

Univago Web Portal Quick Start Guide

Sign in to your URoom at www.univago.com



Current Meeting

Default portal view. Displays information for your selected URoom.

My URoom Header

This displays your current URoom. You can have up to 3. Click to switch URooms.

Switch Roles

Users with multiple portal roles can click here to switch between them.

Help Button

Click here for helpful documents and support.

Schedule

Click here to schedule a meeting. Select the date, time and add participants.

Settings

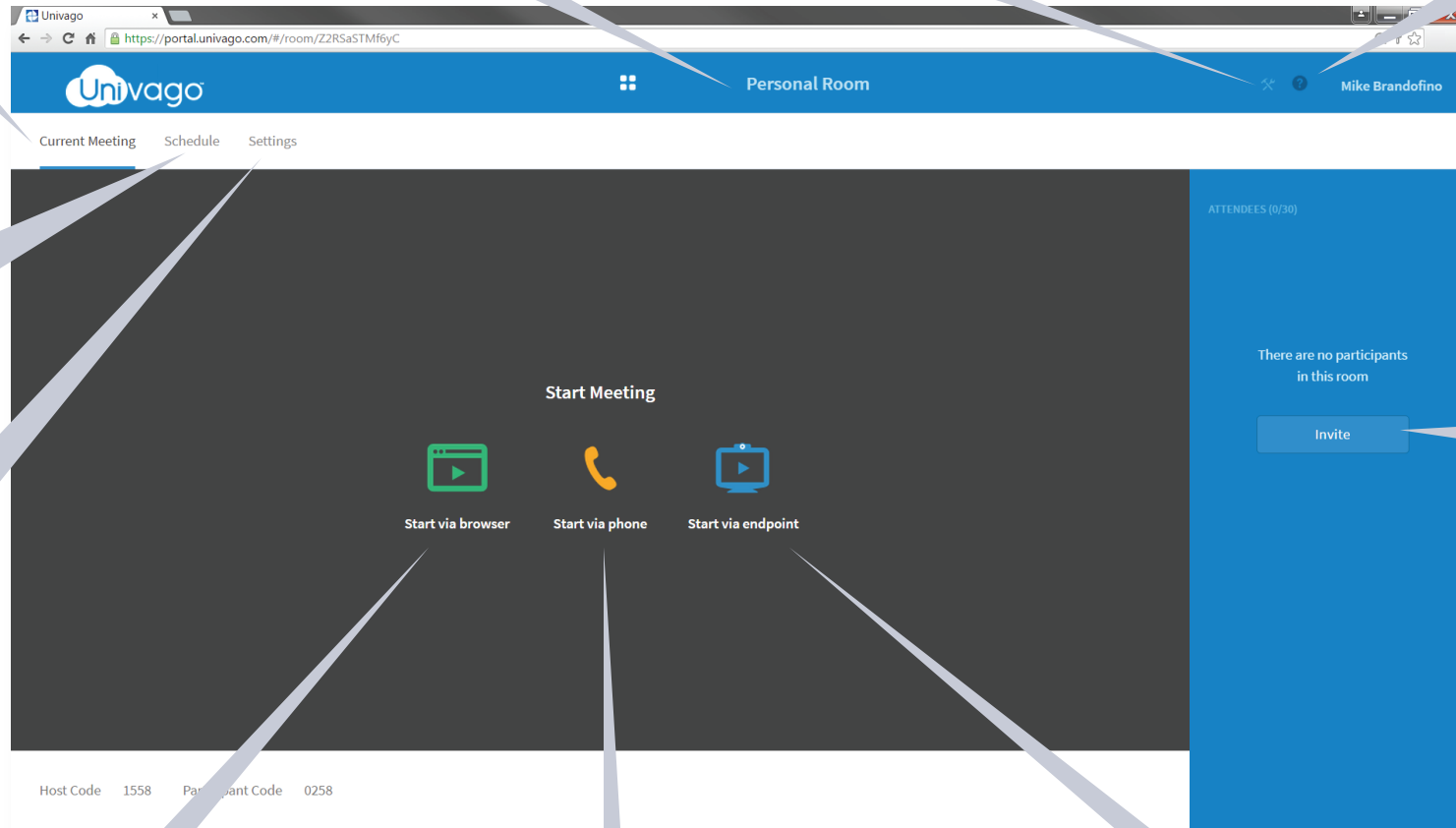
Click here to view or edit URoom Settings such as room name, alias, Host and Guest PINs

Sign Out / Change Password

Click here to edit your password or log out of the portal.

Invite

Click here to dial-out to a user from your URoom or to view the connection instructions that can be copied and pasted into an email or chat.



Start via Browser

Click here to enter your URoom via the current browser. If your URoom is currently in a call this will say "Join via browser".

Start via Phone

Click here for audio dial-in information to start a meeting via phone. If your URoom is currently in a call this will say "Join via phone".

Start via Endpoint

Click here for dial information to start a meeting from a room system or Lync/S4B. If your URoom is currently in a call this will say "Join via endpoint".

Need Help? For technical support:

Call: NA +1 (605) 610-1251 | NA Toll Free +1 (877) 212-2606 | EMEA +44 (0)203 695 9678 | EMEA Toll Free +44 (0)800 097 4137 | Email support@univago.com