

GLOBALMEET FOR DESKTOP

GLOBALMEET® FOR DESKTOP USER GUIDE

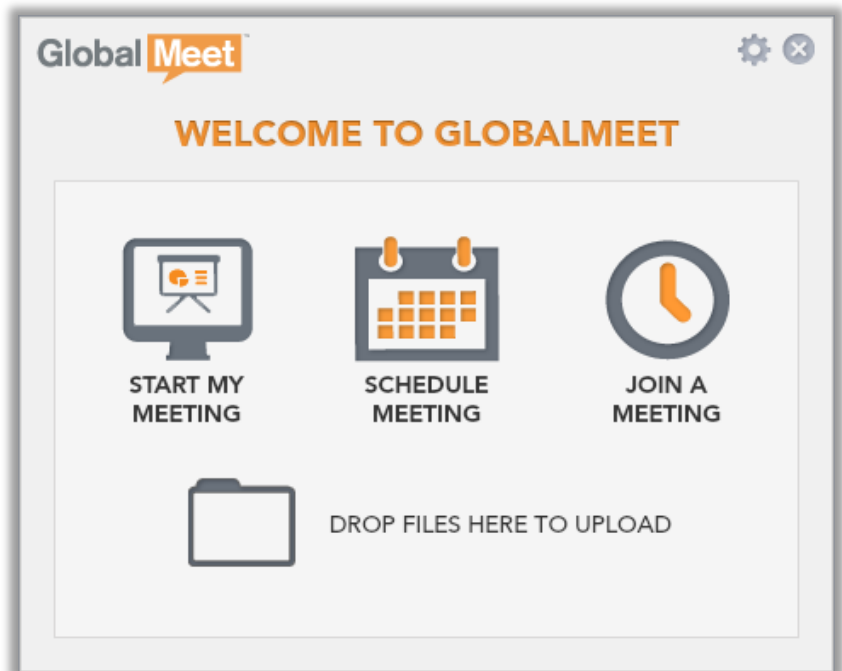


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GLOBALMEET FOR DESKTOP OVERVIEW

GlobalMeet® for Desktop is an app that monitors your GlobalMeet meeting for visitors when you're not there. When someone enters your web meeting or dial in to your audio meeting, an alert message pops up on your screen, displaying the name or dial-in number of your 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 web or audio 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 or leave your meeting.
- Drop files onto the GlobalMeet window to upload them to your content library (web meetings only).
- View all GlobalMeet meetings you attended recently and click to join.
- Save meetings you attend often as Favorites.

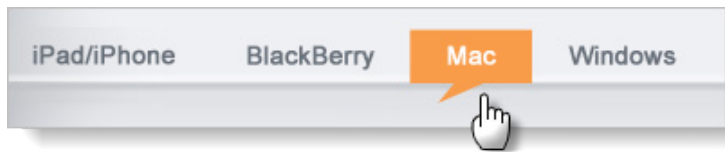
GlobalMeet for Desktop is available to current PGI customers. To sign up for GlobalMeet services, please visit us online at www.GlobalMeet.com.

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.
2. Click Mac or Windows, and then scroll to the GlobalMeet for Desktop section.



3. Click Download and follow instructions to 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, Lion, or Mountain Lion.

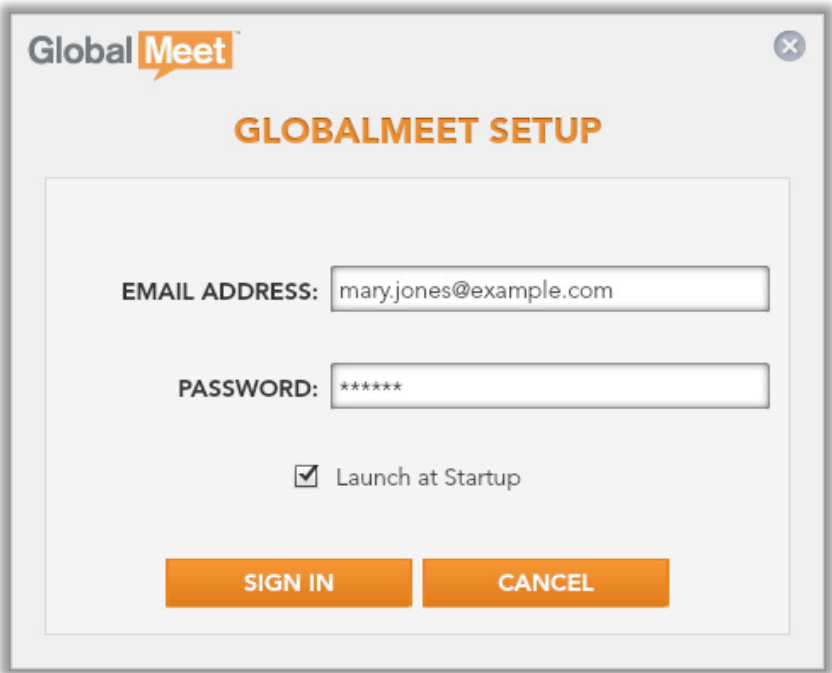
Be sure your computer has all the necessary operating system updates installed.

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 meeting, GlobalMeet prompts you to select which meeting you want to monitor. You can only monitor one meeting at a time.

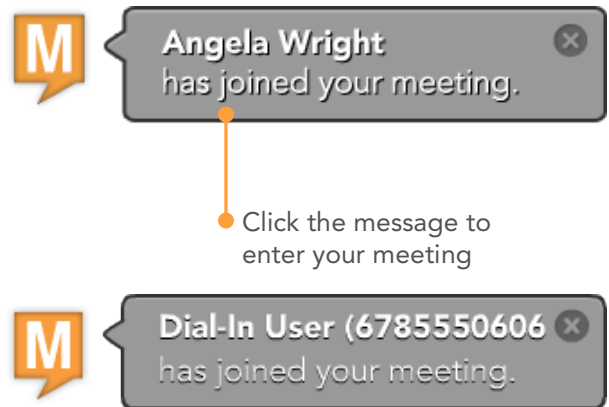
The app signs you in to your GlobalMeet account and starts watching your GlobalMeet meeting for visitors.



USING GLOBALMEET FOR DESKTOP

Most of the time, you won't think about the 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.

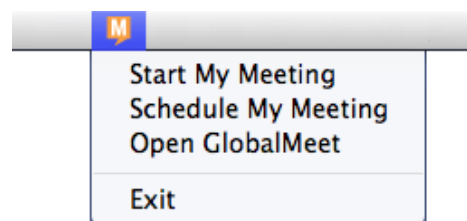
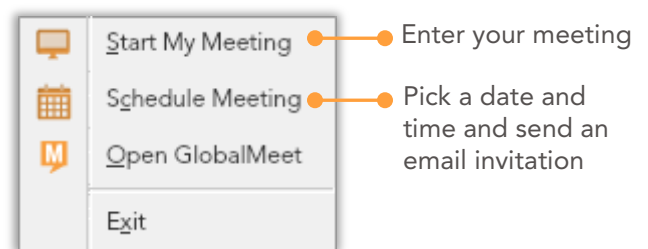
If GlobalMeet is monitoring an audio meeting, click the message to launch the Audio Controls, where you can host a phone-only meeting.



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.

In the Windows taskbar or the Mac status bar, click the M icon to display the pop-up menu.



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.

3. JOIN A MEETING

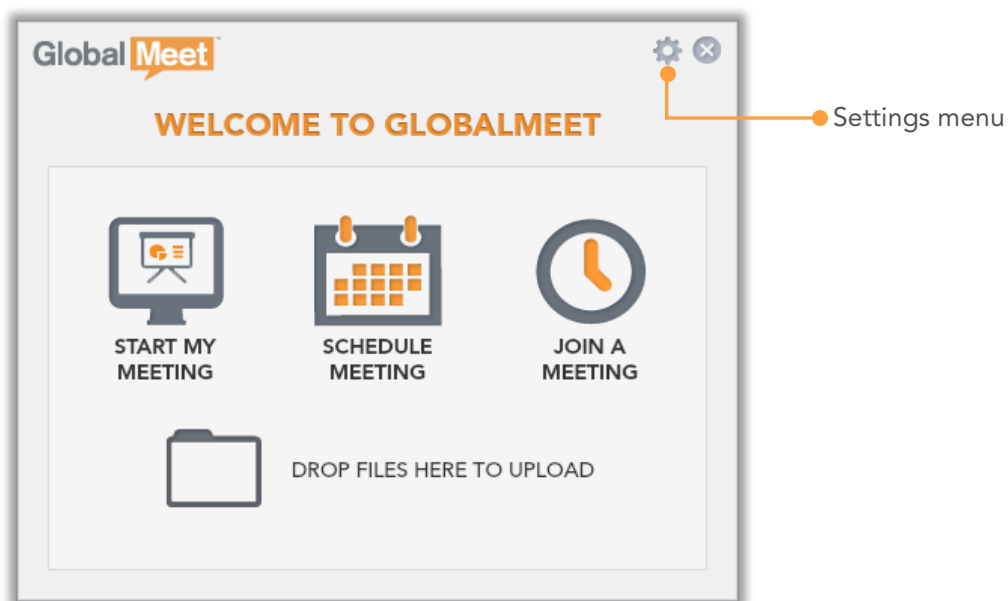
Join another person's meeting. Enter the meeting URL or view the meetings that you recently attended and join any of them. Save meetings that you attend often as Favorites.

4. DROP FILES HERE

(Web meetings only.) 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, your web and audio meeting settings, your account profile, and your password.



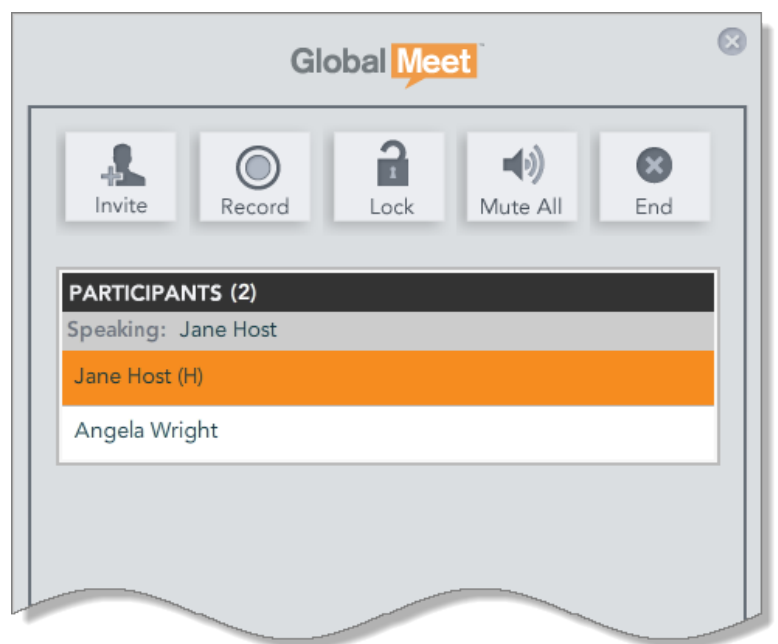
HOST A MEETING

GlobalMeet for Desktop offers a fast way to start your web or audio meeting. On the task bar (Windows) or status bar (Mac), click the M icon and then select Start My Meeting. GlobalMeet automatically signs you in to your web or audio meeting.

AUDIO MEETINGS

If you have an audio-only account, GlobalMeet opens the Audio Controls and connects you to your meeting. The Audio Controls provide a user-friendly, visual way to host your phone-only meeting, right from your computer screen:

- Invite guests via email or just dial out to your guests.
- See who's talking with GlobalMeet active talker.
- Lock, mute, or record your meeting. Adjust participant volumes and mute noisy lines.

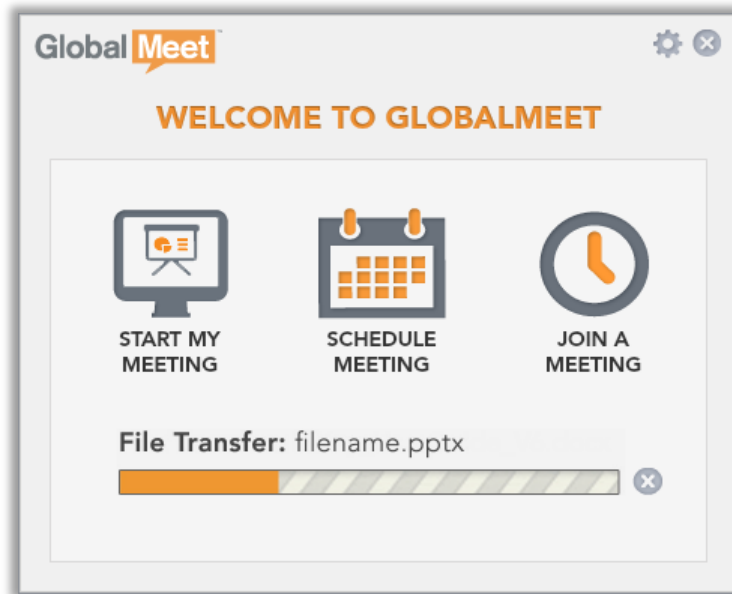


HOST A MEETING

UPLOAD A FILE TO YOUR CONTENT LIBRARY

(Web meetings only.) You can upload files to your content library, without having to enter your meeting. Just drag the file over the GlobalMeet window or the desktop icon and drop it there. The app displays a progress message while your file is being uploaded.

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



SCHEDULE A MEETING

You can schedule a meeting and have GlobalMeet send an email invitation. Just pick the date and time of your meeting and 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 pop-up menu or home screen, select Schedule Meeting.

Step 2. Enter the email addresses of your guests and a meeting subject, and 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 TOOLBAR FOR OUTLOOK

If you have the GlobalMeet Toolbar for Outlook installed, the app opens Outlook so that you can schedule your meeting.

The Outlook Toolbar lets you choose between phone-only and web meetings and select guests from your Contacts. Plus, meeting invitations are automatically saved in the Outlook Calendar, where you can track responses and reschedule or update, as needed.

Global Meet

SCHEDULE MEETING

TO:
Enter email addresses, separated by commas.

SUBJECT:

September

m	t	w	th	f	s	su
27	28	29	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	4	5	6	7

START TIME
10 : 00 AM

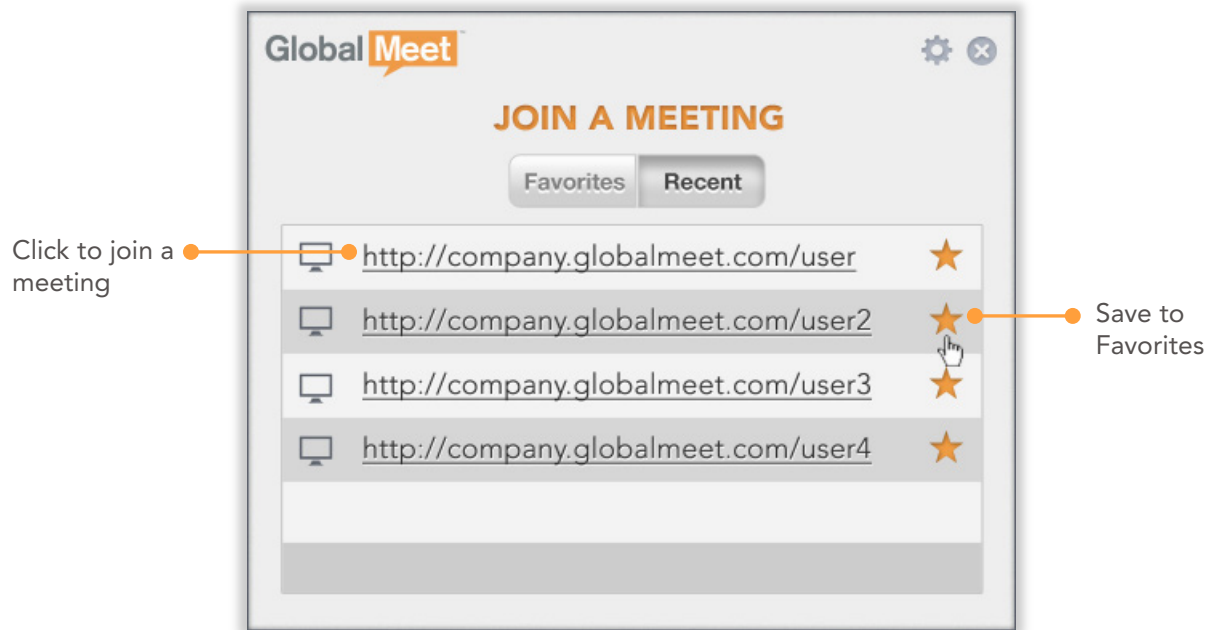
END TIME
11 : 00 AM

TIME ZONE
Eastern

CREATE INVITE CANCEL

JOIN A MEETING

On the main window, click JOIN A MEETING to view the meetings that you recently attended. You can join any meeting with a click, or save meetings that you attend on a regular basis as Favorites.



GLOBALMEET SETTINGS

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

