

IBM Web Conferencing: Quick-Start Guide

This guide provides the basic information necessary to start a Web Conference. Please review the requirements to ensure you have everything you need to get started and then continue through the remainder of this guide to conduct your first Web conference.

If you need additional assistance getting started or if you do not yet have an account, contact our support team.

Requirements

When you sign up for an account, you will receive a unique Moderator and Participant Passcode. Neither advanced planning nor reservations are required with Web Conferencing - you can begin conducting Web conferences with up to 400 participants instantly. The system requirements for hosting and participating in Web conferences are as follows:

General System Requirements

- Current operating system / platform
 - Microsoft Windows 98/NT/ME/2000/XP/Server 2003: IE 5.5+, Netscape 7.0+, AOL 7.0+, Mozilla 1.0+
 - Solaris, Unix/Linux OS: Netscape 7.0+, AOL 7.0+, Mozilla 1.0+
 - Mac OS X with Netscape 7.1+ or Apple Safari
- 56Kbps+ Internet connection; for large document sharing or application sharing, a faster (128Kbps+) connection is recommended.
- Minimum CPU: ~300Mhz
- ActiveScripting/JavaScript and cookies enabled

Additional requirements for Application Sharing (Presenters*)

- MS Windows OS with IE 5.5+ and ActiveX enabled
- 128Kbps+ Internet connection recommended

Additional Requirements for Viewing Shared Applications

- Browser with an enabled Sun Java Virtual Machine (JVM)
- 128Kbps+ Internet connection recommended

*The Moderator is the person who starts the conference. The Presenter can be the Host or a Participant who receives control of the conference from the Host.

Logging In

Begin using your Web conferencing account by opening the Conference Entry page (Figure A1) at your web conferencing login page. When you open this page, you are presented with the opportunity to choose your Meeting Role: Participant or Moderator. To host a conference, log in as Moderator (Figure A2) using the Host/Moderator ID and Passcode you received at registration.

WEB CONFERENCING

Please choose whether you are a Moderator or Participant for this session.

A Participant attends meetings.

A Moderator sets up and runs meetings.

Participant

Moderator

ENTER

+ CLICK HERE FOR A SYSTEM CHECK

+ CLICK HERE FOR ASSISTANCE

Figure A1. Conference Entry Page

WEB CONFERENCING

Moderator Login

Please enter your moderator code, your participant code and your name, as these fields are required. Company and email details are optional.

***Moderator Code**

***Participant Code**

***Your Name**

Company

Email

ENTER

+ CLICK HERE FOR A SYSTEM CHECK

+ CLICK HERE FOR ASSISTANCE

Figure A2. Conference Entry Page

Host (Presenter) Controls

After you have successfully logged in, you are presented with a conference window. At the top of the conference window is a toolbar (Figure B) containing buttons used to conduct and manage Web conferences.

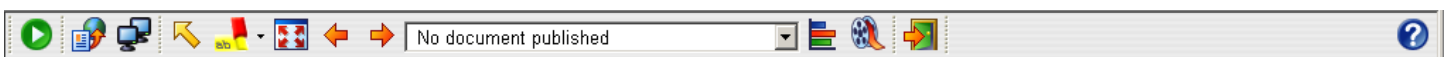


Figure B. Toolbar (Host controls)

Starting a Web Conference



Since Web Conferencing does not require pre-planning or scheduling, once you have logged into your account, you can immediately start a conference.

To start a conference:

1. Click the START button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference.
2. Instruct participants to visit the Conference Entry page and to complete the "Join Conference" form using the Conference ID that you provide them with from the start dialog window.

As each user logs in to the conference, the user's name appears in the Roster. **Note:** Participants will be unable to join a conference until the Host has started the conference.

Publishing a Document



Once you have logged in to your Web conferencing account you can either start a Web conference or you can prepare for a conference by publishing Microsoft® PowerPoint®, Word, or Excel documents (Figure C).

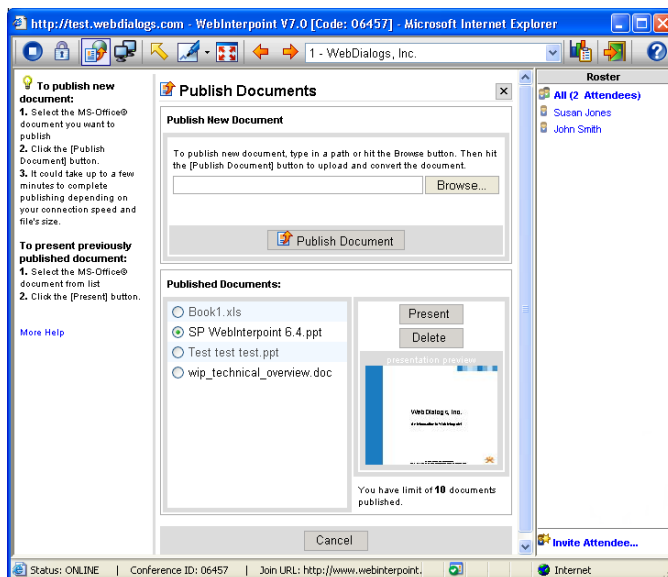


Figure C. Publishing

To Publish documents:

1. Click the PUBLISH button on the toolbar
2. Click the BROWSE button in the Publish New Document dialog window
3. Select a document file path using the file explorer window
4. Click the PUBLISH DOCUMENT button in the Publish New Document dialog window

After you complete these steps, your document is automatically copied and converted into a Web presentation and saved into the presentation library. A status bar indicates the publishing progress. Once publishing is complete, the first page of your document appears in the conference window.

To present previously published documents:

1. Select the presentation in the Published Documents list
2. Click the PRESENT button

At the conclusion of the conference, you will have the option to delete your document. If you do not delete your presentation at the conclusion of a conference, you may choose to delete it anytime in the future using the PUBLISH feature.

To Delete a published document:

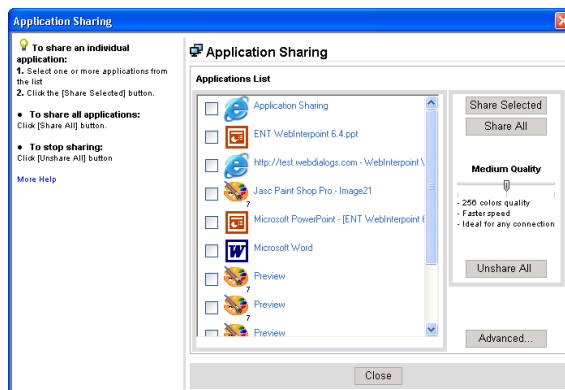
1. Click the PUBLISH button on the toolbar
2. Select the presentation in the Published Documents list
3. Click the DELETE button



Use the NEXT, PREV and the Slide List on the toolbar to move within your presentation, document sections or worksheets. Use the POINT button to toggle the Pointer tool on and off when you want to highlight the content of your presentation. To turn off the pointer, click the POINT button again. Use the MARKER button when you want to annotate the content of your presentation in real time. Choose from 15 Marker colors by clicking on the down arrow on the MARKER button. To turn off the Marker, click on the MARKER button again. To clear the annotation, advance to the next slide.

Application Sharing

The SHARE button allows you to share specific applications or your entire desktop, thereby enabling your participants to view changes as you make them and to see applications unique to your desktop. Once you have selected the SHARE button, and if this is your first time using the application sharing feature, you will be prompted to accept a download. After taking the download you receive a dialog box that shows a list of your currently running applications (Figure D).



To share an individual application:

1. Select one or more applications from the list by clicking the box next to the active application(s)
2. Select Performance Setting*
3. Click the SHARE SELECTED button

To share all applications:

1. Select Performance Setting*
2. Click the SHARE ALL button

To stop sharing:

1. Open/restore the Web conferencing application window
 2. Click the CANCEL button
- or
1. Double click the icon for Application Sharing in the system tray
 2. Click the UNSHARE ALL button

If you would like to allow a participant to make changes to your shared application, you must give control to that participant.

To transfer control to a participant:

1. Click on the Participant's name in the Roster
2. Choose GIVE CONTROL

To regain control of the application:

1. Click on the Participant's name in the Roster and choose DISABLE CONTROL

***NOTE:** The **Performance Setting** option allows you to optimize application sharing performance and quality. The options are as follows:

- 4 bit color map (best speed),
- **8 bit color map (recommended),**
- True Color (best quality).

Scheduling a Conference with Outlook

Web Conferencing Microsoft Outlook™ Integration allows a Host to schedule web conferences using Microsoft Outlook. Adding web conferencing to an Outlook meeting is as simple as clicking WEB CONFERENCE in Outlook.

To schedule a conference using Outlook:

1. Install the Outlook Add-On by downloading and installing the Web Conferencing Options Kit and selecting the "Outlook Add-On" option during installation. **Note:** You must temporarily close Outlook while installing this feature.

2. Access the scheduling feature of Outlook. For direct access to the meeting feature, click the WEB CONFERENCE button, which is located in the upper left-hand corner of Outlook. An Outlook Appointment window will open.
3. Click the INVITE ATTENDEES button on the toolbar. Insert e-mail addresses and meeting details just as you would through the Meeting feature of Outlook.
4. Set a Reminder for your web conference so you will be able to log-in before the conference is scheduled to begin.
5. Click the WEB CONFERENCE button at the upper left-hand corner of the Outlook Meeting window. This will open a Web Conference Details window, which provides the option to assign one or two memos, an email summary of the conference to one or more indicated e-mail addresses and audio bridge dial in information.
6. Click the OK button which will insert the meeting link and dial-in information into the body of your meeting request. **Note:** Attendees invited through Outlook do not require an access code as they are invited to the conference individually.
7. At meeting time, the Host then clicks the embedded link, which opens the log in page for the conference. To log-in, the Host inserts his or her credentials. **Note:** In order to allow participants to join, the Host must log-in before the meeting is scheduled to begin.

Ending a Conference



When you are finished with your presentation, click the STOP button on the toolbar to conclude the conference and disconnect all participants. At this point, you are still logged in and can start a new conference. If you are finished, you can log out of your account using the LOGOFF button on the toolbar.

For additional help, access the online help through HELP button on your Web conferencing toolbar.