# Getting started guide for TELUS Business Connect

Learn how to make calls, send text messages, and start meetings with TELUS Business Connect.

## How to use the TELUS Business Connect app for iOS.

Work on the go with all-in-one team messaging, calling, video meetings, faxing, and more.

#### Message



- Tap the icon and select the conversation you want to join or view.
- Tap the conversation you want to join or start a new conversation by entering a name in the Search bar.
- Type your message in the conversation pane or tap the + icon to share files, create new tasks, and more.
- Send a text message by tapping the ➤ icon in the bottom right of your message tab.

### Call



- Tap the **C** icon twice from the bottom navigation to make your call.
- Within the phone tab, you can view call history, voicemail, and faxes.

#### Meet

10:12 🖪 🖸 🛞 🤜 •		0 ♥∡	0 ♥⊿ 🕯	
≡ ۱	/ideo		:	
(† Start	Schedule	Join		
Today · Wed	nesday, April 15			
Now until 12:00 PM	Team Meeting https://meetings.businessconnect	Join	:	
11:00 AM 12:00 PM	Daily Standup https://meetings.businessconnect	Join	:	
9:00 PM 10:00 PM	Work on Project A		:	
Tomorrow ·	Fhursday, April 16			
11:00 AM 12:00 PM	Daily Standup https://meetings.businessconnect	Join	:	
9:00 PM 10:00 PM	Work on Project A		:	
Friday, April	17			
9:00 PM	Work on Project A		:	
Message	Video Phone	Contac	ts	
	/			

- Tap the **I** icon from the bottom navigation.
- Start, Schedule, or Join a meeting from within the app.
- Once you're in a meeting, you can share your screen or tap on More to record.
- Connect your calendar to view upcoming events and meetings by going to Settings > Calendar Sync.



## How to use the TELUS Business Connect app for Android.

Work on the go with all-in-one team messaging, calling, video meetings, faxing, and more.

#### Message



- Tap the picon and select the conversation you want to join or view.
- Start a new conversation by entering a name in the **Search** bar.
- Type your message in the conversation pane or tap the + icon to share files, create new tasks, and more.
- Send a text message by tapping the ➤ icon in the bottom right corner.



- Tap the **C** icon and then the **ii** icon to make a call.
- Within the phone tab, you can view call history, voicemail, and faxes.

#### Meet

10:12 🖪 🖸 🛞 🤜 •			© ♥⊿ 🕯	
≡ v	/ideo			:
<b>F</b> Star	t Sched	dule	Join	
Today · Wed	Inesday, April 15			
Now until 12:00 PM	Team Meeting https://meetings.busi	nessconnect	Join	:
11:00 AM 12:00 PM	Daily Standup https://meetings.busi	nessconnect	Join	:
9:00 PM 10:00 PM	Work on Project A			:
Tomorrow ·	Thursday, April 16			
11:00 AM 12:00 PM	Daily Standup https://meetings.busi	nessconnect	Join	:
9:00 PM 10:00 PM	Work on Project A			:
Friday, April	17			
9:00 PM	Work on Project A			:
m Message	Video	Phone	Contac	:ts

- Tap the dicon to Start,
  Schedule, or Join a meeting from within the app.
- Once you're in a meeting, you can share your screen or tap on More to record.
- Connect your calendar to view upcoming events and meetings by going to Settings > Calendar Sync > Select Calendar.



