Instructions for Join Me

You can use Join Me to let your students connect to your Machine to watch you demonstrate a task or skill. You can use Join Me to connect to and take over another machine.

Share
As the presenter/instructor, you will click Share. You will be allowing students to connect to your machine. If you are using this to provide remote technical support, this is the choice the person will use for you to connect to their machine.

Join
After the presenter or client/student hits share, they will see a 9 digit number on the top of their screen. You will need to give this number to anyone you want to “Join” to the session. You would give this number to all the students you want to connect. If you are using Join Me for tech support, after your client or student hits Join, they will need to give you this number. The student or client hits Join, enters the 9 digit number (which changes every session) and they are able to connect to the person’s machine who clicked Share.

Step By Step Instructions - Share
1. Open your Internet browser and go to http://join.me
2. First, you need to **Share**. For classroom presentation, the Instructor should click Share. For Technical Support, it will be the student or client to which you want to connect.

3. After you click Share, the following Control Bar will appear at the top of your machine.

![Control Bar](image)

4. Give the nine digit number to anyone you want to be able to connect to your machine.

**Step By Step Instructions - Join**

1. After the presenter (client/student) shares their machine, the person wanting to connect to the machine should **Join**.

![Join Button](image)

2. To do this, type in the 9 digit number (without dashes) and click the big green arrow. You will get the same Control Bar only in green.

![Control Bar](image)

Now you are ready to roll. You can allow students to take control or not. The people joined can also request control which you have the ability to accept or not.
Control Bar

1. **Phone** – your students can also connect by phone to your Join Me session. Click on the Phone icon on the far left.

2. **Chat** – your students/client can also participate in a Chat session.

3. **Beacon** – clicking the Beacon will allow you to **Pause** your screen.

4. **Participants** – click on the Participants icon to see the list of people connected in your session. Students can click or double click on their logon (e.g., Viewer 1, Viewer 2 are the defaults) and type in their own names.
5. **Request Control** – the person connected can request control by clicking on the Mouse icon on the right end.

![Request control](image)

**Desktop Access**

You can also install **JoinMe** on your desktop for faster access. You will get the question when you close the **JoinMe** session.

![Close join.me?](image)