



## Quick Guide for Live Contact List/ OmniJoin IM

This quick guide is intended for OmniJoin users that have installed, or wish to install, the Live Contact List/ OmniJoin IM.

With the Live Contact List/ OmniJoin IM, you can click on the OmniJoin system tray icon and go right to your online meeting room. The Live Contact List/ OmniJoin IM also provides the components needed for OmniJoin tool buttons for Microsoft® Outlook®, Word®, Excel® and all other Office applications.

### Installation:

If you haven't already installed the Live Contact List/ OmniJoin IM, you can do so now by clicking the following link.

Windows® users:

<https://support.omnijoin.com/setup/pc/pcsetup.exe>

Mac users:

<https://support.omnijoin.com/setup/pc/PCXSetup.dmg>

## STEP 1

### ENTER Your Room

To start a meeting, first click the OmniJoin tray icon or double-click desktop shortcut.

**Tray Icon:**



**Desktop Shortcut:**



Once you click the icon, OmniJoin starts up. Select the **Meeting** tab, and click **Enter My Meeting Room**.

## STEP 2

### INVITE Others

It is easy to invite others into your Meeting Room. Once in your meeting room, see the default Start panel on the right, and select **Invite by Email**. You can see other options too, such as copy meeting link to clipboard, and sending it by other means.

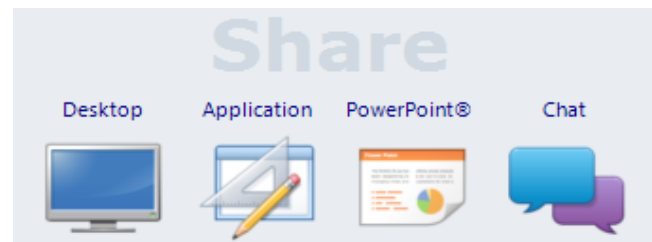


Your participants just click on the link provided. Once your participants enter your online meeting room, they will appear under the Users list as participants. It's easy to promote participants to presenters, so they can share their own materials, by right-clicking on their name. You can expel them from your meeting too, by right-clicking on their name and selecting **Expel**.

## STEP 3

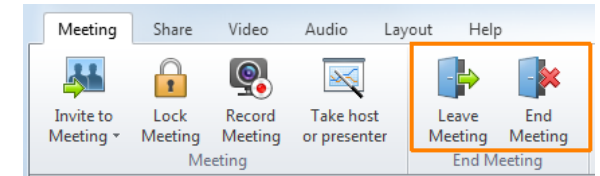
### SHARE a PowerPoint® file

To share a document or PowerPoint® file, just select from the Start panel choices shown below. The Start panel appears by default in the main application window. For more options including Whiteboard, Handouts and more, click the Share tab on the main menu. Virtually anything accessible to your computer can be shared with OmniJoin Meeting.



## STEP 4

### LEAVE or END Meeting



To leave your meeting, select **Leave Meeting** in the **Meeting** tab. You can also click **Leave Meeting** in the upper right-hand corner. When leaving, any documents being shared will stay. This can be very handy for recurring meetings. Even after you leave, other attendees can continue the meeting.

To end meeting, select **End Meeting** in the **Meeting** tab. You can also click **Leave Meeting** in the upper right-hand corner and select **End Meeting**. All attendees will be expelled, and the room will be closed.

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## Quick-start guide for meeting attendees without Live Contact List/ OmniJoin IM

This guide is used to help attendees successfully enter an OmniJoin Web Conferencing meeting with the correct video and audio settings for a seamless user experience.

### Step 1 – Select Meeting URL

Locate the meeting URL that was shared with you by the meeting host. They may have emailed or sent it to you via instant message. It will look something like this...

<https://support.omnijoin.com/join?d n=XXXXXX>

### Step 2 – Launching OmniJoin

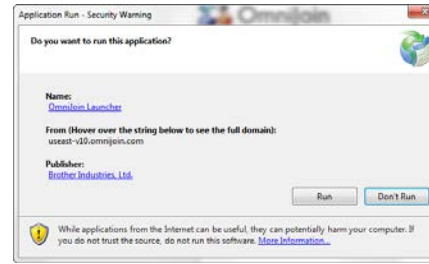
Depending on the web browser, you may be asked to launch and run an executable file – don't worry this is a secure download and standard across many web conferencing services.

Click **Launch OmniJoin**.

**TO JOIN THE CONFERENCE,**  
CLICK THE LAUNCH OmniJoin BUTTON



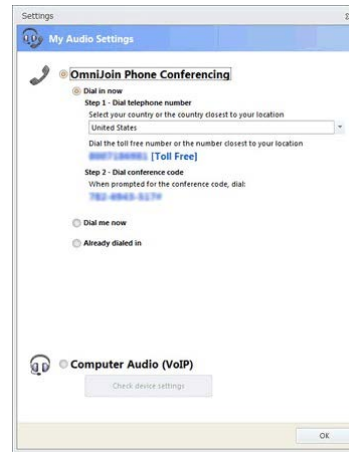
A pop-up may appear asking you to “Run” the OmniJoin Launcher. Click “Run”.



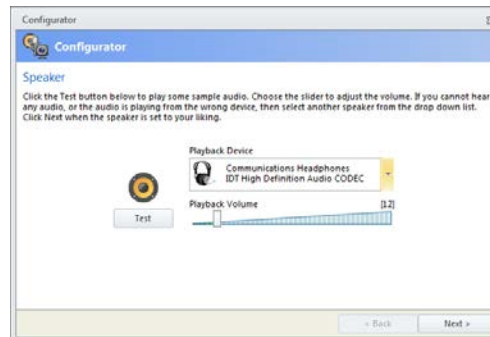
### Step 3 – Configuring Audio

Once you have entered the meeting room, you will be asked to choose a call method.

Phone conferencing provides all dial-in details. Choose VoIP to speak over your internet connection.

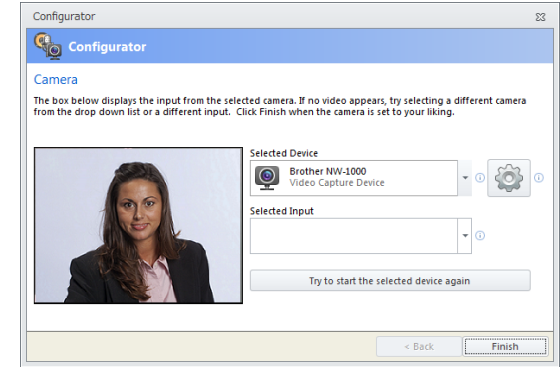


Then choose your Audio and Microphone devices that are connected to your computer. Use the “Test” button to ensure everything works!



### Step 4 – Configuring Video

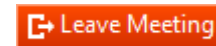
The Configurator tool helps you select the right utilities on your computer to ensure your Audio and Video is transmitting properly. Select the desired camera that is connected to your computer from the dropdown list.



Once you have successfully selected your camera, a test video will appear for you to verify it is working.

### Step 5 – Leaving a Meeting

When you are ready to exit the meeting, select the “Leave Meeting” button in the upper right-hand area of the screen.



#### OmniJoin Customer Care

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OmniJoin Web & Video Conferencing

A Brother Online Service

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Customer Service hours of support are: 9:00 am EST – 8:00 pm EST.