

How to use Fuze

Installing Fuze

1. Visit <https://www.fuze.com/> and enter your email address in the white box in the centre of the screen.
2. You will receive an email at the email address you entered. If you do not receive an email after 2 minutes please check your junk mail. Click on the orange link in the email.
3. You will be redirected to another webpage. Fill in your details then click on 'FINALIZE AND DOWNLOAD FUZE'.
4. You will be prompted to download a .exe file onto your computer. Download the file then double-click on it, then click 'Run' in the pop-up box that appears. Your download will now begin. Once the download is complete you will automatically be redirected to the Fuze homepage.
5. Should you not be automatically logged in, simply enter your email address and password and click on 'SIGN IN'.
6. Visit [Vimeo](#) to view a brief demonstration of this process with audio instructions.

Joining a Fuze meeting

1. The easiest way to join a Fuze meeting is to click on the link in the email sent to you by the host via Fuze. Clicking on this link will open a link in your browser then open Fuze on your PC.
2. Ensure that 'Use Computer Audio' is selected and 'Mic Will Be muted' is not selected. Click on 'Join Meeting'. Visit [Vimeo](#) to view a brief demonstration of this process with audio instructions.
3. An alternative, more complex method of joining a Fuze meeting can also be viewed on [Vimeo](#).

Scheduling a Fuze Meeting

1. Launch Fuze by double-clicking the icon on your desktop.
2. Click on 'Sign in', type your email address and password and then click on 'SIGN IN'.
3. Click on 'Schedule Meeting' at the bottom of the screen.
4. Select a date and time for the start and end of the meeting.
5. Invite attendees by entering their email address into the large box.
6. Ensure that 'Display toll-free number invitation' and 'Display international dial-in number in invitation' are not selected.
7. Click 'Save Meeting' at the bottom of the screen.
8. You will now see your meeting displayed in the 'MEETINGS' area. Note that the filter 'Today' is automatically applied at the top of the screen, so if your meeting takes place later you will need to click on 'All'.
9. To add additional details or attendees simply click on your meeting then select 'Edit meeting' in the bottom right-hand corner of the screen.
10. Visit [Vimeo](#) to view a brief demonstration of this process with audio instructions.

Starting a Fuze Meeting

1. Log in to Fuze a few minutes before your meeting is due to begin: double click on the desktop icon, click on 'Sign In', enter your email address and password then click 'SIGN IN'.
2. Select 'MEETINGS' in the left-hand column and then click 'START' to the right of your meeting.
3. You will be redirected to the Meeting screen. If you wish to invite additional attendees, share your screen with other attendees, use the group chat facility or switch your camera and microphone on or off you can do so from this screen.
4. Visit [Vimeo](#) to view a brief demonstration of this process with audio instructions.