

SAP CONNECT Cheet sheet

► First Time Users

- Wait until you receive your conferencing information mail from PGI (**DO NOT DELETE THIS MAIL**)
- If you want to host SAP CONNECT meetings, install the add-in when prompted during first use
- Take the time to view the tutorials and acquaint yourself with SAP CONNECT and your meeting room



Hosting a meeting

- Send a meeting request containing your unique URL, dial-in numbers and the participant passcode
- Enter your meeting room by clicking on the URL
- Select “Start Meeting Audio” from the Audio menu
- Enter your telephone number e.g. at your desk and click “Join”
- Choose which method of sharing you would like to use from the Share pod (desktop/application sharing or upload documents to the room)
- You can now collaborate with your colleagues
- Select “Stop Meeting Audio” from the Audio menu, then select “End Meeting” from the Meeting menu to close the meeting



Attending a meeting

- Click on the host URL
- Wait until the host accepts your request to join the meeting
- Either enter a number in the “Join Audio Conference” pop-up to have the system call you or dial-in to the conference using the access numbers provided by the host.

┆ Tips & Tricks

- Tidy up the room before you leave. Any information you type in the notes pod will still be visible when you next enter the room
- When sharing, share only the document or application that is required to avoid accidentally disclosing confidential information
- Audio conference participation via the caller paid number is normally cheaper than the “call my phone” option.
- If you want to give presenter or host rights to a participant, either mouse over their name in the Attendees pod and select the desired role, or click & drag them to the appropriate group (Hosts or Presenters group)
- If you lose or delete your conferencing information mail go to SAP Corporate Portal quick link: /go/connect

At a Glance

SAP CONNECT Portal

<https://sap.mymeetingroom.com>

SAP Corporate Portal (/go/connect)

<https://portal.wdf.sap.corp/go/connect>

SAP CONNECT Support/
Service <https://sap.mymeetingroom.com/en-US/Marketing/Contacts.aspx>

Frequently Asked Questions

<https://sap.mymeetingroom.com/en-US/Marketing/FAQ.aspx>

SAP CONNECT Tutorials

Select 'Tutorials' from the SAP CONNECT Portal (<https://sap.mymeetingroom.com>)

Conference Shortcuts

- *0 Operator Service
- *1 to hear a help menu
- *6 to mute/un-mute line
- *4 to increase conference volume
- *7 to decrease conference volume
- *5 to increase your voice volume
- *8 to decrease your voice volume

Host Commands

- *0 Operator Service
- *96 Mute all participant lines
- *97 Un-mute all participant lines
- *22 Start/stop recording meeting (audio-only)
- *31 Set an additional security code
- *94 To lock the conference
- *39 To turn on/off entry & exit tones

