



Quick Reference Guide for PSI Web Conferencing

Getting Started

Thank you for choosing PSI Web Conferencing . This quick guide is designed to help you start running successful web conferences today.

Manage your Account Online

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

To Log into your Hub, Please Do the Following:

1. Open a web browser and go to your dedicated Conferencing Hub
2. Enter your Client ID / Email and Web Password in the fields provided
3. Click login

Create your Personal Meeting Room

1. Select PSI 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
2. Select Presenter
3. Enter your Client ID / Web Password and Join Conference
4. Select Yes Automatically Connect My Audio
5. Answer your phone and follow instructions

Invite Participants

1. Send your meeting room URL to your participants via email or calendar invite
2. Provide email instructions to participants: "Click on - Yes Automatically Connect My Audio and provide your phone number."
3. Instruct participant: "Answer your phone when it rings and follow instructions."

Web Toolbar

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



Click to review the details of the conference



Click to share an application from your computer



Click to share presentations and files



Click to launch a virtual whiteboard



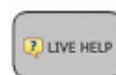
Click to answer questions from attendees



Click to create and administer polls



Click to record your meeting



Click for live, online Customer Support



Click to invite additional participants to your conference via email



Click to review the details of the conference



Click to disconnect attendee from the web conference



Click to mute individual or all participants