

Guide to Web Conferencing

What This Guide Provides

If you have never attended a Web Conference before or are new to the technology, this guide will eliminate any apprehension you might have and help you Host a conference like a pro! This guide was designed to walk you through the simple steps to hosting the perfect Web Conference with a PowerPoint presentation.

INVITE YOUR PARTICIPANTS

Login to your account at SaveOnConferences.com. Click on Manage Web Conferencing. From here you can invite guests directly by typing their emails and sending invitations. If you would like to use your email program and select email addresses from your address book, simply send yourself the invitation and forward it from your own email program. Be sure to include the date and time of your presentation and any other comments you would like to include in your invitation. Your guests will receive an email with all the information they need to join your conference. They simply click on the link in their invitation to join the web conference.

We recommend that you inform your guests to log into the conference no less than 10 minutes prior to start time. This allows for any compatibility issues to be resolved prior to the start of your conference. *NOTE: All participants MUST deactivate Pop-Up Blockers prior to logging on.*

PRE-CONFERENCE PREPARATIONS

Activating the Web Conference

Approximately 15-20 minutes prior to the start time of your conference activate your Web Conference. Login to your account at SaveOnConferences.com and click:

- **Manage Web Conferencing**
- Select your presentation from your list
- Click **Start Conference**

The Host Code will activate the Web Conference.

SLIDE PRESENTATION

PowerPoint files will be converted into JPEG images that can then be viewed in the Web Conference window.

Uploading Slides:

Hosts upload a presentation directly from their desktop. The images must be in a PowerPoint (PPT file).

To upload a set of slides:

- Goto **Add Presentation** from the Manage Web Conferencing window
- Click **Browse**
- Navigate to the location of the PowerPoint Presentation you wish to add
- Select the file
- Click **OPEN**
- The file will be uploaded and converted. You will receive an email when the process has been completed.

Hosting Your Web Conference

HOSTING YOUR WEB CONFERENCE

Navigating through slides

The Host can toggle through a slide presentation by using the Next and Back keys that appear at the bottom of your presentation. To view a slide or slides out of sequence use the drop-down menu at the top to jump to any slide.

Annotation

The white arrow at the top of the page activates our annotation tool. Use this tool to point to key items in your presentation. Click on the button and then on presentation slide. Click and hold to drag the pointer. Click the pointer button again to turn off the pointer tool.

Slide Notes

The notes you created for each slide can be displayed below the slide by pressing the Slide Notes button at the bottom of your screen.

Ending and Closing your Web Conference:

Upon completion of conference, the Host must end and close the conference. This assures that any participant that neglects to log off will be disconnected from the Web portion of your meeting.

- Click **End Conference**
- Select whether you would like to close the Audio, Web or Both portions of your conference.

Additional Web Conferencing Features

ADDITIONAL WEB CONFERENCING FEATURES

Inviting others to a conference:

Did you forget to invite someone? No problem. From the Presentation Window menu, click **INVITE**... You can enter emails of guests you want to invite and it will generate an e-mail giving your invitees all the information they need to join your conference. Address the e-mail, add any info you would like to the message, and click **SEND**.

Dial Out to Participants:

To add a participant you can also dial out to them during the conference.

- Click on **Dial Out**
- Enter Phone Number
- Press **Dial**

Removing a participant:

If you are a Host or promoted guest, you can remove any other guest from a conference if you do not want him/her to take part any longer.

- Right-click on the user's name in the Participant List
- Choose **FORCE OFF** from the menu that appears
- Click **YES** to confirm this action

The user will immediately leave the conference and will receive a notification that he/she has been removed from the conference.

Chat

As Host, you can chat with any participant during your conference.

- Click on the line of the Participant you would like to chat with
- Click on the **Chat** icon
- Type a message and press **Send**

Raise Hand

A participant can raise their hand during a presentation to alert the Host that they have a question without interrupting the flow of the meeting. As Host you can lower a participants raised and after their question has been answered.

Volume Control

As Host you can raise and lower the volume of the conference.

- From Audio Control menu
- Press the Up arrow or Down arrow to raise or lower the volume

TROUBLESHOOTING

Optimize your ability to join

Make sure all users are running the latest version of JAVA. To download the latest FREE version they can click the JAVA button on the log in page or simply go to www.Sun.com. This upgrade may take a few minutes to complete – it is advised that you ask guests to perform it well in advance of your meeting. This Web Conferencing platform is best when viewed using Windows 98 or better.

- Make sure you have no “pop-up blockers” active.
- Shut down all unnecessary applications that are running on your computer before you start your meeting
- Use the highest speed Internet connection available
- Remember to click “End Session” to terminate connections for both audio and web portions of your meeting

Can I use more than one slide presentation?

Yes. Simply select another presentation from the presentation drop down menu at the top of the screen while in your web conference.

Can I use more than one slide presentation?

Yes. Follow the steps to *UPLOADING A PRESENTATION* to open additional slides. The newest presentation will open after the last slide from the previous presentation.