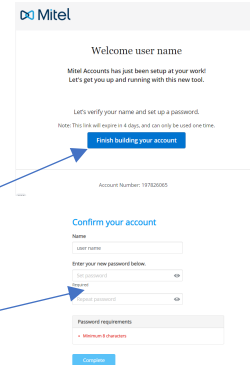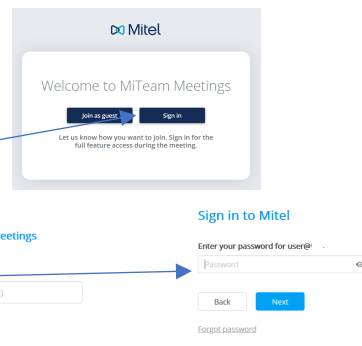# MiTeam Meetings End User Setup

Set a Password

- Once you have been setup for Mitel Meetings you will receive an email from no-reply@mitel.io

- Open the welcome email click on the button "Finish building your account"

- A new webpage will open

- In this webpage Enter an 8 Character password into both boxes and click "Confirm"
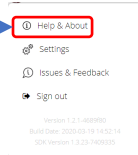
Login into MiTeam Meetings

- In a Browser enter the address **meet.mitel.io**

- Click on "Sign in"

- Log in with your email and password

MiTeam Meetings homepage

Click here to open a setting panel

For a complete guide on using MiTeam Meetings Click "Help & About"

A list of meetings created or joined

Use this option to create and join an ad hoc meeting.

Use this option to create a scheduled meeting.