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## **Video Conference**

Mike Johnstone - 2025-12-06 - Web App

## **Video Conference**

Our web application offers a video conferencing service, enabling you to conduct meetings with individuals either within your company's directory or external contacts.

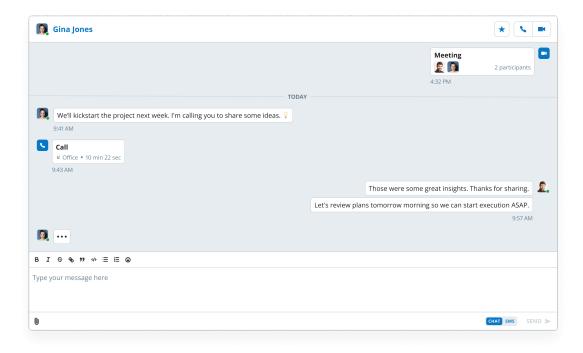
To initiate a video conference with individuals outside your company:

- 1. Log in to the app.
- 2. Navigate to the main page and click on the video conference button.
- 3. In the dialogue box, copy the generated meeting room link to share as needed.
- 4. Alternatively, share the link via email using various platforms such as your default mail, Google, Outlook, or Yahoo!
- 5. Alternatively, add to the calendar via email using Google or Outlook Calendar.



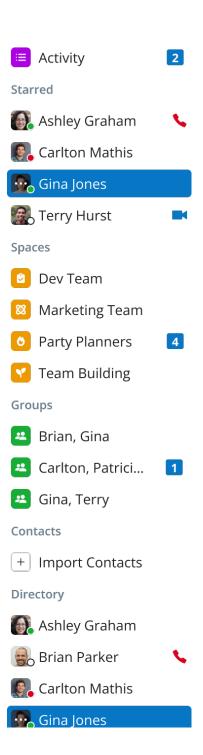
To start a Video Conference with contacts from your directory:

- 1. Access the sidebar.
- 2. Select your desired directory contact or group.
- 3. Once on the chat page, click on the video conference button to send a meeting invite.



## **Presence for Video Conference**

The Presence for Video Conference feature allows you to check the availability status of your contacts in the directory, specifically indicating when they are in a meeting.



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