Fuze Desktop/Web Meetings Quick Reference Guide

Set up a New Meeting	Join a Meeting by Meeting ID	Join a Scheduled Meeting
1. Click [Meetings] 2. Click [NEW MEETING / Start or schedule] 3. Name the meeting (optional) 4. Click [EDIT SETTINGS] (optional) 5. Click [START NOW] 6. Click [fuze.me/47057367 / Click to copy] to copy meeting link 7. Click [JOIN MEETING] to begin the meeting	1. Click the URL hyperlink provided by the host **OR** 2. Copy the **meeting ID** provided 3. Click [Meetings] 4. Click [JOIN MEETING / Join by meeting ID] 5. Paste the copied meeting ID into the **Enter meeting ID to join** field 6. Click [JOIN]	1. Click [Meetings] 2. Select the meeting you wish to join from the **Meeting List** 3. Click [Join Meeting]

Initiate a Video Meeting with a Contact	Schedule a Meeting	Invite Participants During a Meeting
1. Click [Q Search] 2. Enter the name or number in the **Search people** field 3. Hover over a name from the list 4. Click [camera icon] to initiate the meeting	1. Click [Meetings] 2. Click [NEW MEETING / Start or schedule] 3. Name the meeting (optional) 4. Enter the name or email address of invitees in the **People** field 5. Click [EDIT SETTINGS] (optional) 6. Click [SCHEDULE] 7. Enter the **Date**, **Starts**, and **Length** of the meeting 8. Click [SCHEDULE]	1. Click [participants icon] 2. Click [add person icon] 3. Enter name, number, email or IP address 4. Click [INVITE]

Exit/End a Meeting	View Meeting Participants	Mute All Participants at Once

Hosts
 1. Click [Exit →]
 2. Select [Exit meeting]
 OR
 3. Select [End meeting for all]
 	
 Participants
 1. Click [Exit →]
	1. Hover over a participant's icon to see options for each attendee
	    a. Host [yellow star]
	    b. Presenter [blue star]
	    c. Participant [person icon]
	    d. Chat [chat icon]
	    e. Mute [microphone icon]
	 OR
	 2. Click [participants icon] to view participants, demote/promote, and remove from meeting
		1. Click [⋮] on the control panel
		 2. Select [Mute all]
		 OR
		 3. Click [participants icon]
		 4. Click [MUTE ALL]

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Chat Inside a Meeting	Share Screen/File/Whiteboard	Stop Sharing Screen/File/Whiteboard
1. Hover over a participant's icon and click to chat with the selected individual **OR** 2. Click on the control panel 3. Click to chat with all participants **OR** 4. Click to chat with an individual participant	1. Click on the control panel 2. Select or **OR** 3. Click to access the **Whiteboard** **OR** 4. Click + Add Files **OR** 5. Drag & Drop files from your computer	1. Hover over the control panel 2. Click **OR** 3. Click on the control panel 4. Click Stop sharing

Navigate to Fuze Desktop in a Meeting	Record/Stop Recording a Meeting	Access Meeting Recordings
1. Click Back to list 2. Click Weekly Review to return to the active meeting **OR** 3. Click to expand the comms control window to full size	1. Click the more menu on the control panel 2. Click Record meeting 3. Click the more menu on the control panel 4. Click Stop recording **Note:** An announcement will be made to all existing and future attendees that the meeting is being recorded.	1. Click Search 2. Click Meetings 3. Click the **Recordings** menu option 4. Hover over meeting name and click to download the recording **OR** 1. Click 2. Click Sharing Enable sharing for this recording 3. Click SAVE 4. Click to copy a link of the recording for distribution

Create a Vanity Link	Connect to External Calendar	Add Files to Meeting Content Locker
1. Click the profile dropdown arrow to expand the menu 2. Select **Settings**, then click **Meetings** 3. Click CREATE A DEFAULT VANITY 4. Enter the Vanity Link name 5. Click CREATE	1. Click the profile dropdown arrow to expand the menu 2. Select **Settings**, then click **Connected accounts** 3. Click to sync to Google and Office365 calendar events **Note:** Status will automatically be set to **Busy** when there is a calendar event.	1. Click Search 2. Click Meetings 3. Click **Content** 4. Click ADD FILE(S) button or select the file from the list 5. Select the file and click **Open** to upload content and use in one or multiple meetings