

# webconference

## Quick Start Guide

### Quick Start

## Your web conference

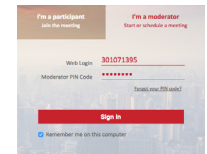
The easy way to enjoy sharing starts here!

With your personal Login or Web Login and Password or PIN code you can start sharing right away from your web browser.

### Start your conference

#### Start your web conference

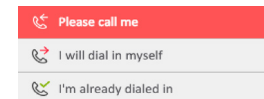
1. Go to [www.anywhereconference.com](http://www.anywhereconference.com)
2. On the login page, click the 'I'm a moderator' button
3. Type in your Login or Web Login and Password or Moderator PIN code and click 'Sign in'
4. You are now in your personal Collaboration Portal. Click 'Start web conference'



Web Conference login page

#### Join your audio conference

Once logged into the web conference, a pop-up will invite you to select one of the following options to join the audio conference:



Audio pop-up

- Please call me\*: enter your country and phone number and click 'Call me'
- I will dial in myself: select your country and join using the phone access number and PIN Code displayed on your screen
- I'm already dialed in: if you have dialed into the conference, enter the synchronization code displayed to streamline your audio and web sessions to improve the accuracy of the participant list.

\*This option will only be displayed if enabled on your account.

### Invite participants

For the web conference, you must provide your conference participants with the Participant Meeting link and for the audio conference, you need to provide a phone access number and a Participant PIN Code. Do not share your Moderator PIN Code.

### OPTION 1 : Before your conference

- Use the free Instant Messaging client, AnywhereAccess, to initiate a conference. The participants you invite will automatically access the conference without having to enter a Participant PIN Code

#### OR

- Use the Outlook®, LotusNotes® conference toolbars or the Chrome® conference extension\* to create an instant invitation prepopulated with phone access numbers, Participant PIN Code and a oneclick access link to the web conference

#### OR

- Send a message to your participants manually including your Participant Meeting link, Phone Access Number and your Participant PIN Code available from your Welcome Email or your Collaboration Portal.

\* Install the Outlook®, LotusNotes® conference toolbars or the Chrome® conference extension: the conference toolbars are by far the easiest and smartest way to send invitations and join conferences.

Download AnywhereAccess now, free of charge, at <https://access.anywhereconference.com>.

Download the toolbars now; from your Collaboration Portal ([www.anywhereconference.com](http://www.anywhereconference.com)) for the Outlook® and LotusNotes® conference toolbars or for the Chrome conference extension. If your company does not authorize downloads, please contact your IS administrator.

### OPTION 2 : During your conference

- In the 'Instant Invitation' section, click 'Invite by email' and select one of these options:
  - Send a quick invitation by simply typing in the email addresses of your participants
  - Or Open your email program to send a personalized invitation
  - Or Copy a direct URL and paste it into your email or chat message







## Share visual contents

Once logged into your conference as a moderator, the welcome page offers you 3 convenient options to share visual content with your participants::

- Your entire screen: to simultaneously share your entire desktop with all participants. If you are using an extended desktop on a PC, select the screen to be shared.
- Some of your applications: select any of your active applications to share with your audience
- A document as a slideshow: select from your content bank, upload a document from your computer or insert a whiteboard. Accepted formats: doc(x), gif, jpg, pdf, pps, ppt(x), txt, xls(x)

## Manage your conference

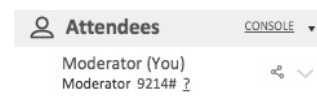
### Moderator tools

-  Join audio conference Re-open the Audio Pop-up
-  Mute all attendees or your own line
-  Switch to full screen mode for either yourself or your attendees
-  Place all attendees on musical hold
-  Chat to moderators / presenters /all attendees
-  Advanced moderator controls:
  - Lock conference access
  - Assign a billing code
  - Manage audio Q&A
  - Transfer a file
  - Set participant privileges
  - Access address book
  - Manage entry & exit tone
  - Open softphone keypad (VoIP)\*
  - Configure social networks

\*This option will only be displayed if available on your account


### Attendees list

Place your cursor over an attendee's name to display the control options:




- View the Social Network contact card of the attendees
- Chat with the participant
- Transfer a file to the participant
- Rename the participant
- Promote the participant as presenter
- Add the participant to your address book
- Disconnect the participant from the meeting
- Click on 'CONSOLE' to switch to the advanced audio control interface and display participants' phone numbers. Click on the 'Back to standard view' button to exit

### Recording

-  Click on this icon to start the synchronized audio and web recording. A pulsing icon appears in the bottom right hand corner when the conference is being recorded
- You can pause or stop the recording at any time
- To access your recording, go to the Collaboration Portal. You can download it as a WMV or MP3 file or distribute the link

### Chat

- Chat boxes appear at the bottom of the screen. You can have several chat boxes active simultaneously
-  Click the icon to clear the conversation or save it as a HTML or text file

### Quit the conference

- Click 'Quit the conference' to exit: you can leave without ending the meeting or close the meeting to disconnect all the participants