



QUICK START GUIDE

This pocket reference guide is for the InMotion Web and Video conferencing hosts that connect via Momentum's server.



Additional Resources:

Technical Support:

You can always contact Momentum for assistance at 1.888.551.5925 or at info@momentumconferencing.com.

InMotion User Guide:

You can download our user guide at our website by going to our "Client Resource Centre" and looking for InMotion. Here is a direct link to our [online CRC](#).

www.momentumconferencing.com

START a Conference Now!

To use InMotion, you must know your password, account name, and the InMotion URL. The link and your user information may have been provided by your system administrator.

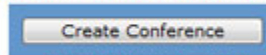


Customize Your Options

Use your web browser, input the conference and click on the "join" button.

Login using your user name and password. Then click on "create conference."

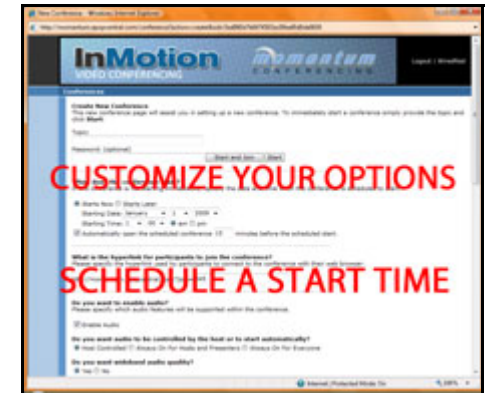
TO CREATE A NEW CONFERENCE



CLICK THIS BUTTON

Schedule a Conference for Later

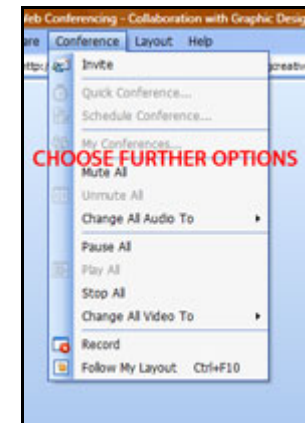
You will arrive at an options page where you can customize your InMotion conference to suit your needs. While setting up your conference, you will be prompted to start the conference now or later. Simply click "Starts Later" and the day/time. You will also be prompted to join the conference room now or later.



You will be prompted through basic conference set-up and enter your conference room.

Invite People

Once you enter your conference room, you can invite participants, give them the conference link (URL), or go to the main menu and select "Conference", "Invite" to send them an email invitation.

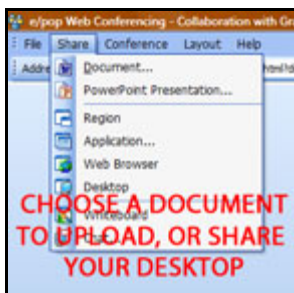


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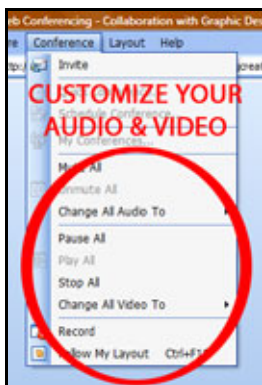
SHARE Presentation

To share presentation, simply select “Share” on the main menu, and select Power Point presentation. You can share virtually anything on your PC with the following choices:



Use Audio and Video

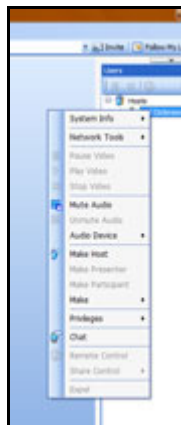
Go to the main menu, and pull down the Conference menu, where you will see un-mute All (PC audio) and Play All (Video).



Use these to start PC audio and/or multi-party video conferencing.

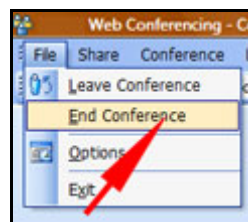
Advanced Controls

You can also control audio and video settings by user. Right click on any user (in the attendee list) and select mute/un-mute or pause/play. You can also right click on their video display and you will see the individual user controls.



END Conference

To end your conference, select File, End Conference. If you select “Leave”, the conference link will remain active and presentations being shared remain in the conference room. This can be handy for recurring meetings.



For further information, please note the following options:

- **Direct link to our full User Guide:**
[Click here for the full user guide](#)
- **Contact your Account Manager:**
Call their direct line or dial our Main Line, following the voice prompts through our switchboard.
- **Contact Client Services:**
You can also reach Client Services at (888) 551-5925, and one of our client services personnel will guide you into a successful session.

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