

HOW TO USE VIDEO MEETINGS IN

ministr**e**life

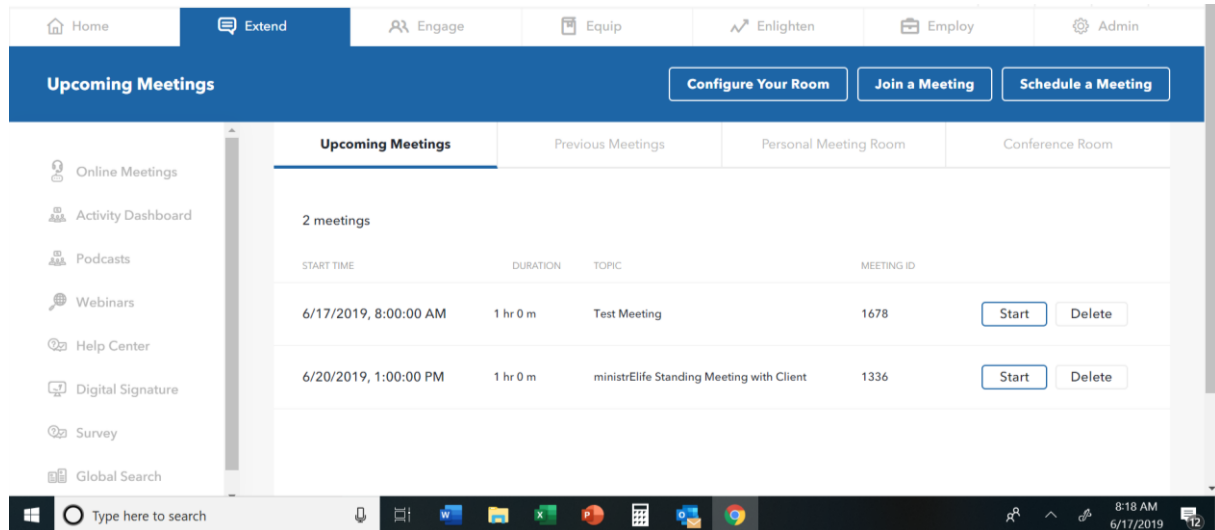
Getting Started Guide

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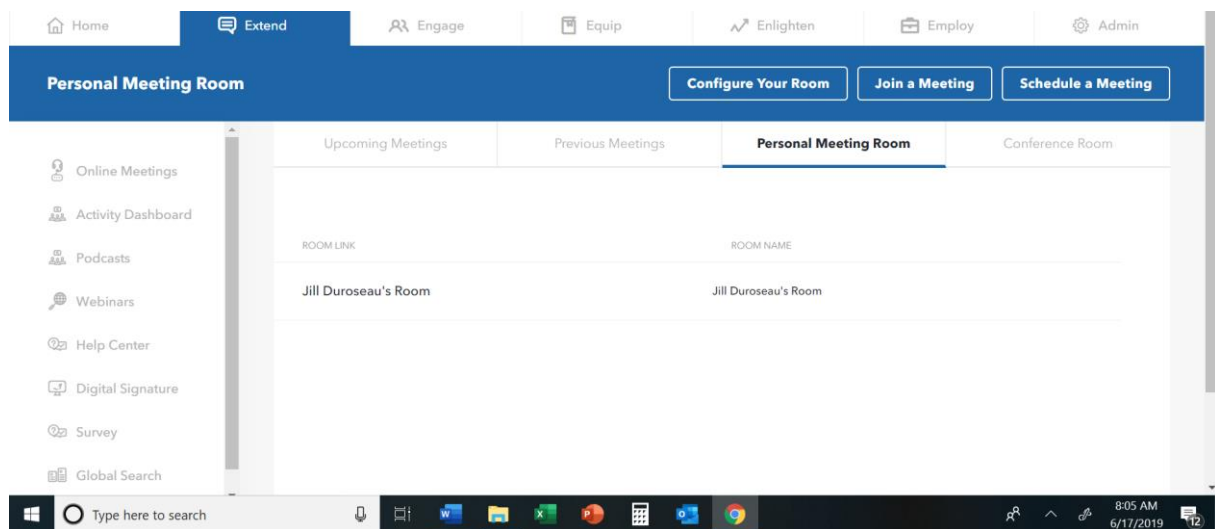
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Access Your Room From Within ministrElife

Log into ministrElife.org as usual. Click on the Extend Section. Now that you have a room, your initial page should look like this:



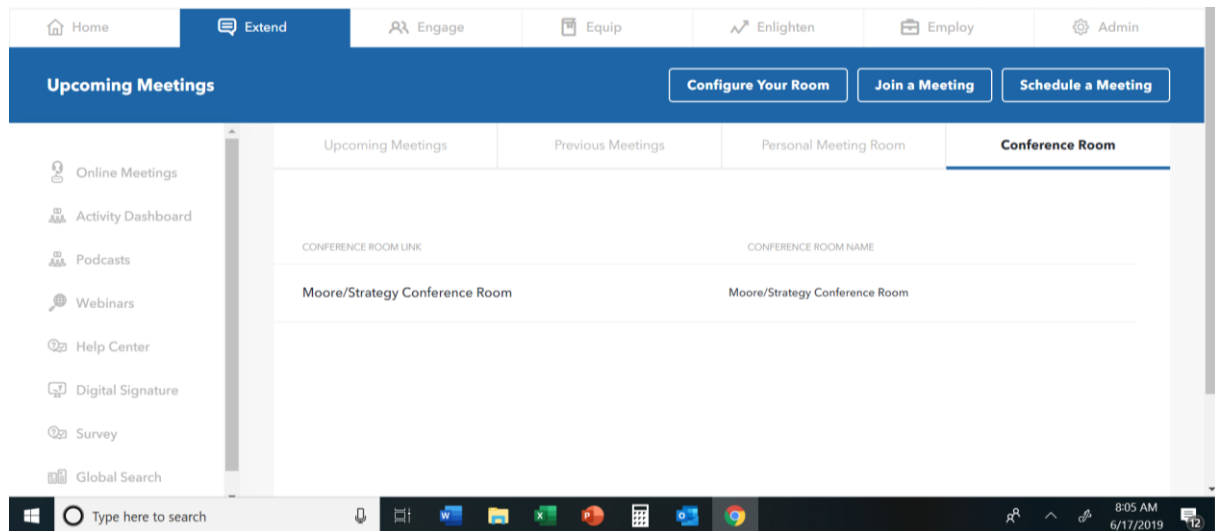
Your Personal Meeting Room has a home here under the Personal Meeting Room tab. This is a unique view. Only you can see your room.



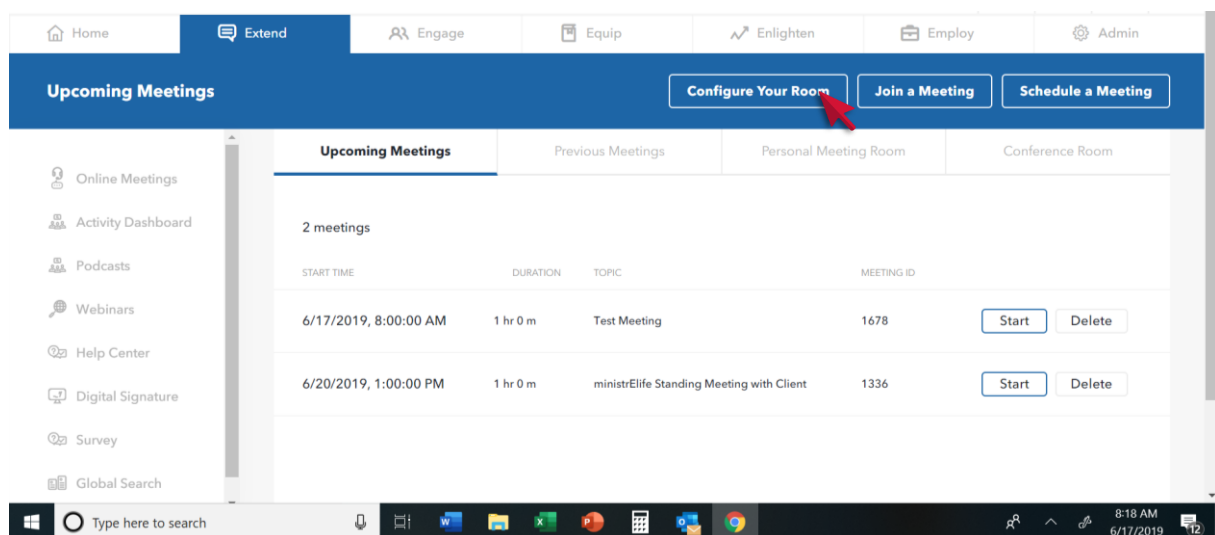
The first instance of your room name is an actual direct link to your room. The second instance is simply the name of your room.

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Any Conference Rooms assigned to you will be here under the Conference Room. The first instance of the conference room name is an actual direct link to the room. The second instance is simply the name of the conference room.



But first, you must finalize your virtual meeting room by clicking the Configure Your Room button. **Please note: You only have to do this once.**

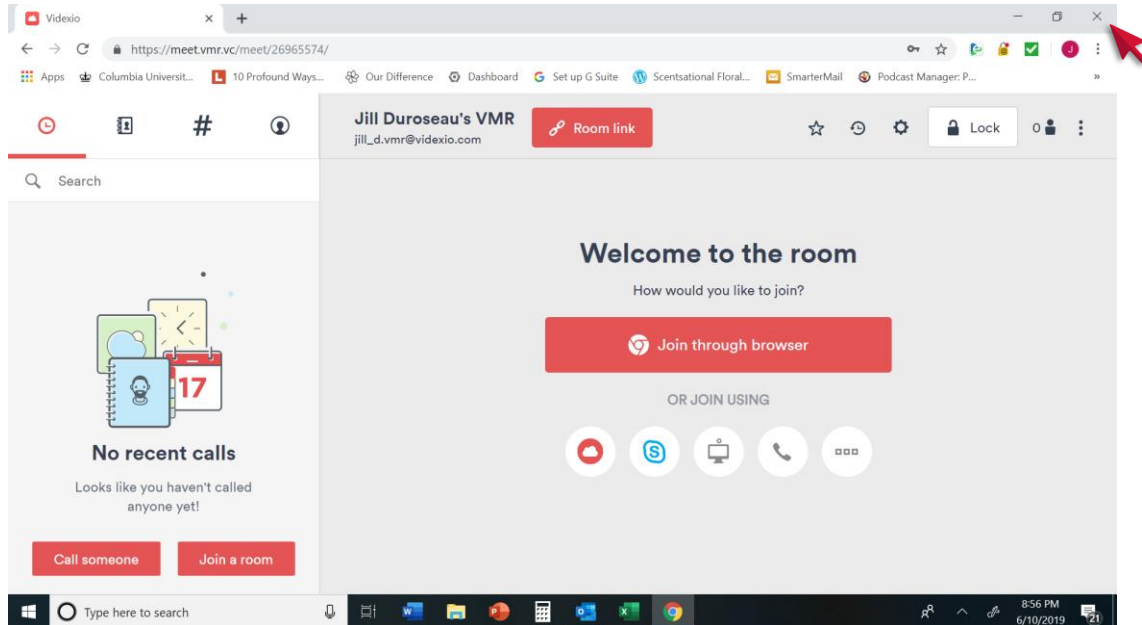


Once this button is clicked, it will begin a download process. Please follow all prompts and allow the download to make the necessary changes to your computer. Make sure to run the .exe file at the bottom right section of the page and install it to your system. This process should take less than 5 minutes.

You should need just two pieces of information to complete this process - your **video address** and your **password**. Both have been provided to you in a separate correspondence.

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When the process is complete, you will have a room that looks like this, with your name on it. It has now been configured and is ready for future use. Click the **x** at the top right to close the room.



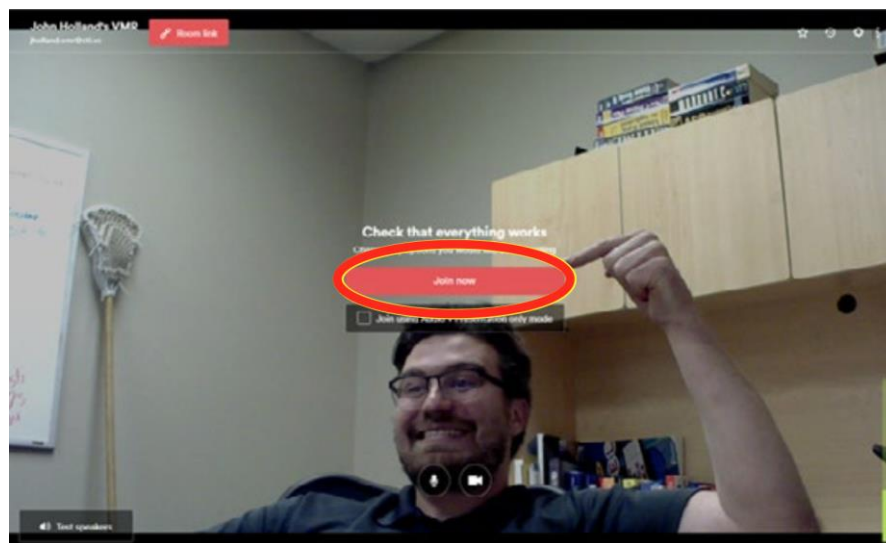
This is your private room. You alone are the host. The room holds up to 50 people. Those people can be members of ministrElife or outside guests.

Join a Virtual Meeting Room, VMR

There are several ways that you can provide a direct link to a VMR. Through a meeting invite or simply sending the direct link. After clicking the link provided in the meeting, invited users will have several options to join your virtual meeting rooms. We recommend joining via the desktop app (which is browser agnostic) or via the browser.

The next page will allow invite users to test speakers, change their camera, microphone, and speaker options. **Encourage visitors to your meeting to do the same before entering the meeting to avoid issues during the meeting.**

Click **Join Now** to access the virtual meeting room.

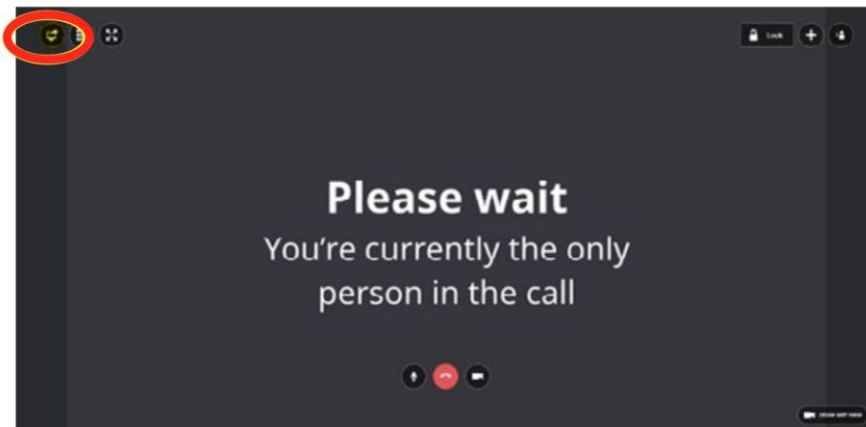


Features Inside Your Virtual Meeting Room

Present your screen:

To present your monitor, click the button in the top left corner of your screen.

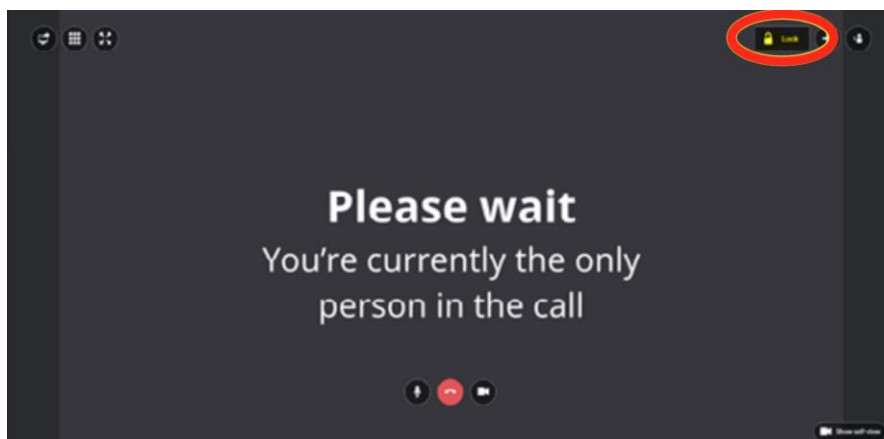
These buttons disappear when you stop moving your mouse. If you move your mouse they will appear again.



Lock Room:

The owner of the room has the ability to lock the meeting so no one may access that room during the meeting.

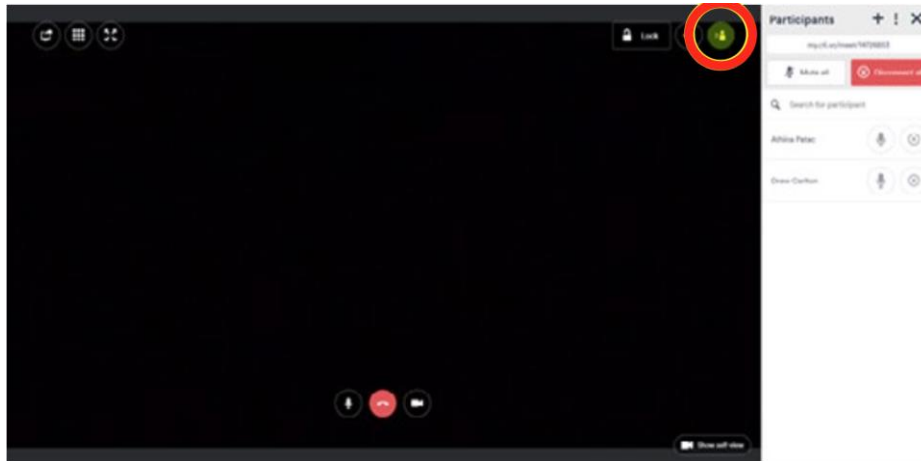
To do this, click the **Lock** button in the top right corner to confirm that the room will not allow anyone else to join.



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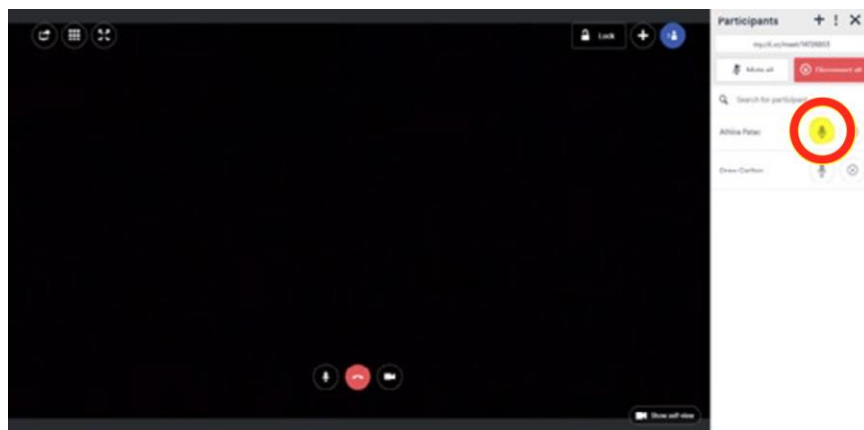
View Participants:

To view participants in the meeting room, click on the person icon in the top right corner. This will bring up the **Participants** window.



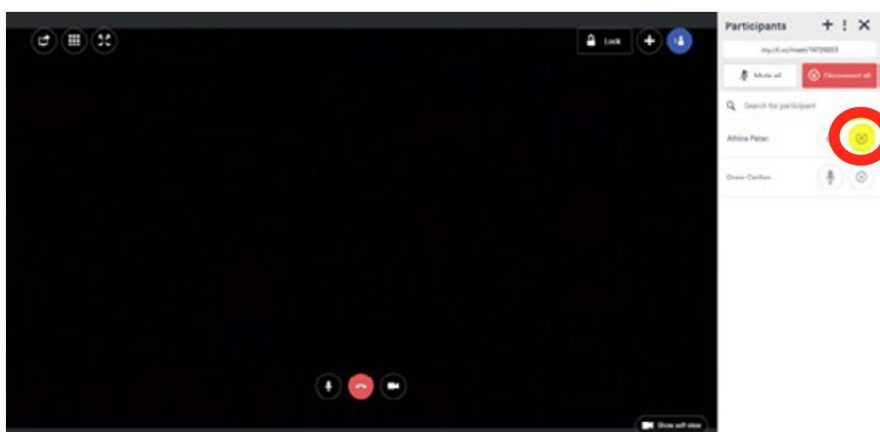
Mute Participants:

To mute participants while in a meeting, click the microphone icon in the **Participants** window.



Disconnect Someone:

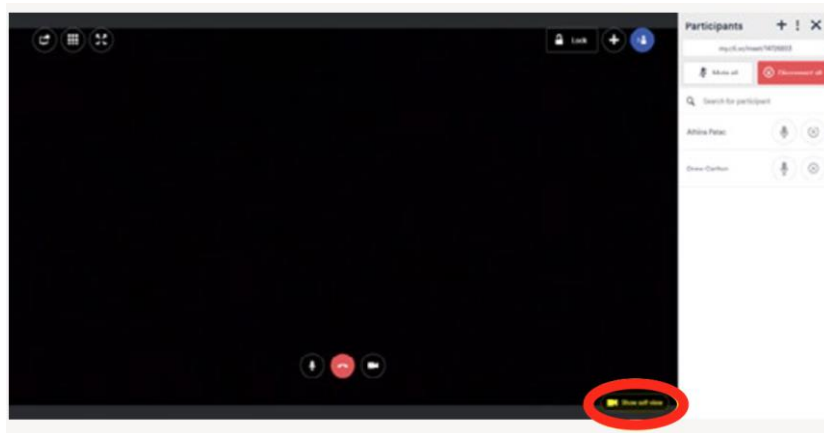
To disconnect someone from your meeting room, click the **X** in the **Participants** window.



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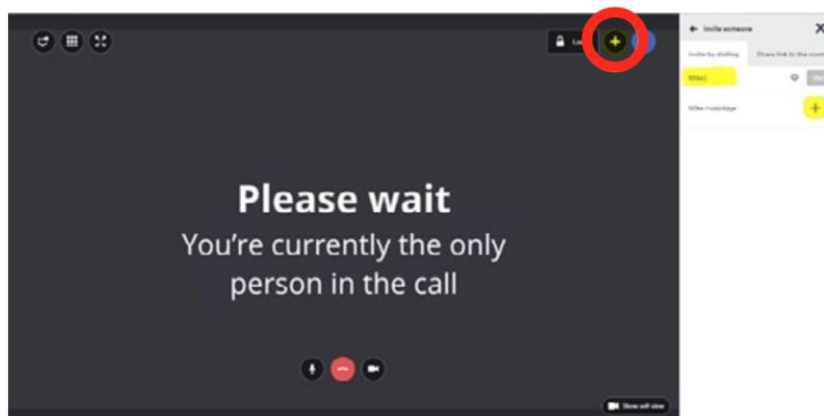
See what your camera is viewing:

Click **Show Self-View** in the bottom right hand corner.

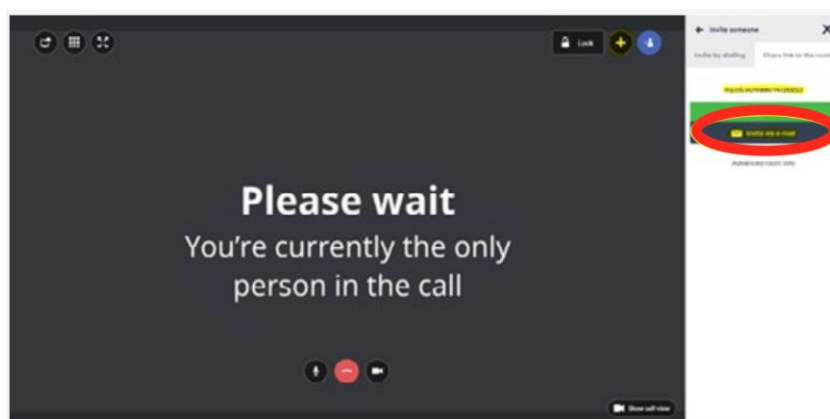


Add someone to call:

To add someone to a call, press the **+** button in the top right hand corner. This will bring out the **Invite Someone** tab. From here you can invite someone in your directory by searching their name:



Send a link to your meeting room:



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Set PIN for Conference Room: Setting a pin enforces another level of security for incoming calls. You can set and change your pin as often as you please to ensure no one is accessing your room without your consent. To access this, you need to be logged into your account. Click the settings gear in the top right-hand side and then click **PIN Codes**. This is where you can set PINs to start the meeting along with a PIN for guests to enter when accessing the room.

