1. Download and Configure your App
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Download and run wizard to install

Finally, check to make sure your appearance looks good before joining the meeting – mute mic or camera if needed. Click join to enter the meeting!

Set your audio preference: using your computer for audio, or, from a separate phone. We recommend using your computer audio.
1. Download and Configure your App

Sync your Calendar to the App

After the download, the wizard will instruct you to sync your calendar.
To do this manually, from the top left menu, click Preferences to sync your Calendar with your App.
You can also change video & audio default settings
1. Download and Configure your App

Manage and join meetings from your dashboard!

- Click to START your Personal meeting
- View Upcoming or Recent meetings
- If you skipped to sync your calendar, click here to schedule meetings
- Hover over an upcoming meeting to view join meeting button or click ... to view meeting details
- Manually enter a Meeting ID and passcode (optional) and click Join to enter another meeting
- Select your device (camera, mic or speaker)
- Mute your camera
- Mute your microphone
- Click for two more join options: 1. Screen share only mode, or 2. Using your phone for audio
2. In the Meeting
2. In the Meeting

Landing in the meeting, the first to arrive

- Start/Stop recording (only available for Moderator)
- Camera muted
- Mic not muted (click drop down to switch to phone for audio)*
- Share your screen

* note: drop down arrow (to quickly switch audio to phone) is available for Macs only, at this time

- Get help
- Edit Settings
- Use Apps (for Mac only)
- Group Chat
- View People

Leave meeting

Before confirming to leave, the moderator has option to let meeting continue, or “Drop Everyone” after a set time.

- Copy meeting link, and send to others
2. In the Meeting

People

1. Camera mute, Audio Mute, Share your screen and Leave meeting
2. People roster, Chat, Apps and Settings
3. People roster detail

Who’s talking

Hide menu

View People

Click to see only who’s talking (also shown by blue mic highlight)

Click pencil to change your name. Mute/unmute your camera or microphone.

Note: only moderators (marked by 🗓 next to the name) can also mute & unmute other participants

Click name to see call details and connection stats. Moderator has ability to drop them from meeting

Moderators only can Mute & Unmute All participants at once

Copy meeting link, & share with others

Hide Video Thumbnails

Switch Video and Content Frames

Your self view, with quality bar and mic status

Send Meeting link to others
2. In the Meeting

Chat

Chat with all participants

Compose your message
2. In the Meeting

Apps

Click for Apps menu

Bring up whiteboard for all participants to view (Mac only)

Annotate comments/highlights on your screen share (Mac only)

Broadcast this meeting over Workplace by Facebook

Broadcast this meeting over Facebook Live
2. In the Meeting

**Settings**

- **Select a different camera, microphone or speaker (headset)**
- **Scale video to fit when menu panels are shown**
- **Controls for Moderator only:**
  - Mute participants’ mics by default
  - Hide audible and visual participant entry/exit notifications
  - Lock meeting

- **Your self-view, with quality bar (Bev’s camera is muted)**

- **Edit Settings**
2. In the Meeting

Sharing your Screen

To share your screen:
1. Click the screen share icon at the top
2. To share your *entire* screen (recommended) click the top bar
3. To only share a specific, open application, click on the selection in the bottom section. The other meeting participants will only see that app. In the example below, participants would only see your Google Chrome window.

An icon will be shown in the People roster to indicate who is sharing their screen: