

# EarthLink Meeting Room™ Quick Start Guide - Desktop

## EARTHLINK MEETING ROOM

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

If you have set up Mobile Communicator with EarthLink Meeting Room\*, you can invite any of your contacts to join you in a meeting, even if they do not have Mobile Communicator.

## FIND YOUR PASSWORD

You will need your EarthLink CommPortal phone number and password to start using Mobile Communicator for Desktop and EarthLink Meeting Room. If you don't have this information, call us at 877-737-5249 (Care/Repair).

## DOWNLOAD AND INSTALL THE SOFTWARE

First, download EarthLink Mobile Communicator for Desktop. To download Mobile Communicator for Desktop, login to your CommPortal (located at <https://voip.elnk.us/>), click on the Apps tab and click the download link.

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

## SET UP AN INSTANT MEETING

You can choose to start an instant meeting from Mobile Communicator, from the CommPortal dashboard, or directly from your Outlook calendar (Windows).

Within Mobile Communicator, you can send a meeting invitation:

- using the Mobile Communicator **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.

\*Must have Mobile Communicator Desktop version 2.21.10

## SCHEDULE A MEETING

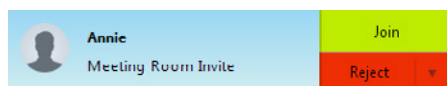
You can use EarthLink Meeting Room to schedule a one-time or recurring meeting.

Select the **Schedule A Meeting** option from the Mobile Communicator Meetings tab, 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 want to invite to the meeting before sending the invite. The EarthLink Meeting Room is added to the participant's calendar.

## JOIN A MEETING

You can join an EarthLink Meeting Room 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 (No Screen Share):



## SET UP YOUR AUDIO


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

Click **Audio** on to change your audio options.


- Select **Join Audio** to allow EarthLink Meeting Room 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 .

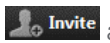
## ACCESS THE SETTINGS MENU

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

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 to access additional options, including:

- **Mute on Entry** - mute all attendees as they join the meeting.
- **Play Enter/Exit Chime** when a participant joins or leaves the meeting.
- **Lock/Unlock Meeting** - no new attendees can join if the meeting is locked.

The following icons provide additional information about each attendee.



The participant is currently speaking.



The participant's microphone is on.



The participant's microphone is muted.



The participant's video camera is on.



The participant's video camera is off.



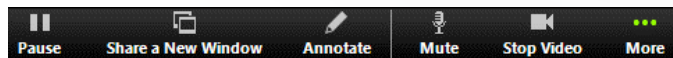
The participant has raised their hand.

## SHARE YOUR SCREEN


Click  on 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:

- **Pause/Resume** screen sharing.
- **Share a New Window** - select a new window to share.
- **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**.
- **Mute** - toggle your microphone on and off.
- **Stop/Start Video** - toggle your video sharing on and off.
- **More** - access Chat, Record, Settings, and Audio Conference options.

## SEND A MESSAGE TO MEETING ATTENDEES

Click on  to open a Chat window and send a message to another meeting attendee.

Click  on to save the conversation to your local computer.

## RECORD YOUR MEETING

Click on **Record** to start recording the meeting.

Click **Stop Recording** to end recording.

When the meeting ends, you will see a pop-up saying that the meeting recording is being saved and converted to mp4 format.

The directory containing the saved recording then automatically opens showing the recorded file, and the meeting will also appear in your list of recorded meetings within the Accession Meeting application.

You can specify the directory to save recorded meetings to using the Settings menu.

Note: The **Record** option may not be visible if the meeting host has disabled recording for the meeting.

## 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.

## ADDITIONAL MEETING WINDOW OPTIONS

**Enter Full Screen** extends the meeting display to a full-screen display.

**Exit Full Screen** exits the full-screen display.

**Gallery View** displays the video for all meeting participants.

**Speaker View** displays the video for the current speaker.

## REPORTING ISSUES AND FEEDBACK

By using feedback function on MC you can submit issues to EarthLink's Repair Support Team.

## MORE QUESTIONS?

If you have any additional questions about EarthLink Meeting Room, call EarthLink Customer Care at 877-737-5249 and follow the prompts to speak to a Hosted Voice repair technician.