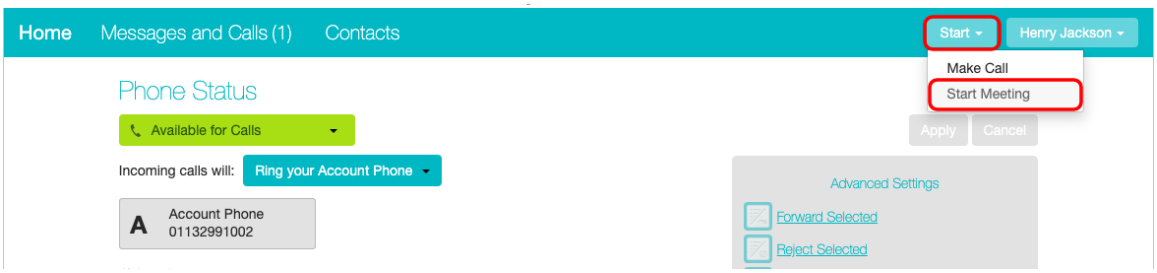
How Do I Start a Meeting From the CommPortal?

INFO: If you do not have the Meeting options, please contact your Service Provider to have this enabled.

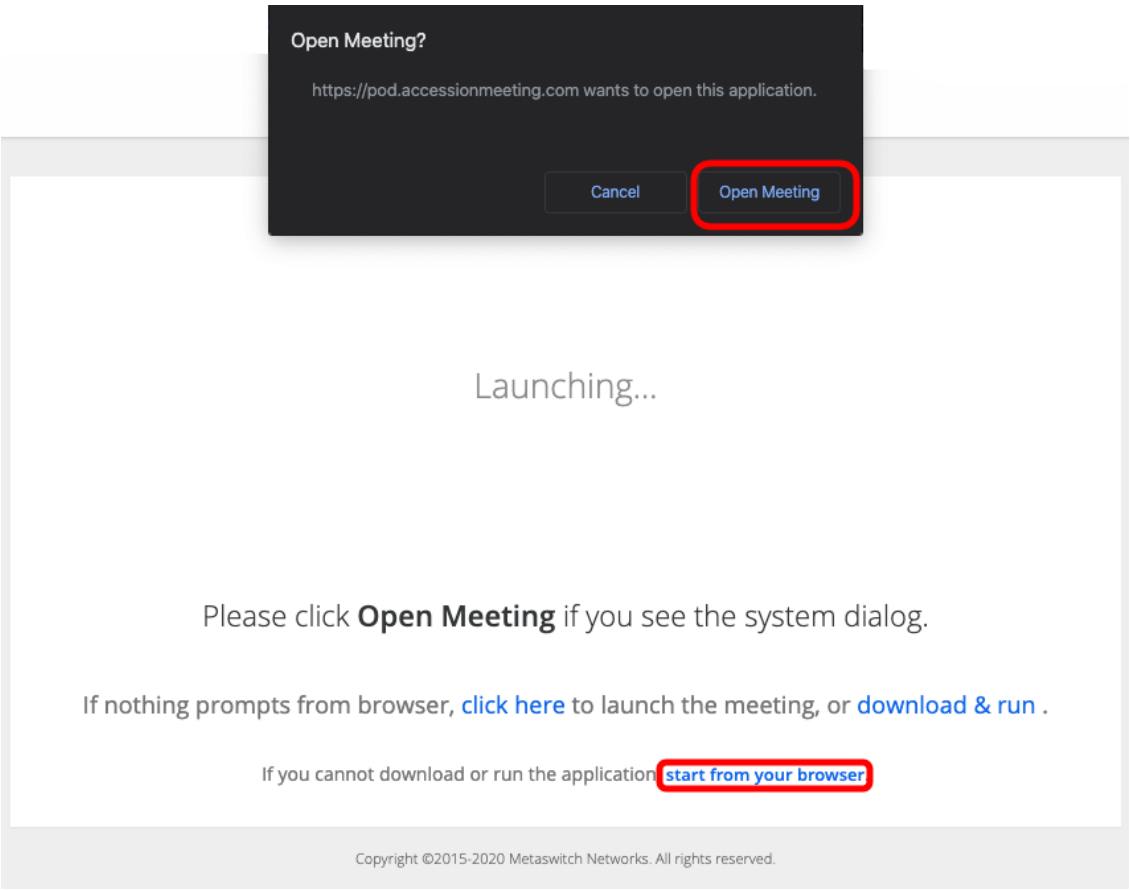
TIP: You also start a meeting from Pod Connect for Android/iOS or Pod Connect for Desktop.

Once logged into the CommPortal click on **Start** then **Start Meeting**.



Depending on your web browser a new window/tab will open. Click open meeting.

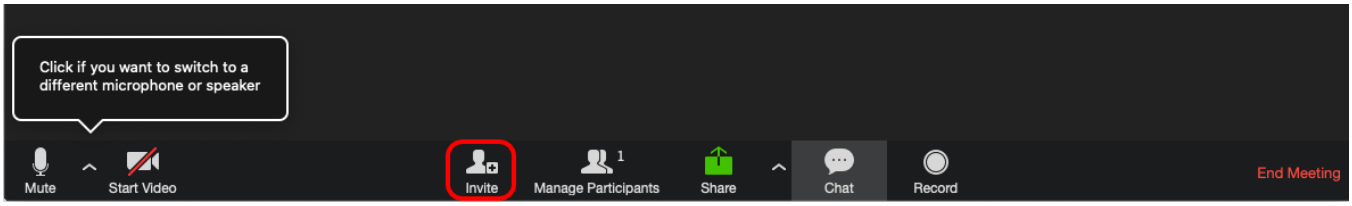
INFO: If have opened CommPortal on a laptop or desktop pc that already has PodConnect for Desktop installed it will prompt to open the **Pod Connect for Desktop** application or you can choose to**start from your browser**.



The meeting will be started and you will be the only participant.

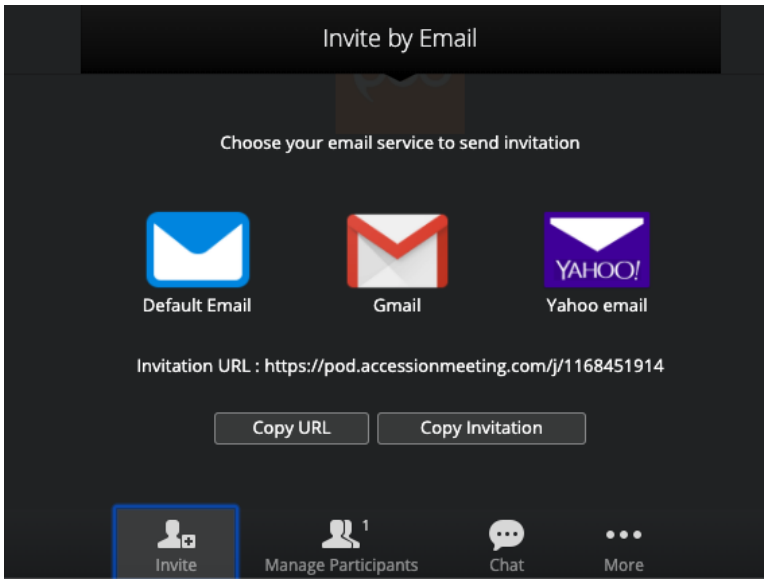
INFO: Depending on your computer setup you be prompted to use phone call or use computer audio. This is required so you can participate in the meeting. If you do not have a microphone and/or speakers you should choose the phone call option.

Now you will be able to invite others to your meeting. Click on **Invite** at the bottom of the screen.

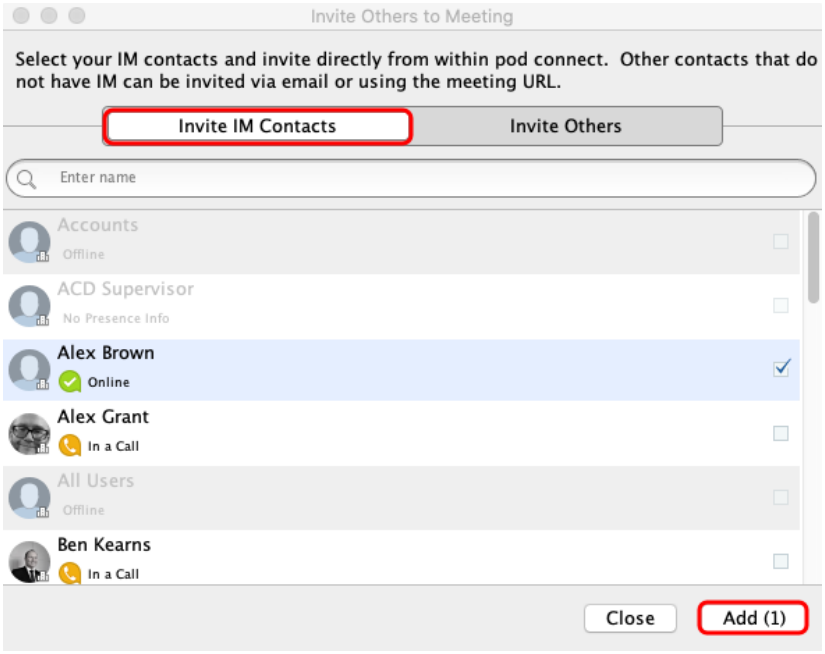


Depending on wether the meeting was stated in your browser or Pod Connect for Desktop the option may differ.

- From browser you will see the following, **Invite by Email** choose how you would like to send the invite. Either by email or you can copy the link.

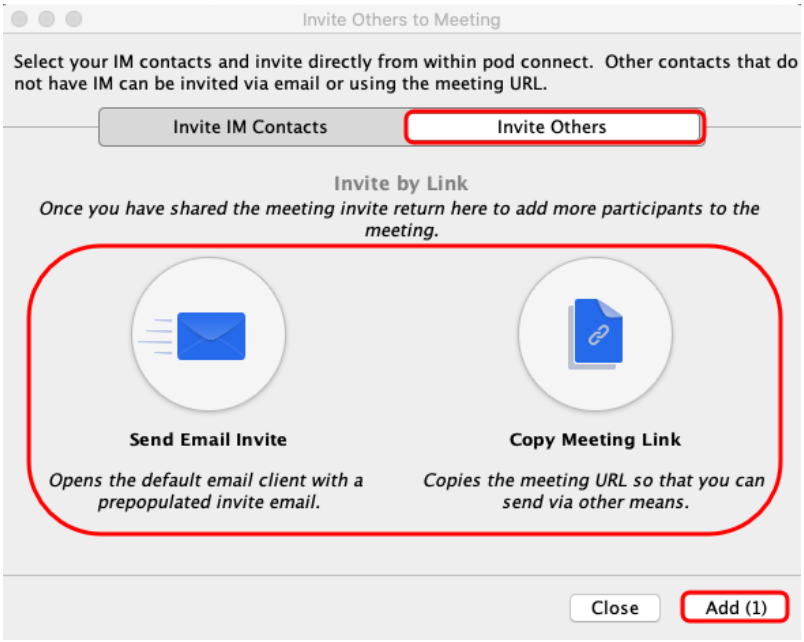


- From the Pod Connect for Desktop application this will open a new window,**Invite Others to Meeting**



On the **Invite Others to Meeting** box you can **Invite IM Contacts** (users within your business group) and/or **Invite Others** (**Send Email Invite** and **Copy Meeting Link**) this will allow you to send an invite via email or copy the link so you can create your own email or send the link by IM/SMS .etc

Select the IM contacts you wish to invite



Click on **Invite Others** if you would like to invite somebody not on your IM contacts.

To send an email invite click on **Add.** This will open your default email client with a pre-populated email, enter the recipient(s) and send the email.

INFO: For IM Contacts this will call them directly and a pop up will appear on their screen giving them the options to **Join** or **Ignore** the meeting request. This will only work if the IM contact is online, if the contact is offline you will need to choose Invite Others and email or copy the link to them. Invite Others will receive an email with a link to click on. If the email has not arrived please advise them to check spam/junk folders. If other contacts are using an Android or iOS devices the meeting link will require them to download and install the Pod Connect application for that device before they can join.

As your meeting has already started you will not see a Start Meeting button.

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