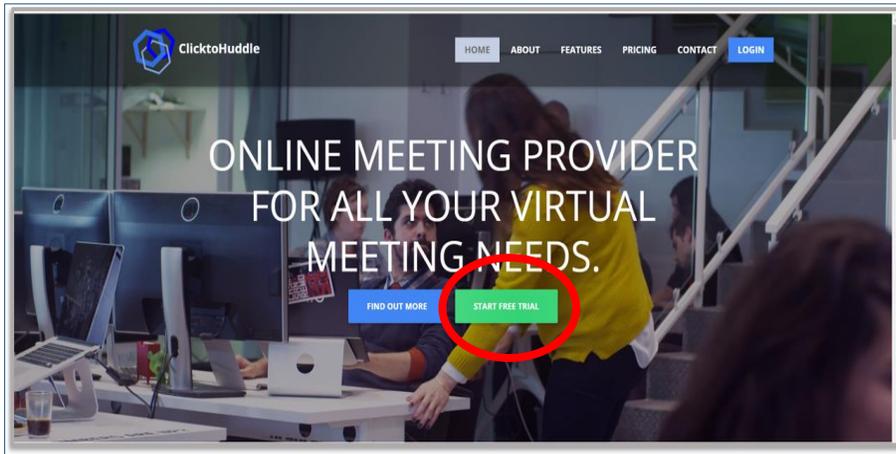


ClicktoHuddle

Getting Started with Web Collaboration

Getting Started

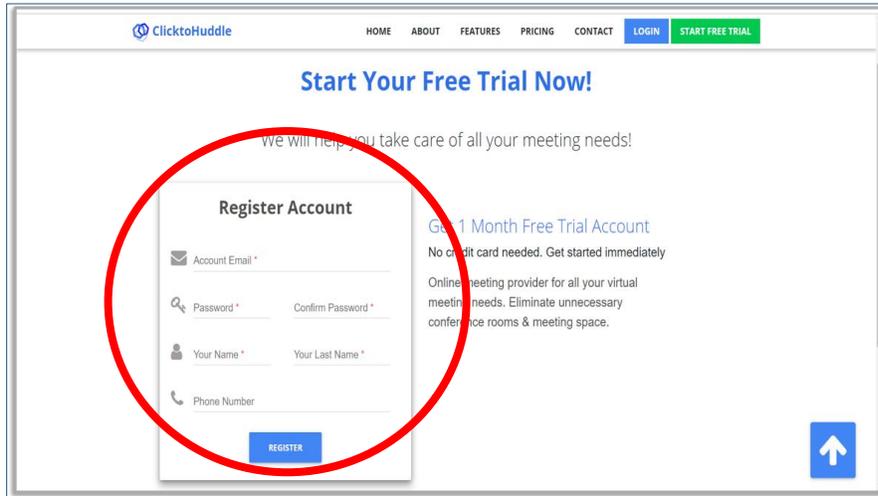
To get started you visit www.clicktohuddle.com



Go to: Once on the main page click on Free Trial to get started.

1. Click **Start Free Trial**.

Free Trial



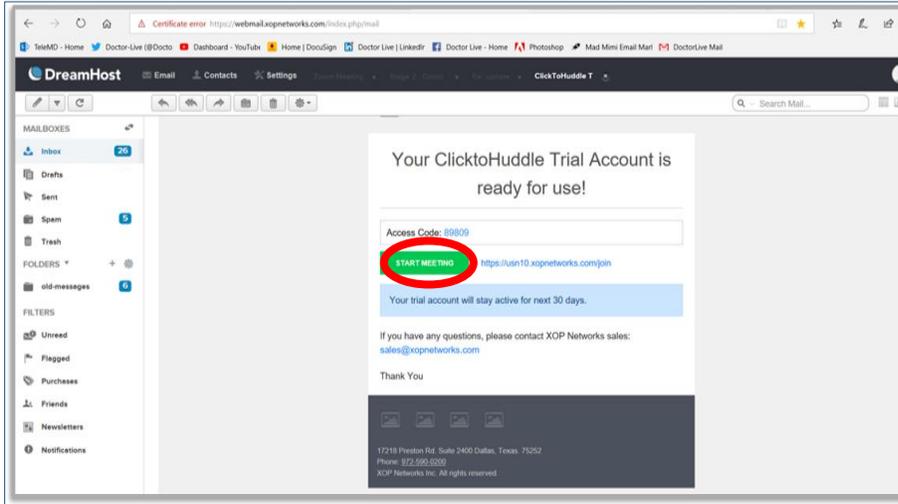
Go to: Once you are on the Free Trial page, register for an account.

2. Enter all the required information.

3. Click **Register**.

4. A **Welcome Email** will be sent an email to your inbox. Save this email as it contains your credentials to get started.

Welcome Email



Go to: Make a note of the Access Code and Click on **Start Meeting**.

Note: Save this email for future reference.

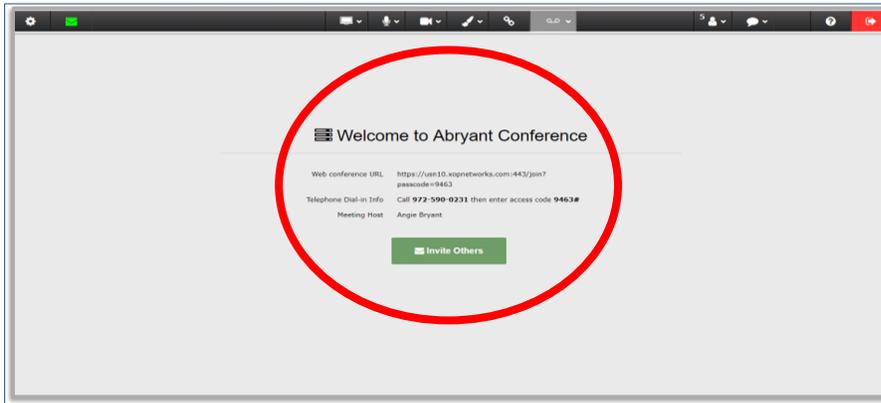
Initiating Your Huddle

You are now ready to begin your first huddle!

1. Your name should be pre-filled
2. Enter the Access Code you received from your welcome email

Note: The password you submit while registering your account will be the password you will use for administrative capabilities later.

Beginning Your Huddle



Congrats! You are now in your Huddle!

Note: Your participant conference details are on this screen. Participant code will be different than your moderator code. Attendees can either join audio directly from their computer or can join via phone with the dial information & access code shown here.

Contact Us

This document has been designed to serve as a handy reference guide for our Web Collaboration users.

We are located at:

17218 Preston Rd, Suite 2400

Dallas, Texas. 75252

If you need help or support, please contact:

Angie Bryant

Director of Sales

Tel: 214-929-9462

abryant@xopnetworks.com

If you have any suggestions for further improvements, please contact us at marketing@xopnetworks.com.