

# User Guide for EasyConnect HD

## Joining & Scheduling Meetings

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**NOTE:** Please *DO NOT* click on meeting links in email invitations.

## **JOINING A MEETING ON YOUR COMPUTER**

*Now there are two easy ways to join a meeting!*

### **Outlook Calendar Invitation**

*Open the calendar invitation you received and follow the instructions:*

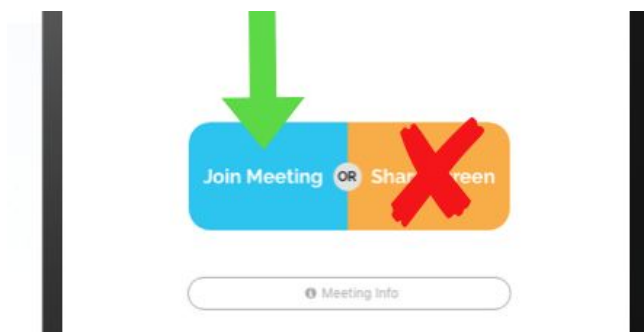
1. Copy the meeting link that is provided in the invitation
2. Open a browser **OUTSIDE** of Citrix
3. Paste the meeting link into the address bar and hit enter

OR

### **Join Meeting Using Portal**

*Open the Life Enriching Communities meeting portal in a browser outside Citrix*

1. Open a web browser **OUTSIDE** of Citrix
2. Enter the meeting portal website URL
  - a. <https://pacn.easyconnecthdportal.com/>
3. Navigate to the meeting room button (where the meeting is taking place) and simply **CLICK** that button to join the meeting room



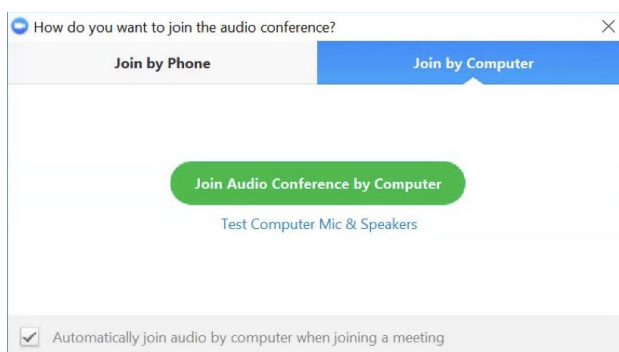
## CONNECTING TO AUDIO

*You can connect to the audio portion of the meeting using your computer or dialing in by phone.*

### Using Computer Audio **(Preferred Method)**

After you join you will see a prompt where you can click the green button to join the audio by computer.

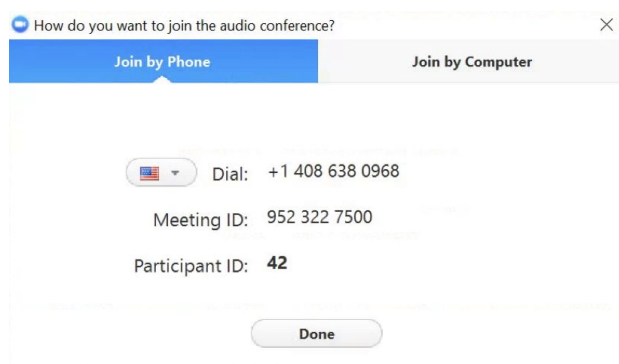
*(Make sure your computer speakers are turned on and the volume is up!)*



# OR

### Calling Into Audio By Phone

If you are calling in by phone, simply CLICK the phone tab on the left. Dial the number provided and enter the Meeting ID and Participant ID when prompted.



*(The phone number and Meeting ID is also provided in the meeting invitation you received)*

### **CALLING INTO MEETING BY PHONE ONLY**

*If you aren't able to join a meeting with your computer, you can still call into the audio portion of the meeting using your phone.*

### **OPEN OUTLOOK CALENDAR INVITATION**

*These instructions should be included in the meeting invitation you have received.*

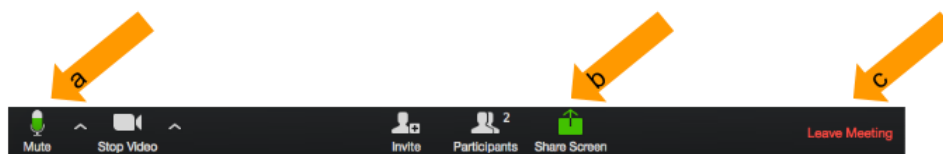
1. Open the meeting invitation in Outlook
2. Call 1-(646)-558-8656
3. When prompted, enter the "MEETING ID" *(Provided in the invitation)*
4. When prompted to enter a "Participant ID"
  - Press # - To skip

*If you have not received an invitation with the meeting info please contact the meeting organizer.*

## **MEETING CONTROLS**

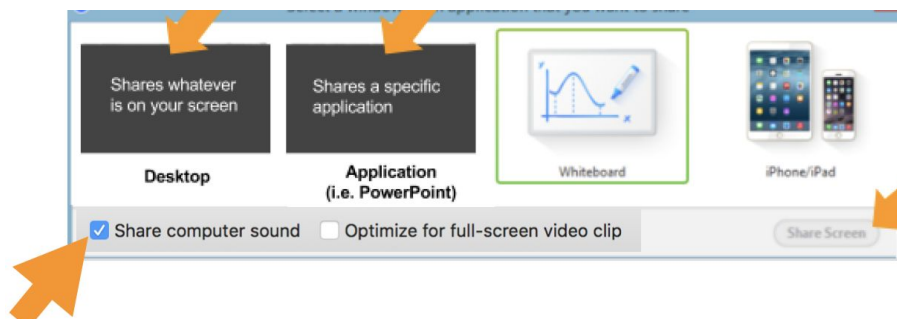
*You are now in the video meeting and can use the following controls*

- a) Click this icon to mute your microphone
- b) Click this icon to share your screen
- c) Click “Leave Meeting” to exit meeting



## **Screen Sharing From Your Computer**

1. Choose to share your entire desktop OR select a specific application to share.
2. After you select what you want to share click the “Share Screen” button
3. Check the box to share computer sound if you plan to share a video or audio clip



## **SCHEDULING A MEETING**

*The following instructions are for the meeting “Organizer” who wishes to schedule the meeting and send the information to the participants.*

***NOTE: If you are using your own dedicated Virtual Meeting Room you do not have to reserve that as a Resource in Outlook.***

### **1) Reserve Meeting Room as Resource in Outlook**

*(Ex. “Virtual Meeting Room #1”)*

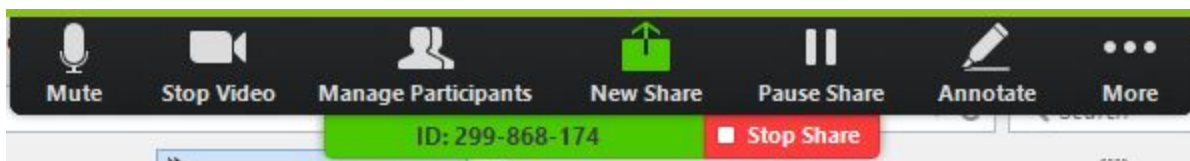
- Click the “rooms” button and it will bring up the list of room options.
- Select the room and then click the rooms button on the bottom left, click ok.

### **2) Once meeting room has been selected**

- Navigate to the portal and select the meeting info matching the meeting room you are using.
- Copy and Paste the meeting info into your outlook invite.
- 

### **3) Send to participants**

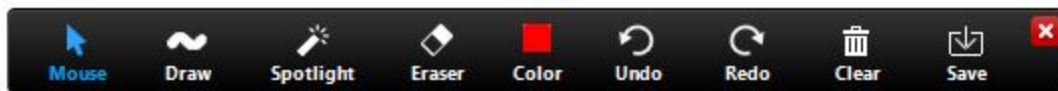
## **SCREEN SHARE MENU**



|                           |                                                                                                            |
|---------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Pause</b>              | Pause your current screen share                                                                            |
| <b>Share a New Window</b> | Select a new window to share                                                                               |
| <b>Annotate</b>           | Use screen share tools for drawing, pointer, etc.                                                          |
| <b>Remote Control</b>     | Allow participant to control your keyboard and mouse                                                       |
| <b>More</b>               | Toolbar options ( <i>in-meeting options such as - Participants, Chat, Invite, Hide video panel etc..</i> ) |

## **ANNOTATIONS**

During your Screen share you will have the option of using several features. By moving your mouse cursor to the top of the screen to open the drop-down menu and select "Annotate" -



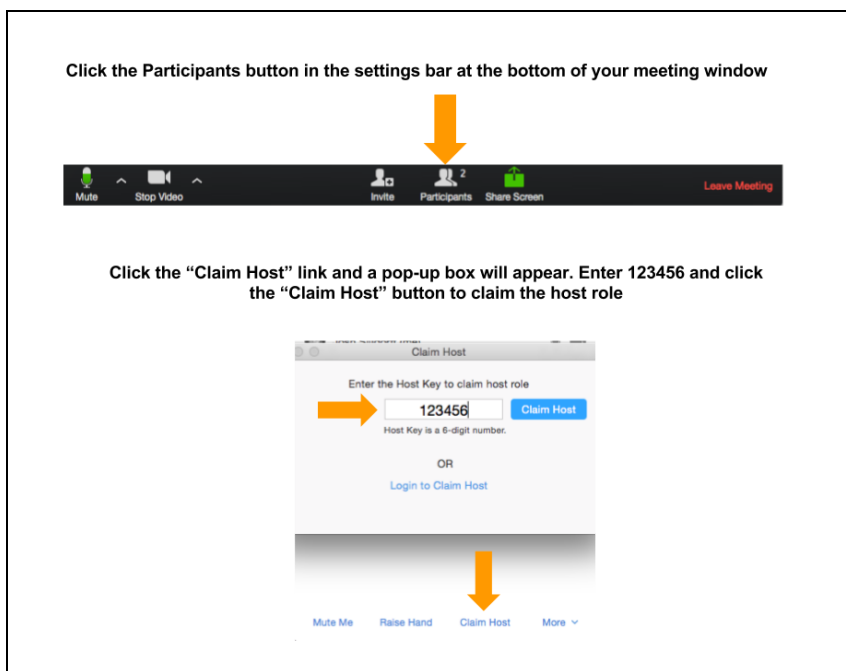
**Save:** This feature allows you to instantly save all annotations on the screen as a screenshot. The screenshot is saved to default meeting folder along with the recording of the meeting.

## **ADVANCED MEETING CONTROLS**

*Advanced meeting controls are available for meeting “Hosts” and “Co-Hosts” only.*

### **Claim Host**

1. Click the “Participants” button
2. Click “Claim Host” in the participants panel
3. Enter Host Key “**414216**”
4. Click “Claim Host”
5. You are now the Host of the meeting until the meeting ends or you make someone else host.

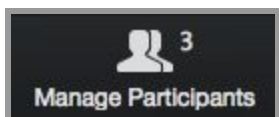




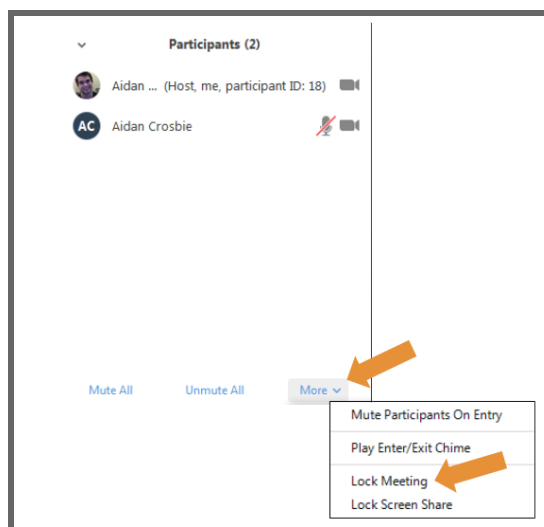
## **Lock A Meeting**

*This feature allows the meeting host to prevent additional participants from being able to join a meeting that is in progress.*

**1.)** While in a meeting as the Host, move the cursor to bring up the In-Meeting Controls and click on the **Manage Participants** icon



**2.)** The Participants panel will open and you will click the **More** button (see image below)  
Which will allow you to select **Lock Meeting** from the menu



**3.)** You can Unlock the meeting by following the same steps above and selecting **Unlock Meeting** from the menu