StarLeaf Desktop App Quick Reference Guide

Dialer
Search for a contact using their name

New
Create a new chat, group or meeting

Favourite
Add people, groups and rooms to the Favourites view

Menu
Switch between views

Recent
Shows historic chats and calls and upcoming meetings

Do Not Disturb
Disable notifications

Account
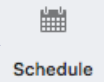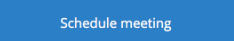Change account settings

Call
Start a video or voice call

Message Delivery Indicator
Shows when chat messages have reached and been read by participants

Messenger
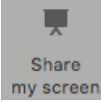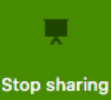Type to send chat messages to people and groups. Add emojis and share files

StarLeaf

Favorites

Chats

Meetings

Calls

Account

Search or dial

Demo Mac
Last seen 09:46

Hi

Still here 😊 12:15

Are you?

12:17

Demo Mac — Yesterday
You received a call

Emily's Group — Friday
You started a meeting

Blackstar all — Friday
You joined

Blackstar Engineers — Friday
You: Just testing for loom vide...

Emily Dye — 23/10/2019
Start of your history

Steve O'Shea — 23/10/2019
Your call was not answered

Mark Chaplin — 22/10/2019
Start of your history

Lee Harding — 22/10/2019
Start of your history

Lilian Beloto — 24/09/2019
Your call was not answered

Old LifeSize Syste... — 24/09/2019
Your call was not answered

Arielle Schlickma... — 23/08/2019
Signed up to StarLeaf

Phil Wilmot — 23/08/2019

Yesterday

You declined a video call 16:17

You received a video message 16:17
Call voicemail

You declined a voice call 16:21

You received a voice message 16:21
Call voicemail

Today

You received a voice call - 2 seconds 09:29

Type a message

blackstar
Solutions

Creating a Meeting
- Click Meetings tab in menu
- Click Schedule → **Schedule**
- Click **Schedule meeting**
- Fill in title, date and times
- Invite participants by email address
- Click **OK** to schedule

Sharing Your Screen
- Join a meeting and wait for participants to join
- Click Share my screen → **Share my screen**
- Choose screen or program to share
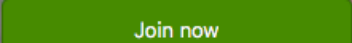- To stop sharing, click **Stop sharing**

Making a Call
- Click Calls tab in Menu
- Type name of contact in Search or dial field at top of window
- Click name of contact to select
- Click voice → **Voice**
- OR Click video → **Video**

Adding Favourites
- Click Chats or Calls tab in menu
- Type the name of the person in Search or dial field at top of window
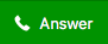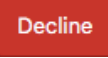- Click their name to select
- Click ☆ to add to favourites tab

Joining a Meeting – Invited Participant
- Click Meetings tab in menu
- Find relevant meeting and click **Join**
- To join using computer audio and video, click **Join now**

Using Chat
- Click Chats tab in menu
- Type name of recipient in Search or dial field at top of window
- Click name of recipient to select
- Type message in Type a message field at bottom of main window
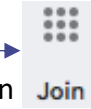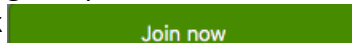- Press Enter to send

Receiving a Call
- A pop up will appear on your screen
- Click **Answer** to accept
- Click **Decline** to send to voicemail
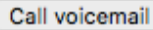- Your app must be running in order for you to receive calls

Guide to Presence Indicators
- **SB** Available. User is currently active in the app and should respond to calls and chats.
- **IM** In a call or meeting. User is busy in a one-to-one call or meeting and likely won't respond
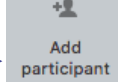- **JS** Do not disturb. User will not receive notifications and will not respond to calls or chats.

Joining a Meeting – No Invitation
- Click Meetings tab in menu
- Click Join → **Join**
- Enter meeting PIN and click Join
- To join using computer audio and video, click **Join now**

Checking Voicemail
- Click Chats tab in menu
- Click the name of the sender – underneath their name it will save You received a message
- In the main window, click **Call voicemail**
- After message has played press 1 to replay, 2 to move on or 3 to delete

Ad Hoc Meeting
- When in a call, click Add participant → **Add participant**
- Type the additional person's name in Search field
- Click their name to select
- Click Add to Call to create the ad hoc meeting
- Click Cancel to return to original caller

Need anything else? Blackstar Training Services 0333 123 2 124 or emily@blackstarsolutions.co.uk

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