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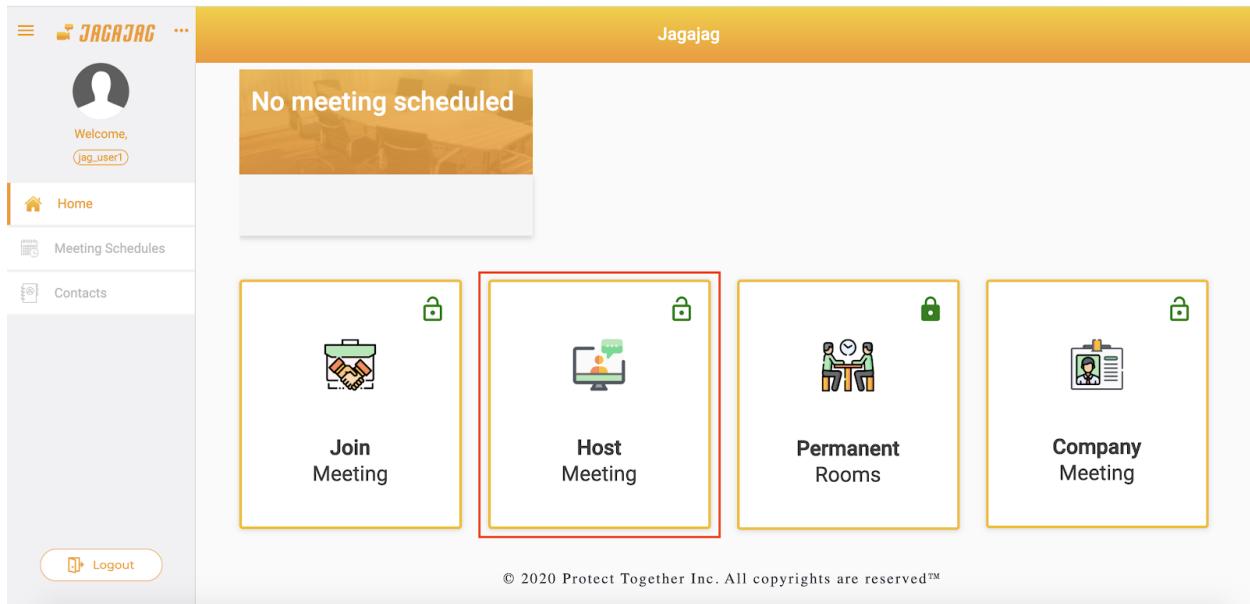
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1 . Hosting a Meeting

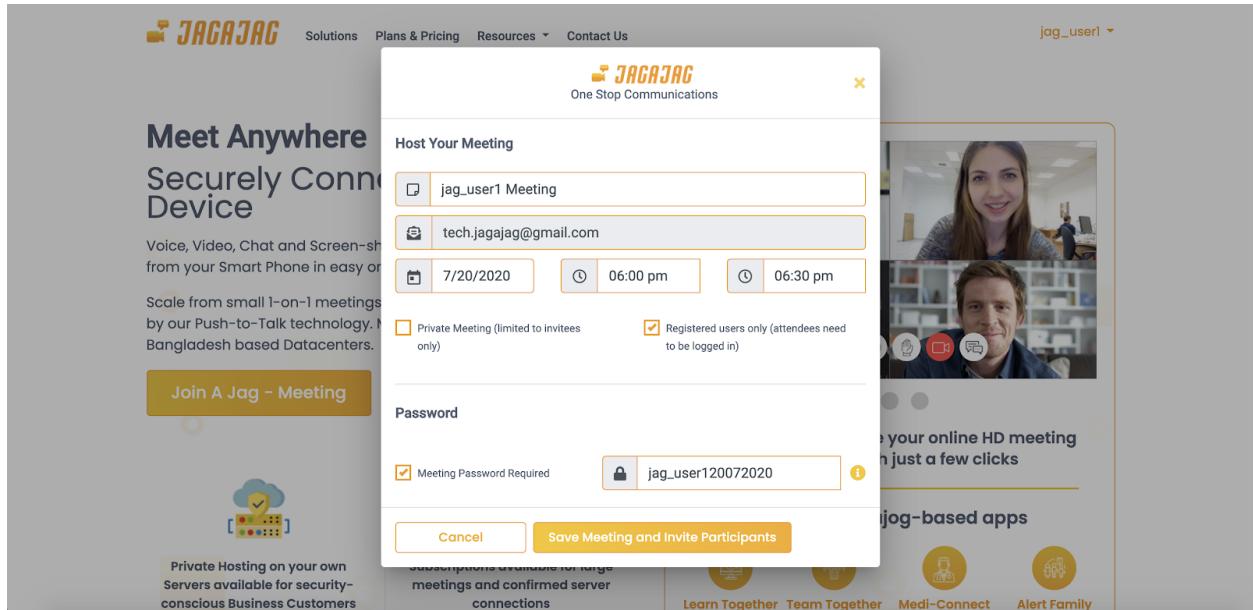
- a. To host a meeting, press on the **Host a Jag-Meeting** button on the home page.
This button is marked by a red rectangle in the screenshot below.

The screenshot shows the JAGAJAG homepage. At the top, there is a navigation bar with links for Solutions, Plans & Pricing, Resources, and Contact Us. On the far right, there is a user profile icon labeled "jag_user1". The main header reads "Meet Anywhere" and "Securely Connect From Any Device". Below the header, there is a section about voice, video, chat, and screen-sharing. Two large buttons are present: "Join A Jag - Meeting" (in yellow) and "Host A Jag - Meeting" (in white with a red border). Further down, there are sections for private hosting and subscriptions. On the right side, there is a video conference interface showing four participants and various control icons. Below this, a call-to-action text says "Easily setup and share your online HD meeting experience with just a few clicks". At the bottom, there is a section titled "Try Other Jagajag-based apps" with icons for Learn Together, Team Together, Medi-Connect, and Alert Family.

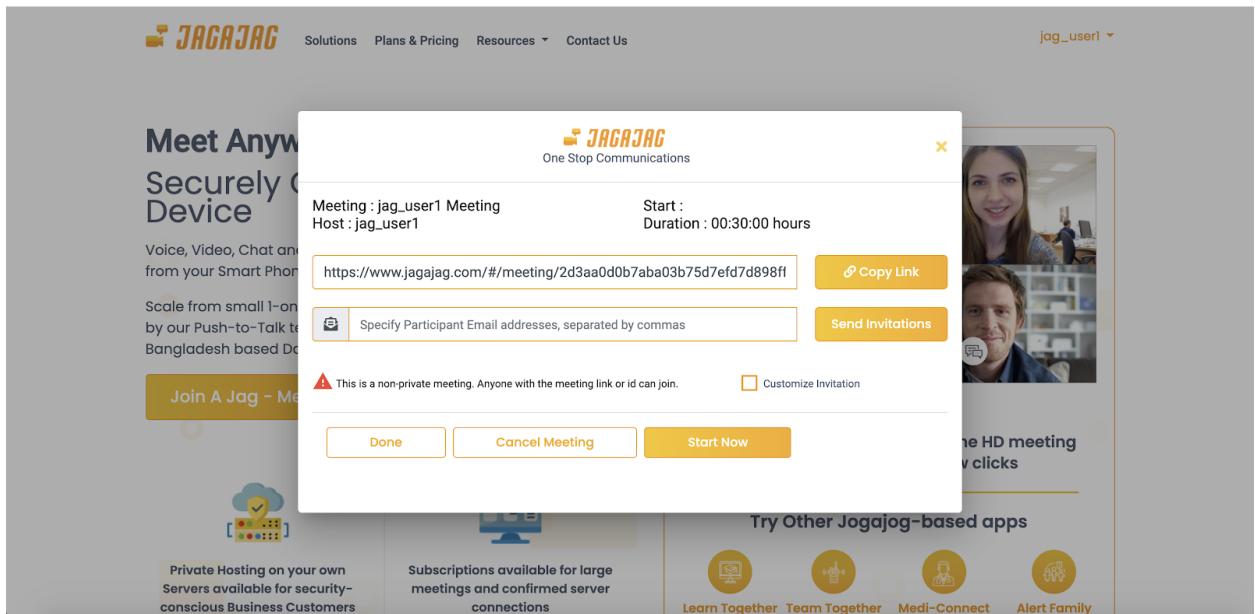
You can also host a meeting from the dashboard page by clicking on the **Host Meeting** button. This is marked by the red rectangle on the screenshot below.



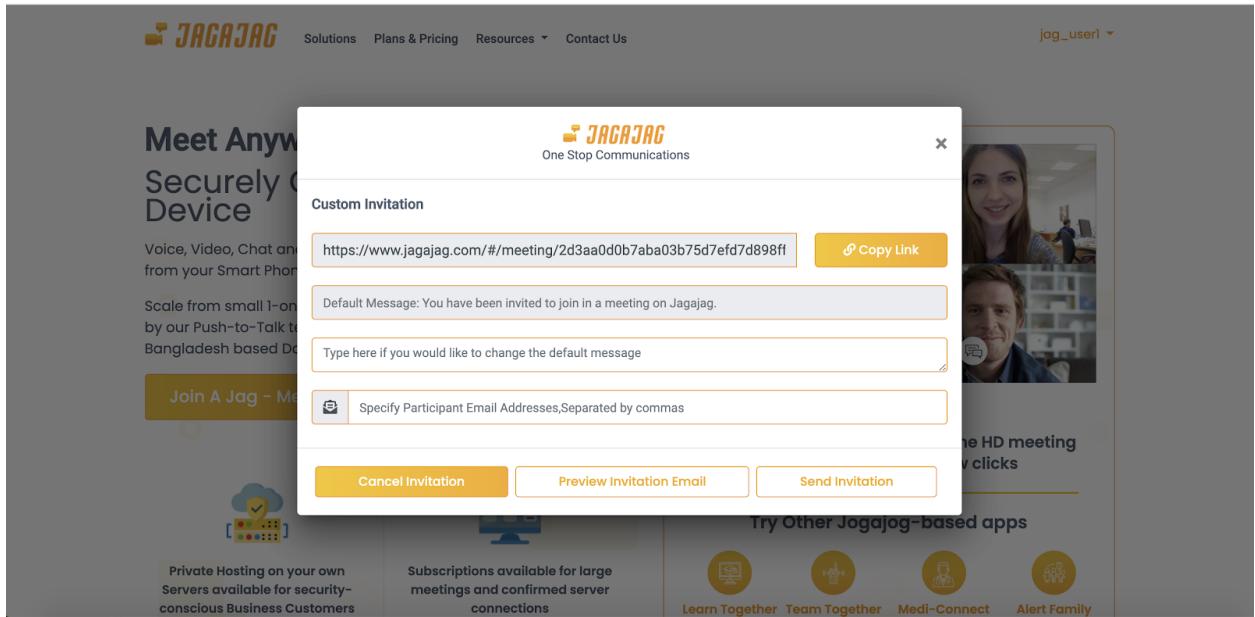
- b. On the next screen, shown below, please fill out the appropriate fields:



- i. **Meeting Host:** This field identifies the person hosting the meeting. It is populated automatically.
 - ii. **Meeting Discussion/Topic:** Please specify a topic that will help identify the meeting in all participants' calendars. The meeting topic is included in the meeting invitation that is sent out to guests.
 - iii. **Meeting Date:** Please choose your meeting date from here. By default, the current date is auto populated here.
 - iv. **Meeting Start Time:** Please choose your meeting start time from here. By default, the next hour is auto populated here.
 - v. **Meeting End time:** Please choose your meeting end time from here. By default, the meeting end time is auto populated by adding 1 hour from the meeting start time. .
 - vi. **Private Meeting:** Please check this box if you want to host this meeting as private. No one can join a private meeting without your invitation even if they somehow get a meeting link. To join a private meeting, a user must also be logged in to our system.
 - vii. **Registered Users Only:** Please check this box if you want every participant to be logged in to our system prior to joining this meeting.
 - viii. **Meeting Password Required:** By default this is checked and a default password is generated which you can edit. You can also uncheck this box if you do not want to set a password for this meeting.
 - ix. **Save Meeting and Invite Participants:** Click this button to save this meeting. The following screen will then appear where you can invite participants to join your meeting.
-
- c. On the following screen, please fill out the appropriate fields to complete setting up a meeting:



- i. On the second text field, please specify your participants' email addresses separated by commas.
- ii. To customize the invitation email, please check the box 'Customize Invitation'. Then a popup will appear where you can edit the message which will be shown at the invitation email body, preview the email template and then finally send the invitation.



2 . Joining a Meeting

a) To join a meeting, press on the **Join a Jag-Meeting** button at home page marked by red rectangle at below screenshot

Meet Anywhere

Securely Connect From Any Device

Voice, Video, Chat and Screen-sharing from your PC Browser or from your Smart Phone in easy one-click meetings.

Scale from small 1-on-1 meetings to very large meetings powered by our Push-to-Talk technology. Meetings are hosted in our Bangladesh based Datacenters.

[Join A Jag - Meeting](#)[Host A Jag - Meeting](#)

Easily setup and share your online HD meeting experience with just a few clicks

Try Other Jagajog-based apps

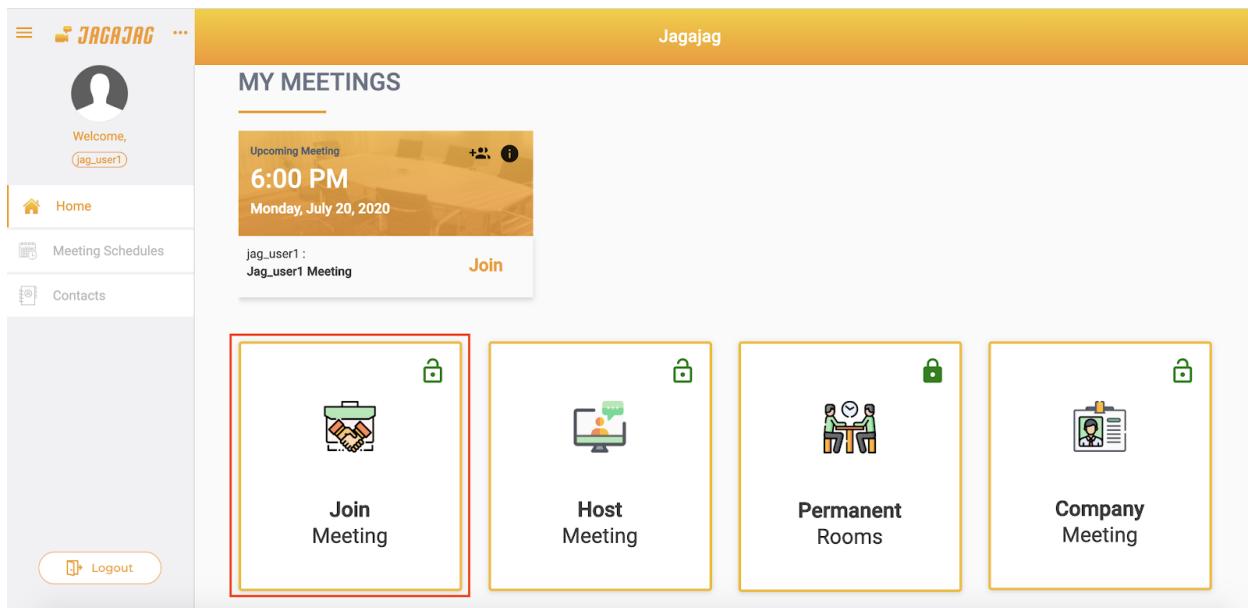


Private Hosting on your own Servers available for security-conscious Business Customers



Subscriptions available for large meetings and confirmed server connections

You can also Join a meeting by clicking “**Join Meeting**” button at Dashboard Page marked by red rectangle at below screenshot



Welcome,
jag_user1

Home

Meeting Schedules

Contacts

Logout

Upcoming Meeting
6:00 PM
Monday, July 20, 2020

jag_user1 :
jag_user1 Meeting

Join

Join Meeting

Host Meeting

Permanent Rooms

Company Meeting

You can also Join a specific meeting by clicking the **Join** button from the upcoming meeting list at Dashboard marked by red rectangle at below screenshot

The screenshot shows the Jagajag application interface. At the top, there is a header bar with the brand name "JAGAJAG" and a user profile icon. Below the header, the main content area is titled "MY MEETINGS". A card displays an "Upcoming Meeting" scheduled for "6:00 PM" on "Monday, July 20, 2020". The meeting is titled "jag_user1 : Jag_user1 Meeting" and features a "Join" button. Below this card, there are four other options, each represented by an icon and a lock symbol indicating they require authentication:

- Join Meeting**: Represented by a handshake icon.
- Host Meeting**: Represented by a computer monitor icon.
- Permanent Rooms**: Represented by a people at a table icon.
- Company Meeting**: Represented by a person icon.

A sidebar on the left side of the interface includes navigation links: "Home", "Meeting Schedules", "Contacts", and a "Logout" button.

You can also directly join a meeting from an invitation email by clicking the "**Join Meeting**" button at email.



You have been invited to join in a meeting on Jagajag.

7/20/2020, 12:00:00 PM, 00:30:00 hour

Host: jag_user1

Meeting Name: jag_user1 Meeting

Meeting Code: 3190486161380

Meeting Password: jag_user120072020

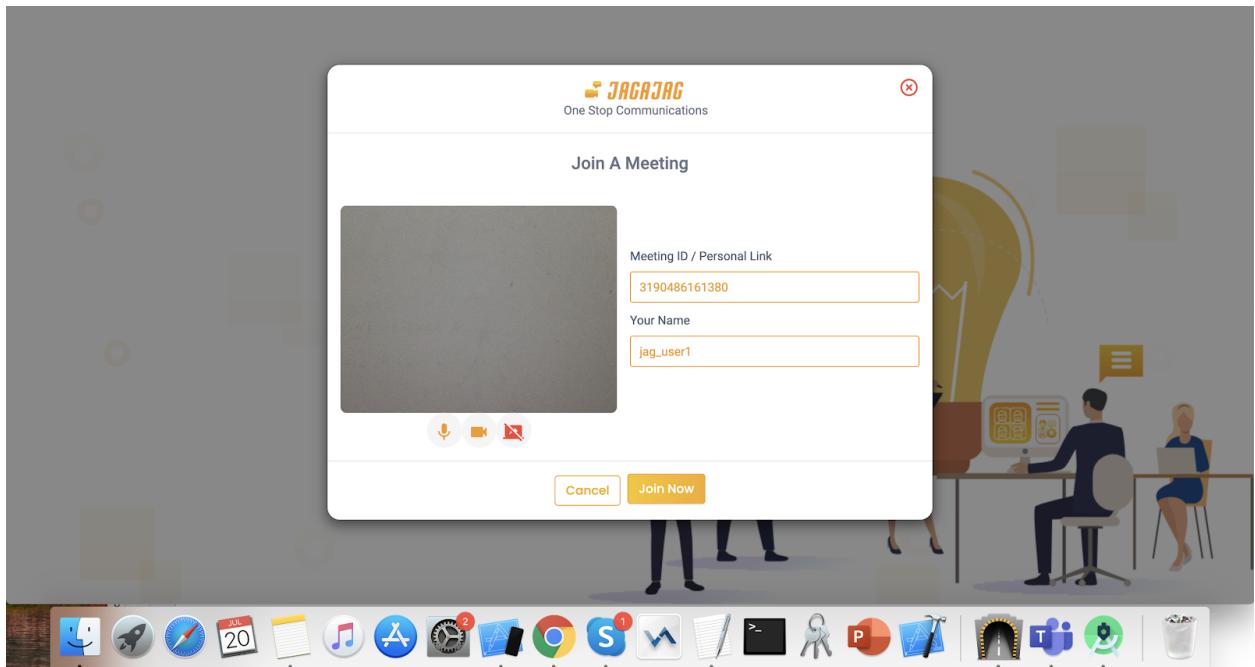
Meeting URL

<https://www.jagajag.com/#/meeting/2d3aa0d0b7aba03b75d7efd7d898ff8223cc4ed3ba477cf1347d4410d841158e11ac58a0df4a59f3dcacf1ac94d3c876b6fb3bcf8eb363b55af21760efd516db1900cc7eb298bac9f3ee7615924300dac/1/1>

JOIN MEETING

Cannot Access Your Meeting? [Get Help](#)

b) On the next screen, shown below, please fill out the following fields:



- 1 . **Meeting ID/Personal Link** : Put meeting code or link here.
- 2 . **Meeting Password** : You can input password from here if required.
- 3 . **Your Name** : Your user name is displayed here.
- 4 . You can mute/unmute your mic by toggling the mic icon before joining a meeting.
- 5 . You can on/off your camera by toggling the camera icon before joining a meeting.
- 6 . Click the “Join Now” button to join the meeting.

3 . Registration and Login

3.1 Registration

- a) You can register to our system by clicking “**Register**” button at Home page marked by red rectangle at below screenshot



Solutions Plans & Pricing Resources Contact Us

Register

Login

Register

Meet Anywhere

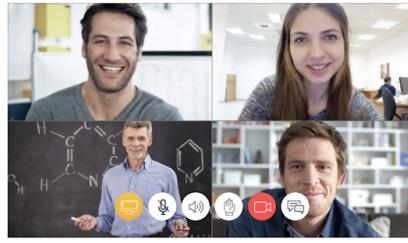
Securely Connect From Any Device

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[Join A Jag - Meeting](#)

[Host A Jag - Meeting](#)



Easily setup and share your online HD meeting experience with just a few clicks



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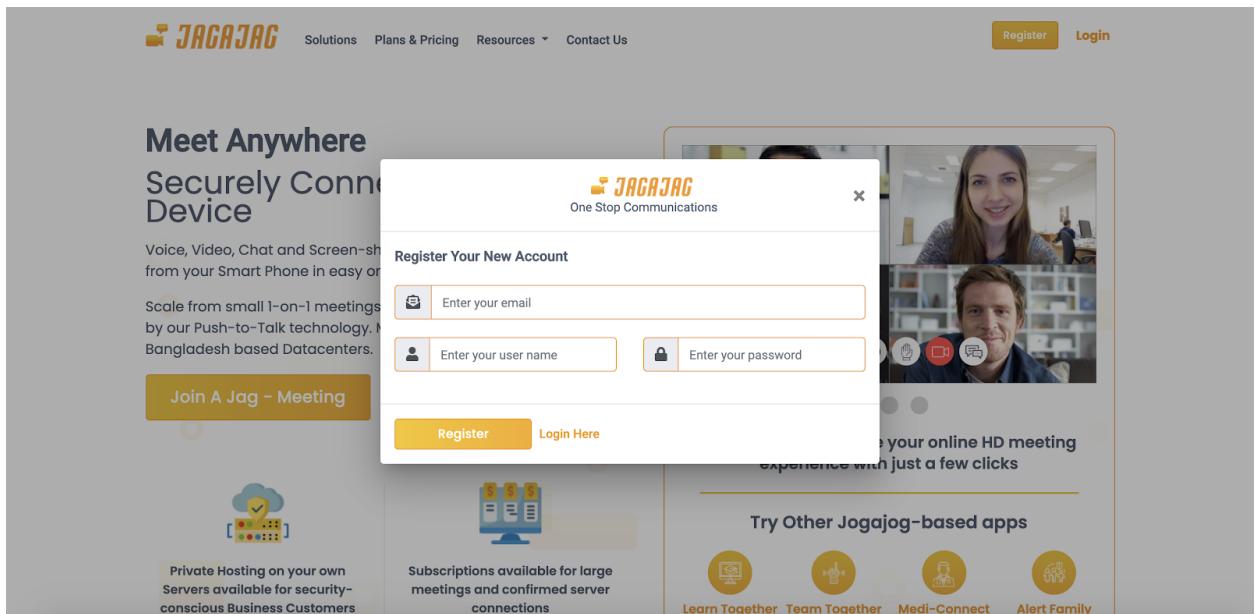


Subscriptions available for large meetings and confirmed server connections

Try Other Jogajog-based apps



b) On the next screen, shown below, please fill out the following fields:



1 . **Email Address** : Enter your email address here

2 . **User Name** : Enter your desired user name here

3 . **Password** : Enter your password here

3.2 Login

a) You can login to our system by clicking “**Login**” button at Home page marked by red rectangle at below screenshot



Solutions Plans & Pricing Resources Contact Us

Register

Login

Login

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[Host A Jag - Meeting](#)



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Try Other Jogajog-based apps



[Learn Together](#) [Team Together](#) [Medi-Connect](#) [Alert Family](#)

b) On the next screen, shown below, please fill out the following fields:



Solutions Plans & Pricing Resources Contact Us

Register Login

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[Join A Jag - Meeting](#)



Private Hosting on your own Servers available for security-conscious Business Customers



One Stop Communications

Login to Your Account

Enter your user name

Enter your password

Keep me logged in

[Forgot Password?](#)

[Login Here](#) [Register](#)



Easily setup and share your online HD meeting experience with just a few clicks

Try Other Jogajog-based apps

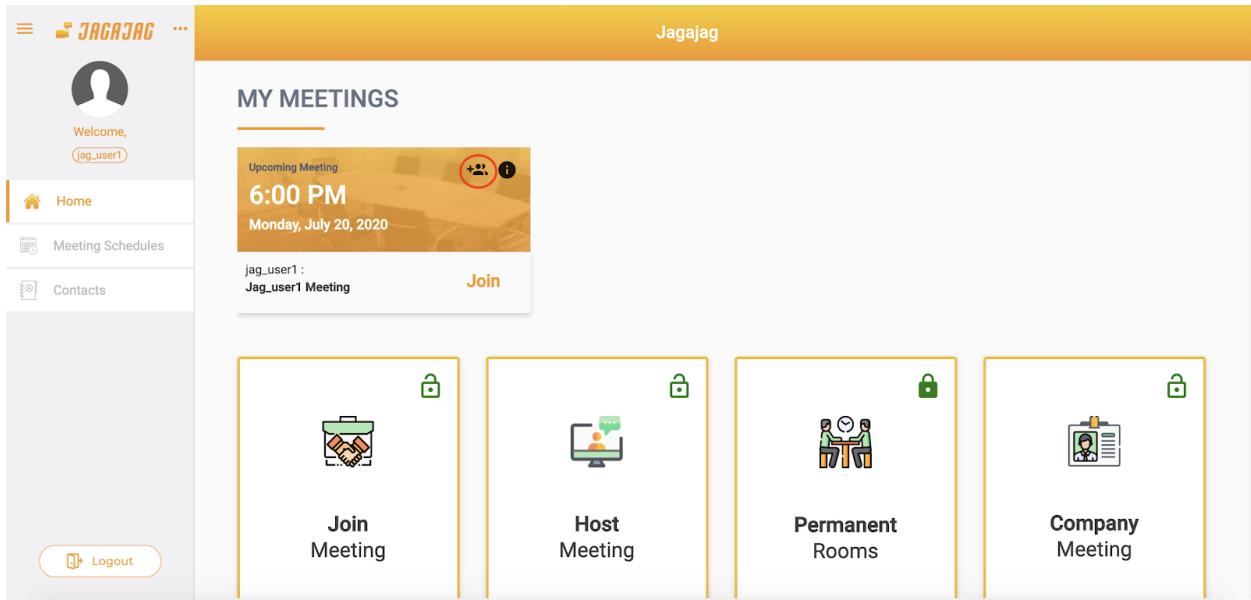


[Learn Together](#) [Team Together](#) [Medi-Connect](#) [Alert Family](#)

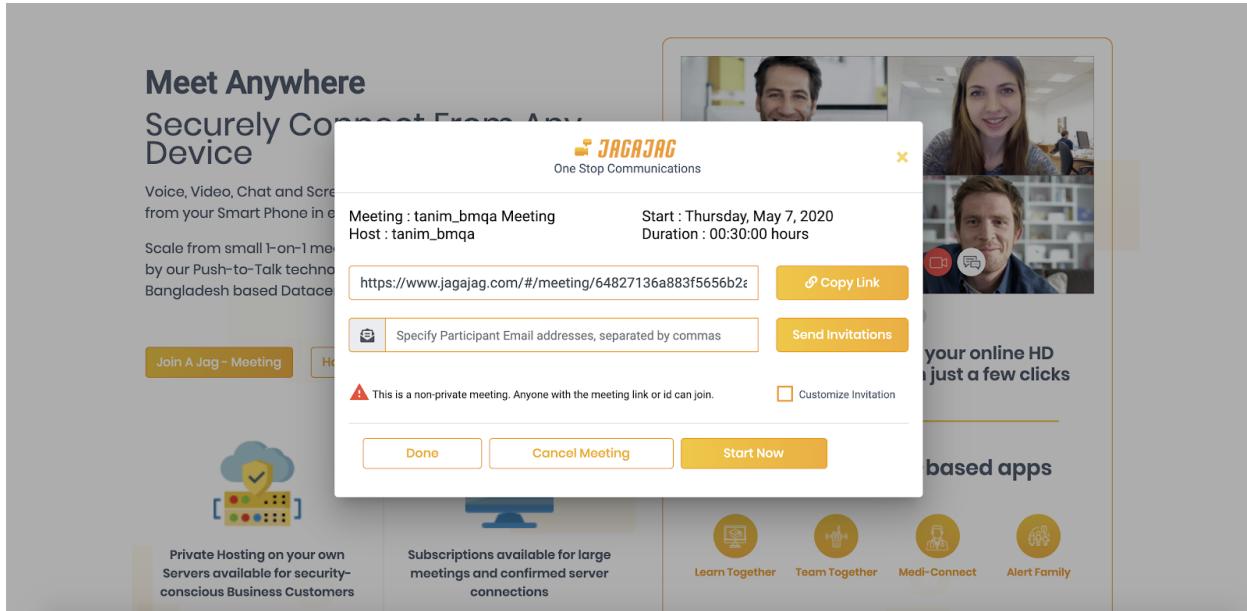
- 1 . **User Name** : Enter your Jagajag username here
- 2 . **Password** : Enter your Jagajag password here
- 3 . **Keep me logged in** : You can check this box if you want to keep you logged in always to our system.

4 . Meeting Invitations

- a) You can invite more participants by clicking **add user icon** at upcoming meeting list marked by red circle at below screenshot



b) On the next screen, shown below, please fill out the following fields:



1 . At the text field,please specify your participant's email addresses separated by commas

2 . To customize the invitation email template,please check the box Customize Invitation.Then a popup will appear shown below where you can edit the message which will be shown at the invitation email body,preview the email template and then finally send the invitation.

Meet Anywhere

Securely On Any Device

Voice, Video, Chat and Screen Share from your Smart Phone or Computer

Scale from small 1-on-1 video calls to large conferences by our Push-to-Talk technology. Jagajag is a Bangladesh based company.

[Join A Jag - Meeting](#)

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 Subscriptions available for large meetings and confirmed server connections

 Learn Together  Team Together  Medi-Connect  Alert Family

JAGAJAG
One Stop Communications

Custom Invitation

[Copy Link](#)

Default Message: You have been invited to join in a meeting on Jagajag.

Type here if you would like to change the default message

[Cancel Invitation](#) [Preview Invitation Email](#) [Send Invitation](#)