Global Meet™

GLOBALMEET FOR DESKTOP

**GLOBALMEET® FOR
DESKTOP USER GUIDE**

Global Meet™

WELCOME TO GLOBALMEET

START MY MEETING

SCHEDULE MEETING

JOIN A MEETING

DROP FILES HERE TO UPLOAD
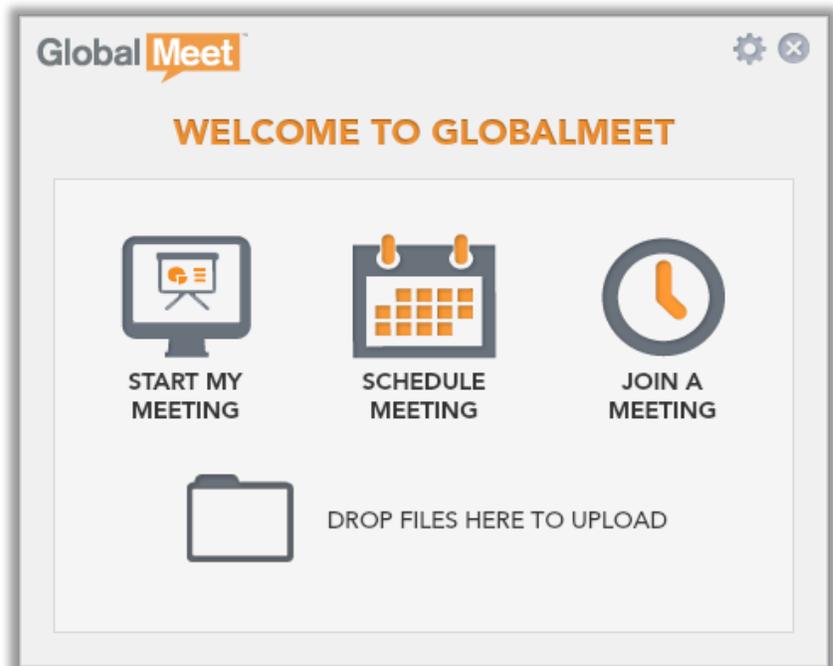
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GLOBALMEET FOR DESKTOP OVERVIEW

GlobalMeet® for Desktop is an app that monitors your GlobalMeet meeting for visitors when you're not there. When someone enters your web meeting or dials in to your audio meeting, an alert message pops up on your screen, displaying the name or phone number of your guest.

GlobalMeet for Desktop lets you host or join a meeting with a few simple clicks. Just download it from the GlobalMeet Tools page and go.

- Monitor your GlobalMeet web or audio meeting, without actually being in it.

- Quickly jump into your GlobalMeet meeting.

- Talk and listen over your computer's Internet connection, or have the meeting call you.

- Schedule a meeting and have GlobalMeet send an email invitation to your guests with the meeting URL and dial-in information.

- Get pop-up and audible alerts when guests enter or leave your meeting.

- Drop files onto the GlobalMeet window to upload them to your File Library (web meetings only).

- View all GlobalMeet meetings you attended recently and click to join.

- Search for meetings owned by other GlobalMeet users in your company and then click to join.

- Save meetings you attend often as Favorites.

- (Account holders only.) While participating in a meeting, transfer and continue the meeting on another device.

GlobalMeet for Desktop is available for meeting hosts only.

Global Meet

INSTALL GLOBALMEET FOR DESKTOP

DOWNLOAD THE APP

The app can be downloaded directly from the GlobalMeet Tools page. It is also available in the Mac App Store^{SM} (OS X 10.6.6 or later).

1. On your PC or Mac, open a browser window and go to www.globalmeet.com/tools.

2. Click Mac or Windows, and then scroll to the GlobalMeet for Desktop section.

3. Click Download and follow instructions to install the app.

SYSTEM REQUIREMENTS

GlobalMeet for Desktop is available for Windows and Mac computers. It supports Windows 7 and Windows 8, and Mac OS X Snow Leopard, Lion, Mountain Lion, and Mavericks.

Be sure your computer has all the necessary operating system updates installed.

Global Meet

GETTING STARTED

After GlobalMeet is installed, it starts automatically. On the Setup screen, enter the Email Address or Client ID and Password for your GlobalMeet account. Be sure to select the Launch at Startup option to ensure GlobalMeet is always watching your meeting.

If you have more than one meeting, GlobalMeet prompts you to select which meeting you want to monitor. You can only monitor one meeting at a time.

The app signs you in to your GlobalMeet account and starts watching your GlobalMeet meeting for visitors.
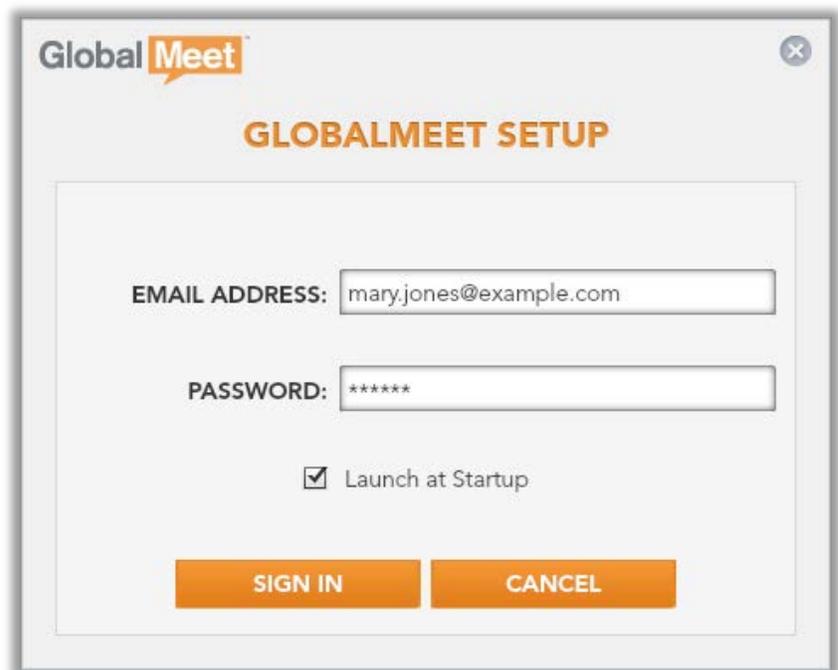
USING GLOBALMEET
FOR DESKTOP

Most of the time, you won't think about the app until it displays an alert. It runs quietly in the background. When someone enters your meeting, an alert pops up on your screen. Just click the message to enter your meeting.

If GlobalMeet is monitoring an audio meeting, click the message to launch the Audio Controls, where you can host a phone-only meeting.

M Angela Wright ⊗
has joined your meeting.

Click the message to
enter your meeting

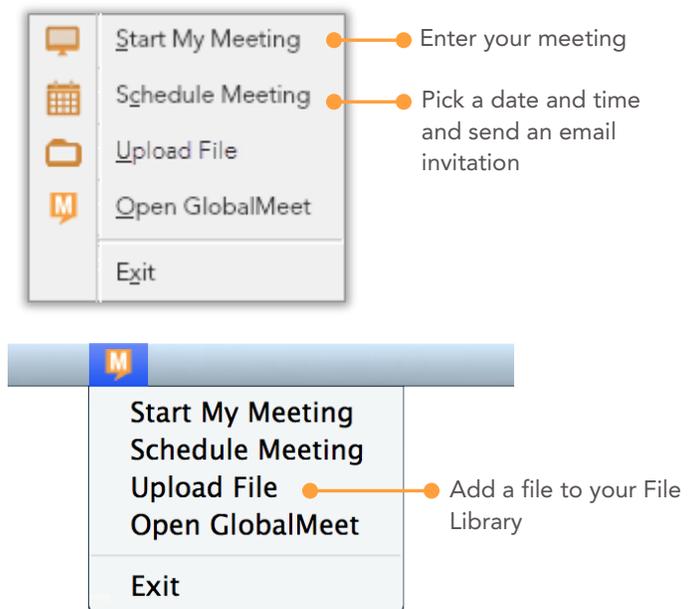**M** Dial-In User (6785550606 ⊗
has joined your meeting.
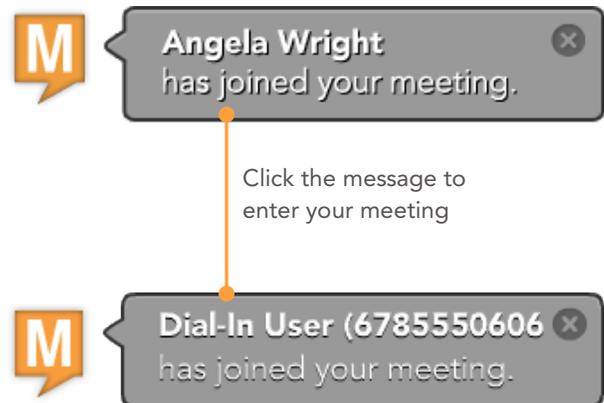
POP-UP MENU

GlobalMeet for Desktop has a simple pop-up menu where you can start your meeting, schedule a meeting, or upload a file to your File Library.

Open the GlobalMeet window to join someone else's meeting or to update your settings.

In the Windows taskbar or the Mac status bar, click the M icon to display the pop-up menu.

Start My Meeting — Enter your meeting

Schedule Meeting — Pick a date and time and send an email invitation

Upload File

Open GlobalMeet

Exit

M

Start My Meeting
Schedule Meeting
Upload File — Add a file to your File Library
Open GlobalMeet

Exit

Global Meet

GLOBALMEET WINDOW

Settings menu

To open the GlobalMeet window, double-click the M icon in the Windows task bar or Mac dock bar. There are five options on the window.

1. START MY MEETING

To start a meeting using your own GlobalMeet account, click Start My Meeting. If someone is waiting in your meeting, this link says ENTER MY MEETING.

2. SCHEDULE MEETING

Schedule a meeting and have GlobalMeet send an email invitation to your guests with the meeting URL and dial-in information.

3. JOIN A MEETING

Join another person's meeting. View the meetings that you recently attended or search your company directory. Save meetings that you attend often as Favorites.

4. DROP FILES HERE

(Web meetings only.) Upload files to your File Library, without having to enter your meeting. Just drop the file on the window.

5. SETTINGS

Click the Settings button to manage your GlobalMeet settings, your web and audio meeting settings, your account profile, and your password.

HOST A MEETING

GlobalMeet for Desktop offers a fast way to start your web or audio meeting. On the task bar (Windows) or status bar (Mac), click the M icon and then select Start My Meeting. GlobalMeet automatically signs you in to your web or audio meeting.

AUDIO MEETINGS

If you have an audio-only account, GlobalMeet opens the Audio Controls and connects you to your meeting. The Audio Controls provide a user-friendly, visual way to host your phone-only meeting, right from your computer screen:

- Invite guests via email or just dial out to your guests.

- See who's talking with GlobalMeet active talker.

- Lock, mute, or record your meeting. Adjust participant volumes and mute noisy lines.

- Switch to a sub-conference for more private communication. Click the gear ⚙ button and move yourself or any participant into or out of the sub-conference; your guests can only move themselves into a sub-conference after you set it up.

- Transfer to a mobile device and continue your meeting.
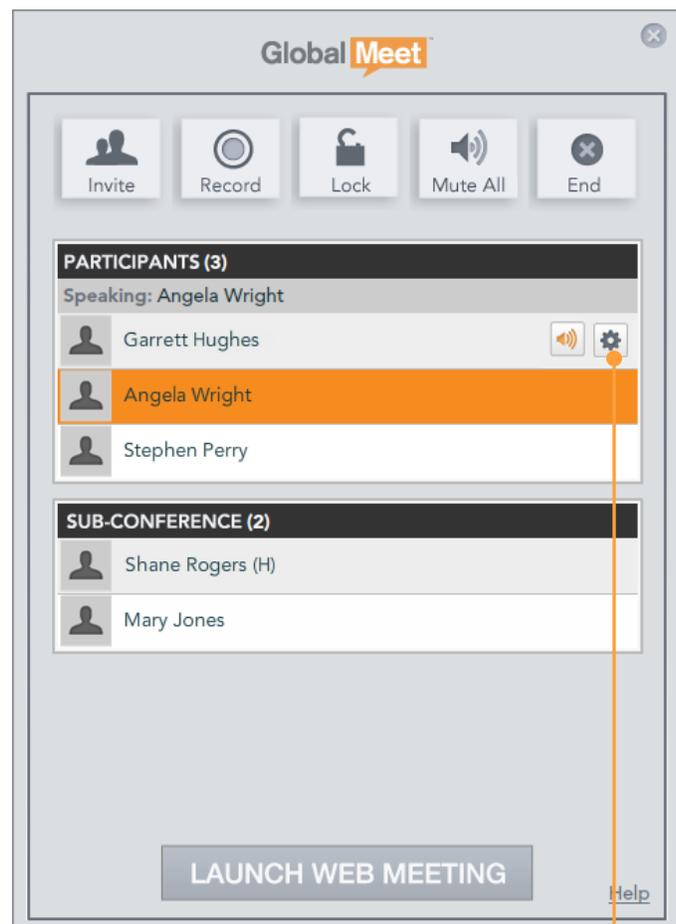
Point to a participant and adjust volume or display meeting controls

UPLOAD A FILE TO YOUR FILE LIBRARY

(Web meetings only.) You can upload files to your file library, without having to enter your meeting. Just drag the file over the GlobalMeet window or the desktop icon and drop it there. Or, on the pop-up menu or home screen, select Upload File.

The app displays a progress message while your file is being uploaded.

Your uploaded file will be available in your meeting after a few minutes.

TIP: Uploaded files are placed in the top level directory in your file library. To use the new folders feature in GlobalMeet, sign in to your meeting and then click the File Library tab.
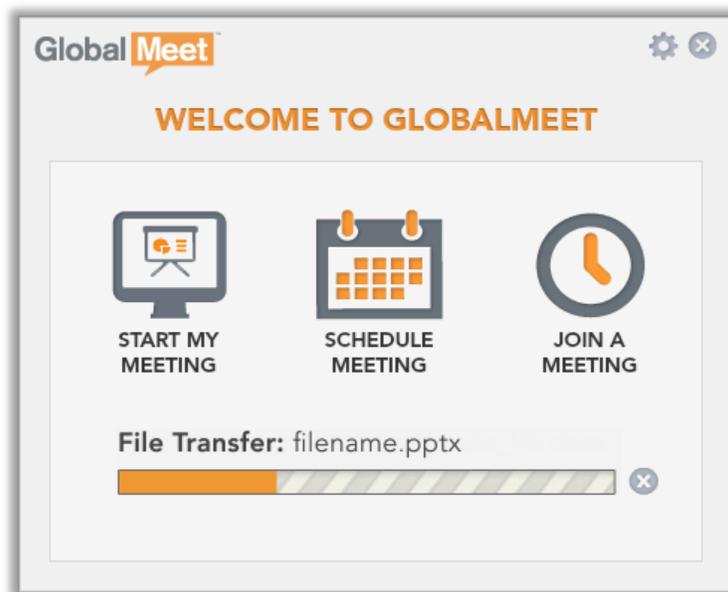
SCHEDULE A MEETING

You can schedule a meeting and have GlobalMeet send an email invitation. Just pick the date and time of your meeting and your guests' email addresses. GlobalMeet sends everyone a meeting invitation that includes the meeting URL and dial-in information for your meeting.

Step 1. On the pop-up menu or home screen, select Schedule Meeting.

Step 2. Enter the email addresses of your guests and a meeting subject, and then use the calendar to select the meeting date and the start and end times for your meeting.

Step 3. Click CREATE INVITE.

GLOBALMEET TOOLBAR FOR OUTLOOK

If you have the GlobalMeet Toolbar for Outlook installed, the app opens Outlook so that you can schedule your meeting.

The Outlook Toolbar lets you choose between phone-only and web meetings and select guests from your Contacts. Plus, meeting invitations are automatically saved in the Outlook Calendar, where you can track responses and reschedule or update, as needed.

ADD THE MEETING TO YOUR CALENDAR

The meeting invitation includes an iCalendar attachment. To add the meeting to your calendar, open the invitation and then click or tap the attachment (depends on your mail and calendar programs).
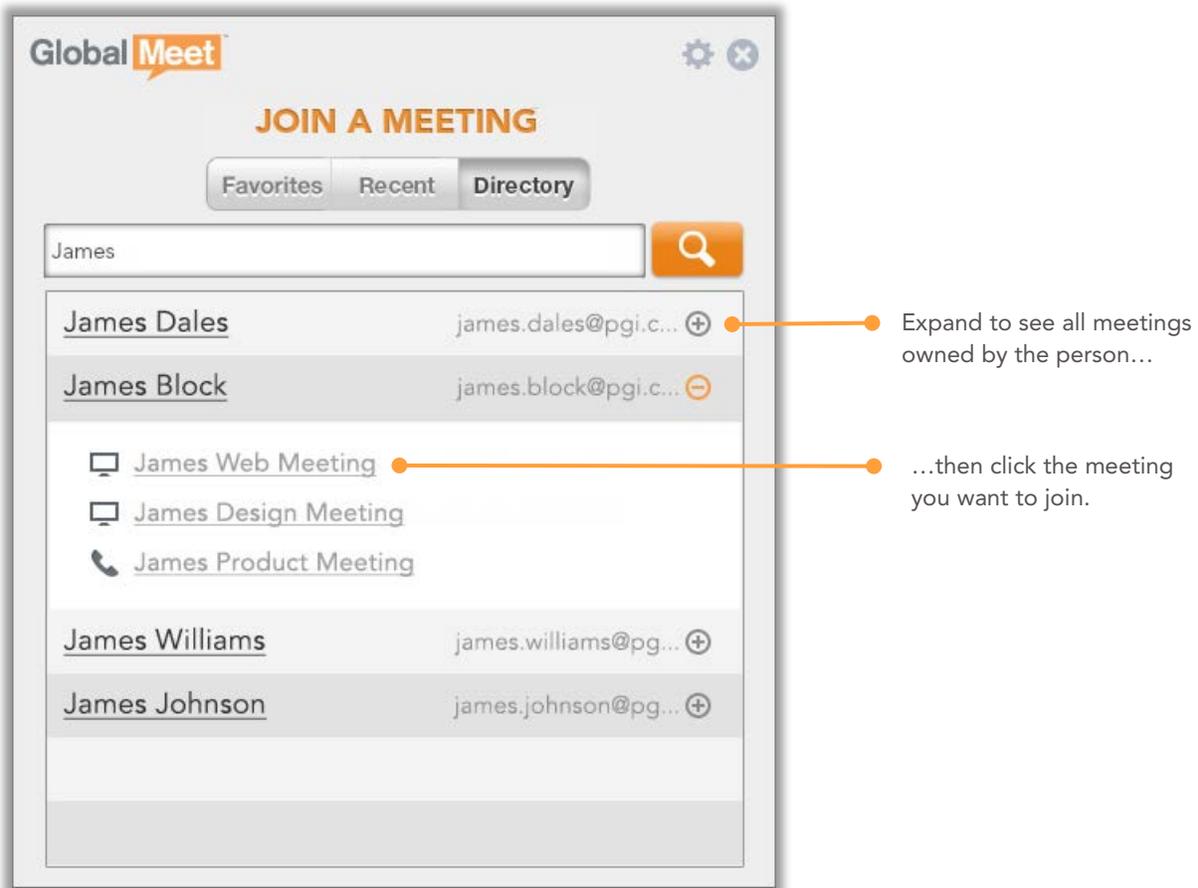
JOIN A MEETING

On the main window, click JOIN A MEETING to view the meetings that you recently attended, or search your company directory for a meeting. You can join any meeting with a click, or save meetings that you attend on a regular basis as Favorites.

Click to join a meeting

Search your company directory

Save to Favorites
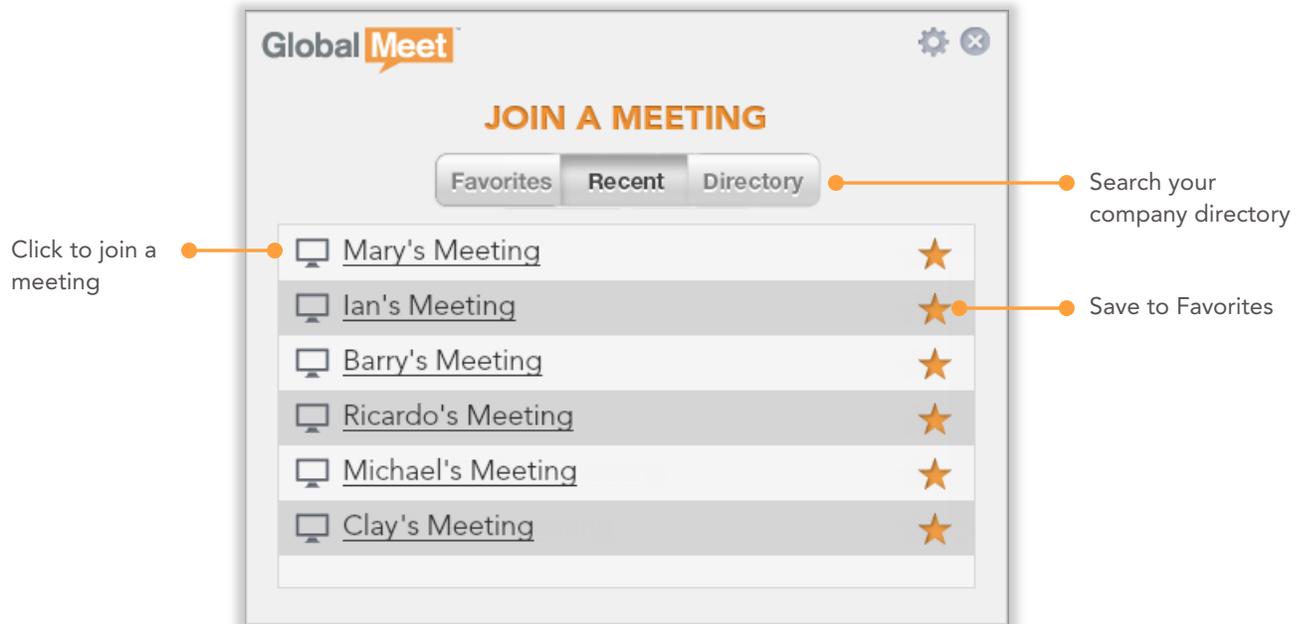
SEARCH YOUR COMPANY DIRECTORY

Click Directory to search a directory of GlobalMeet account holders in your organization. Search for a person by name or email address, and then click ⊕ next to a name to see all meetings owned by the person.

Expand to see all meetings owned by the person…

…then click the meeting you want to join.

When you find the meeting you want to join, just click its link. After you join the meeting, it is added to your Recent meetings list. Click:

- 🖥 Meeting Name to open a browser window and join the web meeting.

- 📞 Meeting Name to open the Audio Controls and participate in an audio-only meeting.

Global Meet

TRANSFER A MEETING TO ANOTHER DEVICE

If you are participating in a meeting on your computer via a web browser or the Audio Controls, you can transfer to another device without leaving the meeting. Or, while participating via a mobile app, transfer the meeting to your computer.

Just have GlobalMeet for Desktop running before you start the meeting, and GlobalMeet installed and running on your mobile device (GlobalMeet for Android, iPhone, and iPad). Your name must be entered exactly the same across all devices.

The Transfer Meeting option is available from your own participant details.
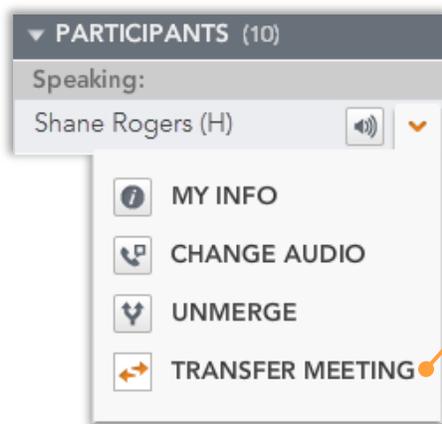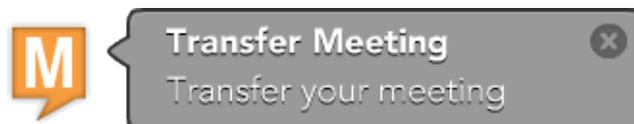
On the Web or Audio Controls.
Click your name and transfer the meeting to your mobile device.
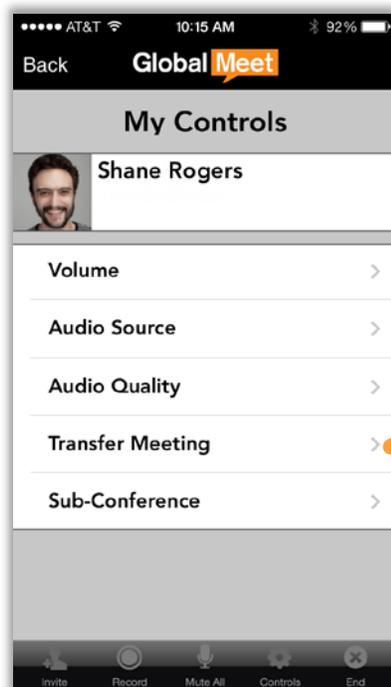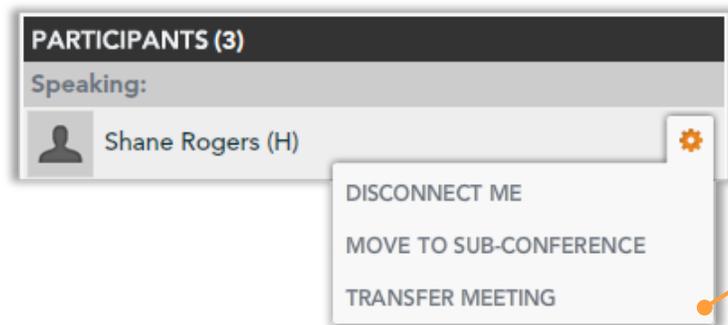
On a mobile device. Transfer to the Audio Controls (phone-only) or another mobile device.

When you transfer from a GlobalMeet mobile app, an alert pops up on your screen. Just click the message to continue the meeting on your computer.

GLOBALMEET SETTINGS

On the main window, click the gear button to open the Settings menu. From here, you can update your app settings, your account profile, your web and audio meeting settings, and change your password. Click Help to Visit the GlobalMeet community, where you can read knowledge base articles and user guides, ask questions, share ideas, and get to know GlobalMeet.

Change your login credentials or pick a different meeting to

Edit your profile, update meeting settings, or change your password.

GLOBALMEET SETTINGS

MEETING SETTINGS

HELP

ABOUT

Global Meet