



## Guide for Meeting Guests

CenturyLink Workplace™  
January 2020

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# Welcome to CenturyLink Workplace™

With CenturyLink Workplace, no software downloads are required. Just open a web browser and enter your host's meeting URL. Use your computer for meeting audio or have the meeting call your phone – no dial-in numbers and lengthy passcodes to remember.

This guide is for guests joining a meeting on their PC or Mac. To learn more about CenturyLink Workplace meetings and apps, visit the [support site](#).

## System requirements

### Web

To attend a meeting in a web browser, you must have:

- Windows 7 SP1 or Windows 10. Windows RT is not supported.
- macOS 10.10 or newer
- JavaScript® and cookies enabled
- Internet Explorer 11. When prompted, install the Audio & Video plug-in. This enables VoIP audio, webcam, and screen sharing in IE.
- Google Chrome 72 or newer
- Microsoft Edge 79 or newer
- Mozilla Firefox 68 or newer

### CenturyLink Workplace desktop apps

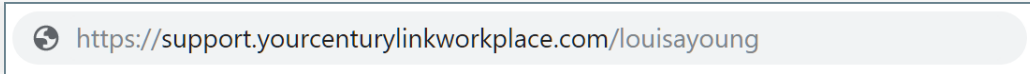
The CenturyLink Workplace desktop apps are available for Mac and Windows computers.

- Windows 7 SP1 or Windows 10. Windows RT is not supported.
- macOS 10.10 or newer
- Intel or AMD 1.8 GHz or higher (2.3 GHz or higher recommended)
- 4 GB RAM

# Attend a meeting

## Step 1. Open a web browser and enter the meeting URL

If you received an email invitation, click the **Connect Me** link to open a web browser.



Click **Continue in browser** to go to the meeting room.

**How would you like to join the meeting?**

Select how you would like to join the meeting. Save your preference to easily join future meetings. To reset your preference go to the settings panel in the meeting room.

Save my preference

**Continue in browser** **Open App**

**Do you attend meetings often?** The desktop app makes it easy to attend any web meeting quickly and securely.

A screenshot of a web page titled "How would you like to join the meeting?". The page has a white background with a thin border. It contains a heading, a paragraph of instructions, a checkbox labeled "Save my preference", and two buttons: "Continue in browser" and "Open App". A blue line with a dot at the end points from the text "Click Continue in browser to go to the meeting room." to the "Continue in browser" button. Another blue line with a dot at the end points from the text "Do you attend meetings often? The desktop app makes it easy to attend any web meeting quickly and securely." to the "Open App" button.

## Step 2. Enter your email address and name

Your name and email are shown in the meeting room. If the meeting is recorded, your host can send a recording replay to you via email.

**Welcome to CenturyLink Workplace**

Please enter your email or Client ID.

Email or Client ID

andrew.fox@email.com

**Continue**

**Please enter your name**

Email: andrew.fox@email.com

First Name Last Name

Andrew Fox

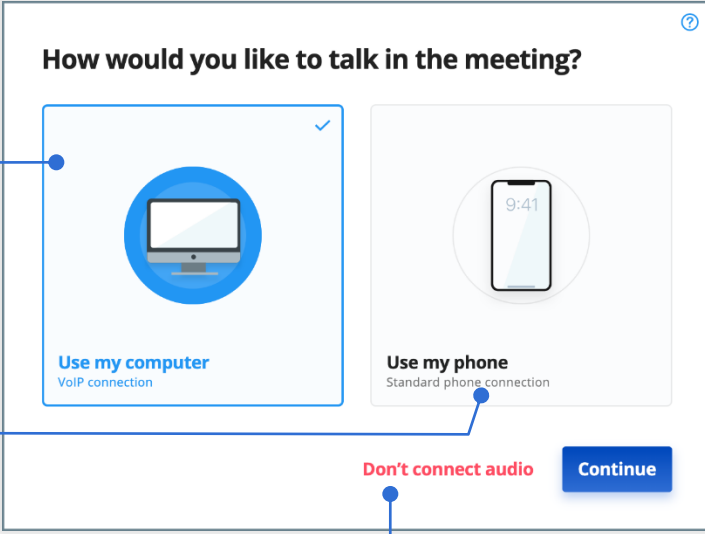
**Continue**

Two screenshots of a web form are shown side-by-side, separated by a large blue arrow pointing from left to right. The left screenshot is titled "Welcome to CenturyLink Workplace" and asks the user to "Please enter your email or Client ID." It features a text input field containing "andrew.fox@email.com" and a blue "Continue" button. The right screenshot is titled "Please enter your name" and shows the email "andrew.fox@email.com" at the top. Below it are two text input fields: "First Name" containing "Andrew" and "Last Name" containing "Fox". A blue "Continue" button is at the bottom right.

## Attend a meeting

### Step 3. Connect your audio

Use your Internet connection for VoIP meeting audio or have the meeting call your phone.



**Use my computer.** Talk and listen through a connected headset (recommended) or your computer's mic and speakers.

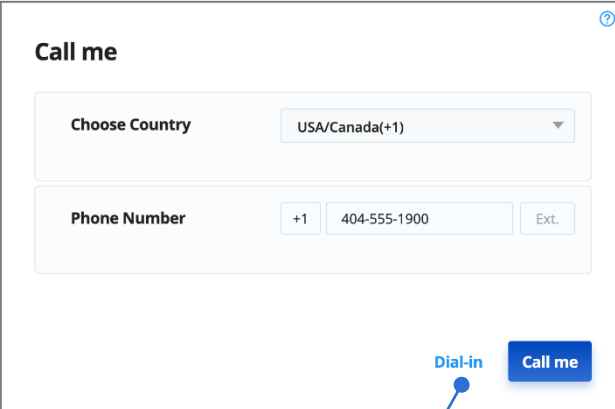
**Use my phone.** Have the meeting call you or view dial-in access numbers and passcode.

**Don't connect audio** **Continue**

Enter the meeting without connecting audio. You can connect later in the room.

The screenshot shows a dialog box titled "How would you like to talk in the meeting?". It has two main options: "Use my computer" (VoIP connection) which is selected with a checkmark, and "Use my phone" (Standard phone connection). At the bottom, there are three buttons: "Don't connect audio" (in red), "Continue" (in blue), and a help icon in the top right corner.

If you selected **Use my phone**, enter your phone number and then click **Call me**. For computer audio, select your mic and speakers and then click **Connect me**.



**Call me**

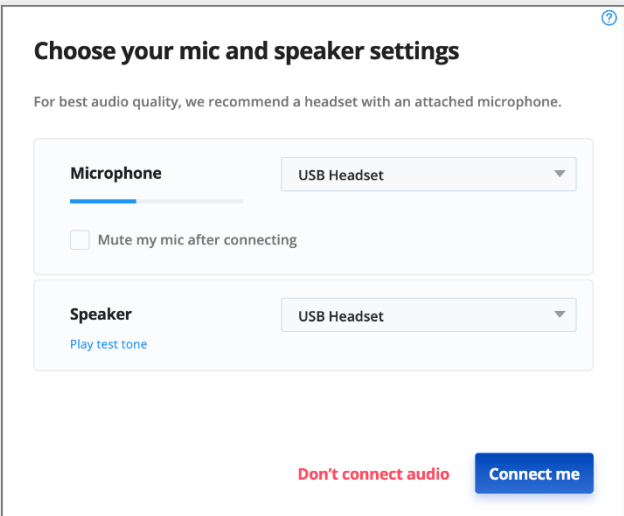
Choose Country: USA/Canada(+1)

Phone Number: +1 404-555-1900 Ext.

**Dial-in** **Call me**

The screenshot shows a "Call me" dialog box. It has a "Choose Country" dropdown menu set to "USA/Canada(+1)". Below that is a "Phone Number" field with a "+1" prefix, the number "404-555-1900", and an "Ext." field. At the bottom, there are two buttons: "Dial-in" and "Call me".

**Can't receive a direct call?** Get dial-in access numbers and the meeting passcode.



**Choose your mic and speaker settings**

For best audio quality, we recommend a headset with an attached microphone.

**Microphone** USB Headset

Mute my mic after connecting

**Speaker** USB Headset

Play test tone

**Don't connect audio** **Connect me**

The screenshot shows a "Choose your mic and speaker settings" dialog box. It has a heading "Choose your mic and speaker settings" and a sub-heading "For best audio quality, we recommend a headset with an attached microphone." Below that are two sections: "Microphone" and "Speaker". The "Microphone" section has a dropdown menu set to "USB Headset" and a checkbox "Mute my mic after connecting" which is unchecked. The "Speaker" section has a dropdown menu set to "USB Headset" and a link "Play test tone". At the bottom, there are two buttons: "Don't connect audio" (in red) and "Connect me" (in blue).

# Get to know the meeting room

CenturyLink Workplace makes it easy to participate in the meeting and share with others. Manage your audio, stream your webcam (up to six webcams on stage at one time), and share your screen.

**Meeting panel.** The host is listed first, followed by your name. Click your name to mute your line or change audio.

**Meeting stage.** Shows webcams and shared content.

**Active talker.** See who's speaking.

**Get help.** Contact Support, visit the support site, and download apps.



**Chat panel.** Exchange messages without interrupting the meeting.

**Meeting controls.** Mute your line, turn on your webcam, and share your screen.

**Settings.** Change audio and webcam connections and switch your mic and speakers if needed (computer audio).

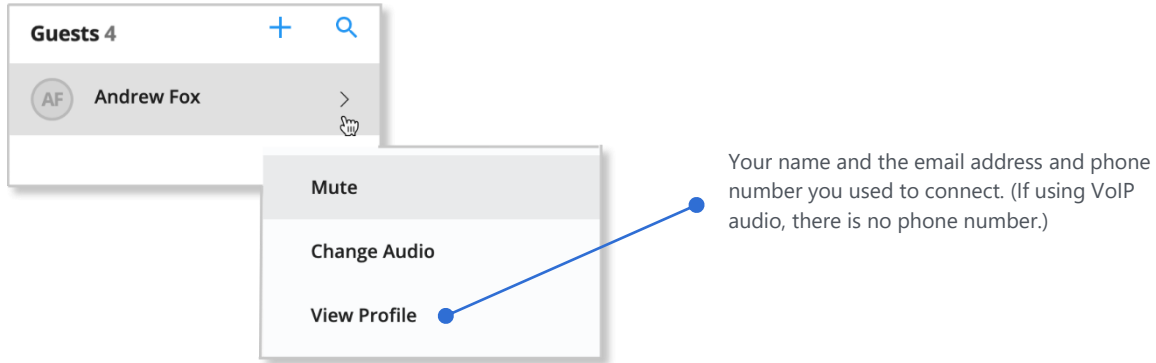
Click here to leave.



Attend a meeting

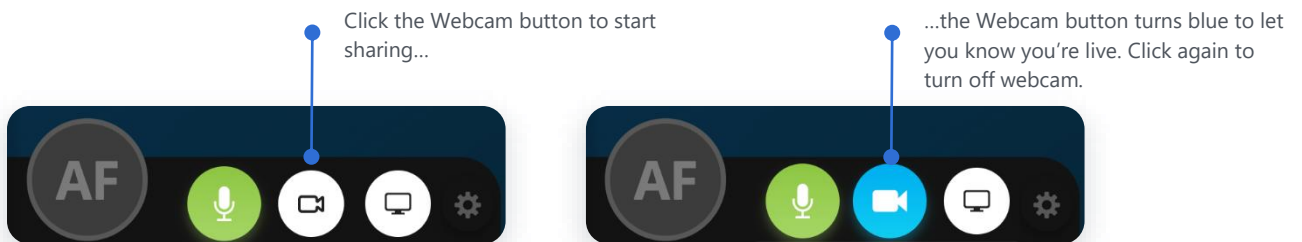
## Participate in the meeting

At the top of the meeting sidebar is the Meeting panel; it lists everyone in the meeting. Click your name to manage your audio or view your profile. Your profile is visible to all guests.



## Share your webcam

Stream your webcam in the room and meet face-to-face. Anyone can share their webcam in the meeting.



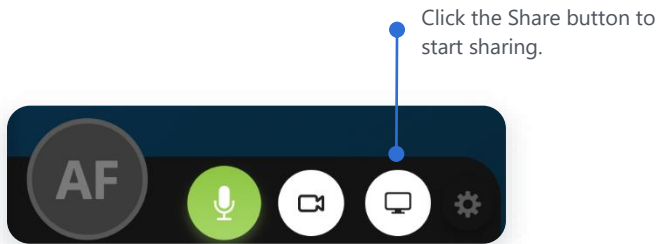
Point to another person's webcam to see their video feed full-stage. Or point to your own webcam to expand it or turn off your webcam.



Attend a meeting

### Share your screen

If allowed by your host, you can share your programs, websites, or your entire desktop in the meeting room. In the meeting controls, click the Share button, and then choose what you want to share.

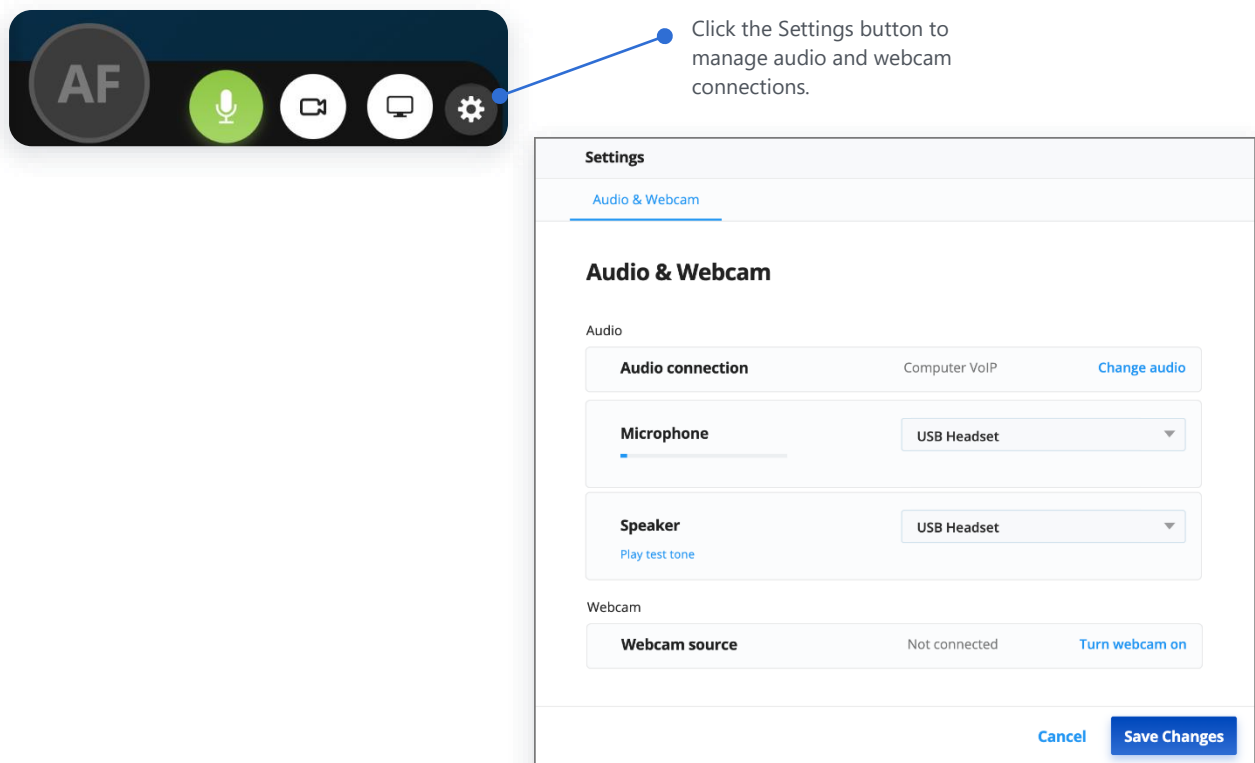


### Browser notes

- In Chrome and Edge, you can share your entire screen, an application window, or a browser tab.
- In Firefox, you can share your entire screen or an application window.
- In Internet Explorer 11, you can only share your entire screen. When prompted, install the Audio & Video plug-in. This enables VoIP audio, video (webcam), and screen sharing in IE.

### Adjust your audio and webcam settings

In the meeting controls, click the Settings button to update your audio connection, switch your mic and speakers (computer audio), and turn your webcam on or off.





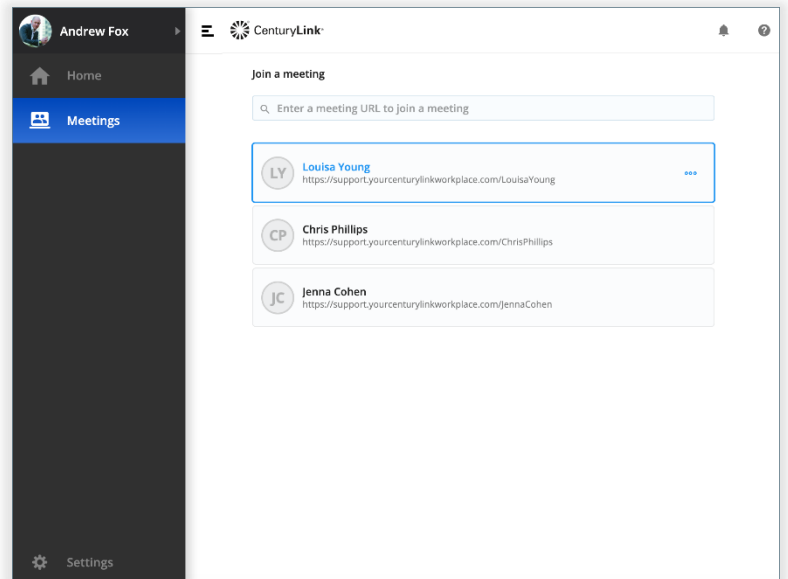
## Additional resources

### CenturyLink Workplace for Mac and Windows

Get the desktop apps for Mac and Windows and jump right into CenturyLink Workplace meetings. No meeting account required – just enter your email address and name to get started.

The app remembers your name and email address and the meetings you attend. Add a profile picture and personalize your presence in meetings.

[Download here »](#)



## Support

Everyone needs support from time to time, and we are here to help.

**Visit** the [CenturyLink Workplace Support Site](#)

**Download** our productivity apps [here »](#)

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