

# MXmeeting Quick User Guide

This guide covers the steps to host and join a meeting:

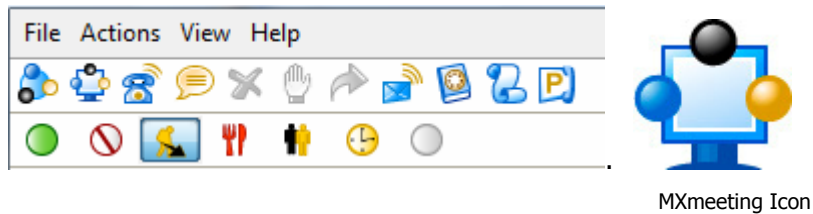
[1. Host a Meeting](#)

[2. Join a Meeting](#)

## 1. Host a Meeting

To host a meeting, you need a user account. Initially your system administrator needs to set up an account for you and needs to provide you –

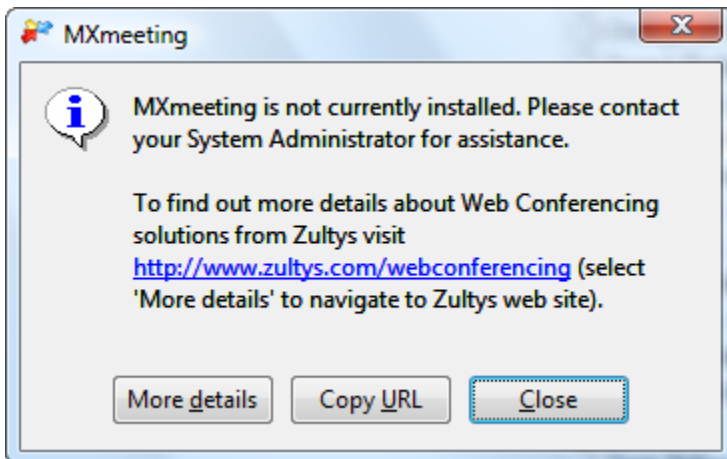
After MXmeeting is installed, you can launch it by clicking the MXmeeting icon from your MXIE toolbar. (The MXIE toolbar is at the top of your MXIE screen and looks like the following)



MXmeeting Icon

First time users please note: Your network / IT administrator must provide your meeting server address, userid (your email address) and your password.

If you attempt to launch MXmeeting from your MXIE toolbar before the application has been downloaded you will receive the following error message:



For first-time users, follow the steps below to host a meeting

**Step 1** Open your internet browser and type your meeting server address, which is provided by your administrator.



Welcome to [Zultys, Inc.](#) MXmeeting!

 **Join Meeting**

 **Host Meeting**

- ▶ [Quick User Guide](#)
- ▶ [Download MXmeeting](#) if your browser fails to auto-launch a meeting

[Web Conferencing Server Management](#)

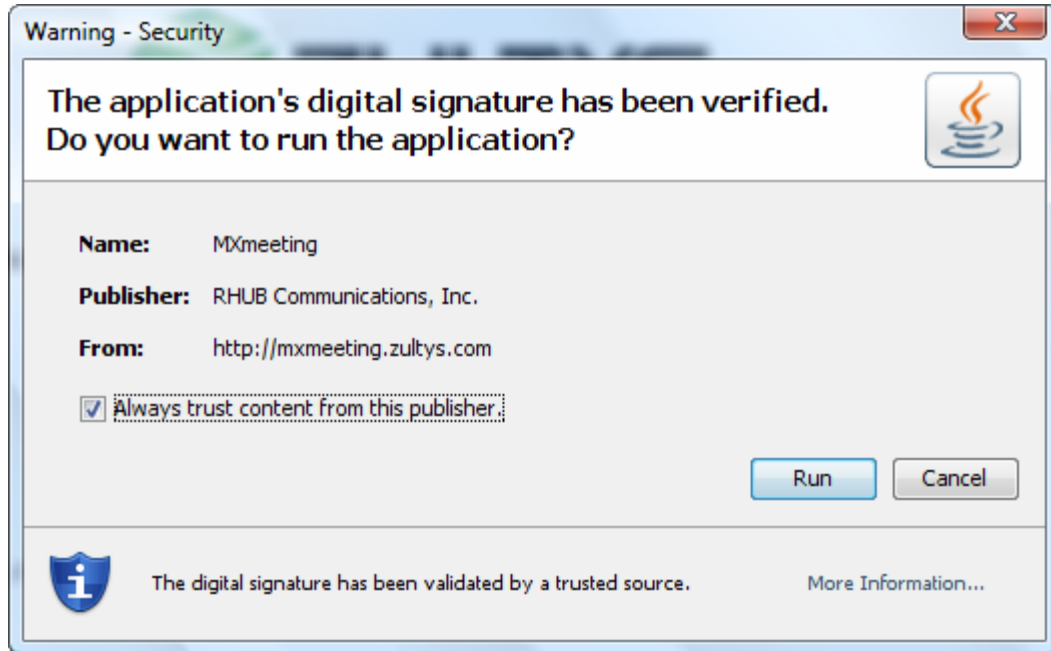
[Password Assistance](#)

Version 3.4.2 (build#: 3.0.87-3.0.14)

Click the "Host Meeting" button



You may receive the following warning notice –



## Select Run

**Step 2** When prompted to accept the MXmeeting download, click "Yes" or "Always". If there is no prompt, click the "Download MXmeeting" link to manually download and run MXmeeting.



[Home](#)

Click "Yes", "Always" or "Run" if prompted.

Launching the Meeting Manager ...



If MXmeeting does not start within one minute, manually download [MXmeeting](#).

**Step 3** Fill in the Meeting Server Address, Email Address and Password assigned by your system administrator. Click the "Sign In" button.



## Launch MXmeeting

[Home](#)

1. Download [MXmeeting](#), save and then run it

2. After you run it, fill in the "Meeting Server Address" field with the following address if it is not pre-filled.:

### To Host a Meeting

mxmeeting.zultys.com

#### Sign in to host a meeting:

Meeting Server Address:

Email Address

Password:

Remember Me

**Sign in**

[\( Forget Password? \)](#)

### To Join a Meeting

mxmeeting.zultys.com

Meeting Server Address

Meeting ID

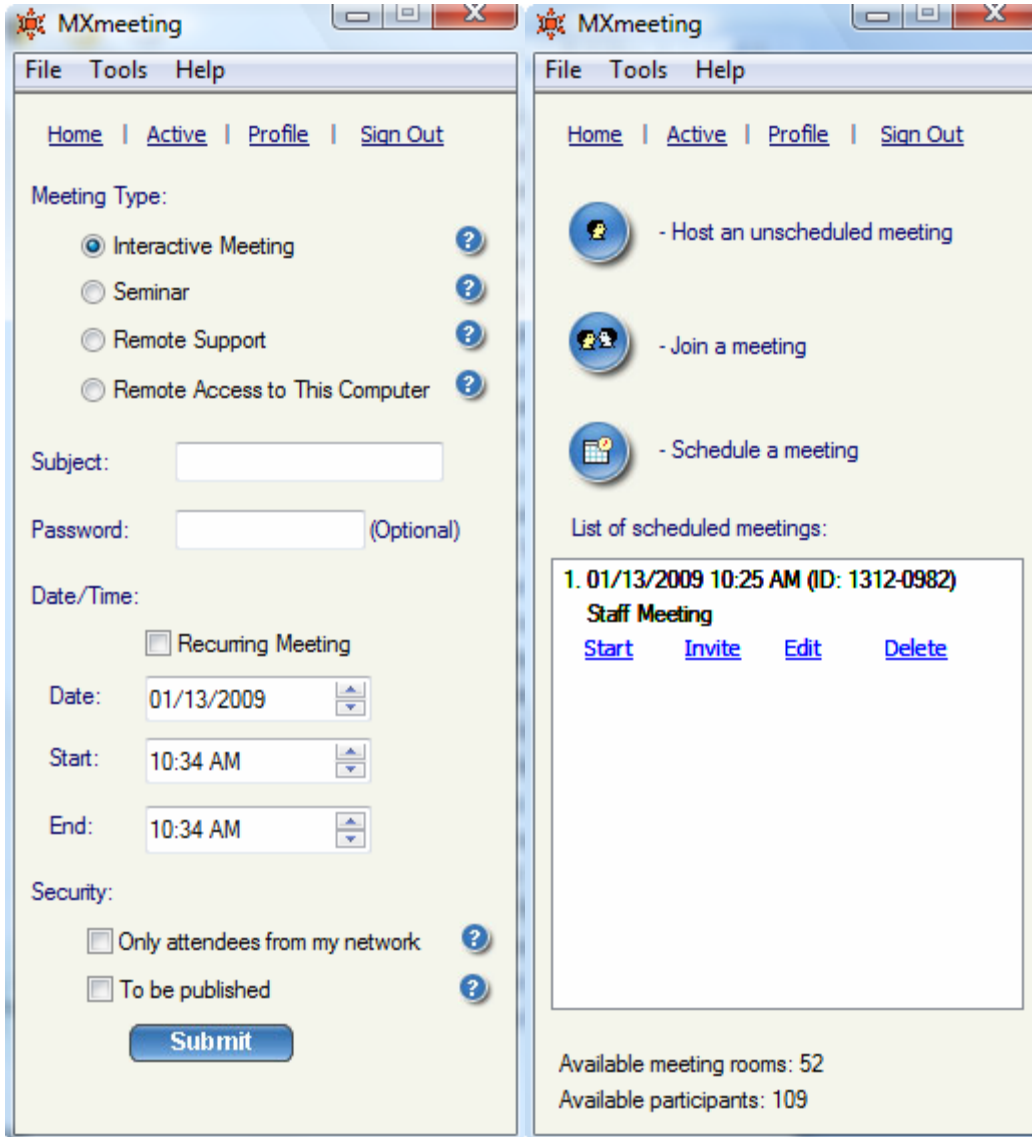
Meeting Password

Your Name

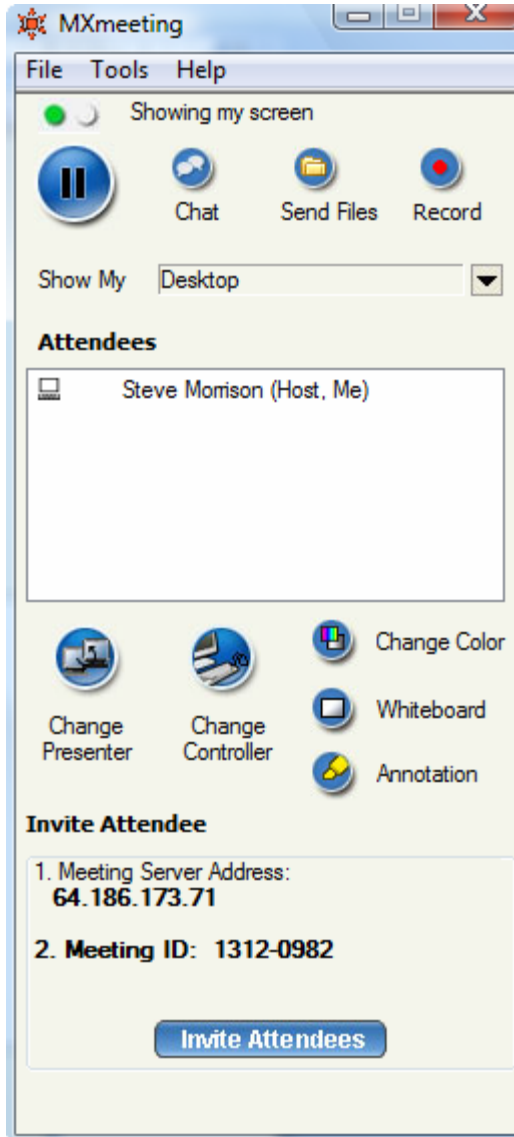
**Join Meeting**

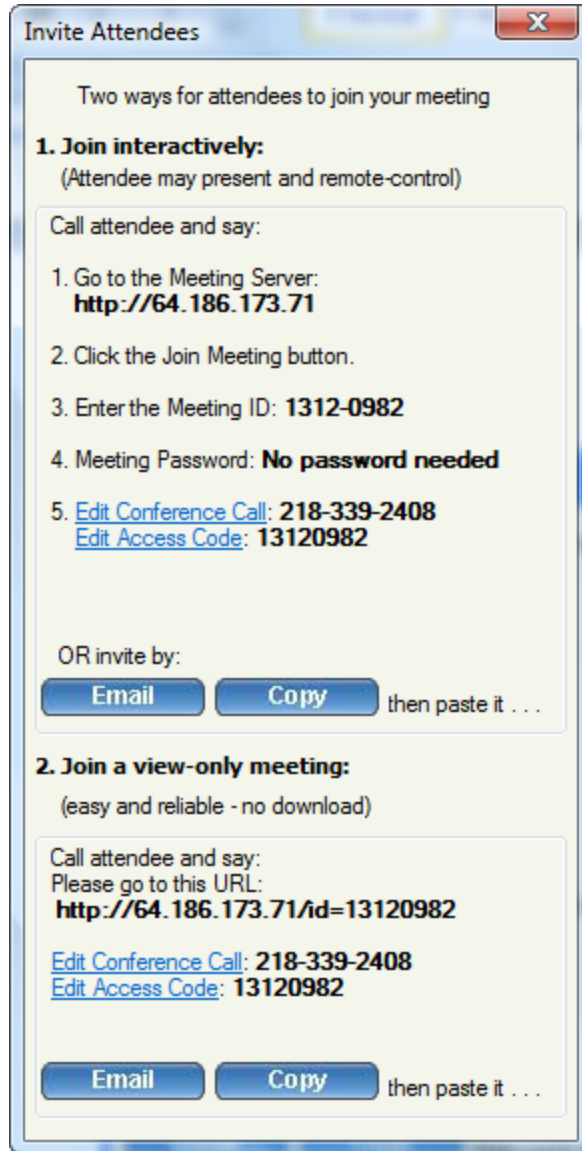
**Step 4** Click "Host an unscheduled meeting" button (see the Figure above) to start a meeting

**Step 5** Select a meeting type (you can hover over the question marks to see the definitions of each meeting type) and click the "Continue" button



The launch of the panel below indicates that the meeting has started. Click the "Invite Attendee" button to invite your meeting attendees





## To host a meeting by a second-time user:

**Step 1** Click the MXmeeting icon on your MXIE toolbar.



MXmeeting Icon

**Step 2** Go to the Step 4 under 'How to Launch a Meeting'.

## 2. Join a Meeting

Joining a seminar (view-only) is simply a matter of typing a URL in your browser. The following steps are needed to join an interactive meeting for the first time users.

**Step 1** Open your browser and type the meeting server address. Click the Join Meeting button



**Step 2** Fill in the Meeting ID, Meeting Password, and your name. Click the "Join Meeting" button

### Join Meeting

Meeting ID:

Meeting Password:

Your name:  (the name shown in the meeting)

**Step 3** When you are prompted to accept MXmeeting download, click "Yes" or "Always". If there is no prompt (because your computer does not have a proper Java virtual machine installed), click the "Download MXmeeting" link to manually download and run MXmeeting.



[Home](#)

Click "Yes", "Always" or "Run" if prompted.

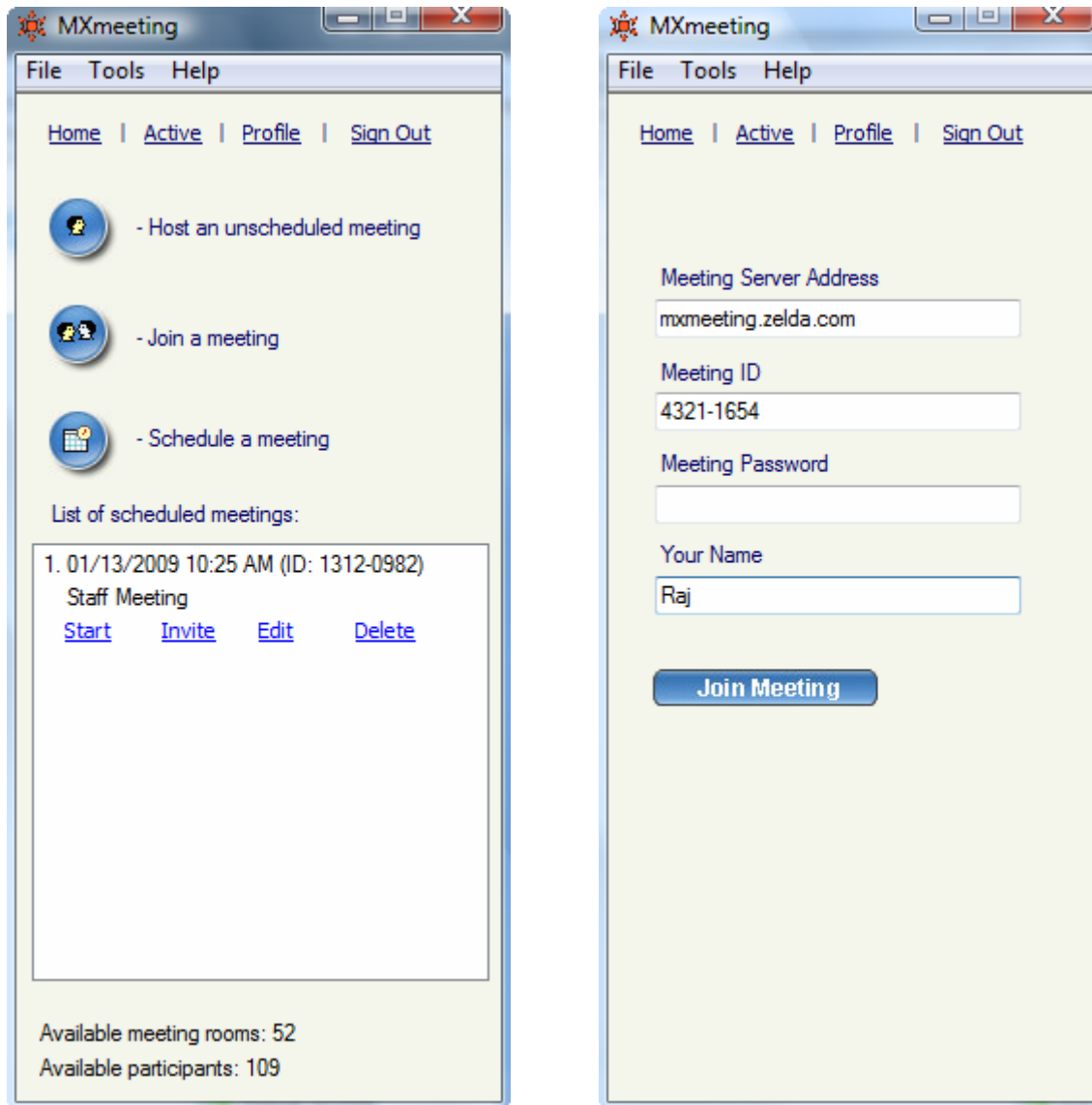
Launching the Meeting Manager ...

If MXmeeting does not start within one minute, manually download [MXmeeting](#).

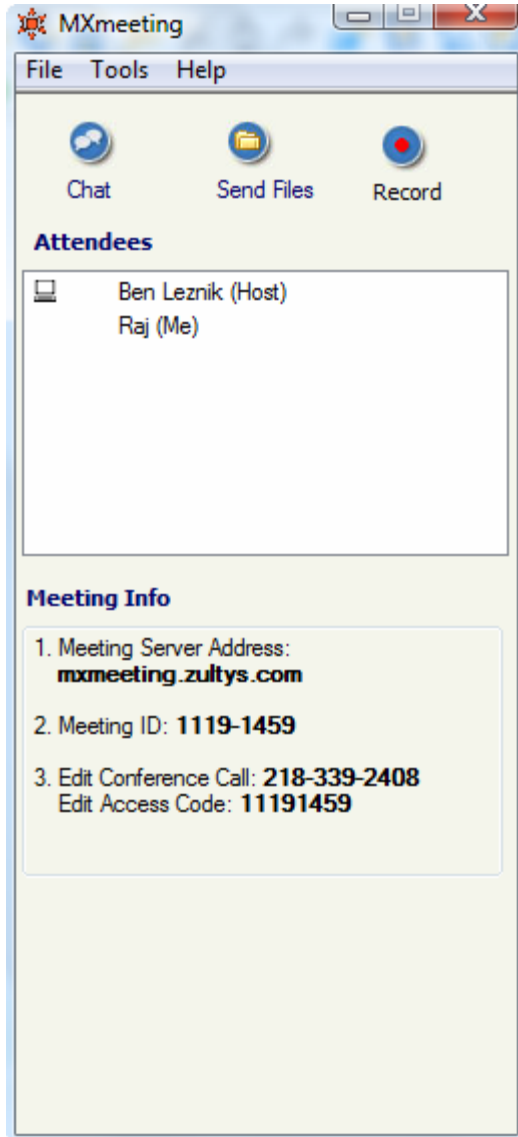
If the manual download is not required, you are automatically joined in the meeting.



If manual download is required, after you run the download, click the "Join a Meeting" button. Next, fill in again the Meeting Address, Meeting ID, Meeting Password, and your name. Click "Join Meeting" button. See the figures below.



At this point, you have joined the meeting. The meeting panel (the figure below) shows you the meeting information, meeting attendees and buttons to start chat and file transfer.



To join a meeting by a second-time user:

**Step 1** Click the MXmeeting icon on your MXIE toolbar



MXmeeting Icon

**Step 2** Go to Step 3 above and follow the steps when manual download is required.

