Virtual Office Meetings 2.0

The new Virtual Office Meetings is here! It's time to switch to the new and simple-to-use Virtual Office Meetings. Virtual Office Meetings offers you a flexible web and audio conferencing experience that turns ordinary phone calls into productive meetings.

With just a few clicks, you can:

- Start an audio, web, and video meeting.
- Edit audio and video settings.
- Invite coworkers or clients to a meeting.
- Chat with meeting participants individually or in a group.
- Share desktop content.
- Record meeting audio for future review.

Audience

This document is intended to educate Virtual Office Pro customers currently using Virtual Meeting 1.0. It highlights the improvements and changes introduced in Virtual Office Meetings 2.0.

Get started

- For a quick tour of the new Virtual Office Meetings, refer to the Virtual Office Meetings – Quick User Guide.
- For a detailed overview of the features, refer to the Virtual Office Meetings - Web Help.

Highlights

Virtual Office Meetings is now available on mobile as a beta: You can schedule and join meetings from your Virtual Office mobile app. Log in to the 8x8 Virtual Office app on your mobile device. From the main menu, under **Collaboration (Beta)**, tap **Meet Now** to start a meeting immediately, or tap **Schedule Meeting** to schedule a meeting for later.
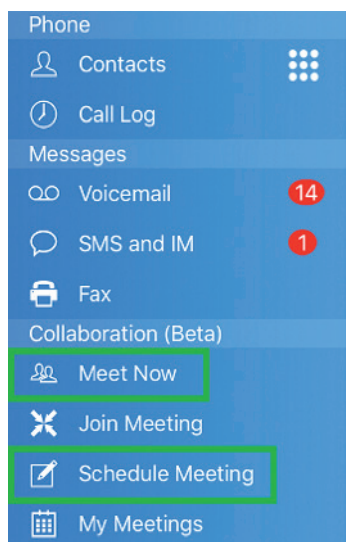
Switching from Virtual Meeting 1.0 to Virtual Office Meetings 2.0

To help you with transition to the new Virtual Office Meetings, we would like to highlight changes in behavior:

- **New user interface:** The new user interface breaks free from the single-window experience of the past. The meeting controls show up at the top of your computer screen. You can move it as you desire.

Virtual Office Meetings 1.0

Virtual Office Meetings 2.0
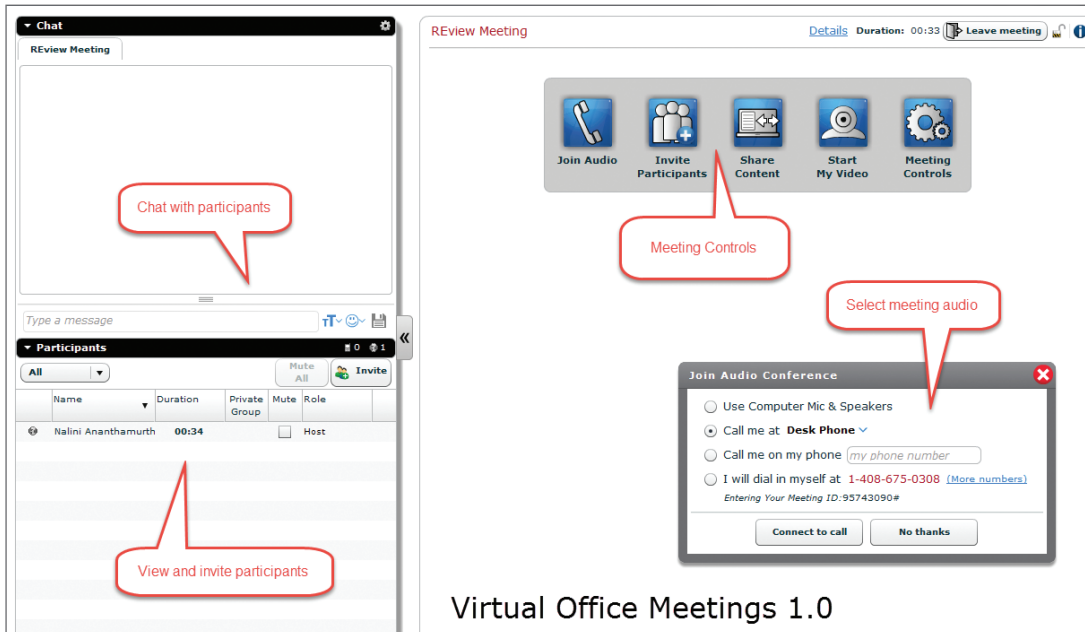
- **Start a meeting instantly:** Go to **Meetings** and click **Meet Now** to launch a meeting instantly. Invite participants on the go. You can also start a meeting quickly via IM. Anybody can start the meeting.

- **Simplified meeting roles:** We have simplified the meeting roles to:
  - **Host**—person who creates meetings
  - **Participant**—person who is invited to meetings

  They share common privileges including the ability to start a meeting, share content, and invite participants. Privileges such as muting participants, blocking a participant from content sharing, and recording meeting audio continue to be host-only rights.

- **Collaboration made easier**: Previously, inviting participants was a host-only privilege. The new meeting allows participants to invite other participants and share content. Hosts can disable this capability in Advanced Settings while scheduling a meeting.

- **Say goodbye to selecting dial-in numbers manually**: All dial-in numbers available for the user or company are automatically included in the email invitation. Participants have the flexibility to choose a local dial-in number based on their geographical location.

- **High-definition video and audio**: Enjoy HD video and audio during meetings.

- **Join meeting audio**: Join the meeting audio using your computer's audio system or any phone number you enter.

- **Content Sharing open to all**: Whether you are a host or guest, you can share content in the meeting. Ideal for collaborative teams, the new Virtual Office Meetings offers content sharing privileges to all meeting participants by default. The meeting host reserves the right to prevent a participant from sharing content.

  What can you share? You can share your desktop, an application, or brainstorm your ideas with a virtual whiteboard.

> **Note:**
> - Application sharing is supported on Windows 7 and Mac.
> - Partial Screen sharing is not supported in Virtual Office Meeting 2.0.

- **Virtual meetings from Microsoft Outlook & Google Calendar (Beta)**: Schedule meetings from Microsoft Outlook & Google Calendar (Beta): Schedule Virtual Office meetings directly from Google Calendar and Microsoft Outlook calendar using 8x8 Virtual Office Meetings plug-ins (available in beta).
  For details on how to install and use the plug-in for Google, click here.
  For details on how to install and use the plug-in for Outlook, click here.

- **Maximum allowed participants**: For all 8x8 users, we have increased the maximum number of participants to 200.

- **Review past meeting records**: During meetings, hosts can record meeting audio. After the meeting, access your meeting recordings, chat conversations that took place during the meeting, and more meeting details from **Meetings** > **Past Meetings**. Select a meeting and access the meeting details.
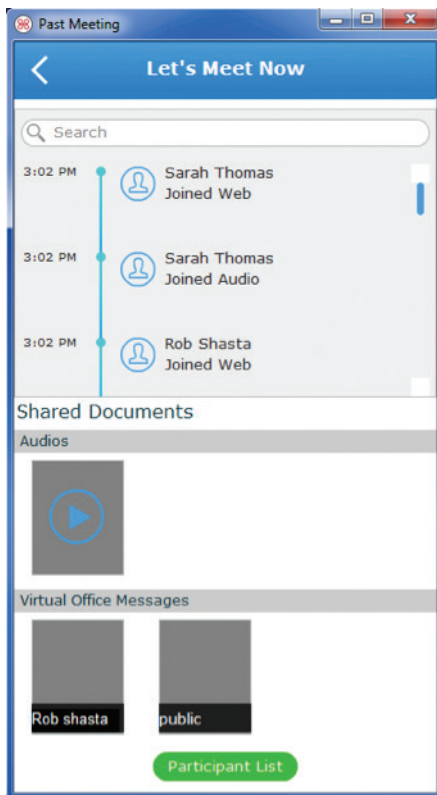
Change of Behavior

Virtual Office Meetings 2.0 does not support the following:

- Partial screen sharing

- Ability to lock a meeting

- Ability to save whiteboards to your computer

- Ability to assign host rights to participants in-meeting

For more information, call **1.866.862.2811** or visit **www.8x8.com**

8x8, Inc.