

HOW CAN I ACCESS MY WEB CONFERENCE ACCOUNT?

Log onto www.tbgconferencing.com/webconference. Enter your Web Reference Number, your PIN code and name. Click "Go" to instantly conduct a meeting. To schedule a meeting or to prepare for an upcoming meeting check the box: "I am the presenter and I want to prepare for an upcoming meeting or manage my account". Click "Go". This will allow you to view your account details, change your settings, view or edit your content bank or view your meeting usage reports and prepare invitations.

HOW DO I INVITE PARTICIPANTS TO MY WEB CONFERENCE?

Log onto www.tbgconferencing.com/webconference. Enter your Web Reference Number, your PIN code and name. Check the box "I am the presenter and I want to prepare for an upcoming meeting or manage my account". Click "Go". This will take you to the administration pages for your account. Click on "Invite". Enter the email addresses of those you would like to invite to the conference and specify the time and date of the meeting. The Message tab will allow you to edit the message that you send. When you're finished click on "Send".

WILL MAC USERS BE ABLE TO ACCESS MY WEB CONFERENCE?

Absolutely. TBG Conferencing's Web Conference product is web based and is compatible with all operating systems including MAC. In addition, since there are never any downloads, you can be assured of 100% participation.

WHAT TYPE OF DOWNLOADS ARE REQUIRED FOR ME TO BE ABLE TO USE WEB CONFERENCING?

None, Web Conferencing from TBG Conferencing never requires any downloads and is compatible with all operating systems. You will experience easy access and 100% participation.



WHAT TYPES OF DOCUMENTS CAN I USE IN MY PRESENTATION?

You can create your own custom slides or you can use Power Point slides, Word documents, Excel Spreadsheets, pdf files, jpeg photos and most other files. You can upload documents from a local file into your Content Bank.

CAN I EDIT DOCUMENTS ONLINE?

Yes, you can use the annotation tools to draw within the presentation, or you can use the whiteboard to create, collaborate or edit your material.

HOW WILL I KNOW WHO'S ON MY CONFERENCE?

As the moderator, you can automatically receive an attendance report via e-mail. In the administration pages, check "Receive Attendance Report". You will be asked to confirm your email address when you exit the conference. The Attendance Report will be delivered to your email address.

WHAT DO I DO IF I NEED ASSISTANCE DURING MY CONFERENCE?

If you are signed in as the moderator, simply click on the green customer service icon in the moderator's toolbar. The icon turns red when selected. A Conference Operator will appear online to assist you