

Dimdim Web Meeting Quick Reference Guide



Start an Instant Dimdim Web Meeting

1. Go to www.dimdim.com and log in to your account.
2. Click the green Host Meeting button. The Host Meeting dialog box pops up.
3. Select your desired meeting features and click the Start button.
4. That's it, your meeting is now running. Tell people your Meeting Room name.

Schedule a Dimdim Web Meeting

1. Go to www.dimdim.com and log in to your account.
2. Click the Host Meeting button. The Host Meeting dialog box pops up.
3. Select your desired meeting features and click the Schedule radio button.
4. The Host Meeting dialog box expands. Enter your meeting information and click Schedule.
5. You are notified that your meeting has been scheduled.
You and any invitees will receive an email with the meeting details.

Start a Scheduled Dimdim Web Meeting

1. Go to www.dimdim.com and log in to your account.
2. All your scheduled meetings are shown under the Upcoming Meetings tab.
3. Find the desired scheduled meeting and click the Start link in the My Meetings panel.
4. Your meeting starts.
All invitees are sent an email stating that the meeting has started.

Join an Instant Dimdim Web Meeting

1. After the host starts the meeting, go to www.dimdim.com and click the blue Join Meeting button.
2. A Join Meeting page pops up.
3. Enter the Meeting Room name, your Display Name and click the Join button.
4. That's it, you will be taken directly to the meeting room.
If this is a private meeting you will be asked for a Meeting key.

Join a Scheduled Dimdim Web Meeting

1. Simply click the link in the email you were sent.
2. A Join Meeting dialog box pops up. Click the Join button.
3. That's it, you will be taken directly to the meeting room.
If you lose the original email, just perform the same steps as in Join an Instant Dimdim Web Meeting

After the Dimdim Web Meeting host has started a meeting an attendee can join if they know the meeting room name (typically this is the host's Dimdim ID) and optionally the meeting key.

Only the meeting host needs to be a registered Dimdim member. Attendees or even hosts do not need to install any software to start or join a Dimdim Web Meeting. The first time a presenter shares their desktop they are prompted to install our screencasting plug-in.

To become a registered Dimdim member sign up at www.dimdim.com.

Dimdim Free users can hold meetings with up to 20 people. Dimdim Pro and Dimdim Enterprise users can hold larger meetings.



Dimdim
P.O. Box 117
Menthuen, MA 01844
Phone 1 (617) 418-3116

Product Information
www.dimdim.com

Sales Inquiries
sales@dimdim.com