

STARTER GUIDE

Simple. Secure. Fast. Meet Smarter with AI.

Everything you need to start your first KenMeet meeting — features, security, plans, and the AI Copilot, in one place.

4K

Ultra HD video

500

Participants

256-bit

AES encryption

<100ms

Latency

99.99%

Uptime

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This guide is a quick-start companion for new KenMeet users and admins. For the full product tour, visit the Features, Security, and Pricing pages on kenmeet.ai.

Tip: click any row above, or open the bookmarks / outline panel in your PDF viewer, to jump straight to a section.

PRODUCT TOUR

01 Getting Started

KenMeet runs entirely in your browser — no downloads, plugins, or accounts required to join. Whether you're starting a new meeting or joining one, you're one click away.

Starting a meeting

- 1 Open kenmeet.ai and select **Start Meeting** from the meeting panel.
- 2 Your browser will request camera and microphone access — allow both for the full experience.
- 3 Share the generated meeting code (format XXX-XXXX-XXX) or invite link with participants.
- 4 Use the in-call dock to toggle your mic, camera, screen share, or chat at any time.

Joining a meeting

- 1 Select **Join Meeting** from the meeting panel on the homepage.
- 2 Enter the meeting code shared by your host in the format XXX-XXXX-XXX.
- 3 Choose your camera, microphone, and speaker in the device preview before entering.
- 4 Click Join — no software installation or account creation required.

Tip: Every KenMeet meeting is end-to-end encrypted by default — on every plan, including Free. There's no security tier to upgrade into.

PRODUCT TOUR

02 Core Features

One tab, every tool your meeting needs — nine core capabilities built into every KenMeet call, with no plugins or context-switching.

0 Group Conference

- 1 Browser-based video conferencing with no downloads or accounts. Adaptive streaming keeps calls stable across varying network conditions, for standups, town halls, and everything between.

0 In-Built Chat

- 2 Real-time messaging alongside the call for links, notes, and quick updates — public or private — with a persistent history for the session.

0 Screen Sharing

- 3 Share an entire screen, a single application, or one browser tab in high resolution, with presenter-controlled permissions.

0 File Sharing

- 4 Send documents, images, presentations, and media directly inside the meeting — no follow-up emails or third-party tools needed.

0 Whiteboard

- 5 An infinite, multi-user collaborative canvas for diagrams and brainstorming, exportable as images afterward.

0 Recording

- 6 One-click recording of video, audio, screen shares, and whiteboards, stored locally or in managed storage — and made searchable via Copilot.

0 Device Selection

- 7 Preview and switch cameras, microphones, and video quality at any time, optimized even for low-bandwidth environments.

0 End-to-End Encryption

- 8 Audio, video, chat, and files are encrypted in transit and at rest on every plan — security is the default, not an upsell.

AI TEAMMATE

03 KenMeet Copilot

An AI teammate that listens, summarizes, organizes, and acts — so your team can focus on the conversation instead of the admin around it.

- Real-time suggested action items, decisions, and follow-ups as discussions happen
- Instant meeting summaries covering decisions, blockers, and next steps
- Searchable knowledge base — every transcript becomes instantly searchable
- Automated follow-up emails, task tickets, project updates, and meeting notes
- Speaker attribution with intelligent speaker recognition
- Multi-language transcription for global teams
- Smart meeting analytics on participation and engagement
- Push action items directly into Jira, Notion, Slack, Linear, Trello, or your preferred tools

Copilot is available starting on the **Starter** plan and included on every paid tier above it. See the [Plans & Pricing](#) section for details.

TRUST & COMPLIANCE

04 Security & Compliance

Security should never be an add-on. KenMeet is designed with privacy and compliance at its core, with regional infrastructure built in from day one.

Identity & Access • Single Sign-On (SSO) • SAML 2.0 support • Multi-Factor Authentication • Role-Based Access Controls • Session management	Meeting Security • Waiting rooms • Host approval controls • Participant permissions • Recording controls • Screen share restrictions
Data Protection • Encryption in transit • Encryption at rest • Regional storage controls • Configurable retention policies • Audit logging	Administration • Organization-wide policies • User lifecycle management • Centralized reporting • Compliance exports • Security review documentation

Regional data handling

European Union

- In-region data processing for EU and EEA organizations
- Data Processing Agreements available by default
- Data export, access, and deletion tooling
- Support for subject access and erasure requests
- Transparent retention policies and audit logs

Middle East

- Regional hosting options for localization requirements
- Controlled and documented transfer mechanisms
- Compliance documentation for procurement reviews
- Support for in-region Data Protection Officer requirements
- Regional deployment consultation for regulated industries

PLANS

05 Plans & Pricing

KenMeet scales from quick personal calls to unlimited enterprise deployments. Prices shown are monthly, per host.

Free \$0 • Audio & video chat • Text chat • Screen & file sharing • Whiteboard • HD video quality • Up to 40 minutes • 5 participants	Starter \$9 USD/mo • Everything in Free • Recording • Copilot • FHD video quality • Up to 90 minutes • 10 participants	Pro \$13 USD/mo • Everything in Starter • 4K video quality • Up to 10 hours • 50 participants	Enterprise Custom • Everything in Pro • SSO & SCIM provisioning • Dedicated infrastructure • Priority 24/7 support • Unlimited minutes • Unlimited participants
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Starter is KenMeet's most popular plan for small, fast-moving teams that want AI summaries and recording without enterprise overhead.

WHO IT'S FOR

06 Built For Every Team

KenMeet supports every type of conversation, across every kind of organization.

Startups	Daily standups, sprint planning, product demos, and investor updates.
Sales Teams	Client presentations, discovery calls, and proposal walkthroughs.

Enterprises	Large-scale meetings, leadership updates, and cross-functional collaboration.
Educators	Virtual classrooms, workshops, and student mentoring sessions.
Recruiters	Candidate interviews with AI-generated interview summaries and scorecards.

Also used daily for engineering standups, sales demos, investor calls, client presentations, board meetings, town halls, design critiques, and hiring panels.

QUICK ANSWERS

07 Frequently Asked Questions

Do participants need to install anything?

No. Meetings run directly in the browser on desktop and mobile devices.

Is KenMeet secure?

Yes. Every meeting is protected using enterprise-grade encryption and access controls.

Can I record meetings?

Absolutely. Recordings can be stored securely and accessed later.

Does the AI Copilot work automatically?

Yes. The Copilot can join meetings automatically and generate notes, summaries, and action items without manual intervention.

Can KenMeet integrate with our existing tools?

Yes. KenMeet integrates with popular project management, communication, and CRM platforms.

Is there a free plan?

Yes. The Free plan is available at no cost for individuals and small teams.

PRODUCT TOUR

08 Advanced Features & Productivity Tips

Beyond the 8 core tools, KenMeet includes power-user features for faster, smoother meetings — all included on every paid plan.

01 Keyboard Shortcuts

Mute, camera, screen share, and chat toggles via customizable hotkeys — no mouse required.

02 Virtual Backgrounds & Blur

AI background blur or replacement that keeps edges clean, even on lower-end webcams.

03 Breakout Rooms

Split into up to 50 sub-rooms with auto or manual assignment and host broadcast messaging.

04 Live Captions & Translation

Real-time captions in 30+ languages, with on-screen translation for global, multi-lingual teams.

05 Calendar Integrations

One-click scheduling from Google Calendar and Outlook, with auto-generated meeting links.

06 Mobile App Parity

iOS and Android apps carry the full toolset — chat, whiteboard, recording, and Copilot included.

07 Reactions & Hand Raise

Lightweight, non-verbal signals for large calls — visible to hosts in a live queue.

08 Meeting Templates

Save recurring agendas, default settings, and invite lists as reusable one-click templates.

09 Meeting Polls & Q&A

Run live polls or a moderated Q&A queue during larger calls, with results exportable afterward.

10 Noise & Echo Cancellation

AI audio filtering strips background noise and echo in real time, even on built-in laptop mics.

11 Custom Branding

Add your logo and colors to the waiting room, invite emails, and meeting frame (Pro and above).

12 Attendance & Engagement Export

Download join/leave timestamps and engagement scores as CSV for compliance or training records.

13 Focus Mode

Mute non-essential notifications and dim background tiles during screen shares or presentations.

14 Companion Mode

Join from a second device (e.g. phone) for in-room audio while presenting from a laptop, without echo.

15 AI Meeting Chapters

Copilot auto-splits long recordings into skimmable chapters by topic for faster playback later.

16 Offline Note Sync

Notes taken while briefly disconnected sync automatically once your connection returns.

ADMIN GUIDE

09 Integrations & Admin Onboarding

Connect KenMeet to the tools your team already uses, and get an organization live in under a day.

Works With

Slack

Jira

Notion

Linear

Trello

Google Calendar

Outlook

Zapier

Zendesk

Salesforce

HubSpot

Confluence

Admin Onboarding Checklist

- 1 Verify your domain**
Confirm ownership to enable org-wide policies and SSO.
- 2 Configure SSO & MFA**
Connect your identity provider and enforce multi-factor sign-in.
- 3 Set retention & recording policy**
Choose default storage region and retention window.
- 4 Invite your team**
Bulk-invite via CSV or auto-provision with SCIM.
- 5 Connect integrations**
Link Slack, calendar, and task tools for Copilot hand-off.
- 6 Assign roles & permissions**
Set who can host, record, and manage org-wide settings.
- 7 Run a test meeting**
Confirm audio, video, and Copilot before rolling out org-wide.

More Frequently Asked Questions

Can I use KenMeet without a company email?

Yes — the Free plan works with any email address.

What happens when my recording storage fills up?

You'll be prompted to export or upgrade; nothing is deleted without warning.

Does Copilot work in languages other than English?

Yes, transcription and summaries support 30+ languages.

Can guests join without a KenMeet account?

Yes — anyone with the meeting link or code can join as a guest.

Is there an uptime guarantee for Enterprise?

Yes, Enterprise plans include a 99.99% uptime SLA.

Can we migrate recordings from another provider?

Yes, Enterprise onboarding includes assisted data migration.

Who do we contact for integration support?

Admins get a dedicated setup specialist during onboarding.

Support Channels & Response Times

Free / Starter

Email support, 1–2 business day response.

Pro

Priority email + chat, same-day response.

Enterprise

24/7 priority support with a named account rep.

Ready to roll out? Visit kenmeet.ai/admin to start your organization setup.