

# AT&T Office@Hand® Meetings

## User Guide



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## Introduction

AT&T Office@Hand Meetings gives you the power to video conference and web share, as part of your complete business communications solution. Hold face-to-face meetings in high definition and share your desktop or documents with anyone, anytime, anywhere.

Participants can be invited to join a meeting by email, or by SMS on mobile; they don't have to be Office@Hand customers but can download and run the Office@Hand Meetings app for free and join your meetings without needing to create an account or log in. Hosts of Office@Hand Meetings must have Office@Hand accounts and be signed in.

Office@Hand Meetings is designed for open exchange and interactive communications: Participants control their own audio and video display, and desktop web sharing control is shared by all participants.

The Office@Hand Meetings application can be installed on Mac, Windows desktops, and iOS and Android smartphones and tablets.

## System Requirements

- AT&T Office@Hand Standard, Premium or Enterprise Edition
- Broadband wired or wireless Internet connection (3G/4G/LTE)
- Office@Hand Meetings automatically adjusts for 3G/WiFi/wired environments
  - Recommended for 1:1 video calling: 600Kbps (up/down) for HQ video, 1.2Mbps (up/down) for HD video
  - Recommended for group video, 600Kbps/1.2Mbps (up/down) for HD video
- Webcam (for video), speakers, and microphone
- Mac OS X® with Mac OS 10.6® (Snow Leopard) or later
- Windows® 7 or later
- 1 GHz or better processor
- iOS® 7.0 or later, including iPad®, iPhone® 4, 4S, iPod touch® 4th Gen, iPhone 3
- Android 4.4.x KitKat or later (5.0.x or later required for screen sharing)

Office@Hand Meetings for Microsoft Outlook additionally requires:

- Mac: Microsoft Outlook 2011 14.4.x or later
- Win: Microsoft Outlook 2010 or later (2007 with limited features)
- Installation of Office@Hand Meetings plugin for Outlook



## Download and Install

Office@Hand Meetings is available for your desktop computer as well as your iPhone, iPad, and Android phones and tablets.

A separate plugin is available to integrate Office@Hand Meetings directly into your Microsoft Outlook mail client.

### Office@Hand Meetings for Desktop

From your online account, click the **Tools** tab, and click **Meetings**. Under **Meetings for Desktop**, click **Download for Mac** or **Download for PC**, depending on your type of desktop. The app will begin downloading in your browser.

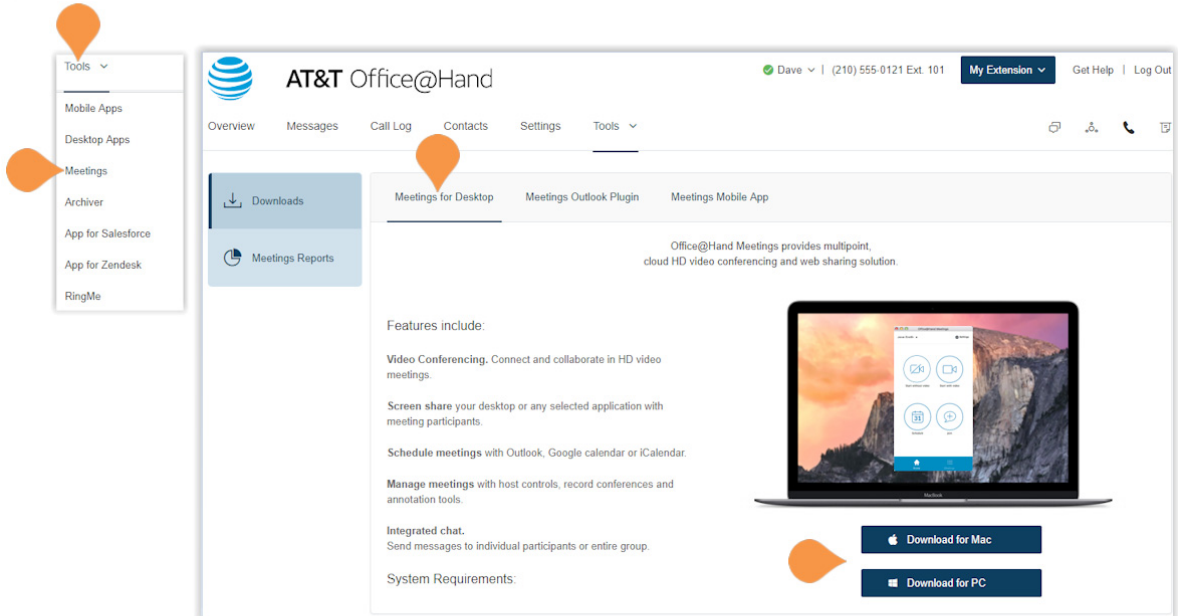
### Office@Hand Meetings Mobile App

Under **Meetings Mobile App**, click **Download on the App Store** for iOS or **Get it on Google Play** for Android. You will see a preview of the app. Download the Meetings app from the iTunes App Store for iOS (from your device) or on Google Play for Android.

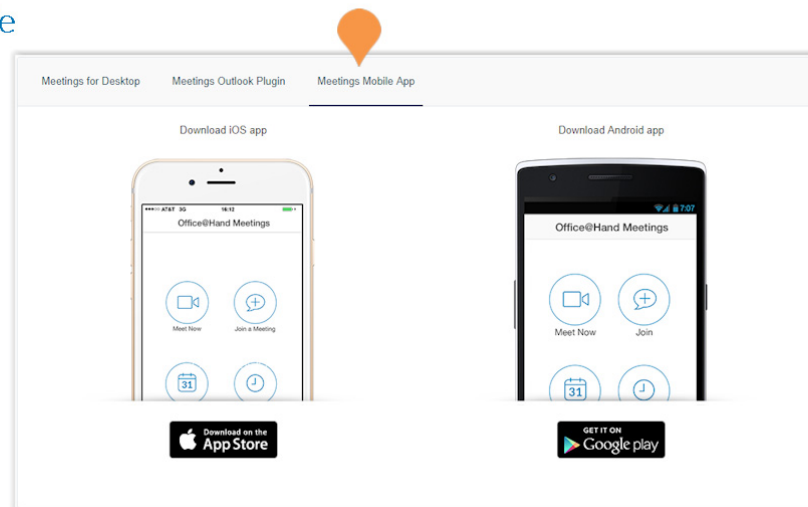
### Office@Hand Outlook Plugin

Under **Meetings Outlook Plugin**, click **Download for Mac** or **Download for PC**. Run the installation wizard, and restart Microsoft Outlook.

#### Desktop



#### Mobile

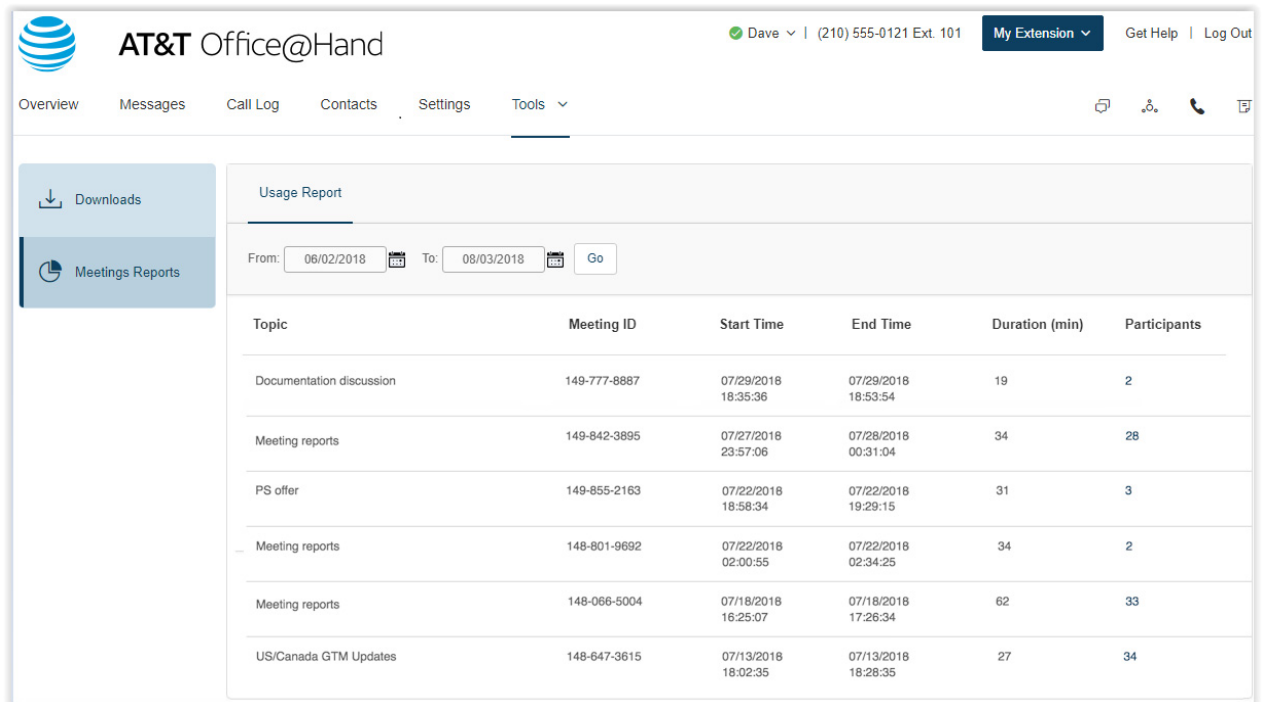




## Meetings Reports

Meetings Reports helps you optimize your use of Office@Hand Meetings by presenting usage data in an easy-to-read format.

To view reports, log in to your Office@Hand online account, then click **Meetings** from the **Tools** menu, and select the **Meetings Reports** tab.



AT&T Office@Hand

Overview Messages Call Log Contacts Settings Tools

Usage Report

From: 06/02/2018 To: 06/03/2018 Go

Topic	Meeting ID	Start Time	End Time	Duration (min)	Participants
Documentation discussion	149-777-8887	07/29/2018 18:35:36	07/29/2018 18:53:54	19	2
Meeting reports	149-842-3895	07/27/2018 23:57:06	07/28/2018 00:31:04	34	28
PS offer	149-855-2163	07/22/2018 18:58:34	07/22/2018 19:29:15	31	3
Meeting reports	148-801-9692	07/22/2018 02:00:55	07/22/2018 02:34:25	34	2
Meeting reports	148-066-5004	07/18/2018 16:25:07	07/18/2018 17:26:34	62	33
US/Canada GTM Updates	148-647-3615	07/13/2018 18:02:35	07/13/2018 18:28:35	27	34



## Sign In

### Desktop:

Open Office@Hand Meetings on your desktop. Click **Sign In**. Choose your **Country** from the drop-down menu. Enter your **Phone Number**, **Extension (optional)**, and **Password**. Then click **Sign In**.

### Mobile:

Open the Office@Hand Meetings app on your phone. Tap **Sign In**. Enter your **Phone Number**, **Extension (optional)**, and **Password**. Then tap **Sign In**.

### Email or Google Log In

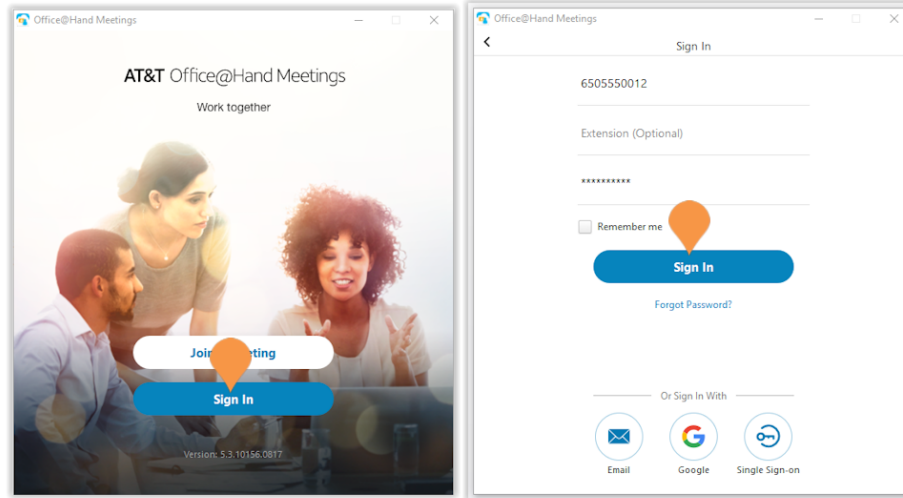
If enabled for your account, you can log in using a unique email address or Google (Gmail or G Suite) email address. Select the **Email** or **Google** option, and enter your email address and password. For more information on configuring these options, see the AT&T Office@Hand Admin Guide.

### Single Sign-On

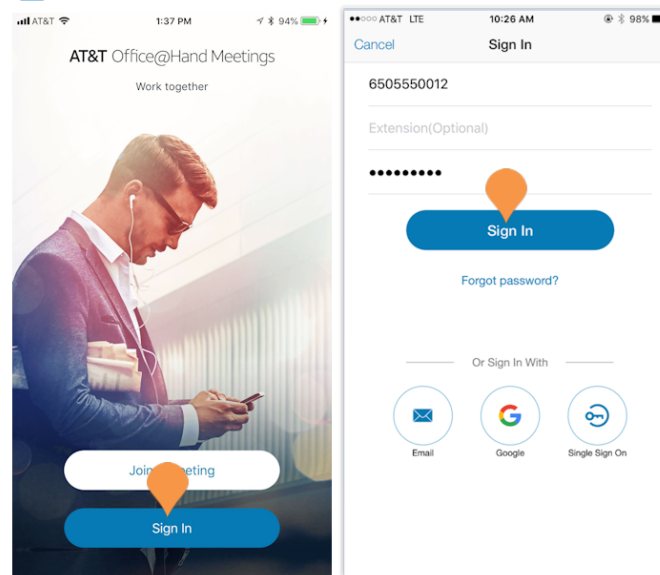
If configured for your organization and your administrator has enabled it, use Single Sign-on (SSO) to access Office@Hand Meetings. Click **Single Sign On**, enter your email address, and click **Continue** to complete the sign in.

For more information about how Single Sign-on is used and configured in Office@Hand, see the AT&T Office@Hand Admin Guide.

### Desktop



### Mobile



## Start a Meeting

Once you've signed in, you can get your meeting started.

### Desktop

Click the **Start without video** icon or the **Start with video** icon to start your own meeting.

### Mobile

**Android:** Tap **Meet Now** to start your own meeting.

**iPhone:** Tap **Meet Now**, then tap **Video Conference** or **Web Meeting**, or to start your selected type of meeting.

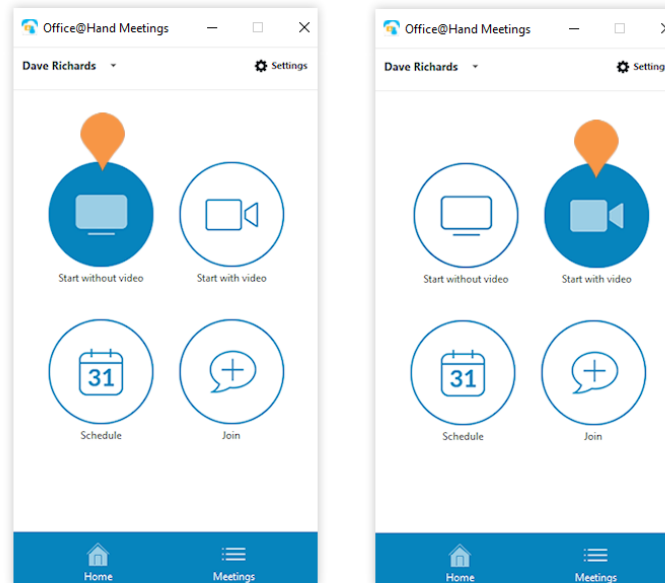
**iPad:** Tap **Meet Now**, then tap **Video Meeting**, **Screen Share Meeting**, or **Whiteboard** (for iPad only) to start your selected type of meeting.

### Microsoft Outlook

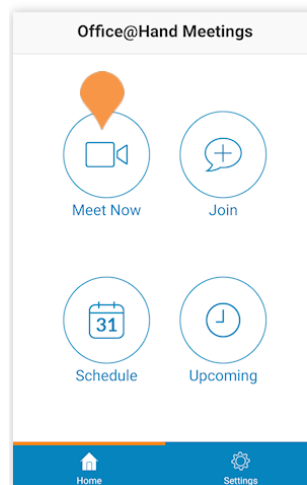
You can also start a meeting through Microsoft Outlook if you have installed the Office@Hand Meetings Plugin for Microsoft Outlook.

See “Download and Install” on page 3 and “Office@Hand Plugin for Microsoft Outlook” on page 28.

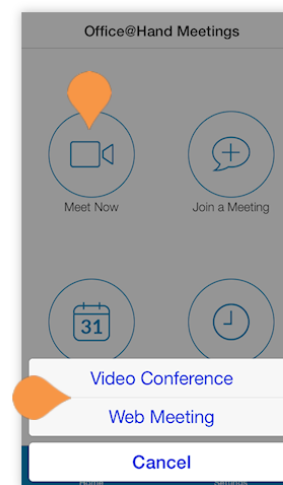
### Desktop



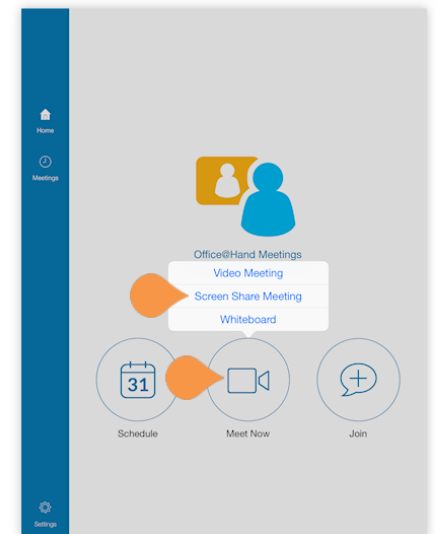
### Android



### iPhone



### iPad



## Join a Meeting

There are many ways to join an existing meeting. You can join a meeting with or without signing in, from your calendar if you have scheduled the meeting, or directly from an invitation.

### Desktop

If you are already signed in to Office@Hand Meetings, click **Join**. If you don't want to sign in, click **Join a Meeting**.

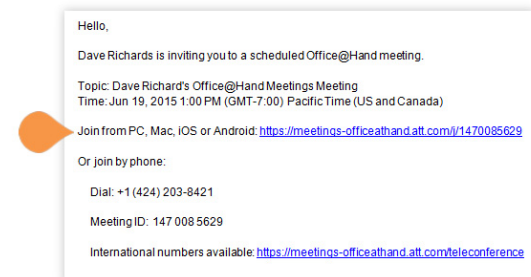
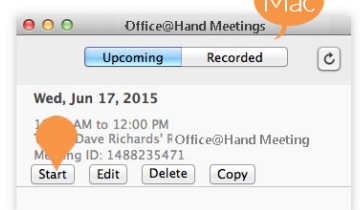
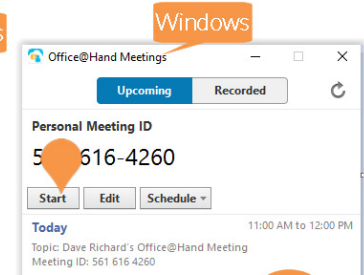
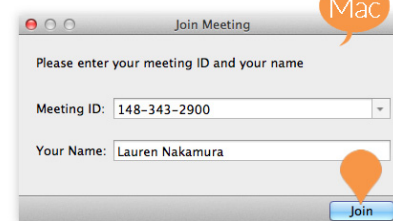
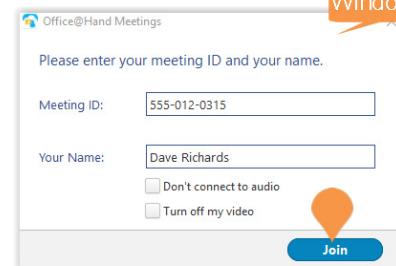
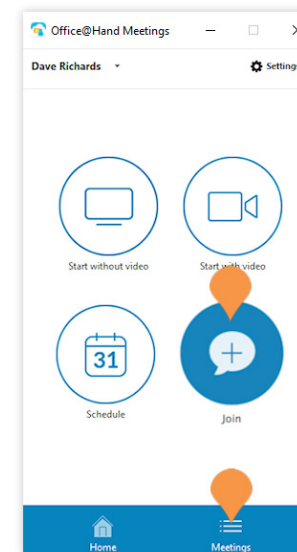
Enter the **Meeting ID** and **Your Name**. Then click **Join**. You can enable or disable audio or video by selecting the **Don't connect to audio** and **Turn on my video** options. Then click **Join**.

**TIP:** To quickly join a previously joined meeting, click the down arrow to see a list of previously used IDs. Select the ID you'd like to use and click **Join**.

If you have scheduled the meeting on your calendar, you can click **Meetings** to see upcoming meetings. Click **Start** on the calendar entry to join the meeting.

If you have received an email invitation or link for a Office@Hand Meeting, tap or click the link directly from your phone or computer and Office@Hand Meetings app will open.

### Desktop



## Join A Meeting continued...

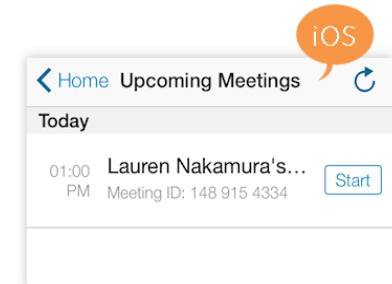
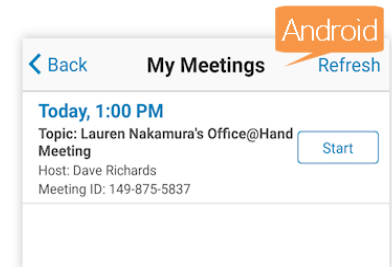
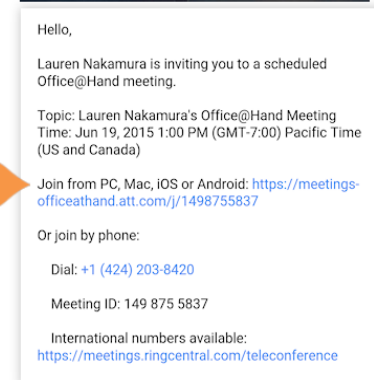
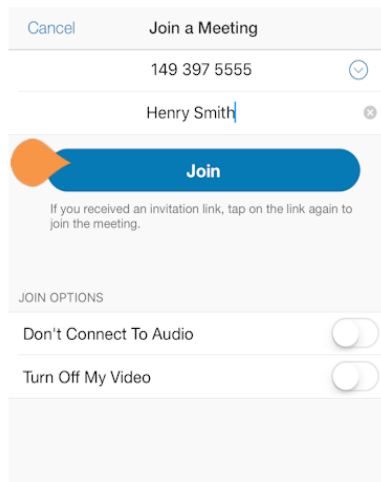
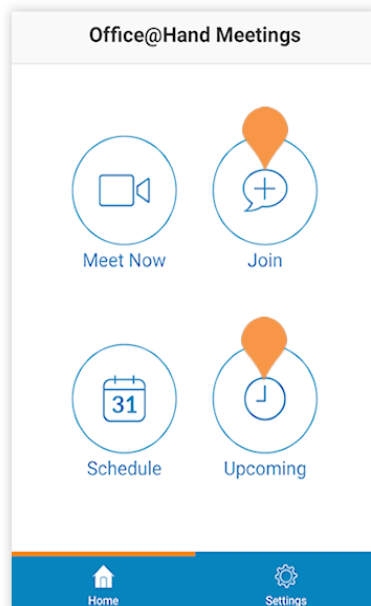
### Mobile

If you are already signed in to the Office@Hand Meetings app, Tap **Join**. If you don't want to sign in, tap **Join a Meeting**. Enter the **Meeting ID** and **Your Name**. Then tap **Join**.

**TIP:** To quickly join a previously joined meeting for Android, begin typing the Meeting ID to bring up a list of previously used IDs then tap the ID you'd like to use. For iOS, tap the down arrow to see a list of previously used IDs, tap the ID you'd like to use, and tap **Done**.

If you have scheduled a meeting on your calendar, tap **Upcoming**. Find the meeting you'd like to join and tap **Start**.

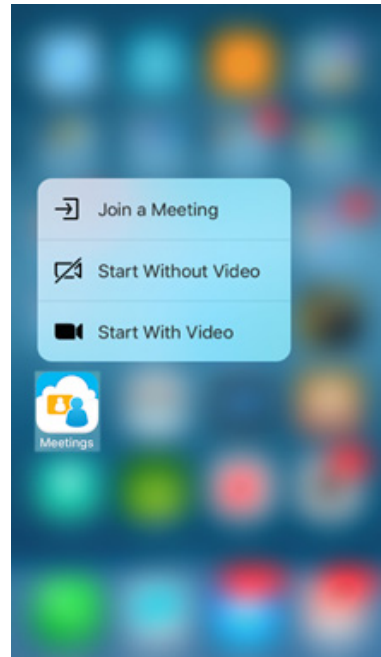
If you have received an email invitation or link for a Office@Hand Meeting, tap or click the link directly from your phone or computer and Office@Hand Meetings app will open.



## Join a Meeting continued...

### Mobile 3D Touch Support

On iPhone devices with 3D Touch support, you can start or join a meeting from the home screen with one simple tap.



## Schedule a Meeting

Quickly and conveniently schedule meetings from your Office@Hand Meetings application on your desktop computer and mobile phone. When you schedule a meeting, you are automatically the Host of that meeting.

### Desktop:

Click **Schedule**. Enter a Topic for your meeting. Under **When**, fill in the details for **Start**, **Duration**, **Time Zone**, and check the checkbox for **Recurring meeting** if you'd like this feature.

Under **Video (when joining a meeting)** select the radio button next to **On** or **Off** next to **Host** and **Participants** to set whether you'd like video to start immediately for the yourself and the participants. Under **Audio Options**, select the radio button next to **Telephone Only**, **Voip Only**, or **Both** depending on your preferences.

Under **Meeting Options**, check the checkbox next to **Require meeting password** and enter a password if you'd like to add this option. Check the checkbox next to **Enable join before host** if you'd like your participants to be able to join the meeting before you join. Check the checkbox next to **Use Personal Meeting ID** to set up the meeting using a Personal Meeting ID that you have set.

If configured for your account, the Schedule for Me\* feature simplifies the process of scheduling meetings for other users who have granted permission to you (in their online account) to host their meetings. For example, an executive assistant may manage the calendar of an executive. Under **Schedule for**, you can select another host's name, and schedule a meeting of behalf of that user.

Under **Calendar**, select the button next to **iCal** (Mac), **Outlook** (Windows) or **Google Calendar** to create an invitation in the respective application. You can also select the radio button next to **Other Calendar** to create a text only version of the invitation to copy and paste into any text field.




### Your meeting is scheduled.

Click the button below to copy the invitation to clipboard.





## Schedule a Meeting continued...

Mobile:

Tap **Schedule**. Edit the meeting topic. Enter a **Date**, time next to **From** and **To** for Android or **Duration** for iOS, **Time Zone**, and choose **Repeat** options.

Next to **Host Video On** and **Attendee Video On**, tap the switch on or off to set whether you'd like video to start immediately for the yourself and the attendees.

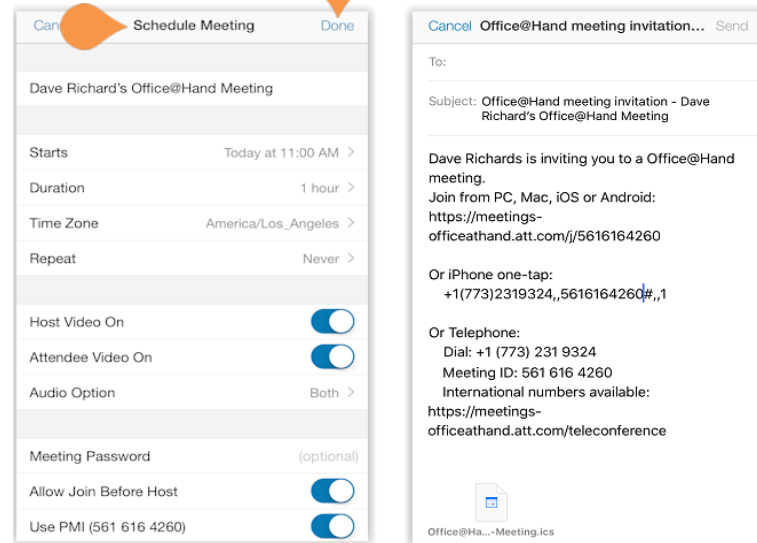
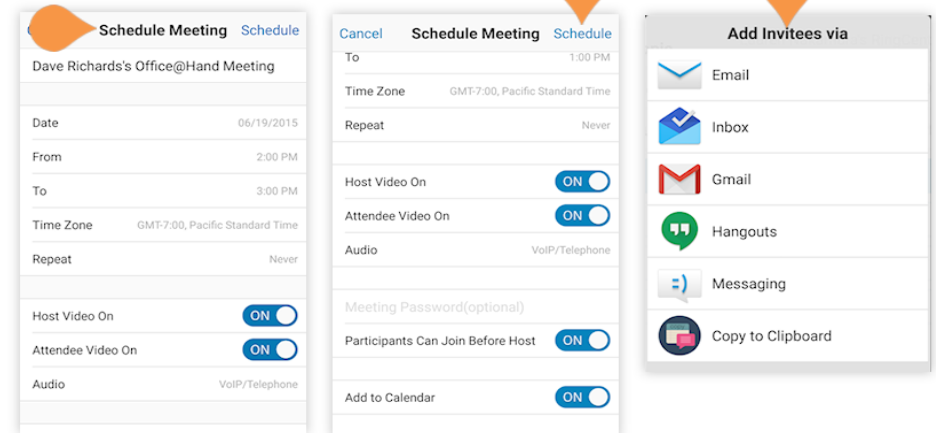
Next to **Audio** select the radio button next to **VoIP**, **Telephone**, or **Both** depending on your preferences.

Enter a **Meeting Password** in the text field if you'd like to add this option.

Next to **Participants Can Join Before Host** and **Add to Calendar**, tap the switch on or off to set whether you'd like to turn these options on or off.

When you are finished tap **Schedule** for Android or **Done** for iOS in the upper right corner.

Choose to **Add Invitees via** one of the applications on your phone or choose to copy and paste the invitation into a text field for Android or send a message to your invitees with the invitation link for iOS.



## Invite Participants

Send participants a calendar event, email, or direct link. You can invite participants to a scheduled meeting or directly from an active meeting. If you'd like to invite participants to a new meeting, see [Schedule a Meeting](#).

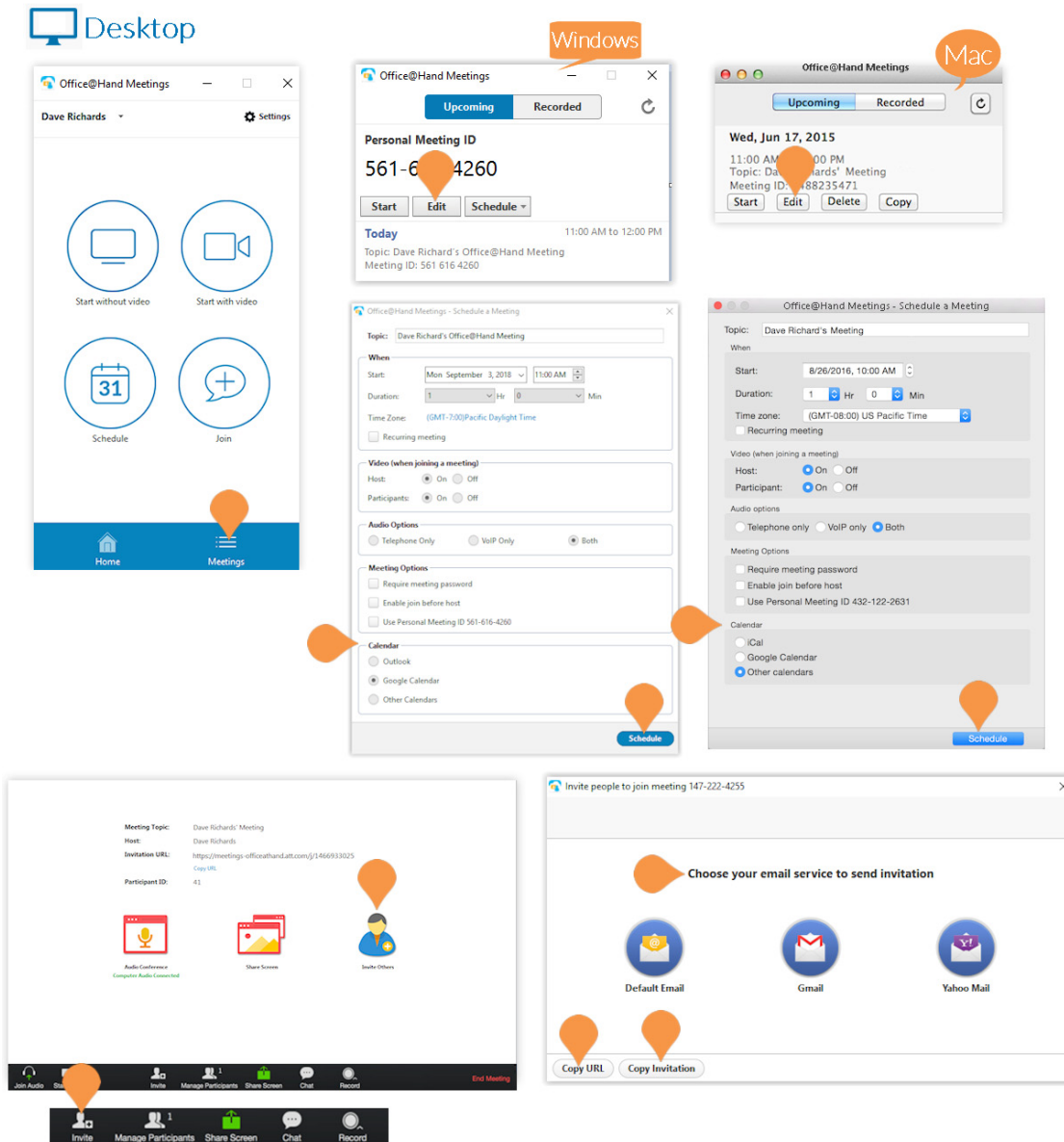
Office@Hand Office Enterprise users can have up to 200 participants per meeting, Premium users can have up to 100 participants per meeting, and Standard and all other Office users can have up to 4 participants per meeting. The number of participants includes the host.

### Desktop:

To invite participants to a meeting you scheduled, click **Meetings**. Click **Edit**. Under **Calendar**, select the radio button next to **Outlook** or **Google Calendar** to create an invitation in the respective application or select the radio button next to **Other Calendar** to create a text only version of the invitation to copy and paste into any text field.

To invite participants to an active meeting, click **Invite Others** on the main screen if you do not have video turned on or click **Invite** at the bottom menu bar.

Click **Default Email**, **Gmail**, or **Yahoo mail** to use an email service to send an invitation. You can also click **Copy URL** or **Copy Invitation** at the bottom of the pop-up to paste into any text field.



## Invite Participants continued...

### Mobile

To invite participants to a meeting you scheduled, tap **Upcoming** to view the meeting event. Tap a meeting to edit it. Tap **Add Invitees**.

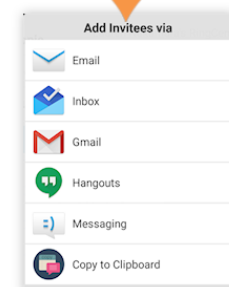
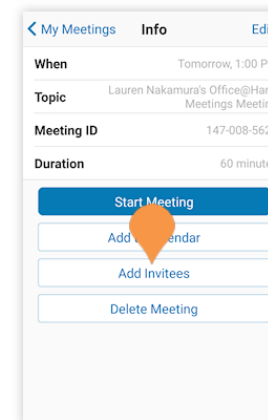
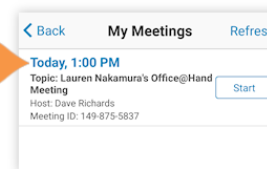
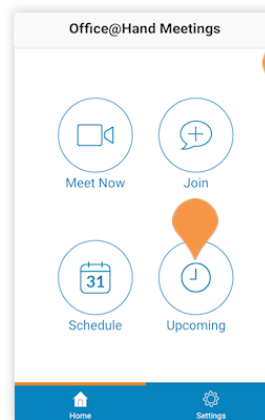
On Android, choose an application to use to send the invite. Once you choose an application the meeting invitation will be populated into the text field of that application. You can also choose **Copy URL** to copy the meeting URL and paste it into any text field.

On iOS, tap **Send Message** or **Copy to Clipboard** to send your invitation.

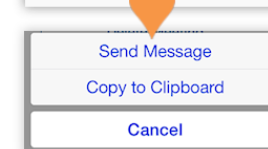
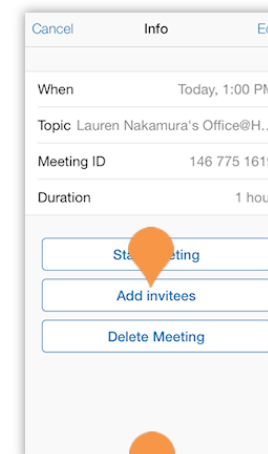
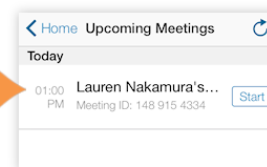
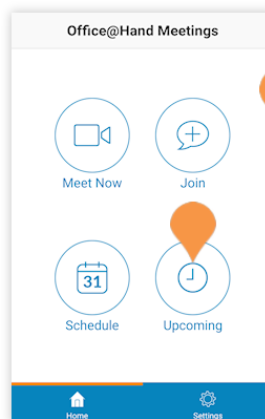
To invite participants from an active meeting, tap the screen to bring up the bottom menu bar. Tap **Invite** to choose an application to use to invite other participants.

Choose an application to use to send the invite. Once you choose an application the meeting invitation will be populated into the text field of that application. You can also choose **Copy URL** to copy the meeting URL and paste it into any text field.

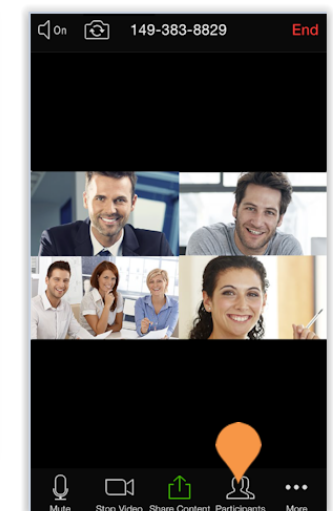
### Android



### iOS



### Both



## Online Meetings and Web Share

Office@Hand Meetings is a video conferencing system with a rich set of screen-sharing capabilities. When you start or join a meeting, you will see the Meetings screen, which, depending on the settings, will show images of the other attendees as they join. It can also show the desktop or specific windows or applications displayed on the desktop of the host or one of the participants.

The Meetings screen offers options and settings, depending on your device and whether you are host or participant. Office@Hand Meetings is designed for open exchanges and interactive communications. Participants can control their own audio and video display, and share their desktop screens; control is not limited to the host.

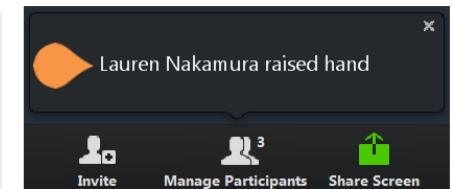
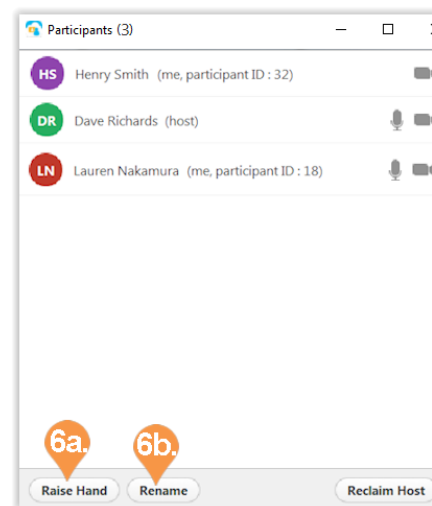


## Participant Controls

Participants have standard controls at the bottom menu bar of the meeting as well as the **Raise Hand** and **Rename** (Windows and Android only) features.

### Desktop

1. **Join Audio/Mute** - Dial in or call via device audio then mute or unmute microphone.
2. **Settings (Audio)**
3. **Start/Stop Video** - Turn video on or off.
4. **Settings (Camera)**
5. **Invite** - Send invitations to participants.
6. **Manage Participants** - View other participants and see more options.
  - a. **Raise Hand** - If you'd like to notify the host that you need their attention, use the Raise Hand feature. The Host will get a notification that you have raised your hand. Click **Participants** to open a list of participants. At the top of the pop-up, you will see Raise Hand. Click **Raise Hand**.
  - b. **Rename** - On Windows at the top of the Participants pop-up, you will also see **Rename**. You can rename yourself by clicking **Rename**.
7. **Share Screen** - Share your screen or, if another person is sharing, send a request to the host to share your screen.
8. **Chat** - Instantly exchange messages with individual or all meeting participants.
9. **Record** - Send the host a request to record the meeting. Once the host has allowed you to record, you can begin recording the meeting.
10. **Leave Meeting**



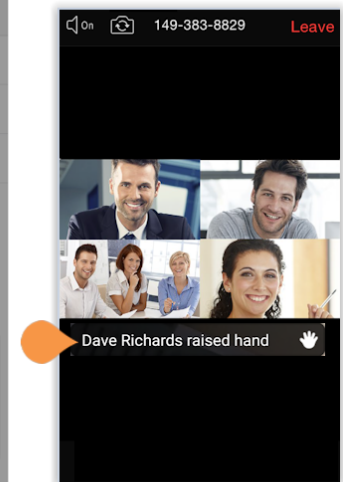
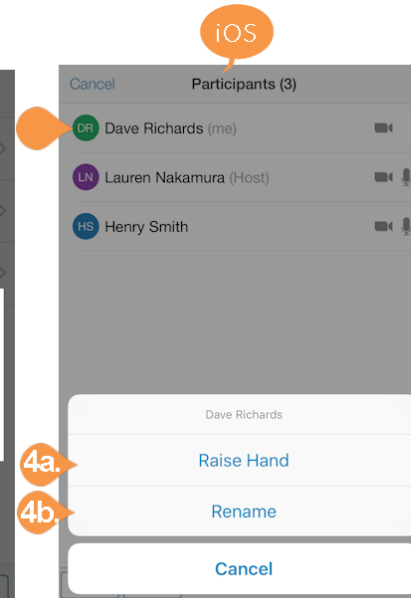
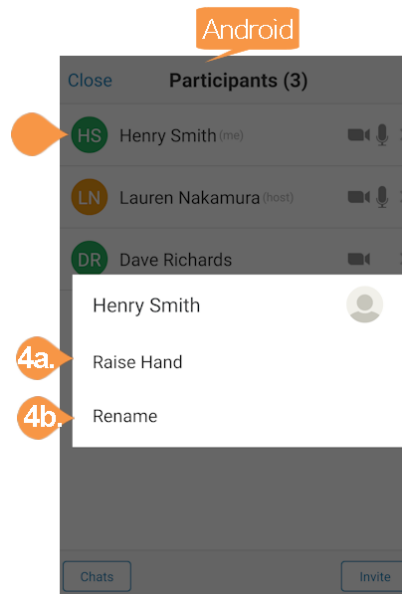
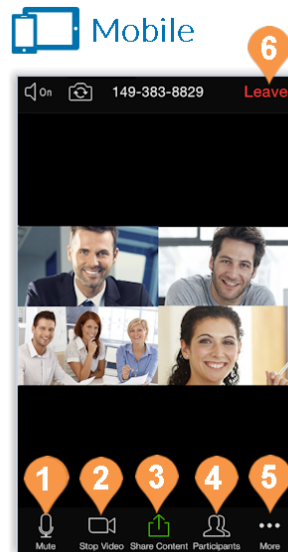
## Participant Controls continued...

### Mobile

1. **Join Audio/Mute** - Dial in or call via device audio then mute or unmute microphone.
2. **Start/Stop Video** - Turn video on or off.
3. **Share Content** - Share content along with your screen.
4. **Participants** - available options.
  - a. **Chat** - Start a chat session with a selected participant or everyone.
  - b. **Invite** - Invite a participant to the current meeting by one of these methods:
    - Email
    - Message
    - Copy URL

Select your name to see more actions:

- a. **Raise Hand** - Notify the host that you need their attention. The Host gets a notification that you raised your hand.
  - b. **Rename** - Rename yourself.
5. **Leave**





## Host Meeting Controls

The Host has special controls for the managing the meeting and participants.

### Desktop

1. **Microphone** - Dial in or call via device audio then mute or unmute microphone.
2. **Settings (Audio)**
3. **Video** - Turn video on or off.
4. **Settings (Camera)**
5. **Invite**
6. **Manage Participants** - Open the participants list to view more controls.
7. **Share Screen**
8. **Chat**
9. **Record**
10. **End Meeting**

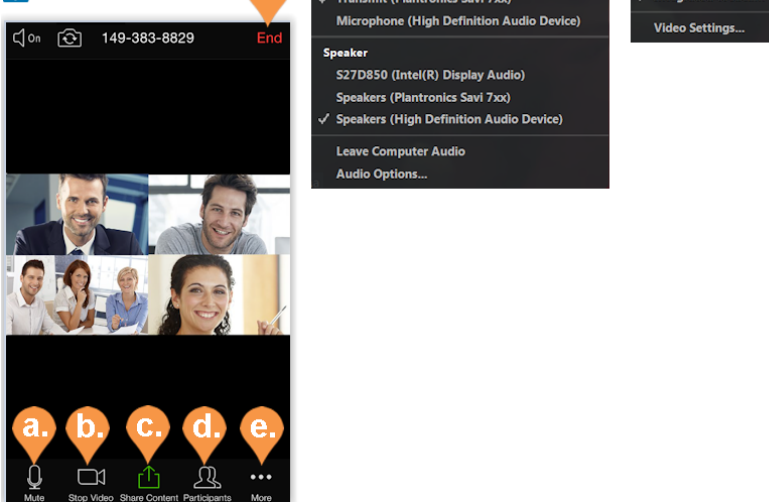
### Mobile

- a. **Join Audio/Mute** - Dial in or call via device audio then mute or unmute microphone.
- b. **Start/Stop Video** - Choose to use a front, back, or no camera.
- c. **Share Content**
- d. **Participants** - Open the participants list to view more controls.
- e. **More**
- f. **End**

### Desktop



### Mobile





## Host Controls of Participants

### Desktop

Hosts can control certain functions of all participants by opening the participants list. The host can control some functions from the participants list and by clicking on **More**, to see more options. These functions include:

1. **Mute All**
2. **Unmute All**
3. **Lock Screen Share** - Only the host will be able to share screen.
4. **Mute on entry**
5. **Play Enter/Exit Chime**
6. **Lock Meeting** - No additional participants will be able to join the meeting.
7. **Lower All Hands** - Host can lower all hands.

The host can select a participant and see options depending on their current settings. There are additional options under **More**. The individual participant functions the host can control are:

- a. **Lower Hand** (if participant's hand is raised)
- b. **Unmute/Mute**
- c. **Chat**
- d. **Ask to Start Video/Stop video**
- e. **Make Host**
- f. **Allow/Forbid Record** (if participant is on a desktop)
- g. **Rename**
- h. **Remove** - Removes the participant from the meeting.

The screenshot displays the AT&T Office@Hand Desktop interface. At the top, there are icons for 'Desktop' and 'Windows'. Below these is a video gallery showing three participants. The main video feed shows a close-up of a woman. At the bottom of the main feed is a toolbar with icons for Mute, Stop Video, Invite, Manage Participants, Share Screen, Chat, and Record. Below the main feed is a 'Participants (3)' list. The list shows three participants: Dave Richards (host, me, participant), Lauren Nakamura, and Henry Smith. Each participant has a set of controls: 'Lower Hand', 'Unm...', and 'More >'. A callout menu is shown for the 'More >' button of Lauren Nakamura, listing options: Chat, Ask to Start Video, Make Host, Allow Record, Rename, and Remove. At the bottom of the participants list is a toolbar with buttons for 'Mute All', 'Unmute All', 'Lock Screen ...', and 'More >'. A callout menu is shown for the 'More >' button at the bottom, listing options: Mute on Entry, Play Enter/Exit Chime, Lock Meeting, and Lower All Hands. Numbered callouts (1-7) point to the bottom toolbar buttons, and lettered callouts (a-h) point to the individual participant controls.



## Host Controls of Participants

continued...

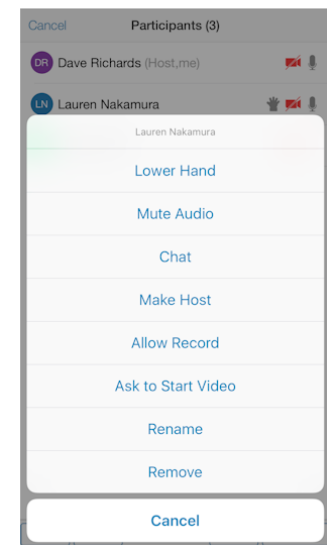
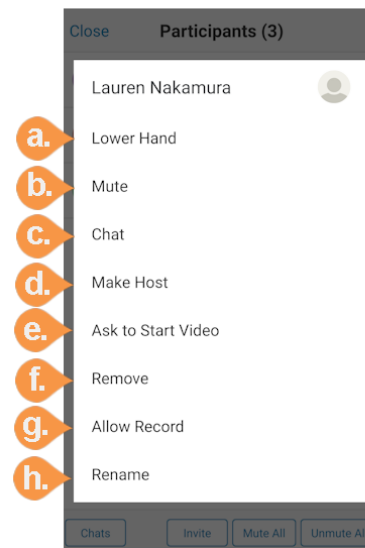
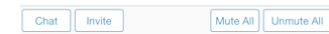
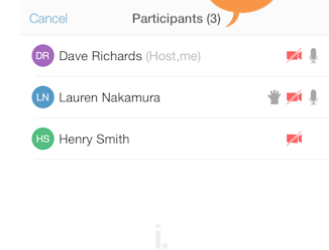
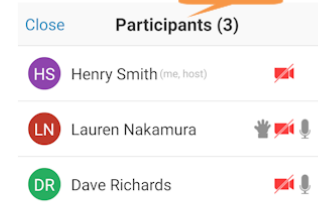
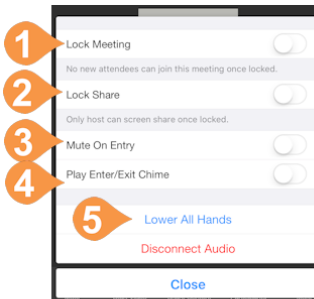
### Mobile

Hosts can control certain functions of all participants by tapping on **More** in the toolbar. These functions include:

1. **Lock Meeting** - No additional participants will be able to join the meeting.
2. **Lock Share** - Only the host will be able to share screen.
3. **Mute on entry**
4. **Play Enter/Exit Chime**
5. **Lower Hands** - Host lowers all hands.

From the **Participants** list, the host can mute or unmute all participants, or can select a participant and see options depending on their current settings. The individual participant functions the host can control are:

- a. **Lower Hand** (if participant's hand is raised).
- b. **Unmute/Mute**
- c. **Chat**
- d. **Make Host**
- e. **Ask to Start Video/Stop video**
- f. **Remove** - Removes the participant from the meeting.
- g. **Allow/Forbid Record** (if participant is on a desktop).
- h. **Rename**



## Desktop Screen Share

When in a meeting, any participant can click or tap **Share Screen** on the desktop or mobile app to share files, windows, applications or the entire screen.

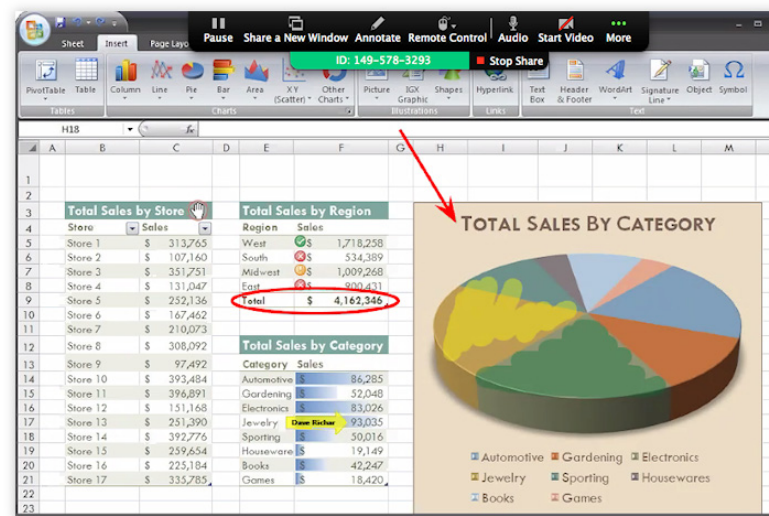
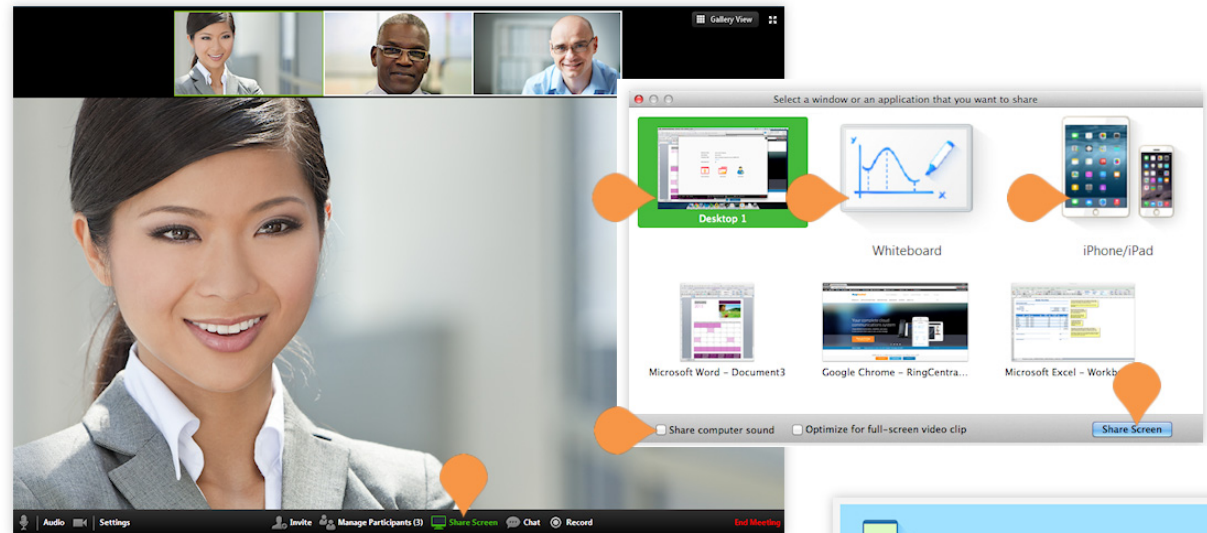
From the bottom menu bar, click **Share Screen**. Choose which window or application you'd like to display. Click **Share Screen**. You will see a green outline around the screen you are sharing.

You can use the Whiteboard feature to turn your desktop into a personal whiteboard and share your brainstorm or meetings notes. Select Whiteboard to start sharing. You will see a blank page with annotation tools at the bottom of the screen. Tap each tool to use it.

You have Advanced options at the bottom of the window for **Share computer sound** and **Optimize for full-screen video clip**. Check the checkbox for these options to turn them on.

To enable sharing from an iPhone or iPad from your desktop using **Airplay**, follow the same instructions above for screen share on a desktop, but choose **iPhone/iPad** as the application you'd like to display. You see instructions for connecting your iPhone or iPad to Airplay on your desktop. Follow these instructions to share your screen. When sharing from an iPhone or iPad, use the desktop tools to control screen sharing.

## Desktop



Follow the instructions below on your iPhone/iPad.

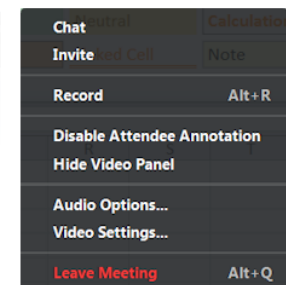
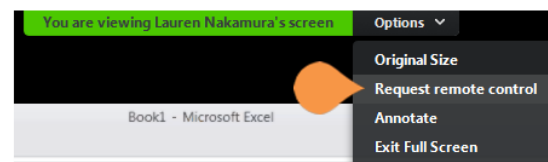
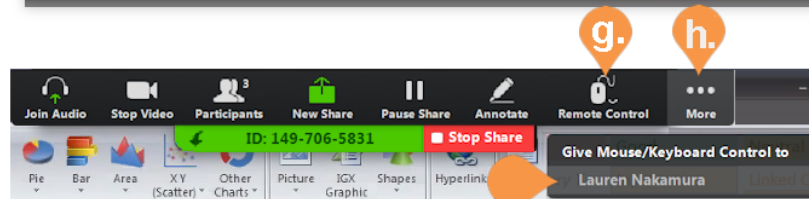
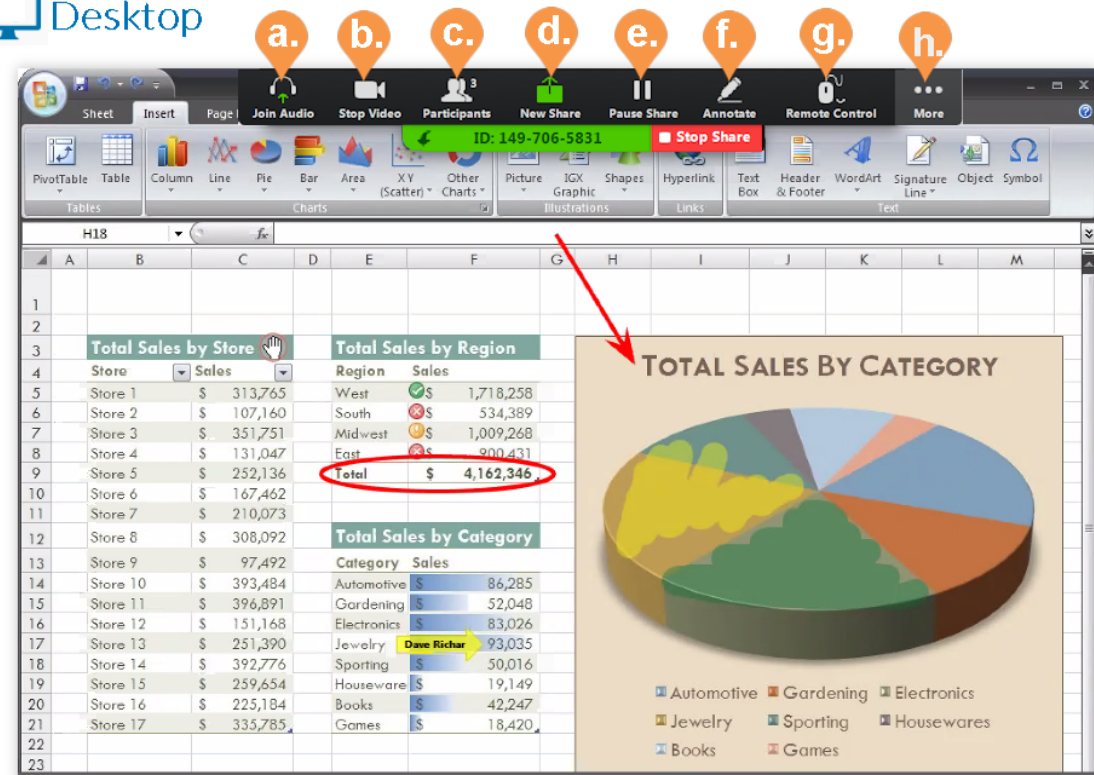
- 1 Choose Wi-Fi network **GoldBlooded**
- 2 Select **AirPlay**
- 3 Choose **ATT-lauren.nakamura** (Cannot see it? Restart iPhone/iPad)
- 4 Enable **Mirroring**



## Desktop Screen Share Settings

- a. **Join Audio/Mute** - Mute or unmute your audio.
- b. **Start/Stop Video** - Start or stop your video.
- c. **Manage Participants** - View other participants and see more options.
- d. **Pause Share** - Pause screen share.
- e. **Annotate** - Create an interactive meeting using the Annotate feature.
- f. **Remote Control** - While screen sharing, you can give another desktop participant control of your mouse and keyboard. Users can request the remote control when viewing another participant's screen by clicking More then Request remote control.
- g. **More** - See the following options:
  - Chat
  - Invite
  - Record
  - Allow/Disable Attendee Annotation
  - Audio Conference
  - Video Settings
  - End Meeting
- h. **Stop Share** - Stop sharing your screen.

### Desktop





## Desktop Annotation

When you are screen sharing, you can annotate your screen. Get your participants involved and allow them to annotate your content.

Participants on other desktops or iOS devices can co-annotate content shared from any desktop.

Access the annotation tools by clicking on **Annotate** at the top of the screen share menu.

The annotation toolbar will appear with the following tools:

- a. Mouse** - Display your mouse pointer on your screen.
- b. Draw** - Choose from a thin or thick brush, straight line with or without arrow, and solid or outline square or circle to draw with on your screen.
- c. Spotlight/Arrow** - Spotlight and arrow function as alternative pointers. Spotlight displays red target-like shape that animates when the mouse is clicked. Arrow displays a colored arrow with the participant's name on it to signify who is pointing for clear communication.
- d. Eraser** - Use the eraser to remove an existing annotation.
- e. Color** - Choose the color of your annotation.
- f. Undo** - Undo the most recent annotation.
- g. Redo** - Redo the most recent annotation.
- h. Clear** - Choose to Clear All Drawing, Clear My Drawing, or Clear Other's Drawing.

You can **Enable** and **Disable Attendee Annotation** from the **More** menu.

**Desktop**

The annotation toolbar includes the following tools:

- a. Mouse**: Standard mouse pointer.
- b. Draw**: Tools for drawing lines, rectangles, and circles.
- c. Spotlight**: A red target-like shape for highlighting.
- d. Eraser**: A tool to remove annotations.
- e. Color**: A color palette for selecting annotation colors.
- f. Undo**: Reverses the last action.
- g. Redo**: Reapplies the last action.
- h. Clear**: Removes all annotations.

The **More** menu includes:

- Manage Participants
- Chat
- Invite
- Record
- Disable Attendee Annotation
- Audio Conference
- Hide Video Panel
- Settings
- End Meeting

**Example of Annotation in a Spreadsheet:**

The screenshot shows a spreadsheet with three tables: 'Total Sales by Store', 'Total Sales by Region', and 'Total Sales by Category'. Annotations are shown on the 'Total Sales by Region' table and a pie chart titled 'TOTAL SALES BY CATEGORY'.

Region	Sales
East	\$ 1,718,258
West	\$ 534,389
South	\$ 1,009,268
North	\$ 800,431
<b>Total</b>	<b>\$ 4,162,346</b>

Category	Sales
Automotive	\$ 86,285
Gardening	\$ 52,048
Electronics	\$ 83,026
Jewelry	\$ 93,035
Sporting	\$ 50,016
Houseware	\$ 19,149
Books	\$ 42,247
Games	\$ 18,420

The pie chart 'TOTAL SALES BY CATEGORY' shows the distribution of sales across these categories. Annotations 'b.' and 'c.' are shown on the pie chart and the 'Total Sales by Region' table respectively.

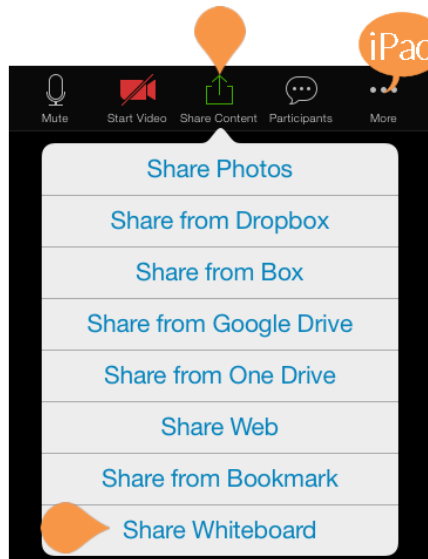
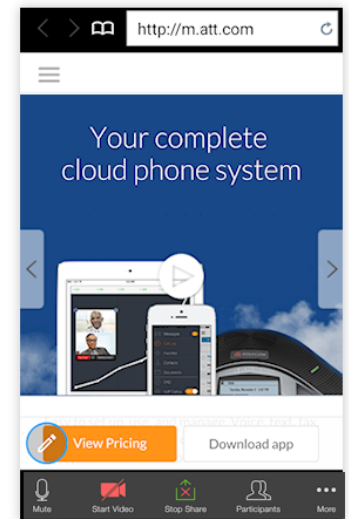
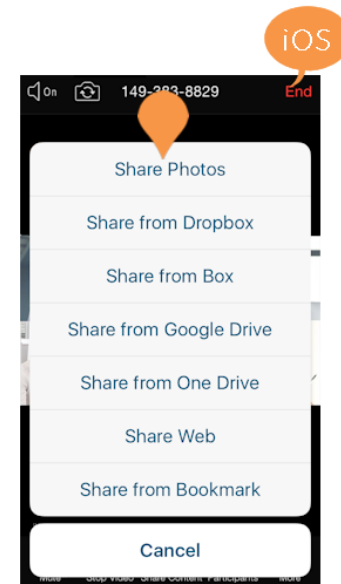
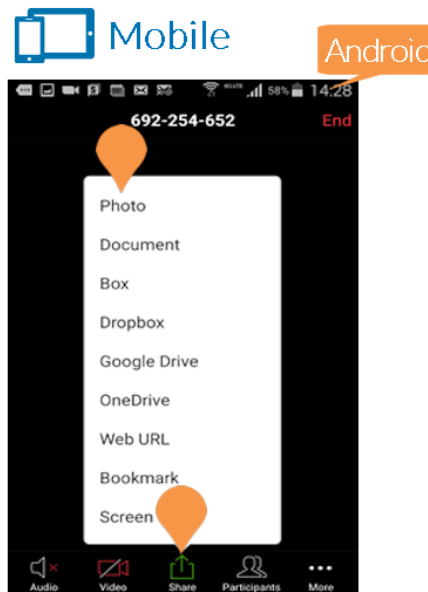


## Mobile Share

When on a mobile device, you have the option to share content along with your screen.

While in an active meeting, tap the screen to bring up the menu. Tap **Share** then tap one of the following options:

- **Photo** - Choose a photo stored on your device to display.
- **Document** - Choose a document stored on your device to display.
- **Dropbox** - Use the Dropbox application on your device to display a file from Dropbox.
- **Box** - Use the Box application on your device to share a file from Box.
- **Google Drive** - Share a file from Google Drive.
- **One Drive** - Share a file from One Drive.
- **Web URL** - Enter a Web URL to display.
- **Bookmark** - Choose one of your bookmarks on your device to display.
- **Whiteboard** - Turn your iPad into a personal whiteboard and share your brainstorm or meetings notes using the Whiteboard feature. While in an active meeting, tap the screen to bring up the menu. Tap **Share** then tap **Whiteboard** to start sharing your whiteboard. You will see a blank page with annotation tools at the bottom of the screen. Tap each tool to use it.



### Mobile Annotation Settings

When sharing from your phone you have the option to annotate directly from your phone. Other meeting participants can co-annotate content shared from iOS devices on their desktops and iOS devices\*.

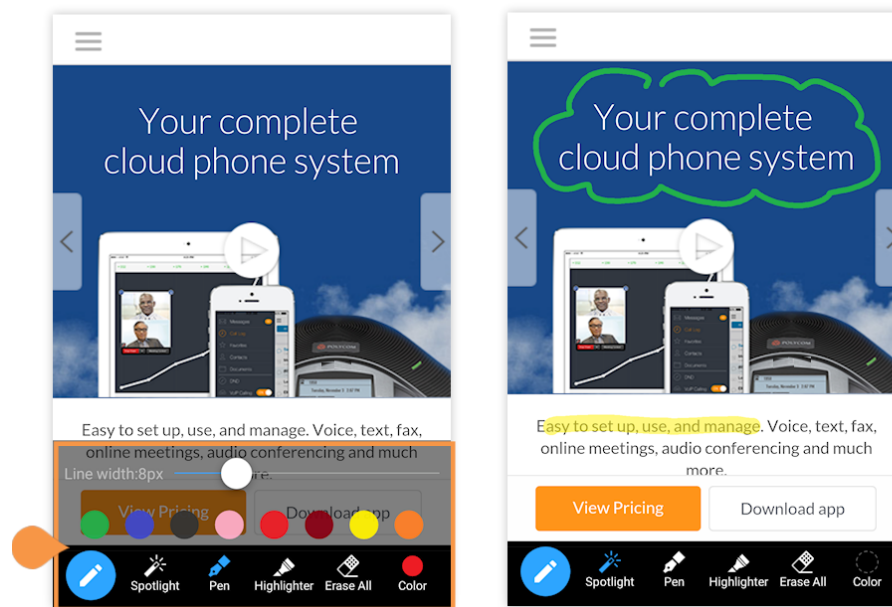
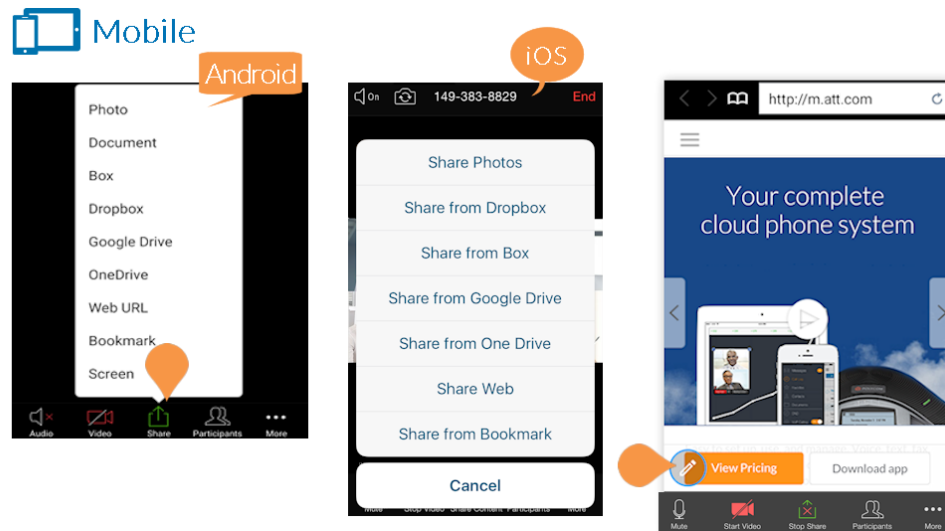
Tap the screen to bring up the menu. Tap **Share** and tap your choice of sharing options.

Once you are sharing, you will see the annotation icon. Tap the annotation icon to start marking up your screen.

The mobile annotation options are:

- **Stop Annot...** - Stop annotating your screen.
- **Spotlight** - Displays a red target-like shape in place of a mouse pointer.
- **Pen** - Mark up your screen as you share to your participants.
- **Highlighter** - Highlight text or mark up your screen with a semi-transparent color.
- **Erase All** - Click **Erase All** to remove all markup on your phone's screen.
- **Color** - Choose the color of your annotation and stroke width.
- **Stop Share** - Stop sharing your phone's screen and return to the meeting.

\*Co-annotation of content shared from an Android device is unavailable.





## Record Meetings

Office@Hand Meetings can be recorded from the desktop app by clicking the red **Record** button while a meeting is in progress. You can record audio-only meetings, video meetings, and screen share meetings.

Recordings are saved to a folder on the desktop computer when the meeting ends and can be shared with others by forwarding or posting the multimedia file. You can set the file location for your recordings in your settings.

To start recording, click **Record**. This option will change to **Stop Recording** after you have started recording.

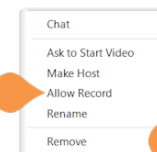
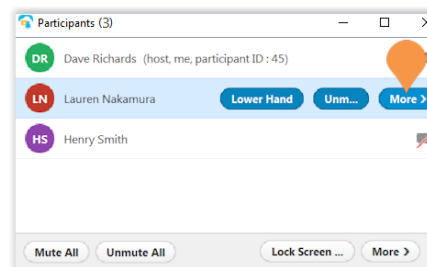
If you are screen sharing, click **More** to bring up more options. To start recording, click **Record**. This option will change to **Stop Recording** once you have started recording.

## Participant Recording

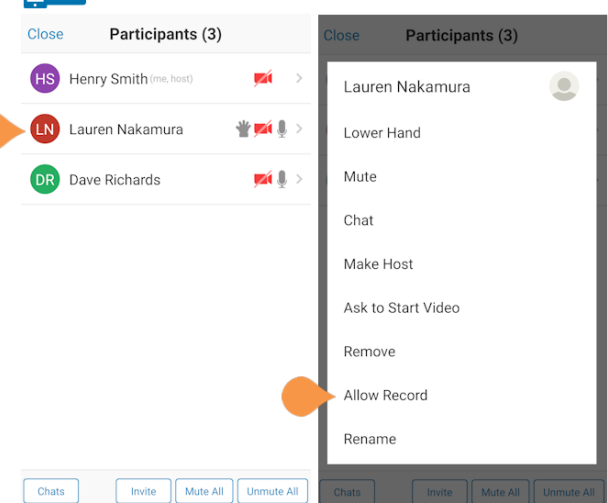
Participants can record a meeting if the Host manually allows them to record. The Host will have to allow each participant to record the meeting from the **Participants** list. The **Host** can click the participant's name, click **More** (if on a desktop), and click **Allow Record**.

The **Allow Record** option changes to **Forbid Record** after allowing so the Host can remove this permission at any time.

### Desktop



### Mobile



## Chat

Chat with other participants during your Office@Hand Meeting. You can choose to chat with all meeting participants or just a select few.

### Desktop:

While in a meeting, click the **Chat** button at the bottom of the Office@Hand Meetings screen.

Click **All** to chat with all participants or click a participant's name from the list to chat privately. Type your message in the text box and hit **Enter** on your keyboard to send your message.

When you receive a message you will see a notification next to the **Chat** button in the bottom menu.

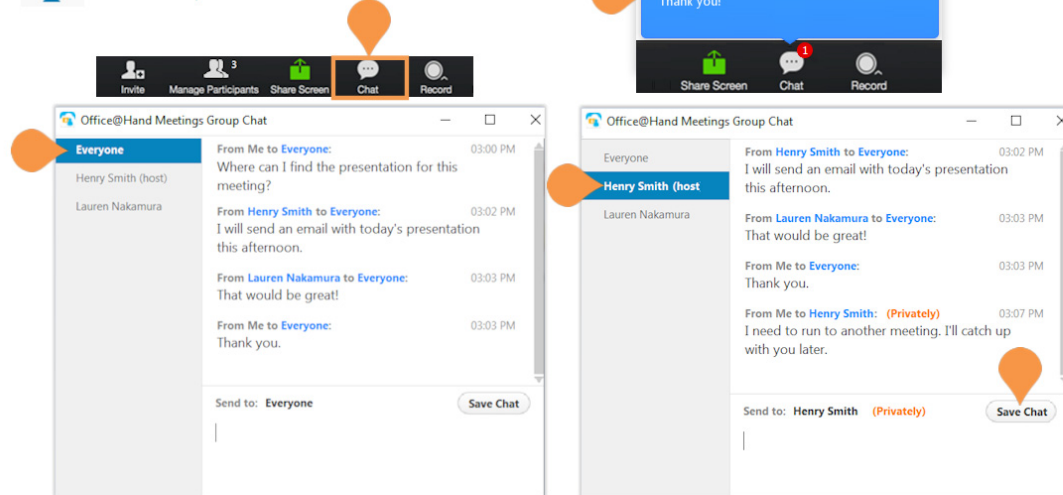
Click **Save Chat** to save a transcript of your conversation.

### Mobile:

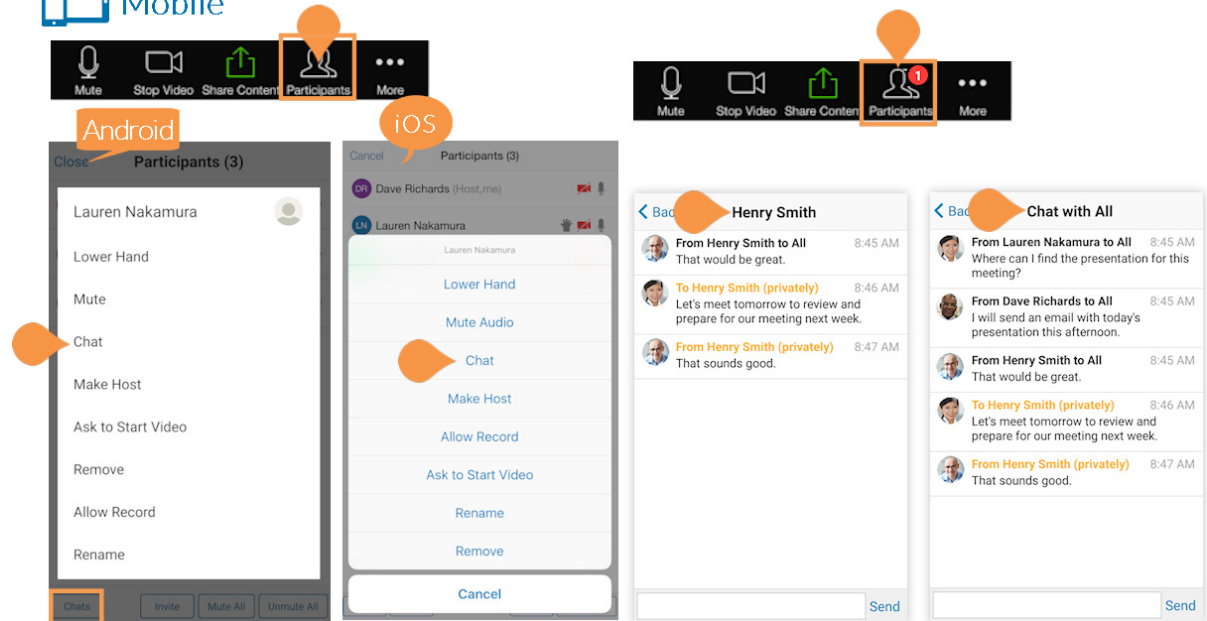
While in a meeting, tap the screen to bring up the menu. Tap **Participants**. Tap **Chat with All** in the upper right corner to chat with all participants or tap a participant's name to chat privately (tap Chat on the pop-up menu to chat if you're the host). Type your message in the text box and tap **Send** to send your message.

When you receive a message, you will see a notification next to the **Participants** button in the bottom menu.

### Desktop



### Mobile



## End a Meeting

As a Host, you will see the option to end a meeting. Ending a meeting will end the meeting for all participants. All participants will be disconnected once a meeting has been ended. If you'd like to leave a meeting, you'll need to assign another participant as the Host before you do so. Once you are no longer the host, you will see the option to leave the meeting rather than end the meeting.

Desktop:

Click **End Meeting** to end the meeting for all participants.

Mobile:

Tap the screen to bring up the menu. Tap **End** to end the meeting for all participants.

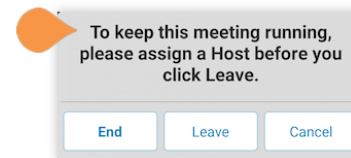
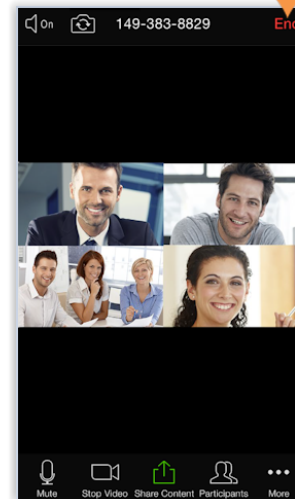
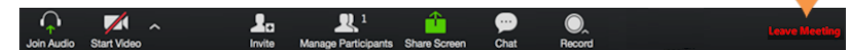
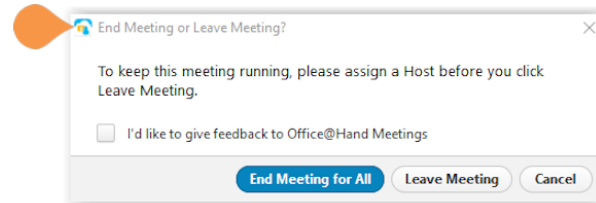
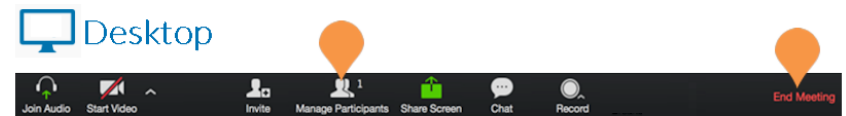
## Leave a Meeting

Desktop:

Click **Leave Meeting** in the right corner of the bottom menu bar.

Mobile:

Tap the screen to bring up the menu. Tap **Leave** to leave the meeting.



## Office@Hand Plugin for Microsoft Outlook

Office@Hand Meetings directly integrates into Outlook to allow you to schedule or start an online meeting. When you schedule an online meeting within Outlook, the meeting is automatically synchronized with the Office@Hand Meetings app. You can instantly launch an online meeting from Outlook.

### Schedule an Online Meeting from Outlook

You can schedule an Office@Hand Meeting from Outlook. Prerequisites:

- Mac: Outlook 2011 14.4.x or later, OS X® 10.6 or later
- Windows: Outlook 2010 or later, Windows 7 or later

To schedule a meeting from the Outlook main window:

1. Select **Schedule a Meeting** in the Outlook main window.
2. Select the Office@Hand meeting details, and click **Continue**.
3. The Outlook meeting populates with the Meetings information.
4. Send the meeting invitation from Outlook.
5. The meeting shows up in both Outlook and Office@Hand Meetings.

To schedule a meeting from a scheduled appointment:

1. In a scheduled appointment, click **Schedule Office@Hand Meeting**.
2. In the Office@Hand Meetings client, click **Schedule**.
3. Select the Office@Hand meeting details, and click **Schedule**.
4. The Outlook meeting populates with the Meetings information.
5. Send the meeting invitation from Outlook.
6. The meeting shows up in both Outlook and Office@Hand Meetings.

NOTE: When an Office@Hand meeting is canceled from the Outlook calendar, it is automatically removed from the Office@Hand Meetings app. However, if the meeting is deleted from Office@Hand Meetings, the change will not impact the Outlook calendar.

The image is a composite of five screenshots illustrating the process of scheduling a meeting from Outlook to the Office@Hand Meetings app. The screenshots are numbered 1 through 5 with orange callout bubbles.

- Screenshot 1:** Shows the Outlook ribbon with the 'Schedule a Meeting' button highlighted under the 'Send / Receive' tab.
- Screenshot 2:** Shows the 'Office@Hand Meetings - Schedule a Meeting' dialog box. The 'Continue' button is highlighted.
- Screenshot 3:** Shows an Outlook appointment with the 'Schedule Office@Hand Meeting' button highlighted.
- Screenshot 4:** Shows the Outlook meeting invitation form. The 'Send' button is highlighted.
- Screenshot 5:** Shows the Office@Hand Meetings app interface. The 'Upcoming' tab is selected, and a meeting titled 'Dave Richard's Office@Hand Meeting' is listed.



## Start an Office@Hand Meeting from Outlook

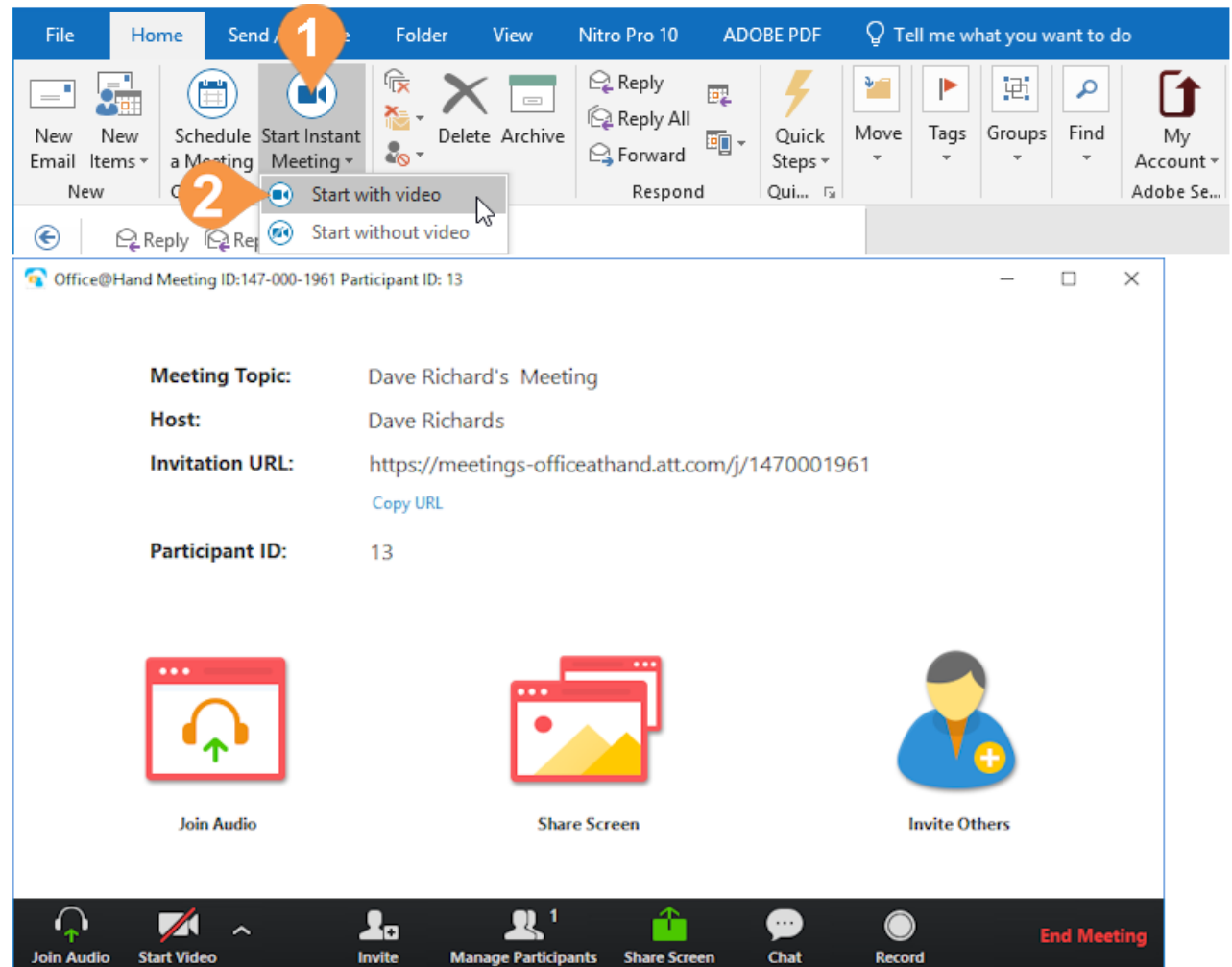
You can instantly launch an Office@Hand meeting from Outlook with or without video:

Prerequisites:

- Mac: Outlook 2011 14.4.x or later, OS X® 10.6 or later
- Windows: Outlook 2010 or later, Windows 7 or later

To launch a meeting:

1. Select the **Start Instant Meeting** icon in the Outlook main window.
2. Select **Start with video** or **Start without video**.
3. The Office@Hand Meetings client launches the meeting.

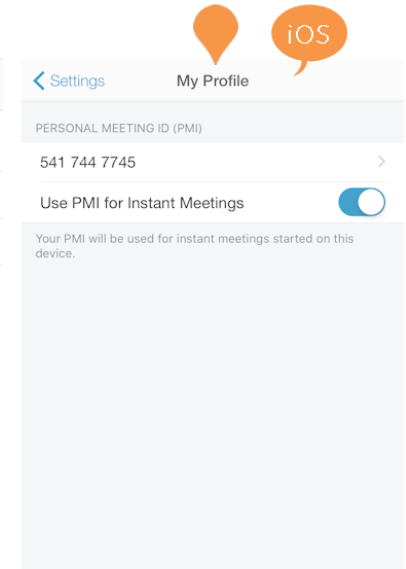
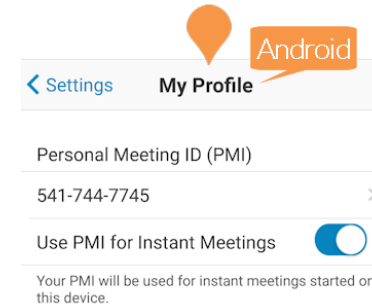
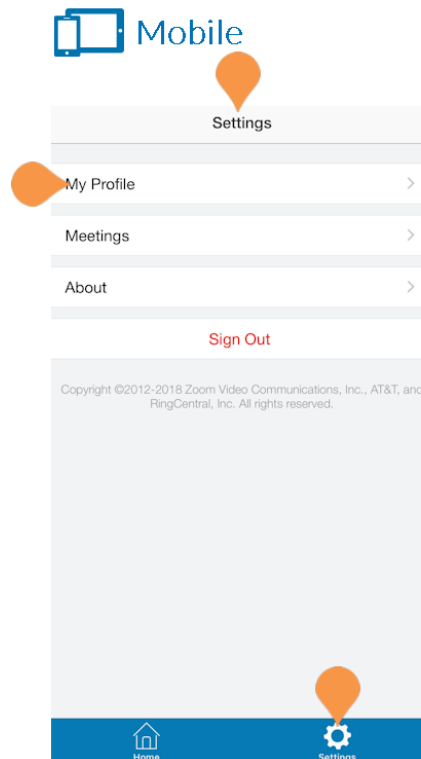


## Mobile Settings

Open the Office@Hand Meetings App on your phone. Tap **Settings**. You will see **Meeting**, **About**, and **Sign Out**.

### My Profile

Tap **My Profile** to view and set up your Personal Meeting ID (PMI). A Personal Meeting ID allows you to set up a meeting ID that is easy for you to remember. Here you can set a custom Personal Meeting ID to use for meetings started on this device.



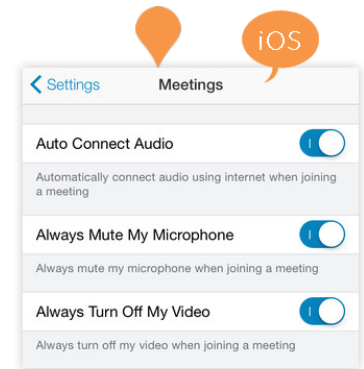
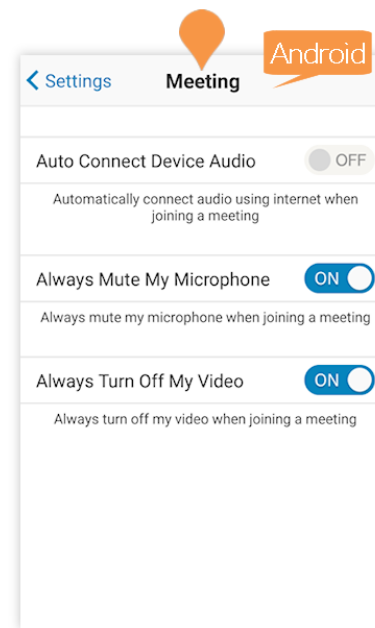
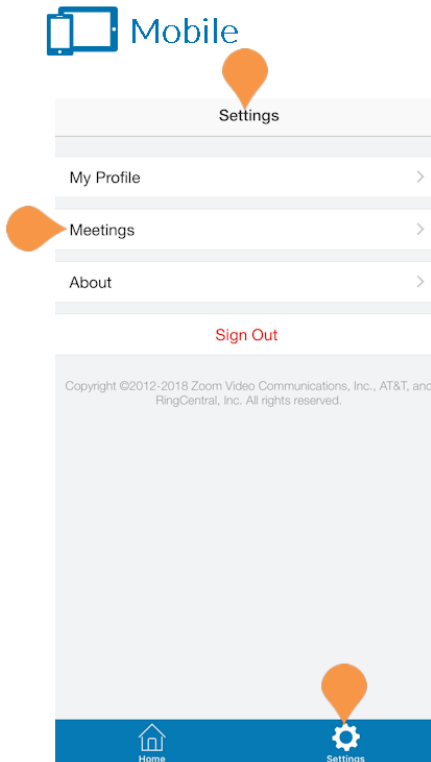


## Meetings

Tap **Meeting** to choose your **Audio**, **Microphone**, and **Video** settings. Here you will decide whether you'd like to connect your phone's audio, mute your microphone, and turn off video by default every time join a meeting from your phone. You can manually change these settings after you have joined a meeting.

Tap the switch **ON** or **OFF** for each of the following settings:

- Auto Connect Device Audio
- Always Mute My Microphone
- Always Turn Off My Video



## About

Tap **About**. You will see the current Version number of your app.

## Version

View the current **Version** of your Office@Hand Meetings app.

**On Android**, tap **Version** to check for an update. If your app is up to date, you will see a message letting you know. If not, you will be prompted to update to the latest version.

## Send Feedback

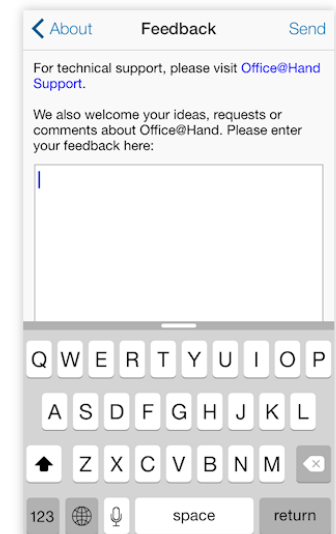
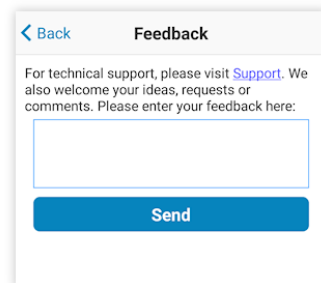
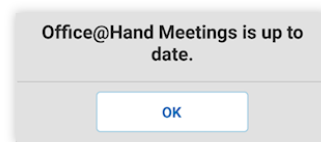
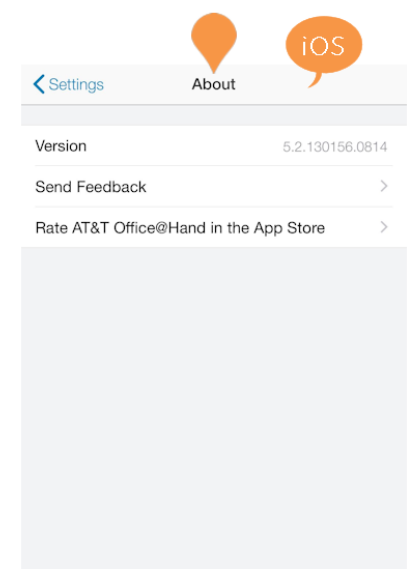
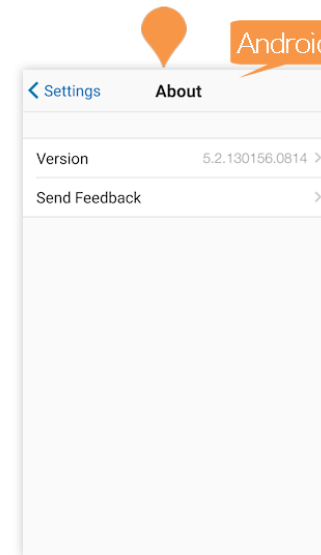
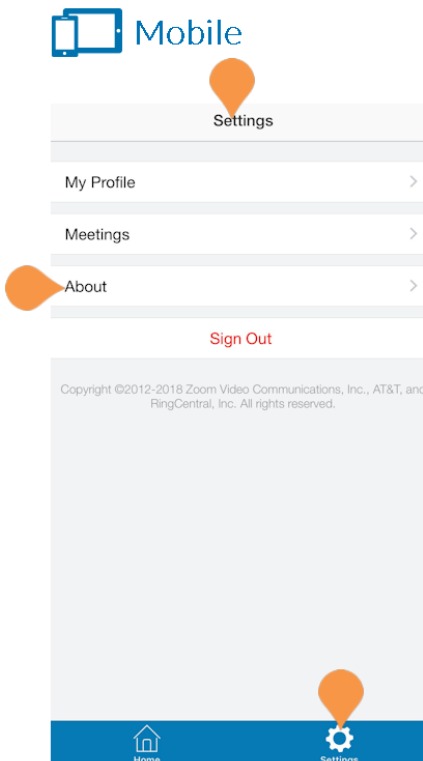
Use the form to send your feedback about the Meetings app to Office@Hand.

## Rate Meetings in the App Store

Visit the App Store to rate your Meetings app.

## Sign Out

Tap **Sign Out** to sign out of the application.



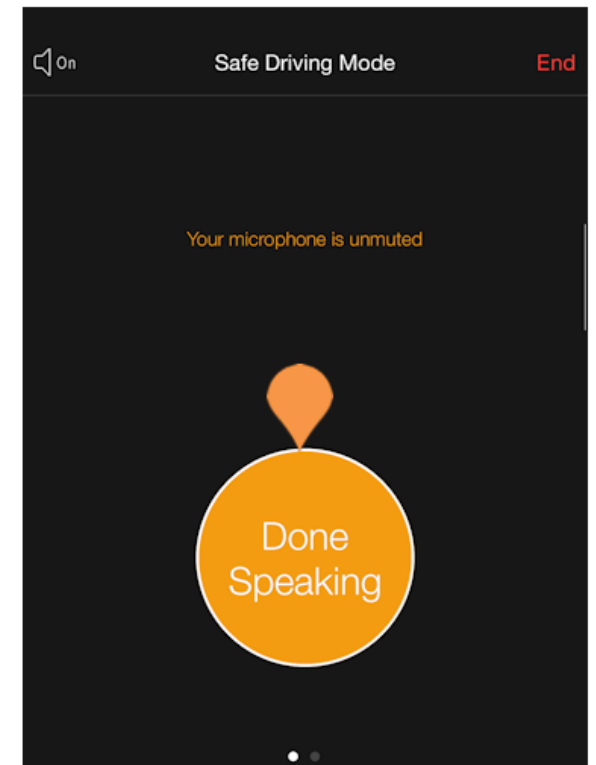
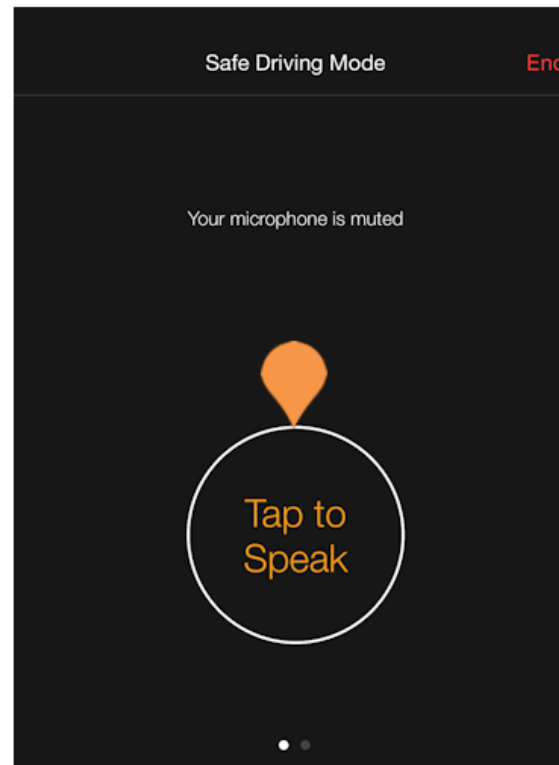
## Safe Driving Mode

If you are often on conference calls and meetings while driving, use Safe Driving Mode for Office@Hand Meetings.

Once you have joined a meeting, swipe right to enable **Safe Driving Mode**. Your video will stop and your microphone will be muted automatically.

Tap the circle in the middle of the screen that says **Tap to Speak** to unmute your phone. The circle will turn orange and say **Done Speaking**.

Click **Done Speaking** when you have finished speaking to mute your phone.



## Desktop Settings

Open Office@Hand Meetings on your desktop. Click **Settings** in the upper right corner. You will see **Settings** for **Audio**, **Video**, **General**, **Feedback**, **Recording**, and **Statistics**. Click one of the categories to see detailed settings.

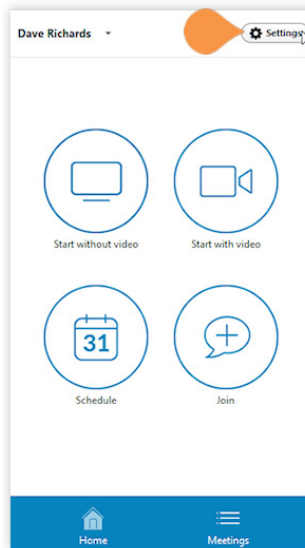
### Mac

Mac users will see **General**, **Audio**, **Video**, **Feedback**, **Record**, and **Statistics**.

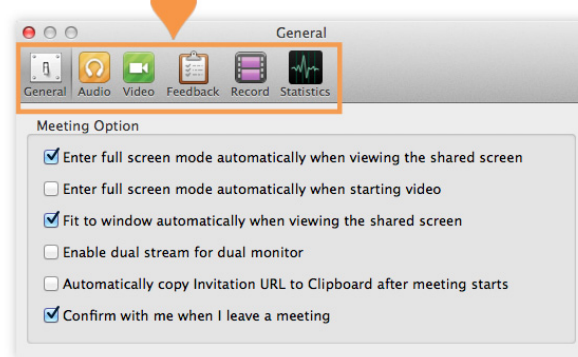
### Windows

Windows users will see **Audio**, **Video**, **General**, **Feedback**, **Recording**, and **Statistics**.

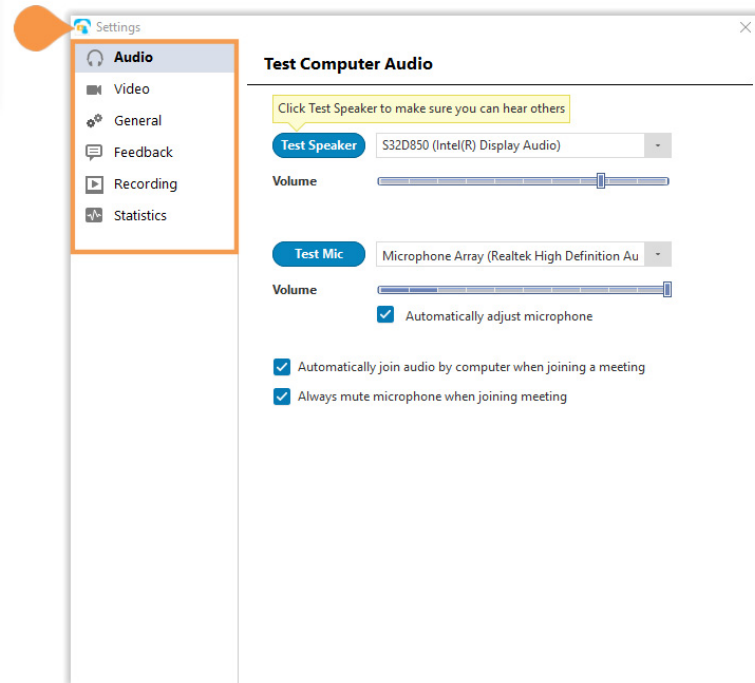
### Desktop



### Mac



### Windows



## General

Windows and Mac users will see different options under **General**.

### Mac

Check the checkbox next to each option if you'd like to turn the option on.

- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Enter full screen automatically when viewing screen shared by others
- Scale to fit my Office@Hand window when viewing screen shared by others
- Automatically copy Invitation URL to Clipboard after meeting starts
- Confirm with me when I leave a meeting

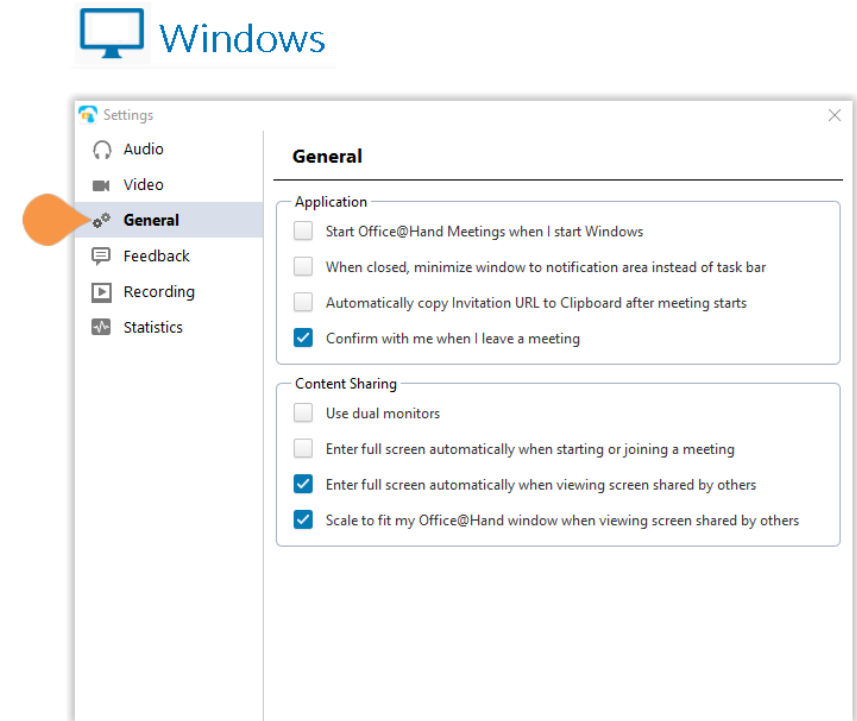
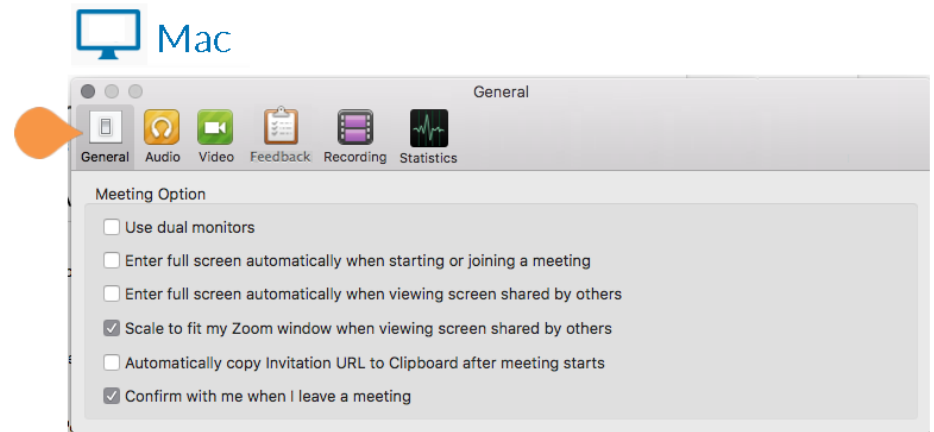
### Windows

Under Application, check the checkboxes next to each item you'd like to set.

- Start Office@Hand Meetings when I start Windows
- When closed, minimize window to notification area instead of task bar
- Automatically copy Invitation URL to Clipboard after meeting starts
- Confirm with me when I leave a meeting

Under Content Sharing, check the checkboxes next to each item you'd like to set.

- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Enter full screen automatically when viewing screen shared by others
- Scale to fit my Office@Hand window when viewing screen shared by others



## Audio

Test your **Speaker** and **Microphone** to ensure good quality for meetings. Use the slider to adjust the volume levels as necessary. If you have additional devices connected to your desktop, use the drop-down menus to choose which speakers and microphone you'd like to use for meetings.

You can set the following options:

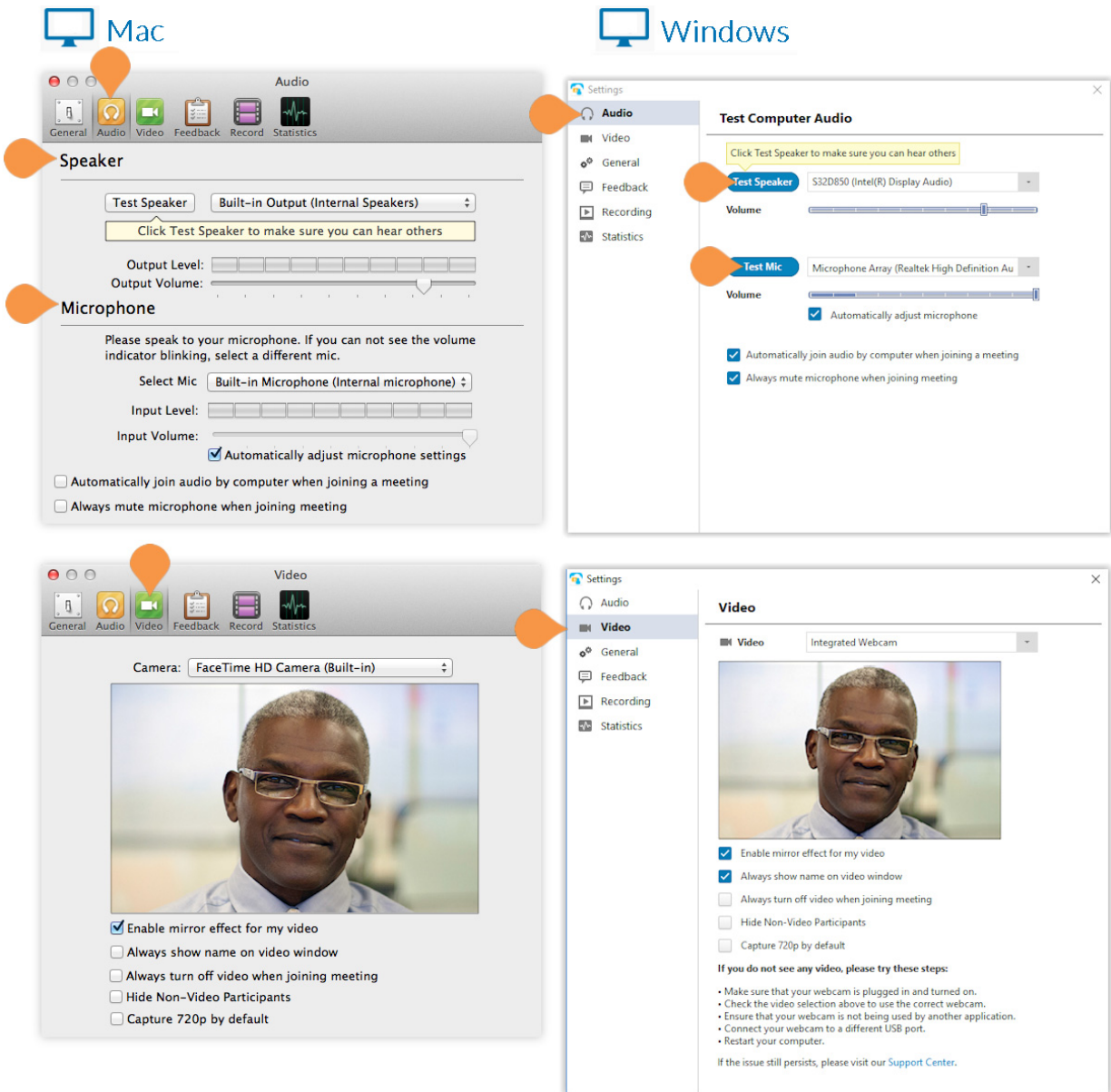
- Automatically adjust microphone,
- Automatically join audio by computer when joining a meeting
- Always mute microphone when joining meeting

## Video

See a preview of what your **Video** looks like to ensure good quality for meetings. Use the drop-down menu to choose which webcam you'd like to use if you have more than one connected to your desktop.

You can set the following options:

- Enable mirror effect for my video
- Always show name on video window
- Always turn off video when joining meeting
- Hide Non-Video Participants
- Capture 720p by default



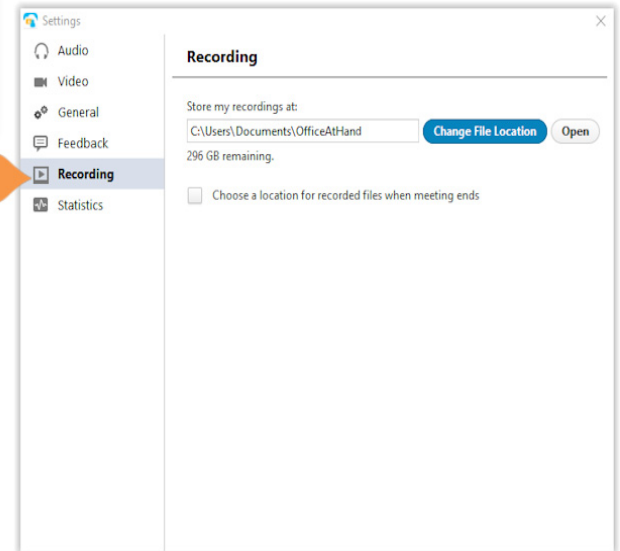
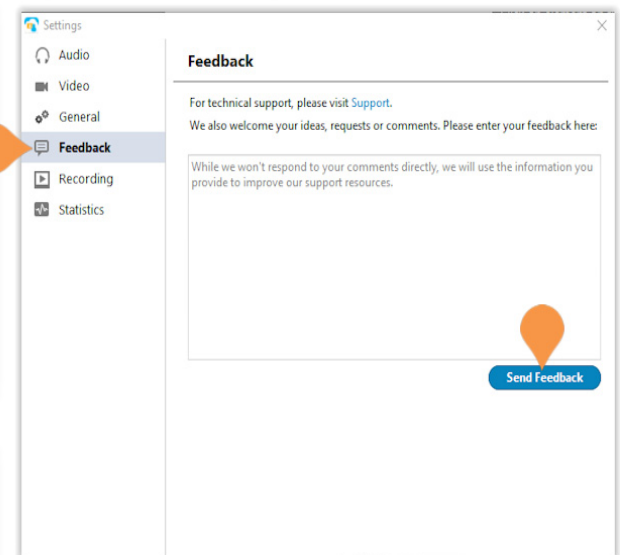
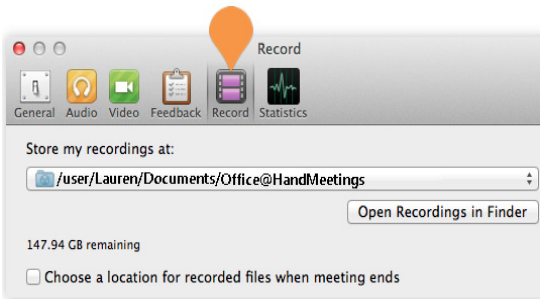
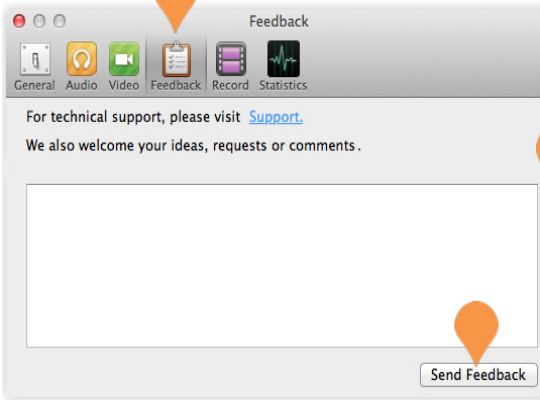


## Feedback

Office@Hand welcomes your ideas, requests, and comments. Please share them with us using the Feedback option in Settings. Enter your message into the text field and click **Send Feedback**.

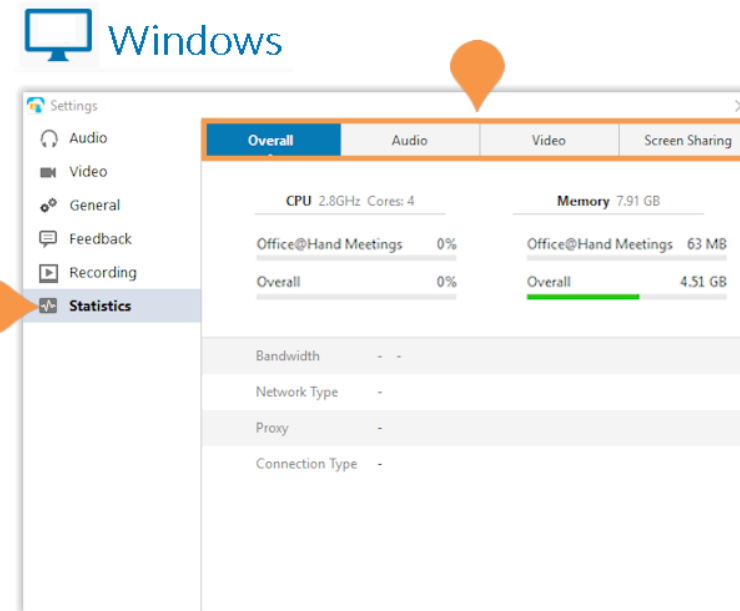
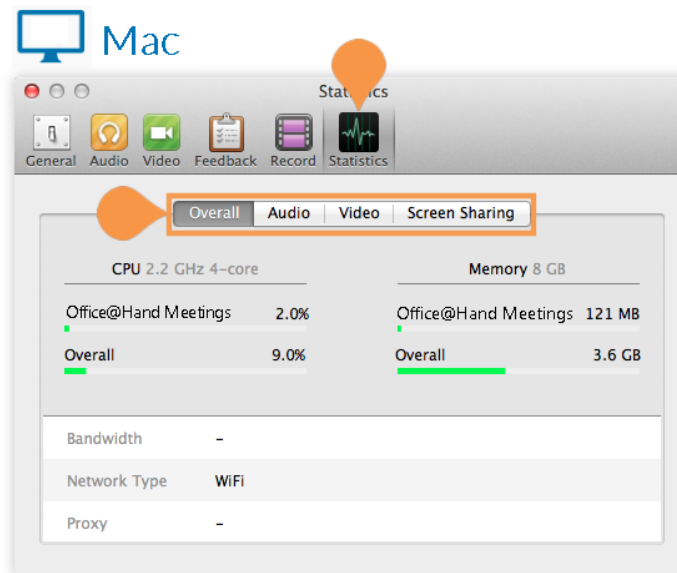
## Recording

Choose where you'd like to save your recorded meetings. To choose a location click **Change File Location**. To open the current location and view any existing recorded meetings click **Open**. To choose a location each time you record a meeting, check **Choose a location for recorded files when meeting ends**.



## Statistics

View your **Overall**, **Audio**, **Video**, and **Screen Sharing** statistics. Click the tab for each category at the top of the screen to see more details.



## User Options

On the home screen of your desktop app, click on the down arrow next to your name to see more options. You will see the following:

### Personal Meeting ID

View or set up your Personal Meeting ID which is an easy to remember ID for your meetings. Select whether to use your Personal Meeting ID for instant meetings started on this device.

### Check for updates

View the current version of your Office@Hand Meetings app. The pop-up window will let you know if your app is up to date or if a newer version is available to download and install.

### Help

Click **Help** to be taken to the Office@Hand Customer Support Center to get access to helpful articles.

### Log Out

Click **Log Out** to log out of the Office@Hand Meetings app.

### Exit

Click Exit to exit the Office@Hand Meetings app.

