Start the *StartMeeting Desktop Application*, as follows:

**Option 1 – From your Meeting Wall**

- Click the “Launch Screen Sharing Now” button (participants click the “Join” or the “Rejoin Meeting” button) in the Audio Information section of the meeting wall

**Option 2 – From your local hard drive (if previously installed)**

- Click the *StartMeeting* application icon on the desktop or icon in the Mac applications folder, or
- Run the *StartMeeting* application from All Programs menu *StartMeeting* folder, or
- Run the *StartMeeting* application from the Programs tray/Dock

To ensure expedited access to your meeting at the scheduled time, we recommend downloading the *StartMeeting* application in advance. Visit [www.startmeeting.com](http://www.startmeeting.com) and select “Get Desktop App” at the bottom of the page. This will download and install *StartMeeting Desktop Application*, and configure your computer to allow participation in a StartMeeting event.

Regardless of the method used, the welcome screen shown below will appear. Select either the “Host” button or the “Join” button, as appropriate.
The host dashboard will appear as follows:

**Program menu**
- **Screen Sharing pane**
  - start/stop meeting,
  - pause/resume meeting,
  - switch screen sharing presenter

**Phone Conference pane**
- contains meeting ID, host PIN, dial-in numbers,
- allows to make VoIP call to the meeting

**Attendee List pane**
- shows who else joined to the meeting,
- host can disconnect/make presenter the attendee and invite others attendees

**Chat pane**
- allows public and private chatting for meeting attendees

**Meeting ID info**

Click the “Start Meeting” button in the Screen Sharing pane:
The status message “Live-your screen is being shared” will be shown in the top line of the pane:

![Screen Sharing](image)

From this point forward participants will be able to see the Host’s screen content.

While Screen Sharing meetings are in progress they can be recorded using the Meeting Dashboard as well as Meeting Wall Controls or DTMF Touch Tone commands by entering *9 as a host. The recording button on the Meeting Dashboard is shown below and is activated by simply clicking the icon. Participants connected to the audio bridge will hear an audible notification that the recording has been initiated. Both audio and the screen sharing content will be recorded and is accessible for playback at the completion of the meeting.

![Recording](image)

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For full documentation of all features and options please refer to our Reference Guide located at www.startmeeting.com/support

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