

Options

Blizz offers a range of settings options that allow you to customize Blizz to your personal preferences or requirements.

Note: Some of the settings described here are specific to Microsoft® Windows. They are not available on other platforms.

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Switching to the Blizz Options Dialog Box

- In the Navigation bar, click on the gear symbol and then on **Options**.

Tip: If you are logged in, you can also click the pencil icon in the top right corner of your user profile tab to switch to the options.

Profile

On the **Profile** tab, you can change your general account settings:

Your Name	Name that allows participants to recognize you during a meeting as long as you are logged in.
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	For example, this name is visible in chats, the Blizz panel, and in the remote control window.
Email	Your email address
New Password	Password for your Blizz account
Your Package	Link to the shop. In the shop, you can change your subscription model.
Notify Me of Incoming Messages	If the check box is activated, you will be notified with a short message when you receive a chat message. The message appears as a pop-up in the bottom right corner of your screen.
Only Partners in My List...	When activated, your online status is displayed only to those partners who you have in your contact list. Similarly, these partners are the only ones that can send you a message.

Meeting

On the **Meeting** tab, you can change your general meeting settings:

Quality	Select which display quality level should be used during connection setup from the drop-down list. If you select the Custom Settings option, you can adjust the individual display parameters via the Custom Settings button.
Participant Interaction	Select the extent to which other participants can use the meeting functions from the drop-down list: <ul style="list-style-type: none">→ Full Interaction: All meeting participants can take part in the meeting and all of the functions are available.→ Minimal Interaction (Presentation Mode): Only you as the presenter have the ability to use the meeting functions. All other participants can only watch. However, you can enable meeting functions for participants during a meeting as well. If you select the Custom Settings option, you can adjust the individual interaction parameters via the Details button.

Password for Instant Meetings	If you want meeting participants to input a password, enter a password in the text field here. If you do not want to require a password, leave this field blank.
Auto-Start Screen Sharing	When activated, your screen will be transmitted as soon as the first participant connects with your meeting.
Share Computer Sounds and Music	When activated, the sounds from the presenter's computer will be transmitted to the participants.
Auto-Record Meetings	When activated, all meetings are recorded automatically. On the Advanced tab, you can specify a directory where the records will be saved.
Record Participant's Video and VoIP	When activated, participants can decide whether to record their video and audio data when a meeting is recorded. When deactivated, only your own video and audio data will be recorded except for the screen.

Note: Be sure to observe any statutory provisions on recording communication links!

Audio Conferencing

On the **Audio Conferencing** tab, you can change the settings for audio connections:

Voice Playback

Speakers	From the drop-down list, select the playback device or speakers that should be used to playback the sound from a VoIP connection.
Volume	Controls the desired audio output volume. If you click on the Play button, you will hear a beep to check the volume level.
Mute	When activated, the speakers will be muted.
Voice Input	
Microphone	From the drop-down list, select the recording device or microphone that should be used for a VoIP connection.

Volume	Controls the volume of your microphone.
Mute	When activated, the microphone will be muted.
Signal	Displays the speech input signal level as a graphic.
Noise Threshold	Removes any amount of background noise. To filter out less background noise, move the slider to the left. To filter out the most background noise, move the slider to the right.

Video

On the **Video** tab, you can change the settings for video connections:

Video Source	From the drop-down list, select the video source that should be used to transmit an image in a video conference. The camera used must support a resolution of at least 320 x 240 pixels and provide a DirectShow driver. To ensure proper functionality, the use of a webcam is recommended.
Video Driver Settings	If you have selected a webcam, you can make the fine adjustments for the current model here.
Quality	You can choose between the following options: <ul style="list-style-type: none">→ Automatic (automatically determines the best ratio between quality and speed)→ Optimize quality→ Optimize speed

Custom Invitations

On the **Custom Invitations** tab, you can design your template for meeting invitations:

Subject	Text that is used as the subject line for your invitation email
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Invitation Message	Template text for your invitation email. You can customize the text. To do this, you can use normal text and placeholders.
Email Placeholder	Opens a list of placeholders. The selected placeholder is inserted at the cursor position.
Test the Invitation	Opens a dialog box that displays the final form of the text with the placeholders filled in with mock text.
Reset	Restores the default template text.
Telephone Number	Select the country-specific dial-in number for your meetings.

Integrations

On the **Integrations** tab, you can manage the use of Microsoft Office integration:

Microsoft Office Integration	The corresponding buttons allow you to install or uninstall the functions for Office integration.
Status	The drop-down list allows you to enable or disable the installed functions for Office integration.

Manage Contacts

On the **Manage Contacts** tab, you can change settings for accessing Outlook data:

Allow Access to Outlook	When activated, you can use Blizz to access contacts that are saved in Outlook.
Use Profile	If you want Blizz to access your local Outlook profile, select this option. Use the drop-down list to specify whether Blizz is allowed to access all of your Outlook accounts or just one of them.

Use Username and Password	If you want Blizz to use a username and password to access Outlook, select this option. Blizz can use this setting to access Outlook data from different devices.
Delete	Removes all of the contacts from the contact list that have been imported from Outlook.


Advanced

On the **Advanced** tab, you can change additional settings for how Blizz behaves.

Caution: Changes to the advanced settings could cause Blizz to stop working properly. Be sure to understand the impact of a change before you make it!

The following settings are available:

Start Blizz with Windows	When activated, Blizz will start automatically and will run immediately after the Windows startup and before you log in to Windows.
Proxy Settings	<p>In most cases, the default web browser proxy settings will work. You can, however, configure your own settings, for example, in the event that your proxy settings are not stored in your browser. Clicking on the Configure button opens the Proxy Settings dialog box. The following settings are available there:</p> <ul style="list-style-type: none">→ No Proxy: Use this setting if you are connected directly to the internet.→ Automatically Detect Settings (Recommended): Use this setting when Blizz should automatically search for an established proxy and then use it.→ Use Manual Proxy: Use this setting to manually enter the proxy server data.
Display Language	Select the language that Blizz should be displayed in.

	<p>The Automatic option causes Blizz to use the operating system language. This modulation only works when the required language version is available from Blizz. Otherwise, the English version will be used.</p> <p>Restarting Blizz is required for this change to take effect.</p>
Receive Insider Builds	<p>When activated, you will automatically receive the newest preliminary versions of Blizz. This function checks for available updates every day.</p>
Close to Tray Menu	<p>When activated, Blizz will remain active in the background after the main window is closed. The Blizz Symbol  will continue to appear in the notification area of the taskbar.</p> <p>You can reopen Blizz by clicking on this icon or close it by right clicking on it.</p>
Use UDP	<p>When activated, Blizz will attempt to build up fast UDP connections.</p> <p>This function should only be deactivated if there are regular connection interruptions.</p>
Session Recording Directory	<p>If you enabled automatic recording of Blizz meetings on the Meeting tab, specify the directory where you want to store those recordings here.</p>

Related Topics

[What is Blizz?](#)

[Your Blizz Account](#)

[Adding Contacts](#)

[Scheduling Meetings](#)

[Changing Settings for a Meeting](#)

[Integration with MS Office](#)