



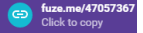
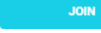

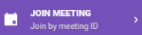



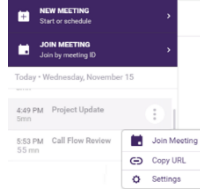
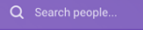


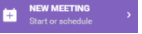









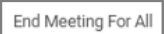















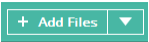


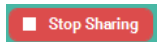
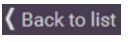


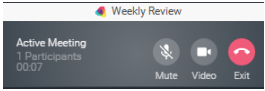

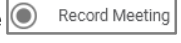


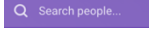



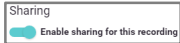









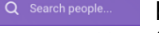




## Fuze Desktop Meetings Quick Reference Guide

Set Up a New Meeting	Join a Meeting by Meeting ID	Join a Scheduled Meeting
<ol style="list-style-type: none"> <li>1. Click the  icon</li> <li>2. Click the  option</li> <li>3. Name the meeting (optional)</li> <li>4. Click the  button (optional)</li> <li>5. Select <b>Open</b>, <b>Private</b>, or <b>Large</b> meeting</li> <li>6. Click the  button</li> <li>7. Click the  button to copy meeting link</li> <li>8. Click the  button to begin the meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the URL hyperlink provided by the host <b>OR</b></li> <li>2. Copy the <b>meeting ID</b> provided</li> <li>3. Click the  icon</li> <li>4. Click the  option</li> <li>5. Paste the copied meeting ID into the <b>Enter meeting ID to join</b> field</li> <li>6. Click the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the search  icon</li> <li>2. Select the meeting you wish to join from the <b>Meeting List</b></li> <li>3. Click the  button</li> </ol> 
Initiate a Video Meeting with a Contact	Schedule a Meeting	Inviting Participants During a Meeting
<ol style="list-style-type: none"> <li>1. Click the  Search people...</li> <li>2. Enter the name or number in the <b>Search people</b> field</li> <li>3. Hover over a name from the list</li> <li>4. Click the  icon to join the meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the  icon</li> <li>2. Click the  option</li> <li>3. Name the meeting (optional)</li> <li>4. Enter the names or email address of invitees in the <b>People</b> field</li> <li>5. Click the  button (optional)</li> <li>6. Select <b>Open</b>, <b>Private</b>, or <b>Large</b> meeting</li> <li>7. Click the  button</li> <li>8. Enter the <b>Date</b>, <b>Starts</b>, and <b>Length</b> of the meeting</li> <li>9. Click the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the  icon</li> <li>2. Click the  icon</li> <li>3. Enter name, number, email or IP address</li> <li>4. Click the  button</li> <li>5. Select the  or  options</li> </ol>
Exit/End a Meeting	View Meeting Participants	Mute All Participants at Once
<p><b>Hosts</b></p> <ol style="list-style-type: none"> <li>1. Click the  button</li> <li>2. Select the  option</li> </ol> <p><b>Participants</b></p> <ol style="list-style-type: none"> <li>1. Click the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Hover over a participant's icon to see options for each attendee <ol style="list-style-type: none"> <li>a. Moderator </li> <li>b. Presenter </li> <li>c. Participant </li> <li>d. Chat </li> <li>e. Mute </li> </ol> </li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Click the participant  icon to view participants, mute, demote/promote, and remove from the meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the more menu  icon on the control panel</li> <li>2. Select the  button</li> </ol>

## Fuze Desktop Meetings Quick Reference Guide

Chat Inside a Meeting	Share Screen/File/Whiteboard	Stop Sharing Screen/File/Whiteboard
<p><b>Chat with All Participants:</b></p> <ol style="list-style-type: none"> <li>1. Click the  icon on the control panel</li> <li>2. Click the group  icon</li> <li>3. Enter text message</li> <li>4. Press <b>Enter</b></li> </ol> <p><b>Chat with an Individual Participant:</b></p> <ol style="list-style-type: none"> <li>1. Hover over a participant's icon</li> <li>2. Click the  icon</li> <li>3. Enter text message</li> <li>4. Press <b>Enter</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Click the  icon on the control panel</li> <li>2. Select the  icon or the  icon</li> <li><b>OR</b></li> <li>3. Click the  button</li> <li><b>OR</b></li> <li>4. Click the <b>Whiteboard</b>  icon</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Share</b>  icon on the control panel</li> <li>2. Click the  button</li> </ol>
Navigate to Fuze Desktop in a Meeting	Record/Stop Recording a Meeting	Access Meeting Recordings
<ol style="list-style-type: none"> <li>1. Click the  button</li> <li>2. Click the  button to return to the active meeting</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Click the  icon to expand the comms control window to full size</li> </ol> 	<ol style="list-style-type: none"> <li>1. Click the more menu  icon on the control panel</li> <li>2. Click the  button             <ol style="list-style-type: none"> <li>a. An announcement will be made to all existing and future attendees</li> </ol> </li> <li>3. Click the more menu  icon on the control panel</li> <li>4. Click the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the  button</li> <li>2. Click the  filter</li> <li>3. Click the <b>Recordings</b> menu option</li> <li>4. Hover over meeting name and click  to download the recording</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Click the  icon</li> <li>2. Click the  button</li> <li>3. Click the  icon</li> <li>4. Click the  button to copy a link of the recording for distribution</li> </ol>
Create a Vanity Link	Connect to External Calendar	Add Files to Meeting Content Locker
<ol style="list-style-type: none"> <li>1. Click the profile dropdown arrow  to expand menu</li> <li>2. Select <b>Settings</b>, then click <b>Meetings</b></li> <li>3. Click </li> <li>4. Enter the Vanity Link name</li> <li>5. Click </li> </ol>	<ol style="list-style-type: none"> <li>1. Click the profile dropdown arrow  to expand menu</li> <li>2. Select <b>Settings</b>, then click <b>Connected Accounts</b></li> <li>3. Click the toggle  icon to sync to  and  calendar events</li> <li>4. Status will automatically be set to <b>Busy</b> when there is a calendar event</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the  button</li> <li>2. Click the  filter</li> <li>3. Click <b>Content</b></li> <li>4. Click the  button or select the file from the list</li> <li>5. Select the file and click <b>Open</b> to upload content and use in one or multiple meetings</li> </ol>