

AnyMeeting Web Meeting Information

1. You can check for upcoming/scheduled training sessions & meetings at www.anymeeting.com/swohiofbh

Note: You should receive an e-mail inviting you to a meeting. The e-mail will contain the appropriate codes and other information.

2. You can join *online* via a computer or mobile device.
 - a. If you are using a mobile device to join online, you will have to download the AnyMeeting-Meeting 4.0 App to your mobile device before you can participate in the online meeting.
3. You also have an option to join via *smart phone* which requires you to dial in using the phone number and code provided in your e-mail invitation (audio only session).
4. A maximum of 30 people can join a meeting. Only 6 people can share their webcams at one time.
5. You can speak and chat with the presenter. The presenter can mute you.
6. The presenter can share their screen with you and take notes. Notes will be emailed to each attendee.
7. You can download and view files from the meeting.



Elder Reginald Poellnitz

**Southwest
Ohio District**