

Connect Client Video Collaboration User Guide

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This document provides information on how to create, edit, view, and cancel a video conference invite from the Connect client.

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Overview

ShoreTel is now part of Mitel. Together, we look forward to helping you power connections that are brilliantly simple.

The Connect client video collaboration feature allows you to create video conferences from the Connect client. You can edit, view, join, and cancel a video conference from the Connect client.



Note

- The video conferencing feature is available only for the MiCloud Connect users.
 - The video conferencing feature is included in the Essential, Standard and Advanced license bundles. Non-Essential/Standard/Advanced users cannot create a video conference but they can join the video conference.
 - The system administrator must enable the video conferencing feature for all the MiCloud users in MiCloud Connect Portal. For more information, refer to **Turning Video Conferencing On and Off** in [Editing Phone Settings](#).
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Entering Video Conference Credentials

1. Launch the Connect client.
2. Click the <username> tab, and then click **Preferences** for MAC OS or **Settings** for Windows.
3. Click **Accounts > Video Conference Credentials** and enter the details.



Note

Contact your system administrator for the video conference credentials.

4. Click **Save Credentials**.

Creating a Video Conference

You can schedule a video conference by creating a new event in the Connect client.

To create a video conference invite:

- You must have the video conference credentials.

- You must log on to Microsoft Outlook.



Note

When you log on to the Connect client for the first time, you must enter the Microsoft Exchange/ Outlook (Active Directory) credentials in **Account > AD Credentials** window of the Connect client to connect to the Microsoft Exchange.

1. Click the **Events** tab on the dashboard.
2. Click **+New Event** at the bottom of the second pane.
3. Select **Video** under **Event Type**.
4. Enter the video conference credentials.
5. In the **Name** field, enter a name for the conference.
6. In the **Description** field, enter the purpose of the video conference.
7. In the **Starts** fields, enter the date and start time of the video conference.
8. In the **Meeting Lasts** field, enter the duration of the meeting in hours and minutes.
9. In the **Participants** field, enter the names of the participants.
10. Click **Create Event Invite**.

If the Connect client is successfully integrated with Microsoft Exchange, you will see a **Create Conference** message. An email invite draft is opened in Microsoft Outlook, where you can review the content, set reminders and recurrence, and review the list of participants before sending the invite.

The new event is created and displayed with assigned details as described in [Table 1](#). Every time you click **Events** on the dashboard, the conference is listed in the **Upcoming** tab on the second pane.

Table 1: Video Conference Details

Conference Details	Description
Title	Name of the video conference.
Description	Purpose of the video conference.
<Web Conference link to join video conference>	Video Conference web page link for both host and participants.
Local Dial-in Number	The conference call dial-in number for host and participants.
Additional Calling Info	This link opens the How to join your StarLeaf video conference page, which provides the additional dial-in information to join the video conference.
Conference Participant Code	The access code for the participants to join the video conference.

Creating Video Conference with a Contact group

You can create a video conference with the selected contact group in the Connect client.

1. Click the **People** tab and select the contact group.
2. Click **Schedule Meeting with Group** and follow steps 3-10 as mentioned in the [Creating a Video Conference](#) section.

If the Connect client is successfully integrated with Microsoft Exchange, an email invite draft is opened in Microsoft Outlook with all the group members listed in the meeting invite. You can review the list of participants before sending the meeting invite.

Editing a Video Conference Invite

You can edit an existing video conference invite from both the Connect client and Microsoft Outlook.

Editing a video conference invite in the Connect client

1. Click the **Events** tab on the dashboard.
2. Select the video conference invite in the **Upcoming** tab.
3. Enter the video conference credentials.
4. Click **Edit Meeting** on the third pane.
5. Make the required changes and click **Edit Event Invite**.

When you edit the video conference invite in the Connect client, the Outlook calendar invite is automatically updated.



Note

You cannot change a video conference to a collaborative meeting.

Editing a video conference in the Microsoft Outlook

1. Click the **Calendar** tab on the **Shortcuts** pane.
2. Open the video conference meeting invite.

If you open an invite that is part of a recurring series in the **Open Recurring Item** dialog box, select **Just this one**, and then click **OK**.

3. Make the required changes in the **Item Occurrence** Window, and click **Send Update**.

When you edit the video conference invite in Microsoft Outlook, the video conference invite in the Connect client gets automatically updated.

To cancel a video conference, open the conference invite, click **Meetings** tab > **Cancel Meeting** and then click the **Send Cancellation** button in the Item Occurrence window.

Canceling a video conference

If the meeting is no longer required, you can cancel a meeting either from Microsoft Outlook or the Connect client. Canceling a meeting removes the invite from your Outlook calendar and sends a notification to all the meeting attendees.

- To cancel from Microsoft Outlook, open the meeting invite and click **Cancel Meeting**.
- To cancel from the client, in the **Events** tab, select the meeting invite and click **Cancel Meeting** on the third pane.

Viewing Video Conferences

1. Click the **Events** tab on the dashboard.
2. Click the **Upcoming** and **Past** tabs to view the list of scheduled conferences.

The list is sorted by date, from the most recent to oldest events. All the video conferences display a green video icon next to the meeting description.



Note

If you have integrated the Connect client with Microsoft Exchange, you can see all your conferences in the Connect client under **Events** tab.

Joining a Video Conference

You can join a conference in the following ways:

- [Joining a Video Conference from the Notification Area](#): Use this procedure, if you see a notification for the upcoming conference in the notification area on the dashboard of the Connect client. The notification is usually sent five minutes prior to the conference.
- [Joining a Video Conference from the Events Tab](#): Use this procedure to join the conference prior to a notification from the Connect client.
- [Joining a Video Conference from Outlook](#): Use this procedure to join the conference from your Microsoft Outlook calendar.



Note

If you are using a web browser other than Chrome and Mozilla Firefox, you must install the WebRTC plug-in to join the video conference.

Joining a Video Conference from the Notification Area

1. Click the green video icon to launch the video conference.

The Connect client launches the WebRTC client in the default browser.

2. Enter your **Name** and click **Join now**.

You can mute the audio and disable the video during the call.

3. Click the red end call icon to end the video conference.

Joining a Video Conference from the Events Tab

1. Click the **Events** tab on the dashboard.

2. Select the conference in the **Upcoming** tab and click the green video icon.

The Connect client launches the WebRTC client in the default browser.

3. Enter your **Name** and click **Join now**.

You can mute the audio and disable the video during the call.

4. Click the red end call icon to end the video conference.

Joining a Video Conference from Outlook

If you have successfully integrated the Connect client with Microsoft Exchange, you can join a conference by opening the meeting invite on your Outlook calendar.

1. Launch the Outlook calendar and open the conference appointment.

The appointment contains details of the conference as described in [Table 1](#).

2. Click the **Click here to join** link.

The Connect client launches the WebRTC client in the default browser.

3. Enter your **Name** and click **Join now**.

You can mute the audio and disable the video during the call.

4. Click the red end call icon to end the video conference.




Sharing the Screen

You can share your screen with the participants. Participants can view the entire computer screen and all your actions on the computer, until you stop the sharing.



Note

- You must install StarLeaf Screen Share extension to share your computer screen.
 - This feature is supported on Chrome, Internet Explorer, Mozilla Firefox, and Safari.
 - To start sharing, you must wait for at least one participant to join the call.
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To share the screen, click  and select the screen that you want to share. While sharing, you can click  to swap the screen with the video. To end the screen sharing session, click .

