

This user guide contains the basics for using My Account Dashboard to setup and manage your account and your conferencing services. If you need additional assistance getting started, or if you do not have an account, please contact ConferencePlus™ at 1 800 866 0888.

1. Accessing Your Host Account

- All new hosts will receive a **Presenter Invitation** by email which includes your Conference Anytime® service information and instructions for starting your meetings. You will also receive an Audience Invitation that enables you to easily invite others to your Conference Anytime meetings.
- To access your ConferencePlus host account online and gain access to additional tools and features available with your ConferencePlus service, just click on the **“Get started with MyAccount Dashboard”** graphic included in your Presenter email. You will receive an email informing you how to activate your Dashboard login ID and password.

You Have Scheduled a Conference Call

Confirmation Number:

228

Conference Plus, Inc.

If you have any questions or require additional assistance, please contact our conferencing specialists at 8008660888 and reference confirmation number 27571228.

Meeting Information

Company:

Host: Hank Trainer

Meeting Availability: 24x7, any time

Available Lines: 75

get started with
Account Dashboard
click here!

Start the Audio Conference

Note: This information is to be used only by presenters. The audience instructions are provided in a separate email.

Dial-In: 1 (888) 87-5332 US Toll Free
1 (630) 24-7869 US Toll

Passcode: 689#

Moderator Code: 910# (for security purposes, please keep confidential)

For a current list of available local and international freephone telephone numbers, [CLICK HERE](#)

Start the Web Conference

To start the web conference, [CLICK HERE](#)

TEST SYSTEM: To verify you can enter the web conference prior to your meeting, [CLICK HERE](#)

REMINDER: Once the meeting has ended, please exit your web conference. For more information, [CLICK HERE](#)

Audio Recording

Press *2 to start or stop the audio recording. You will receive an email when the recording is available in your Content Library. For more information, [CLICK HERE](#)

Tips for a Successful Conference

FOR ASSISTANCE: For operator assistance, press *0 at any time.

AUDIO CONFERENCE CONTROLS: For a complete list of available controls, [CLICK HERE](#)

FAQs: To view a list of frequently asked questions, [CLICK HERE](#)

Reservationless conferencing services that are unused for a period of 13 months will be cancelled. To reinstate an account that has been cancelled, please contact the conference center.

Accessing Your Host Account (cont.):

- **Log in to your Account Dashboard.** Upon completing your Account Dashboard activation, you can access your account by entering your login ID and password in the Account Dashboard section of the ConferencePlus website at: <http://www.conferenceplus.com>.

2. Setting up Conference Anytime Meetings:

All new hosts receive a **Presenter Invitation** by email which includes start-up instructions on accessing and using your new Conference Anytime service. Conference Anytime 24X7 audio and web conferencing is setup with your ConferencePlus host account and is ready for immediate use.

Setting up Conference Anytime Meetings (cont.):

- As a new host you also receive an Audience Invitation that enables you to easily invite others to your Conference Anytime meetings.

You Are Invited to a Conference Call

Confirmation Number:

71233

Conference Plus, Inc.

Please forward this email to all meeting members participating in the conference noted below.

Meeting Information

Company: Conference Plus-Product Dev/Mkt 41108

Host: Sarah Salesperson

Join the Audio Conference

Dial-In: 1 (888) 87-5332 US Toll Free
1 (630) 24-7869 US Toll

Passcode: 060#

For a current list of available local and international freephone telephone numbers, [CLICK HERE](#)

Join the Web Conference

To join the web conference, [CLICK HERE](#)

TEST SYSTEM: To verify you can enter the web conference prior to your meeting, [CLICK HERE](#)

REMINDER: Once the meeting has ended, please exit your web conference. For more information, [CLICK HERE](#)

Tips for a Successful Conference

FOR ASSISTANCE: For operator assistance, press *0 at any time.

AUDIO CONFERENCE CONTROLS: For a complete list of available controls, [CLICK HERE](#)

FAQs: To view a list of frequently asked questions, [CLICK HERE](#)

- After logging in to your Account Dashboard, you can create additional Conference Anytime subscriptions, as well as schedule one-time Conference Passcode meetings or Web Conference Only meetings. Select the “Create” button and then select the type of service you wish (Anytime, Passcode, or Web Only) from the drop-down menu that is displayed.

myAccount Dashboard

For help, click on tutorials in the left navigation.

Welcome, Roger

Get Started

Quickview

Anytime Subscriptions

Scheduled Conferences

Services History

Share Portal

Manage Account

Reports

Tutorials & Tools

[Log Out](#)

Share Portal™

Innovative and intuitive content management for conferencing

[Learn More](#)

Conference Quickview

Phone #	Type	Date & Time	Participant Passcode	Moderator Passcode	Confirmation #	Title	Tools
866-791-0000			7163	4698	23727	PIN update	
866-791-0000			6521	1195	22127	LM Pro Demo	
866-791-0000			5063	3601	2191	Unyte Demos	

Legend: = More Options = Moderate = Launch Web Conference = Alternate Numbers = Invite Others

[Create...](#)

Services History Quickview

Date & Time	Time Zone	Confirmation #	Participant Passcode	Title	Minutes	Tools
Jan 21, 2009 9:42 AM	Central Time	23714	9773	WebDialogs	100	
Jan 21, 2009 9:29 AM	Central Time	23714	9773	WebDialogs	4	
Jan 19, 2009 2:27 PM	Central Time	23693	9773	WebDialogs	265	
Jan 08, 2009 8:29 AM	Central Time	23616	724	Live Meeting	2	
Jan 07, 2009 1:58 PM	Central Time	23609...	9773	WebDialogs	113	

Legend: = More Options = Time & Charges = Download Content

3. Creating new Conference Anytime subscriptions

- Your ConferencePlus Host account includes a Conference Anytime subscription that is ready for use; however, you may find it useful to create additional Conference Anytime subscriptions using your Account Dashboard. For example, you may want to create separate subscriptions and assign a title to that Conference Anytime service such as "Project Team Meetings".
- To create a new Conference Anytime subscription, select the "Create" button, then select "Anytime Subscription".

The screenshot shows the 'myAccount Dashboard' with a left sidebar containing navigation links like 'Get Started', 'Quickview', 'Anytime Subscriptions', 'Scheduled Conferences', 'Services History', 'Share Portal', 'Manage Account', 'Reports', and 'Tutorials & Tools'. The main content area has two tabs: 'Conference Quickview' and 'Services History Quickview'. The 'Conference Quickview' tab displays a table with columns: Phone #, Type, Date & Time, Participant Passcode, Moderator Passcode, Confirmation #, Title, and Tools. Below this table is a legend and a 'Create...' button. An orange arrow points to the 'Create...' button, and another orange arrow points to the 'Anytime Subscription' option in the dropdown menu that appears when the button is clicked.

- On the "Create Anytime Subscription" page, enter a conference title for your meeting. This is an optional field, but is recommended to help in identifying your meetings. Required fields are indicated with an asterisk.

The screenshot shows the 'Create Anytime Subscription' page. It includes a sidebar with navigation links and a main content area with the following sections:

- Conference Information:**
 - Host's Name: Roger Rosenquist
 - Conference Title: Sales Team Meeting (An orange arrow points to this field.)
 - Dial-In: Domestic Toll free (selected), International/Toll, Doth
 - Expected Participants: 20
 - Web Service: Live Meeting Standard
 - Promotion Code: (empty field)
- Conference Preferences:**
 - Name Record: Yes (selected), No
 - Entry & Exit Options: Tones
 - Conference Continuation: Yes (selected), No
 - Conference Quickstart: Yes (selected), No
 - PIN Registration: 2, Yes, No

 At the bottom right, there are 'Submit' and 'Cancel' buttons.

Creating new Conference Anytime subscriptions (cont.)

- Select your preference for “**Domestic**” (US, Canada & Puerto Rico) Toll-free, International/Toll service, or “**Both**” for dial-in audio access. “**Both**” is recommended.

The screenshot shows the 'myAccount Dashboard' for 'Roger Rosenquist'. The main section is 'Create Anytime Subscription'. It includes a sidebar with navigation links like 'Get Started', 'Quickview', 'Anytime Subscriptions', 'Scheduled Conferences', 'Services History', 'Share Portal', 'Manage Account', 'Reports', and 'Tutorials & Tools'. The 'Log Out' button is also present. The 'Share Portal' section is highlighted with the text 'Innovative and intuitive content management for conferencing' and a 'Learn More' link. The main form area has a header 'Create Anytime Subscription' and a note '* Indicates required field.' Below this, the 'Conference Information' section contains fields for 'Host's Name' (Roger Rosenquist), 'Conference Title', 'Dial-In*' (with radio buttons for Domestic Toll-free, International/Toll, and Both), 'Expected Participants*' (a dropdown menu showing 20), 'Web Service' (a dropdown menu showing Live Meeting Standard), and 'Promotion Code'. The 'Conference Preferences' section includes 'Name Records*' (Yes/No), 'Entry & Exit Options*' (Tones), 'Conference Continuation*' (Yes/No), and 'Conference Quickstart*' (Yes/No). An orange arrow points to the 'Both' radio button under 'Dial-In*'. At the bottom right of the form are 'Submit' and 'Cancel' buttons. The footer contains version information 'v2.1.31: 9.27.654' and links for 'Contact', 'Site Map', 'Terms of Use', 'Privacy', and phone numbers '877.333.CONF | 847.413.2718'.

- Select the maximum number of participants you expect to attend for any meeting by selecting the “**Expected Participants**” down arrow. This setting can be changed at a later date, if needed.

This screenshot is identical to the one above, showing the 'Create Anytime Subscription' form. In this instance, an orange arrow points to the 'Expected Participants*' dropdown menu, which currently displays the number '20'. The rest of the form and the dashboard layout are the same as in the previous image.

Creating new Conference Anytime subscriptions (cont.)

- Click on the “**Web Service**” down arrow to display and select the web conferencing product you wish to use as your web service. This web service will be automatically integrated with your Conference Anytime audio service for launching, joining and billing purposes. Please note: Your company or organization may have recommendations or requirements on which web provider you should use.

conferenceplus™ myAccount Dashboard

Please feel free to contact us at info@conferenceplus.com

Welcome, Roger

Create Web Only

* indicates required field.

Conference Information

Host's Name: Roger Rosenquist

Conference Title:

Date: 1/26/2009 (m/d/yyyy)

Time: 8 : 00 AM

Time Zone: Central Time

Daylight Saving Time: ☒ Yes ☐ No

Duration: 0 : 00

Expected Participants: 20

Web Service: **Unyte Meeting (WebDialogs)** (selected)

Promotion Code:

Audio Conference

Phone Number:

Passcode:

Submit **Cancel**

- Select the desired Conference Preferences settings, or leave the default settings. The default settings are recommended for all Conference Preferences. Select the **Submit** button to complete your Conference Anytime Subscription setup. Your new subscription will appear in the Dashboard and is ready for immediate use.

conferenceplus™ myAccount Dashboard

For help, click on tutorials in the left navigation.

Welcome, Roger

Create Anytime Subscription

* indicates required field.

Conference Information

Host's Name: Roger Rosenquist

Conference Title:

Dial-In: ☒ Domestic Toll-free ☐ International/Toll ☐ Both

Expected Participants: 20

Web Service: Live Meeting Standard

Promotion Code:

Conference Preferences

Name Records: ☒ Yes ☐ No

Entry & Exit Options: TONES

Conference Confirmations: ☒ Yes ☐ No

Conference Quickstart: ☐ Yes ☒ No

Submit **Cancel**

6. Inviting others to your meeting

+ Option 1 – My Account Dashboard. If you have internet access to MyAccount Dashboard you can easily send email invitations to your integrated audio and web conference call from your email client address book. Simply login to your MyAccount Dashboard at <http://www.conferenceplus.com>.



+ Option 1 - My Account Dashboard (cont.) After logging in to your MyAccount Dashboard, click on the “Invite Others” icon (👤) associated with the desired conference.

conferenceplus™ myAccount Dashboard

Please feel free to contact us at info@conferenceplus.com

Welcome, Roger

- Get Started
- Quickview
- Anytime Subscriptions
- Scheduled Conferences
- Services History
- Share Portal
- Manage Account
- Reports
- Tutorials & Tools

[Log Out](#)

Share Portal™
Innovative and intuitive content management for conferencing
[Learn More](#)

Conference Quickview

Phone #	Type	Date & Time	Participant Passcode	Moderator Passcode	Confirmation #	Title	Tools
888-791-7189			7183	4698	2372	PIN update	👤 ⚡ 📄 📄
888-791-7189			6521	1195	2212	LM Pro Demo	👤 ⚡ 📄 📄
888-791-7189			5053	3601	2191	Unyte Demos	👤 ⚡ 📄 📄

Legend: ➕ = More Options 👤 = Moderate ⚡ = Launch Web Conference 📄 = Alternate Numbers 📄 = Invite Others [Create...](#)

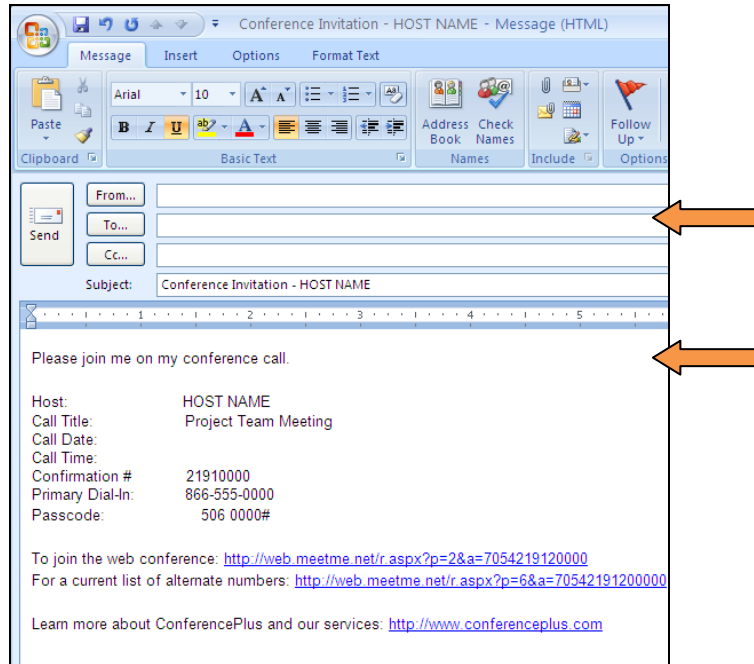
Services History Quickview

Date & Time	Time Zone	Confirmation #	Participant Passcode	Title	Total Minutes	Tools
Jan 21, 2009 9:42 AM	Central Time	2371	9773	WebDiags	100	📄
Jan 21, 2009 9:29 AM	Central Time	2371	9773	WebDiags	4	📄
Jan 19, 2009 2:27 PM	Central Time	2369	977	WebDiags	265	📄
Jan 08, 2009 8:29 AM	Central Time	2361	724	Live Meeting	2	📄
Jan 07, 2009 1:53 PM	Central Time	2360	977	WebDiags	113	📄

Legend: ➕ = More Options 📄 = Time & Charges 📄 = Download Content

Inviting others to your meeting (cont.)

Option 1 - MyAccount Dashboard (cont.). Your email client will be opened and populated with your Conference Anytime and web conference participant information. Simply add email addresses from your email client address book.



Inviting others to your meeting (cont.)

+ Option 2 – Audience Invitation. A link to your web conference is included in your audience invitation email template. Select the email template from your email client and add meeting details to the body of the email.

**You Are Invited to
a Conference Call**

Confirmation
Number:

71233

Conference Plus, Inc.

Please forward this email to all meeting members participating in the conference noted below.

Meeting Information

Company: Conference Plus-Product Dev/Mkt 41108

Host: Sarah Salesperson

Join the Audio Conference

Dial-In: 1 (888) 87-5332 US Toll Free

1 (630) 24-7869 US Toll

Passcode: 060#

For a current list of available local and international freephone telephone numbers, [CLICK HERE](#)

Join the Web Conference

To join the web conference, [CLICK HERE](#)

TEST SYSTEM: To verify you can enter the web conference prior to your meeting, [CLICK HERE](#)

REMINDER: Once the meeting has ended, please exit your web conference. For more information, [CLICK HERE](#)

Tips for a Successful Conference

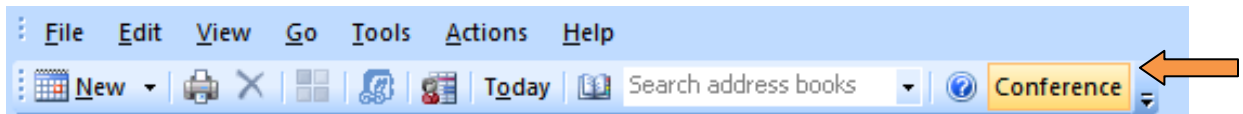
FOR ASSISTANCE: For operator assistance, press *0 at any time.

AUDIO CONFERENCE CONTROLS: For a complete list of available controls, [CLICK HERE](#)

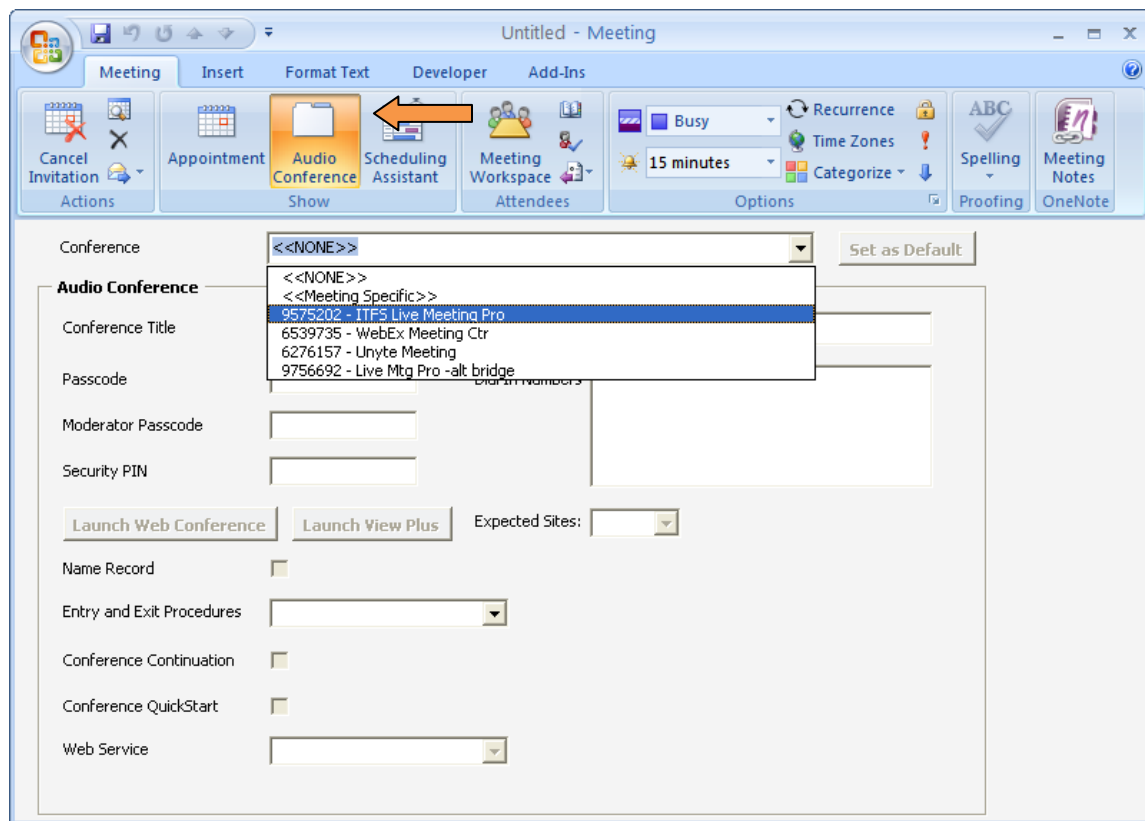
FAQs: To view a list of frequently asked questions, [CLICK HERE](#)

Inviting others to your meeting (cont.)

+ Option 3 – Outlook Calendar Scheduling. You can also schedule an audio and web conference by utilizing an available Outlook Plug-In (you may need to contact your ConferencePlus representative if you don't currently have this feature installed. When installed, the plug-in will appear on your Outlook toolbar as shown below.



- **Step 1:** Single-Click the selected day and time-slot for the meeting on the “Day” view of your Outlook Calendar.
- **Step 2:** Click the **Conference** button in the toolbar area of Outlook Calendar. This will open a meeting window with an *additional* tab marked **Audio Conference**.
- **Step 3:** Click the **Audio Conference** icon in the toolbar area of the Meeting window. Click the drop-down arrow from the Audio Conference section and select the web conferencing product you wish to use from the list.
- **Step 4:** Click the **Appointment** icon on the Meeting window toolbar.
- **Step 5:** Fill in the Subject, address the invitation, and click **Send**.



Inviting others to your meeting (cont.)

+ Option 3 – Outlook Calendar Scheduling (cont.). The Host receives a calendar meeting with phone number, passcode, moderator code and web link information already populated. The Participant receives a calendar invitation containing the phone number, passcode and web link information.

7. How participants join your meeting

+ Option 1 – Join using the “Meet-me” link. Participants who receive your email invitation, either from the “Invite Others” email option from your Dashboard or from the Audience Invitation email option, will be able to easily join your meeting by using the link that is included in the email template. This link directs your participants to join the web conference from the ConferencePlus “Meeting Center”, where the participant is prompted to enter only their name, email address and company name.

Please note - it is not necessary for your participants to remember or use a “Meeting ID” or “Meeting Key” to join your web conference! Using the ConferencePlus “Meet-me” link and Meeting Center automatically cares for routing your participants to the correct web conference.

conferenceplus™ meetingCenter

CONFERENCEPLUS HOME CONFERENCEPLUS SOLUTIONS CONFERENCEPLUS RESOURCES ABOUT CONFERENCEPLUS CONTACT CONFERENCEPLUS

Share Portal™
Innovative and intuitive content management for conferencing
[Learn More](#)

Join a Webconference
With combined audio and web conferencing technology, ConferencePlus enables you to quickly and easily bring remote participants together for your meeting needs.

WebPlus
Consider including ConferencePlus web services for your next meeting. Our conferencing options add power to your conference by providing you with the ability to display powerpoint presentations, use annotation tools and poll participants on the meeting's issues.

Web Participant Sign-In
If you are a web conference participant, enter all of the following information and click on “Sign-In” to join your web conference.

Your Name:

Email Address:

Company:

Remember my information ☒

[Sign In](#)

How participants join your meeting (cont.):

+ Option 2 – Join using the Meeting Center Participant link. Your participant can also easily join your web conference without the Meeting Center link. Just direct them to go to the ConferencePlus website at www.conferenceplus.com and select the “Participant” link in the upper left hand corner of the main page.



+ Option 2 (cont.) – Join using the Meeting Center Participant link. After selecting the “Participant” link, your participants are directed to a ConferencePlus Meeting Center page that allows them to join your web conference by entering their name, email address, company name, and the audio conference dial-in number and passcode.

This option for joining your web conference is particularly useful when you need to convene last-minute or ad-hoc meetings, or when you or your participants don't have access to email. You can also combine the way your participants join your meeting using both options, as needed.

Please note - it is not necessary for your participants to remember or use additional “Meeting ID” or “Meeting Key” to join your web conference! Using the ConferencePlus Meeting Center automatically cares for routing your participants to the correct web conference.

The screenshot shows the ConferencePlus Meeting Center 'Web Participant Sign-In' page. The page has a header with 'conferenceplus™ meetingCenter' and a navigation bar with 'CONFERENCEPLUS HOME', 'CONFERENCEPLUS SOLUTIONS', 'CONFERENCEPLUS RESOURCES', 'ABOUT CONFERENCEPLUS', and 'CONTACT CONFERENCEPLUS'. On the left, there's a 'Share Portal™' section with the text 'Innovative and intuitive content management for conferencing' and a 'Learn More' button. The main content area is titled 'Join a Webconference' and contains two sections: 'WebPlus' and 'Web Participant Sign-In'. The 'Web Participant Sign-In' section has a heading 'If you are a web conference participant, enter all of the following information and click on "Sign-In" to join your web conference.' and a form with the following fields: 'Your Name' (filled with 'Roger Rosenquist'), 'Email Address' (filled with 'rosenquist@conferenceplus.com'), 'Company' (filled with 'ConferencePlus'), 'Dial-In Number' (filled with '866-244-1377' and a note 'ex. (xxx-xxx-xxxx)'), and 'Passcode' (empty). There is a 'Remember my information' checkbox which is checked. A 'Sign In' button is at the bottom right of the form. An orange arrow points to the 'Your Name' field.

8. Launching Your Web Conference

+ Option 1 - Presenter Invitation. A link to your web conference is included in the presenter invitation. Simply click on this link and it will open your browser and launch the ConferencePlus Meeting Center page. In the Meeting Center, just accept the terms and conditions and click on **"Start"**. Your web conference will launch and you are ready to go!

You Have Scheduled a Conference Call

Confirmation Number:

228

Conference Plus, Inc.

If you have any questions or require additional assistance, please contact our conferencing specialists at 8008660888 and reference confirmation number 27571228.

Meeting Information

Company: Hank Trainer

Host: 24x7, any time

Meeting Availability: 75

Available Lines: 75

get started with
Account Dashboard
click here!

Start the Audio Conference

Note: This information is to be used only by presenters. The audience instructions are provided in a separate email.

Dial-in: 1 (888) 87-5332 US Toll Free
1 (630) .24-7869 US Toll

Passcode: 689#

Moderator Code: 910# (for security purposes, please keep confidential)

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Start the Web Conference

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REMINDER: Once the meeting has ended, please exit your web conference. For more information, [CLICK HERE](#)

Audio Recording

Press *2 to start or stop the audio recording. You will receive an email when the recording is available in your Content Library. For more information, [CLICK HERE](#)

Tips for a Successful Conference

FOR ASSISTANCE: For operator assistance, press *0 at any time.

AUDIO CONFERENCE CONTROLS: For a complete list of available controls, [CLICK HERE](#)

FAQs: To view a list of frequently asked questions, [CLICK HERE](#)

Reservationless conferencing services that are unused for a period of 13 months will be cancelled. To reinstate an account that has been cancelled, please contact the conference center.



Launching Your Web Conference (cont.)

+ Option 2 - MyAccount Dashboard. If you have access to MyAccount Dashboard from a desktop browser, you can launch your stand alone web conferences, or those that are associated with a Conference Anytime™ subscription or a Conference Passcode™ call. Simply log in to your MyAccount Dashboard at <http://www.conferenceplus.com>.



After logging in to your MyAccount Dashboard, click on the “Start Web” icon (⚡) associated with the desired conference and your web conference will be launched.

conferenceplus™ myAccount Dashboard

Please feel free to contact us at info@conferenceplus.com

Welcome, Roger

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- Tutorials & Tools

[Log Out](#)

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Conference Quickview

Phone #	Type	Date & Time	Participant Passcode	Moderator Passcode	Confirmation #	Title	Tools
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866-791-7189			6521	1195	2212	LM Pro Demo	⚡ ⚡ ⚡ ⚡
866-791-7189			5083	3601	2191	Unyte Demos	⚡ ⚡ ⚡ ⚡

Legend: ⚡ = More Options ⚡ = Moderate ⚡ = Launch Web Conference ⚡ = Alternate Numbers ⚡ = Invite Others

[Create...](#)

Services History Quickview

Date & Time	Time Zone	Confirmation #	Participant Passcode	Title	Total Minutes	Tools
Jan 21, 2009 9:42 AM	Central Time	2371	9772	WebDiags	100	⚡
Jan 21, 2009 9:29 AM	Central Time	2371	9772	WebDiags	4	⚡
Jan 19, 2009 2:27 PM	Central Time	2369	977	WebDiags	265	⚡
Jan 30, 2009 8:29 AM	Central Time	2361	724	Live Meeting	2	⚡
Jan 27, 2009 1:53 PM	Central Time	2360	977	WebDiags	113	⚡

Legend: ⚡ = More Options ⚡ = Time & Charges ⚡ = Download Content

Launching Your Web Conference (cont.)

+ Option 3 - Meeting Center. You may also launch your web conference from the ConferencePlus Meeting Center. Go to <http://www.conferenceplus.com>

- In the **Meeting Center** section, click on **Host/Moderator** orange arrow. You will be taken to a Moderator Sign-In page.



- Enter your Dial-In Number, Passcode and Moderator Code and click on the “Sign In” button. This will take you to the **Start a Conference** page.



- In the **Moderator Sign-in** section, accept the terms and conditions and click on “Start”. Your web conference will be then be launched. This is a convenient way to start your web conference when you do not have access to the web meeting presenter url.

9. Dashboard Administrator Features

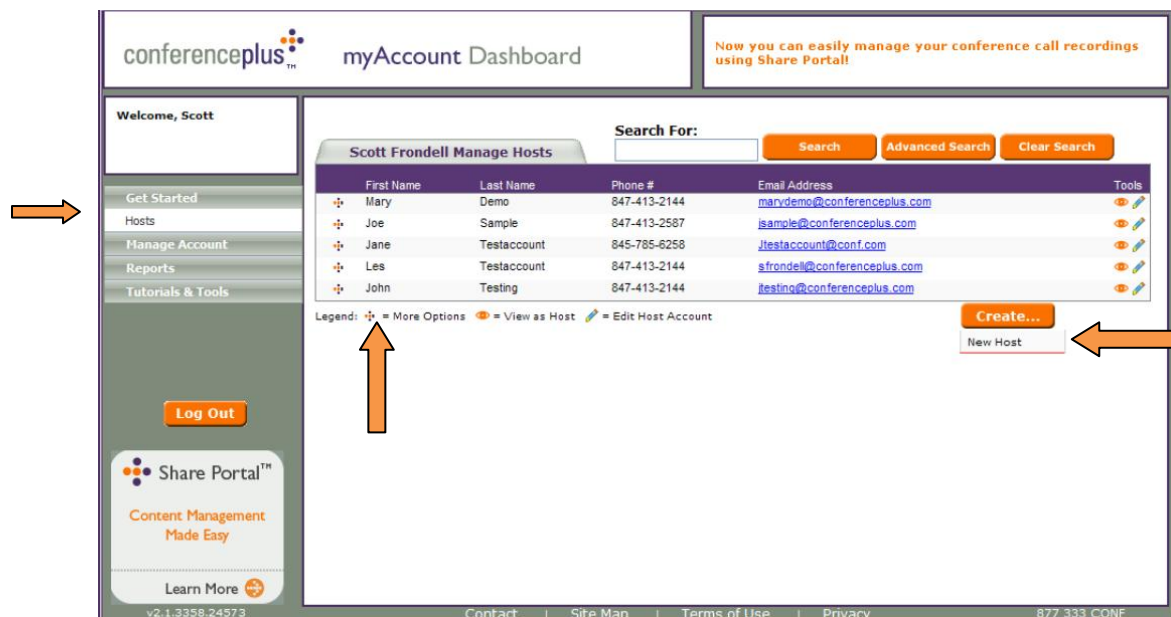
- If you have been authorized to have Dashboard Administrator privileges, you will have additional features within your Dashboard which will allow you to manage all of your company's Host Accounts from your personal secure Dashboard. A Dashboard Administrator can Add and Delete Hosts from their Dashboard, or they may Create, Cancel, or Edit existing Host subscriptions that have already been set up under their Administrator profile.

Accessing Your Dashboard as an Administrator:

- **Log in to your Account Dashboard.** Upon completing your Account Dashboard activation, you can access your Dashboard by entering your login ID and password in the Account Dashboard section of the ConferencePlus website at: <http://www.conferenceplus.com>.



- All previously created Host accounts will be visible from the Host tab. To create a new Host Profile, select “Create / New Host.”



- On the “**Create new Host Profile**” page, fill in the required Host Profile data fields. Required fields are indicated with an asterisk. Select if you wish to send a Host Activation email, Enable Credit Card Billing, or Create a Conference Anytime subscription.
- Select the **Submit** button to complete your New Host Profile setup.

conferenceplus™ myAccount Dashboard

Welcome, Scott

Create new Host Profile

* indicates required field.

First Name:* Hank E-Mail Address:* htrainer@trainingcorp.com

Last Name:* Trainer Confirm E-Mail:* htrainer@trainingcorp.com

Title: Training Manager Promotion Code:

Address1:* 5623 Larch Lane Create ConferenceAnytime conference? ☒ Yes ☐ No

Address2: Subscription Confirmation Recipient: ☐ Host ☒ Arranger

City:* Schaumburg

State (US):* Illinois or Province/County:*

Zip/Postal Code:* 60173

Country:* United States

Phone Number:* 8475232542 Ext:

Send Activation Confirmation to Host? ☒ Yes ☐ No

Enable Credit Card Billing? ☐ Yes ☒ No

Submit **Cancel**

Log Out

Share Portal™

Content Management Made Easy

Learn More

v2.1.3818.26282

Contact | Site Map | Terms of Use | Privacy 877 333 CONF

- An on-screen confirmation confirms the host information has been processed completely.

conferenceplus™ myAccount Dashboard

Welcome, Scott

Thank you!

Your new host's information has been successfully processed. You will receive the account confirmation email in the next few minutes. Please review it and follow all the directions in order to complete the account setup process.

Create another Host account **Return to dashboard**

Log Out

Share Portal™

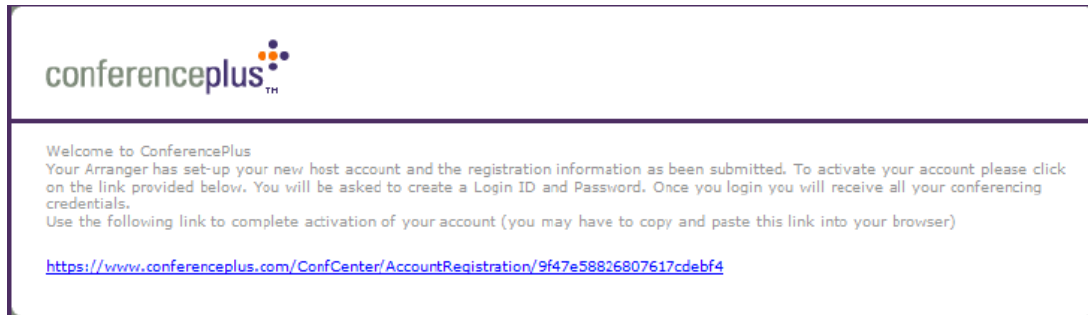
Content Management Made Easy

Learn More

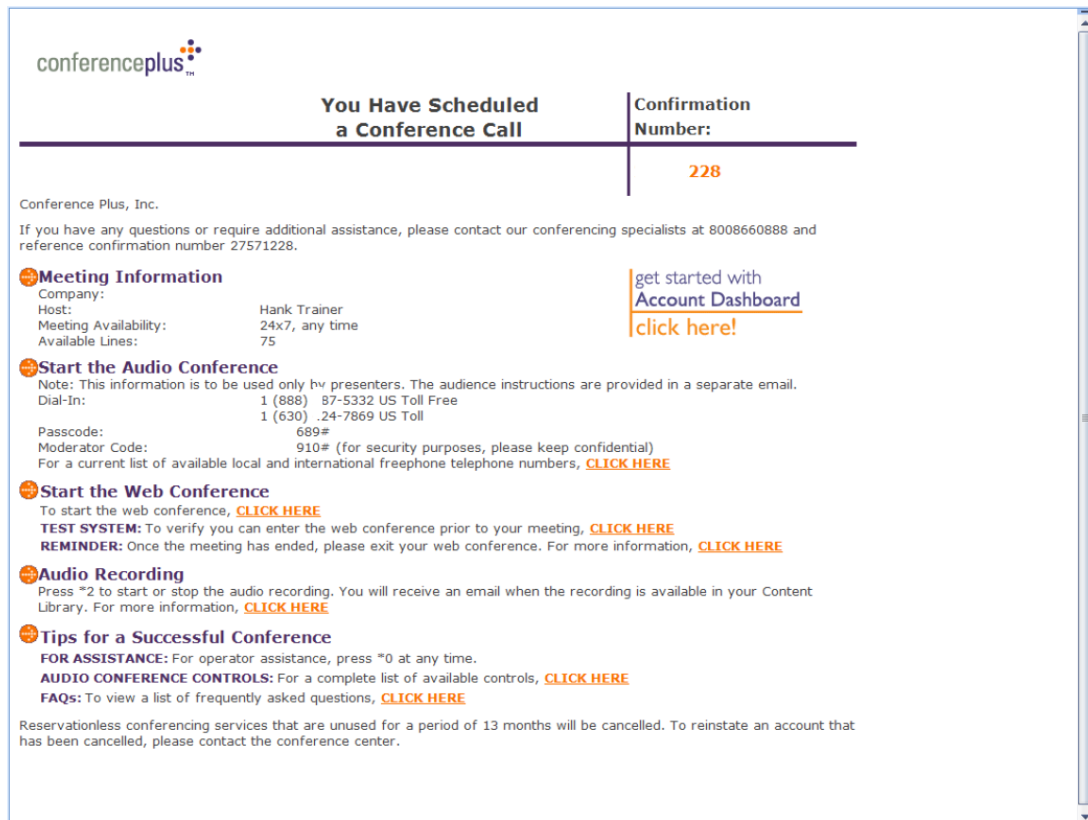
v2.1.3818.26282

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- If selected during set-up, an Activation Confirmation e-mail will be sent to the Host.



- Once a New Host Profile has been created, the Presenter and Audience Invitations will be sent by email to the email address that was entered in the Host Profile. The Presenter invitation includes start-up instructions on accessing and using the Conference Anytime service. The Audience Invitation enables the Host to easily invite others to their Conference Anytime meetings.



- The New Host will appear in the Administrator Dashboard and is ready for immediate use.

Search For: Search Advanced Search Clear Search

Scott Frondell Manage Hosts

First Name	Last Name	Phone #	Email Address	Tools
Mary	Demo	847-413-2144	marydemo@conferenceplus.com	
Joe	Sample	847-413-2587	jsample@conferenceplus.com	
Jane	Testaccount	845-785-6258	jtestaccount@conf.com	
Les	Testaccount	847-413-2144	sfrondell@conferenceplus.com	
John	Testing	847-413-2144	jtesting@conferenceplus.com	
Hank	Trainer	847-413-2588	sfrondell@conferenceplus.com	

Legend: + More Options View as Host Edit Host Account

Create...

- In order to view an individual Host Account dashboard, select [View as Host] by clicking on the More Options plus symbol, or by selecting the View as Host symbol on the right of the screen.

conferenceplus™ myAccount Dashboard

Welcome, Scott

Get Started Hosts Manage Account Reports Tutorials & Tools

Scott Frondell Manage Hosts

First Name	Last Name	Phone #	Email Address	Tools
Mary	Demo	847-413-2144	marydemo@conferenceplus.com	
Joe	Sample	847-413-2587	jsample@conferenceplus.com	
Jane	Testaccount	845-785-6258	jtestaccount@conf.com	
Les	Testaccount	847-413-2144	sfrondell@conferenceplus.com	
John	Testing	847-413-2144	jtesting@conferenceplus.com	
Hank	Trainer	847-413-2588	sfrondell@conferenceplus.com	

Legend: + More Options View as Host Edit Host Account

Create...

Now you can easily manage your conference call recordings using Share Portal!

Search For: Search Advanced Search Clear Search

#	Email Address	Tools
113-2144	marydemo@conferenceplus.com	
113-2587	jsample@conferenceplus.com	
113-6258	jtestaccount@conf.com	
113-2144	sfrondell@conferenceplus.com	
113-2144	jtesting@conferenceplus.com	
113-2588	sfrondell@conferenceplus.com	

Host Account

Create...

View as Host

- In order to create individual subscriptions in the View as Host Dashboard, select **Create/Anytime Subscription** and follow the directions in section 3 above: **(3. Creating new Conference Anytime subscriptions)**.

conferenceplus™ myAccount Dashboard

Welcome, Scott Host: Jane Testa Back to Arranger View:

Get Started Quickview Anytime Subscriptions Scheduled Conferences Services History Share Portal Manage Account Reports Tutorials & Tools Log Out

Anytime Subscriptions

Phone #	Participant Passcode	Moderator Passcode	Confirmation #	Title	Tools
888-287-5332	6655 177	1947 562	24243621	demo call	
888-287-5332	9513 840	1154 276	24243619		

Legend: + More Options Moderate Launch Web Conference Alternate Numbers Invite Others

Create...

Anytime Subscription

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- Once logged in as a Dashboard Administrator, the Administrator can add Hosts, Delete hosts, and they may Create, Cancel, or Edit any Host subscriptions that were set up under their Administrator profile.

conferenceplus™ myAccount Dashboard

Welcome, Scott
Host: Jane Testa
Back to Arranger View: [icon]

Conference Quickview

Phone #	Type	Dsts & Time	Participant Passcode	Moderator Passcode	Confirmation #	Title	Tools
888-287-5332			0655 177	1947 582	24243621	demo call	[icon] [icon] [icon]
888-287-5332			0513 840	1154 276	24243619		[icon] [icon] [icon]

Legend: [icon] Moderator [icon] Launch Web Conference [icon] Alternate Numbers [icon] Invite Others [icon] View Conference [icon] Edit [icon] Cancel [icon] Tutorial [icon] Resend Email Confirmations

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- Host Reports are available to the Administrator which will show the current Host Accounts and Conference Anytime subscriptions that are set up at any given time.

conferenceplus™ myAccount Dashboard

Welcome, Scott

Reports

Title	Tools
All Anytime Conferences	[icon] [icon] [icon]
All Scheduled Conferences	[icon] [icon] [icon]

Legend: [icon] View Report

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- Example of an Administrator Report.

Print View as PDF Save as CSV Close

All Anytime Conferences				
Phone	Participant Passcode	Moderator Passcode	Confirmation #	Title
Hank Trainer				
1 (888) 287-5332	9434074	1284807	24243684	
Jane Testaccount				
1 (888) 287-5332	9513840	1154276	24243619	
1 (888) 287-5332	6655177	1947562	24243621	demo call
Joe Sample				
1 (888) 287-5332	7563768	2686383	24243587	
John Testing				
1 (866) 791-7189	6706324	1763239	12115951	LM Standard
1 (866) 791-7189	6291609	2709767	12115952	WebEx
1 (866) 791-7189	7179648	4104758	12115953	Unyte Meeting
1 (866) 791-7189	8679542	3068022	14781949	Live Meeting Professional
1 (866) 791-7189	6922187	1891576	17463040	Billing Code / Privacy Pin Enabled
1 (888) 287-5332	9414650	2761332	23171510	Pin Upload Account
1 (888) 287-5332	6563733	1157471	23981177	WebEx test account
1 (866) 791-7189	6157684	3409220	24147497	Friday Team Call
Les Testaccount				
1 (866) 791-7189	9304368	1903994	22224673	Host Level Account Example
Mary Demo				
1 (888) 287-5332	8175856	4362504	24243585	
* Cancelled				March 31, 2009

- The Administrator may enter a search using various pieces of Host data in order to more quickly locate an individual Host account.

Search For: Search Advanced Search Clear Search

Scott Frondell Manage Hosts

First Name	Last Name	Phone #	Email Address	Tools
Jane	Testaccount	845-765-6258	jtestaccount@conf.com	
Les	Testaccount	847-413-2144	sfrondell@conferenceplus.com	

Legend: = More Options = View as Host = Edit Host Account

Create...

- The administrator can switch from Host View to Administrator View by selecting the [Back to Arranger View] button.

Welcome, Scott
Host: Jane Testa
Back to Arranger View:

Anytime Subscriptions

Phone #	Participant Passcode	Moderator Passcode	Confirmation #	Title	Tools
888-287-5332	6655 177	1947 562	24243621	demo call	
888-287-5332	9513 840	1154 276	24243619		

Legend: = More Options = Moderate = Launch Web Conference = Alternate Numbers = Invite Others

Create...

- The Dashboard view will change back to the Administrator view, indicated by the “Welcome” message and by the alphabetical listing of the individual Host Accounts.

conferenceplus™ myAccount Dashboard

Please contact us at info@conferenceplus.com for more information.

Welcome, Scott

Search For:

Scott Frondell Manage Hosts

First Name	Last Name	Phone #	Email Address	Tools
Mary	Demo	847-413-2144	marydemo@conferenceplus.com	
Joe	Sample	847-413-2587	jsample@conferenceplus.com	
Jane	Testaccount	845-785-6258	jtestaccount@conf.com	
Lee	Testaccount	847-413-2144	sfrondell@conferenceplus.com	
John	Testing	847-413-2144	jtesting@conferenceplus.com	

Legend: = More Options = View as Host = Edit Host Account

Create...

Log Out

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