
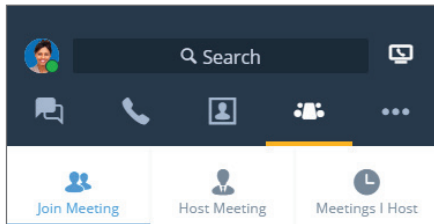




## ACCESS MEETINGS

### Via Virtual Office Desktop App

To access meetings, open the **Meetings**  tab of the app. To access meetings, you can go to:




- **Join Meeting:** Access a meeting you are invited to by entering the related Meeting ID.
- **Host Meeting:** Create a new meeting, and start it immediately or schedule for later.
- **Meetings I Host:** If you do not sync with your calendar, manage and join meetings you are hosting.

OR

**My Meetings:** Sync with Google Calendar to review and access all your meetings scheduled in Google.


### Via Virtual Office Mobile App

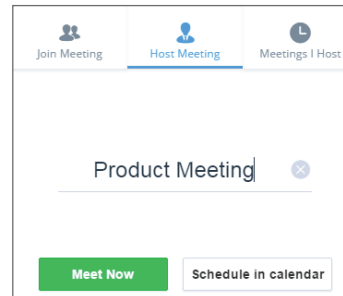
To access meetings, log in to the mobile app, open the **Meetings**  tab, and create, join, or manage your meetings from your mobile device.

**Note:** Procedures in the rest of this guide refer to the meeting experience in the Virtual Office desktop app.

## START MEETING NOW


### Via Host Meeting Tab

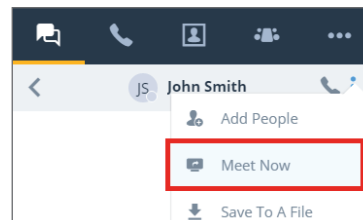
1. Go to  > **Host Meeting**, and enter the name of the new meeting.



2. Click **Meet Now** to start a meeting immediately. In the meeting that opens, you can join audio and invite participants.

### Via Chat


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

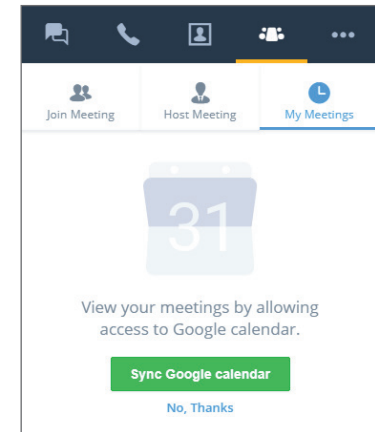


2. From the drop-down, select **Meet Now** to start the meeting immediately. In the meeting that opens, you can join audio and invite additional participants.


## SCHEDULE A MEETING


### Sync with Google Calendar


Under **My Meetings** in the **Meetings**  tab, choose whether to sync with Google Calendar by logging in to Google, or view only meetings that you host.



### Create Meetings

1. Go to **Host Meetings** in the **Meetings**  tab and enter the name of the new meeting.
2. Click **Create Meeting** to begin customizing a meeting.







If you did not sync your calendar, open and copy the meeting details in  > **Meetings I Host**. Paste the details into a new event in the desired external calendar, and schedule.

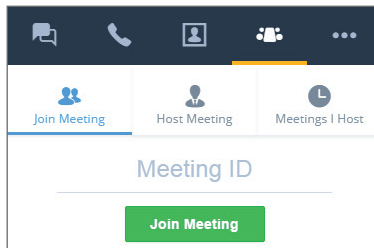
If you synced Google Calendar, upon creating a new meeting, Google Calendar opens in your browser to let you schedule. All upcoming meetings appear under  > **My Meetings**.

## JOIN MEETING AS A VIRTUAL OFFICE USER

You can join meetings via the desktop app, via email invitation, or just join audio by dialing in.

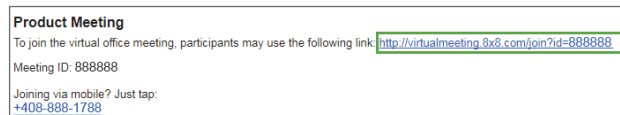
### Via Virtual Office Desktop App

- As a host with an external calendar: In  > **Meetings I Host**, join meetings you host by hovering over the desired meeting and clicking the **Play**  icon that appears.
- As a host with Google Calendar: In  > **My Meetings**, join meetings you host by hovering over the desired meeting and clicking the **Start**  icon that appears. Note that you can only join meetings you do not host by entering the Meeting ID in  > **Join Meeting**.
- As a participant: In  > **Join Meeting**, join meetings you are invited to by entering the associated Meeting ID.



### Via Email Invitation

- Open your email invitation.
- Click the link included in your invitation to open a Virtual Office Meetings page in your browser.



- Click **Use desktop app** to launch the meeting in Virtual Office.

### Via Dial-In (Audio Only)

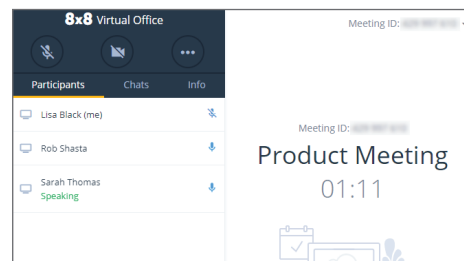
- Open your email invitation.
- From the list of available dial-in numbers, call the desired number.
- When prompted, dial in the Host ID associated with the meeting, and dial **#**.
- When prompted, state your name, and dial **#** to join meeting audio.

## JOIN MEETING AS AN EXTERNAL GUEST

As a guest, you can join a Virtual Office meeting in a couple of clicks without having to download the meeting app.

### Via Email Invitation

- Open your email invitation.
- Click the link included in your invitation to open a Virtual Office Meetings page in your browser.
- Click **Join online meeting**.
- When prompted, enter your name with the Meeting ID that appears, and click **Join meeting** to launch the meeting online.



**Note:** If you join a meeting online, you are able to collaborate at <https://meetings.8x8.com> via audio, video, and chat, and view on-screen content shared by Virtual Office users. You can download the Virtual Office desktop app to share content and invite participants.

### Via Dial-In (Audio Only)

- Open your email invitation.
- From the list of available dial-in numbers, call the desired number.
- When prompted, dial in the Meeting ID associated with the meeting, and dial **#**.
- When prompted, state your name, and dial **#** to join meeting audio.

## JOIN MEETING AUDIO

- When you join a meeting, you are prompted to join meeting audio.
- Join audio using your computer audio devices, or use your phone.

If you choose to join by phone, you can:

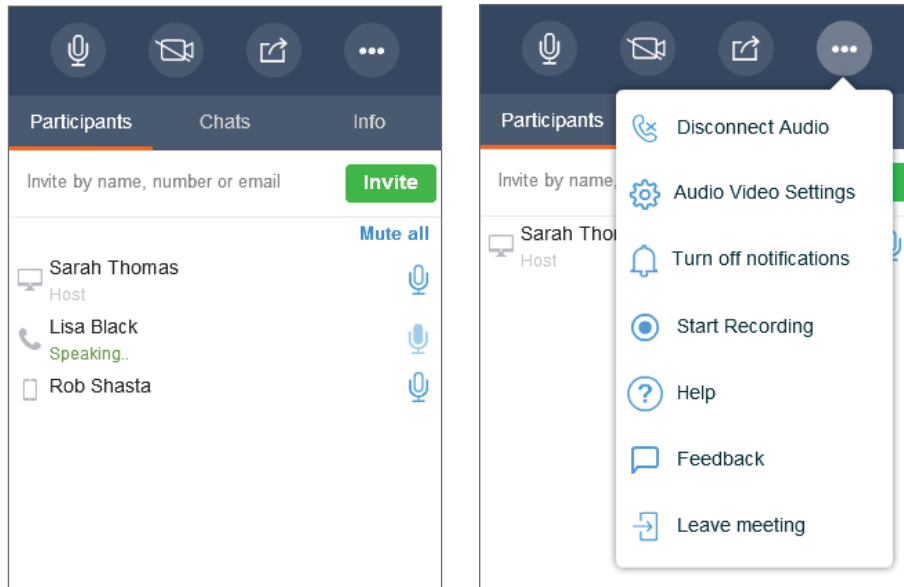
- Select a number from the drop-down under **The Meeting will call you**, or enter the desired phone number.

**Note:** You can only use audio callback if a participant from the host's phone system is currently in the meeting.

- From the desired device, call the phone number under **Or Dial**, and enter the Meeting ID when prompted.
- Once you are in the call, you hear an optional prompt to state your name to announce your presence.





**Note:** If you select **View Only**, you block yourself from the meeting audio.

## MEETING CONTROLS



Upon joining the meeting, join audio to hear and be heard by other participants.

In the meeting controls, you can:

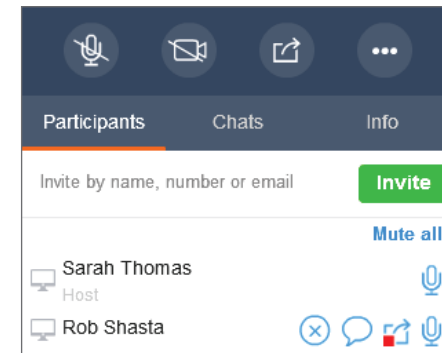
-  Mute or unmute your microphone.
-  Turn on or turn off your camera for meeting video.
-  Share content (desktop or whiteboard).
-  Choose to disconnect audio, edit audio/video settings, access meeting help, send feedback, or leave the meeting. If you are a host, you can record meeting audio and shared content, and enable or disable audio notifications that play when participants join or leave the meeting.




Select from the following tabs:

- **Participants:** View and invite meeting participants.
- **Chats:** Chat with meeting participants in group or individual chat.
- **Info:** View meeting details such as dial-in numbers, the time the meeting started, and more.

## HOST CONTROLS




In addition to the participant controls, meeting hosts have access to the following host controls:



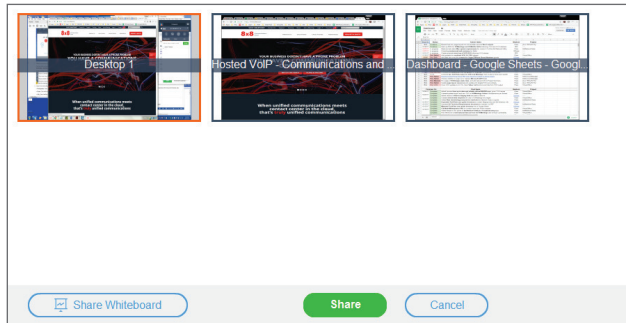
-  Remove participants.
-  Stop participants from sharing content.
-  or **Mute all** Mute individual participants, or all participants at once.


## RECORD MEETINGS

As a host, you can record meeting audio and shared content for future reference, and later access it after the meeting ends.

1. Click the **More Options**  icon to open a menu.
2. From the menu, select **Start Recording**, and agree to the recording terms and conditions.
3. To stop recording, click the **More Options**  icon again, and select **Stop Recording**.
4. After the meeting ends, open the meeting details under  > **Meetings I Host** or **My Meetings**, and open the **Meeting Recordings** drop-down to view all recordings. You can download the recordings (as AU files for audio-only, and MP4 for audio and content), and distribute them to participants for future reference.

## SHARE CONTENT



Collaborate with your meeting participants by sharing content from your desktop or an application, or using the Whiteboard to brainstorm your ideas. Click the **Share Content**  icon in the meeting controls.

### SHARE DESKTOP

1. In the **Share Screen** window, select your desktop.
2. A frame appears around your desktop, indicating that it has been shared. Participants can now view activity on the desktop.

### Share Application Window

1. In the **Share Screen** window, select the desired application.
2. A frame appears around the application window, indicating that it has been shared. Participants can now view activity in the selected window.


### Share Whiteboard

1. In the **Share Screen** window, click **Share Whiteboard**.
2. An interactive whiteboard pops up. All participants can write on or edit it, but only the sharing participant or a host can close it.


## VIDEO MEETING

8x8 Virtual Office Meetings supports high-definition video meetings. Video allows a maximum of 8 concurrent streams, plus self-view.

**Note:** Video meetings are available to you based on your subscription.

1. Click the **Share Video**  icon in the meeting controls.
2. You are now visible to other participants. The video panel pops out.



3. You may resize or maximize the meeting video window as desired.
4. To turn your video off, click the **Stop Video**  icon or close the video panel.