

## 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 withyour meeting ID. All you have to do is enter your name and password if required, and click join.

Alernatively,

- 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.

Net Tel One Communications business phones done right. 866.3.NETTEL 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.

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	*	н	ost Meeting			
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e h	lf you have <u>compresse</u> (to meet se	e any difficulty in runni <u>ed download</u> , unzip it, ecurity requirements) a	ng the download, <u>use th</u> then move it to a differer and run it there.	<u>e</u> nt directory		

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



8. Click Join then fill in the fields.

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Home	Host	Join	Schedule
Meeting ID			
1792-2358			×
Meeting Pass	word		
Your Name			
John Smith			
Meeting Serv	er Addres	s	
Meet.nette	lone.con	n	
	Join N	Meeting	

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.

Use Tele Setup View chat history	Image: speakers   talk   Kecord   Image: speakers   View chat history
Audi	o Settings X
4	<ul> <li>Speaker</li> <li>Speakers (Conexant ISST Audio)</li> <li>Test</li> <li>Microphone</li> <li>Microphone Array (Conexant ISST Audio)</li> <li>Automatically adjust microphone settings</li> <li>Test Microphone level by speaking in to the microphone with your normal speaking voice.</li> </ul>

- 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.

