

# 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





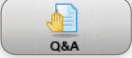


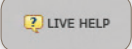
1. Select *Netspoke Pro Meeting Rooms for web conferences* link in the *always available accounts*.
2. Create a new room.
3. Click *Save*.

#### 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



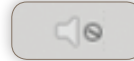
Click to invite additional participants/dial out to yourself



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.

[www.premiereglobal.com](http://www.premiereglobal.com)

#### ABOUT US

Premiere Global Services, Inc. (NYSE: PGI) is a global provider of on-demand, communication technologies-based business process improvement solutions. Headquartered in Atlanta, Georgia (USA), and with presence in 24 countries worldwide, Premiere Global delivers solutions to an established customer base of over 50,000 companies, including nearly all of the Fortune 500.

#### LEARN MORE

Contact us today or visit our website to view customer videos or product demonstrations and get the details on all of our solutions.



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