

POWWOWNOW

iMeet

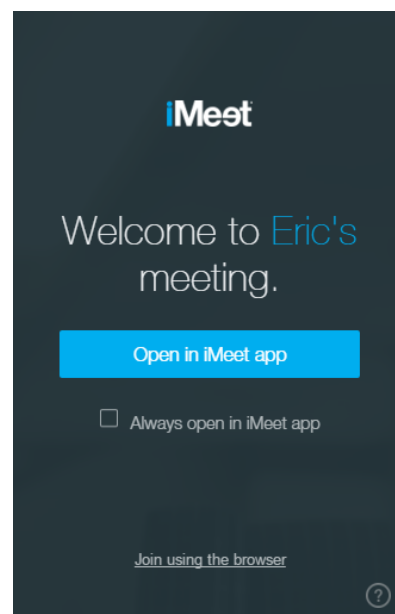
Host User Guide.

iMeet provided by Powwownow is the smart way to work with your team from anywhere in the world, on your favourite device. iMeet is your own unique meeting room packed full of features such as Screen Sharing, File Sharing and Video Calling

Signing in to your personal iMeet room

- Simply click on your unique meeting URL to access the iMeet login page
Example: <https://imeet.powwownow.com/yourname>
- Here you can launch your meeting with the iMeet app (recommended for all hosts) or just join using your browser of choice

* Remember to join by browser you will need your login credentials handy so have them close by when you're ready to iMeet



Installing the Desktop App

For the best user experience we recommend that you install the desktop application prior to your first meeting.

- Required to enable VoIP and Screen Sharing capabilities

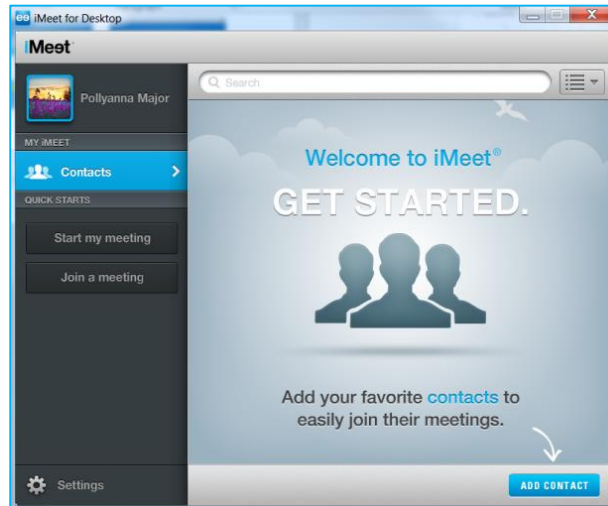
Simply click on the link below and choose the correct option for your PC or Mac

<https://imeet.powwownow.com/tools>

- Once installed, just enter in your user details to log into the desktop app

Need Help? Contact customer service on 0203 398 1919 or email imeet@powwownow.com

- Once the desktop is up and running, simply click **'Start my Meeting'** to enter your iMeet room. You will automatically be redirected to the desktop app from your iMeet URL once it has installed
- You can also edit your bio, manage your contacts, join another iMeet room and manage your audio settings from the desktop app

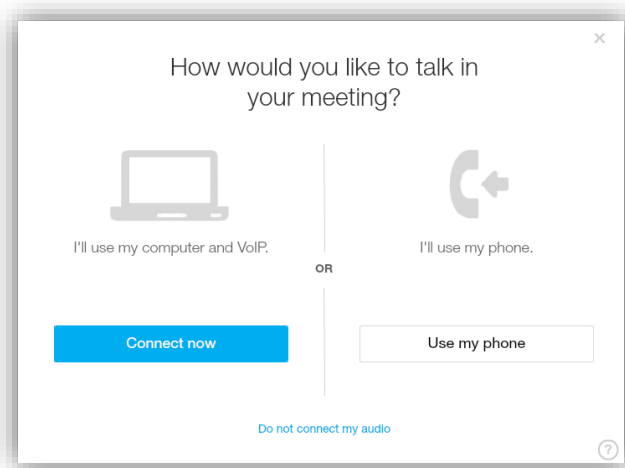


Tip: We recommend that you install the desktop app prior to your first meeting

Connecting your audio


Once you have signed in you will be asked 'How would you like to talk in your meeting?' You have the option to join the call from your computer using VoIP or through a standard phone or mobile

- **Connect Now** – click this button for softphone VoIP. *(Desktop app required)*
- **Use my phone** – you can either choose to have iMeet call your desired phone (where you will be prompted to enter a phone number), or you can dial-in using the phone number and PIN provided
- **I've already dialled in** – choose this option if you're audio is already connected



Your room...

Once inside your room your cube will appear, providing you with option to; turn on your webcam, Call into the meeting, Raise hand, Step away and access your user Info. Just hover your mouse over your cube and the option buttons will appear

 Click the 'i' to view your profile pictures and your bio. You can link to your social media networks and cloud apps including Flickr, Evernote, Twitter, LinkedIn, and Facebook

*Note: Your participants will have the same functionality as you

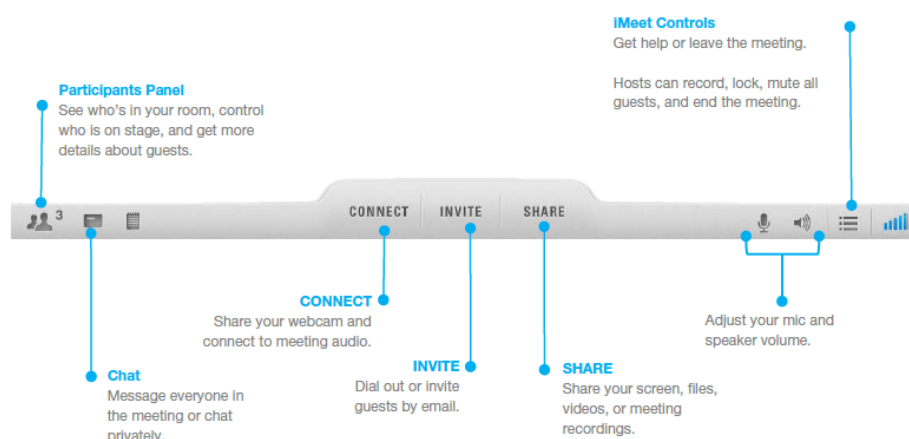


Holding your iMeet

- **Connect** - manage your audio connection or turn on your webcam
- **Invite** - bring others into your conference via email or dial them directly
- **Share** - your screen or files you have loaded into your unique file library

iMeet Toolbar

- Your toolbar is located at the bottom of your iMeet room:



iMeet Essentials

- ✓ Internet Connection
- ✓ Webcam
- ✓ Microphone
- ✓ Headset
- ✓ Phone

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