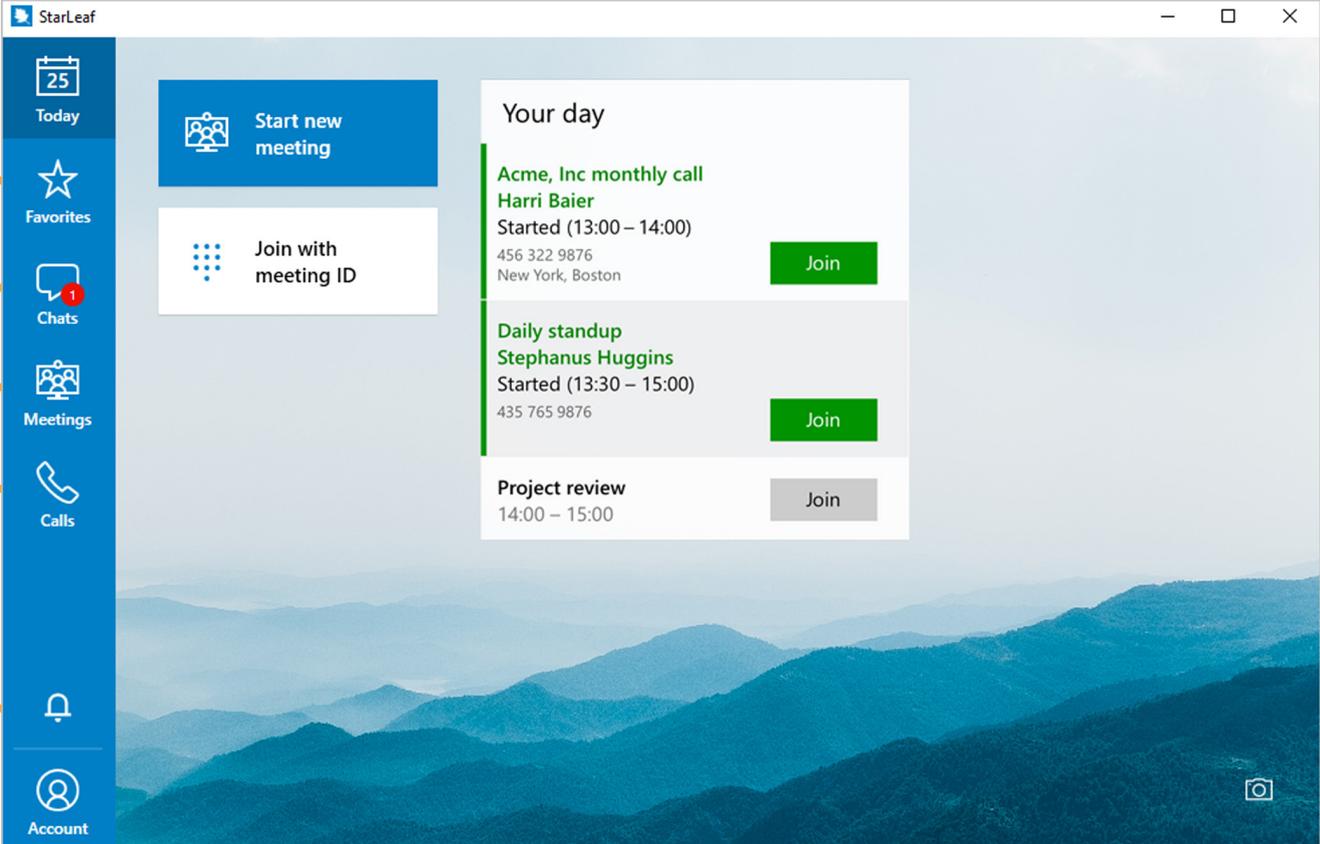




Meetings

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



StarLeaf interface showing the **Today** tab. The interface includes a sidebar with navigation options: Today, Favorites, Chats, Meetings, Calls, and Account. The main content area displays a **Start new meeting** button, a **Join with meeting ID** button, and a **Your day** section with meeting cards for "Acme, Inc monthly call", "Daily standup", and "Project review".

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

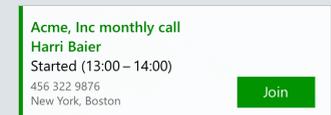
Set **Do not disturb** to stop receiving notifications from StarLeaf

Access **Audio and video settings**, change your profile picture, and **Invite** a friend to StarLeaf

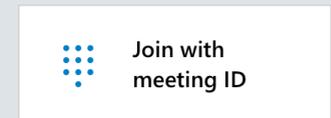
Customize the **Today** tab with your own wallpaper

Join a meeting

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



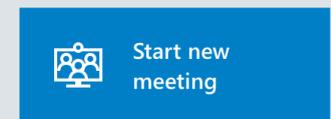
You can also click **Join with meeting ID** to type in a meeting ID



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

Start new meeting

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





Chats and calling

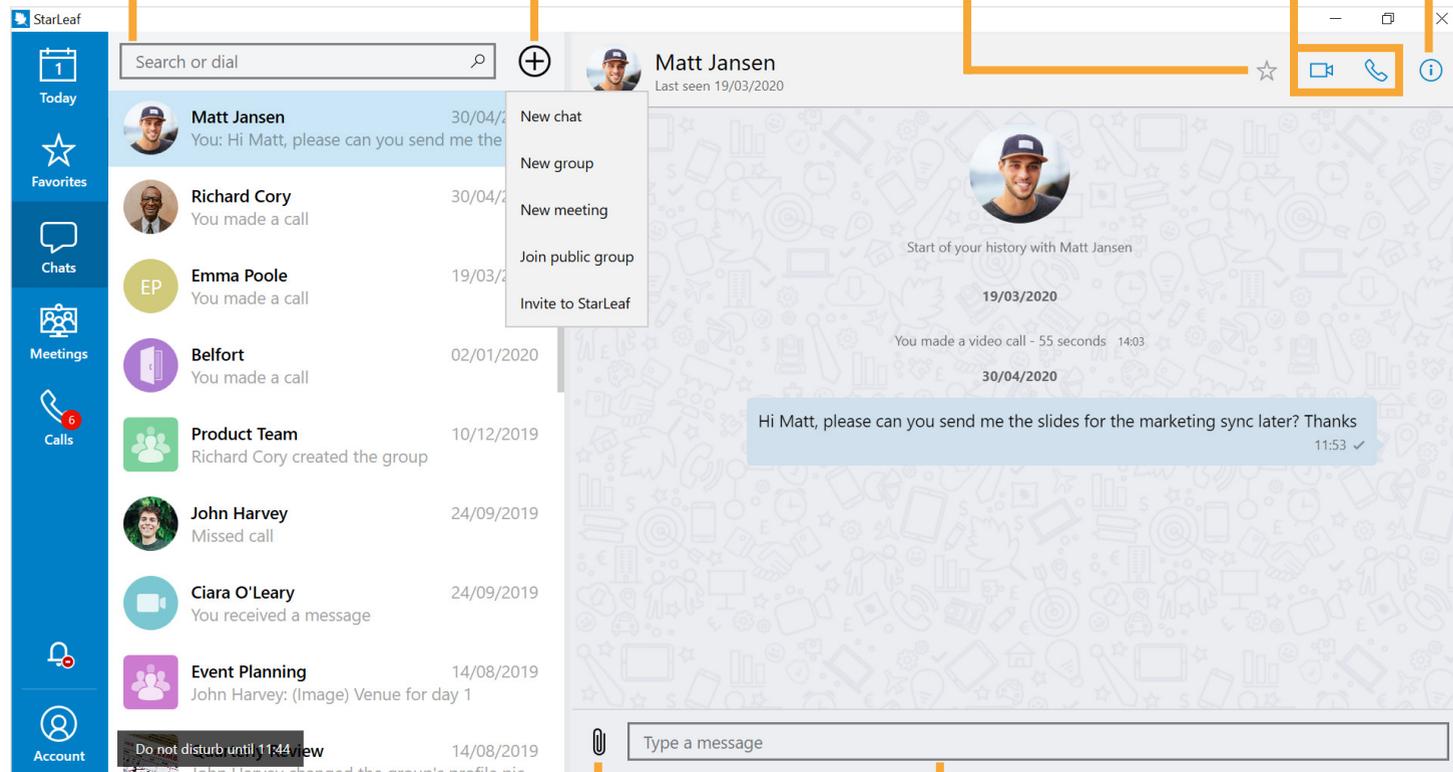
Search for a contact by typing their name in the **Search or dial** box

Create a new chat, group, or meeting

Add a contact to your **Favorites**

Make a video or voice call

View the contact's info

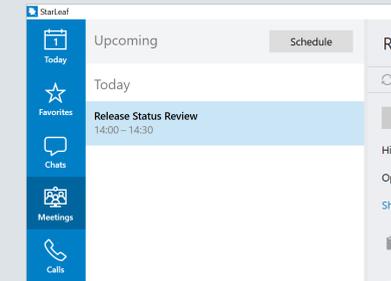


Share any file with a contact or group

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

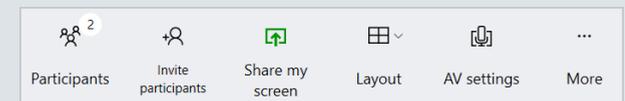
Schedule a meeting

Click **Schedule** from the the **Meetings** tab:



You are directed to the **StarLeaf Portal** where all meeting management takes place

Meeting controls



- **Participants:** see and remove participants in your meeting
- **Invite participants:** add a contact or room system to the meeting
- **Share my screen:** share content to the meeting
- **Layout:** change how the video windows appear in the meeting
- **AV settings:** configure your camera, microphone, and speakers
- **More:** access additional controls such as recording and a keypad