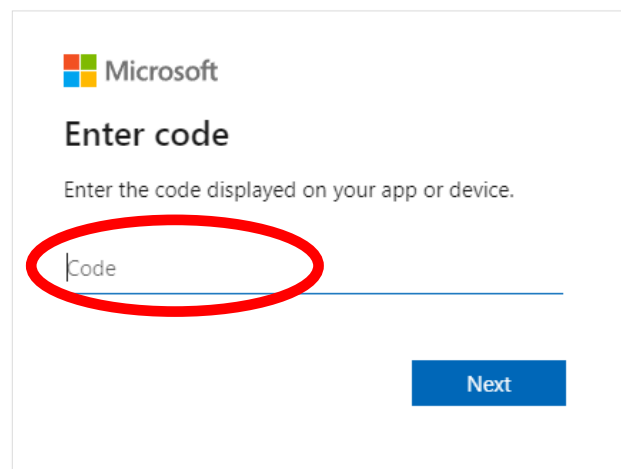
(cont.)



- Record the code that you see in your headset on a mobile device or nearby notepad. Once finished, remove your headset and go back to your desktop computer.



- Visit [microsoft.com/devicelogin](https://microsoft.com/devicelogin) and enter the code from your headset. Follow the instructions for signing into your account..



- That's it! Now head back into your headset.

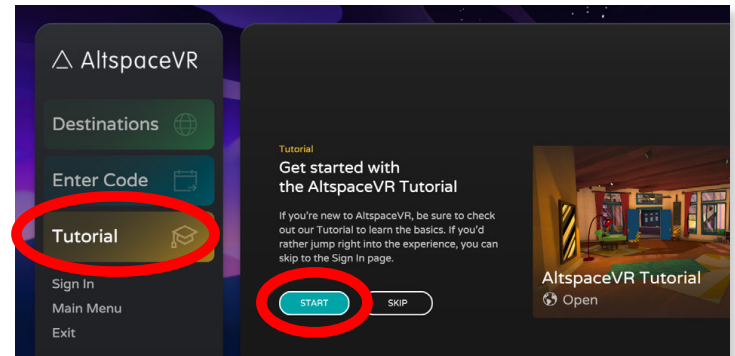


# LET'S JUMP INTO VR!

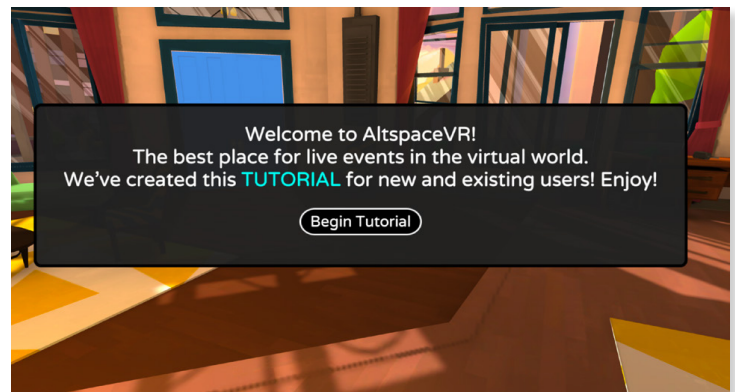
(cont.)



10. Now select Tutorial & select start.



11. Click “Begin Tutorial.”

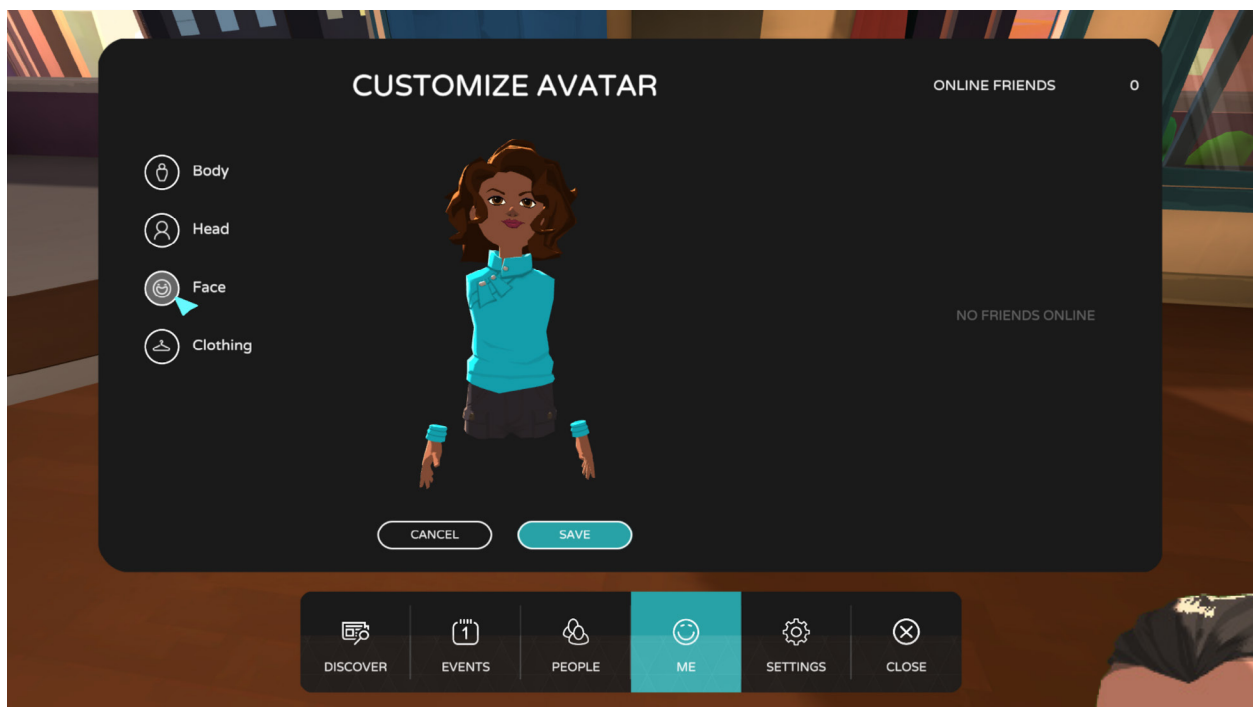






# CREATE YOUR AVATAR

Creating a unique Avatar is one of the special features in AltspaceVR. It's my favorite part!



1. Follow the prompts to the avatar customization screen.
2. From here you can customize your avatar however you want! There are hundreds of options to express your personality and style. Take your time and have fun! And of course, you can change your avatar later at any time.
3. Once you have completed your avatar, click save.





Hey, look at that! You're in!

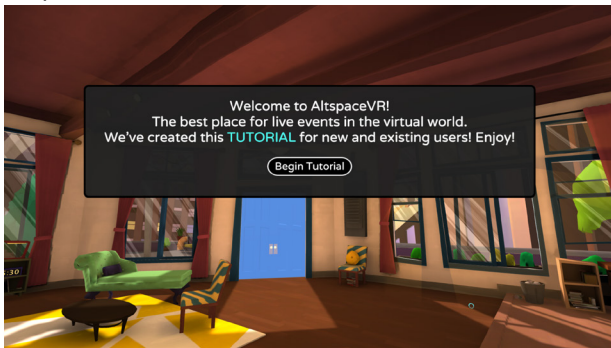
**WELCOME TO ALTSPEACE VR!**



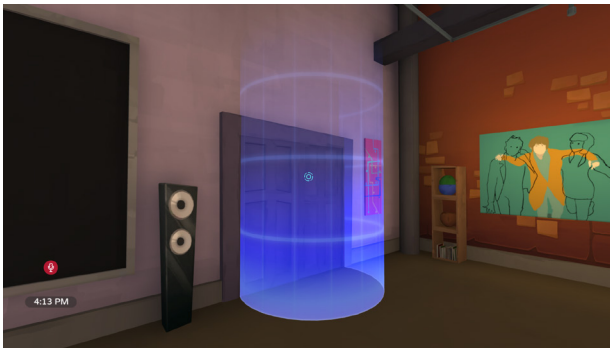


# ALTSPACE VR TUTORIAL

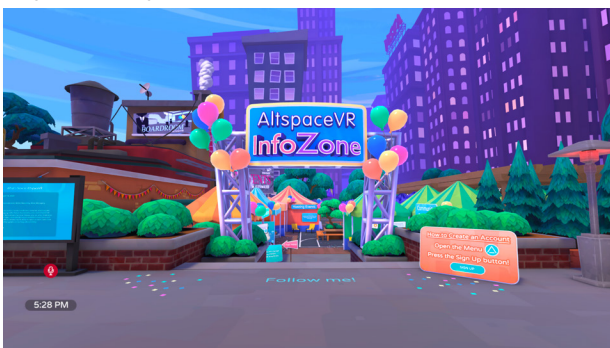
1. AltSpaceVR is going to help you get your digital legs. Follow the on-screen prompts to navigate through the experience



2. After finishing the basic tutorial, you'll be prompted to teleport to the "Info Zone."



3. Be sure to explore the "Info Zone" as it has a lot of information about AltSpaceVR, its community, and features. This is also a great time to adjust any audio settings in the menu.



Now that you're in, let's explore a bit to help you get comfortable.

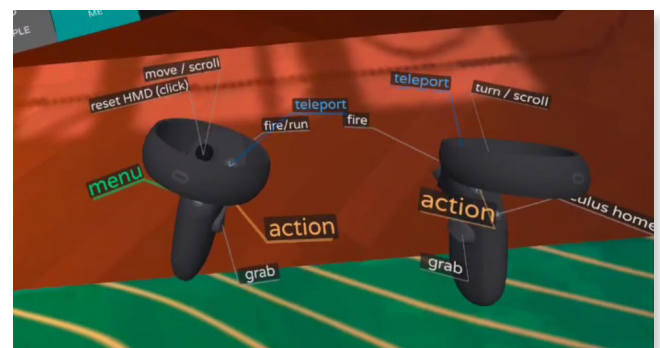


4. You'll find you have new abilities now that you're in VR. Using laser pointers, or holding a microphone will feel just like it does in the real world!



THH

Anytime the main menu is open, look down at your hands to see a helpful guide on how to use your controller.



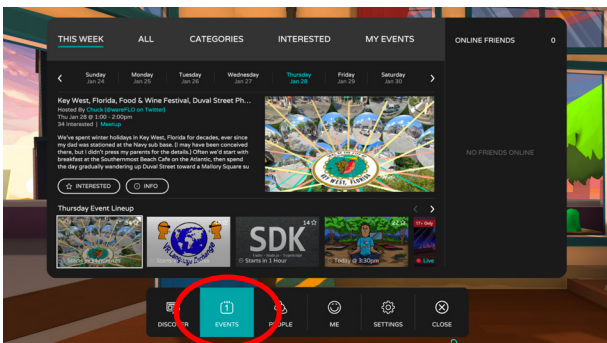


# MAKE FRIENDS

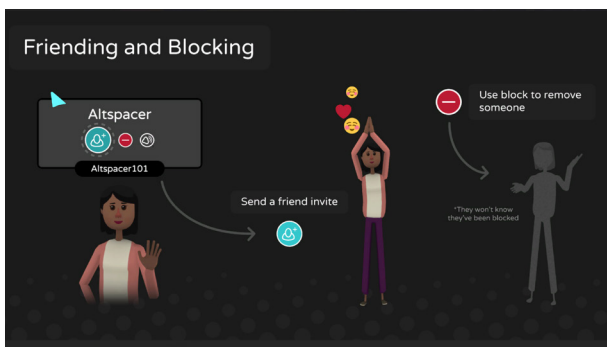
Let's learn how to find events and message someone!



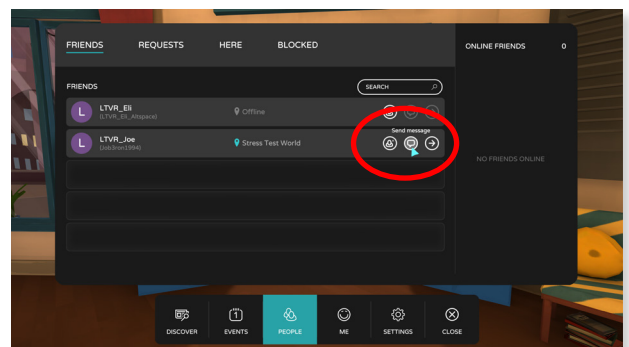
1. Open the menu and click on events. Here, you'll find tons of community hosted events for all kinds of people and interests.



2. To add a friend, navigate to the people section at the bottom. Search for their username in the search bar or by clicking on the "Add Friend" button above someone's head.



3. You can send a message to or invite a friend by using the message bubble next to their name, just like this. Click on the "Come Visit" option to send an invitation to your location.







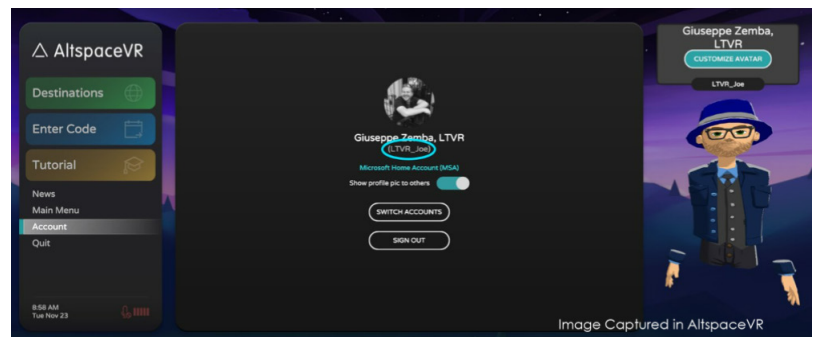
# COMPLETE YOUR RESERVATION



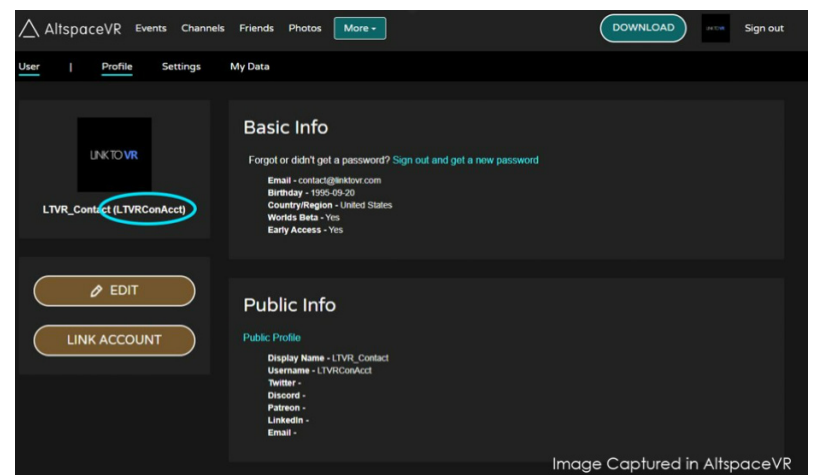
Once complete, email your AltspaceVR username to: [support@linktovr.com](mailto:support@linktovr.com), or the internal producer of your event.

Here's where you can find your username:

In your headset:



In your browser:

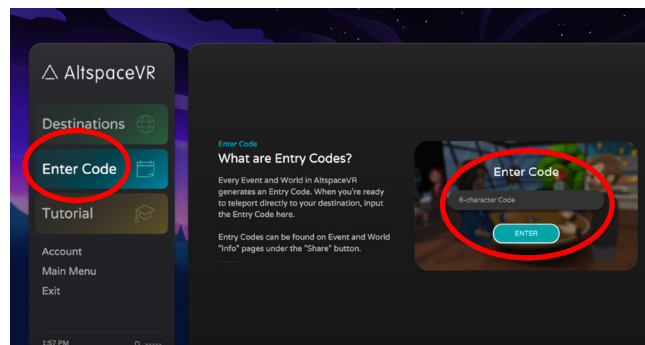




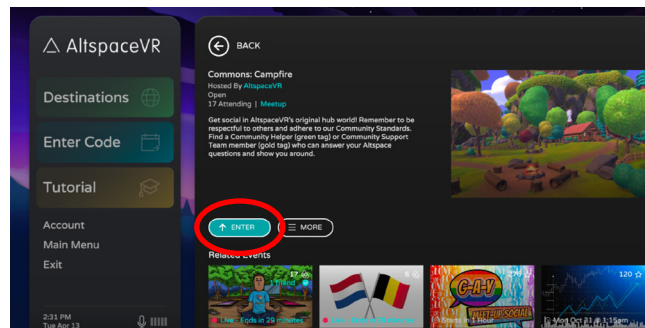
# JOIN YOUR EVENT

Well won't you look at the time, it's time to enter the event already!

1. Under "Enter Code," type in the event code provided to you and select enter.



2. On the event screen, click "Enter."



3. You'll be transported to the event lobby. Look for anyone with "LTVR" in their name if you need any assistance or guidance during the event.





**YOU DID IT!**

You've completed your onboarding for AltspaceVR and your upcoming event! We look forward to working with you & we'll see you in AltspaceVR!

For additional technical support:  
email [support@linktovr.com](mailto:support@linktovr.com)

Produced by  
**LINK TO VR**

Images captured in AltspaceVR