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Create your Account

By the email or SMS account creation link

1. Once your administrator subscribed you to the Mybys application, you will receive an activation email or SMS:

Mybys Invitation

Hi,

You have been invited to create a Mybys account. To do so, click on the following link below:

Create your account

After you click the link above, you will be prompted to complete the following steps:

1. Enter your informations
2. Chose a valid password
3. Click the Create my Account button

Sincerely,

Customer Success Team
+1 866-928-1757 | info@facilisglobal.com
facilisglobal.com

2. Once you click on the create your account button, you will be prompted to enter your informations and your account will be created.
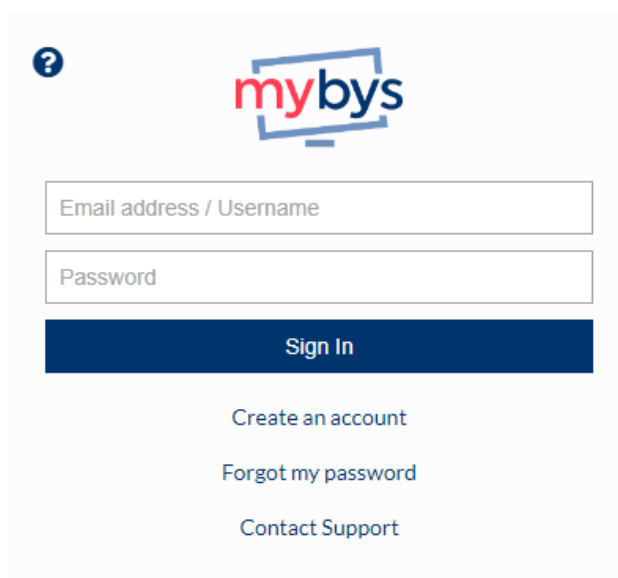
By signing up to the Mybys service via a link

You can directly go on this link and sign up to the Mybys service by filling up your information:

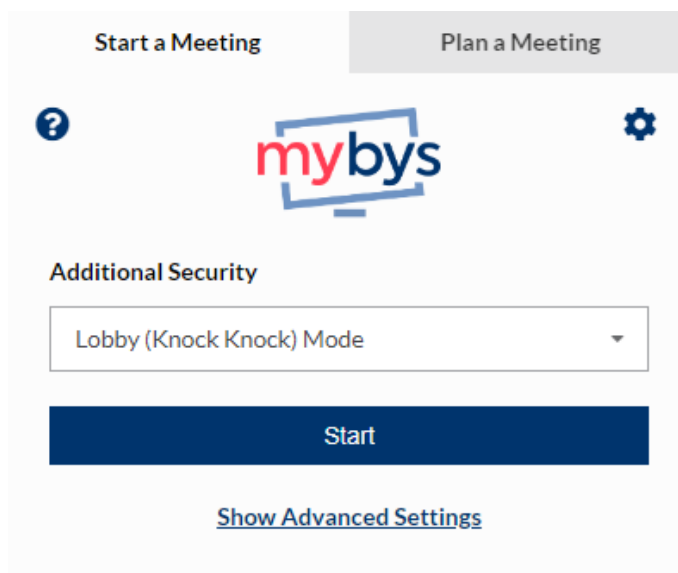https://app.mybys.com/manage/signup?token=3b5f47c3-b62e-4504-8cb0-31b586f6fe46

Start a Meeting

1. Start a meeting via your web browser*
   - o Go on app.mybys.com
   - o The first time you connect you will need to enter your credentials

2. Once connected, you can start a meeting.

   a. Additional Security:
      - ○ Lobby (Knock Knock) Mode put your participants in a virtual waiting room when they join. You will get a written notification and a knock knock sound when they join the meeting and you

will be required to accept them.

- ○ Password Protected let you either choose a password or randomly create a password for your meeting.

b. <u>Advance settings:</u>
  - ○ Media allows you to choose if you want to pick audio and video or only audio for your meeting.
  - ○ Localization allows you to choose the servers you want to start the meeting with. By default, the server used will be the nearest from the place you start the meeting.
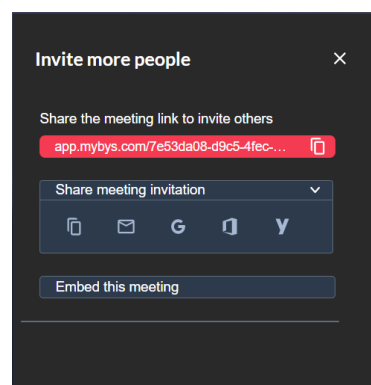
c. <u>Click "Start" when you are ready.</u>

d. <u>Invite your participants:</u> To invite your participants, you can either:

  I. Select the "+" button in the action bar at the bottom of your window.
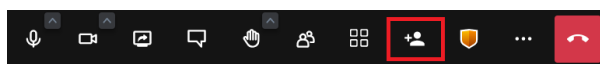
You will then be able to:
  - o Copy/paste the link to share with your participants
  - o Share the meeting invitation directly in your calendar
  - o Get the iframe code to embed this meeting if needed

  II. **You can also Copy/paste your browser URL link at any moment and share it with your participants.**

*List of browsers compatible with Mybys

Windows	OSX	iPhone iOS	Android
Microsoft Edge 12+	Safari	Safari	Google Chrome 29
Google Chrome 28+			Mozilla Firefox 24+
Mozilla Firefox 22+			Opera Mobile 12+
Safari 11+			Edge 3.0.961.78

Plan a Meeting

You can plan a meeting by clicking on the second tab.

a. Choose if you want to plan your meeting with additional security
b. Choose in which language you want to invite your participants
c. Choose to either copy the link to Clipboard or to share the invitation directly through your calendar

Note: Each time you plan a meeting, it will create a new link.
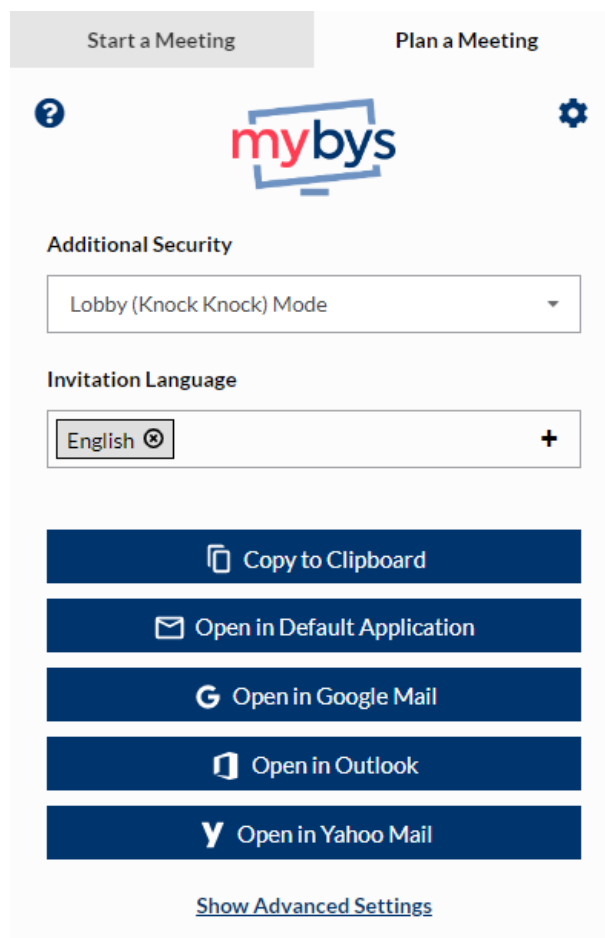
Access the Account Manager

1. By clicking on your name at the top right corner on app.mybys.com, you click on "Manage My Organization".

2. You can go directly to app.mybys.com/manage/
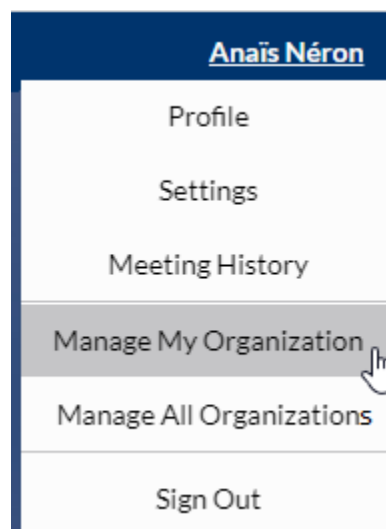
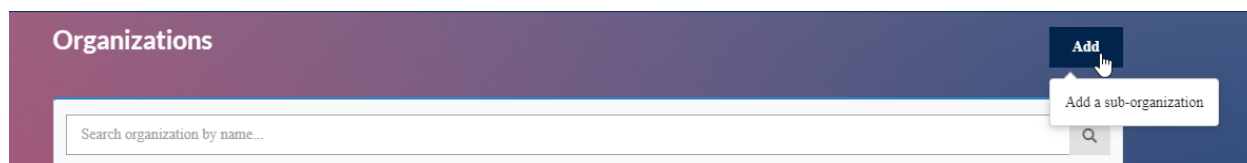## To manage your organization and create users

1. Select "My Organization" on the left menu

2. If you are a manager of your organization, you will be able to edit your organization informations.

3. At the bottom of your organization page, you will be able to invite new organization users by clicking on "Invite" or "Add".

   a. Click "Invite" to send a creation account link to any email address or phone number. The user will then be able to fill his information and create his account himself.
   b. Click "Add" to create the account. The user will then be prompted to activate his account.
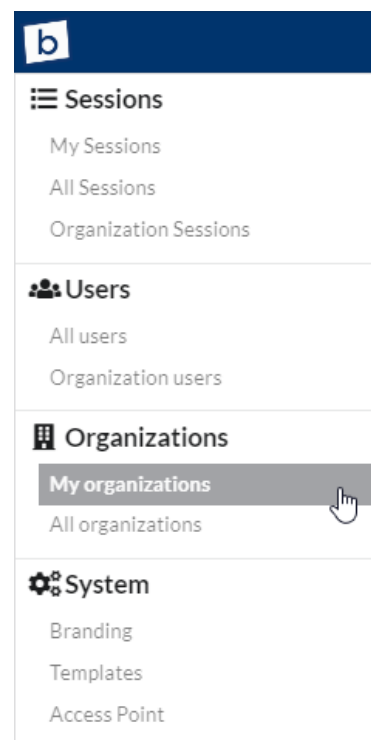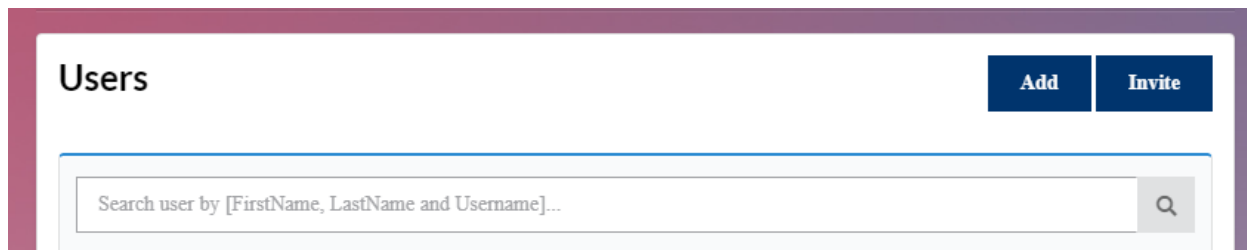
To create sub-organizations and create users

1. Select "All Organizations" on the left menu.

2. Click "Add a sub-organization" .

3. At the bottom of your organization page, you will be able to invite new organization users by clicking on "Invite" or "Add".
   a. Click "Invite" to send a creation account link to any email address or phone number. The user will then be able to fill his information and create his account himself.
   b. Click "Add" to create the account. The user will then be prompted to activate his account.

Note: There is no limit to the number of sub-organizations you can create. You can also create a sub-organization to your sub-organizations by clicking on the icone besides the sub-organization.