

# IBM SAMETIME UNYTE: WEB CONFERENCING USER GUIDE



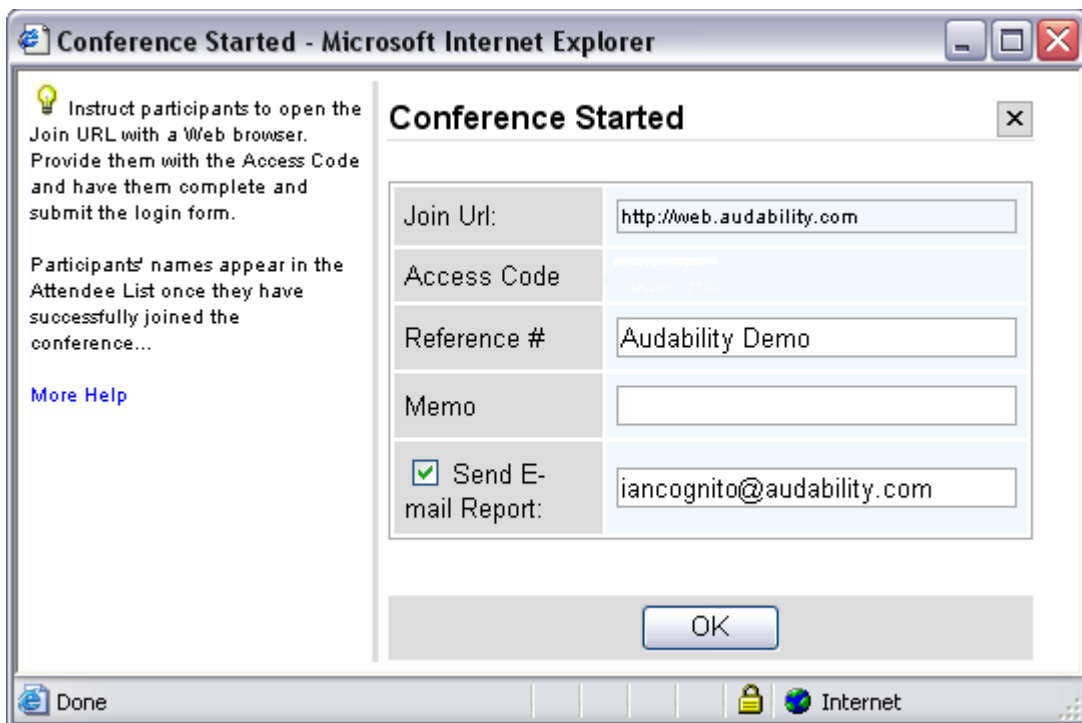
## Starting a Web Conference



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 will open:



**Conference Started - Microsoft Internet Explorer**


**Conference Started**

Instruct participants to open the Join URL with a Web browser. Provide them with the Access Code and have them complete and submit the login form.

Participants' names appear in the Attendee List once they have successfully joined the conference...

[More Help](#)

Join Url:	<input type="text" value="http://web.audability.com"/>
Access Code	<input type="text" value=""/>
Reference #	<input type="text" value="Audability Demo"/>
Memo	<input type="text" value=""/>
<input checked="" type="checkbox"/> Send E-mail Report:	<input type="text" value="iancognito@audability.com"/>

Done  Internet

**NOTE:** The dialog box will allow you to attach a 'Reference #' to this specific Web Conference. This will appear in the Email Summary which only gets sent if the 'Send E-mail Report' is selected. Participants will not be able to join the Web Conference until the Host has started the session.

2. Instruct participants to visit the Login page and to complete the 'Join' section with the Access Code that you would have supplied to them.

As each attendee logs into the Web Conference, their name will appear in the Roster.

Publishing a Document



Once you have logged into your Web Conferencing account you can either start a Web Conference or you can prepare for a conference by publishing a Microsoft PowerPoint, Word or Excel document.

 **Publish Documents**
✕

**Publish New Document**

To publish a document, specify a path or use the Browse button to select a file. Click the [Publish Document] button to upload and convert the document.

**Published Documents:**

<input type="radio"/> 2006Presentation.ppt	<div style="text-align: center; margin-bottom: 5px;"> <input type="button" value="Present"/> </div> <div style="text-align: center; margin-bottom: 5px;"> <input type="button" value="Delete"/> </div> <div style="text-align: center; margin-bottom: 5px;"> <small>Document Preview</small> </div> <div style="text-align: center; height: 80px;">  </div>
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**Document Storage Limit: 30**

**To Publish documents:**

1. Click the 'Publish' button on the top 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.

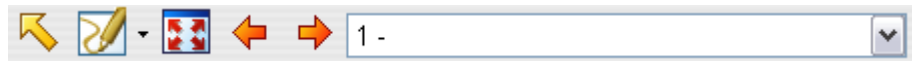
After you complete these steps, your document is automatically copied and converted into a Web Presentation and saved into the presentation library. A status bar indicates the publishing progress. Once publishing is complete, the first page of your document appears in the conferencing window.

**To Present previously published documents:**

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

**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.

**Presentation Tools**

Use the Next, Previous and the Slide List on the toolbar to move within your presentation, documents sections or worksheets.

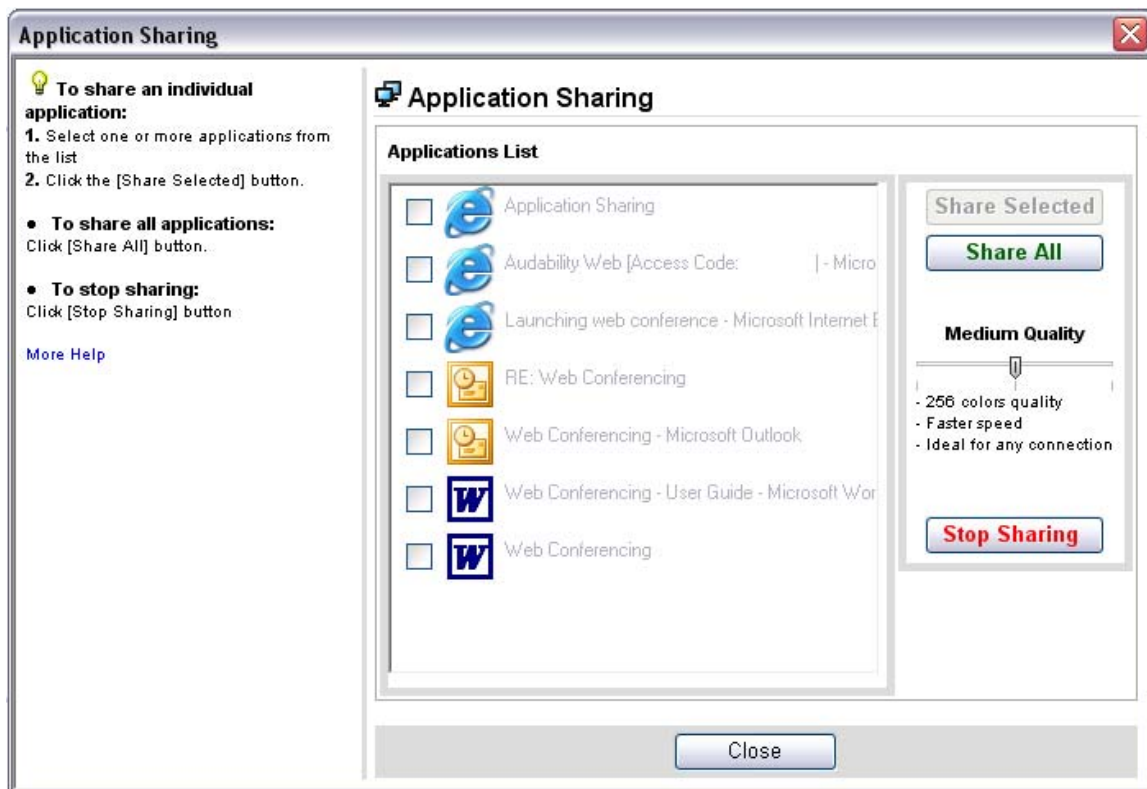
Use the 'Pointer' button to toggle the Pointer on and off when you want to highlight the content of your presentation. To turn off the 'Pointer' client the button again.

Use the 'Marker' button when you want to annotate the content of your presentation. Choose from 15 Marker colours by clicking on the down arrow on the 'Marker' button. To turn off the Marker, click on the button again.

## Application Sharing



The 'Share' button allows you to share specific applications on 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 will receive a dialog box that shows a list of your currently running applications.



**NOTE:** The Host could decide to select on, multiple of all applications to be viewed or controlled by participant(s).

### 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).

**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.