

Using WNYRIC Unified Communications Online Meetings from a Web Browser

WNYRIC Unified Communications web browser meetings can be used for screen or file sharing, group discussion, polls and more by logged in users or guests.

Use the following web address (URL) to access web conferencing: <http://conference.wnyric.org>

Create and Manage Meeting Rooms using a Web Browser

Read this section to get started creating and managing meeting rooms using the Sametime Meeting Room Center in a web browser. For these tasks, you must be logged in.

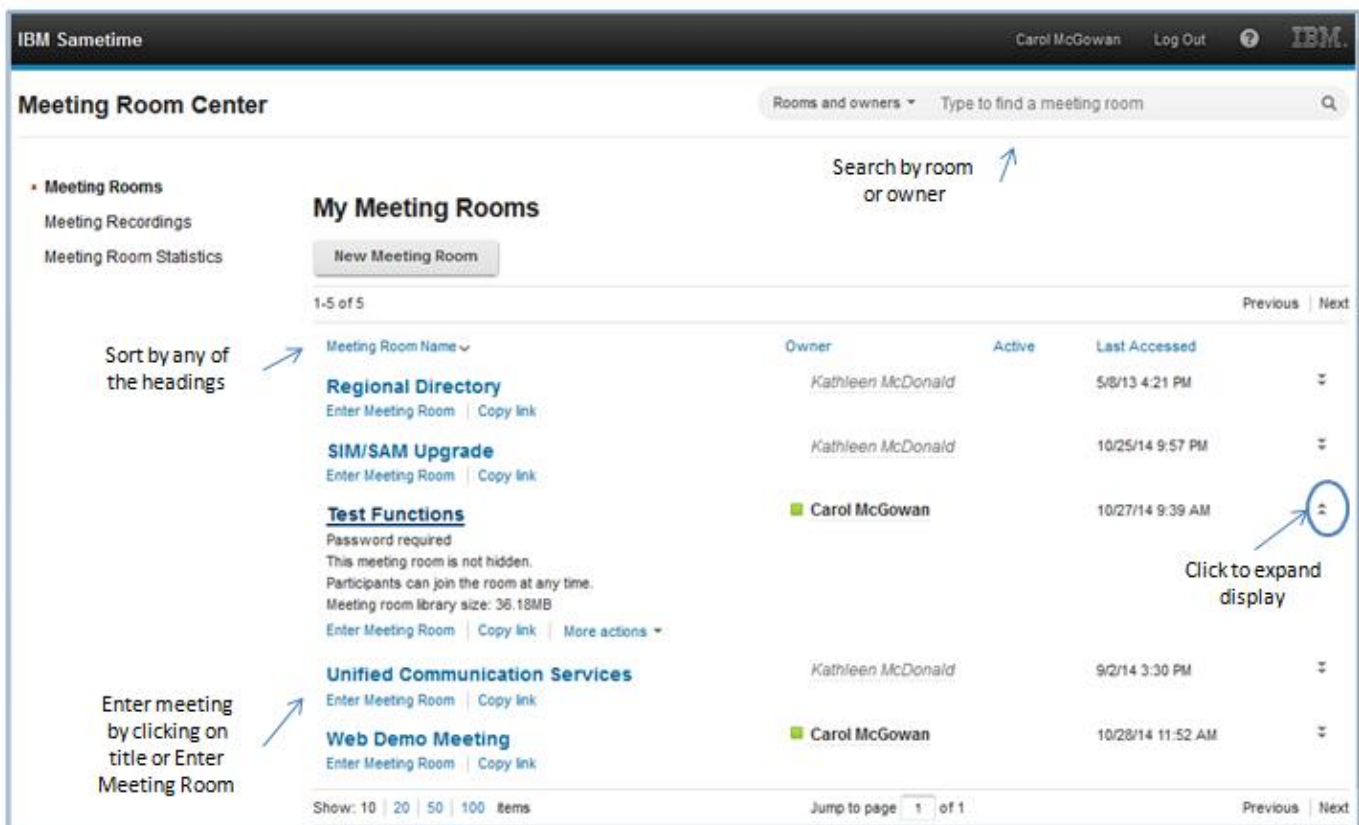


Table 1. Sametime Meeting Room Center tasks

How do I...?	Action
Create a meeting room?	Click New Meeting Room , enter at least the name, then click Save .
Edit meeting room settings: name, password, hidden, managed, or call in number?	In the My Meeting Rooms list, find the meeting room. Click the Show details icon, then click More actions and select Edit .
Organize the list of meeting rooms?	Click the Meeting Room Name , Owner , Active , or Last Accessed column headings to sort the list of your meeting rooms.
Find a meeting room?	Enter all or part of the meeting room name or owner for the meeting room you want in the search bar.
Prevent others from seeing my meeting room when searching?	In the My Meeting Rooms list, find the meeting room. Click the Show details icon, then click More actions and select Edit . Then click "This is a hidden room" .

Find a hidden meeting room?	Click the arrow by “Rooms and owners” in the search bar to change the scope of the search, and then enter the exact meeting room name for the meeting room you want.
Prevent others from joining the meeting until the owner is logged in?	In the My Meeting Rooms list, find the meeting room. Click the Show details icon, then click More actions and select Edit . Then click Meeting room has managed access
Add the meeting room web address (URL) to my calendar entry?	Click Copy Link for the meeting room and then click Ctrl + C to copy the link to the clipboard. Click Ctrl + V to paste it into your calendar entry.
Delete a meeting room? (Meeting room owners and managers only)	In the My Meeting Rooms list, find the meeting room. Click the Show details icon, then click More actions and select Delete .
Add the meeting room web address (URL) to my calendar entry?	Click Copy Link for the meeting room and then click Ctrl + C to copy the link to the clipboard. Click Ctrl + V to paste it into your calendar entry.

Using Sametime Web Browser Meetings

Read this section to get started with basic tasks for managing and participating in meeting rooms that open in a web browser. For these tasks, you must be in a meeting room.

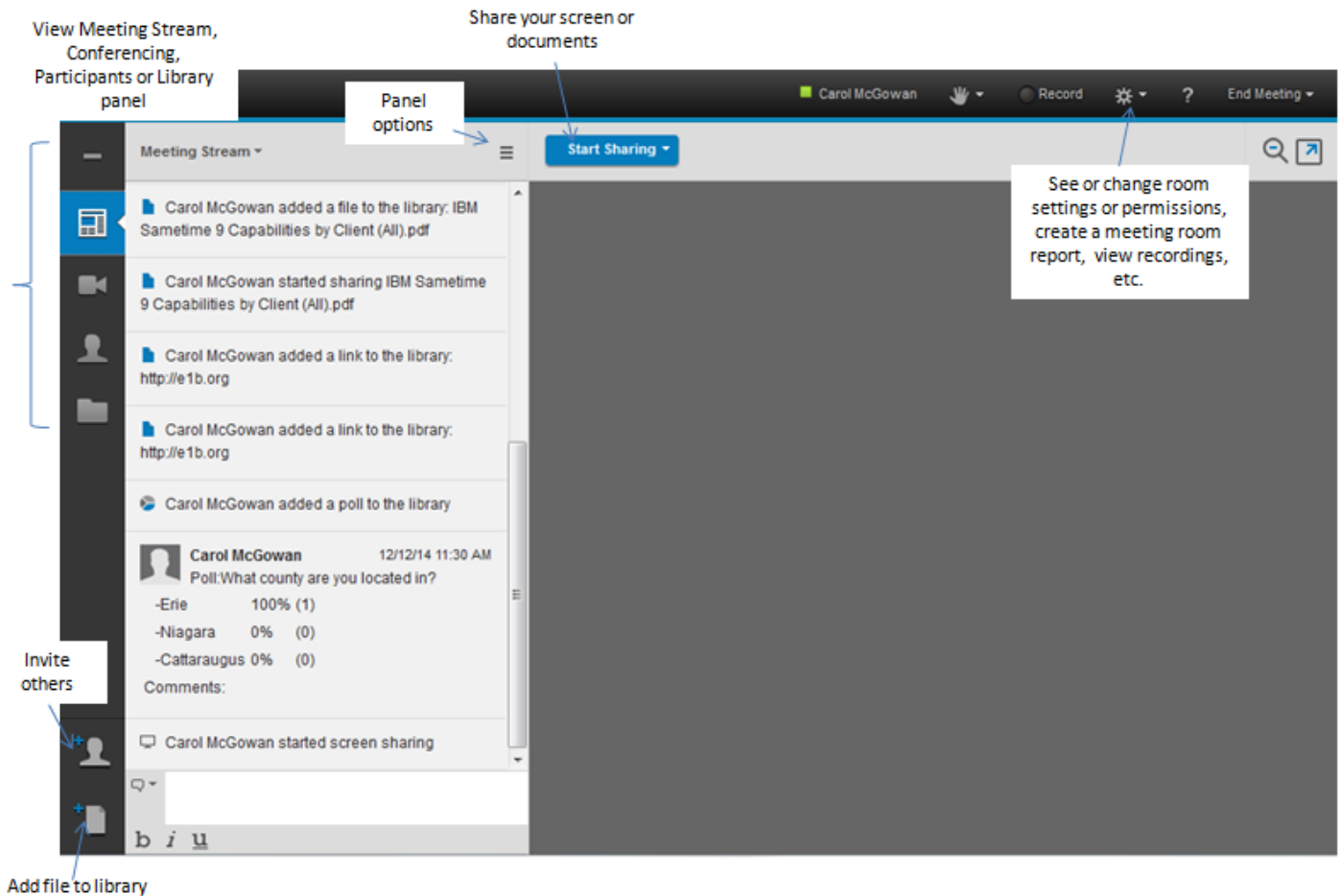





















Table 2. Tasks for meeting rooms using a web browser

How do I...?	Action
Edit meeting room settings? (Name, password, hidden or managed)	Click the cog icon  and select Change Room Settings .
Set meeting room permissions? (Meeting room owner or managers only)	Click the cog icon  and select Change Room Permissions or from the Library panel menu icon  select Change Permissions .

Invite others to join the meeting room?	Click the Invite Others icon  and copy the Link for access to paste into a calendar invitation, email, or chat window to send to others.
See the call-in information to call in to the meeting using my telephone?	Click Show call-in information in the Voice and Video area of the meeting room.
Add files to share?	Click the Add to Library icon  or the Add file to share' icon  in the Library panel and select what you want to add.
View details about items stored in the library?	Click an item stored in the Library to select it. Then click More... and click View Details .
Chat privately with another participant?	Click the name of an online and available person in the Participants list and select Chat from the options
Group discussion with all meeting room participants?	Enter messages in the bottom section of the Meeting Stream panel of the meeting room. To flag comments as Group Chat, Minutes, Action Item, Question, etc. click  and select the type of flag.
Create and send a poll?	In the meeting room Library, click the Create a Poll icon  to create a new poll, or click Send Poll on an existing poll to send it to meeting participants.
View poll results?	Poll results are posted to the Meeting Stream and Meeting Reports.
Clear the library?	In the library panel click the menu icon  and select Clear Library
Clear the discussion area?	In the meeting stream panel click the menu icon  and select Clear Stream
Remove all content from a meeting room?	Click the cog icon  and select Remove Room Content .
Start sharing?	Do one of the following actions: <ul style="list-style-type: none"> • If no one is sharing, click Start Sharing in the sharing area. • If someone else is already sharing, click Let Me Share in the sharing area. Click what you want to share.
Stop sharing?	Click Stop Sharing in the sharing toolbar.
Check whether someone else can share?	Click the cog icon  and select Change Room Permissions or from the Library panel menu icon  select Change Permissions . Verify the setting for "Present and add to the library" (Everyone, Owners and Managers or Selected Participants)
Let someone else share?	Any presenter in the meeting room can click Let Me Share if they have rights, even while someone else is sharing.
Stop someone from sharing?	In the Participants list, click a name and then select Remove Presenter Rights from the options.
Change the display size of what is being shared?	In the sharing toolbar, click one of these icons:  Original size  Full screen  Exit full screen
Remove someone from a meeting? (Meeting room owner or managers only)	In the Participants list, click a name and then select Remove from Room from the options.
Record a meeting?	Click the record icon  in the top left
Create a meeting report?	In the meeting stream panel click the menu icon  or click the cog icon  and select Create Meeting Report . Attendance is included in the meeting report
Leave a meeting?	Click Leave Meeting in the upper-right corner of the meeting room.
End a meeting?	Click End Meeting in the upper-right corner of the meeting room. Only the room manager may end the meeting.

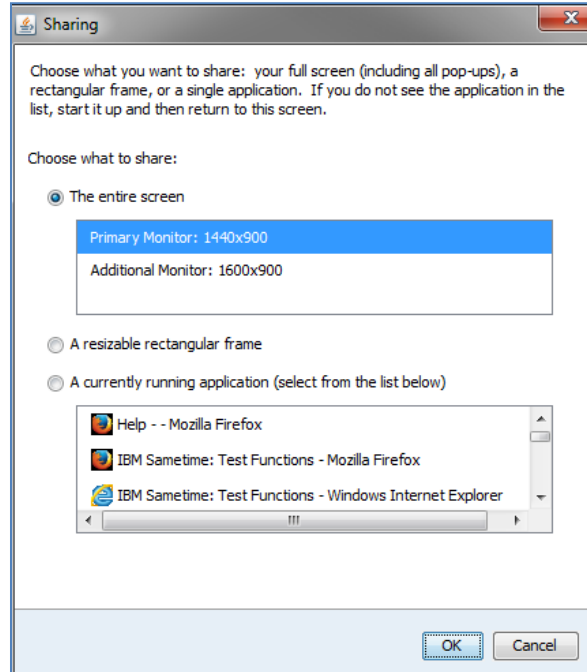
Screen Sharing Requirements

Screen sharing using a web browser requires Java™ IBM or Sun JRE 1.5 and 1.6 installed and enabled, and pop-ups enabled. The server will verify your computer has the correct levels for sharing.

*Note: File sharing does not require java.

Choose which part of your screen to share: Entire screen, rectangular frame or an application.

Tip: If you choose an application, and then start accessing a different application, your users will see a blank gray box.



Screen capture plug-in for browser-based meetings

A plug-in is required for screen captures. To install the plug-in, click a meeting room name to get the login page, and then click **Install Now**. Click **Install** and follow the prompts. Firefox will require a restart.

