



*Net Tel One*  
*Communications*

## Joining a Meeting

When you receive an email invite from the host, simply click the link in the email. You will be taken to [meet.nettelone.com](https://meeting.nettelone.com) with your meeting ID. All you have to do is enter your name and password if required, and click join.

Alternatively,

1. Go to <https://meeting.nettelone.com>
2. Fill in the **Meeting ID**, **Your Name**, & **Meeting Password** if required.
3. Click the **Join Meeting** button.

**NT1** *Net Tel One*  
*Communications*  
*business phones done right.*  
866.3.NETTEL [www.nettelone.com](http://www.nettelone.com)

**Meeting ID**

**Name**

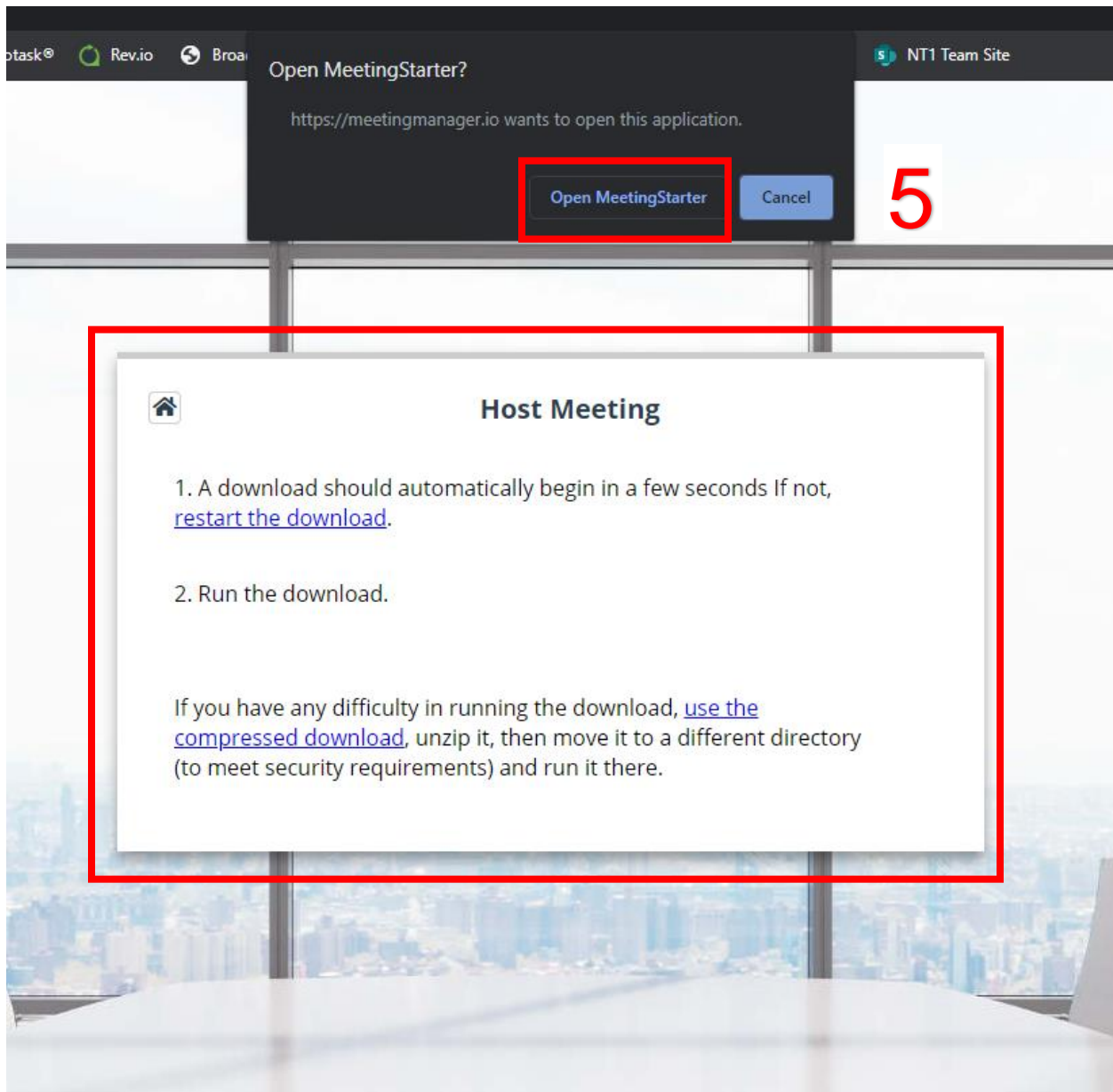
**Password**

**Join Meeting**

[Download Meeting Manager](#)

4. If the meeting is a webinar, which does not require any download, you will join the meeting.

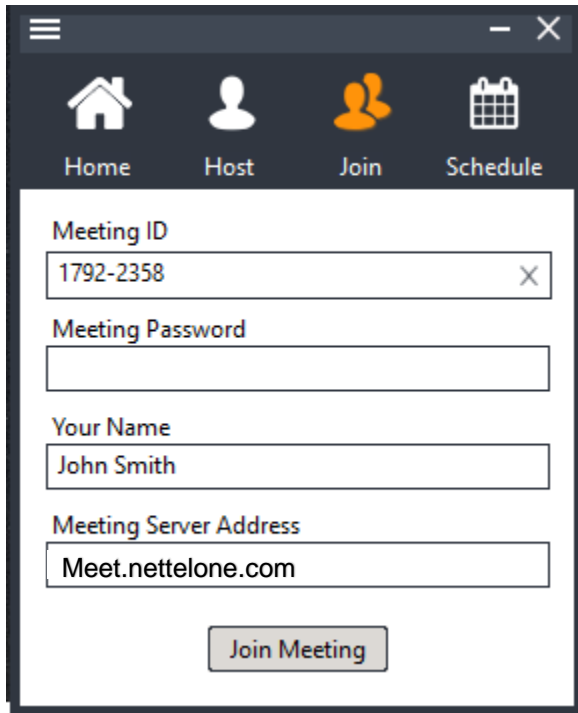
5. If the meeting is not a webinar you will be directed to the page below. The download will either start automatically or you will be asked to open the meeting starter application.
6. If the download doesn't start, follow the instructions below.



7. Launch MeetingManager by clicking the **MeetingManager** shortcut from the desktop.



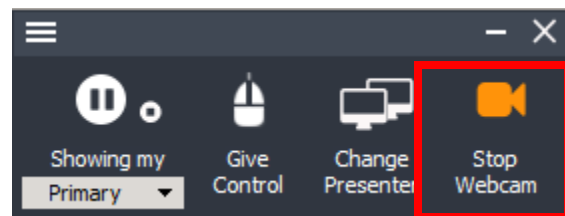
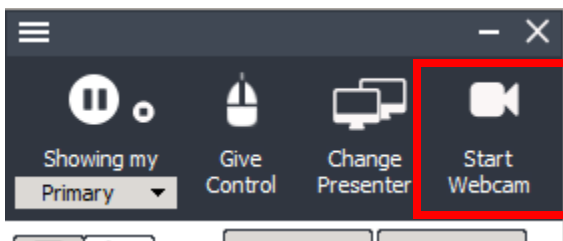
8. Click **Join** then fill in the fields.



9. Enter **MeetingID**, **Meeting Password**(if required), Your **Name** & meet.nettelone.com.  
10. Click **Join Meeting**.

## Video Controls

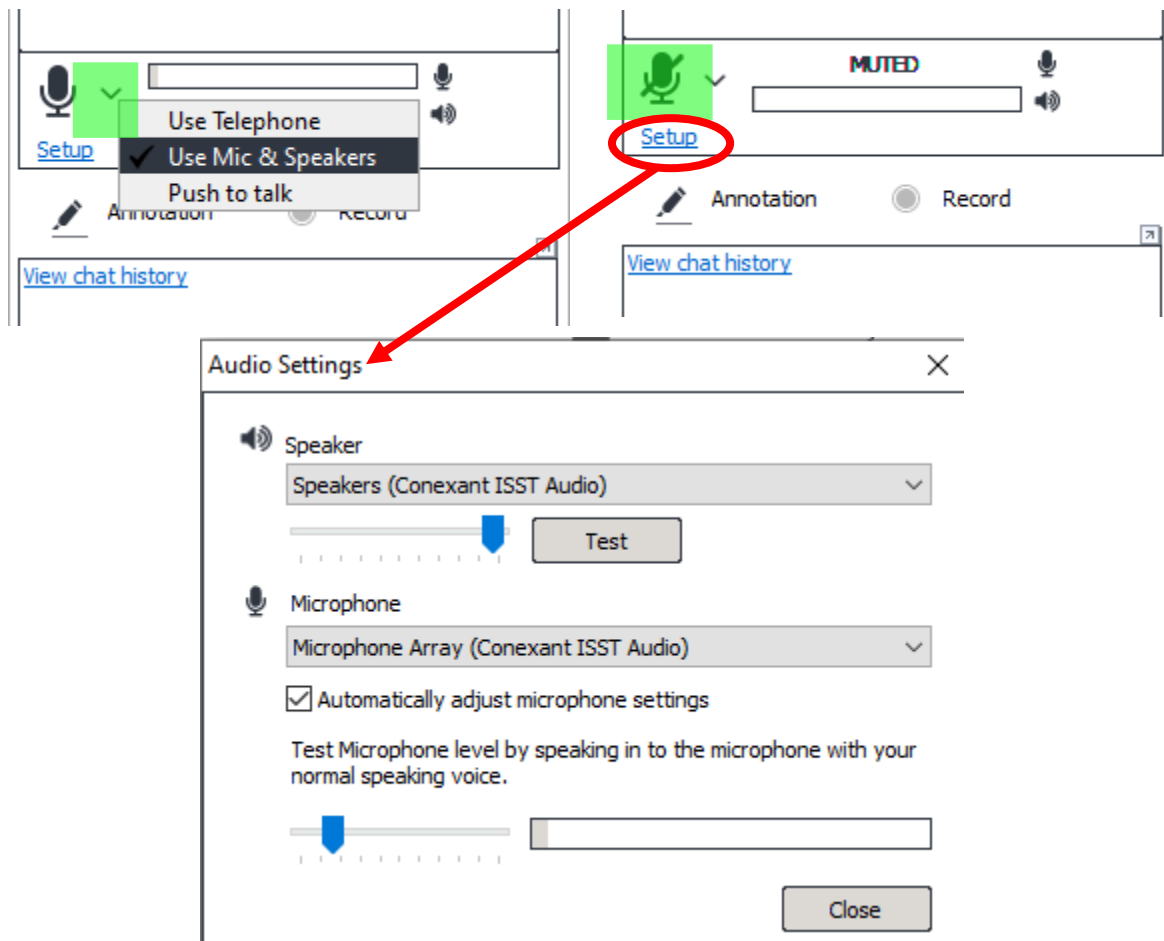
1. To enable your Webcam click the Webcam icon in the top right of the Meeting Manager
2. The icon will change to orange when you webcam is enabled. Click the icon again to shutoff your webcam.



## Audio Controls

There are 2 ways to connect to the meetings audio.

1. Use your computers microphone and speakers (VoIP). **It is highly recommended to use a headset when connecting this way**
  - Select the arrow next to the microphone to select “Use Mic & Speakers”
  - To mute yourself click the microphone. To unmute click it again.
  - If you select setup just below the microphone, you can adjust your microphone and speaker settings.



2. Dial in to a conference bridge via a telephone. You should only use this if your computer doesn't have speakers or a microphone
  - Select the arrow next to the phone image (or mic image) and select “Use Telephone”. The conference bridge info will be listed next to the icon.

