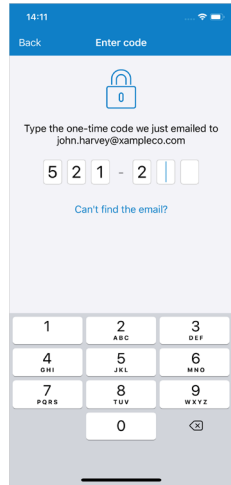




## Signing into StarLeaf

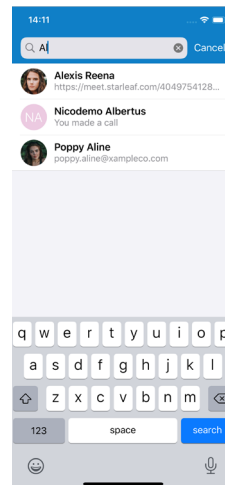
After downloading StarLeaf, enter your email address into the sign in screen.



StarLeaf sends you a unique 6-digit code. Enter the code into StarLeaf to finish signing in.

## Make a call

- 1) Search for a contact in the Search or dial bar.
- 2) Touch the contact's name.
- 3) Touch the call icon.
- 4) Choose video or voice call.



## Do not disturb

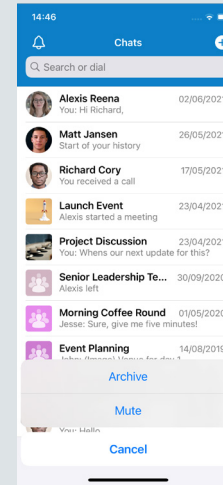
You can set **Do not disturb** from the **Favorites**, **Chats**, and **Calls** tabs, by touching the bell icon in the top left-hand corner.



For more help with any StarLeaf product, go to: [support.starleaf.com](https://support.starleaf.com)

## Messaging

Collaborate with anyone using messaging and file sharing from the Chats tab.



Start a chat by touching the plus icon and selecting **New chat** or **New group**.

For contacts outside of your organization, type their email address into the **Search or dial** bar instead.

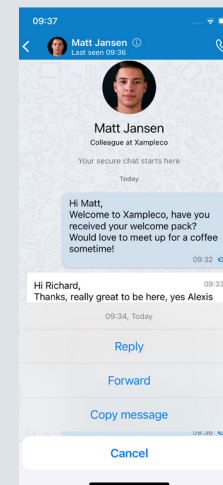
Choose to **Archive** or **Mute** a chat by long pressing it.

## Chat features

From a chat, you can:

- Video or voice call
- Share files and photos
- View their contact details

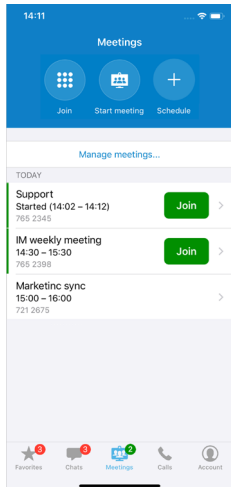
Long press on any message or attachment to directly **Reply** to it, or **Forward** it to someone else.





## Meetings

From the **Meetings** tab, select **Schedule** to schedule a meeting. Upcoming meetings appear in the **Meetings** tab.



Start an instant meeting by selecting **Start Meeting**.

Ten minutes before a meeting is due to start, a green join button appears.

Touch **Join** to join the meeting.

## In-call controls

When you are in a meeting or call, you can use the following in-call controls:

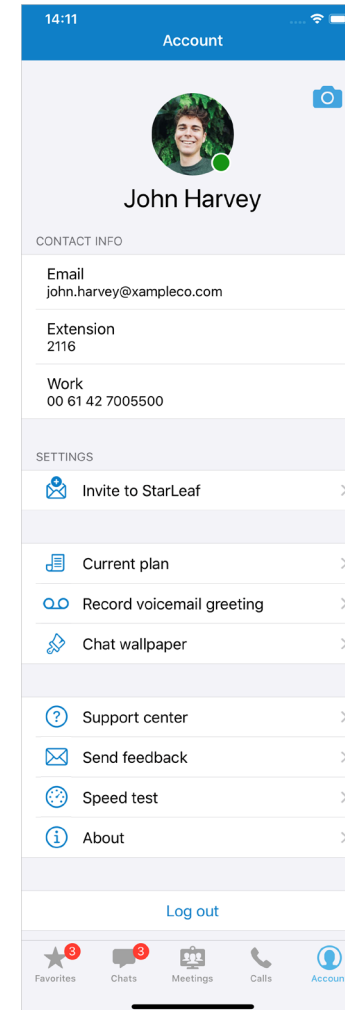


- Mute or unmute your microphone
- Hang up
- Turn your camera on or off
- Access more controls such as:
  - Share my screen
  - In-meeting chat
  - Switch camera

When content is being shared, swap participants to the main view by tapping their mini portrait.

## Account settings

From the **Account** tab you can view your contact details and settings, and also **Log out**.



Change your profile picture

Work email and other contact information

Invite anyone to collaborate with StarLeaf

Customize your voicemail greeting

Open the StarLeaf Knowledge Center

Check your connection and available video quality