

Video Meetings in **SuperOffice**®

A Quick Start Guide

How to create a video meeting:

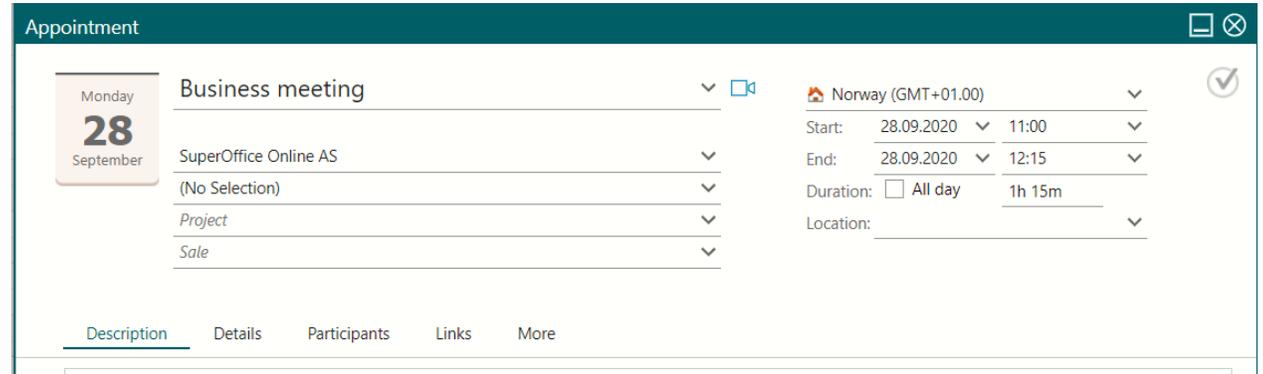
After the administrator has configured SuperOffice to your preferred video meeting service (Jitsi Meet, Google Meet or Microsoft Teams) you will be able to create a video meeting by following these steps:

1. Navigate to the **Diary** and create a **New appointment**.
2. Select the **Video Icon**  next to the follow-up type dropdown.

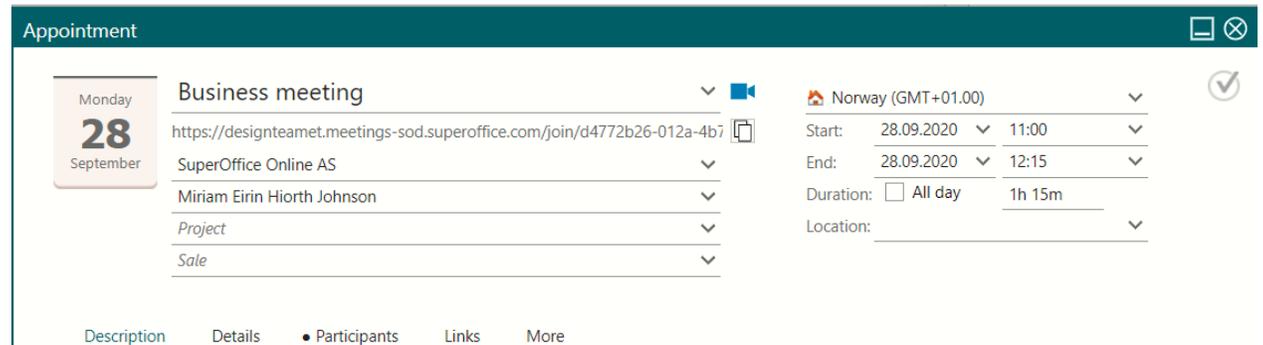
2.1 The first time you select the video icon a new window will open and you will need to log in to authenticate your user towards the video meeting service set by your administrator.

3. The video icon will turn blue  and a line will appear with a link under the follow-up type dropdown.
4. Add the appropriate information to the appointment, such as **description, participants** etc.
5. Press **Save** to save the appointment.
6. If you have turned on E-mail invitations for the participants of the appointment. An e-mail with a link to join the video meeting will be sent when the appointment is saved.

Note: By clicking the  icon – you can copy the video meeting link to your clipboard, so that you can paste the link in the description of the appointment or send to others via direct messaging.



The screenshot shows an appointment form titled "Appointment" with a dark teal header. On the left, a calendar widget displays "Monday 28 September". The main form area has a title "Business meeting" with a dropdown arrow and a blue video icon. Below the title are several dropdown menus: "SuperOffice Online AS", "(No Selection)", "Project", and "Sale". On the right side, there are settings for "Norway (GMT+01.00)", "Start: 28.09.2020 11:00", "End: 28.09.2020 12:15", "Duration: All day 1h 15m", and "Location:". At the bottom, there are tabs for "Description", "Details", "Participants", "Links", and "More".



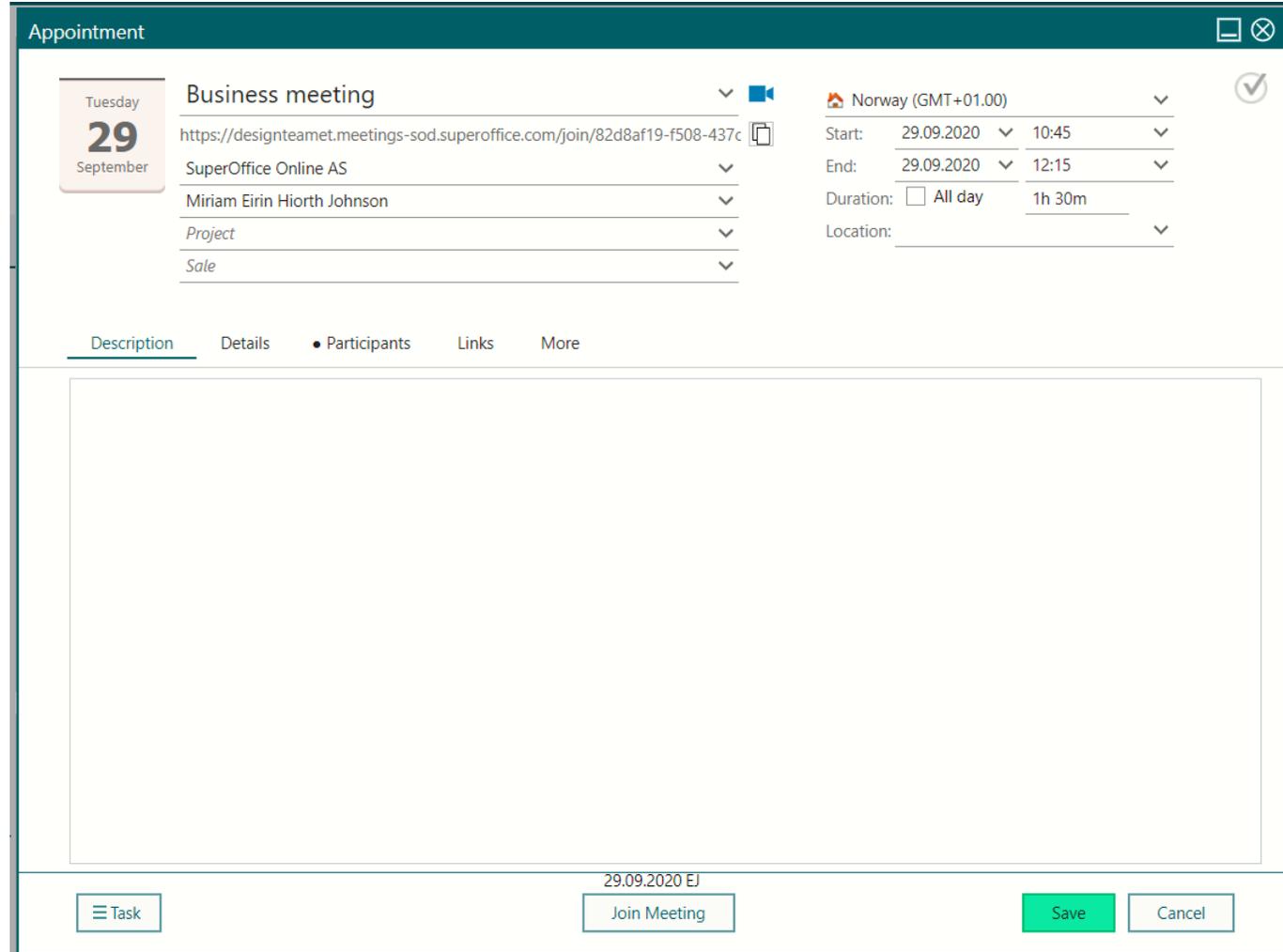
The screenshot shows the same appointment form as above, but with the video icon now blue. A link has been generated under the "Project" dropdown: "https://designteamet.meetings-sod.superoffice.com/join/d4772b26-012a-4b7". A copy icon is visible next to the link. The "Participants" tab is now selected, showing "Miriam Eirin Hiorth Johnson" as a participant. The other elements of the form remain the same.

How to join a video meeting:

There are three ways in which you can join a video meeting in SuperOffice: From the appointment dialog, from the follow-up preview in the side panel and from a browser notification, . These steps will be the same regardless of selected video meeting service.

From the appointment dialog:

1. When the meeting is about to start, navigate to the appropriate appointment.
2. At the bottom of the appointment there will be a button called **Join Meeting**.
3. When the **Join meeting** button has been selected a new tab will open where you can join the video meeting.



The screenshot shows the 'Appointment' dialog in SuperOffice. The title bar reads 'Appointment'. The main content area displays the following information:

- Date:** Tuesday 29 September
- Title:** Business meeting
- URL:** <https://designteamet.meetings-sod.superoffice.com/join/82d8af19-f508-437c>
- Organizer:** SuperOffice Online AS
- Organizer Email:** Miriam Eirin Hiorth Johnson
- Category:** Project
- Sub-category:** Sale
- Location:** Norway (GMT+01.00)
- Start:** 29.09.2020 10:45
- End:** 29.09.2020 12:15
- Duration:** All day 1h 30m

Below the details, there are tabs for 'Description', 'Details', 'Participants', 'Links', and 'More'. The 'Participants' tab is currently selected.

At the bottom of the dialog, there is a 'Task' button on the left, a 'Join Meeting' button in the center, and 'Save' and 'Cancel' buttons on the right. The date '29.09.2020 EJ' is displayed above the 'Join Meeting' button.

How to join a video meeting from the side panel preview:

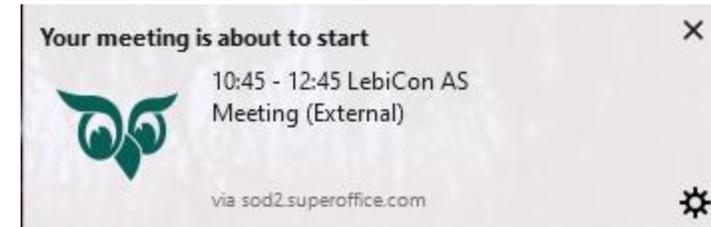
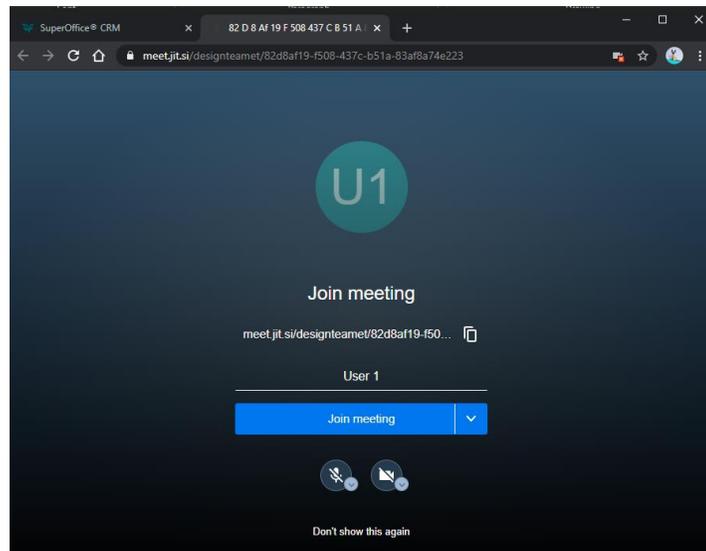
To join a meeting from the side panel preview:

1. When the meeting is about to start, navigate to the preview of the video meeting appointment.
2. At the bottom of the preview, there will be a **Join meeting** button.
3. When the **Join meeting** button has been selected a new tab will open where you can join the video meeting.

How to join a video meeting from browser notifications:

To join a meeting from a browser notification follow these steps:

1. If you have an alarm set on the appointment, you'll be reminded by a **browser notification** that the meeting is due to start.
2. When the **browser notification** has been selected a tab will open where you can join the video meeting.



Note: Browser notification will only be show if **Alarm** has been turned on in the details tab in Appointment dialog

Description	Details	Participants	Links	More
Repeats:	Never			
Priority:				▼
Alarm:	<input checked="" type="checkbox"/> 10			
Owner:	Erik Zap			
Show as:	<input type="radio"/> Free <input checked="" type="radio"/> Busy			
Visible for:	All			▼
Completed:	<input type="checkbox"/>			