

Synappx Meeting

Quick Start Guide

SYNAPPX

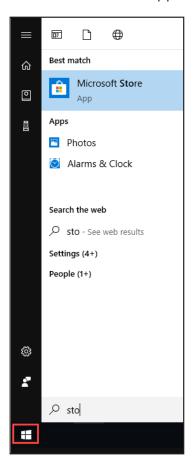


SYNAPPX MEETING

DOWNLOAD

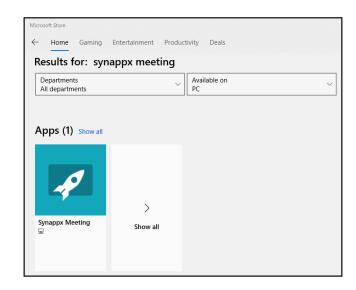
DOWNLOAD SYNAPPX MEETING FROM THE MICROSOFT® STORE

- 1. Open the Windows® Start menu.
- 2. Start typing **store**.
- 3. Select the **Microsoft Store** app.

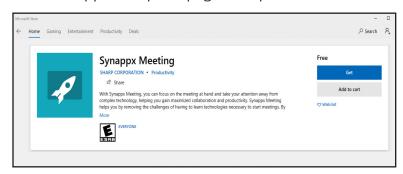


4. Type **Synappx Meeting** in the Microsoft Store **Search** bar.

- 5. Type **Synappx Meeting** in the Microsoft Store **Search** bar
- 6. Select the Synappx Meeting app.



7. The app description page will open. Select **Get**.



8. The app will begin downloading. Accept the download if a dialogue box opens requesting permission.

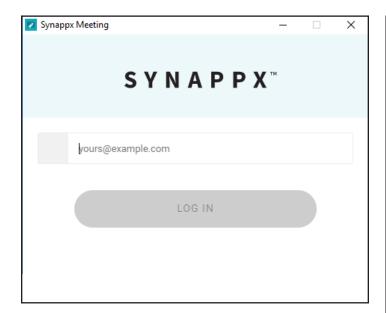
After the download is complete, Synappx Meeting will open automatically.

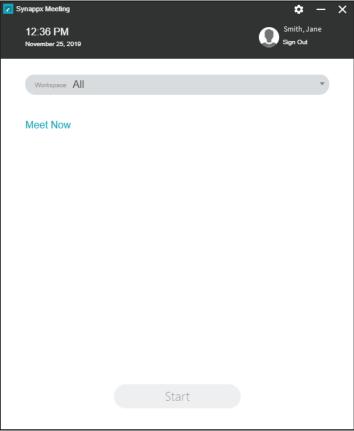
SETUP

LOG IN

When the Synappx window opens, enter your Office 365® email address (e.g. SmithJ@comp.com) and select **LOG IN**.

After login is complete, the Synappx Meeting Launcher will open.





HOW IT WORKS

START A SCHEDULED MEETING

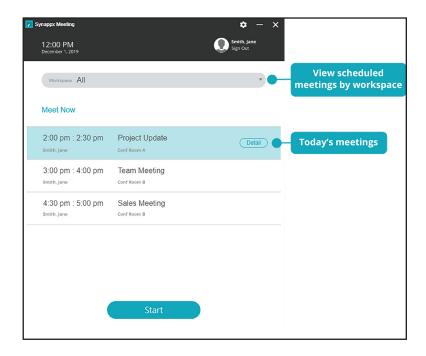
1. Select the meeting; then select **Start**.

OR

2. Double-click the meeting.

OR

3. Double-click the 15 minute notification.

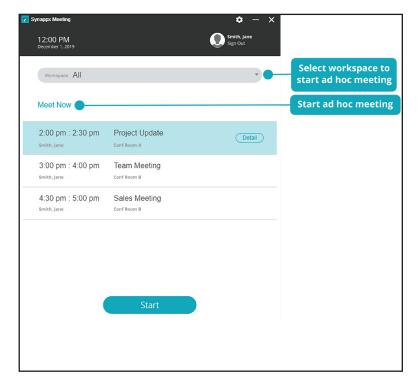


START AN AD HOC MEETING

1. Select **Meet Now**. A dialogue box will open, prompting you to choose a workspace.

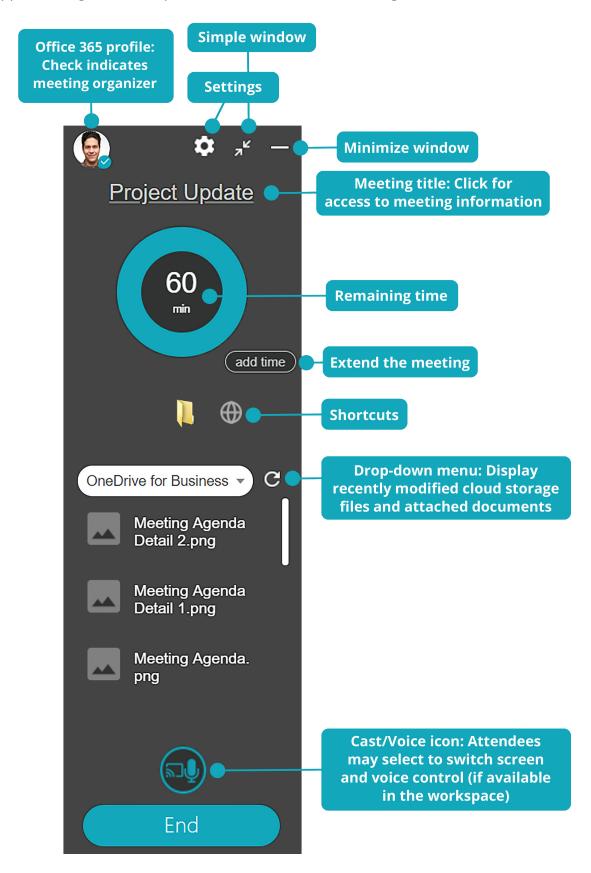
OR

2. Select a workspace from the drop-down menu; then select **Meet Now.**



Synappx Meeting Assistant

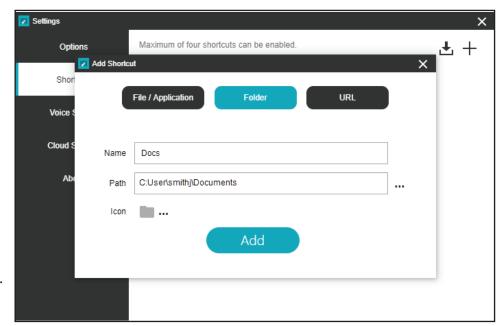
The Synappx Meeting Assistant opens when a user starts a meeting.



OPTIONAL SETUP

SET SHORTCUTS

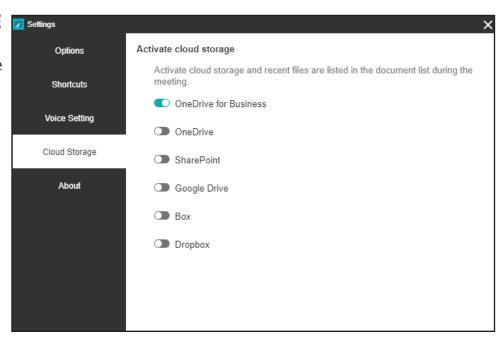
- 1. Select the **settings gear** in the launcher or meeting assistant.
- 2. Select the **Shortcuts** tab.
- 3. Select +.
- 4. Select the type of shortcut.
- 5. Type a name for your shortcut.
- 6. Enter the path or URL (file or folder location).
- 7. Select ... to upload an image as an icon or leave the default icon.



For more detailed setup instructions, visit the Synappx support site at https://business.sharpusa.com/synappx-support/.

ACTIVATE CLOUD STORAGE Settings

- 1. Select the **settings gear** from the launcher or meeting assistant.
- 2. Select the **Cloud Storage** tab.
- 3. Select the toggle to activate cloud storage services.
- Synappx will prompt you to log in to activated cloud sites when you start a meeting and select cloud storage content.



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