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Starting a Meeting
1. Type in the public URL for the meeting room or select the URL from the list of rooms previously entered and then select Next.

2. Select Member and enter your Loyola UVID and password or select Guest and enter your name.
3. Select Enter to be taken into the meeting room.
Activate a Microphone

1. To activate a microphone, select the **Microphone** icon and then select **Connect my microphone**.

   a. Select **Allow** if asked to provide “Connect” access to the microphone.
   b. If you do not allow access, the microphone will not be active.

2. To turn off the microphone, select the **Microphone** icon and **Disconnect my microphone**.

Activate a Webcam

1. To activate a webcam, select the **Webcam** icon and then select **Broadcast**.

   a. Select **Allow** if asked to provide “Connect” access to the camera.
   b. If you do not allow access, the camera will not be active.

2. A preview window will be displayed, select **Broadcast** to share your camera.
3. To turn off the webcam, select the **Webcam** icon and choose either **Pause** or **Stop**.

**Meeting Layouts**

1. Change a Layout by selecting the **Menu** and choosing **Switch Layouts**.
   a. The layout currently in use will be marked with a check.
   b. Switch to a new layout by selecting the name.

2. Pods being used within a current layout will appear as icons on the left-hand menu.
a. Select the layout icon to show the entire layout currently being used.
b. Select a specific pod icon to view the only content within that specific pod.

### Recording a Meeting

1. To start a recording, select **Menu** (at the bottom left corner) and choose **Record Meeting**.
   
   ![Menu Options]

   a. A window will appear, enter a name and a summary about this specific recording.
   b. Once the recording information has been entered, select **Start**.

   ![Recording Options]

   c. The room will send a message to all participants indicating that a recording has started and a recording icon will appear (top left corner).

2. To stop a recording, select **Menu** and choose **Stop Recording**.
Ending a Meeting

1. At the end of each session please end the meeting properly so that participants are unable to access the room until it is re-opened by the host.
2. Select the Menu icon and then choose Logout.
3. Select **End Meeting** to close the meeting space at the conclusion of the session.
4. A pop-up window will appear asking if you wish to end the meeting for all attendees, select **End Meeting**. If anyone is still in the meeting room, they will be removed.