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# Getting Started with join.me

Team collaboration is just a click away.



# GETTING STARTED WITH JOIN.ME

**CONGRATULATIONS ON PURCHASING JOIN.ME**, the online meeting app that makes collaborating fast and easy for everyone on your team. This guide will help get you up and running in minutes.

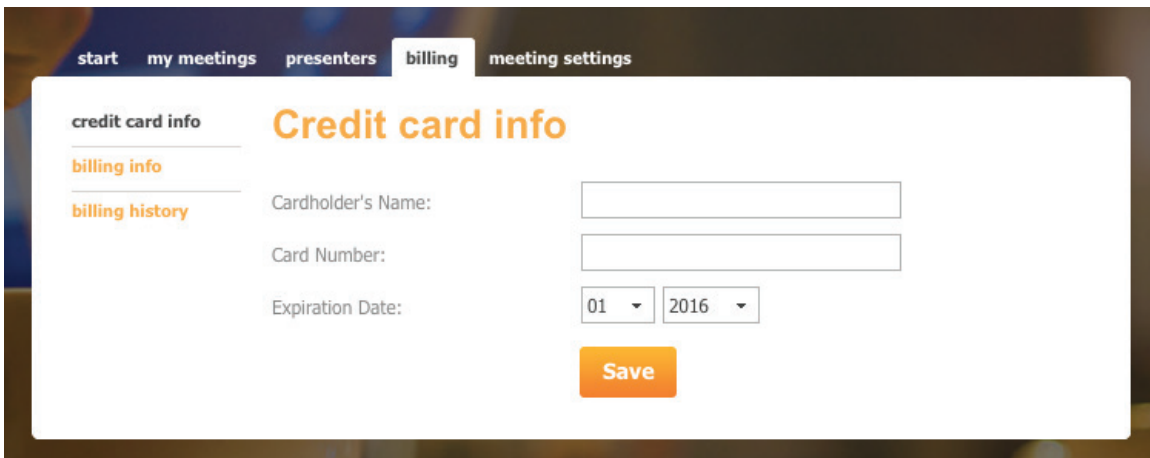
## 3 steps to better meetings:

- 1 Keep track of your account
- 2 Add presenters to your account
- 3 Alert your team

## 1 Keep track of your account

### The account tab

The **account** tab houses all the important management info you need. You can see billing info and history, and update your password.



The screenshot shows the 'billing' tab selected in the top navigation bar. The main content area is titled 'Credit card info' and contains a form with the following fields:

- Cardholder's Name:
- Card Number:
- Expiration Date:

A 'Save' button is located at the bottom of the form.

### For your eyes only

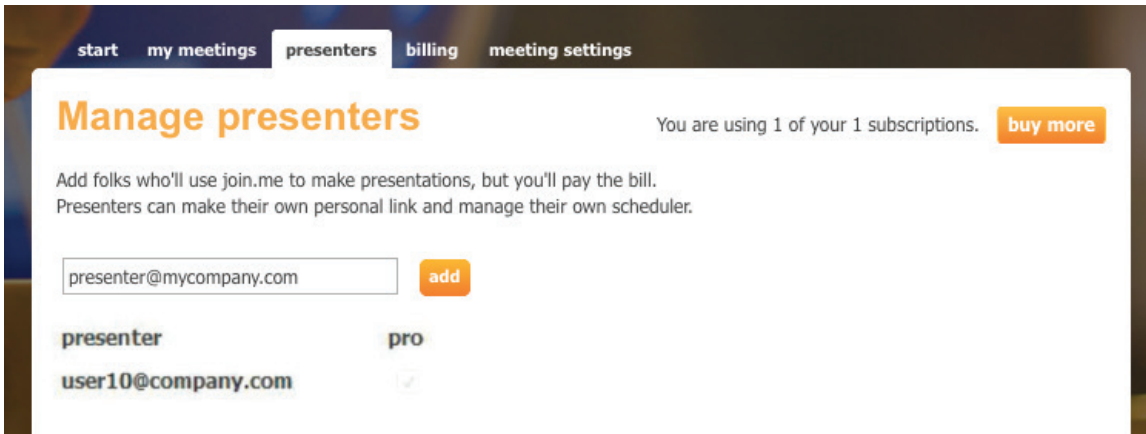
Only you can see billing information. No presenters in your account will have access.

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## 2 Add presenters to your account

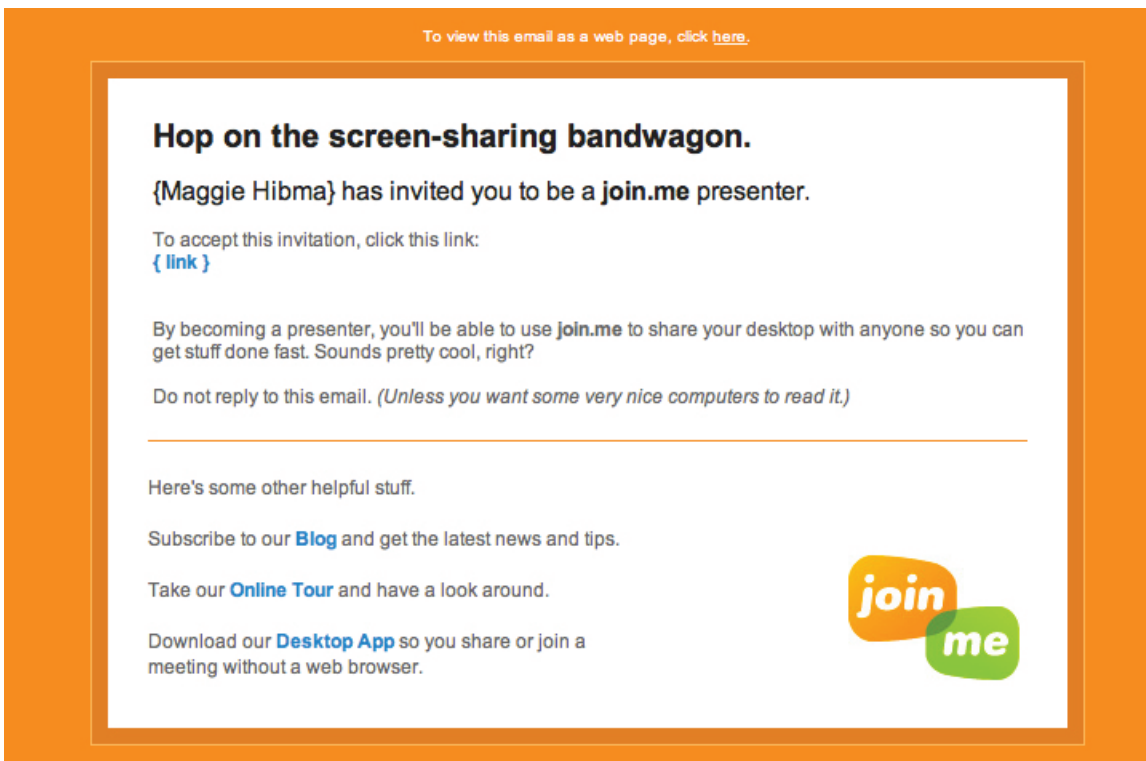
### Add the email address

Go to the **presenters** tab and enter new users' email addresses separated by a comma or semicolon. When adding over 40, simply send us your list of addresses and we'll take care of it for you. We're cool like that.



### Presto

After you click add, each person receives an invitation email with an activation link. It goes something like this:

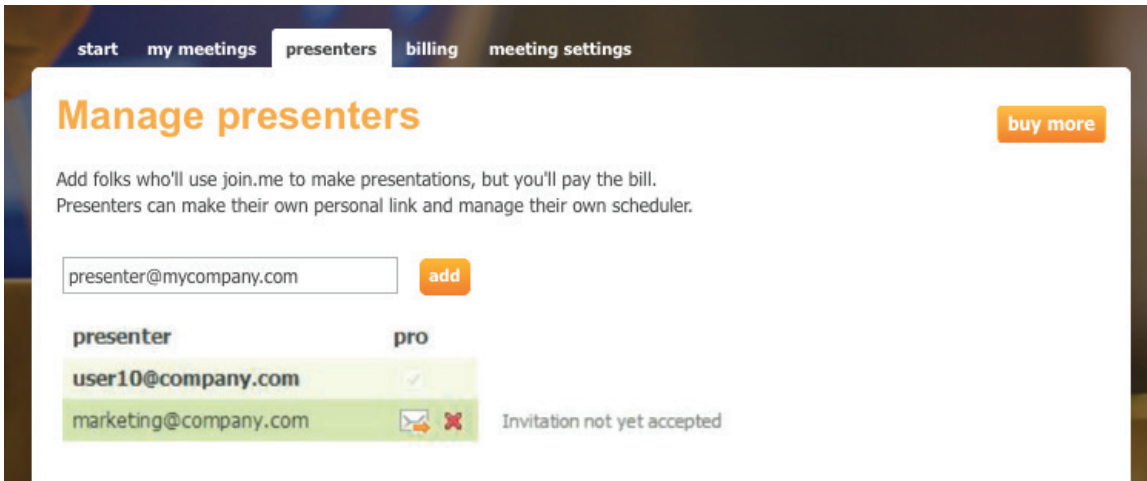


FOR MORE INFORMATION, VISIT JOIN.ME

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## See who's in

Check the **presenters** tab to see who has accepted. If an invitation is not accepted, you can delete the invitation or send it again. To purchase more subscriptions, click **buy more** or contact your account rep.



## 3 Alert the masses

### It's their time to shine

Once invited, they can head to their start tab and create a personalized link and background, then start sharing ideas, presentations and more with anyone, anytime, anywhere.

