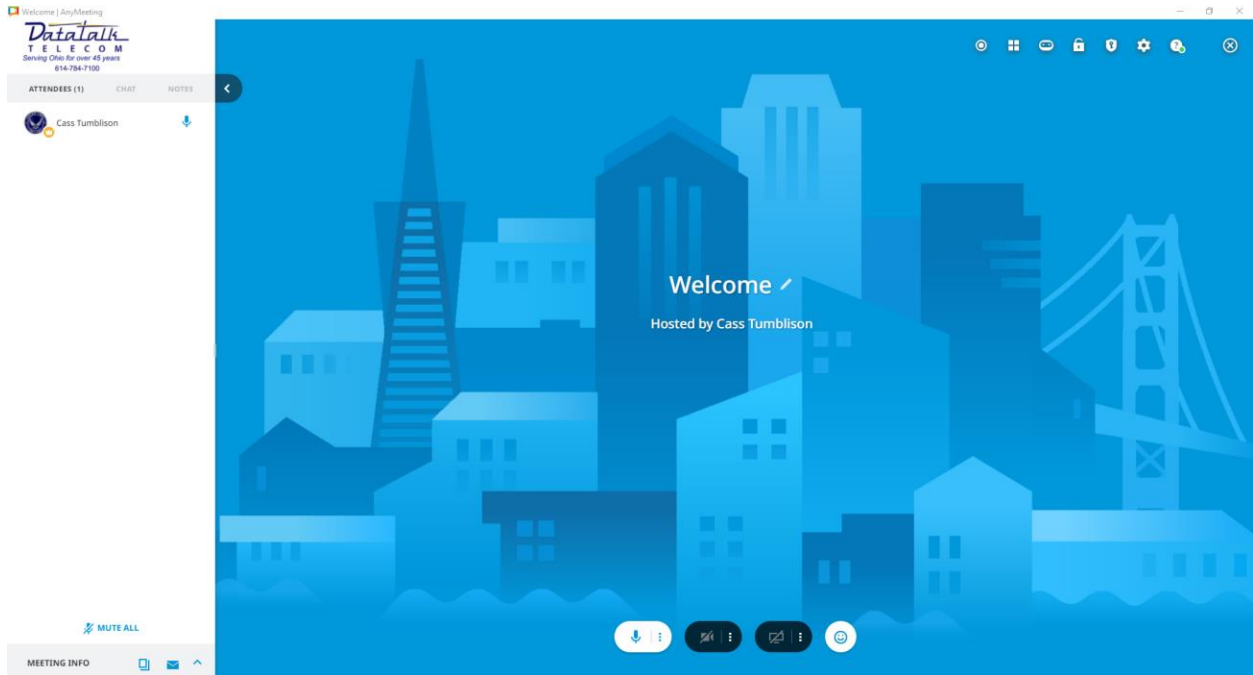


# Intermedia Unite “AnyMeeting”



Intermedia “AnyMeeting” allows licensed users the ability to have a web-based video call or to hold a multi-party conference call, (Bridge). All PRO users are authorized to have up to 100 web-based video users or up to 200 voice only conference call attendees.

Users can start a multi-party voice only conference call at anytime by simply providing their 10-digit conference bridge telephone number along with their “Personal” assigned PIN number. These numbers are located on the end users “Home” page once logged in.

## **AnyMeeting Home Page**

[Frequently Asked Questions | Intermedia AnyMeeting](#)

<https://www.intermedia.com/anymeeting-faq>

## **Desktop App Download**

[Downloading Meeting Installer \(anymeeting.com\)](#)

[https://www.anymeeting.com/AccountManager/DownloadInstaller.aspx?\\_ga=2.199984302.1487210801.1634044051-2030416002.1634044051](https://www.anymeeting.com/AccountManager/DownloadInstaller.aspx?_ga=2.199984302.1487210801.1634044051-2030416002.1634044051)

## **AnyMeeting Quick Start User Video**

[AnyMeeting - Getting Started - YouTube](#)

[https://www.youtube.com/watch?v=N\\_lyZJbdpS8&list=PLCRre8TVknTfvjtc\\_IzGicDyWq7\\_44IWit&index=2](https://www.youtube.com/watch?v=N_lyZJbdpS8&list=PLCRre8TVknTfvjtc_IzGicDyWq7_44IWit&index=2)

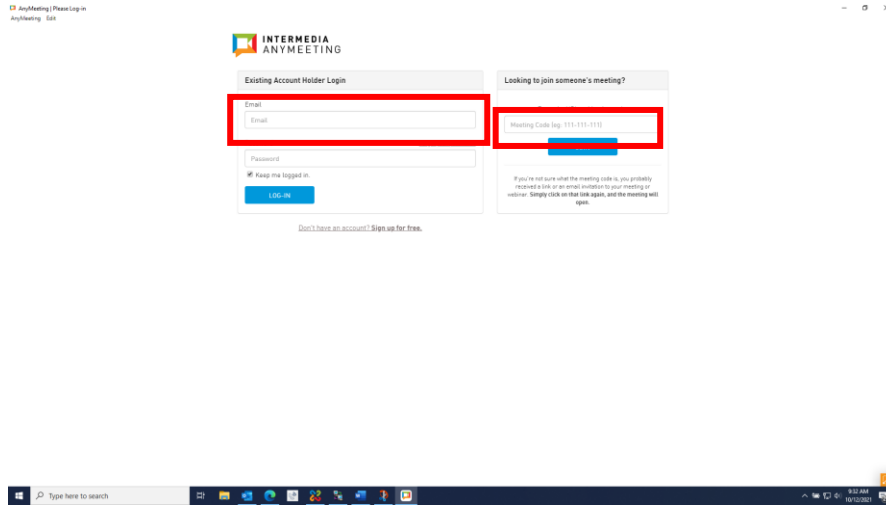


## INTERMEDIA

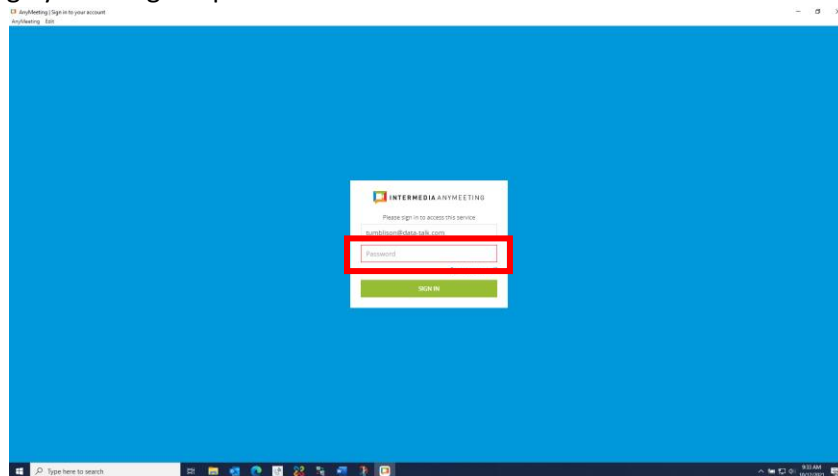
- From your desktop launch the “AnyMeeting Application”



- Login using your assigned email address. You will be redirected to the password screen.
- Or enter a URL of a meeting you wish to attend.



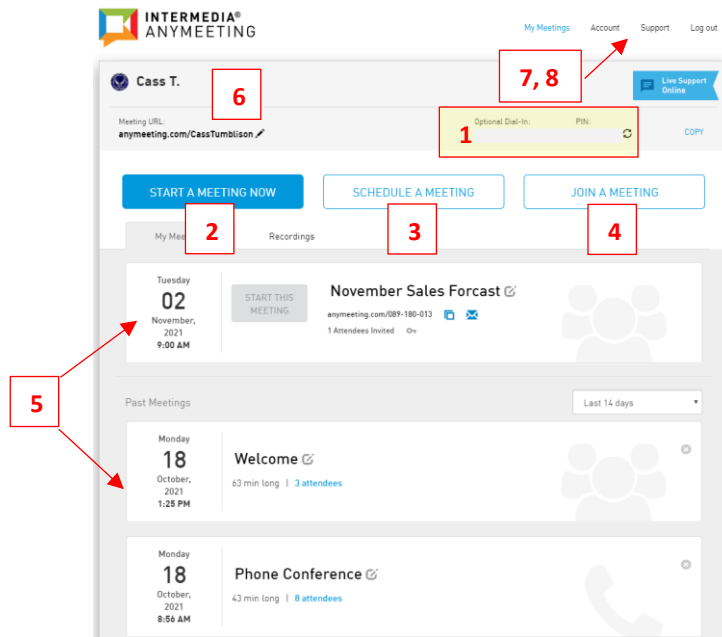
- At the second login screen enter your assigned password. Note only your system administrator can change your assigned password.



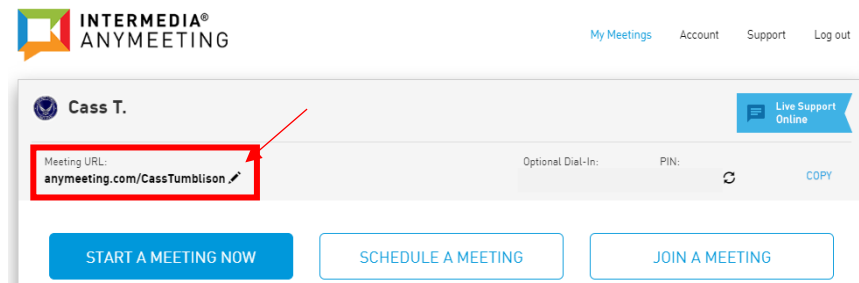


## INTERMEDIA

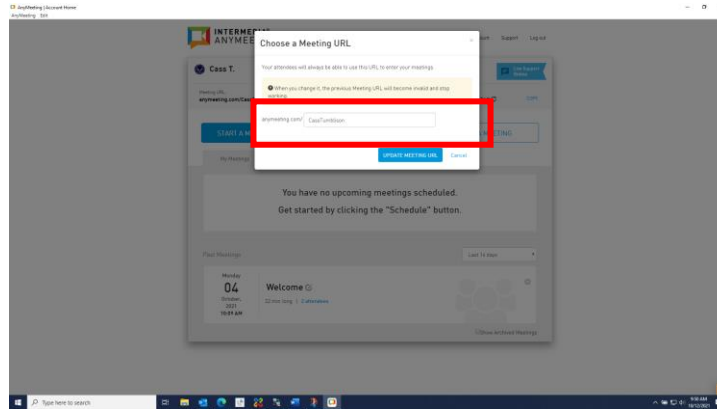
- Once logged in successfully you will be at the “Home” screen.
- Note: By selecting the “My Meetings” tab at the top right from any page you will always be returned to the “Home” screen**



- From the Home screen you can:
  1. Locate your conference telephone number and PIN / Rest your personal PIN
  2. Start a new meeting immediately
  3. Schedule for future meetings
  4. Join a meeting
  5. Review past and upcoming meetings you have held or have scheduled for future dates
  6. Customize your meeting URL name
  7. (Account) Personalize your meeting settings
  8. (Support) Access Intermedia “Knowledge Base” for end user assistance
- One of the first things a User will need to do is customize their AnyMeeting settings. This will assist in identifying your meeting request and whom it is from when sending out to participants.
  - At the top of your home screen select the “Pencil” icon to edit your meeting URL. This is the internet URL that is sent to participants that will be joining via the desktop and video portions.

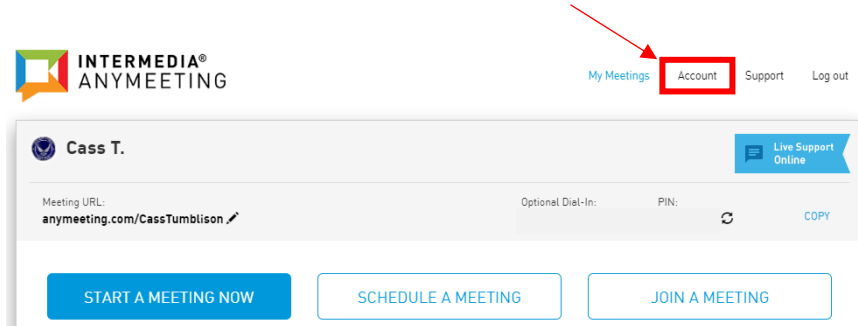


Enter your name or your companies name as the URL then select [Update Meeting URL]

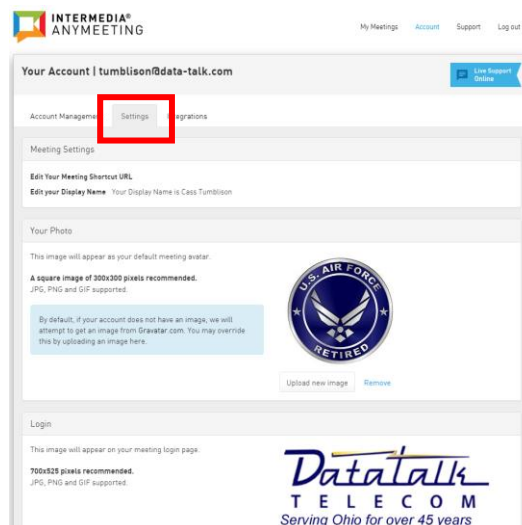


Second the user will want to modify or add a custom logo to their account to identify themselves and their company.

- Select the “Account” tab



Then choose the “Settings” tab





## INTERMEDIA

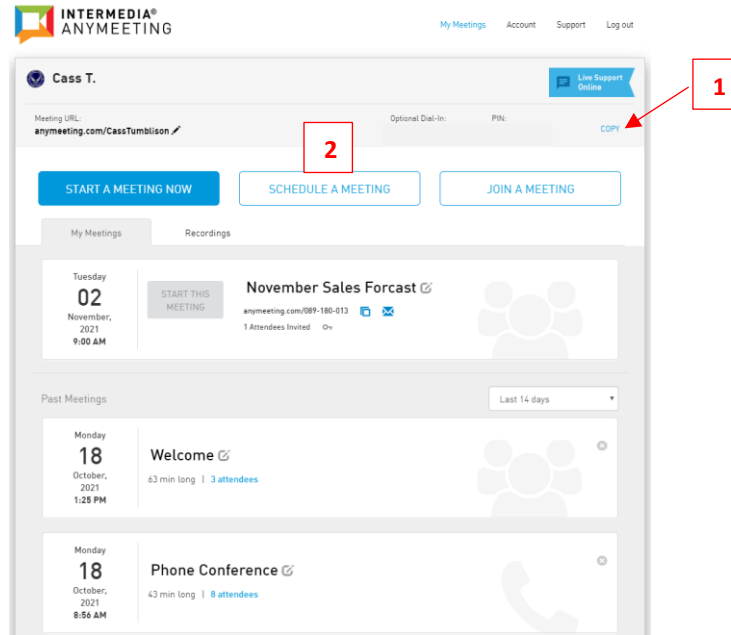
- Modify the following:
- Your displayed name (This is not the same as the URL settings. Type your full name here)
  - Your Avatar (This picture identifies you, the user)
  - Your “AnyMeeting” custom logo. (Generally, this would be your company logo)
- Once updated return to your “My Meetings” tab

The screenshot shows the 'Your Account' page for user `tumbison@data-talk.com`. The page is divided into several sections:

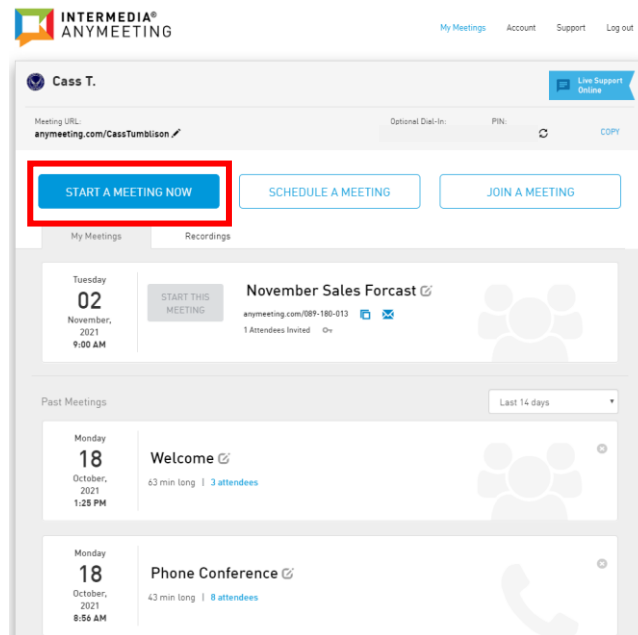
- Meeting Settings:** Includes links for 'Edit Your Meeting Shortcut URL' and 'Edit your Display Name'. The current display name is 'Cass Tumbison'.
- Your Photo:** Shows the current profile picture, which is a circular logo for 'U.S. AIR FORCE RETIRED'. There are 'Upload new image' and 'Remove' buttons.
- Login:** Shows the current login image, which is the 'Datatalk TELECOM' logo with the tagline 'Serving Ohio for over 45 years'. There are 'Upload new image' and 'Remove' buttons.

Red boxes in the original image highlight the 'My Meetings' tab in the top navigation, the 'Edit your Display Name' field, the current profile photo, and the current login image.

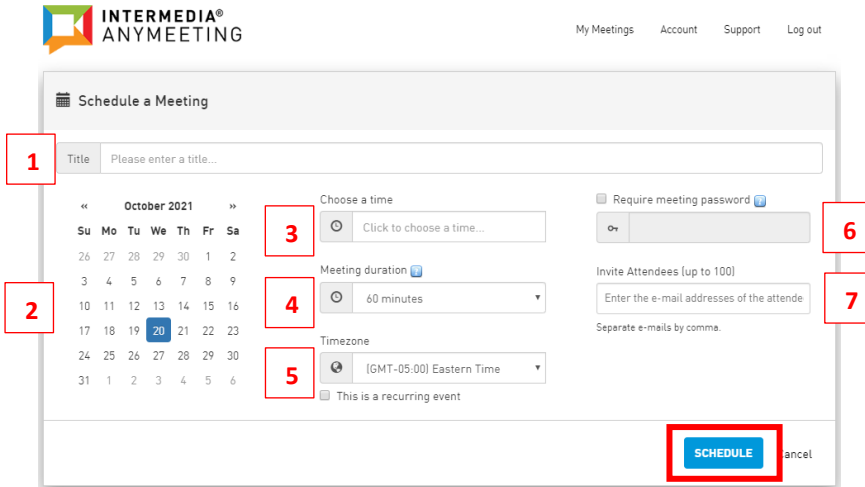
- There are two ways to start a new meeting:
  1. Copy your meeting login information and send via email
  2. "Schedule A Meeting"



- To "Start A Meeting Now" select "Copy" from your meeting "Home" page and paste the information into an email to send out to your participants.
- Then select "Start A Meeting Now" to start the meeting.



- 🌀 To “Schedule A Meeting” select the “Schedule A Meeting” tab
1. Enter a “Title” for your meeting
  2. Choose a “Date”
  3. Enter the meeting start time
  4. Enter the meeting duration
  5. Verify the time zone of the meeting
  6. If required you may add a passkey to your meeting that attendees must enter to access the web portion of your meeting
  7. Manually enter the email addresses of all your attendees
  8. Select “Schedule” to complete the set-up process and send your invites



**INTERMEDIA® ANYMEETING** My Meetings Account Support Log out

Schedule a Meeting

1 Title Please enter a title...

2 « October 2021 »

3 Choose a time  
Click to choose a time...

4 Meeting duration  
60 minutes

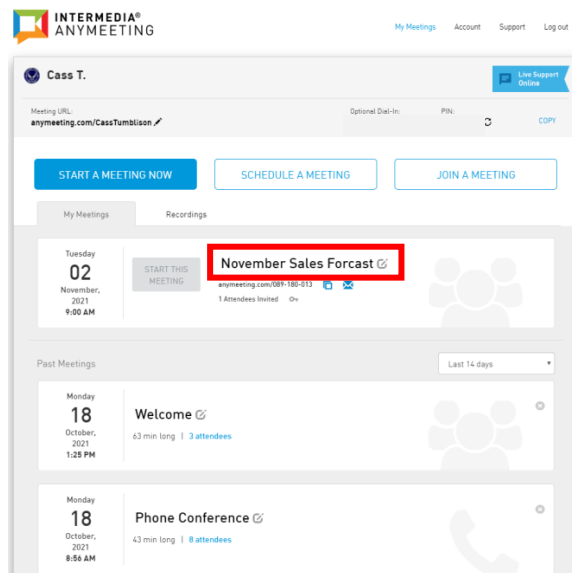
5 Timezone  
(GMT-05:00) Eastern Time

6 Require meeting password

7 Invite Attendees (up to 100)  
Enter the e-mail addresses of the attendee

**SCHEDULE** Cancel

- 🌀 You can modify a scheduled meeting at anytime
- 🌀 Click on your “Meeting Name”



**INTERMEDIA® ANYMEETING** My Meetings Account Support Log out

Cass T. [Link Support Online](#)

Meeting URL: [anymeeting.com/CassTumbison](https://anymeeting.com/CassTumbison) Optional Dial-In: PIN: [COPY](#)

[START A MEETING NOW](#) [SCHEDULE A MEETING](#) [JOIN A MEETING](#)


My Meetings Recordings

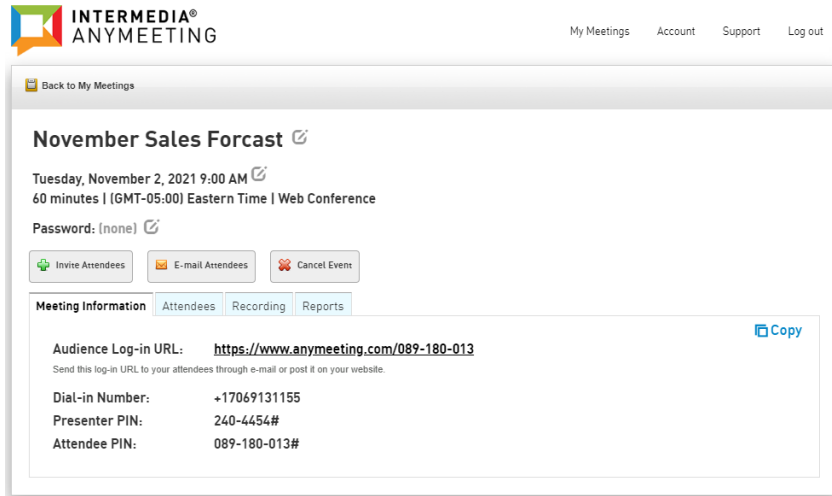
Tuesday 02 November, 2021 9:00 AM [START THIS MEETING](#) **November Sales Forcast** [🔗](#) 1 Attendees Invited [👤](#)

Past Meetings Last 14 days

Monday 18 October, 2021 1:25 PM **Welcome** [🔗](#) 63 min long | 3 attendees [👤](#)

Monday 18 October, 2021 8:56 AM **Phone Conference** [🔗](#) 43 min long | 8 attendees [👤](#)


 You can add additional attendees, update attendee information, cancel your meeting







**INTERMEDIA® ANYMEETING** My Meetings Account Support Log out

Back to My Meetings


### November Sales Forecast

Tuesday, November 2, 2021 9:00 AM   
60 minutes | (GMT-05:00) Eastern Time | Web Conference

Password: (none) 



  

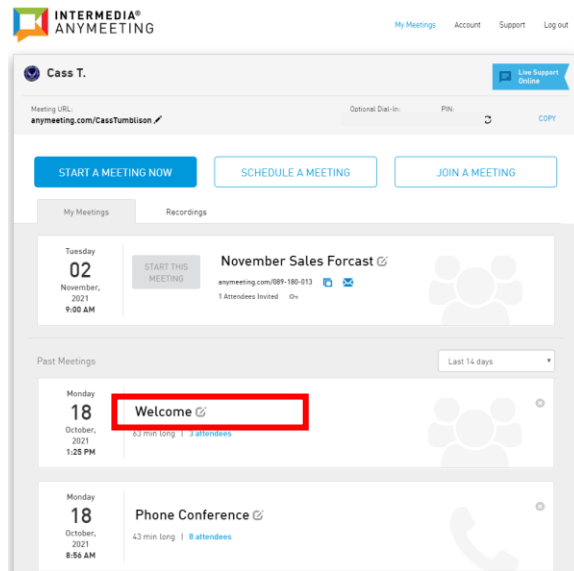
Meeting Information Attendees Recording Reports

Audience Log-in URL: <https://www.anymeeting.com/089-180-013> 


Send this log-in URL to your attendees through e-mail or post it on your website.


Dial-in Number: +17069131155  
Presenter PIN: 240-4454#  
Attendee PIN: 089-180-013#




 View past meeting details  
 Click on the past meeting "Name"








**INTERMEDIA® ANYMEETING** My Meetings Account Support Log out

Cass T. 



Meeting URL: [anymeeting.com/CassTumbison](https://anymeeting.com/CassTumbison) Optional Dial-In PIN 



  

My Meetings Recordings

Tuesday 02 November, 2021 9:00 AM  **November Sales Forecast **  
anymeeting.com/089-180-013    
1 Attendees Invited 

Past Meetings Last 14 days

Monday 18 October, 2021 1:25 PM **Welcome **  
43 min long | 3 attendees 

Monday 18 October, 2021 8:56 AM **Phone Conference **  
43 min long | 8 attendees 





**INTERMEDIA**

From here you can review the reports tab which will show you a listing of attendees and other meeting information.

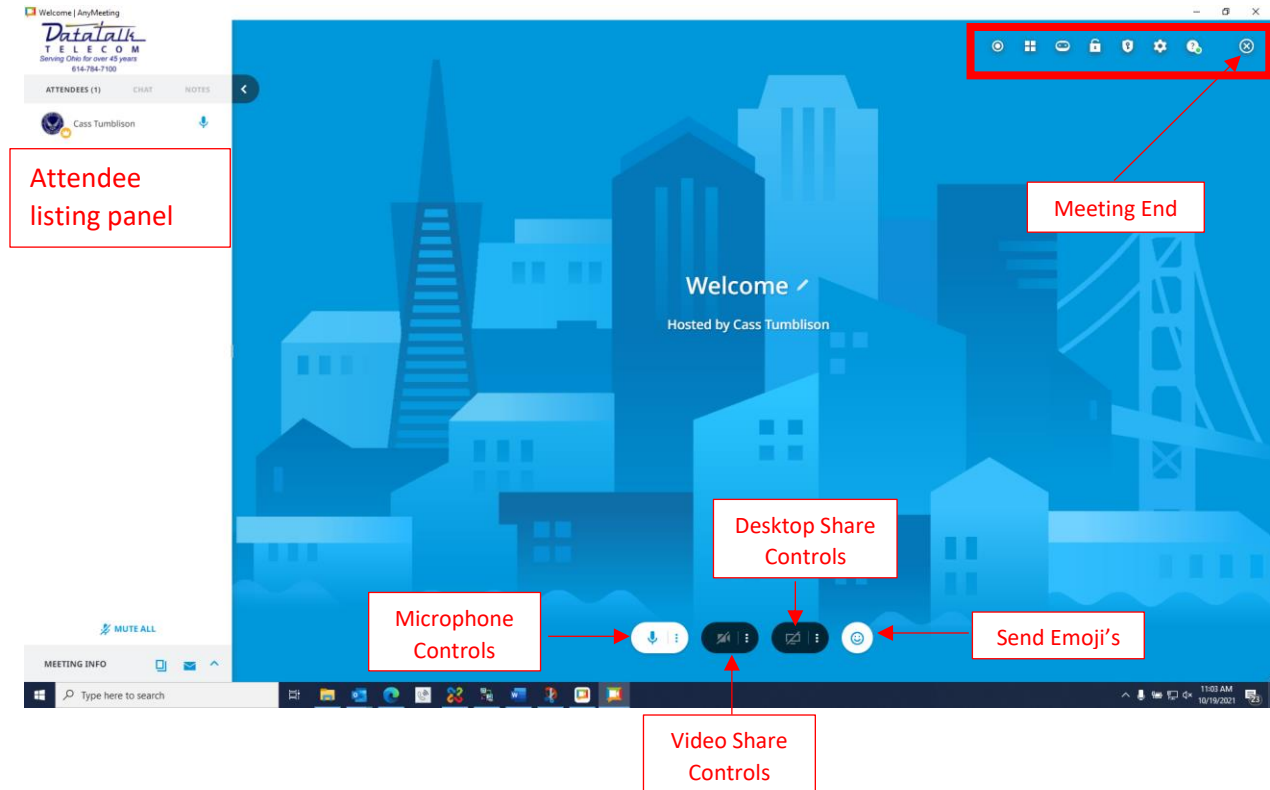
The screenshot shows the Intermedia AnyMeeting interface. At the top left is the logo and the text "INTERMEDIA® ANYMEETING". To the right are navigation links: "My Meetings", "Account", "Support", and "Log out". Below the header is a "Back to My Meetings" button. The main content area starts with a "Welcome" message and a meeting summary: "Monday, October 18, 2021 1:25 PM", "60 minutes | (GMT-05:00) Eastern Time | Web Conference", and "Completed". There is an "E-mail Attendees" button. Below this are three tabs: "Attendees", "Recording", and "Reports", with "Reports" highlighted by a red box. The "Reports" tab contains three sections, each with a "View" link and an "(Export to File)" link, all enclosed in a red box:

- Attendance Report:** View an Attendance report of your Meeting. [View Attendance Report](#) (Export to File)
- Meeting Transcription:** View Virtual Assistant transcription. [View Meeting Transcription](#)
- Chat Report:** View a Chat report of your Meeting. [View Chat Report](#) (Export to File)



## INTERMEDIA

- Once your meeting has started you will be presented the following page and controls
- Attendee will list all the names that are currently participating on your conference
  - Microphone controls allows you to mute your mic or set-up your microphone device being used
  - Video share turnson and off your webcam
  - Desktop share allows you to share your computers screen to allow you to display documents or other material pertinent to your call
  - Emojis allows you to send “Reactions” to users during your call



- At the top right of your screen you will have further controls
- Record the audio portion of your call
  - Change the video layout of your call
  - Add a “Virtual Assistant” to your call to provide call transcripts
  - Lock your meeting
  - Enable call encryption
  - An all-in-one settings menu
  - Help menu
  - Meeting end