

# VIDYODESKTOP™ FOR MEETING ORGANIZERS



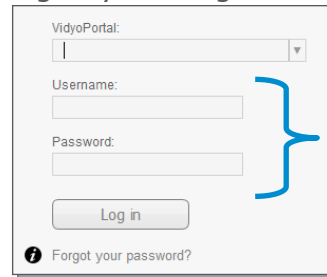
## Getting Started

1. To join a Vidyo® meeting, you need a computer, microphone, speakers, camera and an internet connection.
2. Download the **VidyoDesktop** application by using your preferred browser to navigate to your organization's VidyoPortal™ URL. Download and run the installation wizard.



3. Login by entering the required VidyoPortal credentials:

Download VidyoDesktop™



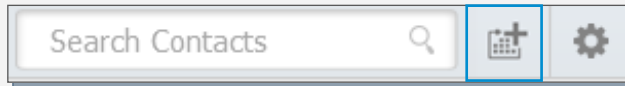
Enter your company's VidyoPortal URL

Enter your company provided username and password

## Schedule a Conference

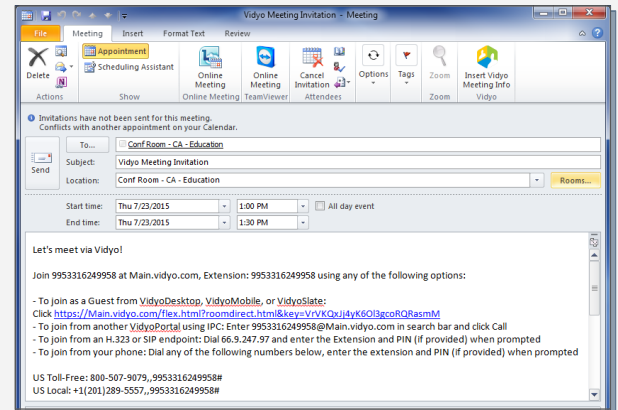
### Schedule from the Home Screen

- 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 meeting information.



### Calendar Invite Opens

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



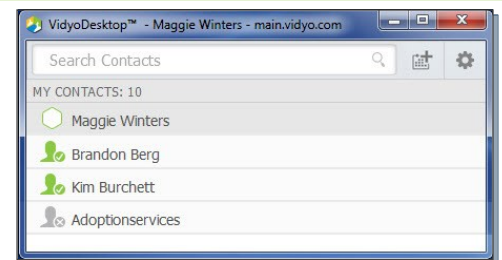
## Join a Conference

### 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

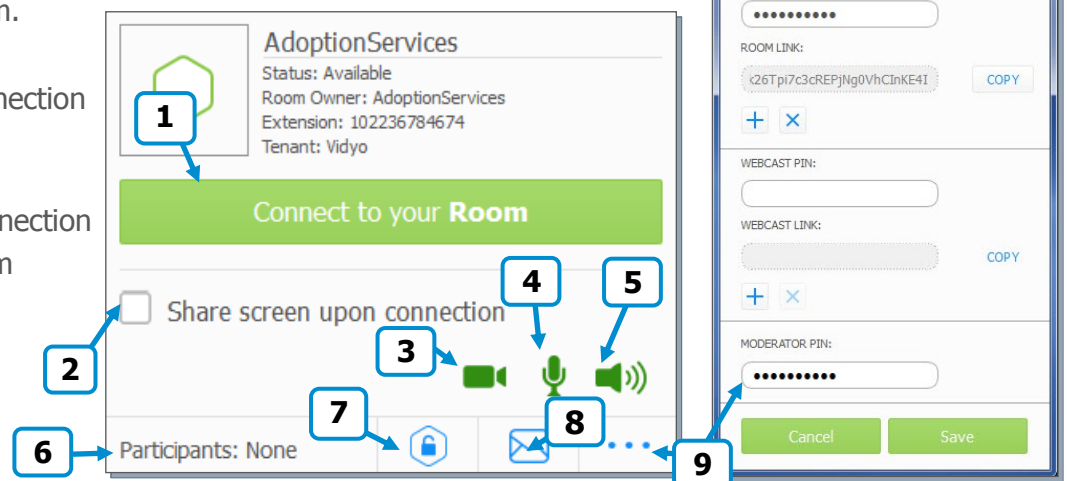
Search for the **Meeting Organizer**, then select **Connect to X's Room**.



## Setup Your Conference

### Contact Card

1. Join your personal 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.

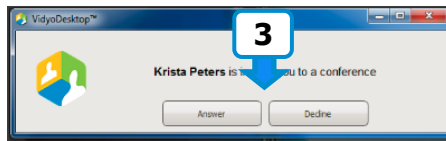
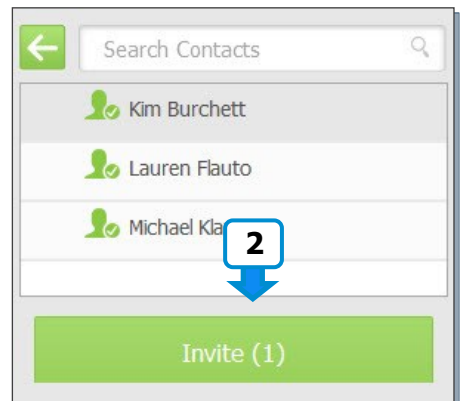
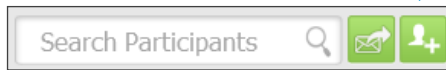


- |   |  |   |
|---|--|---|
| View a list of all the conference participants and chat with them individually. | Select which application or screen you wish to share in the conference.    | Mute, unmute, and control your microphone volume.   |
| Chat with all participants as part of the conference group 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 meeting 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.
- Record your meeting.
- Toggle between group and presenter mode.

