

SHARP[®]

Synappx Meeting

Quick Start Guide

S Y N A P P X[™]

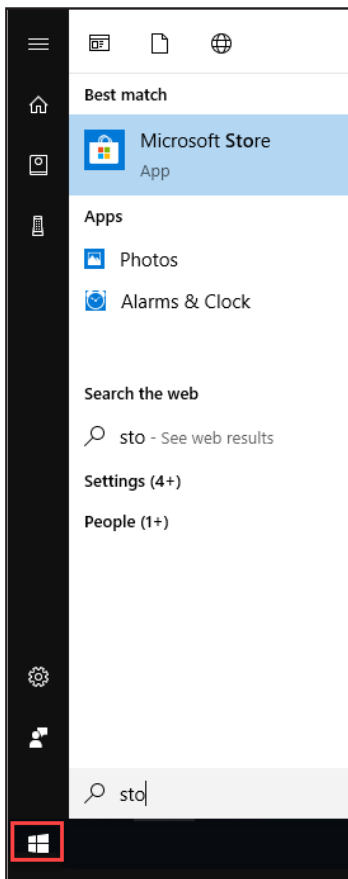


SYNAPPX MEETING

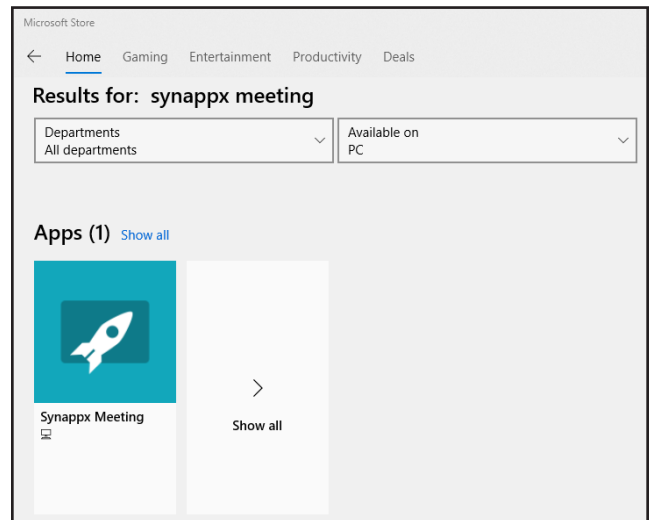
DOWNLOAD

DOWNLOAD SYNAPPX MEETING FROM THE MICROSOFT® STORE

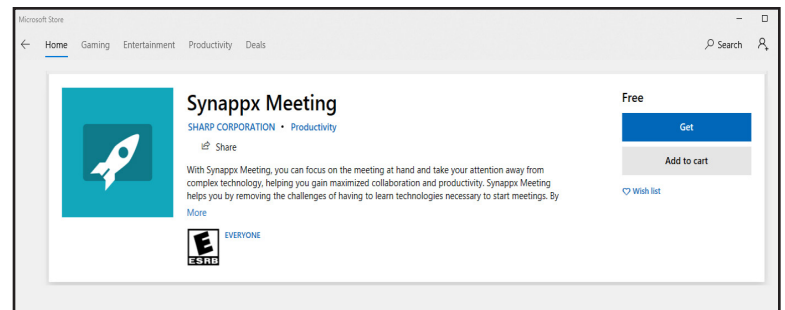
1. Open the Windows® Start menu.
2. Start typing store.
3. Select the Microsoft Store app.
4. Type **Synappx Meeting** in the Microsoft Store Search bar.
5. Type **Synappx Meeting** in the Microsoft Store Search bar
6. Select the Synappx Meeting app.



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



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.

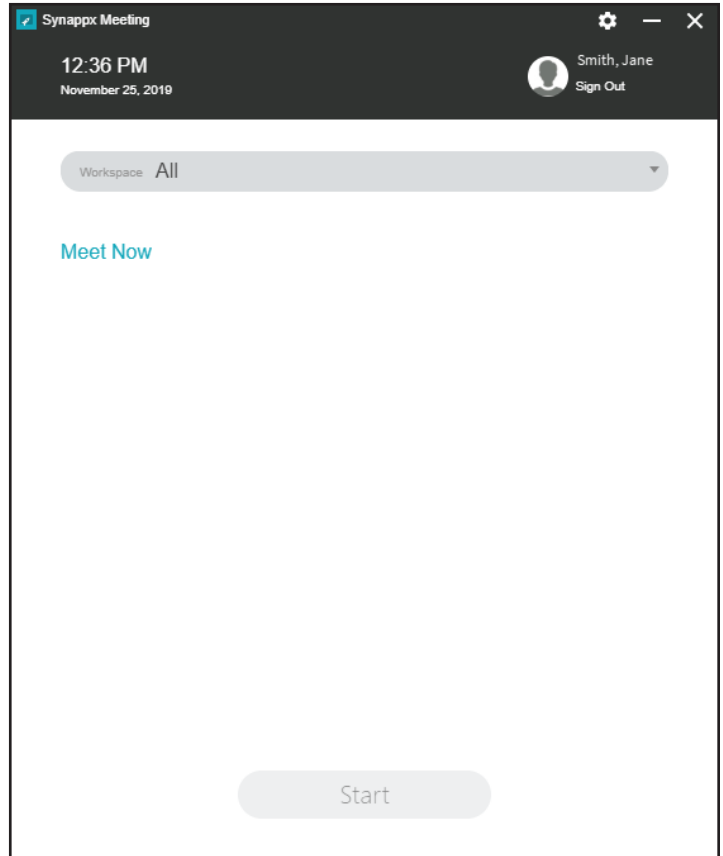
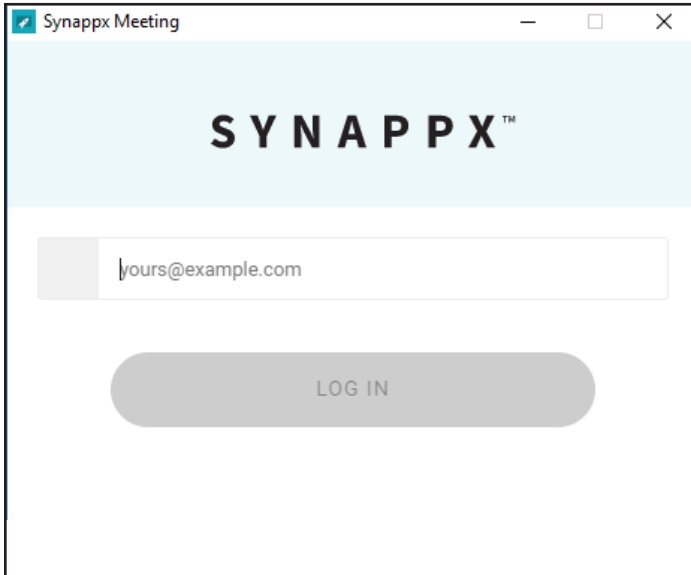
After the download is complete, Synappx Meeting will open automatically.

SETUP

LOG IN

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

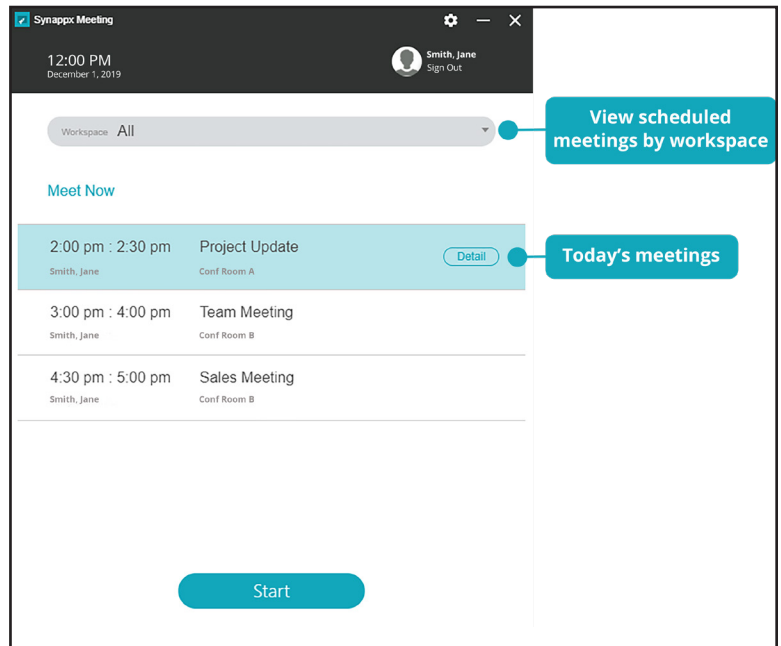
After login is complete, the Synappx Meeting Launcher will open.



HOW IT WORKS

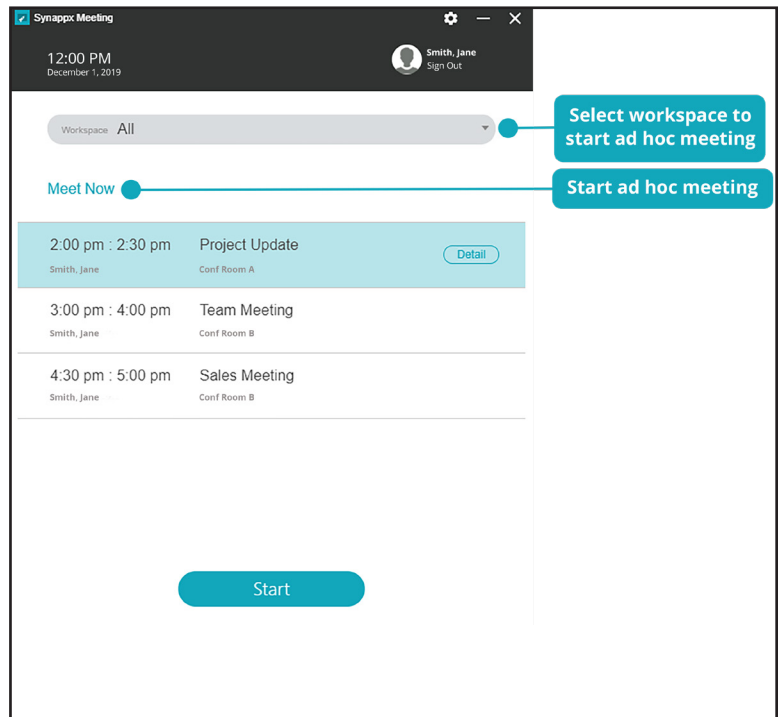
START A SCHEDULED MEETING

1. Select the meeting; then select **Start**.
- OR
2. Double-click the meeting.
- OR
3. Double-click the 15 minute notification.



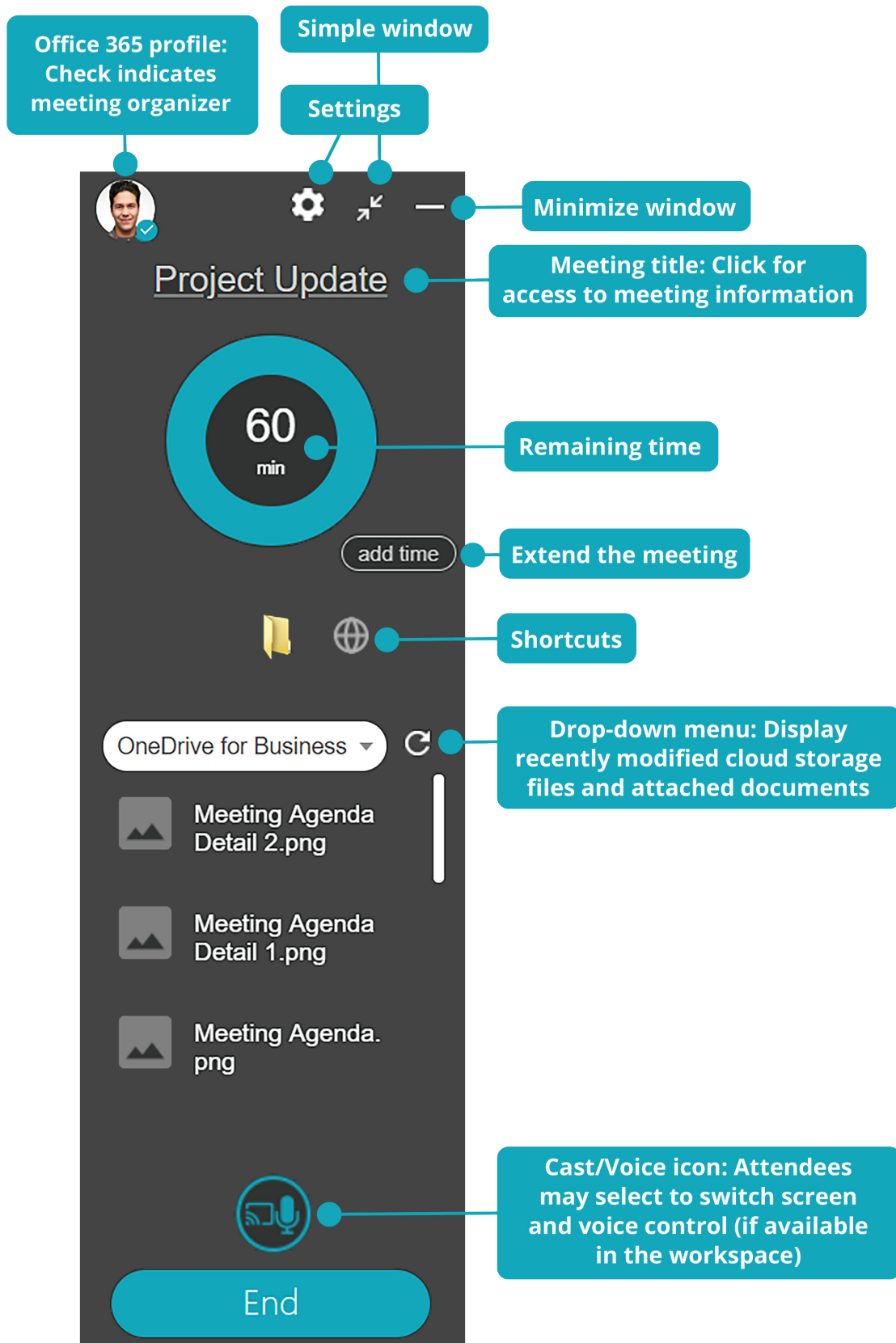
START AN AD HOC MEETING

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

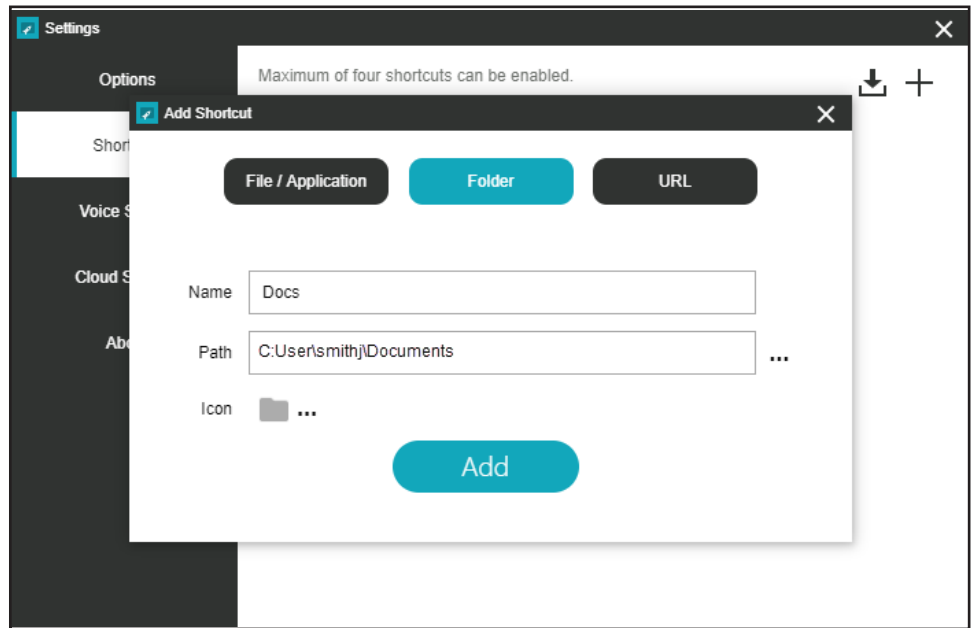
The Synappx Meeting Assistant opens when a user starts a meeting.



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.sharppusa.com/synappx-support/>.

ACTIVATE CLOUD STORAGE

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.
4. Synappx will prompt you to log in to activated cloud sites when you start a meeting and select cloud storage content.

