

Guidelines for setting up online meeting

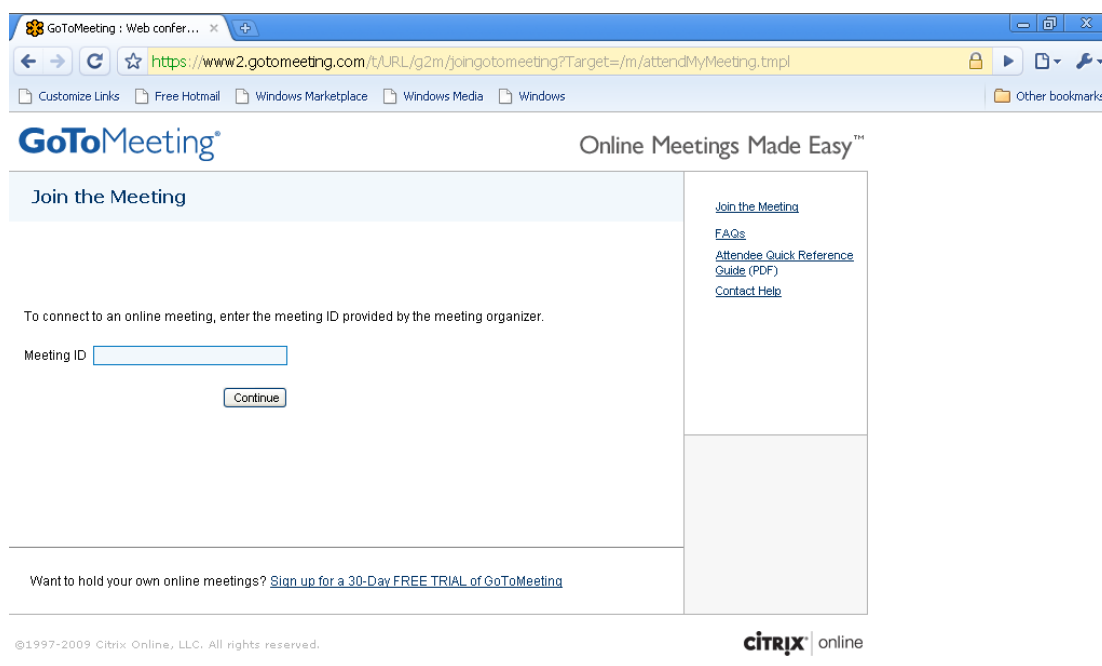
Background

[Mithi Connect Server](#) is now powering the email systems of over 200 customers across 40 cities in India and abroad. In order to reach out to more customers and partners across the globe, Mithi is in the process of putting in place a framework which will allow boundaryless interaction and collaboration in real-time without having to travel, thus saving a great deal on time and money.

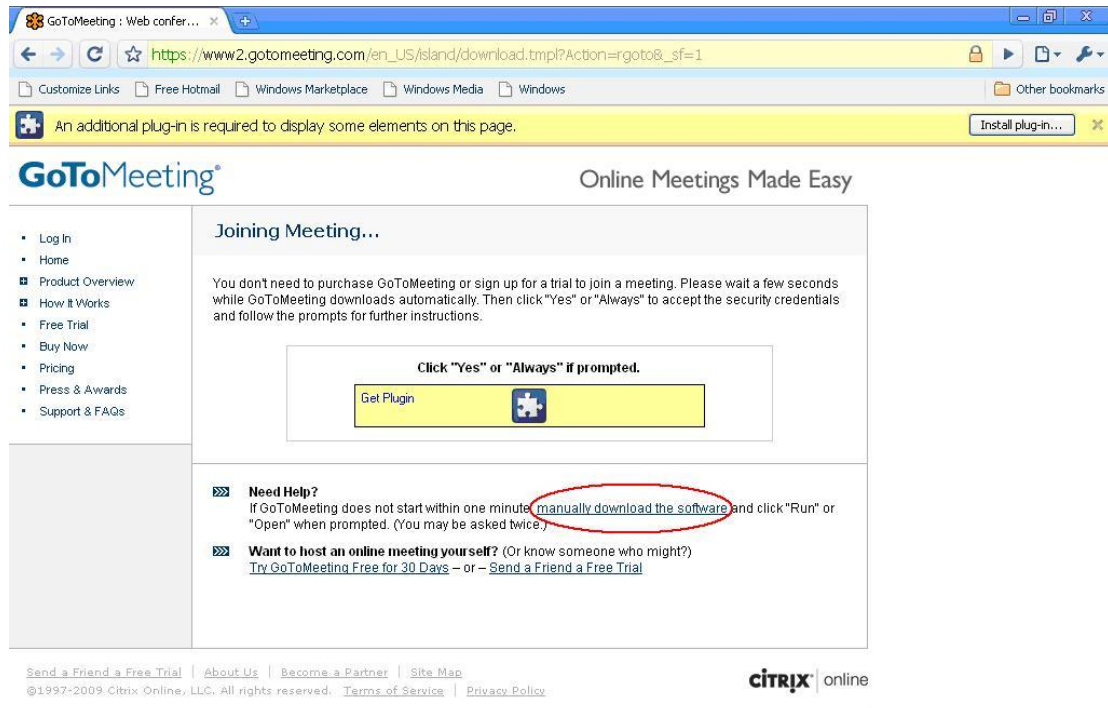
This framework will allow Mithi to organize and attend online meetings, conduct on-the-fly or scheduled presentations with customers/partners, perform live demonstrations in real time, collaborate on documents and provide training to customers, employees and partners.

Step by step guideline in setting up GoToMeeting

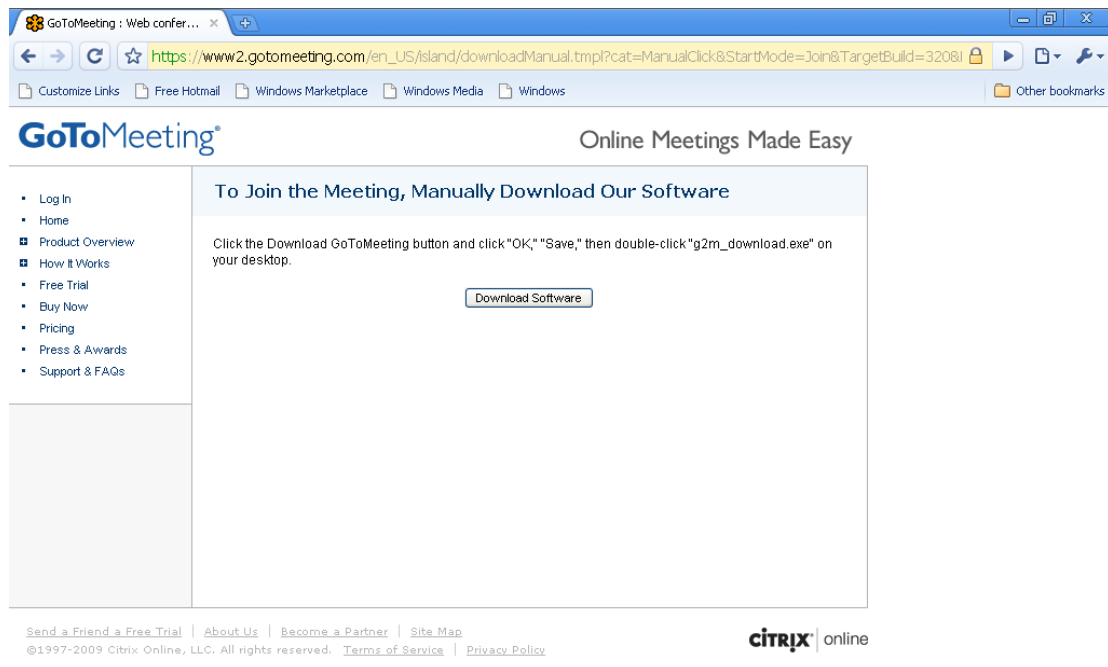
1. Go to JoinGoToMeeting.com
2. Enter the given Meeting id in the box provided on the page



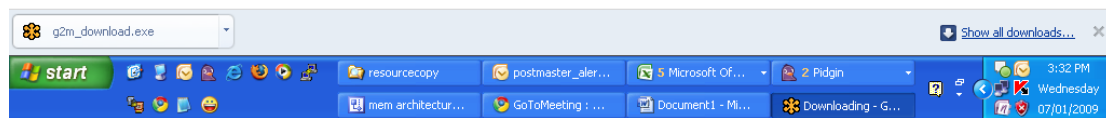
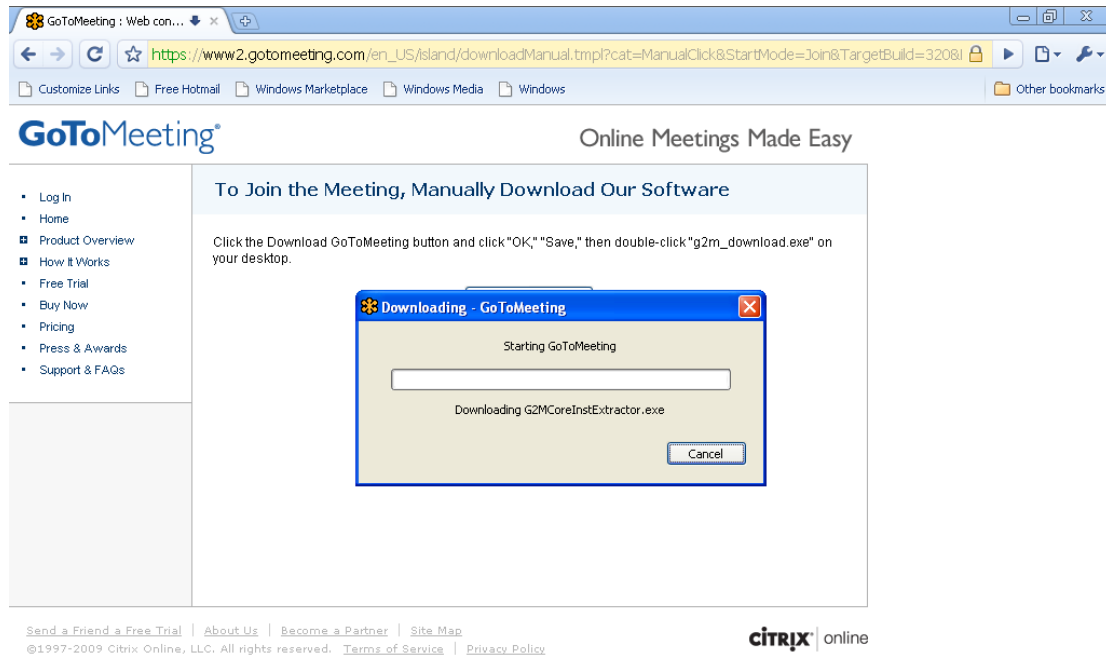
3. If the download does not happen automatically, you'll see following webpage. This means Java is not installed on your PC. No problem. Click on the link [manually download the software](#).



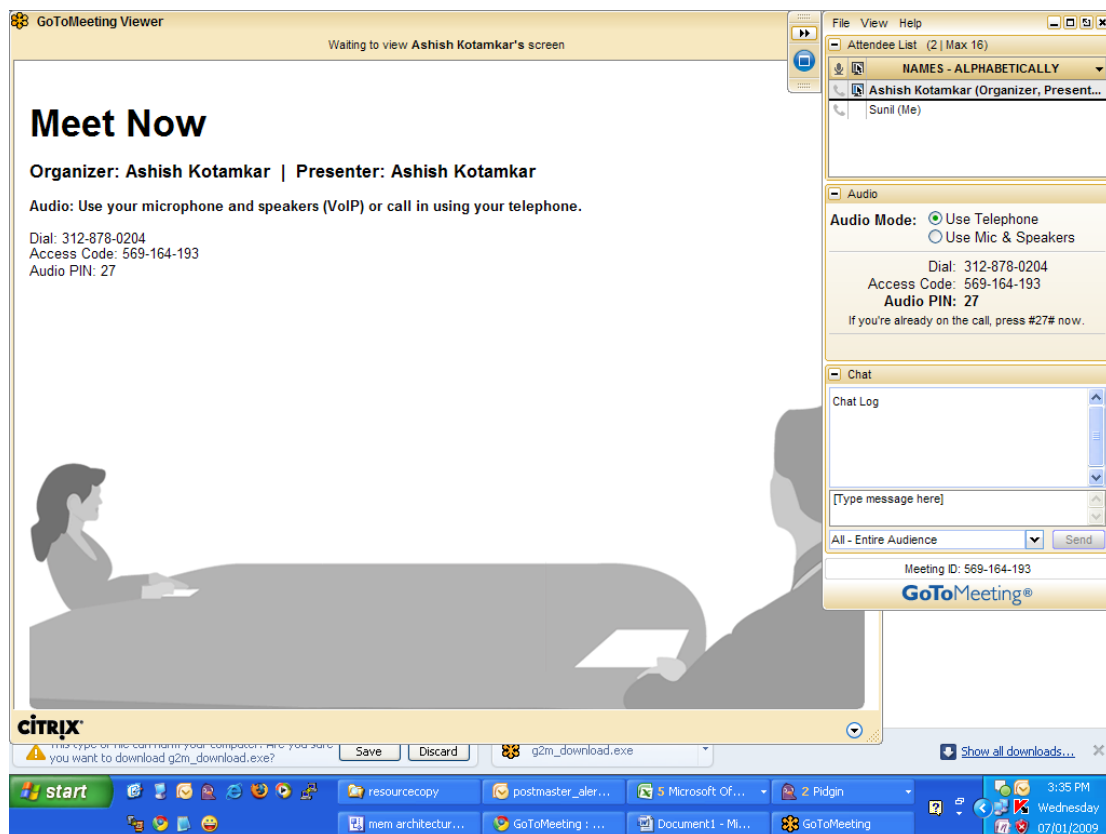
You'll see the following page. Click on the **Download Software** button.



4. The manual download will start.



- Once the download is complete and GoToMeeting is installed on your PC, you'll be connected to the meeting. You'll see the following screen on your PC.



You're ON! From here on the Presenter from Mithi will take you through the scheduled presentation/demo/training.

Additional References

GoToMeeting online help - <https://www1.gotomeeting.com/default/help/g2m/?Portal=www.gotomeeting.com>

This is a Confidential document and not meant for public viewing.

Copyright (c) 2000-2009 Mithi Software Technologies Pvt. Ltd. All rights reserved.

The information in this document is subject to change without notice. Mithi makes no warranty of any kind regarding this material and assumes no responsibility for any errors that may appear in this document. Mithi™ Software Technologies, Mithi Connect Server™, Mithi Web Mail™, Mithi Personal Address Book™, Mithi Global Address Book™, Mithi Corporate Directory™, iThinkshop™, IndiaInteractive™, IndiaPage™, mailjol™, mailjol Unplugged™ are trademarks of Mithi Software Technologies. Other product names mentioned in this document are for identification purposes only and may be trademarks or registered trademarks of their respective companies.