



# *OfficeSuite HD Meeting<sup>®</sup> **User Manual***

WELCOME TO BROADVIEW NETWORKS' OFFICESUITE HD MEETING®. OUR SERVICE UNIFIES CLOUD VIDEO CONFERENCING, SIMPLE ONLINE MEETING AND MOBILE COLLABORATION INTO ONE EASY-TO-USE PLATFORM. OUR SOLUTION OFFERS THE BEST VIDEO AND WEB SCREEN-SHARING QUALITY ACROSS WINDOWS, MAC, IOS, AND ANDROID PLATFORMS.

## Getting Started

You should have received an email that will confirm who you are by asking you to **Click here to activate your account**. You'll be asked to enter your account password, and type the new password a second time to confirm you typed it correctly. Click the **Go** button. Confirm your Name, Phone Number and Company information, and click the **option boxes** that you wish to activate followed by the **Save Changes** button on the Profile screen.

<https://meeting.broadviewnet.com>

*Note: Save this link to your favorites. This is the link you can use to update your profile at any time you wish.*

Click the **My Meetings** tab. Click on the **Start** button on the far right of the screen to start a meeting.

OfficeSuite HD Meeting® will automatically download a desktop application onto your computer. Depending on your browser, you may have to open the downloadable file on the bottom left of your web browser. Follow the on-screen prompts to complete the download if it doesn't download automatically.

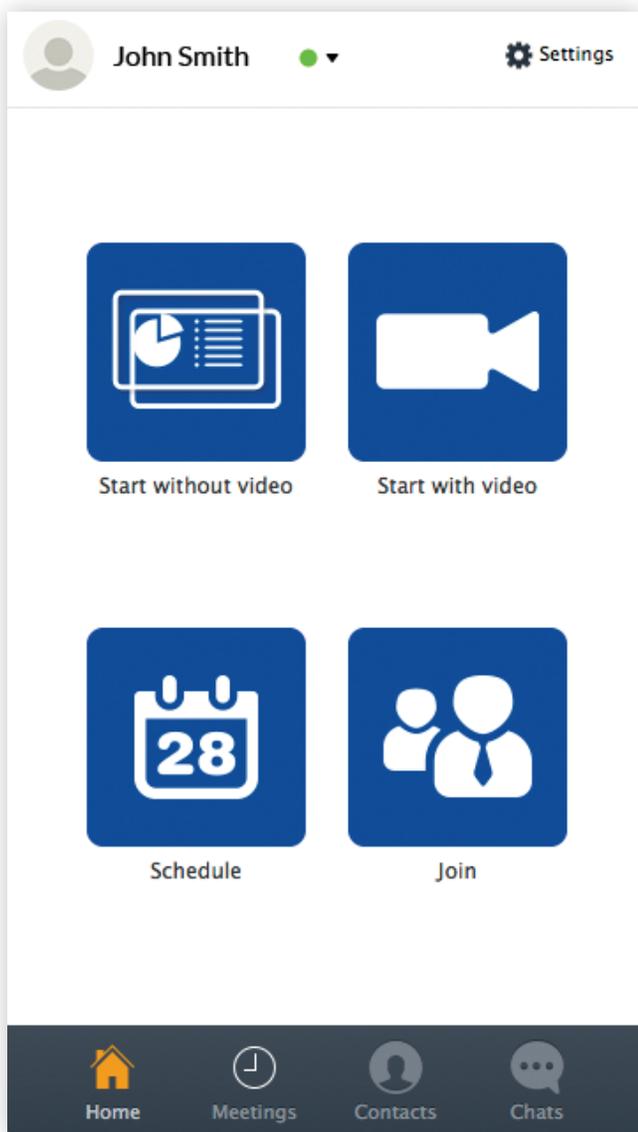
## Desktop Application

You will see a new icon on your desktop (shown).



**OfficeSuite HD Meeting**

Double-click the  icon to open the main dialog box (shown). The default tab is **Home**.



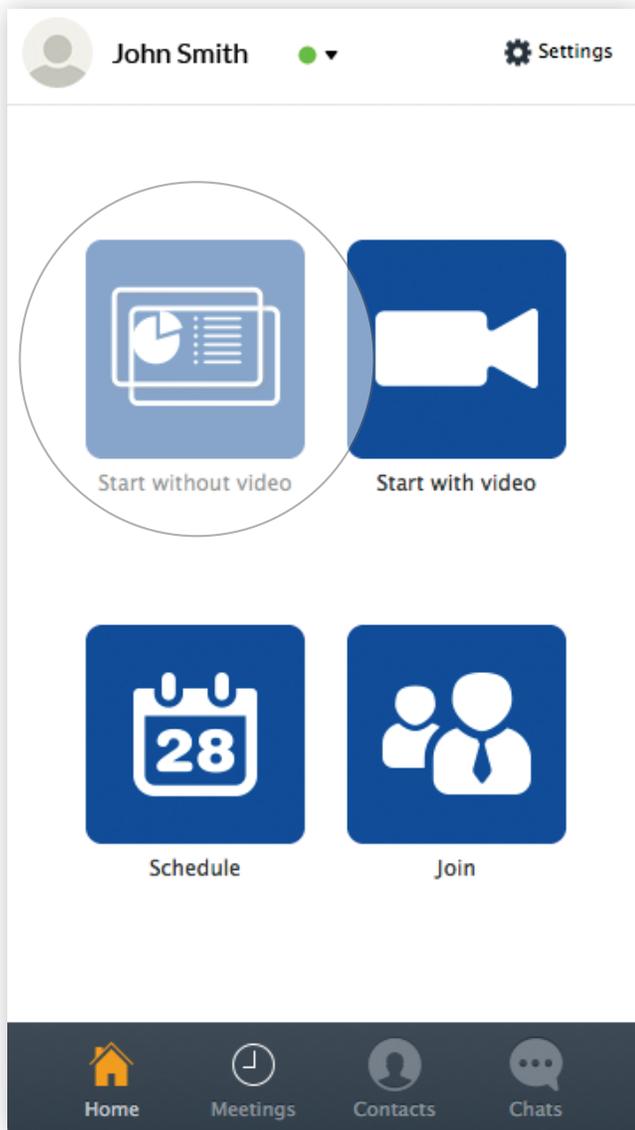
This dialog box allows you to:

- Click on **Start without video** to start a meeting sharing your *desktop* or *application*.
- Click on **Start with video** to start a video meeting.
- Click on **Schedule** to set up a future meeting.
- Click on **Join** to join a meeting that has already been started.

*Note: Click on the account drop-down arrow to view your profile, check for updates, switch accounts, and log-out.*

## Starting a Screen Share Meeting

If you would like to start an instant meeting using screen share, you can do so by selecting the **Start without video** icon on the Home tab screen.



A screen share meeting starts with screen sharing and audio (VoIP/computer audio or phone call-in). Video is not turned on automatically. After selecting **Start without video** your meeting will start.

- You will first be prompted to select the window or desktop to share.
- Then, you will be prompted to invite other participant(s) to your screen share meeting.
- Video is not automatically turned on during the screen share meeting.
- During your screen sharing, any participant can start their screen sharing. There is no need to pass presenter functionality.
- You must stop screen sharing to allow another participant to share their screen.

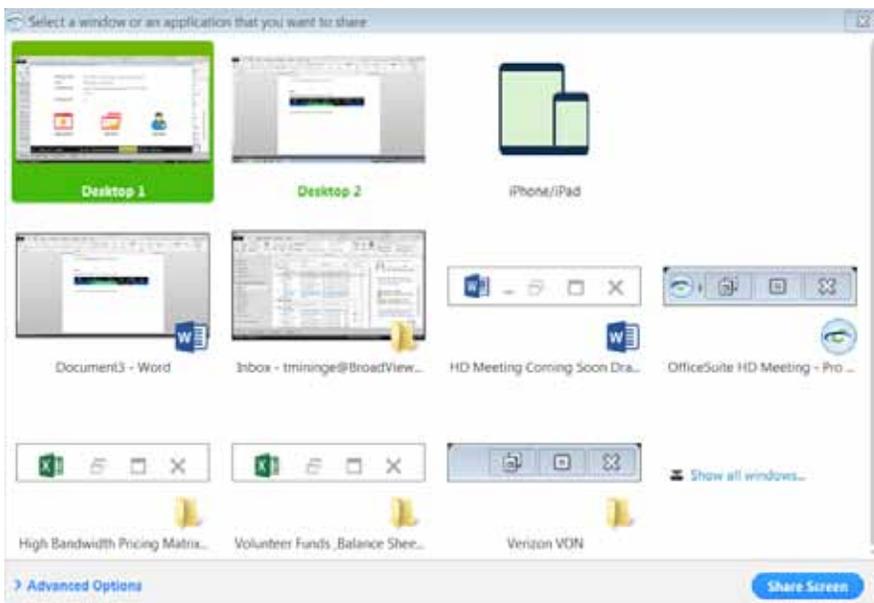
*Note: You can prevent a participant from showing their screen by locking the screen share to only your screen. This is done within the participants panel.*

## SWITCHING WINDOWS DURING SCREEN SHARING

During screen sharing, you can switch between different windows or desktop by moving the cursor on your screen over the **Meeting Options Bar** at the top of your screen (as seen below). Click the **Share a New Window** menu option.



A new dialog box will appear showing the screens you currently have open (as show below).



Click the **Show all windows** link to expand the screen selection if you have more than 3 applications open.

Click on the screen you now want to share and it will be highlighted in green, then click the **Share** icon. By sharing your Desktop (either 1 or 2 if you have split screens) you can show anything you open or already have open on that screen.

Other options during screen sharing include:

- Mouse/ keyboard control
- Annotate
- Record
- Mute

- Chat
- Show participant list
- Open video
- Pause the screen sharing

## STOP SHARE

To end your screen share meeting, simply select **Stop Share** and then select **End Meeting for All**.

*Note: If you started your video screen share, when you click **Stop Share** your meeting will return to the **Video Meeting** mode.*

## SWITCHING TO VIDEO MEETING

If you would like to add video during screen sharing click the **Start Video** menu option as seen below.



## Video Layouts

There are 4 video layouts for single-monitor systems:

- Window View
- Full Screen View
- Gallery View
- Mini View

For Dual-monitor setup, you can view your screen share presentation on one monitor and the participant(s) video on the second monitor.

## VIDEO LAYOUT DURING SCREEN SHARING

There are 3 layouts if you enabled video during screen-sharing:

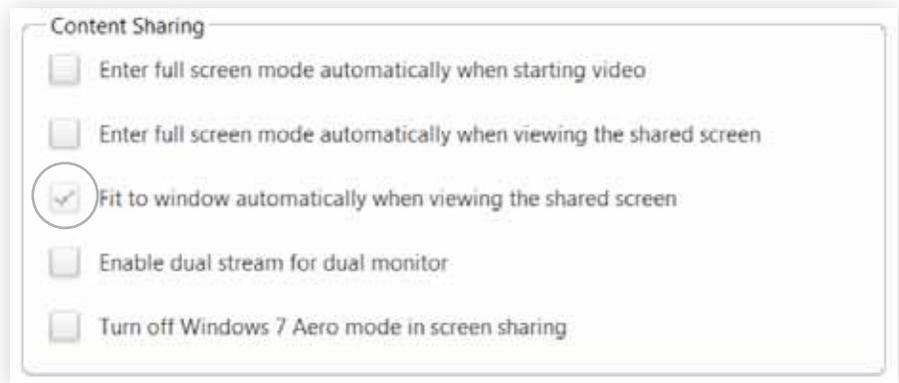
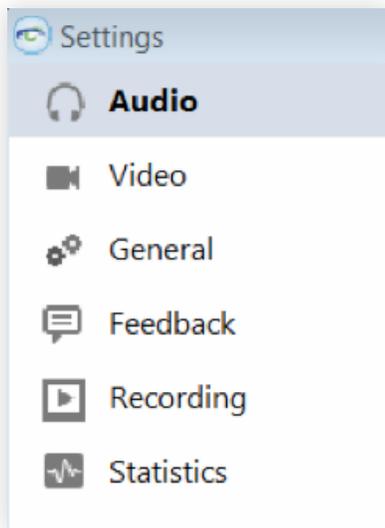
- **Minimized View** – shows who's talking via text only
- **Active Speaker View** – shows active speaker only
- **All Speaker View** – shows all speakers (4 at a time) with up and down scrolling

Note: You can move the window layout at any time.

## FIT TO WINDOW

There is an option in Settings to **Fit to Window** as default.

Note: Fit to window can reduce the quality for the video on the screen. Original size will maintain the original quality.



You can also make this change when **Viewing** a shared screen/presentation.

## Starting a Video Meeting

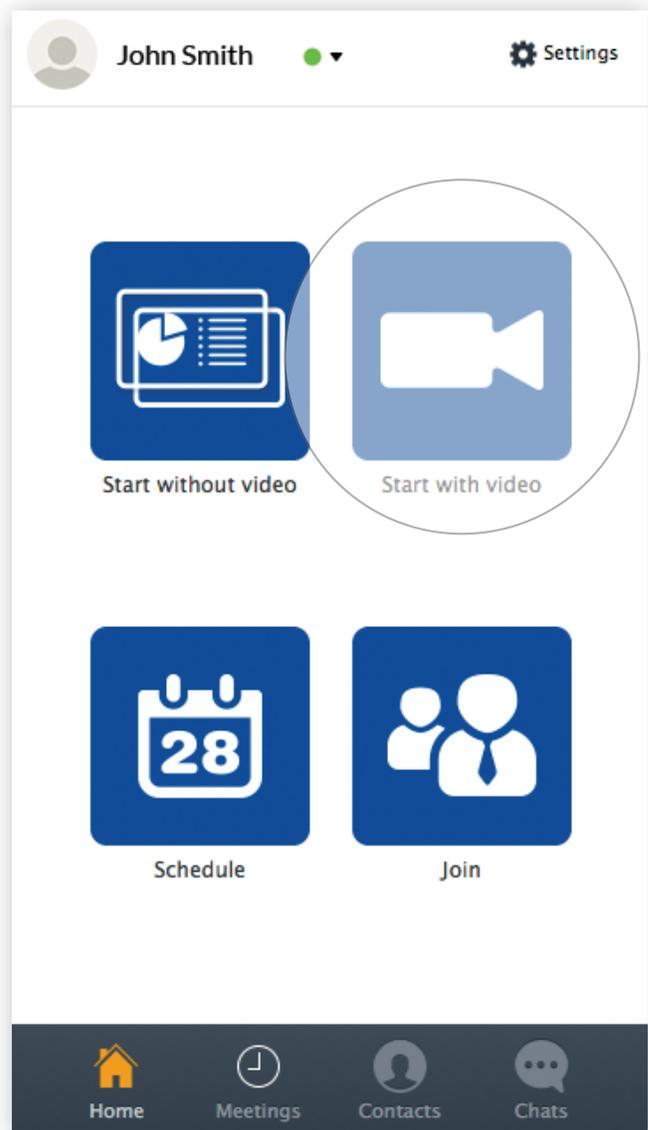
There are several ways to Host a Video Meeting. Listed below are 3 different ways to start that process:

### I. Start a meeting via the web-portal

1. To host a video meeting, you can go to <http://meeting.broadviewnet.com> and click the Host a Meeting button.
2. You will be taken to the login page where you can enter the Email and Password that you have created for your account.
3. Then click on the Start Meeting button.

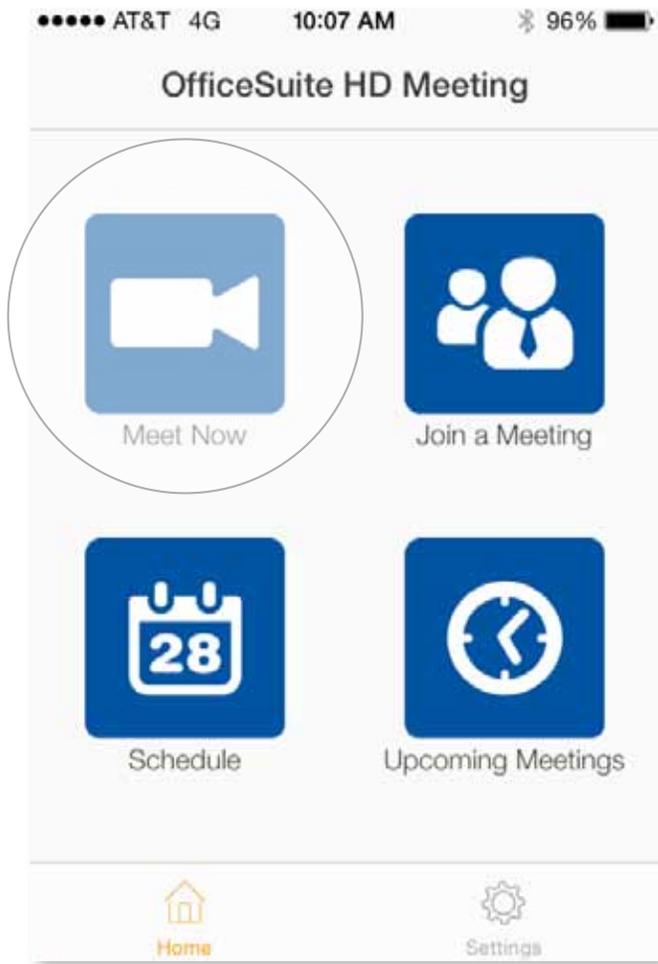
### II. Start a meeting via your desktop application

1. On your desktop, click the OfficeSuite HD Meeting® icon.
2. The OfficeSuite HD Meeting® app will now open as shown. Click the **Start with video** icon to start your meeting with video. This will start your webcam (if you have one) as well as everyone else in the meeting should their personal settings and webcam settings allow for it to automatically start.



### III. Start a Meeting via your mobile app

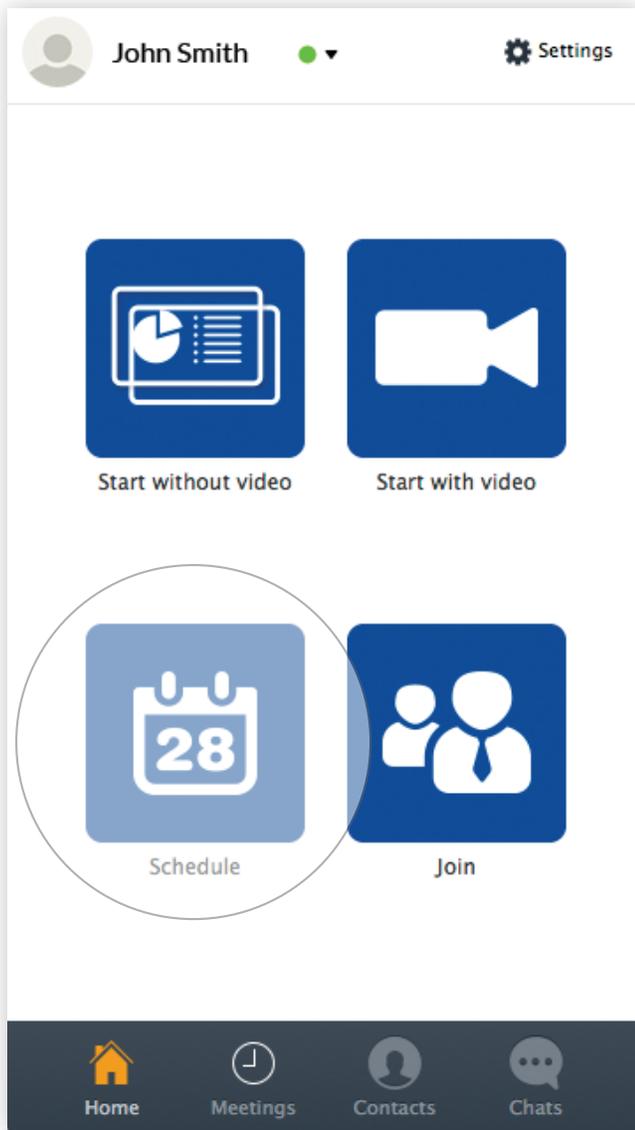
1. Access your mobile device. Find the OfficeSuite HD Meeting® app on the device (If you don't have the app downloaded to your device, you can easily find the app in iTunes or GooglePlay by searching for OfficeSuite HD Meeting® and download the app for free).
2. Touch the app to open it. You will see the screen below after logging in.
3. Touch the **Meet Now** icon to start your meeting.



## Schedule a Meeting

There are multiple ways to schedule a meeting. We'll cover two different ways that are the easiest and best ways to schedule in conjunction with your calendar.

**1. One way to schedule a meeting,** first you must open your OfficeSuite HD Meeting® application and log in. Then click the **Schedule** icon as shown below.



When you have opened the meeting scheduler, you can then start to setup your future OfficeSuite HD Meeting® meetings.

*Note: All scheduled meetings can be started by the host at anytime, regardless of the date and time settings.*

The **Schedule** icon will open the window as shown below. This will let you schedule meetings that can easily be added to your Calendar (Outlook, Gmail, etc.).

The screenshot shows a window titled "OfficeSuite HD Meeting - Schedule a Meeting". It contains several sections for configuring a meeting:

- Topic:** A text field containing "OfficeSuite HD Meeting's OfficeSuite HD Meeting Meeting".
- When:** A section with a "Start" date and time set to "Mon April 20, 2015 04:00 PM", a "Duration" of "1 Hr 0 Min", and a "Time Zone" of "(GMT-4:00)Eastern Daylight Time". There is a checkbox for "Recurring meeting" which is currently unchecked.
- Video (when joining a meeting):** Radio buttons for "Host" (On) and "Participants" (On) are selected.
- Audio Options:** Radio buttons for "Telephone Only", "Voip Only", and "Both" (selected).
- Meeting Options:** Checkboxes for "Require meeting password", "Enable join before host", and "Use Personal Meeting ID" (with the value "1111-755-4320").
- Calendar:** Radio buttons for "Outlook" (selected), "Google Calendar", and "Other Calendars".

A blue "Schedule" button is located at the bottom right of the dialog.

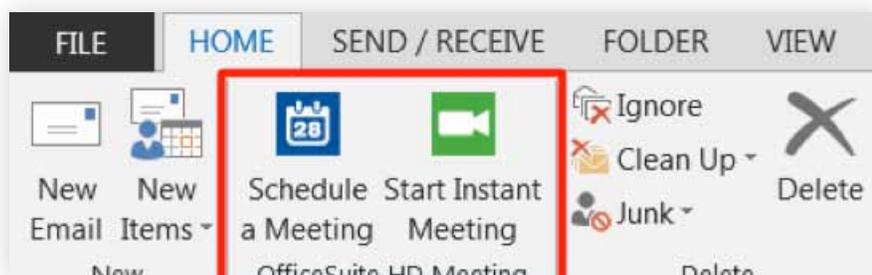
- **Topic:** Choose a topic/name for your meeting.
- **When:** Select a date and time for your meeting. If you want a recurring meeting, check the box.
- **Video (when joining a meeting):** As a host you can control whether video turns on automatically for yourself as a host or for participants by selecting on or off options.
- **Audio Options:** By selecting the audio Telephone Only or Voip Only options, the host and participants will only be able to join audio via that option. We recommend selecting Both so all participants have the option of each for that scheduled call.
- **Meeting Options:** Select any of these options to better handle your meeting.
  - **Require meeting password:** By selecting this added security option, your participants will be required to enter a password to gain access to

the meeting. When selecting this option, another field will open for you to enter the password itself for meeting access. Your participants will see this password in their meeting invite.

- **Enable join before host:** This option will allow the meeting to start before the host joins.
- **Use Personal Meeting ID:** This option allows you to schedule a meeting using your Personal Meeting ID (PMI). Your PMI can be set to your phone number so that you always remember your meeting room ID. You can use this ID as many times as you would like.
- **Calendar:** Add to any selected calendar and send out invites to participants.
- Click the **Schedule** button to finish.

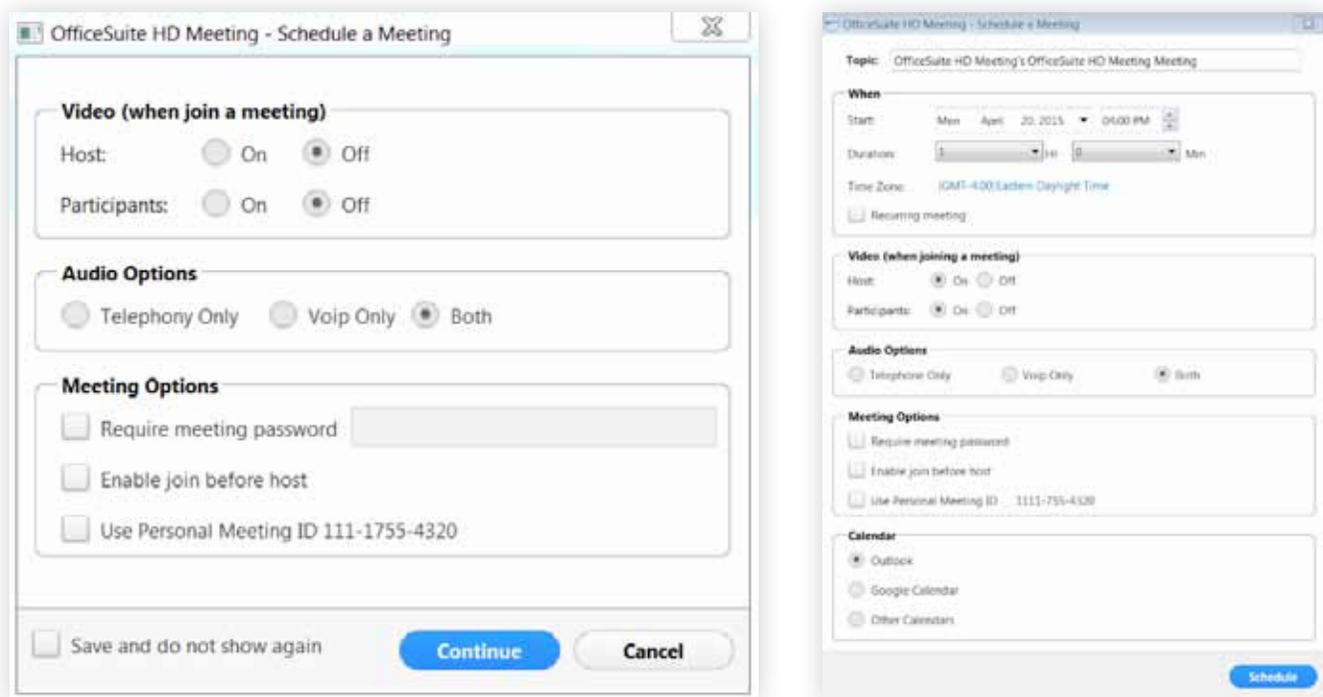
**2. Another way to schedule a meeting,** is to download the Outlook Plug-in (*Note: This method will only work for those that use Outlook as their default calendar*). Go to the HD meeting website page: <https://meeting.broadviewnet.com/> and click the **Download** menu option at the bottom of this page. You'll be taken to another webpage where you can download different option for your convenience (such as the Outlook Plug-in and mobile device apps). Click the **Download** button in the **Microsoft Outlook Plug-in** section. Follow the steps in the download wizard until the download completes (*Note: If you already have Outlook open, you'll need to restart Outlook for the changes to take effect*). Now you can schedule or start HD Meetings right from your calendar.

Simply click the **Schedule a Meeting** in the OfficeSuite HD Meeting® section of your title bar as shown below.



*Note: You can also start a meeting from Outlook by clicking the **Start Instant Meeting** button.*

An Outlook Meeting invite will open, as well as an HD Meeting window as shown below. Fill in the required fields of the HD Meeting windows to set up the meeting as you wish, and click **Continue**.



The meeting information will now populate in the body of the Outlook meeting invite. Now, all you have to do is treat the meeting invite like you would any other Outlook invitation...select the participants, set the meeting time and a reminder, and send.

## MEETING OPTION

- If you want to have participants enter the meeting via a password, enter the desired password in the space provided.
- If you want an open forum to start before you open the meeting, check the **Enable join before host** box.

*Note: The meeting will end after 40 minutes if the host doesn't join.*

**Calendar:** Add to any selected calendar and send out invites to participants.

Click the **Schedule** button to finish and open up whichever calendar you have selected.

*Note: Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL into the Email that you may send to invitees.*

Depending on the Calendar option you have chosen, a meeting invite will open for that application. Within the body of the meeting invite, the OfficeSuite HD Meeting® information to access your newly scheduled meeting is automatically populated. Simply add invitees to the meeting invite and send at the date and time you have designated.

*Note: Non-recurring meeting ID's will expire 30 days after the meeting is started. You can re-start the same meeting ID as many times as you would like, within the 30 day window.*

*Note: Recurring meeting ID will expire 365 days after the meeting is started on the first occurrence. You can re-use the meeting ID for future occurrences within the 365 day window.*

## Join a Meeting

There are many ways to join a meeting.

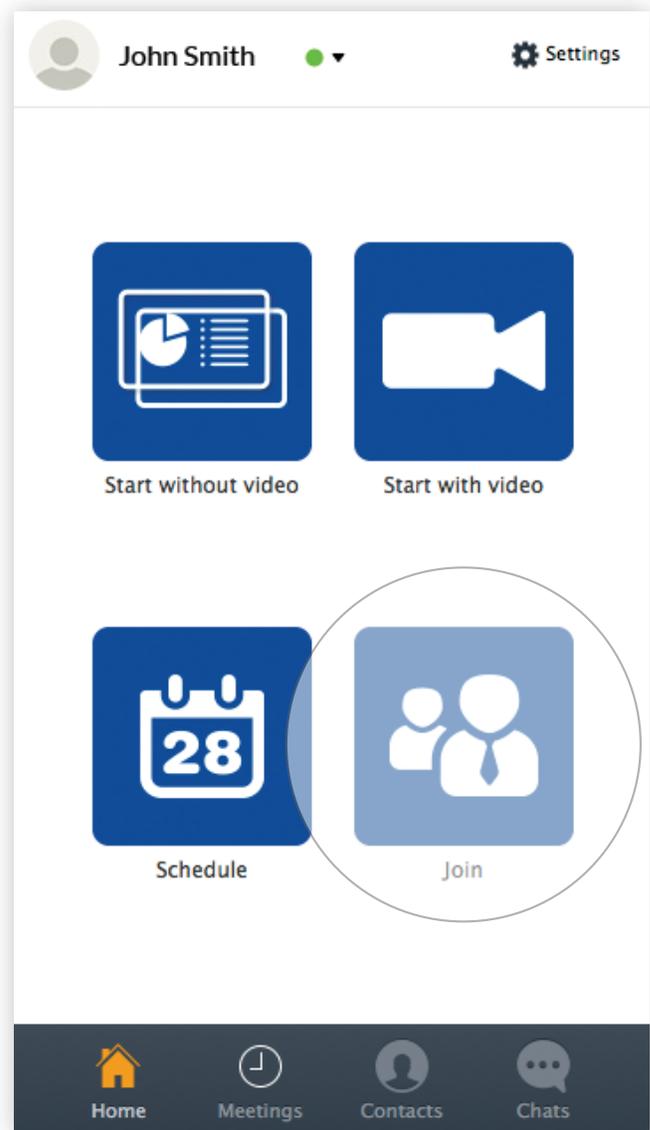
1. Join via your desktop application.  
*After clicking the Join icon as shown above, a new window will open. Enter the meeting ID of the scheduled meeting you are trying to join in the space provided, followed by your name and click the Join button as shown on the screen below.*



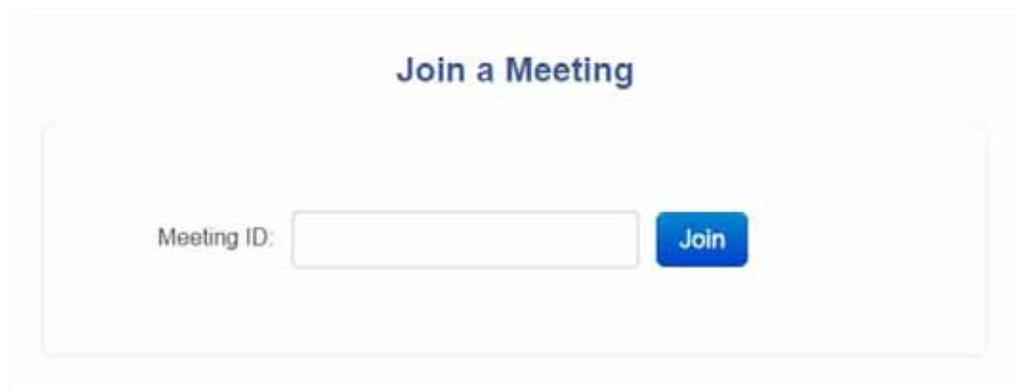
Please enter your meeting ID and your name.

Meeting ID:

Your Name:



2. Join via URL link in meeting invite. Each meeting invite comes with a link that allows participants to join simply by clicking on it. Participants will be taken right into the meeting without a need to enter the meeting ID first. Users may be asked for their name if that's required by the host as a way to identify everyone on the call.
3. Join via IM Chat. The meeting invite link can also be applied to a chat session. A participant can click on the link to open the meeting from the Chat application.
4. Join via the <http://meeting.broadviewnet.com> webpage. Click on the Join a Meeting button. Enter your HD Meeting ID to join as shown below.



The image shows a screenshot of a web page titled "Join a Meeting". The page has a white background. At the top, the text "Join a Meeting" is displayed in a blue font. Below this, there is a white rectangular box with a thin border. Inside this box, on the left, is the text "Meeting ID:" followed by a white text input field with a thin border. To the right of the input field is a blue button with the word "Join" written in white text.

5. Join using Dial-in from your phone. You can join a meeting via teleconferencing by using your landline or mobile device by dialing the number provided in the invitation you received. You will be asked to enter the meeting ID.

*Note: If you are already in the meeting via a computer for the screen share/video portion, you will also be asked to enter your 2-digit participant ID number so that your access to the meeting is synchronized. If you do not enter via computer and don't know your participant ID, do not enter anything on your phone and you'll be placed into the call as a Caller only.*

## ***Inviting Others to Join Your Meeting***

There are many ways to invite participants onto your hosted calls.

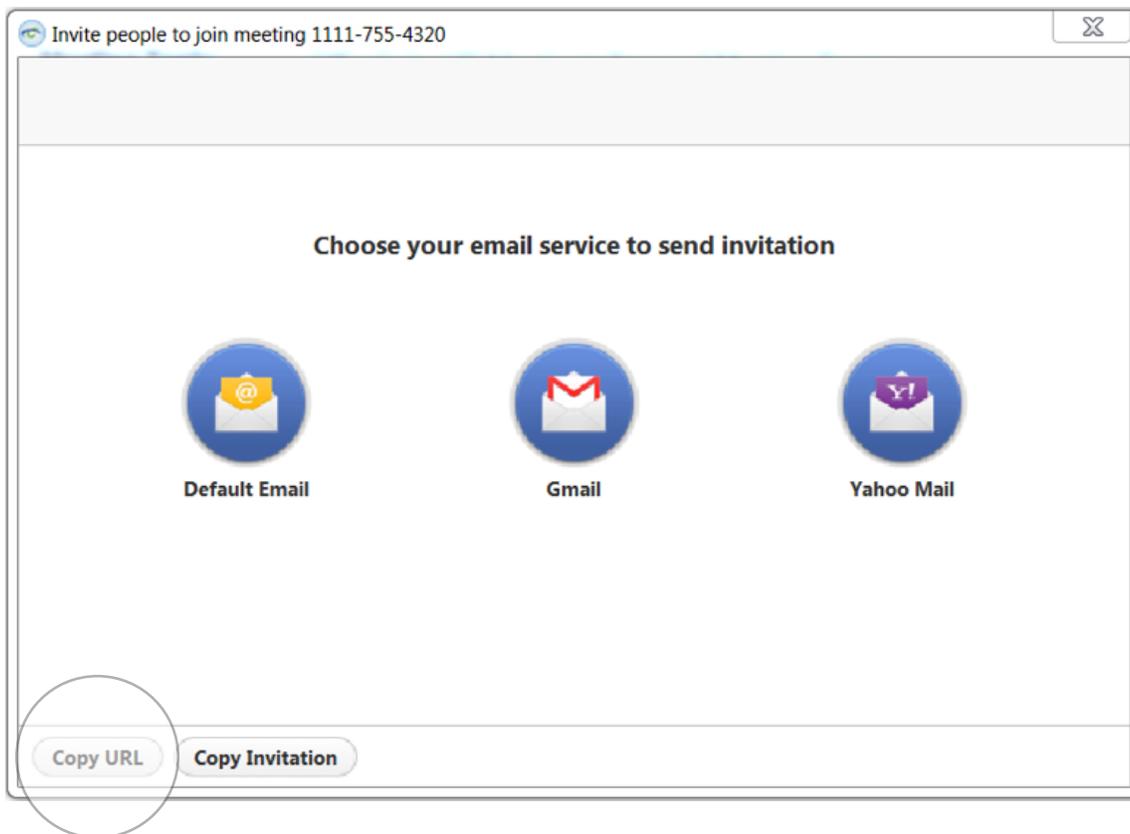
1. Schedule an invite via your desktop application. Open your desktop application and click the Schedule icon. After you finish setting up your meeting, the calendar you choose will open with your pre-populated meeting information in the body. As you would normally add invitees to your meeting requests, simply add anyone you want to invite to this scheduled meeting and send the invite.
2. Invite contacts while in an OfficeSuite HD Meeting® by selecting the invite tab in your in-meeting toolbar as shown below.



## FROM HERE, YOU CAN:

- Invite using your Default, Google, or Yahoo Email Contacts.
- Invite using your Favorites, Google, or Facebook IM Contacts.
- You can **Copy URL** or **Copy Invitation** and paste it anywhere for your contacts to click on and join the meeting.

See the screen below for these details.



## Scheduled Meetings

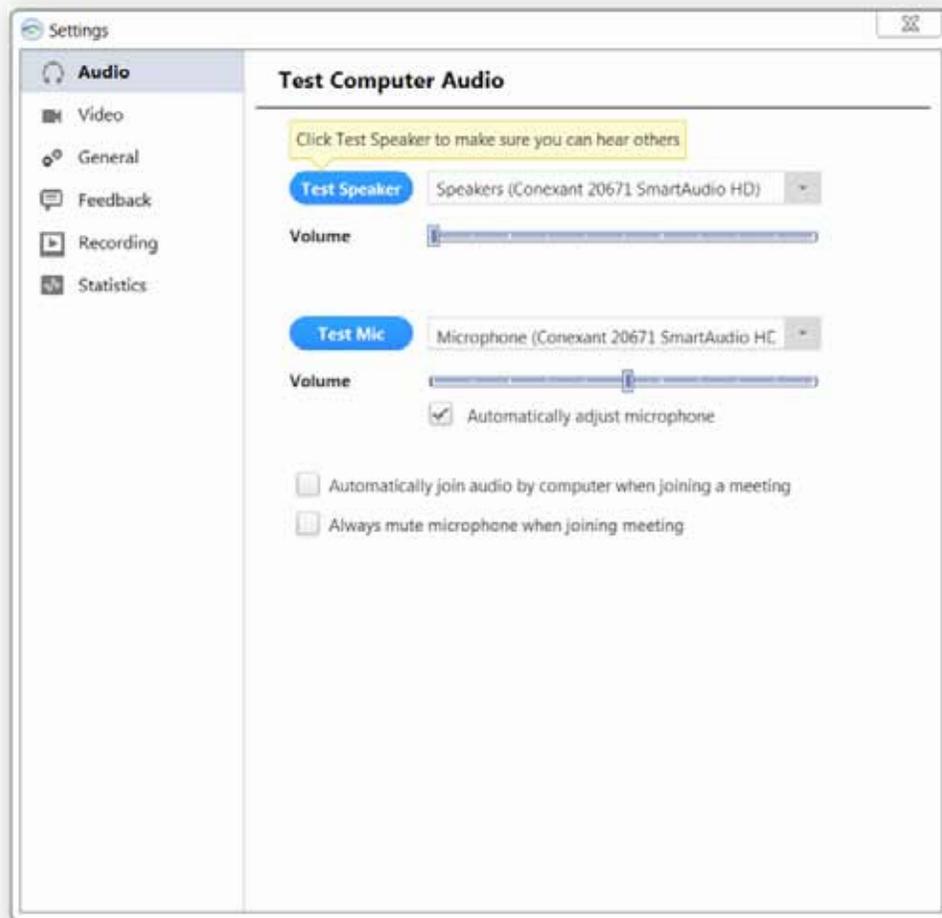
Select the **Meetings** tab to view, start, edit, or delete your scheduled meetings and recorded meetings.

- **Start:** Select start to begin the pre-scheduled meeting that you have listed in your upcoming meetings.
- **Edit:** You can edit or update your scheduled meeting.
- **Delete:** Selecting delete will permanently delete your scheduled meeting.
- **Copy URL:** You can copy your scheduled meeting(s) URL and manually paste into an email, IM, SMS, etc.

*Note: If you do not see your scheduled meeting, click the **refresh** tab in the upper right-hand corner to update/refresh the meeting list.*

## Settings

You can find the **Settings** tab in the main dialog box or in the in-meeting menu bar. After clicking on **Settings**, you will have the following options:



- **Audio:** You can test, select and adjust your speakers and microphone in the audio section. We suggest that you do this prior to your meeting for the best meeting experience.
- **Video:** You can test and select your video camera for the best HD experience based on the video cameras available to you.
- **General:** You can select additional preferences.
- **Feedback:** We welcome any suggestions, questions, comments, or feedback that you may have on making this product even better.
- **Recording:** You can browse or open your stored recordings (all recordings are stored on your local device/computer).
- **Statistics:** This section will show your meeting diagnostics like; send/receive rate of audio, video and screen sharing, bandwidth used, latency, jitter, packet loss, resolution, frames per second, and processing of your CPU and RAM. These diagnostics will help you to understand your systems performance as it relates to a High Definition meeting. If problems are experienced, we highlight those areas in **orange** or **red**.
  - **Orange** indicates that there may be quality issues.
  - **Red** indicates that there most likely will be quality issues.

To fix the potential quality issues, here's a description of each performance metric that we analysis for you:

- **Latency** – The delay between packet being sent and received. For example the time between you speaking and the other user receiving the audio on their end.
- **Jitter** – The variation in the time between packets arriving, caused by network congestion, timing drift, or route changes.
- **Packet Loss** – The total amount of data that fails to reach the final destination.
- **Resolution** – The number of pixels in each dimension that can be displayed. Higher usually means higher quality.
- **Frames Per Second** – The rate at which the device can produce unique images, or frames.

## What You Can Do In a Meeting

When you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

- Invite more people to join by Email, IN, SMS (mobile users) or via meeting ID (link)
- Screen share your desktop or specific application window
- Start a group or private chat
- Record your meeting
- Manage participants
- Mute and Un-mute your audio
- Select audio connect to dial-in via phone and disconnect computer audio
- Stop and start your video
- Configure your Settings
- Leave or end the meeting
- Annotate on any screen shared
- Test your Audio and Video in Settings prior to a meeting
- Create your own personal meeting ID (PMI)

### SCREEN SHARING AND ANNOTATIONS

To start the screen sharing click the **Share Screen** button located in your in-meeting toolbar.



After selecting **Share Screen**, you can choose to share your desktop or an individual application/window open on your computer.

*Note: You can select to share computer audio when sharing a video clip such as a YouTube or locally stored video clip.*

*Note: If using dual monitor set-up, you can show the screen sharing on one monitor and the participants on the second monitor.*

During your screen share you will have the option of using several features. By selecting the **Annotate** button (*shown below*) on the top menu bar you can perform the following tasks:



- Select **Mouse** (set as default)
- Select **Draw** to write on the document with a pen or highlighter, to mark the document with a line or arrow, or to add a block or circle in solid or outline form.
- Select **Spotlight** to change the mouse to a red circle, or to place a block arrow on the spot you want to reference.
- Select the **Erase** option to erase any of the marking made to the screen.
- Select **Color** to set one of 16 colors for pen and highlighter markings, as well as setting the thickness of the markings used.
- Select **Undo** to remove the last marking made.
- Select **Redo** to add the marking back after removing it.
- Select **Clear** to clear all markings off of the screen.

### AUDIO, VIDEO AND MORE

- The **Audio** option allows you to connect via phone, and disconnect the computer audio
- The **Video** option turns video on or off depending on how you started the meeting (Screen Share mode or Video mode).
- The More option gives you added features including:
  - 1. Participants** – gives you a list of participants in the meeting at that time
  - 2. Chat** – gives you the ability to chat with someone in the meeting
  - 3. Start Recording** – gives you the ability to record the meeting

4. **Invite** – gives you the ability to invite more people
5. **Hide/Show Video Panel** – allows you to either hide or show the video panel depending on your preference, and if Video is on
6. **Settings** – gives you access to your meeting settings
7. **End Meeting** – allows you to not only stop sharing, but will also give you an option to close the meeting for all

## Record a Meeting

To record a meeting, you need to either be the host or the host must grant you permission to record.

While you are in an OfficeSuite HD Meeting®, move your mouse around the screen to toggle the menu bar (Depending on the mode you're in, the toolbar will be the top or bottom of the screen).

1. Select the Record button in the **More** tab of the upper toolbar. The Record button is located by itself on the lower screen toolbar.
2. **Optional** – click on a participant to allow them to record
3. All participants in the meeting will see a recording indicator in the upper-left corner of the screen as shown below.



4. When the meeting ends, recording will automatically stop, or you can stop the recording prior to the meeting ending.

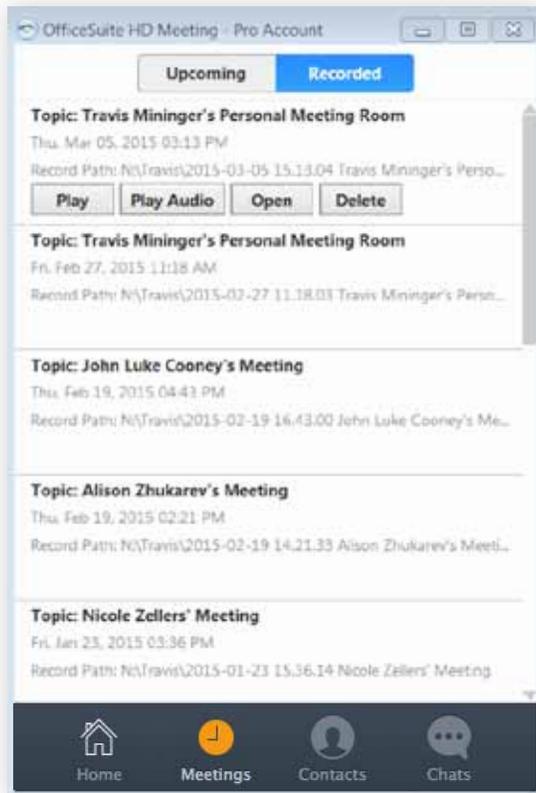
## WHAT YOU CAN RECORD

You can record the active speaker, content sharing with active video panel and M4A audio.



## SAVED RECORDING FILES

To access your saved recorded meetings, open your desktop application. Then select Meetings, and on the top part of window select the Recorded tab as shown below.



All recorded meetings are stored locally on your device or computer.

*Note: Your recorded meeting will be converted and added after you have ended the meeting that you were currently recording.*

## WHAT CAN I DO WITH MY SAVED RECORDING?

Using your mouse, toggle over your saved recording to view your options.

- **Play video:** Selecting **Play** from your desktop application will play the saved meeting with your default media player.
- **Open:** Selecting **Open** will allow you to view your saved file in your device or computer's folder.
- **Delete:** After deleting your saved recorded meeting, it will still be saved to your local device or computer.

## RECORDING FORMATS

After you have ended your meeting, your recorded file will be converted and saved to your local device/computer. You will have four (4) different file types to choose from.

- **M3U playlist:** A playlist to play the individual MP4 files – Windows only
- **MP4 file:** Video file or split video and screen sharing files – Windows and Mac
- **M4A file:** A single audio only file
- **VLC player (MP4) file:** A single file for video and screen sharing view via VLC Player – Windows
- **MP4 file:** A single file for video and screen sharing – Mac Only
- HD Meeting also records the Chat messages that occurred during the meeting in Notepad form

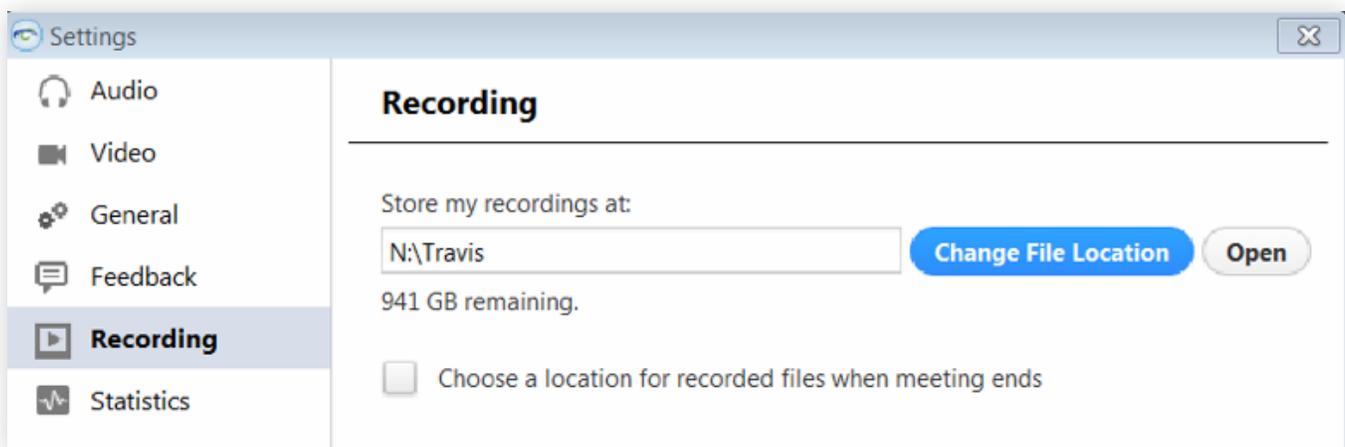
*Note: The VLC Player(MP4) file and single MP4 (Mac) file can also be opened by Quicktime player. You can convert the file to .MOV and edit using iMovie.*

## CHANGE THE LOCATION OF STORED RECORDINGS

You can change the location of where your recorded meeting file is stored on your computer.

Open the desktop application and click the **Settings** button. On the left menu, click the **Recording** option. From here you can:

- Change where your recorded file will be stored.
- Select an option to pop up a location selection each time a recorded meeting ends.



## Join By Teleconferencing

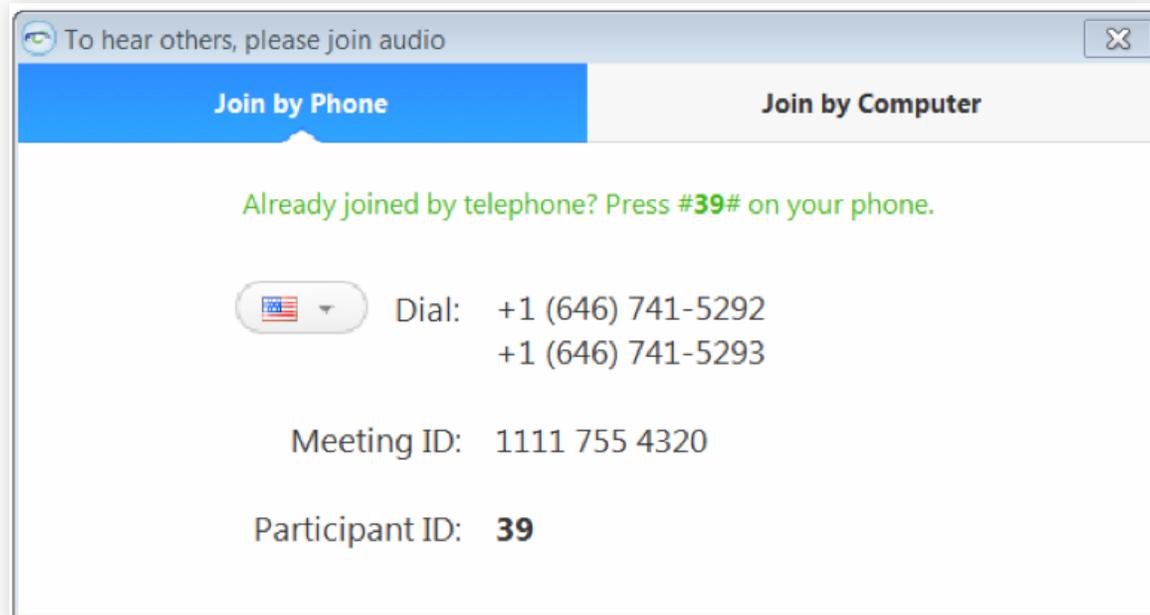
You can join an OfficeSuite HD Meeting® via teleconferencing/audio conferencing using a traditional dial-up phone. This is useful in occasions where:

- You don't have a microphone or speaker on your PC/Mac
- You don't have a smartphone (iOS or Android) while on the road
- You could not connect to a network for video and VoIP/computer audio

### JOINING BY TELECONFERENCING

Join by computer for video and phone for audio.

- Join an OfficeSuite HD Meeting® at <https://meeting.broadviewnet.com> and enter your 9 or 10 digit meeting ID.
- When you are in the meeting, select the **Audio** option in the menu bar.
- To use computer audio (which will open up the mic and speaker from your computer), select the **Join by Computer** tab.
- Follow the instructions in the dialog box to **Use Telephone** as shown below.

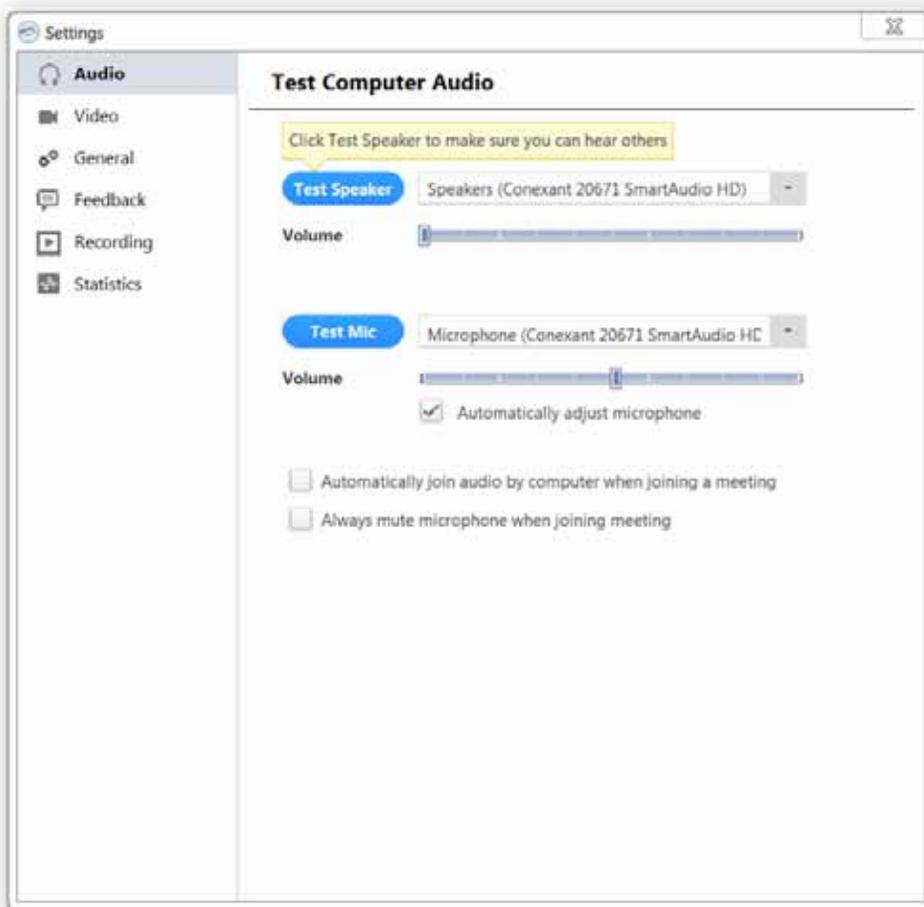


## About Settings

In the OfficeSuite HD Meeting® desktop application you will have a **Settings** option. Under Settings, you will have the following options:

*Note: You can also access these settings in your in-meeting toolbar during an OfficeSuite HD Meeting®.*

- **Audio:** You can test, select and adjust your speakers and microphone in the audio section. We suggest that you do this prior to your meeting for the best meeting experience.
- **Video:** You can test and select your video camera for the best HD experience based on the video cameras available to you.
- **General:** You can select additional preferences.
- **Feedback:** We welcome any suggestions, questions, comments, or feedback that you may have on making this product even better.
- **Recording:** You can browse or open your stored recordings (all recordings are stored on your local device/computer).
- **Statistics:** Open the statistics window to see performance diagnostics for your computer and the network your using.



## Getting Started With IOS and Android

OfficeSuite HD Meeting® works on your iPhone®, iPad®, or any other iOS device and Android™ devices. You can download the OfficeSuite HD Meeting® app from the Apple

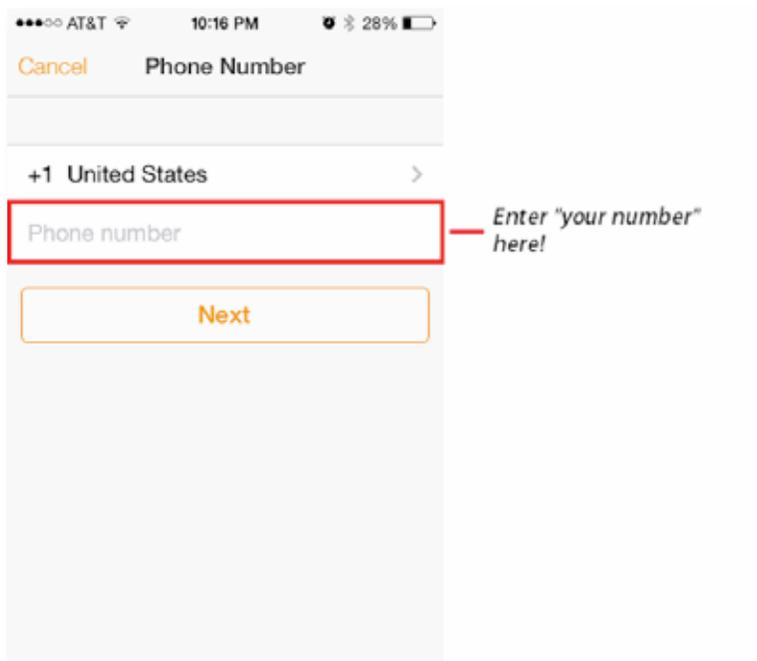
App Store or GooglePlay. Simply type OfficeSuite® in the search option and select the **conferencing app**.

When you have the OfficeSuite HD Meeting® app installed, tap the **OfficeSuite HD Meeting®** application icon on your mobile device to open the meeting controls.

### MEET NOW, JOIN, SCHEDULE, UPCOMING MEETINGS

- **Meet Now:** Will allow you to start an instant meeting and invite up to 25 participants.
- **Join a Meeting:** Will allow you to enter a 9-digit meeting ID and instantly join another host's meeting.
- **Schedule:** Will allow you to set up a future OfficeSuite HD Meeting®.
- **Upcoming Meetings:** View all of your future scheduled meetings.

*Note: If you don't link your account, your meeting(s) will be timed via our free trial account offer, and each meeting will end after 40 minutes. You will get a warning after 30 minutes that only 10 minutes remain before your meeting will end.*



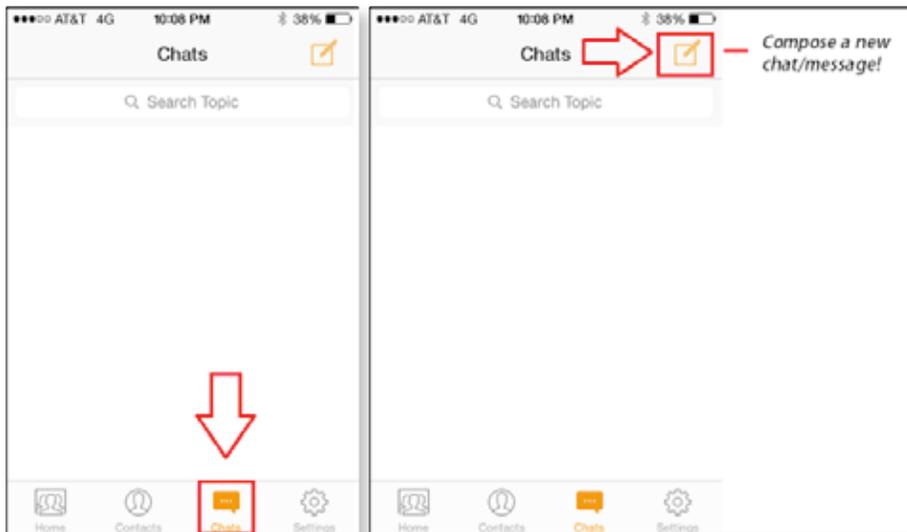
### LINK YOUR ACCOUNT LOGIN

You can Link your OfficeSuite HD Meeting®, Google or Facebook account by selecting the **Settings** icon and then choosing **Link Account**.

To logout, simply select **unlink account**.

By linking your account, you will also be able to view any upcoming meetings you have associated with your account.

*Note: Linking your account will also allow you to find more contacts and use features like **Personal Meeting ID**.*



## SETTINGS

When you've completed linking your account, you can access more OfficeSuite HD Meeting® features and settings for your mobile device.

In "**Settings**" you can:

- Add a profile picture and choose a screen name
- View your Linked account
- View your personal 10-digit meeting ID
- See what version of OfficeSuite HD Meeting® you're using
- Send us feedback
- Spread the word about OfficeSuite®
- Add already existing contacts from your mobile device
- Receive pop-up notifications from IM messages
- Enable/Disable **Safe Driving Mode**
- Connect OfficeSuite HD Meeting® to another computer/device using **Airplay!**

*Note: Your screen name will show as your name in your OfficeSuite HD Meeting® application.*

## *Personal Meeting ID (PMI)*

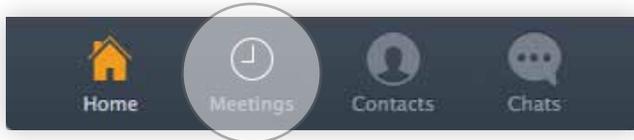
Personal Meeting ID (PMI) is assigned to you automatically as a permanent virtual room. You can start it at anytime or schedule it for a future use.

Your Personal Meeting ID becomes your Personal Meeting URL, eg:

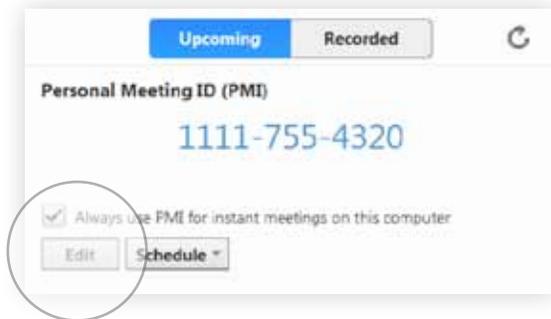
**<https://meeting.broadviewnet.com/j/555112222>**

If you are on a Paid plan, you can customize the 10 digit ID. For example, you can make the ID your phone number. Follow these steps to customize:

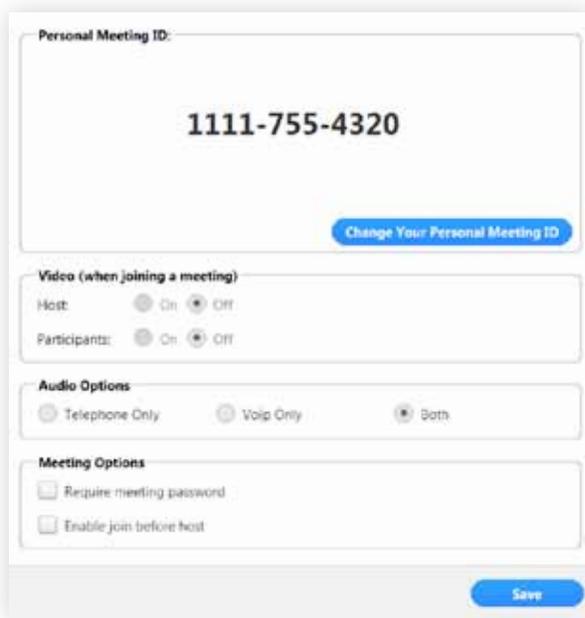
1. Open your OfficeSuite HD Meeting™ desktop application or mobile app. Click on the **Meetings** button on the Home page as shown below.



2. Then click the **edit** button as shown below.



3. Then click **Change your Personal Meeting ID** as shown below.



4. Click **Schedule** dropdown and select **Copy Invitation**, then paste the invitation into an Email/SMS/IM message to someone you want to join a meeting.