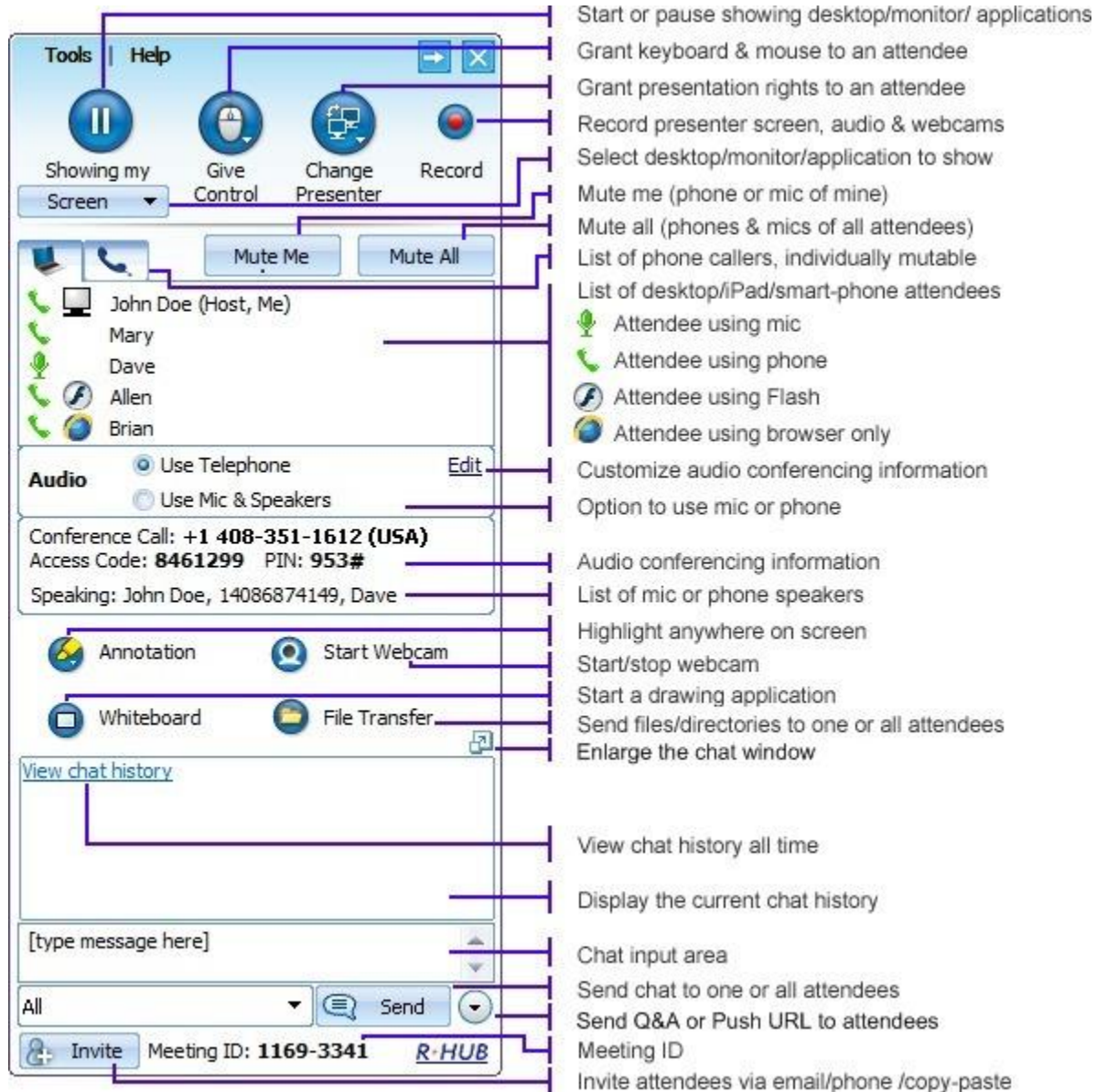


This guide covers the steps to host and join a meeting:

- [1. Host a Meeting](#)
- [2. Join a Meeting](#)

The following figure shows the main functions for a meeting host:

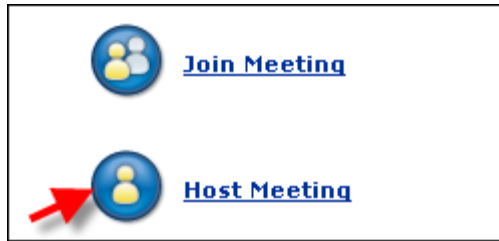


## **1. Host a Meeting**

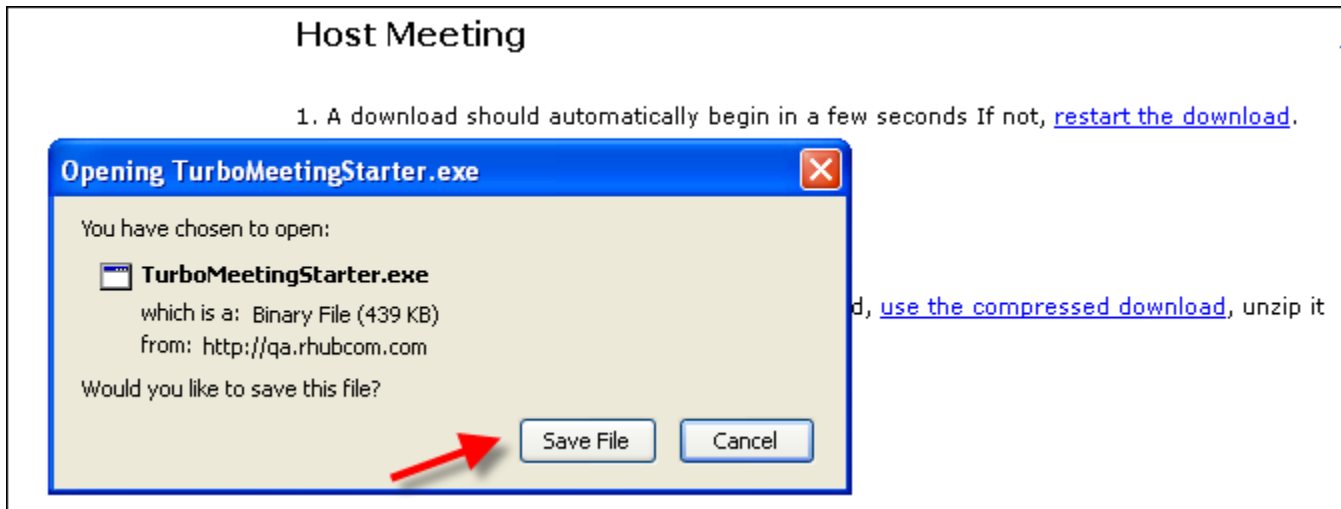
To host a meeting, you need a user account. Your system administrator can set up an account for you.

For first-time users, follow the steps below to host a meeting.

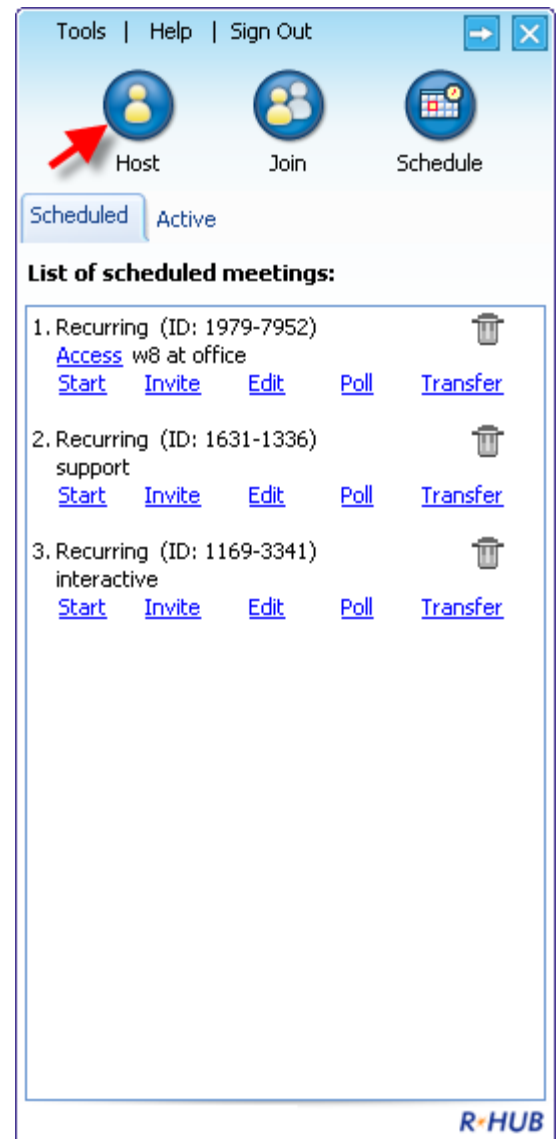
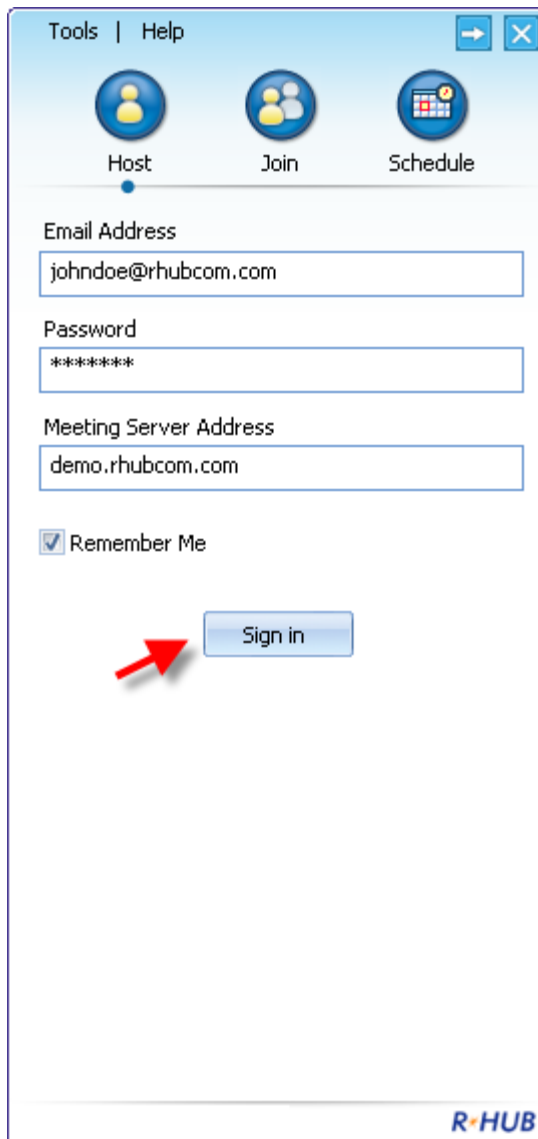
- Step 1** Open your browser and in the browser address bar type your meeting server address, which is provided by your administrator. Click the "Host Meeting" button



**Step 2** When prompted to accept the TurboMeeting download, click "Save File" and run it.

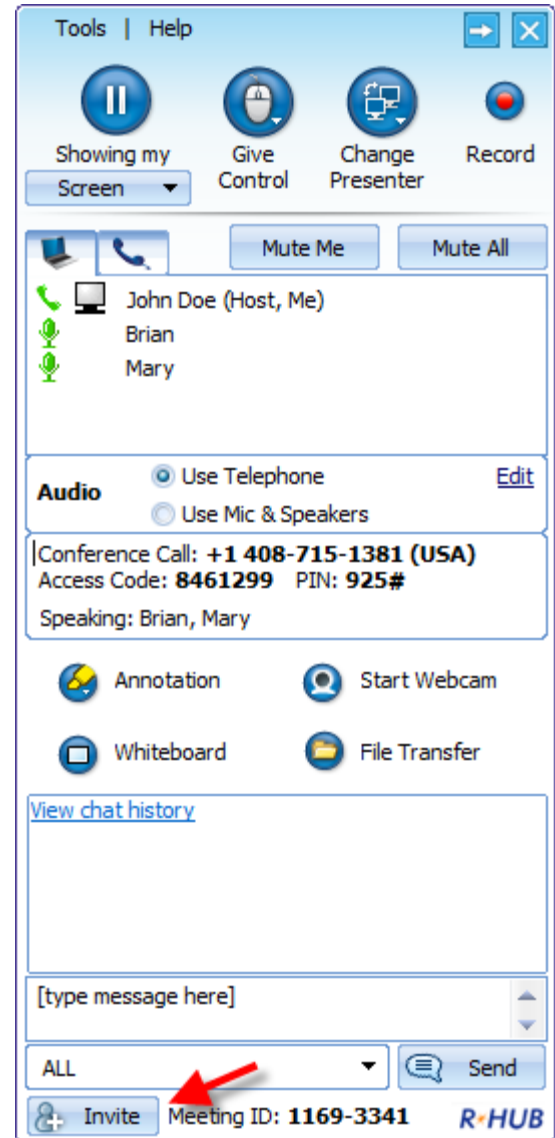
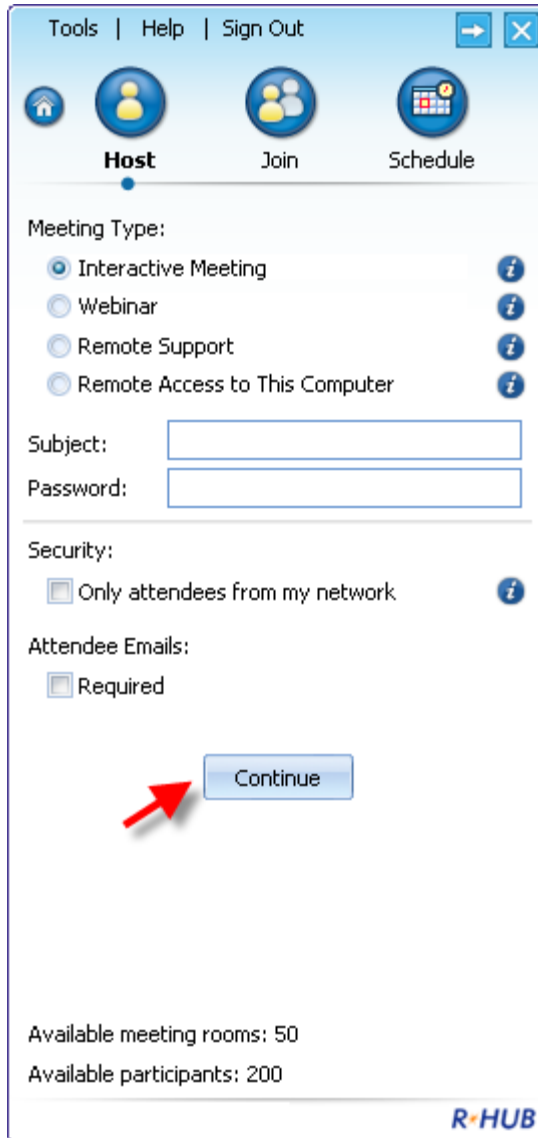


**Step 3** Fill in Email Address and Password assigned by your system administrator. Click the "Sign In" button.



**Step 4** Click the "Host" button (see the Figure above) to start a meeting

**Step 5** Select a meeting type and click the "Continue" button



The launch of the meeting control panel (the above figure at the right side) indicates that the meeting has started. Click the "Invite" button at the bottom of the panel to invite your meeting attendees

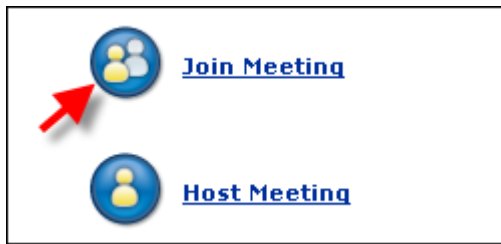
To host future meetings, click the TurboMeeting icon on your desktop:



## **2. Join a Meeting**

To join a webinar (view-only), simply click the meeting URL sent to you by the meeting host and there is no download or installation. The following steps are needed to join an interactive meeting for first time users.

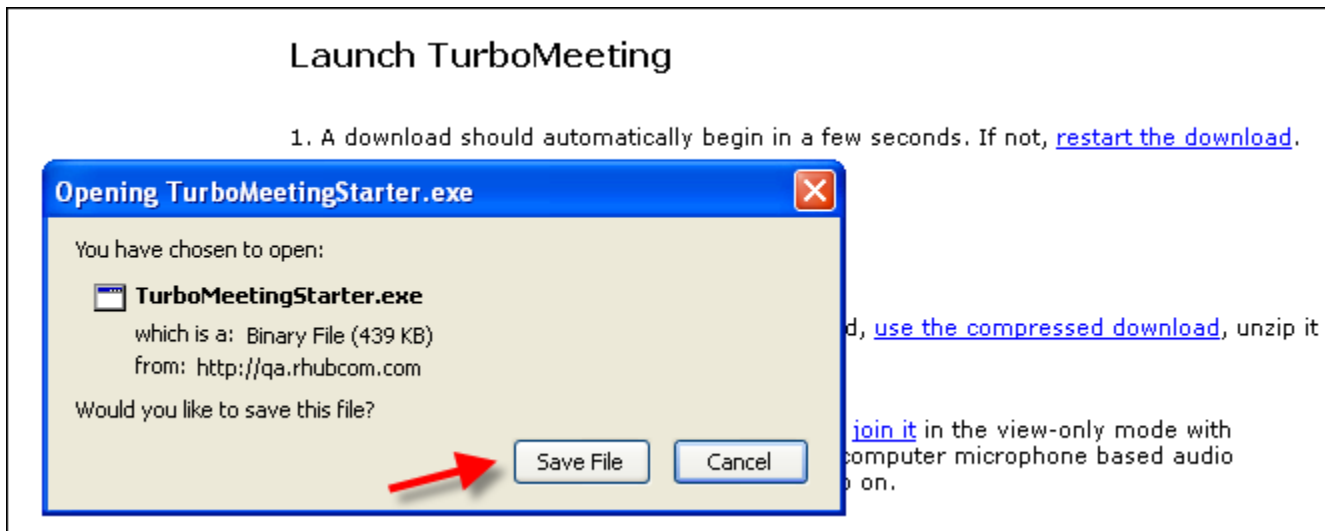
- Step 1** Open your browser and type the meeting server address in the browser's address bar. Click the Join Meeting button



**Step 2** Fill in the Meeting ID, Meeting Password, and your name. Click the “Join Meeting” button

A screenshot of a 'Join Meeting' form. It has three input fields: 'Meeting ID' with the value '1169-3341', 'Meeting Password' which is empty, and 'Your Name' with the value 'Brian'. To the right of the 'Your Name' field is the text '(the name shown in the meeting)'. Below the fields is a 'Join Meeting' button. A red arrow points to the button.

**Step 3** When you are prompted to accept the TurboMeeting download, click “Save File” and run it.



Now you have joined the meeting. The meeting panel (the figure below) shows you the meeting information, meeting attendees and buttons to transfer files, start your webcam and record the meeting.



To join a meeting the next time, click the TurboMeeting icon on your desktop

