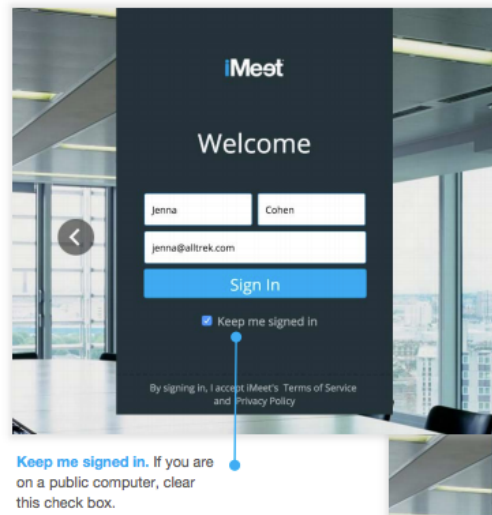


iMeet Virtual Meeting Room Set Up

Login to iMeet

- Enter the URL for your iMeet room provided to you by Convey Services
 - Example:
<http://imeet.com/A BC>
- Enter the first name, last name, and email provided by Convey
- Click the blue Sign In button



The Home Screen

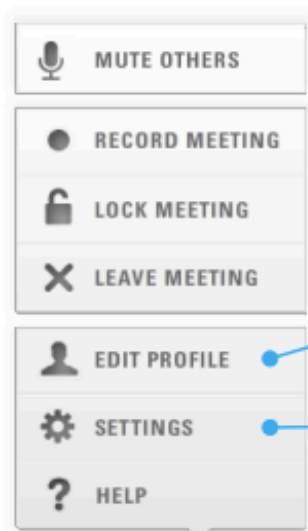
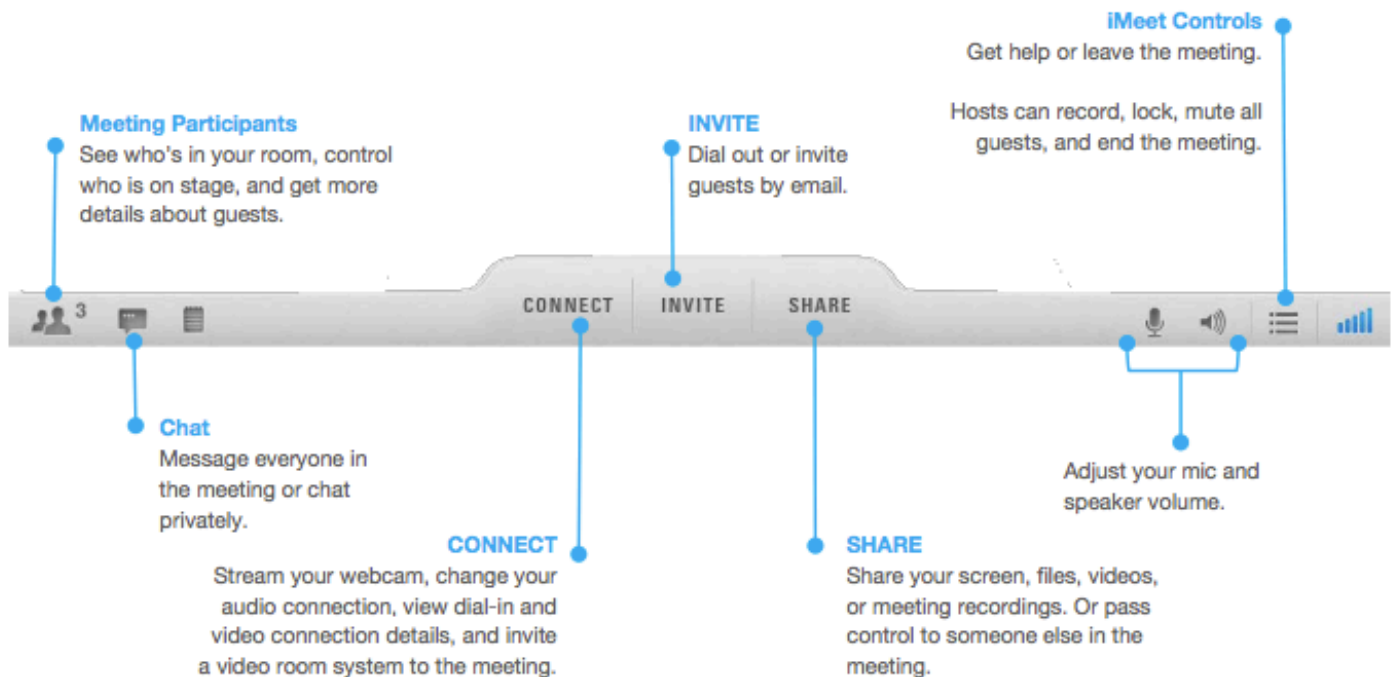
iMeet home screen (hosts)

iMeet signs you in to the app and displays the “home” screen. If you have an iMeet room, the Meetings tab is displayed. Use tabs on the left to attend meetings, manage contacts, manage your file cabinet, chat, and voice or video call a contact. You can also set your availability and update your profile.



Menu bar

The menu bar holds everything you need to host or attend a meeting. Some of the features and functionality are available to hosts only. Manage meeting participants, invite guests, view and share files or your screen, and add or change your audio connection.



Host meeting controls

Control and manage your meeting from the iMeet controls menu. You can mute and unmute all guests, record, and lock your meeting. Click LEAVE MEETING to end the meeting and dismiss all guests.

Edit Profile. Upload a cube photo, edit contact details, and write a short bio.

Settings. Change your room's look or other room preferences.



Customize your room settings

On the menu bar, click Settings to customize your iMeet room, enable notifications, manage guest access to your file cabinet, and more. Options you select on SETTINGS apply to every meeting you host in your room.

Meeting

Change your meeting room name, lock the meeting and set a room key for access, control who is displayed on stage, and set defaults for meeting minutes, webcam, full-stage view, and language and clock display.

Theme

Choose your room background from a variety of landscapes and cityscapes.

Notifications

iMeet can notify you by SMS and email when someone enters your room. Enter your mobile phone number and email address.

Files

Decide whether guests can view, download, or upload files in your file cabinet.

Video Room

View your video room connection details and select the room layout that video room system participants will see (either Active Talker, Active Presence, or Continuous Presence). [Learn how.](#)

Dialing

Set various audio options, including hold music, entry and exit tones, and whether international dial-in numbers are available. You can also set a caller ID to show to guests when the meeting calls them.

Account

Change the email address and password associated with your iMeet account. You can also change your meeting room URL.

Privacy

Allow guests to download your contact information as a vCard.

MORE. Access settings for Dialing, Account, and Privacy.

