



8X8 VIDEO MEETINGS

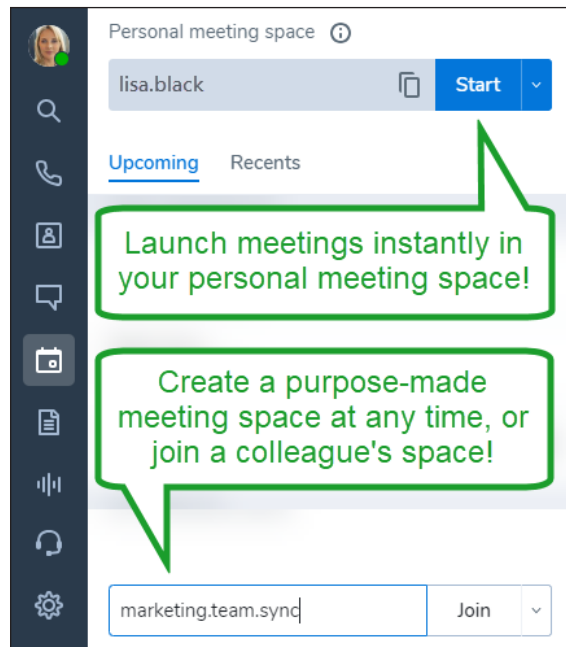
8x8 Video Meetings with Virtual Office combines flexible communication capabilities with powerfully collaborative meetings.

With 8x8 Video Meetings, take your team meetings to the next level via integration with your calendar, high-definition audio and video, and much more!

Use Meeting Spaces


8x8 Video Meetings allows you to meet coworkers and contacts in assigned or purpose-made meeting spaces at any time!

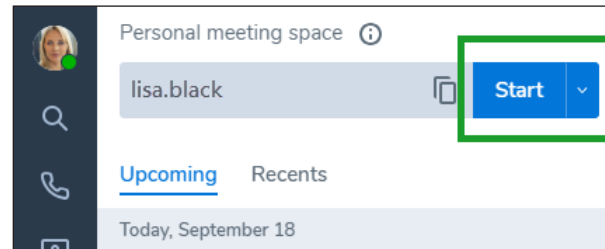
As an 8x8 user, you can access a personal meeting space from which you can launch instant meetings. In addition, you can create a temporary space with a custom-defined name when needed.



START MEETINGS NOW


Start via Meetings Tab

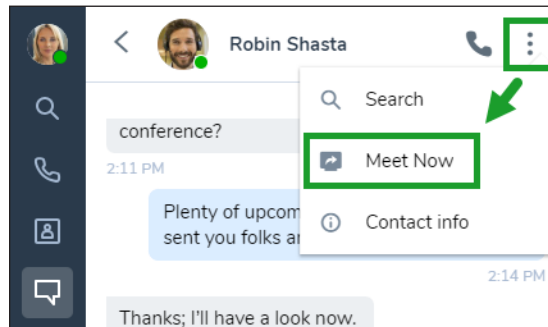
In the **Meetings**  tab, click **Start** next to the name of your personal meeting space to launch an instant meeting.



In the meeting that opens, you can invite participants. By default, your audio and video are enabled automatically.

Start via Chat


- While in a chat with a company contact, click the **More**  icon next to the contact's name to open a drop-down menu.

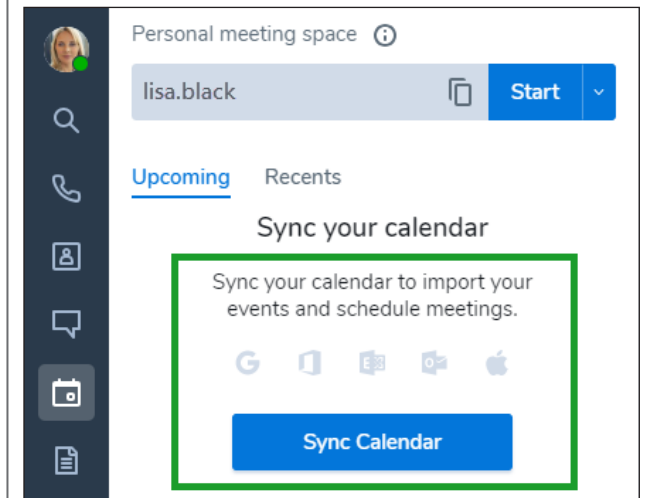


- From the drop-down, select **Meet Now** to start the meeting immediately. In the meeting that opens, you can join audio and invite additional participants.



SCHEDULE MEETINGS

Sync with Your Meeting Calendar

In the **Meetings**  tab, sync the app with your preferred meeting calendar to see your upcoming meetings.



Create Meetings

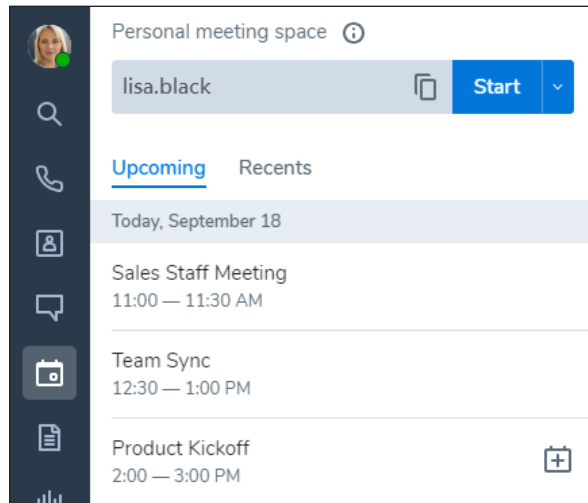
- In your preferred meeting calendar (such as Google Calendar), schedule a calendar event and invite participants.
- In Virtual Office, open the **Meetings**  tab to see upcoming meetings in your synced calendar. If you did not sync your calendar, you do not see your upcoming meetings in Virtual Office.
- Next to the desired calendar event, click the **Add meeting**  icon to attach your personal meeting space to the event. Participants invited to the calendar event now see details on how they can join the meeting via 8x8 Video Meetings in their calendar invite.

ACCESS MEETINGS


Access from the Virtual Office Desktop App

To access your meetings, open the **Meetings**  tab of the app and go to:

- **Upcoming:** Access upcoming meetings in your synced calendar.
- **Recents:** Access details and recordings from your past meetings.



Access from the Virtual Office Mobile App

To access meetings, open the **Meetings**  tab of the app to view your synced calendar. You can also go to:

- **Meet now:** Join a meeting using your personal meeting space.
- **Join with ID:** Join a meeting in a space other than your own.
- **Recents:** Access details and recordings from your past meetings.


Note: Procedures in the rest of this guide refer to the 8x8 Video Meetings experience in the Virtual Office desktop app.

JOIN MEETINGS

You can join meetings via the desktop app or via browser, or just join audio by dialing in. 8x8 Video Meetings supports dial-in numbers from over 50 countries!

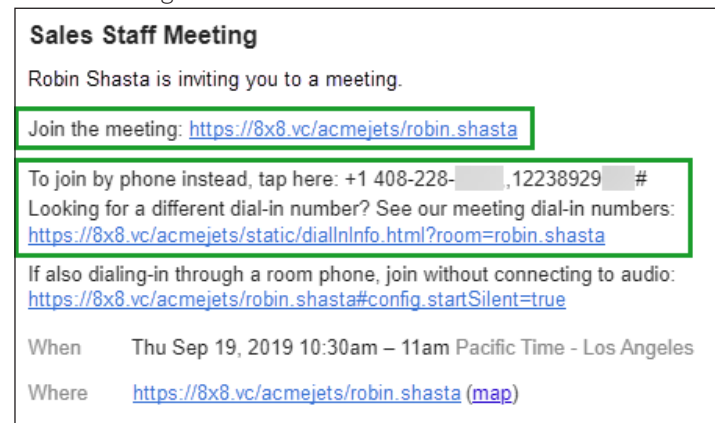
When you join, your microphone and camera are automatically enabled by default.

Join via Virtual Office Desktop App

1. Go to  > **Upcoming** to view your synced meeting calendar.
2. Click the desired meeting to join.

Join via Email Invitation

Open your email meeting invitation.



You can:

- **Join via link:** Click the link included in your invitation to join the meeting. Your joining experience is different depending on whether you have the Virtual Office desktop app on your computer:

- **If you have the Virtual Office desktop app:** The meeting opens in the app.
- **If you do not have the Virtual Office desktop app:** the meeting opens in a browser tab.

Note: To join via in-browser experience, join in Google Chrome.

Note: If you join via browser, you collaborate on <https://8x8.vc/> via audio, video, chat, and on-screen content sharing. To invite participants, download the Virtual Office desktop app.

- **Join via dial-in for an audio-only experience:** Call the listed dial-in number via phone. At the prompt, enter the neighboring ID code to dial in to meeting audio. If the phone number is not local to you, you can click a link that gives the full list of international dial-in numbers.

Join via 8x8 Meeting Rooms

If your organization equips its conference rooms with in-room system hardware to enhance collaboration, you may have the option to meet via 8x8 Meeting Rooms.

With 8x8 Meeting Rooms, simply walk into a conference room and join a meeting scheduled in that room with a single tap!

For details on 8x8 Meeting Rooms, [click here](#).

USE MEETING CONTROLS



Upon joining the meeting, your audio and video are automatically enabled by default. Take advantage of the following meeting controls:



1. **Expand/collapse Virtual Office** (desktop app only): View the Virtual Office desktop app as a panel to the left of the meeting.
2. **Share screen**: Share your desktop or an app window to share in the meeting.
3. **Raise/lower hand**: Silently announce that you have something to contribute without interrupting the current presenter.
4. **Open/close chat**: Toggle the group chat panel for the meeting to chat with meeting participants.
5. **Mute/unmute**: Mute or unmute your microphone.
6. **Leave**: Exit the meeting.
7. **Start/stop camera**: Turn your camera on or off for meeting video.
8. **Tile view**: Switch between viewing all participants on a grid, or viewing the current speaker in a large central tile with non-speakers in a list on the side.
9. **Invite people** (Virtual Office only): Invite participants to the meeting.
10. **Meeting info**: View meeting details you can share to invite a participant indirectly, including the meeting URL, dial-in information, and more.

11. **More actions**: Access additional meeting controls:

- (Virtual Office only) Record the meeting.
- (Browser only) Toggle full-screen view.
- Manage your call quality to optimize your meeting experience.
- Stream the meeting live on YouTube.
- Manage additional meeting settings, such as your audio and video devices or meeting moderator controls.
- View meeting speaker stats to ensure all presenters have adequate time to contribute.
- Leave feedback on your meeting experience.
- View keyboard shortcuts you can use with 8x8 Video Meetings, such as toggling your chat panel, camera, or microphone with the press of a key.


RECORD MEETINGS

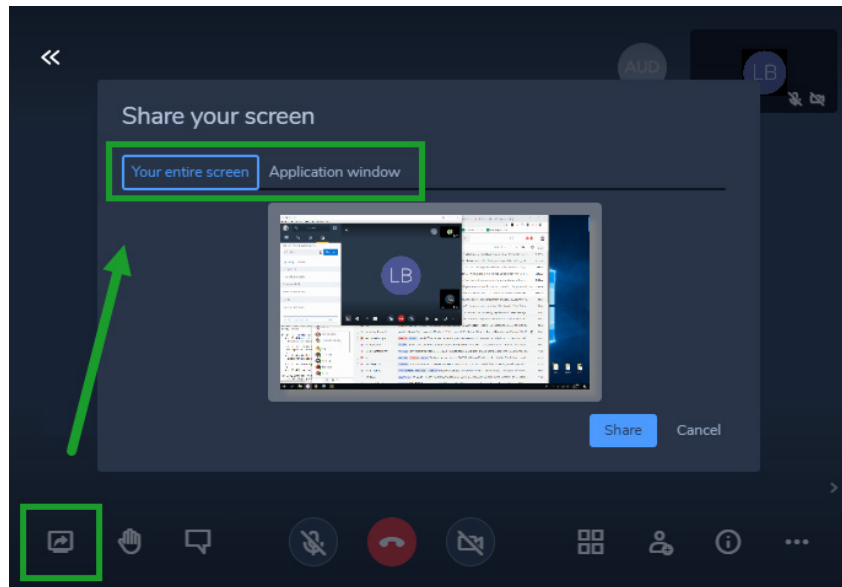
If not everyone can attend an important meeting, simply record the meeting for future reference and share it with participants as well as absentees. With the recorded meeting, you can ensure that everyone can review what was discussed in the meeting.


1. In a meeting, click the **More actions**  icon to open a menu.
2. From the menu, select **Start recording**. At the prompt, select where to store the recording:
 - **In Virtual Office**: Once the meeting ends, access the recording under  **Recents** in Virtual Office. If you select this option, you can also choose whether other participants can automatically access the recording via Virtual Office, or whether you must distribute it to participants manually.
 - **In Dropbox**: If you have a Dropbox account, you can use Dropbox as the storage space for your meeting; once the meeting ends, distribute the file to participants as needed.
3. If you need to stop the recording before the meeting ends, access and click the recording option again to toggle it off.

SHARE CONTENT

8x8 Video Meetings with Virtual Office enables you to enhance your meeting experience by sharing content from your desktop. The collaborative nature of 8x8 Video Meetings leaves content sharing open to all participants!

1. Click the **Share screen**  icon to open a list of sharing options. You can:



- Share your entire screen.
 - Share a specific application window.
 - (Chrome only) Share a specific browser tab.
2. Select the desired screen, window, or tab, and confirm. Your actions in the specified area are displayed to everyone in the meeting until you stop sharing by toggling the **Share screen**  icon off.

STREAM VIA YOUTUBE


To ensure that your presentation or webinar reaches the widest audience possible with 8x8 Video Meetings, you can stream your meeting live to YouTube. Create a shareable streaming link on YouTube ahead of time, and give the streaming link instead of the meeting URL to participants who will not be presenting during the meeting.

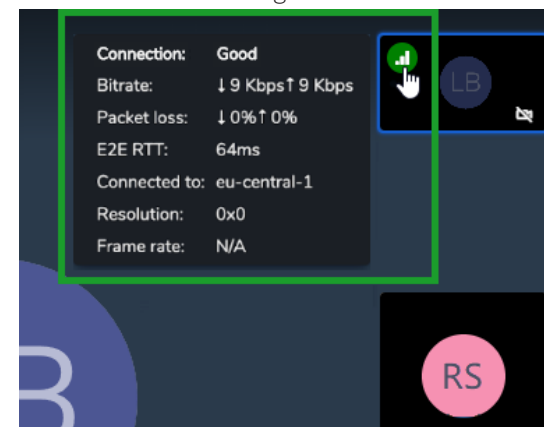
For details on streaming via YouTube, refer to the [YouTube Help content on live streaming](#).

Note: Ensure that you are using a verified YouTube account to stream, as an account can take 24 hours to be verified before you are able to stream through it. For details, see YouTube Help content on how to [enable live streaming on your YouTube account](#).

VIEW AND MANAGE YOUR CALL QUALITY


In 8x8 Video Meetings, you can track participants' connection quality and manage your own call quality to optimize your meeting performance.

If you notice that video or audio quality drops during the meeting, you can hover over the **Connection**  icon on a participant's tile (including your own) to view the strength of their connection to the meeting.



- If the source of another participant's problem is clear, such as unusually high data packet loss, you can advise the participant accordingly.
- If you see that your own connection is experiencing a drop in strength, consider changing your meeting call quality to improve your meeting experience.

Control Your Call Quality

1. Click the **More actions**  icon to open a menu.
2. From the menu, click **Manage call quality** to open meeting call quality controls.
3. In the call quality controls, select an audiovisual call quality level from high, standard, low, or audio-only to manage your meeting experience as needed.