



# Unified Meeting<sup>®</sup>


## Quick Start Guide for Instant Meetings

### INSTALL UNIFIED MEETING

*Note: Before proceeding with the following steps, please ensure that you have administrator rights to perform the download and installation.*


- 1 Go to the he web page URL found in your welcome email.
- 2 Click **Download & Install**.
- 3 Simply follow the download wizard and you'll have everything you need to schedule and run effective online meetings.

### START AN INSTANT MEETING

- 1 To start an instant meeting, click the Unified Meeting desktop icon  located in your taskbar and select **Start Meeting**.
- 2 Select how you would like to join the voice portion of your meeting in the first Quick Start menu and click **Next**.
- 3 Select what you would like to do first when your meeting starts in the second Quick Start menu and click **Finish**.

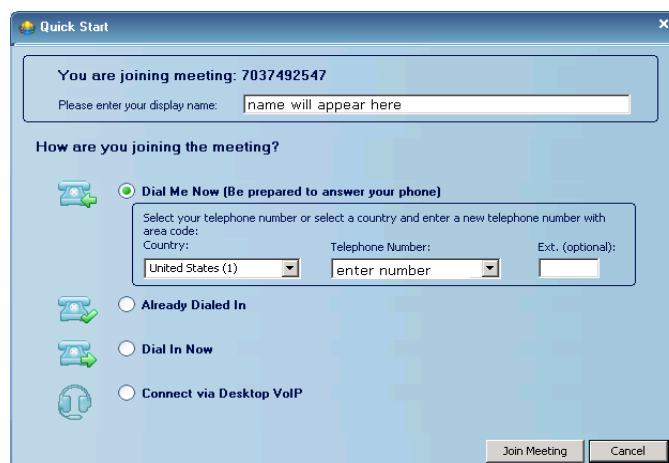


### JOIN AN INSTANT MEETING

- 1 To join a meeting, click the Unified Meeting desktop icon  located in your taskbar and select **Join Meeting**.
- 2 Enter the moderator's user login and click **Join Meeting as Participant**.
- 3 Enter your display name, select how you would like to join the voice portion of the meeting in the Quick Start menu and click **Join Meeting**.



*Note: Moderators can also send a Quick Invite through instant messenger or email using the Quick Invite in-meeting shortcut toolbar. Participants simply click the link to join the meeting.*



Screenshot of the Unified Meeting Quick Start dialog box. The dialog box is titled "Quick Start" and contains the following information:

- You are joining meeting: 7037492547
- Please enter your display name:
- How are you joining the meeting?
- Dial Me Now (Be prepared to answer your phone)**  
Select your telephone number or select a country and enter a new telephone number with area code:  
Country:  Telephone Number:  Ext. (optional):
- Already Dialed In**
- Dial In Now**
- Connect via Desktop VoIP**
- Buttons: