



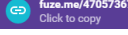


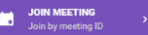






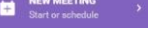

































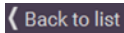







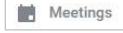


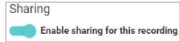










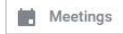



## Fuze Desktop/Web Meetings Quick Reference Guide

Set up a New Meeting	Join a Meeting by Meeting ID	Join a Scheduled Meeting
<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click </li> <li>3. Name the meeting (optional)</li> <li>4. Click  (optional)</li> <li>5. Click </li> <li>6. Click  to copy meeting link</li> <li>7. Click  to begin the meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the URL hyperlink provided by the host</li> <li><b>OR</b></li> <li>2. Copy the <b>meeting ID</b> provided</li> <li>3. Click </li> <li>4. Click </li> <li>5. Paste the copied meeting ID into the <b>Enter meeting ID to join</b> field</li> <li>6. Click </li> </ol>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Select the meeting you wish to join from the <b>Meeting List</b></li> <li>3. Click </li> </ol>
Initiate a Video Meeting with a Contact	Schedule a Meeting	Invite Participants During a Meeting
<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Enter the name or number in the <b>Search people</b> field</li> <li>3. Hover over a name from the list</li> <li>4. Click  to initiate the meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click </li> <li>3. Name the meeting (optional)</li> <li>4. Enter the name or email address of invitees in the <b>People</b> field</li> <li>5. Click  (optional)</li> <li>6. Click </li> <li>7. Enter the <b>Date</b>, <b>Starts</b>, and <b>Length</b> of the meeting</li> <li>8. Click </li> </ol>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click </li> <li>3. Enter name, number, email or IP address</li> <li>4. Click </li> </ol>
Exit/End a Meeting	View Meeting Participants	Mute All Participants at Once
<p><b>Hosts</b></p> <ol style="list-style-type: none"> <li>1. Click </li> <li>2. Select </li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Select </li> </ol> <p><b>Participants</b></p> <ol style="list-style-type: none"> <li>1. Click </li> </ol>	<ol style="list-style-type: none"> <li>1. Hover over a participant's icon to see options for each attendee             <ol style="list-style-type: none"> <li>a. Host </li> <li>b. Presenter </li> <li>c. Participant </li> <li>d. Chat </li> <li>e. Mute </li> </ol> </li> <li><b>OR</b></li> <li>2. Click  to view participants, demote/promote, and remove from meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Click  on the control panel</li> <li>2. Select </li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Click </li> <li>4. Click </li> </ol>

## Fuze Desktop/Web Meetings Quick Reference Guide

Chat Inside a Meeting	Share Screen/File/Whiteboard	Stop Sharing Screen/File/Whiteboard
<ol style="list-style-type: none"> <li>1. Hover over a participant's icon and click  to chat with the selected individual <b>OR</b></li> <li>2. Click  on the control panel</li> <li>3. Click  to chat with all participants <b>OR</b></li> <li>4. Click  to chat with an individual participant</li> </ol>	<ol style="list-style-type: none"> <li>1. Click  on the control panel</li> <li>2. Select  or  <b>OR</b></li> <li>3. Click  to access the <b>Whiteboard</b> <b>OR</b></li> <li>4. Click  <b>OR</b></li> <li>5. Drag &amp; Drop files from your computer </li> </ol>	<ol style="list-style-type: none"> <li>1. Hover over the control panel</li> <li>2. Click  <b>OR</b></li> <li>3. Click  on the control panel</li> <li>4. Click </li> </ol>
Navigate to Fuze Desktop in a Meeting	Record/Stop Recording a Meeting	Access Meeting Recordings
<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click  to return to the active meeting <b>OR</b></li> <li>3. Click  to expand the comms control window to full size</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the more menu  on the control panel</li> <li>2. Click </li> <li>3. Click the more menu  on the control panel</li> <li>4. Click </li> </ol> <p><b>Note:</b> An announcement will be made to all existing and future attendees that the meeting is being recorded.</p>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click </li> <li>3. Click the <b>Recordings</b> menu option</li> <li>4. Hover over meeting name and click  to download the recording <b>OR</b></li> <li>1. Click </li> <li>2. Click  Enable sharing for this recording</li> <li>3. Click </li> <li>4. Click  to copy a link of the recording for distribution</li> </ol>
Create a Vanity Link	Connect to External Calendar	Add Files to Meeting Content Locker
<ol style="list-style-type: none"> <li>1. Click the profile dropdown  arrow to expand the menu</li> <li>2. Select <b>Settings</b>, then click <b>Meetings</b></li> <li>3. Click </li> <li>4. Enter the Vanity Link name</li> <li>5. Click </li> </ol>	<ol style="list-style-type: none"> <li>1. Click the profile dropdown  arrow to expand the menu</li> <li>2. Select <b>Settings</b>, then click <b>Connected accounts</b></li> <li>3. Click  to sync to  Google and  Office365 calendar events</li> </ol> <p><b>Note:</b> Status will automatically be set to <b>Busy</b> when there is a calendar event.</p>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click </li> <li>3. Click <b>Content</b></li> <li>4. Click  button or select the file from the list</li> <li>5. Select the file and click <b>Open</b> to upload content and use in one or multiple meetings</li> </ol>