

# Electromeeet Quick Start Guide – For Providers

This document explains the administration required by Providers of Electromeeet sessions.

This document discusses the following topics:

- ❑ [How does an Electromeeet Licence Work?](#)
- ❑ [Obtain an Electromeeet License and Host Electromeeet Sessions](#)

## How does an Electromeeet Licence Work?

A provider licence allows 24 hour access to the Electromeeet server for providing sessions. The Provider has effectively hired a virtual “room”. In the virtual room sessions can be presented for anyone who is invited by the Provider, at any time, during the valid duration of the licence. The maximum number of participants in the session is determined by the limit in the license acquired.

After the licence is confirmed by email, the Provider logs in to the Electromeeet site (Provider Log in) and selects “Generate Initial Access keys”. Logging in to the website is via the Provider Name and Password that the Provider selects when registering for a licence. An automated email with links to Access Keys for Electromeeet sessions is then received. One link is for the Presenter’s Access Key, and the other is for Participants. The Access Keys allow the Participants and Presenters access to the required session and each have different permissions.

The Presenter Access Key allows invited Presenters to join the session. It also provides Presenters with additional permissions during the session, such as whiteboard control, slide-show tools, session recording privileges, and moderation privileges to control participant communication and participant privileges.

The Participant Access Key allows invited Participants to join the session, view the whiteboard, send text messages, hear audio, watch video, and interact with the Presenter, if allowed.

The Provider’s role is to administer the sessions. Administration tasks include scheduling of sessions, sending invitations, sending reminders, providing information about the sessions, and other relevant details. The Provider also sends the Access Keys, and directs Participants to the various Electromeeet Participant Guides on the website. See also ***Provider Guide – Sample Emails.***

## Obtain an Electromeeet Provider Licence and Host Electromeeet Sessions

You are now just a few steps away from providing Electromeeet sessions. Complete the following steps to obtain an Electromeeet licence and host Electromeeet sessions:

**Step 1: Analyse your requirements, decide the licence type that meets your requirements** (also see the guide ***Obtaining a Provider Licence*** on the website). For more information about the features that are available with each licence type see the Electromeeet website at [www.electromeeet.com](http://www.electromeeet.com) or download a copy of the brochure.

**Step 2: Register to obtain a Provider Licence from the Electromeeet website or your distributor** (also see the guide ***Obtaining a Provider Licence*** on the website). Complete the form on the website.

### Step 3: Receive a Licence Acknowledgment

After you register and / or purchase the license you will receive an automated email message which confirms your Provider name and password. Ensure that your email software will accept messages from [sessions@electromeeet.com](mailto:sessions@electromeeet.com) .

### Step 4: Login to Provider Log In to Generate Initial Access Keys

Login with the with your Provider ID and Password to the Provider Log In page available at [www.Electromeeet.com](http://www.Electromeeet.com) .

After you successfully login, the following menu displays:

Welcome to Licence Management.

Start here to:

1. Update Provider Profile AND/OR Change Master password
2. Generate initial Access Keys (This link will be unavailable after the first set of Access Keys are generated)
3. Request New Access Keys
4. Manage recordings

### Optional: Step 5: Update your Provider Profile

To update your provider profile, click the link. Ensure that the displayed details are accurate and edit the profile if required.

### Step 6: Generate the Initial Access Keys

To generate the initial Access Keys, click the **Generate Initial Access Keys** link.

After you generate the initial Access Keys, you will receive an automated email with links for two keys: the Presenter Access Key and the Participant Access Key. **The email is sent to the specified email address in your Provider Profile.** Please test that the links work: click on each link and, when prompted, Open the Access Key to launch Electromeeet (you will need to have downloaded and installed the software from the website first).

Access Key links generated at this point will be valid until the license expiry date.

The links provide access to your own virtual "room" on the server and are valid at any time for up to the maximum number of users for your licence version.

If you are concerned that users from previous sessions may obtain unauthorised access to future sessions, you can request new Access Keys with the **Request New Access Keys** link.

### Step 7: Send the Access Keys to Presenters and participants who are joining your session(s) along with the session details

Once you have received your Access Keys you can start providing sessions immediately. You will need to send the links to Presenters and Participants as required. For ideas about the wording of the emails that you are about to send, see **Provider Guide – Sample Emails** in the Help section of the website.

You must send the Participant Access Key to Participants. You must send both the Participant Access Key and the Presenter Access Key to the Presenter(s). There can be more than one person in a session with Presenter Permissions. With the keys you should provide additional information about the session such as the start time, the Presenter name, and the subject.

We recommend that you send all participants reminder emails before the session is due to start.

For more information about joining and interacting within sessions, see the other guides available on the website under Help.