

## How do I arrange a My Meet Conference from my calendar?

My Meet supports arranging a conference call from all modern calendar applications and smartphones. The process is pretty much the same for all calendar applications: (Outlook, Google, Android and iPhone)

1. Create an appointment / meeting request in your calendar, in the same way as you would set yourself a reminder.
2. Add the conference call delegates e-mail addresses to the appointment.
3. Include us: [invite@meetupcall.com](mailto:invite@meetupcall.com)
4. Save the appointment – No need to input any conference details we'll do this.

That is your bit done, what My Meet then does is:

1. We'll immediately send you and your delegates an e-mail with all the conference call dial-in details.
2. We'll provide them with a dial-in number based on their actual location as well as giving them the option of being called when the conference begins AND we will include a one touch smart phone link so they can join the call without having to dial a number or enter a PIN code. The leader / host will receive a link allowing the ability to share his / her screen and another link which will allow him / her to manager the call on line (View participants, lock the room, mute people etc) Participants will receive a link allowing them to view the leader / host screen (If he / she chooses to share it)
3. A few minutes before the start time we'll send you all another e-mail reminding you of the meeting and the ways to connect.

*If that didn't answer your question, just drop us an e-mail at [support@my-meet.net](mailto:support@my-meet.net) or call your account manager who will gladly walk you through the process*