



GETTING STARTED WITH JOIN.ME BUSINESS

Congratulations on purchasing **join.me** BUSINESS, the online meeting app that combines the instant and intuitive collaboration employees want with the robust management capabilities you need to stay in control. This guide will help you seamlessly roll out **join.me** in 3 easy steps, and get employees up and running, fast.

1. ADD USERS

Add individual users

1. Login into **join.me** and click on User Tab
2. Click **Add Users**
3. Click **Create New User**
4. Enter a name and email.

Import multiple users

1. Click **Add Users**
2. Prepare and upload CSV file using the CSV template

2. CREATE FEATURE SETS

Define what users can do with **join.me** and which features they have access to.

1. Go to **join.me/admin**
2. Click on **Admin Settings**. Click **New Feature Set**
3. Customize set including options for feature usage, audio settings, and personal background
4. Name the feature set and save it

3. APPLY FEATURE SET TO USERS

1. Click on **Users**
2. Select All of specific set of users
3. Click **Change feature set** and confirm

Want to learn more about how join.me can help grow your business? Request a demo or call us at 1-877-251-8373.

Instant collaboration, simply delivered

Want to brand your team's join.me experience?

Personalize your company's meeting experience by predefining a personal link or background for the group. To update your team's personal links, edit the personal link template in Admin settings.

