

Basic Functionality Video Conference

Change your Camera, Microphone or Speakers

- ✓ Select 'Control', from the top of the side panel, then
- ✓ Select 'Media Devices'
- ✓ Select the Camera, Microphone or speakers/headset and then choose a new one from the list of available options.

Pin a minimised version of the video window to your screen

- ✓ Select 'Float video window' from the toolbar at the bottom of the screen. The main video window (including thumbnails) will shrink and be pinned on top of all of your other application windows.
- ✓ You can then drag it to your preferred location.
- ✓ To return to the Chrome/Edge tab with the video window resized within it, from the pinned window select 'back to tab'.
- ✓ To close the pinned video window, from the toolbar select 'Reset'

Start sending and receiving video or audio

(For users who have initially joined without audio and video)

- ✓ Select 'Video' or 'Start Audio' from the toolbar at the bottom of the window.

Stop/start sending your video to other participants

- ✓ You can select turn my camera/microphone 'Off' or 'On' from the toolbar at the bottom of the window.

Other participants will no longer be able to see you, but you will be able to see them.

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Share images or PDFs with all other participants

- ✓ Select 'Present files'.

The Presentation screen appears:

- ✓ Select +, or drag and drop the file(s) you want to share into the Presentation window.
- ✓ You can add multiple files, and they can be a combination of images (JPEG, BMP, PNG or GIF) and PDFs (if supported by your device).

Each image and PDF page is converted into an individual slide.

Share your screen with all other participants

- ✓ Select 'Share my screen' from the toolbar at the bottom of the window.
- ✓ Select the window, screen or tab you want to share. When you are sharing, the icon changes to blue.
- ✓ To stop sharing, select the 'Stop presenting' button.

Show or Hide the side panel

- ✓ To hide or show the side panel (containing the Participant list tab and the Events tab, and the Control menu), select the Hide side panel < and Show side panel > icons.
- ✓ This will be at the middle left or bottom of the screen, depending on your device and screen width.

Send and receive chat messages, and share online videos and images

(Available when chat has been enabled by the administrator)

- ✓ All events, including chat messages, are shown in the Events tab of the side panel (Depending on the screen width, it is to the left of or at the bottom of the screen).
- ✓ To send a message, type it in the text box at the bottom of the panel.
- ✓ Messages are visible to everyone else in the conference with a chat-capable (such as Skype for Business/Lync or Infinity Connect). You can also share videos and images by pasting their URL into the text box.

Share a link to the meeting

- ✓ Select the 'Share icon' at the top left of the screen and then select 'Copy meeting link'.
- ✓ You can then send this link to other participants who can paste it into their browser to join the meeting.