



QUICK START GUIDE

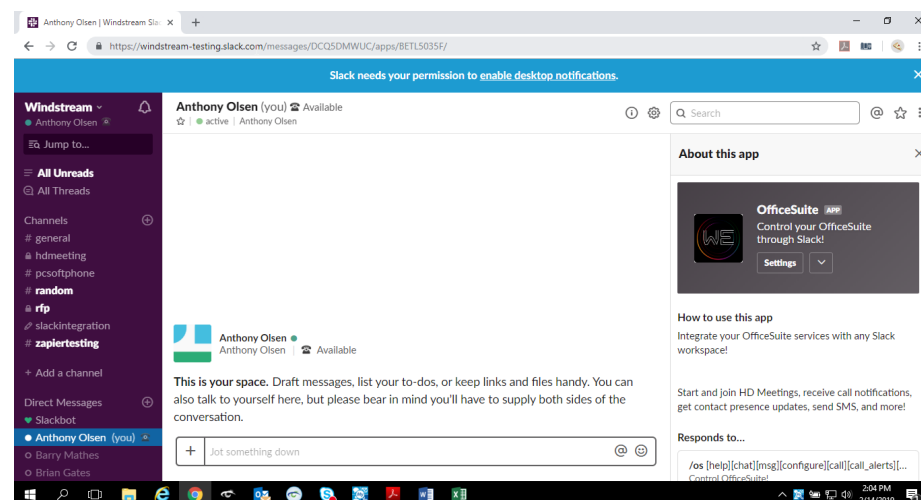
OfficeSuite HD Meeting[®] for Slack Quick Start Guide

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OfficeSuite HD Meeting[®] for Slack integrates the OfficeSuite HD Meeting virtual meeting platform directly into Slack. If enabled by your system administrator, you can join, start or broadcast OfficeSuite HD Meeting sessions from within a Slack channel or direct message.

Getting Started with OfficeSuite HD Meeting for Slack

To use OfficeSuite HD Meeting for Slack, you must install the OfficeSuite HD Meeting app from the Slack App Directory.



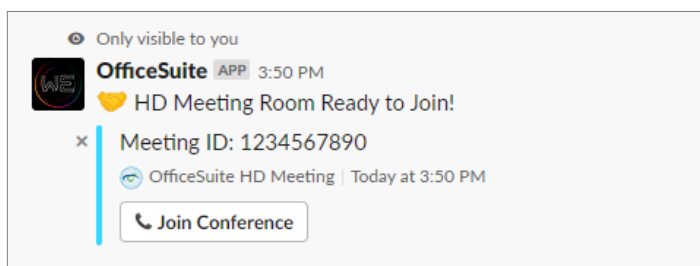
Once the app is installed, users can log into OfficeSuite HD Meeting from within Slack by typing “/hdmeeting configure <user’s OfficeSuite HD Meeting email address>” in any Slack channel or direct message.

Configure OfficeSuite HD Meeting for Slack

Type “/hdmeeting <your OfficeSuite HD Meeting email address>” into either a Slack channel or a direct message. You will receive a notification stating that the account has connected successfully.

Join an OfficeSuite HD Meeting session

To join an OfficeSuite HD Meeting session, type “/hdmeeting join <meeting ID number>” into either a Slack channel or a direct message. Once entered, a message stating the following will appear:

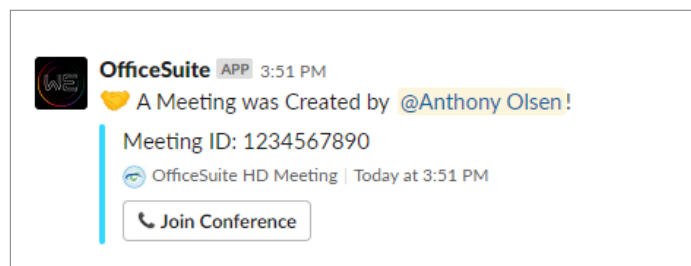


Click on the “Join Conference” button to be added directly into your OfficeSuite HD Meeting session.

Note: Using Join Meeting will only be visible to you and not to the rest of the Slack Channel.

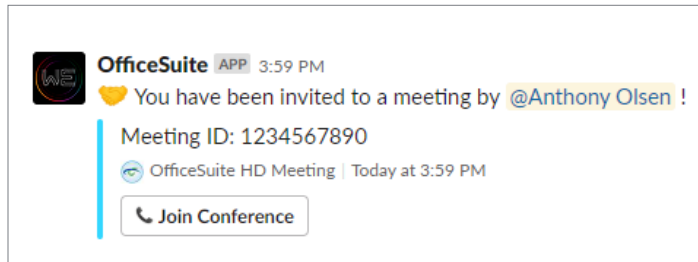
Start your OfficeSuite HD Meeting session

To start an OfficeSuite HD Meeting session using your personal meeting ID, type “/hdmeeting start” in a Slack channel or a direct message. Once entered, a message stating the following will appear:



Broadcast an OfficeSuite HD Meeting session

To share an OfficeSuite HD Meeting session, type “/hdmeeting broadcast <meeting ID number>” in a Slack channel or a direct message. Once entered, a message stating the following will appear:



About Windstream Enterprise

Windstream Enterprise collaborates with businesses across the U.S. to drive digital transformation by delivering solutions that solve today's most complex networking and communication challenges.

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