



Guests Instructions:

If you do not have a Lifesize account, you can join a Lifesize meeting as a guest using one of the following methods:

Browser

1. Open a supported browser on your computer or mobile device, then navigate to the Lifesize guest URL provided to you by the meeting organizer.
2. If prompted, select **Allow** to permit use of your camera and microphone.
3. Enter your name (required) and email (optional).
4. Click or tap Video & Audio settings to adjust video and audio settings.
5. Click or tap **Join Meeting**.
6. If this is a permanent virtual meeting that is not passcode protected, you can join the room's **Chat**. Message history will be restricted to the time period in which you are a meeting participant.

Note: Requires Google Chrome version 73 or higher (Windows/macOS); version 78 or higher (Android); Microsoft Edge version 76 or higher (Windows/macOS).

Lifesize desktop app

1. Download the Lifesize desktop app to your computer.
2. Open the Lifesize app and click **I am a guest**.
3. Type your name, work email address, and the extension of the person, room system, or meeting you want to call.
4. Click **Next**.
5. Select your preferred video and audio options for calling.
6. Click **Join**.
7. If this is a permanent virtual meeting that is not passcode protected, you can join the room's **Chat**. Message history will be restricted to the time period in which you are a meeting participant.

Lifesize web app

1. Open the email invitation or calendar event for the Lifesize meeting.
2. Click the meeting link to open the Lifesize web app in your browser.
3. Select your preferred video and audio options for calling.
4. Click **Join**.
5. If this is a permanent virtual meeting that is not passcode protected, you can join the room's **Chat**. Message history will be restricted to the time period in which you are a meeting participant.

Lifesize mobile app

1. Download and install the Lifesize app on your mobile device.
2. Open the Lifesize app and tap **I'm a guest**.
3. Type your name and the extension of the person, room system, or meeting you want to call.
4. Tap **Join**.

5. If this is a permanent virtual meeting that is not passcode protected, you can join the room's **Chat**. Message history will be restricted to the time period in which you are a meeting participant.

Note: Guest camera video and microphone audio are both turned on by default. You can only turn off your camera and/or microphone once your call is answered by the recipient.

Phone

To join a Lifesize meeting as an audio-only participant using your phone:

1. Open the email invitation or calendar event for the Lifesize meeting.
2. Use your phone to call the number provided.
3. Enter the extension when prompted.

To join a Lifesize meeting in web conferencing mode, using your computer for video and phone for audio:

1. Open the email invitation or calendar event for the Lifesize meeting and click the meeting link.
2. When selecting your video and audio options for calling, select **Phone** as your audio source.
3. Choose your location, use your phone to call the number provided, then enter the extension when prompted.
4. Click **Join** to join the meeting with video on your computer.

*Note: You can switch to computer audio during the call by clicking **Switch to computer audio** and hanging up your phone.*