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.
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](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.

- 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.
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”.

- 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.
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.

- 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.
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.

- 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.
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.
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.

![Email Client Invitation](image-url)

- **Host:** HOST NAME
- **Call Title:** Project Team Meeting
- **Call Date:**
- **Call Time:**
- **Confirmation #:** 21910000
- **Primary Dial-In:** 866-555-0000
- **Password:** 504 0000#


Learn more about ConferencePlus and our services: [http://www.conferenceplus.com](http://www.conferenceplus.com)
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.

![Email Invitation Template]

Confidence Plus, Inc.
Please forward this email to all meeting members participating in the conference noted below.

**Meeting Information**
- **Company:** Conference Plus Product Dev/Mkt 41100
- **Host:** Sarah Salesperson

**Join the Audio Conference**
- **Dial-In:** 1 (888) 87-5332 US Toll Free
  - 1 (630) 24-7869 US Toll
- **Passcode:** 000#
  - For a current list of available local and international faxphone 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.
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](http://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.
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!
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.
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](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.

  ![Meeting Center](image)

  - 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.

  ![Start a Conference](image)

  - 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](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.

An on-screen confirmation confirms the host information has been processed completely.
If selected during set-up, an Activation Confirmation e-mail will be sent to the Host.

Welcome to ConferencePlus
Your Arranger has set-up your new Host account and the registration information as been submitted. To activate your account please click on the link provided below. You will be asked to create a Login ID and Password. Once you login you will receive all your conferencing credentials.
Use the following link to complete activation of your account (you may have to copy and paste this link into your browser)

https://www.conferenceplus.com/ConfCenter/AccountRegistration/961e5f83764eb3e7349f027a37a6b44

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.

You Have Scheduled a Conference Call

Conference Plus, Inc.
If you have any questions or require additional assistance, please contact our conferencing specialists at 8008660888 and reference confirmation number 2757d22c.

Meeting Information
Company:
Host:
Meeting Availability:
Available Lines:

Audio Conference
Note: This information is to be used only by presenters. The audio instructions are provided in a separate email.
Dial-in: 1-888-973-5322 US Toll Free
1-550-24-7869 US Toll Free
Passcode: 
Moderator Code: 0194 (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
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
FAQ: 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.
The New Host will appear in the Administrator Dashboard and is ready for immediate use.

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.

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).
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.

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.
● Example of an Administrator Report.

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

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