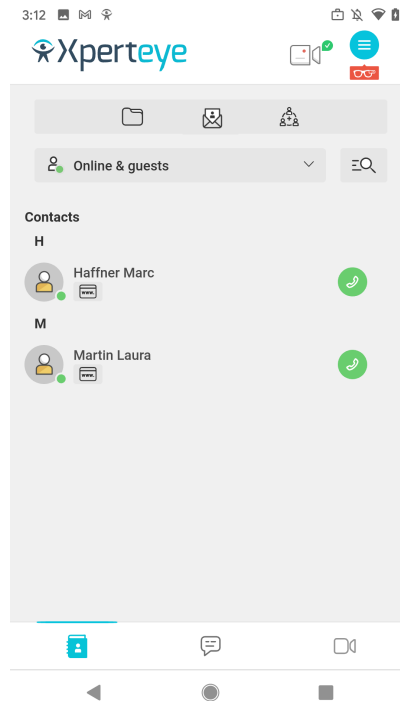


# Send an invitation

Call a contact without an XpertEye account in order to fully leverage the solution. This feature is an option. You will need to contact your dedicated project manager to activate it.

**Prerequisites:** Make sure that you are connected to the Internet and logged in to XpertEye.

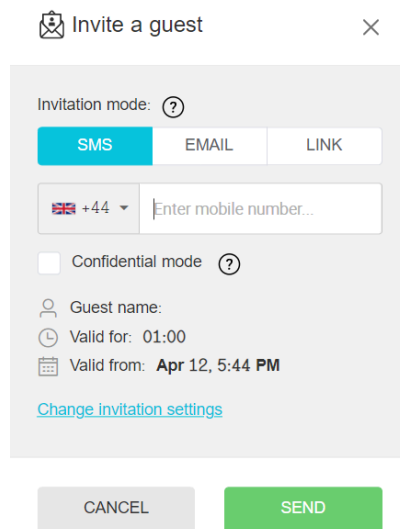
1. Select the  icon.



2. You can:
  - send the link by **EMAIL**
  - send the link by **SMS**
  - copy the **LINK**
3. Enter a phone number or e-mail.

**Note:** The e-mail or phone number will be automatically added as the guest name.

# Send an invitation

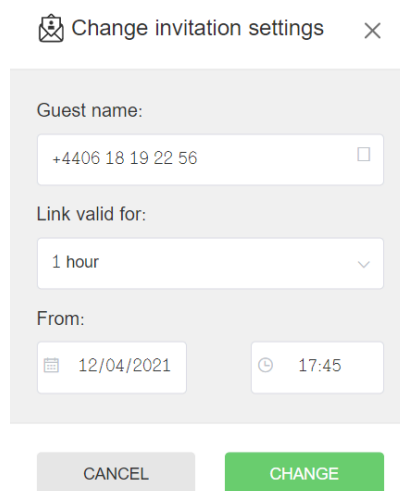


The 'Invite a guest' dialog box has a title bar with a close icon. Inside, the 'Invitation mode' section has three tabs: 'SMS' (selected), 'EMAIL', and 'LINK'. Below the tabs is a field for a mobile number with a dropdown showing '+44' and a placeholder 'Enter mobile number...'. There is a checkbox for 'Confidential mode' with a help icon. Below that are fields for 'Guest name:', 'Valid for: 01:00', and 'Valid from: Apr 12, 5:44 PM'. A link 'Change invitation settings' is at the bottom of the form area. At the very bottom of the dialog are 'CANCEL' and 'SEND' buttons.

4. When selecting **LINK**, you will be able to copy the link with the icon once it is generated. If the Confidential mode should be activated, please tick the Confidential mode box.

**Note:** When the Confidential mode is activated, you cannot download the media used in the Board during the call.

5. If you wish to change the invitation settings, select **Change invitation settings**.



The 'Change invitation settings' dialog box has a title bar with a close icon. Inside, there is a 'Guest name:' field with the value '+4406 18 19 22 56' and a small square icon. Below it is a 'Link valid for:' dropdown menu set to '1 hour'. Under the 'From:' section, there are two fields: a date field showing '12/04/2021' and a time field showing '17:45'. At the bottom of the dialog are 'CANCEL' and 'CHANGE' buttons.

6. You can change:

- The guest name
- The validity period of the link
- The activation date of the link

7. To confirm, press **CHANGE**.

8. Then press **SEND** to send the **SMS** or **EMAIL** or press **GENERATE** to get the **LINK**.

# Send an invitation

Invite a guest

Invitation mode: ?

SMS EMAIL LINK

+44 Enter mobile number...

☐ Confidential mode ?

Guest name:

Valid for: 01:00

Valid from: Apr 12, 5:44 PM

[Change invitation settings](#)

CANCEL SEND

A summary of the invitation information will appear once you are done setting it up. The invitation will appear in your contact list in the guest section.

Guest Information

Link created:

<https://xe.live/6.2.0/?option=invite>

Guest name: Guest\_0719\_1214

Valid from: Jul 19, 2021 12:14 PM

Valid for: 1 hour

Confidential mode: Disabled

Add to my calendar

Send by email

Enter email...

Download file

XpertEye\_invitation\_2021-07-19-1

CLOSE

9. If you wish to add the invitation to your calendar, click on **Add to my calendar**.

10. Enter your e-mail address or download the ISC file, then click on **CLOSE**.

11. When you wish to delete the invitation, press on the  icon next to the invitation and then select **Delete the invitation**

# Send an invitation

## Delete invitation

Do you want to delete the invitation sent previously to your contact, and thus disable their link ?

Your contact will be logged out.

DELETE INVITATION

CANCEL

### Note:

- With Android smartphones and tablets, you need a Google Chrome browser to use the XpertEye solution.
- With iOS smartphones and tablets, the invitation will open with a Safari browser.
- Lastly, with Windows, macOS and Linux operating systems, a Google Chrome, Microsoft Edge or Safari browser will be required to use XpertEye.