

8X8 MEET

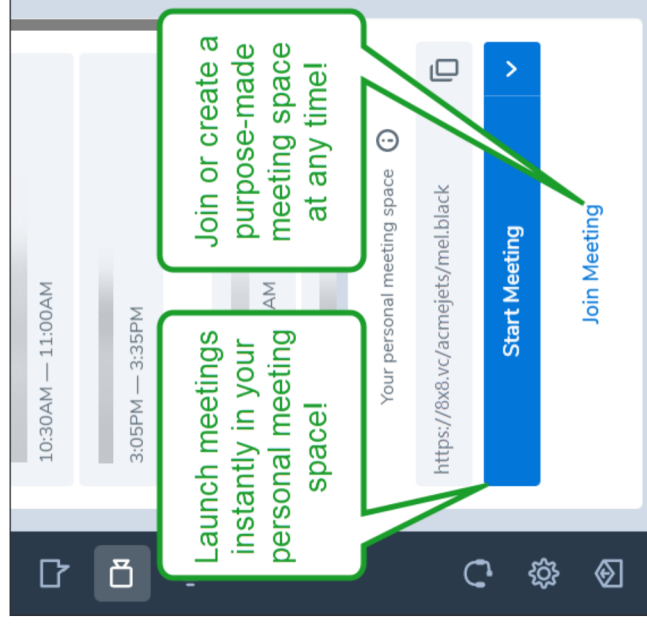
8x8 Meet and 8x8 Work combine flexible communication capabilities with powerfully collaborative meetings.

With 8x8 Meet, take your team meetings to the next level via integration with your calendar, high-definition audio and video, and much more!

Use meeting spaces

8x8 Meet allows you to meet coworkers and contacts in assigned or purpose-made meeting spaces at any time!

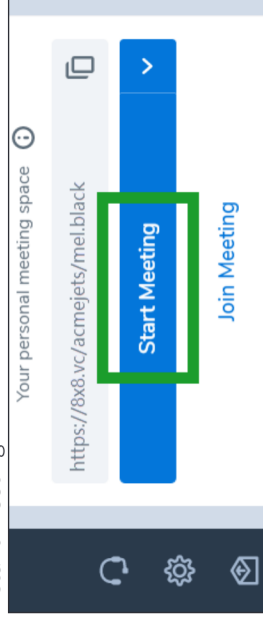
As an 8x8 user, you can access a personal meeting space from which you can launch instant meetings. In addition, you can create a temporary space with a custom-defined name when needed.



START MEETINGS NOW

Start via Meetings list

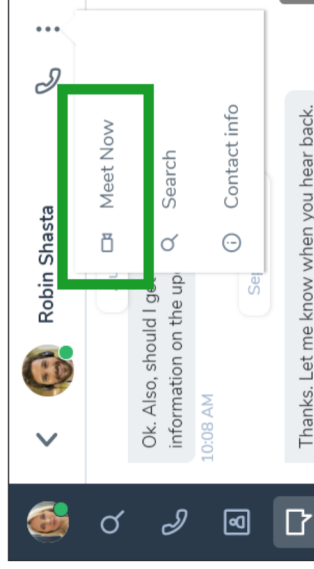
In your **Meetings** list, click **Start Meeting** next to the name of your personal meeting space to launch an instant meeting.



In the meeting that opens, you can invite participants. By default, your audio and video are enabled automatically.

Start via chat

1. While in a chat with a company contact, click the **More** option next to the contact's name to open a drop-down menu.

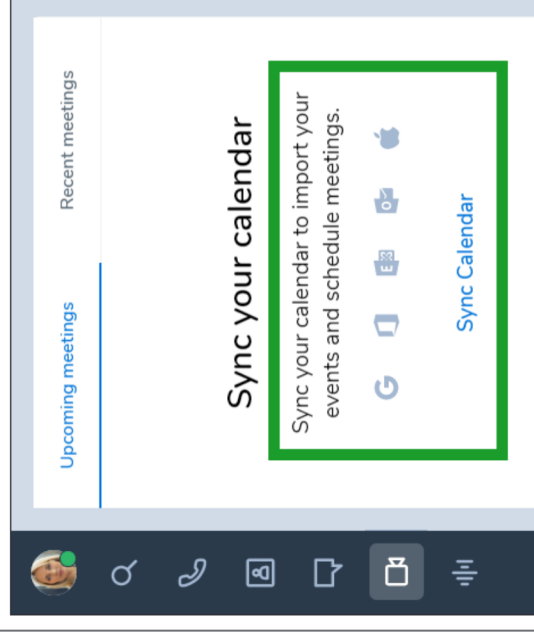


2. From the drop-down, select **Meet Now** to start the meeting immediately. In the meeting that opens, you can join audio and invite additional participants.

SCHEDULE MEETINGS

Sync with your meeting calendar

In your **Meetings** list, sync the app with your meeting calendar to see your upcoming meetings.



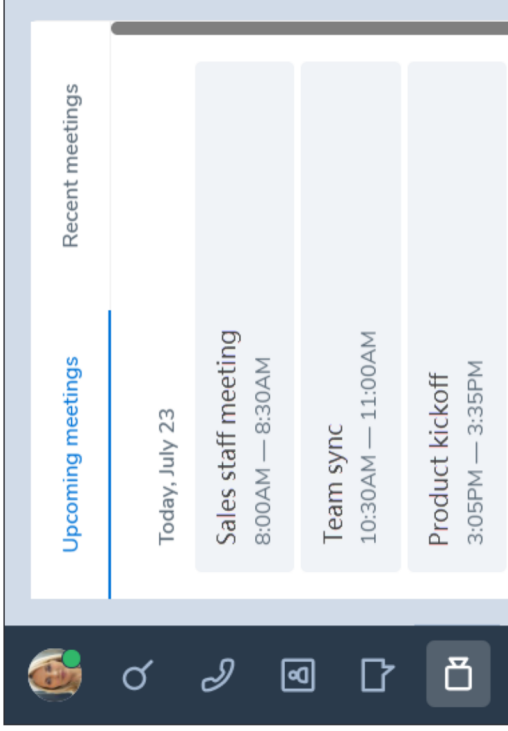
Create meetings

1. In your preferred meeting calendar (such as Google Calendar), schedule a calendar event and invite participants.
2. In 8x8 Work, open **Meetings** to see upcoming meetings in your synced calendar. If you did not sync your calendar, you do not see your upcoming meetings in 8x8 Work.
3. Next to the desired calendar event, click the **Add meeting** option to attach your personal meeting space to the event.
Participants invited to the calendar event now see details on how they can join the meeting via 8x8 Meet in their calendar invite.

ACCESS MEETINGS

To access your meetings, open **Meetings**  in the app and go to:

- **Upcoming meetings:** Access upcoming meetings in your synced calendar.
- **Recent meetings:** Access details and recordings from your past meetings.



JOIN MEETINGS

You can join meetings via your desktop or mobile app, or via browser, or just join audio by dialing in. 8x8 Meet supports dial-in numbers from over 50 countries!

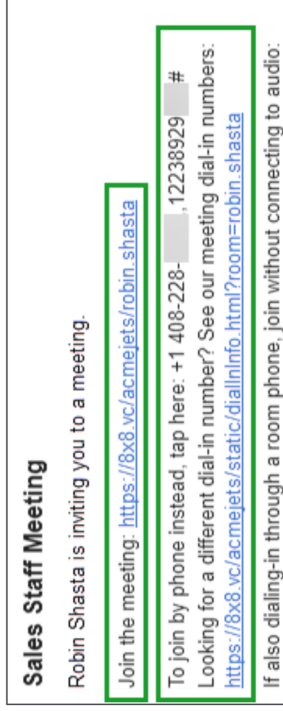
When you join, your microphone and camera are automatically enabled by default.

Join via 8x8 Work

1. Go to  > **Upcoming meetings** to view your synced meeting calendar.
2. Click the meeting to join.

Join via email invitation

Open your email meeting invitation.



You can:

- **Join via link:** Click the link included in your invitation to join the meeting. Your joining experience is different depending on whether you have 8x8 Work for Desktop on your computer:
- **If you have 8x8 Work for Desktop:** The meeting opens in the app.
- **If you do not have 8x8 Work for Desktop:** the meeting opens in a browser tab.

Note: To join via in-browser experience, join in Google Chrome.

Note: If you join via browser, you collaborate on <https://8x8.vc/> via audio, video, chat, and on-screen content sharing. To invite participants, download 8x8 Work for Desktop.

- **Join via dial-in for phone or SIP device:**

- **Via phone:** Call the listed dial-in number. At the prompt, enter the neighboring ID code to dial in to meeting audio. If the phone number is not local to you, click the provided link with the full list of international and SIP dial-in numbers.
- **Via SIP device:** Click the link provided with the full list of international and dial-in numbers.

Join via 8x8 Spaces

If your organization equips its conference rooms with in-room system hardware to enhance collaboration, you may have the option to meet via 8x8 Spaces.

With 8x8 Spaces, simply walk into a conference room and join a meeting scheduled in that room with a single tap!

For details on 8x8 Spaces, [click here](#).