Set Up a Pod Meeting

You can choose to start an instant meeting from Pod Connect for Desktop, from the CommPortal dashboard, or directly from your Outlook calendar.

Within Pod Connect for Desktop, you can send a meeting invitation:

- using the Pod Connect for Desktop File menu
- from your Contacts list or while viewing a contact’s details
- while chatting to a contact using instant messaging
- when you are in a call

When you start a meeting, you are prompted to select the contacts you want to invite to join you in the meeting. You can then start the meeting and contacts can simply click on the invitation to join your meeting.

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