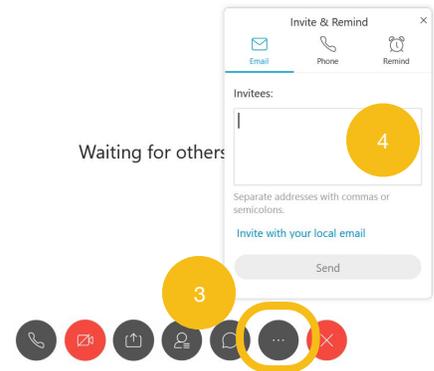
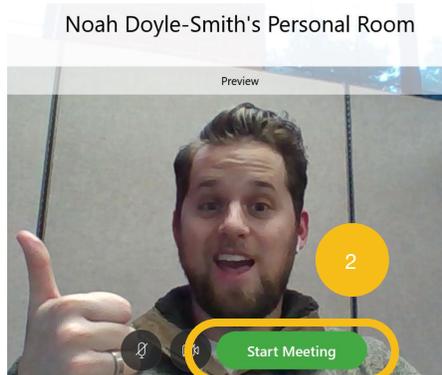
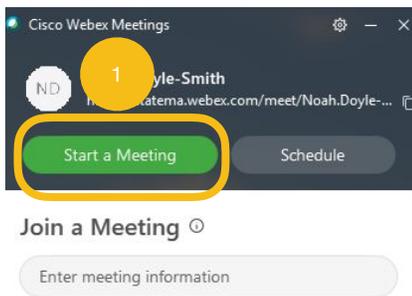


SCHEDULING A MEETING IN ADVANCE

1. Clicking “Schedule” opens a window in Outlook
2. Invite your participants by entering their names as if you were sending them an email
3. Change the Date, Time, and Location of your meeting before sending it to your participants



HOSTING A MEETING ON THE FLY

1. Clicking “Start a Meeting” will open your Personal Room
2. Clicking “Start Meeting” will launch an impromptu meeting
 - o You have the option to mute your audio or turn off your video before anyone joins your meeting here
3. Once your meeting starts, click the 3 dots (...) to invite your participants
4. Click the “Invite & Remind” option to open this window.
 - o Using the Invite with your local email will give you access to the State Employee Address book (this will open the window pictured in *Scheduling a Meeting in Advance*)

STARTING A MEETING AND SELECTING YOUR AUDIO OPTIONS

