



- [Top 10 FAQs](#)
- [What's new?](#)
- [Getting started](#)
- [Apps for desktop and mobile](#)
- [Your meeting](#)
- [Joining a meeting](#)
- [Security](#)
- [Pro features](#)
- [Pricing, billing, legal](#)
- [Troubleshooting](#)
- [join.me API](#)

[Start a join.me pro trial](#)

[Getting started >](#)

How do I start a meeting?

On a PC or Mac, go to the [join.me](#) website and click **Share**. More precisely, click the big orange button next to the word Share.



The [join.me](#) application will download and run, then your screen will be ready to be shared.

How do I know join.me has started? You'll see this on your desktop. We call it the [join.me](#) toolbar. More specifically, it's the presenter's toolbar. If it's not visible, [join.me](#) is not running and your meeting can't start.

join.me on a Windows PC



join.me on a Mac



Can't find the join.me toolbar? Maybe it's hiding. That is, if you are using more than one monitor, look for [join.me](#) on your primary monitor. It will always start on your primary monitor, even when you launch it from a secondary monitor.

Related information

- [How do others join? How many?](#)
- [How do I join an audio conference call?](#)
- [Can I change my name when I'm the presenter?](#)
- [Where can I download join.me?](#)
- [It won't work!](#)



Search

- [Top 10 FAQs](#)
- [What's new?](#)
- [Getting started](#)
- [Apps for desktop and mobile](#)
- [Your meeting](#)
- [Joining a meeting](#)
- [Security](#)
- [Pro features](#)
- [Pricing, billing, legal](#)
- [Troubleshooting](#)
- [join.me API](#)

[Start a join.me pro trial](#)

[Apps for desktop and mobile >](#)

Where can I download join.me?

Everything you need to start a meeting is downloaded when you click **share** on the **join.me** website, but you can also install our convenient desktop app to use **join.me** without a browser.

Download the app now

Download the **join.me** desktop app so you can start a meeting without a browser.

Apps for sharing and joining:

- [For Windows \(.msi\)](#)
- [For Mac \(.zip\)](#)

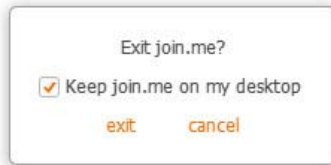
Apps for joining:

- [For iPhone, iPad, iPod touch](#)
- [For Android](#)

Or download the desktop app after a meeting

When you end a meeting by closing the toolbar, you will be asked if you want to keep **join.me** on your desktop. That's our special way of saying "Do you want to download and install the **join.me** desktop app?"

Just click the checkbox and exit your meeting. The desktop app is downloaded and installed.



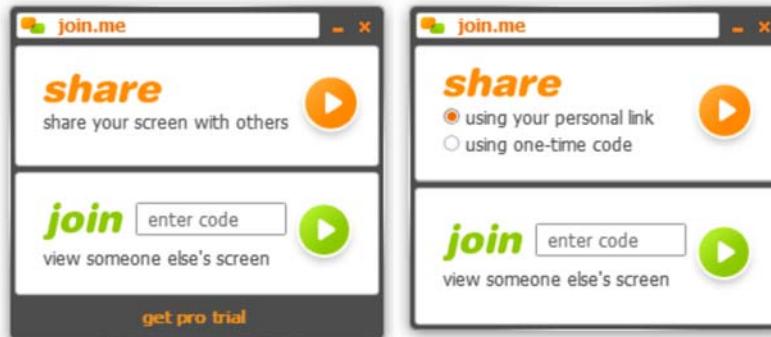
After installation, look for the **join.me** icon. Click it to launch the desktop app.



What's the desktop app?

Once you download and launch **join.me**, you'll see what we call the **desktop app**. Use it to start or join a meeting. It's like using the **join.me website**, but without a browser.

free app, pro app




 Search

- [Top 10 FAQs](#)
- [What's new?](#)
- [Getting started](#)
- [Apps for desktop and mobile](#)
- [Your meeting](#)
- [Joining a meeting](#)
- [Security](#)
- [Pro features](#)
- [Pricing, billing, legal](#)
- [Troubleshooting](#)
- [join.me API](#)

[Start a join.me pro trial](#)

[Getting started](#) >

How do others join? How many?

There are a few easy ways to join, depending on what kind of device the participant is using. Up to 250 people can join.

Participants on a PC or Mac go to [join.me](#) and type the multi-digit code or "personal link" in the **join** box. We'll add the dashes.

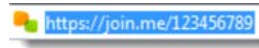
The big green button gets them in. That's it. Nothing to download. No account required.



Anyone running Flash Player 10 and one of the following browsers can join a meeting: Internet Explorer 7 or above, or the latest Firefox, Chrome, Safari.

Tip: Folks on an **Android** device or **iPad/iPhone** can join your meeting. All they need is the **join.me** mobile viewer and your meeting code or personal link.

Tip: Participants can even type the digits directly into the browser address bar.



How many people can join.me?

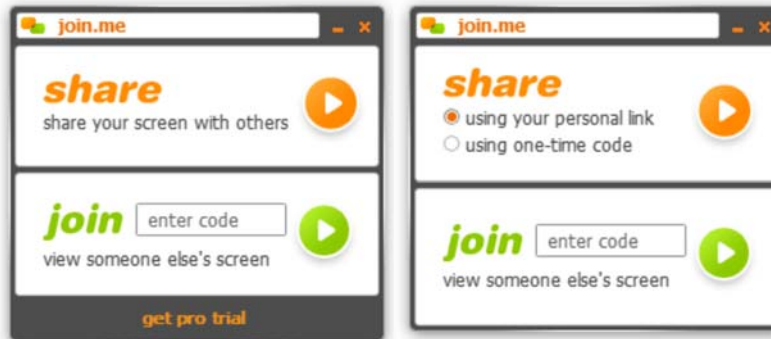
The participant limit is **250** for all meetings, free or pro.

Is there a way to join without using the website?

Anyone on a PC or Mac can **download the desktop app**. Use it to start or join a meeting. It's like using the **join.me website**, but without a browser.

Participants will be asked if they want to download the desktop app when they leave a meeting.

free app, pro app



Related information

[Participants are getting an "Invalid Code" message!](#)

[Can I use join.me on an iPad, iPhone, iPod touch?](#)

[Can I use join.me on an Android device?](#)


 Search

- [Top 10 FAQs](#)
- [What's new?](#)
- [Getting started](#)
- [Apps for desktop and mobile](#)
- [Your meeting](#)
- [Joining a meeting](#)
- [Security](#)
- [Pro features](#)
- [Pricing, billing, legal](#)
- [Troubleshooting](#)
- [join.me API](#)

[Start a join.me pro trial](#)

[Pro features >](#)

Can I swap presenter? Can I let someone else show me their screen?

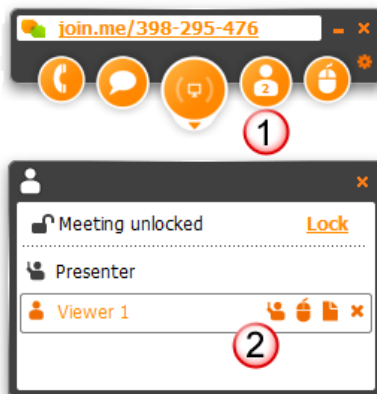
You can pass the presenter role to any participant who is on a PC or Mac.

Important: [join.me pro](#) is required – paid or trial.

How do I make the switch?

1. Click the **Participants** button.
2. Click **Presenter swap** next to any viewer. The little guy on the icon is holding a pen or pointer, like folks used to hold when presenting the *old fashioned* way. Or maybe it's a piece of chalk (dust-free). Or maybe it's a martini.

Important: You can't offer the presenter role to anyone joining on a mobile device ([iPad/iPhone](#) or [Android](#)). That's why we don't show the swap button next to their name. Only folks on a PC or Mac can become presenter.



Once the participant accepts the presenter role, your [join.me](#) toolbar turns green and a window opens showing the new presenter's screen.

Why did I turn green?

Because [join.me](#) is color coded.

- Green toolbar is for viewers (as in "Oh, I'm only viewing, so I can sneak a peek at my email")
- Orange toolbar is for presenters (as in "Oh, I'm presenting again")

When you turn green, someone else turns orange. So don't be surprised if the person who accepted the presenter role says "Holy Moley, I just went orange." Just tell them to take a deep breath and enjoy the limelight.

Can a participant ask to become the presenter?

Yes. Here's how it works from the viewer's toolbar:




Important: To become presenter, the participant must be running [join.me](#) on Windows or a Mac. Anyone who joined using the

Flash viewer (that's the normal green viewer interface), will be prompted to download and run the desktop app. The message says Download the **join.me** desktop app to become presenter. If they don't download the app they can't become presenter.

How does the new presenter hand back the presenter role?

To hand back, or hand off, the presenter role:

1. Click the **Participants** button.
2. Click  **Presenter swap** next to any viewer.


 Search

- [Top 10 FAQs](#)
- [What's new?](#)
- [Getting started](#)
- [Apps for desktop and mobile](#)
- [Your meeting](#)
- [Joining a meeting](#)
- [Security](#)
- [Pro features](#)
- [Pricing, billing, legal](#)
- [Troubleshooting](#)
- [join.me API](#)

[Start a join.me pro trial](#)

[Your meeting](#) > [Sharing control of your screen](#) >

Can I let others take control of my machine?

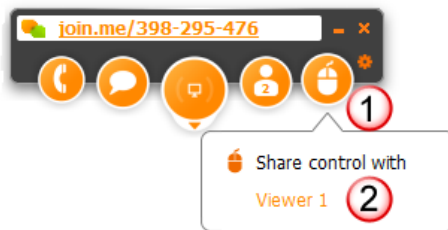
You can let one participant at a time control your screen.

Tip: Want to help someone use their computer? Go [pro](#) and use [presenter swapping](#).

How do I share?

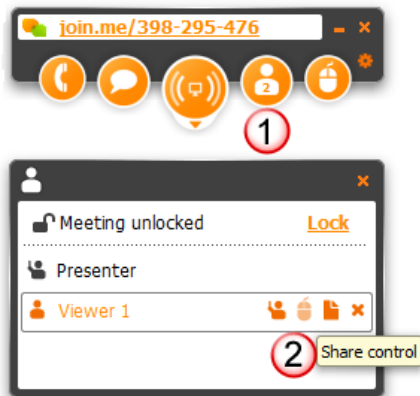
Option 1

To share control, click the mouse button and then select a viewer.



Option 2

Or you can share control from the list of participants. Just click the small mouse button next to any viewer.



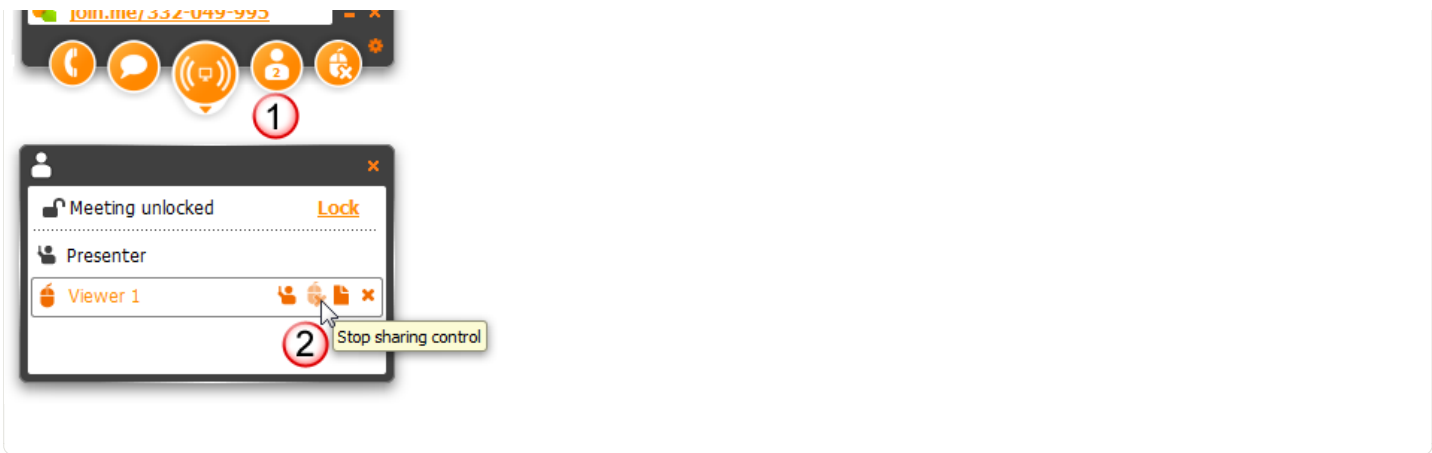
You can still control your own screen. That's why we call it "share control."

Note: You can't share with participants who are on a mobile. They can only view.



How can I tell who has control?

When someone else has control, the mouse button changes color and an X is shown on the mouse icon for the viewer with control.



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+1.877.251.8373 questions@join.me


 Search

- [Top 10 FAQs](#)
- [What's new?](#)
- [Getting started](#)
- [Apps for desktop and mobile](#)
- [Your meeting](#)
- [Joining a meeting](#)
- [Security](#)
- [Pro features](#)
- [Pricing, billing, legal](#)
- [Troubleshooting](#)
- [join.me API](#)

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[Pro features >](#)

Can I share a specific window?

Yes, pro subscribers can choose which window to share. Everything else on your screen is hidden. It's called window sharing.

Important: [join.me pro](#) is required – paid or trial.

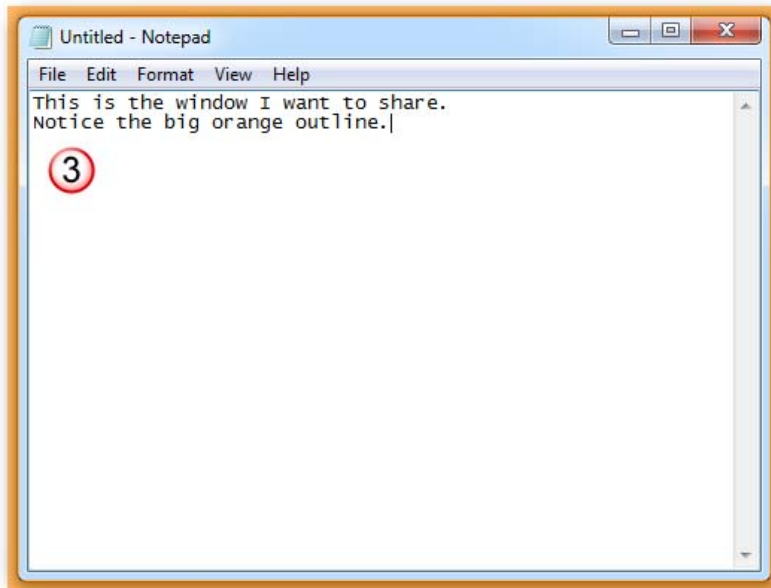
How do I choose what to share?

Click **Choose what to share** each time you want to change what you're sharing.



Important: When sharing a window, you can't share control. Share your entire screen to be able to share control with a participant.

Move your mouse to the window you want to share. Once it has an orange outline, click to share.



To choose a different window or select your entire screen instead, click **Choose what to share** again.

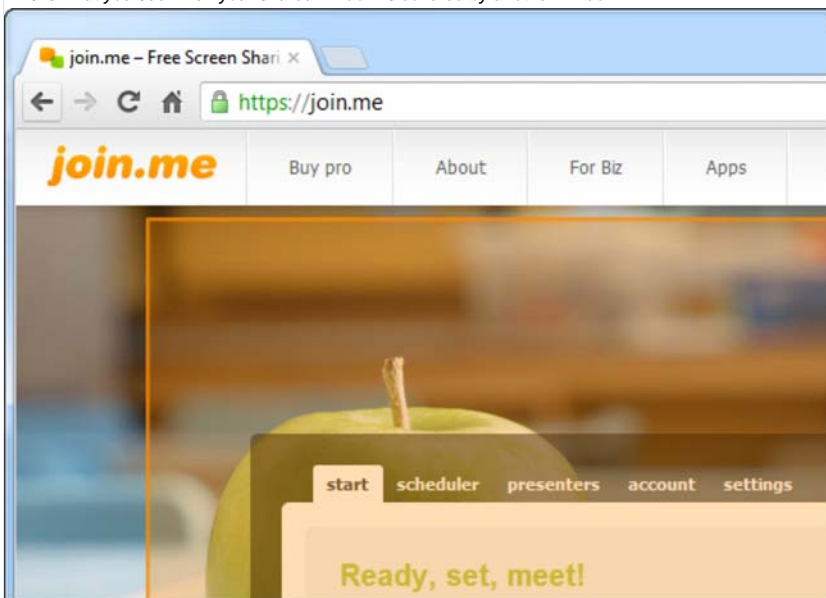


What happens if I cover my shared window?

If you cover your shared window, you don't need to worry about exposing anything you don't want to show. Viewers never see the item that is covering your shared window:

- Viewers on a Mac or Windows 7/Vista computer see your shared window, even when it is covered
- Viewers using XP or Windows 7/Vista without Aero will see a dark box on top of the covered part of your shared window

This is what you see when your shared window is covered by another window.



What happens if I close or minimize my shared window?

Viewers will see a static image of your screen. To keep things moving, you should bring the window back, or choose a new one by clicking the **Choose what to share** button again.


 Search[Top 10 FAQs](#)[What's new?](#)[Getting started](#)[Apps for desktop and mobile](#)[Your meeting](#)[Joining a meeting](#)[Security](#)[Pro features](#)[Pricing, billing, legal](#)[Troubleshooting](#)[join.me API](#)[Start a join.me pro trial](#)[Your meeting > Audio >](#)

How do I join an audio conference call?

You can join the audio part of any meeting by internet (VoIP) or mobile app. During meetings hosted by a pro subscriber, you can also join by phone.

Join by internet

join.me allows you to call into an audio conference from your computer using free Voice over IP (VoIP) technology.

1. Click the telephone. 
2. Under **Join by internet**, click **connect**. Participants may need to download the **join.me** app before they can connect.


Internet calling tips:

- It's best to use a headset when joining via the internet – headsets pick up less background noise and help prevent echo and feedback.
- Run an audio test so you'll get a sense of how it performs – check your sound settings using the **audio settings** option.
- You may want to turn off music, videos, small children, and other stuff that could interfere with your call.

Join by phone

Each time a **pro** subscriber starts a **join.me** meeting we enable a conference line. Use it during your meeting or not. It's your choice. The **join.me** conference telephone line is not a toll-free number.

The conference number and conference ID are available on the telephone tab for both the organizer and participants:

1. During a meeting hosted by a **pro** subscriber, click the telephone. 
2. Click **Join by phone**.
3. Dial the number and then the conference ID when prompted.

Remember: With **unified audio**, all participants join the same conference regardless of how they join: internet, phone, mobile app – everyone joins the same call.

Are there additional fees for using the conference line?

Anyone dialing into the conference line may be charged by their telecom service provider according to their calling plan.

Join by mobile app

[Apps for desktop and mobile](#)[Related information](#)[What's unified audio?](#)[I can't get into the conference call!](#)[I'm the organizer. What can I do during the audio conference call?](#)[I'm a participant. What can I do during the conference call?](#)[How do I turn off the chime? How do I mute callers?](#)[Does join.me offer international conference numbers?](#)

 Search[Top 10 FAQs](#)[What's new?](#)[Getting started](#)[Apps for desktop and mobile](#)[Your meeting](#)[Joining a meeting](#)[Security](#)[Pro features](#)[Pricing, billing, legal](#)[Troubleshooting](#)[join.me API](#)

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How much does join.me cost?

join.me is free, unless you go pro. Check the current pro prices at [join.me/buy](#).

That's [join.me/buy](#) to see the latest prices for monthly or yearly **pro** subscriptions.

Contact us about pricing for more than 20 seats or non-profit pricing. Email sales@join.me or call +1.877.251.8373 (US toll free).

What's free?

join.me free allows you to hold an unlimited number of meetings with up to 250 participants per meeting. You can chat with participants, transfer files, join the audio part of any meeting by internet (VoIP), and allow participants to control your computer.

What's pro?

join.me pro gives you everything free does, plus these **premium meeting tools**:

- [window sharing](#)
- [presenter swapping](#)
- [meeting lock](#)
- [unified audio](#)
- [international conference numbers](#)

Plus **customization** options:

- [personal background](#)
- [personal link](#)

Plus **management** tools:

- [meeting scheduler](#)
- [presenter \(user\) management](#)

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 Search[Top 10 FAQs](#)[What's new?](#)[Getting started](#)[Apps for desktop and mobile](#)[Your meeting](#)[Joining a meeting](#)[Security](#)[Pro features](#)[Pricing, billing, legal](#)[Troubleshooting](#)[join.me API](#)

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What's **join.me** pro?

Pro is our premium service. Go pro if you want to swap presenters, share a specific window, lock your meetings, schedule meetings, personalize **join.me**, add users to your account, get unified audio for conference calls, or dial in with an international number.

join.me free allows you to hold an unlimited number of meetings with up to 250 participants per meeting. You can chat with participants, transfer files, join the audio part of any meeting by internet (VoIP), and allow participants to control your computer.

join.me pro gives you everything free does, plus these **premium meeting tools**:

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 Search[Top 10 FAQs](#)[What's new?](#)[Getting started](#)[Apps for desktop and mobile](#)[Your meeting](#)[Joining a meeting](#)[Security](#)[Pro features](#)[Pricing, billing, legal](#)[Troubleshooting](#)[join.me API](#)

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Is join.me secure?

Yes. **join.me** uses 256-bit SSL encryption. That's the same technology used by online banks and shopping sites – in fact, by anyone who cares about online security.

Can anyone at join.me see my meeting data?

Absolutely not. No images, files, or data shared during your meetings are stored on our servers.

How do I make join.me as secure as possible?

Encryption is the same with both free and pro, but with a **pro** subscription you can use the **meeting lock** for added control over how folks join your meetings.

Questions from the IT guys

IT professionals managing lots of computers in big organizations have asked questions like these:

- Can I set up an IP filter?
- Can **join.me** be run in a gated environment?
- Can I set password requirements for **join.me** users in my organization?
- Can I set **join.me** to time out?

The answer is no.

What port does join.me use? **join.me** uses port 443 – that's why you see <https://join.me> in your browser. [S](#) as in secure.

Need some extra insight? Read the [join.me architecture whitepaper](#) or drop us a note at questions@join.me.

Related information

[Can I lock my meetings? Where is the lock?](#)[Can a viewer connect when I don't want them to?](#)[I don't want anyone to see my screen yet! How do I pause?](#)[How do I remove someone from my meeting?](#)