## Meet Now

Turn a conversation into a meeting.



## **Start a Meeting**

- 1. Select Meet Now 1
- 2. Use an existing Chat to keep context. You can also start from a new Chat.
- 3. In the preview, enter a meeting name, select Meet Now.
- 4. Enter Team member names to invite.

## Join a Meeting

- 1. Look for the meeting notice icon  $\bigcirc$ <sub>4</sub>.
- 2. Select Jump In.

