

# PGiMeet

## NETSPOKE QUICK REFERENCE GUIDE

### Getting Started.

*Thank you for choosing Netspoke, powered by Premiere Global Services. This quick guide is designed to help you start running successful web conferences today.*

#### Manage your Account Online

Your Premiere Global Client ID and Web Password are provided to you via your welcome email.

#### To log into your Premiere Global Conferencing Hub, please do the following:

1. Open a web browser and go to your dedicated Conferencing Hub (Ex: <http://acme.premiereglobal.com>).
2. Enter your Client ID / Email and Web Password in the fields provided.
3. Click Log in.

#### Create your Personal Meeting Room



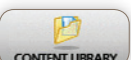




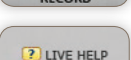
1. Select *Netspoke Pro Meeting Rooms for web conferences* link in the *always available accounts*.
2. Create a new room.
3. Click *Save*.






#### Start Meeting Now

1. Go to your personal meeting room (Ex: <http://acme.premiereglobal.com/Netspoke/joesmith>).
2. Select *presenter*.
3. Enter your Client ID / Web Password and *Join Conference*.

#### Web Toolbar

Following are some of the most important features available to a presenter during a live web conference:

-  HOME: Click to review the details of the conference
-  APPSHARE: Click to share an application from your computer
-  CONTENT LIBRARY: Click to share presentations and files
-  WHITEBOARD: Click to launch a virtual whiteboard
-  Q&A: Click to answer questions from attendees
-  POLLING: Click to create and administer polls
-  RECORD: Click to record your meeting
-  LIVE HELP: Click for live, online Customer Support

-  Click to invite additional participants/dial out to yourself
-  Click to make an attendee a presenter
-  Click to disconnect attendee from the web conference
-  Click to mute individual or all participants
-  Click to manage live video via webcam

#### Training

Attend one of Premiere Global's daily live training sessions or view one of our on-demand tutorials by clicking on the Quick Links box found on your Conferencing Hub or go to <http://training.premiereglobal.com>. Learn about important features and receive helpful hints for hosting successful conferences.

#### LEARN MORE

Contact your agent for additional information.