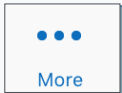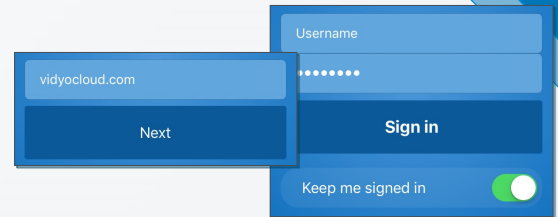# VidyoConnect™ for Meeting Organizers

GET READY

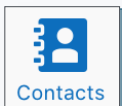**What is Required?** A mobile device, earbuds & network connection (Wi-Fi preferred). **Data rates apply.**

First-time users: Download the VidyoConnect application from the Android or iOS app store.

1. Enter your portal URL (domain.vidyocloud.com). Click **Next**.
2. Enter your username & password. Click **Sign in**.

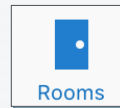**More** — Access settings (camera & mic defaults), external (non-Vidyo) dial-out, and logout of the app.
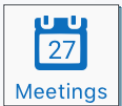
vidyocloud.com	Username
Next	•••••••
	Sign in
	Keep me signed in

GET SET

Contacts — Access & add contacts to favorites
- View frequent contacts
- Place a direct call to contacts

Meetings — Schedule Vidyo® enabled meetings
- Vidyo invite opens in your calendar
- Invitees can join by clicking the link

Rooms — Access & create collaboration rooms
- Add frequent rooms to your room list
- Schedule meetings in your rooms

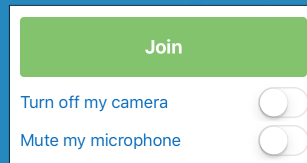**Search — Search contacts or collaboration rooms**
- Filter by contact or room
- Add contacts or rooms as favorites

GO!

Join via Calendar: Click the room link in your invite. A browser window will open. Click **Join**.

Join a Collaboration Room:

1. Select the desired room from the app.
2. Adjust devices & click **Join** to connect.

When prompted grant access to your microphone and camera.

Join
Turn off my camera
Mute my microphone

MEET

1 Disconnect
Disconnect from meeting

2 Participant List
Pin & screenshot participants

3 Microphone
Mute/unmute microphone

4 Camera
Mute/unmute camera

5 Group Chat
Access & join group chat

6 Additional Controls
Access camera toggle & content share

7 Camera Toggle
Expand & flip camera facing

8 Share Device Screen
Tap and follow on-screen prompts

9 Remote Camera Control
Double tap image to control (If enabled).

10 Self-view
Tap to enlarge

Rev: 3/2019