



# GRANITE

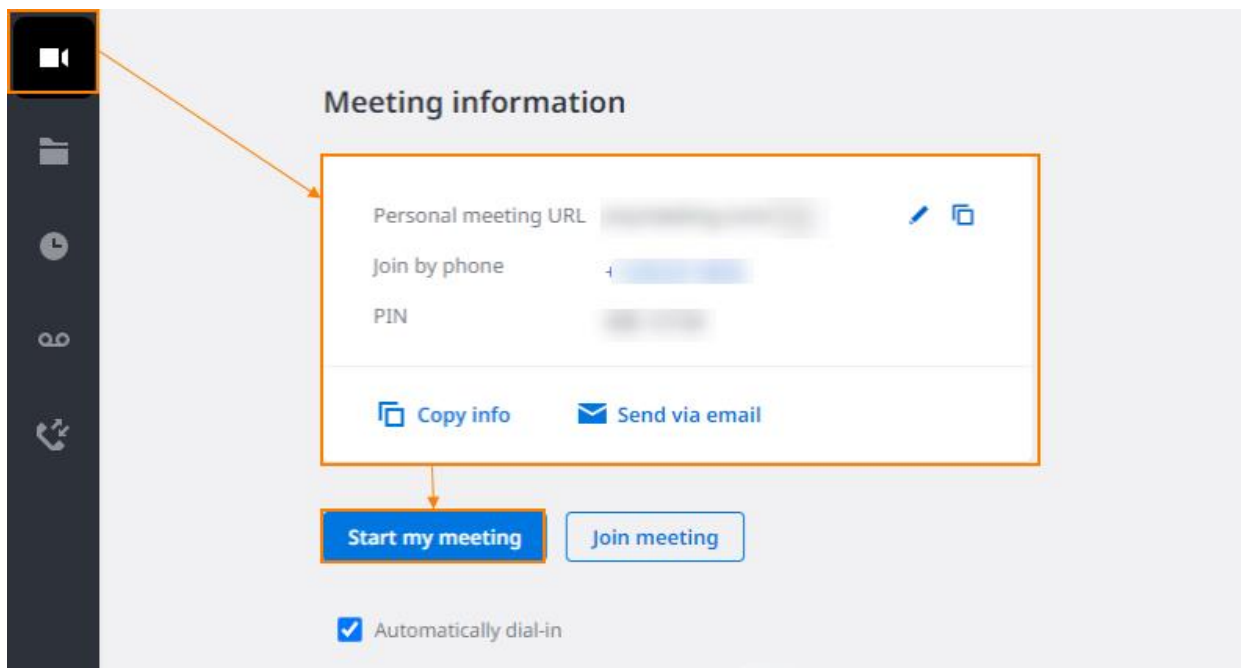
TECHNOLOGY SOLUTIONS

## Elevate *Desktop App*: Meeting Feature

### Launch Meeting

There are two ways to start a meeting:

- To start a meeting with **external attendees**, navigate to the **Meeting** tab. Provide potential attendees with the meeting information: meeting URL, phone number and PIN. Click **Start My Meeting**. A meeting will be opened in a new window.
- You may **invite chat members** to a meeting using the **Meet Now** button.  
**Note:** this option allows you to start meeting with other Users on your account who have Elevate enabled.



From the Meeting tab, the following features are available:

- **Edit** your Meeting URL: personalized URL makes it easy for others to join your meeting.
- **Copy info**: copies your meeting URL and dial-in information to paste into an email, chat or other messenger.
- **Send via email** button automatically creates an email in your desktop mail client with Meeting info.

Once the meeting is initiated you will be provided with **Dial-In information** for the conference bridge.

## Dial-in Information

Dial in: 650- [input] [globe icon]  
Enter your PIN: 012 [input] #

Once connected, press \*11# to pair your call

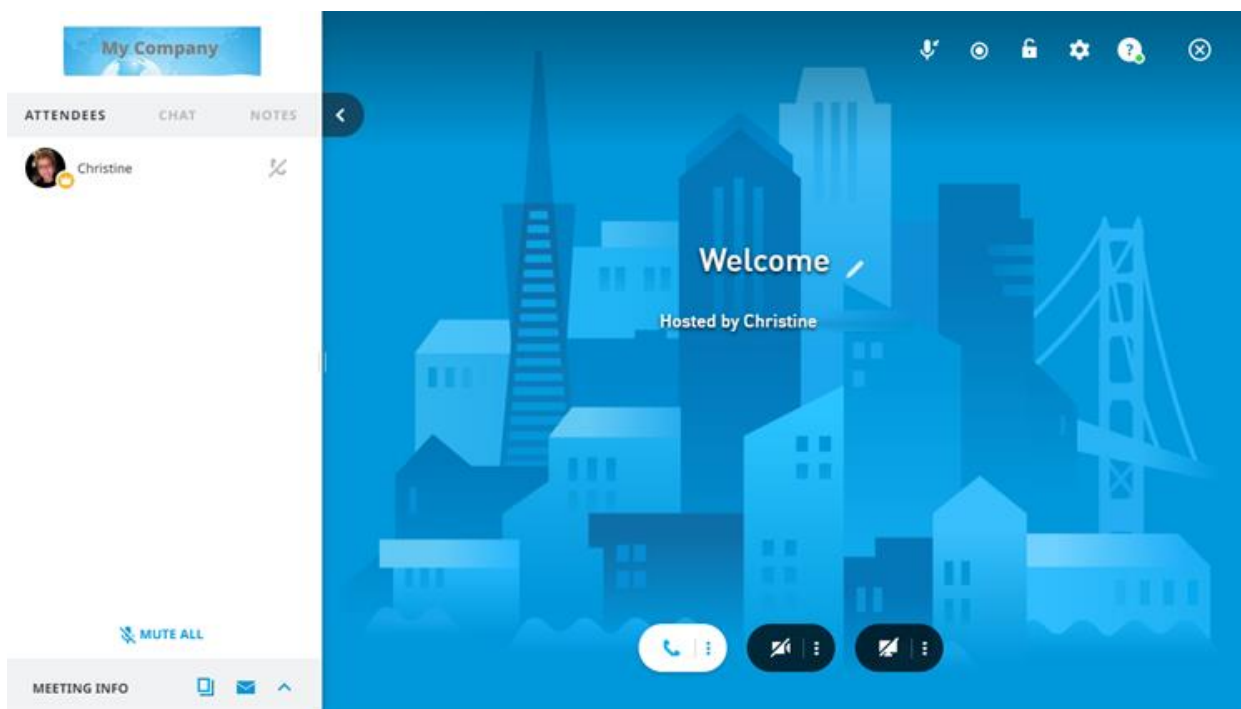
\*5 - mute all except yourself

\*6 - unmute yourself

\*4 - help

CLOSE

Once you have entered your Audio PIN to pair, this window will close automatically.



To be automatically connected to the conference bridge when starting or joining a Meeting from Elevate desktop application:

1. Click on **Meetings** tab on the left
2. Check the box for **Automatically dial-in**.

When **Automatically dial-in** is enabled, the conference bridge number and PIN will be automatically dialed from the Elevate desktop application.

# Meeting History

The **Meeting history** button allows you to view your past meetings. From that page, you can:

- filter your meetings by date
- archive your meetings
- see more options for a selected meeting

The image shows a screenshot of the ELEVATE web application interface. The top left corner features the ELEVATE logo. A vertical sidebar on the left contains several icons, with the 'Meeting history' button highlighted in orange and labeled with an arrow. The main content area displays a 'Meeting information' card with fields for 'Personal meeting URL', 'Join by phone', and 'PIN', along with 'Copy info' and 'Send via email' buttons. Below this, a 'My Webinars and Meetings' section is shown, featuring a 'Past Meetings' list. A 'Choose a date range' dropdown menu is set to 'Last 14 days'. The list contains four meeting entries, each with a date, time, duration, and number of attendees. The first entry is 'Monday 21 June, 2021 7:14 AM', 'Welcome', '2 min long | 1 attendee'. The second entry is 'Monday 21 June, 2021 7:08 AM', 'Welcome', '5 min long | 2 attendees', with an 'Archive the meeting' button and an arrow pointing to it. The third entry is 'Friday 18 June, 2021 7:54 AM', 'Welcome', '2 min long | 4 attendees'. The fourth entry is 'Thursday 17 June, 2021', 'Welcome', '33 min long | 4 attendees', with an arrow pointing to the title 'Welcome' and the text 'Click the title to see more options'.