GlobalMeet™ Audio Controls Quick Reference Guide
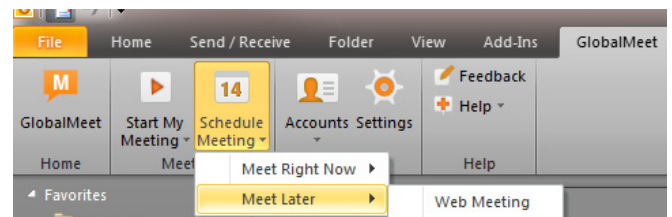
Global Meet™

QUICK REFERENCE GUIDE
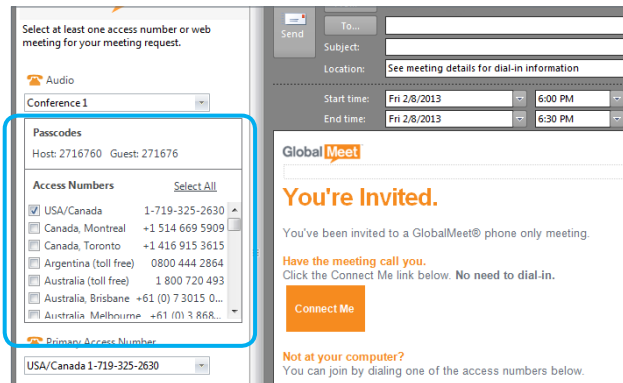
Audio Controls

1. Download GlobalMeet for Outlook from https://www.globalmeet.com/tools/

2. Enter your Client ID, password and click **Sign In**.
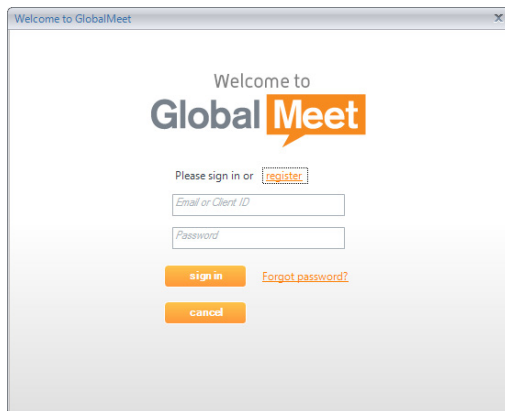
3. Open Outlook and select the GlobalMeet tab. Click **Schedule Meeting** > **Meet Later** > **Phone Only** to schedule an audio conference.
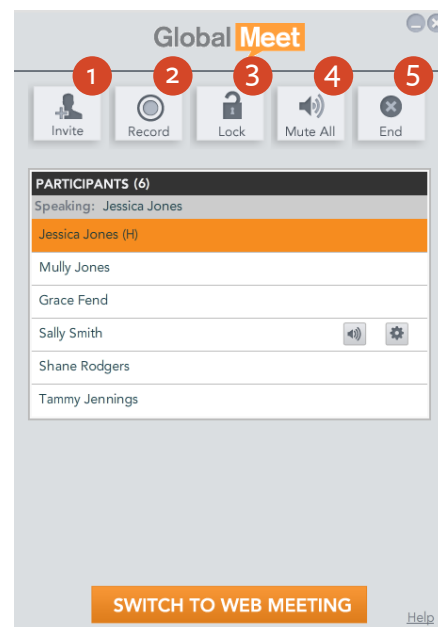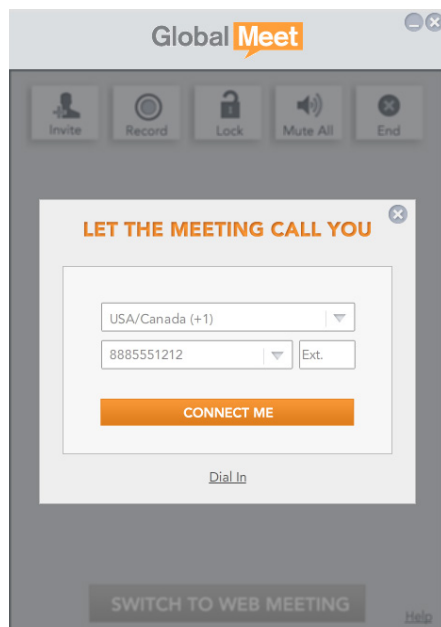

4. Choose additional access numbers in the left pane for participants calling in from those countries. After adding your guests' email addresses, a subject line and any additional information in the email body, click **Send**.

5. On the date/time of your meeting, select **Start My Meeting** >**Phone Only**.
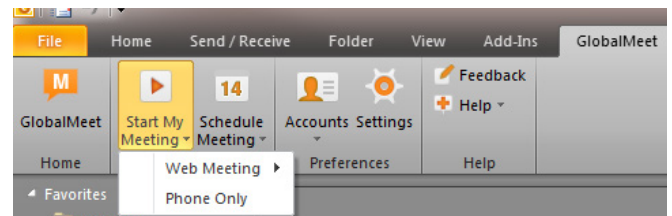
6. This launches the Host audio web controls:

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1. **Invite**
   Have the meeting call your guest or send an email invitation that includes the meeting dial-information and passcode.

2. **Record**
   Start recording the meeting. Click **Record** again to stop recording. Recordings are available in your conferencing hub.

3. **Lock**
   Allows you to lock the meeting, preventing additional guest from dialing in to your meeting.

4. **Mute All**
   Mute (silence) all participant lines in the call. To unmute, just click **Mute All** again.

5. **End**
   End the meeting and disconnect all participants.