

User Guide for EasyConnect HD

Joining & Scheduling Meetings

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NOTE: Please **DO NOT** click on meeting links in email invitations.

JOINING A MEETING ON YOUR COMPUTER

Now there are two easy ways to join a meeting!

Outlook Calendar Invitation

Open the calendar invitation you received and follow the instructions:

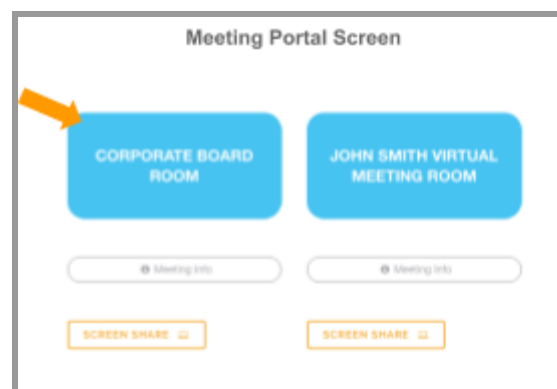
1. Copy the meeting link that is provided in the invitation
2. Open a browser **OUTSIDE** of VDesk / Amazon Work Spaces
3. Paste the meeting link into the address bar and hit enter

OR

Join Meeting Using Portal

Open the LeadingAge Ohio meeting portal in a browser outside of VDesk / Amazon Work Spaces

1. Open a web browser **OUTSIDE** of VDesk / Amazon Work Spaces
2. Enter the meeting portal website URL
 - a. <http://laoh.easyconnecthdportal.com/>
3. Navigate to the meeting room button (where the meeting is taking place) and simply **CLICK** that button to join the meeting room



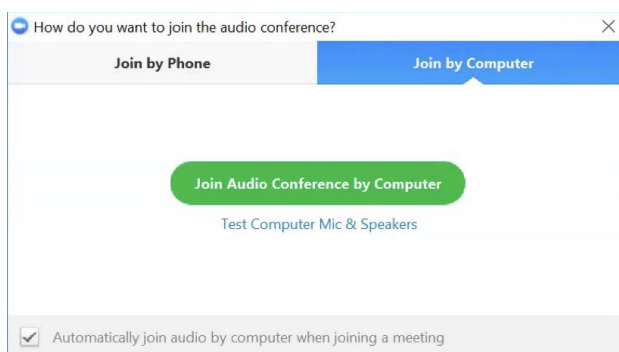
CONNECTING TO AUDIO

You can connect to the audio portion of the meeting using your computer or dialing in by phone.

Using Computer Audio ***(Preferred Method)***

After you join you will see a prompt where you can click the green button to join the audio by computer.

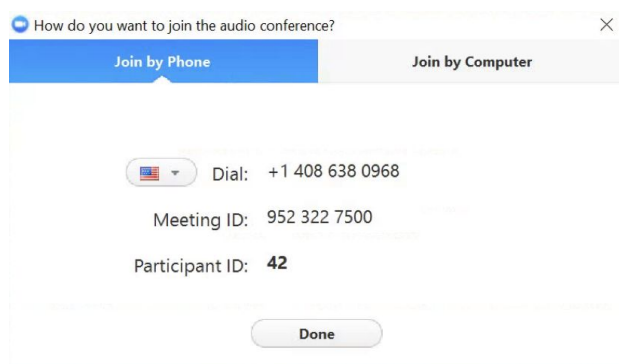
(Make sure your computer speakers are turned on and the volume is up!)



OR

Calling Into Audio By Phone

If you are calling in by phone, simply CLICK the phone tab on the left. Dial the number provided and enter the Meeting ID and Participant ID when prompted.



(The phone number and Meeting ID is also provided in the meeting invitation you received)

CALLING INTO MEETING BY PHONE ONLY

If you aren't able to join a meeting with your computer, you can still call into the audio portion of the meeting using your phone.

OPEN OUTLOOK CALENDAR INVITATION

These instructions should be included in the meeting invitation you have received.

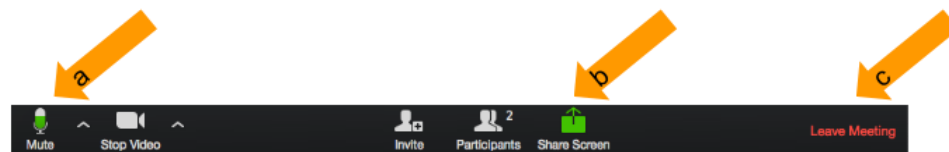
1. Open the meeting invitation in Outlook
2. Call 1-(646)-558-8656
3. When prompted, enter the "MEETING ID" *(Provided in the invitation)*
4. When prompted to enter a "Participant ID"
 - Press # - To skip

If you have not received an invitation with the meeting info please contact the meeting organizer.

MEETING CONTROLS

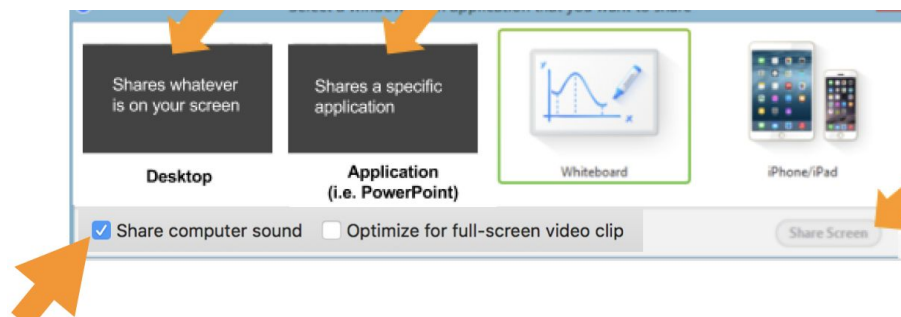
You are now in the video meeting and can use the following controls

- a) Click this icon to mute your microphone
- b) Click this icon to share your screen
- c) Click “Leave Meeting” to exit meeting



Screen Sharing From Your Computer

1. Choose to share your entire desktop OR select a specific application to share.
2. After you select what you want to share click the “Share Screen” button
3. Check the box to share computer sound if you plan to share a video or audio clip



SCHEDULING A MEETING

The following instructions are for the meeting “Organizer” who wishes to schedule the meeting and send the information to the participants.

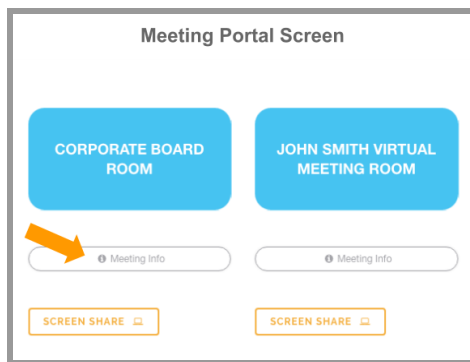
***NOTE:** If you are using your own dedicated Virtual Meeting Room you do not have to reserve that as a Resource in Outlook.*

1) Reserve Meeting Room as Resource in Outlook

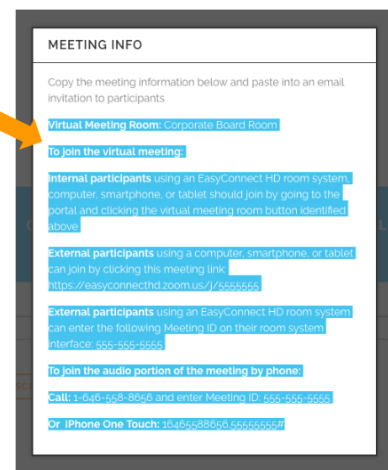
(Ex. “Virtual Meeting Room #1”)

2) Get Meeting Details

- Go to the Meeting Portal on your computer and find the meeting room you are going to use for the meeting.
- CLICK the “Meeting Info” button
- Copy the meeting information



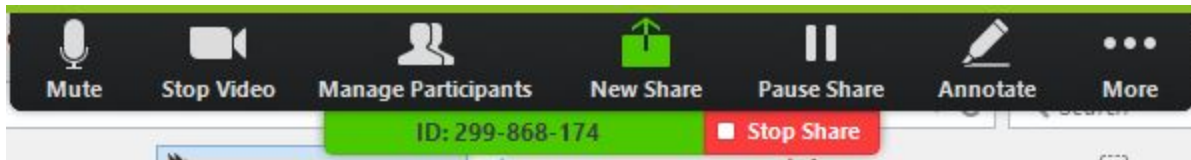
Copy all of the meeting information



3) Send Email Invitation

- Paste meeting invite info into the Outlook invitation
- Send to participants

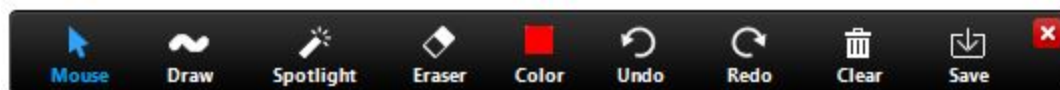
SCREEN SHARE MENU



Pause	Pause your current screen share
Share a New Window	Select a new window to share
Annotate	Use screen share tools for drawing, pointer, etc.
Remote Control	Allow participant to control your keyboard and mouse
More	Toolbar options (<i>in-meeting options such as - Participants, Chat, Invite, Hide video panel etc..</i>)

ANNOTATIONS

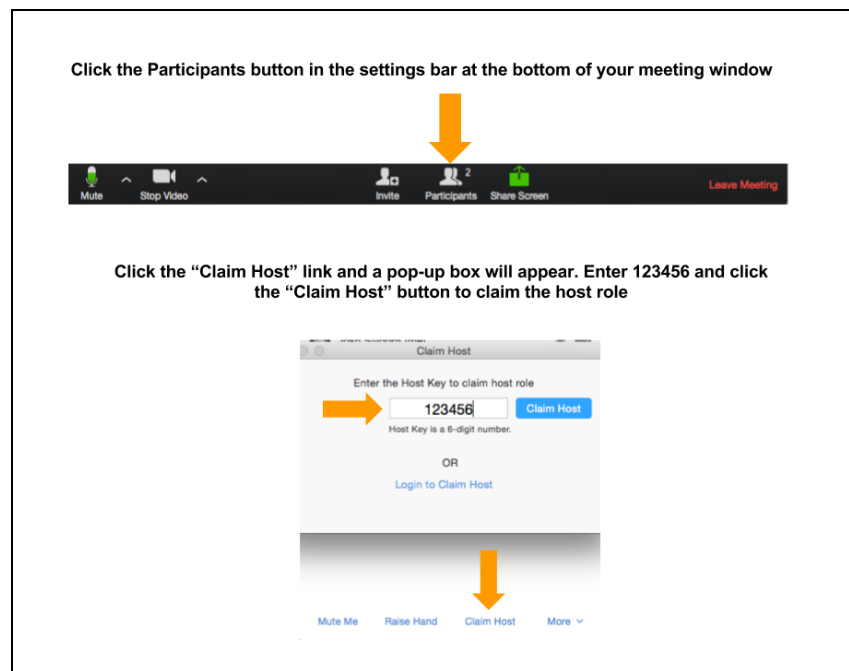
During your Screen share you will have the option of using several features. By moving your mouse cursor to the top of the screen to open the drop-down menu and select "Annotate" -



Save: This feature allows you to instantly save all annotations on the screen as a screenshot. The screenshot is saved to default meeting folder along with the recording of the meeting.

ADVANCED MEETING CONTROLS

Advanced meeting controls are available for meeting “Hosts” and “Co-Hosts” only.



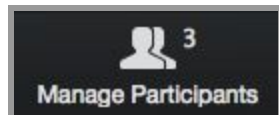
Claim Host Role

1. Click the “Participants” button
2. Click “Claim Host” in the participants panel
3. Enter Host Key **“414216”**
4. Click “Claim Host”
5. You are now the Host of the meeting until the meeting ends or you make someone else host. (Some meeting rooms may have more controls available than others)

Lock A Meeting

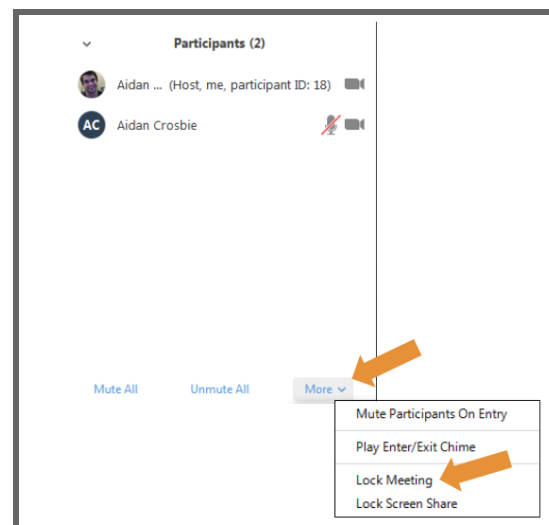
This feature allows the meeting host to prevent additional participants from being able to join a meeting that is in progress.

- 1.) While in a meeting as the Host, move the cursor to bring up the In-Meeting Controls and click on the **Manage Participants** icon



- 2.) The Participants panel will open and you will click the **More** button (see image below)

Which will allow you to select **Lock Meeting** from the menu



- 3.) You can Unlock the meeting by following the same steps above and selecting **Unlock Meeting** from the menu