

GET READY

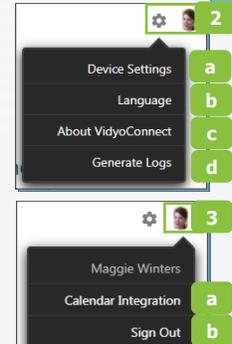
What do I need? A computer, camera, microphone, speakers, and an internet connection.

Vidyo® Recommends: Opt for a wired network connection.

First-time users: [DOWNLOAD](#) VidyoConnect from your team's Portal URL.

1. [Sign In](#) with your company provided username and password. Click to adjust devices and language preference before logging in.

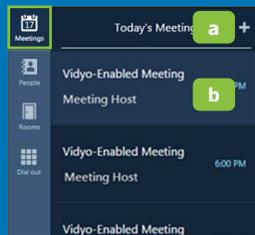
2. Adjust settings:
 - a. Select the camera, microphone, and speakers
 - b. Adjust language preference
 - c. Vidyo version information
 - d. Generate diagnostic logs
3. View account information:
 - a. Setup calendar integration*
 - b. Sign out of VidyoConnect



GET SET

Meetings

- a. Schedule Vidyo meetings
 - b. Join Vidyo meetings
- *Calendar integration required



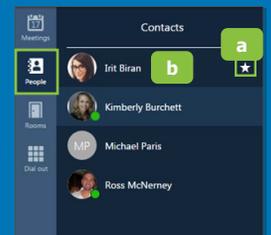
Rooms

- a. Create meeting rooms for teams, topics, or projects
- *Delete to add more
- b. Click your rooms to:
 - Schedule & join
 - Settings & room PINs



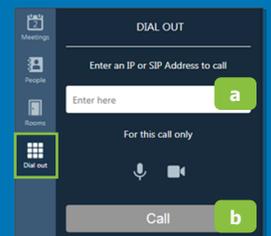
People

- a. Build a contact list
- b. Click a contact's name to:
 - Place **Direct Calls**
 - **Schedule meetings**



Dial out

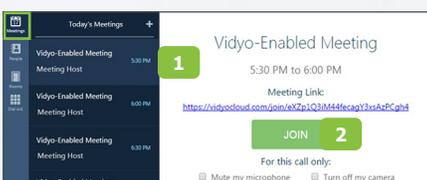
- Connect with non-Vidyo, conference systems:
- a. Enter the IP/SIP address of the conference system
 - b. Click the **Call** button



GO!

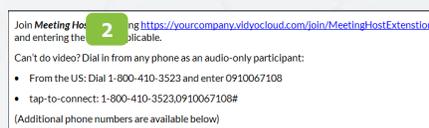
Join via Integrated Calendar:*

1. Select the desired meeting
2. Adjust devices and click **Join**



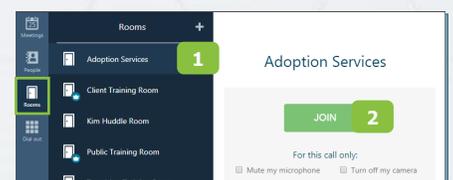
Join via Your Calendar:

1. Log into VidyoConnect first
2. Click the room link



Join via Collaboration Room:

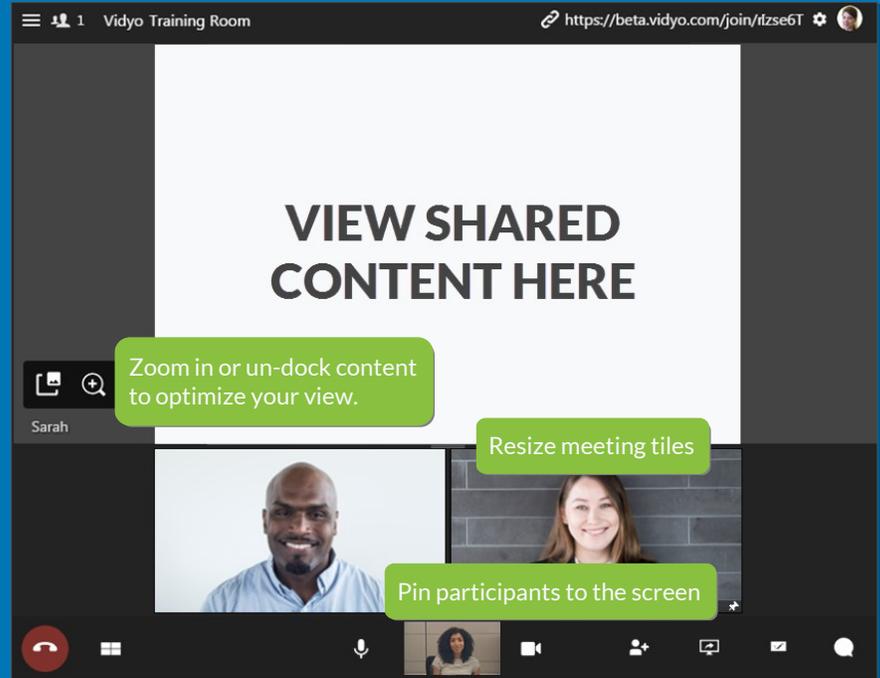
1. Select the appropriate room
2. Adjust devices and click **Join**



*Available for organizations using Exchange for Google for their calendar client.

MEET

- Participant list (call controls)
- Copy room link*
- Settings (Select speaker)
- Disconnect
- Change layout
- Click to mute (Right click to change)
- Self-view (Hover over to enlarge)
- Click to mute (Right click to change)
- Invite participants*
- Share content
- Whiteboard
- Group chat



MANAGE

Participant Window: Access controls in the top left of the window.

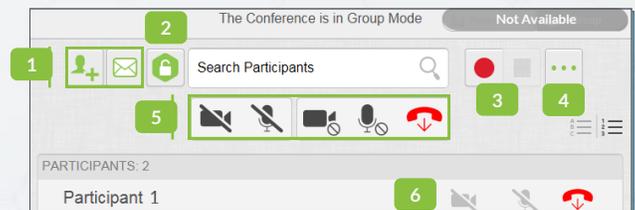
1. Participant list
2. PIN participants to the screen
3. Participant device status
4. Initiate call recording*
5. Send an invite to current call*
6. Meeting Moderation*



*Host only functionality available for meeting moderation.

Meeting Moderation: Additional controls.*

1. Invite participants
2. Lock meeting room
3. Record meeting
4. Recording library
5. Global controls
6. Individual controls



TIPS & TRICKS

Setup: Review your technology setup to ensure a successful meeting every time.

- ✓ Plug your computer in. Select a high performance power plan.
- ✓ Use a wired network connection.
- ✓ Use an external mic & speakers.

Etiquette: Video conferences are like an in-person exchange; body language matters!

- ✓ Look directly into the camera to mimic eye contact with participants.