# StarLeaf Knowledge Center Software for Windows User Guide



**StarLeaf Knowledge Center Software for Windows User Guide**

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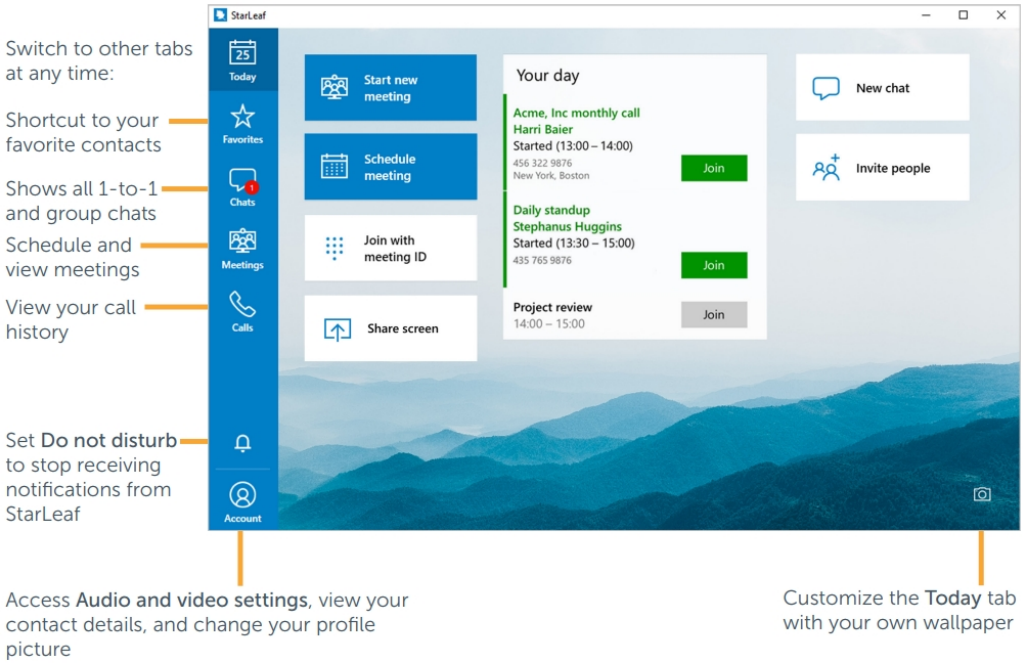
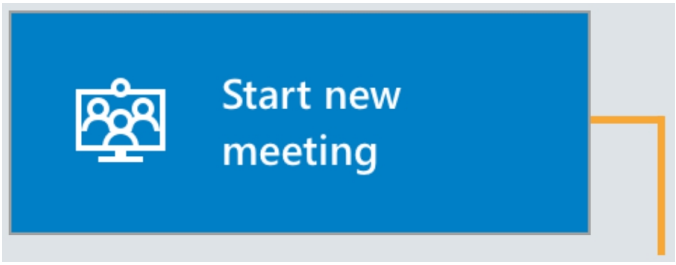
## Today

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

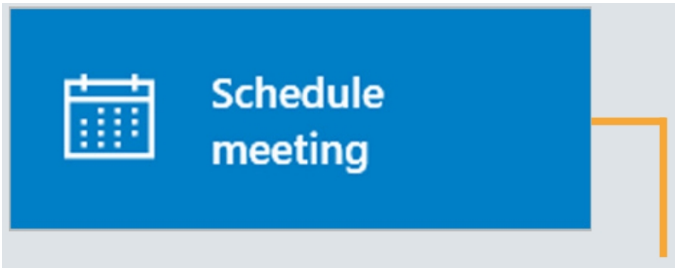



## Controls and Features

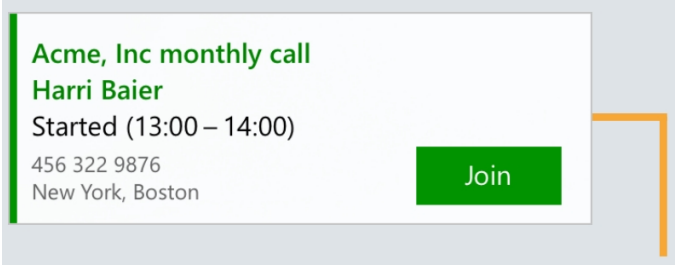
- Instantly start a meeting and invite participants with a link or email.



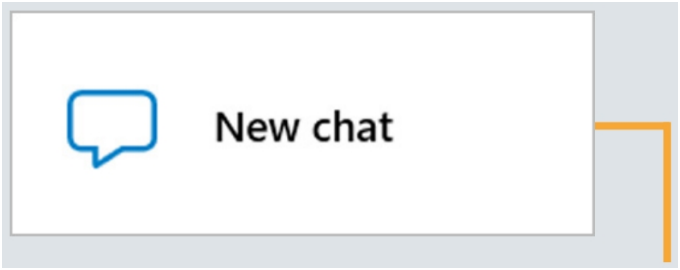

- Schedule a future meeting with your preferred calendar or the StarLeaf Portal.



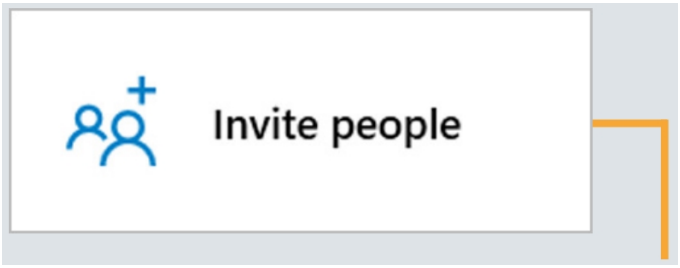

- Scheduled meetings light up green ten minutes before they are due to start. Click Join to join the meeting.



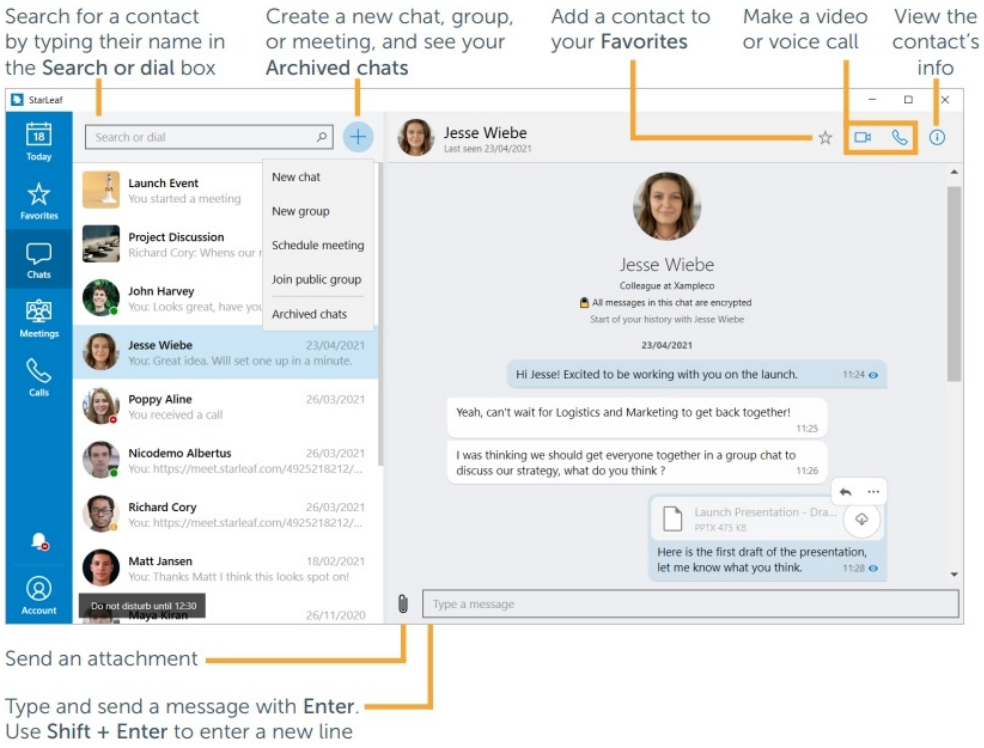

- Start a new one-to-one chat with anyone on StarLeaf.




- Invite anyone to join you on StarLeaf.



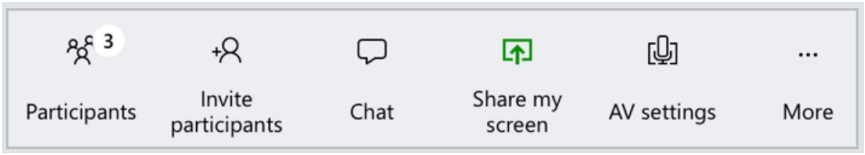

## Chats and calling




### 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.

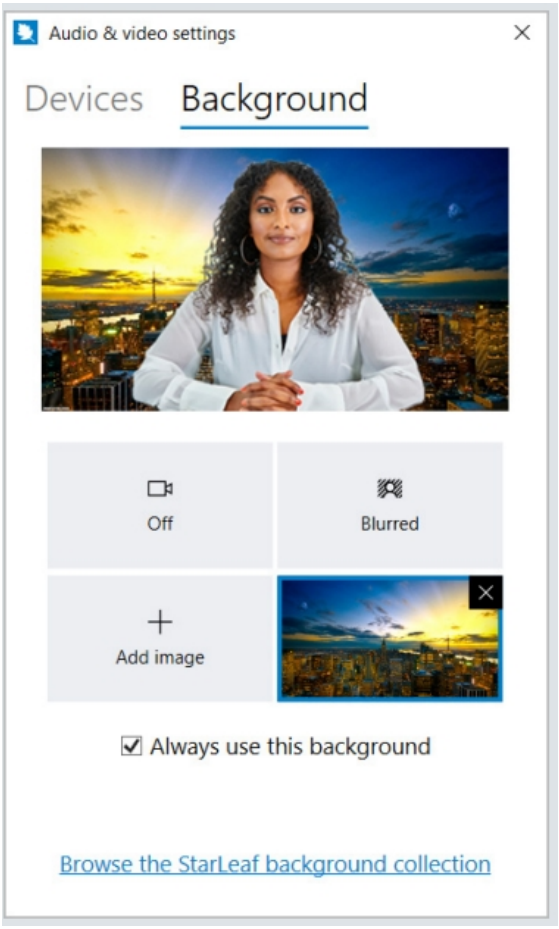
## Meeting controls




- 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 everyone in 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.




### Documents / Resources

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|---|---|
| | StarLeaf StarLeaf Knowledge Center Software for Windows [pdf] User Guide<br>StarLeaf Knowledge Center Software for Windows, Knowledge Center Software, StarLeaf Windows, Center Software, Software |

Manuals+.