

CrexConnexe

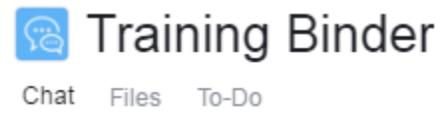
CrexConnexe, powered by Moxtra, is a collaborative office tool that helps facilitate communication amongst employees and customers across multiple platforms. CrexConnexe has many features, notably:

- Video conference/Webinar hosting
- Remote screen share capabilities
- Direct/group messaging and file sharing
- Ability to communicate internally and externally

Timeline

The timeline is the main communications hub of CrexConnexe. Each conversation/thread is known as a binder, which has 3 parts to it:

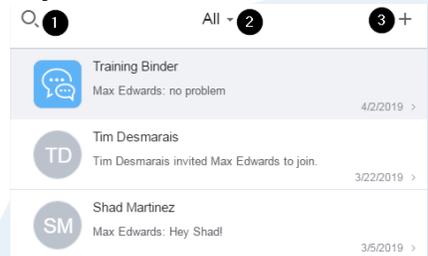
- Chat
- Files
- To-Do



Chat is where a user can communicate with one (direct message) or more users (group conversation), as well as share files and create to-do lists.

Files will list of each file that has been sent over chat. Files can be further sub-divided and organized into folders, thus making it easier to navigate the Files section.

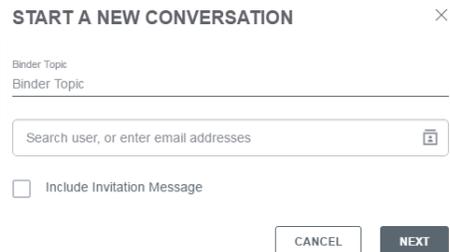
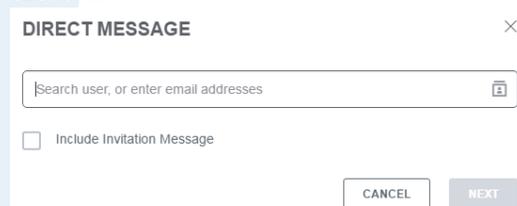
To-Do is where any to-do list items for that binder will be listed. To-do items can be added by anyone within a binder, and can be completed by anyone within a binder.



1. Search bar.
2. Binder category being displayed.
3. Create a binder, options are: Group Conversation, Direct Message, and Meet Now.

Group Conversation: Binder that includes 3 or more users. Binder topic will be the name of the binder, invitation message is sent with the binder invite.

Direct Message: 2 user binder. Invitation message is the introductory message accompanying the binder when first created.



Meet Now: Starts a meeting session. This will be covered in more detail in the **Meet** section.

Highlights

Mentions

Bookmarks

My To-Dos

Other To-Dos

Highlights will show any messages that the user is specifically mentioned in, messages bookmarked by the user, and to-do lists the user is involved with. A direct mention looks like “@+username.” Bookmarks allows a user to “bookmark” specific messages within a binder, for quick reference later on. Both My and Other To-Do’s will list any to-do list that the user has created (My To-Dos), or ones created by others that the user is included in (Other To-Dos).

Categories

List of Categories

+ New Category

☰ Manage Categories

All

Training Documentation

Categories allows for further organization of binders, such as “Training Documentation” or “Customer Service Documentation.” Users can add new categories, and then use manage to further organize/classify any new binders. Clicking a category name will only show the binders associated with that category, whereas **All** will show every binder regardless of category.

Contacts

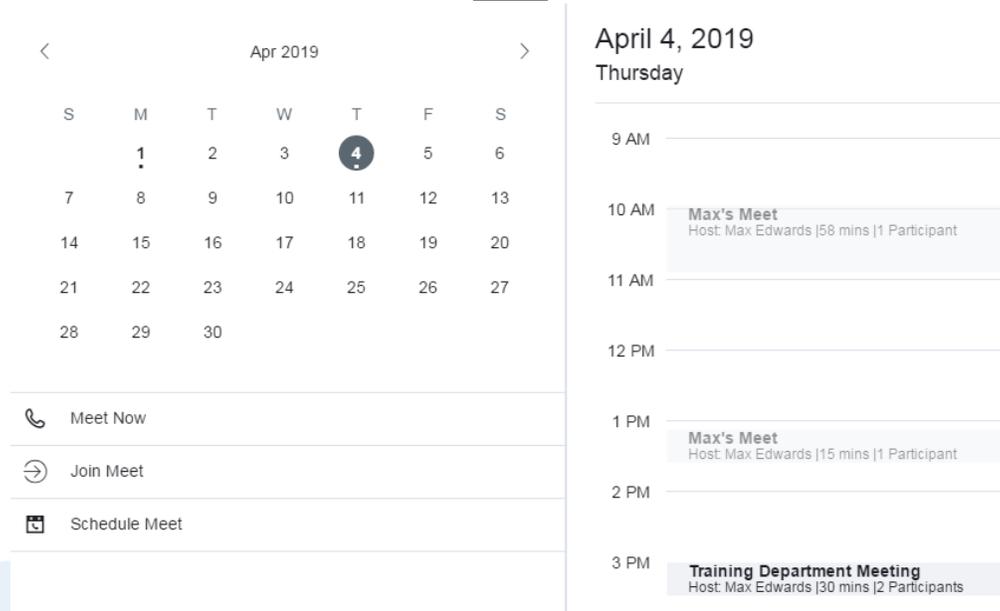
The contacts page lists 3 different types of contacts: **teams**, **enterprise contacts**, and **personal contacts**. Teams can be created and edited within the contacts page. Enterprise level contacts lists every user on the company account. Personal contacts will list anyone that the user has come in direct (or indirect) contact with via binders or meetings.

▶ MY TEAMS (1)

▶ CREXENDO, INC. (104)

▶ CONTACTS (37)

Meet



The screenshot shows the 'Meet' interface. On the left is a calendar for April 2019. The date April 4th is highlighted with a bold '4' and a dot below it. Below the calendar are three buttons: 'Meet Now', 'Join Meet', and 'Schedule Meet'. On the right is a 'daily schedule' for Thursday, April 4, 2019. It shows a timeline from 9 AM to 3 PM. Meetings are listed as follows: 'Max's Meet' at 10 AM (Host: Max Edwards | 58 mins | 1 Participant), 'Max's Meet' at 1 PM (Host: Max Edwards | 15 mins | 1 Participant), and 'Training Department Meeting' at 3 PM (Host: Max Edwards | 30 mins | 2 Participants). Meetings that have occurred in the past are shown as translucent events, while upcoming meetings are shown as opaque.

The **Meet** section is where meetings can be started or scheduled. There is a calendar that distinguishes dates that meetings are scheduled for (number bolded, dot added below), as well as a “daily schedule.” The “daily schedule” will show meetings that have occurred in the past as translucent events, upcoming meetings are opaque.

Meet Now: This will open up the following window, and ask for a meeting name. CrexConnex always suggests the following meeting name by default “User’s Name+Meet”.



The 'START MEET' dialog box has a close button (X) in the top right corner. It contains a 'Meet Title' field with the text 'Max's Meet' entered. At the bottom, there are two buttons: 'CANCEL' and 'START MEET'.

Join Meet: This allows a user to join an ongoing meeting. The only information needed is the Meet ID. Meet ID's are always in the following format: ### ## #, with each # being replaced by a number.

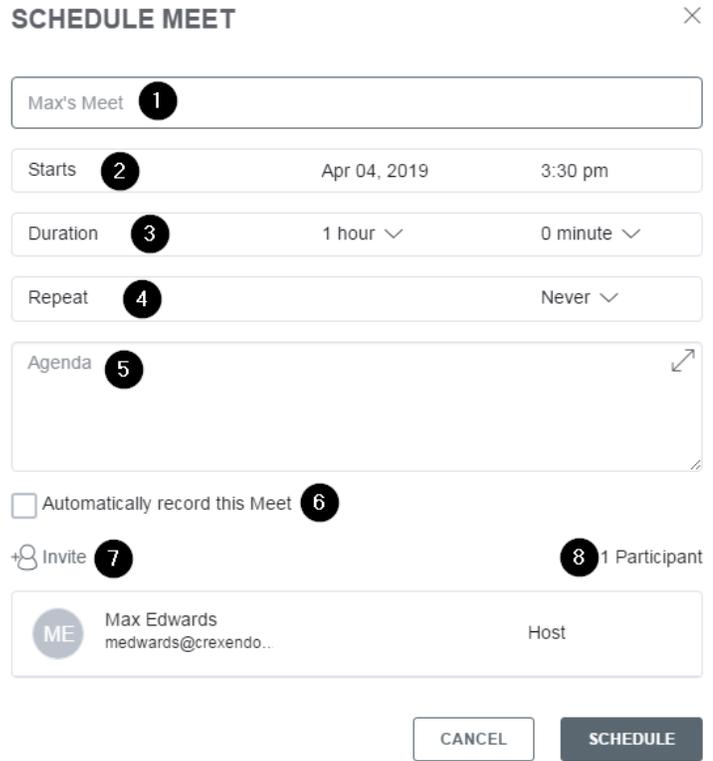


The 'JOIN MEET' dialog box has a close button (X) in the top right corner. It contains a 'Meet ID' field with the text 'Enter Meet ID' entered. At the bottom, there are two buttons: 'CANCEL' and 'JOIN'.

Schedule Meet: There are multiple components to scheduling a meeting, as evidenced by the numbered screenshot.

1. Meeting Name.
2. Start date and time.
3. Meeting duration.
4. Meetings can be repeated daily, weekly, and monthly.
5. Meeting agenda.
6. Automatically records on meeting start.
7. Invite additional users icon.
8. Number of participants.

Once the meeting is scheduled, every user who is invited will receive an email with the meeting information, as well as an .ics attachment, which will add the information to your calendar, and with Outlook it gives the additional option of allowing a user to “accept” and let the organizer know that they can make it. If adding the event to your calendar, a link to the meeting is included, as well as dial in information (if using a phone to dial in for audio).



SCHEDULE MEET ✕

Max's Meet **1**

Starts **2** Apr 04, 2019 3:30 pm

Duration **3** 1 hour ▾ 0 minute ▾

Repeat **4** Never ▾

Agenda **5**

Automatically record this Meet **6**

+ Invite **7** **8** 1 Participant

ME Max Edwards medwards@crexendo... Host

Meeting Screen

CrexConnexe Meetings creates a conference bridge to be used by participants once the meeting begins. When a user joins, the **JOIN AUDIO** window pops up. If phone is selected, a dial in number, Meet ID, and participant number will be displayed. Call the number and follow the prompts. If Internet Audio is chosen, CrexConnexe will use whatever speakers, headset, microphone is available. If there is no microphone attached to the computer, then the user will only be able to listen in, not speak. Once the audio portion is settled, the main meeting page will be displayed. The middle section displays meeting information.





Training Department Meeting

April 4, 2019 3:21 PM

Host: Max Edwards
Meet ID: 384524463
Invitation URL: <https://www.moxtra.com/384524463> [Copy URL](#)

The top right hand side of the screen will list the different meeting actions/functions that can be used by the host and presenter:



Share Screen Share File Participants Start Record Start Video Join Audio **END**

Share Screen: Allows a user to share their screen with every participant.

Share File: Allows a user to present files to participants.

Participants: Clicking this will toggle the participant window below this bar.

Start Record: Starts the recording function for the meeting.

Start Video: Turns on and displays webcam to each participant.

Join Audio: Switch to internet audio, or display call in information.

End/Leave: This button displays end if you are the host, it will display leave if you are just a participant. Only the host has the power to end meetings.

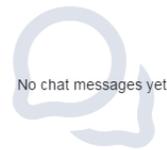
The last aspect of a meeting is the chat feature. The chat window will appear for everyone in the meeting, and is an avenue for people to communicate without speaking.

Participants

ME Max Edwards
Host | Presenter | me

INVITED

M EXT [REDACTED]@gmail.com



Powered by
moxtra

Send message...



 **Max's Meet**
By Max Edwards Apr 4, 3:17 pm

 Apr 04, 2019 3:17 pm - 3:21 pm (4 mins)
Add to your calendar (iCal)

 <https://www.moxtra.com/970539970>

 Max's Meet.mp4  

 **Participants** 

Delete Meet

Recordings

If a meeting is recorded, it will process and become available shortly after the meeting ends. To access the recording, go to the daily schedule and click on the entry for the meeting that was just recorded, and a new section will pop up on the right hand side. Click on the name of the meeting, or the little play icon to play the recording within CrexConnexe (a new window will popup).