



QUICK START GUIDE

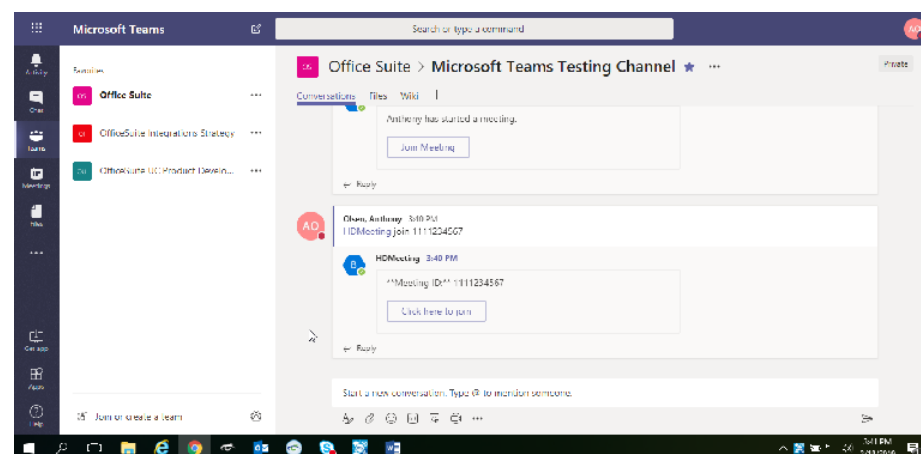
OfficeSuite HD Meeting[®] for Microsoft Teams Quick Start Guide

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OfficeSuite HD Meeting® for Microsoft Teams integrates the OfficeSuite HD Meeting virtual meeting platform directly into Microsoft Teams. If enabled by your system administrator, you can start, join or broadcast OfficeSuite HD Meeting sessions directly from within any Microsoft Teams channel.

Getting Started with OfficeSuite HD Meeting for Microsoft Teams

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



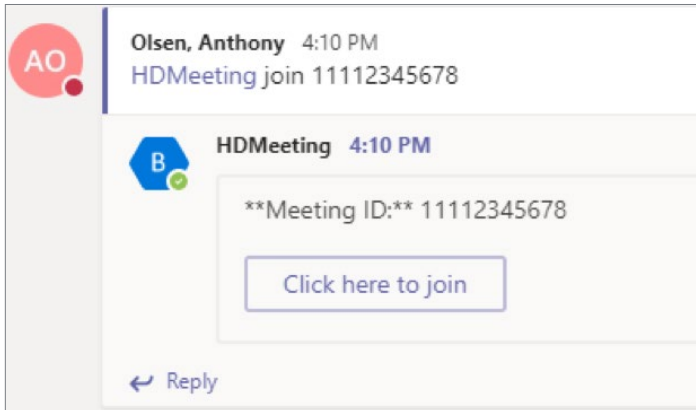
Once the app is installed, users can log into OfficeSuite HD Meeting from within Microsoft Teams by typing “@HDmeeting login <user’s OfficeSuite HD Meeting email address>” in a Microsoft Teams channel.

Configure OfficeSuite HD Meeting for Microsoft Teams

Type “@HDMeeting login <your OfficeSuite HD Meeting email address>” into a Microsoft Teams channel. You will receive a notification stating that the account has connected successfully.

Join an OfficeSuite HD Meeting session

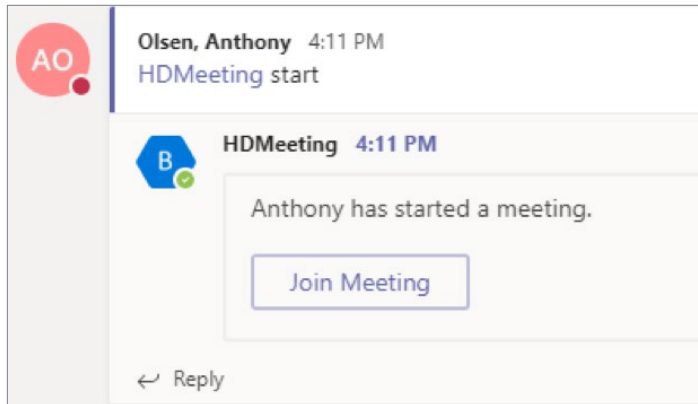
To join an OfficeSuite HD Meeting session, type “@HDMeeting join <meeting ID number>” into a Microsoft Teams channel. Once entered, a message stating the following will appear:



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

Start your OfficeSuite HD Meeting session

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



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

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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