GRANITE
TECHNOLOGY SOLUTIONS

Elevate *Desktop App*: *Meeting* Feature

Launch Meeting

There are two ways to start a meeting:

- To start a meeting with **external attendees**, navigate to the **Meeting** tab. Provide potential attendees with the meeting information: meeting URL, phone number and PIN. Click **Start My Meeting**. A meeting will be opened in a new window.
- You may **invite chat members** to a meeting using the **Meet Now** button.
  Note: this option allows you to start meeting with other Users on your account who have Elevate enabled.
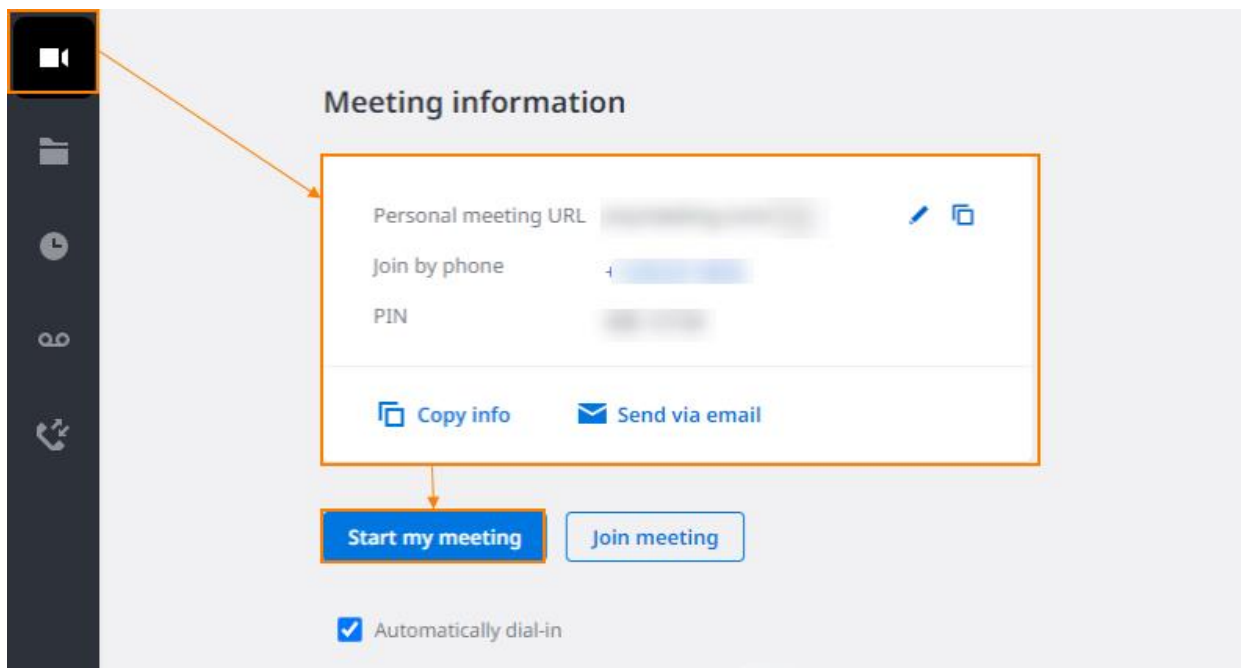
From the Meeting tab, the following features are available:

- **Edit** your Meeting URL: personalized URL makes it easy for others to join your meeting.
- **Copy info**: copies your meeting URL and dial-in information to paste into an email, chat or other messenger.
- **Send via email** button automatically creates an email in your desktop mail client with Meeting info.

Once the meeting is initiated you will be provided with **Dial-In** information for the conference bridge.

Dial-in Information

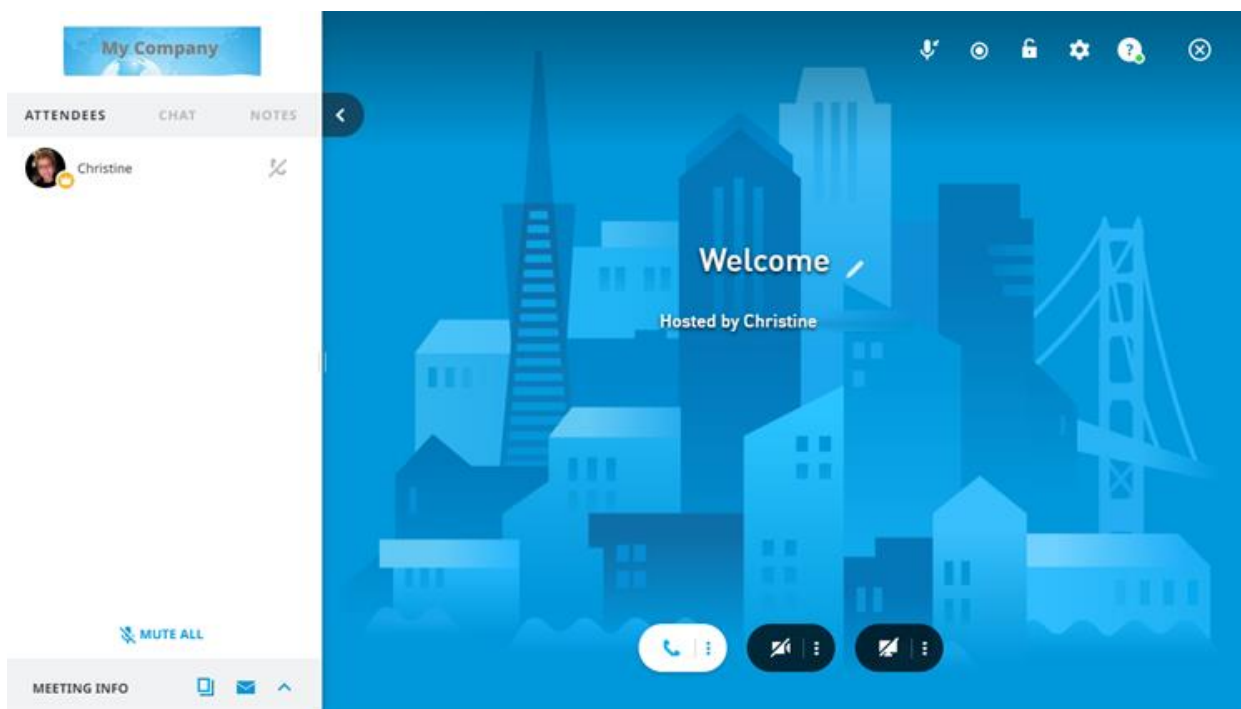|	
Dial in:	650-█████████ 🌐
Enter your PIN:	012████#

Once connected, press *11# to pair your call

*5 - mute all except youself
*6 - unmute yourself
*4 - help

CLOSE

Once you have entered your Audio PIN to pair, this window will close automatically.

To be automatically connected to the conference bridge when starting or joining a Meeting from Elevate desktop application:

1. Click on **Meetings** tab on the left
2. Check the box for **Automatically dial-in.**

When **Automatically dial-in** is enabled, the conference bridge number and PIN will be automatically dialed from the Elevate desktop application.

Meeting History

The **Meeting history** button allows you to view your past meetings. From that page, you can:

- filter your meetings by date
- archive your meetings
- see more options for a selected meeting