Manuals+ — User Manuals Simplified.

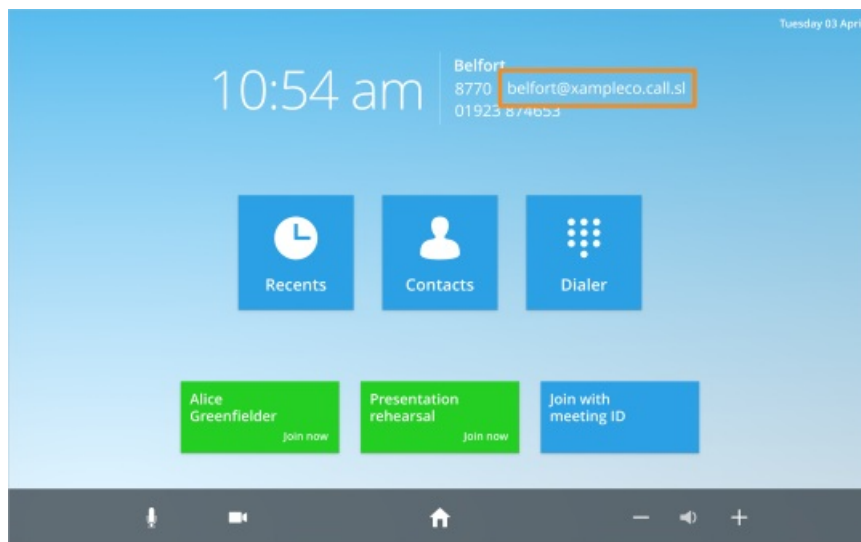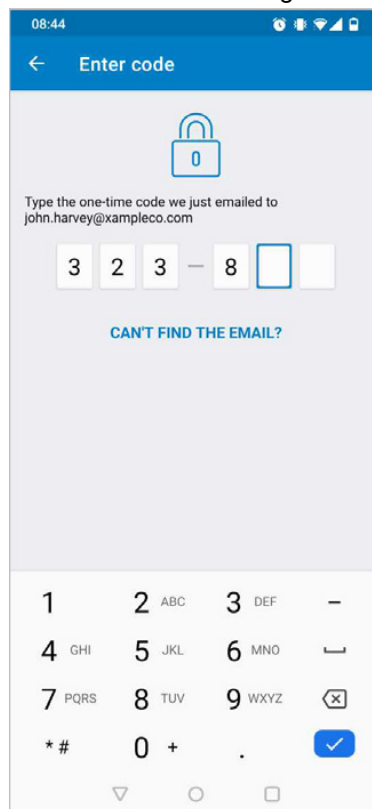# StarLeaf Signing Knowledge Center App User Guide

Contents

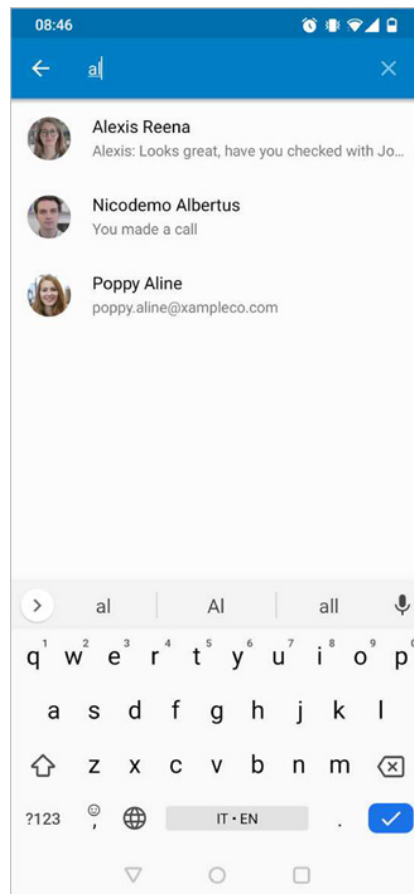**StarLeaf Signing Knowledge Center**

Signing into StarLeaf

After downloading StarLeaf, enter your email address into the sign in screen.

StarLeaf sends you a unique 6-digit code. Enter the code into StarLeaf to finish signing in.]

Make a call

1. Search for a contact in the Search or dial bar.
2. Touch the contact's name.
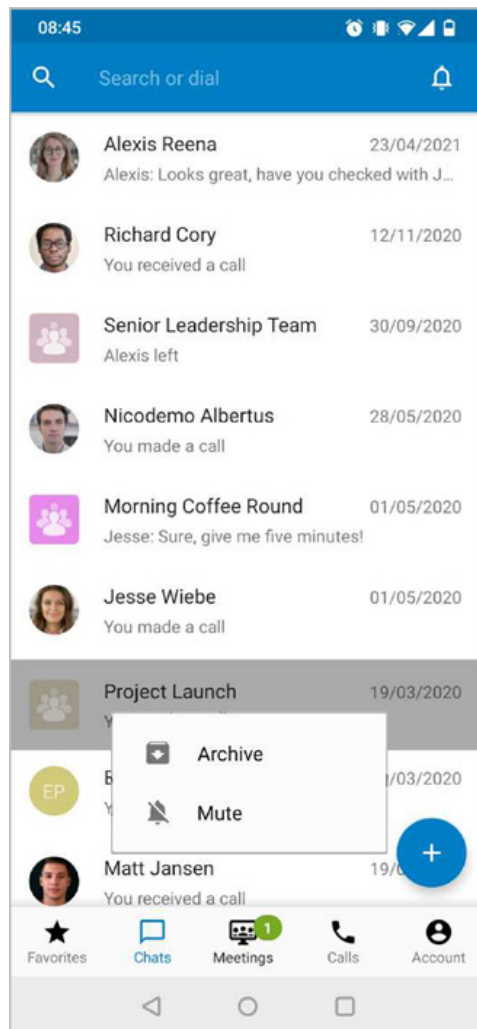3. Touch the call icon.
4. Choose video or voice call.

Do not disturb

You can set Do not disturb from the Favorites, Chats, Calls, and Account tabs, by touching the bell icon in the top right-hand corner.

Messaging

Collaborate with anyone using messaging and file sharing from the Chats tab.

Start a chat by touching the plus icon + and selecting New chat or New group.
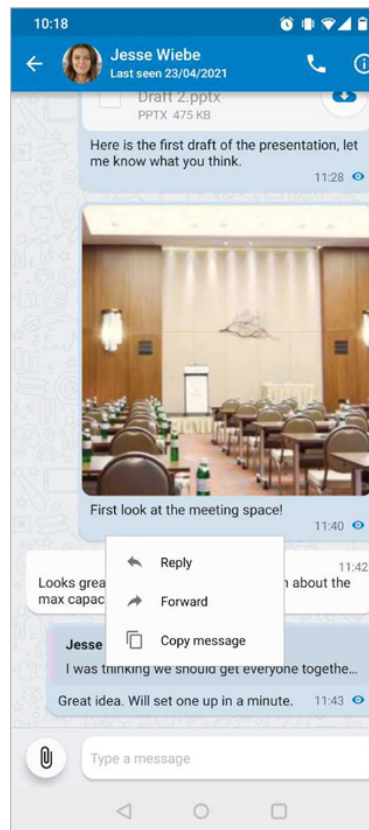
For contacts outside of your organization, type their email address into the Search or dial bar instead.
Choose to Archive or Mute a chat by long pressing it.
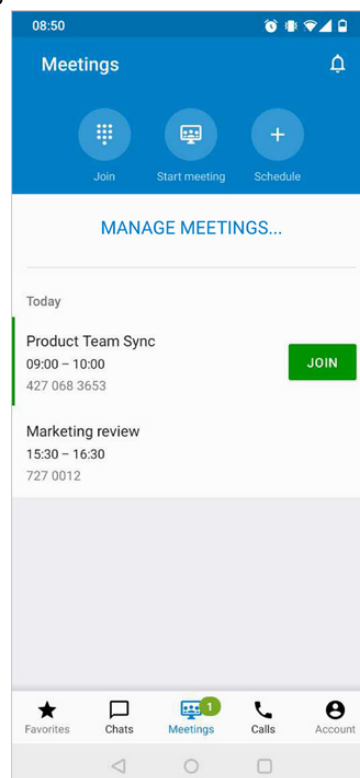
Chat features

From a chat, you can:
Video or voice call
View their contact details Share files and photos

Meetings

From the Meetings tab, select Schedule to schedule a meeting. Upcoming meetings appear in the Meetings tab.
Start an instant meeting by selecting Start Meeting.
Ten minutes before a meeting is due to start, a green join button appears.
Touch **JOIN BUTTON** to join the meeting.

In-call controls

When you are in a meeting or call, you can use the following in-call controls:
Mute or unmute your microphone

Hang up
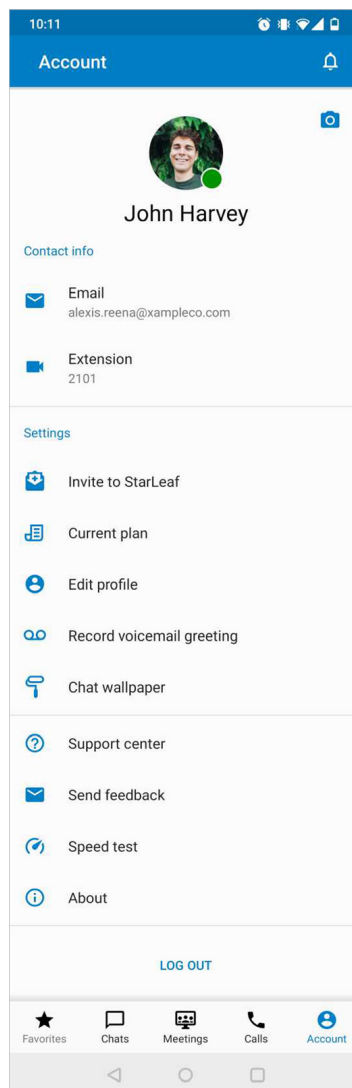Turn your camera on or off
Access more controls such as:

- Share my screen

- In-meeting chat

- Switch camera

Account settings

From the Account tab you can view your contact details and settings, and also Log out.

- Change your profile picture

- Work email and other contact information

- Invite anyone to make free calls with StarLeaf

- Customize your voicemail greeting

- Open the StarLeaf Knowledge Center

- Check your connection and available video quality

This Quick Start is for Android only. StarLeaf is also available on Windows, macOS, and iOS
For more help with any StarLeaf product, go to: **support.starleaf.com**

Documents / Resources

StarLeaf Signing Knowledge Center App [pdf] User Guide
Signing Knowledge Center App