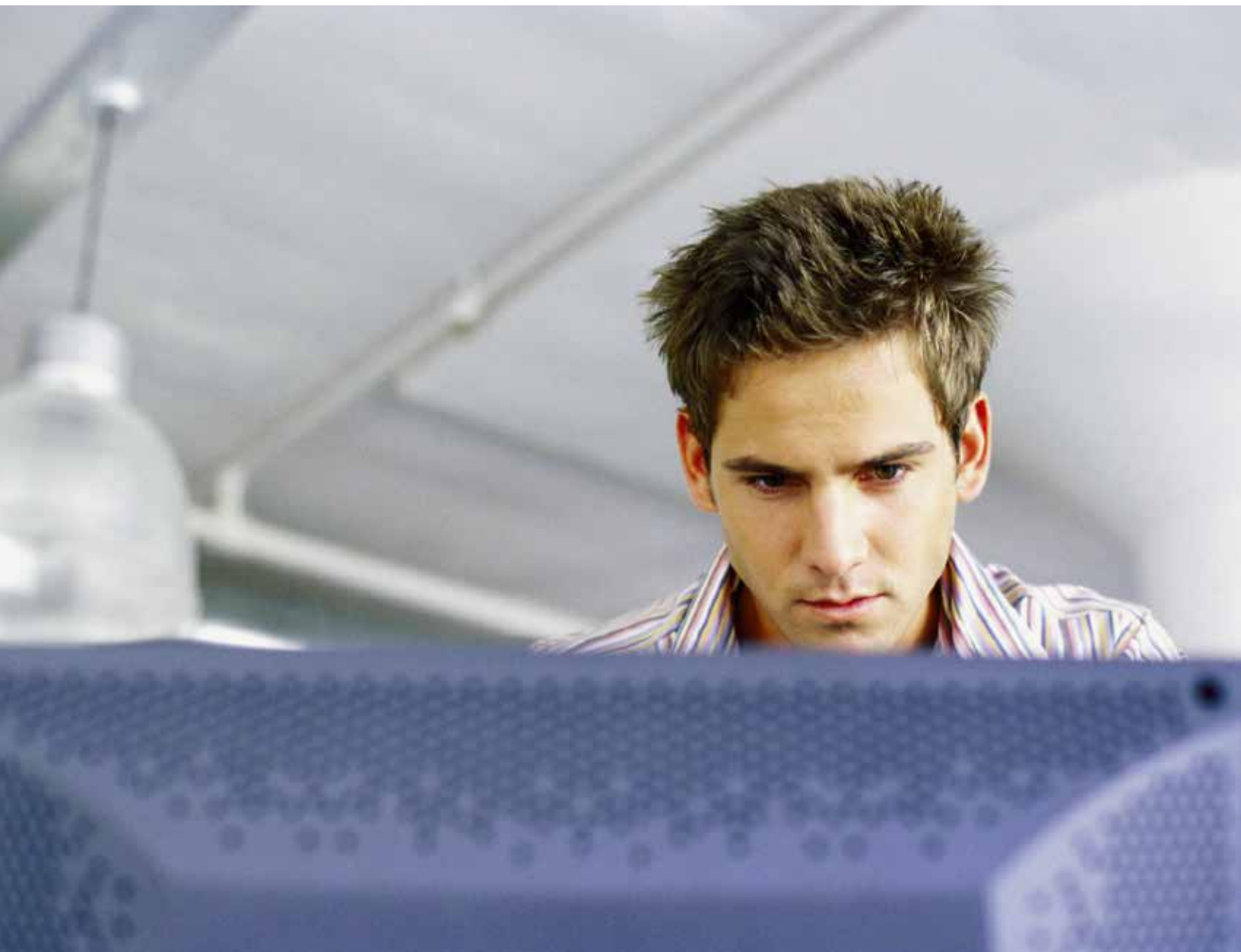




---

# QUICK START GUIDE

A cheat sheet for achieving better meetings for all.



## Joining a meeting

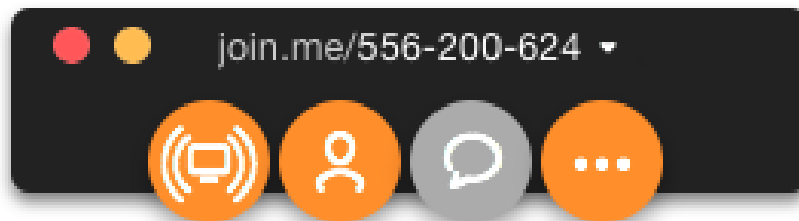
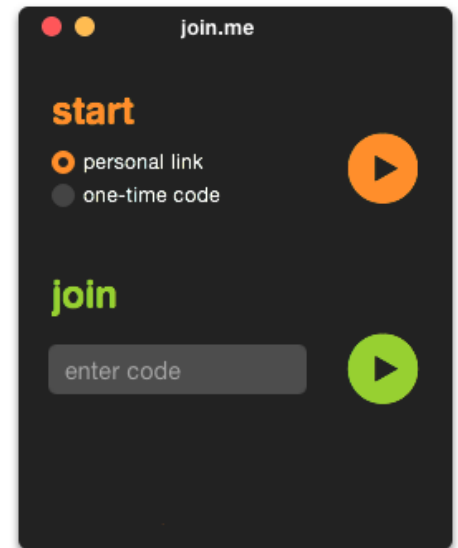
Joining a **join.me** meeting couldn't be easier. Simply go to **join.me** or open your **join.me** desktop app, and enter the unique 9-digit code or the presenter's personal code. That's it. You're in, with nothing to download.

## Starting a meeting

Starting a **join.me** meeting is super quick. Go to **join.me** or open your **join.me** desktop app, choose to use your personal link or a one-time code, and click the **Start** button. A quick download will run, and then you'll be sharing your screen.

## Meet your toolbar

When you're the presenter, this is the toolbar you'll see. What are all the icons? Let's find out.



### **Audio Conference access**

- Call by computer
- Call by phone

### **More options**

- Share mouse control
- Pass presenter role
- Annotate
- Record
- Schedule a meeting
- Exit this meeting

### **Invite participants**

- Send email invitation
- Copy meeting link

### **Chat**

- Send messages to one or all participants

### **Participant list**

- See who's in the meeting
- Lock or unlock meeting access
- Invite participants

### **Video conference access**

- Enable video conference w/ audio
- Enable video conference w/out audio

### **Screen sharing**

- Share your screen
- Share a window
- Pause screen sharing

### **Lock**

- Lock or unlock access to this meeting

## Use pro features

**join.me** features make every meeting more flexible for the type of meeting you're having. Here's what you can do.

Video conferencing	It's time for your close-up! With join.me video conferencing bubbles, users can view live video feeds of one another either during video-only meetings or while simultaneously sharing their screens.
Annotation	Everyone can make their own mark on the screen. As the presenter, you can take a snapshot to keep the annotations on record and clear them with the click of a button.
Presenter swap	Let someone else show their screen. You can pass the presenter role to any participant on a PC or Mac.
Meeting scheduler	Use the scheduler to set up meetings and send invitations that are compatible with iCal, Outlook, and Google Calendar.
User management & reporting	Add others to your account as presenters and manage their access. They get their own personal link and scheduler. Plus, run reports on meeting activity for all the users you manage.
Recording	One click to record both audio and visual, one click to stop. All recordings are stored in Cubby for easy viewing and sharing after the meeting ends.
Free audio & int'l conference lines	No matter how you join the conference, by phone or internet calling (VoIP), unlimited bridged audio conferencing means everyone will be on the same call – at no extra cost. With phone numbers in over 45 countries, your callers worldwide can dial the number closest to them.  Local access, roaming, data and other applicable operator or carrier charges/fees may apply.
Personal link & background	Your name, your look. Create your own personal meeting room with a customized URL (join.me/yourname) and background image.
Meeting lock	Control who sees your screen. When locked, viewers knock to enter. When unlocked, anyone with the code or personal link can join.
Window sharing	Choose a window to share, and keep the rest private. All alerts, email notifications and third-party chats will be hidden. Note: you cannot share control when sharing only a window.
iPad & iPhone Presenter	Start a meeting from your iPad or iPhone. You can present files and store them in your app for later use, use the join.me mobile whiteboard to brainstorm and collaborate, swap files with participants and join the audio conference by VoIP or a conference bridge.

Happy meeting!

QUESTIONS? +1.877.251.8373 OR HELP.JOIN.ME