



# StarLeaf Knowledge Center Software for Windows User Guide

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## StarLeaf Knowledge Center Software for Windows User Guide

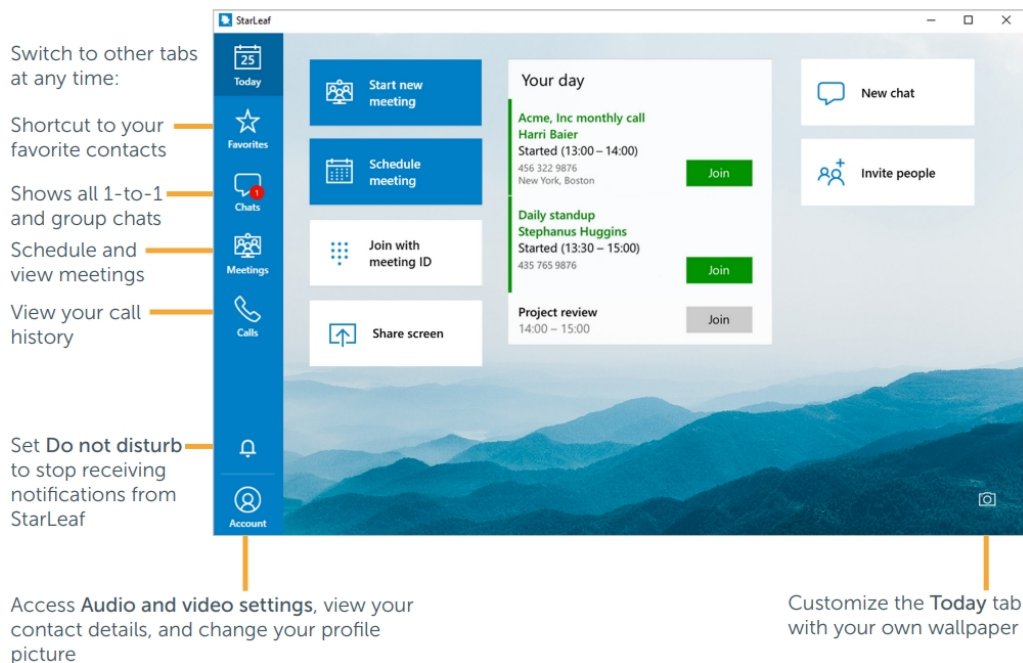


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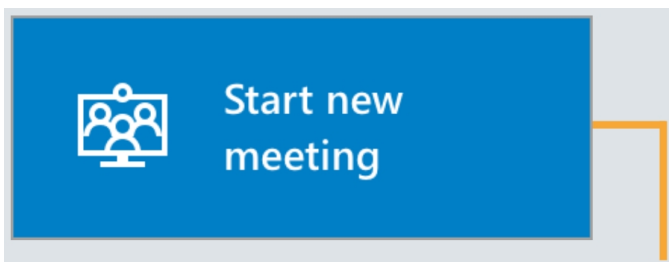
### Today

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.

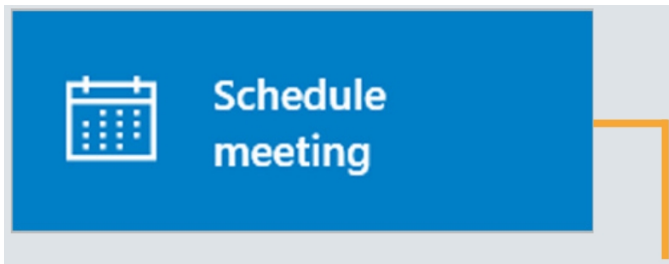


## Controls and Features

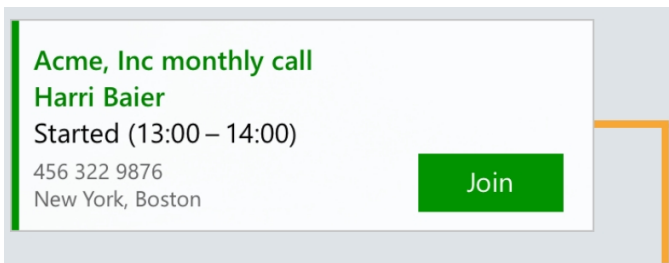
- Instantly start a meeting and invite participants with a link or email.



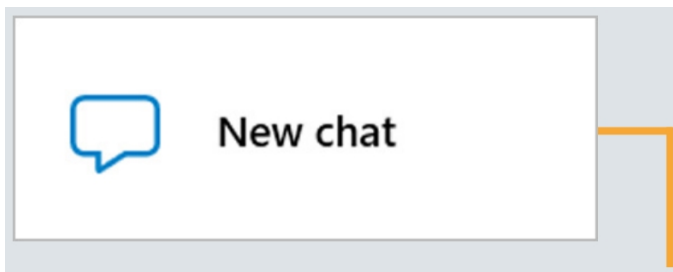
- Schedule a future meeting with your preferred calendar or the StarLeaf Portal.



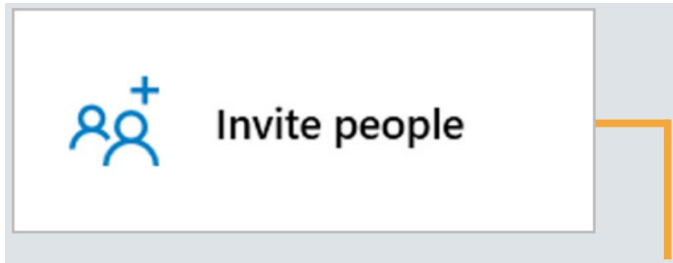
- Scheduled meetings light up green ten minutes before they are due to start. Click Join to join the meeting.



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



- Invite anyone to join you on StarLeaf.



## Chats and calling

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

Create a new chat, group, or meeting, and see your Archived chats

Add a contact to your Favorites

Make a video or voice call

View the contact's info

The screenshot shows the StarLeaf application interface. On the left is a blue sidebar with icons for Today, Favorites, Chats, Meetings, Calls, and Account. The main area is divided into a contact list on the left and a chat window on the right. The contact list shows a search bar at the top and a list of contacts with their names, profile pictures, and last seen times. The chat window shows a conversation with "Jesse Wiebe", including text messages, a video call icon, and a file attachment. Annotations with orange lines point to various features: the search bar, the "+" button to create new chats, the contact's name in the header, the video call icon, the contact's info icon, the attachment icon in the chat input, and the "Enter" key for sending messages.

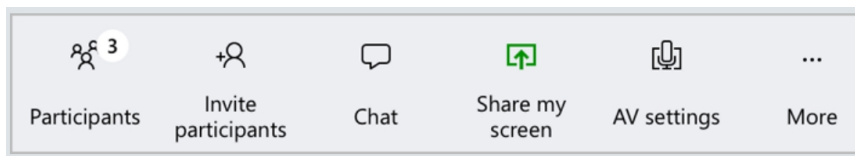
Send an attachment

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.

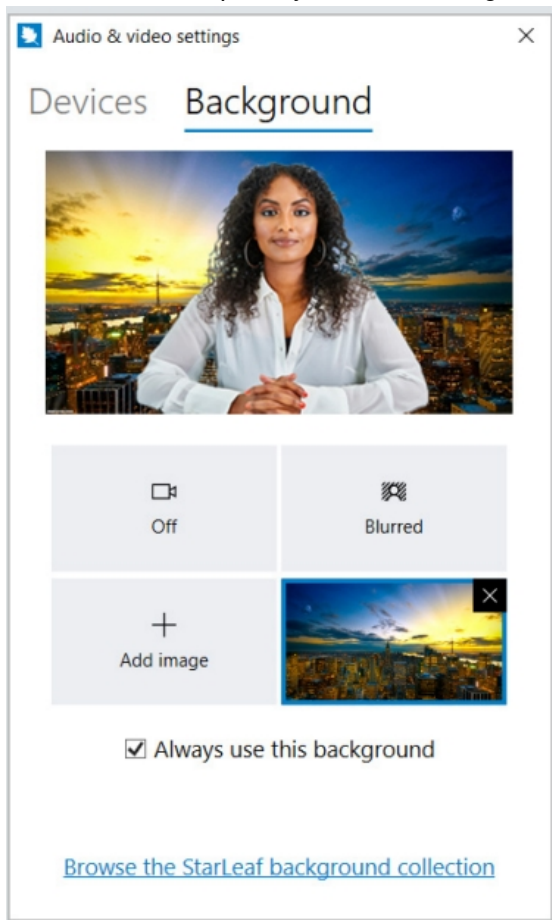
## Meeting controls



- 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 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

	<p><a href="#">StarLeaf Knowledge Center Software for Windows</a> [pdf] User Guide          StarLeaf Knowledge Center Software for Windows, Knowledge Center Software, StarLeaf Windows, Center Software, Software</p>
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