

# MyConference Web User Guide

This guide contains the basics for starting and moderating a MyConference Web conference. It is intended to ensure you have everything you need to get started and conduct your first MyConference Web conference.

## 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 A) containing buttons used to conduct and manage Web conferences.

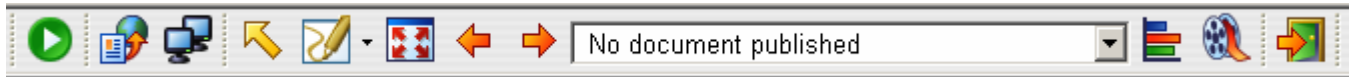


Figure A. Toolbar (Host controls)

## Starting a Web Conference

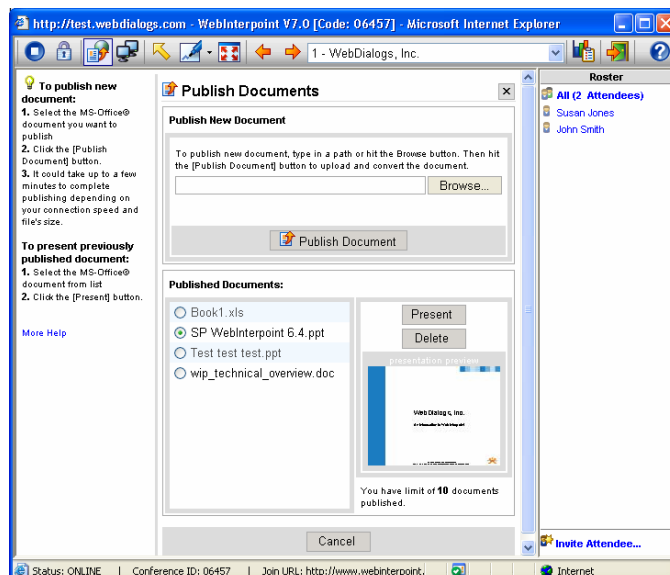
To start a conference:

- + Click the START button on the toolbar. A dialog window opens displaying options to enter billing codes and receive an e-mail summary report at the conclusion of the meeting.

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, you can either start a Web conference or you can prepare for a conference by publishing Microsoft® PowerPoint®, Word, or Excel documents (Figure B).



### Figure B. Publishing

To Publish documents:

- + Click the PUBLISH button on the toolbar
- + Click the BROWSE button in the Publish New Document dialog window
- + Select a document file path using the file explorer window
- + 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 WebInterpoint 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:

- + Select the presentation in the Published Documents list
- + Click the PRESENT button

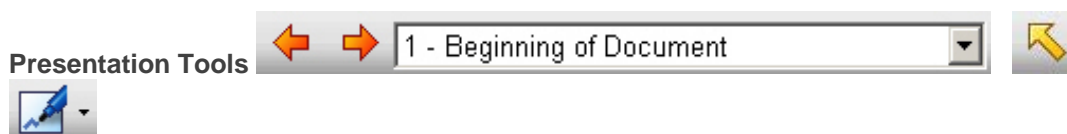
At the conclusion of the conference, you will have the option to delete your document. If you do not delete your presentation at the conclusion of a conference, you may choose to delete it anytime in the future using the PUBLISH feature.

To Delete a published document:

- + Click the PUBLISH button on the toolbar
- + Select the presentation in the Published Documents list
- + Click the DELETE button

**Locking the conference**  (unlocked)  (locked)

To prevent unwanted attendees, you can lock the meeting by selecting the Lock Conference icon. Simply press the icon again to unlock the conference.

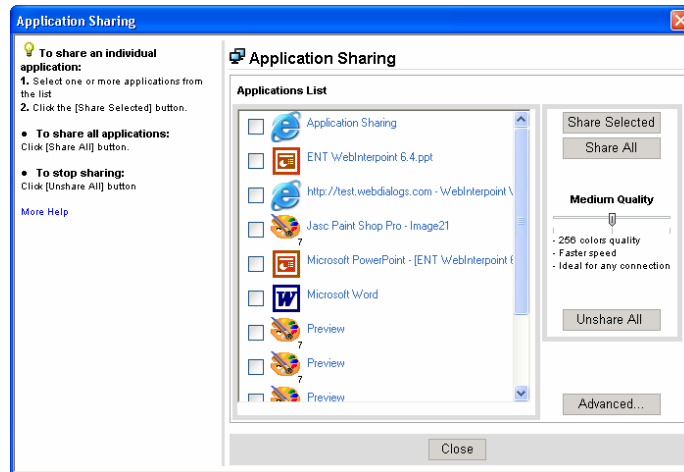


Use the NEXT, PREV and the Slide List on the toolbar to move within your presentation, document sections or worksheets. Use the POINT button to toggle the Pointer tool on and off when you want to highlight the content of your presentation. To turn off the pointer, click the POINT button again. Use the 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).



*Figure D. Application Sharing. The Host could decide to select one, multiple or all applications to be viewed or controlled by participant(s).*

To share an individual application:

- + Select one or more applications from the list by clicking the box next to the active application(s)
- + Select Performance Setting\*
- + Click the SHARE SELECTED button

To share all applications:

- + Select Performance Setting\*
- + Click the SHARE ALL button

To stop sharing:

- + Open/restore the MyConference Web application window
- + Click the CANCEL button
- or
- + Double click the icon for Application Sharing in the system tray
- + 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:

- + Click on the Participant's name in the Roster
- + Choose GIVE CONTROL

To regain control of the application:

- + 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).

## Remote Control

If you would like to allow a participant to share an application, you must give REMOTE CONTROL to that participant.

To give remote control to a participant:

- + Click on the Participant's name in the Roster
- + Chose REMOTE CONTROL

To regain control of the application:

- + Click on the Participant's name in the Roster and choose STOP REMOTE CONTROL

## Polling



To Create a Poll:

- + Click the [New] button to create a new question. Click [Save] button to save question.
- + To edit a saved question, select question and edit in the *Question* field.
- + To remove a question, select question and click [Delete] button.
- + Click [Add] button to add answers as needed.
- + To remove selected answers, select answers and click [Delete] button.
- + To change order of an answer, select answer and use [Up] and [Down] buttons

To Begin the Polling Session:

- + Click [Conduct] button to start the poll.

To End the Polling Session:

- + To share results with the audience press the *End Poll and Share Results* button.
- + To end the poll without sharing results press the *End Poll* (or cancel) button.
- + To print results press *Print*.

- + If you selected Receive E-Mail Summary Report when starting the meeting, you will receive a report detailing how each individual responded when the meeting has concluded.

\* If you are recording this meeting, the polling slides will not appear.

## **Recording** (additional fees apply)

You can create a synchronized audio and web recording of your meeting.

To begin recording:

- + Click on the recording button
- + Read and accept the Terms and Conditions

Note: If audio not required skip to Start Recording

- + Enter audio bridge number into dial pad.
- + Click [Dial].
  - Ensure PC speakers/headphones are available and speaker volume is adjusted. The audio bridge attendant will be heard from the PC speakers or headphones.
- + When prompted enter the access code to join the audio conference.

To Start Recording:

- + Enter [Recording Name]. This name will appear in the recording archive once recording is finished.
- + Click on the [Start Recording] Button. A recording icon will appear on the browser status bar.
  - The recording window will close automatically to allow for viewing of the conference window.

To Stop Recording:

- + When recording is completed, select either the recording icon in the status bar or in the toolbar. Click [Stop Recording].

To Download Recording:

The recording can be downloaded as either an executable (exe) or as a compressed archive (zipped).

- + Click either .exe or .zip and select location on PC to commence download.

To Play Recording:

- + If executable (exe) is downloaded, playback can be started by opening executable. This will commence playback of the recording using Flash Player.
- + If compressed archive (zipped) downloaded, use a decompression utility and expand the contents of the archive. Within the archive, open the play.html or play.exe to start playback using Flash Player.