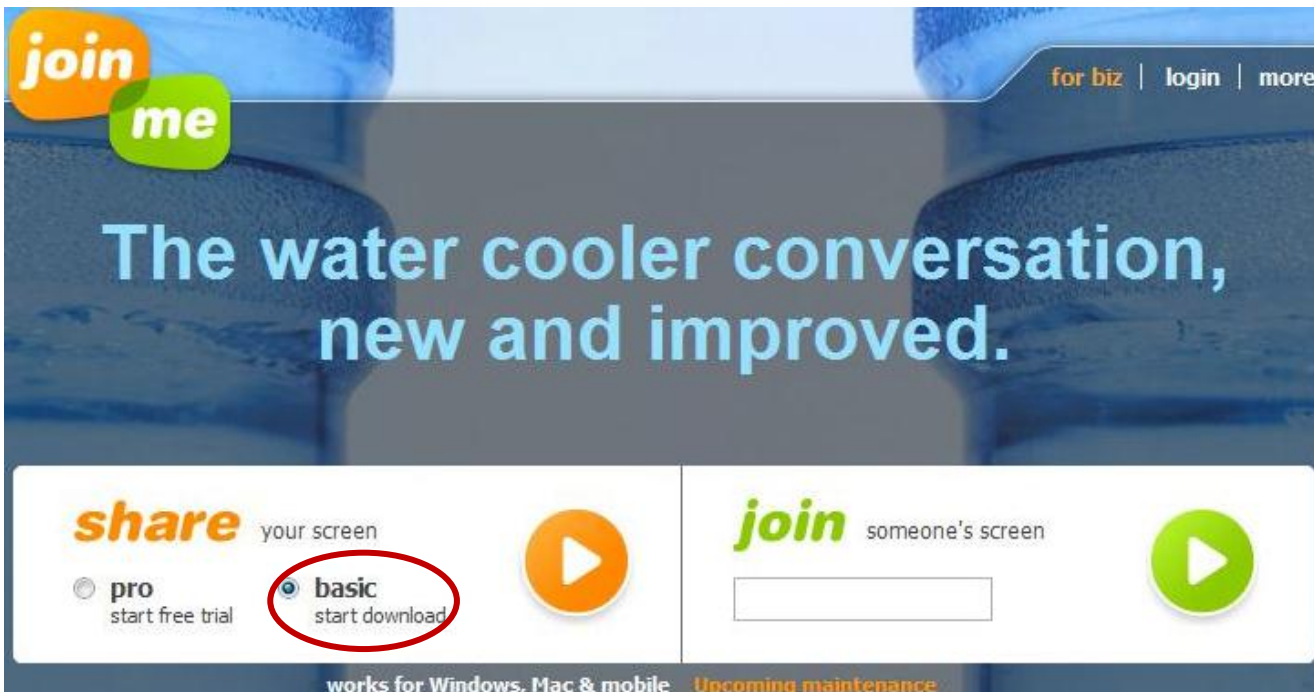


Join.Me – Free Screen Sharing Software

Join.me allows you to share your desktop with viewers; this can be one viewer or multiple viewers at the same time. This is very useful for doing quick trainings. Unlike Prestige Help, this software works with Windows 7 seamlessly.

The web address for the software is <https://join.me/> - Notice there are no www's or .com's

To begin sharing your computer, click on the basic radio button circled below, then click on the Share button. This will start an installation which may require you to answer "run" to an installation pop-up. Once it is installed, you will see the sharing client which will display an ID number you will send or repeat to others who will then be able to view your screen.



This is what the sharing client looks like on your screen.



The ###-###-### will be different every time you start it. You just have to share the ###-###-### number with people that you want to see your screen.

To share your screen, the view would visit <https://join.me> then enter the id shown in your sharing client into the "join" area then click the green arrow. The sharer can also click on the number and it will give you some options like copy to clipboard or "send viewer link by email." The email option only works for users who use Outlook. Users who use Web Email will not be able to use that link. Web Email users would need to "Copy Viewer Link to Clipboard," create a new email, then paste the link into the email.

Keep in mind, the number will change each time you connect and start a meeting.

The Sharing Client Icons:

The Phone Icon – will give you a conference call number to dial. This will allow everyone to conference in. You can also use the KMG Prestige conference calling. There is a long distance call involved with using Join.Me's calling, but this should support more users than our internal conference calling service.

Chat Icon – So you can chat with people on the conference.

Pause Button - If you click it your desktop screen will stop sharing until you click Play again.

Participants – List of people on the call. Each Participant can change their name from Viewer 1, Viewer 2 etc. to their name by clicking on the person icon on their pc then click on the viewer that allows them to change. It makes chat easier and if you want to pass control to a user you need to know which user they are.

Mouse – Allows you to grant access to your desktop to a person on the call. Click the mouse icon and then click on the Viewer or person's name you wish to control your computer.

Since this is free they do not allow you to schedule meetings in advance so basically a few minutes before the meeting start the share session then email everyone the link. They have a pay service that is \$29 / month that allows for a fixed meeting number amount other things.

When exiting Join.Me, it may ask if you would like to keep a shortcut icon on your desktop for you. Using this desktop icon will make much quicker work of logging in, or creating new sessions, so it is recommended.

