



Voki

Getting Started Guide

Version 1.0

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Contents

I. Registering for Voki	3
II. Creating a Voki Character	3
III. Updating Personal Information	4
IV. Upgrading to Voki Classroom and/or Voki Presenter...4	
V. Providing Feedback to Oddcast, Inc	5

I. Registering for Voki

To create a Voki Presenter account, complete the following steps:

Tip: To ensure Voki emails arrive in your inbox, add notifications@voki.com to your safe senders list.

1. Visit www.voki.com.
2. Click the **Register** button.
3. Enter your information: first name, last name, email, and your birthday.*
4. Accept the Terms of Use.
5. Activate your account. You will receive an email from notifications@voki.com to activate your new Voki account. If you did not get the activation email, check our spam folder and school filters.

***Note:** You must be at least 13 years old to create your own Voki account.

II. Creating a Voki Character

To create a Voki character, follow these steps:

1. Visit www.voki.com.
2. Click the **Create** button.
3. Customize your character by dressing them up in different outfits, hair styles, and bling.
4. Add your voice to the Voki by choosing one of the following options:
 - a. Record with a microphone
 - b. Use your dial-in number
 - c. Text-to-speech
 - d. Upload an audio file.
5. Choose a background.
6. Publish your Voki. You can embed your Voki to any web pages, share it on social media sites, or email it to a friend.

III. Updating Personal Information

To update your personal information, follow these steps:

1. Visit www.voki.com.
2. Click the **About Me** tab.



3. Edit your information.
4. Click the **Save** button.

Note: Basic Voki users' emails cannot be changed, but you can easily create a new account with a different email!

IV. Upgrading to Voki Classroom and/or Voki Presenter

If you already have a Voki account, you can easily upgrade to Voki Classroom or Voki Presenter by following these steps:

1. Log in to your Voki account at www.voki.com and navigate to www.voki.com/pricing.php.
2. Click on **Get Voki Classroom** or **Get Voki Presenter**.
3. Choose your Voki Presenter plan. You can choose from the following:
 - a. A single 1-year subscription
 - b. A single 2-year subscription – this option includes 25% discount on the per-year price.
4. After selecting your plan, you will be directed to the payment page.

Note: The secure payment page is on PayPal. **You do not need a PayPal account to complete your purchase.**

If you already have a Voki Classroom account or a Voki Presenter account and would like to upgrade your account to include the other Voki product, you can easily do so by following these steps:

1. Log in to your Voki account at www.voki.com and navigate to www.voki.com/pricing.php.

2. Click on **Get Voki Classroom** or **Get Voki Presenter**. You will be prompted to proceed to the payment page.

Note: If you are upgrading to the Bundle page, you will only be charged for the remaining months on your subscription.

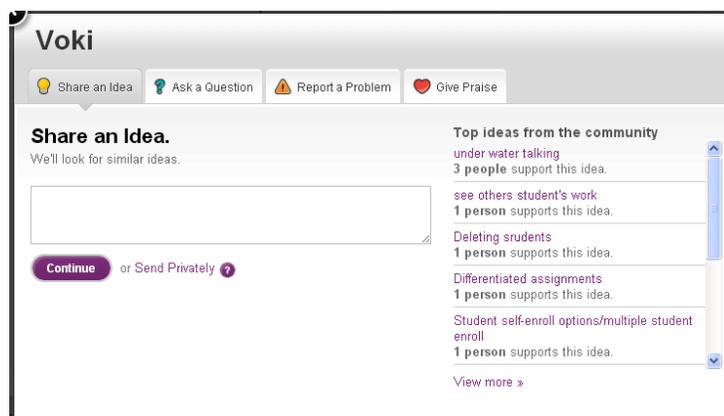
Note: The secure payment page is on PayPal. **You do not need a PayPal account to complete your purchase.**

V. Providing Feedback to Oddcast, Inc

We encourage you to send us your feedback on your experience with Voki. To do so, do the following:

1. With Voki open in your Web browser, select the **Feedback** tab, located on the side of the screen.

The **Share an idea** feedback page displays:



The feedback page allows you to submit:

- An **idea**
- A **question**
- A **problem**
- **Praise** for the product