





**Install and/or enable the 4.0 Qwest Web Conferencing Application in your account:**

**IMPORTANT NOTE:** You must have Administrative Rights to install the newest version 4.0 of the Qwest Web Conferencing application. If your security policy prevents you from downloading applications from the web, please contact your IT administrator and ask for assistance with the steps below.

- 1- Go to <http://conferencing.Qwest.com> (or your company's custom conferencing URL) and click the **Moderator** button.
- 2- Enter your Moderator Meeting Number and PIN and click **Log In**.
- 3- Go to the **Set Up/Preferences** section of Conference Manager and click the **General Tab**.
- 4- Select "**NEW! Meeting Center Application**" and click **Install Now**.  
(NOTE: A Meeting Launcher icon  will appear in your taskbar).
- 5- **VERY IMPORTANT STEP** - Scroll to the bottom of the **General Tab** and click **Save**.

Once installed, start and manage your meetings by simply clicking on the Meeting Launcher icon in your taskbar. 

Need Technical Support?  
Dial **1-800-860-8000**, Press **'2'**

During a conference: Moderators dial \*10\*

Thank you for choosing Qwest Conferencing. We look forward to showing you how to use providing you with exceptional service.

Sincerely,

The Qwest Conferencing Training Team