



# How to Host Your Video Conference with Solstice

## Before You Meet, Invite the Room, or Add Your Office 365 Calendar to Your Solstice App

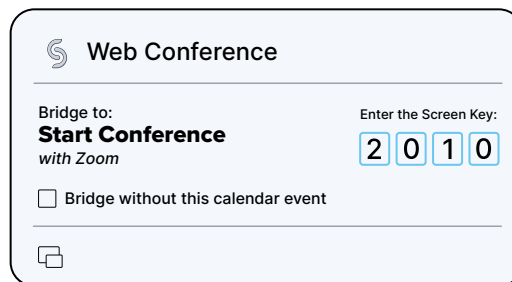
Check to make sure the meeting invite was scheduled on the room calendar or your integrated personal calendar. These invites typically include a meeting link, dial-in information, and/or meeting ID.

### Get Your Web Conference Started

1. Click the Solstice icon in the system tray, or use the keyboard shortcut Ctrl + Alt + C.
2. Enter in the display's screen key or IP address.

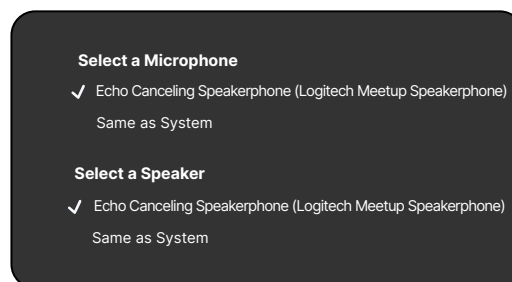
If a meeting was on your calendar, Solstice will launch it for you and will share your desktop to the display.

If your meeting isn't started automatically, launch your web conference in your conferencing application of choice.



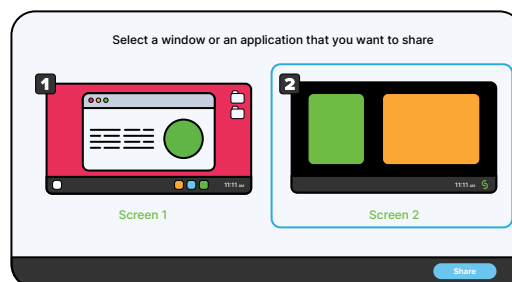
### Pick Your Audio and Video Sources

If there is a room camera and microphone connected to Solstice, you will be able to select them as the meeting's audio and video sources.



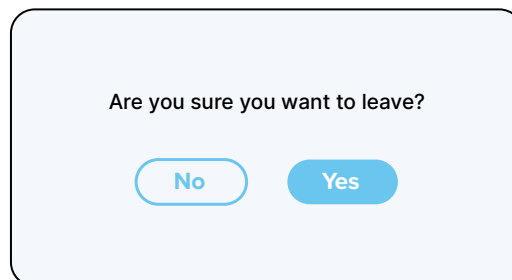
### Share the Display with Remote Attendees

To share the Solstice display with remote attendees, select "Screen 2" from the sharing options within the video conferencing application.



### Wrap Up Your Call

Once you are done hosting the conference, stop sharing the display, end the video call, and disconnect from the Solstice display.



### Need the Solstice App?

Enter the IP address on the display into a web browser, then click Get the app & connect to download. Windows and macOS laptops can select to install Solstice Conference.