Meeting Mode

When meeting to review a document or set of documents, you may enter into **Meeting Mode**.

Meeting mode expands the document to full screen (hiding the left menu) and minimizes any incoming chat messages. When using Meeting Mode with multiple documents, you can move between documents easily by using the arrows in the top right corner.

Meetings created using **Meeting Mode** can be shared with other users. When a meeting is shared, all invited users receive a notification containing a link to the meeting. When meeting participants join a meeting, they are automatically brought to the same page (document) as the owner of the meeting.

💡 Tip While working in **Meeting Mode**, document tools remain available 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.
   - You may also enter into Meeting Mode from directly within a document.
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**.
   - **Present Limited** hides the name of the student at the top of the screen.

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**.