HOW TO

CREATE VIDEOCONFERENCES

How to create videoconferences in stashcat®
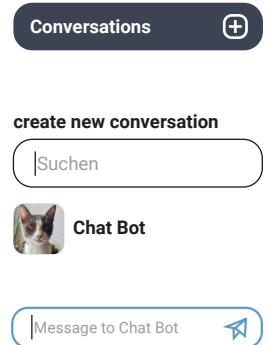
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1. Create a new conversation with the user „Chat Bot".

This chatbot is not a real user and will only respond to the commands described below. These commands are currently offered:

/hello:	Greeting output
/help:	Display of possible commands
/meet:	Creation of video meetings

Important note: To start a videoconference, you must have either the „Create broadcast lists" permission or the „Create users via link" permission. Users who do not have at least one of the two permissions will not be able to create video conferences. Of course, it is still possible to participate in a created meeting.
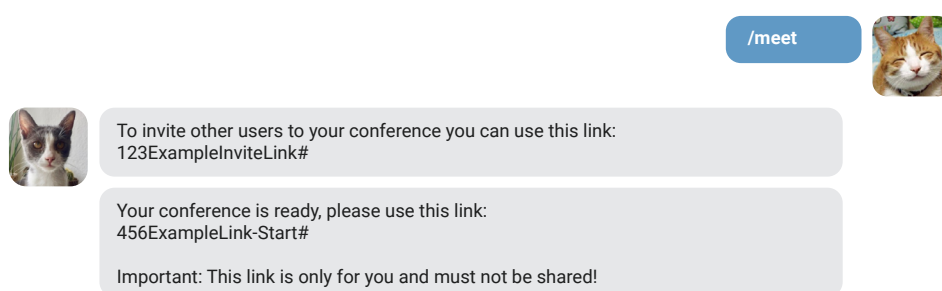
Conversations ⊕

create new conversation

Suchen

Chat Bot

Message to Chat Bot

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2. Start a videoconference.

To start a videoconference, enter the **/meet** command in the conversation with the chatbot. You will receive two links that are **valid for two hours:**

- You can use the administrator link to manage the video conference and remove users from the videoconference.
- You can use the participant link to add more users to your video conference.
- When you open the link for the videoconference on your smartphone, you can download the appropriate app.
- You can also invite the chat bot to a channel. The invitation is automatically accepted by the chat bot. If you now enter the command **/meet** within the channel, all members will receive the participant link. You will receive the administrator link from the chat bot as a private direct message.

/meet

To invite other users to your conference you can use this link:
123ExampleInviteLink#

Your conference is ready, please use this link:
456ExampleLink-Start#

Important: This link is only for you and must not be shared!

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Attention: Please use only the links that the chat bot gives you to add more users. If you add additional users directly via the videoconferencing tool, they will not be able to join the session.