**[B](http://123.com/)asic Email Body Content for Online Meeting Invitation**

*An email body template for inviting guests to webinars.*

Copy and paste the body content into the body of the email

Replace the room id - “***rs000000000000***” with the room id of your room

Replace the password “***your password***” with the required password

Change “**Webimar** Name” to your event name

Enter Date and time – *include time zone*

If no password is required remove the password line and replace with “**No *password is required – leave the password field completely empty****”*

Body Content ...

Welcome to *Webinar Name*

Date:

Time:

**Step 1:**

To participate in the webinar you need to download and install a small program. This step is only required the first time. If you are a returning guest go to step 2.

For MAC or iPhone/iPAD devices download and install the tcConference app from the Apple Store. **DO NOT LAUNCH THE APP.**

For Windows click the “**download**” link on the login page (see URL below) to download the plugin. After the file has downloaded open (click) the file and follow the prompts to install the plugin. If you use Internet Explorer the download and installation can occur together. If you see prompts from your antivirus software choose the option to “Always Allow ...”. You need to be a Windows Administrator or have access to the Administrator Password to install the plugin. The “**Finish**” prompt will display when the plugin is installed.

**Step 2:**

When the app/plugin has been installed open the following URL, or return to the login page if it was already opened to install the Windows plugin. Click “**Click here to enter the room**”.

<http://www.conference321.com/masteradmin/room.asp?id=rs000000000000>

Enter your name

Enter the guest password

**For Windows** and MACs Click “**Log On**”

For iPhone/iPADs

* Click **Done**
* Click **Connect**

**To speak** – *you must have a microphone or headset*

**With Windows**:

* Push and hold down the **Talk** key (**Ctrl** key) or click the microphone or press the **Alt+L** shortcut
* A “talk bubble” icon will appear beside your name or if someone else is speaking a “hand raised” icon. The “hand raised” icon will change to the “talk bubble” icon when it is your turn to speak. You will also hear audio beeps to indicate when it is your turn to speak.
* When you are finished speaking you must release the **Talk** key or click the microphone icon or press the **Alt+L** shortcut.

**With MACs**

* Press the **Talk** key
* If someone is speaking the key will change to **Wait** and to **Stop** when it is your turn to speak
* When you are finished speaking press the **Stop** key

**With iPhone/iPADs**

* Click **Chat/Voice** to display the Text Chat and Audio window
* Click the **Talk** button
* If someone is speaking the button will change to **Wait**
* The button will change to **Stop** when it is your turn to talk
* When you are finished speaking press the **Stop** button

**Step 3:**

To exit the web conference room click “**File/Exit**” or close the window.

[MAC Tutorial](http://talkingcommunities.com/helpdesk/knowledgebase.php?article=81)

[Windows Tutorial](http://talkingcommunities.com/helpdesk/knowledgebase.php?article=100)

[iPhone/iPAD Tutorial](http://talkingcommunities.com/helpdesk/knowledgebase.php?article=87)