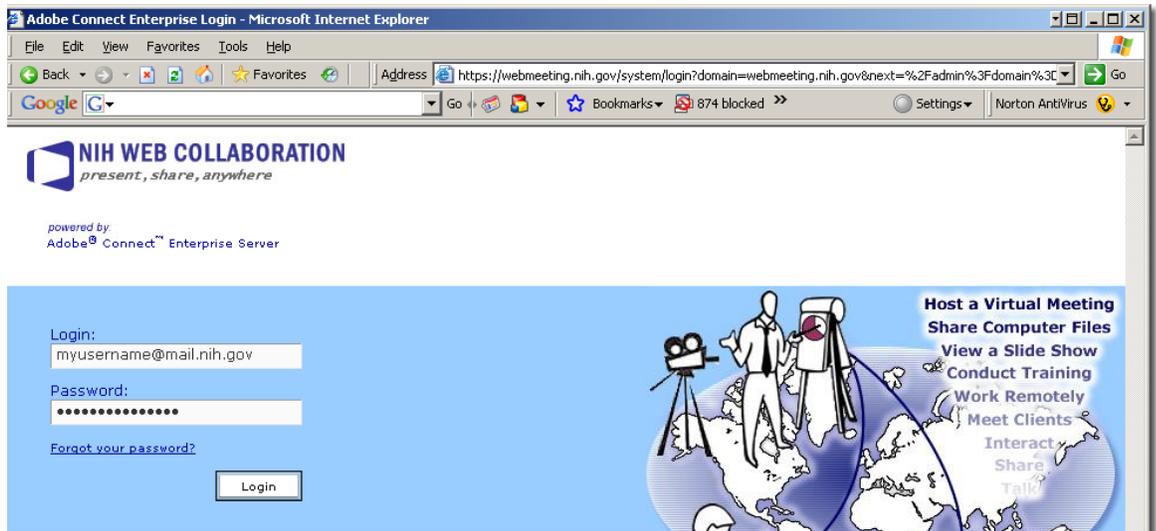


Lab: Creating and Running a Connect Meeting

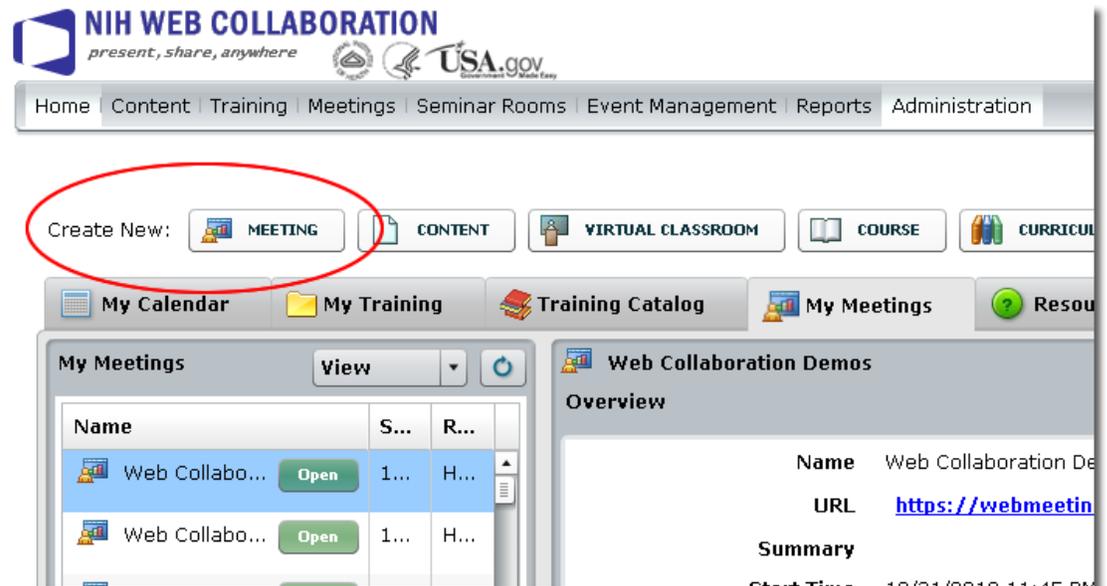
Purpose: At the end of this exercise, users will be able to conduct a Connect meeting.

Exercise One – Create a Meeting Room: *if you are sharing a computer, one person should complete Exercise One, and then the other should also complete Exercise One. NOTE: If prompted to install the Connect Presenter Add-in, go ahead and install this, you will need it for these exercises.*

1. Login to the NIH Connect server (<https://webmeeting.nih.gov>) using the username and password provided by the Class Instructor.



2. From your home page, click New Meeting.



3. Enter a meeting name, a URL, and select Only registered users and accepted guests may enter the room. Accept all other default options. We will skip the Selecting participants and Sending invitations screens by clicking Finish.

Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL:
(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in https://webmeeting.nih.gov/productdemo/)

Summary:
(max length= 1000 characters)

Start Time:

Duration: hours:minutes

Select Template:

Language: *

Access: Only registered users may enter the room (guest access is blocked)
 Only registered users and accepted guests may enter the room
 Anyone who has the URL for the meeting can enter the room

Audio Conference Settings

Do not include any audio conference with this meeting.

Include this audio conference with this meeting:
(Please note that audio conference settings cannot be changed while a meeting takes place.)

Include other audio conference with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

Update information for any items linked to this item.

* - indicates required fields

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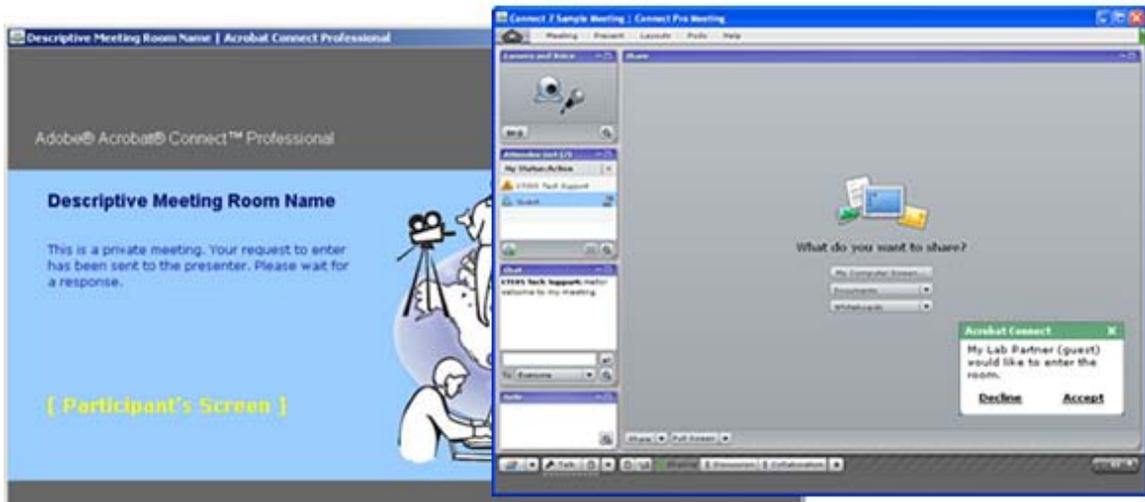
4. You will now see the Meeting Information screen, which shows the URL for the meeting. You can click the link or the "Enter Meeting Room" button to enter the meeting now. Note the URL because you will need it for Exercise Two.

Meeting Information

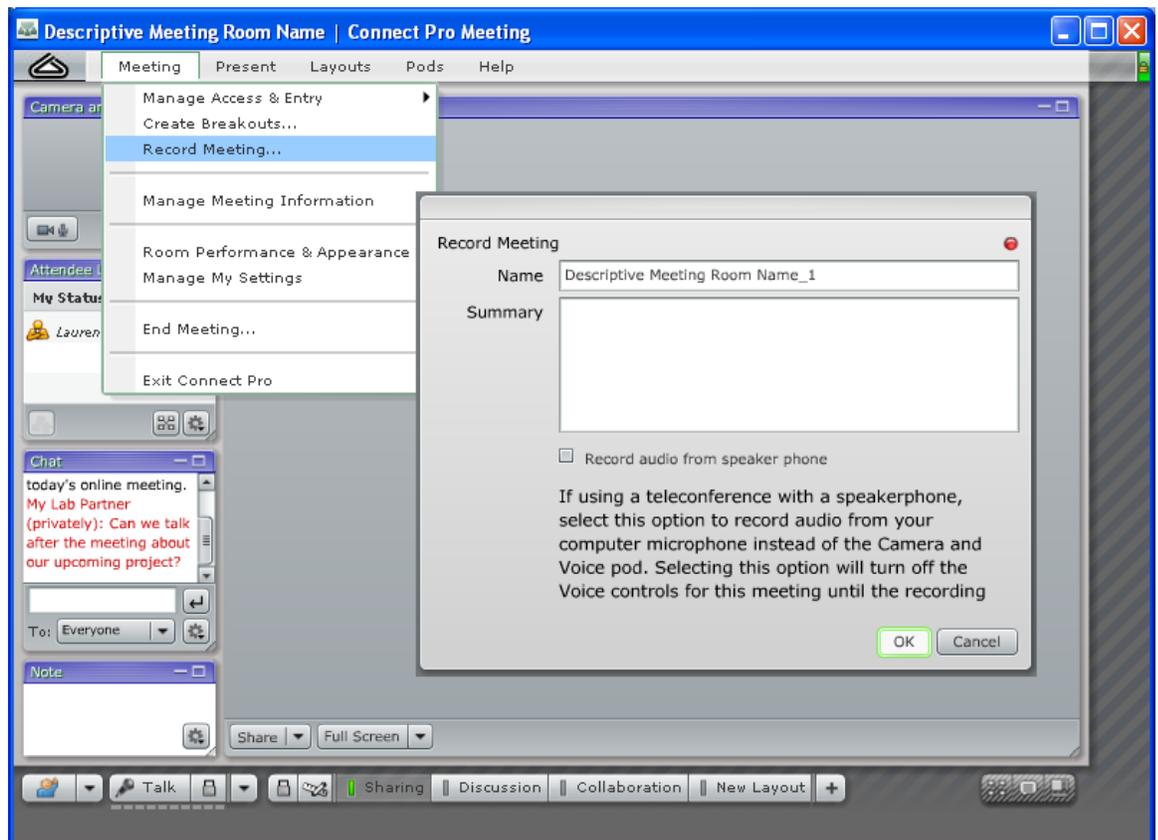
Name:	Descriptive Meeting Room Name
Summary:	The summary is optional.
Start Time:	03/20/2008 10:00 AM
Duration:	01:00:00
URL:	https://webmeeting.nih.gov/mymeetingroomurl/
Number of users in room:	0
Language:	English
Access:	Only registered users and accepted guests may enter the room
Telephony Information:	Conference Number(s): Participant Code:

Exercise Two – Conduct a Practice Meeting: The Student(s) at one computer should work with a Partner(s) at another computer. The groups will take turns with one person acting as the meeting Host, creating and running the meeting, and the other attending the meeting as a Participant. Once you have completed the lab, partners should switch roles and start again. Generally, actions will be performed by the Host, but everyone should make a point of observing the differences on both screens.

1. Within your group, identify, who is going to be the Host and who is going to be the Participant(s). The Host should login to the meeting room he/she created during the first exercise.
2. Then have your Participant(s) login to the same URL. Because we set the meeting to Accepted Guests only, the Participants cannot enter the room until the Host accepts them.

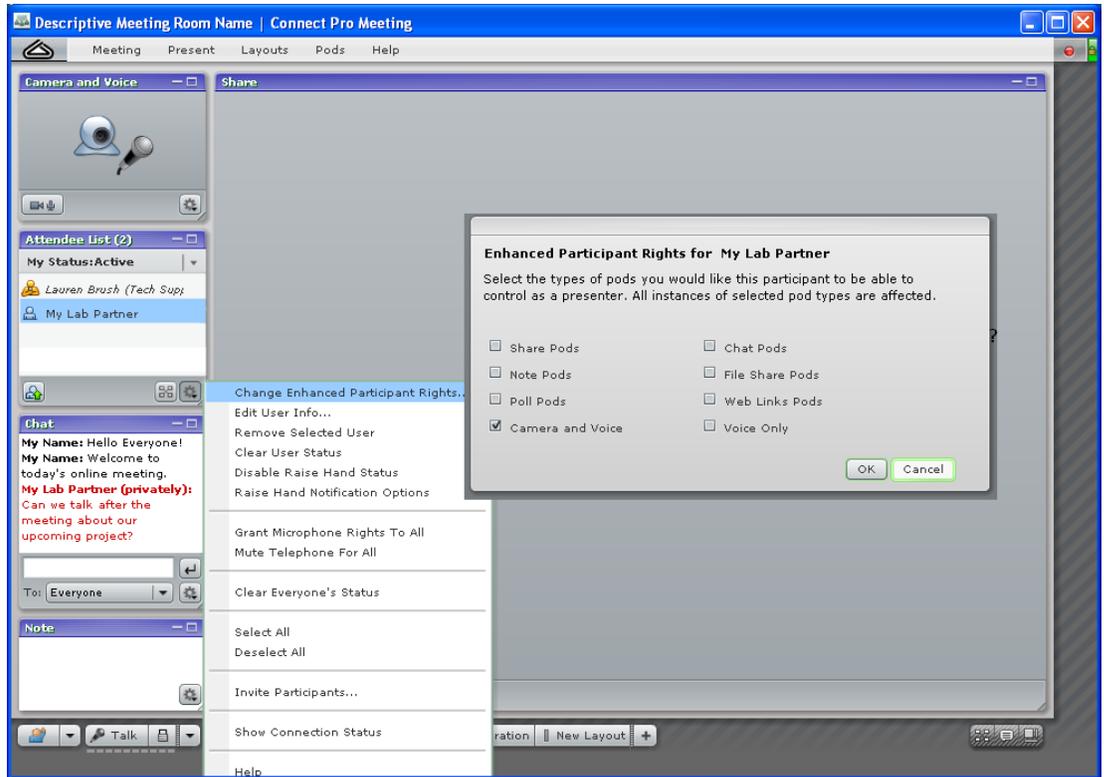


3. At the top of the screen, select Meeting, and then click Record Meeting. Type a new name over the default if you like (such as My Meeting Recording) and click OK. You should now see a red dot at the top of the screen. Everything you do is now being recorded.

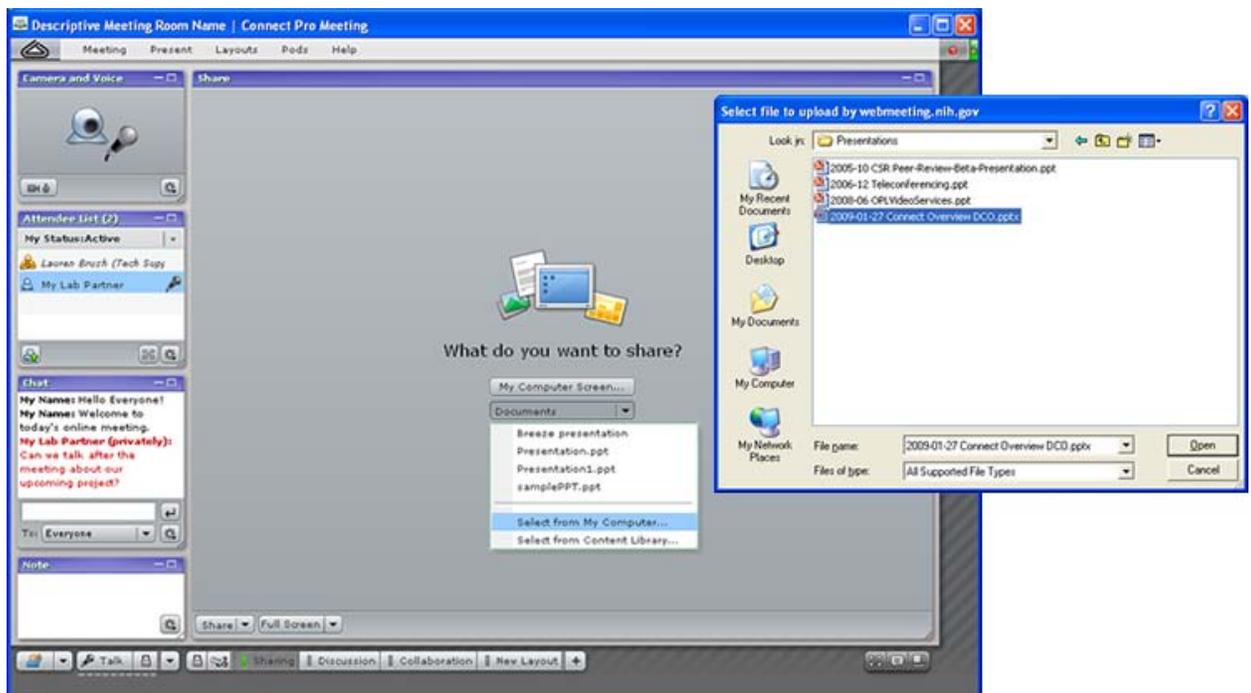


4. Have the Host type a message into the Note Pod. Notice that the Participant can see, but not type in, the Note Pod. This is a good place to include teleconference or technical support information, or other guidance for your meeting attendees.
5. We want everyone to be able to broadcast their cameras without having the ability to do anything else. Presenters can use their cameras, but they can also affect the meeting. In the Attendee List Pod, the Host should click the name of each Participant, then click on the Pod Options button in the lower-right corner of the Attendee List Pod, and then select Change Enhanced Participant Rights. Once you do this, check

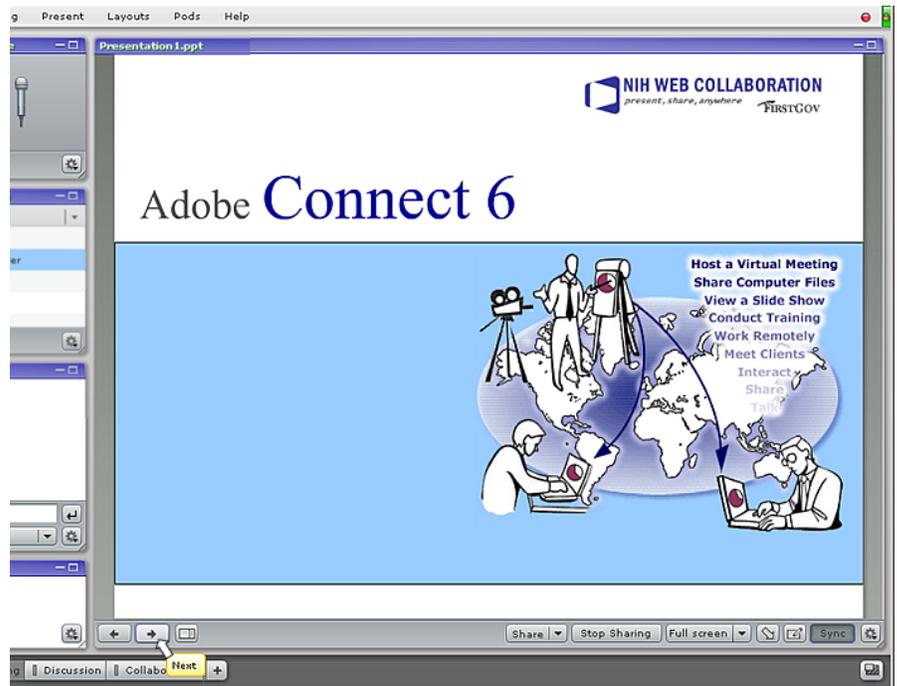
“Camera and Voice” and click OK. The new icon indicates enhanced rights... mouse over the Participant’s name and notice what information is displayed.



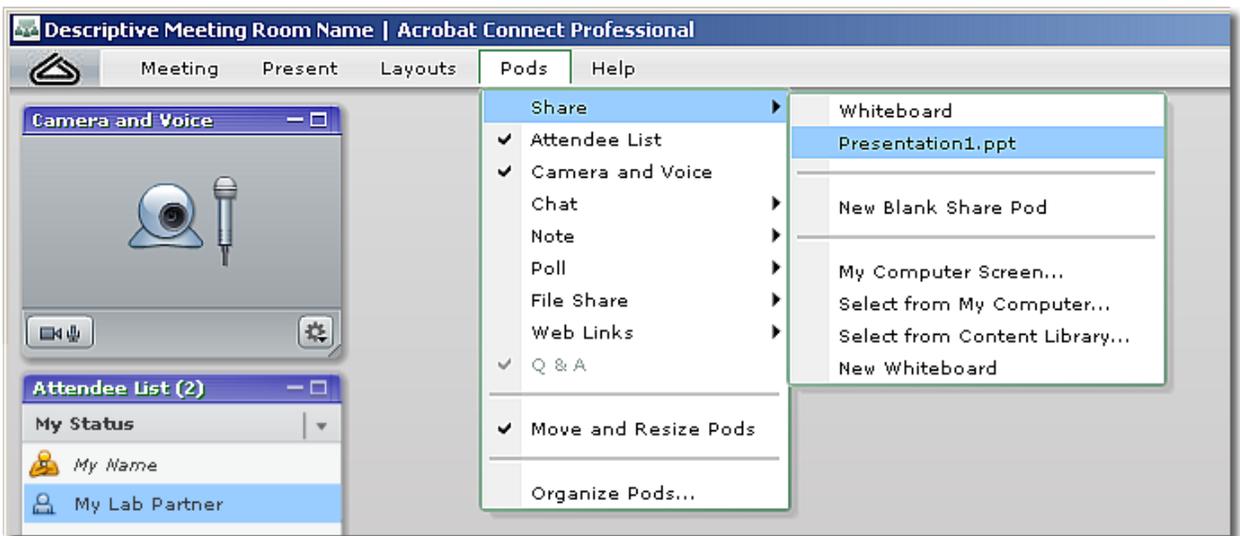
- Let’s try uploading a PowerPoint presentation. In the central Share Pod, click Documents, then click Select from My Computer, then browse to and select any supported file on your computer. Note that only PPT, JPG/JPEG, SWF, and FLV files are listed as Supported File Types. Later, we will use a different technique to share other file formats.



- Notice that the Share Pod title bar now displays the name of your PPT. You can move through the slides by clicking the left and right arrows, or by clicking the icon to the right of the arrows to bring up the sidebar to jump directly to a particular slide.



- Click the Hide Pod button at the top right corner of the Share Pod to hide the Pod from view. To restore it, go to Pods in the main menu bar, then select the type of Pod, and then from the fly-out menu select the pod you want to display. This works for all Pod types.

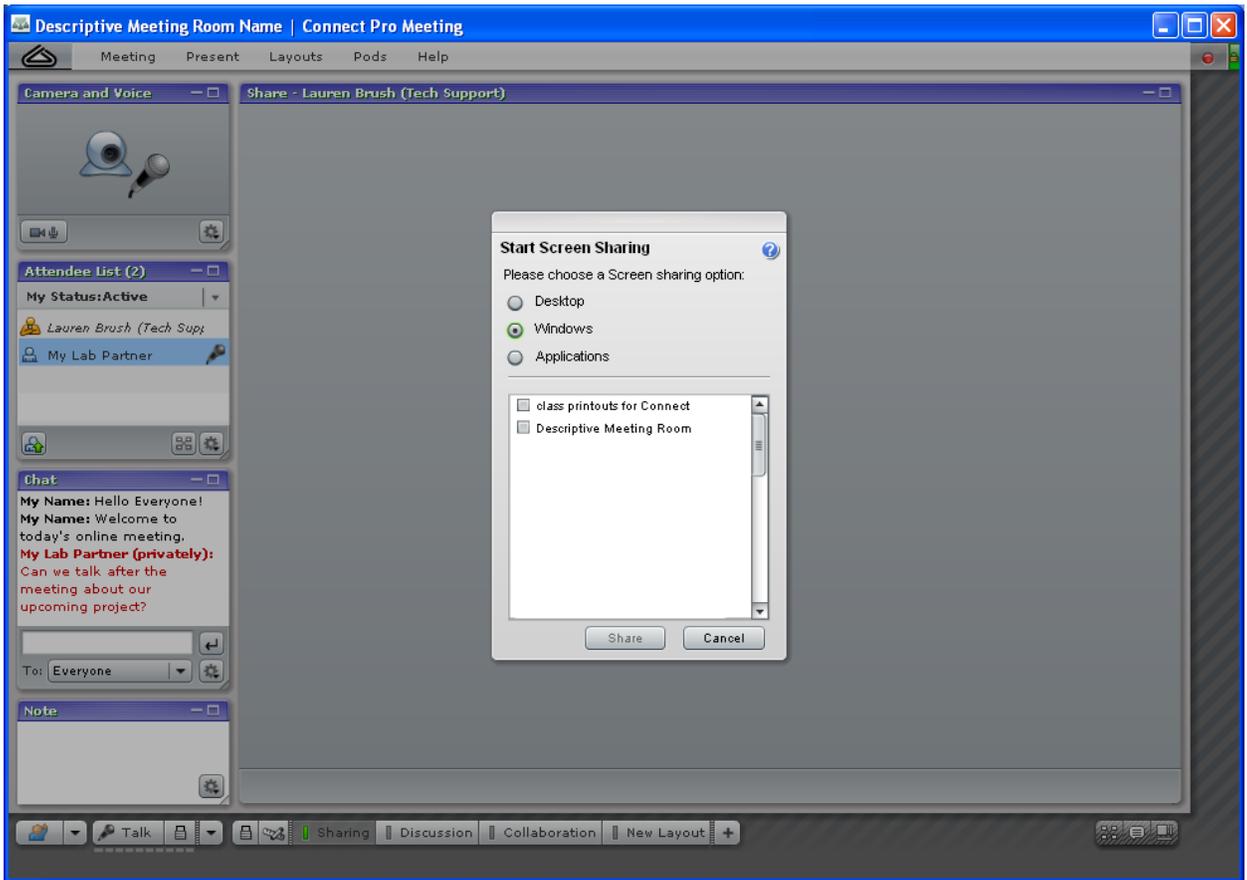


- Click the Full Screen button at the bottom of the Share Pod and see what happens. Notice what happens on the Participant's screen when you toggle the different options.
- Next, click the Pointer button to the right of the Full Screen button. Drag the pointer around the screen and watch what happens on the Participant's machine. Re-click the Pointer button to turn it off.

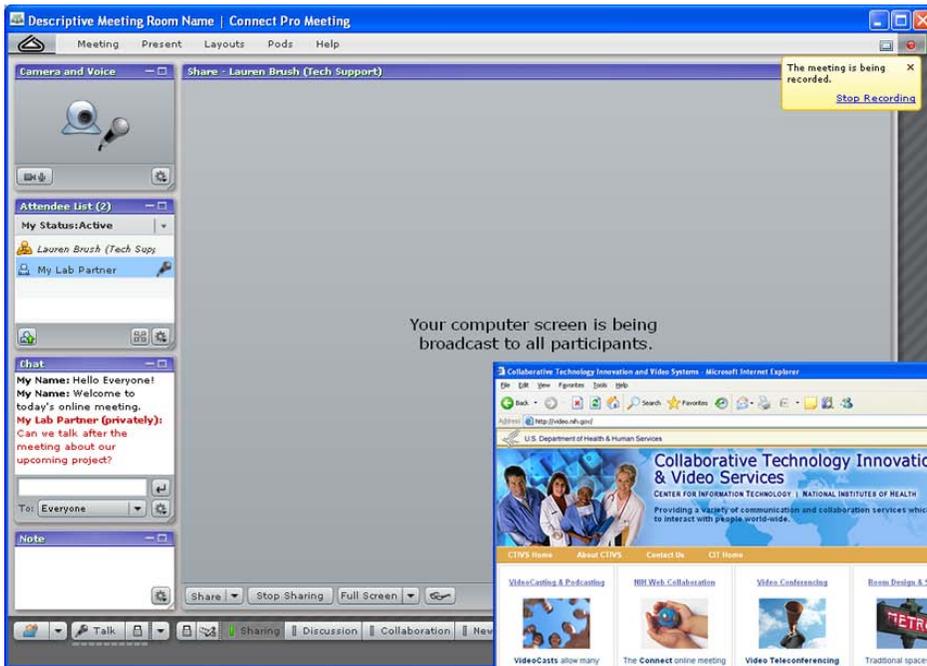
11. Click on the Whiteboard Tools button to the right of the pointer button. Try out all the different whiteboard tools available. Note especially the clear screen and the undo buttons. Click the Whiteboard Tools button again to turn the feature off.
12. Uh-oh! One of your participants has become a little too rowdy! Select a name in the Attendee List Pod, then click the Pod Options button, then click Remove Selected User. The Host should click Accept when the Participant logs back in the meeting room. Forgot the URL? Click Meeting, and then click Invite Participants to display the meeting room URL. NOTE: the training computers are not configured to email invitations.



13. Now let's use Screen Sharing to display files which are not supported for uploading directly into the Share Pod. First we need something to share... open an internet browser window, and go to the NIH web site (<http://www.nih.gov>). NOTE: Minimize your Connect Meeting by clicking the "minimize" button in the top right corner of the window just above the red recording light. Restore the Connect meeting by clicking the appropriate tab at the bottom of your screen.
14. Click on Share, then click My Computer Screen, then click Windows. Browse through the list of windows which are open on your computer and check the box next to "National Institutes of Health", then click Share.



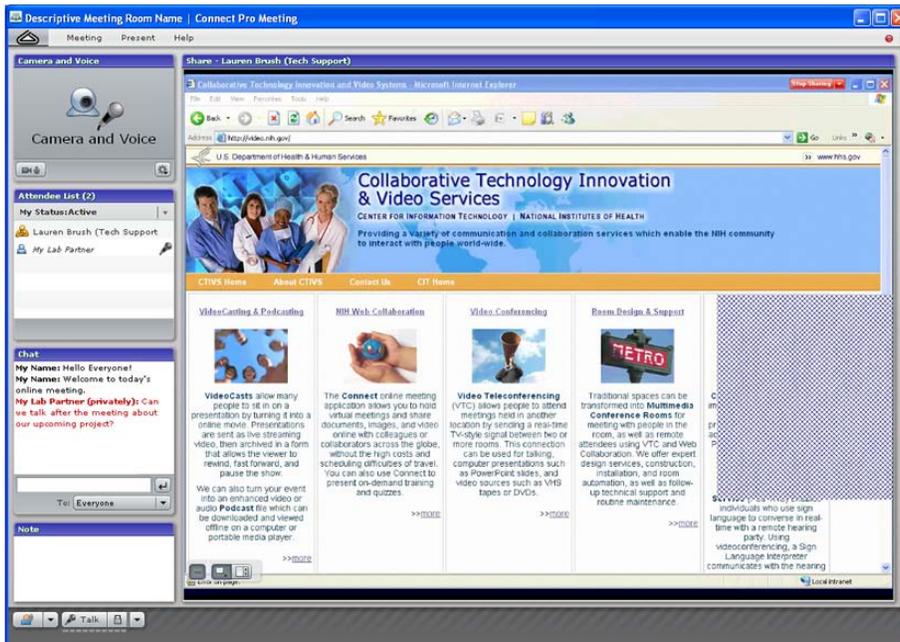
15. The Host will now see a red “Stop Sharing” button in the corner of the window being shared. Meanwhile, in the Share Pod, the Participants can see whatever the Host does in the NIH window. What happens when you click a link? What happens if you click another window on your computer, such as the Connect meeting?



Host View.... The Host sees a "blank" share pod in the Connect meeting... the Host should focus on the window being shared...

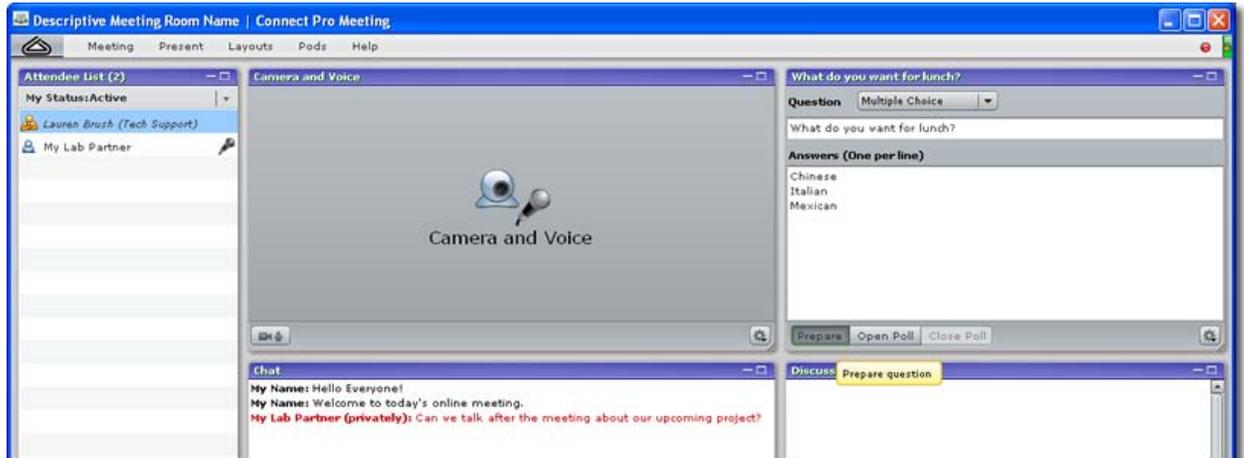


Attendee View: meanwhile your attendees see your document displayed in the Share Pod. Notice that the Outlook message is visible to the Host, but is being hidden from the attendees by the blue rectangle which partially obstructs the shared document..



16. Switch back to the Connect meeting and click Stop Sharing. Next, click My Computer Screen, and this time select Desktop.

17. Now we're going to have someone else remotely control the Host's computer. Only Presenters and Hosts have this ability, so first, the Participant must be promoted to a Presenter. In the Attendee List Pod, click the user's name, then click on the Set User Role button in the lower-left corner, then click Set as Presenter. Notice the icon next to the user's name has changed to indicate the new role.
18. Have the Presenter click "Request Control". The Host should accept this. The Presenter should now be able to control the Host's desktop. NOTE: There will be a brief lag.
19. The Host should now open up the Connect Meeting again and click "Stop Sharing". The Host should demote the Presenter back to Participant once this has been completed.
20. Next, click "Discussion" at the bottom of the screen to open a new Layout. In the Poll Pod, type a multiple-choice question into the box, such as "What do you want for lunch?"
21. Type the answers, as a list using the enter key after each option. For example:
 - Chinese
 - Italian
 - Mexican



22. Click Open Poll. Have the Participants vote in the poll. Next select "Broadcast Results" so the Participants can see the results. Once everyone is done voting, click on Close Poll.
23. Click Meeting in the Main Menu, then Manage Room with Connect Enterprise Manager, (if prompted, login using the username and password provided by the Trainer) to go to your NIH Connect server home page. Click on Reports, then on By Questions to see who voted for what in the poll.

Download Report Data

Report Filters: No filters have been set.

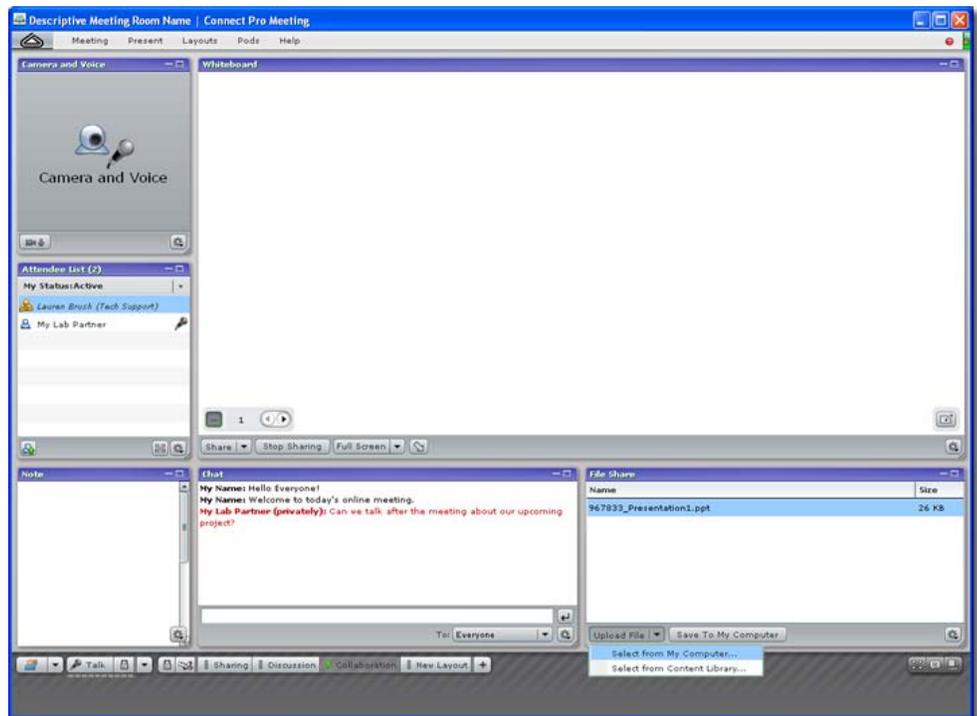
1. What do you want for lunch?

Answer Key
0. Chinese
1. Italian
2. Mexican

Name ▶	Response ▶
Tech Support	1
My Lab Partner	0

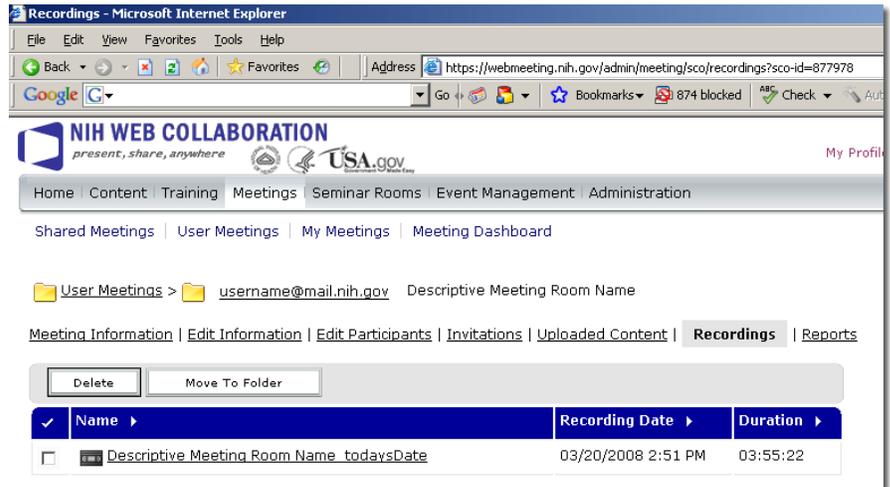
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24. Get back into the Connect meeting room and click the tab for the Collaboration layout (at the bottom of the screen). On the File Share Pod (bottom-right corner), Click Upload File, then Select From My Computer. Select any file (up to 100 MB).

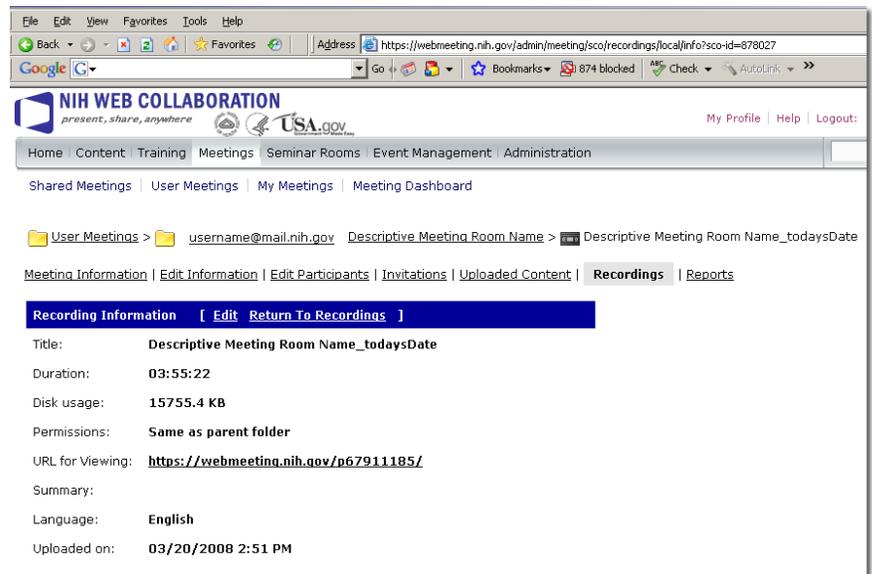


25. Once the file has uploaded, have the participants click on the file and select “Save to My Computer”. This is a great way to make sure that everyone in your meeting gets a copy the related files. The files can even be downloaded from a recording.
26. Now your meeting is over. Hover over the red dot, and click “Stop Recording.”

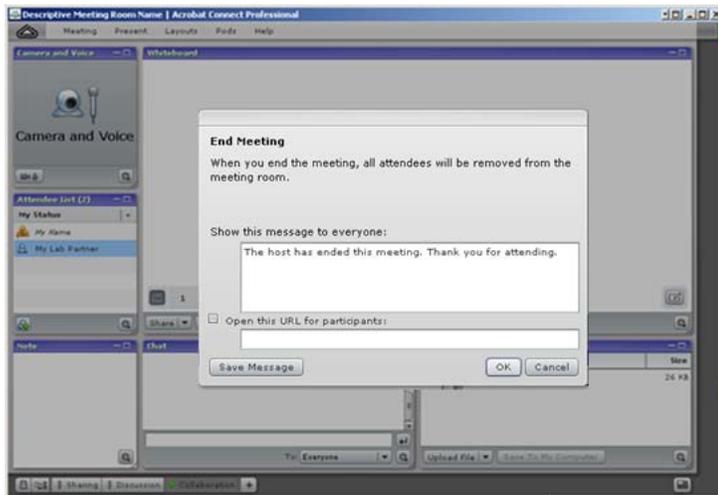
27. How do you direct people to the recording? Click Meeting, then Manage Meeting Information which takes you to your NIH Connect Server home page. (If prompted, enter your username and password again) Click Recordings then click on the name of your recording.



28. That will open the Recording Information Screen which displays the URL for Viewing. Send this URL to anyone who wishes to view the recording. To view the recording now, click the link. NOTE: You can log directly into NIH Connect server home page (<https://webmeeting.nih.gov>) to access these pages without going into a meeting room.



29. Click Meeting, and then click End Meeting to stop the meeting. This will dump all participants out of the meeting room. You can edit the message that will be displayed, or enter a URL to which your Attendees will be redirected when the meeting ends. To force everyone, including yourself, to leave the meeting room, click "OK."



30. Switch roles and repeat Exercise Two.