**HOW TO HOST AN SI-MEETING**

To avoid conflicts and double-booking, you may only use this account if you’ve previously booked **SI Meetings** through the Outlook Calendar.

When creating a meeting, simply invite:

**SI-meetings@evolvemediallc.com**

Be sure to check OUTLOOK SCHEDULING to ensure that the time is available and not already booked. **This is crucial.**

**GETTING STARTED**

There’s two URLs to join/host a meeting with the **SI-Meeting-Email** account. Both links go to the same place:

<https://evolvemediallc.zoom.us/my/SIstandup>

<https://evolvemediallc.zoom.us/j/3104491890>

**HOST LOGIN**

To host the meeting, you must be signed in with our Host Account.

**PLEASE DO NOT SHARE THIS LOGIN** with any members outside of Sales Integration team. See page 2 for proper details to send.

**User:** SI-meeting-email@evolvemediallc.com

**Pass:** changeme

Please **DO NOT** change the password to the account as it affects all members of the team.

**WHAT SEND TO RECIPIENTS:**

**HOW TO JOIN:**

**FROM A COMPUTER**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to start or join.[**https://evolvemediallc.zoom.us/j/3104491890**](https://evolvemediallc.zoom.us/j/3104491890)

Or, go to <https://evolvemediallc.zoom.us/join> and enter meeting ID: 310 449 1890

Once you've joined the meeting, enable **AUDIO CONFERENCE** to avoid dialing via phone. **NOTE**: You will need functional speakers and mic on your computer to use this option. Otherwise, dial-in via phone will be necessary.

**FROM A PHONE:**

Join the Dial-in via phone only if the AUDIO CONFERENCE mentioned above does not work for your setup.

Dial: **+1 (415) 762-9988**or **+1 (646) 568-7788**

Meeting ID: **310 449 1890**

Participant ID: **Enter any number, does not matter**

**International** numbers available: <https://evolvemediallc.zoom.us/zoomconference>

A full breakdown of how to use ZOOM can be found at the path below:

<http://staging.assets.evolvemediallc.com/resources/spec_sheets/zoom/>