



GoMeetNow Service from RHUB

Getting Started Guide

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Welcome...

This guide takes you through the steps that must be performed before using the GoMeetNow service.

Overview

GoMeetNow is an interactive presentation and web conference software used to facilitate remote sales presentation and product demonstrations. The GoMeetNow service offers options for unlimited meetings at a very reasonable cost, making web meetings fast and very affordable.

Prerequisites

In order to use the GoMeetNow service, you need to be connected to the Internet.

Provisioning a User

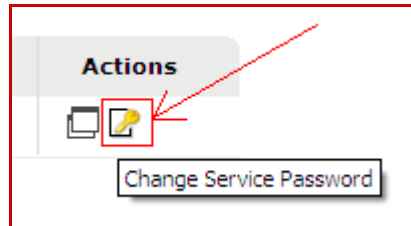
You need to provision users to use the GoMeetNow service. Once provisioned, users can use the Single Sign On (SSO) process to log on to the GoMeetNow portal. To provision users to use the GoMeetNow service:

1. Log in to the store using your administrator credentials.
2. Provision the service to the users by doing one of the following:
 - Click the **Step 2: Assign Services to Your Employees** link from the SMC Quick Links section on the home page.
 - Browse to the My Company > Manage Subscriptions page.
3. Select the GoMeetNow Service from the list and click **Provision Users**.
4. Select the users to whom you want to provision this service.
5. Click **Save & Next**.

Reset Password for GoMeetNow Service

To reset the password for the GoMeetNow service:

1. Log in to the Service Management Console.
2. Navigate to the My Account --> My Services tab.
3. Click the Change Password icon located next to the GoMeetNow service, as shown below:



4. You will be prompted to reset your password, as shown below:

 A screenshot of a form titled 'Service Login Credentials'. It contains two input fields: 'New Password*' and 'Confirm New Password*'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

5. Specify the new password and click **Save**.

De-Provisioning a User

To de-provision a user from using the GoMeetNow service:

1. Log in to the store using your administrator credentials.
2. Browse to the **My Company Account > Users** page.
3. Click the Manage Services link against the user for whom the service needs to be de-provisioned. The Manage Services page displays a list of services available for the user.
4. In the Action column, click the De-Provision icon against the service that you want to de-provision, as shown below:



The service is now de-provisioned for the user.

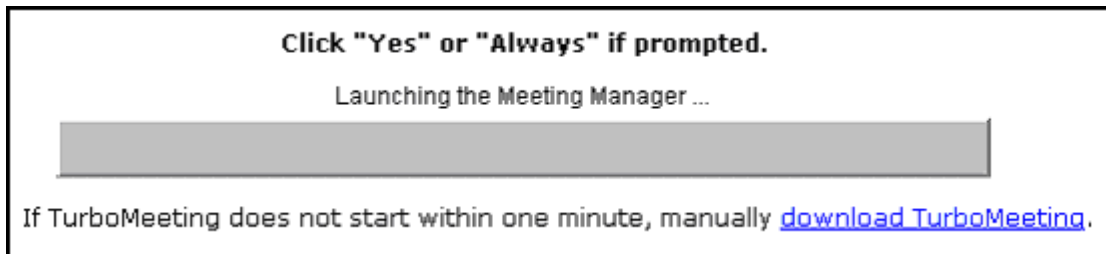
Note: A de-provisioned user will not be able to host meetings using GoMeetNow.

Hosting a Meeting

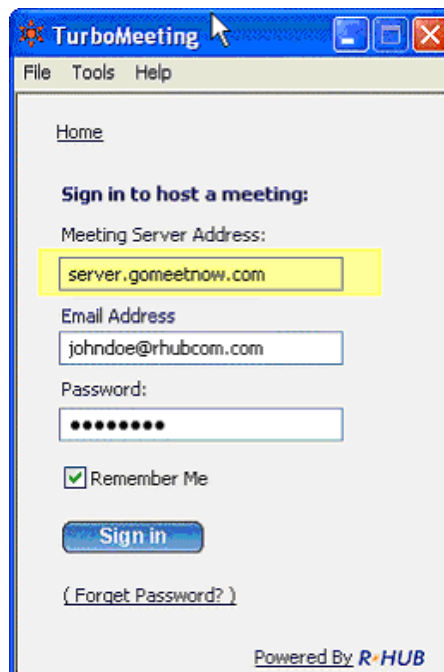
If you are hosting a meeting on GoMeetNow for the first time:

1. Log in to the store using your credentials.
2. In the Service Management Console, click on the **Single Sign On** link for GoMeetNow service. You will be taken to the **Host Meeting** page on the **GoMeetNow** portal.
3. If prompted, click the **Yes** or **Always** button to accept the TurboMeeting download.

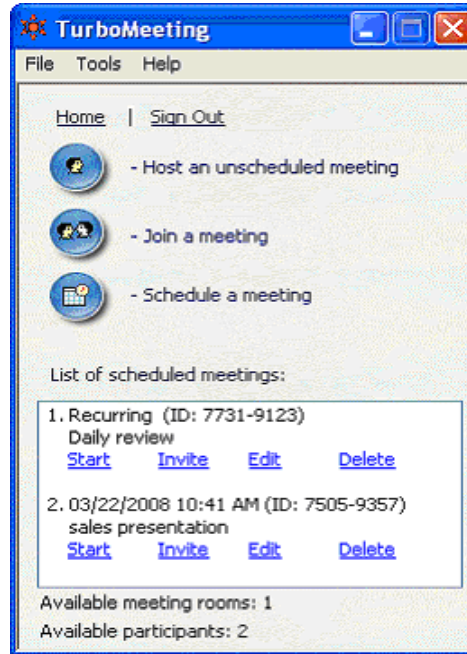
Note: If you are not prompted, click the **Download TurboMeeting** link to manually download and execute TurboMeeting.



4. Once the TurboMeeting desktop plug-in is installed on your desktop, it will directly sign you in the application. If however, the auto sign-on does not work enter **server.gomeetnow.com** in the Meeting Server Address field.
5. Provide your Email Address and the Password in the TurboMeeting client.
6. Click the **Sign In** button to login to GoMeetNow server.



- Once you are signed in, you will see the TurboMeeting main window, as shown below:

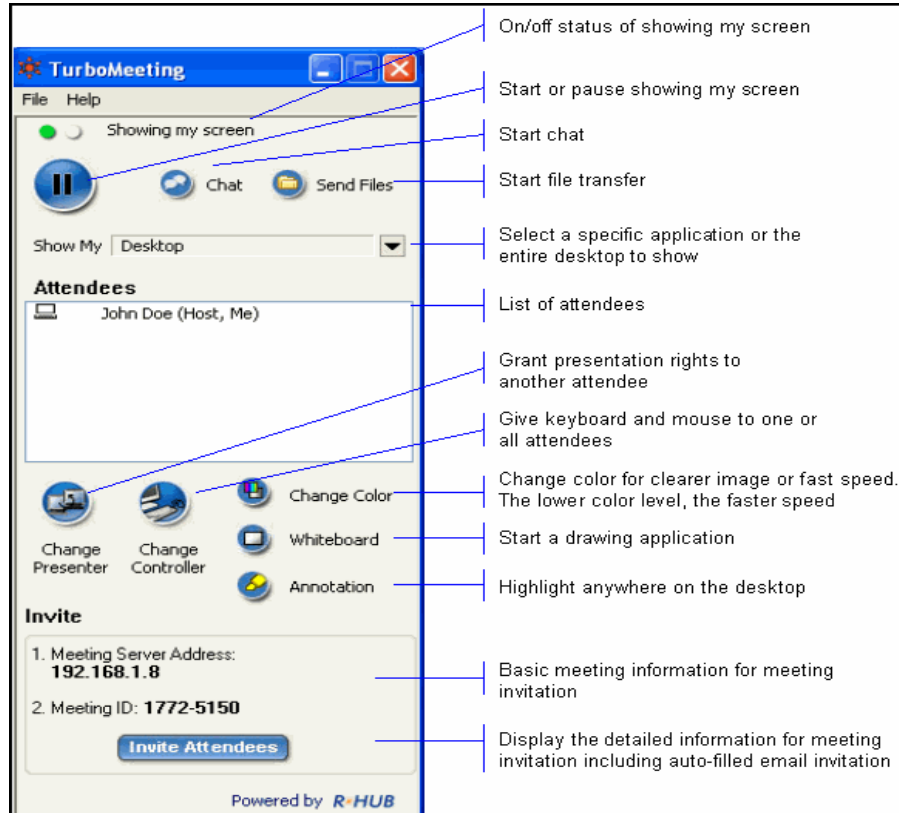


- From here, you can either host an unscheduled meeting, or join a meeting or schedule a meeting.
- Click the **Host an unscheduled meeting** link to start an instant meeting. You can also click on **Schedule a meeting** link if you want to schedule a meeting at a future date or time.
- Select a meeting type and click the **Continue** button, as shown below:

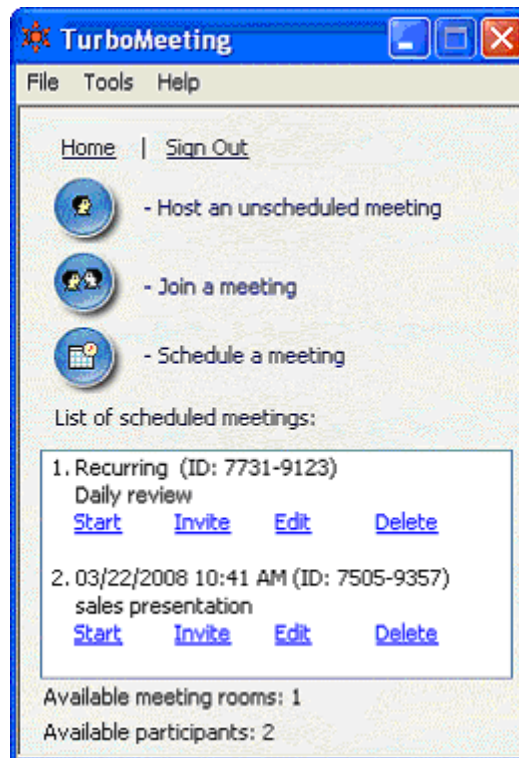


Note: To see meeting type definitions, click the question marks next to the meeting type.

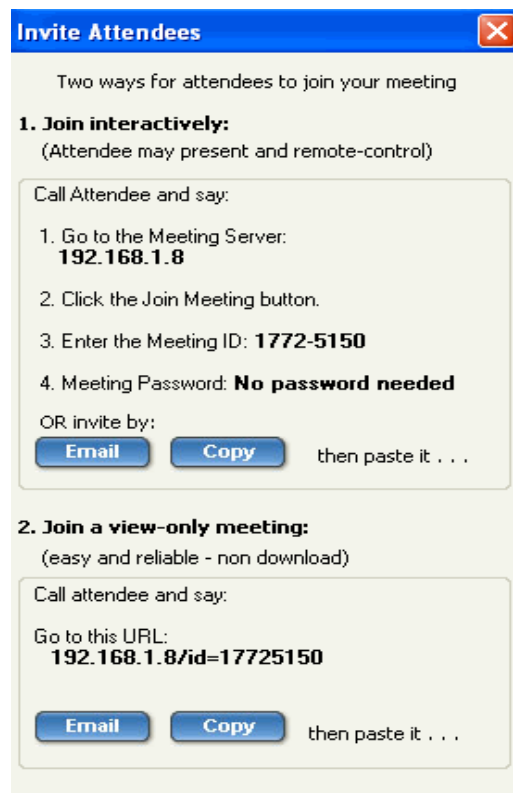
11. If you click on **Host an unscheduled meeting** link, the meeting is launched when you see the meeting launcher window as shown below:



12. If you clicked on **Schedule a meeting** link, you will be taken back to the Turbomeeting Main Window where you can see the meeting you just scheduled.



13. Click on **Start** link for a scheduled meeting whenever you want to start the meeting. The meeting will be launched once you click on **Start** link under a particular scheduled meeting.
14. Click the **Invite Attendees** button to invite your meeting attendees.



15. From here, you can either invite interactive attendees, or view-only attendees.

Now the TurboMeeting application is installed on your desktop and you can use the desktop client directly to host/join any meetings on the GoMeetNow server.

Joining a Meeting

Joining a seminar (view-only) is simply a matter of typing the URL in your browser provided by the seminar host. The following steps are needed to join an interactive meeting.

1. Click the “Please join my TurboMeeting session” URL from the invitation email sent by the meeting host.
2. The Meeting ID will automatically be filled in. Insert the Meeting Password (if one has been specified - leave blank if not) and your name. Click the “Join Meeting” button.

3. You will be prompted to accept TurboMeeting download to join your meeting. Click the Yes or Always button to allow the download.

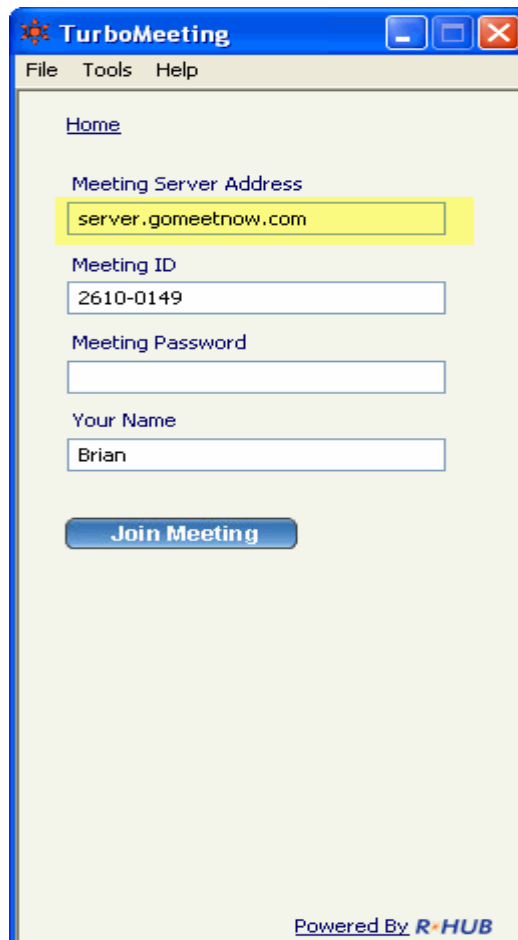
Click "Yes" or "Always" if prompted.

Launching the Meeting Manager ...

If TurboMeeting does not start within one minute, manually [download TurboMeeting](#).

If a manual download is not required, you are automatically joined in the meeting.

If a manual download is required, after the download has completed, click the "Join a Meeting" button. In the next screen, the Meeting Server Address, Meeting ID, and your name will automatically be filled in. Click "Join Meeting" button.



4. At this point, you have joined the meeting. You will see the Meeting Panel, as shown below, with your meeting details:

