iSIFT USER MANUAL

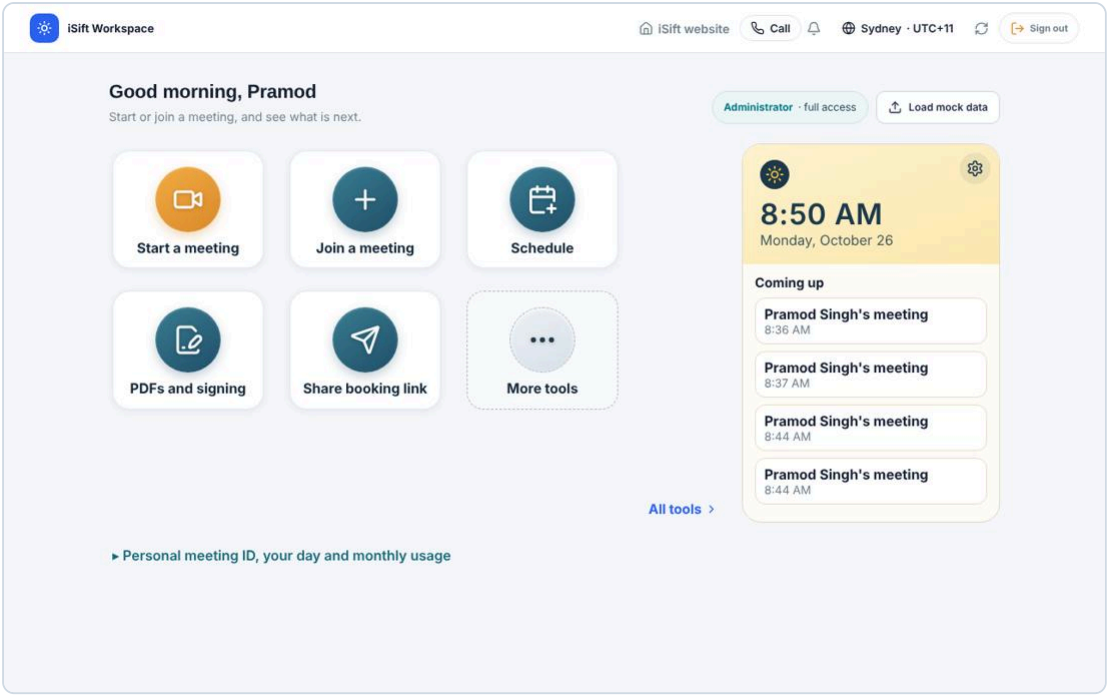
Meetings and sharing

Start and join video meetings, manage people, share a file and hand control of it to someone else.

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1 Open your workspace

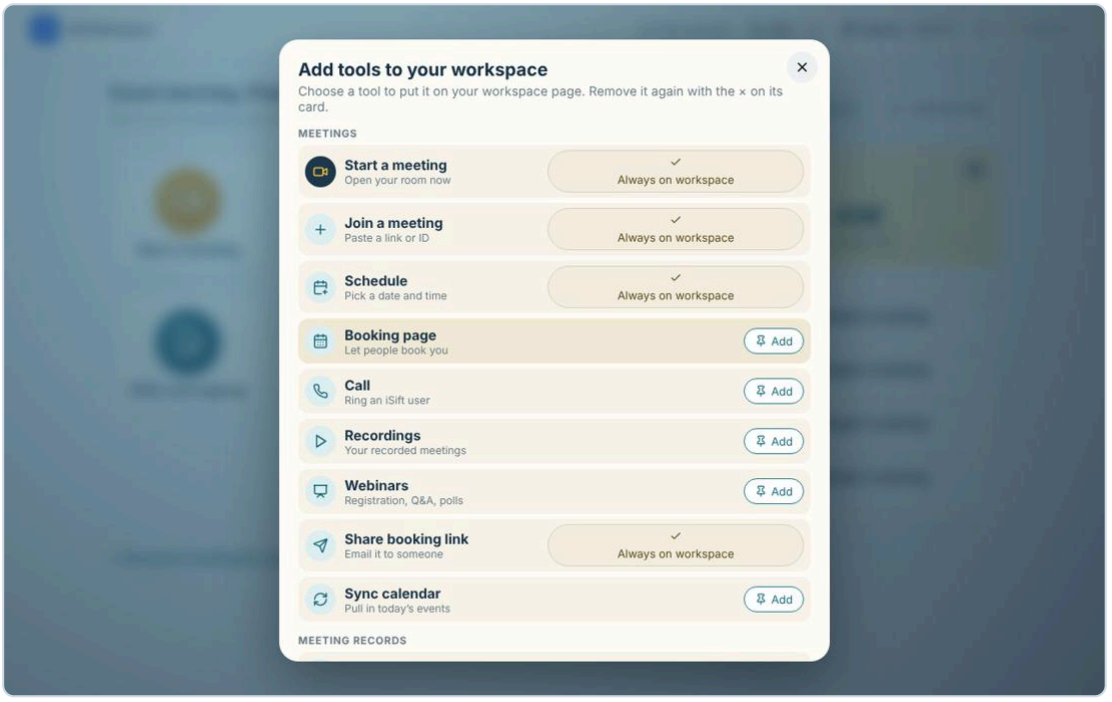
Sign in and you land on your Workspace. The big tiles start or join a meeting, schedule one, edit and sign PDFs, or share your booking link. Pick More tools to add other tiles.



2 Add tools to your workspace

Press More tools. Every tool is listed in groups (Meetings, Meeting records, Communication and more). Press Add to put a tool on your workspace. Remove it later with the × on its tile.

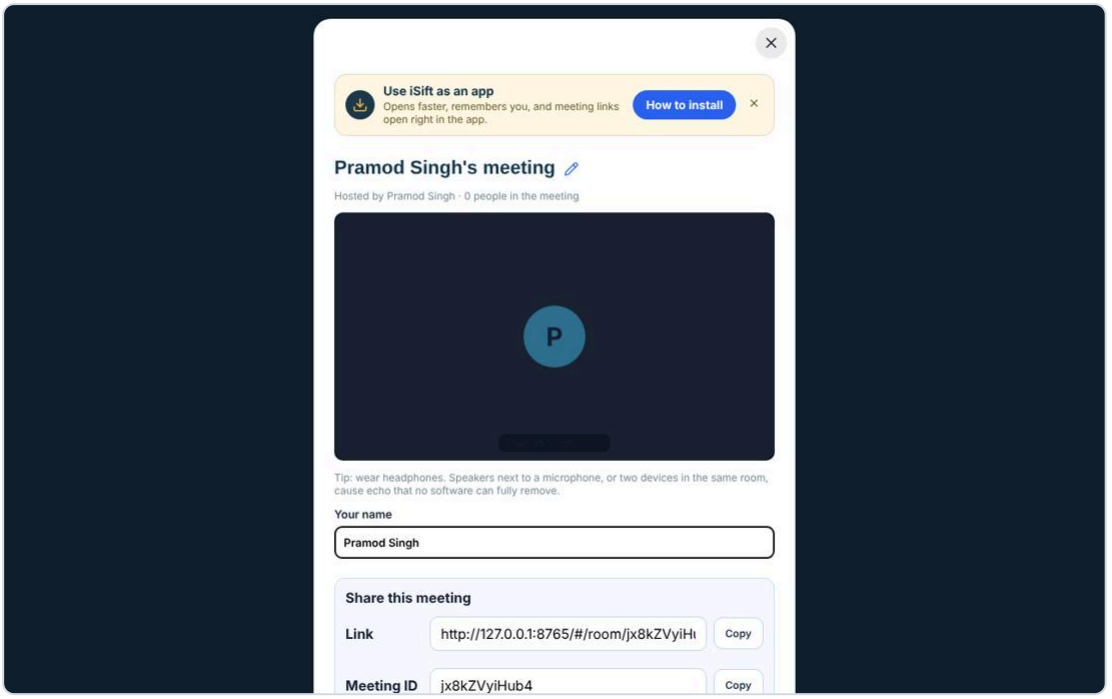
> **Good to know:** Webinars is in the Meetings group.



3 Start a meeting

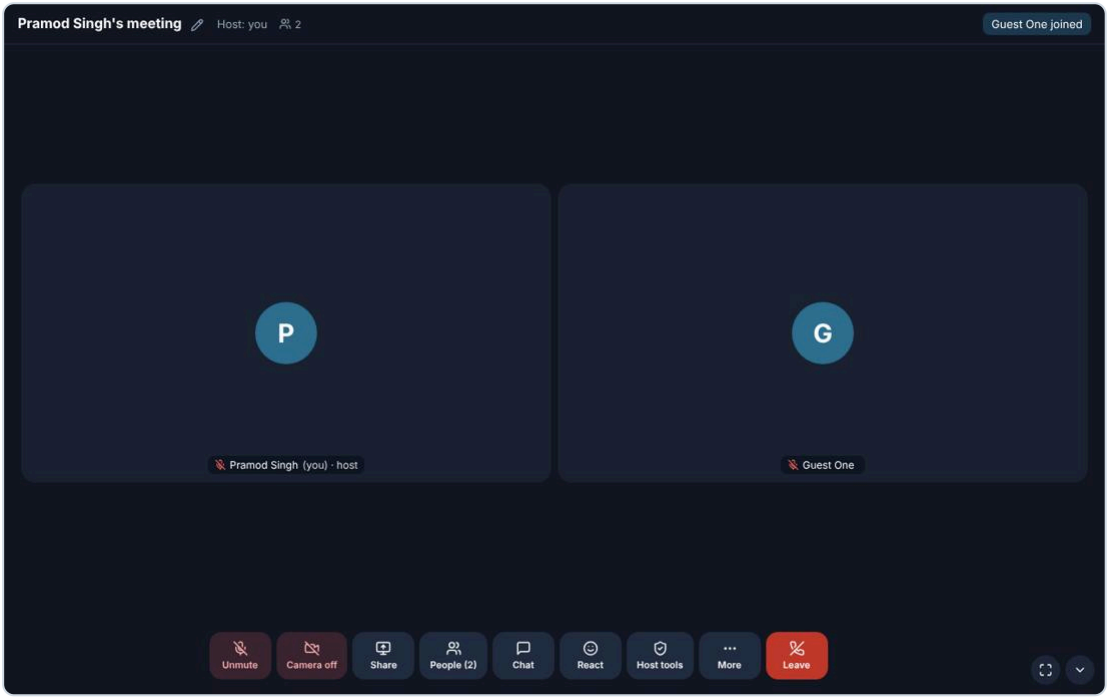
Press Start a meeting. You see the lobby: a preview of your camera, your name, the meeting link and the Meeting ID. Copy the link and send it to people, then press Join.

> **Good to know:** In a shared open room, microphone and camera start off. Turn them on with the buttons when you are ready.



4 Inside the meeting

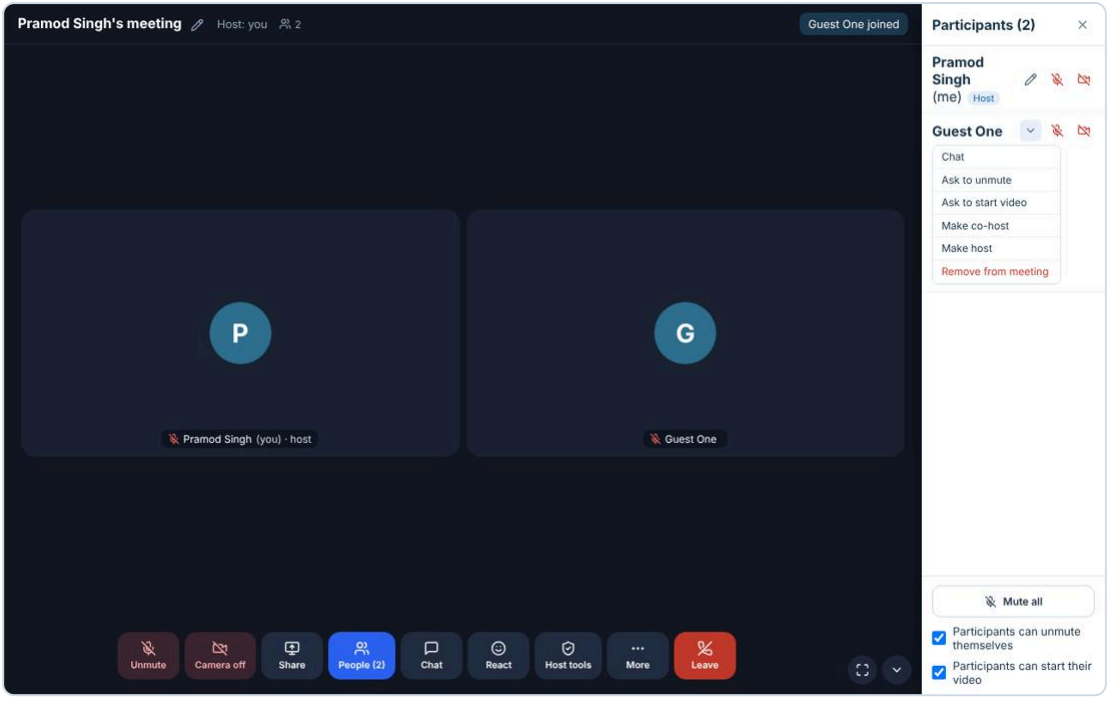
The bar at the bottom has Mute, Camera, Share, People, Chat, React, Host tools, More and Leave. The host can change who may unmute or start video from the People panel.



5 People and the arrow menu

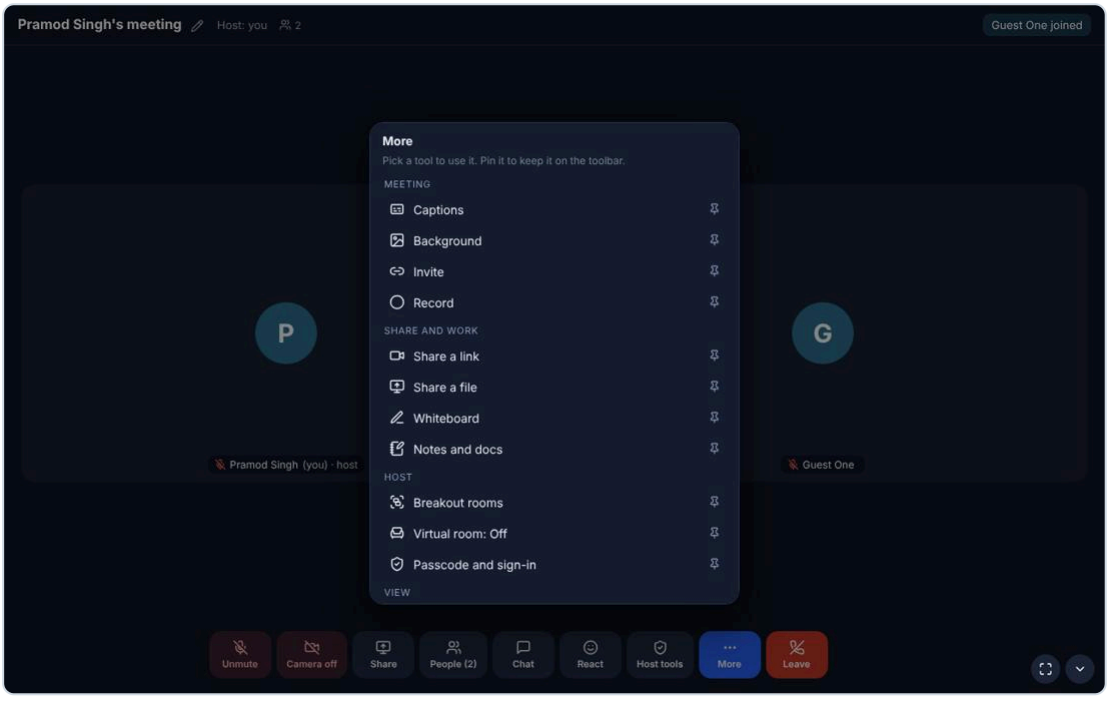
Press People. Next to each person, the small arrow before the microphone opens a menu: Chat, Ask to unmute, Ask to start video, Make co-host, Make host and Remove from meeting. Hosts see all of them; everyone else sees Chat.

> **Good to know:** Mute all and the two checkboxes at the bottom decide whether people can unmute or start video themselves.



6 The More menu

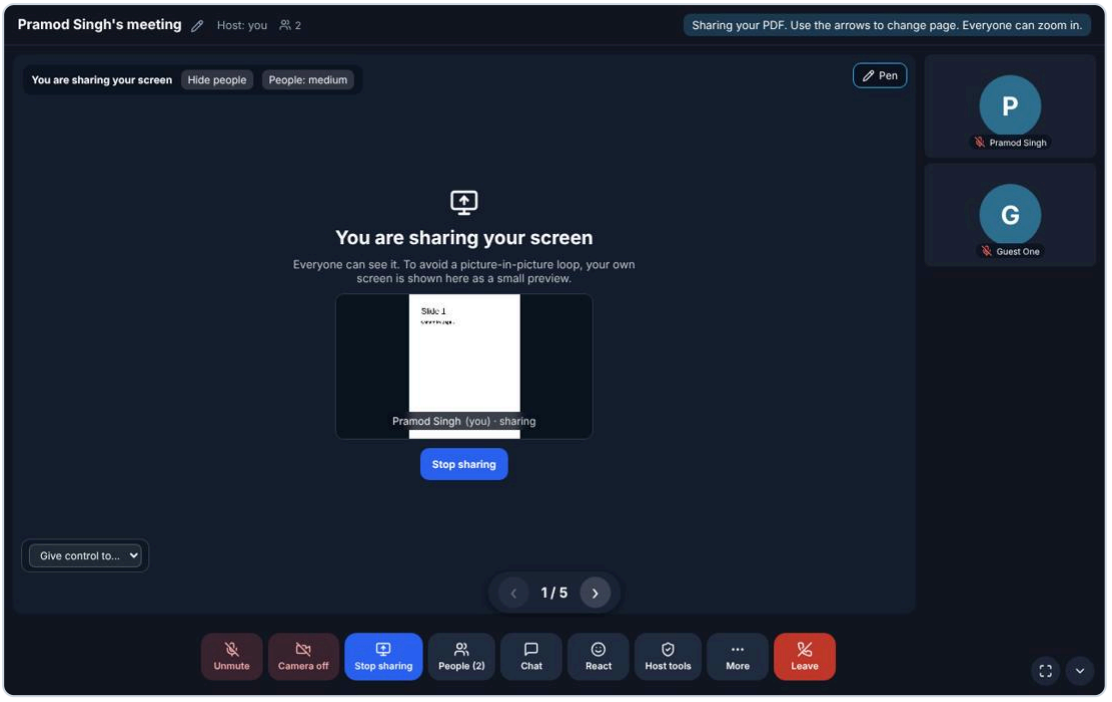
More holds the rest: captions, background, invite, record, share a link, share a file, whiteboard, notes and documents, breakout rooms and security. Pin the tools you use most.



7 Share a file through iSift

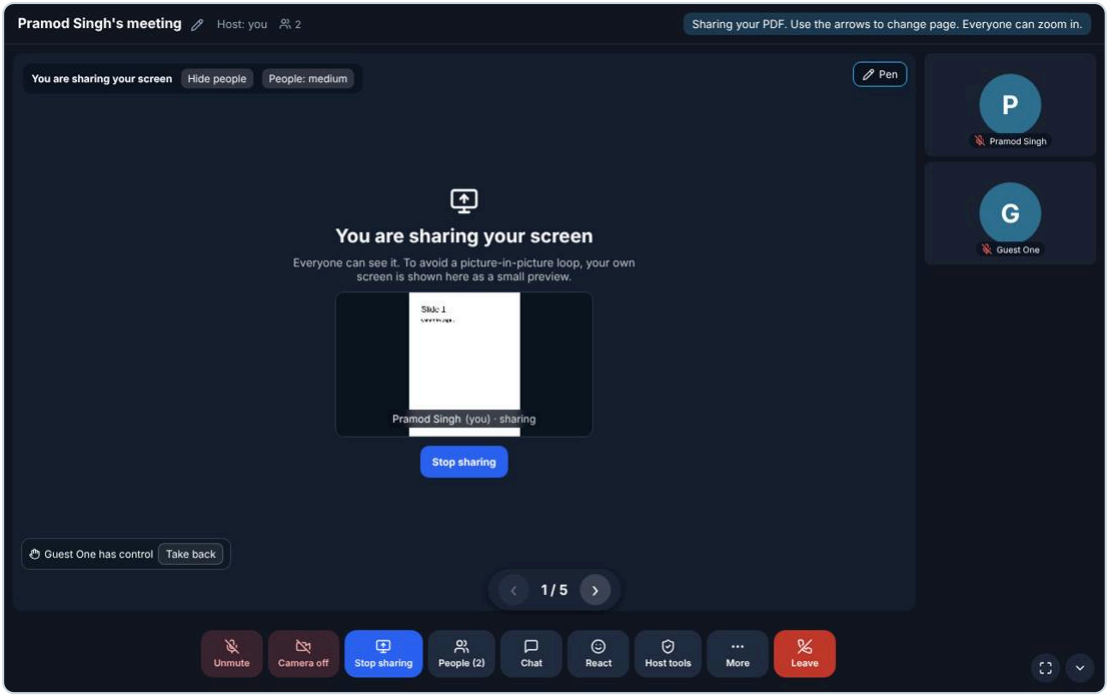
Open More and choose Share a file, then pick a PDF or a photo. iSift shows the file to everyone and you page through it with the arrows at the bottom. Use this instead of sharing your whole screen when you want to hand control to someone. For a PowerPoint or Word file, save it as a PDF first.

> **Good to know:** Only files shared through iSift can be controlled by another person. A shared screen or window cannot.



8 Give control to a participant

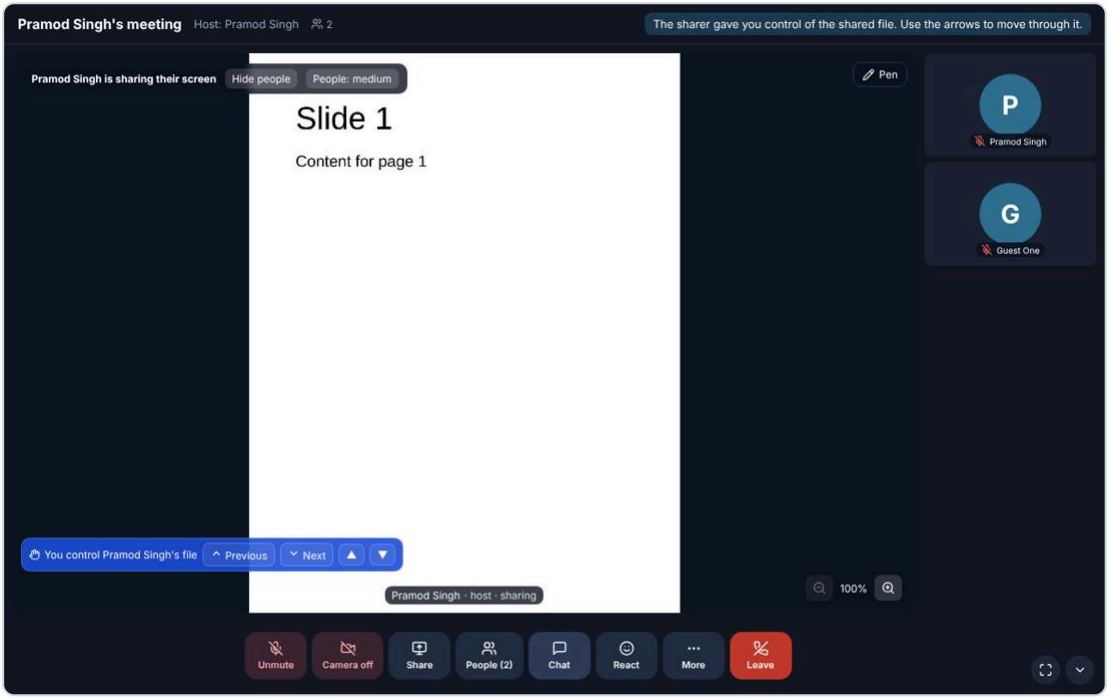
While you share a file, a Give control to... list appears at the bottom left. Pick a person. They get a message, and everyone sees who has control.



9 What the participant can do

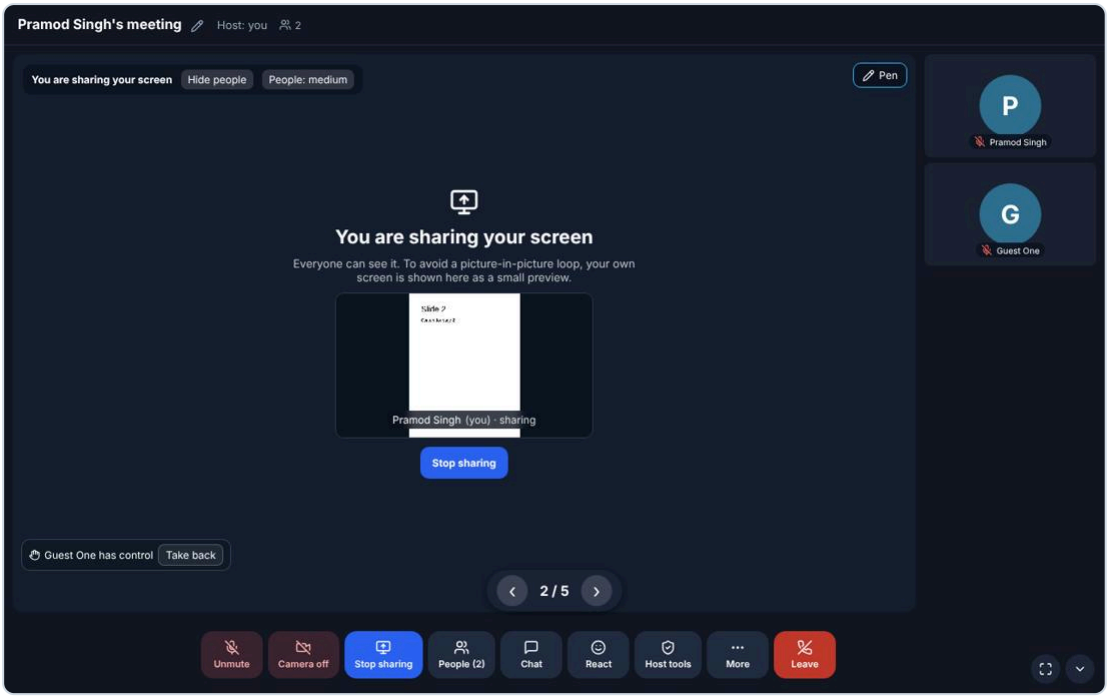
The participant sees a blue bar: You control the file, with Previous, Next, scroll up and scroll down. Their clicks move your shared file on every screen.

> **Good to know:** They can move and scroll the file. They cannot edit it, and they cannot stop your sharing.



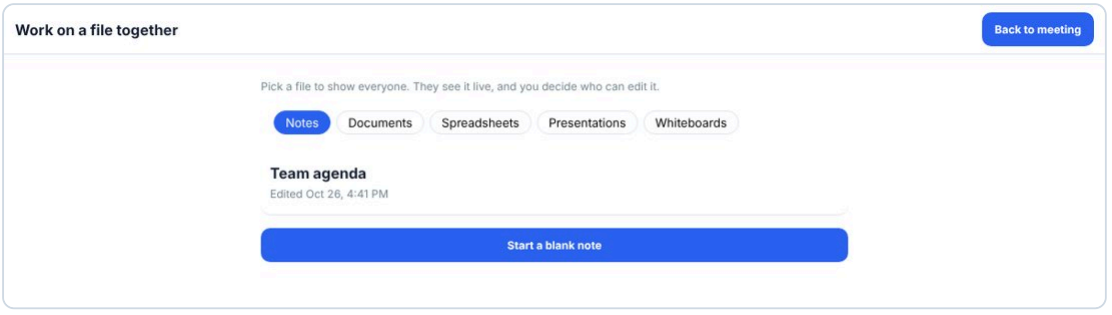
10 Take control back

The shared page moved when the participant pressed Next. You can press Take back at any time. Only you can stop sharing, and control also returns to you when you stop sharing or either of you leaves.



11 Work together on a file

Open More, then Work together. Pick one of your notes, documents, spreadsheets, presentations or whiteboards, or start a blank one. Everyone in the meeting sees it live, and only you can change it until you decide otherwise.



12 Let someone edit it

Choose Let someone edit... and pick a person, then press Allow. They can type or draw and everyone sees each change as it happens. One person edits at a time, so nobody's work is overwritten. Anyone can press Ask to edit, and you press Allow. Take editing back, or Stop sharing, at any time. Your saved file is kept up to date, and others can Save a copy.

