



## Today

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

Switch to other tabs at any time:

Shortcut to your favorite contacts

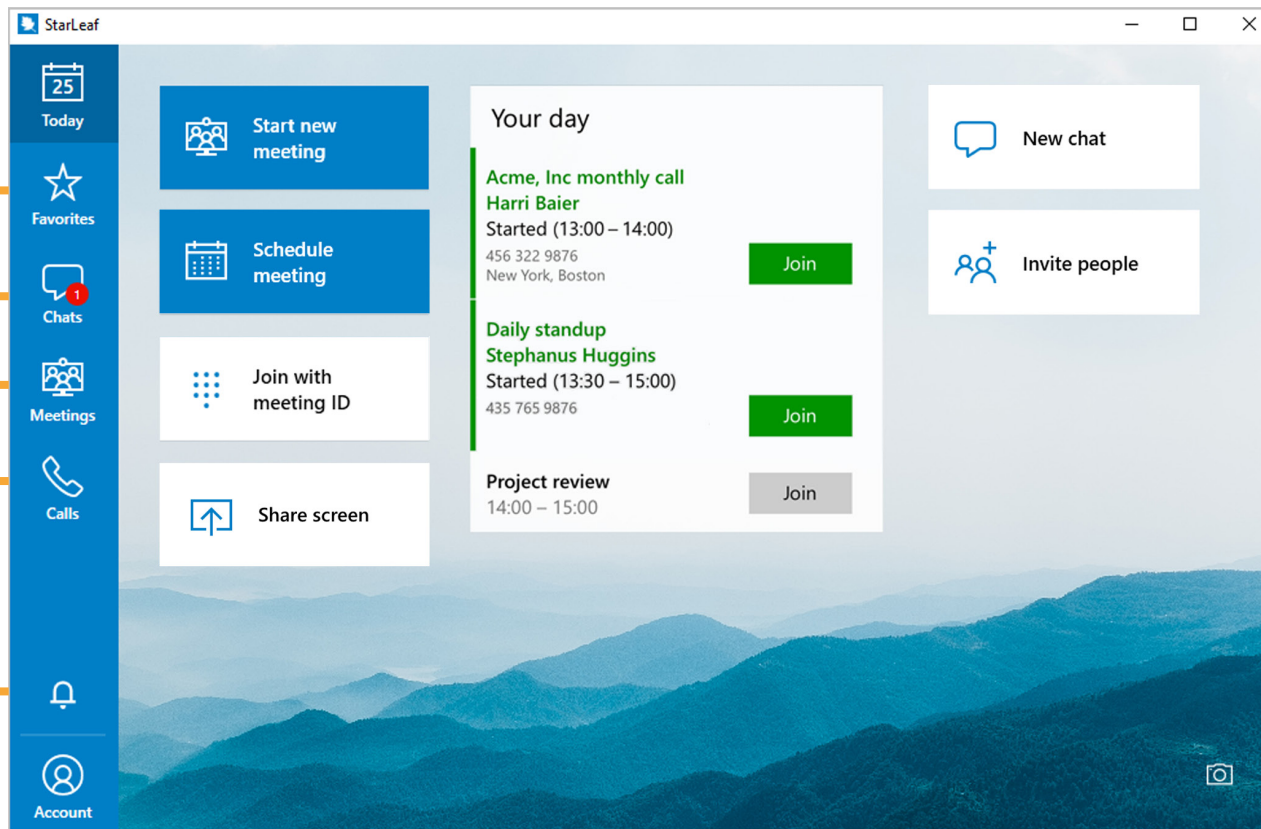
Shows all 1-to-1 and group chats

Schedule and view meetings

View your call history

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

Access **Audio and video settings**, view your contact details, and change your profile picture

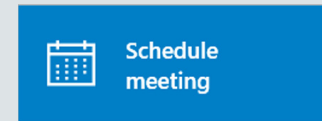


Customize the **Today** tab with your own wallpaper

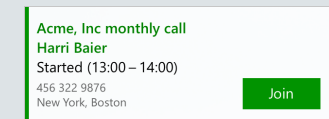
## Controls and Features



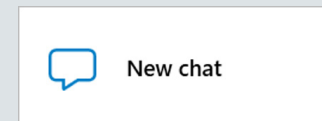
Instantly start a meeting and invite participants with a link or email



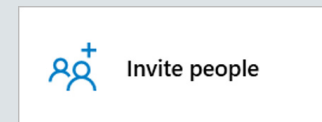
Schedule a future meeting with your preferred calendar or the StarLeaf Portal



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



Start a new one-to-one chat with anyone on StarLeaf



Invite anyone to join you on StarLeaf



## Chats and calling

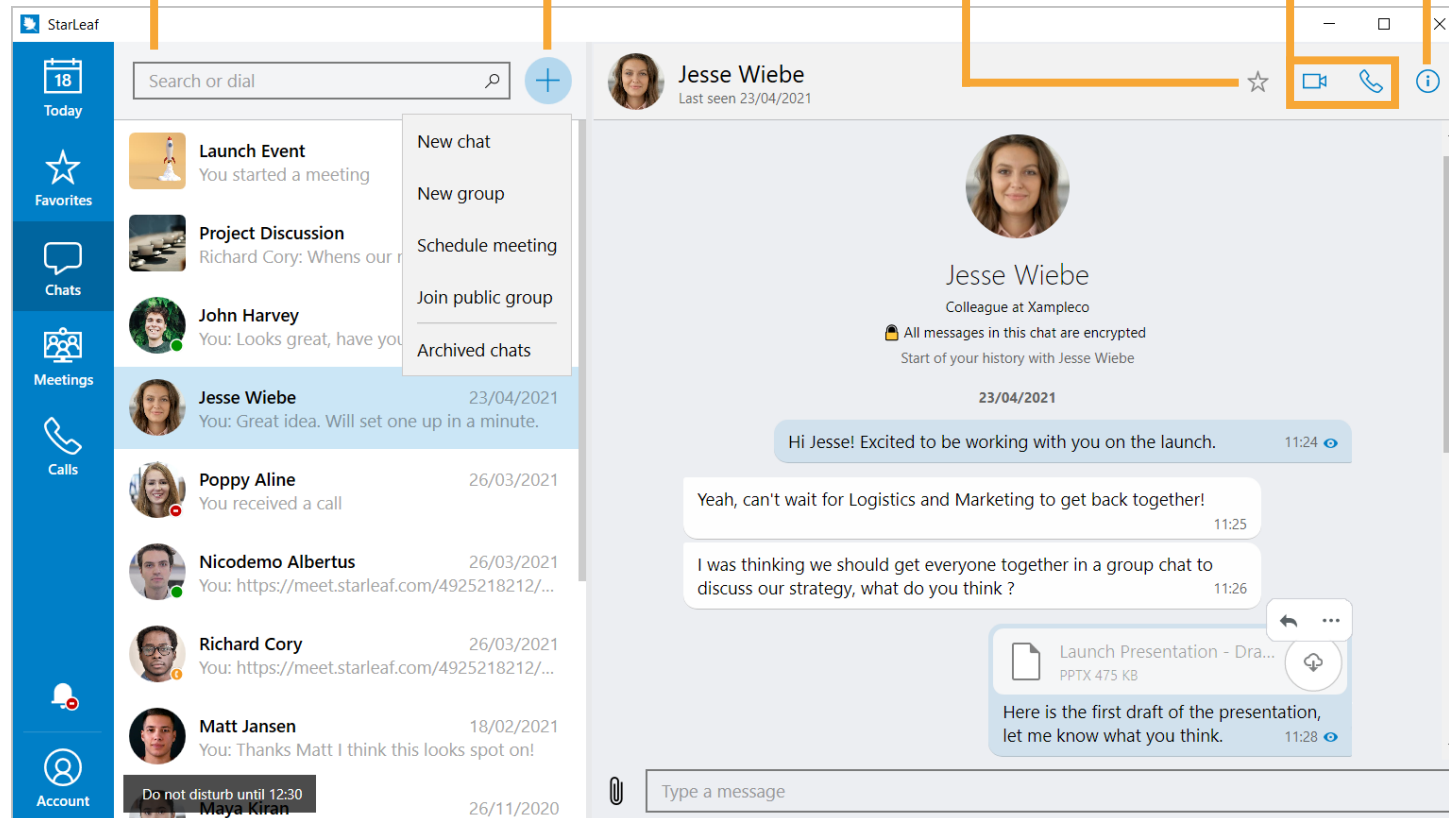
Search for a contact by typing their name in the **Search or dial** box

Create a new chat, group, or meeting, and see your **Archived chats**

Add a contact to your **Favorites**

Make a video or voice call

View the contact's **info**



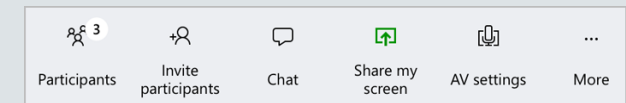
Send an attachment

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

Hover your cursor over a message or attachment to:

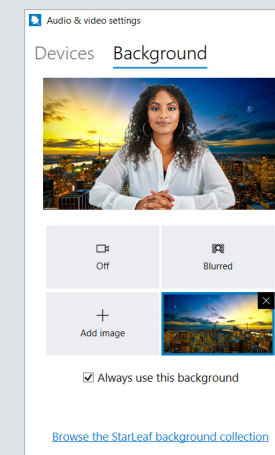
- ↩ **Directly Reply** to it.
- ⋮ **Forward** or copy the message to someone else.
- 📎 **Download** the attachment to your device.

## Meeting controls



- **Participants:** see and remove participants in your meeting
- **Invite participants:** add a contact or room system to the meeting
- **Chat:** send a message or share a file to everyone in the meeting
- **Share my screen:** share content to everyone in the meeting
- **AV settings:** configure your camera, microphone, and speakers
- **More:** access additional controls such as recording and a keypad

## Blur or replace background



You can blur or replace your video background with a custom image, from the **Background** menu in AV settings.