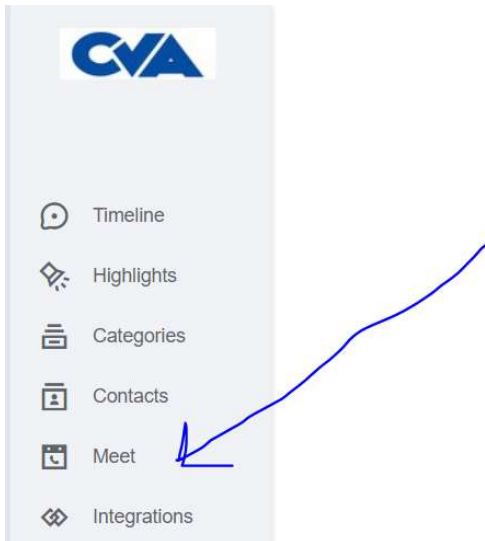


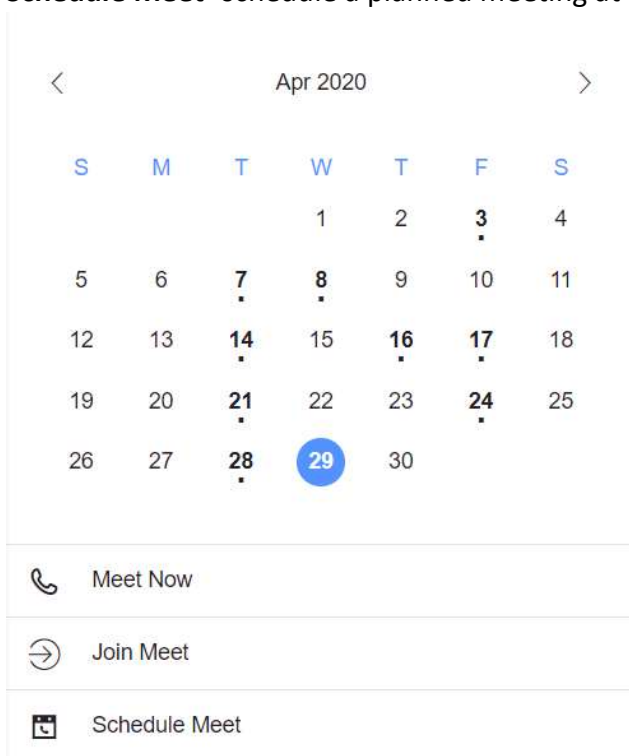
Moxtra Meet User Guide

Scheduling a Meeting

- 1) Sign in to Moxtra at www.motxra.com
- 2) Click on the **Meet** tab on the left-hand side of the screen



- 3) On the meet tab you will have 3 options
 - a. **Meet Now**-starts a meeting instantly
 - b. **Join meet**- join a meeting with a meeting code sent to you from another user
 - c. **Schedule Meet**- schedule a planned meeting at a certain time and invite participants.



4) If scheduling a meeting, click on schedule meet and enter your meeting details

The screenshot shows a 'SCHEDULE MEET' form with the following fields and annotations:

- Name of your meeting:** A text input field containing 'Test Meeting'.
- Starts:** A date and time field set to 'Apr 29, 2020' at '2:00 pm'.
- Duration:** A dropdown menu set to '1 hour' and '0 minute'.
- Repeat:** A dropdown menu set to 'Never'.
- Invite people by email here:** A large text area with the placeholder 'Enter Agenda information here'.
- Automatically record this Meet:** An unchecked checkbox.
- Invite:** A button with a plus icon and the text 'Invite'.
- 1 Participant:** A label indicating the number of invited participants.
- Participant List:** A list showing 'Curtis Mason' (cmason@charitonvall...) as the 'Host'.
- Buttons:** 'Cancel' and 'Schedule' buttons at the bottom.

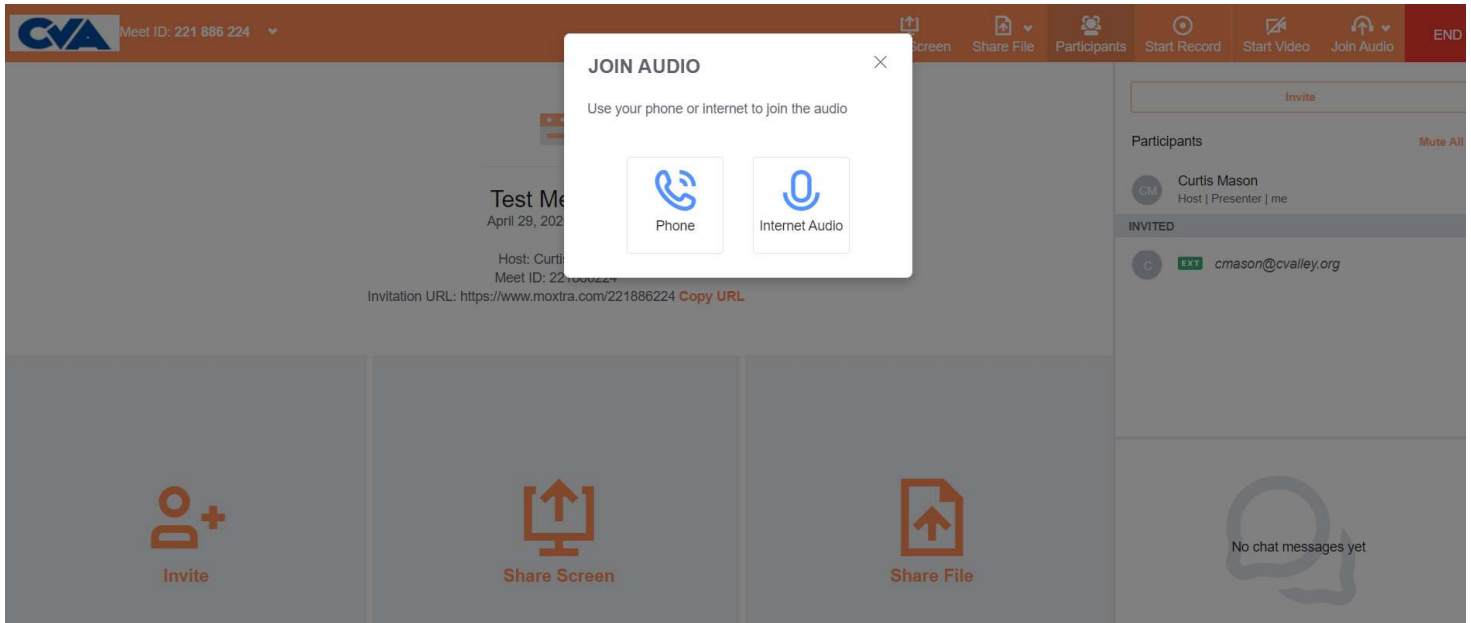
5) Click Schedule, and your meeting will be scheduled and invites be sent out to people you invited by email

Starting a scheduled Meeting

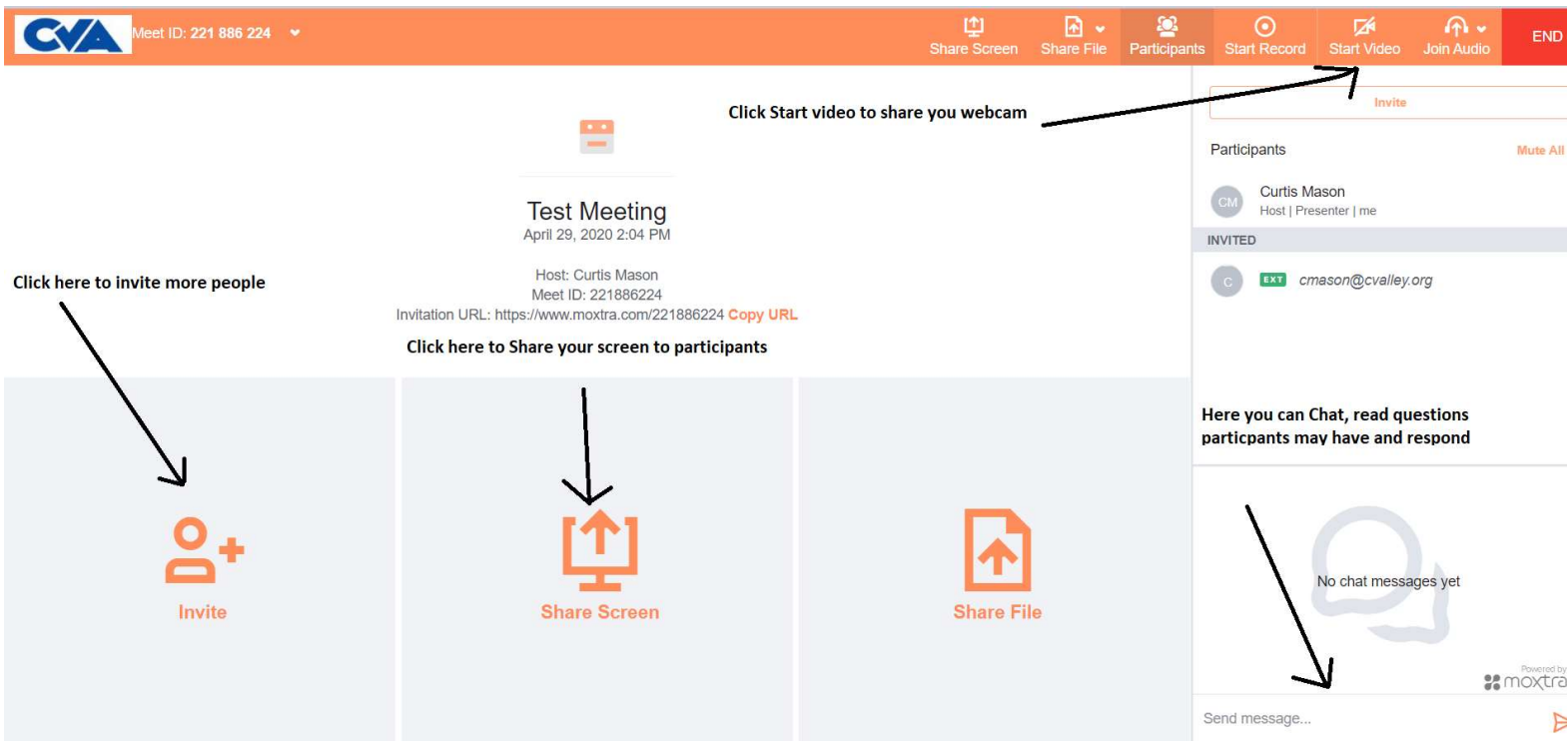
1) If signed into www.moxtra.com on your web browser, from the meet tab click on the day of your meeting, and then click on **start** to begin your meeting

The screenshot shows the Moxtra interface with a sidebar on the left and a main content area on the right. The sidebar includes a navigation menu with options: Timeline, Highlights, Categories, Contacts, Meet, Integrations, and Admin. The main content area displays a calendar for April 2020, with the 29th highlighted. Below the calendar, there are three options: 'Meet Now', 'Join Meet', and 'Schedule Meet'. The 'Schedule Meet' option is selected, leading to a view of the meeting card for 'Test Meeting' on Wednesday, April 29, 2020. The meeting card shows the time '3 PM' and a 'Start' button. An arrow points to the 'Start' button with the text 'Click start to begin your meeting'.

- 2) Your meeting will start. You will be asked if you want to join using your computer internet audio, or call in via a telephone. If you click phone, you will be prompted with the toll-free number and meeting ID to call in. Your participants will have the same option, and will have the toll-free number information in the invite email they received.



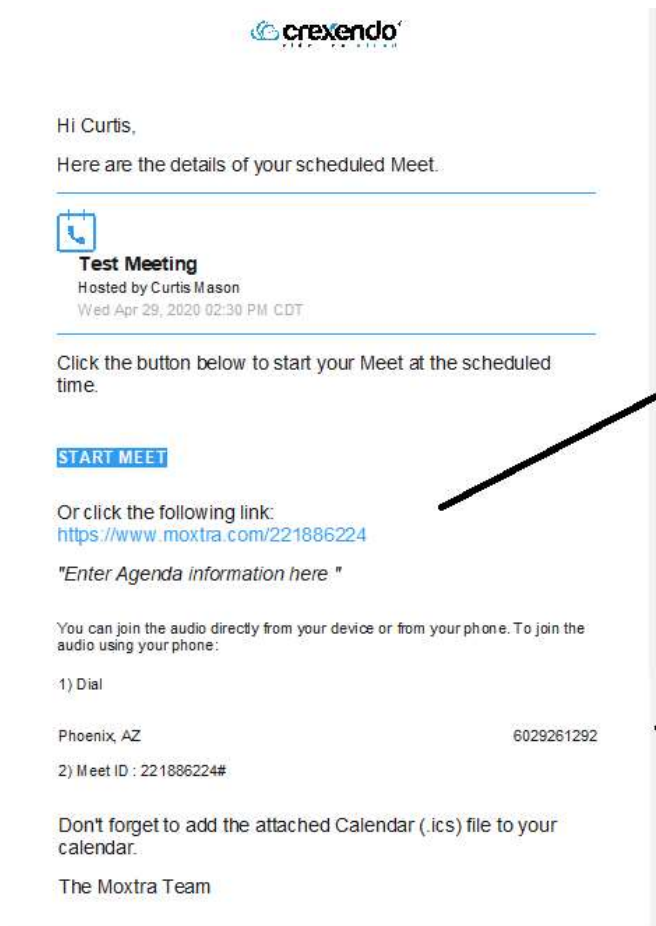
- 3) In the meeting window, you can then share your screen, share webcam, chat, etc.



- 4) When you are done with your meeting, simply click on the **END** button at the upper top right side of your screen.

How participants join a scheduled Meeting

- 1) Participants will receive an invitation email like below. Then can click on the link in the email to join the meeting in a web browser, or use the toll-free information to join by a telephone.



Click here to join the meeting in a web browser

If joining by telephone, dial the toll-free number and enter the need ID information

