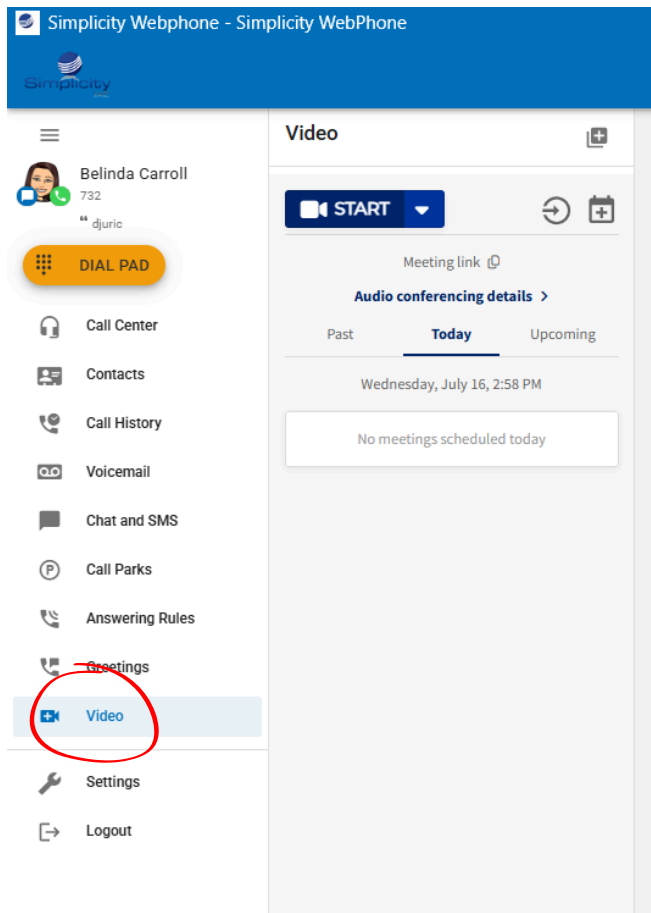## Getting Started

There are three access points available to schedule, join or start a SimplicityCOLLAB 2.0 meeting:

1. Simplicity portal
2. SimplicityWeb phone
3. Simplicity Go Pro mobile app

In each instance, you will log in with your SimplicityCOLLAB 2.0 credentials or join a meeting with an access code.

Open Support Ticket | KnowledgeBase | ▦ Apps ▾ | 6 Matt Kozak (740) ▾

- User Portal
- Attendant Console
- Simplicity WebPhone
- COLLAB 2.0
- SimplicityAnalytics

1. Portal Access

In the upper right hand corner of your account in the Simplicity portal, there is an Apps drop down menu where you can select **COLLAB 2.0** to launch a web browser that will take you to **SimplicityCOLLAB 2.0.**

2. SimplicityWeb Phone Access

Once logged in to SimplicityWeb phone, select **Video** from the list of options.

This will open up the video panel where you will see your meetings, be able to start an instant meeting join a meeting, or schedule a meeting.

When starting phone or joining a meeting from SimplicityWeb phone, it will launch a separate web browser instance for SimplicityCOLLAB 2.0.

3. Simplicity Go Pro Access

SimplicityCOLLAB 2.0 can be accessed from the **Menu** area of the Simplicity Go Pro mobile app.
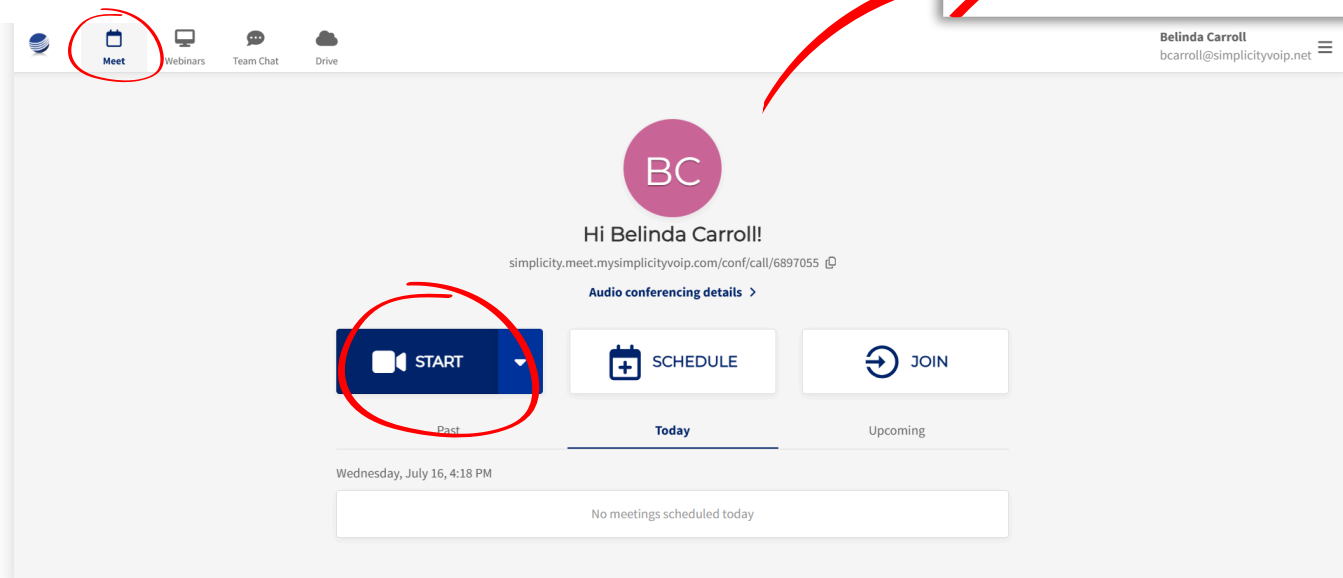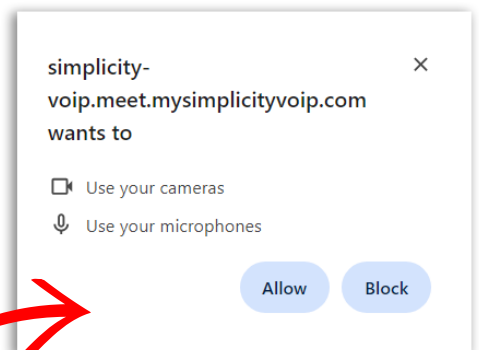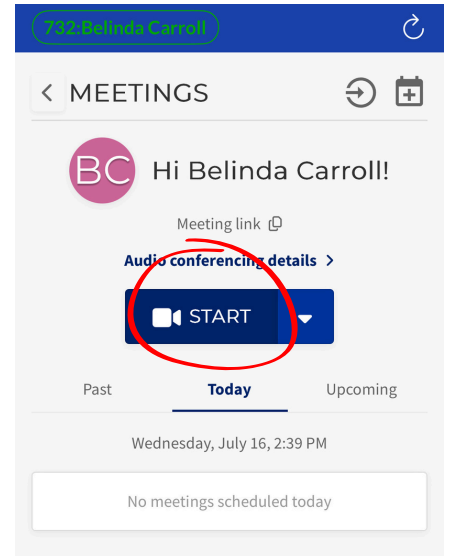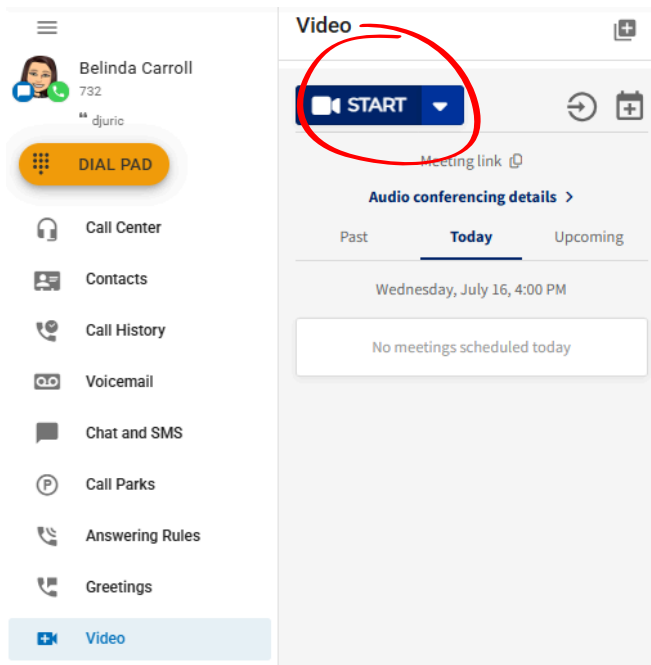
iPhone
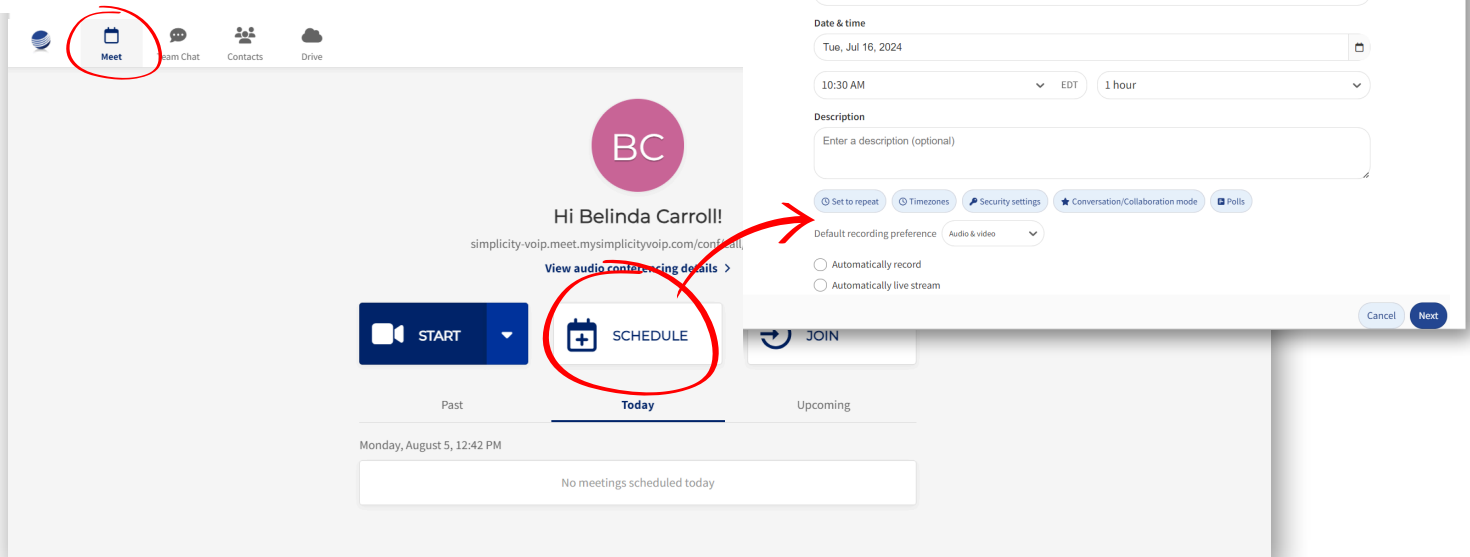
Android

Start an Instant Meeting

To initiate an instant meeting, click the **Start** button from any access point.

Audio and video may be adjusted before starting a meeting from the drop down menu on the Start button. Or SimplicityCOLLAB 2.0 will ask permission to access your microphone and camera after initiating a meeting.
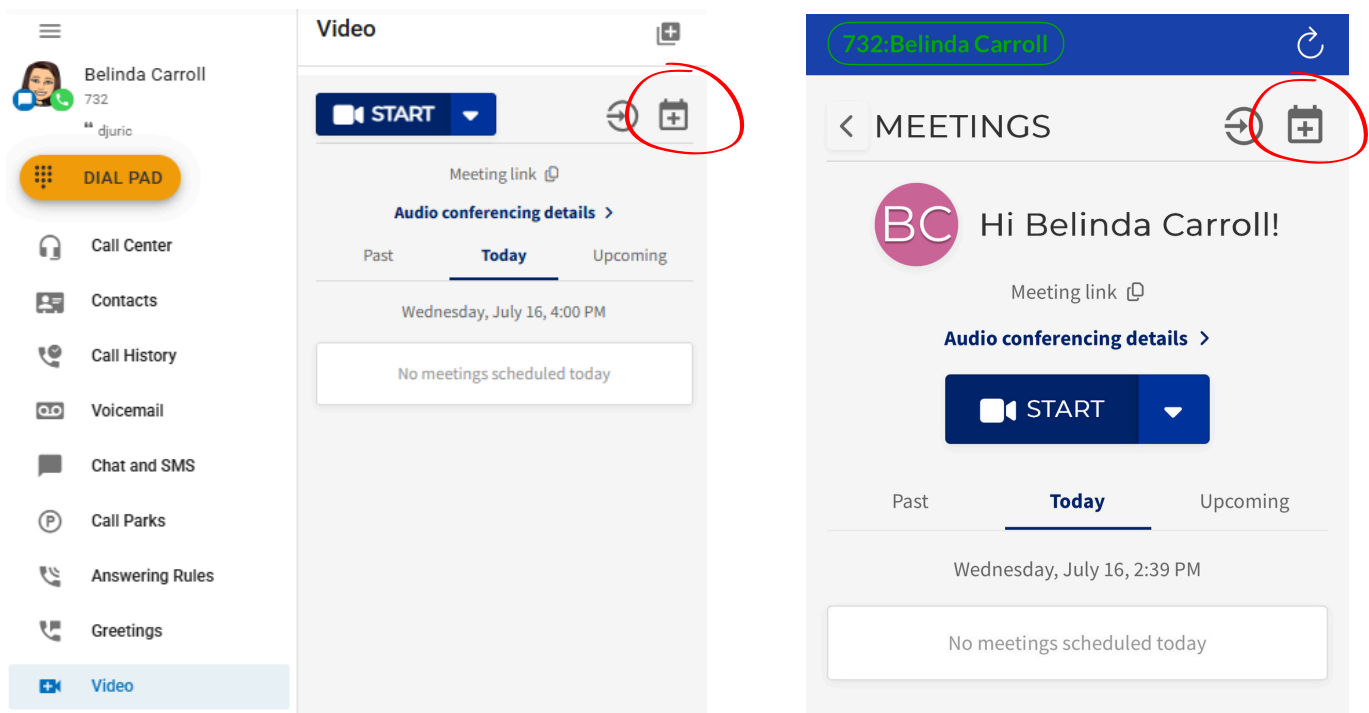
Schedule a Meeting

Click the **Schedule** button/icon in any access point to schedule a meeting in advance and send an invitation to participants.

Note: A Microsoft Outlook or Google Calendar integration is available and must be deployed organization-wide by IT administrators to enable individual user access.

Standing Meeting Room

The link to your permanent meeting room is found under the Meet tab in the web browser or the "Meeting Link" in SimplicityWeb or Simplicity Go Pro.

Click "Audio conferencing details" to see your meeting room information.

Inside a Meeting

Fullscreen

Meeting Duration

View Layout

Open Participant List

Share

Whiteboard

Audio

Video

Reaction

Raise Hand

End Meeting

Invite Participants

Particpant List

Chat

Polls
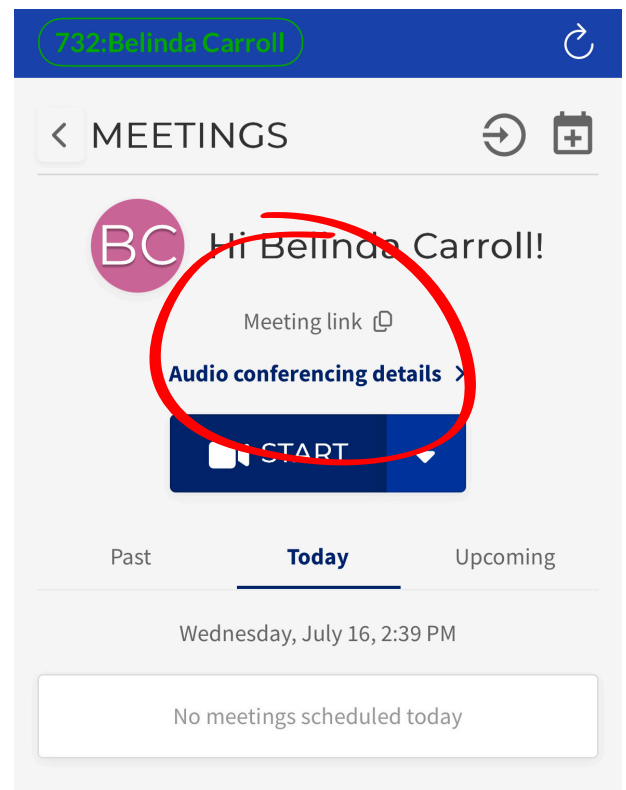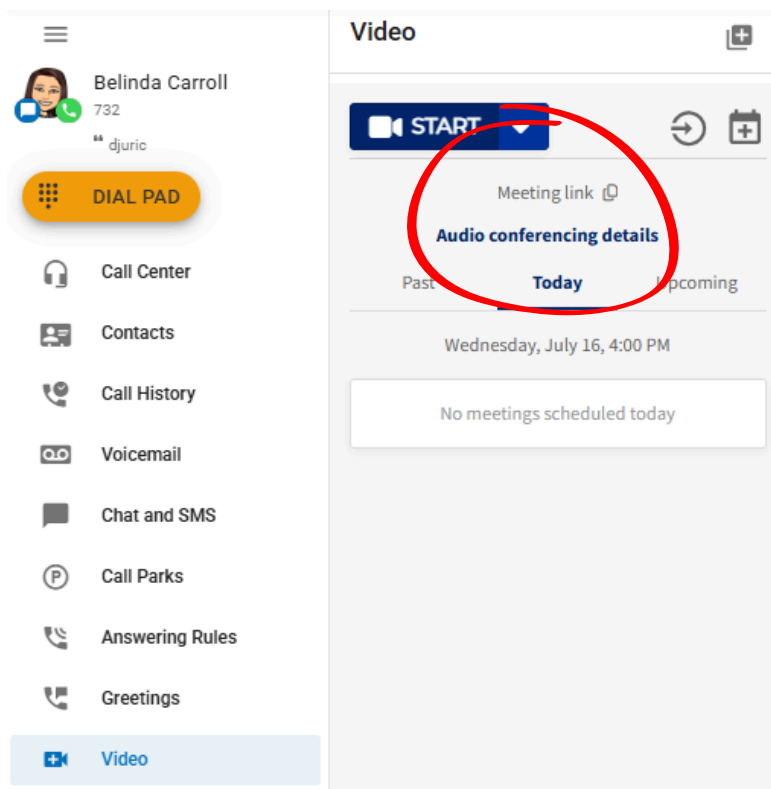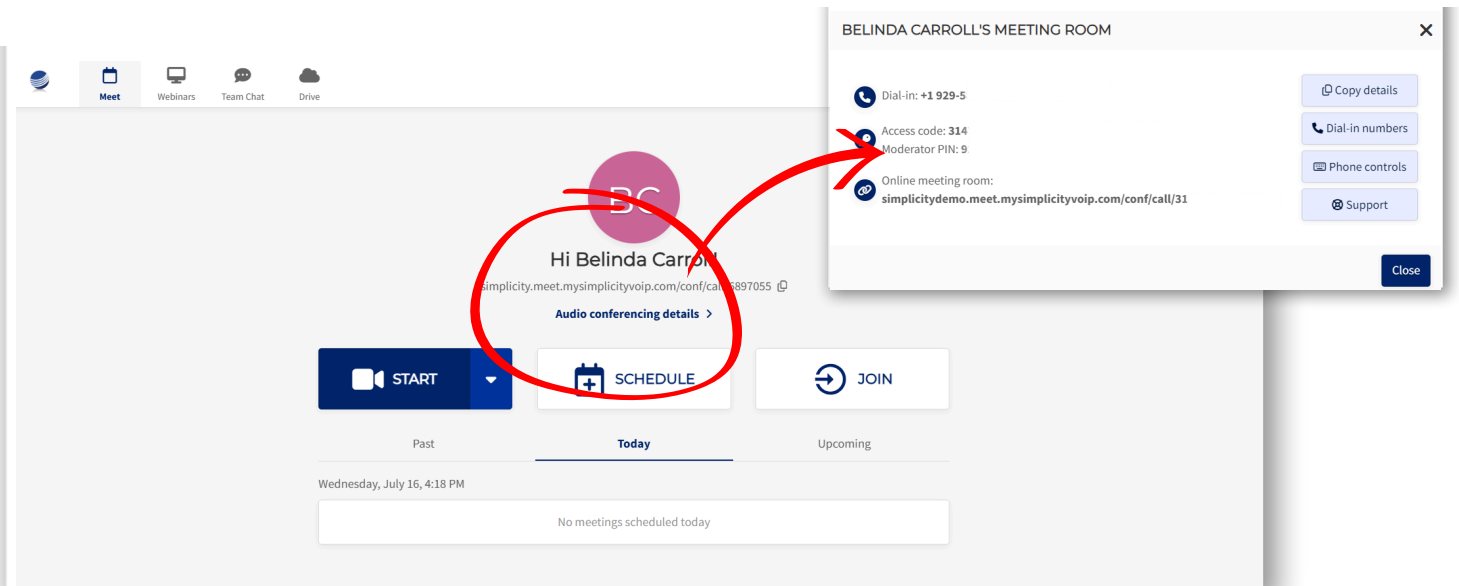
Note: Meeting features like recording, breakout rooms and streaming are available with an upgrade to Simplicity Pro for COLLAB 2.0.

SimplicityCOLLAB 2.0 Knowledge base

For more information about your SimplicityCOLLAB 2.0 video and collaboration functionality, please see our comprehensive Knowledge base:

http://support.meet.mysimplicityvoip.com/support/home

Knowledge base

FAQs + Tools + Tips

FAQs (11)

📖 How Do I Schedule A Meeting?

📖 How Do I Start An On Demand Conference Ri...

📖 How Do I Start a Video or Web Conference Call?

📖 How Do I Record My Conference?

📖 How can I Manage my call Online?

SimplicityCOLLAB 2.0 Basic vs Pro Features

Video Meetings and Calls - Max Meeting Capacity	100	250
Feature	**Basic**	**Pro**
Virtual Backgrounds	X	X
Screen Sharing	X	X
Polling	X	X
Document Sharing	X	X
Annotation and Laser Pointer	X	X
Whiteboard	X	X
APIs	X	X
Webhooks	X	X
In Meeting Chat	X	X
Meeting Scheduling	X	X
Meeting Summaries & Smart Search	X	X
Team Messaging	X	X
Closed Captioning	X	X
Waiting Room	X	X
Meeting Lock	X	X
Secure Meetings	X	X
Custom Hold Music		X
Speaker Spotlight		X
Audio recording		X
Video recording		X
Share Second Camera		X
SMS Invitations & Reminders		X
Company Custom Branding		X
Moderator Controls		X
Unique Participant Codes		X
Enhanced Caller ID		X
Private Chat		X
Breakout Rooms		X
Stage View		X
Call Out to Participants		X
Live Streaming to YouTube		X
Dual Monitor Support		X
Live Streaming		X
Instant Breakout		X
Multi-Camera Broadcast		X
Cue Meeting Transcription & AI Insights		X