

StarLeaf App Quick Start

Switch between the tabs to view your favorites, chat conversations, scheduled meetings, and a list of recent calls

Chats shows all 1-to-1 and group chats in order of chatting history

Calls shows all recent calls in order of calling history

Choose a duration for the **Do not disturb** status with this bell icon

In **Account**, access your camera & microphone settings, voicemail settings, and more

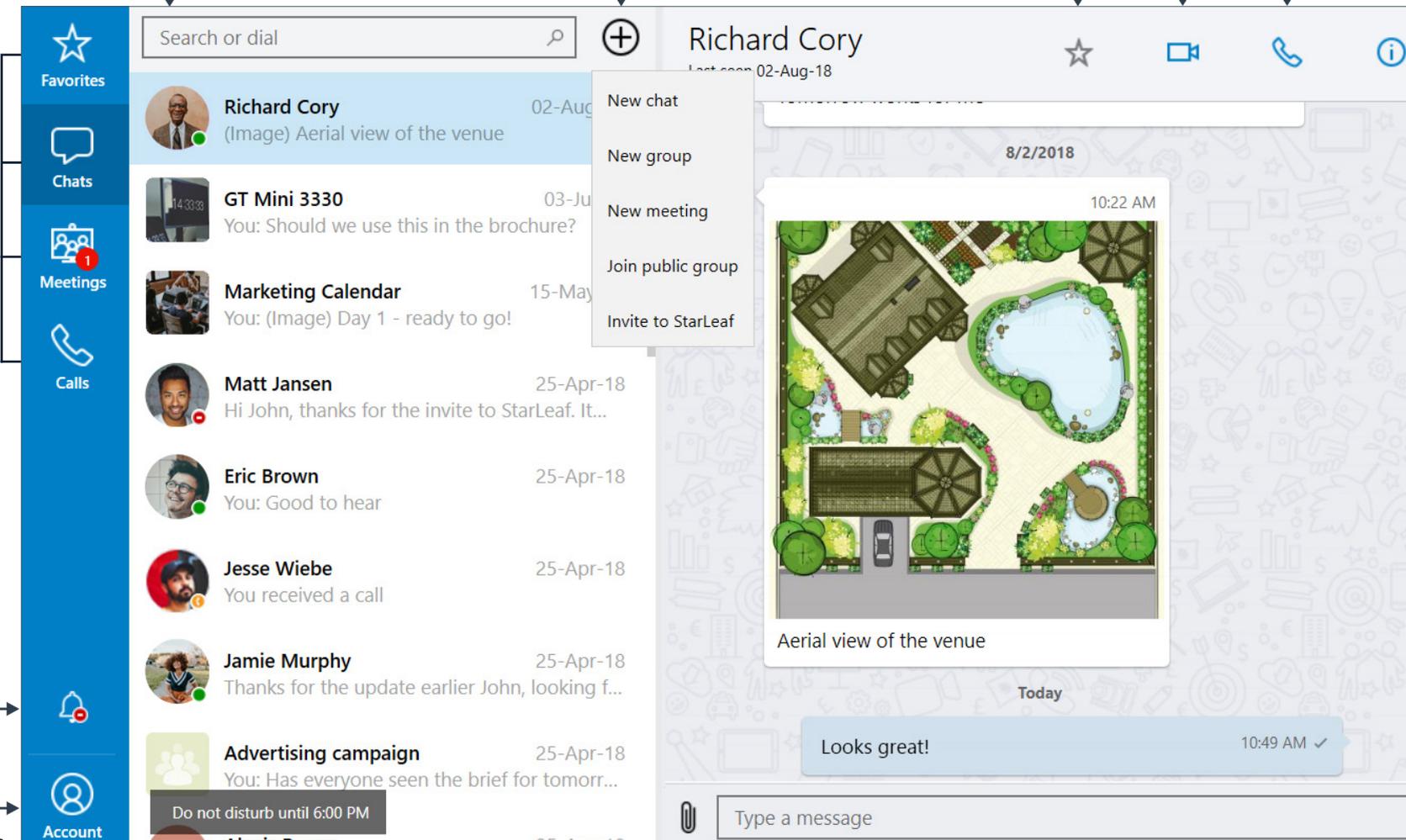
Search for a contact by typing the first few letters of their name in the **Search or dial** box

Create a new chat, group, or meeting
Invite a friend or colleague to join you on StarLeaf

Star people, groups, room systems, and permanent meetings to make them appear in your **Favorites**

Make a video or voice call

Contact info and **mute/unmute** messages



Message delivery status indicators:

 Message has been read by recipient (or **all** recipients if in a group)

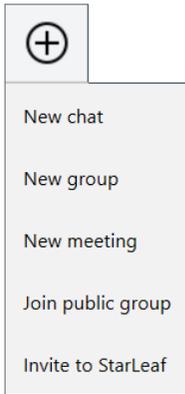
 Message has reached the Cloud and will be sent to recipient(s)

 Message cannot be sent. You are not online

Type and send a message or select the paperclip to share a file
Tip: Select **Enter** to send the message. Select **Shift + Enter** to add a new line

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Schedule a meeting



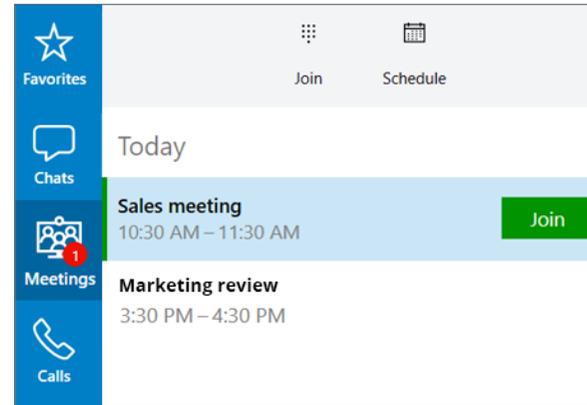
1. Select the plus icon.

2. Select **New meeting**.

You are then directed to the StarLeaf Portal where you can add and edit meeting details.

Each participant receives a meeting invitation by email which provides instructions for the different ways of joining a meeting.

Join a meeting



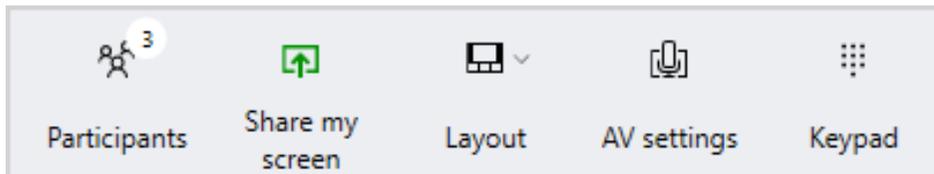
When a meeting begins or is due to begin, a green **Join** button appears besides the meeting details in the **Meetings** tab.

This can be either a meeting you have scheduled or one you have been invited to.

Select **Join** to join the meeting.

In-call meeting controls

In-call meeting controls appear at the top of the app while you are in a voice or video call.

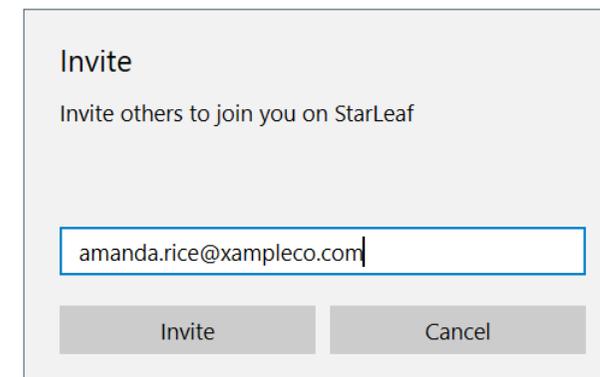


- **Participants:** view participants or add/remove someone to/from the meeting
- **Share my screen:** share your screen to the other participants in your video call
- **Layout:** select layout to change how the video windows appear in the call
- **AV settings:** switch between computer and phone audio or configure the camera, microphone, and speakers
- **Keypad:** open a keypad to navigate automated voicemail services

Invite to StarLeaf

Invite others to join you on StarLeaf.

1. Select the plus icon 
2. Select **Invite to StarLeaf**.
3. Enter the email address of the person you wish to invite to StarLeaf.
4. Select **Invite**.



The person you invite receives an email that prompts them to download the app and provides all the information they need to call you.