

UNITECONFERENCEING
CONNECTING PEOPLE CONDUCTING BUSINESS

Easy Access Web Meeting Quick Reference Guide



HOW TO LOGIN AS A CHAIRPERSON

1. Enter the Unite Conferencing Web site at www.uniteconferencing.com
2. Go to the top right hand side of the page and click on Client Login
3. Under EASY-ACCESS Web Meeting, select START a Web Conference (chairperson) **you are not being charged for Web at this point

Note: If you're not going to be working with our Microsoft Outlook Scheduling Tool, we suggest bookmarking this page or creating an icon on your desktop for easy access in the future.

4. After entering your dial in information, you will be logged into your Easy Access Web Meeting Portal
5. Select "On-Demand Meeting" then click on Open Meeting Controls.
6. The web conference will then open providing you access for your Host Controls to see if any of your participants have joined your conference via web or audio (Included Feature with your Audio account)
7. To begin your web conference select the "Start Meeting" button at the top of the screen and the your conference will begin.

*Note: To invite participants after the conference has started to click on the "Invite participants" link on the top right of the screen. *This option is not available if invitations were sent through a scheduled meeting.*

HOW TO LOGIN AS A PARTICIPANT OR CO-PRESENTER

1. Enter the Unite Conferencing Web site at www.uniteconferencing.com
2. Go to the top right hand side of the page and click on Client Login
3. Under EASY-ACCESS Web Meeting, select Join a Web Conference (participant)
4. Enter your toll or toll free dial in number and the 7 digit access code that was provide by the host, then select "Submit"
5. Depending on the host you may have to register before entering.

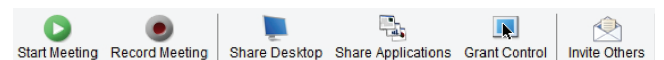
6. Once registration is complete click "Submit and you will be joining the conference, if the host has not arrived the page will continue to "load and refresh automatically" until the host begins conference.

HOW TO SCHEDULE MEETINGS AND SEND INVITATIONS

1. Enter the Unite Conferencing Web site at www.uniteconferencing.com
2. Go to the top right hand side of the page and click on Client Login
3. Under EASY-ACCESS Web Meeting, select START a Web Conference (chairperson)
4. After entering your dial in information, you will be logged into your Easy Access Web Meeting Portal
5. click the Schedule a Meeting button (next to the Open Meeting Controls button).
6. Enter all of the details for your meeting including date, time, type, description and registration requirements. Then click Save and Next to continue on.
7. On the next page, you can preview the invitation and invite people by clicking Send Invitations:
8. Option 1: Enter email addresses in To: Box or
9. Option 2: Upload a CSV file containing email addresses of desired participants.
10. Click Show Advanced Settings to customize other aspects of your meeting including branding, reminder emails and post meeting surveys.

HOW TO SHARE & SHOW APPLICATIONS

1. In the web meeting interface, click the Icon Button as needed to share desktop or share application



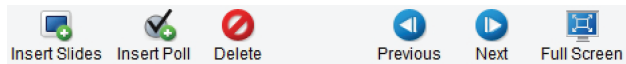
2. Share Desktop Button: Show my desktop will display all applications which are open and actions performed by the chairperson.

Share Application Button: Show my applications will display only the chosen applications.



HOW TO UPLOAD & PRESENT POWERPOINT SLIDES

1. To Upload a PowerPoint presentation click on the Insert button at the bottom of the web interface.



2. Locate your presentation from the Upload Files dialogue box.
3. Click Open – the presentation will upload and thumbnails of each slide will appear at the bottom of the screen.

HELPFUL TIPS FOR PRESENTING

1. Upload the slides in advance.
2. Have an agenda and a checklist.
3. Use a headset to keep your hands free.
4. If presenting in a conference room on a screen, utilize the full screen function to show just your slides to your audience
5. Use Ready-Access touchtone commands to manage your audio conference including:
 - a. ## Mute all lines (individuals can unmute their line by pressing * 7)
 - b. 1 Dial out to a participant
 - c. * 6 Mute individual line
 - d. 00 Ask for operator

USE ANNOTATION TOOLS TO HIGHLIGHT CERTAIN AREAS OF YOUR POWERPOINT PRESENTATION



Use the annotation/pointer tools on the bottom of the interface.



RECORDING A MEETING AND EDITING RECORDINGS

Recording an audio and/or Web conference is easy. You have two options to initiate a recording:

Option 1: Press * 2 on your telephone keypad.

Option 2: Click the Record Icon on the web meeting interface.

To play or send out a recording after a meeting, login to your Easy Access Web Meeting Portal and click Manage Recordings.

To edit a recording, choose the recording you wish to manage. Under the manage section of the recording tool click Edit. Enter start/end counter times for cuts. Click on Add Cut Point button and Make Cuts button to process changes. To discard changes, click Revert to Original button.

PODCASTING

1. In Web Meeting, select Podcast Feed Settings to set up and customize your feed.
2. Click on Publish Podcast checkbox at the top of the screen to generate the URL to your subscription page. People will have three ways to subscribe:
 - 1) Audio & Visual Podcast Feed to play on iTunes, video-capable iPods, and other portable music players that support video.
 - 2) Audio-Only Podcast Feed to play on iPods and other music players that do not support video
 - 3) Online Audio & Video Playback to play in a web-based feed reader.
3. To add recordings to your Podcast feed, click Manage Recordings and click the recording you would like to manage. Once the recording is opened, click the Add to Feed checkbox and for the recording under the share section. Podcast Options will appear for you to fill in basic information about your recording, click Save.

WEB MEETING RESOURCES /SUPPORT

Visit www.uniteconferencing.com for user guides.

For technical support: Call 1-800-624-9923