

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 Citrix
3. Paste the meeting link into the address bar and hit enter

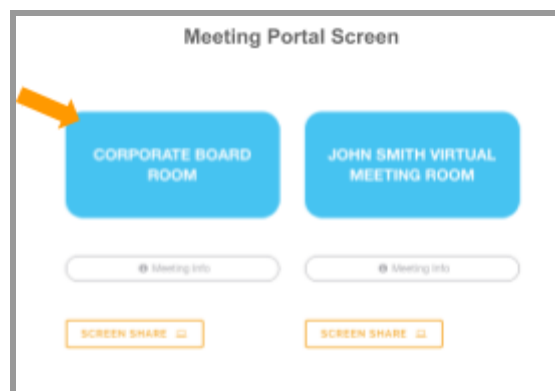
OR

Join Meeting Using Portal

Open the meeting portal in a browser outside of Citrix

1. Open a web browser **OUTSIDE** of Citrix
2. Navigate to the meeting room button (where the meeting is taking place) and simply **CLICK** that button to join the meeting room

Meeting Portal: <http://tealwood.easyconnecthdportal.com/>



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.

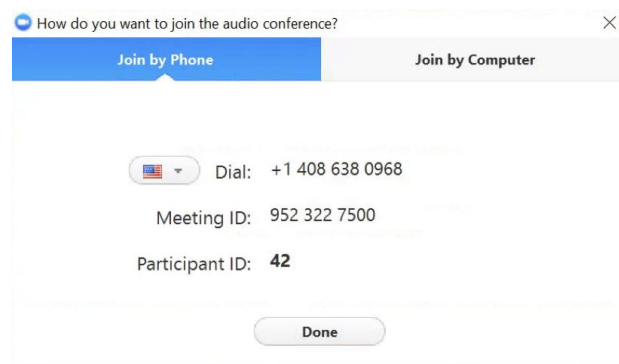
(Make sure your computer speakers are turned on and the volume is up!)



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.

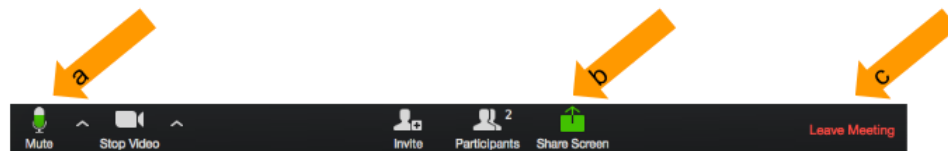
1. Open the meeting invitation in Outlook
2. Call 1-(646)-558-8656
3. When prompted, enter the "MEETING ID" (*Provided in the invitation*)
4. When prompted to enter a "Participant ID"
 - Press # - To skip

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

MEETING CONTROLS

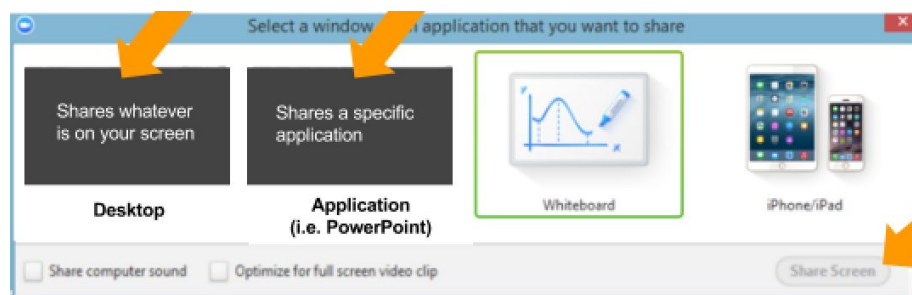
You are now in the video meeting and can use the following controls

- a) **Mute:** Click this icon to mute your microphone
- b) **Share Screen:** Click this icon to share your screen
- c) **Leave Meeting:** Click icon to exit meeting



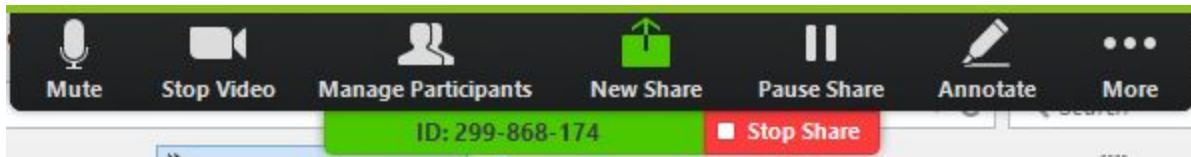
Screen Sharing From Your Computer

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



SCREEN SHARE MENU

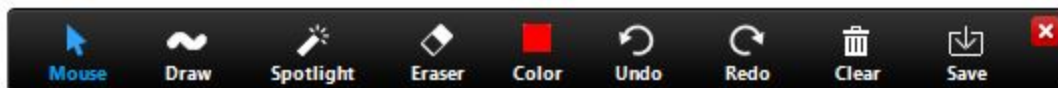
Once you start sharing your screen the controls will be available at the top of your screen



Pause	Pause your current screen share
New Share	Select a new window to share
Annotate	Use screen share tools for drawing, pointer, etc.
More	Chat, hide video panel, audio and video options, etc.

ANNOTATION TOOLS

After you click the Annotate button you will see the different annotation tools you can use



ADVANCED MEETING CONTROLS

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

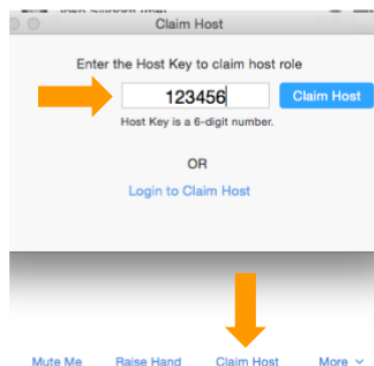
Claim Host Role

1. Click the “Participants” button
2. Click “Claim Host” in the participants panel
3. Enter Host Key **“123456”** OR **“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)

Click the Participants button in the settings bar at the bottom of your meeting window



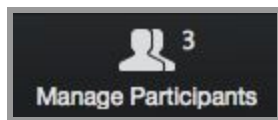
Click the “Claim Host” link and a pop-up box will appear. Enter 123456 and click the “Claim Host” button to claim the host role



Lock A Meeting

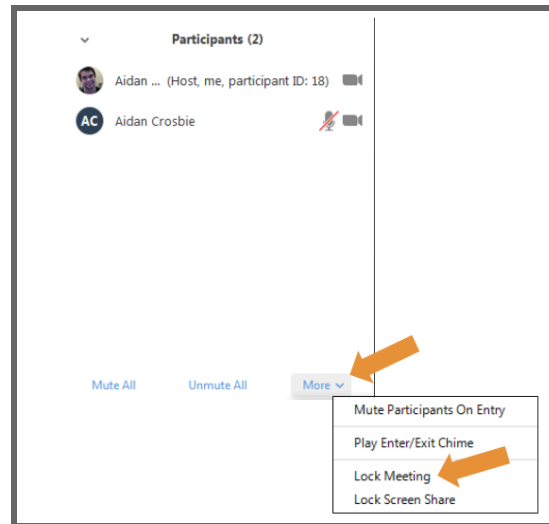
This feature allows the meeting host to prevent additional participants from being able to join a meeting that is in progress.

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

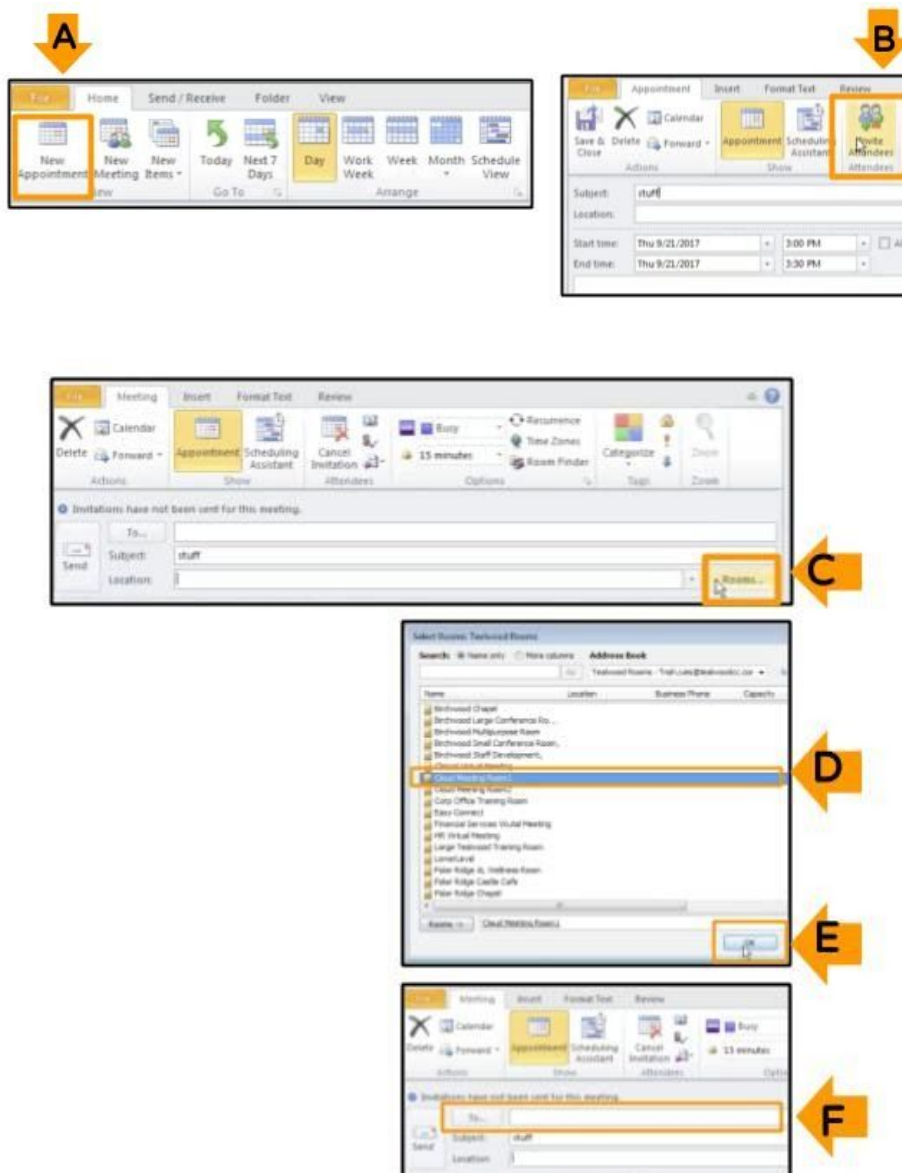


3.) You can Unlock the meeting by following the same steps above and selecting **Unlock Meeting** from the menu

SCHEDULING A MEETING IN OUTLOOK

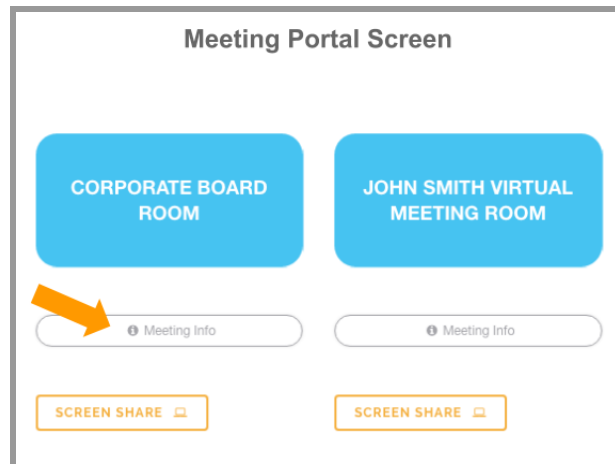
Reserve the Meeting Room as Resource in Outlook (*just like you would with a physical conference room*)

- A. Click on the “New Appointment” button
- B. Click the “Invite Attendees” button
- C. Click the “Rooms” button
- D. Select the Meeting Room you want to reserve
- E. Click “OK”
- F. Enter the email addresses of the attendees in the “To..” field

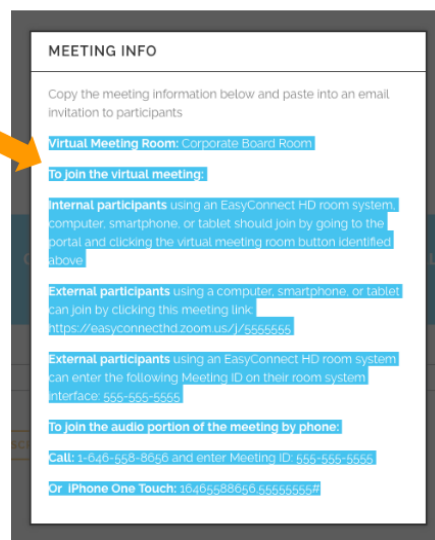


Get Meeting Details

- Go to the [Meeting Portal](https://tealwood.easyconnecthdportal.com) on your computer and find the meeting room you are going to use for the meeting (tealwood.easyconnecthdportal.com)
- CLICK the “Meeting Info” button
- Copy the meeting information



Copy all of the meeting information



Send Email Invitation

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