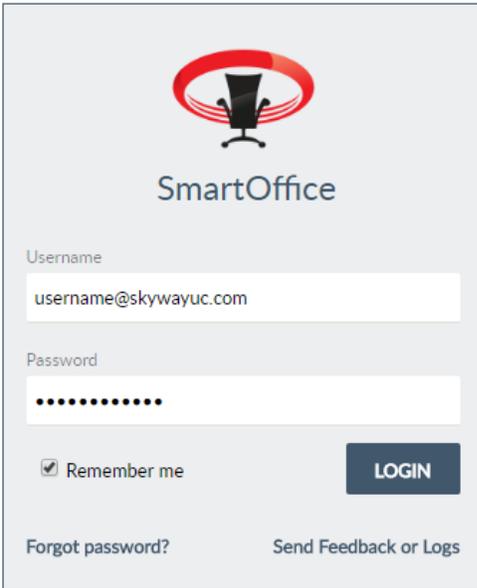


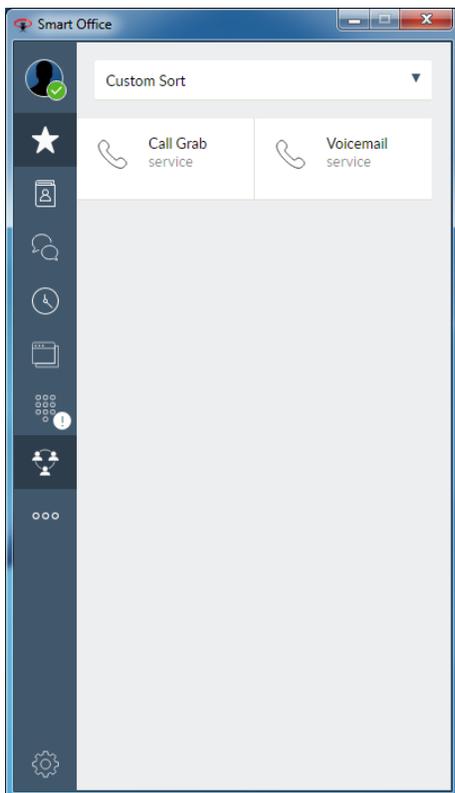
How to start a collaboration

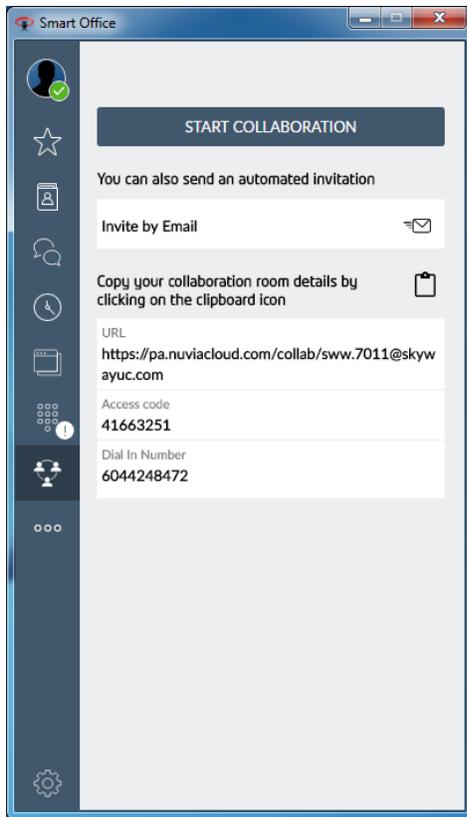
Log into your Smart office client



The image shows the SmartOffice login interface. At the top center is the SmartOffice logo, which consists of a black office chair with a red circular swoosh above it. Below the logo, the text "SmartOffice" is displayed. The login form includes a "Username" field with the placeholder text "username@skywayuc.com", a "Password" field with masked characters, a "Remember me" checkbox, and a "LOGIN" button. At the bottom, there are links for "Forgot password?" and "Send Feedback or Logs".

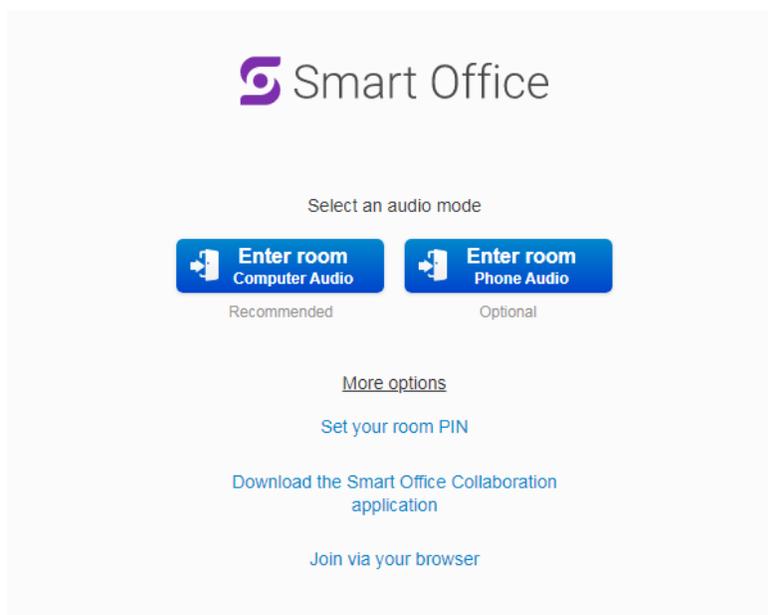
Select the Collaboration link from the left side menu, it looks like three people in a circle.





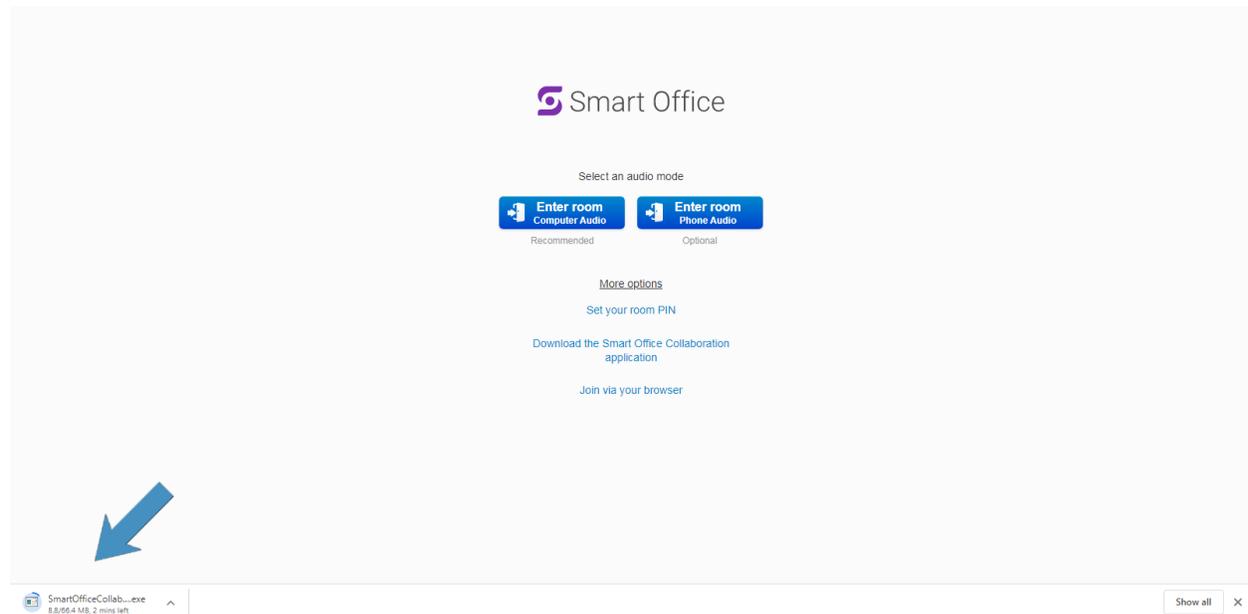
From this screen you can invite participants via email or click the clipboard icon to copy the collaboration room details to your clipboard.

Click start Collaboration, a new browser tab should open up and you should see the following.

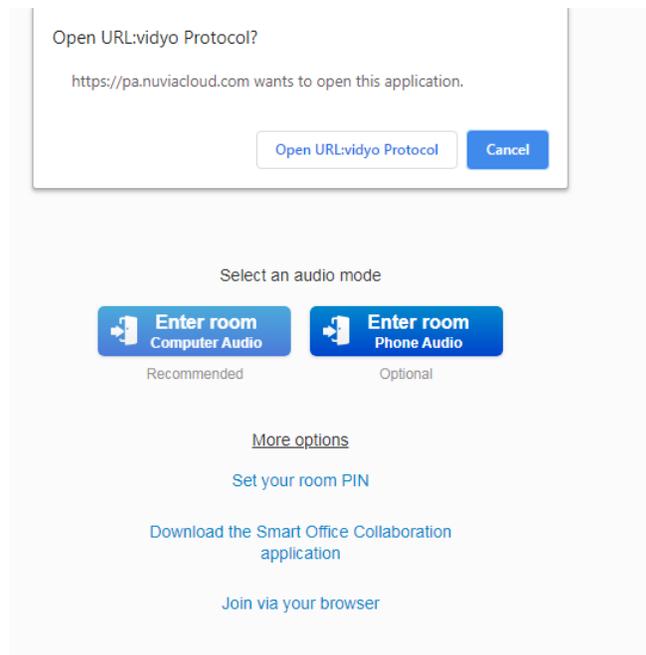




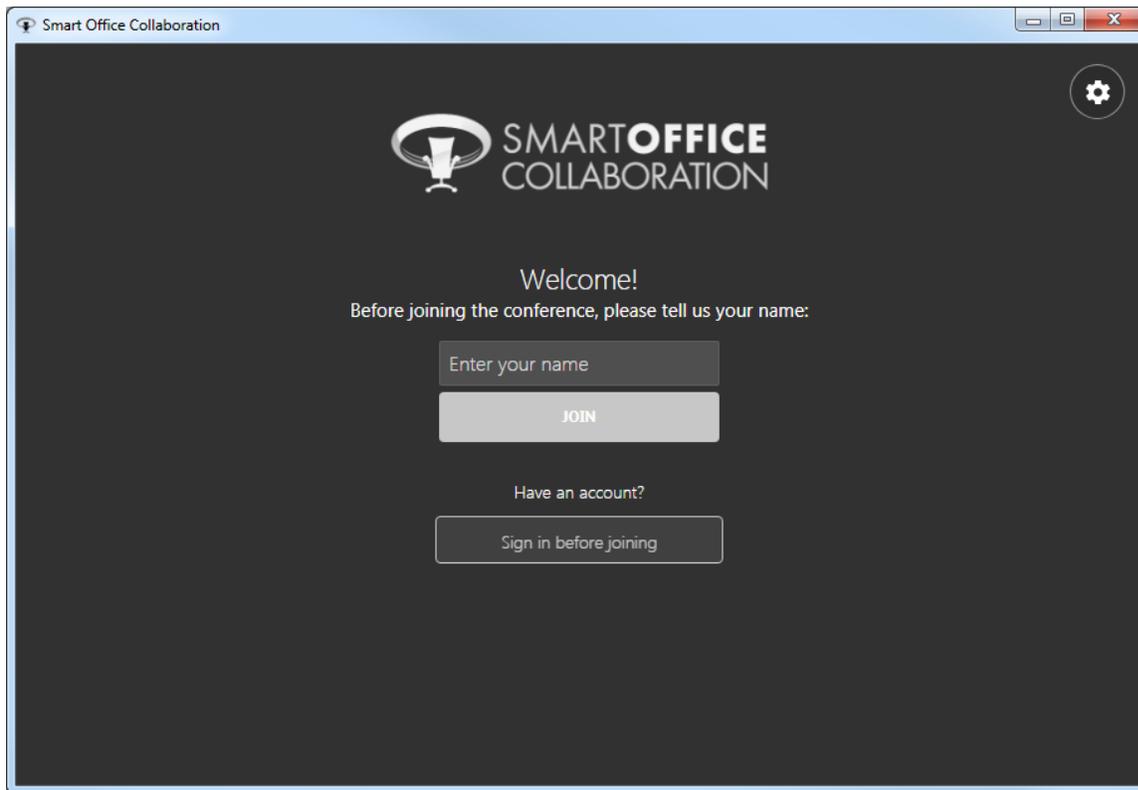
Choose to download the Smart Office Collaboration Application and install the executable file that downloads. The next time you try to log in you will automatically be re-directed to the newly installed App. Your clients can use the join via browser option.



You will be asked to open URL:vidyo Protocol choose open



Click Sign in before joining



Smart Office Collaboration

 SMARTOFFICE
COLLABORATION

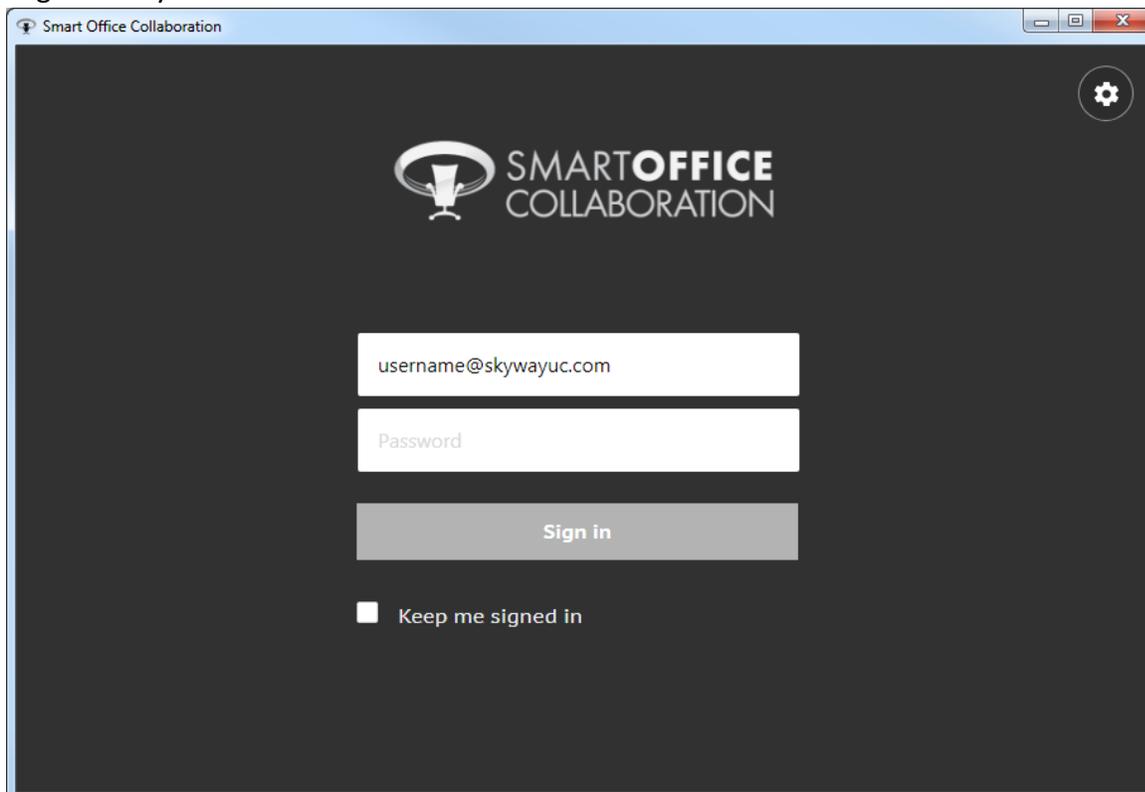
Welcome!
Before joining the conference, please tell us your name:

Enter your name

JOIN

Have an account?
Sign in before joining

Log in with your credentials.



Smart Office Collaboration

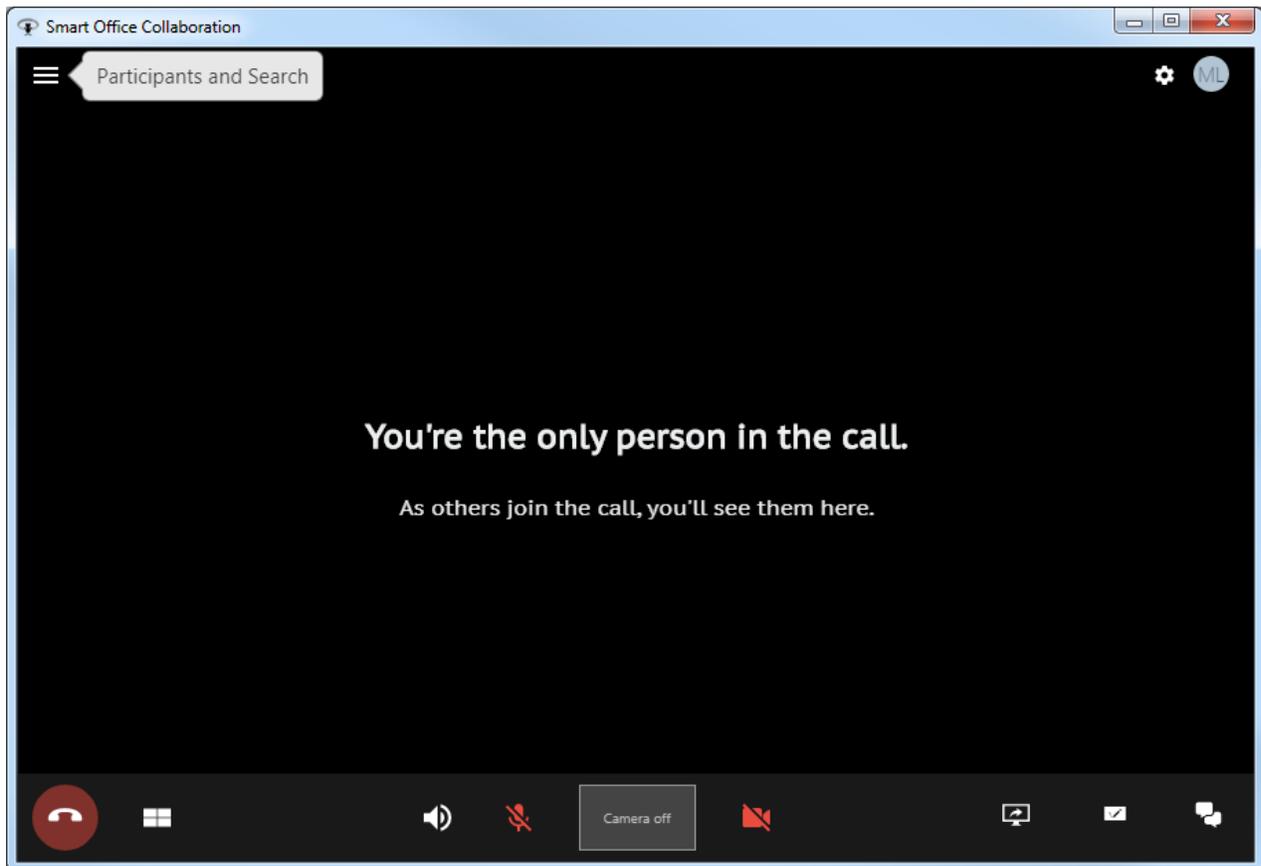
 SMARTOFFICE
COLLABORATION

username@skywayuc.com

Password

Sign in

Keep me signed in



Hover over Icons for descriptions

Please find video tutorial online at <https://www.skywayuc.com/myskywayuc-client-resources/>

Scroll down to Smart office Training Videos.