



Getting started



www.clickmeeting.com

In this guide...

You will learn how to quickly set up your meeting room before the meeting, how to deliver best presentation online and how to get feedback about your meetings after they are finished.

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Introduction

Welcome to ClickMeeting – where you can hold on-demand meetings, webinars, and presentations, without spending a dime on travel!

ClickMeeting is incredibly easy to set up and manage – whether presenting to a global audience of 1000 or a single, high-value client. You can hold team meetings on the fly, present global webinars in high-impact video, share desktops, brainstorm new ideas, and poll attendees – all from a single, intuitive control panel. You can even rebrand meetings with your own look and feel!

Use the ClickMeeting platform to:

- ✓ meet with business partners wherever they are
- ✓ conduct product demos and sales presentations
- ✓ collaborate online with remote teams
- ✓ provide remote help and technical support
- ✓ hold training sessions, webinars and lectures
- ✓ deliver high-impact presentations for up to 1000 attendees

Just a few easy steps and you're on your way to boosting your productivity and profits with ClickMeeting!

In this guide we will explain how to quickly set up your meeting room before the meeting, how to deliver best presentation online and how to get feedback about your meetings after they are finished.

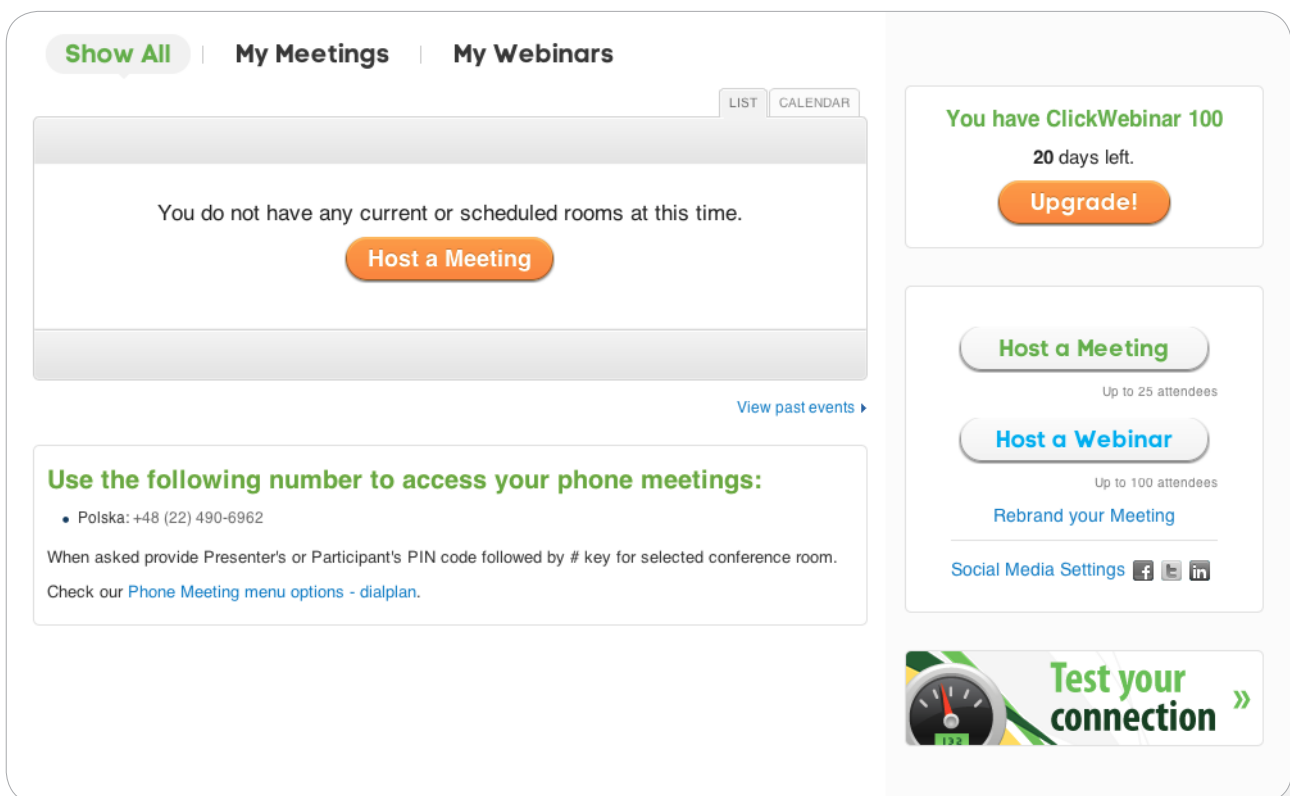
Best of all, you have the power to level the playing field with a couple of clicks. Find out how ClickMeeting can boost your productivity now!

Setting Up Your Meeting Room

Setting up your meeting room and communicating with attendees is simple and fast. ClickMeeting walks you through each step, so adding documents, video, and your own look and feel is a snap!

Host a new meeting

Log into your account and click the schedule tab at the top of the page. From here you can view your upcoming meetings and webinars. To the right, click to either host a meeting or host a webinar. For either event type, you can choose to start the event now or schedule it to start at a later time.



The screenshot shows the 'My Meetings' dashboard. At the top, there are tabs for 'Show All', 'My Meetings', and 'My Webinars'. Below these are 'LIST' and 'CALENDAR' sub-tabs. The main content area displays a message: 'You do not have any current or scheduled rooms at this time.' with a prominent orange 'Host a Meeting' button. Below this message is a 'View past events' link. A section titled 'Use the following number to access your phone meetings:' lists the phone number '+48 (22) 490-6962' and provides instructions on how to use the PIN code. On the right side of the dashboard, there are several promotional cards: 'You have ClickWebinar 100' with '20 days left' and an 'Upgrade!' button; 'Host a Meeting' (Up to 25 attendees); 'Host a Webinar' (Up to 100 attendees) with a 'Rebrand your Meeting' link; 'Social Media Settings' with icons for Facebook, Twitter, and LinkedIn; and a 'Test your connection' banner with a speedometer icon.

Schedule meeting

Choose to meet later and the meeting details window will appear. Select a room name, which will become part of the room URL address. Enter a lobby message attendees will see while waiting for the event to start. Select the access type of the meeting from the dropdown menu enter a password if you would like your event to be private. If you want to share the meeting with your friends on Facebook, tick the box appropriately.

Meet Later

Meeting Details

Settings:

Registration
DISABLED

Rebranding

Room name:

Room URL: <http://gorski.clickmeeting.com/>

Room type:
Permanent event - endless
Time scheduled event

Event Date:

Duration: up to hour

Waiting Room Message:

You have 160 characters left.

Access type:

Cancel

Create Meeting

Set a date and time

Select a start date from the drop-down calendar and the start time. Choose a duration for the meeting between 1 and 3 hrs. The room can also be made permanent. Select the appropriate time zone.

Enable registration

Choose registration tab. Turn on registration if you would like participants to register before attending. Check the fields that participants must enter to register, and whether they will be required. Optionally enter a URL address you would like to redirect participants to after they have registered.

Meet Later

Meeting Details Settings: ● **Registration**
DISABLED Rebranding

Registration for this event: OFF Require my manual confirmation of each registration.

Field	Enabled	Required
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address	<input type="checkbox"/>	<input type="checkbox"/>
City	<input type="checkbox"/>	<input type="checkbox"/>
State/Province	<input type="checkbox"/>	<input type="checkbox"/>
Zip/Postal Code	<input type="checkbox"/>	<input type="checkbox"/>
Country	<input type="checkbox"/>	<input type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>

[▶ Add custom field](#)

Redirect registrants to:

You are prohibited from soliciting confidential personal information (credit card information, social security numbers, etc.) in your registration questions.

[Cancel](#)

[Create Meeting](#)

Click create meeting button to activate and store the new meeting. You will be taken to Details tab that will show details of the meeting you have entered along with information on how to dial in from the the schedule page in your account.

Inviting Participants

ClickMeeting makes sure your Invite process is smooth and seamless. You don't have to worry about skipping a step because the intuitive interface walks you through it.

View the meeting details

Go to the schedule page in your account. Locate the meeting you would like to invite participants to, and click view/edit details. A window will appear showing the complete meeting details.

Invite presenters and participants

Click to either invite presenters or invite participants. A box will appear for you to enter the email addresses of participants. Each email must be separated by a comma. You can also click to add from the registration list within your panel or from your Address Book. Check the groups or contacts you would like to invite. Click green arrows between boxes to add selected contacts to the list. In the Next screen click send invitations and an email with the meeting description, date and time will be sent to each contact along with the URL address to join.

Delivering a Powerful Presentation

Relax! Delivering a powerful presentation is easy with ClickMeeting, even for beginners. You have complete control of how you present your content – and how you interact with your audience.

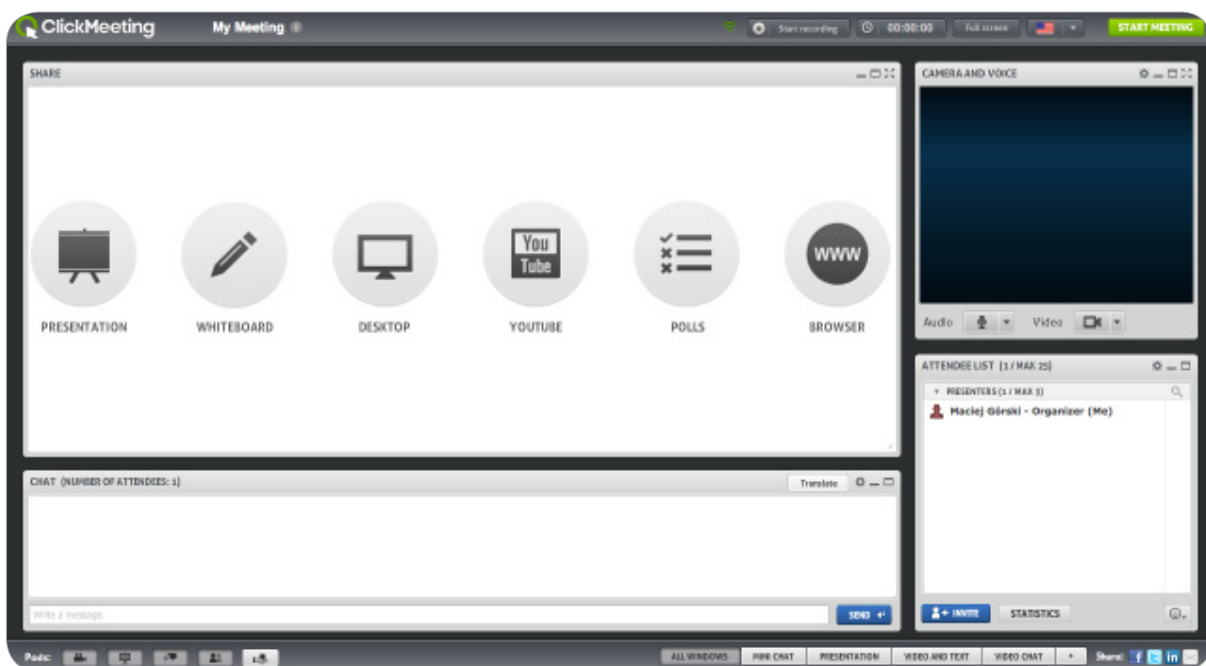
Launch your meeting room

Go to the schedule page in your account. Locate the meeting you would like to start and click enter this meeting. You can start a meeting now, or prepare meeting and start it later. Attendees will wait in a lobby room until you start the meeting.

Setup your camera and voice

In the camera and voice pod, click to start camera and voice. You must click to allow your web browser to access your webcam and microphone. Click the pod again to open the settings dialog. If your computer has multiple webcam and microphone devices you can choose which ones to enable. Instead of displaying video from your webcam, you can upload an image or choose from a library of avatar images.

On air appears when you are sending out live video and/or voice. Click stop to disable sending your camera and voice. The microphone and camera can be individually turned on and off.

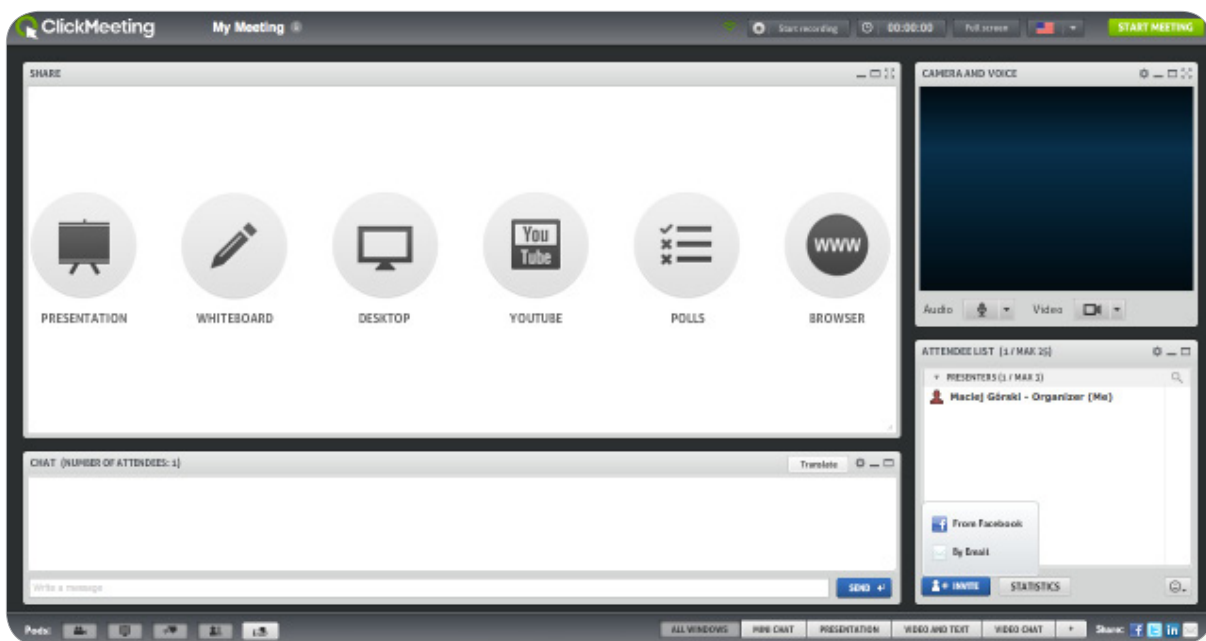


Manage attendee list

From the attendee list pod, click any attendee name to view more details including location and email. You may assign a new presenter, block activity, logout or dismiss them from the room. Enable or disable audio and video capabilities for the attendee. Start a private chat session with the attendee. Give privileges to share audio and video, chat, present files and share desktop.

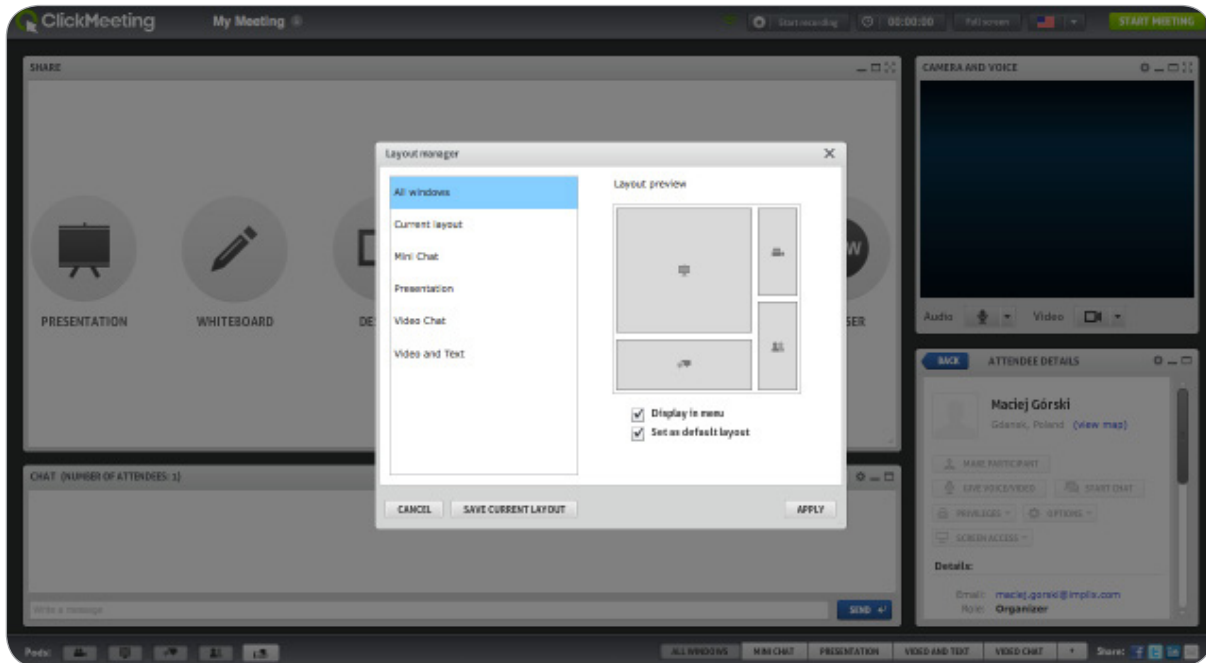
Invite more attendees

While a meeting room is active, additional attendees can be invited by clicking the invite button. From the email tab, enter each email address separated by a comma and click send invitations. From the link tab, the URL address for the meeting room is displayed, so you can copy and send by instant messenger or your own email client. Additional guests can be also invited from Facebook, Twitter and LinkedIn.



Manage the meeting room appearance

During the meeting the room layout can be changed to suit your presentation style and focus attention. You may select from predesigned layouts or create and save your own custom layouts.

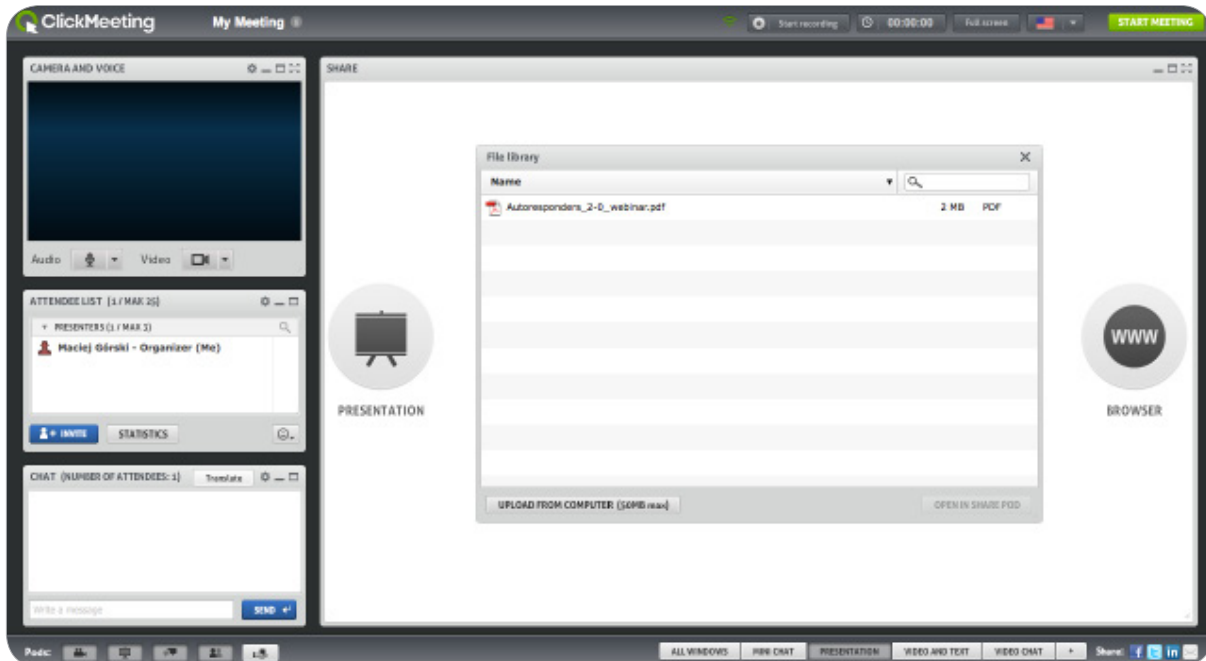


Presenting Files and Media

ClickMeeting is all about sharing. Whether it's working with desktop files and apps, rich media, or scribbling on the whiteboard, everyone can be “on the same page” at the same time.

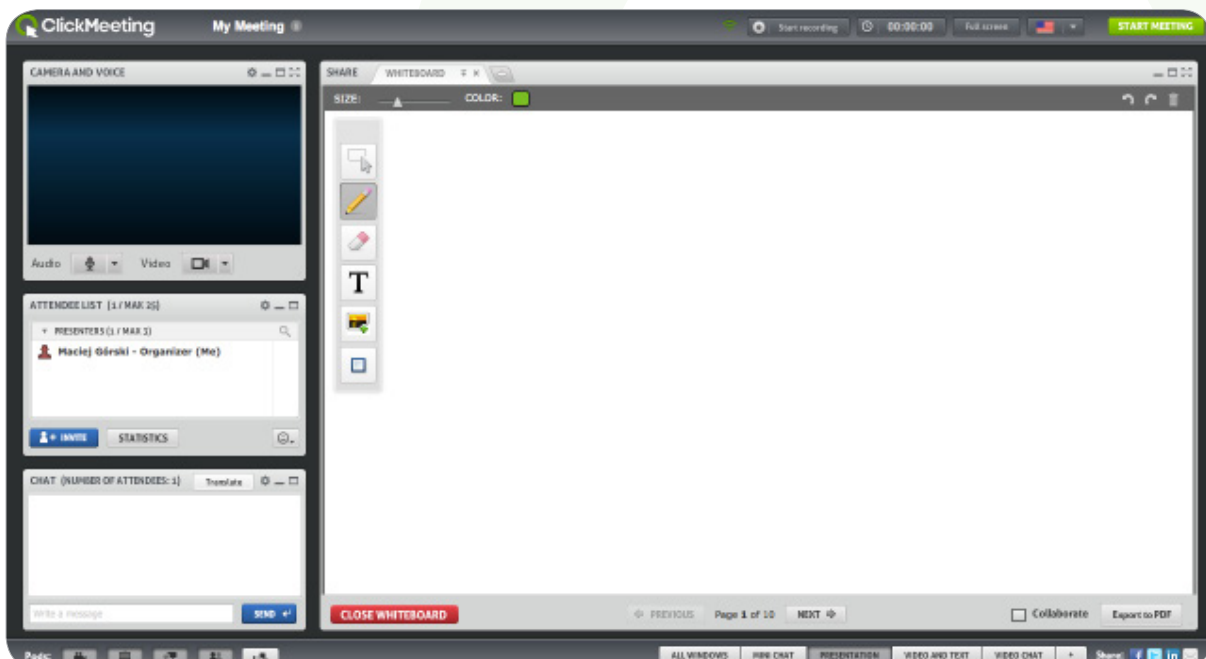
Sharing presentation files

Click presentation and a list of existing library files will be displayed. Click the file name and buttons are displayed to open the file into the sharing space, download to your computer, and make public so attendees may download it. Click upload from computer to add new files to the library. You can upload powerpoint and pdf files, image files, plus audio and video files. It will take a few moments to upload and convert. Click play from youtube and simply enter the URL address.



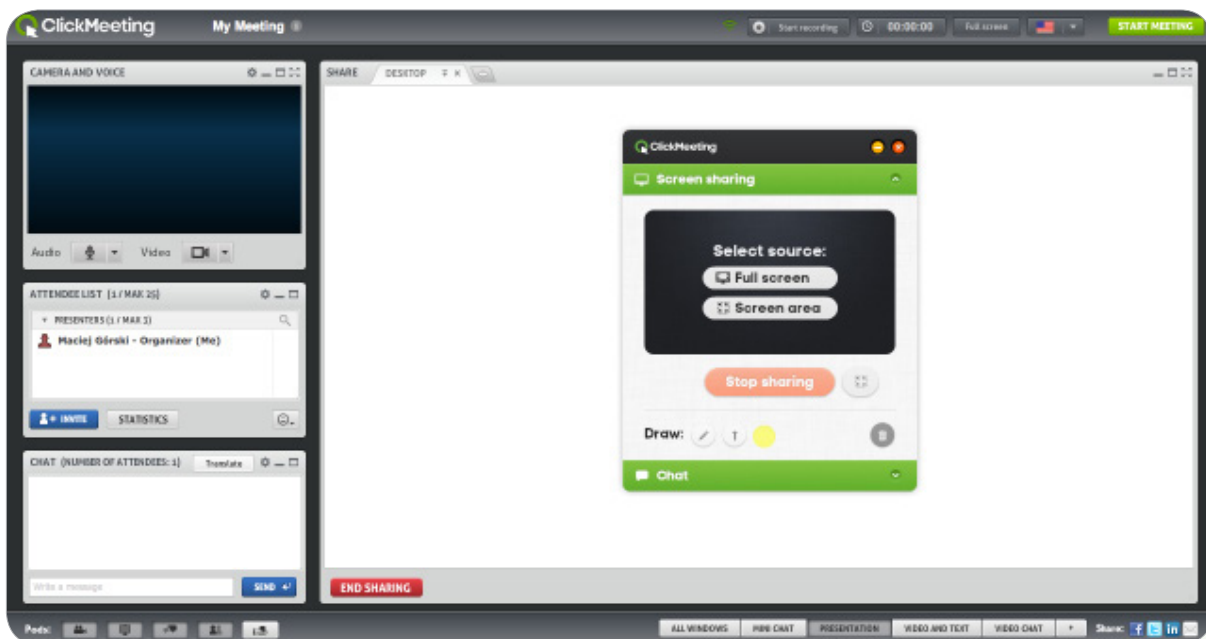
Sharing the whiteboard

Click whiteboard and a blank sharing space will appear. Use the available tools to draw shapes and add text. Check collaborate if you would like to allow attendees to make changes to the whiteboard. Click the arrows below the whiteboard to add new pages, and switch between them. Click the bin icon to clear the current whiteboard page.



Sharing your desktop

ClickMeeting has the ability to display your full desktop or a portion of it to attendees so you can share other types of media and show how to use websites and software. Click desktop and you can choose between sharing your full screen or a selected area. The first time, you will be asked to click OK to install a small piece of software onto your computer.



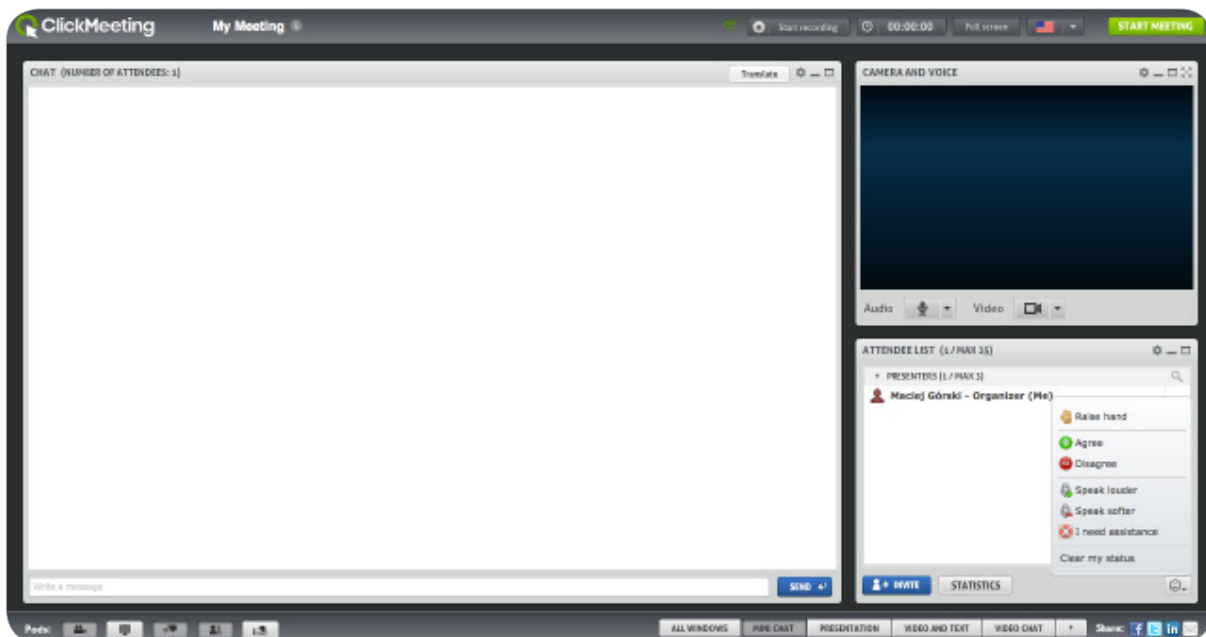
Getting Feedback from Attendees

Getting prompt feedback from attendees is important and easy to do. It lets participants know that you value their opinions and want to make every ClickMeeting event worthwhile.

Attendee feedback and opinion

During presentations, attendees can instantly express their status or opinion from the smiley icon in the bottom right of the attendee list pod:

- ✓ Raise hand will let you know they have a question.
- ✓ Agree or disagree provides instant feedback on your current topic.
- ✓ Speak louder or speak softer will let you know how your audio setting are working.
- ✓ I need assistance will let you know if they are experiencing any difficulties.
- ✓ Attendee status will appear to the right of their name in your attendee list pod.



Chatting privately with attendees

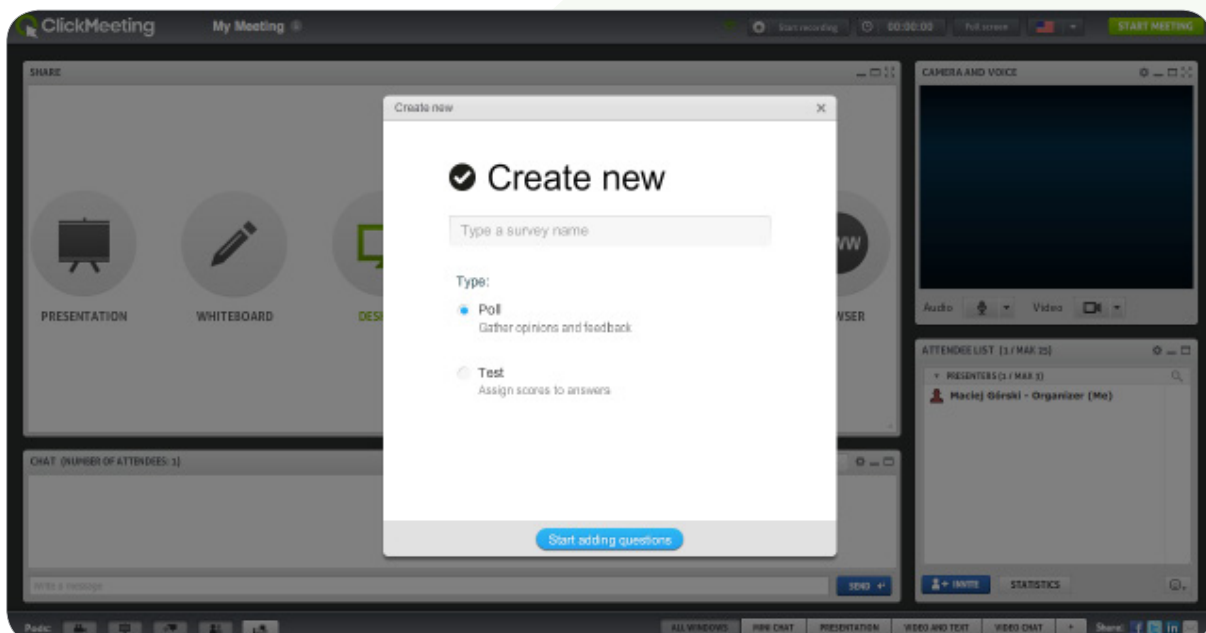
If attendees raise their hand or need assistance, you can click their name and then click the invite to private chat button. Attendees will be asked if they would like to chat with you. A new tab will appear in the chat pod where you can chat privately.

Create a new poll for attendees.

Get feedback from your attendees by asking them to take part in a poll. It is recommended that you prepare polls in advance by entering the room before the meeting starts. Click the poll pod button below the meeting room and click to create a new poll. Start by entering a question you would like to ask. Choose if attendees will make a single or multiple choice. Enter answers for your attendees to select from. Click save to store the poll for later or save and open to show to attendees now.

Display a poll for attendees

Click the Poll button below the meeting room and create new. A window will show where you may specify whether you want to create a Poll or a Test with possibility of specifying the time and available point for each question. The poll will be displayed for all attendees so they can make their selection. The window will remain on their screen until you end the poll. Results are shown in real-time on your screen. Each answer is given a color and a pie graph that helps you to quickly determine the results. From the poll pod you have to option to share results with attendees.



After Your Meeting

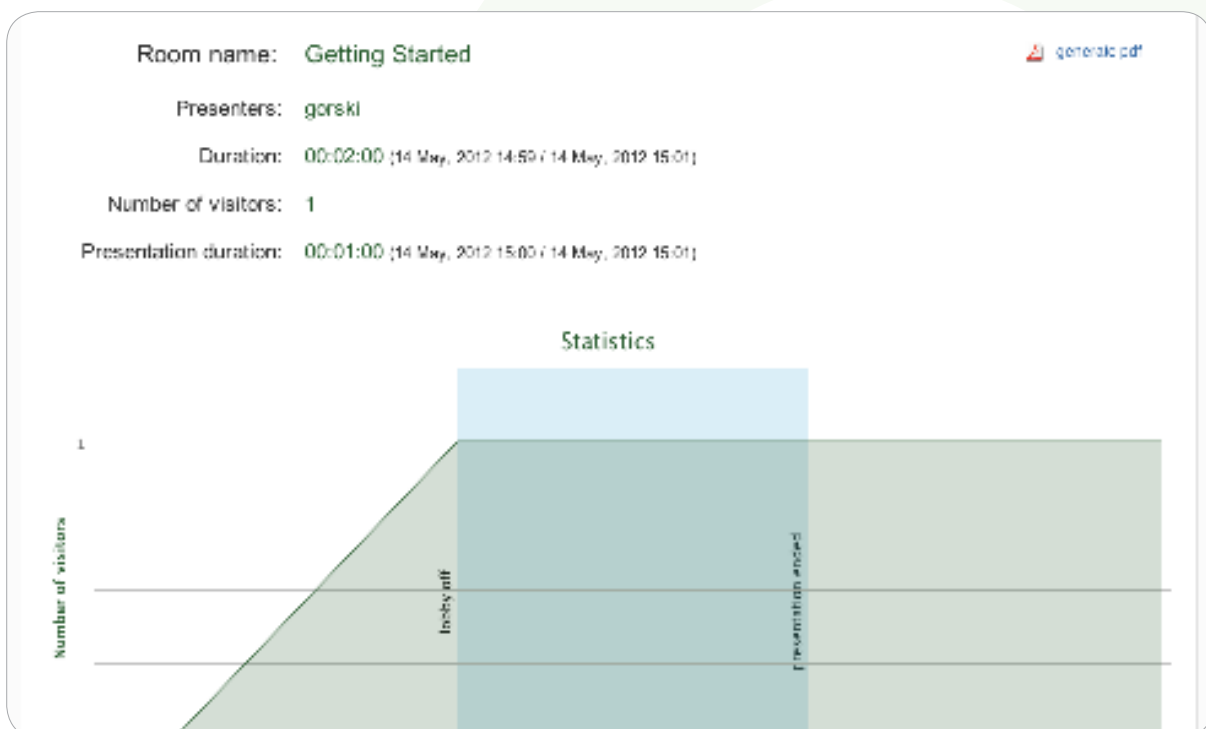
ClickMeeting provides all the tools you need to track your meeting results, helping you to make each of events better than the last.

End your meeting

Click the end session button at the top right of the meeting window. You can choose exit myself to leave the room but keep it open for attendees who are still downloading files, chatting, or reviewing media. Choose end session to close the meeting for all attendees.

Meeting history and statistical results

Click the statistics tab in your account and locate the meeting session. Click view details to see results from the meeting. Select a date range to show results, and then pick between visits, top countries or map location. Visitor statistics for the meeting can be viewed under attendee summary tab. Click attendee summary tab to see more specific details.



Getting Help and Support

ClickMeeting provides the tools and information you need to get the most out of your meetings, and our friendly customer support team is just a click or phone call away. Simply click the help tab in your account and you will find all the information and support you need.

- ✓ Search our knowledgebase for answers to your questions.
- ✓ View our easy to follow printable user guides.

Or contact our friendly customer support team. We're available six days a week!

- ✓ Start a live chat session
- ✓ Send us an email

