samegoal

Meeting Mode

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

- Expands the document to full screen
- Hides the left menu
- Minimizes any incoming chat messages
- Can group multiple documents together
- Can be shared with multiple users

When using Meeting Mode with multiple documents, you can move between documents easily by using the arrows in the top right corner.

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.
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**.

💡 Tip When a meeting is shared, you and the other invited users can access the meeting by following the link in the notification. If you would like to receive email notifications, you can change your Meeting Mode notification preferences.