

IDVideoPhone For MEETING ORGANIZERS

Getting Started

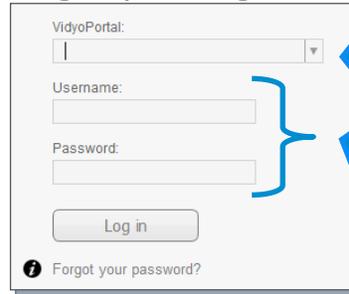
1. To join a Vidyo meeting, you need a computer, microphone, speakers, camera and an internet connection.



2. Download **VidyoDesktop** by using your preferred browser to navigate to your VidyoPortal URL. Download and run the installation wizard.



3. Login by entering the required VidyoPortal credentials:



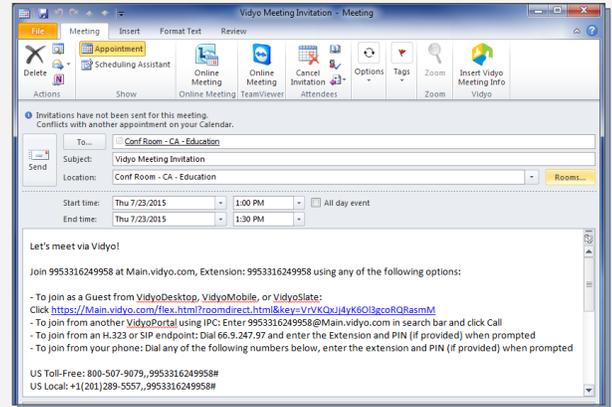
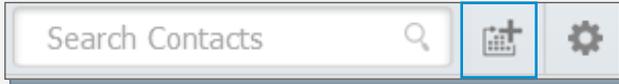
Enter your company's VidyoPortal URL

Enter your company provided username and password

Schedule a Conference

Schedule from the Home Screen

- ⇒ From your **Home Screen** click the **Calendar Icon** to invite guests to join your room for a multi-point call.
- ⇒ This launches your default e-mail program with a calendar invitation pre-populated with Vidyo information.



Calendar Invite Opens

Set time and date, add participant names to the recipient field, input subject, and location. Click send.

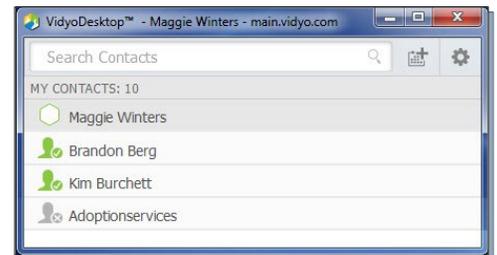
Join a Conference

Host a Conference in Your Own Room

To join your room, click your name, then select **Connect to your Room**.

Join a Colleague's Room

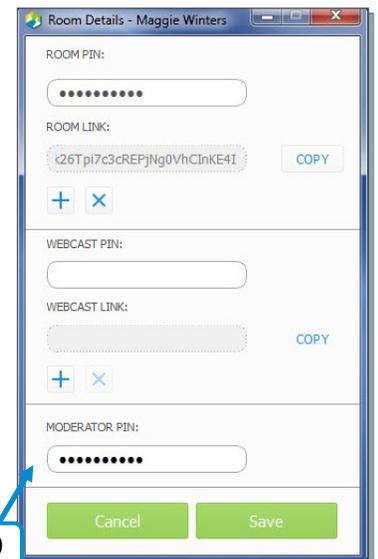
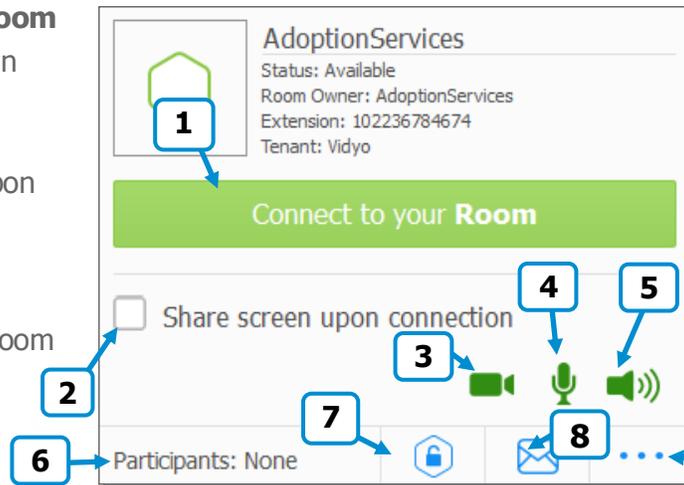
Search for the **Meeting Organizer**, then select **Connect to X's Room**.



Setup Your Conference

Contact Card

1. Join your **Vidyo Meeting Room**
2. Share screen upon connection
3. Mute/unmute camera upon connection
4. Mute/unmute microphone upon connection
5. Mute/unmute speaker upon connection
6. Participants already in your room
7. Lock Room
8. Send room link via email
9. Room Pins



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Participate In Your Conference

Move your mouse over the bottom of the VidyoDesktop application to expose the floating toolbar.

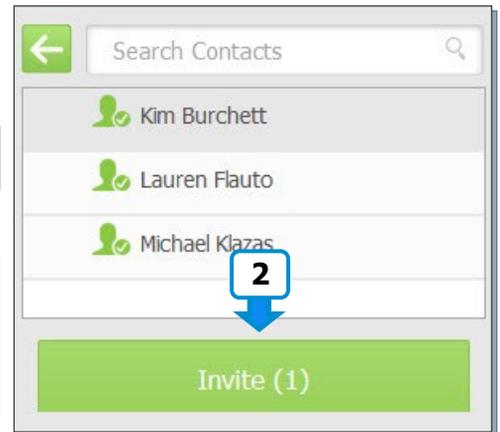


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|  View a list of all the conference participants and chat with them individually. |  Select which application or screen you wish to share in the conference. |  Mute, unmute, and control your microphone volume. |
|  Chat with all participants as part of the conference group chat. |  Toggle among the applications that are being shared during the conference. |  Mute, unmute, and control your speakerphone volume. |
|  Select how to view the participant's video windows during the conference. |  Toggle your self-view preference. |  Open the Settings page. |
|  Enter and exit full screen. |  Show or hide the video feed from your camera. |  Toggle between the meeting |
| | |  End the conference. |

Manage Your Conference

Add a Participant to an Active Conference

- To add a participant to your conference, click the **Add Participant** icon.
- Search for the participant's name in the **Search Field** and click **Invite**.
- The participant will see a message pop up on their screen to **Answer** or **Decline**.



Manage Participants

- Initiate a **Private Chat**, **Mute Microphone**, **Mute Camera**, and **Disconnect** an individual user.
- Lock the **Vidyo Conference Room**.
- Open **Control Meeting** from the bottom of the participant window. **Control Meeting** will open in a browser.
- View the three most recent active speakers.
- Access global participant controls.
- Access individual participant controls.
- VidyoReplay: Record your meeting.
- Toggle between group and presenter mode.

