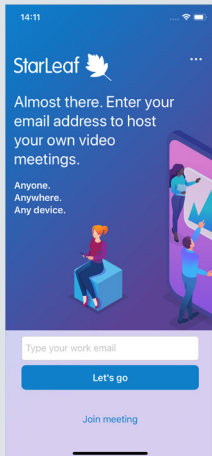


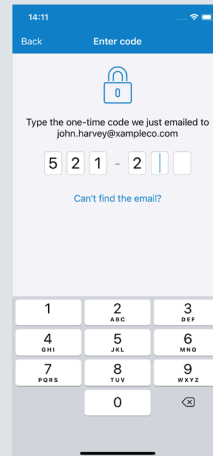


Sign in to StarLeaf

1) Enter your work email and press **Continue**.

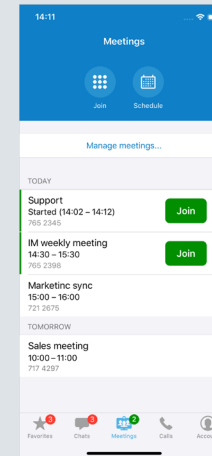


2) Enter the one-time code sent to your email.



How to join a meeting

Go to the **Meetings** tab. Ten minutes before a meeting is due to start, a green join button appears. Touch **Join** to join the meeting.



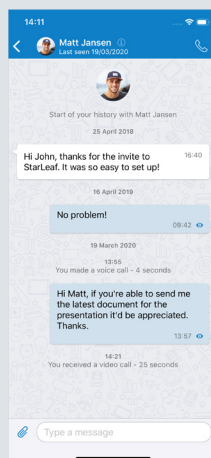
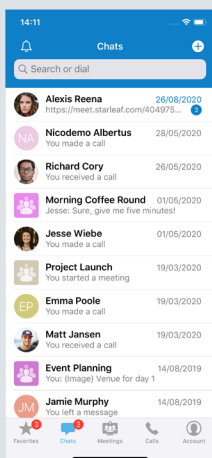
You can also touch the blue **Join** icon to type in a meeting ID.

Find out the meeting ID from the meeting organizer.

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

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

In-call controls

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

- Mute or unmute your microphone
- Hang up
- Turn your camera on or off
- Access more controls such as:
 - Share my screen
 - Switch camera
 - Keypad

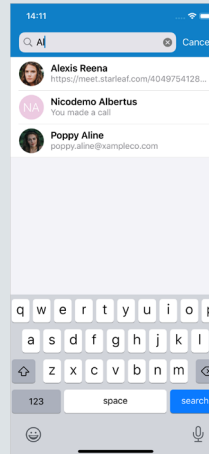


When content is being shared, move participants to the main view by tapping their mini portrait.



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

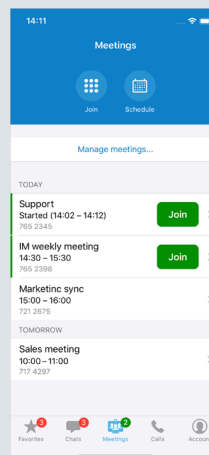
You can set **Do not disturb** from the **Favorites**, **Chats**, and **Calls** tabs, by touching the bell icon in the top left-hand corner. When **Do not disturb** is set, all StarLeaf notifications are disabled, and your presence icon changes from green to red.



Schedule a meeting

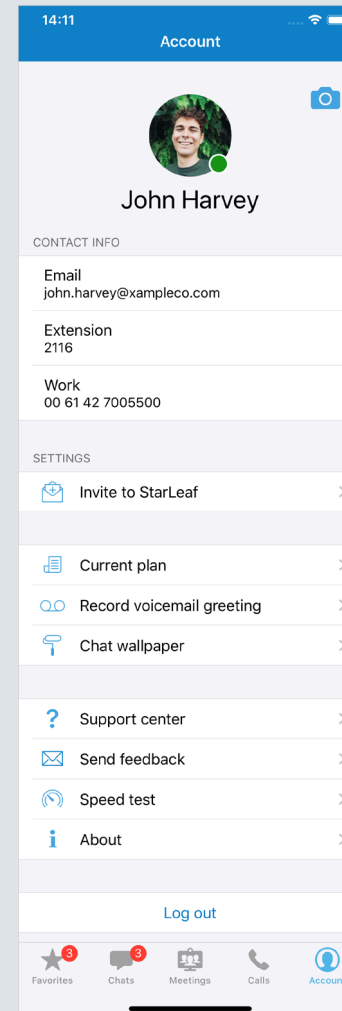
- 1) Go to the **Meetings** tab.
- 2) Touch **Schedule**. This directs you to the StarLeaf Portal or your default scheduling client.
- 3) Complete the meeting details, and send your invite.

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