

FUZE | Meeting



Attending
from
Mac or Windows

fuzemeeting.com

Join A Meeting.

Respond to the invitation to an online meeting...

You will receive an email invitation to the meeting that will indicate if the meeting is already happening:

...you have been invited to a Fuze Meeting **currently in progress** host

...or happening in the future:

...you have been invited to a Fuze Meeting, host

Subject: **New Year's Eve 2015**

Date: 12/31/2015

Time: 11:59 PM PST

When it's time for the meeting, click the link in the email invitation and enter your name as you want it to appear in the list of meeting attendees:

Meeting number: 3440741

To join the meeting, type in your name and click JOIN.

Type your name:

Join

Next, wait until the Host approves your request to join the meeting. Nothing is wrong if it isn't immediate, the Host may just not quite be ready yet.

Join The Call.

Connect to the conference call..

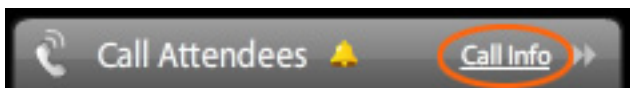
After successfully joining the online meeting, you will see information displayed about how to dial into the conference call:



The screenshot shows a dialog box titled "Audio Conference Info". Below the title, it says "As a meeting Attendee, you may join the audio portion of two ways. Click on an option to learn more:". There are two buttons: "Dial In" with a telephone handset icon and "Skype" with the Skype logo. Below these buttons, it says "Dial-in: Call into Fuze Meeting:" followed by a numbered list: "1. Call +1 (735) 369-3893", "2. Enter Room Number: 389736 then press #.", and "3. State your name if prompted."

Note you can also use Skype to connect to the call.

If you get disconnected during the call, remember that you can find the conference call information in the meeting's email invitation you received or by clicking the link in the Call Attendees panel:

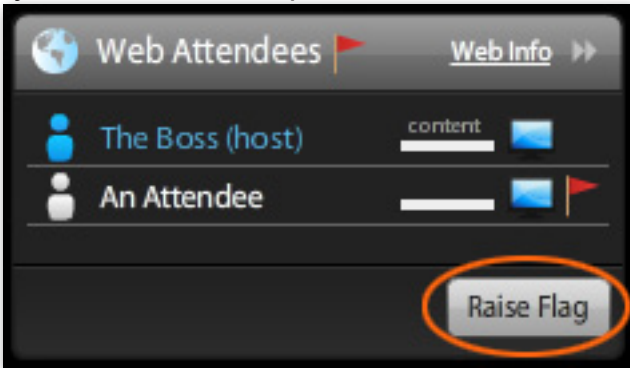


Participate.

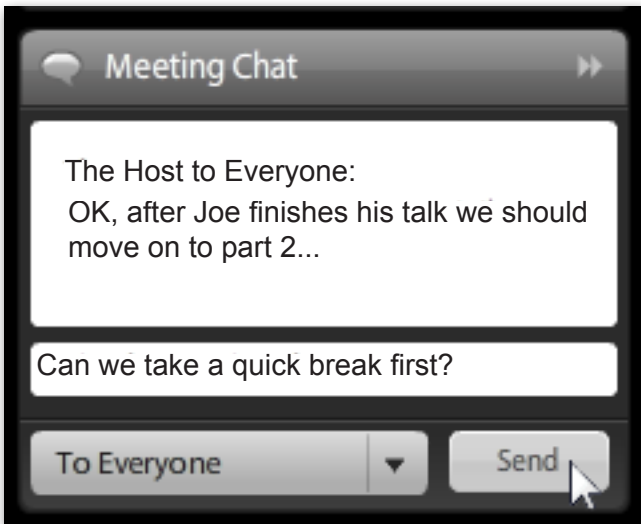
Communicate during the meeting...

While the main discussion will be on the conference call, if you don't want to interrupt you can also use:

Raise Flag to let the Host know you have something to say after the current speaker is finished:



Meeting Chat to write quick messages to others:

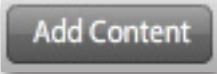


Be A Presenter.

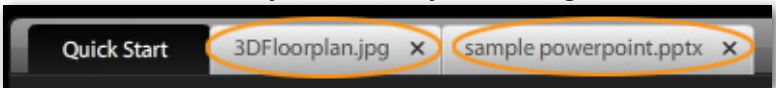
Help the Host run the meeting...

The Host can turn any Attendee into a Presenter which allows you to...

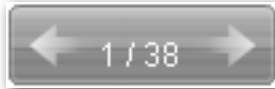
Add new content to the meeting:

A grey button with the text "Add Content" in white.

Select the content you'd like by selecting it's tab:



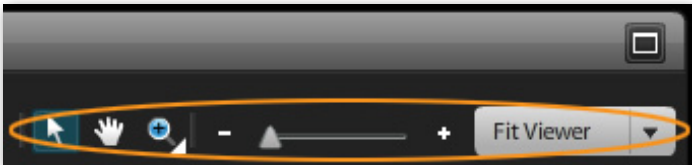
Step through pages of presentations or documents:



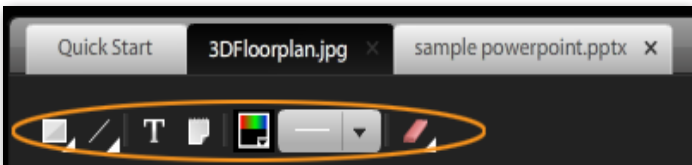
Play video or audio files:



Use the content manipulation tools to move, zoom or resize the content:



Use the content annotation tools to add notes or drawings to the content:

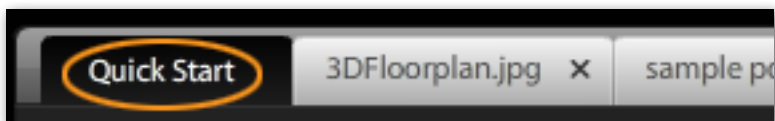


Share Your Screen.

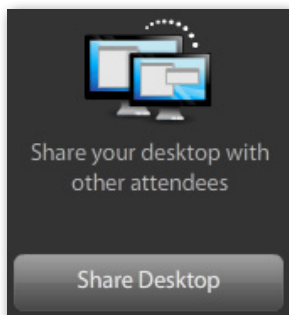
Let the meeting see outside of Fuze Meeting...

If the Host makes you a Presenter, you can also show the attendees things on your computer that can't be uploaded as content, like a software program that is only on your computer or logging into a web page.

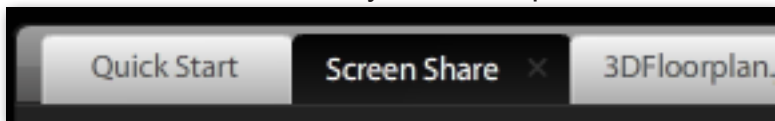
To do this, go to the Quick Start tab in the meeting:



Select the Show Desktop button:



A new tab will appear and only when it is selected will attendees be able to see your desktop too:



To stop sharing, go back to the Screen Share tab and click the Stop Sharing button.

Get Help.

Learn more about Fuze Meeting...

There are numerous ways to get answers to your questions...

Help Topics within the Fuze Meeting application:

[FAQ](#) | [Feedback](#) | [Help](#)

Frequently Asked Questions within the Fuze Meeting application:

[FAQ](#) | [Feedback](#) | [Help](#)

Customer Care representatives to assist you:

Email: care-fuze@fuzebox.com

U.S. Toll-Free: (800) 844-4118

International: +1 (415) 692-4800