

User Guide

# Getting Started with join.me

Better meetings are  
just a click away.



**CONGRATS, YOU'RE INVITED TO USE JOIN.ME**, the online meeting app that makes collaborating fast and easy.

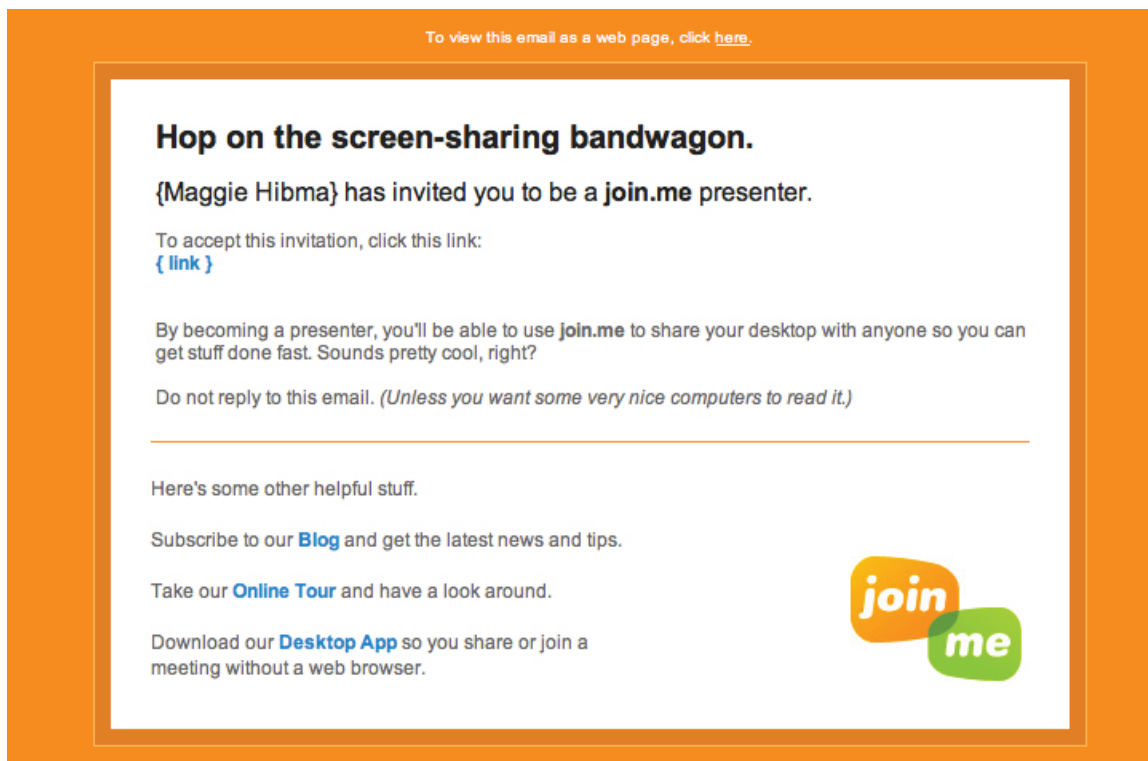
### 3 steps to better meetings:

- 1 Activate join.me
- 2 Personalize
- 3 Start meeting

## 1 Activate join.me

### *Click to accept*

You'll receive an email from **join.me** inviting you to be a presenter. Click the link to get started.



### Set your password

From the activation email, you'll be taken to **join.me** to create a password.



## Sign up or [log in](#)

This is your **LogMeIn ID** – use it at LogMeIn.com, join.me and cubby.com.

Keep me logged in

Create account

Cancel

By creating an account, you agree to the [Terms of Service](#) and to receive product information unless you [choose otherwise](#).

## 2 Personalize

### *Put your name on it*

After setting your password, you'll be asked to create a personal link and background. Your link is the URL people will use to join your meeting. It can be anything so long as it is at least 9 characters long. Your background is the photo that folks see when they're waiting for your meeting to start. Neither is permanent, so feel free to change your mind again and again. On occasion, you might want to use the one-time code, so it's there for your convenience.

The screenshot shows the 'start meeting' interface. At the top, there are navigation tabs: 'start', 'scheduler', 'reports', and 'meeting settings'. Below the tabs, there are two main sections. The left section is titled 'start meeting' and has two radio buttons: 'using your personal link' (selected) and 'using one-time code'. To the right of this section is a large orange play button icon. The right section is titled 'join meeting' and has a large green play button icon. Below the 'join meeting' title is a text input field labeled 'enter code'. Below these sections is a section titled 'Put the me in join.me' with a 'close' button. This section contains two columns of text. The left column says 'A personal link makes meeting with you a breeze.' and 'Start with a letter. Minimum nine characters.' Below this is a text input field with 'https://join.me/' followed by a blank space. There are 'change' and 'cancel' buttons below the input field. The right column says 'A personal background makes you unmistakable.' and has a button labeled 'add personal background'.

The screenshot shows the 'meeting settings' interface. At the top, there are navigation tabs: 'start', 'scheduler', 'reports', and 'meeting settings'. Below the tabs, there are two sections: 'audio' and 'personal background'. The 'personal background' section is active. It contains the text: 'Put the me in join.me. Upload an image that folks see while waiting for you to start the meeting and when the meeting is over. You'll also see it here as your join.me wallpaper.' Below this text is the heading 'Choose your background' with a help icon. There are two options: 'standard' (selected) and 'personal'. The 'standard' option has a thumbnail image of two blue water bottles. The 'personal' option has a button labeled 'add personal background'. Below these options is a 'save' button.

### 3 Start meeting

#### *Good to go*

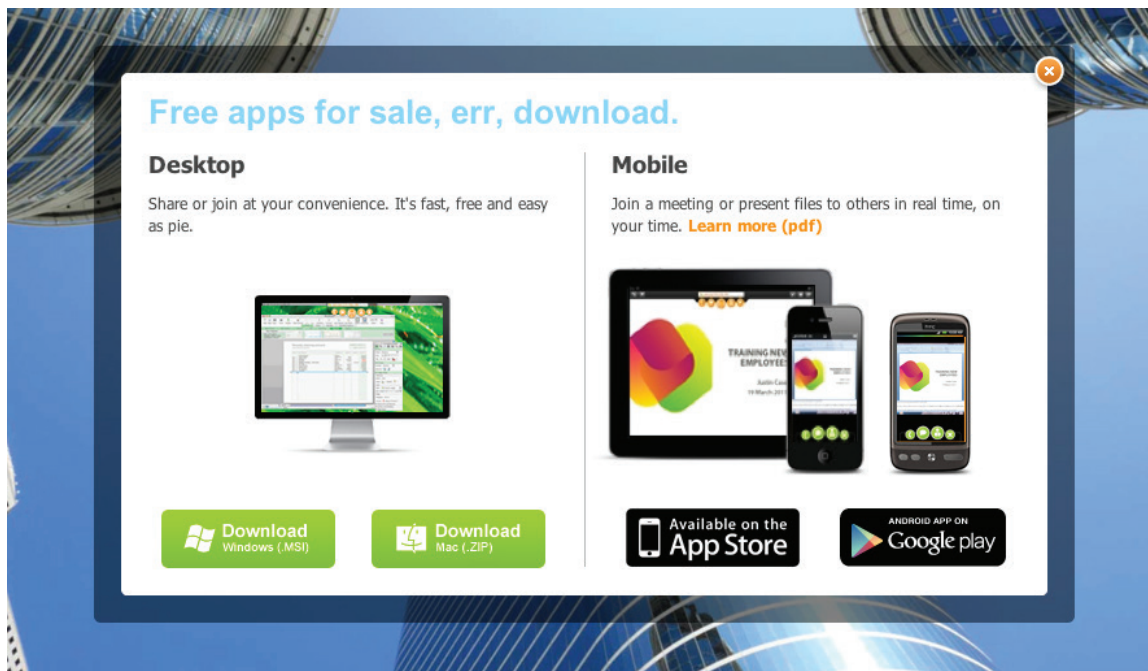
Now you're ready to share your screen with up to 250 people per meeting, no limits on minutes or number of meetings.

#### *Meet via a browser*

Go to [join.me](https://join.me) and sign in. From here, you can start sharing your screen instantly.

#### *Meet via desktop app*

Download the desktop app for your operating system in the apps section at [join.me](https://join.me). It makes starting a meeting without a browser super quick and easy.



The image shows a promotional banner for join.me desktop and mobile applications. The banner is titled "Free apps for sale, err, download." and is divided into two sections: Desktop and Mobile.

**Desktop**  
Share or join at your convenience. It's fast, free and easy as pie.

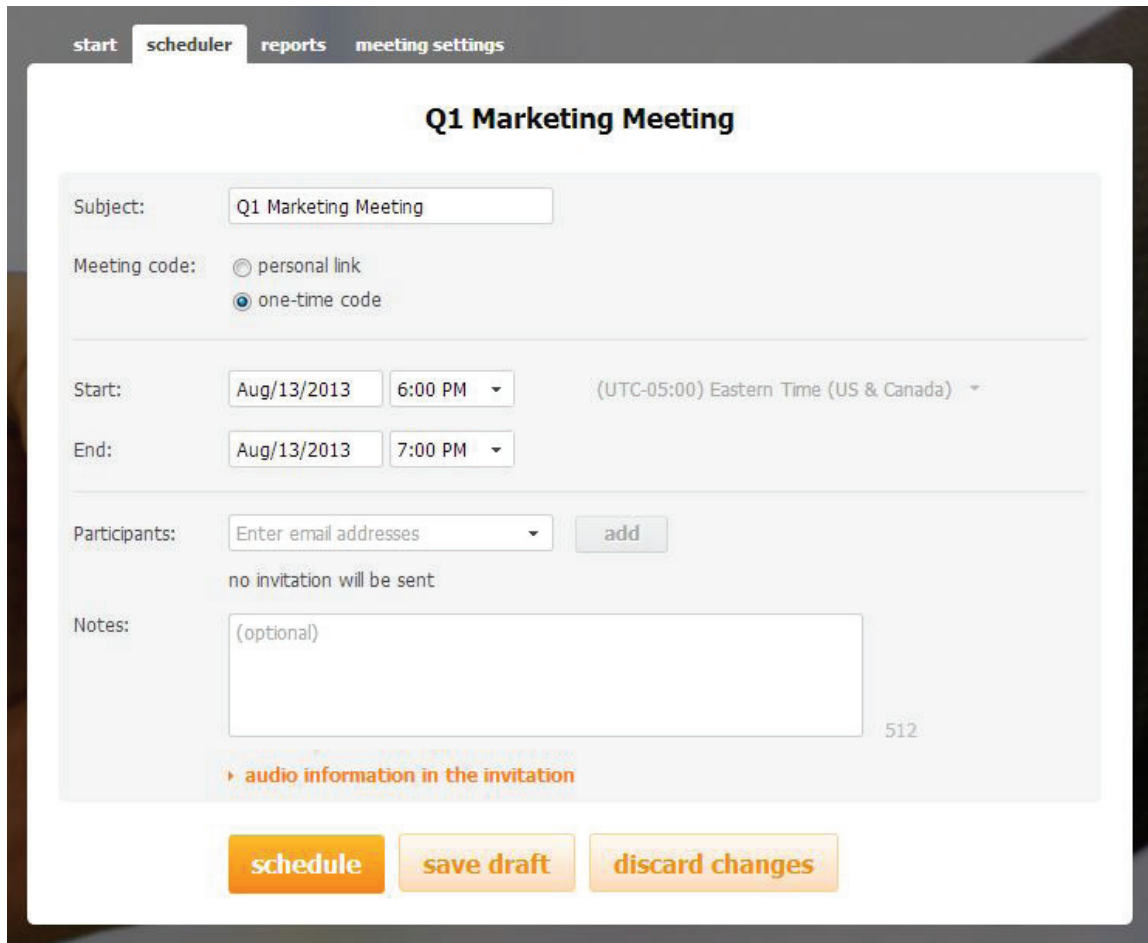
**Mobile**  
Join a meeting or present files to others in real time, on your time. [Learn more \(pdf\)](#)

The Desktop section features a computer monitor displaying a meeting interface. Below it are two green buttons: "Download Windows (.MSI)" and "Download Itac (.ZIP)".

The Mobile section features a tablet and two smartphones displaying the join.me app interface. Below it are two black buttons: "Available on the App Store" and "ANDROID APP ON Google play".

**Meet via scheduler**

Simply go to the scheduler tab, put in your meeting date and time, and add your attendees.



The screenshot shows the 'scheduler' tab in the join.me interface. The meeting title is 'Q1 Marketing Meeting'. The subject field contains 'Q1 Marketing Meeting'. The meeting code options are 'personal link' (unselected) and 'one-time code' (selected). The start time is set for 'Aug/13/2013' at '6:00 PM' in '(UTC-05:00) Eastern Time (US & Canada)'. The end time is set for 'Aug/13/2013' at '7:00 PM'. The participants field has a dropdown menu with 'Enter email addresses' and an 'add' button. Below the participants field, it says 'no invitation will be sent'. The notes field is empty with '(optional)' text. A link for 'audio information in the invitation' is visible. At the bottom, there are three buttons: 'schedule', 'save draft', and 'discard changes'.

That's it! Happy meeting.



Questions? +1.877.251.8373 or [help.join.me](http://help.join.me)