Video Meetings

Copy Meet Now Link ▢

Meet now
Add participants once meeting begins

Join Meeting
Enter name of a meeting being hosted by a colleague, and select **Join**

Video Preview
Displays a preview of your webcam before joining the meeting

Start with mic on
Toggle to set default on or off

Start with video on
Toggle to set default on or off

Toggle tile view
View members on screen or one at a time when they speak

In-Meeting Chat
Send messages and URLs to other members of the meeting

Share Screen
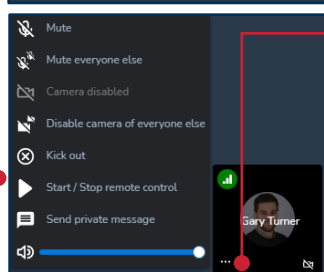Select icon to share your screen or an application window

Add Participants
Search and invite colleagues. Also invite via phone number

More Actions
Select the ellipsis to Start Subtitles, Start Recording, Mute everyone, and see other options. Access Security options to add a passcode to the meeting
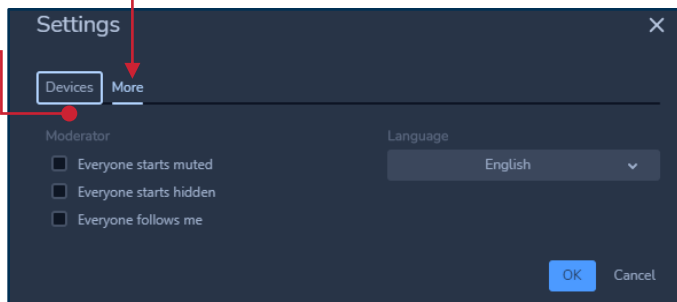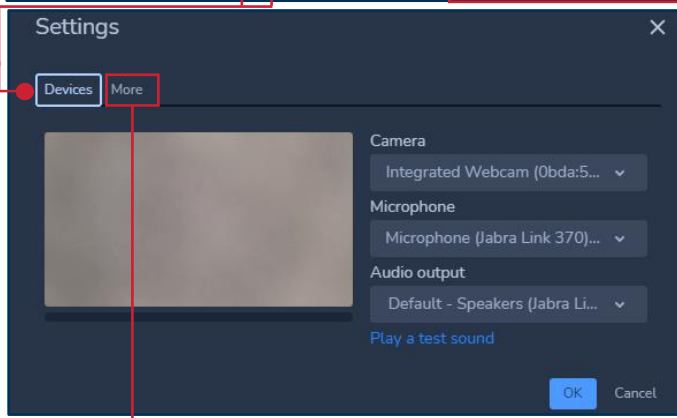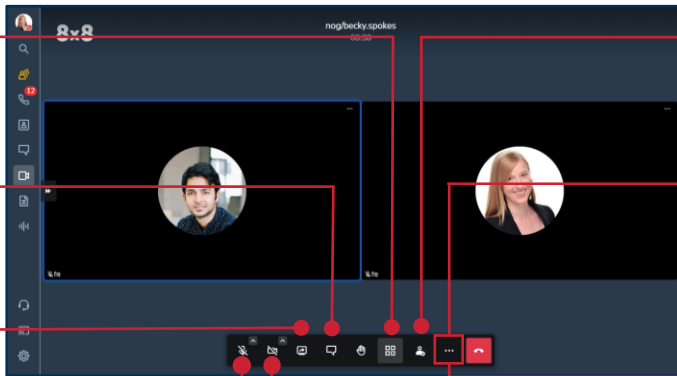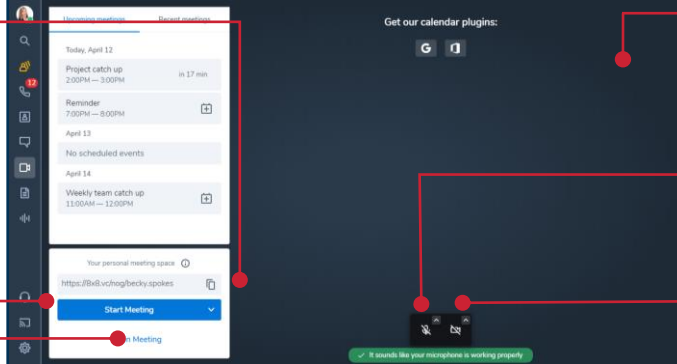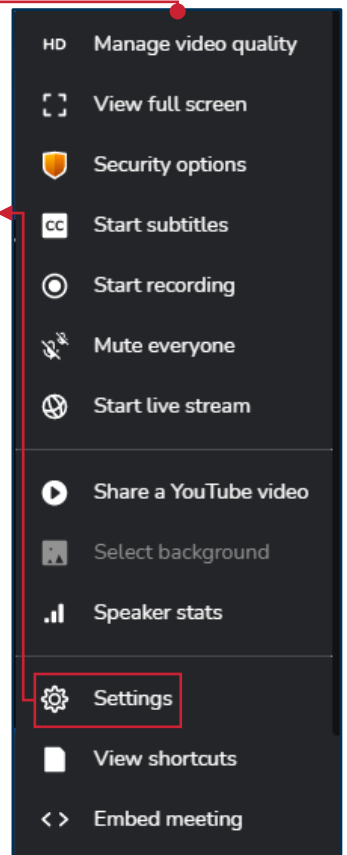
Device Settings
Change your microphone, audio, and camera settings via arrows next to the in-meeting icons, or in the Settings menu

Settings
Devices | More
Camera
Integrated Webcam (0bda:5... ⌄)
Microphone
Microphone (Jabra Link 370)... ⌄
Audio output
Default - Speakers (Jabra Li... ⌄
Play a test sound
OK Cancel

HD Manage video quality
[ ] View full screen
🛡 Security options
CC Start subtitles
◉ Start recording
🔇 Mute everyone
🌐 Start live stream
▶ Share a YouTube video
🖼 Select background
.ıl Speaker stats
⚙ Settings
▢ View shortcuts
< > Embed meeting

More Settings
Mute or hide participants, follow host, or change the meeting interface language

Settings
Devices | More
Moderator
☐ Everyone starts muted
☐ Everyone starts hidden
☐ Everyone follows me
Language
English ⌄
OK Cancel

Remote Control
Select to request access to control a participant's screen. (You both must be connected via Desktop app)

🔇 Mute
🔇 Mute everyone else
📷 Camera disabled
📷 Disable camera of everyone else
⊗ Kick out
▶ Start / Stop remote control
💬 Send private message
🔊 ▬▬▬▬▬▬▬●▬
Gary Turner

Participant Options
Hover over the ellipsis on a participant's image to see options such as Kick out or Mute