

Establish On-demand Internal Team meetings

To configure a Widget to generate an on-demand group video meeting for your office team

1. Sign in at <https://widget.magnifi.io/> and select **Widget Management** from the left Navigation column.
2. Create a New Widget configuration by clicking on the **+New Widget** button

The screenshot shows the 'New Widget' configuration form. At the top, there is a title 'New Widget' and a close button 'x'. Below the title, there is a red annotation 'Name your Widget configuration' pointing to the 'WIDGET NAME' input field. To the right of the 'WIDGET NAME' field is a 'ROOM TYPE' dropdown menu with 'Group' selected. Below these fields is a section for 'WIDGET FUNCTIONALITY (PLEASE CHOOSE EITHER CALL OR MEETING FUNCTIONALITY, DEPENDING ON USE CASE)'. This section contains four options: '+ Call - Make inbound call requests.', '- Meeting - Generate meeting links upon clicking.', ' Copy links to clipboard.', and ' Open meeting in new tab.'. A red annotation 'Select MEETING functionality and ensure additional options are also selected' points to the 'Meeting' option and the three checked options below it. Below the functionality section is a text input field for 'MANAGERS WHO CAN USE THIS WIDGET (ADD MANAGERS UNDER SETTINGS/USER MANAGEMENT)'. Below this is a 'Settings' section. It includes an 'ICON' section with a magnifying glass icon and a 'Change' button, with a red annotation 'Change the display icon' pointing to the button. To the right is a 'LOBBY BACKGROUND COLOUR' section with a color picker and a red annotation 'Adjust lobby/meeting background colour' pointing to the color picker. Below the settings is a 'Share Meeting Links' section. It has a 'MESSAGE WHEN SHARING' section with a blue header and a text area containing a sample message: 'Hello, Jennifer Radford has invited you to a meeting. You may join by visiting the following link: [[MeetingLink]]. Thanks.'. Below the message is a 'RECORD' checkbox and a 'PROVIDE DIAL IN NUMBER FOR CALLS?' checkbox. At the bottom right, there is a red annotation 'Save your Widget' pointing to a green 'Save' button.

3. Proceed with the steps for how to embed your Widget in WordPress as outlined on <https://magnifi.io/wordpress-widget/>
4. This Widget should be embedded on a non-public-facing page – either a published page that is not included in the menu system, or a password-protected page.
5. To use this Widget, a person with Administrator rights who is signed into the Widget Admin dashboard clicks on the Widget to create the meeting, which will automatically open in a new tab on their browser. From within the meeting they can invite co-workers either by sharing the link though email or copying the meeting link and sending it through SMS, Slack, Discord etc.
6. Note that this configuration cannot be used to schedule a meeting in the future at this time. However, attendees can be given the URL to an existing non-public-facing WordPress page, and asked to visit the page to obtain their meeting link just before the start time. The Administrator would begin the meeting early and publish the link to the meeting on that page, allowing attendees to enter the meeting as they arrive.