# Landing page & Creating New Account

Login credentials :

https://connect.kairosministry.org.za/

Click to register button is for creating a new a new user account : <u>https://connect.kairosministry.org.za/app/register</u>

Click on the "Click to Register" button to register a new account.



Input your details including name, email address, username, and password.

Create	your account
Name Cassie Yohane	
as.elula@gmail.com	Username acassandra
Password	Confirm Password
By clicking on Register, you Priv	agree to our Terms of Service and acy Policy.

Once you have finished your registration, please await approval from the administrator. You will be notified via email once your registration has been approved.

# Creating a meeting

To start an immediate meeting, click on the "Start Meeting" button.



Upon clicking "start a meeting," you will be directed to the following page.



You can find the section for Optional Advanced Configurations on the left-hand side of your screen, where you can enter a unique meeting code and select the number of participants. Additionally, you can choose whether to keep the meeting live or make it publicly accessible, and select the type of meeting.

#### Joining a meeting

To join in a meeting, navigate to the home icon.



connect ≡ ∷ A ÷ Join a Meeting Ħ Join the simplified video conferencing meeting across any \$ device by entering the meeting code Enter Meeting Code Enter Meeting Code 123456 \*\* Ж NEW MEETING JOIN Click here to join ¢<sub>0</sub>

You will be directed to a new page where you can enter the meeting code. Click on "join" to join the meeting.

#### support Assistance

Email: it@kairosministry.org.za

# How to schedule a meeting

To schedule a meeting, click on the meetings icon which will take you to a page displaying a list of all your scheduled meetings.



Click on the "Add new" button to schedule a new meeting.

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#### support Assistance

Email: <u>it@kairosministry.org.za</u>

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=	Accessible via Link     Publicly Accessible Meeting <u>Set time here</u>	27	28 29 4 5 06 :	30 6	31 1 7 8 12	2 9 PM

Enter the title of your meeting. This should be a clear and concise description of what the meeting is about.

Write the agenda of your meeting. This should be a list of topics or issues that will be discussed during the meeting.

Select whether the meeting will be accessible via a link or if it will be

publicly accessible.

Select the meeting type. This could be a one-time meeting or a recurring meeting.

Click on the "Start date and time" field and choose the date and time the meeting will start.

Enter the duration of the meeting. This could be in hours or minutes.

Write the description of your meeting. This should provide more details about the meeting, such as the purpose, the expected outcomes, and any special instructions.

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Click on the "Save Meeting" button to save your scheduled meeting.

To delete all the details about the meeting and to input new details click on the reset button.

To cancel scheduling a meeting, click on the cancel button.

### Inviting people to a meeting

To invite individuals to your meeting, you will need to share the meeting URL by selecting the three dotted bullets located at the bottom right corner of your screen.

Waiting for you to	o start the meeting!
CLICK TO GET LIVE	CLICK TO GO BACK



To access the dropdown menu, click on the three dotted bullets.

support Assistance Email: <u>it@kairosmini</u>

There are two methods for sharing the link to invite individuals to the meeting.



2. Alternatively, click on "Share" to instantly invite others through various social media platforms or via email



1. To obtain the meeting link and share it with desired individuals, click on "Share URL" and copy the link.

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