

Webbmöte

Getting started with Webbmöte

Telia's web conferencing service is based on GlobalMeet. GlobalMeet allows you to share your desktop and documents, record meetings, connect to meetings via mobile devices, communicate via web camera and much more for up to 300 telephone participants and 125 web participants.

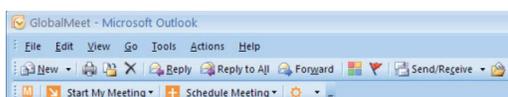
Book and manage your meetings with GlobalMeet in Outlook

1. Schedule

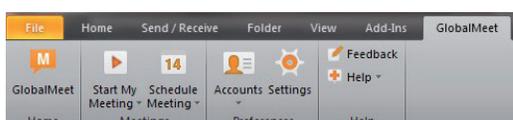
The GlobalMeet toolbar for Outlook allows you to schedule a meeting or start one right away.

NOTE: If you do not use the GlobalMeet toolbar for Outlook, you can easily copy and paste the URL to a web meeting room in the invitation to participants.

It is shown under the Outlook toolbar in Outlook 2007

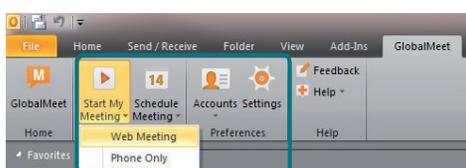


In Outlook 2010, it is shown under the Outlook toolbar



2. Connect to the meeting

If you want to start a meeting with your own GlobalMeet account, click on Start My Meeting in the desktop program. If someone is waiting in the meeting, the link is called ENTER MY MEETING.



Before the meeting

1. Confirm the URL to the web meeting room. In the welcome message from PGI, you will find your dedicated GlobalMeet web meeting room, for example <https://acme.globalmeet/john>
2. Retrieve the GlobalMeet access tools for Outlook and the desktop. You need the client ID and web password found in the welcome e-mail from PGI. Go to www.globalmeet.com/tools to get the tool programs.
3. Get GlobalMeet for your mobile device to easily access your meetings. Go to www.globalmeet.com/tools

3. Connect audio

The Connect Me function window will appear on the screen in the GlobalMeet web meeting room. Enter your phone number and GlobalMeet will call back right away. The meeting participants can connect in the same way. GlobalMeet will remember your number from one meeting to the next.



Webbmöte

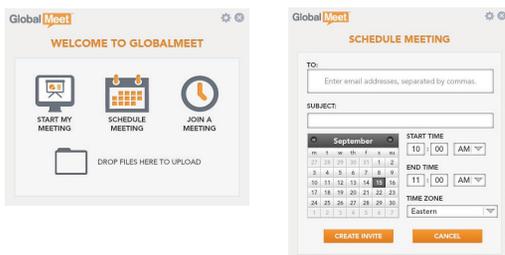
Schedule and manage your meetings with the GlobalMeet desktop program

1. Schedule

You can schedule a meeting and have GlobalMeet send an invitation via e-mail. Just enter the date and time for the meeting and provide the guests' e-mail addresses. GlobalMeet will send a meeting invitation to everyone who has the URL to the meeting as well as dial in information to the meeting.

1. Select **Schedule Meeting** in the desktop program.
2. Enter the guests' e-mail addresses and a meeting subject, and then use the calendar to select the meeting date and the start and end times for your meeting.
3. Click Create Invite to create the invitation.

It is shown under the Outlook toolbar in Outlook 2007



NOTE: If you do not use the GlobalMeet toolbar for Outlook, you can easily copy and paste the URL to a web meeting room in the invitation to participants.

Add the meeting to the calendar

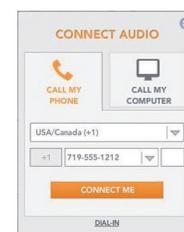
The meeting invitation includes an iCalendar attachment. To add the meeting to your calendar, open the invitation and then click or tap the attachment (depends on your mail and calendar programs).

2. Connect to the meeting

If you want to start a meeting with your own GlobalMeet account, click on Start My Meeting from the desktop program. If someone is waiting in the meeting, the link is called ENTER MY MEETING.

3. Connect audio

The Connect Me function window will appear on the screen in the GlobalMeet web meeting room. Enter your phone number and GlobalMeet will call back right away. The meeting participants can connect in the same way. GlobalMeet will remember your number from one meeting to the next. It is also possible to call the number and enter the code found in the



Webbmöte

Integrate with participants

The GlobalMeet web interface allows you to share documents and your screen or use your web camera. Try the question or voting functions to keep participants involved.

Share a file

The presenter can transfer a PowerPoint, PDF, Word, Excel, .jpg or .png file or click to open a PowerPoint, PDF, Word, Excel, .jpg or .png file in the list of previously read documents if the document has been previously shared.

1. Click the **Share a File** icon.
2. Click **Add File** and then browse to open files on the computer. Open the file you wish to transfer.
3. You can also click a file in the list of previously read documents if you have shared it previously.

Share your screen

The host or presenter can share his or her desktop or a specific program

1. If you are sharing several documents, your desktop or a program, click **Share My Screen** from the host's home screen or **Screen Share** in the GlobalMeet menu field.
2. Then click **Share My ScreenMonitor 1** if you want to share your desktop, or another program by clicking in the list of programs that are already open on the computer.
3. A field will appear at the top of the screen when you share the desktop.  It shows that the participants can see your desktop.



Record

Hosts can record audio and web together with the click of a button.

1. Click the recording button in the meeting panel.
2. Enter a name for the recording and click **Record**. **All of the participants will hear the message, "This meeting is now being recorded"**. The host and participants will see that the recording button is lit up to show that the meeting is being recorded.



3. If you want to retrieve or share the recording, start the GlobalMeet web meeting room and check the file library.

NOTE: Depending on how large the recording is, it can take up to 24 hours before the file appears. The recording is available for 30 days.

Webbmöte

Promote a participant

To allow someone else at the meeting to be the presenter:

1. Click the **More Options** button next to the **name of the participant you want to promote**.
2. Click **Promote**. A (P) will appear next to the name to show that the participant is now on presenter level.



Web camera

Up to 125 web participants can take part in each meeting.

1. Click the camera icon in the WebCam panel. Click Allow if you are asked about access. The meeting camera will show the speaker's video. Allow picture-in-picture if you want to see both your own and the active speaker's video.



Downloads

You can download apps to your phone and retrieve applications for your phone; search for globalmeet. You can find tools for your computer at www.globalmeet.com/tools

Support

- **Direct support during the meeting**
Press *0 during the meeting if you need direct support
- **Chat directly with technical support**
Click on the ? icon in the top right corner of the meeting if you would like to chat directly with support
- **Send an e-mail**
To Telia-Telemote@telia.se
- **Call customer support**
At 020-0015 or +46 8-240015

Training

For an introduction, visit telia.se. If you would prefer recorded instructions, visit our support page at www.telia.se/supportmotestjanster.

Why did Telia select GlobalMeet?

GlobalMeet comes from our new partner PGi, one of the world-leading players in the market for teleconferencing and web conferencing.