



# Quick Reference Guide

## Logging into the VidyoPortal™

1. Browse to the URL address of your portal (i.e. <http://vidyo.yourcompany.com/portal/>)
2. Login to Vidyo with the following info:

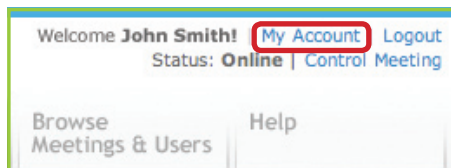
**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

NOTE: If your PC is setup to *Keep me logged in*, you will bypass the login screen and be automatically redirected to the main page.

## Changing Your Vidyo Password

1. Click on *My Account* in the upper right corner of the screen.



2. Enter your new password twice.

Language Preference: English

If you would like to change your password, please do so below:

Enter New Password: \_\_\_\_\_

Confirm New Password: \_\_\_\_\_

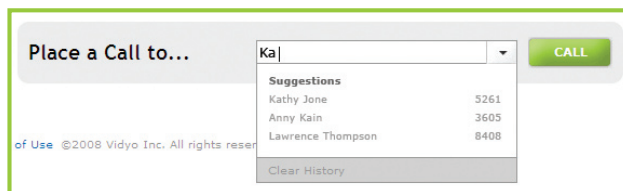
3. Click on the **Save** button.

## Forgot Your Password?


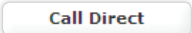
1. Click on the *Forgot Password* link on the Login page.
2. Enter your email address and click the Submit button.
3. Check your email and follow the directions.

## Making a Direct Person-to-Person Call



1. In the *Place a Call to...* box, type in the name of the user you would like to call.





NOTE: As you type in the name, it will create a drop-down list of names that match what you type.

2. Once you find the person you would like to call, click on that name and press the  button.
3. A pop-up window will appear. Click on  .

## Starting a Multi-Party / Multi-Point Call

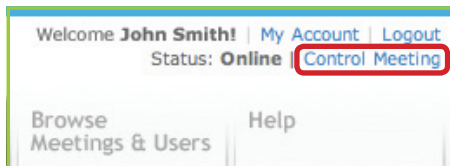
1. Click on the  button.
2. A Vidyo meeting is now started in your **personal** meeting room.
3. Tell any Vidyo user on the system to *Place a Call to...* to **Your Name** and choose  when prompted.  
(See the next page for instructions to invite a **guest** into your Vidyo meeting)

## Joining a Meeting Already in Progress

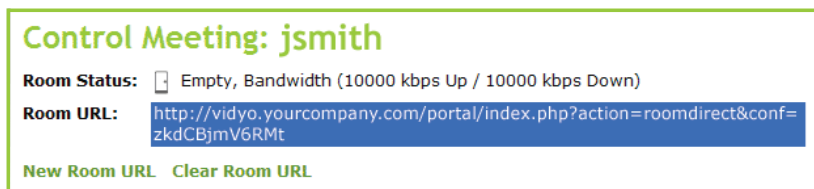
1. In the *Place a Call to...* box, type in the name of the user you would like to call.  
NOTE: As you type in the name, it will create a drop-down list of names that match what you type.
2. Once you find the person you would like to call, click on that name and press the  button.
3. A pop-up window will appear. Click on  .



## Inviting an Outside Guest to a Vidyo Call

1. Click on *Control Meeting* in the upper right corner of the screen.



2. Copy the link to the right of *Room URL* into an email and sent it to any/all guests (each partner has a unique URL).



3. Tell your guest to go to that URL and use the *guest* login info at the bottom of the page.
4. Click on the  Vidyo logo in the upper left corner of the screen to return to the main page.
5. Click on the  button.

## GUEST LOGIN NOTES

- You can use the same URL for all guests and all meetings.
- Guests DO NOT need a Login ID or Password. Have them use the Guest option at the bottom of the Vidyo login page.
- This URL grants them access to your meeting room only.
- When a person joins your meeting room, you will NOT be notified that he/she has joined your room. You must enter the room to join the call (see back page to protect your meeting room with a PIN)
- A guest can join your meeting room before you join the meeting.
- If you want to change your meeting room URL, just click on New Room URL and a new URL will be generated. Your OLD URL will no longer work.

\* See also **Quick Guest Guide**

## Toolbar Icon Summary



Turn on/off Video Preview (the ability to see yourself)



Change screen layout (Only functions with 3+ participants)



Adjust volume and microphone level



Share an application window with other participants



Full Screen Mode



End Call

## Adding PIN Security to your Meeting Room

1. Follow the steps in the *Logging into the VidyoPortal™* section on the first page.
2. Click on *My Account* in the upper right corner of the screen.
3. Check the box *Use a PIN*, enter a PIN and click  .

NOTE: All people calling into your room will be required to use this PIN to gain access to your meeting room.

4. You can change this PIN as often as you like.

