IBM Web Conferencing　　　user guide

IBM Web Conferencing from Join My Meeting is an internet based tool that allows a Moderator to conduct a presentation over the internet in real-time.

Terminology:

Application sharing	Share your applications or your entire desktop, enabling Participants to view changes as you make them and to see applications unique to your desktop.
Hand raising	Participants can raise a virtual hand to capture the attention of the Moderator or in response to a question.
Full screen	Maximizes the size of the Web Conferencing window.
Marker	Choosing this tool allows a Moderator to make annotations to documents or presentations in real-time.
Pointer	Highlight or bring attention to the content of your presentation with the pointer.
File transfer	Allows the Moderator to transfer any file to one or all Participants.
Remote control	Share applications on a Participants computer, where both the Moderator and a Participant have the ability to control documents.
Text Messaging	Participants can direct messages to each other or to members of a designated Q&A Moderator group.
Presentation Library	Store multiple presentations for quick and easy presenting.

System check

All Moderators and Participants should perform a system check before initiating any Web Conference. This system check will ensure that each person's computer is ready for application sharing. The system check will tell you if the application sharing applet has to be downloaded in order for this component to perform properly. Both the check and the application sharing download take seconds to perform and will not interfere with your computers operating system functionality.

To perform a system check, please go to the following site:
http://www.conferenceservers.com/browser/?brand=AvegaPro

Getting started:

1. Go to the Join My Meeting website home page or http://avega.conferencingportal.com/conferencing/ and click on "To join or start a web conference".

2. You will see the header "Meeting Role", please check the box next to your role: Participant or Moderator. Please ensure to use the same E-mail address each time you log in. (PLEASE NOTE: It is always recommended that the Moderator be the first person to log into the presentation, if not, Participants will be informed that the meeting is not yet in progress.)

3. There are two easy steps for the Moderator to upload a presentation after they have logged in, see below:
   A. Click the "Publish" button, browse to find your file, then click the "Publish Document" button.
   B. The window will disappear and the Moderator can click "Start" to begin the web conference.

4. The Moderator MUST start the meeting by clicking on the "**Start**" button. PLEASE NOTE: Participants will not be able to see your web conference until the "Start" button has been clicked.

5. If the Moderator is logged on and the meeting is being rescheduled, simply click the "Logoff" button. On the rescheduled date, please start at Step 1.

General system requirements (these are standard with most operating systems)

- Windows, Unix, Linux OS, IE 5.0+, Netscape 7.0+, Mozilla 1,0+, Macintosh OS with Netscape 7.1, Macintosh Safari
- 128 Kbps+ internet connection, for large documents or application sharing a faster connection is recommended.
- Minimum central processing unit of 300Mhz
- Active Scripting or Java Script cookies must be enabled
- MS Windows OS IE 5.5+ and ActiveX needs to be enabled for Application Sharing
- Browser with an enabled Java Virtual Machine is require for viewing shared applications