

## VEXUS TELECLOUD

### Welcome

Welcome to Vexus TeleCloud! This guide is intended to get you up and running with the basic features associated with the product. For more in-depth information, please see the tutorial videos on our website at [www.vexusfiber.com](http://www.vexusfiber.com).

This guide covers the four main elements of the Vexus TeleCloud product:

1. **Vexus Call Manager** - A web portal used for configuration and calling history
2. **Accession Desktop** - A Windows/Mac client for calling, instant messaging, and more
3. **Accession Mobile** - An app for iOS 7+/ Android that includes a full-featured dialer, instant messaging, and more
3. **Accession Meeting** - A Windows/Mac application for audio and video conferencing over the Internet

As always, you can also contact our local customer care team at **800-658-2150** and we will be happy to assist you.

*Note: This guide is representative and images may vary from your individual Call Manager screens.*

## CALL MANAGER

Call Manager is the web portal used to configure the features on your new phone system. With Call Manager you can:

- View missed calls
- Listen to voicemail messages
- Manage your contacts
- Set up rules to route your calls
- Perform many other functions

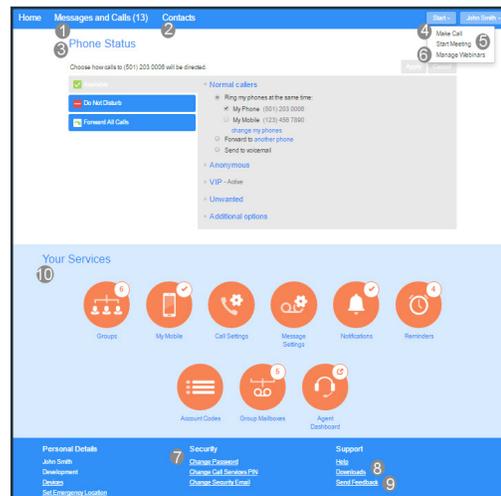
To get started, go to your login page at:

**Texas Customers:**  
<https://Vexuscallmanagertx.ntscom.com>  
**Louisiana Customers:**  
<https://Vexuscallmanagerla.ntscom.com>

*(Consult your administrator regarding your default password. Once you log in, you will be prompted to create a new password.)*

### Getting Oriented

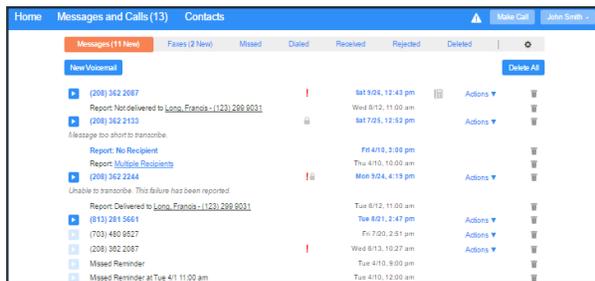
When you log in, you will see the Call Manager home page.



- 1 **Messages and Calls (13)** - Click this link to view and retrieve any voicemails
- 2 **Contacts** - Import your contacts from Outlook or create new ones, then click on a name to dial
- 3 **Phone Status** - Control your Call Manager settings
- 4 **Make Call** - Make a call direct from Call Manager
- 5 **Start Meeting** - Start an Accession Meeting
- 6 **Manage Webinars** - Create or manage your Accession Webinars
- 7 **Security** - Use these links to change your password or security email address
- 8 **Downloads** - Download apps, for example Accession Communicator
- 9 **Send Feedback** - Report bugs or make suggestions for improvements to the Call Manager interface
- 10 **Your Services** - Use these links to access a range of services available with your Call Manager account, for example to change your call, message and notification settings, or set up a Reminder call.

## Messages and Calls

The **Messages & Calls** page shows all recent call activity.



Use the sub-tabs to view calls based on whether they were **Missed, Dialed, Received, Rejected, or Deleted**.

Click on one of the sub-tabs to get more detail. From the **Missed, Dialed, and Received** tabs you can click on the name and either call them, add them to your contacts, or jump to the caller's existing contact information.

Click the Play icon to listen to a voicemail.



Click the trash icon to delete the voicemail.

Click  and select: **Reply, Mark as new/heard, Forward as Email, Forward as Voicemail, or Save File.**

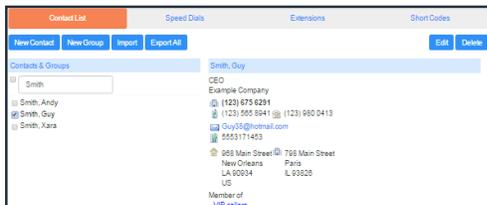
Click the **New Voicemail** box at the top left of the messages and Calls screen to record and leave a voicemail as a memo (your computer needs a microphone to use this function).

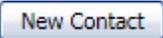
## Contacts

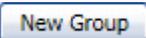
Use the Contacts page to manage your contact details. This page displays an alphabetical list of your currently configured contacts.

Use the Search for ... box to find a particular contact.

Use the checkbox on the left to select a contact and display their details on the right of the screen.



Click  to create a new contact.

Click  to set up a group of contacts. You can send a message to several subscribers at once by messaging the group. You can also set up call handling rules for a group.

The fastest way to add your contacts is to import them from your email program. If you use Microsoft Outlook, follow these instructions:

Open Outlook and go to the File tab, then Import and Export

A new window should appear

Select Export to File and Click Next

Select Comma Separated Values from the list and click Next

Select Contacts from the folder tree and click Next

Save exported file as 'Outlook Contacts' and click Next, then save in a place you can easily locate such as the Desktop or My Documents

Go back to the Call Manager Contacts tab

Click the Import button

Click the Browse button to find the Outlook Contacts file

Click Import

Your contacts are now in Call Manager!

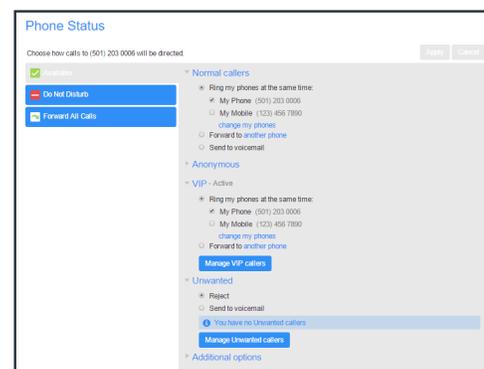
## Making Calls from Call Manager

You can make a call direct from Call Manager by clicking **Make Call** to launch the Dialer.

On the Dialer you can enter the number you want to call, either by typing it in or selecting from a dropdown list of your Contacts, and also choose which of your telephone numbers will be used to make the call.

## Call Manager

The Phone Status panel at the center of the Call Manager Home page displays your **Call Manager** that allows you to set your current availability status, and manage how incoming calls are handled.



The top section on the left enables you to change your setting from 'Available' to 'Do Not Disturb,' allowing you to route calls directly to voicemail if you're busy. There is also a forwarding option that enables simultaneous ring with your mobile device.

The panel on the right allows you to set up how calls from various different types of callers are handled. You can use options on this screen to add numbers to VIP and Unwanted callers lists.

## Downloading Apps

Use the Downloads link at the bottom of the Call Manager Home page to launch the Apps page where you can download applications that allow you to access the features of Call Manager on your computer, mobile phone, and tablet.

Click [View Apps](#) to see a list of the applications available and follow the on-screen instructions to install the app.

## Change Settings

The panel at the bottom of the Call Manager Home page allows you to make various changes to your settings. For example:

To configure your phone according to your preferences, use the **Devices** link. On the screen that appears, use the **'set keys'** link to configure your phone according to your preferences.

To change your password and/or PIN, or your security email address, click on the links under **Security** at the bottom of the Home page.

The **Calls Settings** page allows you to control various call settings, for example withholding your caller ID and configuring Call Forwarding, Call Blocking or Call Jump settings.

The **Messaging Settings** page enables you to control how your messages are handled, for example you manage mailbox settings, customize how you are notified of a voicemail, configure greetings, and more. Using **Voicemail Greetings** you can personalize your voicemail greeting by recording an announcement (a microphone is required).

The screenshot displays the 'Message Settings' interface with the following sections and options:

- General**
  - Incoming calls are forwarded to voicemail after  seconds
  - Transcribe voicemails in your inbox
  - Enable live screening
  - Enable video messaging
  - Forward messages and faxes as emails
  - Forward to:
    - andy.randall@domain.com [edit](#) [remove](#)
    - mike.birmingham@domain.com [edit](#) [remove](#)
    - [add an email address](#)
  - Leave original in Inbox
  - Include action links in emails
- Mailbox Access**
  - Skip PIN
  - Fast Login
  - Auto-play voicemail
  - Auto-play Fax
  - Use short prompts
  - Play greeting warning
  - Voicemail playback:
  - Message playback order:
- Voicemail Greeting**
  - Use the greeting:  [edit](#)
  - [more options](#)
  - Use a temporary greeting:  [edit](#)
  - Use this greeting until:   on
  - On expiry: [Send a notification](#)

# ACCESSION COMMUNICATOR FOR DESKTOP

Your Vexus TeleCloud phone service can be used to make or receive calls from your desk phone, your PC or Mac, and your mobile devices.

For this service to work on your desktop you will need to install the Accession Communicator software on your PC or Mac. The following information helps you to do that.

## Ensure Your Computer is Compatible

Accession Communicator for Desktop works on PCs running Windows 7 or later. It also runs on Macs with OS X 10.7 or later versions.

You can use your computer's built-in microphone and speakers with Accession Communicator, but you will have much better audio quality if you use a headset. Accession Communicator works with most common headsets, including Bluetooth. It will even work with the answer/reject call button on some headsets.

## Find Your Password

You'll need your Vexus Call Manager phone number and password to start using Accession Communicator for Desktop. If you don't have this information, contact us at 800-658-2150.

## Download and Install the Software

First, download Accession Communicator for Desktop here:

**Texas Customers:**  
<https://Vexuscallmanagertx.ntscom.com>  
**Louisiana Customers:**  
<https://Vexuscallmanagerla.ntscom.com>

You will find it under the Apps tab. When prompted, save the file. Then find it in your downloads folder and open it to begin the installation process.

## Exploring Accession Communicator

Accession Communicator for Desktop is like having your desk phone on your computer. You can make and receive calls, hold calls, transfer calls, and make three-way calls.

You can also use it to send instant messages to other people in your corporate directory who are using Accession Communicator, no matter what device they are using.

Accession should be populated with your company contacts. In some cases you may need to search for your commonly used contacts by typing their name into the 'enter name or number' field.

Under the Tools menu, choose Options. Here you can see your configuration options for Accession, including synchronizing contacts and enabling interaction with a desk phone.

## Making Calls



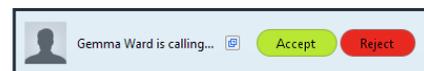
Making a call is as easy as entering the number on the keypad or clicking on a contact's call button. If your contact has more than one number, you can choose which one to call from the drop-down list.



If the person you're calling has caller ID they will see your individual business number.

## Receiving Calls

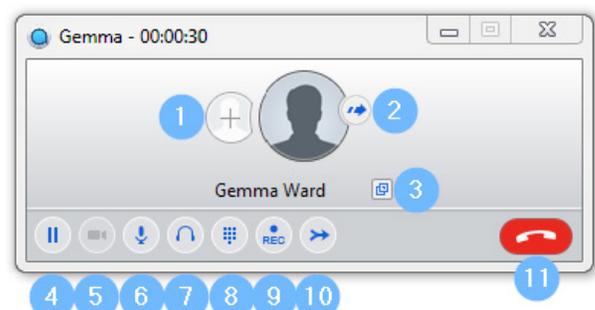
When someone calls your number, you'll see a pop-up box on your computer screen. You'll also hear a ringing tone through your speakers or headset. The pop-up shows the number of the person calling you. If that person's details are already in your contacts list, you'll also see the caller's name.



Depending on the package you have you may see the incoming call on your desk phone, on your mobile phone, or on a tablet device. You can answer the call on the device that is most convenient for you.

## During the Call

While a call is in progress you'll see the call window. Use this window to:



- 1 Add a participant
- 2 Transfer the call
- 3 Perform a CRM look-up
- 4 Put the call on hold
- 5 Send video
- 6 Mute your microphone
- 7 Adjust the volume
- 8 Access the keypad
- 9 Record the call
- 10 Merge calls
- 11 End the call

You may receive a call while you are already on another call. If you answer the new call, the current call is automatically placed on hold and the new call appears in a new call progress window. Switch between the two calls using the window for each one, or click on the Merge calls icon to merge other callers into a single call.

## Video Calling

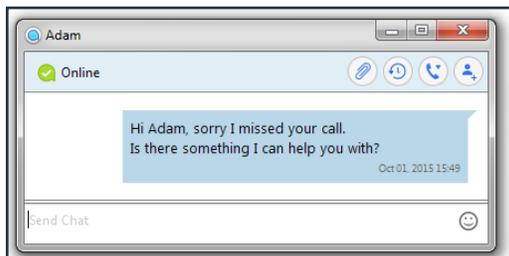
If the person you're talking to is also using Accession Communicator on the same network, you can upgrade your call to video at any time. Click on the **camera** icon to send your video. The other person will receive a prompt inviting them to switch on video as well. Click on the **camera** icon any time to turn off your video feed.

## Send the Call to Someone Else

Use the **Call Transfer** icon to send any call to another number. A menu will pop-up allowing you to select a contact, or you can type in a completely new number to transfer the call to. You can also transfer the call to another of your devices that has Accession Communicator installed, without having to hang up!

## Instant Messaging

If you have Accession Communicator with Instant Messaging, click on a contact's **Chat** icon to send them an instant message.



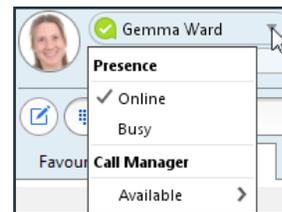
From within the chat window, you can send files, view your chat history with the contact, call the contact, and add one or more participants to the conversation.

## Reject Call With IM

If the caller is in your Contacts list, you can reject a call and send the caller an instant message explaining why you can't take the call. Click on the drop-down list next to **Reject** and select one of the system messages, or click **Custom Message** to type your own message.

## Presence

Let others know whether you are available or busy by setting your presence to **Online**  or **Busy** .



Your **Presence** information automatically shows when you are **Away** , **On the Phone** , or **In a Meeting**  (this references the information in your Outlook calendar).

## Call Manager

You can tell Accession Communicator how to handle your incoming calls. Click on the **Presence** selector, expand the **Available** option and choose between:

- Available
- Do Not Disturb
- Forwarding

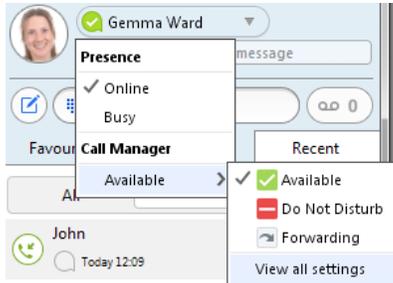
If **Do Not Disturb** is selected, callers hear a recorded voice announcement saying that you are unavailable and are then connected to your voicemail. None of your devices will ring until you turn off Do Not Disturb, so be sure to use it carefully!

You can select **Forwarding** to forward all incoming calls to another number. You are then prompted to enter the number you want to forward calls to.

Note that when you change your **Presence** or **Call Manager** settings, the change applies on all of your Accession Communicator devices. So if you step away from your computer and forget to update your status, you can change your status using the Accession Communicator app on your mobile phone instead.

## Choosing Which Calls to Receive

You can specify how calls should be handled if they are from anonymous numbers, from VIPs, or from numbers on your Unwanted Callers list.



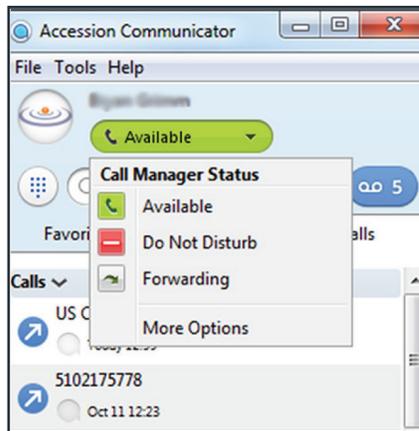
To do this, click on the Presence selector, expand the Available option, and select the View all settings option at the end of the menu.

This opens the Call Manager Status window, where you can set your call handling preferences.

## Available - Do Not Disturb - Forward Calls

You can tell Accession Communicator how to handle your incoming calls. Choose between:

Online    Busy    Call Manager



Busy tells your contacts you are unavailable, but will not block them from contacting you. Call Manager provides features for forwarding or do not disturb settings.

Note that when you change your status or set up a forwarding number, the change applies on every device on which you use Accession Communicator. If you step away from your computer and forget to change your status, you can easily do it from the app on your mobile phone (if installed).

## Your Contacts List

Accession Communicator for Desktop assembles a contact list for you to use. Depending on how your service is set up, this list may include:

- Contacts that you type directly into Accession Communicator for Desktop
- Contacts that are contained in the Outlook or Mac local address book that is stored locally on your computer
- Contacts that are in Call Manager contacts
- Contacts that are in your corporate directory

Use the Options menu to configure how you manage your contacts.

## Visual Voicemail



If you have a voice or video message, the indicator will change color and indicate the number of messages received.

Click on the message button to see a list of the messages, to listen to the messages, or to forward messages to another person.

## Emergency Calls

Accession Communicator enables you to make calls from anywhere on the most convenient device. If you place a 911 call from Accession Communicator, keep in mind the operator may not be able to identify where you are calling from.

## Favorites

For quick access to frequently-called people, add them to your favorites list. Use the right-hand mouse button to click on any contact and choose Add to Favorites from the drop-down list. Favorites will appear in both the Favorites and Contacts lists.

## Privacy and Protection

If Accession Communicator is configured to automatically sync with Outlook, you can view and edit your Outlook contacts using Accession.

# ACCESSION COMMUNICATOR FOR MOBILE

Accession Communicator for Mobile is a full-featured soft phone for your mobile device or tablet. It enables you to send and receive calls from your business number, as well as instant message. For this to work on your mobile or tablet, you need to install the Accession Communicator for Mobile app. This guide will help you to do that.

## Ensure Your Device is Compatible

Accession Communicator for Mobile works on:

- Android phones and tablets running 2.3.3 (Gingerbread) or later versions

- iPhones (3GS, 4, 4S) and iPads running iOS 5 or later

Video calling only works on devices that have a front-facing camera.

## Find Your Password

You'll need your Company Call Manager phone number and password to start using Accession Communicator for Mobile. If you don't have this information, call us at **800-658-2150**.

## Download and Install App

Search for 'Accession' in iTunes or the Google Play store and download the Accession Mobile app to your device. When you open the app you'll be prompted to choose your provider.

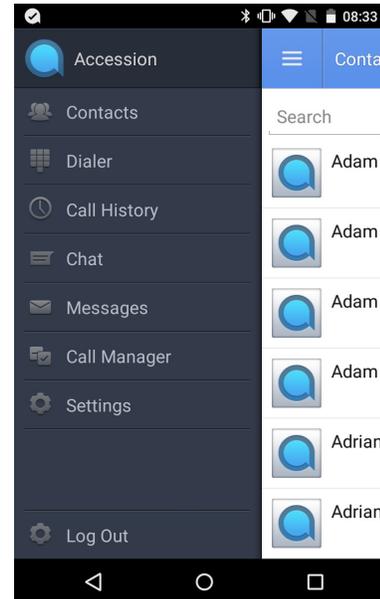
Scroll to **Vexus** and select. Next you will need to enter your username and password. Generally your username will be your 10-digit business phone number. If you've logged into Call Manager before you likely will have changed your password. If you don't know your password contact your administrator.



If you want to have the ability to switch calls to your own cellular network (for example, if you move to an area with poor Wi-Fi connection during a call made on Accession Communicator) enter your own mobile phone number and tap Continue.

## Exploring Accession Communicator

Accession Communicator for Mobile is like having your desk phone on your mobile. You can make and receive calls, hold calls, transfer calls, and make three-way calls. You can even push and pull calls from your phone to other twinned devices, mid-call.



You can also use Accession Communicator to send messages to other people in your corporate directory who are using Accession Communicator (on any device).

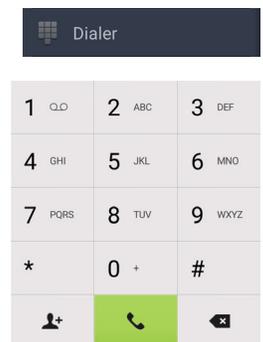
Accession Communicator uses the Wi-Fi, broadband, or mobile data services available, so you can make and receive calls without using your mobile minutes.

Tap on the Menu icon, or swipe right on the screen, to view the Accession Mobile menu.

## Making Calls

To make a call, enter the number you are calling into the Accession dialer, or simply tap on the contact and touch the contact's number. Accession Communicator for Mobile will route the call over Wi-Fi or using 3G/4G/LTE mobile data.

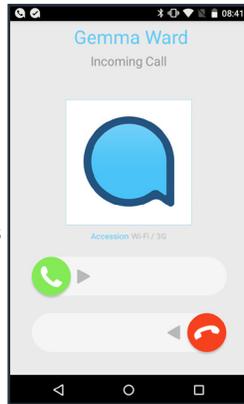
If the person you are calling has caller ID they will see your individual Company phone number.



## Receiving Calls

When someone calls your Company number the Accession Communicator app will offer you the choice to accept or reject the call.

Depending on the suite of services you have you may see the incoming call on your desk phone, your desktop, or on a tablet device. You can answer the call on whichever device is most convenient for you.

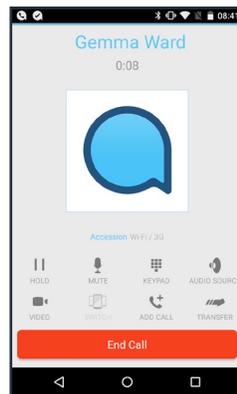


Calls directly to your mobile number utilize the device's native dialer as normal.

## During the Call

While a call is in progress you will have these options:

- Put the call on hold
- Mute your microphone
- Access the keypad
- Turn on loudspeaker
- Send video
- Switch the call to another device
- Merge calls
- Transfer the call



You may receive another call while you are already on a call. Accession Communicator for Mobile gives you the option to:

- Hold the existing call and answer the new call.
- End the existing call and answer the new call.
- Ignore the new call.

## Video Calling



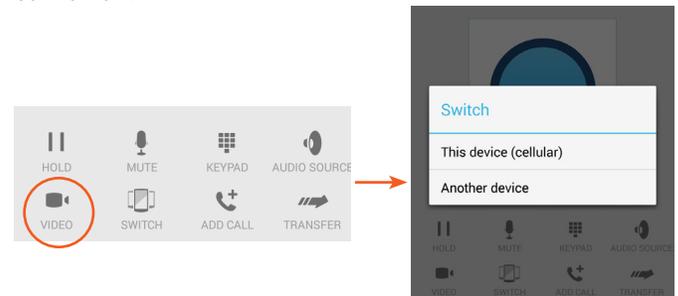
If the person you're talking to is also using Accession Communicator you can upgrade your call to video at any time. Click on the **Video** icon to send your video. The other person will receive a prompt inviting them to switch on video as well. Click on the **Video** icon at any time to turn off your video feed.

## Switch the Call to Another Device



If the call has poor audio due to an unreliable Wifi or mobile data service connection, you can touch the **Switch** icon and select **This device (cellular)** to move the call to your regular cell phone. Remember that the call will now start to use your mobile minutes.

Alternatively, you can choose to push the call to another of your devices running Accession Communicator, such as your desktop or your iPad. Touch the **Switch** icon and select **Another device** to push the call to whichever device is most convenient.



## Call Pull

You can also pull calls from your other devices onto your mobile. If a call exists that can be pulled, the Accession Communicator menu displays a **Call Available to Pull** option. Tap this option and follow the on-screen prompts to pull the call from your other device onto your mobile.

## Transfer the Call to Someone Else



Use the **Call Transfer** icon to send any call to another number. A menu will pop-up allowing you to select a contact, or you can type in a completely new number to transfer the call to. You can also transfer the call to another of your devices that has Accession Communicator installed, without having to hang up!

## Call History



See your full call history by selecting the **Call History** tab.

## Instant Messaging



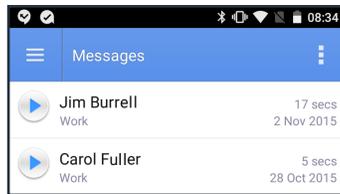
Tap the **Chat** tab to use Instant Messaging. Enter your Chat Address and Password and tap **Sign in**. You can then select a contact to send an Instant Message to.

From within the chat window, you can start or continue a conversation, send files, call a contact, or add one or more participants to a conversation.

## Voicemail



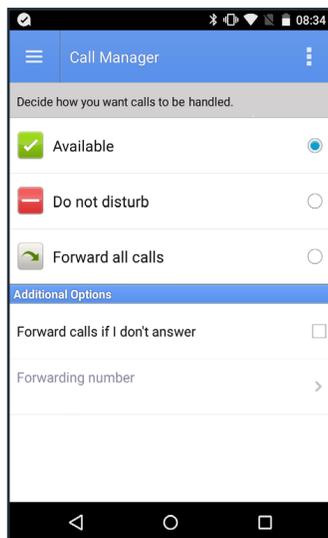
If you have a voice or video message, the **Messages** tab indicates the number of messages received. Select the **Messages** tab and tap on a message to listen to it.



## Call Manager



You can tell Accession how to handle your incoming calls. Tap the **Call Manager** tab and select **Available**, **Do not disturb**, or **Forward all calls**.



If you select **Do Not Disturb**, callers hear a recorded voice announcement saying that you are unavailable and are then connected to your voicemail. None of your devices will ring until you turn off Do Not Disturb, so be sure to use it carefully!

Select **Forward all calls** and, in the **Forwarding number** box, enter the number you want to forward all calls to.

Note that when you change your **Call Manager** settings, the change applies on all of your Accession Communicator devices.

## Your Contacts List



Accession Communicator for Mobile assembles a contact list for you to use. Select the **Contacts** tab to view your Contacts list. Depending on how your service is set up, the Contacts list may include:

- Contacts that are contained in the contacts list already on your phone
- Contacts that are in your corporate directory
- Contacts that are in Call Manager contacts

Accession Communicator for Mobile provides you with access to corporate directory and Call Manager contacts directly on the installed device.

When you are inside the Accession Communicator app and looking at the contacts page you can press your phone's menu button or action bar to choose which of your contacts are presented to you when you are using Accession.

## Settings



Use the **Settings** tab to manage your Call, Chat, Contact, and Messaging settings, and to access additional setup options. You can also send error reports from the **Settings** tab.

## Presence

Whenever one of your contacts is signed in to their Chat account, Accession Mobile displays their presence information on the **Messages**, **Call History**, and **Chat** tabs.

## Emergency Calls

If you place a 911 call from Accession Communicator for Mobile it will attempt to make the call using the native mobile phone dialer. 911 calls cannot be made from tablet devices at any time.

## Privacy and Protection

Accession Communicator for Mobile adds a new source of contacts that can be displayed, but it never changes any existing contacts.

If you add a contact directly into Accession Communicator for Mobile it will open the usual contact management feature on your phone.

Contacts entered directly on your mobile device (not in Accession) and existing contacts entered directly into the Accession Mobile application are uploaded to your contacts on our servers.

# ACCESSION MEETING

Accession Meeting provides audio and video conferencing over the internet, including web collaboration features such as screen sharing, whiteboard annotations, and presentation capabilities.

If you have set up Accession Desktop with Accession Meeting, you can invite any of your contacts to join you in a meeting, even if they do not have Accession Desktop!

## Find Your Password

You'll need your Company Call Manager phone number and password to start using Accession Communicator for Desktop and Accession Meeting. If you don't have this information, call us at **800-658-2150**.

## Download and Install the Software

First, download Accession Communicator for Desktop here:

**Texas Customers:**

<https://Vexuscallmanagertx.ntscom.com>

**Louisiana Customers:**

<https://Vexuscallmanagerla.ntscom.com>

When prompted, save the file, then find the file in your downloads folder and open it to begin the installation process.

## Set up an Accession Meeting

You can choose to start an instant meeting from Accession Desktop, from the Call Manager dashboard, or directly from your Outlook calendar.

Within Accession Desktop, you can send a meeting invitation:

Using the Accession Desktop File menu

From your Contacts list or while viewing a contact's details

While chatting to a contact using instant messaging

When you are in a call

When you start a meeting, you are prompted to select the contacts you want to invite to join you in the meeting. You can then start the meeting and contacts can simply click on the invitation to join your meeting.

## Schedule a Meeting

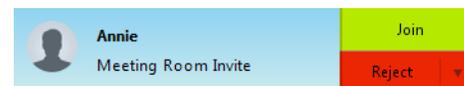
You can use Accession Meeting to schedule a one-off or recurring meeting.

Select the **Schedule A Meeting** option from Accession Desktop, from the Call Manager dashboard, or directly from your Outlook calendar to launch the **Schedule A Meeting** window. Here, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click **Schedule** to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The Accession Meeting is added to the participant's calendar.

## Join a Meeting

You can join an Accession Meeting by clicking on the on-screen invitation or by opening the Meeting URL in a browser.



## Explore the Meeting Window

While a meeting is in progress, you will either see the participant toolbar or the host toolbar at the bottom of the Meeting window.

Participant toolbar:



Host toolbar:



## Set up Your Audio

Use the **Microphone** icon to toggle your microphone on and off  and off .

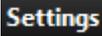
Click on **Audio** to change your audio options.

Select **Join Audio** to allow Accession to use either your phone or your computer's microphone and speaker.

Select **Leave Audio** to prevent Accession from using your speaker and audio device.

Use the **Video** icon to toggle your video on  and off .

## Access the Settings Menu

Click on  to access the **Settings** menu, where you can set up and test your microphone, speakers, and video. You can also use the **Settings** menu to specify where to save recorded meetings and to access additional application settings.

## Invite Contacts to Join You in the Meeting

Click on  and select the contacts you want to invite to join you in the meeting. The contacts you select are then sent a meeting invitation.

## View Meeting Participants

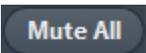
Click on  to see who has joined the meeting. You can access the following options from the **Participant** window.

 - let the meeting host know that you have something to say

 - change your display name.

If you are the meeting host, click on **Manage Participants** to access the **Participants** window.

Meeting hosts can use the following additional options to manage participants:

 or , or Mute to mute a specific individual.

 to prevent meeting attendees from sharing their screen.

 to access additional options, including:

Mute on Entry - mute all attendees as they join the meeting.

Play Enter/Exit Chime when a participant joins or leaves the meeting.

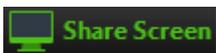
Lock/Unlock Meeting - no new attendees can join if the meeting is locked.



The following icons provide additional information about each attendee.

-  The participant is currently speaking.
-  The participant's microphone is on.
-  The participant's microphone is muted.
-  The participant's video camera is on.
-  The participant's video camera is off.
-  The participant has raised their hand.

## Share Your Screen

Click on  and choose the desktop or individual application window that you want to share.

*Note: The **Share Screen** option may not be visible if the meeting host has selected to **Lock Screen Share**.*

Once you are sharing your screen with meeting participants, you will see the Screen Share toolbar.



The Screen Share toolbar provides the following options:

**Pause/Resume** screen sharing.

**Share a New Window** - select a new window to share.

**Annotate** your shared screen using a variety of shapes and highlight tools, including: a Mouse; Draw options (lines, shapes, and arrows); a Spotlight tool; an Eraser to remove selected annotations; and Undo, Redo and Clear annotation options.

*Note: The **Annotate** option may not be visible if the meeting host has selected to **Disable Attendee Annotation**.*

**Mute** - toggle your microphone on and off.

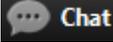
**Stop/Start Video** - toggle your video sharing on and off.

**More** - access Chat, Record, Settings, and Audio Conference options.

Click  to exit screen sharing.

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## Send a Message to Meeting Attendees

Click on  **Chat** to open a Chat window and send a message to another meeting attendee.

Click on  **Save Chat** to save the conversation to your local computer.

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## Record Your Meeting

Click on  **Record** to start recording the meeting.

Click  **Stop Recording** to end recording.

When the meeting ends, you will see a pop-up saying that the meeting recording is being saved and converted to mp4 format.

The directory containing the saved recording then automatically opens showing the recorded file, and the meeting will also appear in your list of recorded meetings within the Accession Meeting application.

You can specify the directory to save recorded meetings to using the **Settings** menu.

*Note: The Record option may not be visible if the meeting host has disabled recording for the meeting.*

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## Leave the Meeting

Click on  **Leave Meeting** to leave the meeting.

If you are the meeting host, click on  **End Meeting** - this will end the meeting for all participants.

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## Additional Meeting Window Options

 **Enter Full Screen** extends the meeting display to a full-screen display.

 **Exit Full Screen** exits the full-screen display.

 **Gallery View** displays the video for all meeting participants.

 **Speaker View** displays the video for the current speaker.