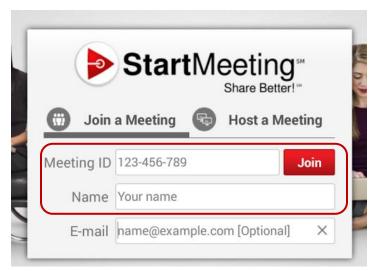
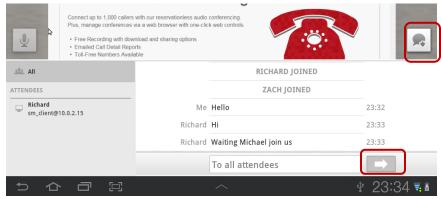
## MOBILE DOWNLOAD OF THE STARTMEETING APPLICATION

 Download the app to your Android or Apple Device or your laptop and enter 350-839-643 for the Meeting ID. After you click JOIN, then click the button that says INTERNET CALL
1.



2. To Chat while on a smartphone or tablet, click the "Chat" icon. You will see a list of all attendees. Type your message then, click send. Your message will not be displayed

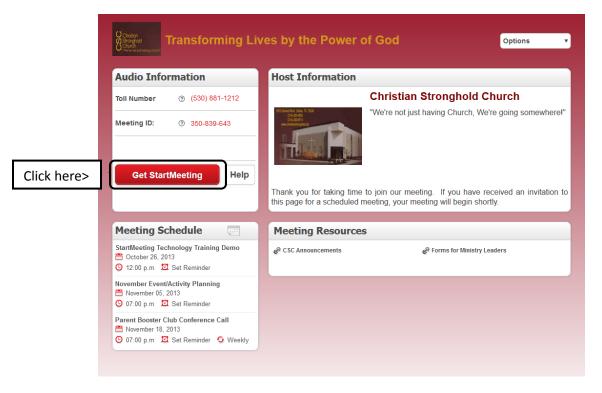


3. To hang up, press the "phone icon" and then click the hang up button or press leave meeting near the top of your screen.



## DESKTOP/LAPTOP DOWNLOAD OF THE STARTMEETING APPLICATION

- 1. Click on the link that came in the original email. You will see the following screen.
- 2. Click the button that says "Get StartMeeting"

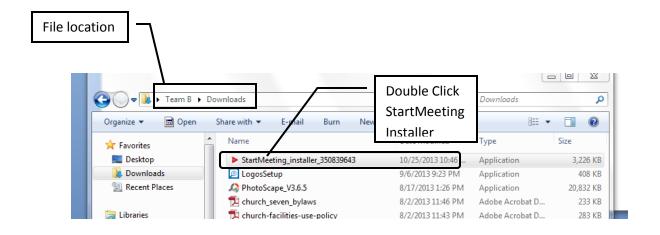


3. A screen will appear and ask "Would you like to save this file?" Click Save File



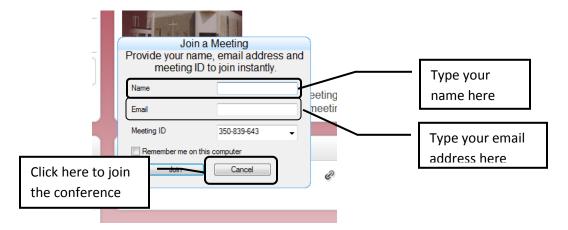
NOTE: Be sure to pay attention to where you save the file because you will need to go there to find the file to install it. Most people download to a "Downloads" folder

4. Locate the downloaded file "StartMeeting Installer" and double click on it to install.

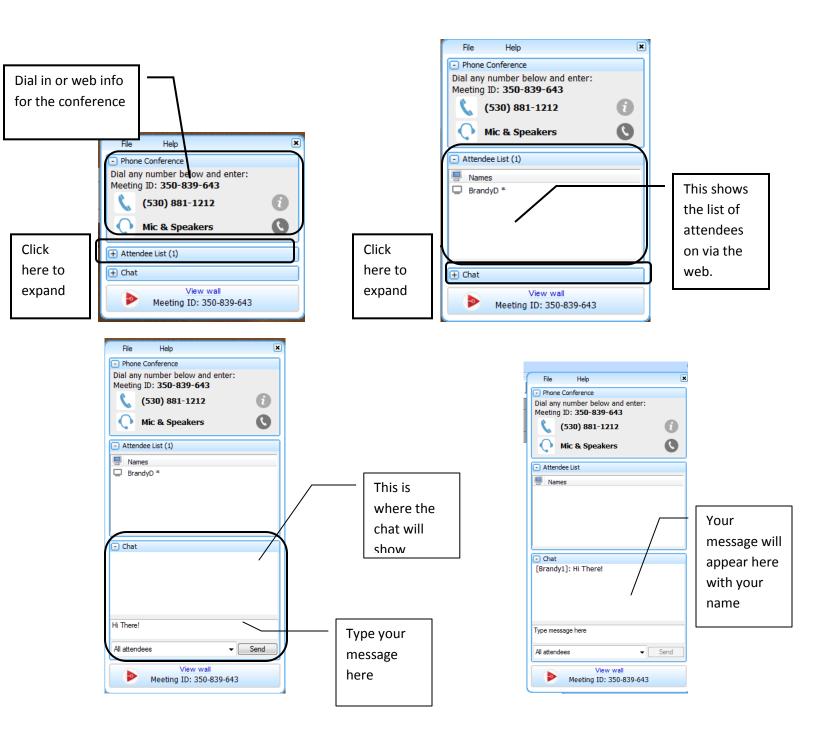


## **HOW TO JOIN A MEETING**

After clicking on the link in the email a "Join a Meeting" pop-up will appear. Enter your Name and Email Address. If this is a computer you plan to use often, you may also want to select the button that says "Remember me on this computer." Click Join.



NOTE: The StartMeeting application should open on your desktop. You can expand the window to see the **Attendee List** and the **Chat window** by clicking on the "+" signs.



Key Features: 1 – Audio information posted on meeting wall for those who are phone only. 2 –Posted schedule for when conference line is in use. 3-Links to CSC Online resources

