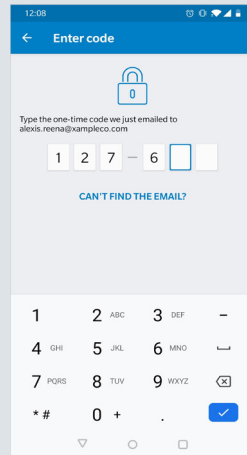
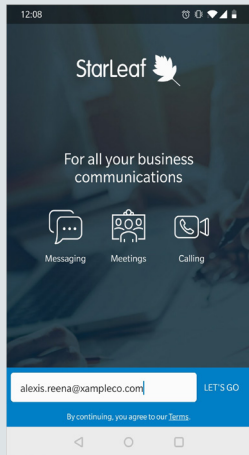




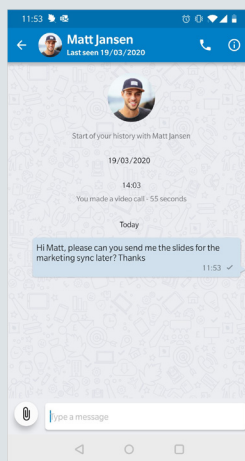
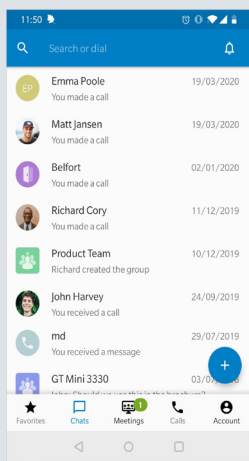
Sign in to StarLeaf

- 1) Enter your work email and press **Continue**.
- 2) Enter the one-time code sent to your email.



Create a chat

Instant message an individual or group from the **Chats** tab. Touch the plus **+** icon and choose to create an individual or group chat.

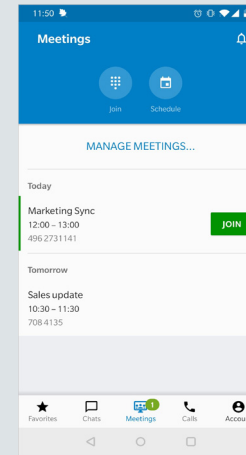


From a chat, you can:

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

How to join a meeting

Go to the **Meetings** tab. You can join a meeting up to ten minutes before it is due to start, by touching the green **JOIN** button.



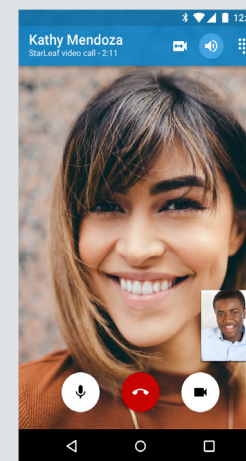
You can also touch the **Join** icon to type in a meeting ID.

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

You can join any time after the scheduled start time, until the meeting ends.

In-call controls

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

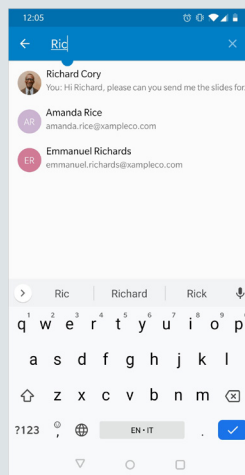


- Switch between your front and back camera
- Change audio output
- Access a keypad
- Mute or unmute your microphone
- Hang up
- Turn your camera on or off




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.



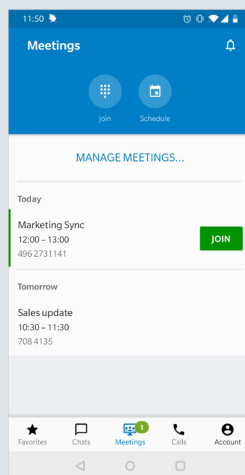
Do not disturb

You can set **Do not disturb** from any tab by touching the bell icon in the top right-hand corner. When **Do not disturb** is set, all StarLeaf notifications are disabled, and your presence icon  changes from green to red.

Schedule a meeting

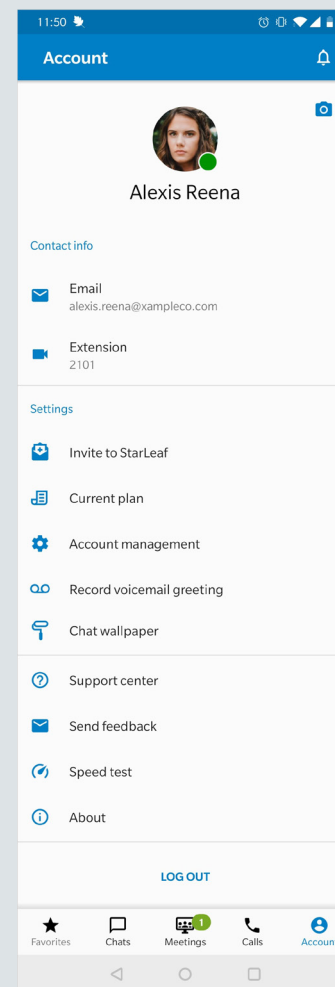
- 1) Go to the **Meetings** tab.
- 2) Touch **Schedule**. This directs you to the StarLeaf Portal or your default scheduling client.
- 3) Complete the meeting details.

Your scheduled meetings appear in **Meetings**



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 make free calls with StarLeaf

Customize your voicemail greeting

Open the StarLeaf Knowledge Center

Check your connection and available video quality