



# Quick Reference Guide

## Logging into the VidyoPortal™

1. Browse to the URL address of your portal (i.e. <http://vidyo.yourcompany.com>)
2. Log into Vidyo with the following info:

**User Name:** \_\_\_\_\_

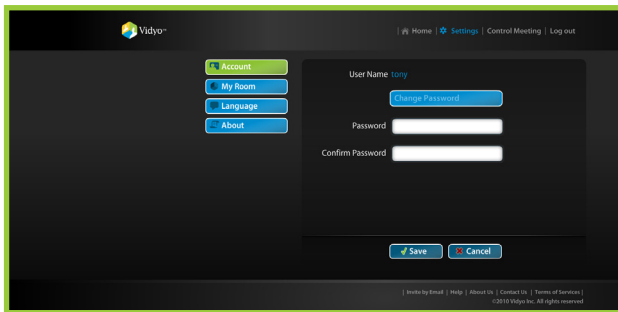
**Password:** \_\_\_\_\_

## Changing Your Vidyo Password

1. Click the *Settings* link at the top right of the VidyoPortal homepage.



2. In the *Settings* page, click the *Account* button.
3. In the *Account* page, click the *Change Password* button, enter your new password twice and click *Save*.

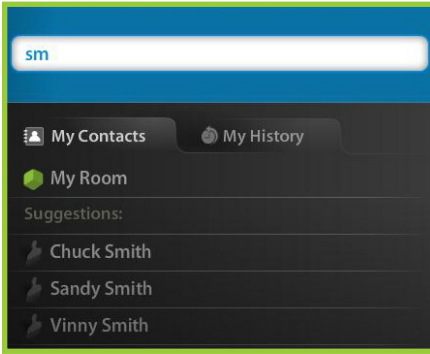


## Forgot Your Password?

1. Click the *Forgot Your Password?* link on the *Login* page.
2. Enter your email address and click the *Submit* button.
3. Check your email and follow the directions.

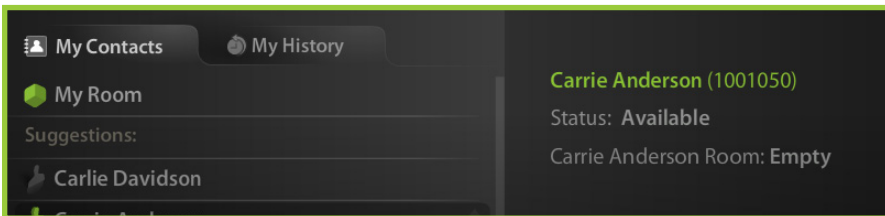
## Making a Direct Call

1. In the search field, type the name of the user you want to call.



NOTE: As you type in the name, it will create a drop-down list of names that match what you type.

2. Select the user you want to call and check their user status on the right. The user must be available for you to call them.



3. If the user is available (status = Available), click **Call Direct**.

Your VidyoConference begins.

## Starting a Multi-Point Call

1. Select *My Room*, then click **Join Room** to join your room and begin your VidyoConference.
2. Tell a Vidyo user on the system to:
  - Search for your name in the search contact field and select it.
  - Click **Join Room**.

They join your meeting room.

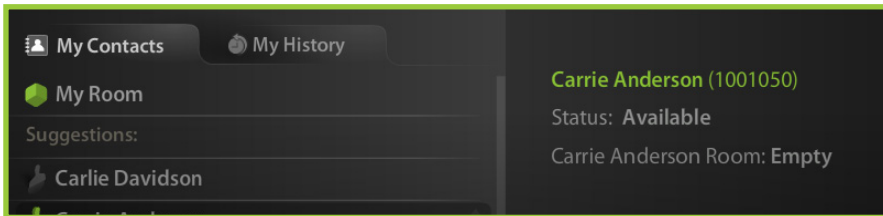
(See the next page for instructions to invite a guest into your VidyoConference)

## Joining a Meeting Already in Progress

1. In the contact search field, type the name of the user whose room you want to join.

NOTE: As you type in the name, it will create a drop-down list of names that match what you type.

2. Select the user whose room you want to join and check their room status on the right.

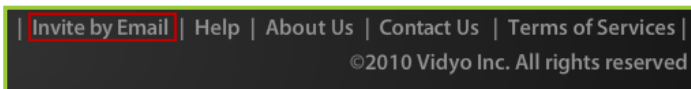


3. If their room is available (status = Empty or Occupied), click [Join Room](#).

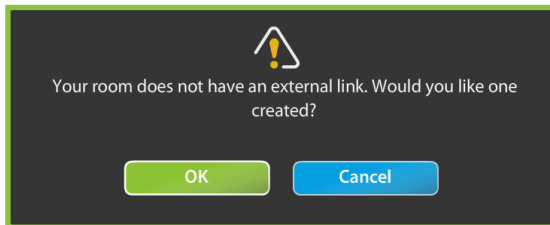
You join the user's meeting room.

## Inviting an Outside Guest to a Vidyo Call

1. Click the *Invite by Email* link at the bottom right of the VidyoPortal home page.



If you have not created a link to your meeting room, you are prompted to do so. Your meeting room must have a link to invite a guest participant.



2. Click the *OK* button to create a room link.

The VidyoPortal creates the link, and your default email application opens an email containing the link to your meeting room. This email also contains text inviting recipients to join your meeting.












3. Send the invitation email to the recipients you want to invite to the meeting. You can modify the body text if necessary.
4. In the guest login page, have the guest(s) enter their name, and then click the *Join* button.
5. The guest(s) joins your meeting room.

## GUEST LOGIN NOTES\*

- You can use the same URL for all guests and all meetings.
- Guests DO NOT need a login ID or password. They only have to enter their name so they can be identified in the meeting.
- The room link grants guests access to only your meeting room.
- You are NOT notified when a guest participant joins your meeting room. However, you can see all the participants in your meeting room, including guests, in the home page by selecting *My Room*. You must enter your room to join the meeting.
- A guest can join your meeting room before you join the meeting.
- To change your meeting room URL, click *Settings* and in the *My Room* page, click the *Create New* button. A new room link is generated and the old link no longer works.

\* See also [Quick Guest Guide](#)

## Toolbar Icon Summary

-  Change screen layout (Only functions with 3+ participants)
-  Full Screen Mode
-  Share an application window with other participants
-  Toggle among shared application windows
-  Turn on/off Self-view (the ability to see yourself) and picture-in-a-picture
-  Speaker volume-on/off
-  Microphone volume-on/off
-  Privacy
-  Dialpad for calls to legacy and voice endpoints (via VidyoGateway™)
-  Settings
-  Disconnect (exit meeting)

## Adding PIN Security to your Meeting Room

1. Click the *Settings* link at the top right of the VidyoPortal homepage.



2. In the *My Room* page, enter a PIN number in the *Room PIN* field and click *Save*.



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