ېنې Vidyo

UidyoConnect[™] for Meeting Organizers

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.

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MEET 😑 🤽 1 Vidyo Training Room A Participant list (call controls) 📎 Copy room link* Settings (Select speaker) **VIEW SHARED** Disconnect **CONTENT HERE** Change layout Click to mute (Right click to change) Ŀ ⊙ Self-view (Hover over to enlarge) Sarah Click to mute (Right click to change) Invite participants* Share content Pin participants to the screer Whiteboard 4 2+ ----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 4. Recording library 2. Lock meeting room 5. Global controls 3. Record meeting 6. Individual controls 2 The Conference is in Group Mode Not Available 2 The Conference is in Group Mode Not Available 3 Gearch Participants 9 George 3 4 5 Search Participants 9 George 3 4 5 George 6 Ge

TIPS & TRICKS

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

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

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

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

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