

How to Schedule Web & Audio or Audio/Phone Only Meetings

Dependent upon your system, you be scheduling via Outlook or the Desktop application for non-Outlook users.

OUTLOOK TOOLBAR

Once the Outlook toolbar has been installed, you can schedule, join or start your Audio only and Web & Audio meetings.

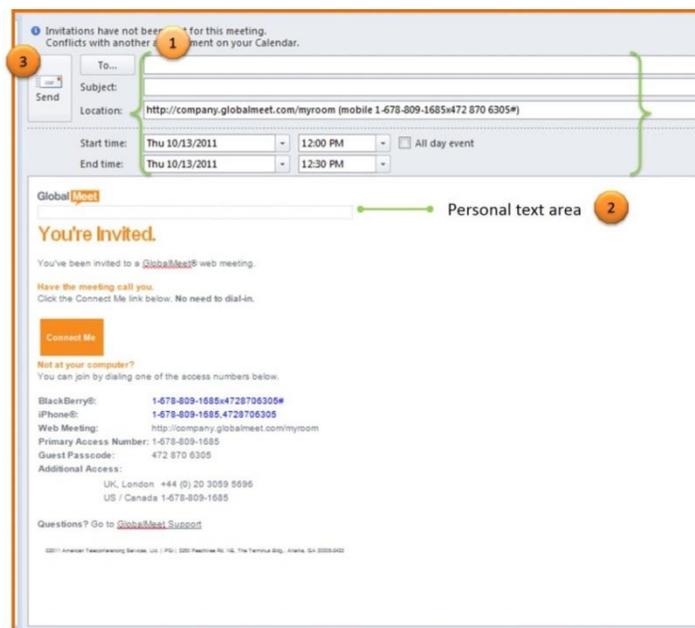
To Schedule a Meeting using the Outlook Toolbar:

1. Click **Schedule Meeting**
2. Select **Meet Right Now** or **Meet Later**
3. Select **Web Meeting** or **Phone Only**



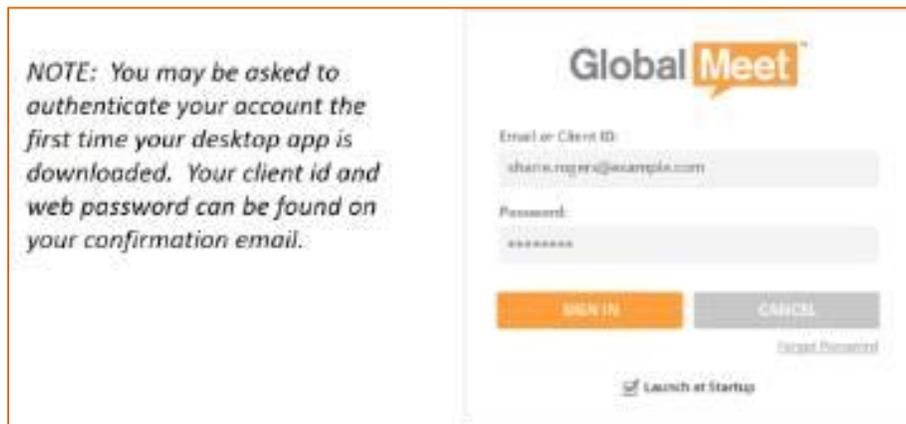
Next:

1. Enter your **Guests' Email Addresses**, enter the **Subject** and select the **Date & Time**.
2. **Optional:** Personal text area
Enter additional text for your participants in the text box in the body of the email.
3. Click **Send**.



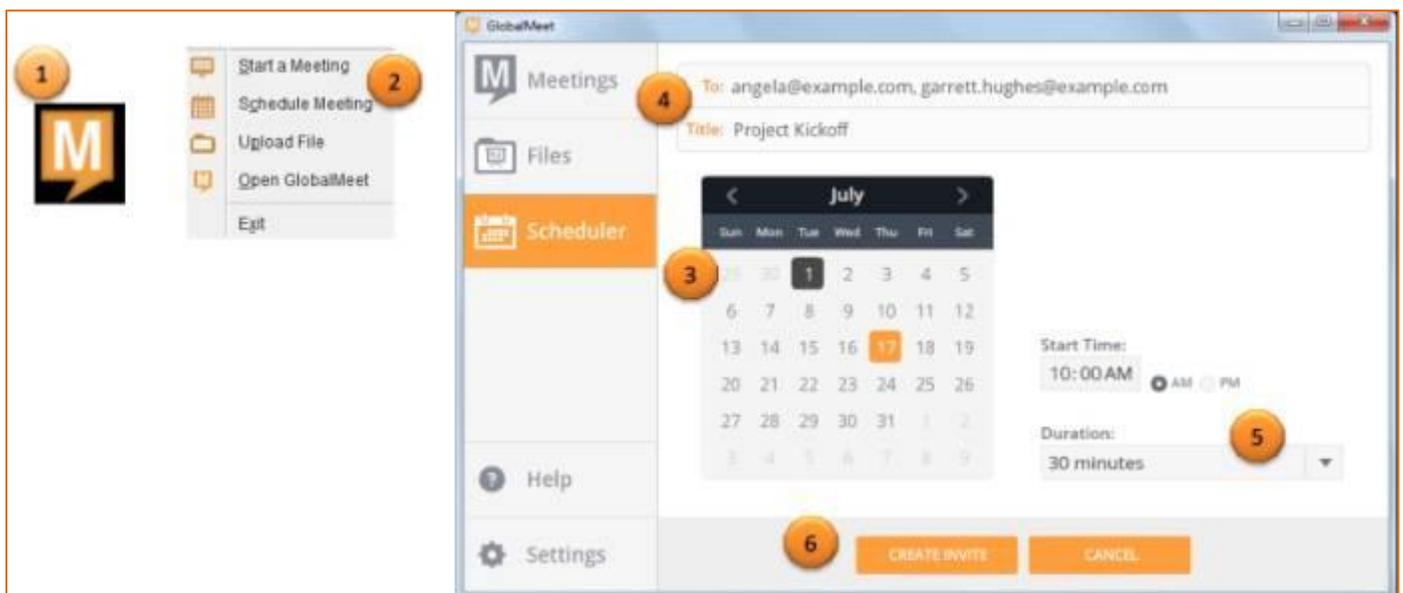
DESKTOP APP (non-Outlook users)

Once the Desktop App has been installed, you can schedule, join or start your meetings with a simple click.



To Schedule a Meeting using the Desktop application:

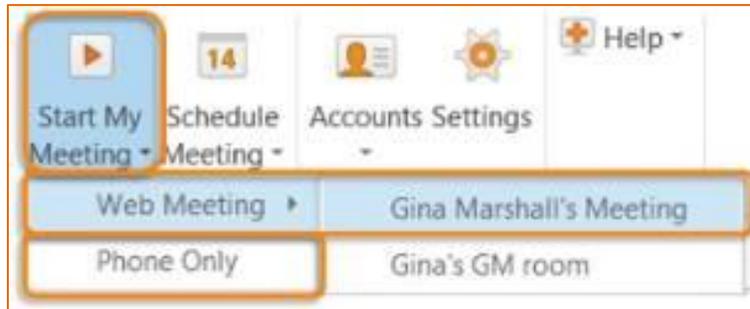
1. Click the **M icon** in your system tray to display the menu list.
2. Click **Schedule Meeting**.
3. Select the **Date & Time** of your meeting.
4. Enter your **guests' email addresses** and enter a **Meeting Title**.
5. Select the **Meeting Duration**.
6. Click **CREATE INVITE**.



How to Log on for Meeting

VIA OUTLOOK TOOLBAR

1. Click **Start My Meeting**.
2. Click either **Web Meeting** or **Phone Only**, depending upon what meeting type you originally scheduled.



NOTE: Guests always join from the Connect Me button within the invite, while hosts always join from the toolbar.



It's always a good idea to schedule a web meeting for all your meeting types, even audio only. You never know when you might need to share a document or your desktop during the meeting.

VIA DESKTOP APP (non-Outlook users)

1. Click the **M icon** from Windows task bar or the Mac status bar.
2. Click **Start a Meeting**.



How to Connect Audio into the Meeting

GlobalMeet prompts you select an audio method (Call My Phone, Call My Computer or Dial-In) to connect your audio into the meeting.

TELEPHONE

To connect to the audio portion of your meeting via telephone:

1. Click **CALL MY PHONE** tab.
2. Enter your phone number. GlobalMeet will call you at that number.
3. Click **CONNECT ME**.



COMPUTER

To connect to the audio portion of your meeting via computer:

1. Click **CALL MY COMPUTER** tab.
2. Select the hardware option best suited for you. microphone type.
3. Click **CONNECT ME**.



For optimum experience, it is recommended that a headset equipped with a noise cancelling microphone is used.

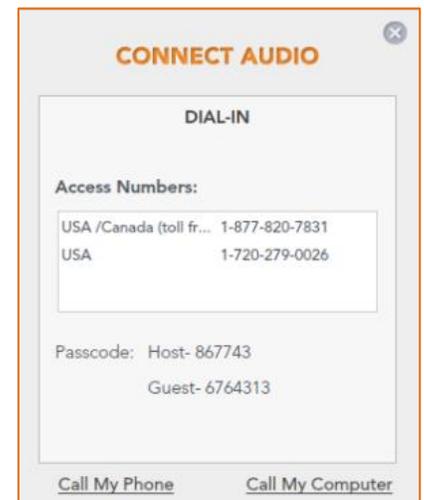
DIAL-IN

To connect to the audio portion of your meeting by manually dialing in via telephone:

1. Click **DIAL-IN**.
2. Select your microphone type.
3. Click **CONNECT ME**.

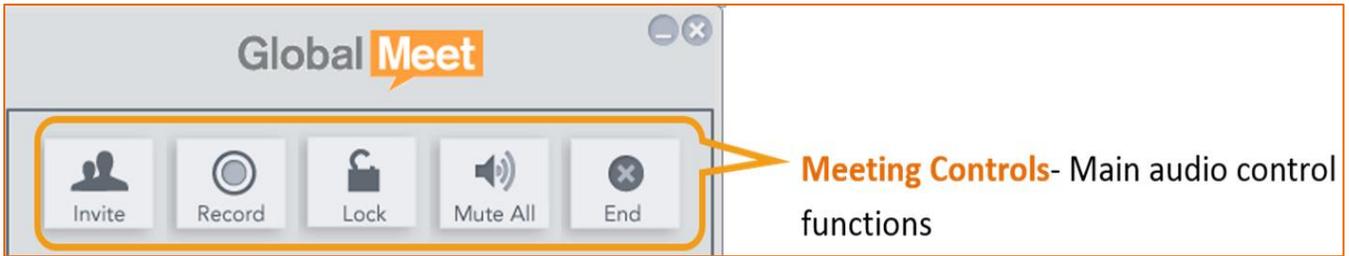


Dial-in numbers and passcode are conveniently provided.



GlobalMeet Audio Control Panel

The Audio Control Panel enables you to perform several functions with a single click.



INVITE: Allows the host to invite additional guests to the ongoing meeting via phone or email.



If need to someone invite additional guests, simply forward the meeting invitation.

Guests can be invited once a meeting starts by clicking on the "Invite Guests" button on GlobalMeet's home page. Click on the button, then choose the method for inviting your guest: by phone, by email or by pasting your meeting URL into an email or IM.



RECORD: Click to record the meeting. An announcement will be heard stating the call is being recorded. The replay information will be emailed to the host.



You must then select whether to record web only, audio only, or both. Don't forget to give your meeting a name so that you can easily recognize it among your other files listed in the File Library.



LOCK: Lock or unlock the meeting room to prevent or allow access to your meeting.



If I have meetings that are scheduled back-to-back and one runs over, lock the meeting so the next groups of guests aren't able to join until you are ready.



Mute All

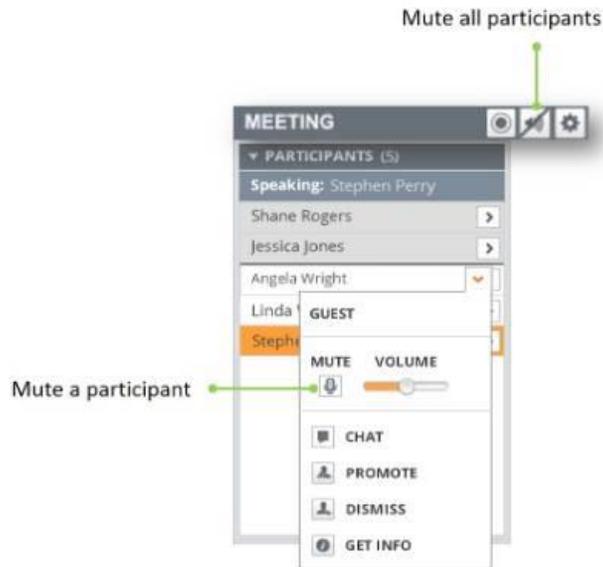
Mute All: Mute and unmute all guest lines in the meeting.



Quick Tip

To determine which participant may be feeding music or static into the conference, look for the line highlighted in orange. The orange line indicates noise or speech is coming from that line. You can then mute that line to eliminate the disruption.

From within your **GlobalMeet web room**, click the mute button next to your name or another participant's.



If hosting an **Audio Only** call that was launched via your computer, click the mute button next to your name or another participant's. To unmute, click the same button.



End

End: End meeting and dismiss all guests.



Quick Tip

If you choose not to use the Audio Control Panel, you may end the conferencing by pressing *93.

How to Share Desktop or Share a File

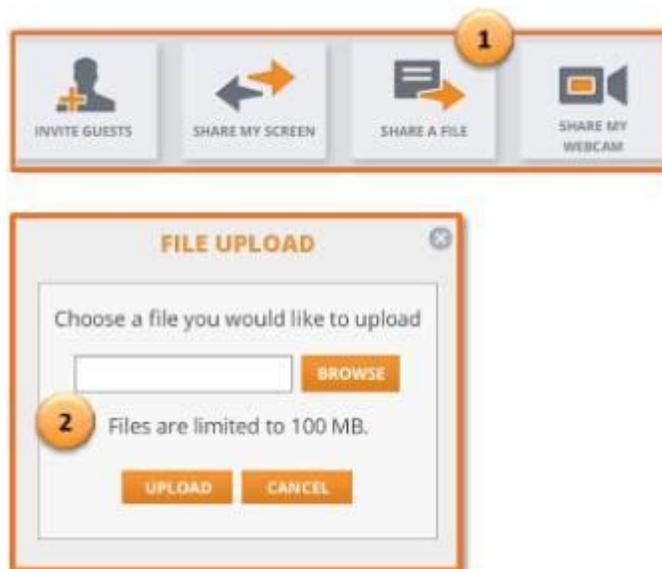
To SHARE SCREEN/DESKTOP:

1. Click the **Share My Screen** button.
2. Choose **Share My Screen** or an application that you already have opened on your desktop that is listed. You also have the option of choosing between two monitors.
3. Once you begin sharing, a **NOW SHARING** message will remain at the top of your screen as a reminder.



To SHARE A FILE:

1. Click the **Share a File** button.
2. Click the **File Upload**  button > **Browse** and find the file you would like to upload.
3. To share the file, **double-click the file name** from the File Library.



Key Suggestions for a GlobalMeet Web Host

- Encourage your participants to use the 'Connect Me' button by inserting a message into the body section of the invite/email.
- Practice scheduling and using the GlobalMeet features such as desktop sharing, before your first meeting.
- Always join your own meeting via the toolbar, by clicking START MY MEETING vs. the invitation. ***Hosts always join their own meetings from the toolbar.***
- Arrive in your meeting 15 minutes prior to set up, prepare and to upload any files you'll need.
- If you are going to promote another user to Presenter during the meeting, have them join 15 minutes prior, promote them and have them click Share Screen so they can have the add-in uploaded.
- Don't use computer to join the audio if you are hosting as quality is dependent upon your connection.