

# GLOBALMEET FOR DESKTOP

## GLOBALMEET® FOR DESKTOP USER GUIDE



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## GLOBALMEET FOR DESKTOP OVERVIEW

GlobalMeet for Desktop is an app that monitors your GlobalMeet meeting, letting you know who has entered your web meeting when you're not there. When someone enters your meeting, an alert message pops up on your screen, displaying the name of the guest.

GlobalMeet for Desktop lets you host or join a meeting with a few simple clicks. Just download it from the GlobalMeet Tools page and go.

It's so simple, it's hard to imagine why no one thought of it before.

- Monitor your GlobalMeet meeting, without actually being in it.
- Quickly jump into your GlobalMeet meeting.
- Schedule a meeting and have GlobalMeet send an email invitation to your guests with the meeting URL and dial-in information.
- Get pop-up and audible alerts when guests enter and leave your meeting.
- Drop files onto the GlobalMeet window to upload them to your content library.
- View all GlobalMeet meetings you attended recently as a guest or host and click to join.
- Save meetings you attend often as Favorites.

GlobalMeet for Desktop is available to current PGI customers. To sign up for GlobalMeet services, please visit us online at [www.GlobalMeet.com](http://www.GlobalMeet.com).

## INSTALLING GLOBALMEET FOR DESKTOP

### DOWNLOADING THE APP

The app can be downloaded directly from the GlobalMeet Tools page.

1. On your PC or Mac, open a browser window and go to [www.globalmeet.com/tools](http://www.globalmeet.com/tools).
2. Scroll to the GlobalMeet for Desktop section and click Download.
3. Download and install the app.

### SYSTEM REQUIREMENTS

GlobalMeet for Desktop is available for Windows and Mac computers. It requires Windows 7 or Mac OS X Snow Leopard or Lion.

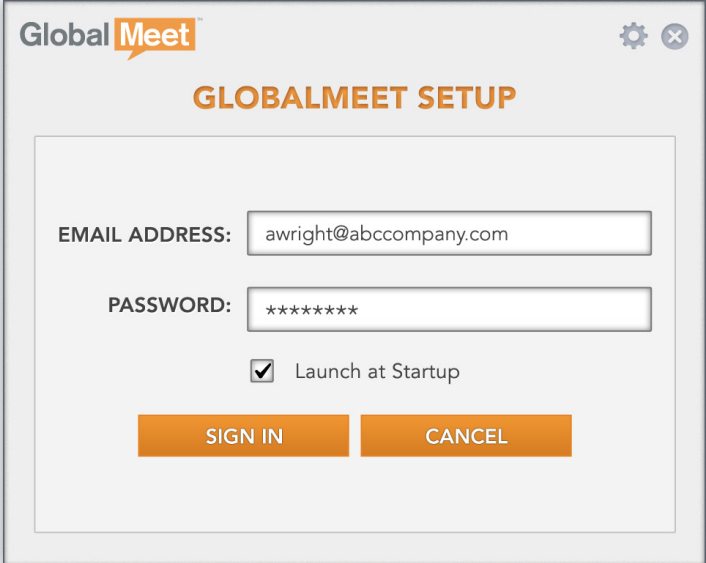
Be sure your computer has all the necessary operating system updates installed.

## GETTING STARTED

After GlobalMeet is installed, it starts automatically. On the Setup screen, enter the Email Address or Client ID and Password for your GlobalMeet account. Be sure to select the Launch at Startup option to ensure GlobalMeet is always watching your meeting.

If you have more than one web meeting, GlobalMeet prompts you to select which one you want to monitor. You can only monitor one meeting at a time.

The app signs you in to your GlobalMeet account and starts monitoring your GlobalMeet meeting for visitors.

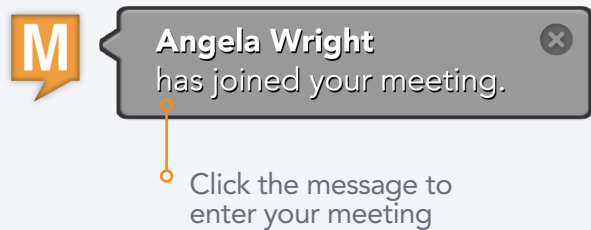


The screenshot shows a window titled "Global Meet" with a subtitle "GLOBALMEET SETUP". The window contains the following elements:

- EMAIL ADDRESS:** A text input field containing "awright@abccompany.com".
- PASSWORD:** A text input field containing "\*\*\*\*\*".
- Launch at Startup
- SIGN IN** button
- CANCEL** button

## USING GLOBALMEET FOR DESKTOP

Most of the time, you won't think about the desktop app until it displays an alert. It runs quietly in the background. When someone enters your meeting, an alert pops up on your screen. Just click the message to enter your meeting.

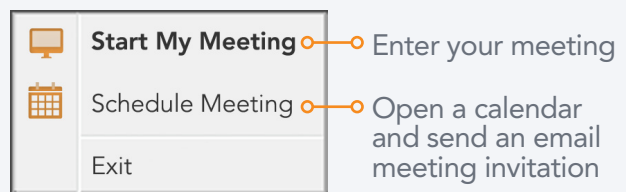


### POP-UP MENU

GlobalMeet for Desktop has a simple pop-up menu where you can start your meeting or schedule a meeting. Open the GlobalMeet window to join someone else's meeting or to update your settings.

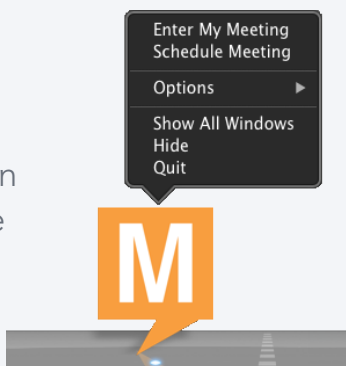
#### Windows:

In the Windows taskbar, click the M icon to display the pop-up menu. To open the main window, double-click the icon.



#### Macintosh:

In the Mac dock bar, right-click the M icon to display the pop-up menu. To open the main window, click the icon.



# USING GLOBALMEET FOR DESKTOP

## GLOBALMEET WINDOW

To open the GlobalMeet window, double-click the M icon in the Windows task bar or Mac dock bar. There are five options on the window.

### 1. START MY MEETING

To start a meeting using your own GlobalMeet account, click Start My Meeting. If someone is waiting in your meeting, this link says ENTER MY MEETING.

### 2. SCHEDULE MEETING

Schedule a meeting and have GlobalMeet send an email invitation to your guests that includes the meeting URL and dial-in information for your meeting.

### 3. JOIN A MEETING

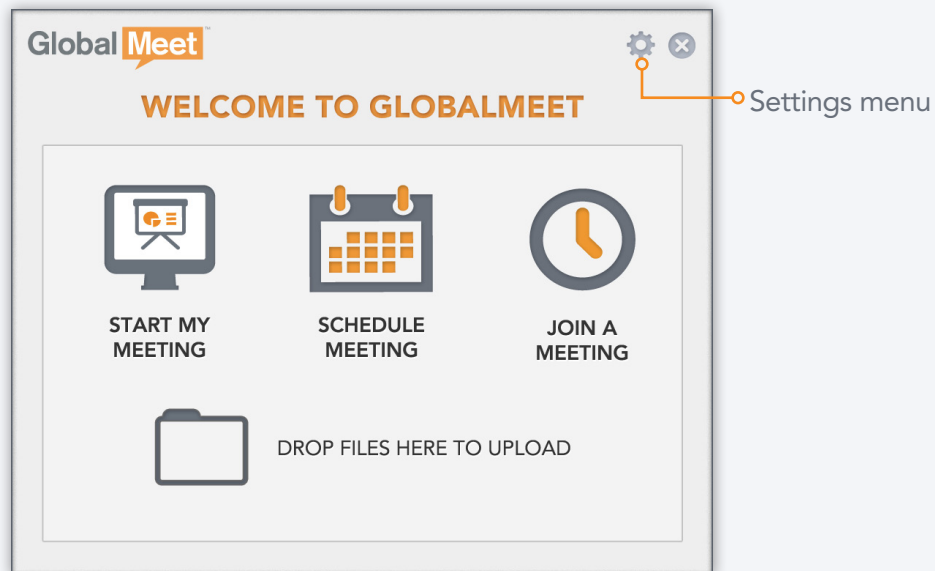
View the meetings that you recently attended and join any of them. You can save meetings that you attend on a regular basis as Favorites.

### 4. DROP FILES HERE

Upload files to your content library, without having to enter your meeting. Just drop the file on the window.

### 5. SETTINGS

Click the Settings button to manage your GlobalMeet settings, all of your meeting settings, your user profile, and phone numbers.



# USING GLOBALMEET FOR DESKTOP

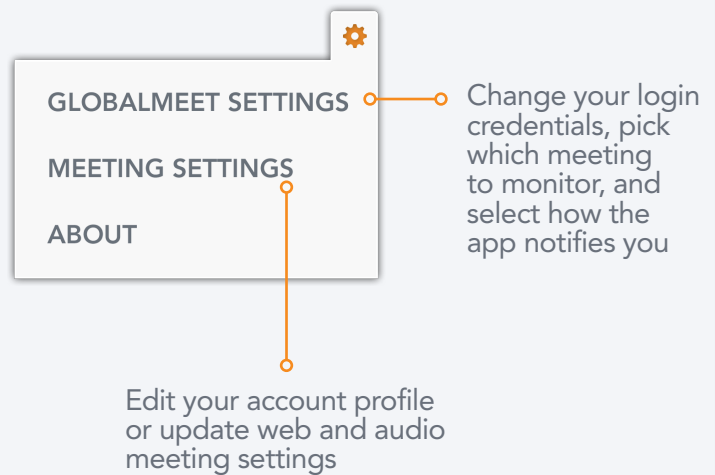
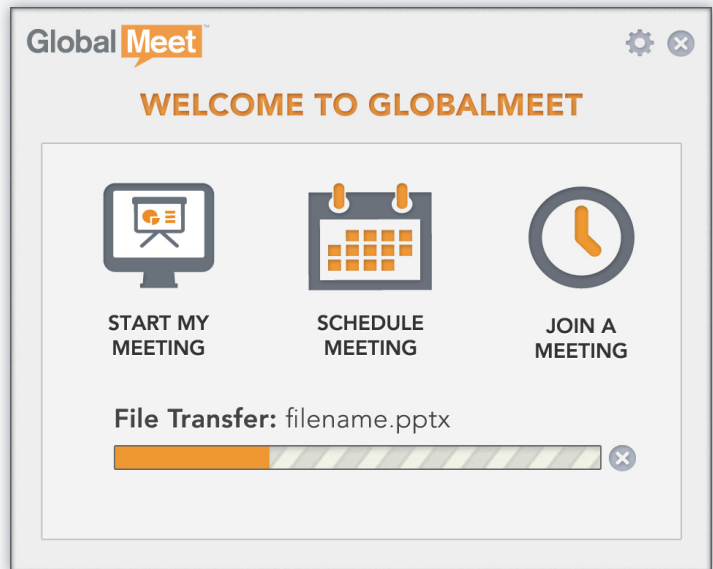
## UPLOAD A FILE TO YOUR CONTENT LIBRARY

You can upload files to your content library, without having to enter your meeting. Just drag the file over the GlobalMeet window or the Windows desktop icon and drop it there. The app displays a progress message while your file is being uploaded. On the Mac you can only drop files on the main window.

Your uploaded file will be available in your meeting after a few minutes.

## SETTINGS MENU

On the main window, click the gear button to open the Settings menu. From here, you can update your app settings, your account profile, and your web and audio meeting settings.





## SCHEDULE A MEETING

Invite guests to your meeting by email. Just pick the date and time of your meeting and enter your guests' email addresses. GlobalMeet sends everyone a meeting invitation that includes the meeting URL and dial-in information for your meeting.

**Step 1.** On the taskbar (Windows) or dock bar (Mac), click the M icon and then select Schedule Meeting.

**Step 2.** Enter the email addresses of your guests and a meeting subject, then use the calendar to select the meeting date and the start and end times for your meeting.

**Step 3.** Click CREATE INVITE.

### ADD THE MEETING TO YOUR CALENDAR

The meeting invitation includes an iCalendar attachment. To add the meeting to your calendar, open the invitation and then click or tap the attachment (depends on your mail and calendar programs).

GlobalMeet

### SCHEDULE MEETING

TO:  
Enter email addresses, separated by commas.

SUBJECT:

January

m	t	w	th	f	s	su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

START TIME  
01 : 00 PM

END TIME  
02 : 00 PM

TIME ZONE  
PST (UTC -08:00)

CREATE INVITE CANCEL

## JOIN A MEETING

On the main window, click JOIN A MEETING to view the meetings that you have recently attended – both as a host (your meeting) and as a guest. You can join any meeting with a click, or save meetings that you attend on a regular basis as Favorites.

