



# GETTING STARTED WITH LARGE MEETINGS

Your guide to holding join.me meetings with 25+ people.



# GO BIG OR GO HOME

**join.me** is the meeting app built for today's fast-paced, highly mobile workplace. Great for large, scheduled meetings or ad-hoc collaborations, it's the instant, intuitive way to get down to business.

If you need to meet with 25 or more, this guide is for you. Learn some of the best practices for managing things before, during and after your large meeting.

You'll need a **join.me PRO** account for meetings with 10 or more attendees.

## INVITING PARTICIPANTS

You can invite participants just like you would for any other scheduled meeting using Outlook, Google Calendar, or a simple email.

For large meetings, we recommend using a **one-time code**. This code should be at the top of the email or meeting request, so when users want to join, they find the link right away. You can grab a one-time code by creating your meeting in the **join.me** scheduler.

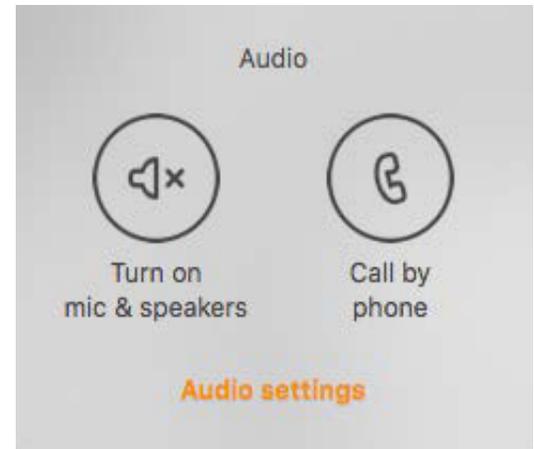
## IDENTIFYING ROLES AND RESPONSIBILITIES

It's best if your large meeting has both a presenter and a moderator.

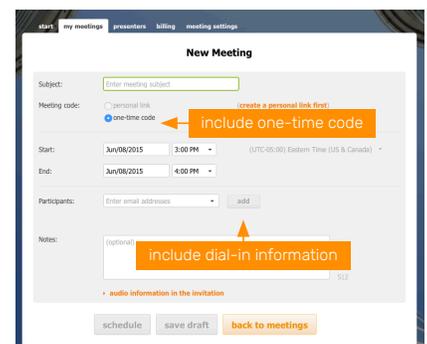
A presenter will be the one talking and sharing their screen. The presenter should be the one to start the meeting. You'll likely be using the presenter's join.me account to hold the meeting.

A moderator should be the person in charge of managing the chat for any questions or issues. They also might be the person to introduce the presenter or coordinate an audio Q&A at the end of the meeting.

It's important to know who these people are well in advance of the meeting, as they'll have different things to do during the session. Decide who will kick off the meeting, or make any introductions to the group. Setting the stage well can help ensure success.



To help participants know what to expect, include some instructions on how to join the meeting in the "notes" section.

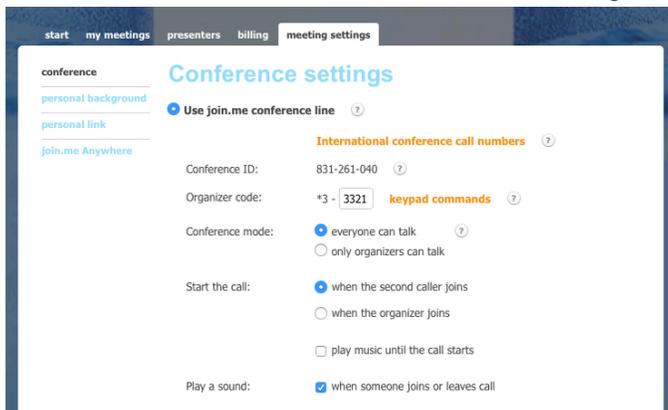


## OPTIMIZING MEETING SETTINGS

On the day of the meeting, make sure everything is optimized for large group sessions.

Once you've logged in to your **join.me** pro account, look for **meeting settings**.

- **Use join.me audio conference line:** We recommend using join.me's built-in audio conferencing so your participants can join either by phone, internet or via an iPhone, iPad or Android device.
- **Use your join.me participant bubbles:** Allow attendees to see you by uploading a photo into your participant bubble, or enable video conferencing for the presenter and up to nine of your attendees. See who is actively speaking and individually mute participants with one click.
- **Allow me to change conference settings during a call:** Turn this on so you can control the call and unmute participants as needed.
- **Chimes:** By turning chimes off, you won't have to hear a sound each time someone enters or exists the meeting.



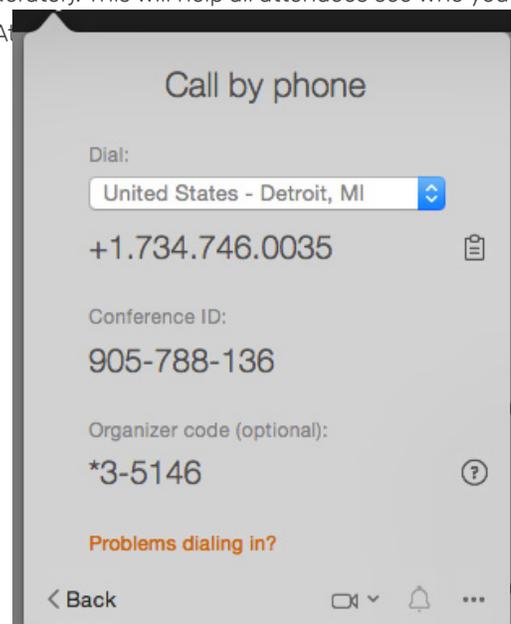
In **meeting settings**, you can also personalize your meeting experience by loading a **personal background**. This image will display to participants while they're waiting for the presentation to start.

## PREPPING FOR THE MEETING

To make sure your meeting is a success, follow these suggestions.

- **Arrive early.** Join and launch your meeting early. Some attendees arrive 15 minutes before the meeting starts, so you want to be ready. Don't forget that once you've joined the meeting, the presenter's screen is live.

- **Use a phone.** To get full control of the conference, the presenter and moderator should dial in over the phone rather than using internet audio.
- **Use the Organizer code.** After calling in to the conference number and entering in the Conference ID (followed by the #), the presenter and moderator need to identify themselves as organizers. You can do that by entering "3" followed by the 4-digit code. You'll now be an organizer and can perform advanced features like muting all attendees.
- **Mute is your friend.** We suggest muting all attendees before the start of the meeting. Don't worry – since the presenter and moderator both entered using the Organizer code, they can still talk. When you're on the call click "Others are muted" (the microphone icon) to mute all participants. You can also individually mute individuals who have dialed into your meeting over the web. **Tip:** When dialing in by phone, be careful not to mute yourself! The "Others are muted" options mutes everyone – including you – unless you use your Organizer Code.
- **Unlock the meeting.** Make sure the meeting is unlocked; otherwise, attendees will keep "knocking" and disrupting your meeting. Click the **people** icon to open the menu with the **unlock** option.
- **Identify yourself.** You may want to change your name on the presenters list. You'll be the top name, and when you click it, you can type in a new name. We suggest the presenter be named "Presenter" or "Your Name (Presenter)", and the moderator be named "Moderator" or "Your Name (Moderator)". This will help all attendees see who you are in the A



- **Organize keypad commands.** To customize the conference on the fly, here's a handy list of audio options for the presenter and moderator:

Keys	Commands
*0	Play the menu of keypad commands
*#	Announce a count of audio participants (Roll Call)
*41	Mute all participants (Presentation Mode)
*42	Unmute all participants (Conversation Mode)
*43	Mute all participants, but allow them to unmute via *6 (Questions & Answer Mode)
*6	Mute yourself (toggle on/off)
*71	Play chimes on caller arrival
*73	No chimes on caller arrival
*74	Play chimes on caller departure
*76	No chimes on caller departure
*91	End the conference

### HOLDING THE MEETING

Once your audience has arrived and you're ready, it's time to start sharing.

With **join.me**, you can share either your screen or your window. To make your choice, click the "down" arrow at the bottom of the share button in the center of the panel. If there are waves coming out of the **monitor** icon, you're broadcasting your screen; simply click the **monitor** icon again to stop sharing.

### TAKING QUESTIONS

Want to host a Q&A session during the meeting?

No problem! You can do this in one of two ways:

1. **Take questions through the Chat panel.** You can answer them as they come in.
2. **Allow audio questions.** You can change the call from "Presentation Mode" to "Q&A Mode" by pressing **\*43** on your phone. Participants can unmute themselves by pressing \*6 to ask a question, and then re-mute themselves again after asking the question.

### ENDING THE MEETING

Once the meeting is over, you can simply close **join.me** to make sure you won't share your screen anymore. If you want to turn off the conference call, dial **\*91**. That way, you won't have attendees unmuting themselves to talk once you're gone.

### HAVE A GREAT MEETING

Follow this guide, and you'll have a successful meeting every time.

And remember: no matter how you need to get together, **join.me** makes it fast and easy for everyone.

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