

# WebMeetingLogin

# QUICK START GUIDE

## LOGGING INTO YOUR MEETING 1

To log in to your Meeting Room, simply point your browser to [www.webmeetinglogin.com](http://www.webmeetinglogin.com).

You'll want to have the email you received upon sign-up available, as it provides the login name and password necessary to use your meeting room.

Where it says "Email address," type in the login name (or number). Your Email address can also work as a login name, but only if you've purchased no more than 1 meeting room.

Enter the password in the Password field and click **LOGIN**.

If you've forgotten your password, click **FORGOT PASSWORD** and you'll be able to reset your password and have a new one sent to you via email.



## ACCOUNT CENTER ACCESS 2


The Account Center is where you create new sessions, retrieve your recordings, and view scheduled sessions. As a moderator, the Account Center is your management area for everything "outside" of your virtual room.

<b>NEW MEETING</b>	Schedules a new session and invites attendees
<b>NEW MESSAGE</b>	Send messages to other users in the system
<b>ADD CONTACT</b>	Add contacts who are frequently invited to your sessions and/or those you would like to message on an on-going basis
<b>DASHBOARD</b>	The Account Center Homepage
<b>SCHEDULE</b>	To view past, current and future sessions. Also where you will go to edit sessions.
<b>RECORDINGS</b>	To view all recorded sessions and retrieve recording URL's
<b>MESSAGES</b>	To read and manage all received messages
<b>ADDRESS BOOK</b>	To see a list of all contacts and groups



# QUICK START GUIDE

## Add A Meeting



- TOPIC** Name of your web conferencing session
- START** Enter the date/time of your web conferencing session
- PASSWORD** Defines a session password. Only required for those who are not listed on the **INVITE PARTICIPANT** form.
- DURATION** The length of your web conferencing session. This is listed on the invite; however, it will not restrict the session duration.
- TIME ZONE** The time zone of the moderator.
- FRIENDLY URL** Defines an easy, simple and short URL for your session. After you define the friendly URL, you can **COPY/PASTE** the link displayed below the field into any regular email message for sending to any individuals you'd like to invite (you can also invite individuals use the **INVITE PARTICIPANTS** option described next).
- INVITE PARTICIPANTS** By checking this box, you can invite users by inputting their first name, last name and email address. You can also define if they are to join as a Moderator, Participant or Guest. Clicking **SAVE** will send your invite from a nonpersonal WebMeetingRoom address).

## INSIDE A SESSION 3

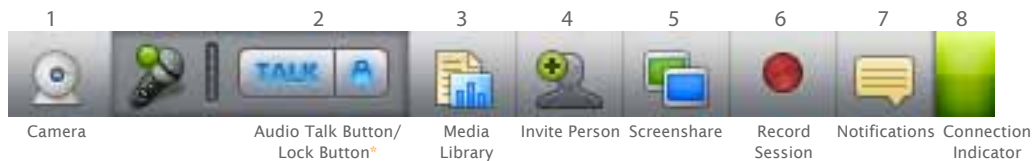
When you enter the meeting room, you will notice a series of windows—each can be moved and/or resized. Each window has a title with an upside-down triangle which expands additional options. Each window can be minimized or maximized by rolling your mouse over the upper-right corner. Windows can be resized by click/dragging the bottom-right corner.

When moving windows, you will notice “snap-to” guides to help align the window to its new position quickly.

- TOP MENU:**
- OPTIONS**
- CAMERA SETTINGS** Select your video capture device to be used within the session
- MIC SETTINGS** Selects the active microphone as well as the mic volume
- END SESSION** Forces the end of the meeting
- WORKSPACE**
- CONFERENCE VIEW** Video is the primary focus, along with Chat and Participant List
- PRESENTATION VIEW** Content Sharing window is the primary focus, this is the default view
- DISCUSSION VIEW** Chat is the primary focus



## INSIDE A SESSION (CONTINUED)



(\*) NOTE: If not using a headset, you must turn off the "Audio Lock Button" and click on the "TALK" button when you want to speak as this will prevent echoing.

### Video Conference Window

- SCALING** Automatically scales the video to provide the best possible fit within the Video Conference window.
- SHAPE** Select between Portrait, Landscape and Widescreen video shapes.
- STOP OTHER BROADCASTS** Stops all video windows but your own (Moderator-only)
- VIDEO QUALITY** Select between Low, Medium and High
- START MY VIDEO & AUDIO** Start your video and audio broadcast.

- You can hide the gray status bar by "un-tacking" it by clicking on the tack icon at the far right of bar.
- You can enter "mini-mode" by double-clicking on your "avatar" at the far-left of the status bar. Double-click it again to return to normal video mode.
- You can enter full-screen video mode by clicking on the white double-arrow at the top-left of each video window (when rolling your mouse over it).



### Participants Window

The Participants Window will list all users in the order of their role: Admin (green), Moderator (blue), Participant (yellow) and Guest (gray). For those with the same role, the window will list the users based on the first letter of their first name. If a participant raises his/her hand by clicking on the **HAND ICON** at the top-right, that person will move to the top of the list (based on who clicks on the hand first, second, third, etc.).

By clicking on a user's avatar, you will see additional options for that user:

- INVITE TO VIDEO CONFERENCE** Pulls that user into a VoIP/video conference. The remote user must still "ALLOW" the request.
- INVITE TO AUDIO CONFERENCE** Same as above, but with VoIP only, no video.
- ASK TO SHARE SCREEN** Requests remote user to share his/her desktop
- PRIVATE CHAT** Creates a tab within the Chat Window to engage in a private chat.
- ROLE** For Admins/Mods only. This promotes/demotes users within a room

- Invite to video/audio conference can also be performed by clicking/dragging the user from the Participant Window to the Video Conference Window.
- Private Chat can also be performed by clicking/dragging the user from the Participant Window to the Chat Window.



# QUICK START GUIDE

## Content Sharing Window

**SHARE MY SCREEN** Share your entire desktop, a particular window or a specific application. Also where to go to install the screen share driver.

### MY DOCUMENTS

- Media Library - Where your content resides
- Open From My Computer - Browse to all supported content to upload to Media Library
- Open From URL - Paste URL's for all supported web content such as Youtube and Flickr

**WHITEBOARD** Opens the whiteboard application



## Media Library

You can open content by either double-clicking on the item or clicking/dragging the item onto the Content Sharing Window. When uploading content that requires conversion to Flash (Wort, PPT, XLS, PDF, etc.), roll your mouse pointer over the item for 4 small icons to appear.

- CIRCLE ARROW ICON** Converts content to Flash
- PENCIL ICON** Renames content
- "X" ICON** Deletes item
- Down ARROW ICON** Downloads content to your computer

**NOTE:** You can make content public by clicking/dragging the item from the Media Library to the Shared Files section below.

