



To learn more:

www.opentouch.com/conference

You can download the **user manual** in the « Documents » tab,

And discover the **How to** section:

- How to invite on the fly,
- How to join faster,
- How to stay on track and control your meeting.



OpenTouch® Conference

QUICK START GUIDE

To log-in, go to my.conference.opentouch.com and enter the username and password found in your welcome email*.

If you've forgotten your password, go to my.conference.opentouch.com and click 'I forgot my password'. Your password will be sent to the email address linked to your account.

*if you haven't received it, please check your 'spams' repository

Install the « essentials »

Lead your first conference

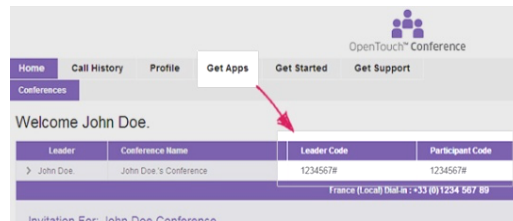
➔ STEP 1: INSTALL OUTLOOK® PLUGIN

Go to your OpenTouch® Conference account in the [Get Apps](#) tab to download the free plugin. You'll be prompted to select the appropriate Outlook add-in which depends on the Outlook version you have. If you're not sure which version of Outlook you have, go to the Help tab of Outlook, click on About Microsoft Office Outlook®, it will indicate the version.

➔ STEP 2: INSTALL MOBILE APPS

If you have a smartphone or tablet (iPhone, iPad, Blackberry, Android), [download the free OpenTouch® Conference mobile app](#) on your devices: go to your account in the Get Apps tab and download the app or search for 'OpenTouch Conference' in your phone's app store.

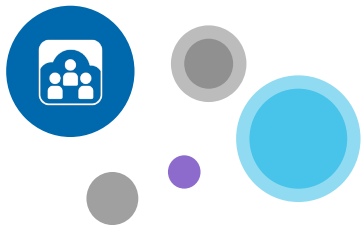
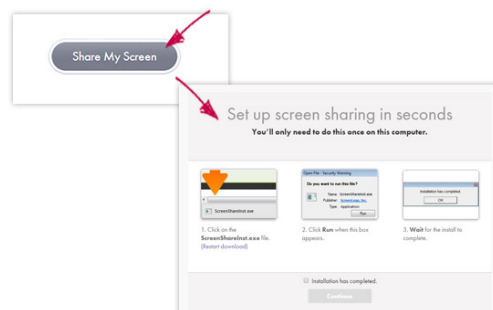
In both cases, you'll be asked to enter your Leader & Participant codes of your default conference (available on your account). You will only do this once, after which you will connect to your mobile app without entering lengthy codes.



➔ STEP 3: INSTALL SCREEN SHARING PLUGIN

Before leading your first conference, we highly recommend you try the screen sharing. After joining a conference (see next page for details) [click the big button "Share my screen", follow the 1 minute set-up instructions to download the .exe program and install it.](#) You'll only have to do this the first time.

A popup box will appear to indicate that your screen is shared and a green rectangle will appear around your screen to show what is being shared.



➔ STEP 1: INVITE PARTICIPANTS

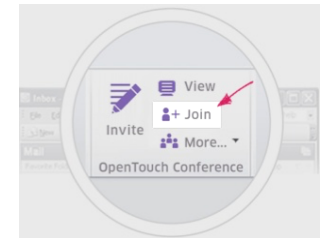
If you are using Outlook® create a new meeting, enter the participants then directly from the ribbon, click on "Insert Conference Details" button to insert the access link of your conference in your invitation.

If you are not using Outlook® go to your OpenTouch® Conference account and click the "Invite" button near the conference bridge in the 'Action' column. This will create an invitation with your conference details included. You will then be able to copy and paste them in any other application (email or calendar).

If you are using your mobile device choose "Invite" from the application home page and select if you want to send an email or an invitation. Then follow the instructions.

➔ STEP 2: JOIN THE CONFERENCE

If you are using Outlook® click "Join" button of the Outlook plugin and indicate the number you want to use to start your conference. You will be directly placed in the conference without having to enter access codes.



If you are not using Outlook® go to your OpenTouch® Conference account and click "Join/View" button. Then click "Join as Leader" and select the number you want to use to start your conference. You will be directly placed in the conference without having to enter access codes.

If you are using your mobile device choose "Join" from the application home page and select the number you want to use to start your conference. You will be directly placed in the conference without having to enter access codes.

➔ STEP 3: SHARE YOUR SCREEN

You already have installed the screen sharing plugin. [Click the big button "Share my screen".](#)

A popup box will appear to indicate that your screen is shared and a green rectangle will appear around your screen to show what is being shared.

