



NETWORK AUDIO USER GUIDE LIVE HELP LEAVE CONFERENCE

HOME APPSHARE CONTENT LIBRARY WHITEBOARD Q&A POLLING LOCK RECORD FULL SCREEN

### PARTICIPANTS

Status Summary

Sally Fane

Participant Info

Icons for mute, video, chat, etc.

### VIDEO



### CHAT

Sally Fane: Hello everyone. Welcome!

SEND TO: CLEAR

Send to Everyone

MESSAGE: SEND

## Getting Started

- Invite additional attendees:** Select this button in the Participants box to add attendees via phone or to send an email with instructions to join the web and audio.
- AppShare:** Select this button at the top of your screen to show your whole desktop or a specific application to your audience.
- Content Library:** Select this button at the top of your screen to show a MS Powerpoint document you uploaded, upload new Powerpoint documents or transfer other uploaded files to your audience.
- Video Sharing:** Select this button in the Video box to show your webcam video to your audience.

## Meeting Details

**Room URL:** <http://confersave.conferencinghub.com/ConferWeb/Test>

**Need to join the audio conference?**

Enter your phone number and click Call Me to have the conference dial out to your phone.

Phone:

Ext:

**Dial-in:**

**Participant Passcode:**

Toll free: 1-888-909-7654

Toll: 1-719-785-1711