

GLOBALMEET

GLOBALMEET® USER GUIDE



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GLOBALMEET OVERVIEW

GlobalMeet was designed with the end user in mind. The experience is incredibly intuitive with one-click access to the most commonly used features:

- Host your meeting from your computer or tablet device, on any supported browser.
- No long and confusing URLs that constantly change. Choose a simple, personal URL to share with your meeting guests.
- Guests just click the link to go directly into the meeting. No software downloads are required.
- No dial-in numbers and lengthy passcodes to remember. With GlobalMeet's "Connect Me" feature, the meeting calls you. You can connect to audio through your phone or computer.
- Share your webcam and meet face-to-face.
- Chat with all participants, or chat privately with an individual guest.
- Take questions from your guests (Q&A) and conduct polls and surveys in meeting.
- During the meeting, invite guests via email, or dial out to your guests.
- Lock, mute, or record your meeting. Adjust participant volumes and mute noisy lines.
- The cloud-based file library lets you upload, download, and share files with guests. Your recorded meetings are automatically stored in your file library for easy access.
- Schedule a meeting from your desktop, mobile device, or Microsoft Outlook. GlobalMeet sends an email invitation to your guests.
- Full-featured mobile applications are designed for users that access meetings using smart phones or tablets as their primary devices

GlobalMeet web conferences are available to hosts and guests. The GlobalMeet desktop tools are available for meeting hosts only.

This guide explains how to start or attend a meeting, schedule meetings and send invitations, manage your file library, and host an effective GlobalMeet web conference. GlobalMeet mobile apps (for iPad, iPhone, Android, and BlackBerry smartphones) are explained in their own [GlobalMeet User Guides](#).



GET THE GLOBALMEET DESKTOP TOOLS

You can host or join a meeting from any web browser. But for the best meeting experience, download the GlobalMeet desktop tools for Mac or Windows.

Our desktop app makes it easy to host or join a web meeting or audio conference, schedule a meeting, screen share, and manage files and folders in the file library – all from a Mac or Windows computer. Plus, if you're a Microsoft Outlook® user GlobalMeet automatically installs the GlobalMeet toolbar for Outlook.

DOWNLOAD AND INSTALL GLOBALMEET

The desktop tools can be downloaded directly from the [GlobalMeet Downloads](#) page. The desktop app is also available in the Mac App StoreSM (OS X 10.7 or later).

SYSTEM REQUIREMENTS

The GlobalMeet desktop tools are available for Windows and Mac systems. The GlobalMeet for Windows download also includes the GlobalMeet Toolbar for Microsoft Outlook.

- Internet Explorer 8, Apple Safari 5, Mozilla Firefox 25, and Google Chrome 16 or newer.
- Flash Player version 11 or newer.
- Windows 7, 8, or 8.1 or Mac OS X 10.7 or newer.
- Intel or AMD processor 1.8 GHz CPU or higher. Recommend 2.3 GHz or higher.
- Minimum 1GB of RAM. Recommend 2GB or higher.

GlobalMeet Toolbar for Outlook

- .NET 3.5
- Outlook 2007 SP2 or higher, 32-bit
- Outlook 2010 SP1 or higher, 32-bit
- Outlook 2013, 32-bit or 64-bit

Transfer Meeting Feature

To transfer the meeting and continue on another device, you must have the GlobalMeet desktop app running on your Windows or Mac computer, and be signed in to a GlobalMeet mobile app on your iPad or smartphone device.



GETTING STARTED

After the GlobalMeet desktop tools are installed, sign in to your account using the Email Address and Password for your GlobalMeet account.

NOTE: The desktop app starts automatically. Open Microsoft Outlook to sign in to the GlobalMeet toolbar.

SIGN IN TO YOUR ACCOUNT

Desktop App

On the Setup screen, enter your account credentials and then click SIGN IN.

If you have more than one meeting, GlobalMeet prompts you to select which meeting you want to monitor. You can only monitor one meeting at a time.

The desktop app signs you in to your GlobalMeet account and starts watching your GlobalMeet meeting for visitors.

Launch at Startup to ensure GlobalMeet is always watching your meeting.

GlobalMeet Toolbar

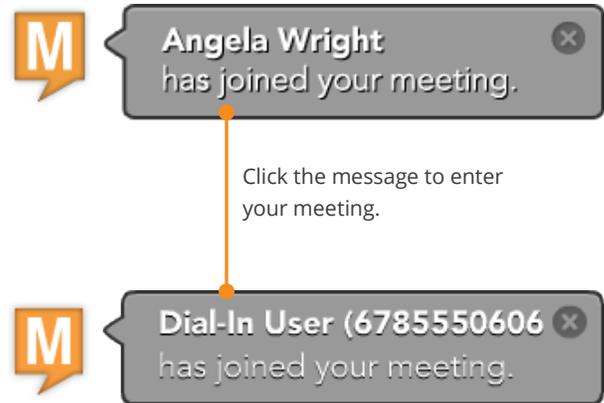
On the Setup screen, enter your account credentials, and then click Sign In. The toolbar signs in to your GlobalMeet account. To start or schedule a meeting, just click the GlobalMeet tab (Outlook 2010 and 2013) or make sure the GlobalMeet toolbar is displayed (Outlook 2007).



USING THE GLOBALMEET DESKTOP APP

Most of the time, you won't think about the desktop app until it displays an alert. It runs quietly in the background. When someone enters your meeting, an alert pops up on your screen. Just click the message to enter your meeting.

If GlobalMeet is monitoring an audio meeting, click the message to launch the Audio Controls, where you can host a phone-only meeting.

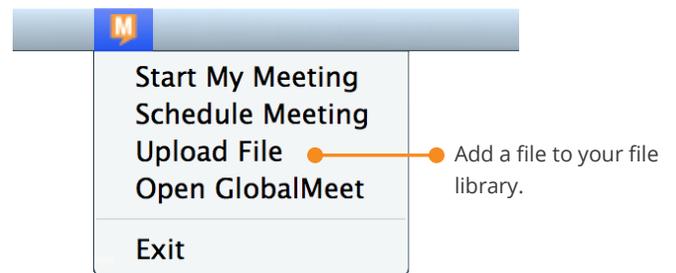
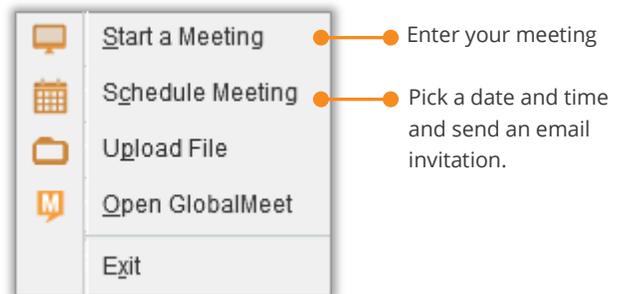


POP-UP MENU

GlobalMeet for Desktop has a simple pop-up menu where you can start your meeting, schedule a meeting, or upload a file to your File Library.

Open the GlobalMeet window to join someone else's meeting or to update your settings.

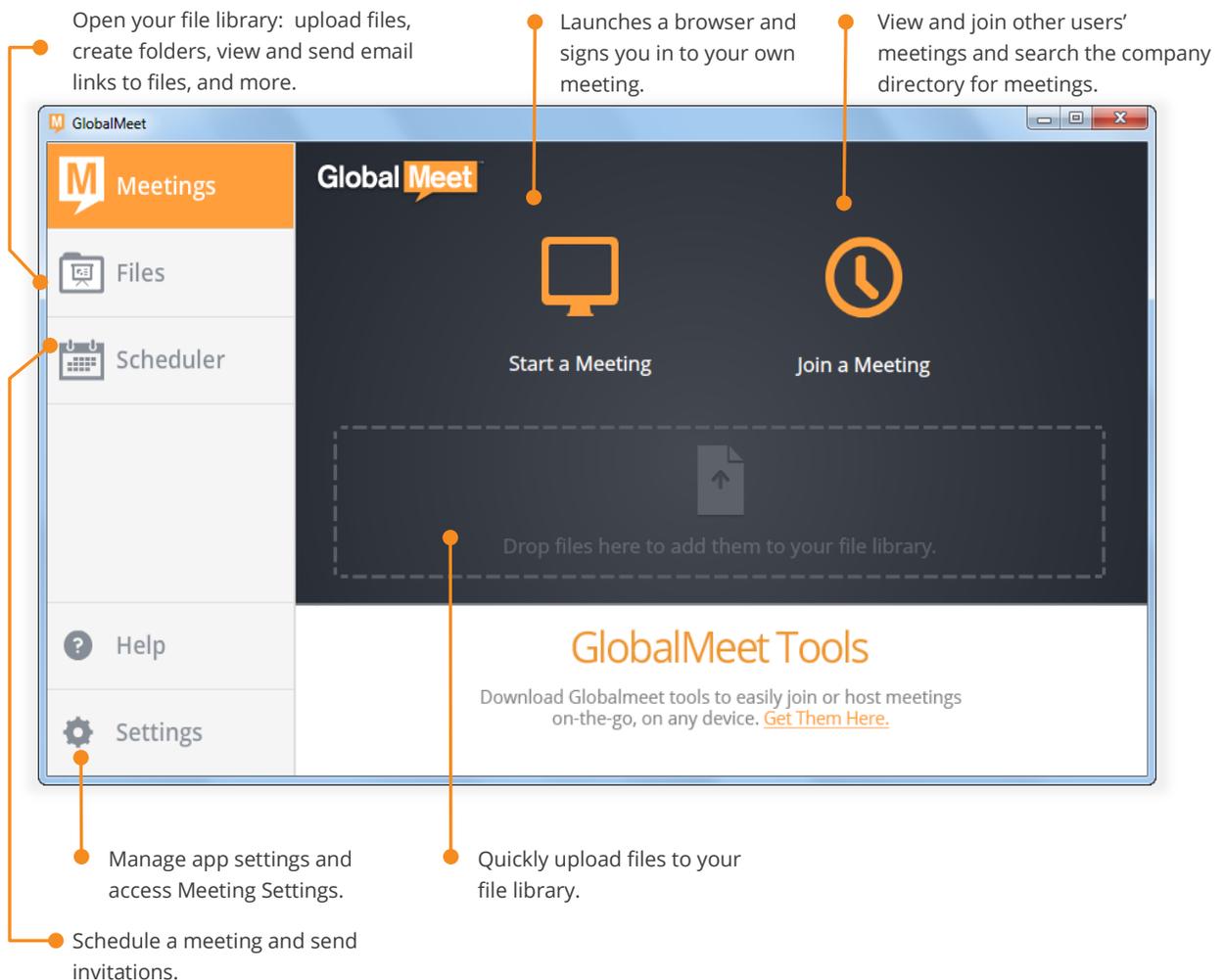
In the Windows taskbar or the Mac status bar, click the M icon to display the pop-up menu.



GLOBALMEET HOME SCREEN

To open the GlobalMeet desktop app, double-click the M icon in the Windows task bar or Mac dock bar. Tabs on the left side let you switch among attending meetings, managing your file library, sending invitations to a meeting, and updating app settings.

When you open GlobalMeet, the Meetings tab is selected. Use the tabs on the left side to navigate around the app.



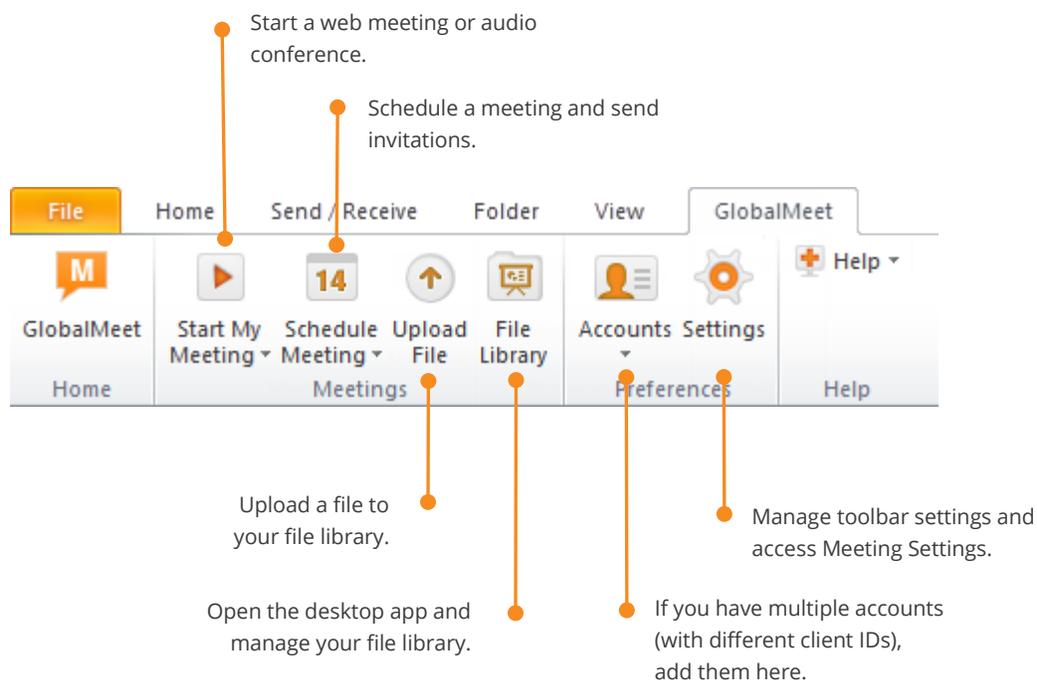
USING THE GLOBALMEET TOOLBAR FOR OUTLOOK

The GlobalMeet toolbar lets you schedule and track meeting invitations via your Outlook calendar, start a web or phone-only meeting, upload a file to your file library (web meetings only), and customize your meeting invitations.

After you sign in, the GlobalMeet toolbar is always available in Outlook. To open the toolbar:

- Outlook 2010 and 2013 – click the GlobalMeet tab
- Outlook 2007 – the toolbar is added below the standard Outlook buttons

All options on the toolbar apply to your own GlobalMeet account and meetings. You cannot use the toolbar to join another person's meeting.



Click Upload File to add a file to your file library without having to enter your meeting. Or, click File Library to open the GlobalMeet desktop app and manage your file library – for example, create new folders, preview files, or share links to files. [Learn more.](#)



START OR JOIN A MEETING

ON THE WEB

Whether you are a host or a meeting guest, joining a web meeting is easy. Open a web browser and enter the meeting URL in the address bar. On the Welcome page, sign in to the meeting.

TIP: Use the desktop app or GlobalMeet toolbar to enter any meeting more quickly. No email address or password to enter!

WELCOME TO
Shane's Meeting

Enter with your email and password

Email or Client ID
shane@example.com

Password

[Forgot Password?](#)

JOIN MEETING

Enter as a guest

Account Holders

If you have your own GlobalMeet account and are joining a meeting – either your own or another person's – enter the email address and password for your GlobalMeet account.

Guests

Enter your name and email address to join the meeting.

Register with GlobalMeet

On the Guest view, select Register Me to create a password and register with GlobalMeet. Registering lets you better manage the phone numbers where meetings can call you and take advantage of our Auto-Connect feature.

The next time you join a GlobalMeet meeting, enter your email address and password.

Enter with your email and password

Enter as a guest

Name
Angela Wright

Email
angela@example.com

Register Me

Password Confirm

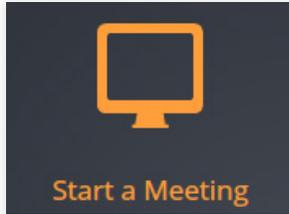
Auto Connect OFF ?

JOIN MEETING



START OR JOIN A MEETING

START YOUR OWN MEETING (DESKTOP)

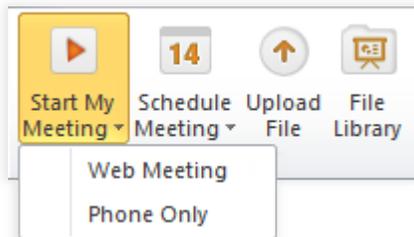


To start a meeting using your own GlobalMeet account, click Start a Meeting. If your account has more than one meeting, select the meeting you want to join.

GlobalMeet opens a browser window and displays the meeting screen. The next step is connecting to meeting audio.

START YOUR OWN MEETING (OUTLOOK TOOLBAR)

The GlobalMeet toolbar offers a fast way to start your web or audio meeting. On the toolbar, click Start My Meeting and then choose Web Meeting or Phone Only. (If your account has more than one meeting, select the meeting you want to join.)

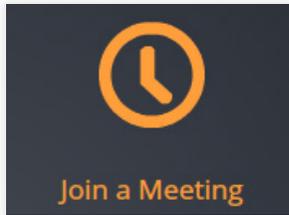


GlobalMeet signs you in to your meeting and displays the meeting screen (web) or the Audio Controls (phone only).

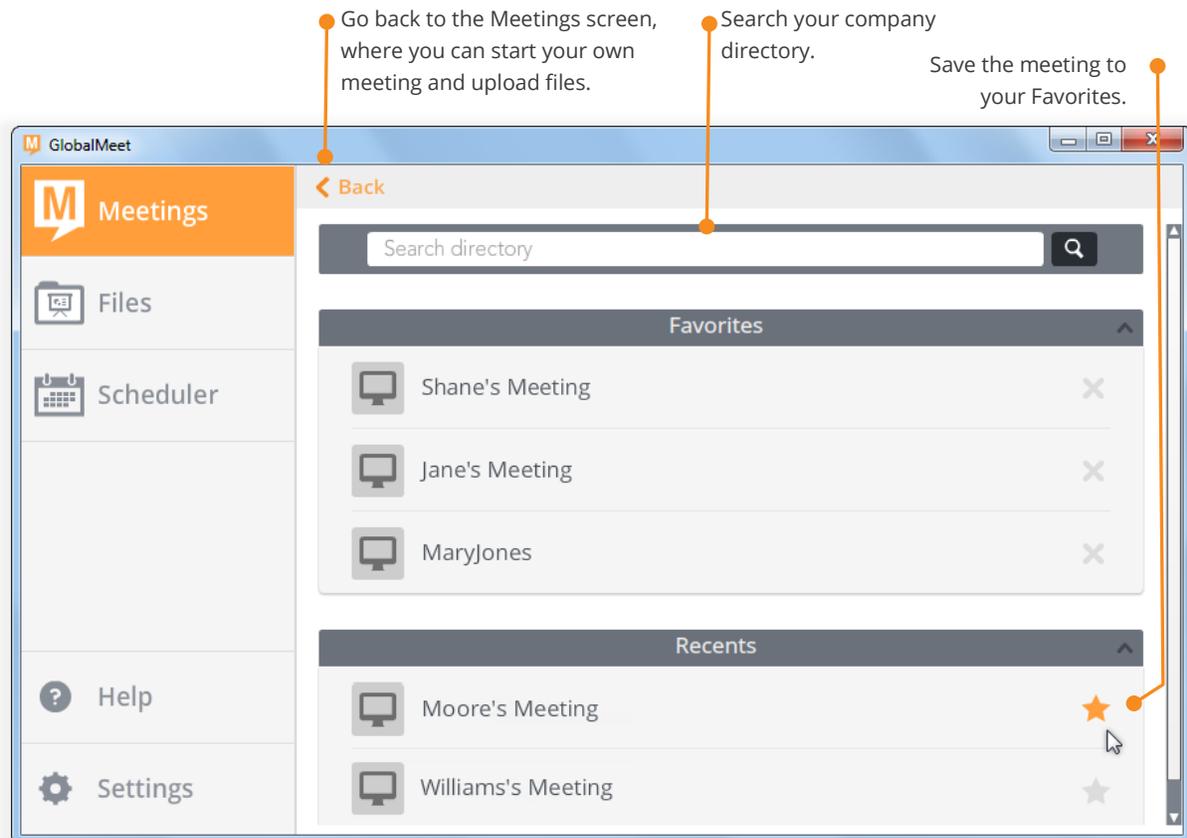
The next step is connecting to meeting audio.



JOIN ANOTHER PERSON'S MEETING



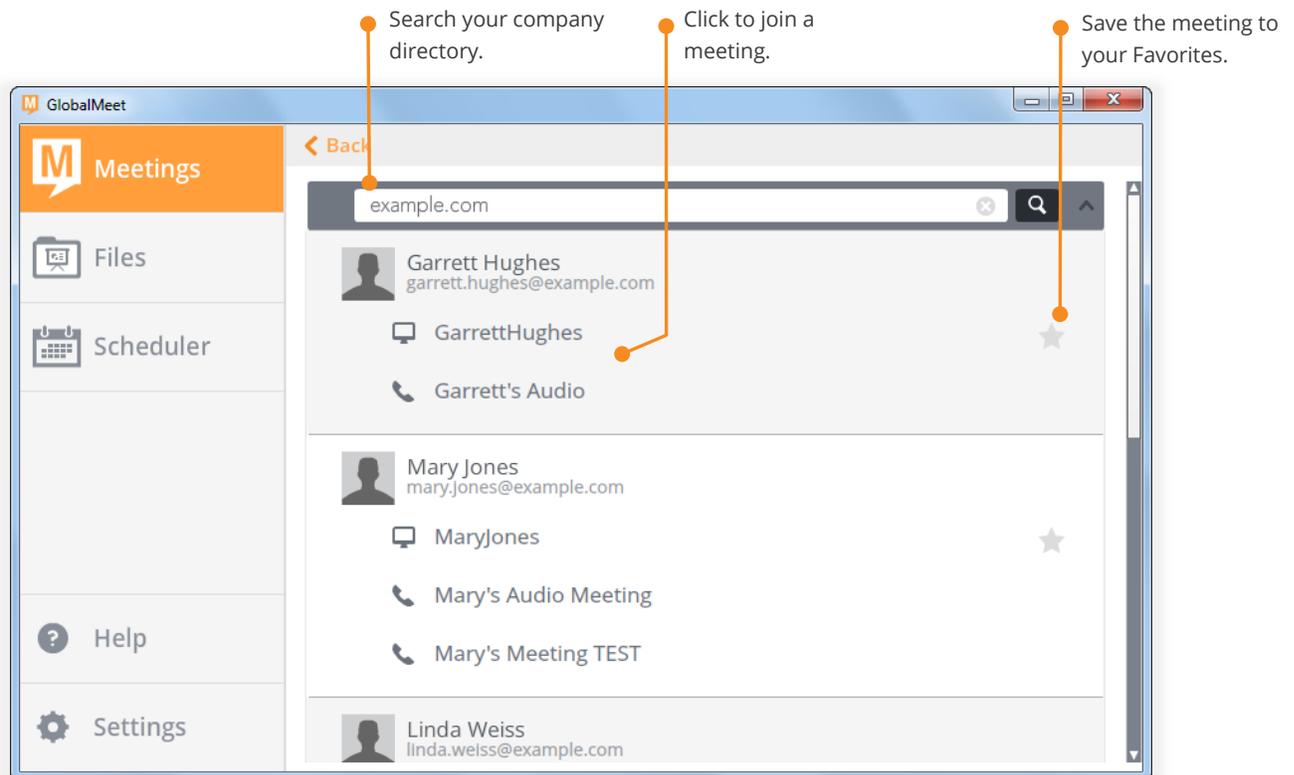
Click Join a Meeting to view the web meetings that you recently attended. You can join any web meeting with a click, save meetings that you attend on a regular basis as Favorites, and search your Company Directory for a meeting.



Search Your Company Directory

Use the Search box to find meetings for other GlobalMeet users in your organization. Enter a person's name or email address, and then click SEARCH.

GlobalMeet displays meetings that match your search criteria. When you find the meeting you want to join, just click its name. After you join the meeting, it is added to your Recents list.

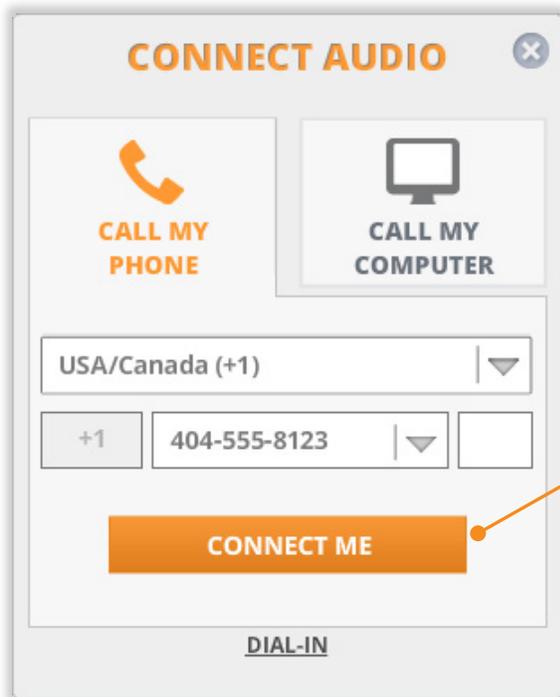


- Click  Meeting Name to open a browser window and join the web meeting.
- Click  Meeting Name to open the Audio Controls and participate in an audio-only meeting.

CONNECT YOUR AUDIO

Whether you start your own meeting or join another GlobalMeet meeting, the next step is connecting to meeting audio. You can have the meeting call your phone or use your Internet connection for meeting audio.

Select one of your saved phone numbers or enter a different number, and then click **CONNECT ME** to have the meeting call you.



Or, click **CALL MY COMPUTER** to talk and listen right through your computer's mic and speakers (or connected headset), over your Internet connection.

Click **DIAL-IN** to get a list of access numbers for the meeting and dial in from your phone.

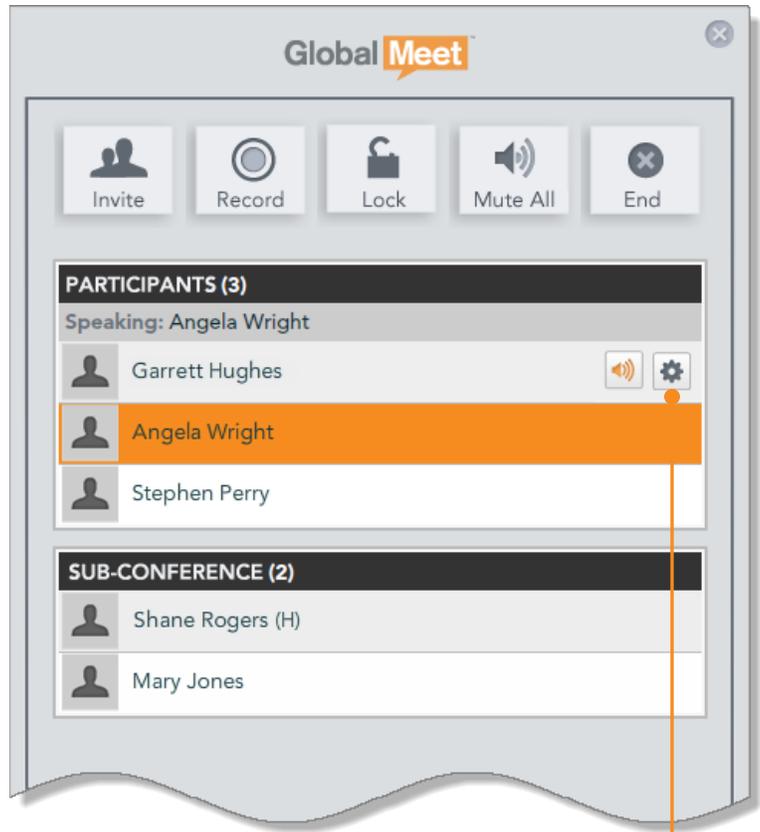
Have the meeting call one of your saved phone numbers or enter a new number.

TIP: You can save up to three phone numbers or configure GlobalMeet to automatically use your data connection for audio. On the home screen, click the Settings tab, and then click **MEETING SETTINGS** and go to the **PREFERENCES** tab.

GLOBALMEET AUDIO CONTROLS

When you start an audio meeting, GlobalMeet opens the Audio Controls and connects you to your meeting. The Audio Controls provide a user-friendly, visual way to host your phone-only meeting, right from your computer screen:

- Invite guests via email or just dial out to your guests.
- See who's talking with GlobalMeet active talker.
- Lock, mute, or record your meeting. Adjust participant volumes and mute noisy lines.
- Click the gear  button to manage your own audio, check call quality, or switch your audio connection.
- Switch to a sub-conference for more private communication. Click the gear  button and move yourself or any participant into or out of the sub-conference; your guests can only move themselves into a sub-conference after you set it up.
- Transfer to a mobile device and continue your meeting.



Point to a participant and adjust volume or display meeting controls

WELCOME TO THE MEETING

When you are hosting a meeting, you have full control of participants and meeting functions. The Home tab displays the web address for your meeting and lets you invite guests, share your screen, share files from your file library, and share your webcam.

Access meeting features from the meeting toolbar at the top of the screen. The left side of the screen contains meeting controls for managing a successful meeting.

The screenshot shows the Global Meet interface with several callouts:

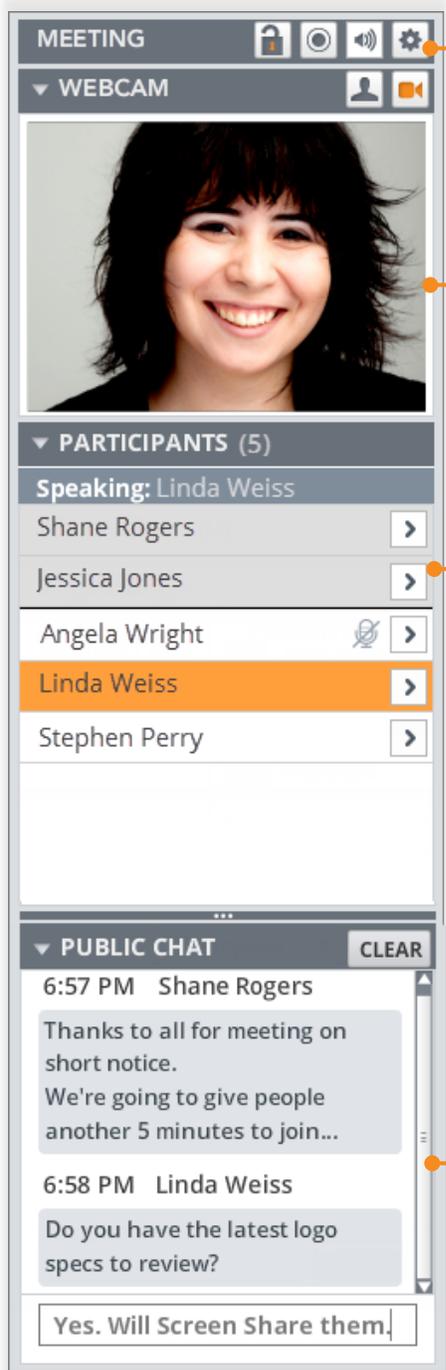
- Meeting Toolbar:** Access web meeting features. (Points to the top navigation bar with icons for Home, Screen Share, File Library, Whiteboard, Q&A, and Poll.)
- SHARE MY WEBCAM:** Turn on your webcam and meet face-to-face. (Points to the 'SHARE MY WEBCAM' button in the main area.)
- Click (X) to end the meeting.** (Points to the 'X' icon in the top right corner.)
- INVITE GUESTS:** Invite guests by phone or email. (Points to the 'INVITE GUESTS' button in the main area.)
- SHARE MY SCREEN:** Share an app or your entire desktop with the meeting. (Points to the 'SHARE MY SCREEN' button in the main area.)
- SHARE A FILE:** Open your file library and share a file with the meeting or manage your file library. (Points to the 'SHARE A FILE' button in the main area.)

The interface includes a 'MEETING' toolbar on the left with 'WEBCAM' and 'PARTICIPANTS (5)' sections. The 'PARTICIPANTS' list shows: Speaking: Linda Weiss, Shane Rogers, Jessica Jones, Angela Wright, Linda Weiss (highlighted), and Stephen Perry. The 'PUBLIC CHAT' section is at the bottom left. The main area displays 'WELCOME TO GLOBALMEET' and 'MEETING DETAILS' with a 'WEB ADDRESS' field containing 'https://example.globalmeet.com/ShaneRogers' and a 'COPY TO CLIPBOARD' button.



MEETING SIDEBAR

The meeting sidebar area is visible to all meeting participants. Here you can see who is speaking, share your webcam, text chat, and get information about other participants. If you are a host, GlobalMeet includes meeting controls and additional options for working with participants.



MEETING. Host controls for managing your meeting. Lock or record the meeting, mute all guests, and enable video sharing (webcam).

WEBCAM. Share your webcam with the meeting and see other guests' webcams. The image switches to show the active talker.

PARTICIPANTS. Click your own row to manage your mic volume and audio connection.

Click another person's row to view details, start a private chat conversation, and access additional host controls.

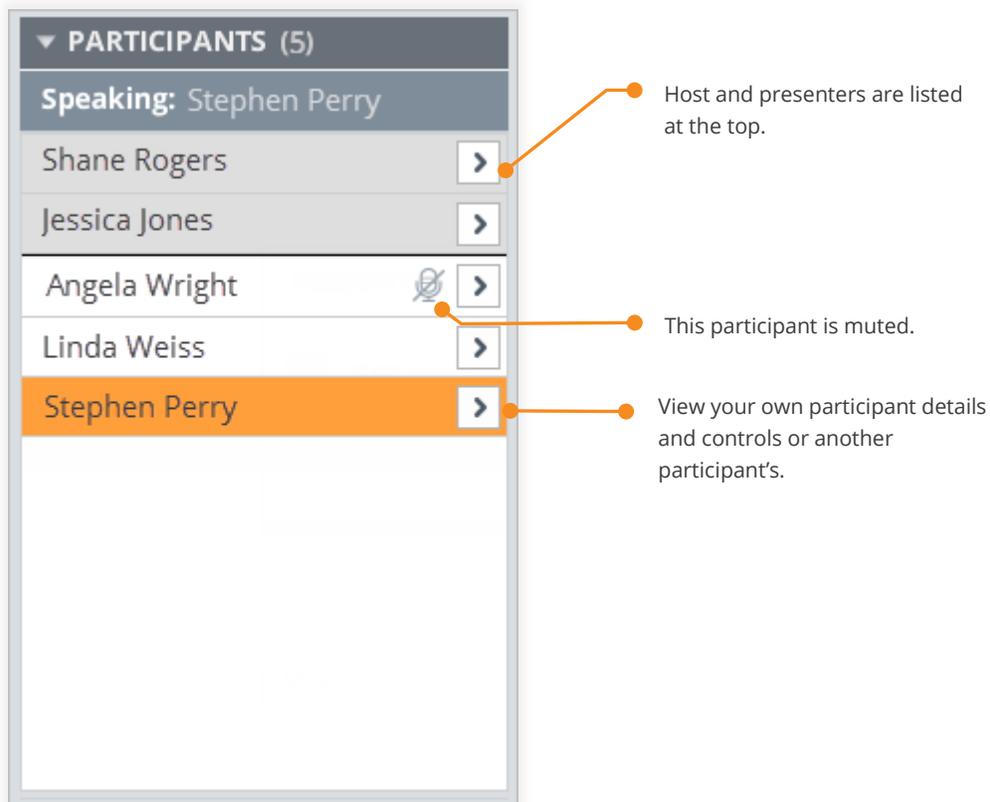
TIP: For large public events or to keep guest names hidden, open Meeting Settings and enable the Guest Privacy feature.

PUBLIC CHAT. Chat with everyone in the meeting. Host and presenters (promoted guests) can clear the chat conversation.



WORK WITH PARTICIPANTS

The participant list shows all meeting participants. Click the arrow  next to a guest or your own name to display contact details and meeting controls.



The screenshot shows a participant list titled "PARTICIPANTS (5)". The list includes the following entries:

- Speaking: Stephen Perry
- Shane Rogers
- Jessica Jones
- Angela Wright (with a screen icon)
- Linda Weiss
- Stephen Perry (highlighted in orange)

Callouts point to the following features:

- Host and presenters are listed at the top.
- This participant is muted.
- View your own participant details and controls or another participant's.

A screen icon in a row means the participant is not connected via audio; a phone icon indicates an audio-only connection. If you know two rows are the same person, click either row, and then select Merge to link them.

YOUR CONTROLS (HOST)

Click your own name to see controls for your mic and speakers. If you dialed in separately or you're not connected on audio yet, you will see Connect and Merge options. As the meeting host, you have additional options.

Shane Rogers

- HOST** — Your role is displayed at top of details.
- MUTE** **VOLUME** — Mute yourself or adjust your speaking volume.
- CHANGE AUDIO** — Switch between computer audio and dial-out.
- UNMERGE**
- TRANSFER MEET...** — **Hosts only.** Transfer the meeting to another device.
- MY INFO**

TIP: You can switch phones without leaving the meeting. Click Change Audio and have the meeting call another phone or connect audio via your computer's Internet connection.

YOUR CONTROLS (GUEST)

Click your own name to see controls for your mic and speakers. In the following example, the guest has been promoted to a presenter role.

Jessica Jones

- PRESENTER** — Role is displayed at top of details.
- MUTE** **VOLUME** — Mute yourself or adjust your speaking volume.
- CHANGE AUDIO** — Switch between computer audio and dial-out.
- MY INFO**

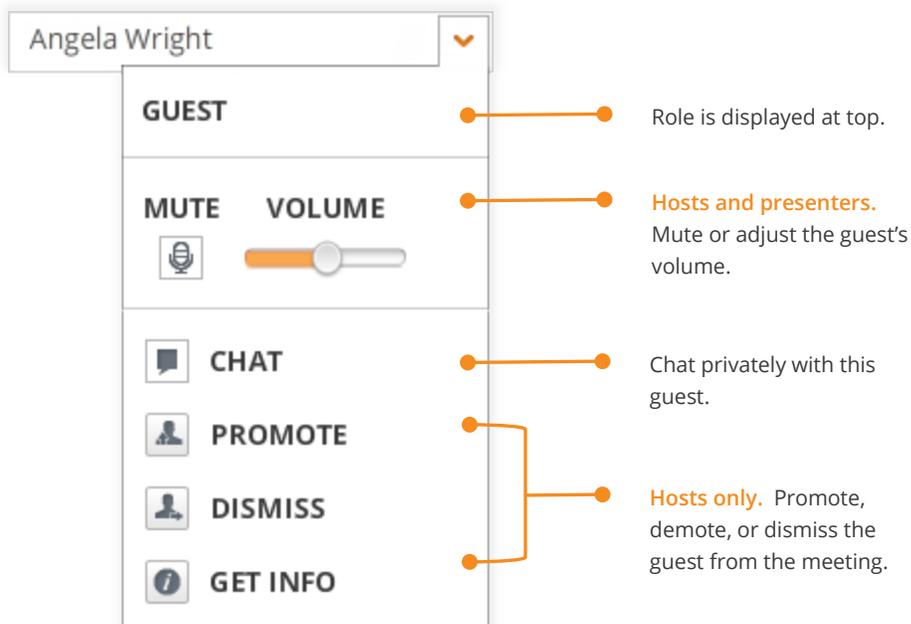


VIEW ANOTHER PARTICIPANT'S DETAILS

Click another participant's name to view details and start a private chat conversation.

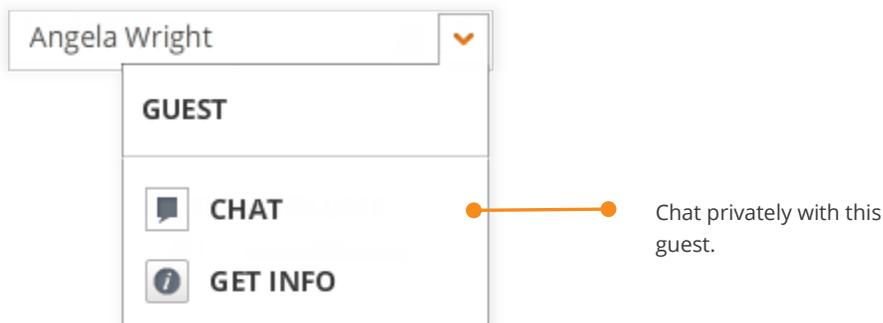
Host View

If you are the host or a presenter (promoted guest), you have additional participant controls. Click PROMOTE to make the guest a presenter who can Screen Share, upload and share files from your file library, and access limited meeting controls like locking or muting your meeting.



Guest View

If you are a guest, click another guest's row to get basic information (such as their email address) and to chat privately.

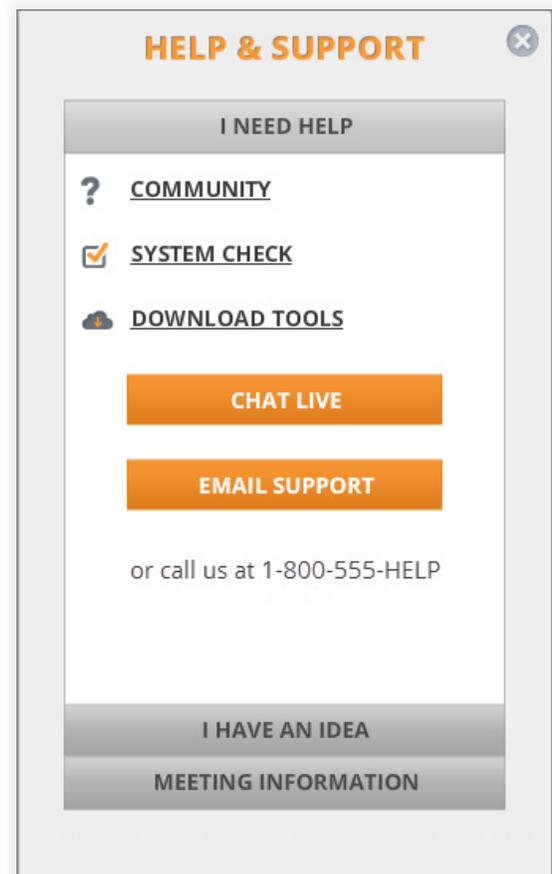


GETTING HELP

You can quickly access help while using GlobalMeet by clicking the Help  button at the top right of the meeting toolbar.

From the Help and Support window, you can:

- Visit the GlobalMeet community, where you can read knowledge base articles and user guides, ask questions, share ideas, and get to know GlobalMeet.
- Run a SYSTEM CHECK.
- Download host tools like Screen Share.
- Get options for contacting support.
- Click MEETING INFORMATION to view [meeting details](#) (the meeting's web address, access numbers, and passcodes) and to access Meeting Settings.



HOST A MEETING

GlobalMeet gives you the tools you need to host a successful meeting. You can share applications or your desktop, show presentations and videos in the meeting, send files to your guests, and conduct polling or question and answer sessions.

MEETING TOOLBAR

All meeting features are available at the top of the meeting screen, on the meeting toolbar.



1. HOME

Go back to the main meeting window.

2. SCREEN SHARE

Share applications or your entire desktop with the meeting.

3. FILE LIBRARY

Open your file library. Upload files and store them in the cloud. Create folders to manage your files. Stream videos and share files in the meeting.

4. WHITEBOARD

Open a whiteboard with drawing tools so you and your meeting guests can collaborate.

5. Q&A

Guests can ask questions without interrupting the meeting. Q&A sessions are saved in your file library.

6. POLLS AND SURVEYS

Ask your guests a question and conduct surveys from a series of questions. Results are saved in your file library.

7. NOTIFICATIONS

Displays short messages about events in your meeting, for example, when someone joins the meeting, or a guest shares her webcam.

8. FULL SCREEN

Hide the meeting sidebar and make the meeting space larger.

9. HELP AND SUPPORT

View support options, system diagnostics, and manage your meeting settings.

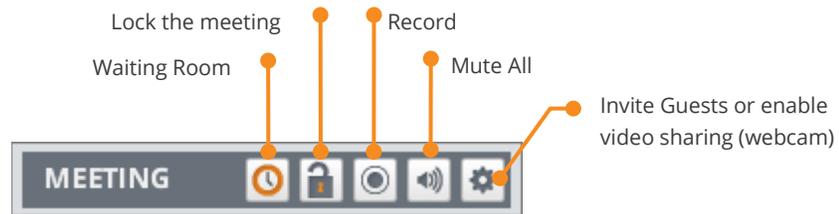
10. EXIT

Leave the meeting (guests). If you are the host, click here to end the meeting and dismiss all participants.



MEETING CONTROLS

At the top of the sidebar, the MEETING section contains host controls that allow you to manage your meeting.



Waiting Room

The waiting room prevents guests from entering your meeting until you join. To see who is waiting to be admitted and to approve guests for your meeting, click the clock button. [Learn more.](#)

Lock the Meeting

Lock your meeting and prevent additional participants from joining. GlobalMeet displays an informational web page to guests who try to join via the web and plays a short message to anyone who tries to dial in.

Record the Meeting

GlobalMeet recordings capture a high-quality video of your meeting, including files and videos that you shared, the participants panel, and all public chats and questions. Meeting recordings are available in your file library, later.

Mute All Guests

Mute all guest lines in your meeting while a presentation is being made or to silence an open line that is bringing noise into the meeting. When you mute all the lines in the meeting, your microphone is not muted.



INVITE GUESTS TO YOUR MEETING

You can add guests at any time during your meeting. On the Home tab, click the Invite Guests button, or in the Meeting section of the sidebar, click the gear icon and then click Invite.

Either let the meeting call your guest or have GlobalMeet send an email invitation that includes the meeting URL and dial-in information for your meeting.

INVITE GUESTS

INVITE BY EMAIL

GUEST EMAIL:

Enter a single email address and GlobalMeet will send them your meeting details.

SEND EMAIL

INVITE BY PHONE

NAME:

PHONE NUMBER:

USA/Canada(+1)

PHONE GUEST

COPY TO CLIPBOARD

Copy the meeting details to your clipboard to send in an IM or email.

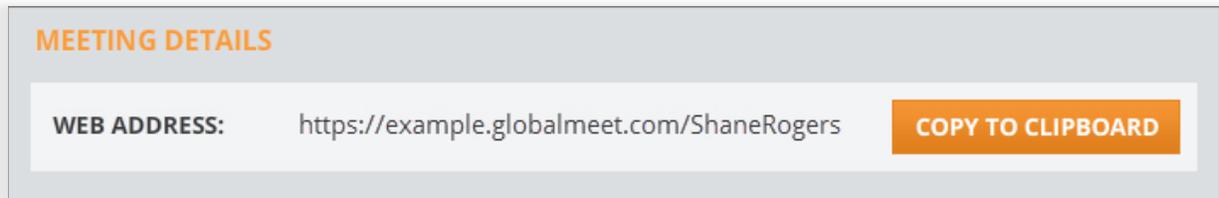
WEB ADDRESS:

<https://example.globalmeet.com/ShaneRogers>

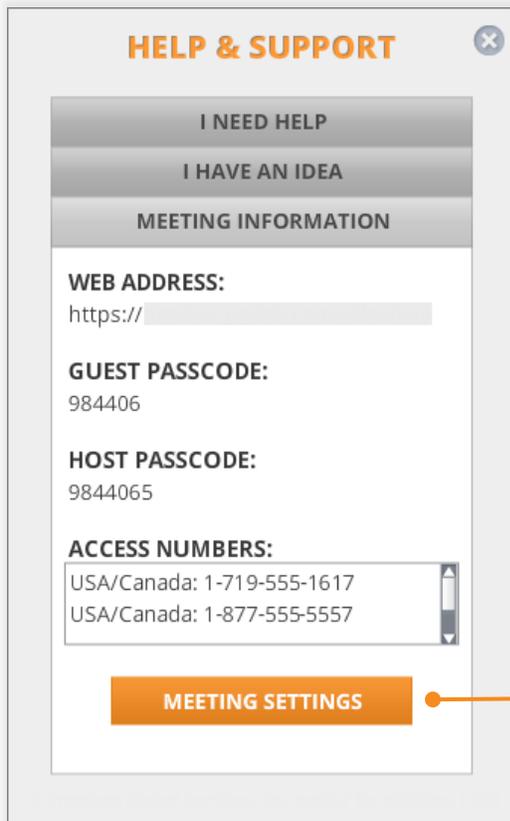
COPY TO CLIPBOARD

YOUR MEETING INFORMATION

The main meeting window displays the web address for your meeting. Click COPY TO CLIPBOARD to copy the meeting URL. You can then paste it into a text message or email to send to a guest who has not yet joined your meeting.



If you need the audio connection information, click the Help  button at the top right of the meeting toolbar. The MEETING INFORMATION section of the Help and Support window includes the web address, dial-in access numbers, and passcodes. If you are the host or a presenter, the host passcode is displayed; when guests view Meeting Information, GlobalMeet hides the host passcode.



ACCESS MEETING SETTINGS

On Help & Support, click MEETING SETTINGS to view and update your user profile, web meeting preferences, and audio meeting preferences.

NOTE: Only hosts in a meeting can see these setting screens; guests in a meeting cannot access them.

You can manage all your web meetings and audio conference accounts, not just the meeting to which you signed in and its associated audio conference account.

Open Meeting Settings.

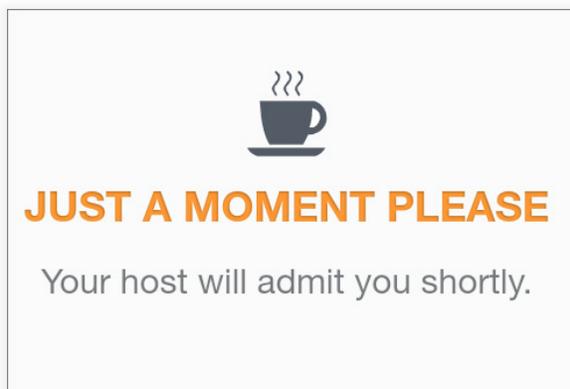
RESTRICT ACCESS TO YOUR MEETING

You can configure GlobalMeet to control access to your meeting. In Meeting Settings, enable the Waiting Room feature to prevent your guests from joining a meeting until you are ready. Or, enable Guest Privacy to hide the identity of guests from the other guests in the meeting.

NOTE: Enable these features *before* you host your meeting.

Waiting Room

The waiting room feature prevents guests from entering your web meeting until you join. You can choose to admit each guest individually or have GlobalMeet admit all waiting guests when you join. Your guests will see a message similar to the following example until you admit them.



To enable the waiting room, open Meeting Settings, and on the WEB SETTINGS tab, set WAITING ROOM to ON. If you choose **I will admit each guest**, the MEETINGS bar includes a clock icon. Click the clock to see who is waiting to be admitted and to approve guests for your meeting.



Guest Privacy

Another way to control access to your meeting is to enable Guest Privacy. The Guest Privacy feature allows hosts to hide the identity of guests from the other guests in the meeting. This is particularly useful for larger public events, where a long Participants list can become unwieldy or you may not want guests from other organizations to be able to identify one another.

When Guest Privacy is enabled, it changes the guests' view of the meeting:

- Guests see only the names of the host, presenters, and their own names; all other guest names are hidden.
- The Speaking line – with the speaker's name – is hidden.
- Active talker is highlighted only when the host, presenters, or current guest is speaking.
- Meeting notifications are hidden.
- Guest webcams and chat are disabled.

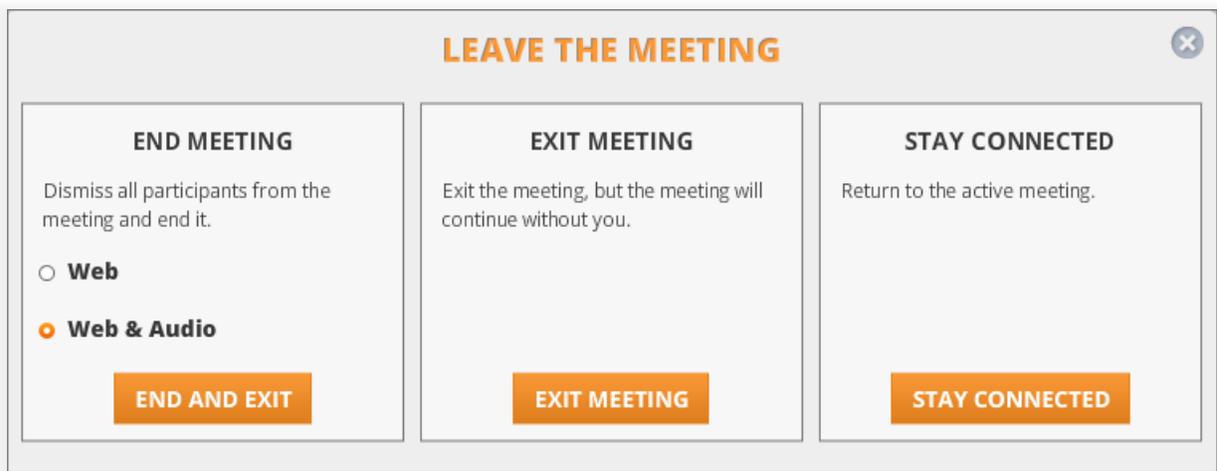
These features remain available to you, the host.



END THE MEETING

When you complete your meeting, click the Exit  button at the top right of the meeting toolbar. You can end your meeting, exit your meeting (allowing others to continue meeting), or stay connected to your meeting.

TIP: To close the web portion of the meeting and continue with an audio conference, in the END MEETING section, select Web.



WEB MEETING FEATURES

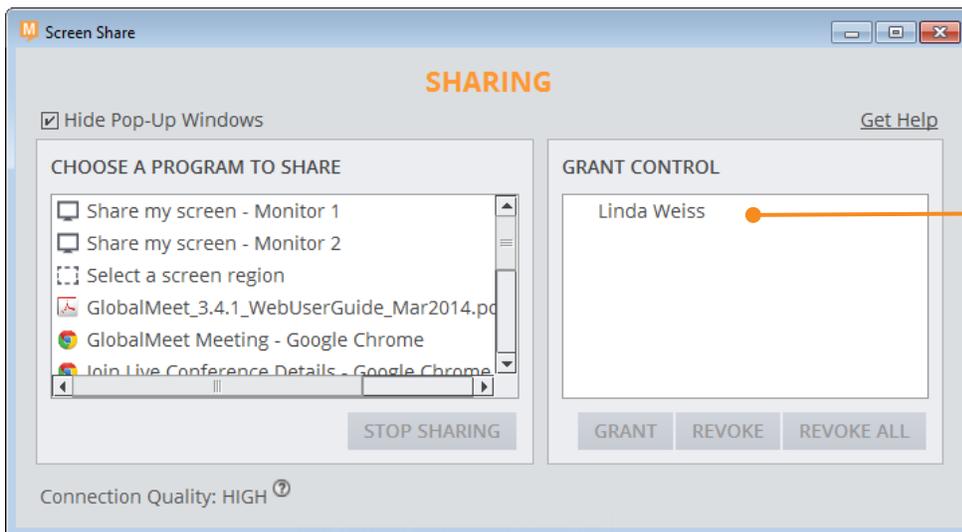
GlobalMeet gives you the tools you need to host a successful meeting. For example, you can share applications or your entire desktop, show presentations and videos in the meeting, send files to your guests, and conduct polling or question and answer sessions. These features are available at the top of the meeting screen, on the meeting toolbar.



SCREEN SHARE

Use Screen Share to share programs, websites, or even your entire desktop with your guests. Your meeting guests can follow along as you browse a website, conduct a demo, or show files on your computer. You can grant access to your guests to control the application being shared, or you and others can make annotations while sharing.

Just click SHARE MY SCREEN and then select the application you want to share.



Let a guest control the app you are sharing.



WEB MEETING FEATURES

At the top of the shared area are controls for managing your screen share. You can pause and then resume sharing. While paused, your viewers see the last image that you shared and a “paused” indicator. Or, display simple drawing tools and mark up the shared application or screen.

The image shows a screenshot of the GlobalMeet Community website. At the top of the browser window, there is a control bar for screen sharing. Three orange callout lines point to icons in this bar: a pencil icon labeled "Show markup tools", a pause icon labeled "Pause sharing", and a close icon labeled "Stop sharing". The text "NOW SHARING" is displayed in large orange letters in the center of the control bar. Below the browser window, the website content is visible, including the "Global Meet Community" header, a search bar, and various content sections like "Welcome", "Coming Soon", and "Trending Topics".



SHARE FILES IN THE MEETING

You can open a variety of files from your file library – videos, PowerPoint presentations, PDF and Microsoft Word documents, spreadsheets (Excel and CSV), and images – and share them in your meeting.

TIP: To prevent delays, upload files you plan to share before you start your meeting. We recommend that you use the GlobalMeet desktop app to manage your file library. [Learn more.](#)

Click File Library to see all the material that you uploaded previously into your meeting, reports, and meeting recordings. You can sort files by name, file type, file size, or the date you uploaded to your file library.

The screenshot shows a file library interface with a table of files and folders. Callouts point to various elements:

- Open the folder and view its contents.** Points to the folder icon for 'Admin'.
- Share a file in the meeting.** Points to the gear icon for the 'Management Presentation.pptx' file.
- Upload a file or create a folder.** Points to the plus icons in the top right.
- Sort file by name, date, size, or type.** Points to the 'File Type' dropdown menu.
- View file details, send the file to guests, download, or delete it.** Points to the context menu for the 'Management Presentation.pptx' file.
- Meeting recordings and reports are saved in their own folders.** Points to the 'Recordings' and 'Reports' folders.
- Share a video.** Points to the 'SalesTraining.mp4' file.

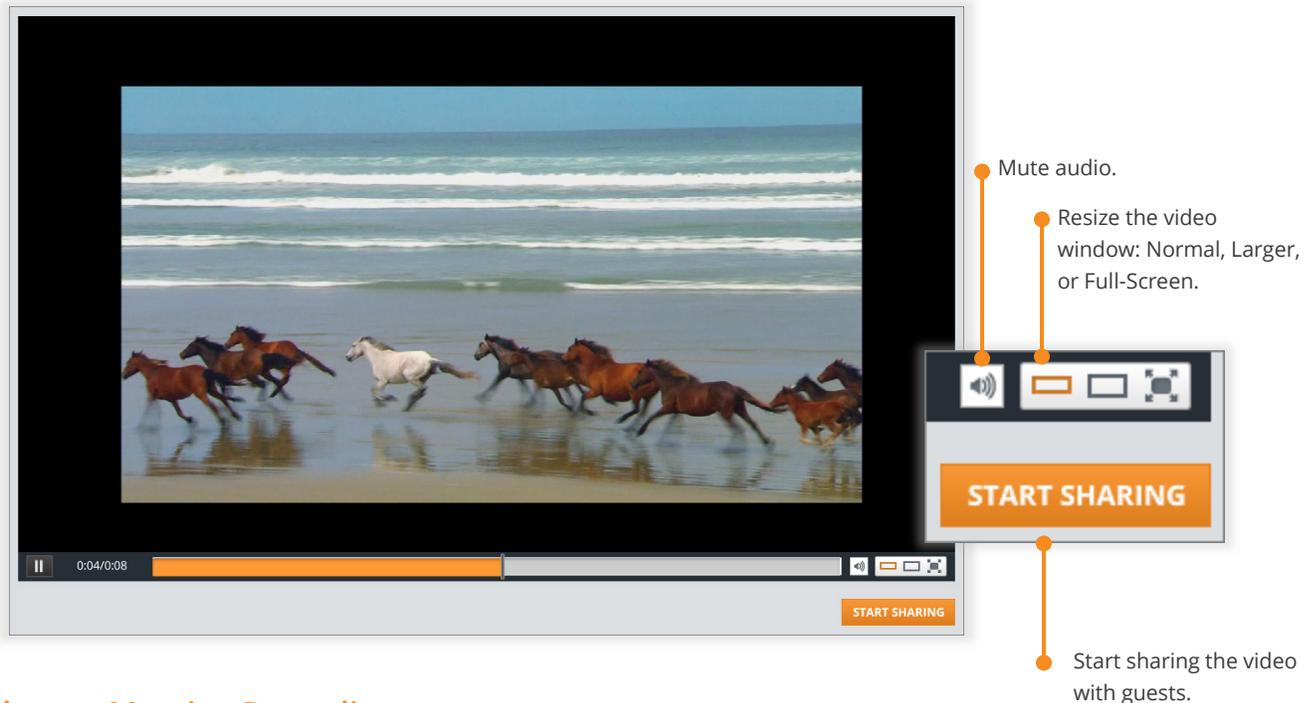
| File Name | File Type | File Size | Upload Date | Actions |
|---------------------------------------|---------------|-----------|-------------|------------------------|
| Admin | Folder | -- | 30 Jun 2014 | Settings |
| Recordings | Folder | -- | 28 Oct 2014 | Settings |
| Reports | Folder | -- | 28 Oct 2014 | Settings |
| Management Presentation.pptx | PowerPoint | 37.8 KB | 05 Nov 2014 | Settings, Context Menu |
| Consulting Proposal.docx | Word Document | 17.0 KB | 05 Nov 2014 | |
| SalesTraining.mp4 | Video | 2.1 MB | 05 Nov 2014 | |
| ABC-Logo.jpg | Image | 26.3 KB | 05 Nov 2014 | |
| GlobalMeet_3.5_UserGuide_Sept2014.pdf | PDF | 2.9 MB | 30 Oct 2014 | |
| Request for Deliverables.pdf | PDF | 27.7 KB | 05 Nov 2014 | Settings |
| Update Notes.txt | Text | 12 B | 05 Nov 2014 | Settings |

Context Menu for 'Management Presentation.pptx':

- Email Link
- Send To Guests
- Sharing Report
- Download
- Delete

Share a Video

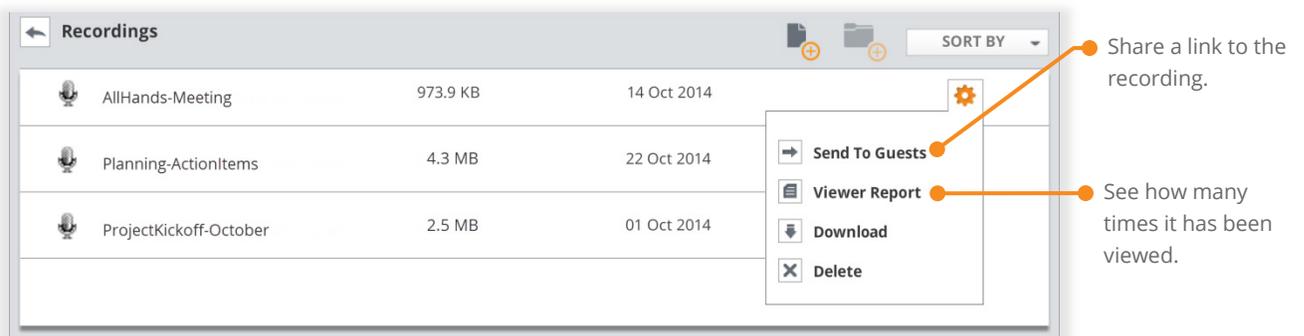
You can share MP4, MOV, and M4V video files with your guests. Just click the file name of the video you want to share and GlobalMeet opens the video in the main area. Tap **START SHARING** to begin showing the video to your meeting.



Share a Meeting Recording

Meeting recordings are identified by a microphone icon; they are now saved in the Recordings folder. To send out a link to the meeting recording, select **Send to Guests**, and then enter the email addresses of your recipients. GlobalMeet sends a message to them with a link to the recording.

You can get a viewer report for any shared recording that shows when it was viewed and the contact information provided by each viewer.



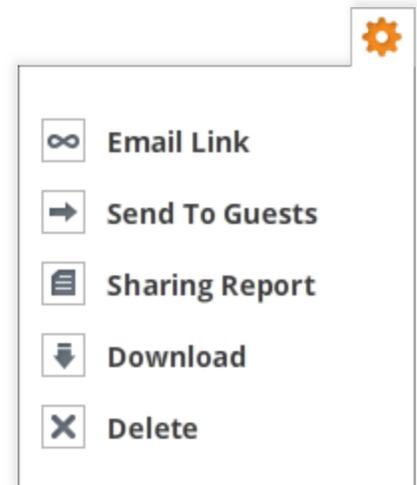
Working with Files

Click the gear next to a file to display file options. From here, you can:

- Send a link to a document from your file library to email recipients.
- Send the file to your meeting guests so they can download it in the meeting.
- View a Sharing Report that details: the total number of shares, when you shared the file, the method (email link or in the room), and the recipient.

For meeting recordings, get a Viewer Report that lists who has viewed the recording and the view date.

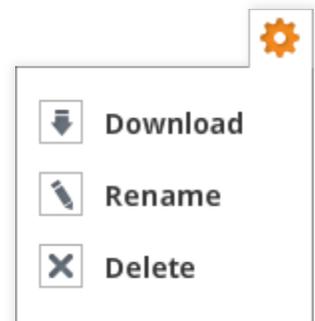
- Download the file to your own computer.
- Delete it from your file library.



Working with Folders

Click the gear next to a folder to display folder options. From here, you can:

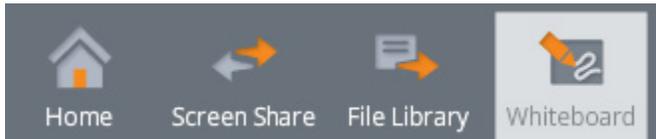
- Download the contents of the folder in a Zip file.
- Rename the folder.
- Delete the folder and its contents (with confirmation).



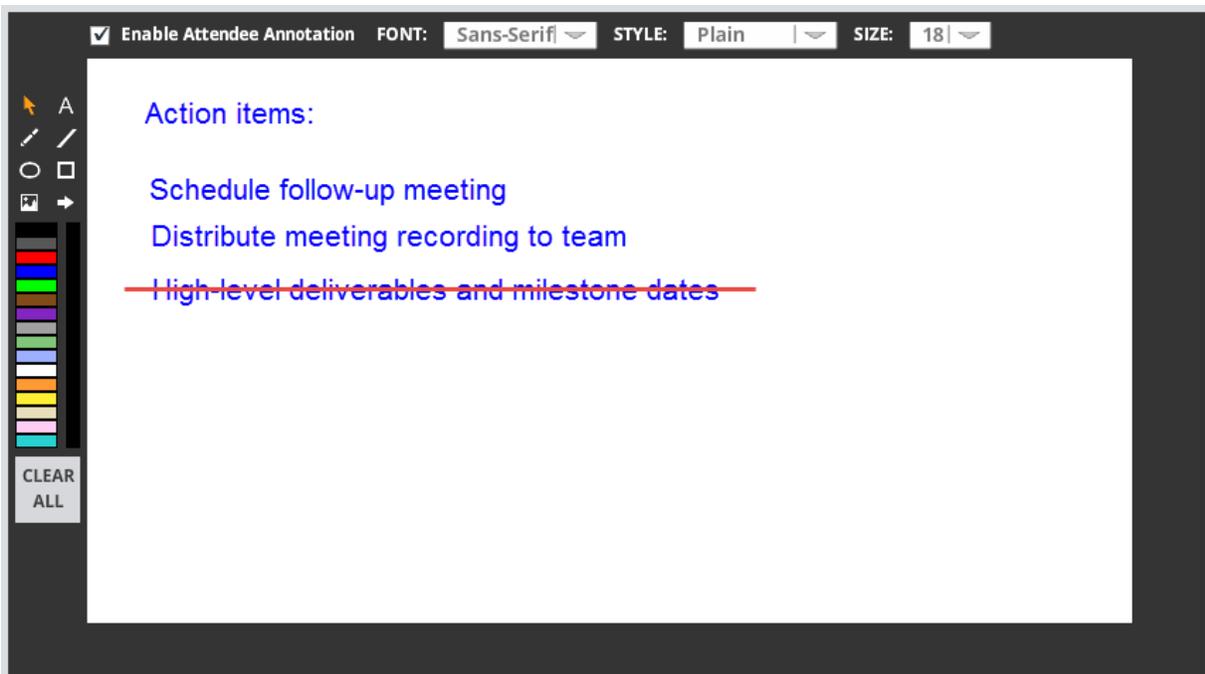
GlobalMeet saves reports and meeting recordings in their own folders. Go to Reports to view polling and survey results and Q&A session logs. The Recordings folder contains meeting recordings; only the host can access meeting recordings. The Reports folder is visible to you and promoted presenters in the meeting.

WHITEBOARD

A whiteboard is like a blank slide that you can draw or write on using the provided annotation tools. To access the whiteboard, click the Whiteboard tab on the meeting toolbar.



Whiteboards are useful for sketching ideas, brainstorming sessions, meeting summaries, and listing action items. Select Enable Attendee Annotation to give your guests the ability to write and draw on the



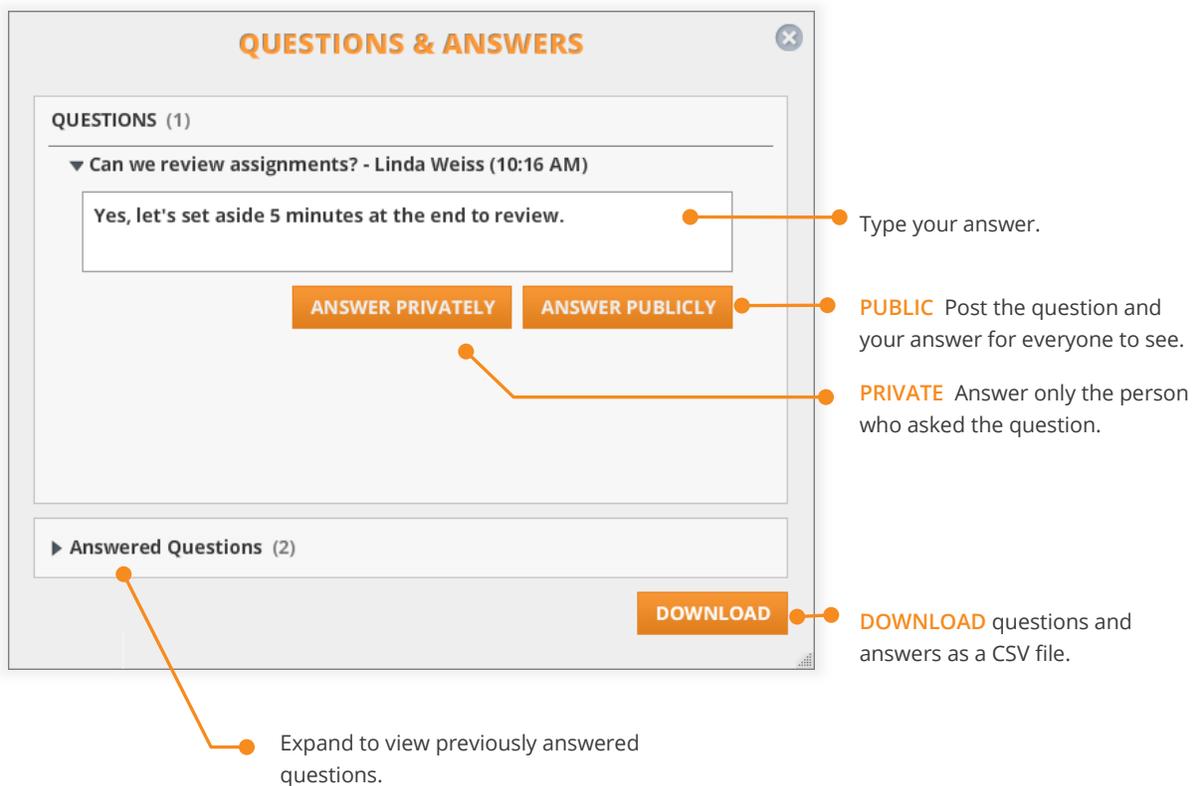
ANSWER QUESTIONS (Q&A)

The question and answer (Q&A) feature allows guests to ask questions during the meeting. The host and all presenters can answer questions. The Q&A button shows the number of new, unanswered questions.



Click the Q&A button to answer a question. Enter your answer, and then click ANSWER PUBLICLY to post the question and your answer to everyone. Click ANSWER PRIVATELY to send the answer only to the person who asked the question.

A log of the meeting's Q&A session is saved in your file library, in the Reports folder.



POLLS AND SURVEYS

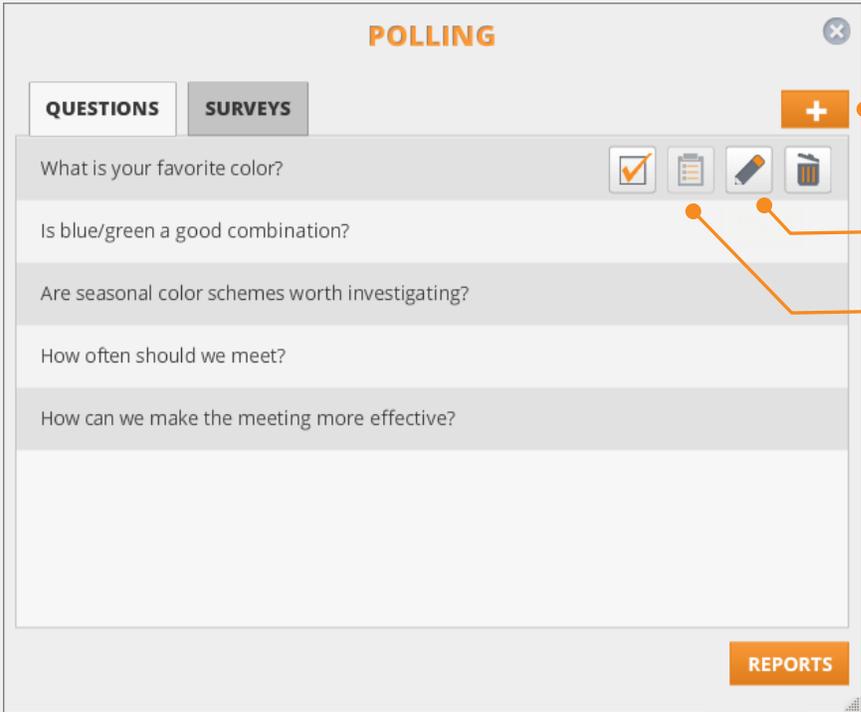
Polls and surveys allow you to get instant feedback from your participants during a meeting. You can ask your guests one question (or multiple questions in the case of a survey), view results as charts or percentages, publish results to all participants, and save questions to ask again in another meeting.

Poll and survey results are saved in your file library, in the Reports folder.

Poll Your Guests

Polls are single questions. You can create Yes/No, multiple choice, and essay questions. Once you create a question, you can poll your meeting guests and then view the results. The QUESTIONS tab lists polls you previously created and poll results.

Point to a question and click Post  to poll your guests in the meeting.



The screenshot shows a window titled "POLLING" with a close button in the top right. Below the title are two tabs: "QUESTIONS" (selected) and "SURVEYS". A list of five questions is displayed:

- What is your favorite color?
- Is blue/green a good combination?
- Are seasonal color schemes worth investigating?
- How often should we meet?
- How can we make the meeting more effective?

At the top right of the question list is an orange "+" button. Below the first question is a row of four icons: a checkmark in a square, a document with a list, a pencil, and a trash can. At the bottom right of the window is an orange "REPORTS" button.

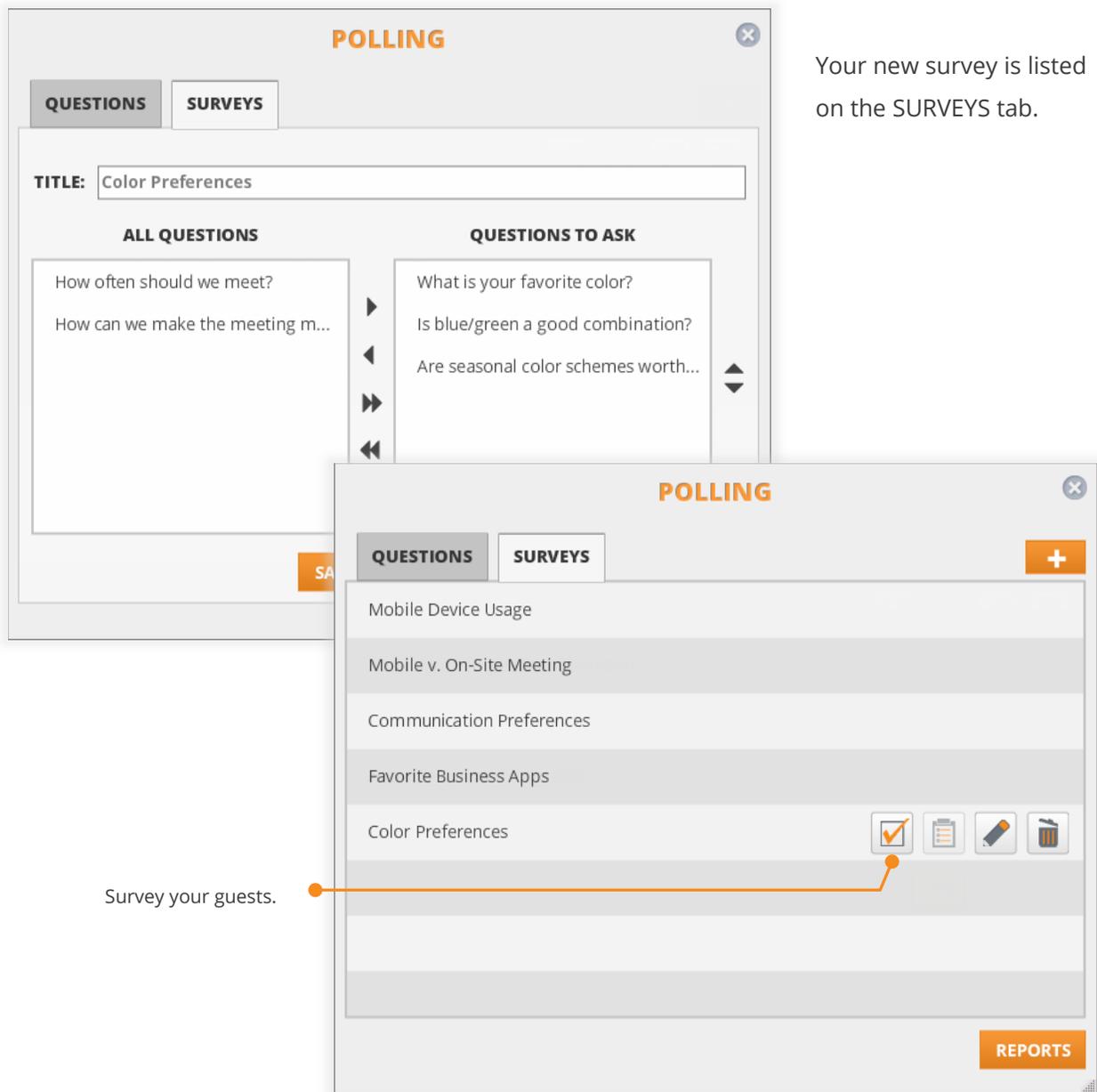
Callouts on the right side of the screenshot:

- An orange line points from the "+" button to the text "Add a question."
- Two orange lines point from the checkmark and document icons to the text "Edit or Delete the question."
- An orange line points from the trash can icon to the text "View results after you close the poll."

Conduct a Survey

You can combine two or more questions into a survey. You can then post the survey in your meeting and view results. The SURVEYS tab lists surveys you previously created.

Click + to create a new survey. Name the survey and choose the questions to ask. Use the up and down arrows to the right of the QUESTIONS TO ASK list to set the order of the questions in the survey. Then, tap SAVE.

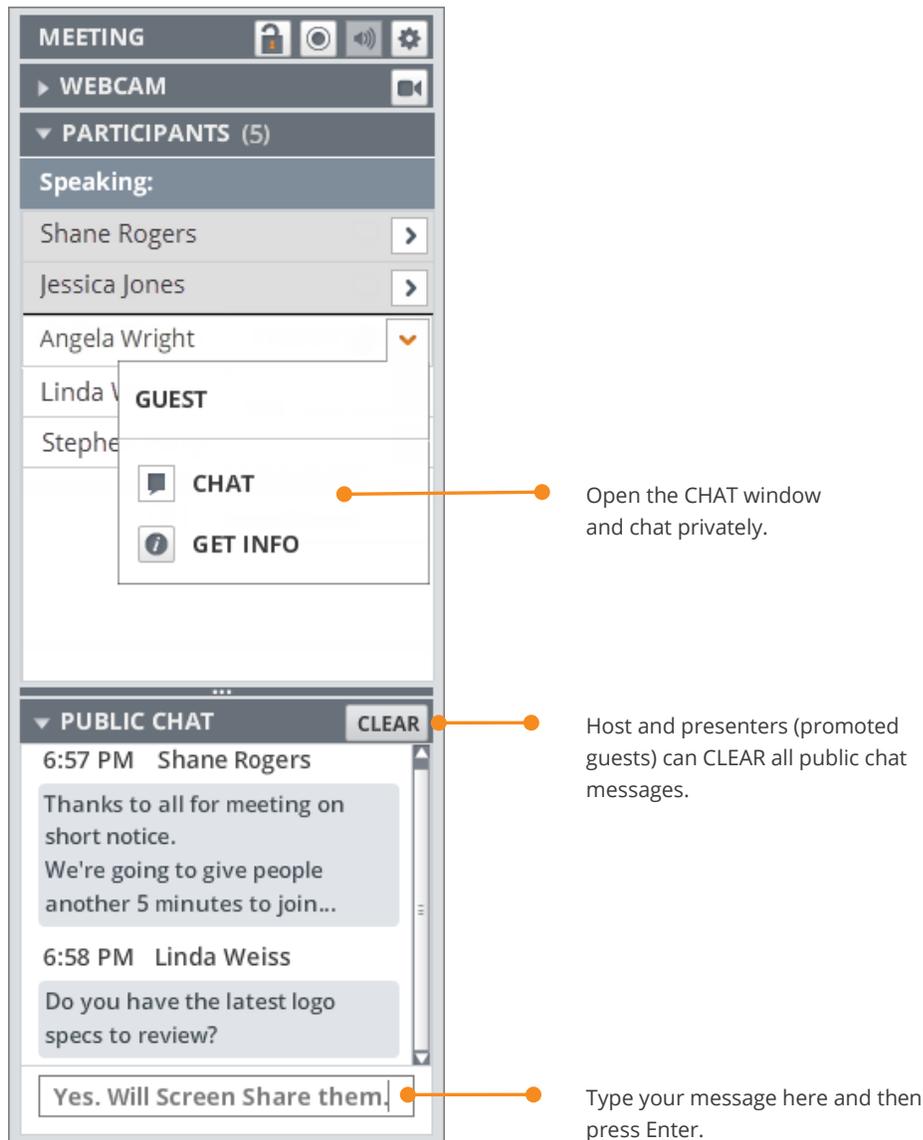


Your new survey is listed on the SURVEYS tab.

LIVE CHAT

The Chat feature allows you and your guests to exchange messages without interrupting the meeting. You can send messages to all participants, or chat privately with an individual guest.

TIP: Make sure the feature is enabled for guests in Meeting Settings (WEB SETTINGS tab).



PRIVATE CHAT

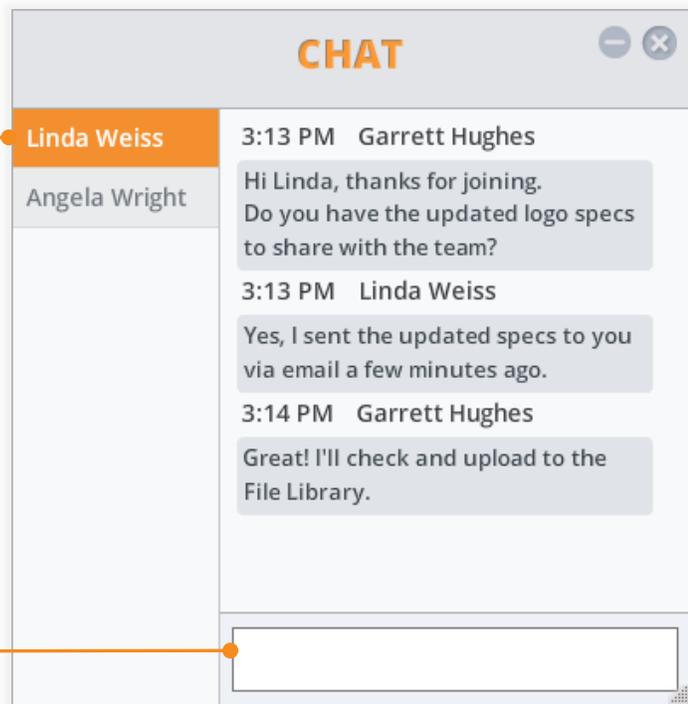
To chat privately with another participant, click the arrow  next to their name and select CHAT. The CHAT window maintains the private chat conversations you have with each participant. In the left panel, click someone's name to switch conversations.

The Exit  button at the top of the CHAT window closes the window and deletes all conversations. Click the (-) button to move the CHAT window out of the way. This minimizes the window to the right corner of the meeting window.

Two conversations. Click a person's name to view messages and chat.

The selected conversation is highlighted.

Type your message here and then press Enter.

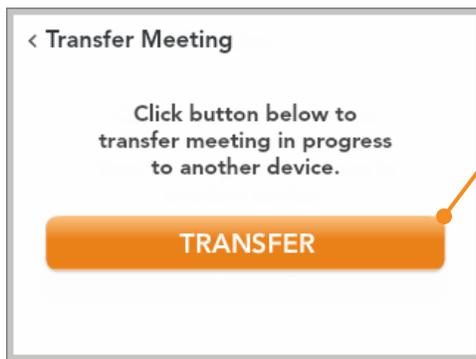


TRANSFER A MEETING TO ANOTHER DEVICE

GlobalMeet account holders only. If you are hosting or participating in a meeting on the iPad, you can transfer to your computer or another mobile device without leaving the meeting. Meeting transfer is supported on GlobalMeet for Android, iPhone, and iPad, and desktop computers.

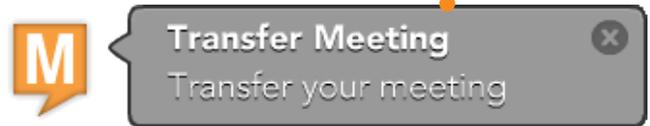
Just have the GlobalMeet app running before you start the meeting, and GlobalMeet installed and running on your mobile device.

The Transfer Meeting option is available from your own participant details. Tap your name and then select Transfer Meeting.



Transfer the meeting.
GlobalMeet alerts all your devices.

Continue on your computer.
Click to open a browser (web) or the Audio Controls (phone-only).



Continue on your smartphone.
Tap to open the GlobalMeet app and enter the meeting.

NOTE: If you transfer from a web meeting (browser or iPad app) to a smartphone (iPhone or Android smartphone), only the meeting audio is transferred.



SCHEDULE A MEETING

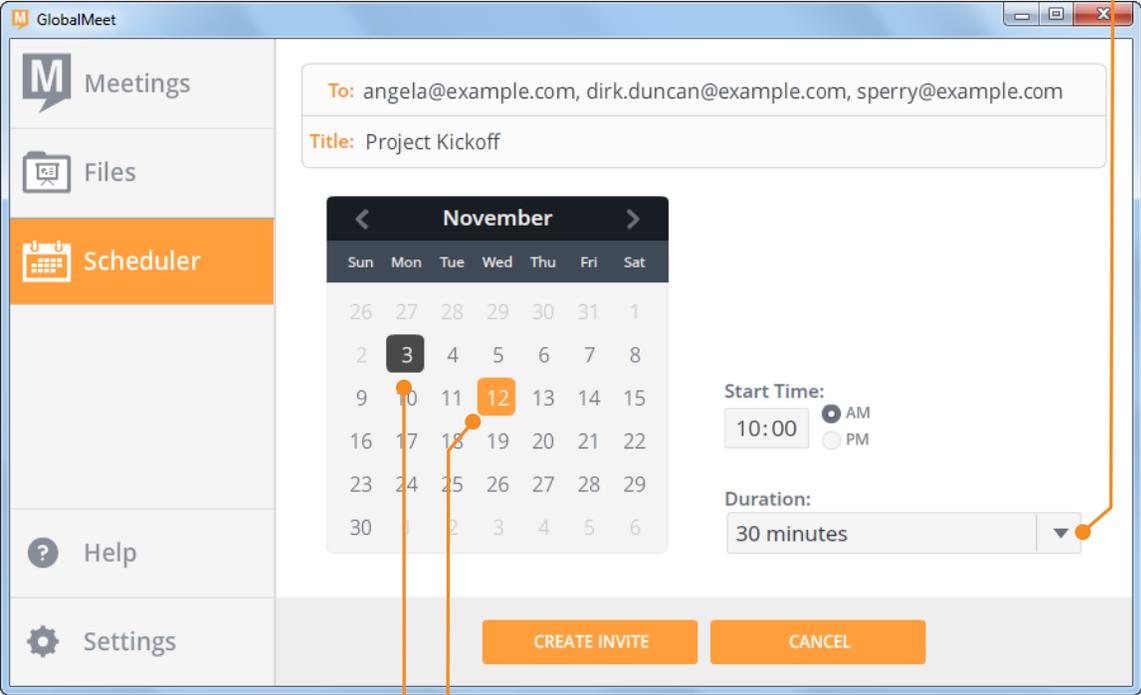
You can schedule a meeting and have GlobalMeet send an email invitation to your guests.

SCHEDULE A MEETING (DESKTOP)

Just pick the date and start time of your meeting and enter your guests' email addresses. Then, select the meeting duration – as short as 30 minutes. When finished, click CREATE INVITE.

GlobalMeet sends everyone a meeting invitation that includes the meeting URL and dial-in information for your meeting.

Duration Select how long the meeting will be.

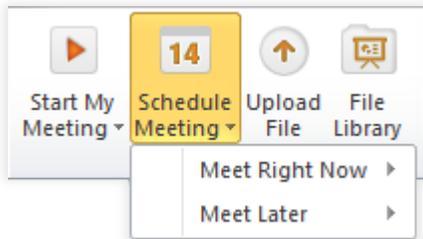


Meeting date

Today's date

NOTE: If you have Microsoft Outlook installed, the app opens Outlook so that you can schedule your meeting using the GlobalMeet toolbar.

SCHEDULE A MEETING (OUTLOOK TOOLBAR)



The GlobalMeet toolbar lets you choose whether you want to Meet Right Now or Meet Later. Both options create an Outlook meeting invitation that you can edit and send to your guests. Select:

- Meet Right Now – to send a quick invitation and immediately start your meeting. The meeting invitation is not saved in your Outlook Calendar.
- Meet Later – to select a date and time for the meeting. The meeting invitation is saved in the Outlook Calendar, where you can track responses and reschedule or update, as needed.

Meet Later

The Meet Later option allows you to select the access numbers to include in your invitation, and which audio and/or web meeting to use (if you have multiple meetings). On the left side of the meeting invitation, select the access numbers to include in the invitation.

SCHEDULE A MEETING

The screenshot displays the GlobalMeet software interface. The window title is "Project Kickoff - Meeting". The menu bar includes "File", "Meeting", "Insert", "Format Text", "Review", "Developer", "GlobalMeet", "Design", and "Layout".

GlobalMeet
Select at least one access number or web meeting for your meeting request.

Audio
My Audio Meeting

Passcodes
Host: 9844065 Guest: 984406

Access Numbers [Select None](#)

- USA/Canada 1-719-555-1617
- USA/Canada 1-877-555-5557

Primary Access Number
USA/Canada 1-719-555-1617

One Click Access Number
USA/Canada 1-719-555-1617

Web Meeting
Shane's Meeting

Include dial-in numbers in Location field

Invitation Language
English

Invitations have not been sent for this meeting.

From: Williams (Charter)

To: [Empty field]

Subject: Project Kickoff

Location: https://example.globalmeet.com/ShaneRogers

Start time: Mon 7/14/2014 1:00 PM All day event

End time: Mon 7/14/2014 2:00 PM

GlobalMeet

You're Invited.

You've been invited to a GlobalMeet® web meeting.

Have the meeting call you.
Click the Connect Me link below. **No need to dial-in.**

Connect Me

Not at your computer?
You can join by dialing one of the access numbers below.

Mobile: tel://1-719-555-1617,*,,984406#

Web Meeting: https://example.globalmeet.com/ShaneRogers

Primary Access Number: 1-719-555-1617

Guest Passcode: 984406

Additional Access:

- USA/Canada 1-719-555-1617
- USA/Canada 1-877-860-5557



FILE LIBRARY (DESKTOP)

You can manage your file library from the desktop app, without having to enter your meeting. Click the Files tab to view your files and folders. You can create new folders, upload files, search for files, and move files between folders. You can also preview a file in the desktop app.

Use folders to organize the files in your file library. When uploading a file, first navigate to the folder to place it in. You can also move a file to a different folder.

Use folders to organize your files

Upload a file or add a folder

Sort by file name, type, size, or upload date

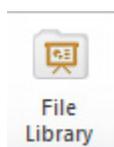
Click the ⚙️ to show available file or folder actions
(Folder actions shown)

| Name | Size | Date |
|------------------------------|---------|------------|
| Admin | -- | 11/05/2014 |
| Recordings | -- | |
| Reports | -- | |
| Management Presentation.pptx | 37 KB | 11/05/2014 |
| Consulting Proposal.docx | 16.6 KB | 11/05/2014 |
| SalesTraining.mp4 | 2 MB | 11/05/2014 |
| ABC-Logo.png | 25.8 KB | 11/05/2014 |

Meeting recordings and reports are saved in their own folders.

Scroll all folders and files.

OPEN YOUR FILE LIBRARY FROM THE OUTLOOK TOOLBAR



On the GlobalMeet toolbar, click File Library to open your file library in the desktop app. This view allows you to perform all file management activities, but other desktop app buttons are disabled. When you finish, click X at the top right of the desktop app window to exit.



ADD A FILE OR FOLDER AND SEARCH THE FILE LIBRARY

At the top of the library is a small toolbar. You can upload a file, create a folder, or search for specific files by file name. To upload a file to a folder, first navigate to the folder where you want to store it, and then click Add File.

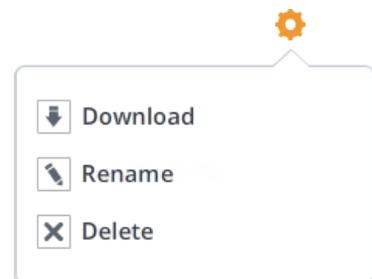


MENU OPTIONS

Click the gear icon  to display folder and file actions.

Folder options include:

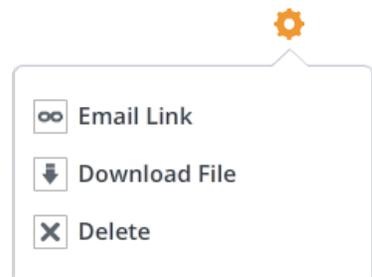
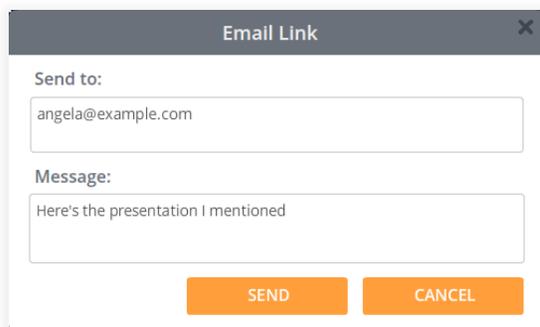
- Download the contents of the folder as a Zip file.
- Rename the folder.
- Delete the folder and its contents (with confirmation).



File options include:

- Send a link to the file via email.

GlobalMeet sends a message to your recipients with a link to download the file.

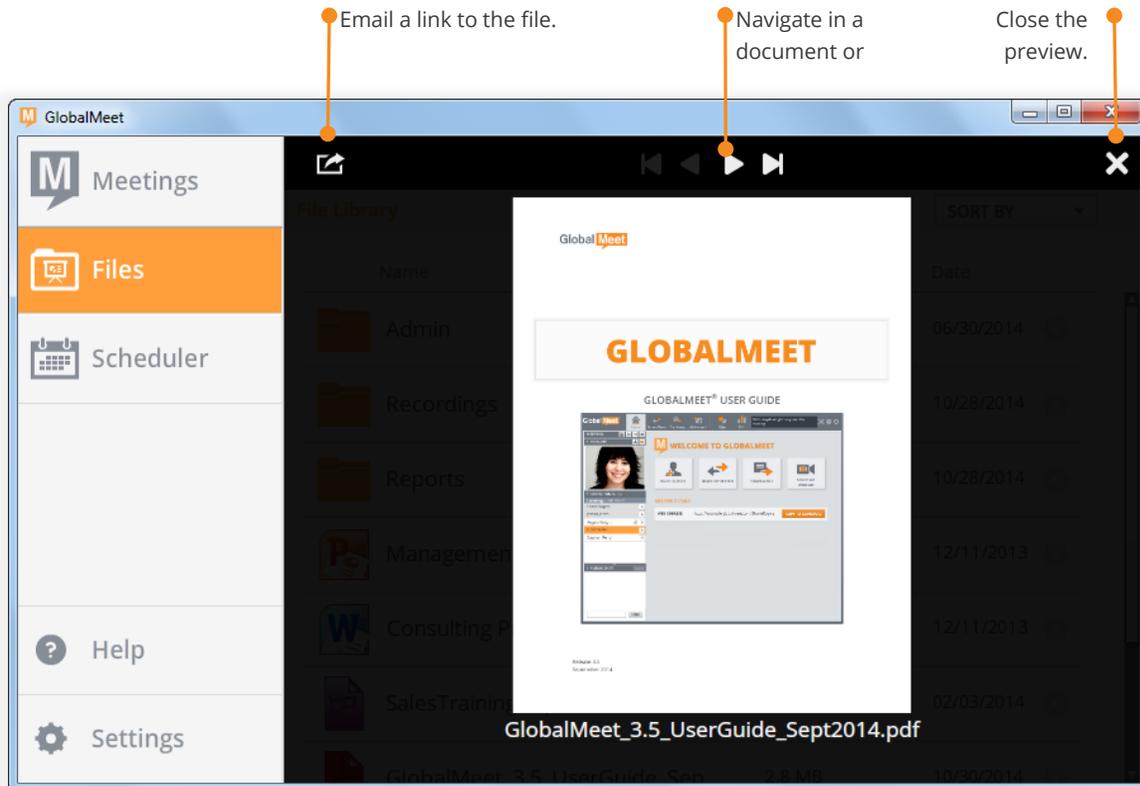


- Download the file.
- Delete the file and remove it from your file library.



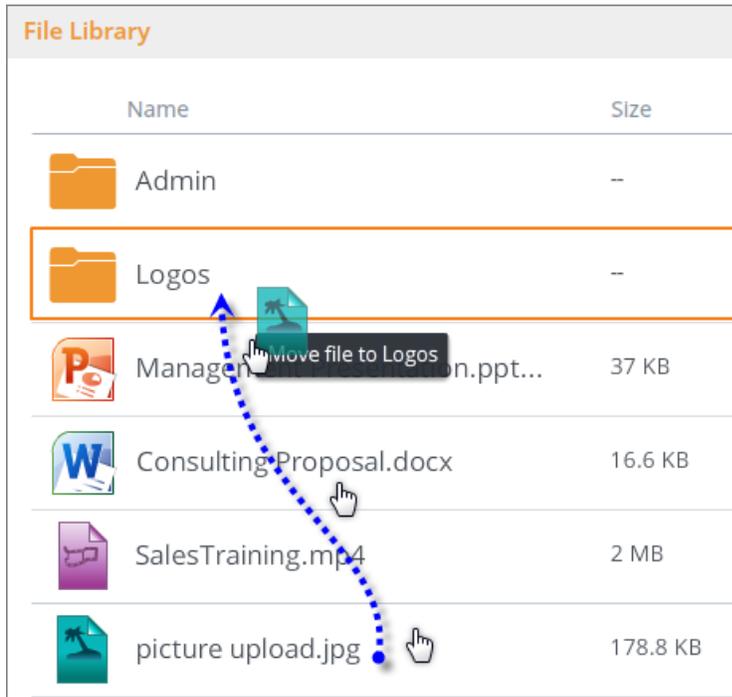
PREVIEW A FILE

You can preview documents, presentations, spreadsheets, and images in your file library. Just click the icon next to a file to open it. Audio and video files cannot be previewed in the desktop app; when you click an audio or video file, the app shows the File Options menu.



MOVE A FILE

You can move a file to a folder: just drag it to the folder, and drop it. When you are in a folder, you can move the file back up to the top level of your file library the same way.



GLOBALMEET SETTINGS

DESKTOP APP SETTINGS

Click the Settings tab to open the Account Setup screen. From here, you can update your desktop app settings. Click Meeting Settings to edit your account profile, change your password, and customize your web and audio meeting settings.

The app is available in English, Dutch, French, and German. Select a different language and the Settings screen refreshes and displays a preview. Be sure to click SAVE to save your language preference.

The screenshot shows the GlobalMeet desktop application window. On the left is a sidebar with icons for Meetings, Files, Scheduler, and Help, and a 'Settings' button at the bottom. The main area is titled 'Account Setup' and contains the following fields:

- Email or Client ID:** shane.rogers@example.com
- Password:** A masked field with a 'Forgot Password' link below it.
- Meeting:** A dropdown menu currently showing 'ShaneRogers' with a refresh icon.
- Notifications:** A dropdown menu currently showing 'Audible & Pop-Up Notifications'.
- Startup:** A checked checkbox labeled 'Launch at Startup'.
- Language:** A dropdown menu currently showing 'English'.

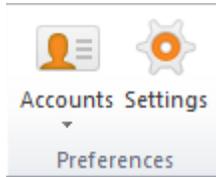
Below these fields is an orange button labeled 'MEETING SETTINGS'. At the bottom of the window are 'SAVE' and 'CANCEL' buttons. The version number 'Version 1.7.0.13' is displayed in the bottom right corner.

Four callouts with orange lines point to specific elements:

- Change your login credentials (points to the Password field).
- Select a different meeting to monitor for visitors. (points to the Meeting dropdown menu).
- Set your language preference. (points to the Language dropdown menu).
- Edit your account profile, password, or update meeting settings. (points to the MEETING SETTINGS button).



GLOBALMEET TOOLBAR SETTINGS

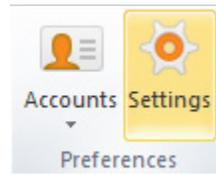


The Preferences group on the toolbar has two options: Accounts and Settings.

Use the Accounts button to add a new account (with a different client ID) to your toolbar or to sign in to any of your saved accounts.

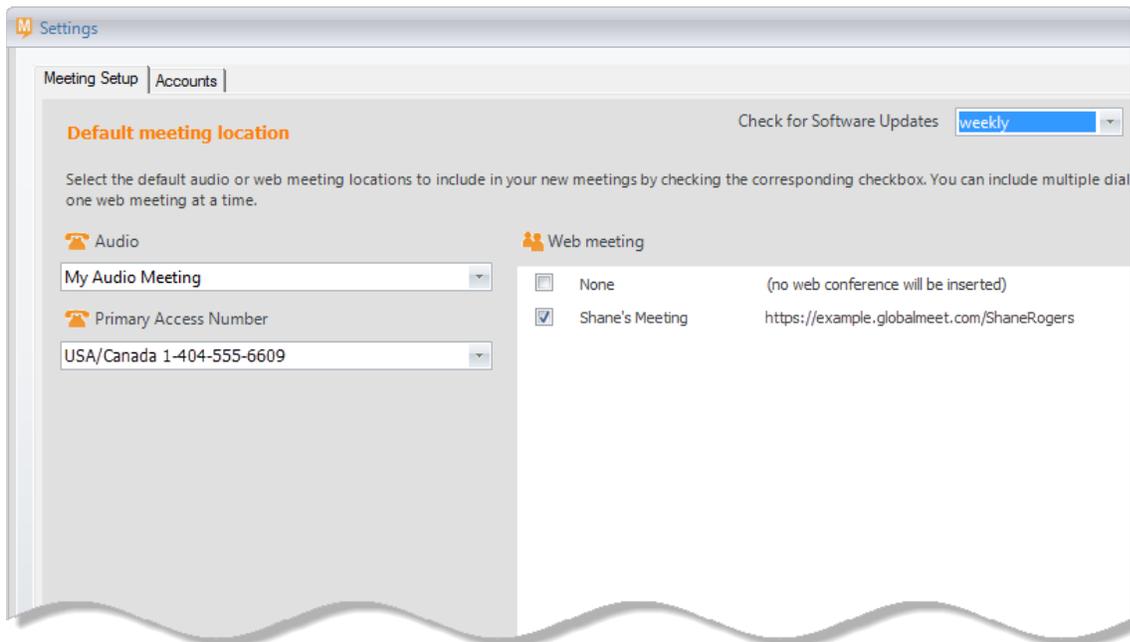
Use the Settings button to access Meeting Settings and select which access numbers are included in meeting invitations and set other meeting defaults. If you have more than one web meeting or audio conference account, you should select your default meeting.

Set Your Default Meeting



When you Start or Meet Now (from Schedule a Meeting), GlobalMeet signs you in to your default meeting; it also includes the web address and dial-in information for the default meeting in the meeting invitation.

TIP: Use Schedule a Meeting ► Meet Later if you would like to choose the meeting to use and customize the meeting invitation.



Select Numbers to Include in Invitations

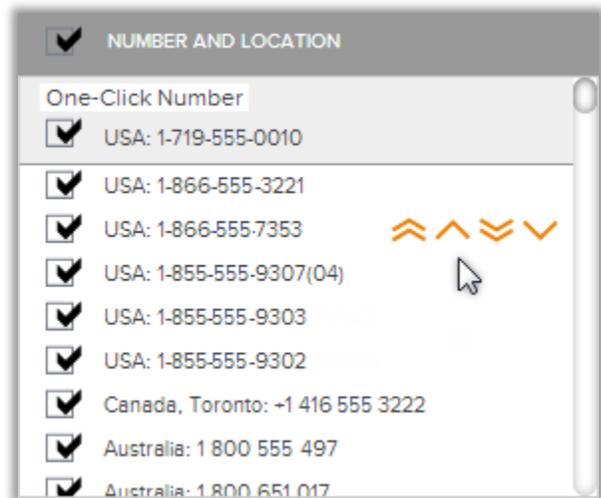
To choose the access numbers to include in meeting invitations and to set the default one-click access number for your audio conference, go to Meeting Settings. The one-click number is formatted as a link in meeting invitations; guests can click to connect to the meeting from their mobile devices.

NOTE: You can still change the one-click number on a per-meeting basis (when you schedule a phone-only meeting).

At the bottom of the Meeting Setup tab, click Meeting Settings. On the AUDIO SETTINGS tab, next to ACCESS NUMBERS, click VIEW AND MANAGE.

The MY ACCESS NUMBERS screen opens and lists all access numbers. The first number is the one-click number.

- Move a number to the top to define it as the one-click number.
- Clear the check box if you do not want to include an access number in invitations.
- Point to a row and use the arrows to move an access number up or down in the list.
- Click the double arrows to move a number to the top or bottom of the list.



MEETING SETTINGS

The Meeting Settings feature allows meeting hosts to view and update their user profiles, web meeting preferences, and audio meeting preferences. Your Meeting Settings are accessible from the desktop app, the GlobalMeet toolbar, and from Help & Support in a meeting.

Web meeting settings control the meeting experience for you and your guests. You can view and update these options on the WEB SETTINGS tab. If you have more than one web meeting, click the Meeting Title list to view settings for another web meeting. You can also delete the selected meeting or add a new one.

MEETING SETTINGS

 MY PROFILE

 PREFERENCES

 AUDIO SETTINGS

 WEB SETTINGS

WEB SETTINGS

MEETING TITLE: + ×

WEB ADDRESS: <https://example.globalmeet.com/>

AUDIO ACCOUNT: ?

MEETING OPTIONS

WAITING ROOM: ON

GUEST PRIVACY MODE: OFF

ENABLE GUEST CHAT: ON

(If not checked, only hosts and presenters can chat)

SAVE

CANCEL

GLOBALMEET SETTINGS

The following table describes the web meeting options.

| Option | Description |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting Title | <p>A descriptive name for your meeting. The meeting title is shown on your meeting's "Welcome" page.</p> <p>If you have more than one web meeting, the Meeting Title field is a drop-down list box. Click the arrow to switch to a different web meeting. You can also delete the selected meeting or add a new one.</p> |
| Web Address | <p>The URL of the meeting. Be sure to let people know your new web address. If you frequently host meetings with this web address or have distributed the meeting URL widely, you can also add a new web meeting.</p> |
| Audio Account | <p>The audio conference used for the audio portion of the meeting.</p> <p>Click the information icon next to the audio name to see dial-in numbers and passcodes for the audio conference. If you have more than one audio conference, you can select which one to use for this meeting.</p> |
| Waiting Room | <p>Places guests in a waiting area until you join your meeting. You can admit each guest individually, or have GlobalMeet admit all waiting guests when you join.</p> |
| Guest Privacy | <p>Hides the names of guests and other identifying information from meeting participants. This feature is useful for larger public events or for meetings where you may not want guests from other organizations to be able to identify one another.</p> |
| Chat for Guests | <p>Controls whether guests can chat within the meeting. Set this option to OFF to restrict chat to host and presenters.</p> |



NEED HELP?

Visit the GlobalMeet Community, where you can read knowledge base articles and user guides, ask questions, share ideas, and get to know GlobalMeet.

- Visit the [GlobalMeet Community](#)
- View self-paced [video tutorials](#) or sign up for training
- Get the latest [documentation](#), including Dutch, French, and German versions of this guide
- [Contact support](#)

