VidyoConnect™ for Meeting Organizers

Required: Computer, camera, microphone, speakers, and an internet connection.

Recommended: A wired network connection and an external audio device like a headset.

First-time users: [DOWNLOAD] VidyoConnect from your organization's portal URL.
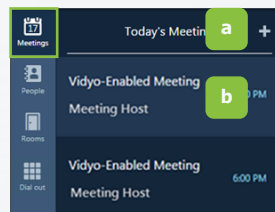
GET READY

1. Enter your portal URL (domain.vidyocloud.com). Click **Continue** and enter your username and password.
2. If prompted, read and accept Vidyo's **User Terms & Conditions** and **Privacy Policy**.
3. Access settings and account information from the top right of the screen:

General
- Select language
- Enable/disable auto-answer, auto-launch, and notifications

Audio/Video
- Select microphone, camera, and speaker
- Enable/disable remote camera control

Account
- View account information
- Sign out of VidyoConnect

Integrations
Enable/disable integrations

About
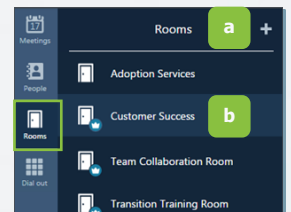View VidyoConnect version

Help
Generate logs to assist with

GET SET

Meetings
a. Click the + to schedule a Vidyo meeting
b. Join Vidyo meetings (Calendar integration required)*

People
a. Build a contact list
b. Click a contact's name to:
- Place **Direct Calls**
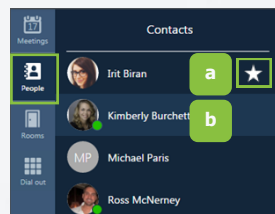- **Schedule** meetings
- Access contact information

Rooms
a. Click the + to create rooms. (Delete to add more)**
b. Click your rooms to:
- Schedule & join
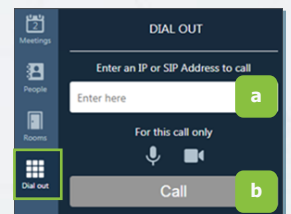- Adjust settings, and create access codes and moderator PINs

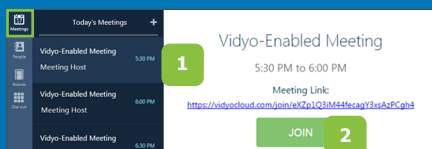### Dial out** (Connect with non-Vidyo conference systems):
a. Enter the IP/SIP address of the conference system
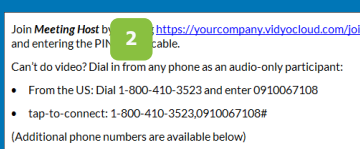b. Click the **Call** button

GO!

Join via Integrated Calendar:*
1. Select the desired meeting
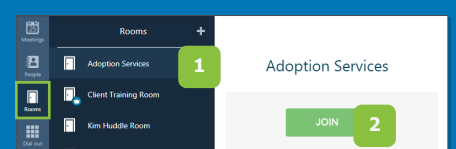2. Adjust devices and click **Join**

Join via your Calendar:
1. Log into VidyoConnect
2. Click the room link

Join via a Room:
1. Select the appropriate room
2. Adjust devices and click **Join**

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*Available for Exchange or Google calendar clients | ** Not available for all VidyoConnect deployments

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MEET

👥 **Participant list** (call controls)

🔗 **Copy room link***

⚙️ **Settings**

🔴 **Disconnect**

⬚ **Change layout**

🔊 **Click to mute** (Right click/change)#

🎤 **Click to mute** (Right click/change)

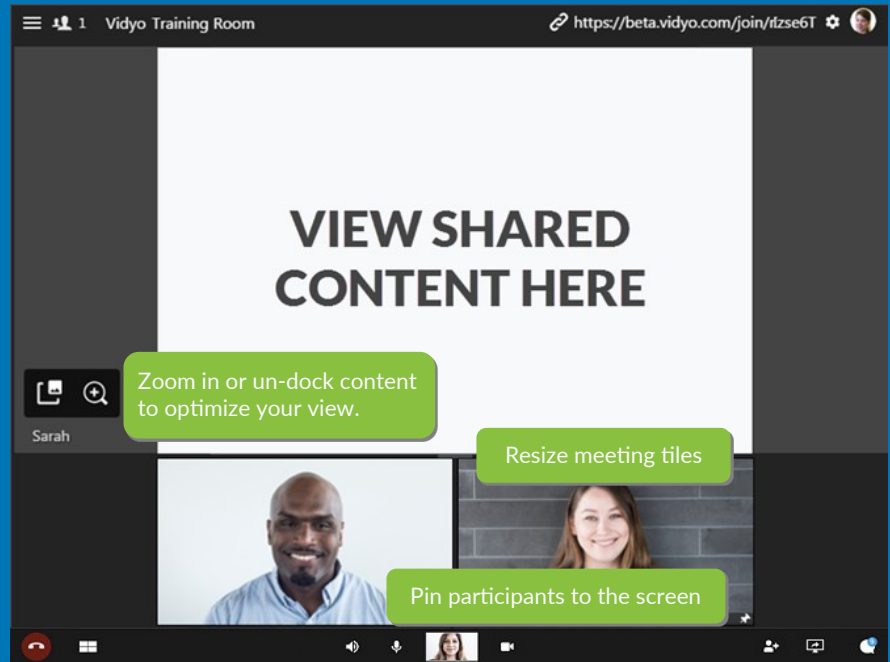🖼️ **Self-view** (Hover over to enlarge)

📹 **Click to mute** (Right click/change)

👤➕ **Invite participants***

↗️ **Share content** %

💬 **In-call chat**

* Meeting organizer/host access only
# Right click is not supported on Firefox
% Plugin required on Chrome

https://beta.vidyo.com/join/rfzse6T

1 Vidyo Training Room

VIEW SHARED CONTENT HERE

Sarah

Zoom in or un-dock content to optimize your view.

Resize meeting tiles

Pin participants to the screen

Remote Camera Control: Participants with remote camera control enabled will display an icon on their name and image.
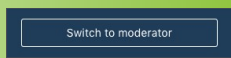
1. Click the icon
2. Controls appear (move the panel based on preference)
3. Use the arrows move the camera
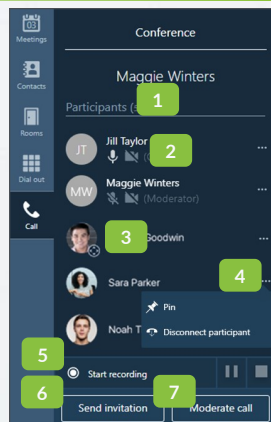4. Use the -/+ to zoom in and out
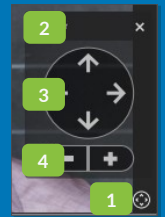
MANAGE

Access **Meeting Controls** from the top left of the window.

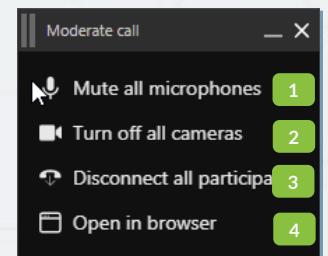If you have a **Moderator PIN,** enter it at the bottom of the window for full access.

Room Owner: Create a moderator PIN from the rooms tab.

Switch to moderator

1. View participant list
2. View participant device status.

   Mute participant mic & camera.*
3. Access remote camera control for eligible participants
4. Pin participants to window.

   Disconnect participant.*
5. Initiate call recording*
6. Send invite to the current call*
7. Access meeting moderation*

Conference

Maggie Winters

Participants

Jill Taylor

Maggie Winters (Moderator)

Goodwin

Sara Parker

Pin
Disconnect participant

Noah T

Start recording

Send invitation   Moderate call

Additional **Meeting Moderation Controls** open on a movable window within VidyoConnect.*

1. Soft mute all microphones

2. Soft mute all cameras

3. Disconnect participants

4. Additional controls:
   - Lock & unlock the meeting room
   - Hard mute participant microphones & cameras
   - Access call recordings

Moderate call

🎤 Mute all microphones
📹 Turn off all cameras
↗ Disconnect all participa
🗔 Open in browser

* Meeting organizer/host or designated moderator (with moderator code) access only