

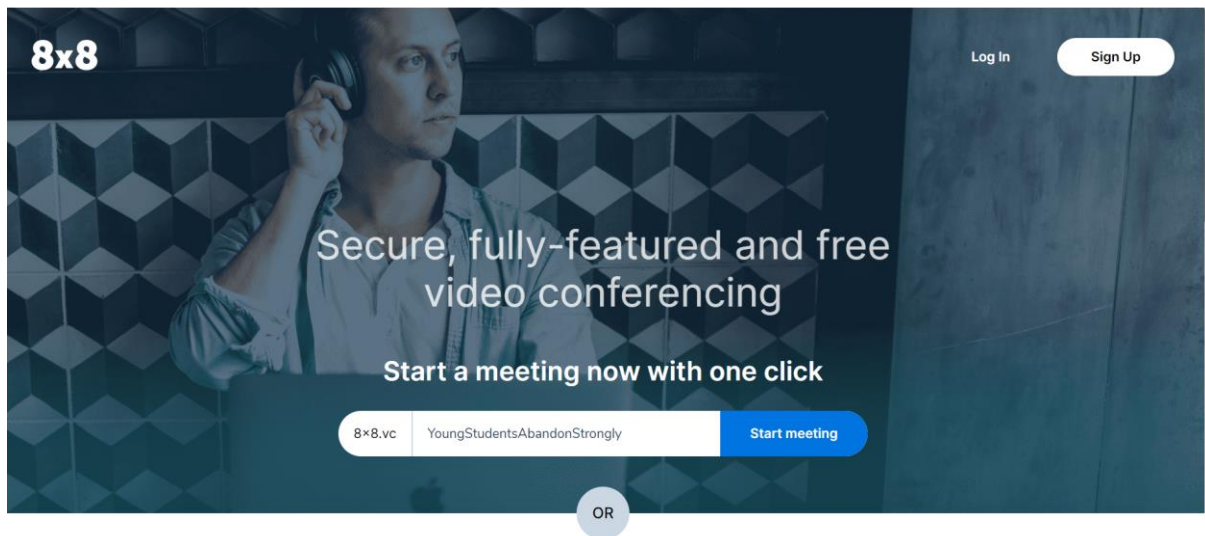


8x8 Video Meetings can be used for conference calls and remote meetings.


It is FREE.

How to start a meeting

Type into your internet browser (NB: Do not use Microsoft Edge or Internet Explorer): <https://8x8.vc/> or alternatively click on this hyperlink. The following screen should appear:



To the left of where it says 'Start meeting' type in a name for your meeting then click start meeting.

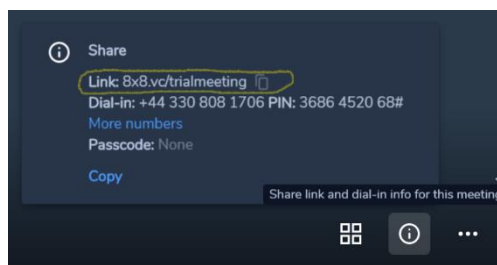
If you do not want to be on camera click this icon  which if you move your mouse will appear in the bottom middle of the screen.

How to invite people to your meeting

Move your mouse to the bottom right hand side of your screen and click on this icon



All you need to do is share the link with anyone you want to join the meeting as circled below in yellow:






How to join a meeting

Type into your internet browser (NB: Do not use Microsoft Edge or Internet Explorer; we recommend using Google Chrome) the link that the chair has shared with you. For example, <https://8x8.vc/trialmeeting>. It will always start with 'https://8x8.vc/' and then you just add in the particular name of the meeting you have been invited to.

You may well have a message pop up saying that '8x8.vc wants to use your microphone and/or your camera', click 'Allow' (You can always turn your camera off if you want to).

If you do not want to be on camera click this icon  which if you move your mouse will appear in the bottom middle of the screen.

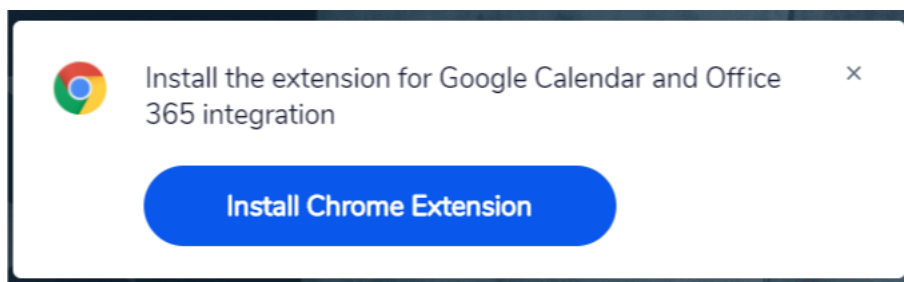
Your internet security may alert you that an application is attempting to access your webcam, this is OK so click 'allow access'.

You will be prompted to type in your name – this is the name you will appear as on everyone else's screen.

To end the call, click on this icon 

Other notes:

If using Google Chrome, you may be asked whether you want to install the following extension:



You do not need to install this but can if you wish to.