



TMU™ Quick Start Guide

Schedule a call

To schedule a call, you need to have an account. Sign up for an account at <https://app.telemeetup.com>.

1. Go to <https://app.telemeetup.com>.
2. Login.
3. On the Calls page, click the drop-down for **New Call**, and then click **Schedule Call**.
4. Input the subject and description of the call.
5. Select the date and time of the call. Note: The date and time you select are in your local time zone, and the system converts the date and time to UTC and sends the UTC date and time in the invitation email. The call can be started at any time; you do not have to wait until the scheduled time.
6. Specify the call duration in minutes, this field is optional but can help invitee to plan for the meeting accordingly.
7. In the Participants field, input the email addresses of people you want to invite to the call. For each person, type the email address and click + or press Enter, and it will appear below the email field. If you need to remove an email address, click the - beside it.
8. Click **Schedule Call**, and the invitation will be emailed to the participants and also to you.

Start a scheduled call (as the host)

1. Click the link in the invitation email, and the pre-call page will open in a browser.
2. Enable the Video and/or Audio; if prompted by the browser for permission to access the camera/microphone, allow it.
3. In the Login section, input the email address and password of the account that you used to schedule the call or click on **Join** if you are already logged in.
4. Wait for the other participants to join the call and have a conversation.
5. At the end of the call, click the red icon to hang up/end the call for all participants and get a recording of the call in .MP4 format, which will download automatically. Note: You must click the red hang up / end call icon to get the recording; do not simply close the browser.

Note: If you are logged in to TMU, you can simply start any scheduled call by clicking the blue **Join** button of the call on the Calls page.

Join a scheduled call (as a guest/participant)

1. Click the link in the invitation email, and the pre-call page will open in a browser.

2. Enable the Video and/or Audio; if prompted by the browser for permission to access the camera/microphone, allow it.
3. In the Continue as Guest section, input your name.
4. Click **Guest Login**.
5. Wait for the other participants to join the call and have a conversation.
6. To leave the call, click the red icon to hang up or leave the call. Or when the host ends the call, you will be automatically disconnected.

Note: You can also join the call using the call token (7-digit code provided by the host). Go to <https://app.telemeetup.com>, click **Join as a Guest**, input your name, enter the call token for joining the call, enable the Video and/or Audio, and click **Join Call**.