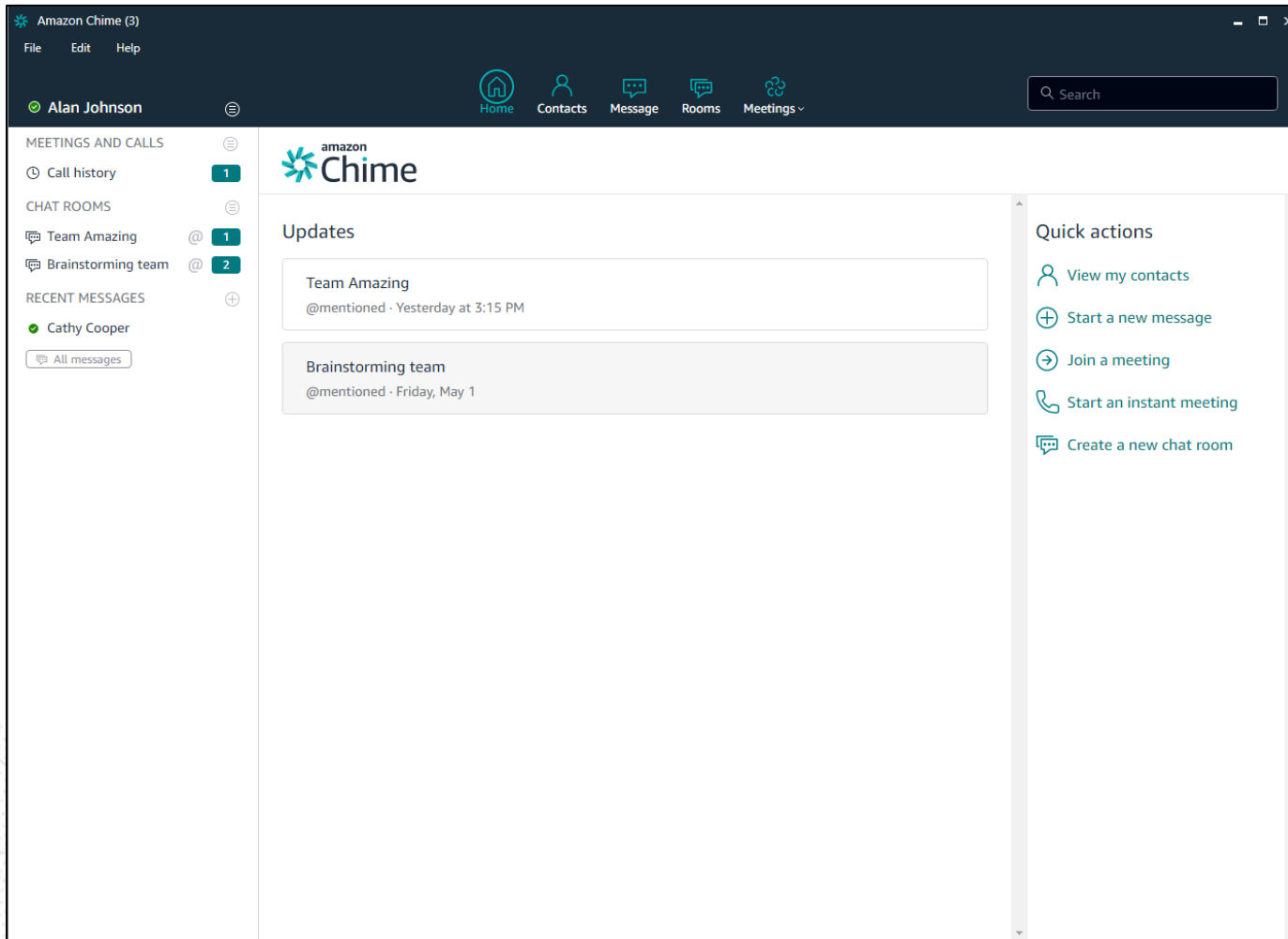




Amazon Chime

Stay connected with Amazon Chime. The Chime Home page makes it easy to quickly collaborate with others, with features such as instant messaging, audio and video conferencing, screen sharing, and so much more.



Adding a Contact

- Click **Contacts** at the top menu or click **View my contacts** under Quick Actions. Search for the Contact by name, email address, or phone number, and click **Done**. If the Contact does not appear, select **Invite contact** to send them an invitation via email.
- You can also add Contacts from your Call History. Under Meetings and Calls on the left menu, choose **Call History**. Click on the Contact and select **Add to my contacts**.

Sending a Message

- Click **Messages** at the top menu or **Start a new message** under Quick Actions. Search for the Contact by name, email address, or phone number. Click on the Contact and type your message at the bottom of the window.

Creating a Chat Room

- Click **Rooms** at the top menu and click **Create a chat room**. Enter a name and add members to the new Chat Room. You can also click **Create a new chat room** under Quick Actions.



Amazon Chime

Join a Meeting

- From the Home page, click **Meetings** and select **Join a meeting**. Enter the Meeting ID and click **Join**.

Start an Instant Meeting

- From the Home page, click **Meetings** and select **Start an instant meeting**. Choose to create a Meeting using your personal Meeting ID or generate a new ID for one-time use.

Schedule a Meeting

- From the Home page, click **Meetings** and select **Schedule a Meeting**. Select the Meeting options, such as Meeting ID and dial-in numbers. Next, choose to sync with a calendar application (Google, Outlook, or Other).

Meeting Controls

- While in a Meeting, you can choose to **Mute** the microphone, turn **Video** on/off, share your **Screen(s)**, or **End** the Meeting at the top menu. Click **More** to **Invite additional attendees**, **Record the call**, **Mute all attendees**, **Lock the Meeting**, and more.
- While in a Meeting, you can view all **Attendees** (including guest and dial-in attendees) on the right panel. You can also chat with other attendees using the **Chat** window below the Attendees list.

