

## ACCESSION MEETING

Accession Meeting provides audio and video conferencing over the internet, including web collaboration features such as screen sharing, whiteboard annotations, and presentation capabilities.

## FIND YOUR PASSWORD

You will need your [Access One CommPortal](#) phone number and password to start using Accession Meeting. If you don't have this information, call us on [800.804.8333](tel:800.804.8333). You will be prompted to change the password as part of completing the login process.

## DOWNLOAD AND INSTALL THE SOFTWARE

First, download the Accession Meeting application here: <https://accessone.accessionmeeting.com/download>.


When prompted, save the file, then find the file in your downloads folder and open it to begin the installation process.

If you are using Outlook, also download the Outlook Calendar plugin here: <https://accessone.accessionmeeting.com/download>.

## SET UP AN ACCESSION MEETING

You can choose to start an instant meeting from Accession Meeting client or directly from your Outlook calendar.

- In the Accession Meeting client, click the Start Without Video or Start With Video button.
- From Outlook Calendar, select the Start Instant Meeting button in the Outlook Toolbar.

Within Accession Meeting, you can click the  **Invite** button at the bottom of the screen to send a meeting invitation after starting your meeting. You can then invite users via email.

## SCHEDULE A MEETING

You can use Accession Meeting to schedule a one-off or recurring meeting.

Select the Schedule A Meeting option from the Accession Meeting client, or directly from your Outlook calendar to launch the Schedule A Meeting window. Here, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click Schedule to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The Accession Meeting is added to the participant's calendar.

## JOIN A MEETING

You can join an Accession Meeting by clicking on the Join button and entering the meeting ID, or by opening the Meeting URL in a browser.

## EXPLORE THE MEETING WINDOW

While a meeting is in progress, you will either see the participant toolbar or the host toolbar at the bottom of the Meeting window.



Participant toolbar:



Host toolbar:





### SET UP YOUR AUDIO

Use the Microphone icon to toggle your microphone on  and off .

Select Join Audio to allow Accession to use either your phone or your computer's microphone and speaker.

Select Leave Audio to prevent Accession from using your speaker and audio device.

Use the Video icon to toggle your video on  and off .

### ACCESS THE SETTINGS MENU

Click on **Settings** to access the Settings menu, where you can set up and test your microphone, speakers, and video. You can also use the Settings menu to specify where to save recorded meetings and to access additional application settings.

### INVITE CONTACTS TO JOIN YOU IN THE MEETING

Click on **Invite** and select the contacts you want to invite to join you in the meeting. The contacts you select are then sent a meeting invitation.

### VIEW MEETING PARTICIPANTS

Click on **Participants** to see who has joined the meeting. You can access the following options from the Participant window.

- Mouse over your name to mute/unmute yourself or change your display name

At the foot of the screen

- Mute Me - put yourself on mute
- Raise Hand - let the meeting host know you have something say.
- Reclaim host - allows you to take back the role of meeting host.

If you are the meeting host, click on **Manage Participants** to access the Participants window.







Meeting hosts can use the Mute All or Unmute All options at the foot of the screen to mute or unmute participants.

Select More to access additional options, including:


- Mute Participants on Entry - mute all attendees as they join the meeting.
- Play Enter/Exit Chime when a participant joins or leaves the meeting.

- Lock/Unlock Meeting - no new attendees can join if the meeting is locked.
- Lock Screen Share - only the meeting host can share their screen.

The following icons provide additional information about each attendee.

-  The participant is currently speaking.
-  The participant's microphone is on.
-  The participant's microphone is muted.
-  The participant's video camera is on.
-  The participant's video camera is off.
-  The participant has raised their hand.

## SHARE YOUR SCREEN

Click on  and choose the desktop or individual application window that you want to share.


Note: The Share Screen option may not be visible if the meeting host has selected to Lock Screen Share.

Once you are sharing your screen with meeting participants, you will see the Screen Share toolbar.




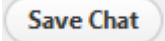
The Screen Share toolbar provides the following options:

- Mute - toggle your microphone on and off.
- Stop/Start Video - toggle your video sharing on and off.
- New Share - select a new window to share.
- Pause/Resume screen sharing.
- Annotate your shared screen using a variety of shapes and highlight tools, including: a Mouse; Draw options (lines, shapes, and arrows); a Spotlight tool; an Eraser to remove selected annotations; and Undo, Redo and Clear annotation options.
- Note: The Annotate option may not be visible if the meeting host has selected to Disable Attendee Annotation.
- Remote Control - as meeting host, take control of a participant's screen
- More - access Chat, Record, Settings, and Audio Conference options.


Click  below the toolbar to exit screen sharing.

### SEND A MESSAGE TO MEETING ATTENDEES

Click on  **Chat** to open a Chat window and send a message to another meeting attendee.

Click on  **Save Chat** to save the conversation to your local computer.

### RECORD YOUR MEETING

Click on  **Record** to start recording the meeting.

Click  **Stop Recording** to end recording.

When the meeting ends, you will see a pop-up saying that the meeting recording is being saved and converted to mp4 format.

The directory containing the saved recording then automatically opens showing the recorded file, and the meeting will also appear in your list of recorded meetings within the Accession Meeting application.

You can specify the directory to save recorded meetings to using the Settings menu.


Note: The Record option may not be visible if the meeting host has disabled recording for the meeting.

### LEAVE THE MEETING


Click on  **Leave Meeting** to leave the meeting.


If you are the meeting host, click on  **End Meeting** - this will end the meeting for all participants.

### ADDITIONAL MEETING WINDOW OPTIONS

 **Enter Full Screen** extends the meeting display to a full-screen display.

 **Exit Full Screen** exits the full-screen display.

 **Gallery View** displays the video for all meeting participants.

 **Speaker View** displays the video for the current speaker.

### MORE QUESTIONS?

If you have any additional questions about Accession Meeting, call us at [800.804.8333](tel:800.804.8333) or email [service@accessoneinc.com](mailto:service@accessoneinc.com).