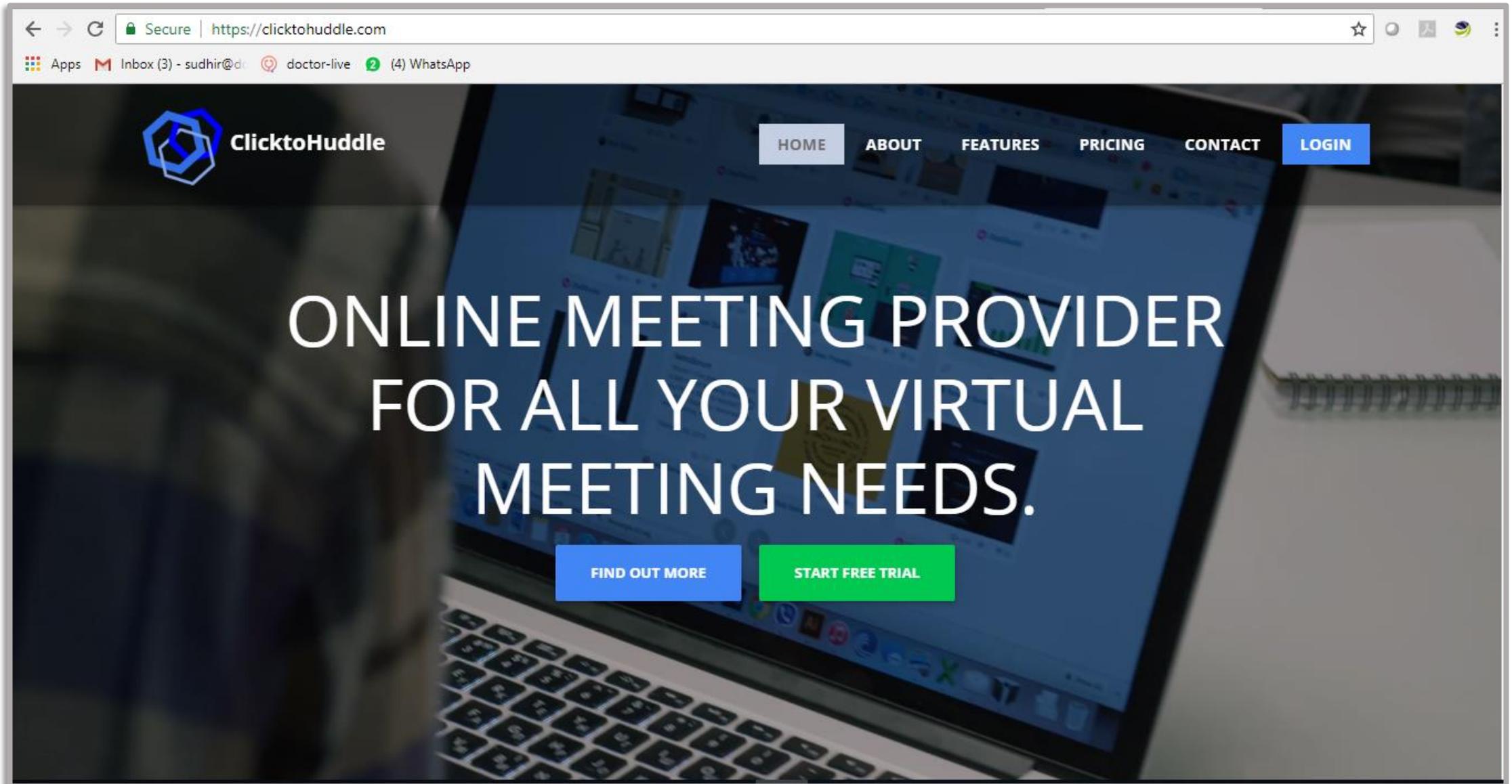




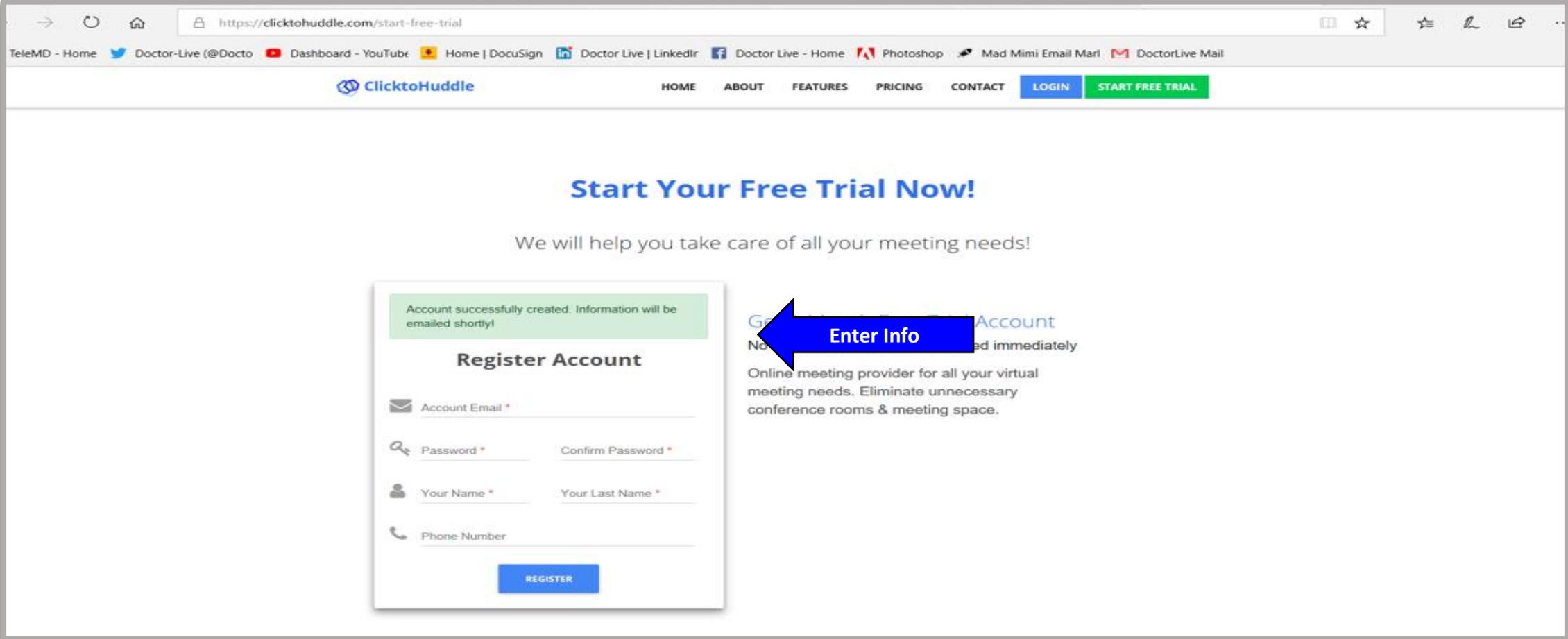
ClicktoHuddle Training



Visit www.clicktohuddle.com and familiarize with the portal

1. Click on Start Free Trial to register for the service

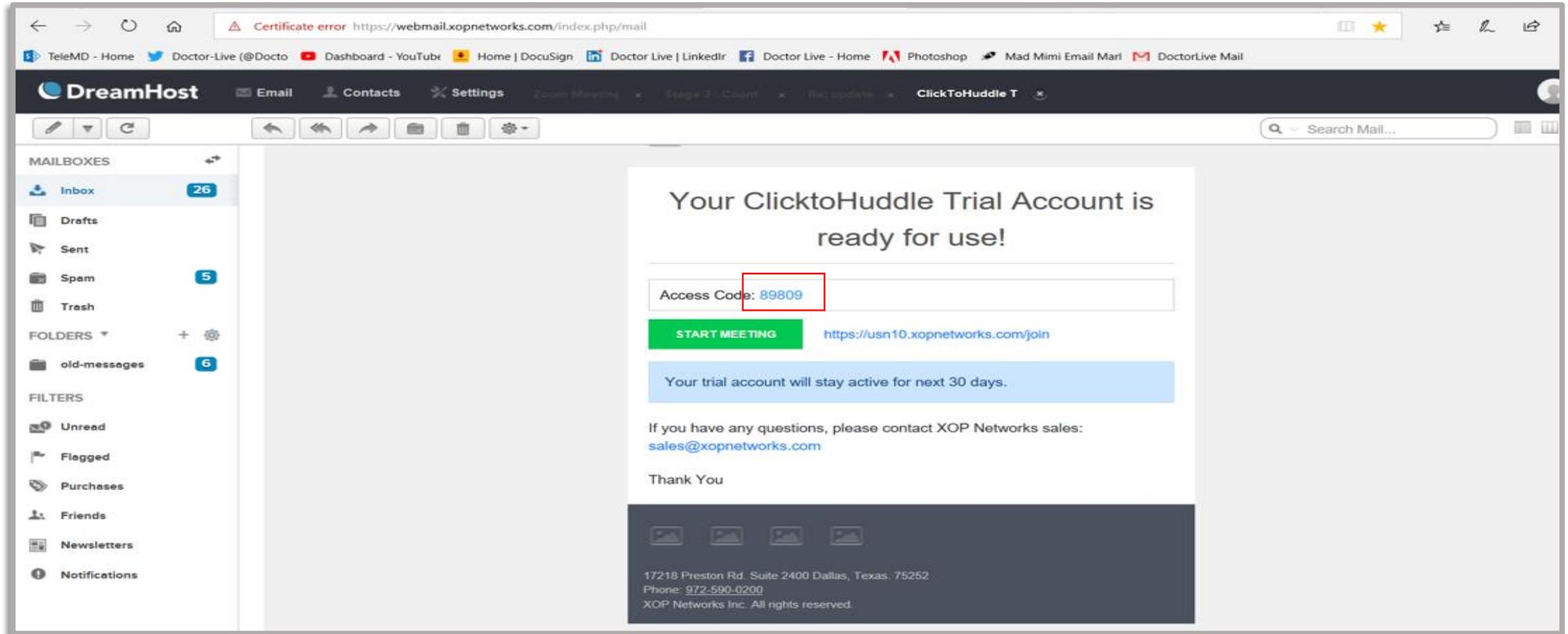
Register for your Free Trial



Register your Account

1. Fill out the information requested

Welcome Email



Once the account is ready a welcome email will be sent to your email address

1. Make a note of the Access Code provided in the email
2. Click on Start Meeting

Test Your Audio & Video Before You Enter Your Huddle Room

The image shows two overlapping screenshots. The background screenshot is the 'Click to Huddle' 'Join Web Conference' page. It features a blue logo at the top center, a world map graphic on the left, and a form on the right with fields for 'Your Name' (containing 'Angie Bryant') and 'Access Code' (containing four dots), and a 'Join' button. A red oval highlights a message at the bottom: 'To test your audio and video, click [here](#). Your session has ended. Please sign in again.' The foreground screenshot is a browser window titled 'To test your audio and video - Google Chrome' showing a 'TEST COMPUTER MIC, SPEAKERS & CAMERA' interface. It has sections for 'Audio Devices' (Speakers, Microphones) and 'Video Devices' (Cameras). A 'Preview' window shows a video feed of a woman. A red oval highlights the 'Rescan devices' button at the bottom left of the dialog.

Test Your Equipment

- 1) Click the link to test your equipment
- 2) Allow access to your PC's microphone and webcam to your browser
- 3) Rescan equipment if you need to
- 4) Click apply

Entering Your Huddle Room

[Account Sign In](#)



Click to Huddle

Join Web Conference



Your Name
Access Code

Join

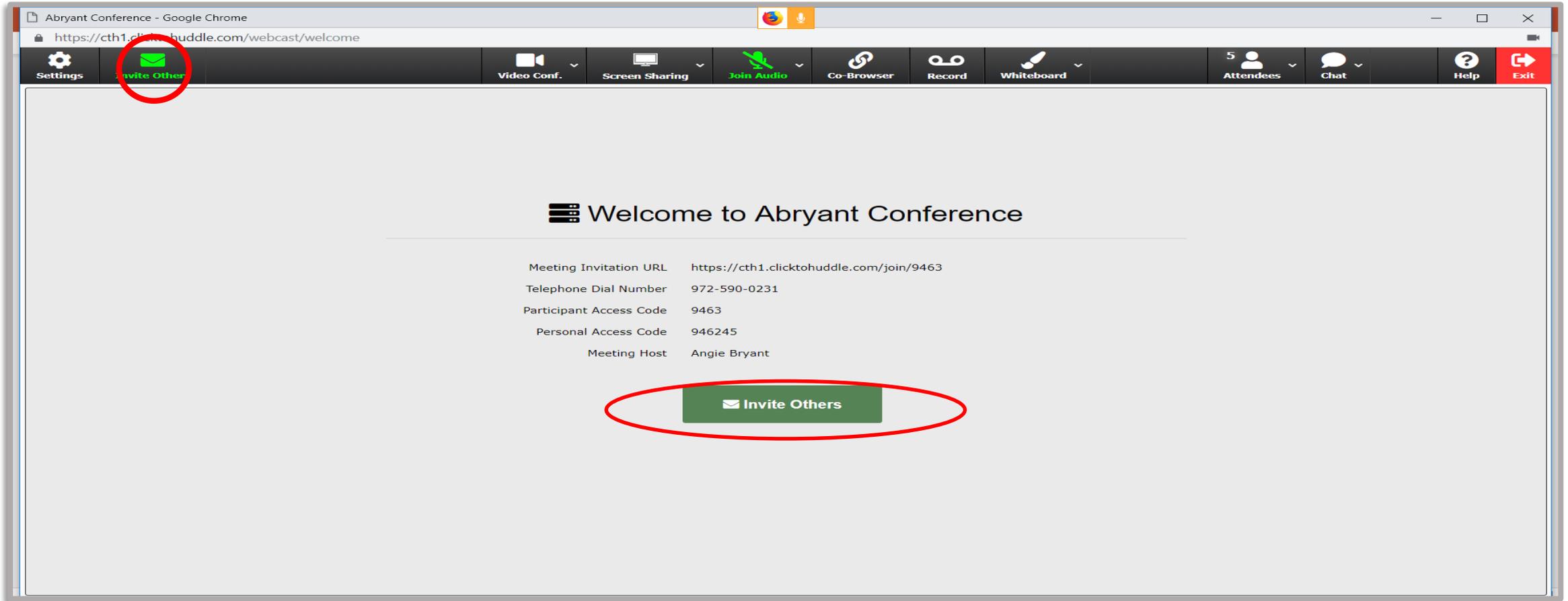


To test your audio and video, click [here](#)
Your session has ended. Please sign in again.

You can now enter the Huddle room

- 1) Enter your Name
- 2) Enter the assigned Access Code

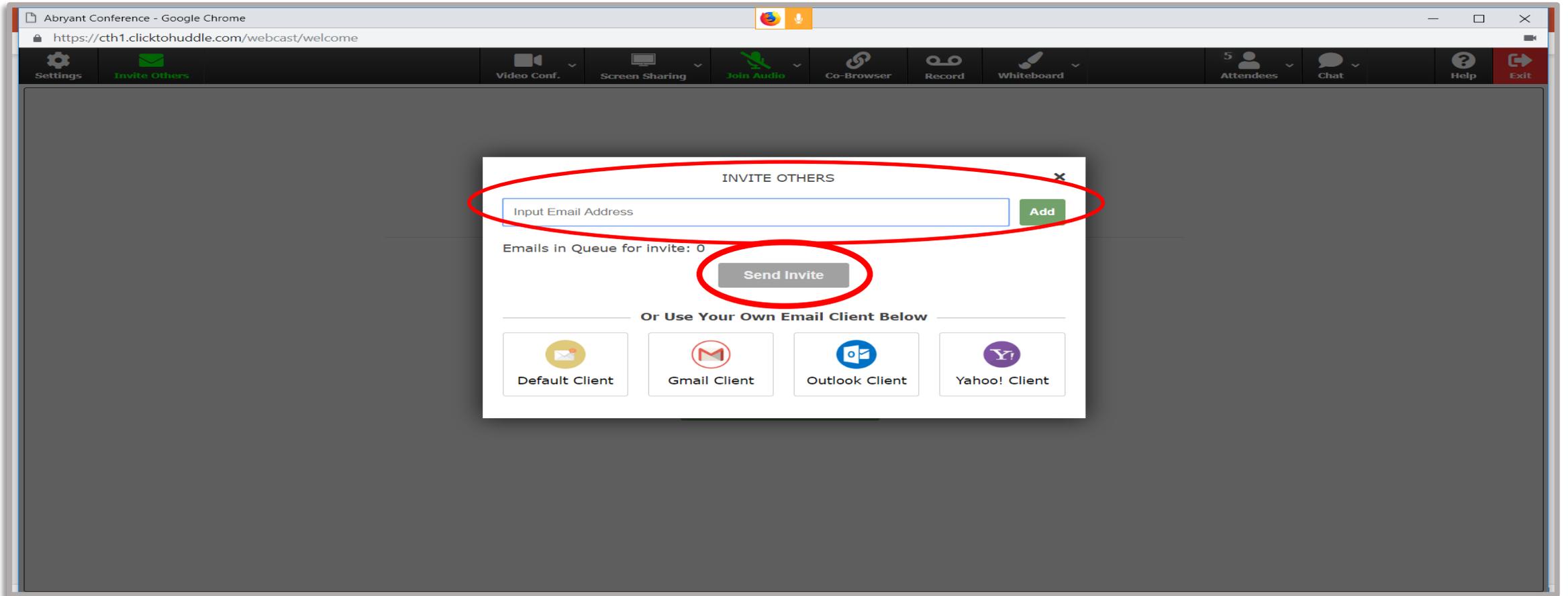
Start Your Huddle



Welcome to your Conference!

1) Click on Invite Others to send email invitations to fellow attendees.

Inviting Others



After you clicked on Invite Others

- 1) Enter your attendees email addresses to invite them directly from the conference
- 2) Click Add after each email entry
- 3) Click send invite and they will be invited via email with a direct link to join your conference.

View Attendees

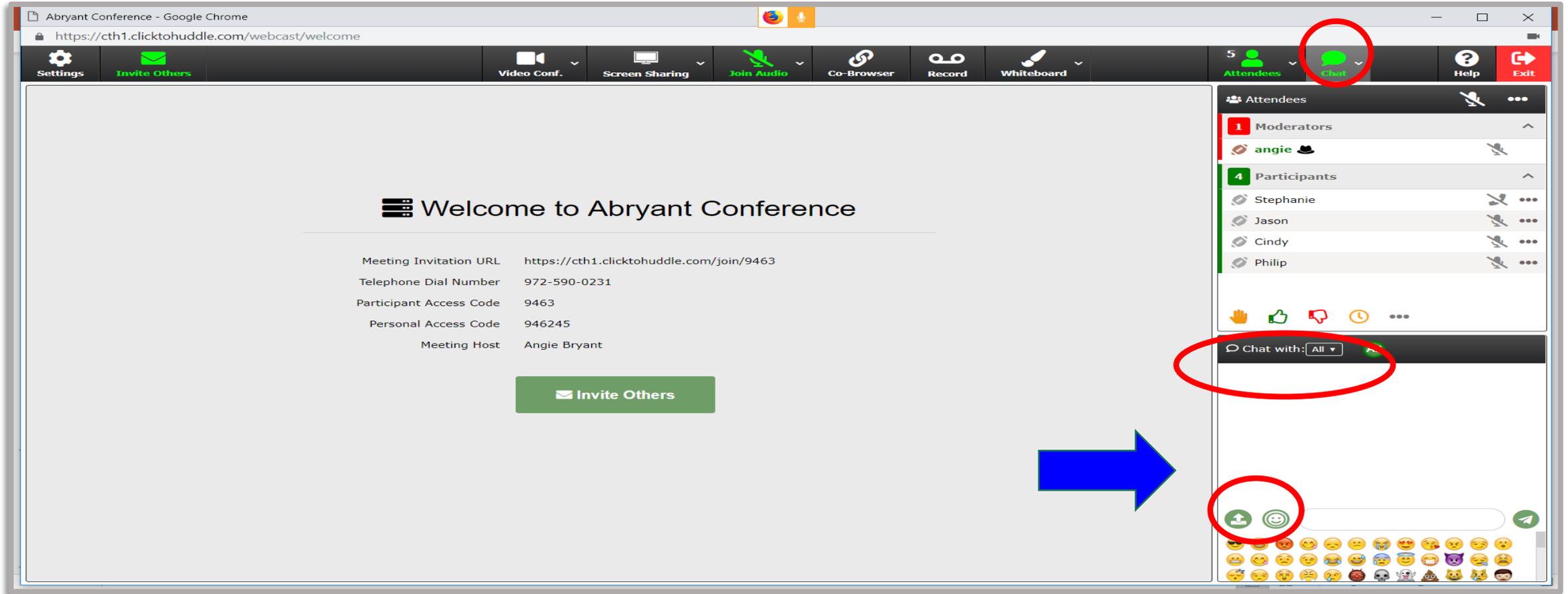
The screenshot shows a web browser window titled "Abryant Conference - Google Chrome" with the URL "https://cth1.clicktohuddle.com/webcast/welcome". The interface features a top navigation bar with icons for Settings, Invite Others, Video Conf., Screen Sharing, Join Audio, Co-Browser, Record, Whiteboard, Attendees (5), Chat, Help, and Exit. The main content area displays a "Welcome to Abryant Conference" message with meeting details: Meeting Invitation URL (https://cth1.clicktohuddle.com/join/9463), Telephone Dial Number (972-590-0231), Participant Access Code (9463), Personal Access Code (946245), and Meeting Host (Angie Bryant). A green "Invite Others" button is located below the details. On the right side, the "Attendees" panel is open, showing a list of participants. The "Attendees" panel is divided into two sections: "Moderators" (1) and "Participants" (4). The "Moderators" section shows a user named "angie" with a black hat icon, indicating they are the moderator. The "Participants" section lists Stephanie, Jason, Cindy, and Philip. A blue arrow points from the main content area to the Attendees panel, and a red circle highlights the Attendees icon in the top navigation bar and the "angie" user in the Attendees panel.

To view attendees in the conference click on the Attendees icon

- Attendee panel will be displayed as shown
 - Moderator is shown in the top section under moderators with a black hat indicating moderator
 - Attendee with the brown football is currently the Presenter in the conference

★ The Moderator can pass the football to who ever wants to share their screen and can take back possession of the conference at any time

Chat Function



To chat with attendees in the conference click on the chat icon & it will populate on the far right

- You can chat with all attendees
- You can also have a private chat with a specific attendee
- Attendees can upload and download documents via the chat panel.
- Attendees can use emojis to express their emotions via chat

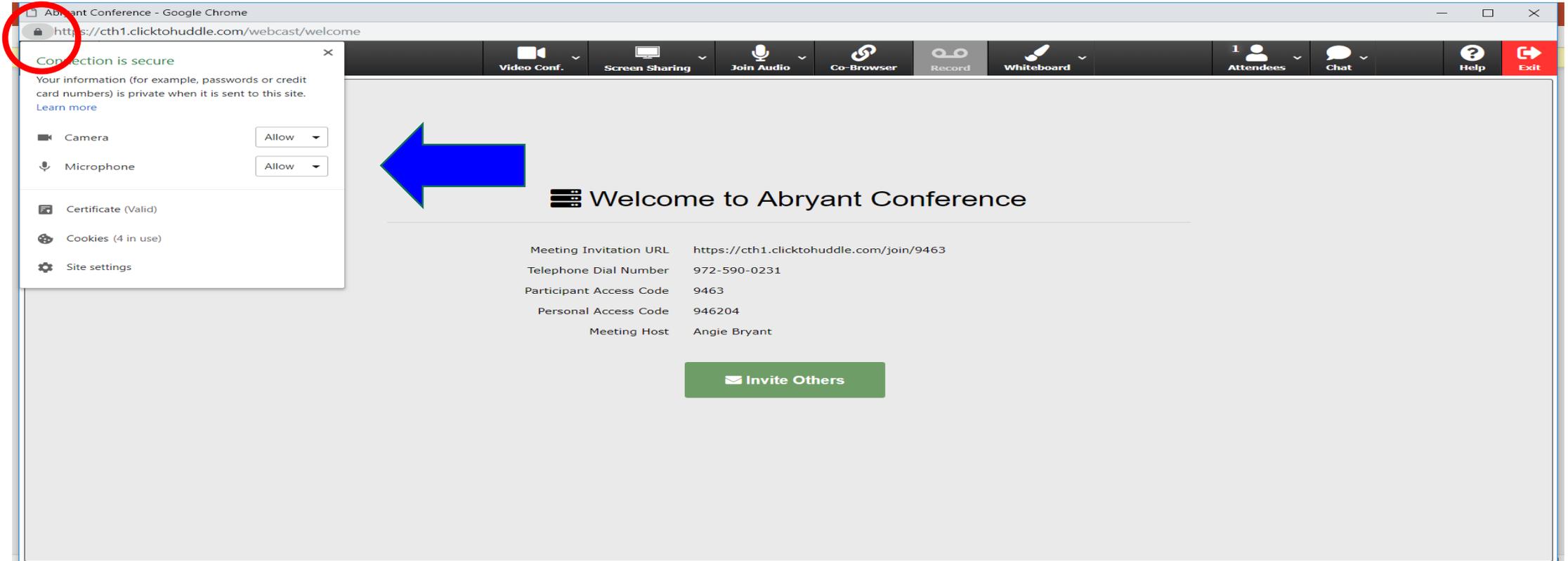
Interactive Feedback Functions

The screenshot displays the Abyrant Conference interface in a Google Chrome browser. The main content area shows a 'Welcome to Abyrant Conference' message with meeting details: Meeting Invitation URL (https://cth1.clicktohuddle.com/join/9463), Telephone Dial Number (972-590-0231), Participant Access Code (9463), Personal Access Code (946245), and Meeting Host (Angie Bryant). A green 'Invite Others' button is visible below the details. A blue arrow points from the main content area to the attendee panel on the right. The attendee panel shows a list of participants: Moderators (angie) and Participants (Stephanie, Jason, Cindy, Philip). A red circle highlights the 'Attendees' button in the top navigation bar and the emote icons (hand, thumbs up, thumbs down, clock, and three dots) in the attendee panel. A dropdown menu is open, showing various emotes: Faster, Slower, Happy, Sad, Surprised, Confused, and Need a break.

Attendees can interact with many emotes – raise hand for a question, vote on a topic or make a quick comment

- Click on the attendee panel
- Click on relevant emote
- Additional emotes can be found by clicking on the three dots

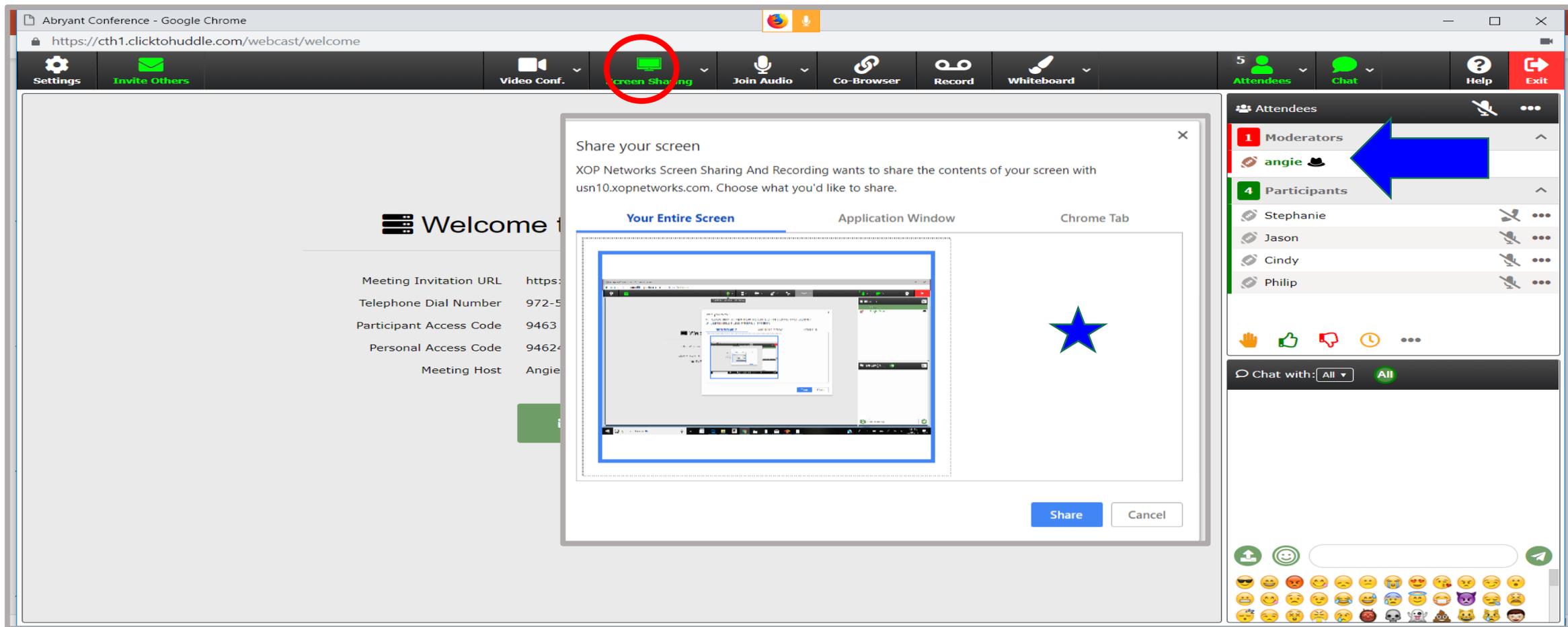
Ensure Your Audio & Video Settings Are Enabled



Before you start sharing Audio or Video capabilities, make sure your browser can access your PC's microphone and webcam

- 1) Click on the lock icon on the left side of the URL (as seen on Chrome browser)
- 2) Ensure that Camera & Microphone are enabled

Start Screenshare



To start screenshare click the screen share icon, only the person in possession of the ball can share their screen

- You will receive a pop up letting you choose to share your entire screen, specific application or a browser tab



In order to share your screen, you will need to add the XOP Chrome extension, see next page for directions

Adding Chrome Extension for Screensharing

The image shows a meeting interface with a 'Camera Sharing' button circled in red. A pop-up window titled 'CHROME EXTENSIONS REQUIRED' is displayed, instructing the user to install a Chrome extension from the Chrome Web Store. A blue arrow points from this pop-up to a screenshot of the Chrome Web Store page for the 'XOP Networks Screen Sharing And Recording' extension. The extension page shows a 'Remove from Chrome' button and a list of related extensions.

To add the XOP Chrome extension, click on the link to the web store

- In the web store, add the extension
- After you install the Chrome extension, you will receive a pop up letting you choose to share your entire screen, specific application or a browser tab

Joining the Audio Conference

You can join the Audio Conference in two ways

- 1) Click on the Microphone icon to make a VoIP call. This option should be used preferably with a headset.
- 2) Dial the PSTN number displayed and enter the Personal access code
 - a) As a Moderator you can Mute All attendees or Mute individual attendees
 - b) Hold, Remove or Change Name of an Attendee

Start Video Conference

Abryant Conference - Google Chrome
https://cth1.clicktohuddle.com/webcast/welcome

Settings Invite Others Video Conf. **Screen Sharing** Join Audio Co-Browser Record Whiteboard Attendees Chat Help Exit

Welcome to Abryant Conference

Meeting Invitation URL <https://cth1.clicktohuddle.com/join/9463>
Telephone Dial Number 972-590-0231
Participant Access Code 9463
Personal Access Code 946245
Meeting Host Angie Bryant

[Invite Others](#)

Attendees

- 1 Moderators
 - angie
- 4 Participants
 - Stephanie
 - Jason
 - Cindy
 - Philip

To start your video conference click on the camera icon

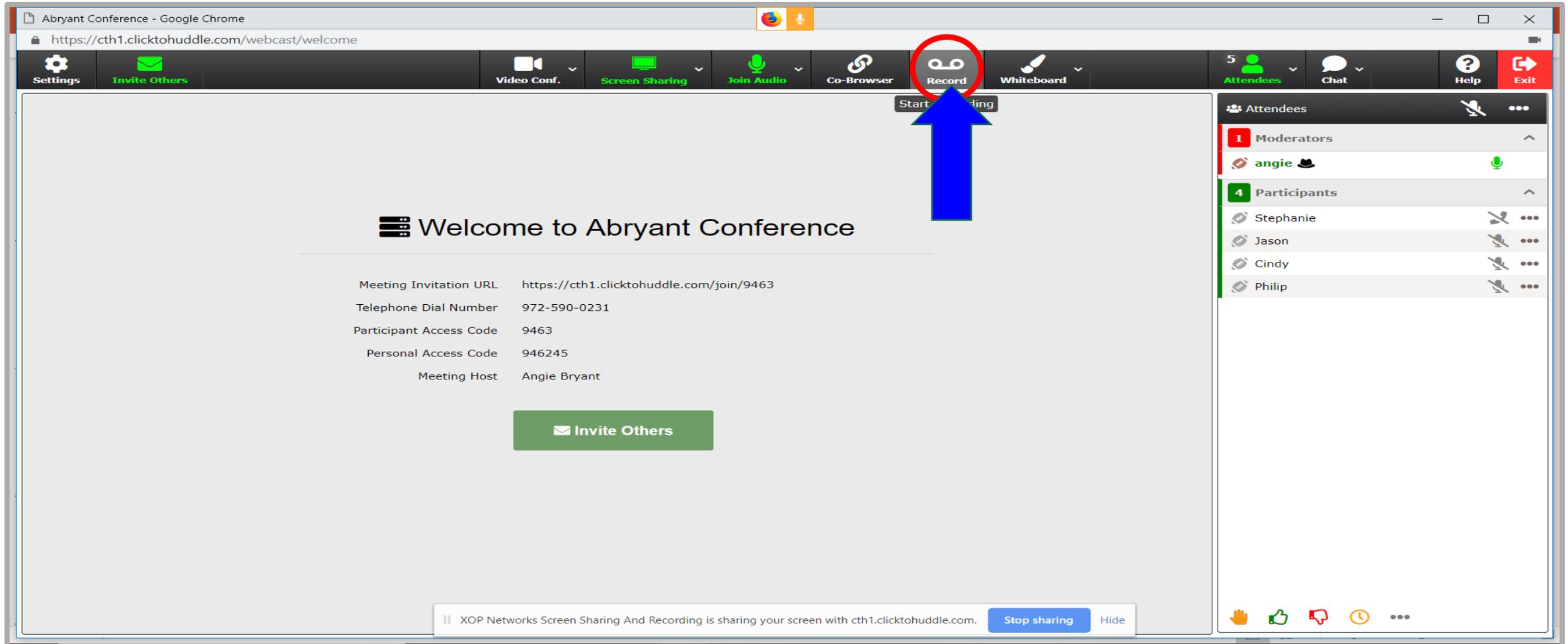
- Ensure your camera access is enabled
- Your video will be displayed on your screen. Other attendees will see your video in the video headshots displayed on top

Typical huddle Session – Audio/Video Conference with Screensharing

The screenshot displays the ClicktoHuddle web interface. At the top, a navigation bar includes icons for Settings, Invite Others, Video Conf., Join Audio, View Media (circled in red), Whiteboard, Attendees (8), Chat, Help, and Exit. Below the navigation bar, five video thumbnails show participants. The central area is dominated by a large screen sharing a 'Create, Schedule, Invite and Control Conference via Web' page. The right sidebar shows an 'Attendees' list with 1 Moderator (Tony Zhu) and 7 Participants (Lou Fulco, Sudhir, Reggie, Gene). Below the attendees is a chat window with system messages: 'Tony Zhu' joined the meeting, 'Sudhir' joined the meeting, 'Reggie' joined the meeting, 'Gene' left the meeting, 'Gene' joined the meeting, and 'Don Greene' joined the meeting.

- Click on the View Media icon to restore your view of an ongoing session

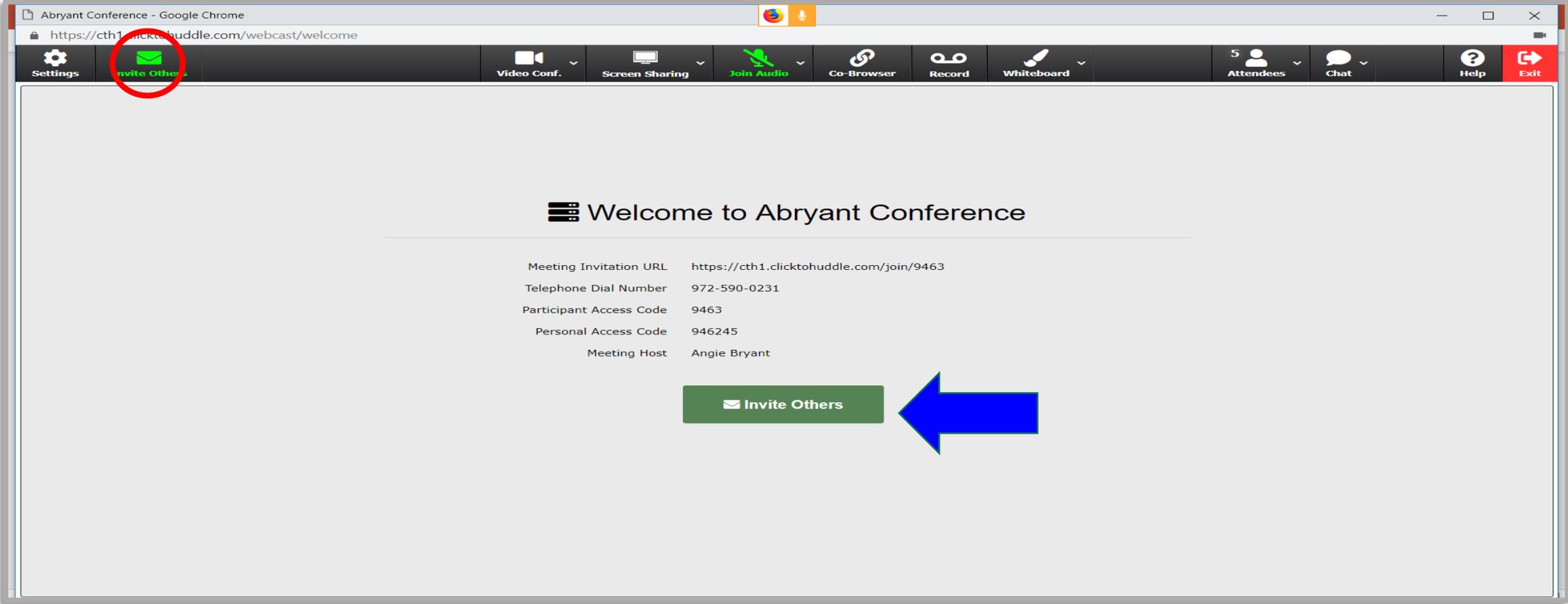
Recording a Huddle Session



To begin recording, select the recording icon

- Only a Moderator can record a session
- Recording can only be initiated if an audio or video conference is in progress
- Participants see their recording icon turn Red if recording is in progress

Invite Attendees from Conference



You can easily invite additional attendees when you are in a conference

- Click on the mail icon to invite attendees or click on Invite others from the main page

System and Feature Settings

The screenshot displays the A Bryant Conference interface in a Google Chrome browser. The top navigation bar includes icons for 'Invite Others', 'Video Conf.', 'Screen Sharing', 'Join Audio', 'Co-Browser', 'Record', 'Whiteboard', 'Attendees', 'Chat', 'Help', and 'Exit'. A red circle highlights the 'Settings' icon (a gear) in the top left, with a blue arrow pointing to it. Below the navigation bar, a 'Settings' panel is open on the left, listing options such as 'Calling From External Network' (ON), 'Audio Sharing Settings', 'Camera Settings', 'Screen Sharing Settings', 'Chat Settings', 'Attendees Settings', 'Whiteboard Settings', 'Detachable Windows', and 'Show Debug Information' (OFF). The main content area shows a 'Welcome to A Bryant Conference' message with meeting details: Meeting Invitation URL (https://cth1.clicktohuddle.com/join/9463), Telephone Dial Number (972-590-0231), Participant Access Code (9463), Personal Access Code (946245), and Meeting Host (Angie Bryant). A green 'Invite Others' button is centered below the details. On the right, an 'Attendees' panel shows 1 Moderator (angie) and 4 Participants (Stephanie, Jason, Cindy, Philip). At the bottom right, there are icons for hand raise, thumbs up, thumbs down, timer, and a menu.

To view/modify settings, click on the settings icon

- You can also modify feature settings for individual features by clicking on the associated down arrow

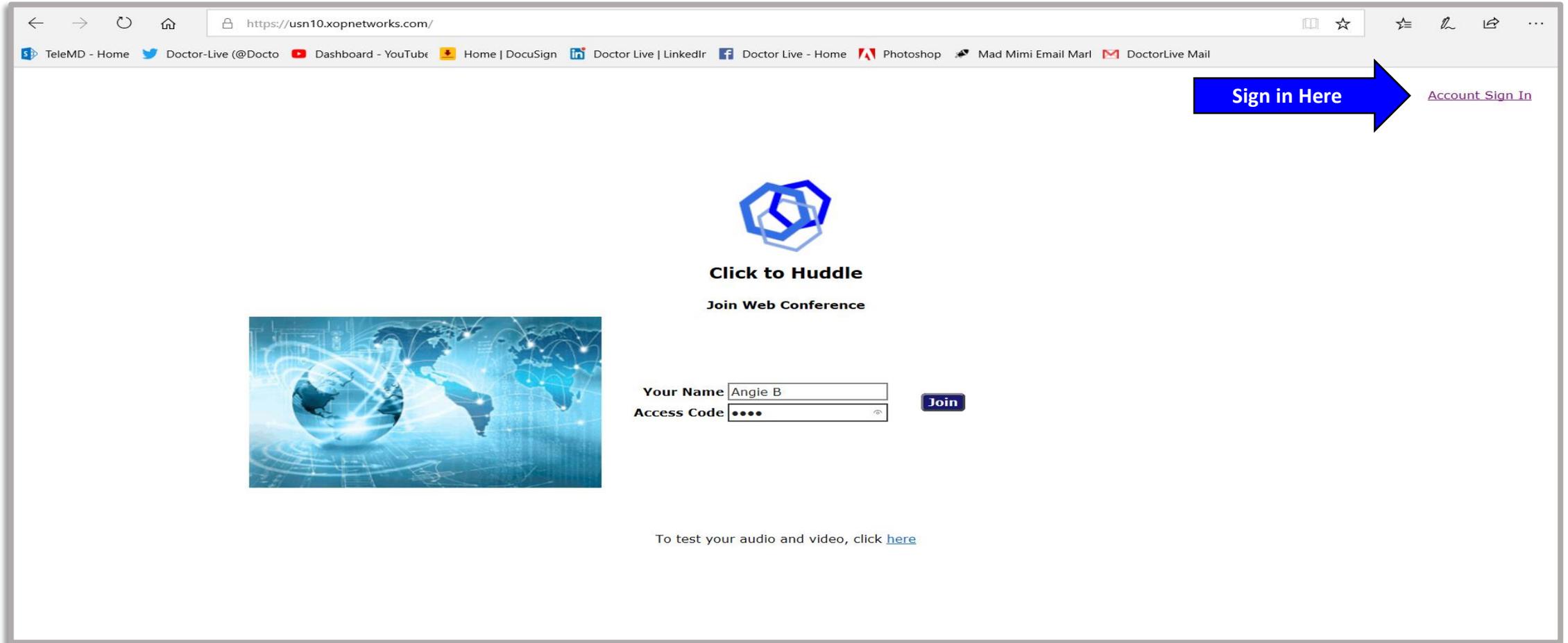
End or Leave Meeting

The screenshot shows a web browser window with the URL <https://cth1.clicktohuddle.com/webcast/welcome>. The top navigation bar includes icons for Settings, Invite Others, Video Conf., Screen Sharing, Join Audio, Co-Browser, Record, Whiteboard, Attendees (5), Chat, Help, and a red 'Exit' button circled in red. A central dialog box titled 'LEAVE CONFIRMATION' is displayed, containing two buttons: 'Just Leave' and 'End Meeting', both of which are also circled in red. Below the dialog box, meeting details are listed: Telephone Dial Number (972-590-0231), Participant Access Code (9463), Personal Access Code (946245), and Meeting Host (Angie Bryant). An 'Invite Others' button is located at the bottom center. On the right side, an 'Attendees' panel shows 1 Moderator (angie) and 4 Participants (Stephanie, Jason, Cindy, Philip).

You can end or leave your meeting pressing the red icon

- A pop up will ask you to confirm whether you are leaving or ending the meeting

Using Your Recordings



The screenshot shows a web browser window with the URL <https://usn10.xopnetworks.com/>. The browser's address bar and tabs are visible at the top. The main content area features the ClicktoHuddle logo, the text "Click to Huddle" and "Join Web Conference", and a form with fields for "Your Name" (containing "Angie B") and "Access Code" (containing four dots). A "Join" button is next to the form. A blue arrow labeled "Sign in Here" points to the "Account Sign In" link in the top right corner. Below the form, there is a link: "To test your audio and video, click [here](#)".

Your recordings are saved in your Moderator account on the system.

1. Log into your Account by clicking on the Account Sign In link (top right hand corner)
2. Enter your email id and the password you chose when you signed up for the free trial account

Your Account Settings

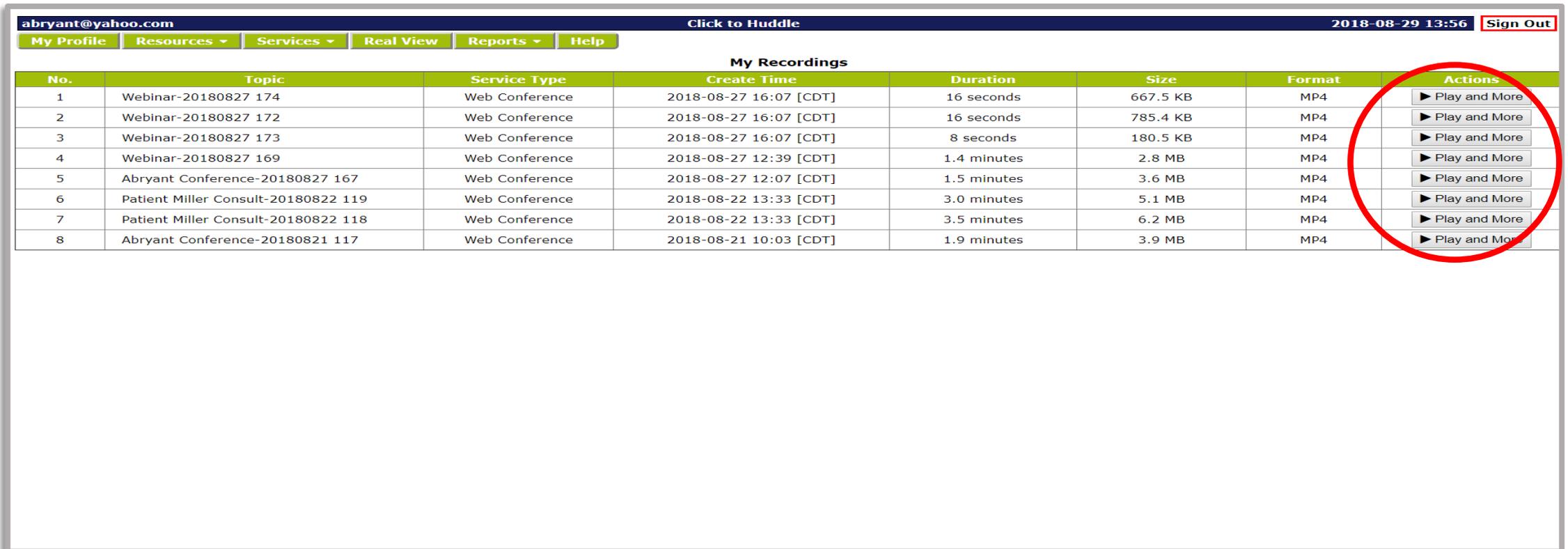
The screenshot shows the ClicktoHuddle web interface for user 'abryant'. The top navigation bar includes 'My Profile', 'Resources', 'Services', 'Real View', 'Reports', and 'Help'. The 'Reports' dropdown menu is open, showing options: 'Service Reports', 'Usage Reports', 'Click-to-call Reports', and 'My Recordings' (highlighted with a red circle). The main content area displays a table of conferences:

No.	Subject	Invite	iCal	Comments	Moderator	Participant	Web	Select
1	Conference for abryant	Send	Add		9462	9463	Meet	<input type="checkbox"/>

After logging into your Moderator account, familiarize yourself with various settings

- Easily invite attendees and initiate huddle by clicking on 'Meet'
- You can view logs and recordings associated with your account usage

Playback Recordings



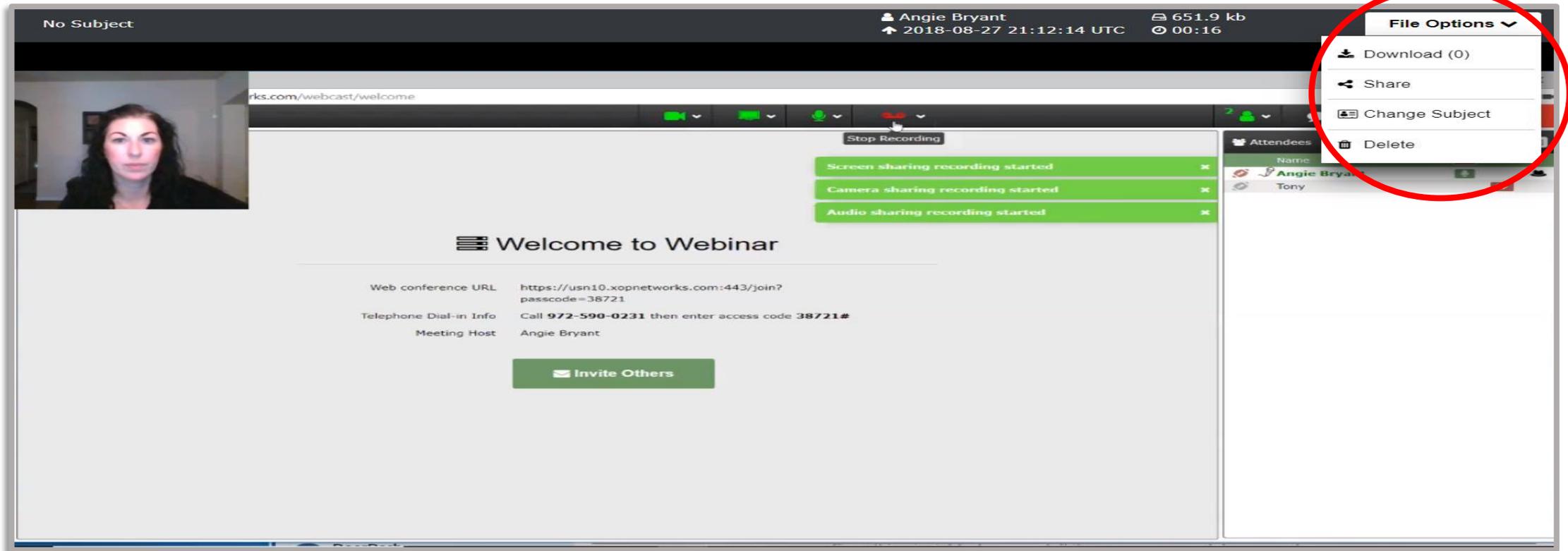
The screenshot shows a user interface for 'My Recordings'. At the top, there is a navigation bar with the user email 'abryant@yahoo.com', a 'Click to Huddle' button, the date and time '2018-08-29 13:56', and a 'Sign Out' button. Below the navigation bar are several menu items: 'My Profile', 'Resources', 'Services', 'Real View', 'Reports', and 'Help'. The main content area is titled 'My Recordings' and contains a table with the following columns: 'No.', 'Topic', 'Service Type', 'Create Time', 'Duration', 'Size', 'Format', and 'Actions'. The table lists 8 recordings, all of which are 'Web Conference' recordings in 'MP4' format. The 'Actions' column for each row contains a 'Play and More' button, which is circled in red in the original image.

No.	Topic	Service Type	Create Time	Duration	Size	Format	Actions
1	Webinar-20180827 174	Web Conference	2018-08-27 16:07 [CDT]	16 seconds	667.5 KB	MP4	▶ Play and More
2	Webinar-20180827 172	Web Conference	2018-08-27 16:07 [CDT]	16 seconds	785.4 KB	MP4	▶ Play and More
3	Webinar-20180827 173	Web Conference	2018-08-27 16:07 [CDT]	8 seconds	180.5 KB	MP4	▶ Play and More
4	Webinar-20180827 169	Web Conference	2018-08-27 12:39 [CDT]	1.4 minutes	2.8 MB	MP4	▶ Play and More
5	Abryant Conference-20180827 167	Web Conference	2018-08-27 12:07 [CDT]	1.5 minutes	3.6 MB	MP4	▶ Play and More
6	Patient Miller Consult-20180822 119	Web Conference	2018-08-22 13:33 [CDT]	3.0 minutes	5.1 MB	MP4	▶ Play and More
7	Patient Miller Consult-20180822 118	Web Conference	2018-08-22 13:33 [CDT]	3.5 minutes	6.2 MB	MP4	▶ Play and More
8	Abryant Conference-20180821 117	Web Conference	2018-08-21 10:03 [CDT]	1.9 minutes	3.9 MB	MP4	▶ Play and More

Recordings are stored on the system as MP4 files

- Select the recording you would like to play

Play Recordings

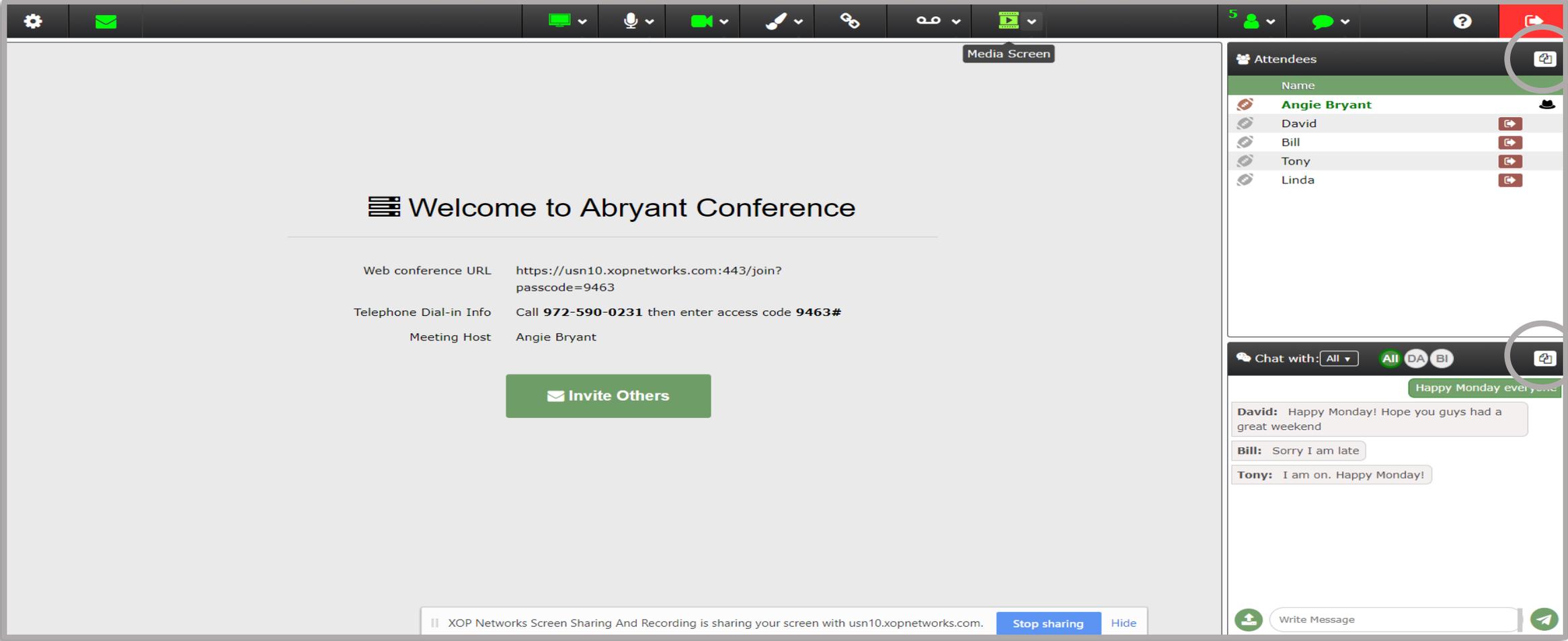


Once you select the recording you would like to play

- You can download the recording
- Share the recording link
- Delete recording, please note: this is the only way you can delete your recordings from your account.

Additional Features

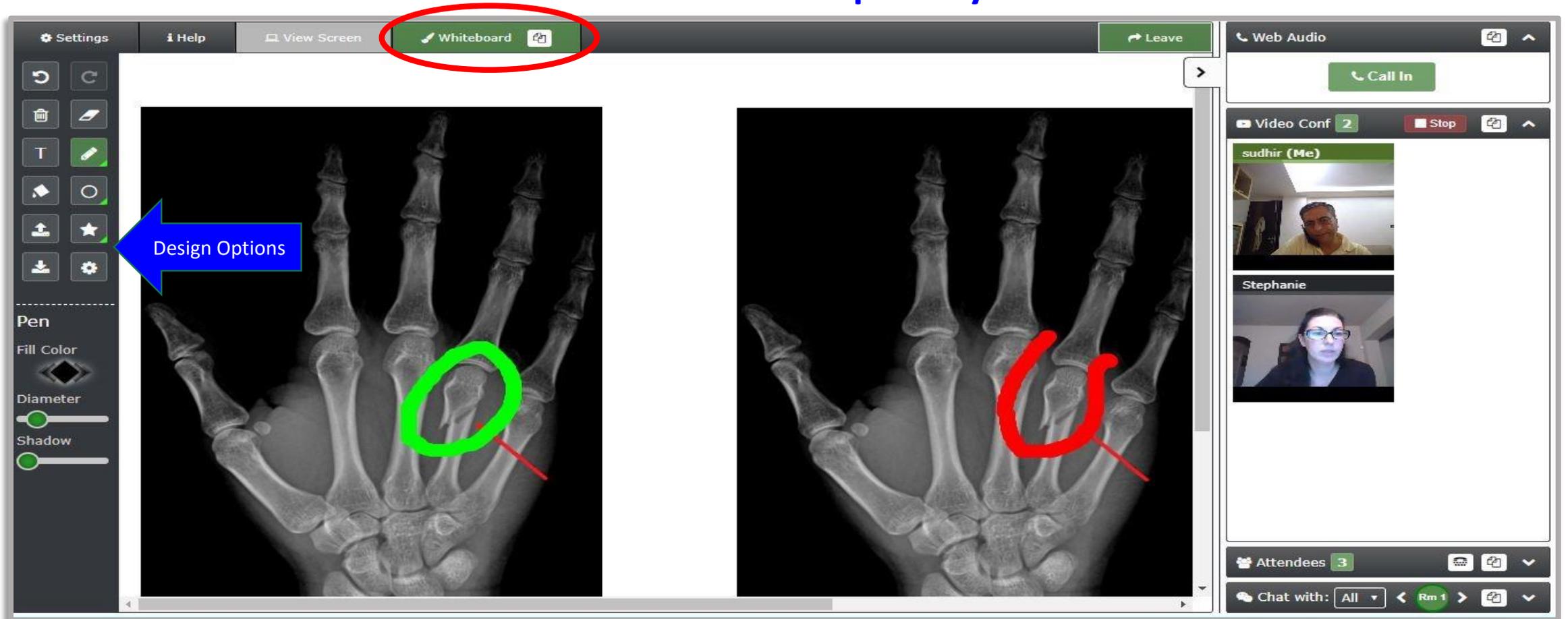
Detach Windows Capability



You can detach the video, attendees & chat panel to move to a second monitor

- Click on the detach icon on the specific window
- Make sure the 'Detachable Windows' setting is enabled on the Settings panel

White Board Capability



You can use the Whiteboard for multiple collaboration sessions such as telemedicine consults, graphic design or logo creation:

- Multiple attendees can collaborate on the Whiteboard at the same time
- An image can be uploaded, annotated with text, graphic mark up & ability to save the final image
- Any attendee can collaborate during the session without being a moderator

Co-browsing Capability

Abryant Conference - Google Chrome
https://cth1.clicktohuddle.com/webcast/welcome

Settings Invite Others Video Conf. Screen Sharing Join Audio **Co-Browse** Record Whiteboard Attendees Chat Help Exit

CO-BROWSER

e.g. http://xopnetworks.com SHARE

Meeting Invitation URL https://cth1.clicktohuddle.com/join/9463
Telephone Dial Number 972-590-0231
Participant Access Code 9463
Personal Access Code 946245
Meeting Host Angie Bryant

Invite Others

Co-browsing capability allows a Moderator to share a website with fellow attendees

- Type the web site address to share with attendees
- Attendees will be alerted indicating that a moderator is wanting to share a website

Removing System Messages from Chat

The screenshot shows the Abryant Conference interface in a Google Chrome browser. The top navigation bar includes icons for Settings, Invite Others, Video Conf., Screen Sharing, Join Audio, Co-Browser, Record, Whiteboard, Attendees (5), Chat, Help, and Exit. The Settings menu is open on the left, listing various options such as Calling From External Network, Audio Sharing Settings, Camera Settings, Screen Sharing Settings, Chat Settings, Attendees Settings, Whiteboard Settings, Detachable Windows, and Show Debug Information. A blue arrow points to the 'Chat Settings' option. The main content area displays a 'Welcome to Abryant Conference' message with meeting details and an 'Invite Others' button. The right sidebar shows the 'Attendees' list, categorized into Moderators (1) and Participants (4), with names like Stephanie, Jason, Cindy, and Philip.

You can remove system messages & only see chat conversations instead of when people enter and exit

- Click on settings
- Turn off system messages in Chat Settings