

Quick Start Guide

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

Obtain your audio room information and login credentials from your MeetingOne welcome email.

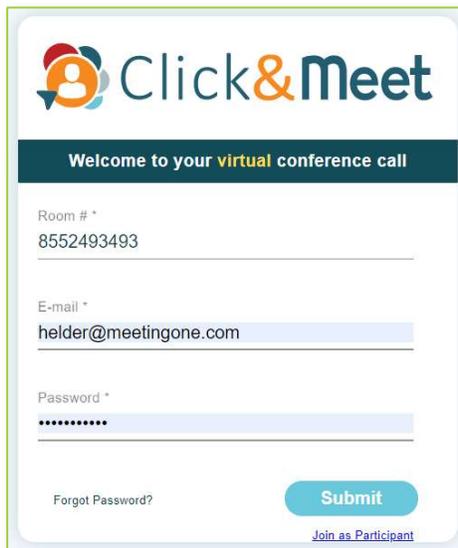
Your trial conference line is here.
Let's get to work!

Access Number:
(800)832-0736

Your Room Number: 8570840	Your Host PIN: 335960 <i>Keep private. For Host only.</i>
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Starting an Audio Meeting as a Host using Click&Meet 5.0

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

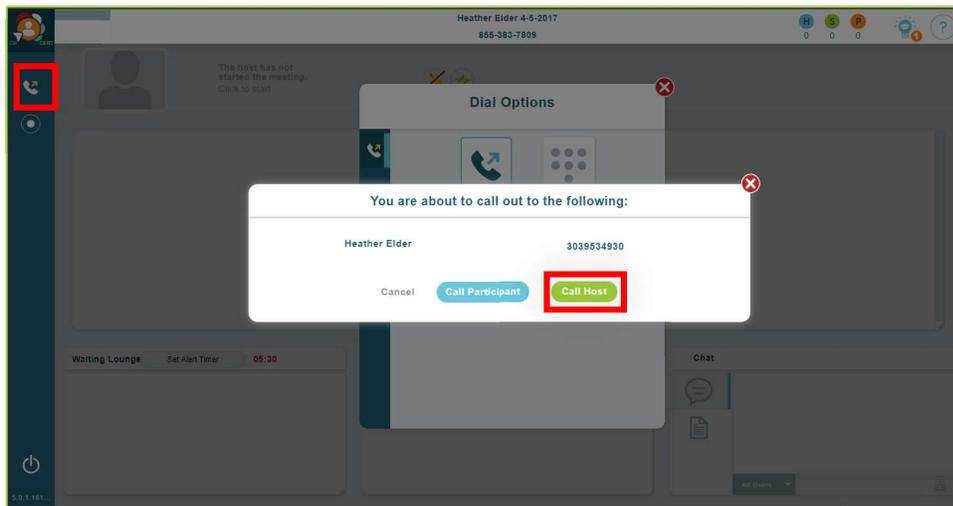


The screenshot shows the Click&Meet login interface. At the top is the Click&Meet logo. Below it is a dark green banner with the text "Welcome to your virtual conference call". The form contains three input fields: "Room # *" with the value "8552493493", "E-mail *" with the value "helder@meetingone.com", and "Password *" with masked characters. There is a "Forgot Password?" link and a blue "Submit" button. At the bottom right, there is a link that says "Join as Participant".

Quick Start Guide, continued

Start your Conference!

- Click the  icon
- Enter your **Name** (optional)
- Enter the phone number you wish to have the system dial without the “1” or any dashes (i.e. 8665551234)
- Click **Dial**
- When prompted to call the host, click **Call Host**
- Your phone will ring
- Answer - you are now the Host
 - *You can also choose to Dial in and enter your host pin to start the conference



End Conference/Log Out –

- 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*

