



## TMU™ Quick Start Guide

From [www.tmu-call.com](http://www.tmu-call.com), SIGN UP will take you to the web version of the TMUCall™ application, and from there you can create an account or use a guest account for starting and joining the call.

### Schedule a call

To schedule a call, you need to have an account. Sign up for an account at <https://tmu-web-app.mresence.com/TMUWebApp/login>.

1. Go to <https://tmu-web-app.mresence.com/TMUWebApp/login>.
2. Login.
3. Scroll down to the **Schedule a call** section in the home page (<https://tmu-web-app.mresence.com/TMUWebApp/home>).
4. Input the subject and description of the call.
5. Select the date and time of the call and click **DONE**. Note: The date and time you select are in your local time zone, and the system converts the date and time to UTC and sends the UTC date and time in the invitation email. The call can be started at any time; you do not have to wait until the scheduled time.
6. In the email field, input the email addresses of people you want to invite to the call. For each person, type the email address and click +, and it will appear below the email field. If you need to remove an email address, click the X beside it.
7. Click **Schedule**, and the invitation will be emailed to the participants and also to you.

### Start a scheduled call (as the host)

1. Click the link in the invitation email, and the call page will open in a browser.
2. Enable the Video Stream and/or Audio Stream checkboxes.
3. In the Sign In section, input the email address and password of the account that you used to schedule the call.
4. Click **Join Call**.
5. Wait for the other participants to join the call and have a conversation.
6. At the end of the call, click **Stop Call** to end the call for all participants and get a recording of the call in .MP4 format, which will download automatically. Note: You must click **Stop Call** to get the recording; do not simply close the browser.

## Join a scheduled call (as a guest/participant)

1. Click the link in the invitation email, and the call page will open in a browser.
2. Enable the Video Stream and/or Audio Stream checkboxes.
3. In the Join as Guest section, input your name.
4. Click **Join Call**.
5. Wait for the other participants to join the call and have a conversation.
6. To leave the call, click **Leave Call**. Or when the host ends the call, you will be automatically disconnected.

Note: You can also join the call using the call token (5-digit code provided by the host). Go to <https://tmu-web-app.mresence.com/TMUWebApp/login>, click **Guest Participant Login**, input your name, click Join Call, enter the call token for joining the call, enable the Video Stream and/or Audio Stream checkboxes, and click **Join Call**.