

# ShareMe.chat Handbook

## Customize Your Meeting Space

### Pin Images, GIF's, & Videos

#### Pin an Image

Upload or link to an image you would like shown on the page.

#### Pin a GIF

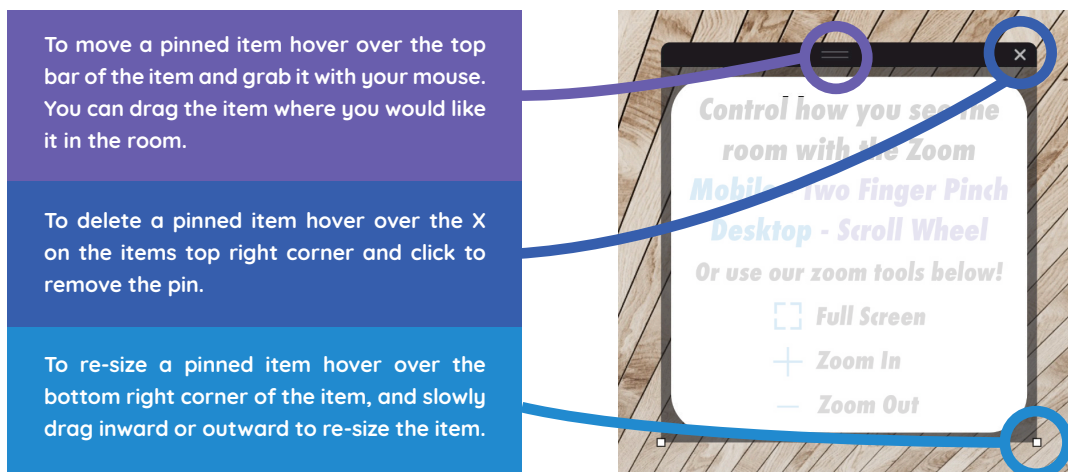
Upload or link to GIF you would like shown on the page.

#### Pin a Video

Link to YouTube, Twitch, or Vimeo Video.

If the video you would like to pin is not available online you can post the video on YouTube as **Unlisted** - this allows you to obtain a YouTube link but your video will NOT be available to the public.

### Organizing Pinned Items



### Background Settings

#### Change Background

Select a background from the gallery, upload your own image, or link to an image Online.  
For best quality background - 10Mb maximum size, and 3200 x 1800 PX.

#### Background Settings

Change the background lightness, 100% is the original image and as you lower the percentage the background will get darker.

#### Restore to Default

If you make a mistake, or you don't like the changes you made and wish to restart, you can restore the page to its default settings and background.