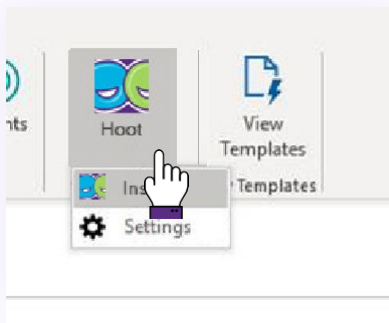


Scheduling a Meeting in Microsoft® Outlook®

To schedule meetings in Outlook you will need to install the Hoot ~~Star~~ add-in. Instructions on how to do this can be found at learn.intrado.com/hoot

- 1 Open a new meeting invite in



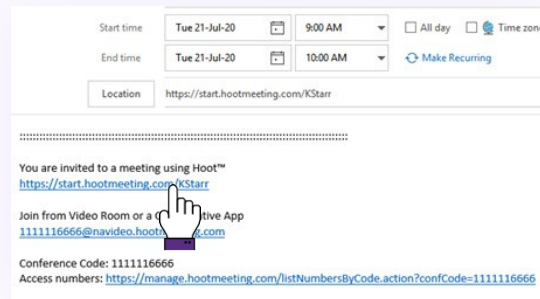
- 2 Click Hoot add-in from the menu ribbon then click Insert.
3. Your meeting invitation will be automatically populated with links to start or join the meeting.
- 4 Select a date and time for your meeting, add your participants, a subject line and any additional meeting information.
- 5 Click Send.

Start and Join Meetings

You can start and join meetings as a host or participant directly from the link in the meeting invitation or meeting hosts can start meetings via Hoot.me

Start and Join with Personal Meeting Link

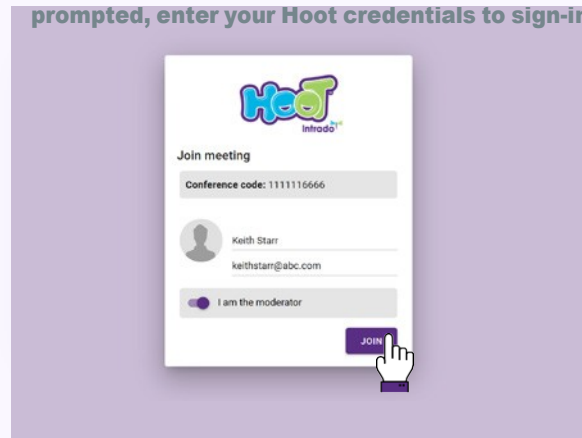
- 1 Click the personal meeting link from the meeting invite.



- 2 Enter your display name and email address (optional).

If you are the meeting host, please switch the I am the moderator button to on (purple). If

prompted, enter your Hoot credentials to sign-in.



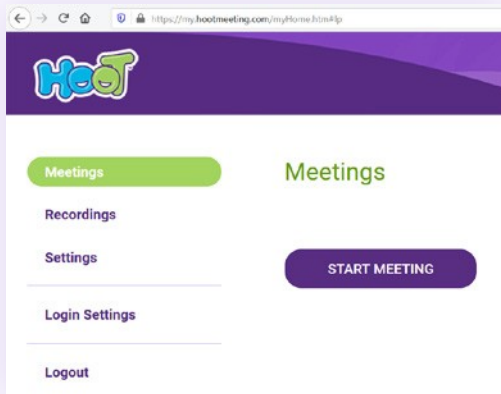
3. Click
- 4 If this is the first time you have used Hoot you will need to click Allow to give the platform permission to access your camera and microphone.
- 5 Select the correct audio and video devices using the dropdown menus.
- 6 Click Connect to join the meeting.

If you wish to join via phone, video room or collaborative apps select More Options and choose the appropriate tab for instructions

Start Meetings via Hoot Home

1 Go to <https://my.hootmeeting.com>, click Sign In then enter your Hoot credentials.

2 Click Start



3. If this is the first time you have used Hoot you will need to click Allow to give the platform permission to access your camera and microphone.

4 Select the correct audio and video devices using the dropdown menus.

5 Click Connect to start the meeting.

Share and Collaborate

Share and collaborate on files and applications with your participants directly from your desktop*.

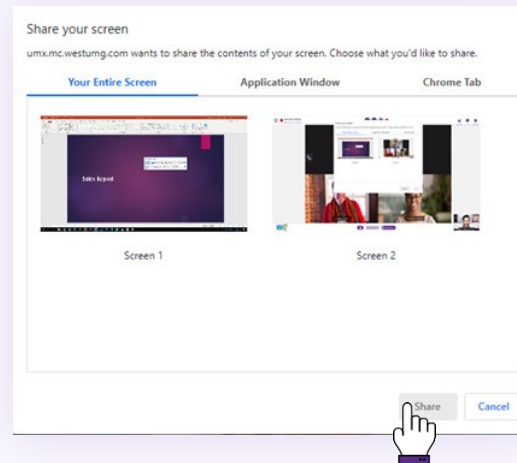
1. Click  located at top of the screen.

2. Select the screen or application you wish to share:

- **Screen Sharing** – allows you to share your entire screen
- **Application Sharing** – share an application that is currently open (e.g. PowerPoint)
- **Browser Tab Sharing** – you can also share one of your browser tabs

3. Click Share to start sharing.

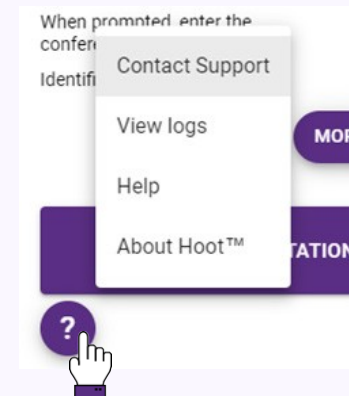
4. Click Stop Sharing located at the bottom of the screen or application to end sharing.



*Sharing options may differ depending on what browser you use to join the meeting.

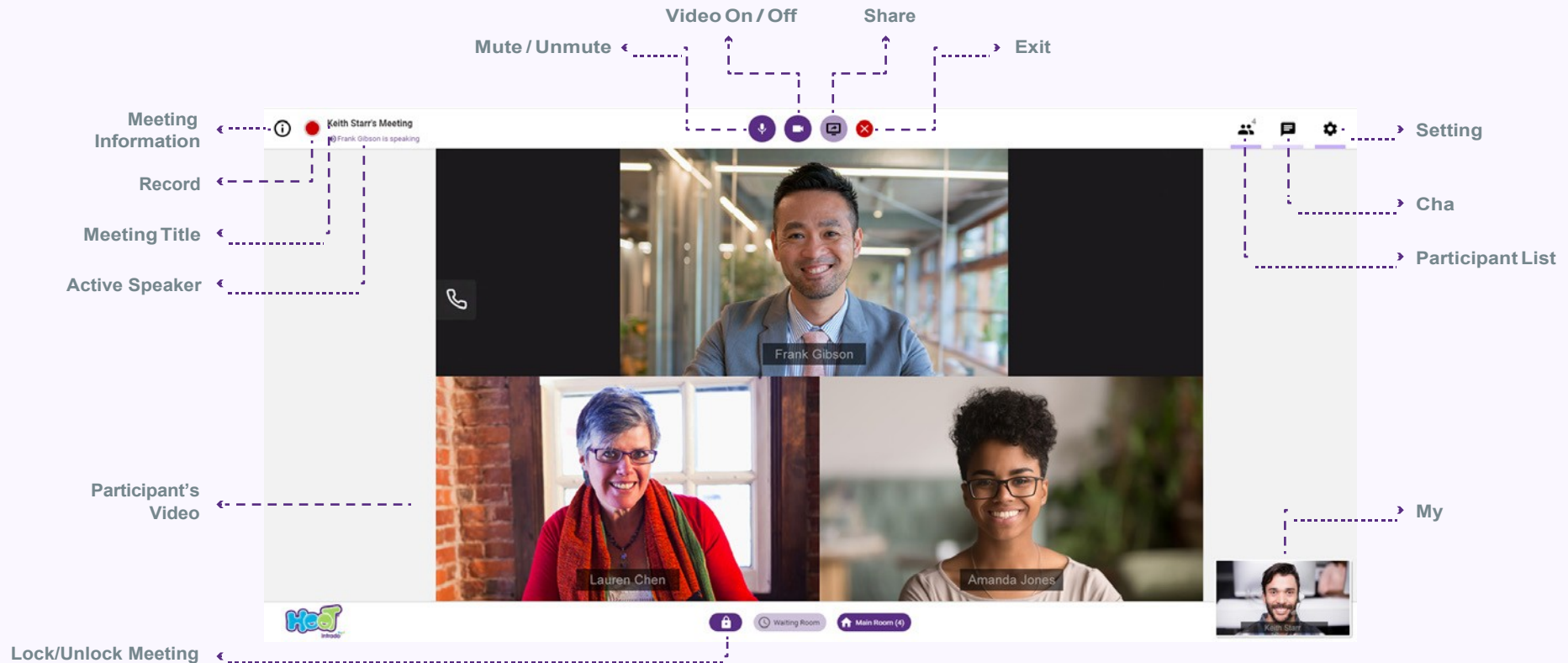
Technical Support and Assistance

For technical support during a meeting click Meeting Information from the Main Room.  Click then select Contact Support.



Your Meeting Room

Manage your meeting with the simple functions and features of Hoot Meetings



Supported Browsers

Windows 10	MacOS v.10.15 & +	Android v.10.0 & +	iOS v.12 & +
Chrome v.76 & Firefox v.70 & Edge v.80 &	Safari v.13 & + Chrome v.76 & + Firefox v.70 & Edge v.80 &	Chrome v.76 &	Safari v.13 &

For guides on managing and recording meetings visit learn.intrado.com/hoot