## 8X8 MEET

8x8 Meet and 8x8 Work combine flexible communication capabilities with powerfully collaborative meetings.

With 8x8 Meet, take your team meetings to the next level via integration with your calendar, high-definition audio and video, and much more!

Use meeting spaces

8x8 Meet allows you to meet coworkers and contacts in assigned or purpose-made meeting spaces at any time!
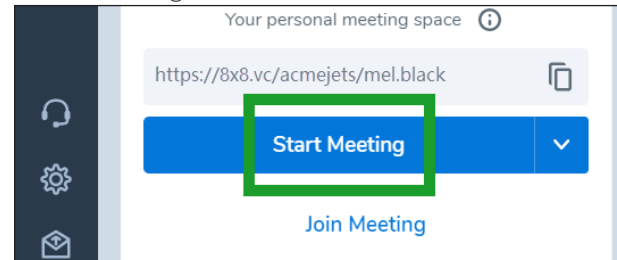
As an 8x8 user, you can access a personal meeting space from which you can launch instant meetings. In addition, you can create a temporary space with a custom-defined name when needed.
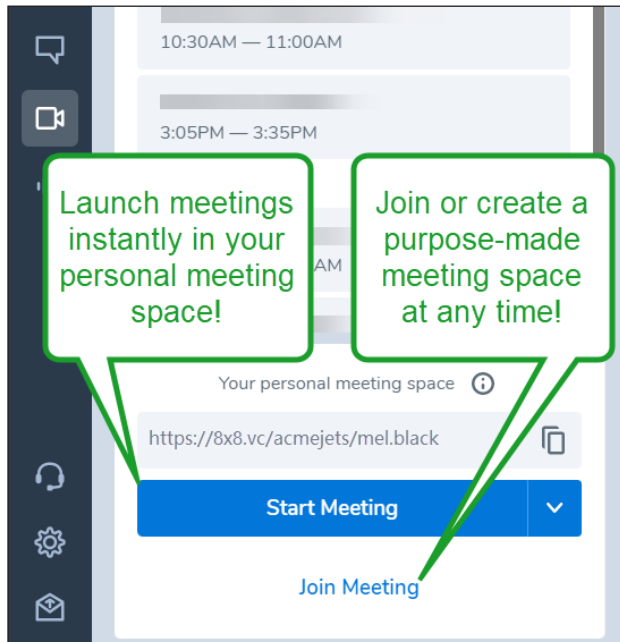
START MEETINGS NOW
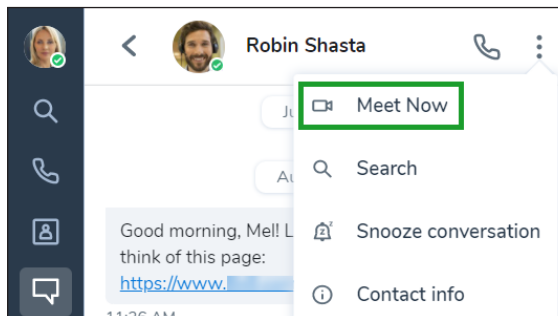
Start via Meetings list

In your **Meetings** 🎥/📅 list, click **Start Meeting** next to the name of your personal meeting space to launch an instant meeting.

In the meeting that opens, you can invite participants. By default, your audio and video are enabled automatically.

Start via chat

1. While in a chat with a company contact, click the **More** ⋮ option next to the contact's name to open a drop-down menu.
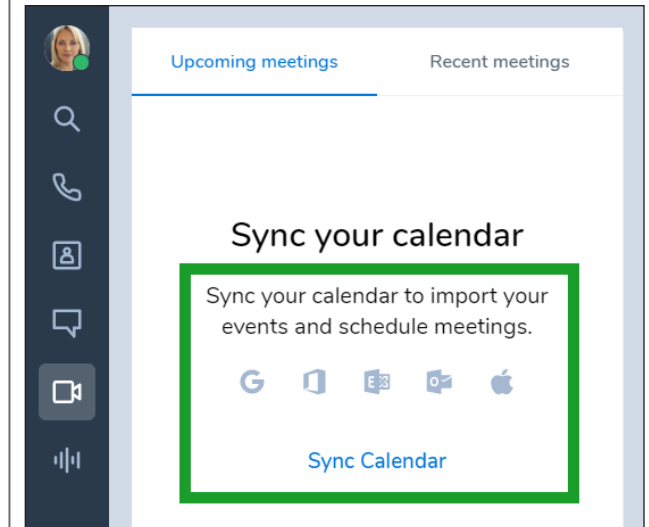

2. From the drop-down, select **Meet Now** to start the meeting immediately. In the meeting that opens, you can join audio and invite additional participants.

SCHEDULE MEETINGS

Sync with your meeting calendar

In your **Meetings** 🎥/📅 list, sync the app with your meeting calendar to see your upcoming meetings.

Create meetings

1. In your preferred meeting calendar (such as Google Calendar), schedule a calendar event and invite participants.

2. In 8x8 Work, open **Meetings** 🎥/📅 to see upcoming meetings in your synced calendar. If you did not sync your calendar, you do not see your upcoming meetings in 8x8 Work.

3. Next to a calendar event, click the **Add meeting** ⊞ option to attach your personal meeting space to the event.
   Participants invited to the calendar event now see details on how they can join the meeting via 8x8 Meet in their calendar invite.

ACCESS MEETINGS

To access your meetings, open **Meetings** ▯/▯ in the app and go to:

- **Upcoming meetings**: Access upcoming meetings in your synced calendar.
- **Recent meetings**: Access details and recordings from your past meetings.
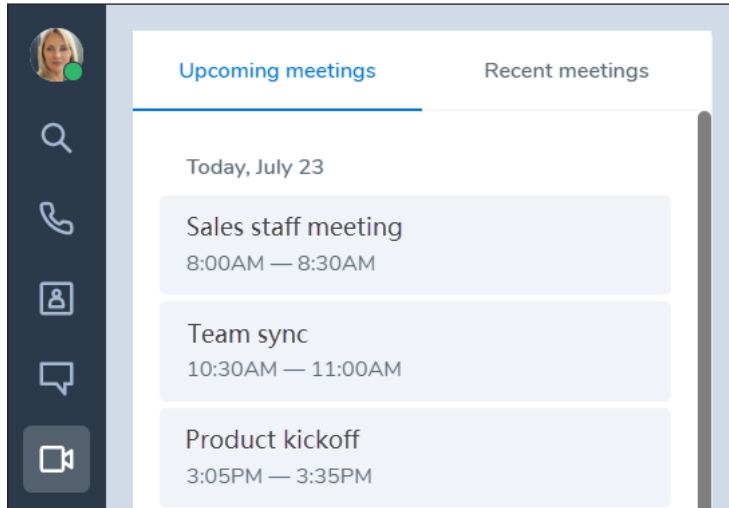
JOIN MEETINGS

You can join meetings via your desktop or mobile app, or via browser, or just join audio by dialing in. 8x8 Meet supports dial-in numbers from over 50 countries!

When you join, your microphone and camera are automatically enabled by default.
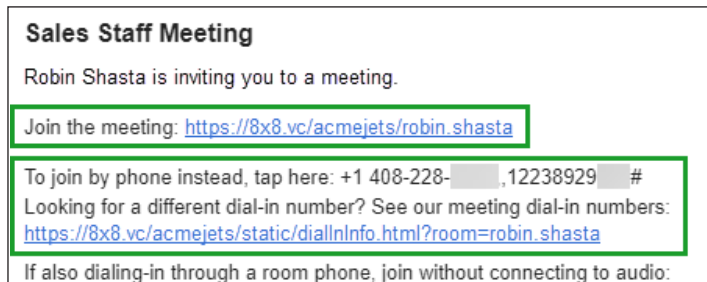
Join via 8x8 Work

1. Go to ▯/▯ > **Upcoming meetings** to view your synced meeting calendar.
2. Click the meeting to join.

Join via email invitation

Open your email meeting invitation.

You can:

- **Join via link**: Click the link included in your invitation to join the meeting. Your joining experience is different depending on whether you have 8x8 Work for Desktop on your computer:
  - **If you have 8x8 Work for Desktop**: The meeting opens in the app.
  - **If you do not have 8x8 Work for Desktop**: the meeting opens in a browser tab.
    > **Note:** To join via in-browser experience, join in Google Chrome.

    > **Note:** If you join via browser, you collaborate on https://8x8.vc/ via audio, video, chat, and on-screen content sharing. To invite participants, download 8x8 Work for Desktop.

- **Join via dial-in for phone or SIP device**:
  - **Via phone**: Call the listed dial-in number. At the prompt, enter the neighboring ID code to dial in to meeting audio. If the phone number is not local to you, click the provided link with the full list of international and SIP dial-in numbers.
  - **Via SIP device**: Click the link provided with the full list of international and dial-in numbers.
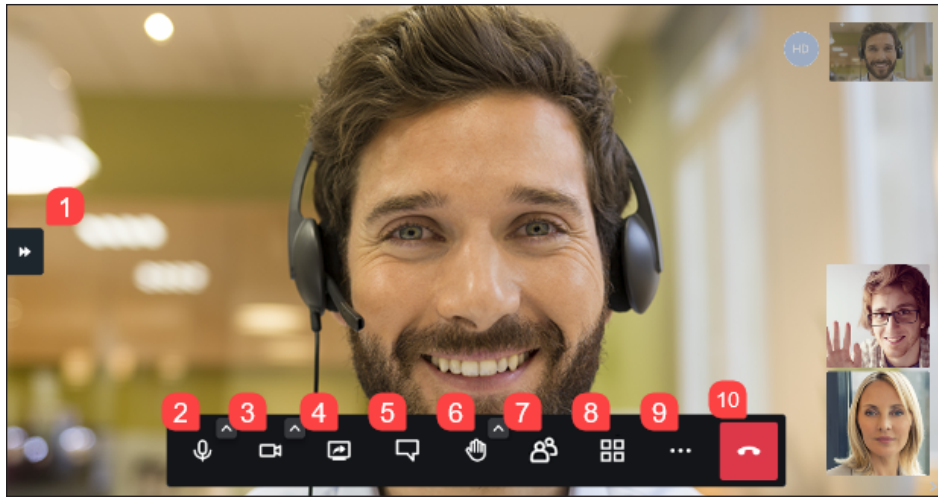
Join via 8x8 Spaces

If your organization equips its conference rooms with in-room system hardware to enhance collaboration, you may have the option to meet via 8x8 Spaces.

With 8x8 Spaces, simply walk into a conference room and join a meeting scheduled in that room with a single tap!

For details on 8x8 Spaces, click here.

USE MEETING CONTROLS

Upon joining the meeting, your audio and video are automatically enabled by default. Take advantage of the following meeting controls:

1. **Expand/collapse app**: Switch between viewing the in-meeting interface and the 8x8 Work interface.

2. **Mute/unmute**: Mute or unmute your microphone. Click the small arrow next to the icon to select from your audio devices.

3. **Start/stop camera**: Turn your camera on or off for meeting video. Click the small arrow next to the icon to select from your video devices.

4. **Share screen**: Share your on-screen content in the meeting.

5. **Chat/Polls**: Toggle the group chat panel for the meeting to chat with meeting participants. In the **Polls** tab of the panel, organize and participate in quick polls.

6. **Raise hand**: Silently announce that you have something to contribute without interrupting the presenter. Click the small arrow next to the icon to select from reactions to show your response to a presenter without speaking over them.

7. **Participants**: View and invite meeting participants, use moderator-created breakout rooms (on browser, desktop apps, and 8x8 work for Mobile 10.14 and newer) and, if you are a moderator in the meeting, access moderator controls.

8. **Tile view**: Switch between viewing all participants on a grid, or viewing the current speaker in a large central tile with non-speakers in a list on the side.

9. **More actions**: Access additional meeting controls:

- Manage your performance settings to optimize your meeting experience.
- Make your current meeting more secure by adding a passcode for participants to enter before they enter the meeting space.
- (8x8 user only) View real-time subtitles of participant speech in the meeting.
- (8x8 user only) Record the meeting.
- (8x8 user only) Stream the meeting live on YouTube.
- Share an online video with participants.
- Enable a virtual background for your video.
- View meeting speaker stats to ensure all presenters have adequate time to contribute.
- Manage additional meeting settings, such as your audio and video devices or meeting moderator controls.
- View keyboard shortcuts you can use with 8x8 Meet, such as toggling your chat panel, camera, or microphone with the press of a key.
- (8x8 user only) Leave feedback on your meeting experience.

10. **Leave**: Exit the meeting.

RECORD MEETINGS

If not everyone can attend an important meeting, simply record the meeting for future reference and share it with participants as well as absentees. With the recorded meeting, you can ensure that everyone can review what was discussed in the meeting.

1. In a meeting, click **More actions** to open a menu.

2. From the menu, select **Start recording**. At the prompt, select where to store the recording:

    - **In 8x8 Work** Once the meeting ends, access the recording under / > **Recent meetings** in 8x8 Work.
      If you select this option, you can also choose whether other participants can automatically access the recording via 8x8 Work, or whether you must distribute it to participants manually.

    - **In Dropbox**: If you have a Dropbox account, you can use Dropbox as the storage space for your meeting; once the meeting ends, distribute the file to participants as needed.

3. If you need to stop the recording before the meeting ends, access and click the recording option again to toggle it off.

SHARE CONTENT

8x8 Meet enables you to enhance your meeting experience by sharing your on-screen content. The collaborative nature of 8x8 Meet leaves content sharing open to all participants!

1. Click **Share screen** 🖵 to open a list of sharing options.

   If you share from mobile, your entire screen is shared; note that all on-screen notifications are also visible to other participants.

   Depending on your desktop browser if you join via web, you may have the option to share a specific tab rather than your entire browser window. In addition, depending on where you are joining from, you may have the ability to share your system audio with your full screen or browser tab.
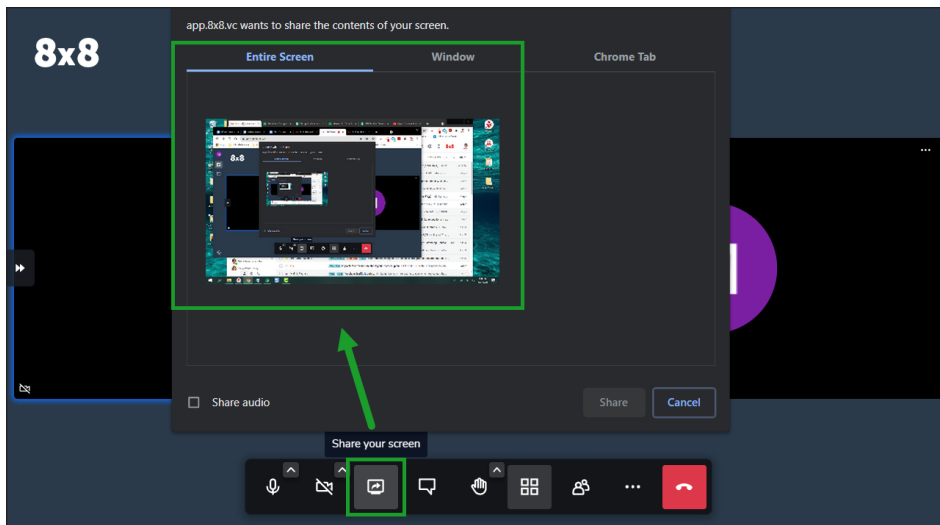
2. Select a screen, window, or tab, and confirm. Your actions in the specified area are displayed to everyone in the meeting until you stop sharing by toggling the **Share screen** 🖵 option off.

STREAM VIA YOUTUBE

To ensure that your presentation or webinar reaches the widest audience possible with 8x8 Meet, you can stream your meeting live to YouTube. Create a shareable streaming link on YouTube ahead of time, and give the streaming link instead of the meeting URL to participants who will not be presenting during the meeting.

For details on streaming via YouTube, refer to the YouTube Help content on live streaming.

> **Note:** Ensure that you are using a verified YouTube account to stream, as an account can take 24 hours to be verified before you are able to stream through it. For details, see YouTube Help content on how to enable live streaming on your YouTube account.

VIEW AND MANAGE YOUR MEETING PERFORMANCE

In meetings via 8x8 Meet, you can track participants' connection quality and manage your own call quality to optimize your meeting performance.

If you notice that video or audio quality drops during the meeting, you can hover over the **Connection** 📶 indicator on a participant's tile (including your own) to view the strength of their connection to the meeting.
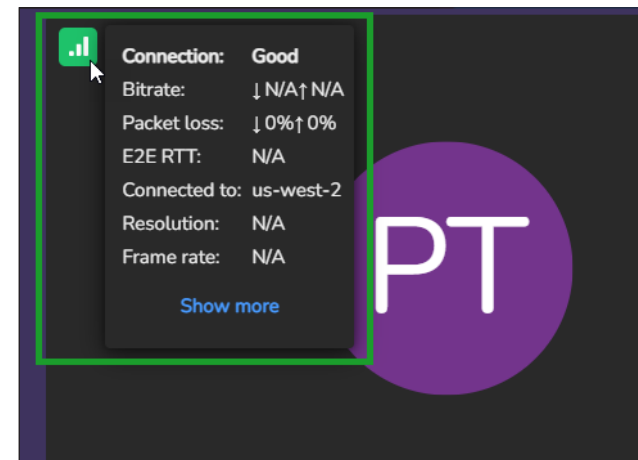
- If the source of another participant's problem is clear, such as unusually high data packet loss, you can advise the participant accordingly.

- If you see that your own connection is experiencing a drop in strength, consider changing your meeting call quality to improve your meeting experience.

Control your performance

1. Click **More actions** ••• to open a menu.

2. From the menu, open your **Performance settings**.

3. In your performance settings, select an audiovisual call quality level to prioritize meeting performance or quality as needed.

8x8

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