



BT MeetMe Global Access User guide

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Overview



BT MeetMe Global Access is an instant audio conferencing service that only requires access from a fixed or mobile phone, to enable virtual meetings with up to 40 participants. No prior booking is required and conferences can be established in the time participants take to call in. The service is easy to use, and it's available at any time, every day of the year, whenever you need to schedule a meeting.

BT MeetMe Global Access enables you to speak to colleagues, customers and suppliers from any location across the globe, saving you and your participants the cost of an international call. It doesn't replace all traditional face-to-face meetings but complements them by bringing participants together without anyone having to leave their office. So whatever your role, less time is spent travelling, enabling faster and more responsive decision-making.

Simply pick up the phone, look up and dial your local country access number shown on our website, enter your personal chairperson pin number and you'll soon be sharing your thoughts and ideas with colleagues wherever they are located.

What's more, with a few simple clicks, you can control, record or customise your meeting - all via the internet.

This guide provides an overview of the service and a practical introduction to help you make your first call.

If you have any problems, there is always a co-ordinator to talk to or visit our web site for on-line help:
www.conferencing.bt.com

If you would like to find out more about how you can take your conference call online, download the [BT MeetMe Online Tools User Guide](#) which has all the details you need.



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How to conduct a BT MeetMe Call

There's no need for special equipment or the need to book in advance. Simply follow the instructions below to start using BT MeetMe Global Access today.

Step 1:

Invite the people you wish to meet with and share with them the following information:

- Date, time, and time zone of the meeting
- Participant Passcode (followed by the # sign)
- The appropriate local dial-in numbers for each international participant which you can find on the website address below: www.conferencing.bt.com/globalaccess

You can also inform your participants on how they can find their local dial-in number for the conference call that they have been invited to. You will be required to share with your participants the Global Access URL link for your account, which you will find in your BT MeetMe Global Access account welcome email*.

* If you cannot find your welcome email please call our help desk - 0800 0850 679

Step 2:

- At the start of your meeting, look up and dial your local BT MeetMe Global Access dial-in number which is most convenient to you and then follow the prompts**.
- Then enter your Chairperson's Passcode, followed by #.
- Participants to follow the same instructions and enter their Participant Passcode, followed by #.

To prevent fraudulent use please do not share your Chairperson's Passcode.

** If you or your participants have difficulties connecting to your local dial-in numbers please try an alternative local access number. These rare difficulties can be due to telephone network issues which are outside of BT's control.

Step 3:

That's it! You will be joined together with your participants on the call and your meeting can begin.

To find your BT MeetMe Global Access dial-in numbers please visit the web site address below: www.conferencing.bt.com/globalaccess

Handy hint

Please advise your participants if they enter the meeting before you, they will be placed on hold in the conference listening to music until you join. If you or your participants are travelling, remind them to print out the dial-in details to take with them.

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