

Getting Started For Hosts

The following instructions are intended for an audio hosts to start an audio meeting using Click&Meet 5.0

Find your Audio Room Information and login credentials from your MeetingOne Welcome Email

Your trial conference line is here.

Let's get to work!

Access Number:
(800)832-0736

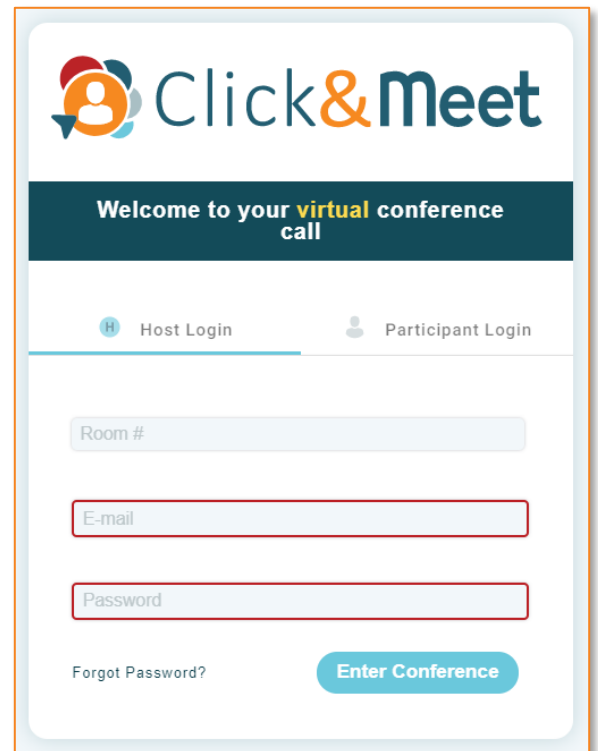
Your Room Number:
8570840

Your Host PIN:
335960

Keep private. For Host only.

Starting an Audio Meeting as a Host using Click&Meet 5.0

1. Visit the following URL:
<https://clickandmeet5.meetingone.com/>
2. Enter your provided room number, email login and password
3. Select "Enter Conference"

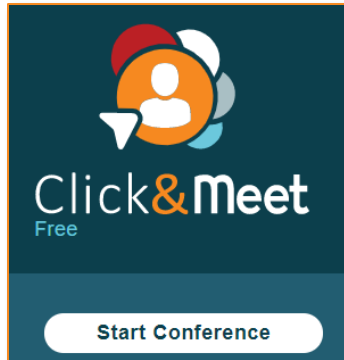


The screenshot shows the Click&Meet login page. At the top is the Click&Meet logo. Below it is a dark blue banner with the text "Welcome to your virtual conference call". There are two tabs: "Host Login" (selected) and "Participant Login". Below the tabs are three input fields: "Room #", "E-mail", and "Password". At the bottom left is a link for "Forgot Password?" and at the bottom right is a blue button labeled "Enter Conference".

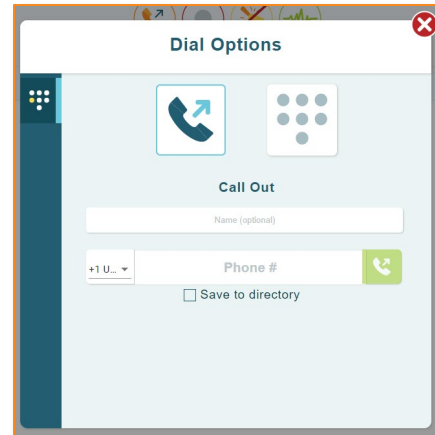
If you do not have your welcome email, reach out to support@meetingone.com or contact 888-523-8845 to have it resent

Getting Started, continued

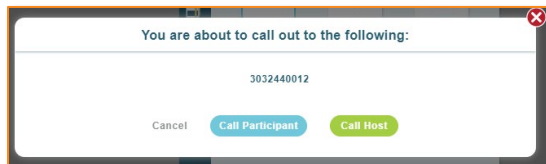
4. Click **Start Conference**



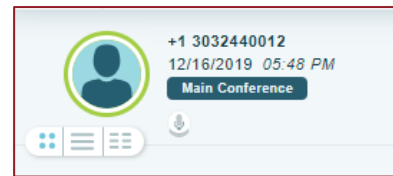
5. Enter your phone number and click



6. Select **Call Host**



You will be connected as the Host



7. **End Conference/Log Out** – A pop up will appear choose **Good-bye** to end to disconnect all participants and log out of Click&Meet

- If you do not choose to end the call and just close the browser the conference call to remain active and will terminate the call at ninety minutes by default, time set in the timeout call section or what has been set in OAM for the "Maximum Inactive Time" ** setting
- You will be automatically logged out if the conference hasn't been started within 20 minutes of log in

***Inactive time starts when the last connected caller terminates their connection, conference will end*

A white rounded rectangle with a dark blue border containing the text "End Conference" in dark blue.A dark blue rounded rectangle with a white border containing the text "Log Out" in white.