Utility Telecom
How to Start a Meeting With Accession Meeting

This guide is intended to help you understand how to start a meeting using the Accession communicator app. It will also teach users who do not have the app how to join meetings with ease. If you have any questions, give us a call at 877-965-7800 or email service@uyt.co.

UtilityTelecom
### Digital Business Communications

A Step-By-Step Guide to Starting a Meeting

Accession Meeting is an ideal tool to be used to stay connected to your team and clients during the COVID19 pandemic. To best utilize Accession Meeting, Utility Telecom has put together a set of instructions that will help you understand how to use the application.

How to Send an Invite to Non-Accession Meeting Users via Desktop

If you are using a desktop or laptop you can start a meeting by doing the following:

1. Create a meeting using Accession Communicator
   a. Using Accession communicator, click on the "Meetings" tab at the very top of the application. The drop-down options will include, "View Upcoming Meetings"; "View Recorded Meetings"; "Create a Meeting"; "Schedule a Meeting"; and "Join a Meeting."

   b. Select "Create a Meeting." This will open a new screen allowing you to select users in your Accession Communicator contact list, or you can choose to select users not on your contact list by selecting the "Invite Others" tab and select to send an email invite or copy the meeting link manually.

   c. Your meeting ID number and access link will be sent to the recipient immediately.
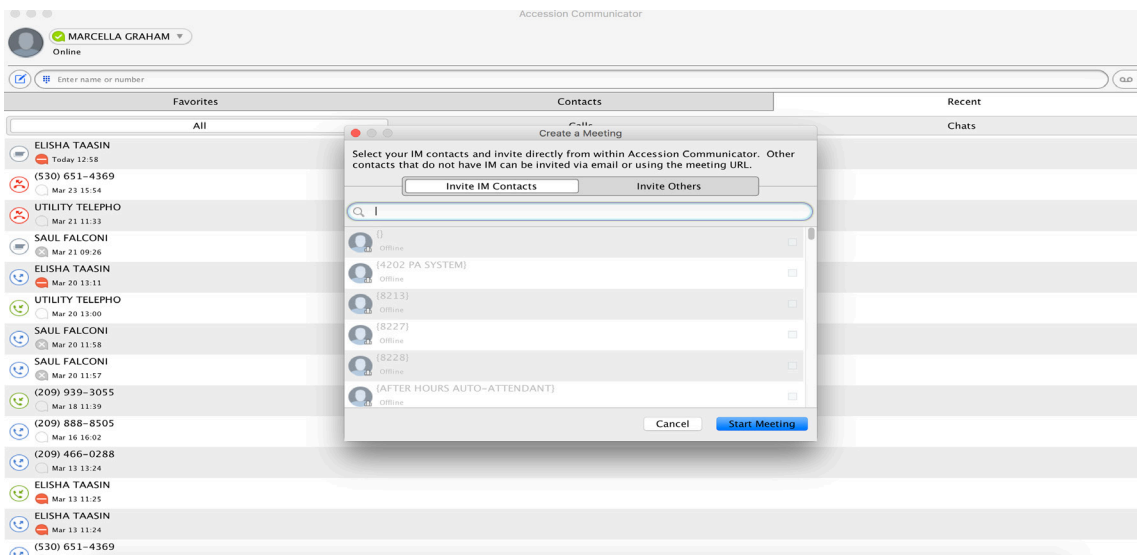
How Non-Accession Users Can Accept Meeting Invites via Desktop

If you are a non-accession user on your desktop you can join a meeting by doing the following:

1. Click the link provided to you by the meeting host in your email.
   a. The link will look like, https://uyt.accessionmeeting.com/j/(meeting ID)

2. Or you can join the meeting by dialing the phone number provided and entering your meeting ID number.

3. Once the link opens in a new tab you will be prompted to download the Accession Communicator App.
   a. A message stating "If nothing prompts from browser, click here, or download and run." will appear.
   b. Click "download and run".

How to Send an Invite to Non-Accession Meeting Users via Mobile Phone

If you are sending an invite to a non-accession user on your mobile phone, do the following:

1. Create a meeting using the Accession Communicator App
   a. Using the Accession communicator App, click on the "Meetings" tab in the bottom right hand corner.

   b. Select "Create a Meeting." This will open a new screen allowing you to select users in your Accession Communicator contact list, or you can choose to select users not on your contact list by selecting the "Invite Others" tab and select to send an email invite or copy the meeting link manually.

2. Your meeting ID number and access link will be sent to the recipients email immediately.

How Non-Accession Users Can Accept Meeting Invites via Mobile Phone

If you are a non-accession user on your mobile you can join a meeting by doing the following:

1. Click the link provided to you by the meeting host in your email.
   a. The link will look like, https://uyt.accessionmeeting.com/j/(meeting ID)

2. If the app is installed, click "Join Meeting"

3. If you're a first time user, please download the "Accession Commincator" app from your app store.

4. Enter the meeting ID after you install the app.

5. Or you can join the meeting by dialing the phone number provided and entering your meeting ID number.

6. You can now enjoy your meeting seamlessly.

We're Here to Help

If you're unable to find what you need, please contact Customer Care. We are available for assistance 24/7. For any network or technical issues with your service, please contact us at 877.965.7800 or info@uyt.co.

Visit uyt.co for more information!