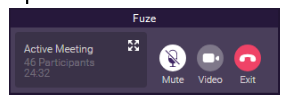
Fuze Desktop Meetings

Set Up a New Meeting

1. Click the **Meetings** icon
2. Click the **NEW MEETING** option
3. Name the meeting optional)
4. Enter the name or email address of invitees in the **People** field
5. Click the button (optional)
6. Select **Open**, **Private**, or **Large** meeting
7. Click the button
8. Click the **Copy URL** button to copy meeting link
9. Click the button to begin the meeting

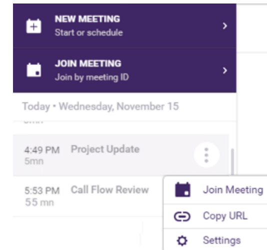
Join a Meeting by Meeting ID

1. Click the URL hyperlink provided by the host
   OR
2. Copy the **meeting ID** provided
3. Click the **meeting** icon
4. Click the **JOIN MEETING** option
5. Paste the copied meeting ID into the **Enter meeting ID to join** field
6. Click the button
7. Click the icon to expand the comms control window to full size



Start a Meeting from the Meeting List

1. Click the search icon
2. Select the meeting you wish to join
3. Configure settings (optional)
4. Click the button



Initiate a Video Meeting with a Contact

1. Click the search button
2. Enter the name or number in the **Search for people** field
3. Hover over a name from the list
4. Click the **video call** icon to join the meeting

Schedule a Meeting

1. Click the **Meetings** icon
2. Click the **NEW MEETING** option
3. Name the meeting (optional)
4. Enter the names or email address of invitees in the **People** field
5. Click the button (optional)
6. Select **Open**, **Private**, or **Large** meeting
7. Click the button
8. Enter the date, **Starts** and **Length** of the meeting
9. Click the button

Send a Meeting Invite from a Meeting

1. Click the **meeting ID** at the top of screen
2. Choose **Copy Meeting Link** or **Copy Meeting Info**
3. Send details to intended participants

   OR
4. Click the **invite** icon
5. Click **All** or **Rooms**
6. Search for contacts by name
7. Click the intended contact's name
8. Click the button

Exit/End a Meeting

Moderators

1. Click the **Exit** button
2. Select the **End Meeting For All** option

Participants

1. Click the **Exit** button

View Meeting Participants

1. Hover over a participant's icon to see options for each attendee
   a. Moderator -
   b. Presenter -
   c. Participant -
   d. Chat -
   e. Mute -

Mute All Participants at Once

1. Click the more menu icon on the control panel
2. Select the **Mute All** button

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Fuze Desktop Meetings

Chat Inside a Meeting

Chat with All Participants

1. Click the chat icon on the control panel
2. Click the group chat icon
3. Enter text message
4. Press **Enter**

Chat with an Individual Participant

1. Hover over a participant's icon
2. Click the **chat** icon
3. Enter text message
4. Press **Enter**

Share Screen/File/Whiteboard

1. Click the **Share** icon on the control panel
2. Select the **Share Screen** icon or the **Share App** icon

OR

3. Click the **Add Files** [+ Add Files] button

OR

4. Click the **whiteboard** icon

Stop Sharing Screen/File/Whiteboard

1. Click **Share** icon on the control panel
2. Click the [Stop Sharing] button

Navigate to Fuze Desktop in a Meeting

1. Click the **Back to list** [Back to list] button
2. Click the [Active meeting] button to return to the active meeting

Record/Stop Recording a Meeting

1. Click the more menu icon on the control panel
2. Click the **Record Meeting** [Record Meeting] button
   a. An announcement will be made to all existing and future attendees
3. Click the more menu icon on the control panel
4. Click the **Stop Recording** [Stop Recording] button

Access Meeting Recordings

1. Click the search [Search for people...] button
2. Click the meetings [MEETINGS] filter
3. Click the **Recordings** menu option
4. Hover over meeting name and click
5. Click the **Enable sharing** [Sharing – Enable sharing for this recording] button
6. Click the [SAVE] icon
7. Click the URL link button to copy a link of the recording for distribution

Set Presence Status

1. Click the profile dropdown arrow [Alma Diaz +16175809499 - Available] to expand menu
2. Select the applicable status option
3. Optionally, click the pencil icon, enter custom message, and then click the accept icon
4. Click the **Do not disturb** toggle to decline incoming calls and mute notifications

Connect to External Calendar

1. Click the profile dropdown arrow [Alma Diaz +16175809499 - Available] to expand menu
2. Select **Settings**, then click **Connected Accounts**
3. Click the **Toggle** icon to sync to Google and Office365 calendar events
4. Status will automatically be set to **Busy** when there is a calendar event

Add Files to Meeting Content Locker

1. Click the search [Search for people...] button
2. Click the meetings [MEETINGS] filter
3. Click **Content**
4. Click the [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

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