MyAccount Dashboard
User Guide

This user guide contains the basics for starting and moderating a Live Meeting web conference. It is intended to ensure you have everything you need to conduct your first Live Meeting. If you need additional assistance getting started, or if you do not have an account, please contact C3 Conferencing at 800.974.2166.

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1. Accessing your Host Account

✛ All new hosts also receive a **Presenter Invitation** by email which includes your ConferenceAnytime service information and instructions for starting your meetings. You will also receive an Audience Invitation that enables you to easily invite others to your ConferenceAnytime meetings.

✛ To access your host account online and gain access to additional tools and features available with your service, just click on the MyAccount Dashboard graphic included in your Presenter email. You will receive an email informing you how to activate your Dashboard login ID and password.

Presenter Invitation

Alliance Group

We are pleased to provide you with the following instructions to facilitate your conference calls. As you know, you can conduct your calls 24 hours a day, 7 days a week. If you have any questions or require additional assistance, please contact one of our conferencing specialists at (888) 895-5619 and reference confirmation number 22772730.

Meeting Information

Company:	Test Company
Host:	Host Test
Meeting Title:	test
Available Lines:	10

get started with
meeting tools

click here!

To Join Audio Conference

Dial-In:	1 (866) 228-5331
	1 (630) 424-7772 International
Enter Passcode:	5189 579#
Press *	
Enter Moderator Code:	5627 417# (for security purposes, please keep confidential)

A complete list of available dial-in numbers can be found at the bottom of this document.

For a current list of available local and International Freephone telephone numbers click here.

To Join Web Conference

IMPORTANT: PLEASE REVIEW PRIOR TO THE WEB CONFERENCE

To ensure your computer is properly updated, log on as if you were to start the meeting, per the instructions noted below. Prior to logging into the meeting, ensure popup blocker is turned off on your browser.

> Dial the audio conference dial-in number noted above and enter the passcode as prompted.
> Click on this meeting URL:
  http://web.meetme.net/r.aspx?p=5&a=70542772730 20
> On the Meeting Center page, enter your name and e-mail address.
> Click on the "Sign-in" button.
> Accept the Terms and Conditions, if applicable, and click "Start" to enter your conference.
> Should your computer require any updates to accommodate web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates should take 5 to 10 minutes to complete.

1. Accessing your Host Account (cont.):

✦ **Log in to your Account Dashboard.** Upon completing your Account Dashboard activation you can access your account by entering your login ID and password in the Account Dashboard section.

2. Setting up Conference Anytime Meetings:

✛ All new hosts also receive a **Presenter Invitation** by email which includes your ConferenceAnytime service information and instructions for starting your meetings.

✛ ConferenceAnytime® 24X7 audio and web conferencing is setup with your host account and ready for immediate use. You will receive New Host information that provides start-up instructions on accessing and using your new service.

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  http://web.meetme.net/r.aspx?p=5&a=705422772730z0
> On the Meeting Center page, enter your name and e-mail address.
> Click on the "Sign-in" button.
> Accept the Terms and Conditions, if applicable, and click "Start" to enter your conference.
> Should your computer require any updates to accommodate web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates should take 5 to 10 minutes to complete.

2. Setting up Conference Anytime Meetings (cont.):

✛ As a new host you also receive an **Audience Invitation** that enables you to easily invite others
to your ConferenceAnytime meetings.

✛ After logging in to your Account Dashboard, you can setup additional ConferenceAnytime subscriptions,
as well as schedule one-time Conference Passcode meetings or Web Conference Only meetings.
Select the <u>Create</u> button and then select the type of service you wish (Anytime, Passcode, or Web Only)
from the drop-down menu that is displayed.

2. Setting up new Conference Anytime subscriptions:

✛ Your Host account includes a ConferenceAnytime subscription that is ready for use, however, you may find it desirable to setup additional ConferenceAnytime subscriptions using your Account Dashboard. For example, you may want to setup separate subscriptions and assign a title to that ConferenceAnytime service such as "Project Team Meetings".

✛ To setup a new Conference Anytime subscription, select the "Create" button, then select "Anytime Subscription".

✛ On the Create Anytime Subscription page, enter a conference title for your meeting. This is an optional field, but is recommended to help in identifying your meetings. Required fields are indicated with an asterisk.

2. Setting up new Conference Anytime subscriptions (cont.):

✛ Select your preference for Domestic (US, CA & Puerto Rico) toll free, toll service, or <u>Both</u> for dial-in audio access. <u>Both</u> is recommended.

✛ Select the maximum expected number of participants you expect to attend for any meeting.
This setting can be changed at a later date, if needed.

2. Setting up new Conference Anytime subscriptions (cont.):

✛ Select <u>Live Meeting Standard</u> as your web service. This web service will be automatically integrated for launching, joining and billing purpose with your ConferenceAnytime audio service.

✛ Select the desired Conference Preferences settings, or leave the default settings. The default settings are recommended for all Conference Preferences. Select the <u>Submit</u> button to complete your ConferenceAnytime Subscription setup. Your new subscription will appear in the Dashboard and is ready for immediate use.

3. Setting up Web Only Meetings

✛ To setup a web only conference, select <u>Web Only</u>, then fill in the required information.
You have the option to enter a phone number and passcode you wish to be displayed on your web conference.
Select the <u>Submit</u> button.

✛ After submitting your request to create a new web only meeting, you will receive an online confirmation and email invitations (Presenter and Audience). In addition, your Web Only meeting will be displayed in the Scheduled Conferences and the Quickview panels of the Dashboard.

✛ To launch your Web Only meeting, select the <u>Launch Web Conference icon</u> (⚡).
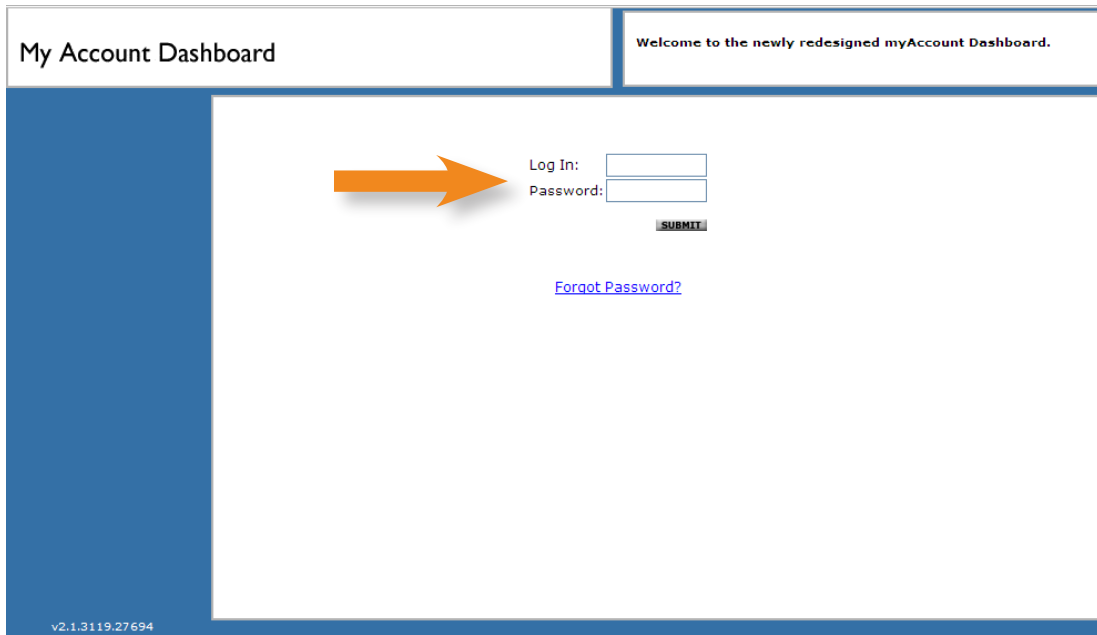
4. Inviting others to your meeting:

Option 1 - MyAccount Dashboard.

✛ If you have internet access to MyAccount Dashboard you can easily send email invitations to your Live Meeting conference call from your email client account, enabling access to your client email phonebook.
Simply login to your MyAccount Dashboard.
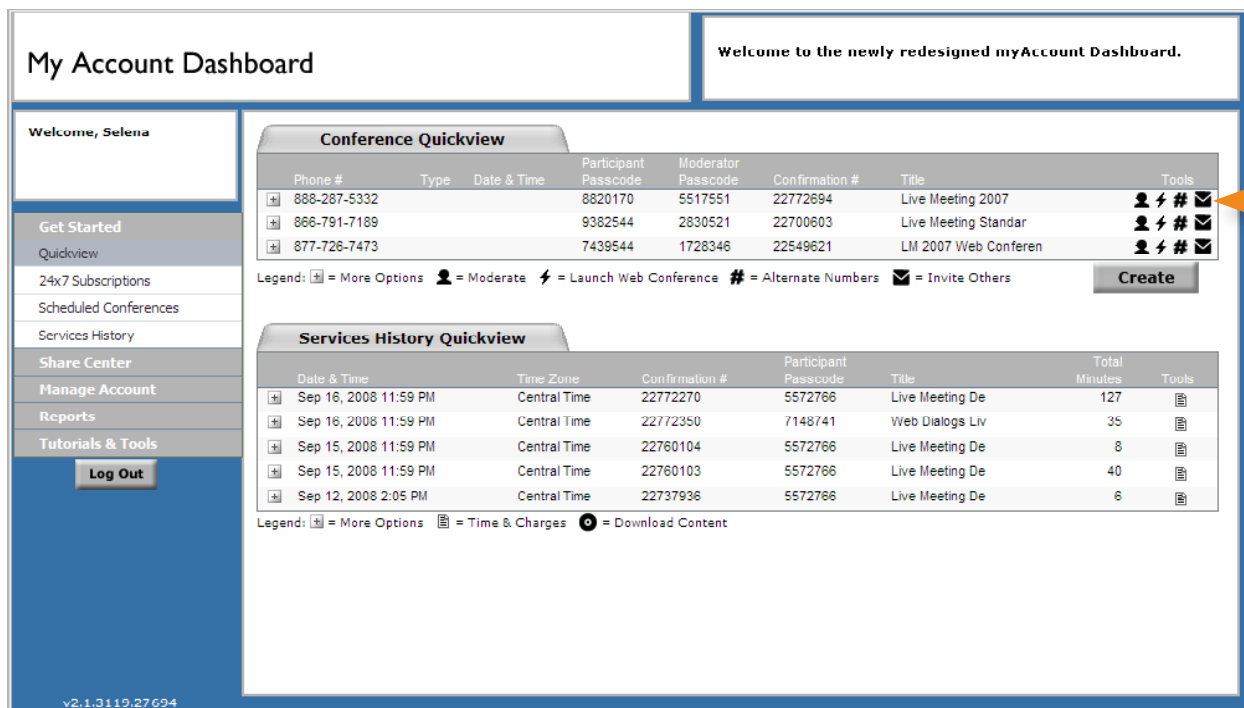
✛ After logging in to your MyAccount Dashboard, click on the Invite Others icon (✉) associated with the desired conference.

4. Inviting others to your meeting (cont.):

Option 1 - MyAccount Dashboard (cont.).

✛ Your email client will be opened and populated with your
ConferenceAnytime and Live Meeting participant information.
Simply add email addresses from your email client phone book.
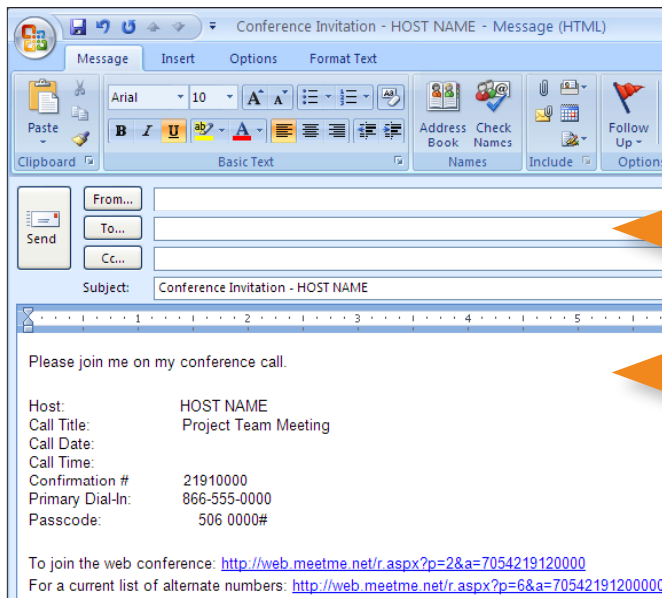
Option 2 - Participant Invitation.

✛ A link to your Live Meeting conference is included in your participant invitation email template.
Select the email template from your email client and add meeting details to the body of the email.
From your desktop email client, add any desired email addresses and send the email invitation.

4. Inviting others to your meeting (cont.):

Option 3 - Outlook Calendar Scheduling

✛ You can schedule a web conference by utilizing the Plug-In tool. The plug-in will appear on your outlook toolbar as shown below.

Step 1. Single-Click the selected day and time-slot for the meeting on the Day view of your Outlook Calendar.

Step 2. Click the Conference button in the toolbar area of Outlook Calendar.
This will open a meeting window with an additional tab marked Audio Conference.

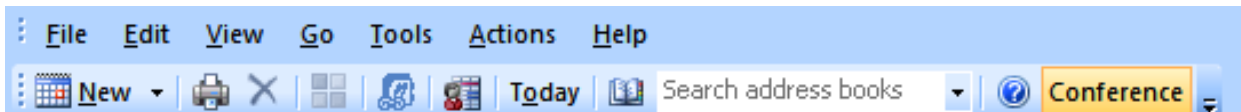**Step 3.** Click the Audio Conference icon in the toolbar area of the Meeting window. Click the drop-down arrow from the Audio Conference section and select Live Meeting from the list.
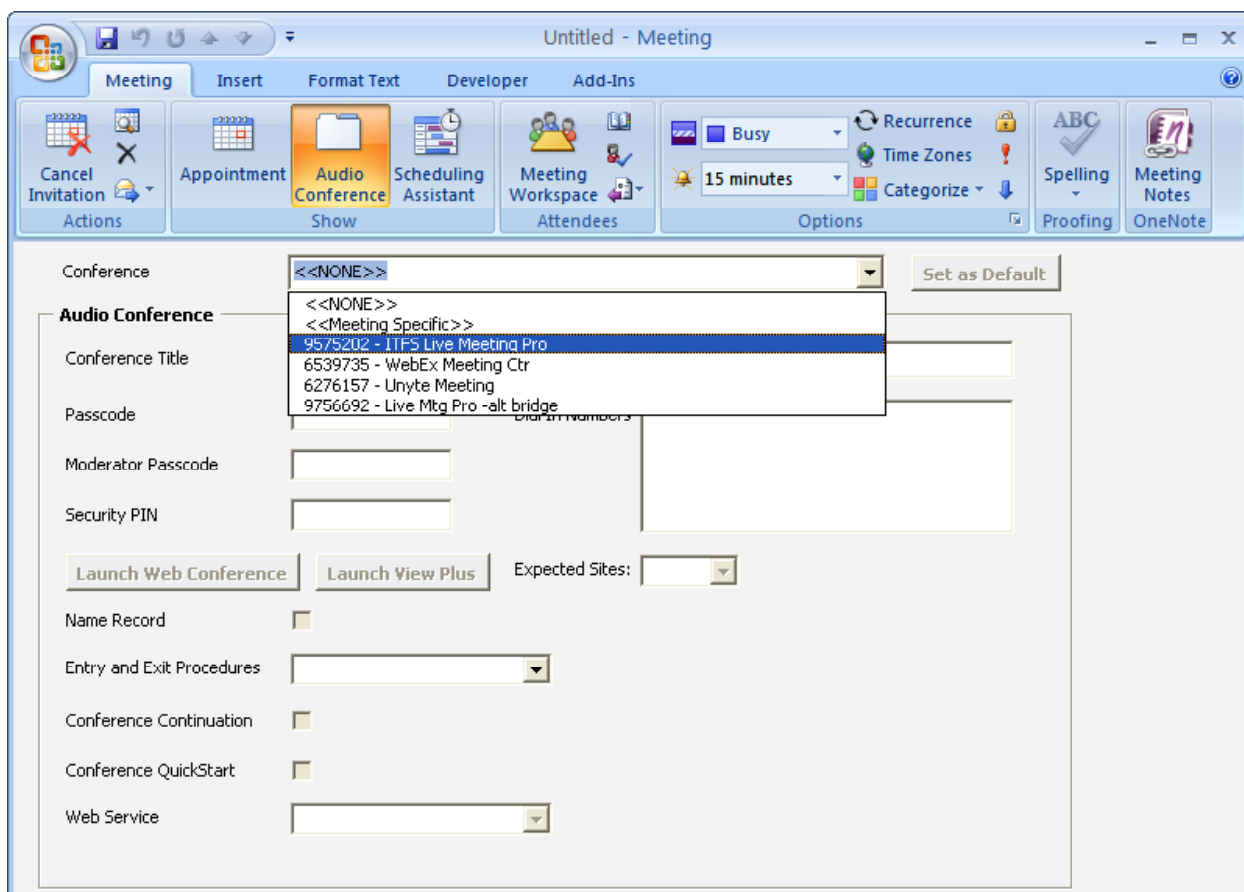
Step 4. Click the Appointment icon on the Meeting window toolbar.

Step 5. Fill in the Subject, address the invitation, and click Send.

4. Inviting others to your meeting (cont.):

Option 3 - Outlook Calendar Scheduling (cont.)

✤ The Host receives a calendar meeting with phone number, passcode, moderator code and web link information already populated. The Participant receives a calendar invitation containing the phone number, passcode and web link information.

5. How participants join your meeting:

Join using the "Meet-me" link

✤ Participant's who receive your email invitation, either from the "Invite Others" email option from your Dashboard, or from the Audience Invitation email option, will be able to easily join your meeting by using the link that is included in the email template. This link directs your participants to join the web conference from the "Meeting Center", where the participant is prompted to enter only their name, email address and company name.

6. Launching Your Web Conference:

Option 1 - Presenter Invitation

✛ A link to your Live Meeting conference is included in the presenter invitation. Simply click on this link and it will open your browser and launch the Meeting Center page. In the Meeting Center, just accept the terms and conditions and click on <u>Start</u>. Your Live Meeting will launch and you are ready to go!

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6. Launching Your Web Conference (cont.):

✚ After logging in to your MyAccount Dashboard, click on the <u>Start Web icon</u> (⚡) associated with the desired conference and your Live Meeting conference will be launched.

C3 Conferencing, Inc.
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