Manuals+ — User Manuals Simplified.

StarLeaf 🍁

StarLeaf App for macOS User Guide

StarLeaf App for macOS

StarLeaf 🍁

**Contents**

Today

From the Today tab you can see and join meetings that you have scheduled or been invited to. You can also schedule and instantly start new meetings.

Switch to other tabs at any time:

Shortcut to your favorite contacts

Shows all 1-to-1 and group chats

Schedule and view meetings

View your call history

Set Do not disturb to stop receiving notifications from StarLeaf

Access **Audio and video settings**, view your contact details, and change your profile picture

Customize the Today tab with your own wallpaper

Meeting controls

Start new meeting
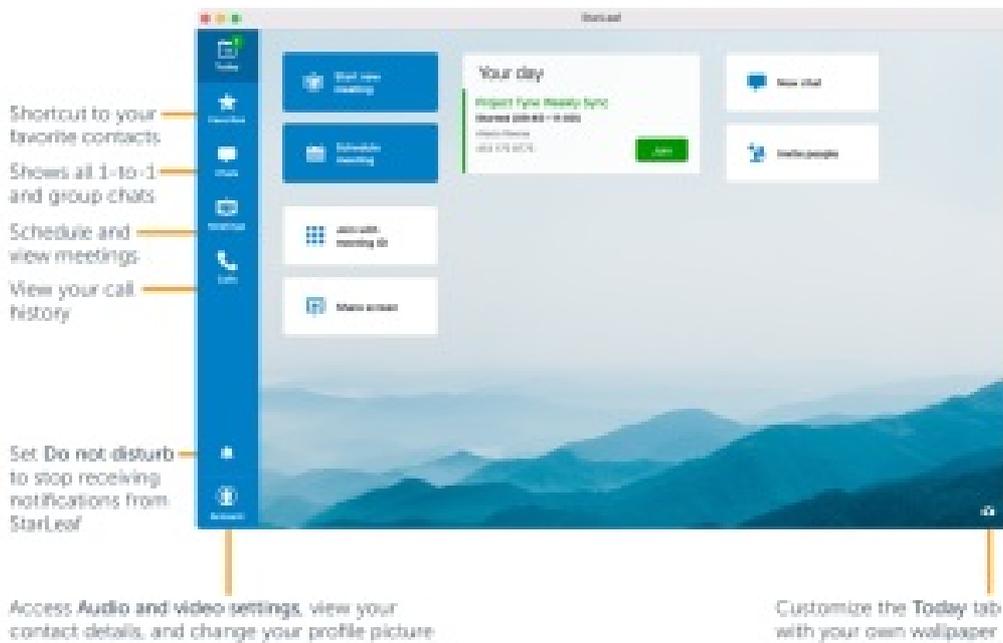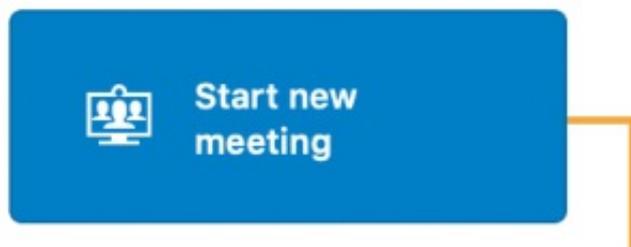
Instantly start a meeting and invite participants with a link or email
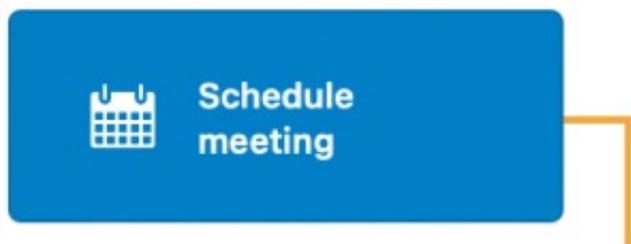
Schedule meeting

Schedule a future meeting with your preferred calendar or the StarLeaf Portal

Project Tyne Weekly Sync
Started (09:45 – 11:00)
Alexis Reena
453 175 8775
Join
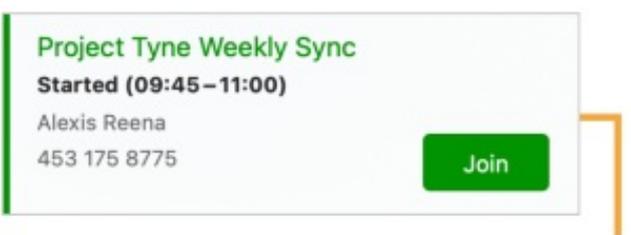
Scheduled meetings light up green ten minutes before they are due to start. Click Join to join the meeting
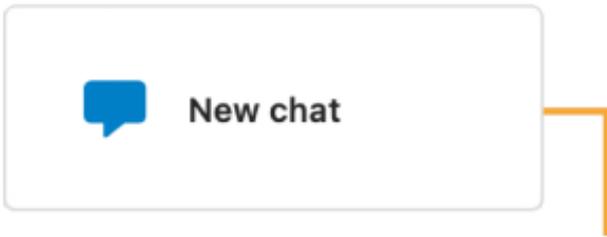
Start a new one-to-one chat with anyone on StarLeaf
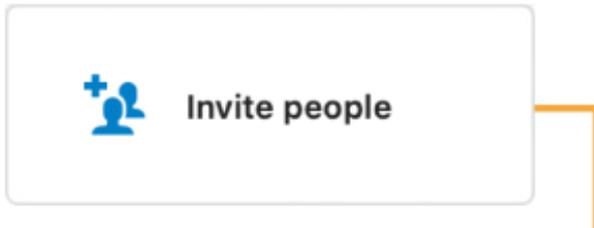
Invite anyone to join you on StarLeaf

Chats and calling

Search for a contact by typing their name in the Search or dial box

Create a new chat, group, or meeting

Add a contact to your Favorites

Make a video or voice call

View the contact's info
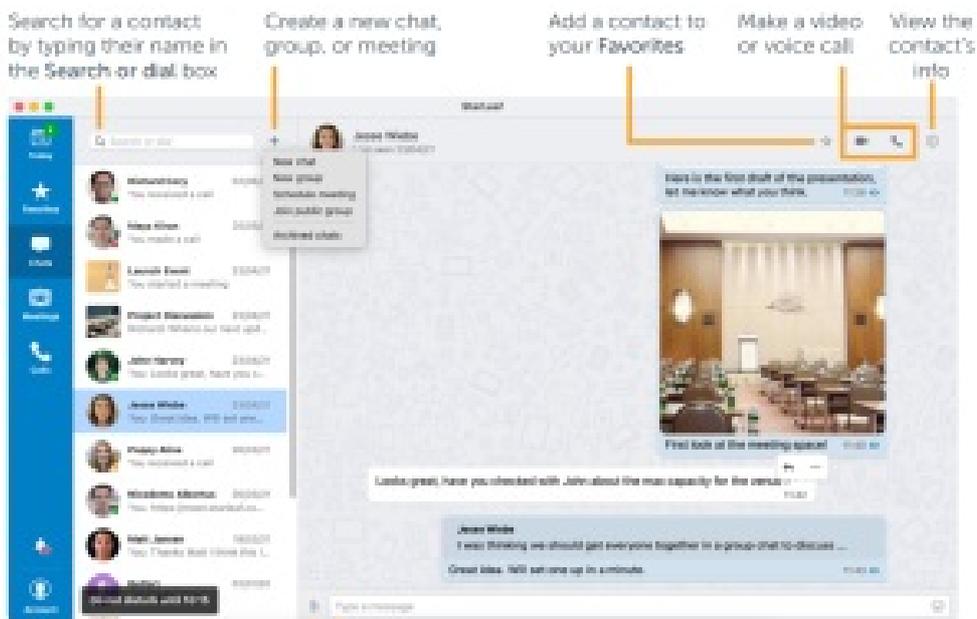
Send an attachment

Type and send a message with Enter.
Use Shift + Enter to enter a new line.

Hover your cursor over a message or attachment to:

Directly **Reply** to it.

Forward or copy the message to someone else.

Download the attachment to your device.

Meeting controls

- **Participants:** see and remove participants in your meeting
- **Invite participants:** add a contact or room system to the meeting
- **Chat:** send a message or share a file to everyone in the meeting
- **Share my screen:** share content to the meeting
- **AV settings:** configure your camera, microphone, and speakers
- **More:** access additional controls such as recording and a keypad

Blur or replace background

You can blur or replace your video background with a custom image, from the **Background** menu in **AV settings.**
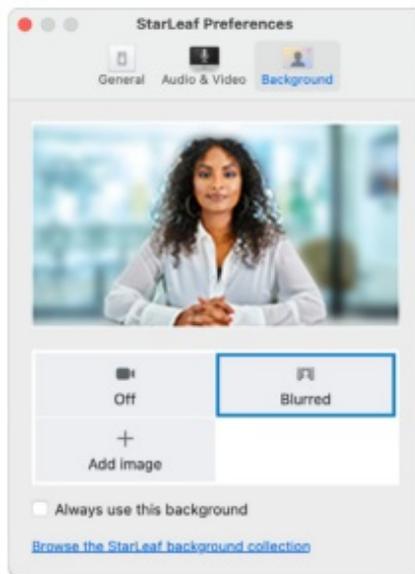
This Quick Start is for **macOS** only. StarLeaf is also available on Windows, Android, and iOS

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Documents / Resources

 StarLeaf StarLeaf App for macOS [pdf] User Guide
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