

### ONLINE MEETINGS ARE QUICK AND EASY TO DO

---

Webinars and online training sessions can be very helpful when you're learning to use your Vacation Ownership Product. Your trainer can answer your questions through real-time demonstrations, while you follow along on your computer, tablet or even a mobile phone. We use a product called Join.Me to do this.

### CONNECTING TO YOUR MEETING:

---

When you've been invited to a webinar or online training session, you will receive an invitation email that looks something like this:

**You have been invited to a join.me online meeting**

**Join the meeting:** [https://join.me/InnSeason-Brian\\_Nystrom](https://join.me/InnSeason-Brian_Nystrom)

On a computer, use any browser. Nothing to download.

On a phone or tablet, launch the [join.me app](#) and enter meeting code: **InnSeason-Brian\_Nystrom**

**Join the audio conference:**

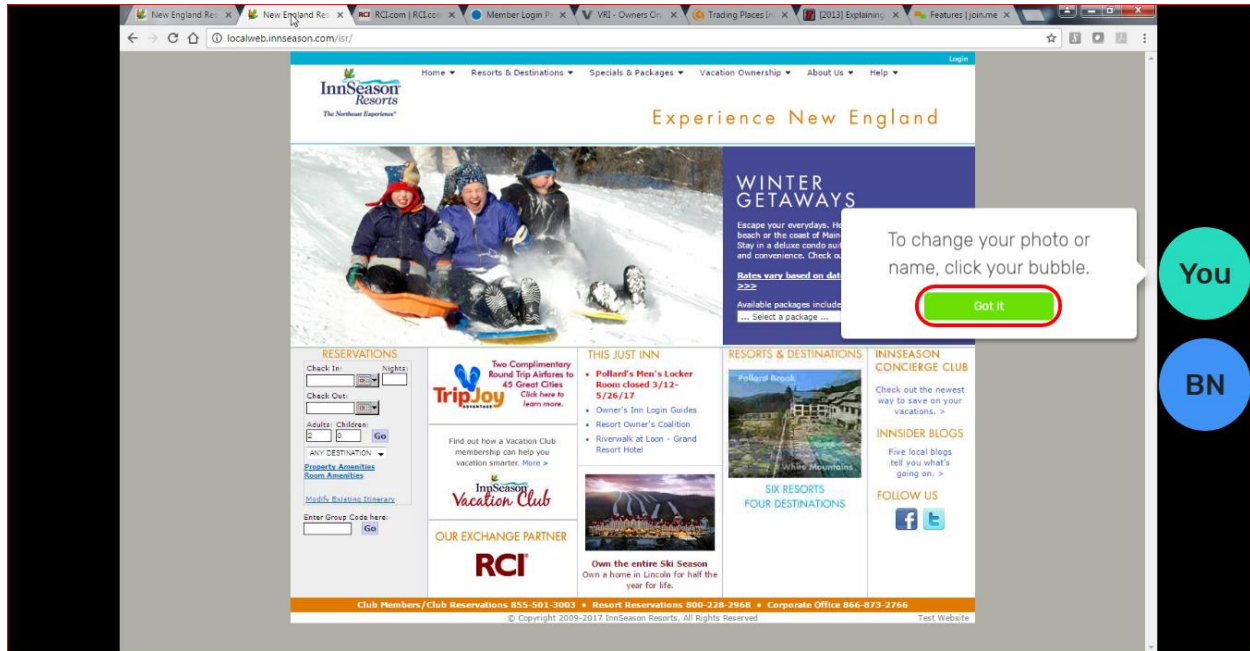
Dial **508-957-19XX**

Access Code **1234#**

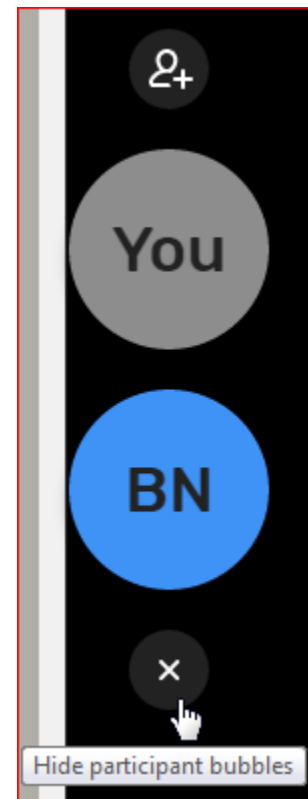
[Start time by time zones](#)

The meeting link appears near the top of the email. The phone number to call and the Conference PIN Number appear near the bottom.

1. When you're ready to connect to the meeting, click on meeting link. If the presenter has started the meeting and is sharing a screen, you will see it in your browser.

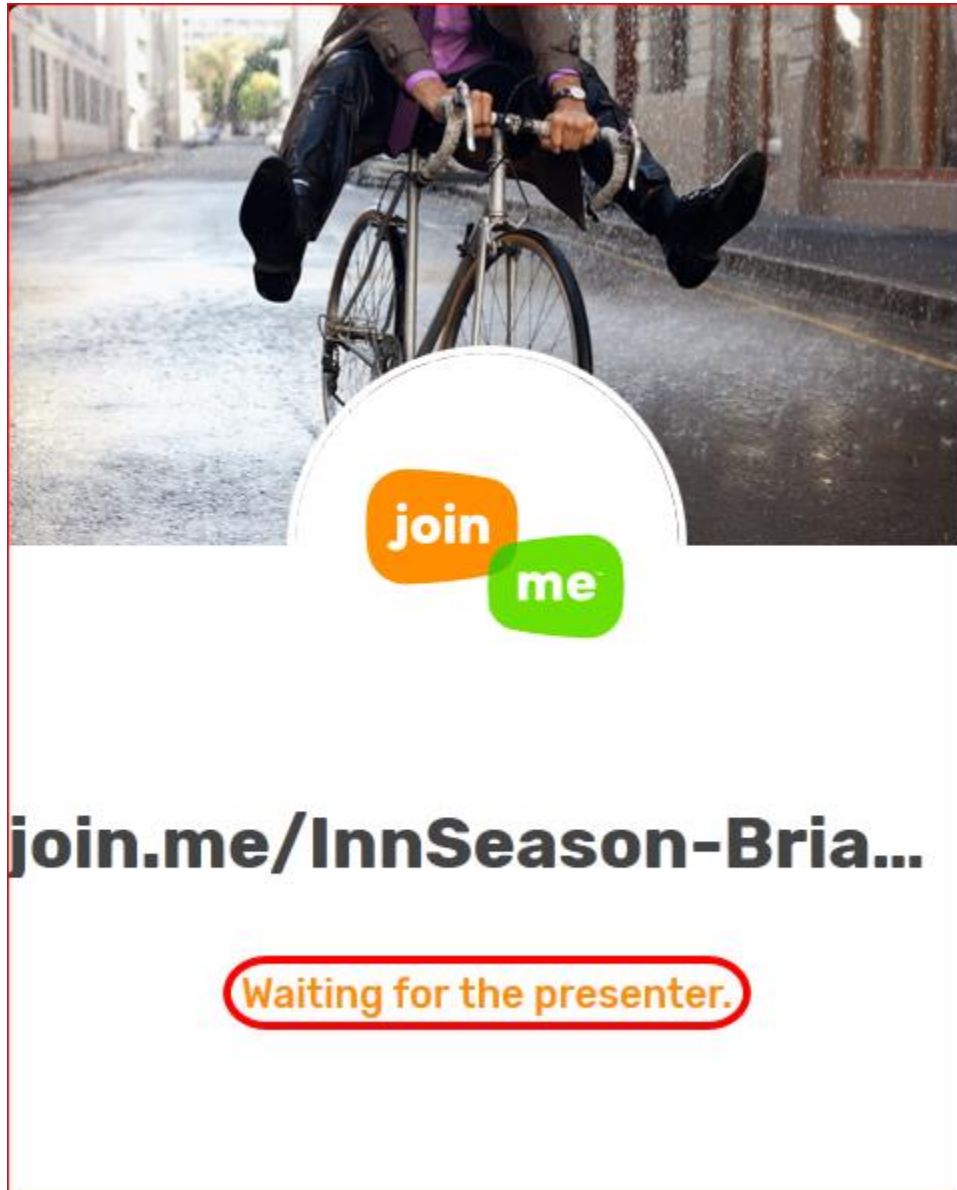


2. Click on "Got it" to close the message box.
3. We typically don't use web cams, so the bubbles are not needed. To close them and make more room on the screen, move your cursor under the lower bubble until the "X" for hiding the bubbles is displayed. Click on the "X".



**IF YOU HAVE JOINED THE MEETING BEFORE THE PRESENTER...**

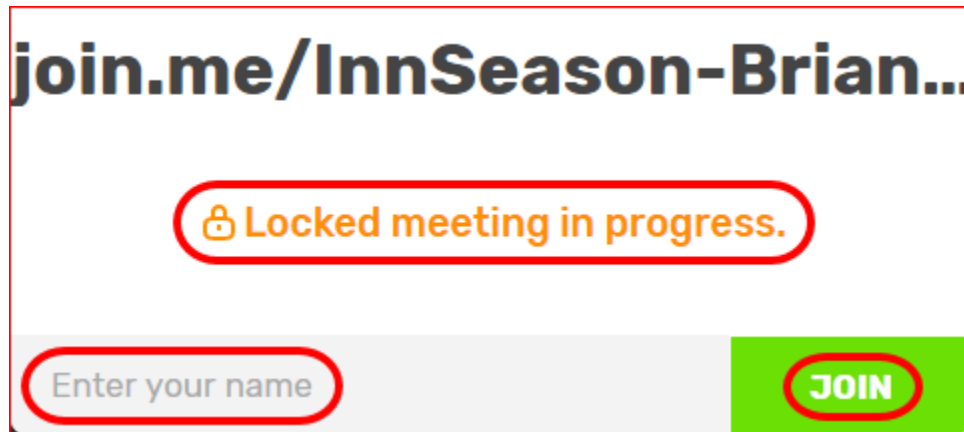
...you will see the following:



Once the presenter starts the meeting and shares a screen, you'll be able to view it.

### LOCKED MEETINGS

In some cases, the presenter may lock the meeting, which requires you to request permission to join it. If you see the following message, enter your name and click on “Join”.



When the presenter approves your entry into the meeting, you'll be connected.

**NOTE: There may be some variation in the appearance of the screens in different web browsers, but the process is the same for all.**

### CONTROLLING YOUR VIEW:

Once you have entered the meeting, moving your cursor in the meeting window will display a small view control menu.



- The “+” and “-” buttons zoom the image in and out, respectively.
- The “1:1” button displays the image at its original resolution. Clicking the button a second time reverses the effect.
- The Full Screen icon expands the image to fill your monitor.

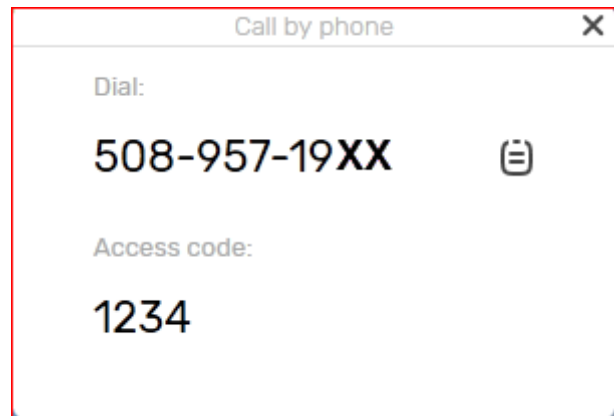
Experimenting with these functions will help you to find the idea view of your meeting.

## USING THE MAIN CONTROL PANEL:

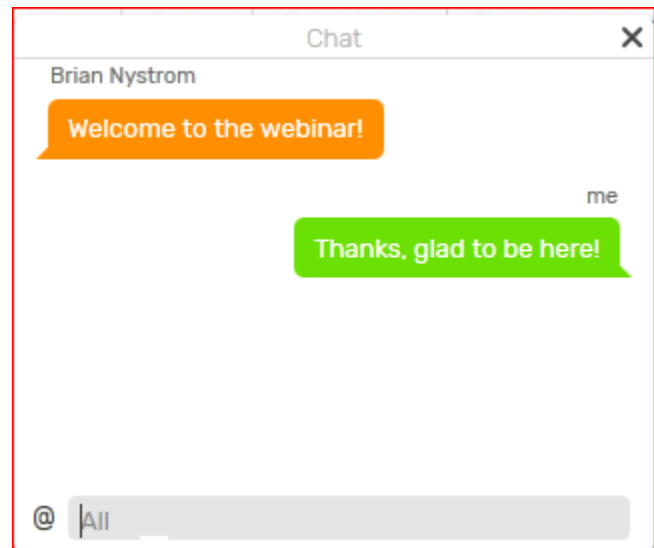
When you are connected to the meeting and move your cursor anywhere within the screen, a small control panel appears at the top of the window:



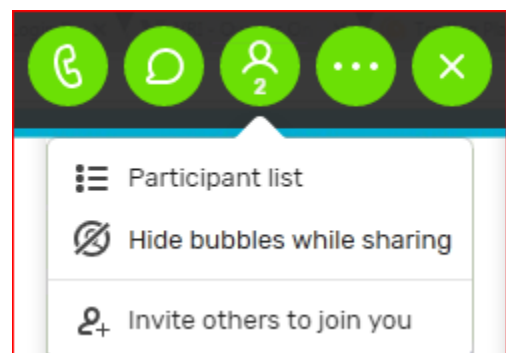
- The phone icon opens the “Call by phone” window, which contains the phone number and access code for the meeting. Click the “X” in the corner to close the window.



- The conversation bubble icon opens the Chat window, where you have a text conversation with the presenter or other participants. Click the “X” in the corner to close the window.

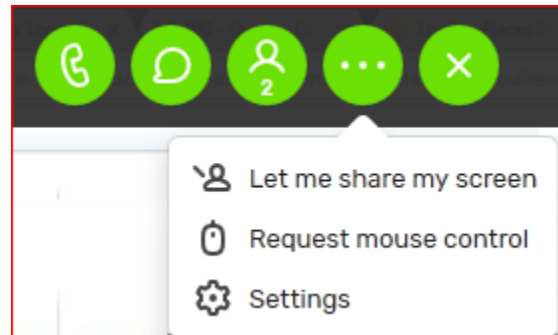


- The participants icon has a number beneath it that indicates the number of people in the meeting. Clicking on the icon drops down a menu that allows you to:
  - View the Participant List to see who else is in the meeting
  - Hide the bubbles, as we did previously, or show them if they’re currently hidden
  - Invite other people to the meeting



## ONLINE MEETINGS USING JOIN.ME

- The additional features icon drops down a menu that provides more interaction options and access to audio-video settings.
  - You can share your screen with the others in the meeting. **NOTE: This requires downloading and installing the Join.Me application.**
  - You can request to control the mouse on the Presenter's screen.
  - The Settings option provides access audio settings, webcam settings and to your personal profile.



- The "X" icon disconnects you from the meeting and closes the application.

