

Starting a meeting

To start a meeting, select the type of meeting you want to create. You can either start the meeting using the **Meeting** area and then add the participants or you can select a contact from the contact list with whom you create a meeting directly.

In this article

- Sharing your screen
 - Starting a video call
 - Starting a call
 - Starting a meeting from the contact list
 - Inviting participants
-

Sharing your screen

1. On the navigation bar, click **Meeting**.
2. Under **Start meeting**, click **Share screen**.



The Blizz panel opens. In the **Screen sharing** widget, you will see the shared content.

Starting a video call

1. On the navigation bar, click **Meeting**.
2. Under **Start meeting**, click **Video call**.



The **Spontaneous video call** window and Blizz panel open. On the window, you will see your own video image and the images of the other participants.

Starting a call

1. On the navigation bar, click **Meeting**.
2. Under **Start meeting**, click **Call**.




3. The **Spontaneous call** window and Blizz panel open.
-

Starting a meeting from the contact list

1. On the navigation bar, click **Contacts**.
 2. Select one of the desired participants.
 3. Click on the right on the type of meeting that you want to start.
-

Inviting participants

Prerequisite: you have started a meeting.

1. On the Blizz panel, open the **Participants** widget.
2. Click the invite icon .
- A contact list opens.
3. Invite the participants in one of the following ways:
 - Select a contact whom you would like to invite from the list.
The contact receives an invitation message that he must confirm.
 - Click on the **Via e-mail or telephone** bar.

- The **Invite participants** dialog opens. On the dialog is an invitation text with a link, the meeting ID, the dial-in number, and the password if necessary. Select how the text should be used with the buttons:
- If you click **Open e-Mail**, an e-mail with this text opens in your default mail program, e.g. Outlook.
If you click **Copy to clipboard**, you can copy the text to another program using the clipboard and use it there for the invitation.
- Forward the data another way. The participants need the following information: meeting ID, telephone number (optional), and password (if assigned for the meeting; only for planned meetings).

Tip: the dial-in telephone number is displayed on the Blizz panel on the **Audio** widget if you select the **Telephone** option.

Related topics

About meetings

Changing settings for a meeting