

Click&Meet
Getting Started

Click&Meet is a fully integrated teleconferencing online visual interface that allows you to control your Conference more efficiently on line. Click & Meet revolutionizes the way businesses conduct conference calls by providing users with unparalleled control through a visual and easy-to-use interface.



Logging into the Click&Meet Portal

From the Click&Meet login page complete the following steps:

1. Enter your Conference Room Number (i.e. 8665551234 – no dash, no space, no point)
2. Enter your User Name and Password (Found in your welcome email, same credentials you use for OAM)
3. Be sure the box for **You are the host** is checked

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Opening your audio room using Click&Meet

1. Dial out to yourself from the Click&Meet interface by clicking the phone icon on the left side of the screen, entering your telephone number in the **Number to Dial** field and then clicking **Dial**
 - * *Logging into Click&Meet does not automatically open your audio room. You must dial out to yourself or dial into AudioOne to open your audio room.*
2. A message will pop up asking “Is the person you are calling the host?” Click **Yes**
3. Your phone will ring, upon answer you will hear the opening prompts including one stating that you are the host.
4. You will be entered into the room on the lower left side as the host, you can now:
 - * **Call Participant** – Opens the Dialer allowing you to call participants individually, from your directory or by groups
 - * **Directory** – Access to your directory to add/change/dial contacts
5. Click **End Conference** – To End the conference and disconnect all participants

