



Getting started with My Meeting Manager

View and update your collaboration accounts online

My Meeting Manager provides a simple way to self serve your collaboration accounts.

What is My Meeting Manager?

It's a free online application where you can book event calls, open new collaboration accounts, add users to existing accounts, make credit card payments online, and much more.

Forgotten your passcode? No problem, sign into My Meeting Manager and request a reminder, or request a new passcode, it's that easy. Need your global access numbers? Just click on the Global Access quick link and you're up and running. Or, print your own personal wallet card and keep your access details with you.

And, we know that meeting with any number of people is seldom straightforward, so book your BT Event calls online and discover how simple it is to amend, update, or even cancel your bookings, any time you want.

The very best user experience

My Meeting Manager offers a comprehensive set of intuitive tools making it easy to get started quickly.

Everything at your fingertips - in one place - to help you and your workforce manage your meetings.

The screenshot shows the 'My Account Overview' page in the My Meeting Manager application. The page is divided into several sections: 'Reservationless Audio Conferencing', 'Web Conferencing', 'My company's profile', 'Looking for other Global Access numbers?', 'Free Training', and 'Helpdesk'. A table at the bottom lists 'My Events' with columns for Date & Time, Title, Dial-in numbers, Chairperson passcode, Participant passcode, Billing Reference, and Options.

Callout boxes provide the following information:

- View a summary of your conferencing account.** (Points to the 'My Account Overview' header)
- Print a wallet card with your account details, change your passcode, or resend your Welcome email.** (Points to the 'My Global Access numbers' section)
- Book and manage your Event calls.** (Points to the 'My Events' table)
- Browse user guides and support information.** (Points to the 'Help & Support' menu item)
- Add or remove services and update your details (For Administrators only).** (Points to the 'View security PIN' link)
- Manage your account information, including View My Bill Online (VMBOL), where you can monitor the charges to your account.** (Points to the 'Email Us' link)

| Date & Time | Title | Dial-in numbers | Chairperson passcode | Participant passcode | Billing Reference | Options |
|-----------------------------|---------------|--------------------------------------|----------------------|----------------------|-------------------|------------------------------------------|
| Mar 23, 2012 1:00 PM GMT | first meeting | Direct dial-in number: 01296 311 650 | more > 12345678 | 123456 | K1234567 | View > Edit > Resend > Cancel > |
| Mar 23, 2012 4:00 PM GMT | First Meeting | Direct dial-in number: 01296 311 650 | more > 12345678 | 123456 | K1234567 | View > Edit > Resend > Cancel > |
| Mar 31, 2012 | Meet and | Direct dial-in | more > 12345678 | 123456 | K1234567 | View > |