

Instructions for using ezTalks Meetings for online meetings

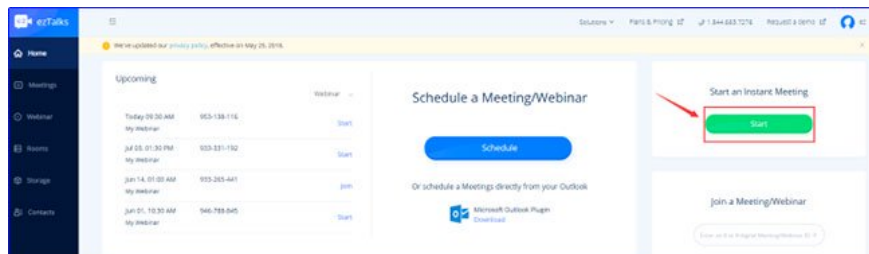
ezTalks Meetings is a two-way communication tool for a collaborative event. Here are instructions on how to use the ezTalks Meetings service.

ezTalks provides 3 **Meetings, Webinar** and **Rooms solutions** . **ezTalks Meetings** is a two-way communication tool for a collaborative event. It is software based, so participants are required to download the ezTalks application. In addition, they can join by calling.

All participants can interact with each other, such as talking, sharing screens and whiteboards, creating annotations. Here are instructions on how to use the ezTalks Meetings service.

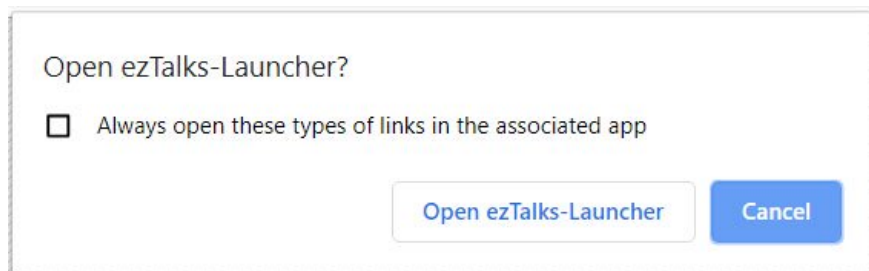
1. How to start a meeting immediately

Step 1 : Log in to your ezTalks account at <https://www.eztalks.com/>, find the **Start an Instant Meeting** section and click **Start** :



Find the section Start an Instant Meeting

Step 2 : You will be asked to open the ezTalks launcher to enter the meeting room.



You will be asked to open the ezTalks launcher

Note : If you have not installed the ezTalks application, download the application first.

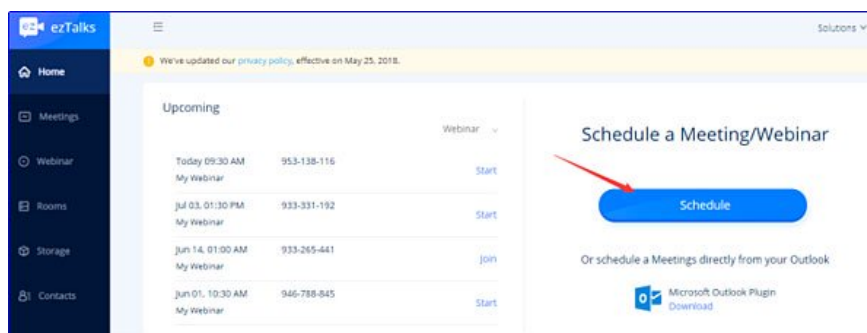
Alternatively, you can start an instant video / audio meeting directly from the ezTalks application. This is much easier.



You can start an instant video / audio meeting directly from the ezTalks application

2. How to schedule a meeting from the dashboard of your ezTalks account

Step 1 : Log into your ezTalks account, find **Schedule a Meeting / Webinar** and click **Schedule** :



Find Schedule a Meeting / Webinar

Step 2 : After that, you can enter the subject, start time, duration, time zone and description in the **Topic, Start time, Duration, Time Zone** and **Description** sections, then click **Schedule** :

Schedule a Meeting

• Topic: My Meeting

• Start Time: 07-16-2019 08:00

• Duration: 1 hr(s) 0 min(s)

Time Zone: America/Montreal

Description (optional): Hello, this is a scheduled meeting from ez

Schedule Cancel

Enter a subject, start time, duration, time zone and description

Step 3 : After scheduling the meeting, you can find it in the **Upcoming** list . You can now invite participants or start the meeting by clicking the buttons next to:

No.	Meeting ID	Topic	Starts	Operation
1	929-994-48	My Meeting	Today 08:00 PM	Start Edit Invite Delete
2	559-191-06	ezTalks meetings	Today 10:00 PM	Start Edit Invite Delete
3	267-181-48	ezTalks Support's Meeting	Tomorrow 12:30 AM	Start Edit Invite Delete

Invite people to join or start the meeting

3. How to schedule a meeting from ezTalks application

Step 1 : Download the ezTalks application from the ezTalk Download Center.

Step 2 : Install ezTalks application and log in with your account.

Step 3 : Click the + button and then select **Schedule a Meeting** .