



## Accession Meeting Quick Start Guide

### ACCESSION MEETING

Accession Meeting provides audio and video conferencing over the internet, including web collaboration features such as screen sharing, whiteboard annotations, and presentation capabilities.

If you have set up Accession Desktop with Accession Meeting, you can invite any of your contacts to join you in a meeting, even if they do not have Accession Desktop!

### FIND YOUR PASSWORD

You will need your Avid CommPortal phone number and password to start using Accession Communicator for Desktop and Accession Meeting. If you don't have this information, call us on 816.994.7050. You will be prompted to change the password as part of completing the login process.

### DOWNLOAD AND INSTALL THE SOFTWARE

Download Accession Communicator for Desktop here: [webcare.avidphone.net](http://webcare.avidphone.net).

When prompted, save the file, then find the file in your downloads folder and open it to begin the installation process.

### SET UP AN ACCESSION MEETING

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

Within Accession Desktop, you can send a meeting invitation:

- using the Accession 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.

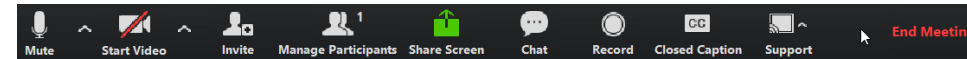
When you start a meeting, you are prompted to select the contacts you want to invite to join you in the meeting. You can then start the meeting and contacts can simply click on the invitation to join your meeting.

### SCHEDULE A MEETING

You can use Accession Meeting to schedule a one-off or recurring meeting.

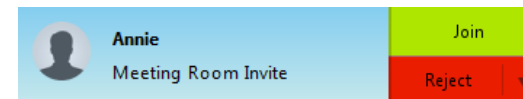
Select the **Schedule A Meeting** option from Accession Desktop, from the CommPortal dashboard, or directly from your Outlook calendar to launch the **Schedule A Meeting** window. Here, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click **Schedule** to open the meeting invitation and select the participants you



### JOIN A MEETING

You can join an Accession Meeting by clicking on the on-screen invitation or by opening the Meeting URL in a browser.



### EXPLORE THE MEETING WINDOW

While a meeting is in progress, you will either see the participant toolbar or the host toolbar at the bottom of the Meeting window.



Participant toolbar:



Host toolbar:





### SET UP YOUR AUDIO

Use the **Microphone** icon to toggle your microphone on  and off .

Select **Join Audio** to allow Accession to use either your phone or your computer's microphone and speaker.

Select **Leave Audio** to prevent Accession from using your speaker and audio device.

Use the **Video** icon to toggle your video on  and off .

### ACCESS THE SETTINGS MENU

Click on **Settings** to access the **Settings** menu, where you can set up and test your microphone, speakers, and video. You can also use the **Settings** menu to specify where to save recorded meetings and to access additional application settings.

### INVITE CONTACTS TO JOIN YOU IN THE MEETING

Click on **Invite** and select the contacts you want to invite to join you in the meeting. The contacts you select are then sent a meeting invitation.

### VIEW MEETING PARTICIPANTS

Click on **Participants** to see who has joined the meeting. You can access the following options from the **Participant** window.

- Mouse over your name to mute/unmute yourself or change your display name

At the foot of the screen

- **Mute Me** - put yourself on mute
- **Raise Hand** - let the meeting host know you have something say.
- **Reclaim host** - allows you to take back the role of meeting host.

If you are the meeting host, click on **Manage Participants** to access the **Participants** window.

Meeting hosts can use the **Mute All** or **Unmute All** options at the foot of the screen to mute or unmute participants.

### SHARE YOUR SCREEN

Click on **Share Screen** and choose the desktop or individual application window that you want to share.

*Note: The **Share Screen** option may not be visible if the meeting host has selected to **Lock Screen Share**.*

Once you are sharing your screen with meeting participants, you will see the Screen Share toolbar.



The Screen Share toolbar provides the following options:

- **Mute** - toggle your microphone on and off.
- **Stop/Start Video** - toggle your video sharing on and off.
- **New Share** - select a new window to share.
- **Pause/Resume** screen sharing.
- **Annotate** your shared screen using a variety of shapes and highlight tools, including: a Mouse; Draw options (lines, shapes, and arrows); a Spotlight tool; an Eraser to remove selected annotations; and Undo, Redo and Clear annotation options.
- *Note: The **Annotate** option may not be visible if the meeting host has selected to **Disable Attendee Annotation**.*
- **Remote Control** - as meeting host, take control of a participant's screen

Click **Stop Share** below the toolbar to exit screen sharing.

### LEAVE THE MEETING

Click on **Leave Meeting** to leave the meeting.

If you are the meeting host, click on **End Meeting** - this will end the meeting for all participants.