

To get started you must first type the UniConnect URL into a web browser and log in.

1

As soon as you log into UniConnect, You will see a home screen to create a new meeting click on the Meeting button.

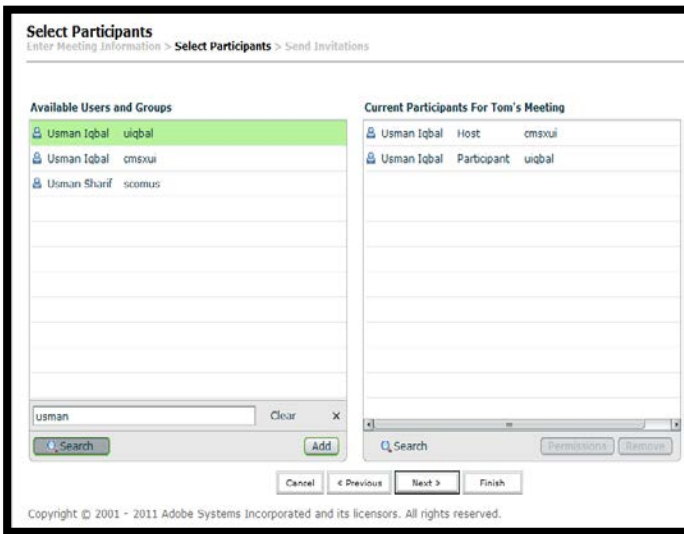
2

After clicking on create new meeting button, this screen will appear.

Fill the necessary information like name, time and duration.

If you would like to create your own URL path then do so or you can leave it blank for one to be generated for you. Once the information has been completed click on next.

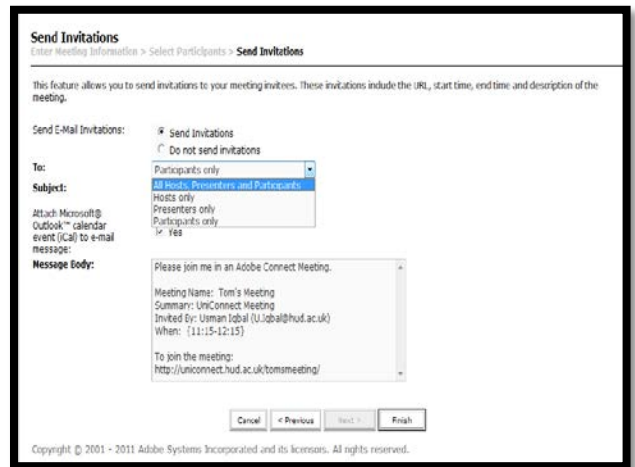
3



You are then able to add staff members into the meeting, and if needed you can set their role to Host so they have increased functionality.

Click on next once you have added the participants you would like to attend the meeting.

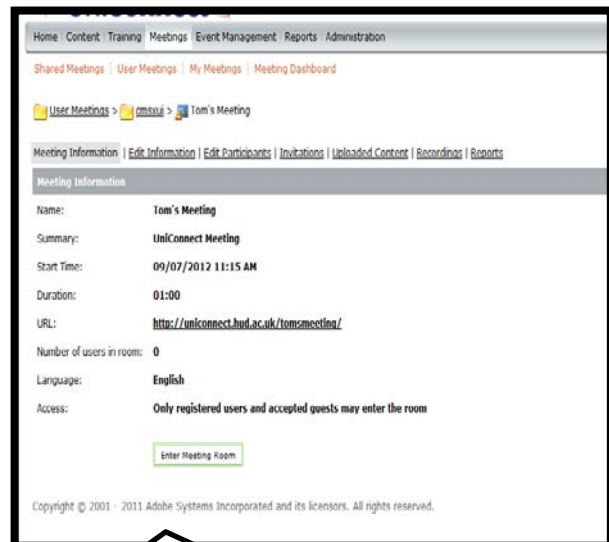
4



I would recommend skipping this step unless it is a one off meeting and you have put the correct date a time, otherwise it will confuse people.

Once completed click on finish.

5



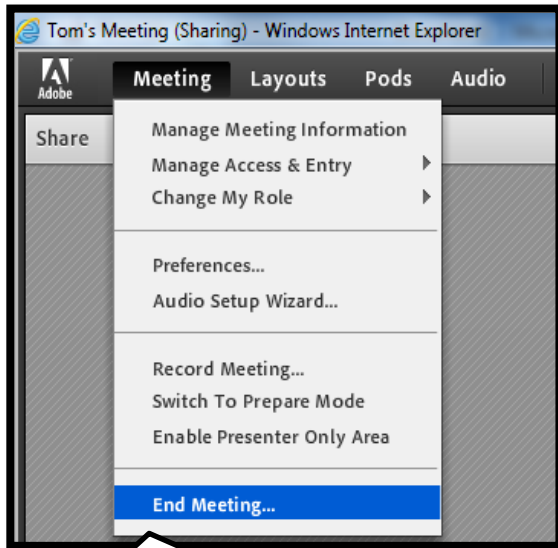
Once the setup has finished, you are able to view the meeting information and enter the meeting by clicking on "Enter Meeting Room."

6



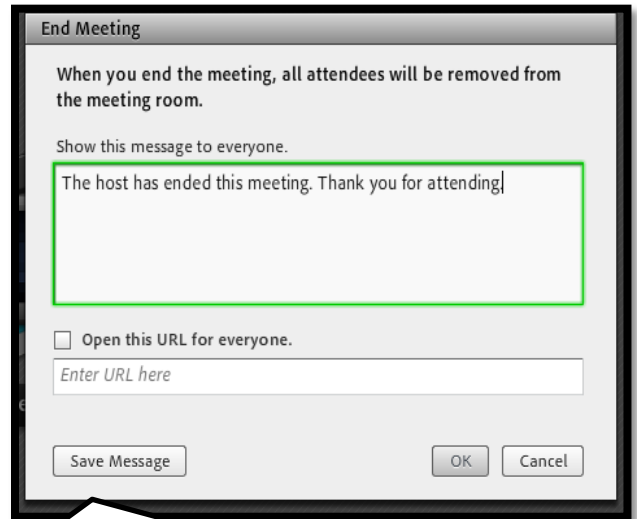
You can view all the Hosts, Presenters and Participants in the attendees pod, the Hosts have the ability to change what functions each attendee has before and during the meeting.

7



To end the meeting you must go to the Meeting tab which is located in the top left of the screen and click on the option to end meeting.

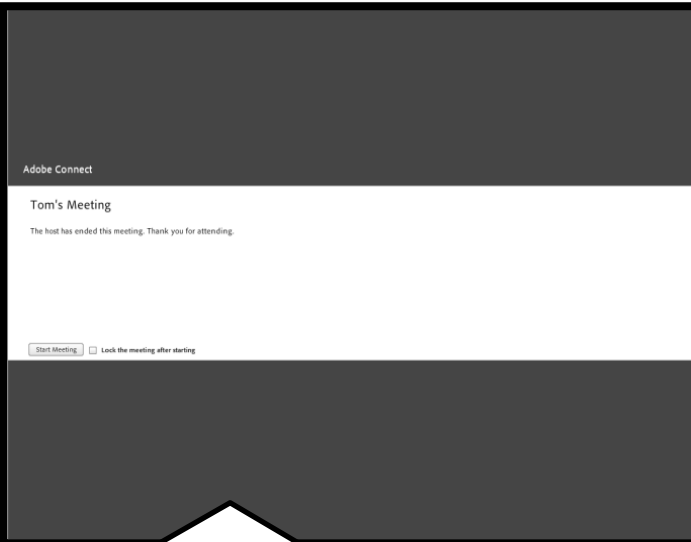
1



When ending the meeting, the host is able to send a message to everyone to thank them for attending, and can also send the URL if they would like to share some content or information with the attendees.

Click on OK.

2



Here is the Host screen.

Once the Host has ended the meeting, they will be able to view the message that was sent out to the attendees. The option to start the meeting again and lock it are also available from this screen.

3



Here is what all the other attendees will see once the meeting has ended. The screen will show the message that the host has sent out.