BEST PRACTICES FOR A PERFECT JOIN.ME MEETING

There are a lot of decisions to make when joining or running a meeting. Here are the top 10 **join.me** best practices to help you Show Work Who's Boss!

When should I use my personal URL vs. a One Time Code?

Use your personal URL for meetings with customers or co-workers – it's easy to remember and easy to type in! It's best to use a one-time code, however, when you have back-to-back scheduled meetings; that way, you don't have people joining early and interrupting another meeting.

When should I use my desktop app?

Use the desktop app for an optimal presenter experience. If you know you want to Pass Presenter to other meeting participants, make sure they download the desktop app BEFORE the meeting for a seamless presenter swap.

What audio options do I have?

As a Pro and BUSINESS customer, you and your attendees can dial in to a meeting over the internet (VoIP), using a local toll number (over 50 countries) or dial in with a toll-free number if the meeting host has enabled that control. All your audio options seamlessly blend together – you can mute/unmute individuals and groups, record screen sharing and audio, see who is talking, and access the participant list regardless of how someone calls in.

Should I provide toll-free audio?

Toll-free audio is a best practice when you want to host a meeting and ensure your attendees do not incur a cost for meeting with you (like picking up the tab at a client dinner). Toll-free through OpenVoice Integrated expands audio coverage to nearly 70 countries, including India and China.

When should I lock a meeting?

Meeting lock enables you to control who can enter your meeting. You know that saying, "5 minutes early is on time, on time is late?" If you have back-to-back meetings, use meeting lock to prevent participants from jumping in your meeting too early. Additionally, anytime you are sharing sensitive information, it can't hurt to lock a meeting.

What information do participants (like clients or prospects) need before they jump on a join.me meeting?

Your participants need your personal URL, conference ID, and **join.me** dial in information to join a meeting – all are included in the **join.me** meeting invitations. Is someone else presenting? Encourage them to download the **join.me** desktop app for a smooth transition between presenters.

My information has changed… how do I update my join.me profile information?

Open up the **join.me** app, and click on Settings. You can update your name, title, image, and more. If you are logging in via a browser, make sure you're logged on to **join.me**, and then go to your personal URL. You can edit your profile information directly from your unique URL.

How do I limit what my participants see on my screen to keep my meeting professional?

You can choose to share your whole screen or just one window. Sharing your screen shares everything on the selected screen with attendees in your meeting, including the menu bar and notification pop-ups. If you only want to share one application, you can select Share Window, and select the application you wish to share, which will be highlighted in orange.

Can I use join.me if I want to have a conference call but don't need to share my screen?

YES! Your conference ID is yours. To open up the conference line without launching the **join.me** application, dial the local **join.me** number, enter your conference ID code, and you're ready to rock. Share your conference code and **join.me** number with anyone you wish to join. If you are meeting with others, best practice is to also open the app to ensure that any callers using VOIP can also join the conversation.

There's one person creating background noise, do I have to mute everyone?

No, **join.me** has meeting controls like Individual Mute and Look Who's Talking. See who is making noise, and mute them by clicking Mute on their participant bubble, or mute the noise-maker from the participant list.

Questions? +1.877.251.8373 or **help.join.me**.