

Easy Reference Guide “Starting a Quick Meeting”



To Start a Quick Meeting:

Step 1: Log in to your account and **click the “Start a Meeting Now”** button.
(Note: You can also schedule a meeting for a future date, but here we will be choosing the “Start a Meeting Now” option.)

Step 2: Enter the name of your meeting in the pop-up that appears.

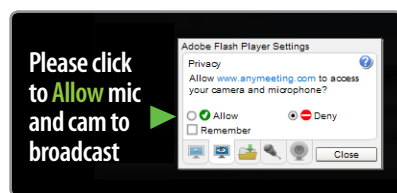
Step 3: Invite your attendees by entering their email addresses. (Multiple email addresses must be separated by a comma or entered on their own line.)

Step 4 (Optional): Enter a message to attendees.

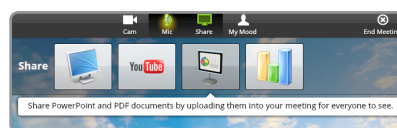
Step 5: Choose the mode for attendees, either “Discussion Mode” (everyone can talk and be heard) or “Listen-Only Mode” (only presenters can be heard).

Step 6: Click “Start Meeting”. (Note: The meeting application automatically performs a system test and displays the results. If any issues are detected, you will be advised how to address them.)

When the Meeting App Loads:



Step 7: Allow your mic and cam to broadcast

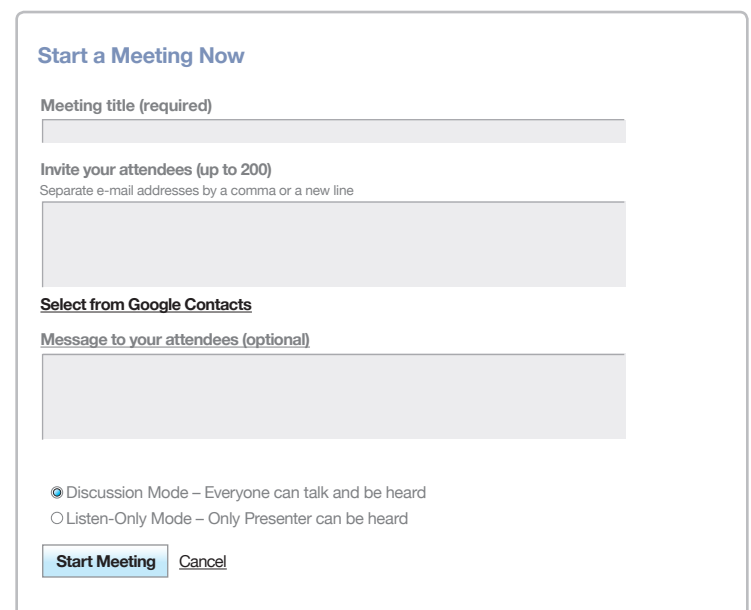
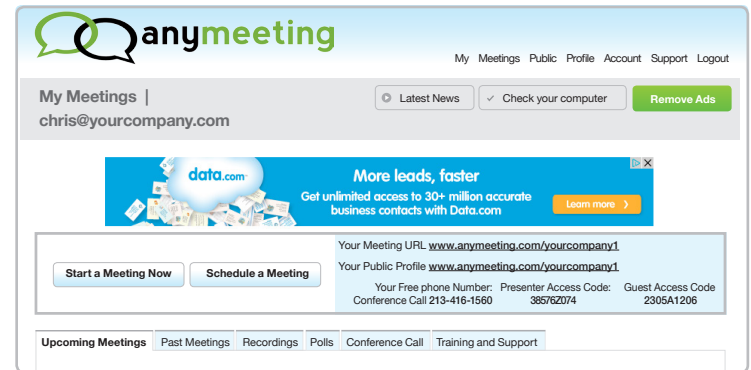


Step 8 (Optional): Record your meeting by clicking the “Record” button.

Step 9: (Optional): Share your screen, a YouTube video, or a presentation by clicking on one of the share options.

To End Your Meeting:

Step 10: Click the “End Meeting” button. Congratulations! Your meeting is finished.



► For help and additional information visit our support site: support.anymeeting.com