



## Meetings

From the **Today** tab you can see and join meetings that you have scheduled or been invited to. You can also instantly start new meetings.

Switch to other tabs at any time:

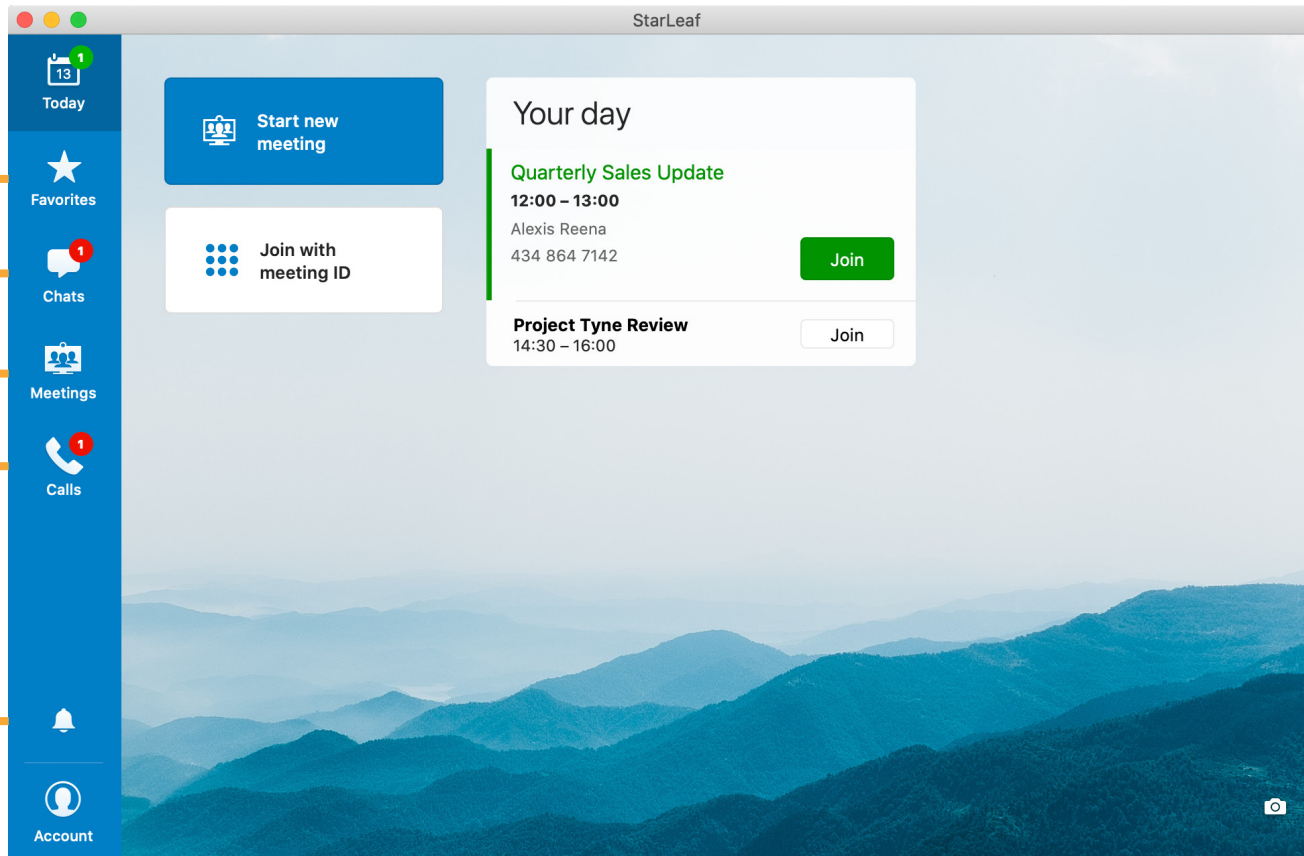
Shortcut to your favorite contacts

Shows all 1-to-1 and group chats

Schedule and view meetings

View your call history

Set **Do not disturb** to stop receiving notifications from StarLeaf

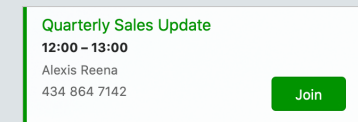


Access **Audio and video settings**, change your profile picture, and **Invite** a friend to StarLeaf

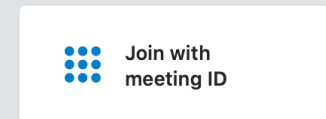
Customize the **Today** tab with your own wallpaper

## Join a meeting

Scheduled meetings light up green ten minutes before they are due to start. Click the **Join** button to join the meeting.



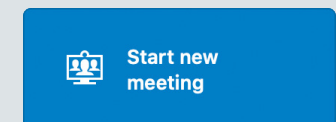
You can also click **Join with meeting ID** to type in a meeting ID.



Find the meeting ID in a StarLeaf invite, scheduled calendar event, or from the meeting organizer.

## Start new meeting

Instantly start a meeting and invite participants with a link or email.





## Chats and calling

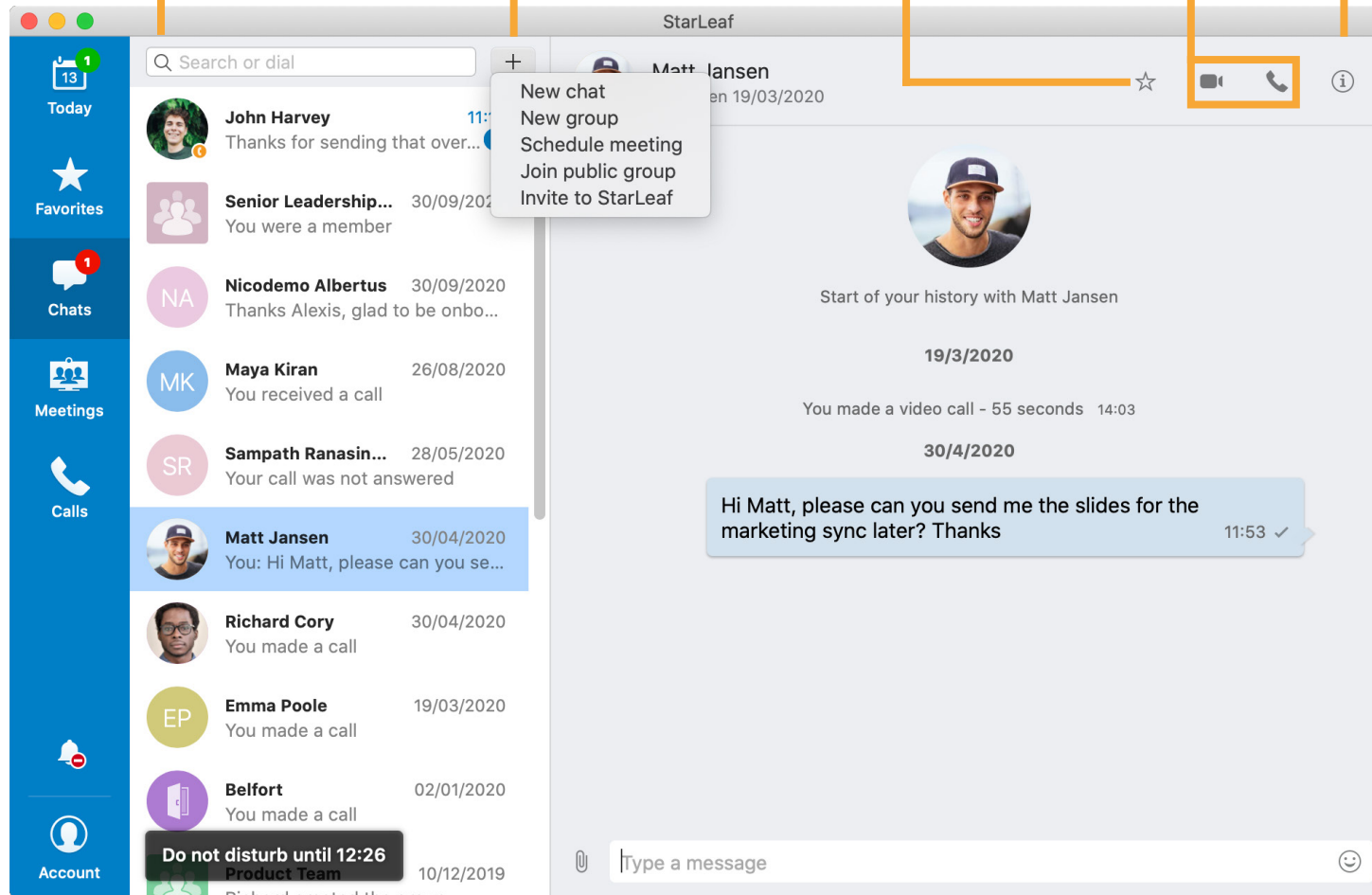
Search for a contact by typing their name in the Search or dial box

Create a new chat, group, or meeting

Add a contact to your Favorites

Make a video or voice call

View the contact's info

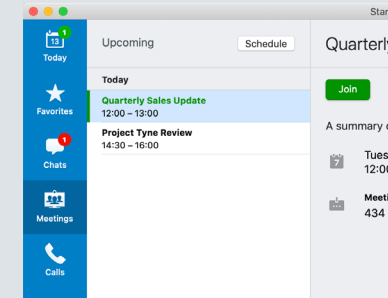


Share any file with a contact or group

Type and send a message with **Enter**. Use **Shift + Enter** to enter a new line

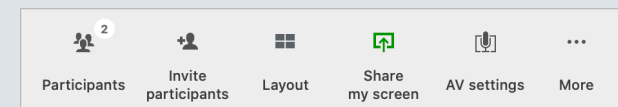
## Schedule a meeting

Click **Schedule** from the the Meetings tab:



You are directed to the **StarLeaf Portal** where all meeting management takes place.

## Meeting controls



- **Participants:** see and remove participants in your meeting
- **Invite participants:** add a contact or room system to the meeting
- **Layout:** change how the video windows appear in the meeting
- **Share my screen:** share content to the meeting
- **AV settings:** configure your camera, microphone, and speakers
- **More:** access additional controls such as recording and a keypad