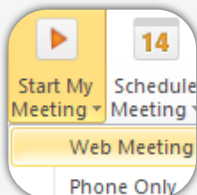


## Host a web meeting

**HELPFUL TOOLS**

We will provide you with the download link for our Outlook Toolbar. You will need your Client ID and web password to log in. You can request for these details to be resent in case you don't have them handy.

**ACCESS YOUR MEETING**

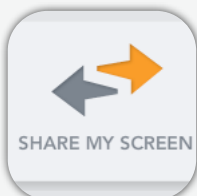
After installing, simply enter your account details and click "Start my meeting" and select "Web Meeting".

**WE CALL YOU**

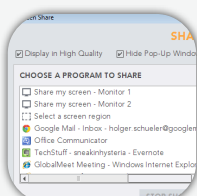
Choose your country and enter your telephone number in the format [Area Code] [Phone number] without leading zeros. Click "CONNECT ME". Your phone rings. Pick up and you are ready to meet.

**INVITE OTHERS**

Just click on the icon "Invite Guests". You can now send an email including all details for your participants to join or you can let us call their phone.

**SHARE MY SCREEN**

Together with our toolbar we install our screen sharing tool. Just click on the icon on the left. AppShare will start and you can select the area or application you want to share. Don't worry if you skipped the AppShare installation earlier on, we ask you again if we can't find it on your PC or Mac and it will only take a minute to download and install.

**SHARE A PRESENTATION**

Click the icon and upload your .PPT or .PDF file. You will see a notification telling you that your file is ready. Open the Content Library again and select the file. You can now use the arrow controls to navigate through your slides or pages and everybody will see what you see.

**SHARING YOUR WEBCAM**

Just click the big button. There will be a popup asking you to grant permission to access the webcam. Click on allow. GlobalMeet will switch to the active talker.

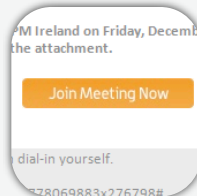
## Join web meeting as a guest

**NO DOWNLOADS!**

We want to tell you the good news straight away. You can just join the meeting without any downloads. Everything will work in your browser. We only need Flash 9 or higher. Oh, and there is no bad news.

**INVITATION**

You will receive an email invite from your meeting host.

**BUTTON**

Click on orange "Join Meeting Now" or "Connect Me" button

**BROWSER**

Your browser opens, the web meeting or web phone controls launch, depending on what meeting type the host has selected.

**WE CALL YOU**

Choose your country and enter your telephone number in the format [Area Code] [Phone number] without leading zeros. Click "CONNECT ME".

**RING RING**

Your phone rings. Pick up and you are ready to meet.

Alternatively:

**RING RING ONLY**

Your phone may ring without any email arriving, as a host can invite you by phone.

We have some advanced tips for you, just turn the page or scroll further down.

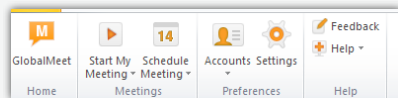
### Can I use GlobalMeet without Outlook?

Absolutely. You can always access your meeting using your personal room link from any PC or Mac:  
[companyname].globalmeet.com/roomname

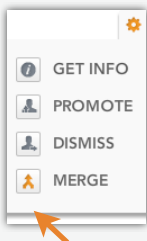
You can also control your audio meeting and send invitations using GlobalMeet Mobile for iPhone and Blackberry. See last paragraph on the right.

### What are the benefits of using the Outlook toolbar?

Our toolbar allows you to conveniently start your audio and web meetings, manage audio only meetings, schedule your meetings the way you are used to and manage your settings. It's right where you need it, just one click away.



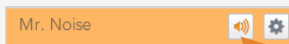
### Are there alternative ways to connect my phone?



Yes, if you can't call your phone we give you a wide range of access numbers to dial to connect to your meeting. Just click on "Dial in old school". Once dialed into a web meeting, you can merge your web connection with your dial in phone line so webcam switching and active talker features work smoothly.

### How can a host address noisy lines or participants with low volume?

Using our ActiveTalker display, you can immediately spot a noisy line. Just click the mute icon right next to the name to mute it.



Your guests can always unmute the line again to talk. There is also a Mute All option that allows you to control all guest's lines, everyone who joins your meeting will be muted from the start. You can use the individual volume controls to adjust levels, just keep the mute button pressed and volume controls will appear.



### I'd like to highlight areas on my slides or on my screen.

Both ScreenSharing and Presentation/PDF sharing allow you to annotate content. The ScreenSharing annotation panel is located at the top of the share area, for presentations you will find a tick box to enable the feature. You can also allow guests to annotate presentations or PDFs.

### How can I record my audio and web meetings?

Both Phone only and Web meetings can be recorded by clicking the record button. For web you will be asked to select what part of the meeting you want to record (Audio only, Web only or Web and Audio).



Your recording will be made available on the Hub, your account management portal, which you can access via the toolbar or directly under [companyname].globalmeet.com

Audio recordings can be downloaded as an .MP3 file (among other formats) and web recordings as .SWF files which can be opened in any Flash-enabled browser.

You can also access your audio recording via a dedicated playback telephone number which you can also share with your guests.

### How can I change my meeting settings?

There are three ways to manage your meeting and account settings.

- Meeting settings in your Web meeting room.

#### MEETING SETTINGS

Accessible via the Help button ("?"), this allows you to make your meeting room more personal and adjust

settings based on your requirements. This includes basic profile settings, Audio Settings (What happens when guests enter and leave the meeting) and Features specific to your web meeting room.

- Settings Menu in the Outlook Toolbar



Here you can manage the access details (web rooms, dial in numbers etc.), options and email format you use for your invite emails and also the account(s) you are using with your toolbar.

- GlobalMeet Hub

This allows you to create additional audio meetings and web meeting rooms, view reports, upload files for your future web meetings among many other advanced features. You can access the Hub via the toolbar settings or directly under [companyname].globalmeet.com