Biba QuickStart Guide

INSTALLING BIBA

Working Smarter is Just a Few Clicks Away

1. Download, install and launch Biba.
2. Provide your new account information and select Create Account.
3. Once the Biba desktop app pops up, claim your personalized link on the upper left rail under your name and email! This will be used for your personalized join links.
4. Click Add Contact from the menu and add email addresses of contacts who aren’t listed (your domain contacts will appear automatically.)

SCHEDULE MEETINGS

Put a Meeting on Any Calendar Within Seconds

1. Click Meetings > Schedule a Meeting in the Biba Desktop App.
2. Select the calendar type (Google, Windows Outlook, or Other). Follow the instructions to install the required plug-ins.
3. Select Meeting ID type: Your personalized ID is dedicated for your meetings, best for recurring meetings or quick adhoc calls. Use one-time ID’s for one-off meetings, large or All Hands calls and meetings that take the same timeslot.
4. Click International Dial-ins to include other countries’ dial-ins in your meeting instructions.

TIP

If you're on the road, be sure to have the download Biba to your mobile devices so you never miss a meeting!
5. Click **Schedule in Outlook** or **Google** or, if scheduling with **Other**, proceed with the following steps:
   a. Create a new meeting in your calendar application.
   b. Add `meet@biba.com` as an attendee to your meeting.
   c. Copy and paste the meeting instructions into the meeting invitation.
6. Complete your meeting invite and hit **Send**.

### ADHOC MEETINGS

Start an Instant Meeting in No Time At All
1. Go to **Meetings > Start an Instant Meeting**.
2. Select the meeting ID you want to use.
3. Click **Start**.
4. Choose meeting audio.
5. Select who you want to meet with – Biba will call them and connect you.
   Or just call.
6. Click **Call**.
7. Select the contact and Biba will call them to connect you.

### JOIN MEETING

Joining is Easy with Biba AutoCall

**Biba AutoCall**
1. Select **Answer** when Biba calls you at start time.
2. Choose the Audio type.

**Join Link**
1. Click the Biba meeting URL in the calendar invite.
2. Biba app users, click **Answer** and select audio source.
3. Non-Biba app users, follow the instructions on the Join Meeting pages.
Join Meeting Option
1. Select Meetings > Join a Meeting.
2. Select the meeting you’d like to join and click Join or enter the Meeting ID.
3. Answer the meeting and select audio source.

DURING A MEETING
Meet With Up to 100 Participants
1. Call Controls: mute, add video, share screen or window, organizer controls (record, lock meeting, event mode.)
2. Screen viewer.
3. Video: for up to 16 people on desktop or up to 8 on iPad.
4. Attendee Roster: view invitees and their status, including: present, declined, running X minutes late, viewing, sharing, on video, audio source and mute/unmute.
5. Meeting chat.
6. Mute, record, meeting lock and event mode, as well as the ability to add others is the sidebar as well.

TIP
Get more screen!
Use the in the video pane heading to undock and move video content.
Use the or to open and close the Attendee and Chat column.
Go full screen:
Windows users click Ctrl
Mac users click ⌘
Zoom in and out:
Windows users Ctrl and +, -, or 0
Mac users ⌘ and +, -, or 0
CHAT

Keep Up With All of Your Contacts

1. Presence: Biba lets you know the status of all your contacts on chat—green = available, red = busy, mobile or desktop.

2. Message: Click Message from the Biba desktop app and select the name of the person.

3. Group chat: Click Message then Group Message in the lower corner and select the names of the people you would like to include.

4. Chat rooms: Click Rooms then New Room in the lower corner and add contacts accordingly, or just join an existing room from the list.

5. Attachments: Click the attachment icon to select the file you’d like to send.

6. @ mentions: Call out anyone in a group, or message @present members of a room to get everyone who is in the room’s attention or @all for the whole chat room.

7. Emoji: Biba supports emoji using short codes.

HOW CAN I LEARN MORE ABOUT BIBA?

For more information on Biba, visit our website at www.biba.com.