

Host a Meeting! Assist Others!



join me by LogMeIn

Free Trial What is it? Enterprise Apps Help

In IT together Log In

Make this meeting the one to remember.

New feature: Recording

start meeting a quick, free download to get started

join meeting

free for Windows, Mac & mobile

[Pricing](#) [Free trial](#) [join.me for enterprise](#)

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“Tech Tools with Tine” Webinar Series Presents:

join.me

Making Meetings and Screen Sharing
Quick and Easy

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What is it?

What do I need to use it?

- It is firstly a meeting tool that allows a number of additional features such as screen sharing, and chat (text or voice).
- Minimum on desktop: Flash Player 10, Internet Explorer 8, or the latest Firefox, Chrome, Safari
- Go Mobile – Get the App for iOS or Android



Trainers-R-Us

Knowledge + Technology = Success

What can it do? What does it cost?

Free	Pro (includes all of the free features)	
up to 10 meeting participants	up to 250 meeting participants	Personalized link and branding
Screen sharing	Recording	Meeting scheduler
Internet calling	Annotation	Meeting lock
Share control	Unified audio & int'l conference lines	User management & reporting
Multi-monitor	Presenter swap	Window sharing
Chat	Desktop App	Presenter app for iPad
Send files	\$19/*presenter/month OR \$149/*presenter/year	
Viewer app for iOS and Android	*I believe that is simultaneous presenters within the same meeting	

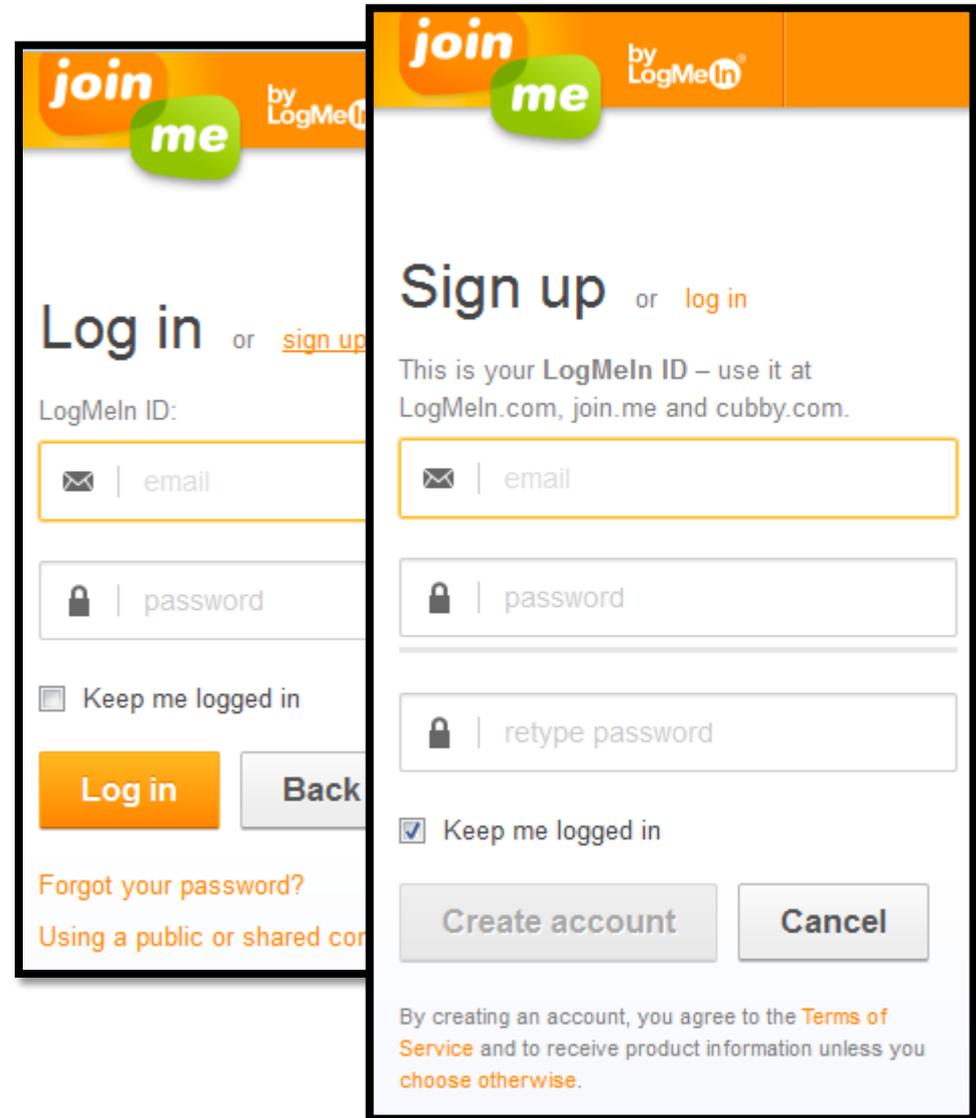
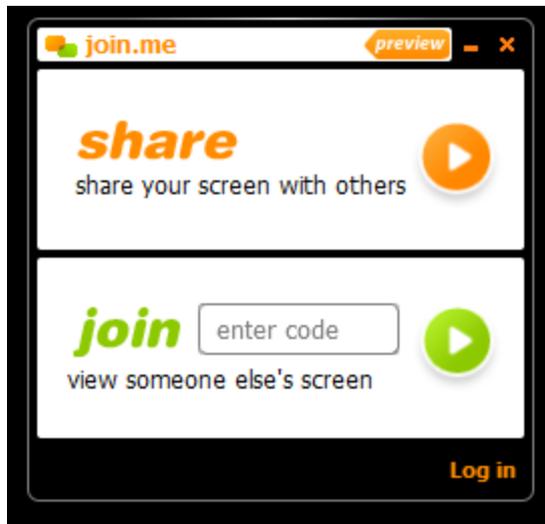
Getting Started - Two Roles



- You can use join.me to run a meeting (presenter)
- You can use join.me to connect to an existing meeting (participant)

Getting started - Presenter

- Go to join.me
- Create an account.
 - 14 day trial of Pro
 - Downloads the app
 - Starts your meeting



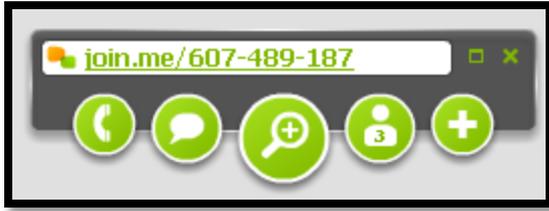
Getting started - Participant

- Adhoc meeting:
 - Go to join.me
 - Enter your meeting code

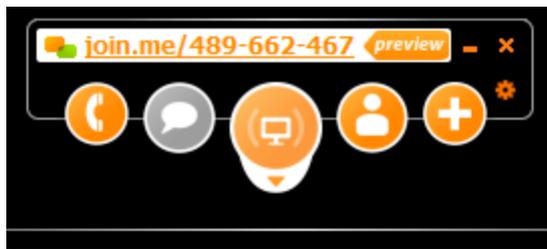


- “Established” meeting:
 - Go directly to provided link
 - Looks like: <http://join.me/tineymachiney>

Meeting Toolbar



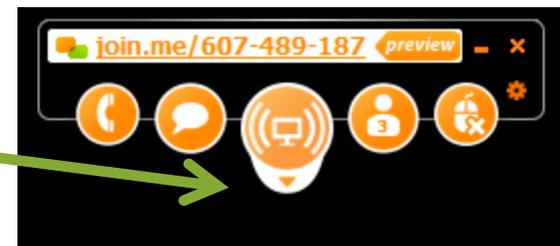
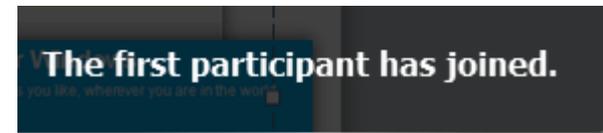
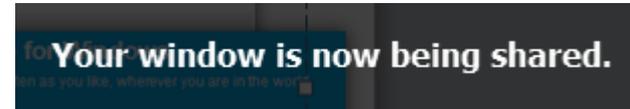
- As a participant
 - Dial-in option
 - Live Chat
 - Zoom
 - Other tools



- As a presenter (additional)
 - Screen Sharing
 - Annotation
 - Recording (pro)
 - Schedule meetings (pro)

Run / Manage Your Meeting

- Once meeting has started
- When your participants arrive
- Use the Sharing button to choose what to share

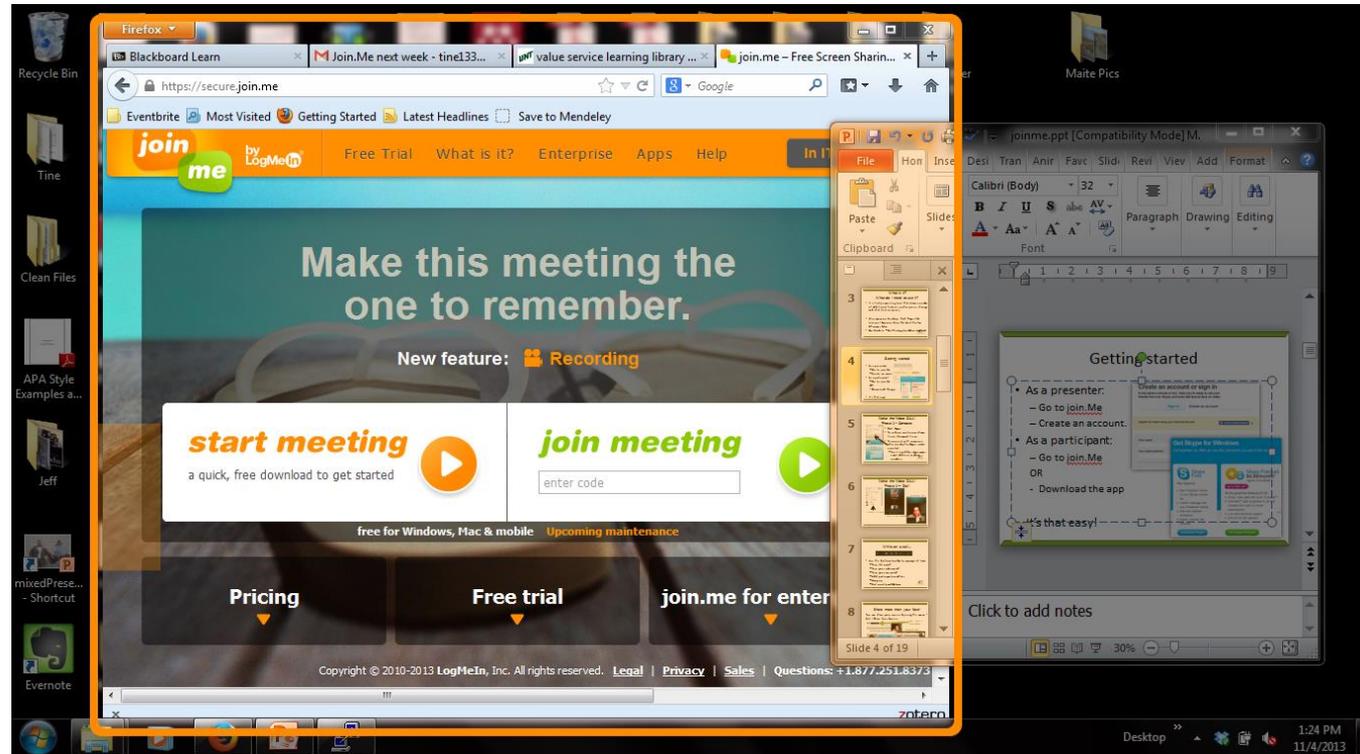


Choose a Screen to Share

- Entire Screen

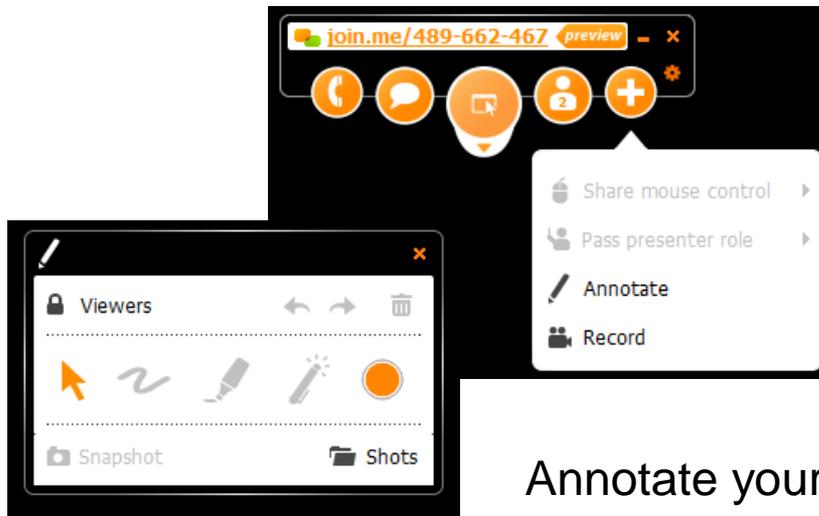
OR

- Any Open Window

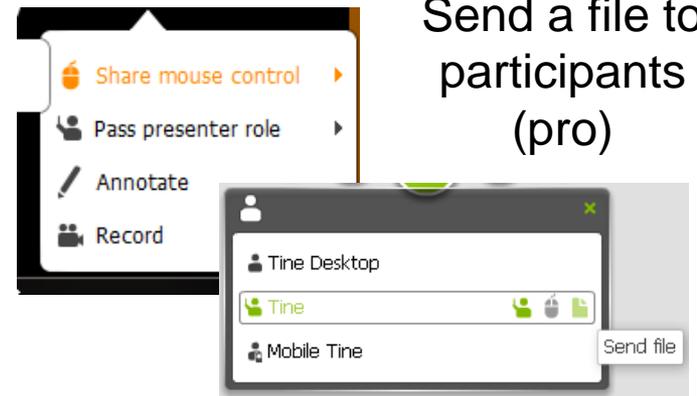


- Participants will only see that portion of your screen

Meeting Tools

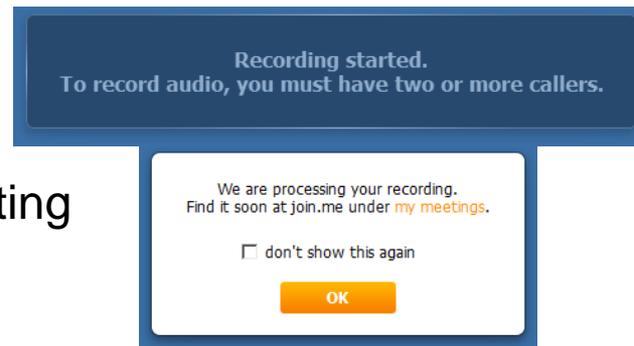


Annotate your meeting (free)

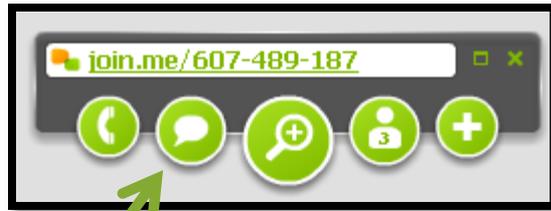


Send a file to participants (pro)

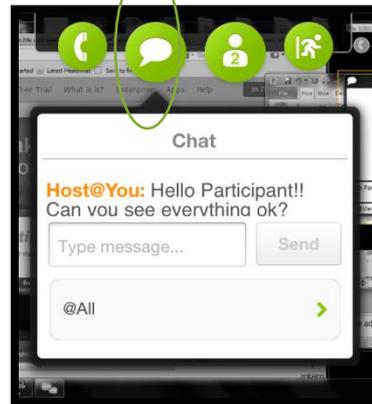
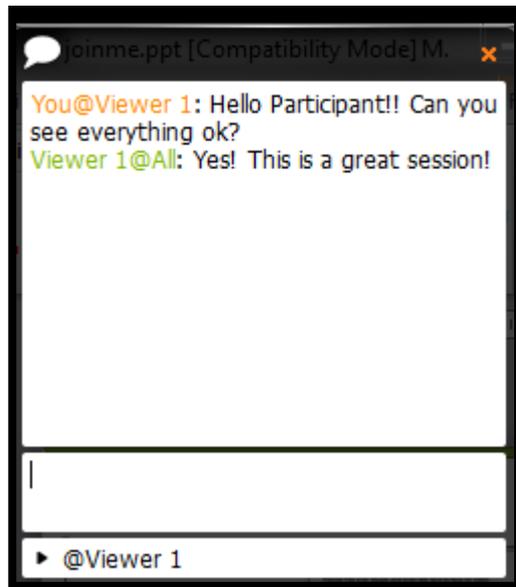
Record your meeting (pro)



Live Chat / Audio options

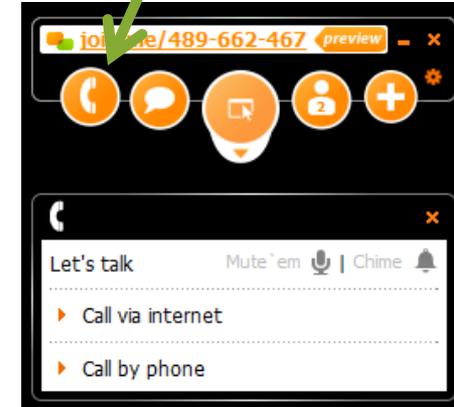


Start a Chat Session



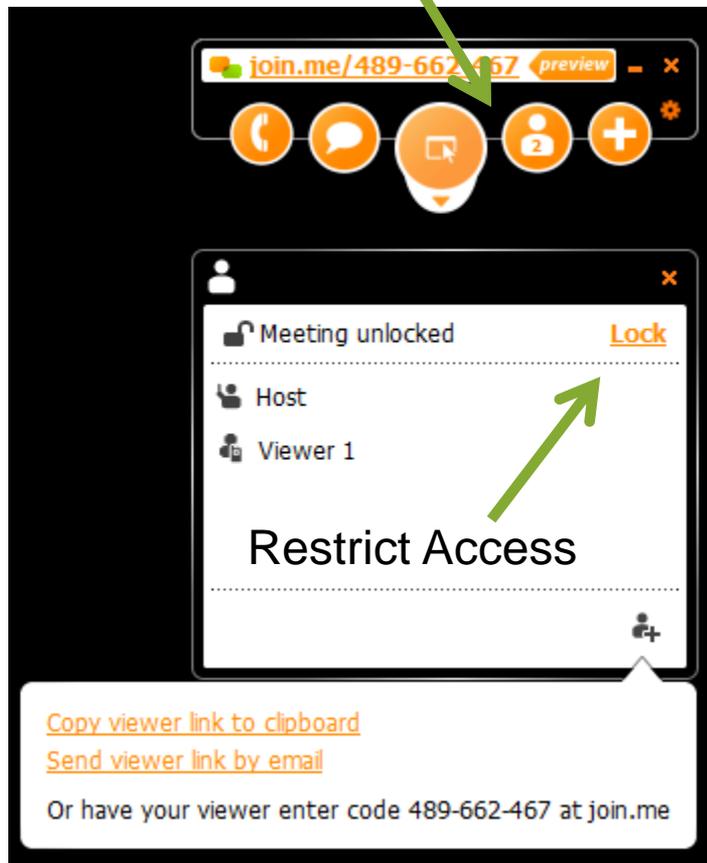
Mobile App

Start an Audio Session



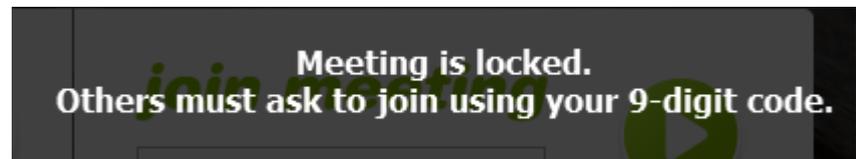
Manage Participants

View Participant List



The screenshot shows the join.me interface. At the top, there is a browser address bar with the URL join.me/489-662-467 and a 'preview' button. Below the address bar is a toolbar with icons for phone, chat, video, participants, and a plus sign. A green arrow points from the text 'View Participant List' to the participants icon. Below the toolbar is a window titled 'Meeting unlocked' with a 'Lock' button. The window lists 'Host' and 'Viewer 1'. A green arrow points from the 'Restrict Access' dialog box to the 'Lock' button. The dialog box has a title 'Restrict Access' and a plus icon. Below the dialog box is a white box with the following text: [Copy viewer link to clipboard](#), [Send viewer link by email](#), and 'Or have your viewer enter code 489-662-467 at join.me'.

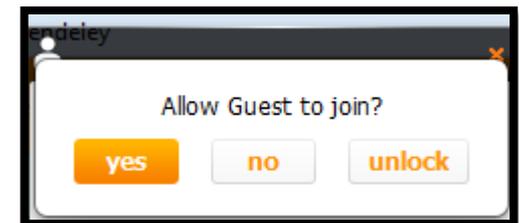
When you restrict a meeting



If a Participant attempts to join a Restricted Meeting

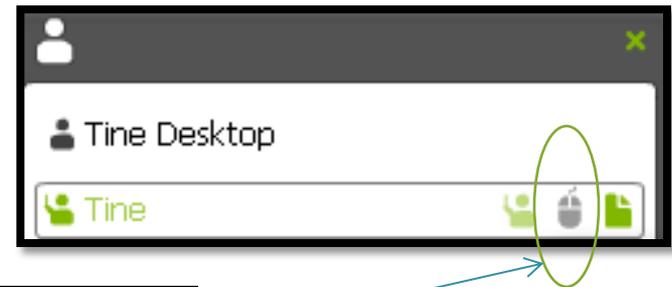


Presenter given option to allow additional participants



Sharing Control

- You can share the spotlight in two ways
 1. Let a participant “drive” (use the mouse on your screen)



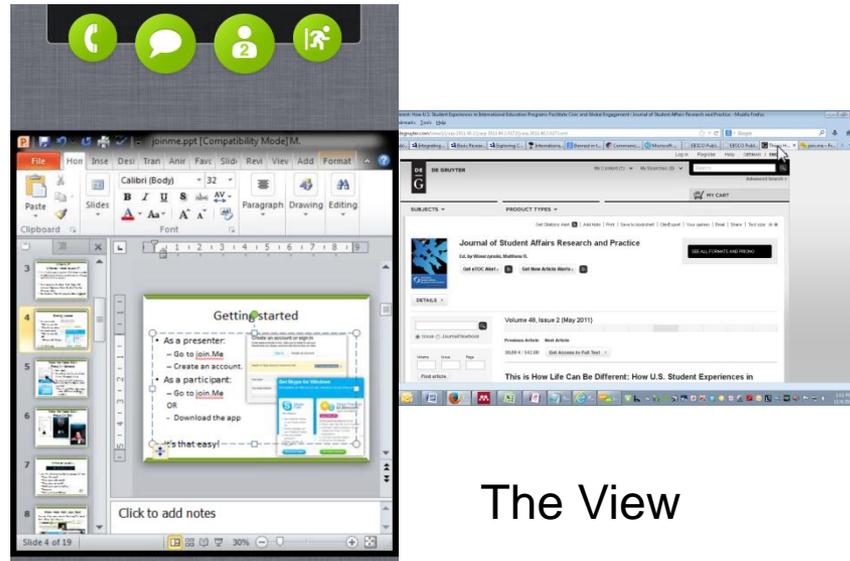
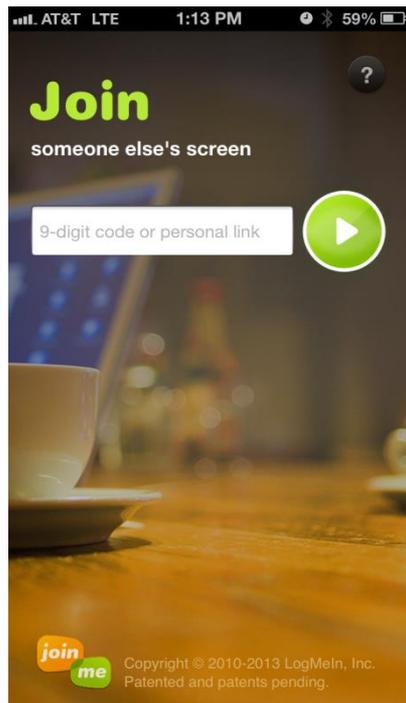
You are sharing control of your computer with Tine Desktop.

2. Let a participant share their own screen (make them a presenter) (pro only)

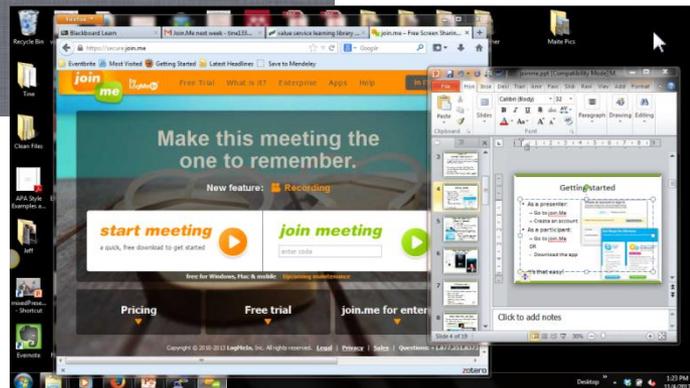


Participate from your mobile device

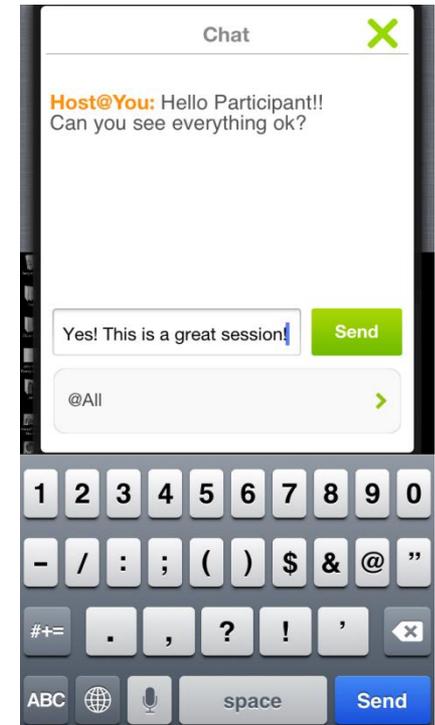
Getting Connected



The View

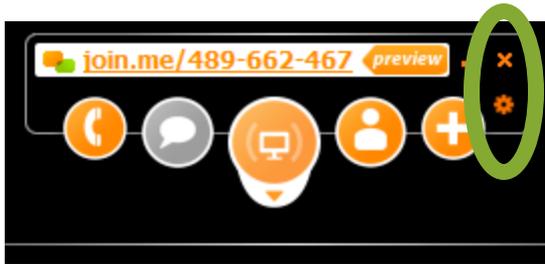


Chatting

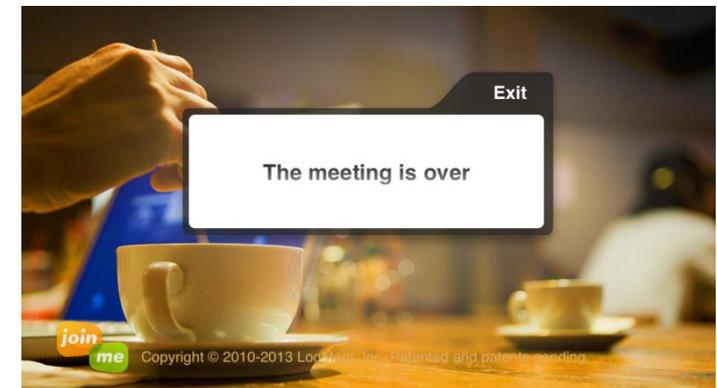
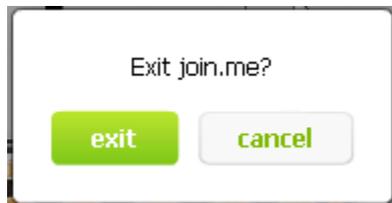


Ending/Leaving a Meeting

Desktop

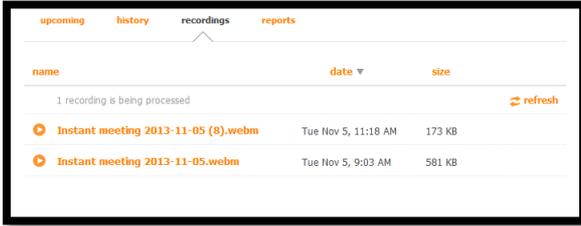
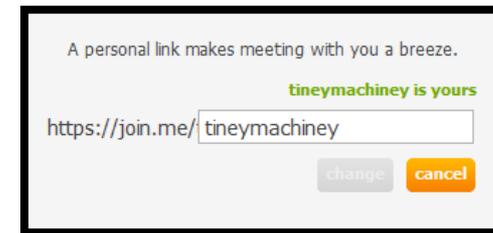


Mobile



Managing Your Pro Account

- “Establish” meeting location
 - Create a custom URL to use for all your meetings
- Scheduling Meetings
 - Create future meeting
 - Configure options
- Invite Presenters
- Manage Recordings
 - Link, Download, or Delete
- Run Reports



A screenshot of the Join.me Recordings page. The page has a navigation bar with tabs for "upcoming", "history", "recordings", and "reports". The "recordings" tab is selected. Below the navigation bar, there is a table with columns for "name", "date", and "size". The table contains two rows of recording data. A "refresh" button is located at the bottom right of the table.

name	date	size
1 recording is being processed refresh		
Instant meeting 2013-11-05 (8).webm	Tue Nov 5, 11:18 AM	173 KB
Instant meeting 2013-11-05.webm	Tue Nov 5, 9:03 AM	581 KB

Libraries and join.me

- Need help? Join.me online. *American Libraries*, 44(6)
<http://www.americanlibrariesmagazine.org/article/need-help-joinme-online>
- 12 bytes of beyond two steppin': Ninth byte – Join.Me, *Library Developments* (2011, July)
<https://www.tsl.state.tx.us/ld/librarydevelopments/?p=8284>
- Using join.me to help library patrons. *Library Hi Tech News*, 29(8)
http://digitalcommons.olivet.edu/cgi/viewcontent.cgi?article=1009&context=lsci_facp
- join.me blog
<http://blog.logmein.com/category/products/join-me>



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Next time...

Word Flyers & Mailings

Tech Tools with Tine Webinar presented on November 8th 2013.



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