

## Meeting Mode

*Meeting Mode*

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We have added a new feature called **Meeting Mode** that allows users to easily view a document or a set of documents in a presentation view. This **Meeting Mode** view can also be shared with other users.

Meeting mode benefits:

- Expands the document to full screen, which allows for a better presentation view and hides sensitive information about other students.
- Minimizes any incoming chat messages so participants are not interrupted during a meeting.
- Includes the option to group several documents into one meeting mode, making it easy to move from document to document.
- Meeting invites send notifications to other users so everyone can enter into meeting mode and review the documents together.
- Document tools (validation mode, document history, sharing etc.) remain available in meeting mode and documents remain editable.


### How to use Meeting Mode

**Steps** *To enter into Meeting Mode:*

1. While on a document list page, select the document or documents you'd like to view in **Meeting Mode**.
2. Click on the Meeting Mode icon on the right side of the toolbar (looks like a computer screen).
3. Select **Present** or **Present Limited**.

**Steps** *To share a meeting with other users:*

1. While on a document list page, select the document or documents you'd like to view in **Meeting Mode**.
2. Click on the Meeting Mode icon on the right side of the toolbar.
3. Select **Share Meeting Mode**.
4. Give the meeting a name.
5. Select whether or not you want to present a limited view.
6. Search for users to add by email/username.
7. Click **Send notifications & enter meeting mode**.

 **Tip** When meeting participants join, they are automatically brought to the same page (document) as the owner of the meeting.