Simply a Better Meeting

Global Meet ™

GlobalMeet®
Quick Start Guide

Getting the Presenter Started

This quick start guide is designed to help you host and manage successful web meetings anytime and from anywhere.

Things to do Before Your First Meeting:

1 Confirm your meeting credentials to access your online dedicated company Meeting Hub. Example of a Meeting Hub name: acme.globalmeet.com *(see instructions below)*

Tip: Add to your Favorites for easy access.

2 Set up your personal meeting rooms for GlobalMeet. *(see instructions below)*

3 Download the AppShare plug-in. You will only need to do this one time to activate AppShare. Click here.

4 Download the GlobalMeet Toolbar for Outlook®. You will need your PGi Client ID and Online Password provided in your welcome email. Click here.

Note: Downloading the toolbar is optional and not required to use GlobalMeet. Check with your company administrator to verify.
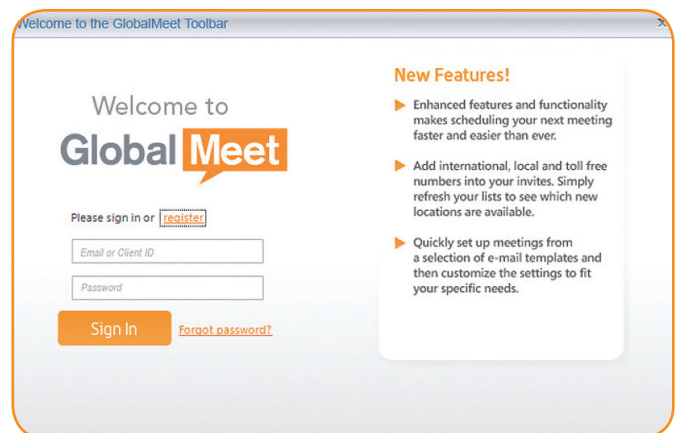
Confirm Your Meeting Credentials

Your PGi Client ID and Online Password are provided to you via your welcome email. Your company Meeting Hub web page address can be found in the .vcf file attached in the welcome email.

If you did not receive a welcome email or are unable to locate these credentials, contact your Account Representative or send a support ticket to PGi Support at www.support.pgi.com.

To access your company Meeting Hub, please do the following:

1 Open a web browser and go to your dedicated company Meeting Hub. (Example: acme. globalmeet.com)

2 Enter your Email or PGi Client ID and your Online Password in the fields provided.

3 Click Login.

Welcome to the GlobalMeet Toolbar

Welcome to

Global Meet

Please sign in or register

Email or Client ID

Password

Sign In   Forgot password?

New Features!

▶ Enhanced features and functionality makes scheduling your next meeting faster and easier than ever.

▶ Add international, local and toll free numbers into your invites. Simply refresh your lists to see which new locations are available.

▶ Quickly set up meetings from a selection of e-mail templates and then customize the settings to fit your specific needs.

The Meeting Hub helps you stay organized with a centralized portal to manage your meetings – create meeting rooms, specify meeting settings, upload documents, view reports, and retrieve recordings. You can also update your profile and manage your conference calling account here.

GlobalMeet comes to you from PGi

GlobalMeet® Quick Start Guide

Create an Always Available Personal Meeting Room

1 Once you login to your Meeting Hub, it's now time to create your own personal meeting rooms for GlobalMeet. You can create one or multiple rooms.

2 From the "Manage" display box click "Manage my web meeting rooms."

3 Click "Create New".

4 Follow the instructions to create a meeting room Title (for your reference only) and a new room Name. The Name should only be a short phrase with no spaces and this will be public facing and become your meeting room URL address.

   Example: staffmeeting

This will automatically create your unique meeting room URL after you SAVE and complete your Options.

Example of Meeting Room URL: acme.pgimeet.com/web/ staffmeeting
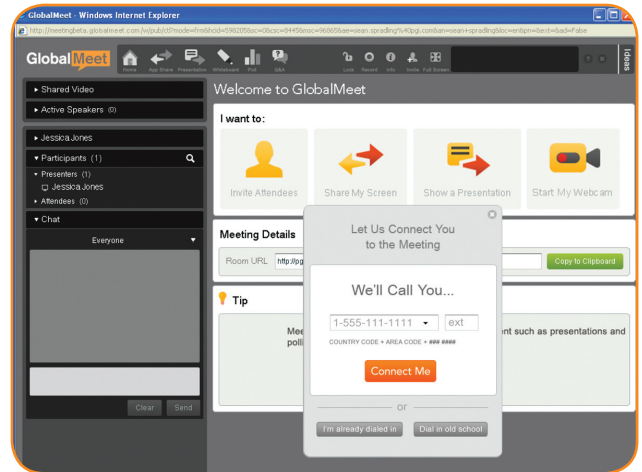
GlobalMeet User Interface

Start and Manage Your Meeting

1 Schedule – Use the PGi Toolbar for Outlook® to instantly launch a meeting or to schedule a future meeting. Note: If you are not using the toolbar, simply copy and paste your meeting room URL in your invitation.

2 Begin your Meeting – At the time of your meeting, click on your meeting room URL to go directly to your meeting room.

3 Connect – Follow the instructions to have the meeting call you (Connect Me feature window will appear). Your attendees will join in the same way.

4 Interact – Use the web interface function buttons to share documents. For example, Click the PowerPoint Presentation icon and upload a new presentation, or click the AppShare icon to share any application that is open on your computer or to share your entire desktop.
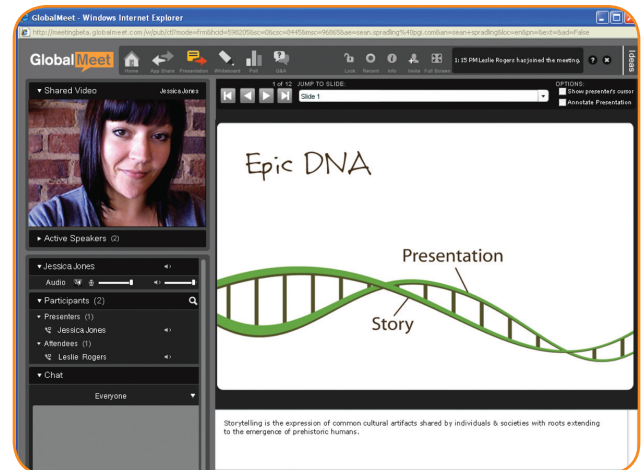
Presenter View - GlobalMeet User Interface

GlobalMeet comes to you from

GlobalMeet™

Other Valuable Tools for an Effective GlobalMeet Experience

Mobile Device Access

Easily connect to your meeting right from your mobile device. PGi's conference calling services are fully integrated with the Apple® iPhone and BlackBerry® devices.

Online Billing

The PGi Online Billing center provides convenient online payments, detailed invoice reporting, and tracking of charges and can be accessed from your Meeting Hub or from www.pgi.com.

Training and Tutorials

> Register to attend PGi's live training sessions here or go to www.xxxxxx.com

> Access how-to videos and other important documents here.

  Helpful resource links can be found on your Meeting Hub site in the Getting Started section.

Get Customer Support

> Chat in real-time with a live operator during your live meeting, or submit a Support Ticket at www.support. pgi.com.

> Press *0 on your telephone keypad to reach live customer support at any time during your meeting.

About Us

The world collaborates with PGi.

Our advanced meeting, conferencing

and collaboration solutions energize

people and organizations to connect more

meaningfully and work together more

productively. PGi is headquartered in

Atlanta, Georgia with operations in

24 countries worldwide.

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PGi
PARTNER