

# StarLeaf App Quick Start

Search for a contact by typing the first few letters of their name in the **Search or dial** box

Create a new chat, group, or meeting

**Invite** a friend or colleague to join you on StarLeaf

Star people, groups, room systems, and permanent meetings to make them appear in your **Favorites**

Make a video or voice call

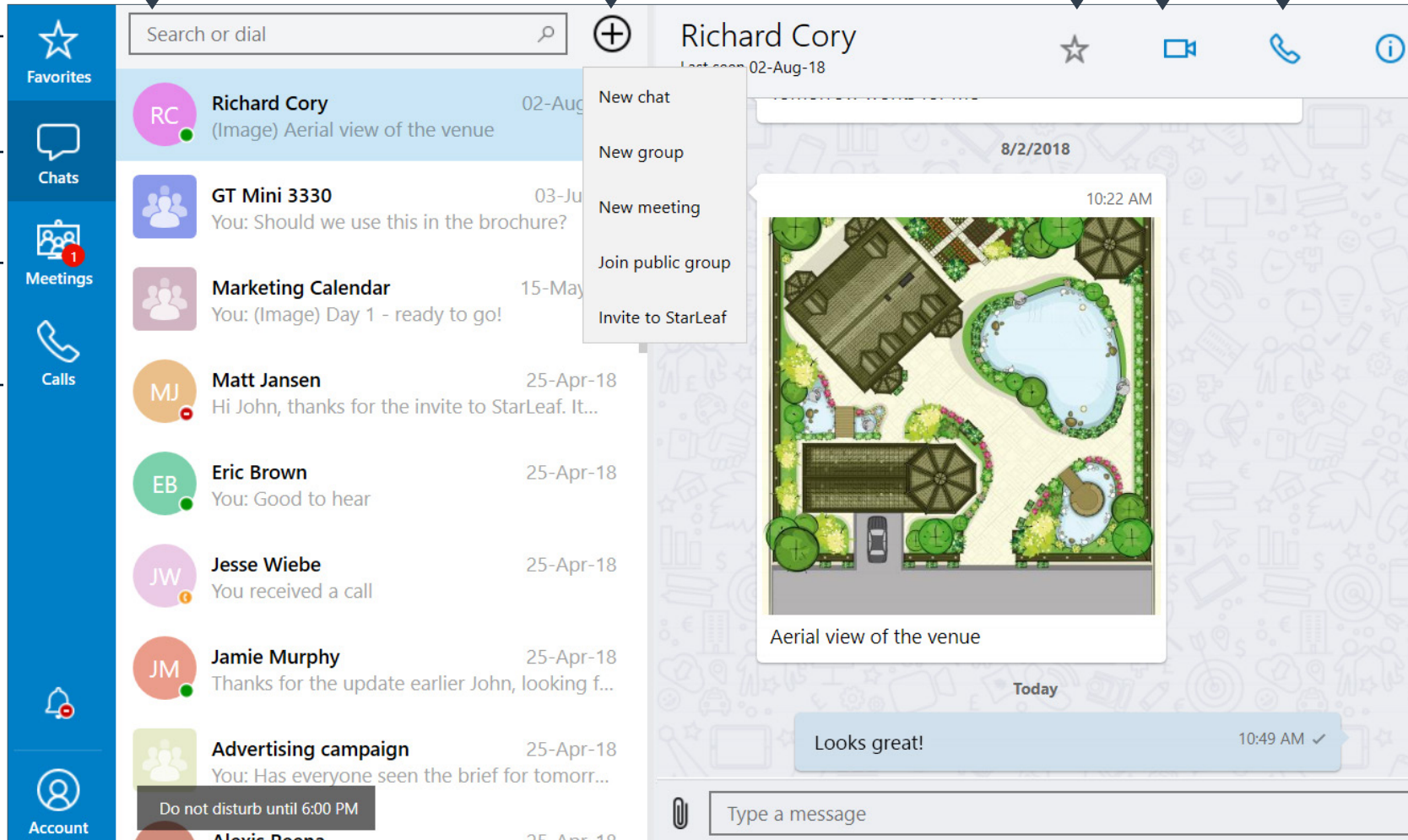
Contact info and **mute/unmute** messages

Switch between the tabs to view your favorites, chat conversations, scheduled meetings, and a list of recent calls

**Chats** shows all 1-to-1 and group chats in order of chatting history

**Calls** shows all recent calls in order of calling history


Set **do not disturb** to disable notifications




↑ In **Account**, access your camera & microphone settings, voicemail settings, and more

Type and send a message or select the paperclip to share a file  
**Tip:** Select **Enter** to send the message. Select **Shift + Enter** to add a new line

**Message delivery status indicators:**

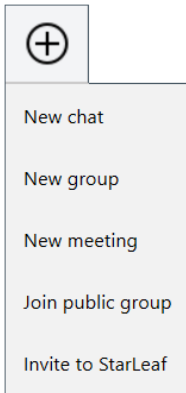
 Message has been read by recipient (or **all** recipients if in a group)

 Message has reached the Cloud and will be sent to recipient(s)

...  
Message cannot reach the Cloud. You are not online

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## Schedule a meeting



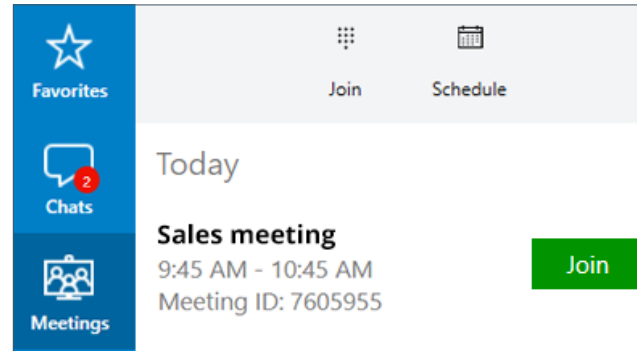
1. Select the plus icon.

2. Select **New meeting**.

You are then directed to the StarLeaf Portal where you can add and edit meeting details.

Each participant receives a meeting invite by email which provides instructions for the different ways of joining a meeting.

## Join a meeting



When a meeting begins or is due to begin, a green **Join** button appears besides the meeting details in the **Meetings** tab.

This can be either a meeting you have scheduled or one you have been invited to.

Select **Join** to join the meeting.

## In-call meeting controls


In-call meeting controls appear at the top of the app while you are in a voice or video call.

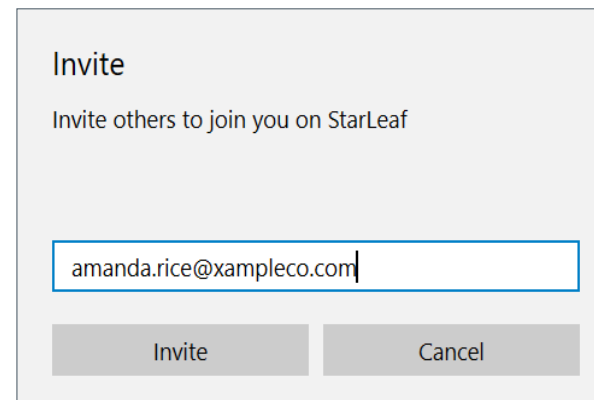


- **Chat:** chat to a person or group while in a call with them (they must be a StarLeaf user or a StarLeaf group, otherwise the chat option is unavailable)
- **Add participant:** add another person to the call
- **Share my screen:** share your screen to the other person/people in your video call
- **Keypad:** a DTMF keypad that you may need for a voice-based menu system
- **Start recording:** record the meeting. Recording is an optional extra
- **More:** configure the video layout, camera, microphone, and speakers
- **Enter full screen:** enter and exit full screen mode from here

## Invite to StarLeaf

Invite others to join you on StarLeaf.

1. Select the plus icon 
2. Select **Invite to StarLeaf**.
3. Enter the email address of the person you want to invite.
4. Select **Invite**.



The person you invite receives an email that prompts them to download the app and provides all the information they need to call you.