

MeetingPlace Web: Share & Collaborate Quick Reference Card



To Attend a Web Conference Through Your Web Browser:

1. Enter the following URL: _____
2. From the MeetingPlace Web home page, enter the meeting ID (located in the meeting notification) and click **Attend Meeting**.
3. From the Attend Meeting Sign in page, sign in with your MeetingPlace user ID and password. Select **Remember Me** to have MeetingPlace remember your sign in information for future sessions.

Note: The first time you attend a web conference, select "yes" to the security warnings you receive. Also, check the boxes to "always trust content from Latitude Communications" to shorten the process of attending in the future.

The Meeting Room

The meeting room acts as a virtual conference room. It provides access to a variety of meeting management and web conferencing functions - all with a click of your mouse:

Select the **Slides** tab to preview presentation slides and snapshots

Select the **Attachments** tab to attach or download attachments

Select the **Participants** tab to view a list of attendees with their appropriate permissions, who's sharing, and who's speaking

The **chat window** is always available. Send private or broadcast messages to other attendees during the conference

The **Toolbar and Menu** provide access to a range of in-session and meeting management features

PERSONAL MEETING VIEW SHARE HELP

The **web collaboration window** displays any presentation, whiteboard, or applications being shared

Welcome to MeetingPlace

The three buttons on the right of the tool bar ([Share] [Whiteboard] [Presentation]) control the data collaboration modes. If you have the appropriate permission, you can perform the following functions:

- You are now in the application sharing mode ([Share]). Currently, there are no applications being shared. To share an application, go to the Share menu ([Share]) and select Application or click on the [Share] on the System Tray.
- Pressing [Whiteboard] brings everyone to the whiteboard.
- Pressing [Presentation] brings everyone to presentation mode.
 - Use the arrows found at the upper right to advance slides.
 - To select a specific slide, use the "Slides" tab found at the left and click on the desired slide.
 - To add a new presentation, use the "Attachments" tab found at the left and click on the link "Add Presentations/Attachments Now".

Any annotations, applications, or presentations are available to all participants.

Meeting Room Rules and Tips

- o All attendees enter the web conference with a particular set of audio and meeting room permissions:
 - Listener permissions** [Listener icon] grants the attendee listening privileges only. These attendees cannot speak during a meeting.
 - Speaker permissions** [Speaker icon] grants both speaking and listening privileges.
 - Audience permissions** [Audience icon] enable attendees to view all three web conferencing modes and answer polls.
 - Participant permissions** [Participant icon] enable all audience permissions plus the ability to participate in whiteboard sessions and take snapshots.
 - Presenter permissions** [Presenter icon] enable all participant permissions plus the ability to share presentations and documents, and create polls.
- o Default permissions are based on the meeting type as follows:
 - Open Forum Meeting**
Audio permissions: all = **Speaker**
Meeting room permissions: all = **Presenter**
 - Lecture-Style Meeting**
Audio permissions:
Meeting organizer = **Speaker**
All other attendees = **Listener**
 - Meeting room permissions:
Guest users = **Audience**
MeetingPlace profile end users = **Participant**
System Managers, contacts, attendants, and meeting organizers = **Presenter**
- o The meeting room defaults to the **Participants** tab. Click either the **Slides** tab or the **Attachments** tab to perform functions in either of those categories. You must have Presenter permissions to access the **Slides** tab.

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Presentation Mode

To Share a PowerPoint Presentation:

Tip: To prevent your attendees from having to wait for a presentation to load, attach your presentation when you schedule your meeting. To attach presentations, select the Attachments/Recordings icon  from the New Meeting or Current Meeting page.

1. From the meeting room's web collaboration window, select  to use presentation mode. If your presentation is already attached, the first slide appears in the web collaboration window.
2. Use the forward and backward buttons  to navigate through your presentation.
3. To select a particular slide out of sequence, select it from the **Slides** tab.
4. Annotate on your presentation slides by enabling annotation .
5. To take a snapshot of an annotated presentation slide, click . Snapshots are included in the **Slides** tab after the last presentation slide.

Application Sharing and Collaboration

To Share an Application (so others can view your application):

1. From your desktop, open the application you wish to share.
2. From the meeting room's web collaboration window, select  to use application sharing mode.
3. From the **Share** menu, select **Application**, then **Select an Application from a List**.
4. From the pop up window, select your application and click **OK**.
5. You can also access the above functions through the MeetingPlace icon in your system tray (located in the lower right corner of your screen).



To Allow Others to Make Changes to Your Application (online collaboration):

Note: Only the host of the application can start or stop collaboration.

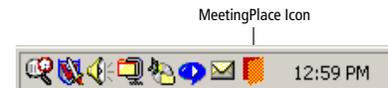
1. Share your document (as instructed above).
2. From your system tray, click the MeetingPlace icon.
3. From the pop up window, select **Enable Collaboration**.



To Take Control of the Application:

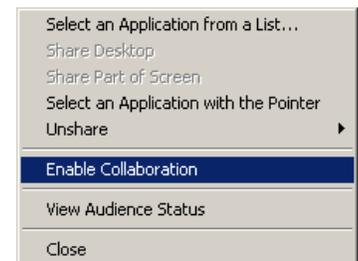
Note: As the host, click on the application in the web collaboration window at any time to regain control.

1. Once the application is opened for collaboration (see steps above), a **Take Control** button appears in the bottom of the other attendees' screens.
2. Click the **Take Control** button and modify the document as desired.
3. To release control, click the **Release Control** button.



To Stop Online Collaboration:

1. From your system tray, click the MeetingPlace icon.
2. Clear **Enable Collaboration**.



To Stop Sharing an Application:

1. From your system tray, click the MeetingPlace icon.
2. From the pop up menu, select **Unshare**.

Whiteboard Mode

To Use Whiteboard Mode:

1. From the meeting room's web collaboration window, select  to use whiteboard mode.
2. Each user is assigned an annotation color when they enter the meeting. From the web collaboration window, use the annotation tools to mark up the whiteboard.
3. To capture your whiteboard window, take a snapshot . MeetingPlace Web saves a slide of your current whiteboard window in the **Slides** tab.
4. To save your whiteboard window, click . MeetingPlace Web saves a slide of your current whiteboard window to your hard drive.