



# **iMeet** | Guest Quick Guide

PC and Mac Users

Updated to version 3.5.8

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# Welcome to iMeet

Join an iMeet meeting from anywhere in the world from your PC, Mac, Android Smartphone, iPad or iPhone. For the most optimized experience, download the iMeet apps for all your devices. By installing our free iMeet apps, you'll have access to the latest features and functionality including HD VoIP audio and our integrated screen application.

iMeet for PC or Mac – [www.PGi.com/downloads/iMeet](http://www.PGi.com/downloads/iMeet)

iMeet for Android Smartphone – <https://play.google.com/store/apps/details?id=com.imeet>

iMeet for iOS - <https://itunes.apple.com/us/app/imeet-mobile/id456757257?mt=8>

This guide is for guests joining a meeting on their PC or Mac. To reference information on attending a meeting from your mobile device, please reference the iMeet for Android Smartphone guide, iMeet for iPhone or iMeet for iPad user guides > <https://community.imeet.com/community/product-info/> in the User Guides section.



## Sign in (via the iMeet desktop app)

Registered and unregistered guests (those who have not created a password) can use the iMeet app. All guests can download and use the app to join a meeting and use HD audio when connecting via VoIP.

iMeet checks the email address and determines whether you are registered. If you are a registered guest, it prompts you for your password.

If your email is recognized, iMeet prompts for your password.

## Home Screen (Registered Guest)

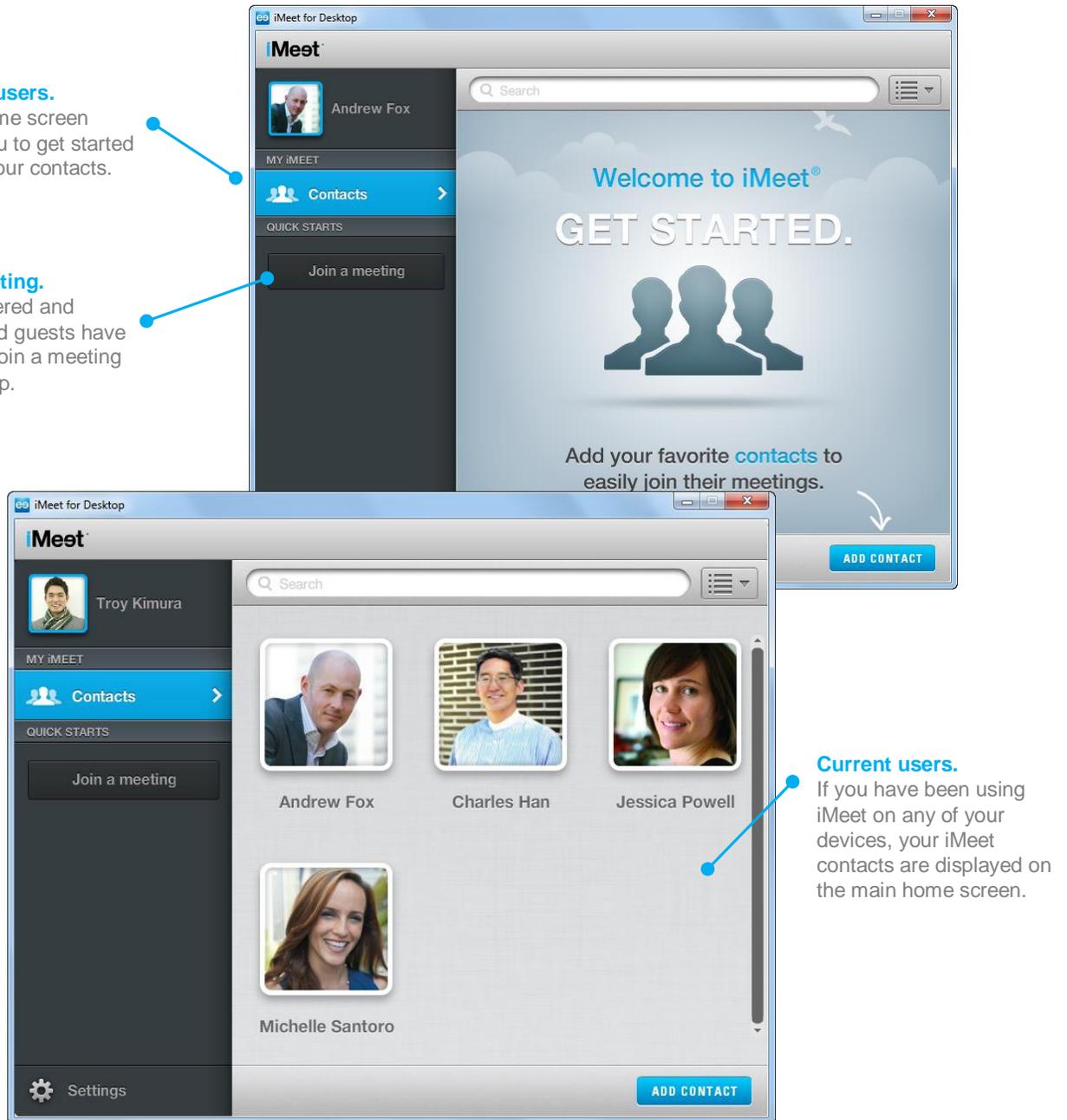
After you sign in, iMeet displays the Contacts screen. Unregistered guests will be prompted to register to interact with customizing profile, meeting settings, and saving contacts.

### First-time users.

The Welcome screen prompts you to get started and build your contacts.

### Join a meeting.

Both registered and unregistered guests have access to Join a meeting from the app.



### Current users.

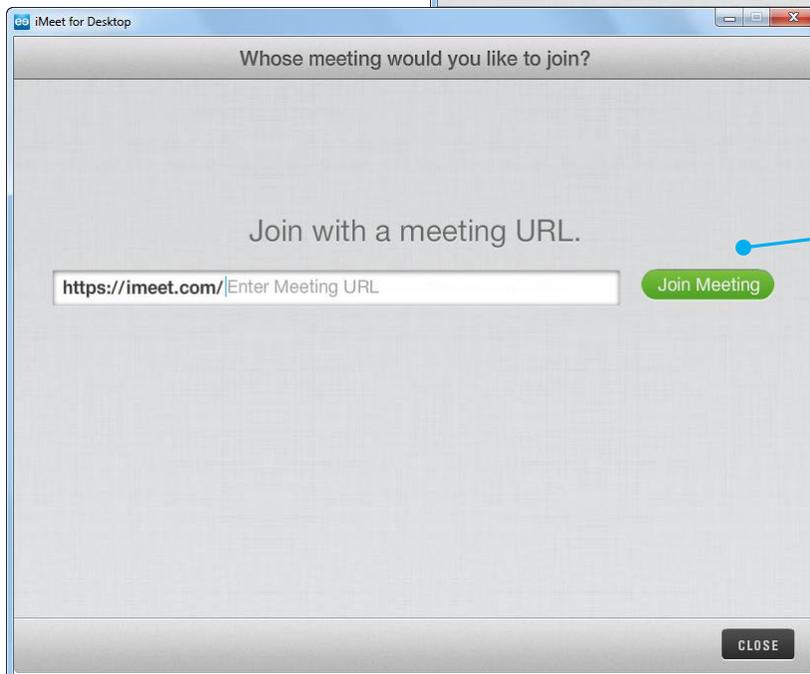
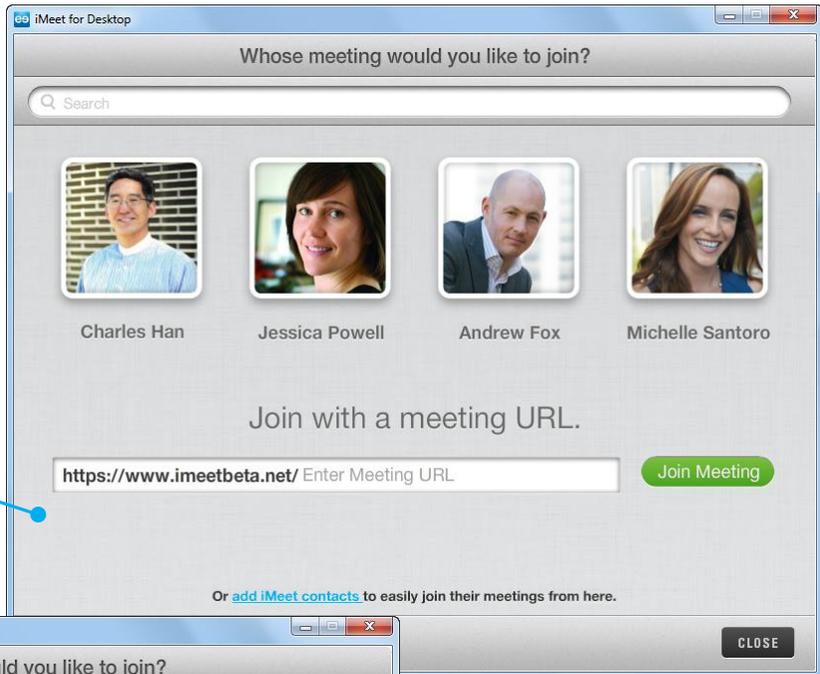
If you have been using iMeet on any of your devices, your iMeet contacts are displayed on the main home screen.

## Join a meeting (via the iMeet desktop app)

Once you click Join a meeting button on the main home page, you'll be prompted to select or enter the meeting room you want to join.

### Registered Guests.

Select one of your saved iMeet contacts or enter the URL of the meeting you want to join.



### Unregistered Guests.

Enter the URL of the meeting you want to join.

## Sign in and join a meeting (via a Web browser)

When you enter an iMeet room URL in a web browser or click on a meeting URL in an invite, iMeet automatically redirects to the iMeet app for a better experience. If iMeet is installed on your computer, the meeting room is opened in the iMeet app's dedicated meeting window.

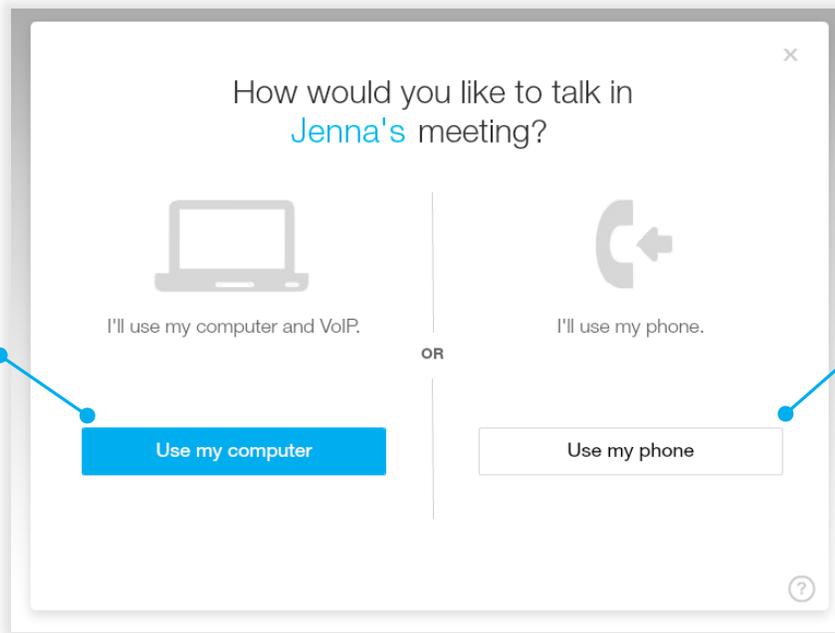
The image shows a web browser window with the address bar containing `www.iMeet.com/example/hostname`. Below the browser, a modal dialog box is displayed with the title "Redirecting to the Windows app...". The dialog features a green circular icon with a refresh symbol and a "Cancel" button. A blue callout line points from the "Cancel" button to the text "Cancel and proceed to the meeting in your Web browser." Another blue callout line points from the text "Don't have the Windows app? Download it now." to the same text in the dialog. Below the dialog, a sign-in form is shown with the heading "Welcome to Jenna's meeting." and the instruction "Enter your name and email to join the meeting." The form includes input fields for "First name", "Last name", and "Email", followed by a blue "Join meeting" button. A blue callout line points from the "Email" field to the text "iMeet checks whether your email address is registered." Below the form, there are social login options: "or join with" followed by "in LinkedIn" and "f Facebook" buttons. A blue callout line points from the "Facebook" button to the text "Unregistered users (guests) can also join the meeting using LinkedIn or Facebook credentials."

# Connect Audio

You can talk in the meeting using your computer via VoIP, your phone, or dial-in.

### Use my computer.

iMeet's VoIP connection utilizes industry-leading HD audio for a crystal-clear conferencing.



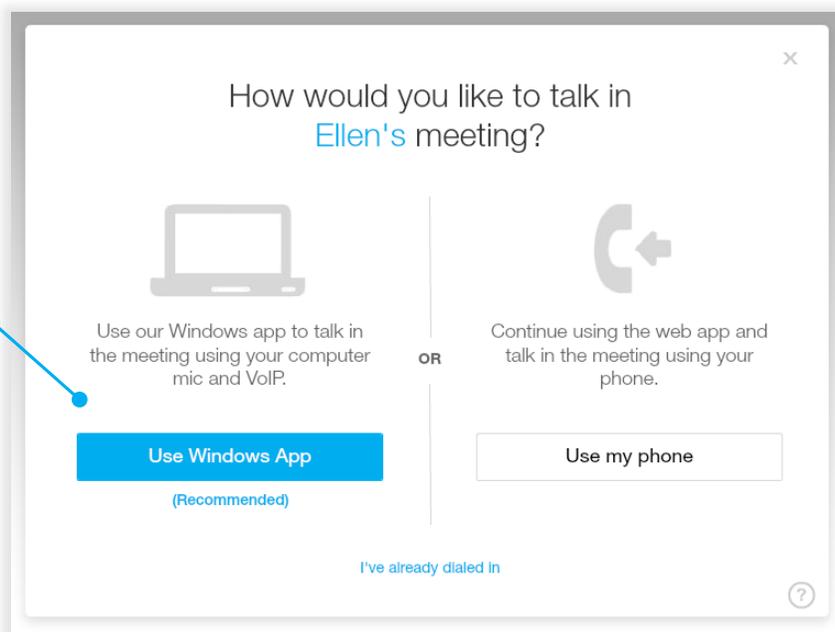
### Use my phone.

Enter your phone number and iMeet will call you.

**No application installed?** If you don't have the iMeet app installed, you'll receive a slightly different panel prompting you to download the app to access HD VoIP audio to talk in the meeting.

### Download iMeet app.

Users will be prompted to download the iMeet app for PC or Windows for access to iMeet's HD VoIP audio to talk in the meeting.



# Get to know the meeting room.

Even as a guest in some else's meeting, there are lots of ways to participate and utilize iMeet's features and productivity tools.

The screenshot shows the iMeet meeting room interface for 'CHARLES'S iMEET ROOM'. It features a central video area with three participants: Charles Han (Host), Andrew Fox, and Jenna Cohen. Jenna Cohen is highlighted with a green glow, indicating she is the active talker. On the left, there is a 'Meeting Participants' list and a 'Currently Speaking' section. At the bottom, there are control buttons for 'CONNECT', 'FILES', and 'SHARE', along with icons for chat, microphone, speaker, and meeting settings. A weather widget in the top right corner shows 72°F in Atlanta, Georgia, on Wednesday, March 25, 2015, at 03:06 PM.

**Participant list.** Click to view all people in the meeting.

**Active Talker.** A green glow shows who is currently speaking.

**Profile cubes.** All registered users can personalize with contact info, bio, photos and more.

**Chat.** Interact with everyone in the meeting or send a private chat.

**Meeting notes.** Take personal meeting notes or action items for the entire meeting.

**Connect.** Turn on web cam, Connect audio or get dial-in information.

**Files.** Access and download the Host's unlocked files.

**Share.** Request to share your screen in the meeting.

**Meeting Controls.** Adjust microphone, speaker, meeting settings and leave the meeting.

# Support

There's so much more to know about iMeet. Cruise around the [iMeet Community](#) to meet up with other folks who want to ask questions, share ideas, and get to know iMeet.

Everyone needs support from time to time, and we are here to help.

Visit [iMeet Community](#)

View [video tutorials](#)

Email [care@iMeet.com](mailto:care@iMeet.com)