



Guide for Meeting Guests

GlobalMeet® Collaboration
January 2020

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Welcome to GlobalMeet® Collaboration

With GlobalMeet, no software downloads are required. Just open a web browser and enter your host's meeting URL. Use your computer for meeting audio or have the meeting call your phone – no dial-in numbers and lengthy passcodes to remember.

This guide is for guests joining a meeting on their PC or Mac. To learn more about GlobalMeet meetings and apps, visit the [support site](#).

System requirements

Web

To attend a meeting in a web browser, you must have:

- Windows 7 SP1 or Windows 10. Windows RT is not supported.
- macOS 10.10 or newer
- JavaScript® and cookies enabled
- Internet Explorer 11. When prompted, install the Audio & Video plugin. This enables VoIP audio, webcam, and screen sharing in IE.
- Google Chrome 72 or newer
- Microsoft Edge 79 or newer
- Mozilla Firefox 68 or newer

GlobalMeet desktop apps

The GlobalMeet desktop apps are available for Mac and Windows computers.

- Windows 7 SP1 or Windows 10. Windows RT is not supported.
- macOS 10.10 or newer
- Intel or AMD 1.8 GHz or higher (2.3 GHz or higher recommended)
- 4 GB RAM

On the go? Get GlobalMeet mobile apps

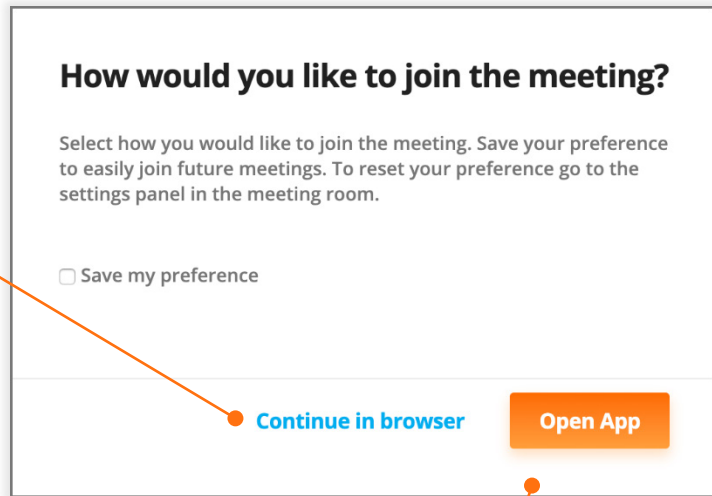
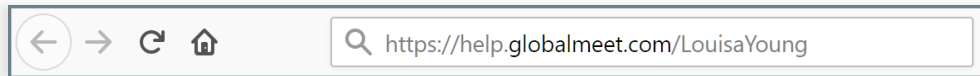
For account holders and their guests. The GlobalMeet mobile apps let you host or attend any meeting from your iPhone, iPod Touch, iPad, or Android smartphone. See everyone in your meeting, view screen share and file share, chat with everyone, and conduct your meeting from anywhere. The apps are available in the [App Store](#) and on [Google Play](#).

Note: This guide does not cover the mobile app experience.

Attend a meeting

Step 1. Open a web browser and enter the meeting URL

If you received an email invitation, click the **Connect Me** link to open a web browser.

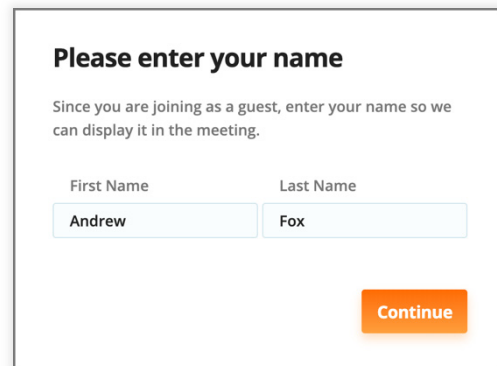
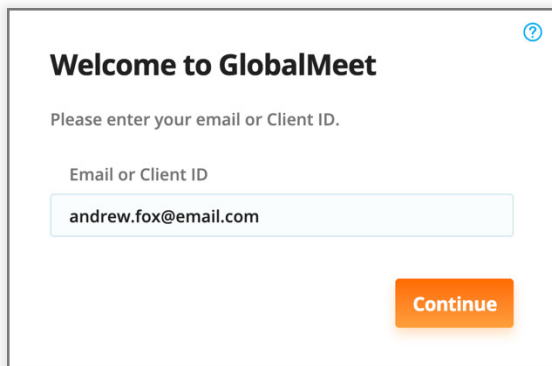


Click **Continue in browser** to go to the meeting room.

Do you attend meetings often?
The desktop app makes it easy to attend any web meeting quickly and securely.

Step 2. Enter your email address and name

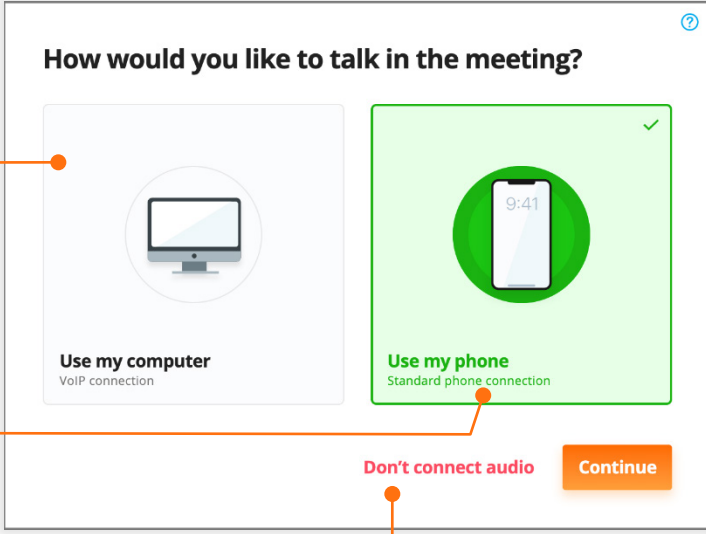
Your name and email are shown in the meeting room. If the meeting is recorded, your host can send a recording replay to you via email.



Attend a meeting

Step 3. Connect your audio

Use your Internet connection for VoIP meeting audio or have the meeting call your phone.



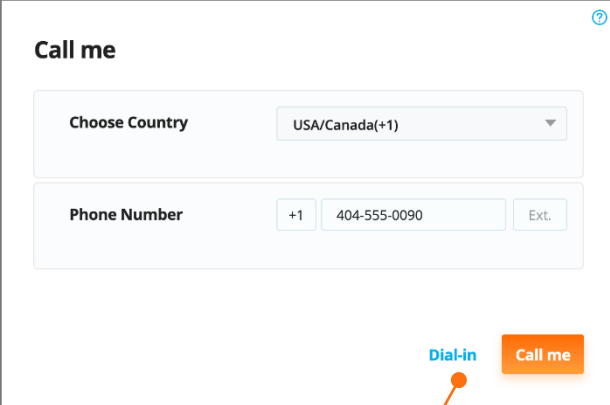
Use my computer. Talk and listen through a connected headset (recommended) or your computer's mic and speakers.

Use my phone. Have the meeting call you or view dial-in access numbers and passcode.

Don't connect audio **Continue**

Enter the meeting without connecting audio. You can connect later in the room.

If you selected **Use my phone**, enter your phone number and then click **Call me**. For computer audio, select your mic and speakers and then click **Connect me**.



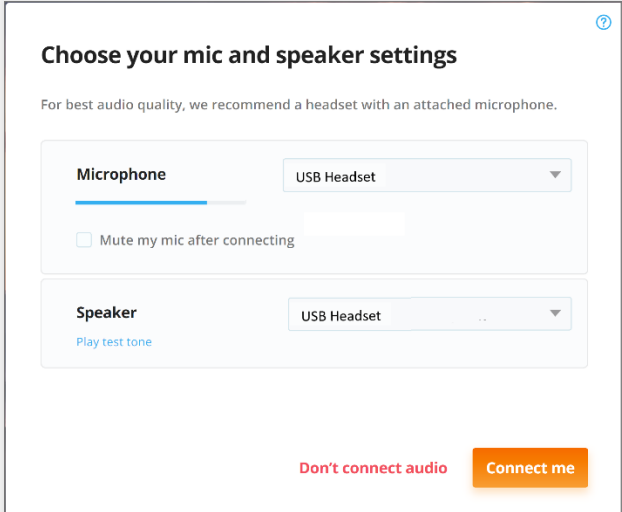
Call me

Choose Country: USA/Canada(+1)

Phone Number: +1 404-555-0090 Ext.

Dial-in **Call me**

Can't receive a direct call? Get dial-in access numbers and the meeting passcode.



Choose your mic and speaker settings

For best audio quality, we recommend a headset with an attached microphone.

Microphone: USB Headset

Mute my mic after connecting

Speaker: USB Headset

[Play test tone](#)

Don't connect audio **Connect me**

Attend a meeting

Get to know the meeting room

GlobalMeet Collaboration makes it easy to participate in the meeting and share with others. Manage your audio, stream your webcam (up to six webcams on stage at one time), and share your screen.

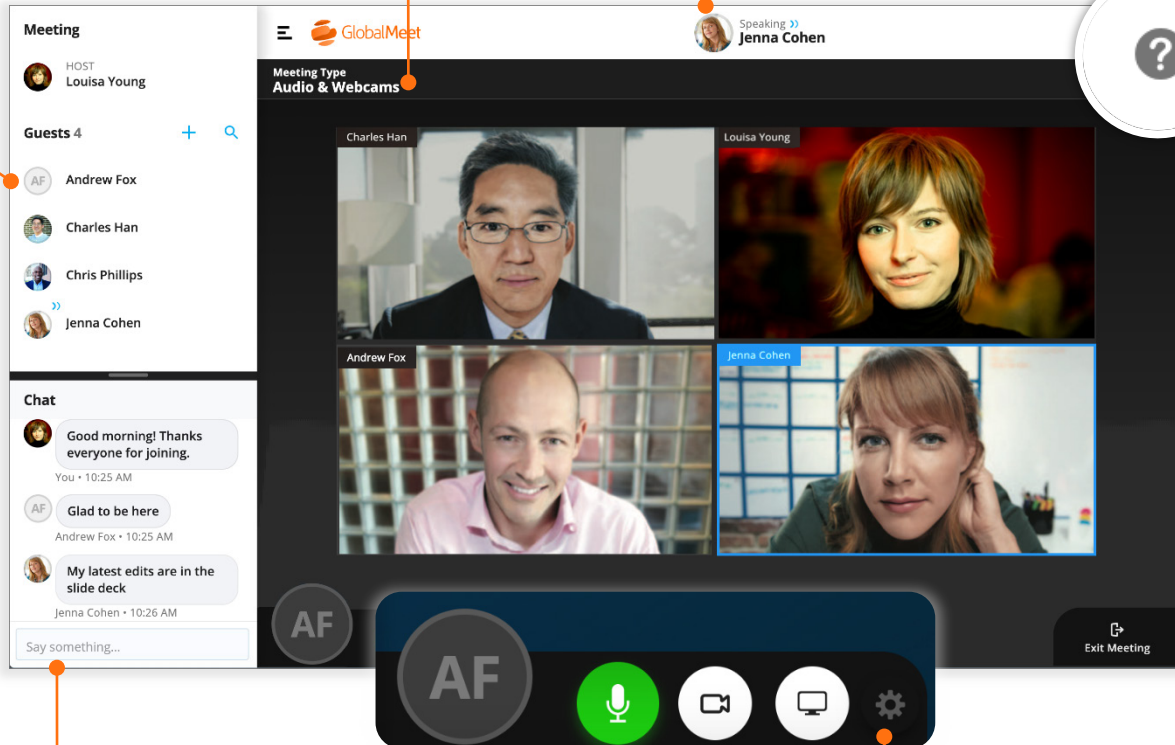
Meeting panel. The host is listed first, followed by your name.

Click your name to mute your line or change audio.

Meeting stage. Shows webcams and shared content.

Active talker. See who's speaking.

Get help. Contact Support, visit the support site, and download apps.



Chat panel. Exchange messages without interrupting the meeting.

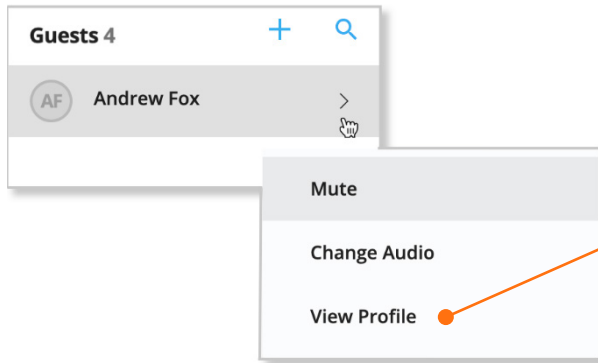
Meeting controls. Mute your line, turn on your webcam, and share your screen.

Settings. Change audio and webcam connections and switch your mic and speakers if needed (computer audio).

Attend a meeting

Participate in the meeting

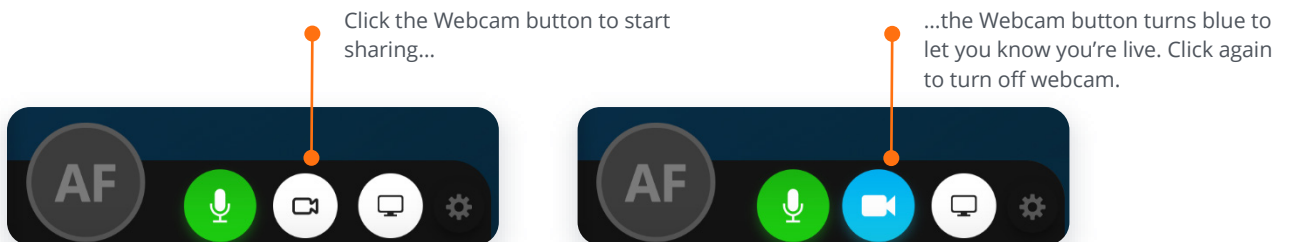
At the top of the meeting sidebar is the Meeting panel; it lists everyone in the meeting. Click your name to manage your audio or view your profile. Your profile is visible to all guests.



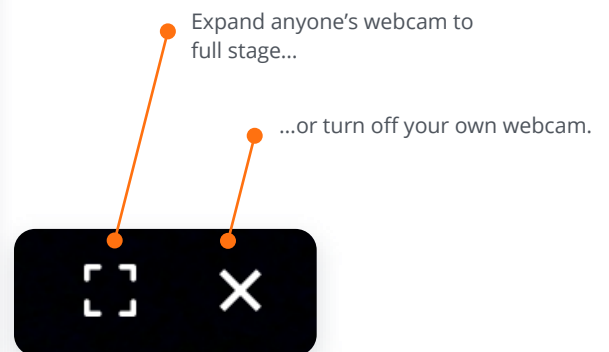
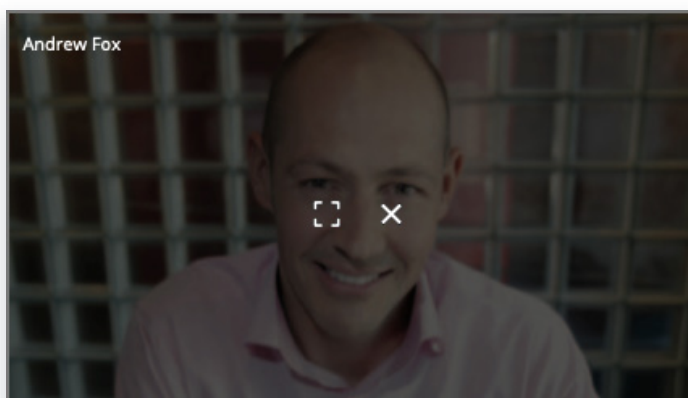
Your name and the email address and phone number you used to connect. (If using VoIP audio, there is no phone number.)

Share your webcam

Stream your webcam in the room and meet face-to-face. Anyone can share their webcam in the meeting.



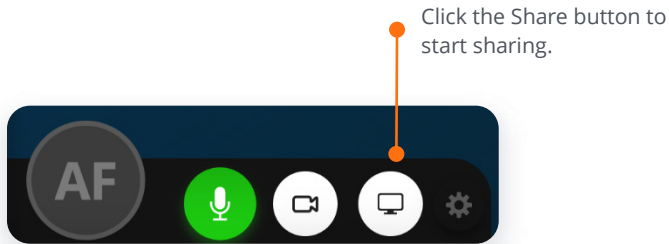
Point to another person's webcam to see their video feed full-stage. Or point to your own webcam to expand it or turn off your webcam.



Attend a meeting

Share your screen

If allowed by your host, you can share your programs, websites, or your entire desktop in the meeting room. In the meeting controls, click the Share button, and then choose what you want to share.

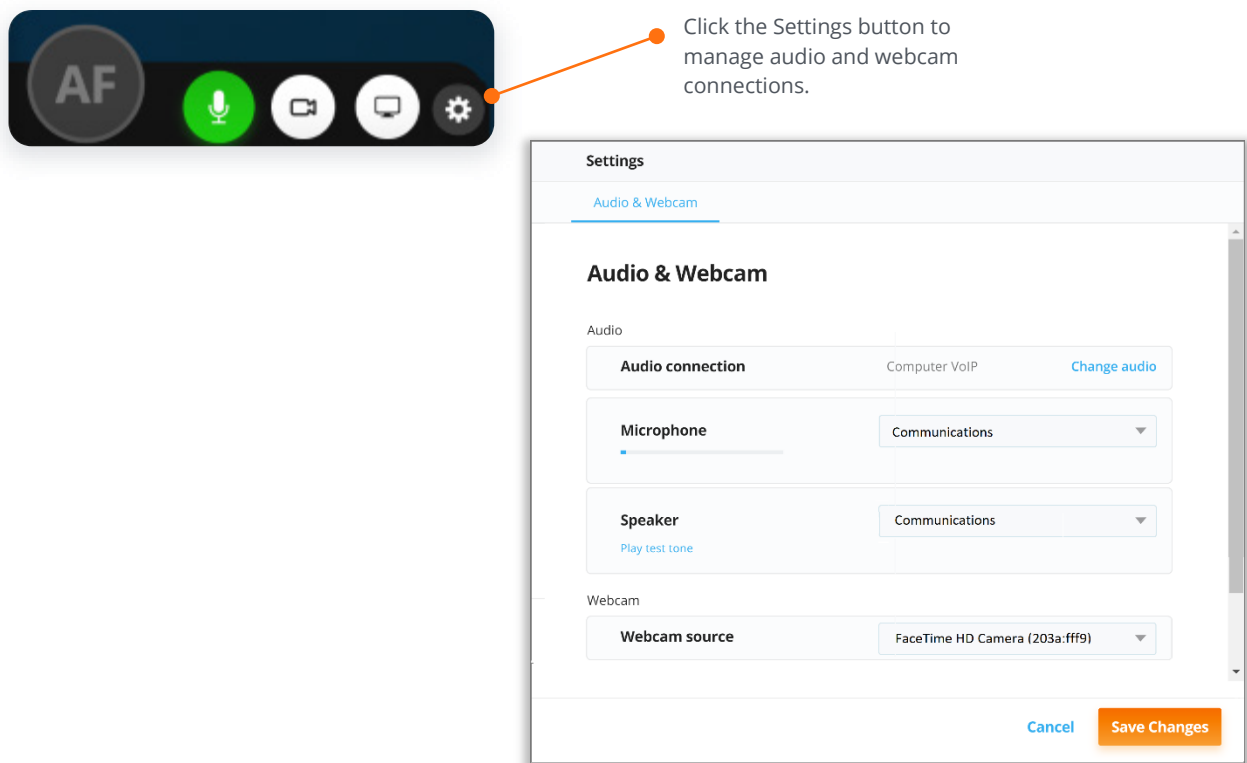


Browser notes

- In Chrome and Edge, you can share your entire screen, a window, or a browser tab.
- In Firefox, you can share your entire screen or a window.
- In Internet Explorer 11, you can only share your entire screen. When prompted, install the GlobalMeet Audio & Video plug-in. This enables VoIP audio, video (webcam), and screen sharing in IE.

Adjust your audio and webcam settings

In the meeting controls, click the Settings button to update your audio connection, switch your mic and speakers (computer audio), and turn your webcam on or off.



Additional resources

GlobalMeet for Mac and Windows

Get the desktop apps for Mac and Windows and jump right into GlobalMeet meetings. No meeting account required – just enter your email address and name to get started.

The app remembers your name and email address and the meetings you attend. Add a profile picture and personalize your presence in meetings.

