

User Guide

Novell[®] Conferencing

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www.novell.com



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About This Guide

Novell Conferencing is a Web conferencing service where you can share your desktop, show slides, collaborate, chat, talk, and broadcast via webcam with no download required for attendees.

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We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the most recent version of the *Novell Conferencing Web Meeting User Guide*, visit the [Novell Conferencing Web site](http://www.novell.com/documentation/novell_conferencing) (http://www.novell.com/documentation/novell_conferencing).

Additional Documentation

The following additional documentation is also found on the [Novell Conferencing Web site](http://www.novell.com/documentation/novell_conferencing) (http://www.novell.com/documentation/novell_conferencing).

- ◆ *Novell Conferencing Quick Start*
- ◆ *Novell Conferencing Administration Guide*

Using Novell Conferencing

1

Novell Conferencing is a Web conferencing service where you can share your desktop, show a whiteboard, collaborate, chat, talk, and broadcast via webcam with no software download required for attendees.

- ◆ [Section 1.1, “Conferencing Rooms,” on page 9](#)
- ◆ [Section 1.2, “Supported Systems,” on page 10](#)
- ◆ [Section 1.3, “Logging In,” on page 11](#)
- ◆ [Section 1.4, “Exploring the Dashboard,” on page 12](#)
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1.1 Conferencing Rooms

Novell Conferencing has three meeting rooms available to users. The rooms differ in the maximum number of attendees allowed in the meeting and the features that are available. Your default room type starts when you click *Start Meeting* in your dashboard. For information on which room type you have as your default room, contact your Novell Conferencing administrator.

Pro 20: The Pro 20 room has a maximum of 20 attendees, including the host. This room allows screen sharing, using the whiteboard, file sharing, polling, and sharing Web content. Four attendees, including the host, can use webcams or microphones. The host controls who uses the webcam and the microphones. All attendees have access to the public chat and are able to chat privately with other attendees.

Pro 50: The Pro 50 room has a maximum of 50 attendees, including the host. This room allows screen sharing, using the whiteboard, file sharing, polling, and sharing Web content. Four attendees, including the host, can use webcams or microphones. The host controls who uses the webcam and the microphones. All attendees have access to the public chat and are able to chat privately with other attendees.

Webinar: The Webinar room is the largest room available. It has a maximum of 1000 attendees, including the host. This room allows screen sharing and file sharing. Only the host of the Webinar meeting can use the microphone or webcam. Attendees can see themselves, the host, and the presenter, if the presenter is someone other than the host. All attendees have access to the public chat.

1.2 Supported Systems

The tables below show which operating systems, browsers, and versions of Adobe Flash are required for Novell Conferencing to work properly. They also show whether desktop sharing is supported on the operating system.

Table 1-1 *Microsoft Windows*

Operating Systems	Browsers	Desktop Sharing	Adobe Flash Version
Windows XP with SP2 or later	Internet Explorer 7	Yes	9 or higher
	Internet Explorer 8	Yes	9 or higher
	Mozilla Firefox 2.x+	Yes	9 or higher
	Google Chrome 4	Yes	9 or higher
Windows Vista (32-bit and 64-bit)	Internet Explorer 7	Yes	9 or higher
	Internet Explorer 8	Yes	9 or higher
	Mozilla Firefox 2.x+	Yes	9 or higher
	Google Chrome 4	Yes	9 or higher
Windows 7 (32-bit and 64-bit)	Internet Explorer 7	Yes	9 or higher
	Internet Explorer 8	Yes	9 or higher
	Mozilla Firefox 2.x+	Yes	9 or higher
	Google Chrome 4	Yes	9 or higher
Windows Server 2000	Internet Explorer 7	Yes	9 or higher
	Internet Explorer 8	Yes	9 or higher
	Mozilla Firefox 2.x+	Yes	9 or higher
	Google Chrome 4	Yes	9 or higher
Windows Server 2003	Internet Explorer 7	Yes	9 or higher
	Internet Explorer 8	Yes	9 or higher
	Mozilla Firefox 2.x+	Yes	9 or higher
	Google Chrome 4	Yes	9 or higher
Windows Server 2008	Internet Explorer 7	Yes	9 or higher
	Internet Explorer 8	Yes	9 or higher
	Mozilla Firefox 2.x+	Yes	9 or higher
	Google Chrome 4	Yes	9 or higher

Table 1-2 *Apple Macintosh*

Operating Systems	Browsers	Desktop Sharing	Adobe Flash Version
Mac OS 10.5	Apple Safari 3+	Yes	9 or higher
	Mozilla Firefox 3.x	Yes	9 or higher
Mac OS10.6	Apple Safari 3+	Yes	9 or higher
	Mozilla Firefox 3.x	Yes	9 or higher

Table 1-3 *Other Operating Systems*

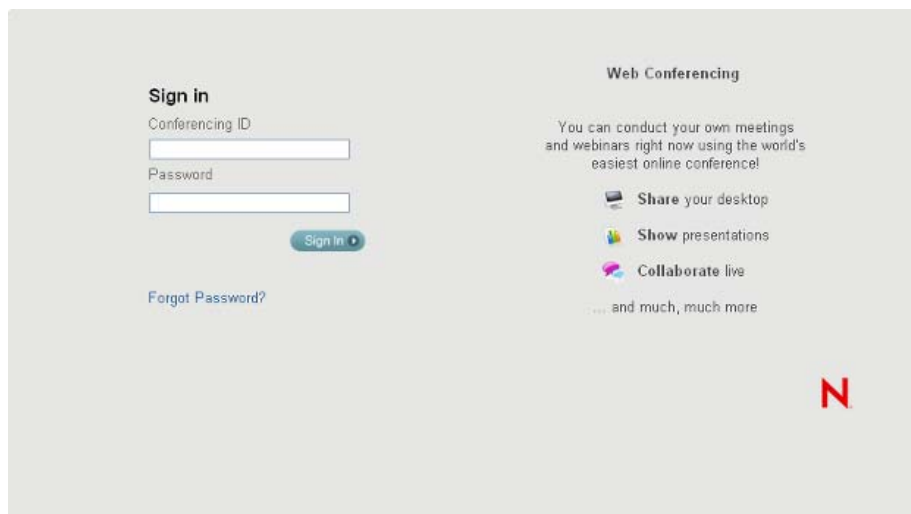
Operating Systems	Browsers	Desktop Sharing	Adobe Flash Version
Linux	Mozilla Firefox 3.x	No	9 or higher

Although other operating systems and browsers might function, they are not supported. Examples of configurations that do not work:

- ♦ Opera Browser
- ♦ Chrome Browser on the Mac OS
- ♦ Safari Browser on Microsoft Windows

1.3 Logging In

- 1 Enter `http://<company_name>.novellconferencing.com/` in the browser.
Replace `<company_name>` with the name of your company.
- 2 In the sign in page, specify your Novell Conferencing ID and password.



- 3 Click *Sign In*.

1.4 Exploring the Dashboard

When you log in to Novell Conferencing, the personal dashboard opens. The dashboard offers a single point of access to host and schedule meetings, view scheduled meetings, search for meetings and recordings, view and edit your preferences, and change your password.

Schedule Meetings: Lets you view your scheduled meetings and view the widget that is automatically created after you schedule a meeting. You can schedule a meeting for any of the rooms that are available to your account.

Start Meeting: Lets you instantly start a meeting for your default room. For more information about the default rooms, see [Section 1.1, “Conferencing Rooms,” on page 9](#).

Preferences: Lets you set meeting preferences.

Scheduled Meetings: Lets you view your scheduled meetings.

Files: Lets you upload presentations and documents to share during your meetings.

Polls: Lets you create polls to survey participants during your meetings.

Web Content: Lets you configure real-time Web content such as YouTube videos, Picasa videos, or embedded videos to share during your meetings.

Recordings: Lets you preview, download, securely share, and delete recordings.

Search: Lets you search for your meetings.

Change Password: Lets you change your login password.

- ◆ [Section 1.4.1, “Scheduling a Meeting,” on page 13](#)
- ◆ [Section 1.4.2, “Hosting an Instant Meeting,” on page 14](#)
- ◆ [Section 1.4.3, “Changing Your Preferences,” on page 14](#)
- ◆ [Section 1.4.4, “Viewing Your Scheduled Meetings,” on page 15](#)
- ◆ [Section 1.4.5, “Starting a Scheduled Meeting,” on page 15](#)
- ◆ [Section 1.4.6, “Rescheduling a Meeting,” on page 17](#)
- ◆ [Section 1.4.7, “Viewing the Registration Report,” on page 18](#)
- ◆ [Section 1.4.8, “Deleting Your Meetings,” on page 19](#)
- ◆ [Section 1.4.9, “Managing Files,” on page 23](#)
- ◆ [Section 1.4.10, “Managing Polls,” on page 24](#)
- ◆ [Section 1.4.11, “Managing Web Content,” on page 26](#)
- ◆ [Section 1.4.12, “Managing Recordings,” on page 27](#)
- ◆ [Section 1.4.13, “Searching for Meetings,” on page 28](#)
- ◆ [Section 1.4.14, “Retrieving a Report About Attendees,” on page 28](#)
- ◆ [Section 1.4.15, “Changing Your Password,” on page 29](#)

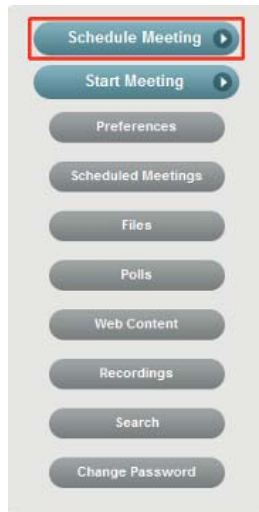
1.4.1 Scheduling a Meeting

Scheduling a meeting allows you to ensure that all the necessary people are invited and are able to attend.

- 1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

- 2 Click *Schedule Meeting*.



- 3 In the Schedule Meeting dialog box, specify the meeting name, agenda, start and end dates, start time, time zone, meeting duration, and the e-mail addresses of the people you want to invite to the meeting.

Schedule Meeting

General Features Dial-in Widget

Room Name	default	Room URL	https://testsite.novellconferen
Meeting Name	test	Repeat Option	Once Only
Agenda	Enter a meeting agenda	Start Date	December 22, 2010
Invitees	Enter a list of emails separated by ','	End Date	December 22, 2010
Keys	Meeting Key	Start Time	1:00 PM
On Join	<input type="checkbox"/> Require eMail <input type="checkbox"/> Pre-registered email only	Timezone	GMT-05:00 Eastern Time
		Meeting Length	2 Hours 0 Minutes
			<input checked="" type="checkbox"/> Send eMail when meeting starts

Schedule

You can also specify a meeting key to make it a private meeting. For more information, see [Section 8.1, “Making Your Meeting Private,” on page 113](#).

4 Click *Schedule*.

An e-mail with details of your scheduled meeting is sent to the invitees.

A widget is also created, which you can use to invite people to your meeting and to track meeting details. For more information, see [Section 5.1, “Viewing the Widget,” on page 87](#).

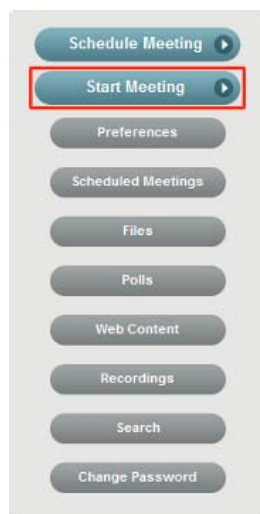
1.4.2 Hosting an Instant Meeting

Novell Conferencing allows you to instantly start a meeting whenever you want. You don't need to schedule the meeting and you can invite anyone to the meeting while it is in session (see [Section 1.5, “Inviting Attendees to the Meeting,” on page 30](#)). When you click *Start Meeting*, it automatically starts your default meeting with your saved preferences.

1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).

2 Click *Start Meeting*.



1.4.3 Changing Your Preferences

Novell Conferencing allows you to change your default settings for your meetings. The default settings are found in the *Preferences* section of the dashboard. There are four different tabs of settings that can be modified. The first tab, *General*, is your personal preferences. The second tab, *Features*, is about the meeting's settings. The third tab, *Dial-in*, deals with any call-in numbers that might be available for the meetings. The fourth tab, *Personalization*, lets you change the appearance of Conferencing.

The basic settings for your meetings are talked about in [Chapter 3, “Modifying Settings,” on page 69](#).

Information about additional settings is found in the following locations:

- ♦ [Section 4.2, “Configuring Your Audio and Video Settings,” on page 76](#)
- ♦ [Section 4.6, “Using Teleconferencing,” on page 84](#)

- ♦ [Section 8.2.1, “Securing All Meetings,”](#) on page 114
- ♦ [Chapter 9, “Customing Branding,”](#) on page 117

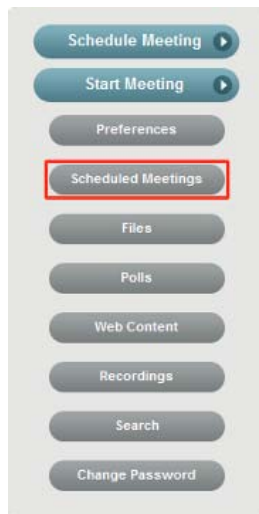
1.4.4 Viewing Your Scheduled Meetings

This feature allows Conferencing users to see a list of all the meetings that they have scheduled for the next seven calendar days.

- 1 Log in to your Novell Conferencing account. For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

or

If you are already logged in, click *Scheduled Meetings*.



A list of your meetings scheduled in the next seven days is displayed.

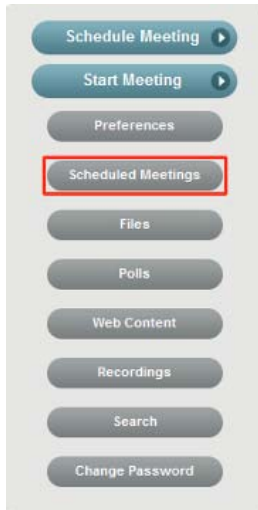
1.4.5 Starting a Scheduled Meeting

After you schedule a meeting, you must start the meeting for attendees to enter at the scheduled time.

- 1 Log in to your Novell Conferencing account. You are taken to your *Scheduled Meetings*.

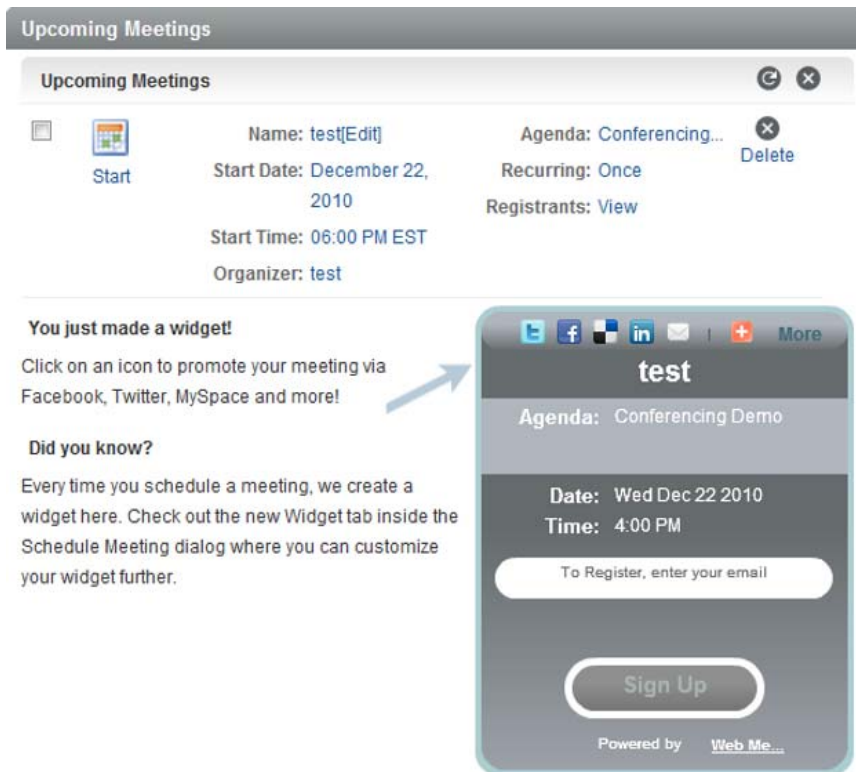
or

If you are already logged in, click *Scheduled Meetings*.



For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

- 2 In the Scheduled Meetings dialog box, select the meeting that you want to start.



- 3 Click *Start*.

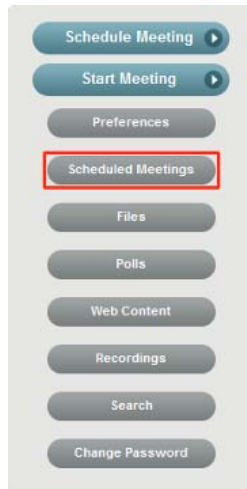
1.4.6 Rescheduling a Meeting

Novell Conferencing allows the host to change the date, time, and time zone of a scheduled meeting.

- 1 Log in to your Novell Conferencing account. You are taken to your *Scheduled Meetings*.

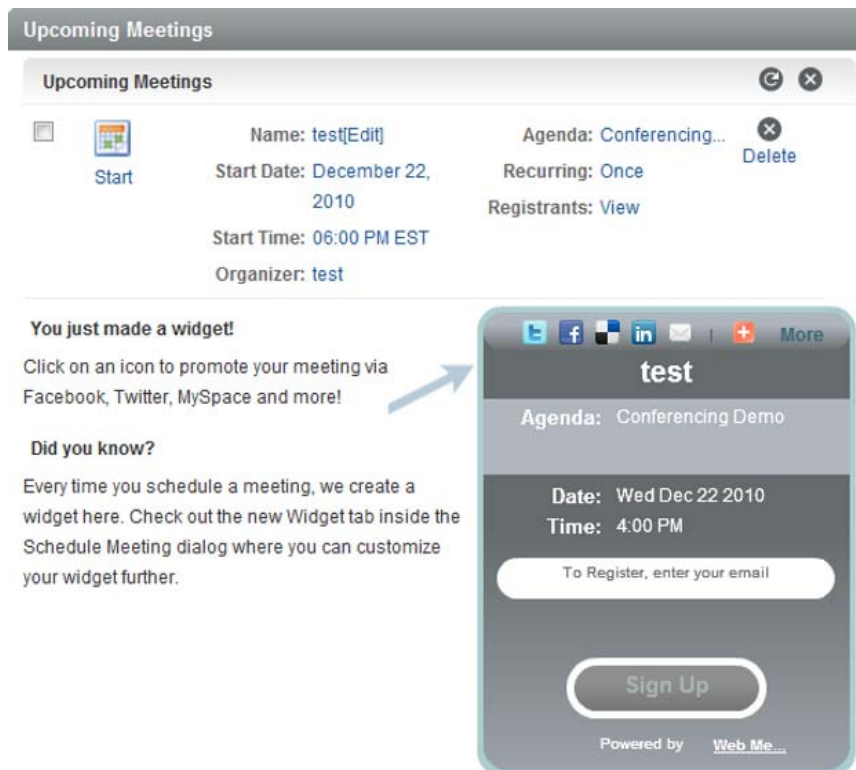
or

If you are already logged in, click *Scheduled Meetings*.



For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

- 2 In the Scheduled Meetings dialog box, select the meeting that you want to change.



- 3 Click the *Edit* link next to the meeting name.
- 4 In the Edit Meeting dialog box, specify the new start date, end date, start time, and time zone.
- 5 Click *Update*.

An e-mail with details of your rescheduled meeting is sent to all the invitees, and the meeting widget is updated.

1.4.7 Viewing the Registration Report

Before a meeting begins, the host can view a registration report listing individuals who have received an invitation to the meeting and individuals who have used the widget to register for the meeting.

Before retrieving the report, complete the following prerequisites:

- ◆ Schedule a meeting and invite people to it.
 - ◆ Select the *Registration Field* option from the widget tab.
- 1 Log in to your Novell Conferencing account. For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

or

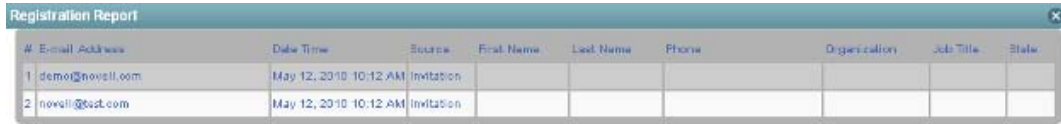
If you are already logged in click *Scheduled Meetings*.

- 2 In the Scheduled Meetings dialog box, click *View* next to the *Registrants* field.

The screenshot displays the 'Upcoming Meetings' section of the Novell Conferencing interface. A meeting titled 'test[Edit]' is shown with the following details: Start Date: December 22, 2010; Start Time: 06:00 PM EST; Organizer: test; Agenda: Conferencing...; Recurring: Once. A red box highlights the 'Registrants: View' link. Below the meeting details, there is a section titled 'You just made a widget!' with instructions to promote the meeting via social media. To the right, a mobile-style registration widget is shown for the meeting 'test', featuring social media sharing icons, the agenda 'Conferencing Demo', the date 'Wed Dec 22 2010', and time '4:00 PM'. The widget includes a text input field 'To Register, enter your email' and a 'Sign Up' button. At the bottom of the widget, it says 'Powered by Web Me...'. An arrow points from the 'You just made a widget!' text to the registration widget.

The Registration Report dialog box appears.

- 3 To view the report, click *Get Report*.



#	Email Address	Date Time	Source	First Name	Last Name	Phone	Organization	Job Title	State
1	demo@novell.com	May 12, 2010 10:12 AM	Invitation						
2	novell@cast.com	May 12, 2010 10:12 AM	Invitation						

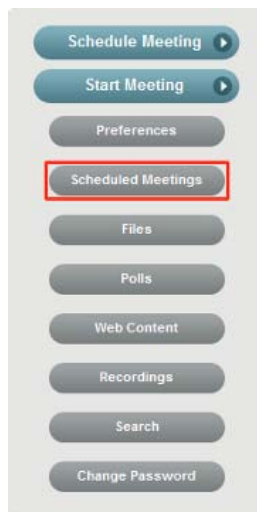
1.4.8 Deleting Your Meetings

Novell Conferencing allows users to delete the logs of the meetings that they have previously held. You can also delete scheduled meetings before they happen.

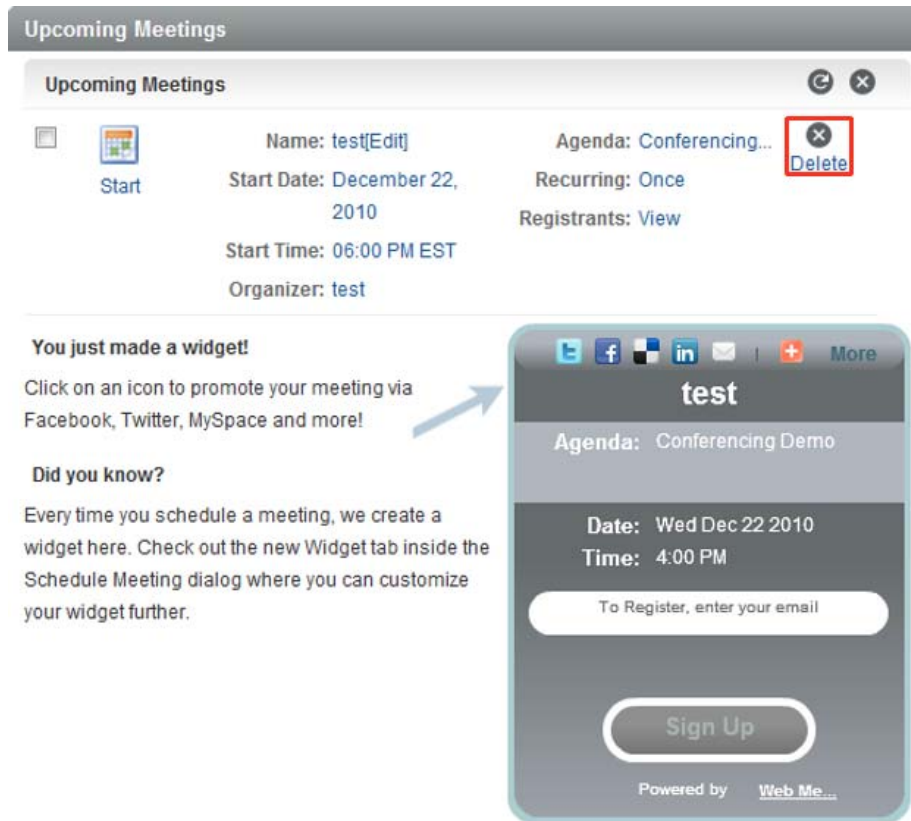
- ♦ “Using the Scheduled Meetings List to Delete a Meeting” on page 19
- ♦ “Using the Search Feature to Delete Meeting Logs” on page 20

Using the Scheduled Meetings List to Delete a Meeting

- 1 In the dashboard, click *Scheduled Meetings*.



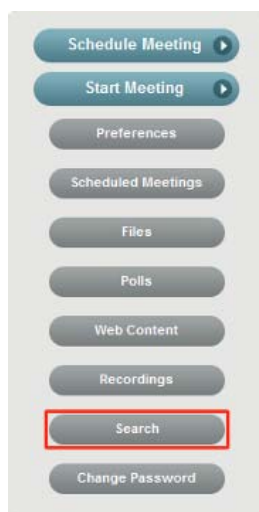
- 2 Select the scheduled meeting that you want to delete and click the *Delete* button.



An e-mail is sent to all registered attendees telling them that the meeting has been deleted.

Using the Search Feature to Delete Meeting Logs

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, "Logging In,"](#) on page 11.
- 2 In the dashboard, click *Search*.



3 In the Search Meetings dialog box, specify the relevant data for the meetings you want to delete.

or

Select *Past* to view all past meetings

or

Select *All* to view all meetings.

Search Meetings

Search Meetings

Start Date End Date

Show Meetings in Use Date Range Current/Future Past All

Containing

My Meetings

4 Click *Search*.

5 Select the check boxes for the meetings that you want to delete.

6 Click the *Delete* button to delete the selected meetings.

Search Meetings




Search Meetings

Start Date End Date

Show Meetings in Use Date Range Current/Future Past All

Containing

My Meetings ✕ 1-3 of 54 >>

<input type="checkbox"/>	 Info	Name: test[Info] Start Date: April 12, 2010 Start Time: 11:25 AM EDT Organizer: test	Agenda: Recurring: Once	<input checked="" type="checkbox"/> Delete
<input type="checkbox"/>	 Info	Name: test[Info] Start Date: April 12, 2010 Start Time: 04:45 PM EDT Organizer: test	Agenda: Recurring: Once	<input checked="" type="checkbox"/> Delete
<input type="checkbox"/>	 Info	Name: Demo[Info] Start Date: May 12, 2010 Start Time: 06:00 PM EDT Organizer: test	Agenda: Conferencing... Recurring: Once Registrants: View	<input checked="" type="checkbox"/> Delete

If you want to delete meetings that are displayed on other pages, select the meetings that you want to delete on the first page, use the arrows to navigate through the other pages of meetings, and select the other meetings that you want to delete. When you have selected all the meetings that you want to delete, click the *Delete* button.

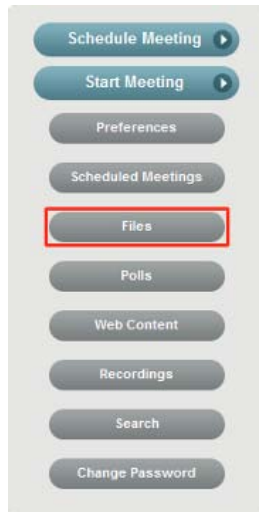
1.4.9 Managing Files

The *Files* option allows you to upload files into your meeting room, then share the files during your meetings. You can upload PowerPoint presentations, Adobe PDF files, Microsoft Word documents, and Microsoft Excel spreadsheets. Conferencing allows you to store up to 2 GB of files, polls, Web content, and recordings.

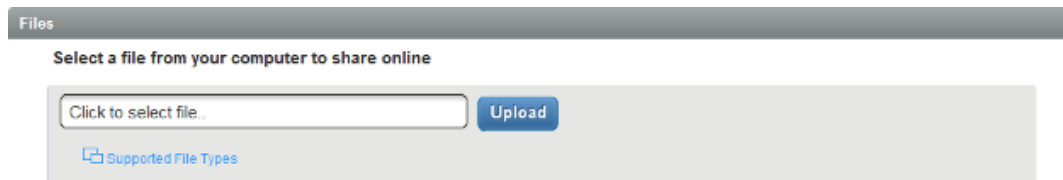
- 1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

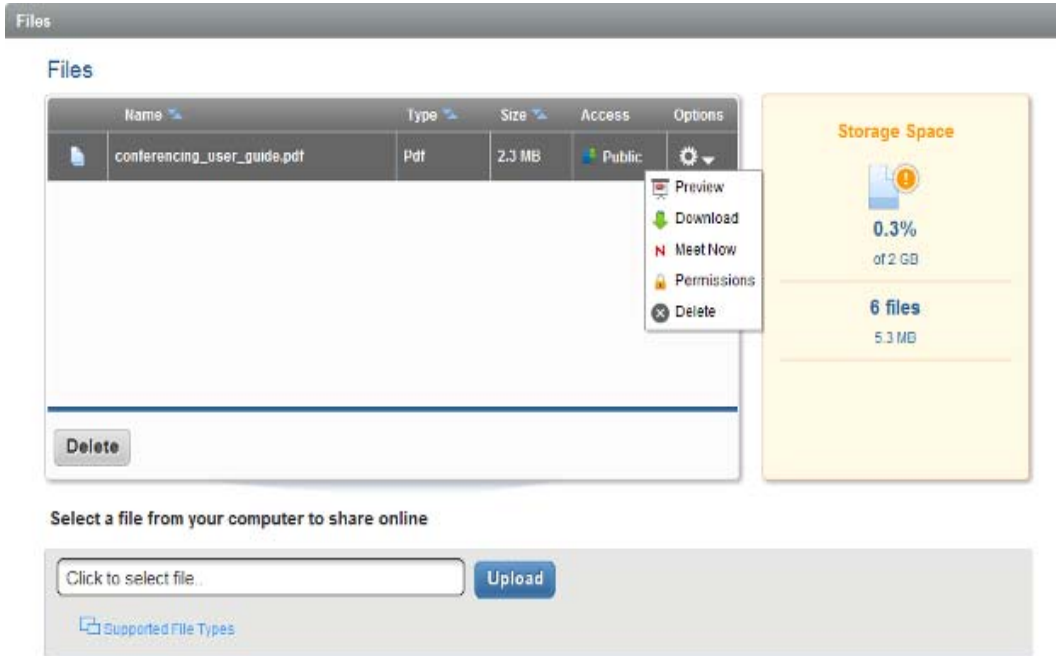
- 2 Click *Files*.



- 3 Click *Upload* and select the file you want to upload in preparation for your meeting.



After your files have been uploaded, they are shown in a list and are available to be shared during your meetings. The following options are available in the *Options* column of the uploaded file.



- ◆ **Preview:** Shows you what your document will look like in a meeting.
- ◆ **Download:** Allows you to download a copy of the file that is stored in your room.
- ◆ **Meet Now:** Immediately starts a meeting with the selected document being shared.
- ◆ **Permissions:** Provides you with a link that you can share with meeting attendees so they can download a copy of your file. Also enables you to set a password to protect the document.
- ◆ **Delete:** Deletes the document from the Conferencing storage.

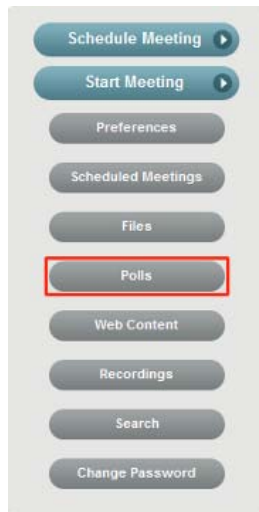
1.4.10 Managing Polls

The *Polls* option allows you to create questions that you can use to interactively survey your attendees during a meeting. Conferencing allows you to store up to 2 GB of files, polls, Web content, and recordings.

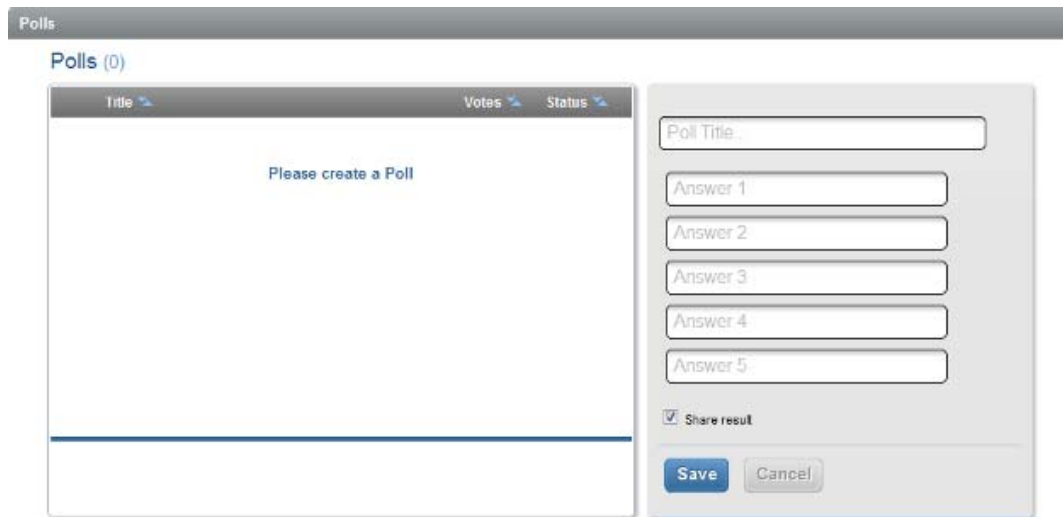
- 1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).

2 Click *Polls*.



3 Enter a title (question) for your poll and up to five multiple-choice answers that you want your attendees to choose from.



4 Select the *Share Results* box to allow your attendees to see the poll results after they submit their responses.

5 Click *Save* to save the poll to your dashboard for use in your future meetings.

When you have saved and shared your poll in at least one meeting, you can review the results in your dashboard. To do this, click the title of the poll. To the right of the poll selection area, you can see the most recent results of the poll under the *Current Results* tab. If you click the *All Results* tab, you can see all the results from all the meetings you have shared the poll in.

Polls can be edited after they are created. To do this, select the poll from your list of saved polls and click the *Edit Poll* button. Both the title text and the answer text can be changed. However, you cannot add additional answers. Editing any of the text in the poll does not change any of the existing results.

To delete a poll, simply select the poll and click the *Delete* button.

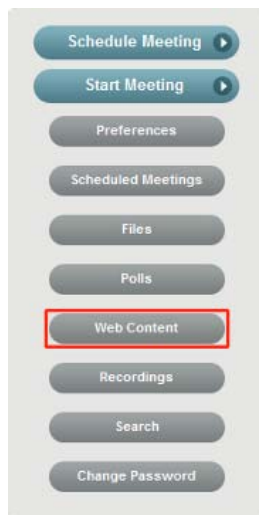
1.4.11 Managing Web Content

Web Content allows you to share real-time media with your attendees during a meeting. You can enter the URL for YouTube Videos or Google Picasa Web Albums, or the embed code from video content hosted on any site, and share it when you are inside a meeting. Conferencing allows you to store up to 2 GB of files, polls, Web content, and recordings.

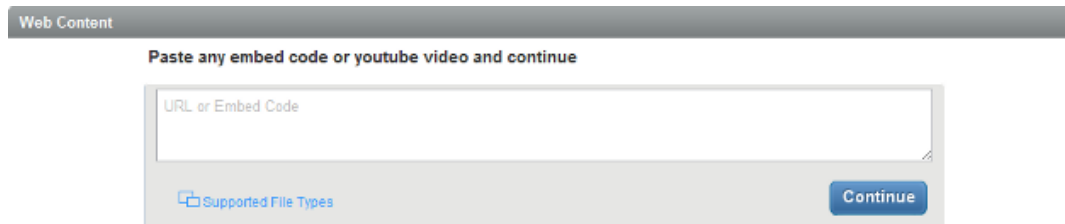
- 1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).

- 2 Click *Web Content*.



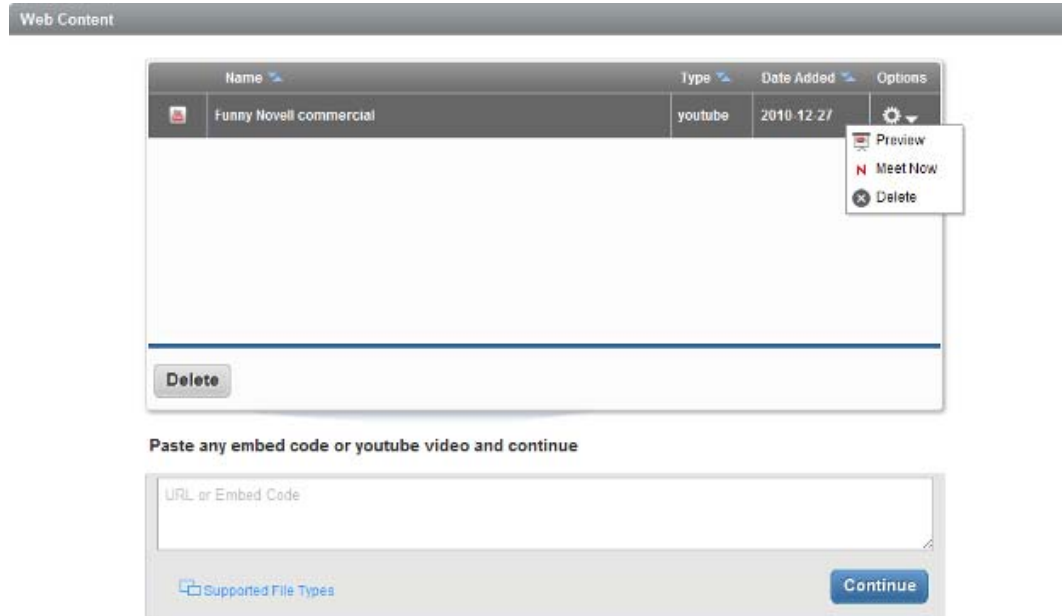
- 3 Insert a YouTube URL, Picasa URL, or embed code into the field and click *Continue*.

A dialog box titled 'Web Content'. Below the title bar, it says 'Paste any embed code or youtube video and continue'. There is a large text input field with the placeholder text 'URL or Embed Code'. At the bottom left, there is a link icon and the text 'Supported File Types'. At the bottom right, there is a blue 'Continue' button.

A dialog box appears with a preview of the URL or embed code.

- 4 Change the name of the URL or embed code as desired, then click *Save*.

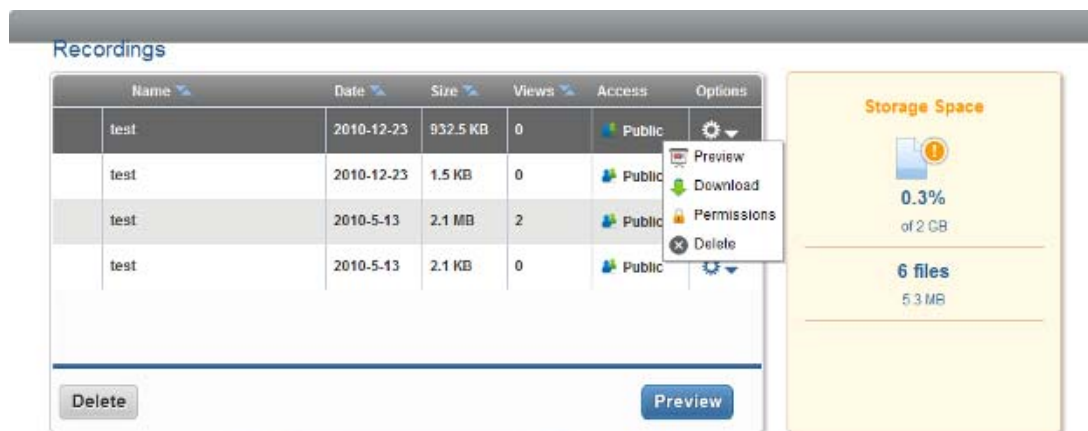
After your Web content has been uploaded, it is shown in a list and is available to be shared during your meetings. The following options are available in the *Options* column of the uploaded file.



- ♦ **Preview:** Shows you what your Web content will look like in a meeting and allows you to change the name of the Web content.
- ♦ **Meet Now:** Immediately starts a meeting with the selected Web content being shared.
- ♦ **Delete:** Deletes the Web content from the Conferencing storage.

1.4.12 Managing Recordings

The Recordings option lets you manage all of your saved recordings. You can preview, download, set permissions, and delete your saved recordings. The recordings share the same storage space as files, polls, and Web content. For more information about recordings, see [Section 6.2.3, “Using the Recordings Option,”](#) on page 95.



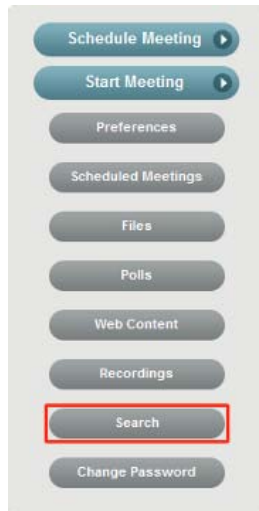
1.4.13 Searching for Meetings

The Search option lets the host look for information about previous meetings, including registrants, chat transcripts, or recordings. You can choose to search by start date, end date, current/future date, past date, all dates, and by text. You can also use this option to find a list of attendees.

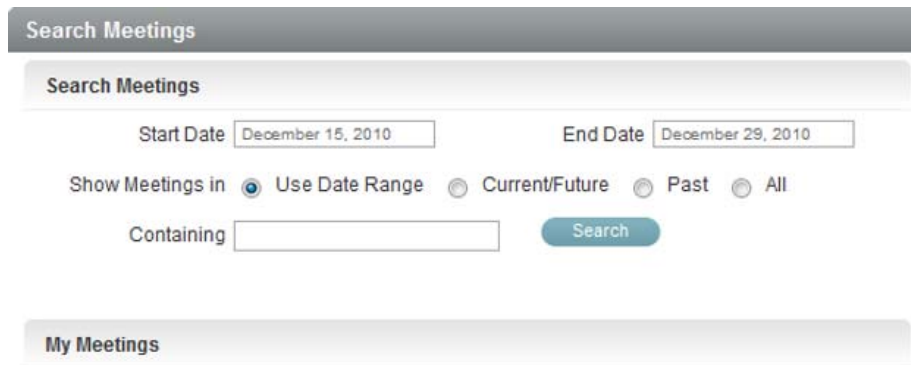
- 1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

- 2 In the dashboard, click *Search*.



- 3 In the Search Meetings dialog box, specify the relevant data and click *Search*.

A dialog box titled 'Search Meetings' with a dark header bar. Below the header, there is a sub-header 'Search Meetings' in a light gray bar. The main area contains two date input fields: 'Start Date' with the value 'December 15, 2010' and 'End Date' with the value 'December 29, 2010'. Below these is a row of radio buttons for 'Show Meetings in': 'Use Date Range' (selected), 'Current/Future', 'Past', and 'All'. At the bottom left is a text input field labeled 'Containing' and a blue 'Search' button.

1.4.14 Retrieving a Report About Attendees

After the meeting has finished, the host can retrieve a report containing information about individuals who attended the meeting.

Before retrieving the report, complete the following prerequisites:

- ◆ Schedule a meeting, mark the *Require Email* option in the *On Join* field, and invite people to your meeting.
- ◆ Select the *Registration Field* option from the widget tab.

1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

2 In the dashboard, click *Search*.

3 In the Search Meetings dialog box, specify the relevant data and click *Search*.

A list of all your meetings appears.

The screenshot shows the 'Search Meetings' dialog box with the following fields and options:

- Start Date:** May 05, 2010
- End Date:** May 19, 2010
- Show Meetings in:** Use Date Range, Current/Future, Past, All
- Containing:** [Empty text box]
- Search:** [Search button]

Below the dialog box is the 'My Meetings' list, showing 1-3 of 8 meetings. Each meeting entry includes a checkbox, an 'Info' icon, the meeting name, start date, start time, agenda, and a 'Delete' button.

Meeting Name	Start Date	Start Time	Statistics
test[Info]	May 06, 2010	11:50 AM EDT	Get Report (.csv)
test[Info]	May 06, 2010	12:33 PM EDT	Get Report (.csv)
test[Info]	May 10, 2010	03:17 PM EDT	Get Report (.csv)

4 To view the attendee report, click *Get Report*.

A CSV file opens, listing people who attended the meeting.

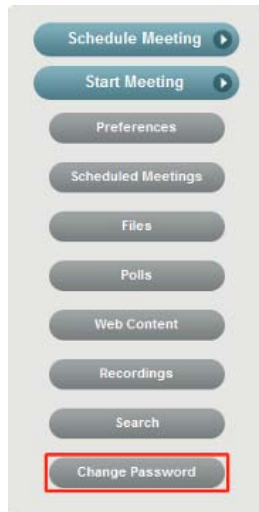
1.4.15 Changing Your Password

Your Novell Conferencing password can be changed whenever you want.

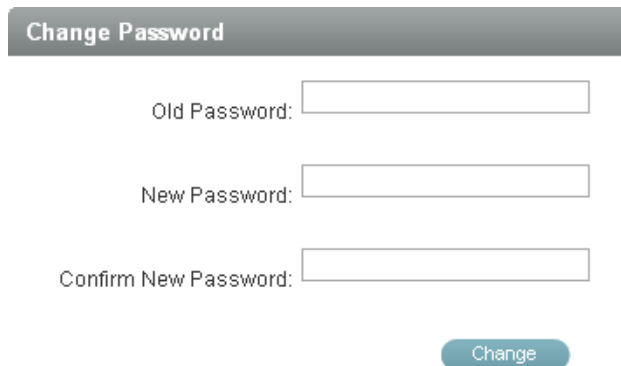
1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

2 In the dashboard, click *Change Password*.



3 In the Change Password dialog box, specify the old password and the new password, then retype the new password in the *Confirm New Password* field.

A dialog box titled 'Change Password' with a dark header. It contains three text input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below the fields is a teal 'Change' button.

4 Click *Change*.

1.5 Inviting Attendees to the Meeting

The host can invite attendees to the meeting in the following ways:

- ♦ [Section 1.5.1, “Before the Meeting,”](#) on page 31
- ♦ [Section 1.5.2, “During the Meeting,”](#) on page 31
- ♦ [Section 1.5.3, “Using Your Personal Meeting Room URL,”](#) on page 32
- ♦ [Section 1.5.4, “Using the Widget,”](#) on page 32

1.5.1 Before the Meeting

The host can send invitations before the meeting begins.

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).
- 2 Click *Schedule Meeting*.
- 3 In the *Invitees* field of the Schedule Meeting dialog box, specify the e-mail addresses of the attendees.

Schedule Meeting

General Features Dial-in Widget

Room Name: default

Meeting Name: test

Agenda: Enter a meeting agenda

Invitees: Enter a list of emails separated by ';'

Room URL: https://testsite.novellconferen

Repeat Option: Once Only

Start Date: December 22, 2010

End Date: December 22, 2010

Start Time: 1:00 PM

Timezone: GMT-05:00 Eastern Time

Meeting Length: 2 Hours 0 Minutes

Send eMail when meeting starts

0 Registrations More...

Meeting Key: Meeting Key
Meeting key makes meeting private.

On Join Require eMail Pre-registered email only

Schedule

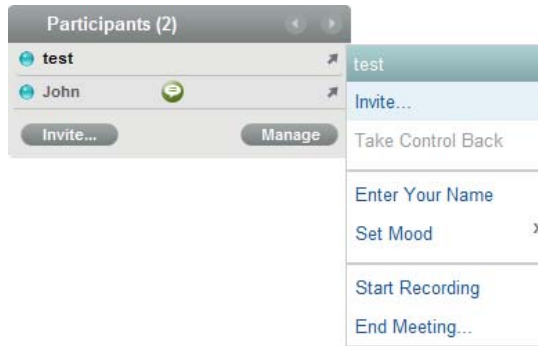
- 4 Select *Schedule*.

An e-mail containing your personal meeting room URL and a link to join the meeting room is sent to the attendees.

1.5.2 During the Meeting

During a meeting, the host can e-mail the meeting room URL to someone else and invite them to join the meeting.

- 1 In the meeting console, click *Invite* or click your name and select *Invite* from the drop-down menu.



2 In the Meeting Invitations dialog box, specify the e-mail addresses.



3 Click *Local e-mail* to use your e-mail client to send the invitation.

or

Click *Conferencing e-mail* to have Novell Conferencing send the invitation.

1.5.3 Using Your Personal Meeting Room URL

As the host, you can instantly invite your associates by sending them an instant message and providing your personal meeting room URL during the meeting..

1 In the meeting console, click *Copy URL*. The URL is copied to your clipboard.

2 Paste the URL into your instant message and send it to the invitee.

1.5.4 Using the Widget

Every time a Novell Conferencing meeting is scheduled, a small control called a widget is automatically created. The meeting host can share the widget on any Web site and anyone can use it to register for an event just by specifying his or her e-mail address. For more information, see [Chapter 5, "Using the Widget," on page 87](#).

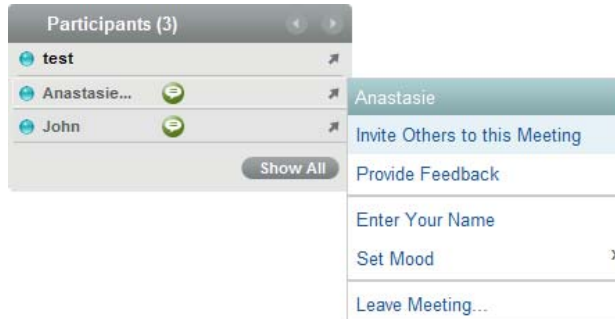
1.6 Inviting People to the Meeting When You Are an Attendee

Attendees can invite other people to the meeting if the host has enabled the *Attendee Invite* feature.

- 1 Join the meeting.

For information on how to join a meeting, see [Section 1.8, “Joining a Meeting,”](#) on page 34.

- 2 In the meeting console, click your name and select *Invite Others to this Meeting* from the drop-down menu.



- 3 In the Meeting Invitations dialog box, specify the e-mail addresses.



- 4 Click *Local email* to use your e-mail client to send the invitation.

or

Click *Conferencing email* to have Novell Conferencing send the invitation.

1.7 Confirming Participation in a Meeting

Attendees can confirm that they intend to participate in a meeting by responding to the e-mail sent by the host of the meeting.

- 1 Open the e-mail sent by the host.
- 2 Click *Reply*.
A new message window opens, containing the host's e-mail address in the field.
- 3 Add your content to the message and click *Send*.

The e-mail confirms that you intend to participate in the meeting.

1.8 Joining a Meeting

Attendees do not need to be a Novell Conferencing member to attend a Web meeting.

Attendees cannot join a meeting if the host has not started the meeting.

- ♦ [Section 1.8.1, "Joining a Public Meeting," on page 34](#)
- ♦ [Section 1.8.2, "Joining a Private Meeting," on page 34](#)

1.8.1 Joining a Public Meeting

For a public meeting in Novell Conferencing, anyone who has received the meeting URL or an e-mail about the meeting can join the meeting.

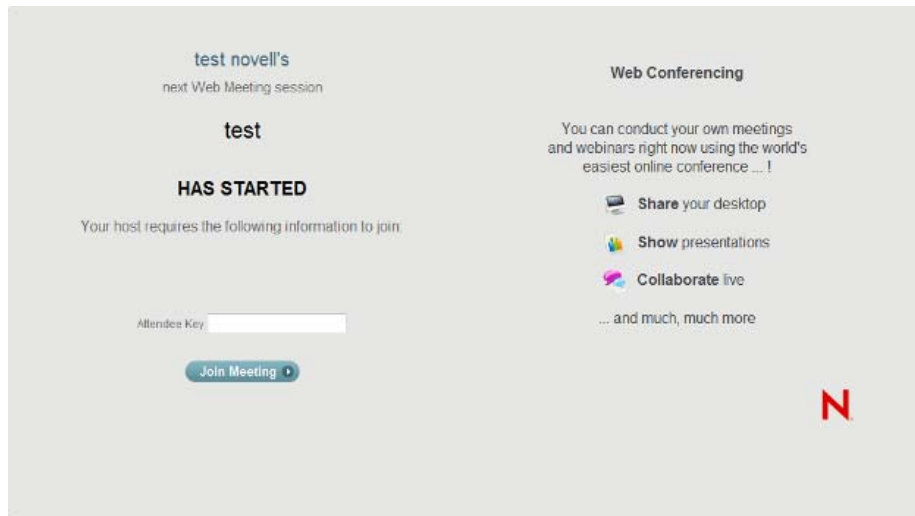
- 1 Do one of the following:
 - ♦ Click the meeting link in the e-mail you were sent.
 - ♦ Copy and paste the unique meeting URL you received into a browser.
- 2 Specify your display name (the name that is displayed to others in the Web meeting) and click *OK*.

1.8.2 Joining a Private Meeting

A private meeting in Novell Conferencing occurs when the host has set up a meeting key that attendees must have in order to enter the meeting. The meeting key is displayed in the e-mail that the host sends to the invitees, or the host can send it along with the meeting URL.

- 1 Do one of the following:
 - ♦ Click the meeting link in the e-mail you were sent.
 - ♦ Copy and paste the unique meeting URL you received into a browser.
- 2 In the *Attendee Key* field of the Join Meeting dialog box, specify the meeting key.

3 Click *Join Meeting*.

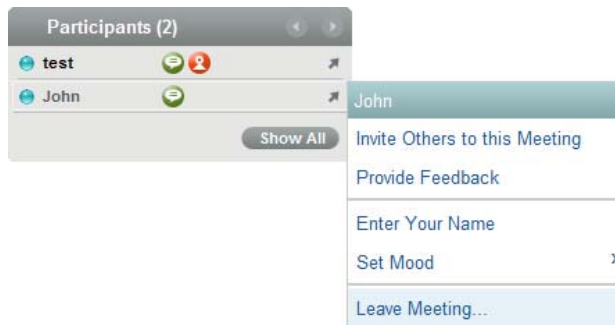


4 Specify your display name (the name that is displayed to others in the Web meeting) and click *OK*.

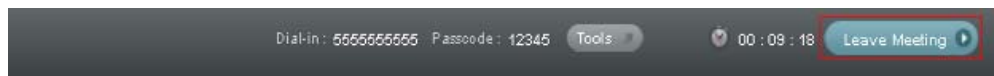
1.9 Leaving the Meeting

If you are an attendee, you can leave the meeting before the host ends the meeting.

1 In the meeting console, click your name and select *Leave Meeting* from the drop-down menu.



You can also click the *Leave Meeting* button located just above the public chat space.



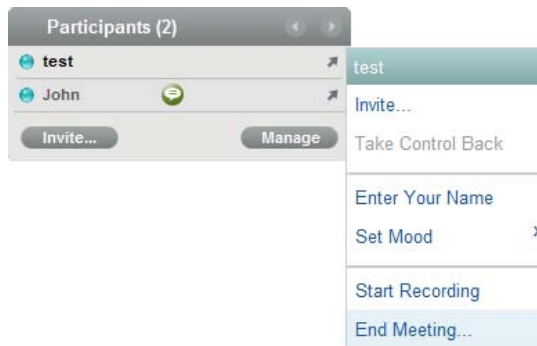
- 2 In the Warning dialog box, select *Yes*.



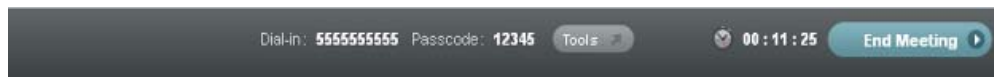
1.10 Ending a Meeting

Only the meeting host can end the meeting.

- 1 In the meeting console, click your name and select *End Meeting* from the drop-down menu.



You can also click the *End Meeting* button located just above the public chat space.



- 2 In the Warning dialog box, select *Yes*.

1.11 Logging Out

- 1 Log in to your Novell Conferencing account.
- 2 In the dashboard, click *Sign Out*.



Inside the Meeting

2

During a Novell Conferencing meeting, you can change many user settings by clicking your display name. This section gives details on the settings you can change, and also indicates how to switch to full screen mode to better view the meeting.

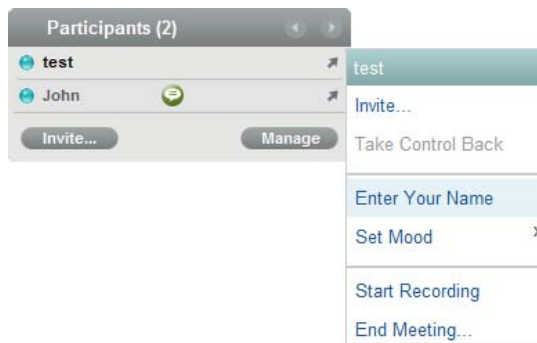
You must be in a meeting to change the settings described in this section. For information on how to start, schedule, or join a meeting, see [Chapter 1, “Using Novell Conferencing,” on page 9](#).

- ◆ [Section 2.1, “Changing Your Display Name,” on page 37](#)
- ◆ [Section 2.2, “Changing Your View,” on page 38](#)
- ◆ [Section 2.3, “Using Public Chat,” on page 39](#)
- ◆ [Section 2.4, “Chatting Privately with an Attendee,” on page 40](#)
- ◆ [Section 2.5, “Changing the Mood,” on page 41](#)
- ◆ [Section 2.6, “Providing Feedback,” on page 41](#)
- ◆ [Section 2.7, “Making an Attendee the Presenter,” on page 42](#)
- ◆ [Section 2.8, “Taking Back Presenter Control from an Attendee,” on page 42](#)
- ◆ [Section 2.9, “Removing an Attendee from a Meeting,” on page 43](#)
- ◆ [Section 2.10, “Sharing and Managing Items,” on page 44](#)

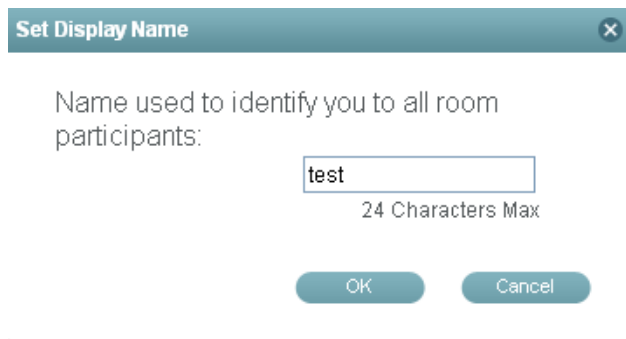
2.1 Changing Your Display Name

You can change the name that is displayed to other attendees.

- 1 In the meeting console, click your name and select *Enter Your Name* from the drop-down menu.



2 In the Set Display Name dialog box, specify the new display name.



3 Click *OK*.

2.2 Changing Your View

When the presenter is sharing a screen, the whiteboard, or a file, you can zoom in, zoom out, and see the collaboration area in full screen view. These options are not available for polls and Web content.

- ♦ [Section 2.2.1, “Changing the View When the Presenter Is Sharing a Screen,” on page 38](#)
- ♦ [Section 2.2.2, “Changing the View When the Presenter Is Sharing the Whiteboard,” on page 39](#)
- ♦ [Section 2.2.3, “Changing the View When the Presenter Is Sharing a File,” on page 39](#)

2.2.1 Changing the View When the Presenter Is Sharing a Screen

When the presenter shares a computer screen, a controller allows you to change the view. The controller is located to the left of the collaboration area. You can hide the controller if you do not want to use it. It allows you to zoom in, zoom out, normal zoom (which returns the zoom to the default), toggle between scale to fit and actual size, and show the full screen.



2.2.2 Changing the View When the Presenter Is Sharing the Whiteboard

To the left of the annotation toolbar and at the bottom, you can change the view if you want to improve the appearance of the whiteboard. You have the options of full screen, zoom in, zoom out, and normal zoom (which returns the zoom to the default).



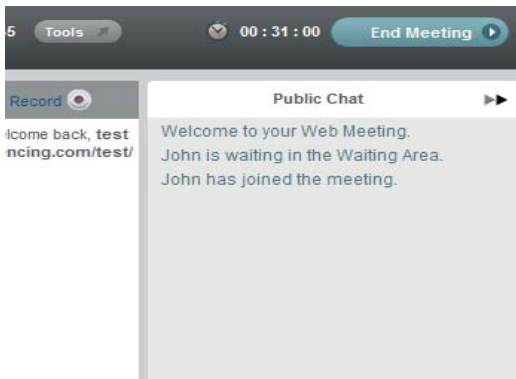
2.2.3 Changing the View When the Presenter Is Sharing a File

To the left of the annotation toolbar and at the bottom, you can change the view if you want to improve the appearance of a file you are viewing. You have the options of full screen, zoom in, zoom out, and normal zoom (which returns the zoom to the default).



2.3 Using Public Chat

To chat with all attendees, simply use the public chat area at the right side of the meeting console.



2.3.1 Viewing Chat Transcripts

If you recorded a meeting, Novell Conferencing automatically sends an e-mail to the meeting host, using the e-mail address that is set up in the portal. The e-mail contains a link to the recorded session and the chat transcripts. Only the public chat is recorded in the chat transcripts.

To view the chat transcripts, do one of the following:

- ◆ Click the link in the e-mail.



- ◆ Search your meetings and click the *View* link next to *Transcript*.

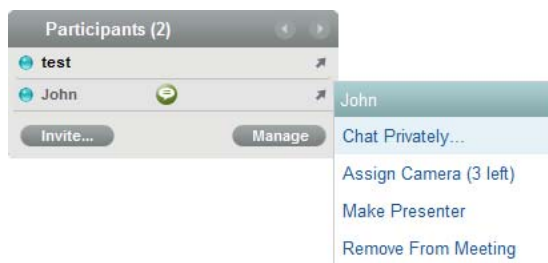
You can also forward the e-mail to others so they can view the chat transcripts.

2.4 Chatting Privately with an Attendee

Private chats allow attendees to chat with one another without any other attendees seeing the discussion. The private chat option is available in all rooms, but it is set by default to OFF in the Webinar room. The host can change this setting in *Preferences* under the *Features* tab.

IMPORTANT: If you are sharing your desktop, your private chat is not hidden. For information on sharing your desktop, see [Section 2.10.1, “Sharing Your Screen,” on page 44](#).

- 1 In the meeting console, click the attendee’s name and select *Chat Privately* from the drop-down menu.

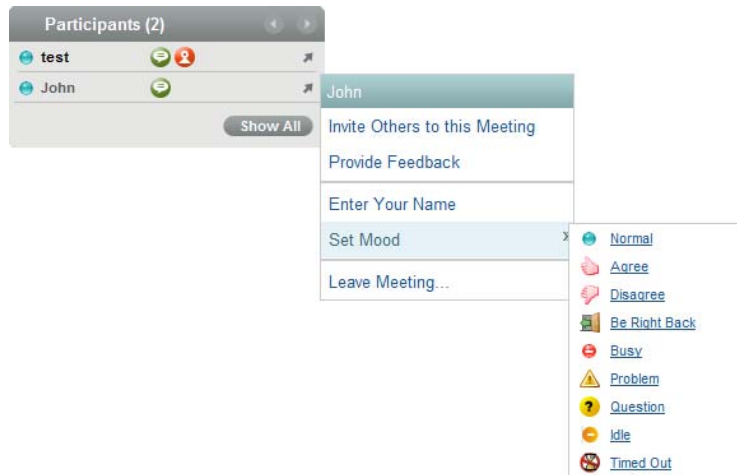


- 2 In the *Private chat with <name_of_attendee>* chat box, enter your text messages.

2.5 Changing the Mood

The mood option allows you to show the presenter and other attendees how you feel about a certain issue or to indicate if you are momentarily occupied. This feature is especially useful for real-time polling.

- 1 In the meeting console, click your name and select *Set Mood* from the drop-down menu.



You can choose from the following moods:

- ◆ Normal
- ◆ Agree
- ◆ Disagree
- ◆ Be Right Back
- ◆ Busy
- ◆ Problem
- ◆ Question (this option is not available to the presenter)
- ◆ Idle
- ◆ Timed Out

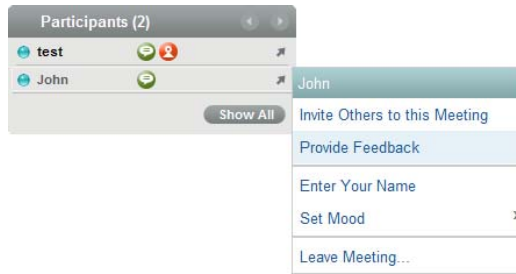
2.6 Providing Feedback

Attendees can rate the meeting and provide feedback about the meeting. The information is e-mailed to the host of the meeting. For information on how to set up the feedback e-mail, see [Section 3.6, “Selecting the E-Mail Address for Feedback,”](#) on page 73.

- 1 Join the meeting.

For information on how to join a meeting, see [Section 1.8, “Joining a Meeting,”](#) on page 34.

- 2 In the meeting console, click your name and select *Provide Feedback* from the drop-down menu.

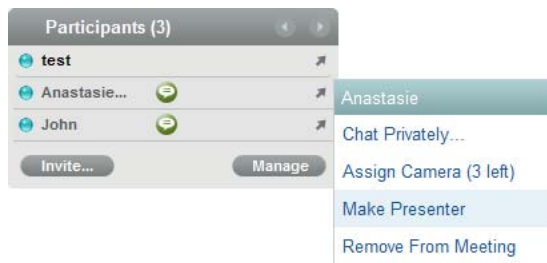


- 3 In the Send Feedback dialog box, comment on your meeting experiences. When you are finished, click *Send*.

2.7 Making an Attendee the Presenter

The host can make an attendee the presenter. A presenter can share the computer screen, the whiteboard, files, polls, and Web content.

- 1 In the meeting console, click the attendee's name and select *Make Presenter* from the drop-down menu.



The message The host of this meeting has now made you the presenter appears on the attendee's screen.

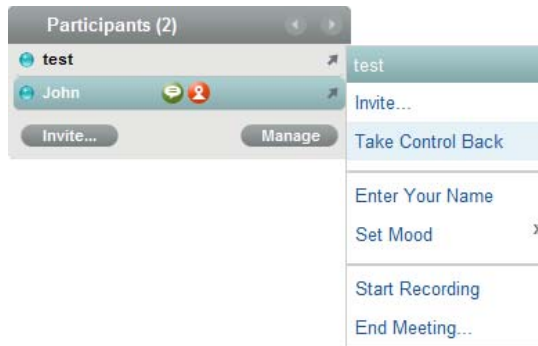
The Show Items panel is now visible on the new presenter's screen and is hidden on your screen. You can identify the presenter because his or her display name is highlighted in the participant area on the left.

2.8 Taking Back Presenter Control from an Attendee

After giving presenter control to an attendee, the host can take control again as necessary; for example, when the current presenter has completed his or her presentation and the host wants to direct the meeting once again.

However, if you just want to transfer presenter control from one attendee to another, you do not need to take back control. Simply follow the steps in [Section 2.7, “Making an Attendee the Presenter,”](#) on page 42.

- 1 In the meeting console, click your name and select *Take Control Back* from the drop-down menu.



The message The Host has taken the control back appears on the attendee’s screen.

2.9 Removing an Attendee from a Meeting

The host can remove attendees from the meeting.

- 1 In the meeting console, click the attendee’s name and select *Remove from Meeting* from the drop-down menu.



- 2 In the Warning dialog box, select *Yes*.



2.10 Sharing and Managing Items

As a Novell Conferencing presenter, you can share your desktop and allow other users to observe and interact with items you display there, such as documents, a whiteboard, and Web pages.

For example, you can use the whiteboard to draw a chart, and then have meeting attendees add their own annotations. Or, you can display a document so that you and the meeting attendees can use the whiteboard annotation tools to highlight the important information. You can also share a Web page and let users navigate the links, or you can lock the Web page to disable the links.

The action you take to stop sharing one item and share another depends on whether you are sharing a screen or sharing some other item:

- ◆ **If you are sharing a screen:** You stop the screen share and then switch by selecting what you want to share.
- ◆ **If you are not sharing a screen:** Simply select the item you want to share.
- ◆ [Section 2.10.1, “Sharing Your Screen,” on page 44](#)
- ◆ [Section 2.10.2, “Sharing the Whiteboard,” on page 49](#)
- ◆ [Section 2.10.3, “Sharing and Managing Files,” on page 52](#)
- ◆ [Section 2.10.4, “Sharing and Managing Polls,” on page 60](#)
- ◆ [Section 2.10.5, “Sharing and Managing Web Content,” on page 64](#)

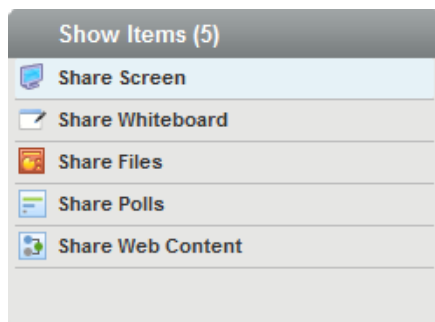
2.10.1 Sharing Your Screen

If the Conferencing plug-in is installed on the computer that the presenter is using, the presenter can share his or her desktop screen with other attendees. If the Conferencing plug-in is not installed, presenters are prompted to install it when they click *Share Screen*.

NOTE: The Show Computer Screen option is not supported on the Linux operating system because the Web meeting plug-in is not supported on Linux.

To share the screen:

- 1 In the meeting console, click *Share Screen*.



- 2 Choose whether you want to share your whole screen, a region of your screen, or a running application.

3 Click *Share* below the desired type of sharing and your screen share begins.



- ♦ “Desktop” on page 45
- ♦ “Region” on page 46
- ♦ “Application” on page 47

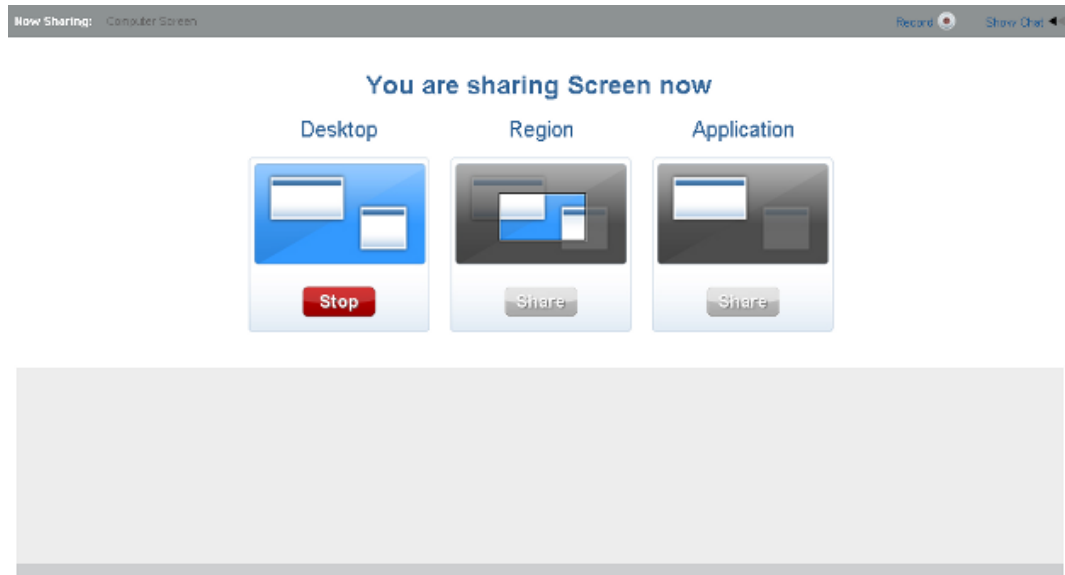
Desktop

This option allows you to share your entire screen.

- 1 Click *Share Screen* in the meeting console.
- 2 In the collaboration area, click *Share* underneath the *Desktop* option.



- 3 When you have finished sharing, click *Stop* underneath the *Desktop* option in the collaboration area.



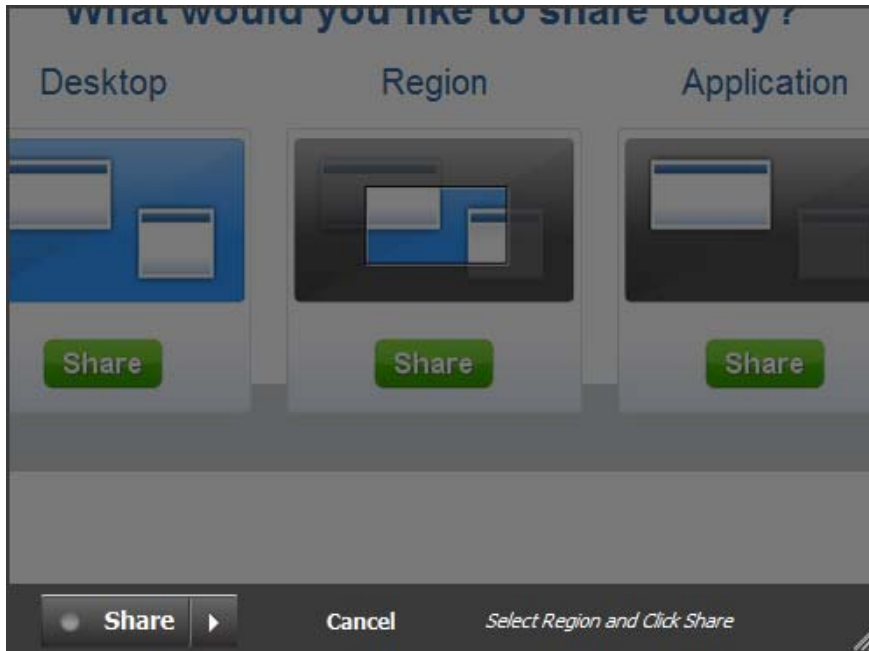
Region

This option allows you to share only the area of your desktop that you want attendees to see.

- 1 Click *Share Screen* in the meeting console.
- 2 In the collaboration area, click *Share* underneath the *Region* option.



- 3 A black sharing box pops up, which can be moved or resized to share the area of the screen that you desire. The box defaults to the minimum size that can be shared.



- 4 When you have selected the area you want to share, click *Share* at the bottom left of the black sharing box.

The box can be resized and moved at any time while you are sharing your screen.

- 5 When you have finished sharing, click the *Stop* button at the bottom left of the black sharing box.



Application

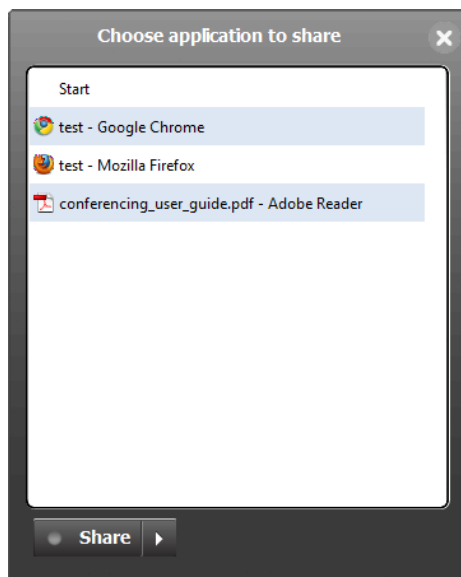
Application sharing lets you share any application that is currently running on your computer. Only the application is shown. All other areas of your screen or open applications are shown as black areas to the attendees. If you move an open application in front of the shared application or the shared application is minimized, the area overlapping the shared application is black or the entire collaboration area is black on the attendees' screens.

- 1 Click *Share Screen* in the meeting console.

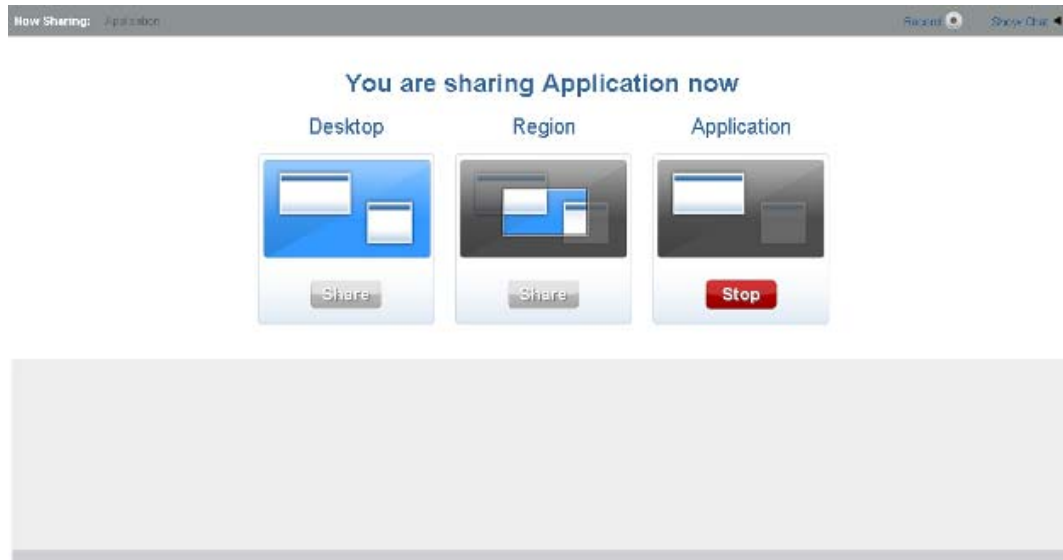
- 2 In the collaboration area, click *Share* underneath the *Application* option. A list of running applications appears.



- 3 Select the desired application and click *Share*. The application is immediately brought to the front of the screen.



- 4 When you have finished sharing, click *Stop* underneath the *Application* option in the collaboration area.



2.10.2 Sharing the Whiteboard

The whiteboard is an area where the presenter and the attendees in a meeting can interactively create content.

During a meeting, presenters can create up to 99 whiteboard screens. A whiteboard is saved if the host switches presenters, but a whiteboard cannot be saved to be used in another meeting.

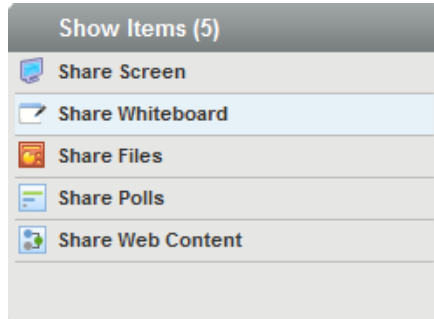
Unless the presenter locks the screen, both presenters and attendees can use the annotation toolbar for drawing and managing the content in the whiteboard, including the select/move/edit, text, stamp, freehand, line, shapes, delete, pointer, and lock and zoom buttons.

- ♦ [“Displaying the Whiteboard” on page 50](#)
- ♦ [“Using the Select Tool” on page 51](#)
- ♦ [“Using the Text Tool” on page 51](#)
- ♦ [“Using the Stamp Tool” on page 51](#)
- ♦ [“Using the Drawing Tools” on page 51](#)
- ♦ [“Locking the Whiteboard” on page 52](#)
- ♦ [“Clearing Annotations” on page 52](#)
- ♦ [“Using the Pointer” on page 52](#)
- ♦ [“Zooming” on page 52](#)
- ♦ [“Adding a New Whiteboard Screen” on page 52](#)

Displaying the Whiteboard

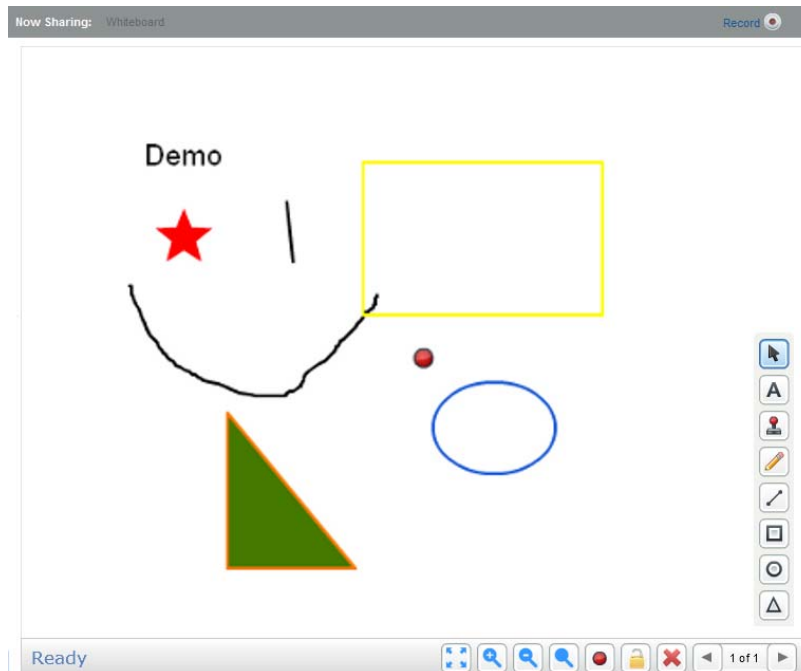
If you are the presenter, you can create a whiteboard screen where you and other meeting attendees can interactively create content.

- 1 Start the meeting by logging in to Novell Conferencing. For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.
or
If you are already logged in, click *Start Meeting*.
- 2 Click *Share Whiteboard* in the meeting console.



The whiteboard appears in the collaboration space.

- 3 Use the annotation tools as described in the following sections to draw or write on the whiteboard.





Using the Select Tool

Use the Select tool to select a shape to use for copying, cutting, pasting, moving, etc.

- 1 Click the Select tool in the annotation toolbar of the whiteboard.
- 2 Select the annotation you want to edit.

Using the Text Tool

Use the Text tool to type text from the keyboard and add it to the whiteboard. You can also control the text color and size.

- 1 Select the Text tool in the annotation toolbar.
- 2 In the whiteboard, click where you want to add the text.
The text box appears for you to type in.
- 3 Type the text.
 - ♦ To change the color of the text, select the text box or text and click the color palette to select the color.
 - ♦ To change the size of the text, select the text box or text and click the  or  to increase or decrease the font size.

Using the Stamp Tool

Use stamps to annotate the whiteboard with artwork that is always the same size and pointed in the same direction. Choose from a variety of stamps in the stamp gallery.

- 1 Select the Stamp tool in the annotation toolbar of the whiteboard.
- 2 In the stamp gallery, select the stamp.
- 3 In the slide, click where you want the stamp to appear.
To change a stamp, select the stamp you want to change, then select the new stamp from the stamp gallery.

Using the Drawing Tools

The drawing tools let you draw annotations on the slide. The following drawing tools are available:

- ♦ Freehand
 - ♦ Line
 - ♦ Rectangle
 - ♦ Circle
 - ♦ Triangle
- 1 Select the drawing tool (Freehand, Line, Rectangle, Circle, Triangle) in the annotation toolbar of the whiteboard.
 - 2 Drag the mouse pointer to apply the annotations.

Locking the Whiteboard

The presenter can prevent attendees from making annotations on the whiteboard.

- 1 To lock the whiteboard, simply click the *Lock* button in the annotation toolbar of the whiteboard.

The whiteboard is locked and attendees can no longer make changes.

Clearing Annotations

The presenter can delete all of the annotations from the whiteboard at once, or delete one annotation at a time.

To delete all of the annotations from the whiteboard:

- 1 Select the Delete tool in the annotation toolbar of the whiteboard.
- 2 In the Whiteboard Delete dialog box, select *Clear this page* or select *Clear ALL Pages*.

To delete a single annotation:

- 1 Select the annotation you want to delete, then press the Delete key on your keyboard.

Using the Pointer

The presenter can use the Pointer to point to information on the slide. The pointer is displayed by default.

- 1 To display or hide the pointer, click the Pointer tool in the annotation toolbar of the whiteboard.

Zooming

Use the Zoom In tool to magnify an area of a slide or use the Zoom Out tool to decrease magnification.

Adding a New Whiteboard Screen

The presenter can create up to 99 new whiteboard screens as necessary during a meeting, and can use the arrows at the bottom right of the annotation tools to move among the screens that have already been created and annotated.

A whiteboard is saved if you switch presenters, but a whiteboard cannot be saved to use in another meeting.

To add a new whiteboard screen, you must be on the most recently created whiteboard screen.

- 1 To add a new whiteboard screen, click .

2.10.3 Sharing and Managing Files

Novell Conferencing allows you to upload documents before or during the meeting. The files are then stored in Conferencing so that you can use them in any meeting. You are allowed to store up to 2 GB of information, including files, polls, and Web content. To see how to upload documents

before a meeting see [Section 1.4.9, “Managing Files,” on page 23](#). You can share and store PowerPoint presentations, Adobe PDF files, Microsoft Word documents, and Microsoft Excel spreadsheets.

- ◆ “Sharing a File” on page 53
- ◆ “Previewing an Uploaded File” on page 55
- ◆ “Downloading an Uploaded File” on page 56
- ◆ “Setting Permissions” on page 57
- ◆ “Deleting an Uploaded File” on page 59

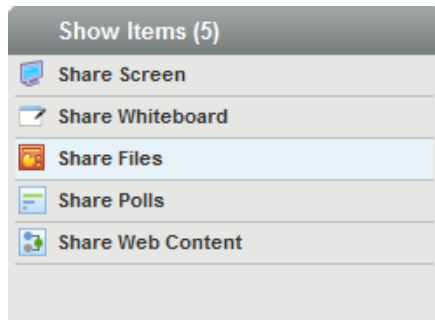
Sharing a File

Files can be uploaded before the meeting and then shared, or they can be uploaded during the meeting. To see how to upload files before the meeting, see [Section 1.4.9, “Managing Files,” on page 23](#).

- ◆ “Sharing a Previously Uploaded File.” on page 53
- ◆ “Sharing a New File.” on page 54

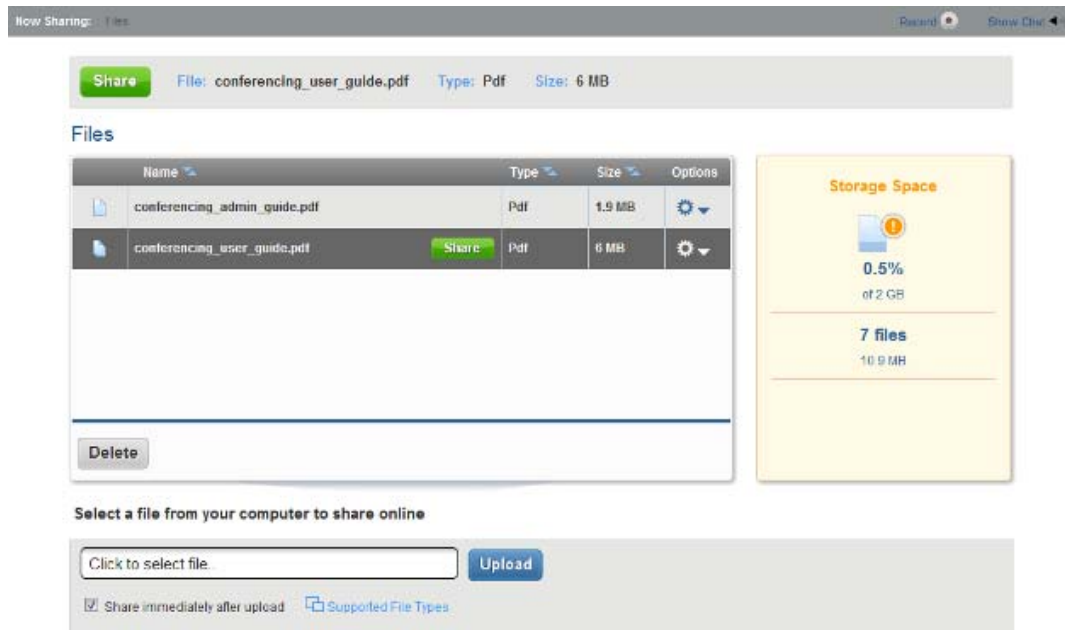
Sharing a Previously Uploaded File.

- 1 In the meeting console, click *Share File*.



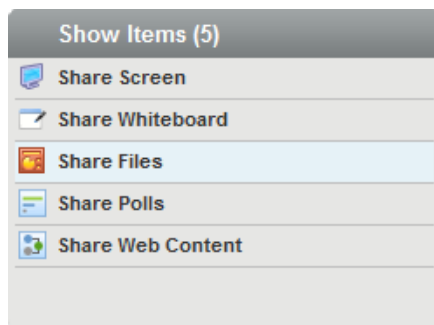
The resource manager opens in the collaboration area.

2 Select the file and click the *Share* button.



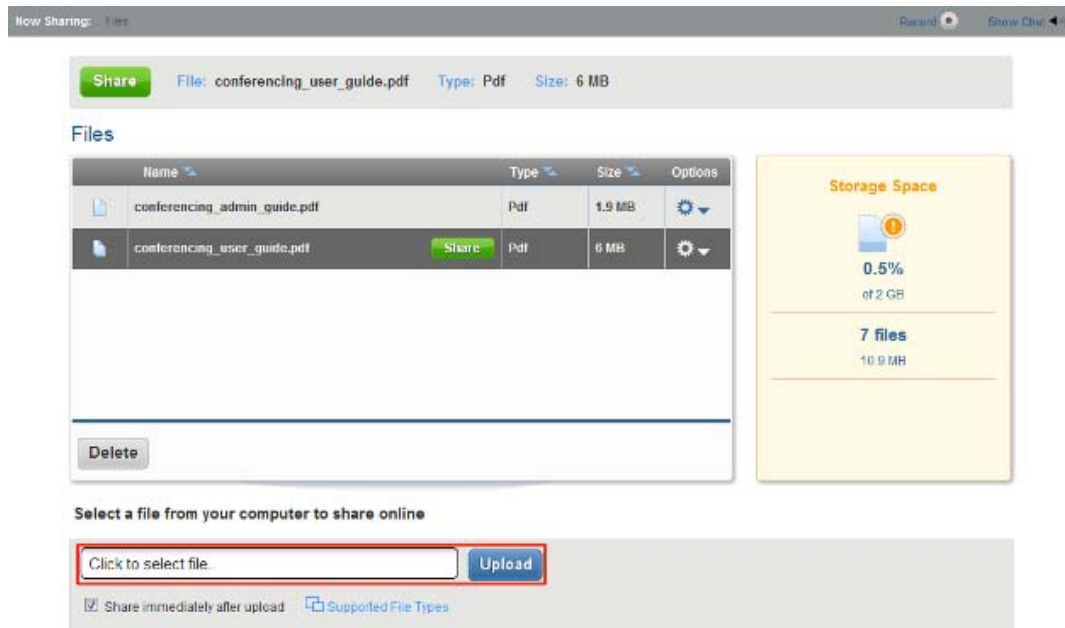
Sharing a New File.

1 In the meeting console, click *Share File*.



The resource manager opens in the collaboration area.

2 Click the *Upload* button.



3 In the *File Upload* window that opens, select the file.

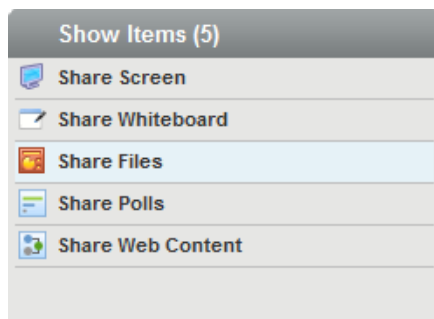
4 Click *Open*.

If you have *Share immediately after upload* selected, the file is shared after it has been uploaded and converted. Depending on the size of the file, it might take a few minutes to convert the file so it can be shown. When it has been converted and displayed, attendees can make notations on the document in the same way they annotate the whiteboard. For more information on the annotation tools, see [Section 2.10.2, “Sharing the Whiteboard,” on page 49](#).

Previewing an Uploaded File

When you have files stored in Conferencing, you can preview them before sharing them during the meeting.

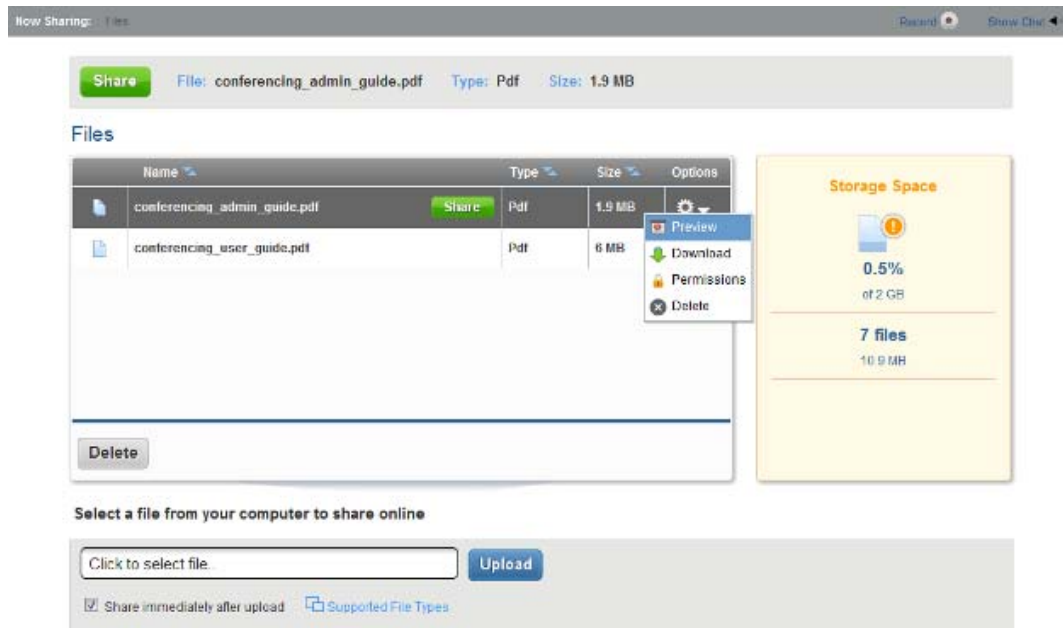
1 In the meeting console, click *Share Files*.



The resource manager opens in the collaboration area.

2 Click the  button under the *Options* column of the file you want to preview.

- 3 In the drop-down list that appears, select *Preview*.



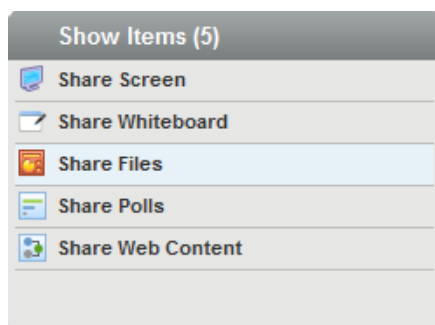
The file opens in the preview window. Use the arrows in the bottom right of the window to move through the different pages/slides.

- 4 When you have finished previewing the file, click *Close* in the top right corner to close the preview window.

Downloading an Uploaded File

If you have files stored in Conferencing, you can download them to the computer that you are currently using.

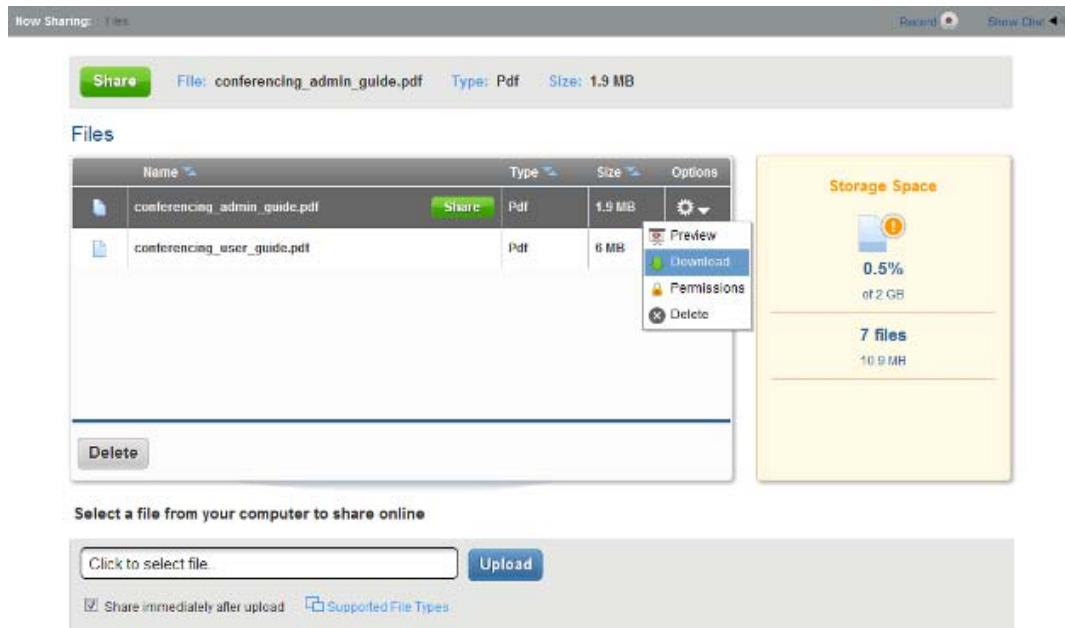
- 1 In the meeting console, click *Share Files*.



The resource manager opens in the collaboration area.

- 2 Click the  button under the *Options* column of the file you want to download.

- 3 In the drop-down list that appears, select *Download*.

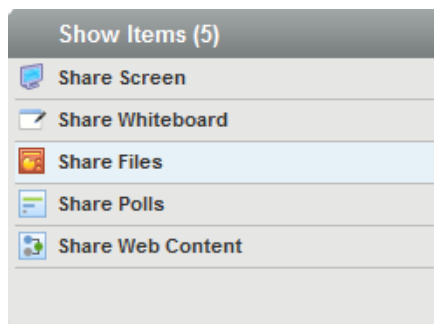


- 4 View the file using the software on your computer, or save the file to your computer.


Setting Permissions

Permissions allow you to select who can download a file. The files can either be public or you can select *Make Private* and enter a passcode that people must use to download the file.

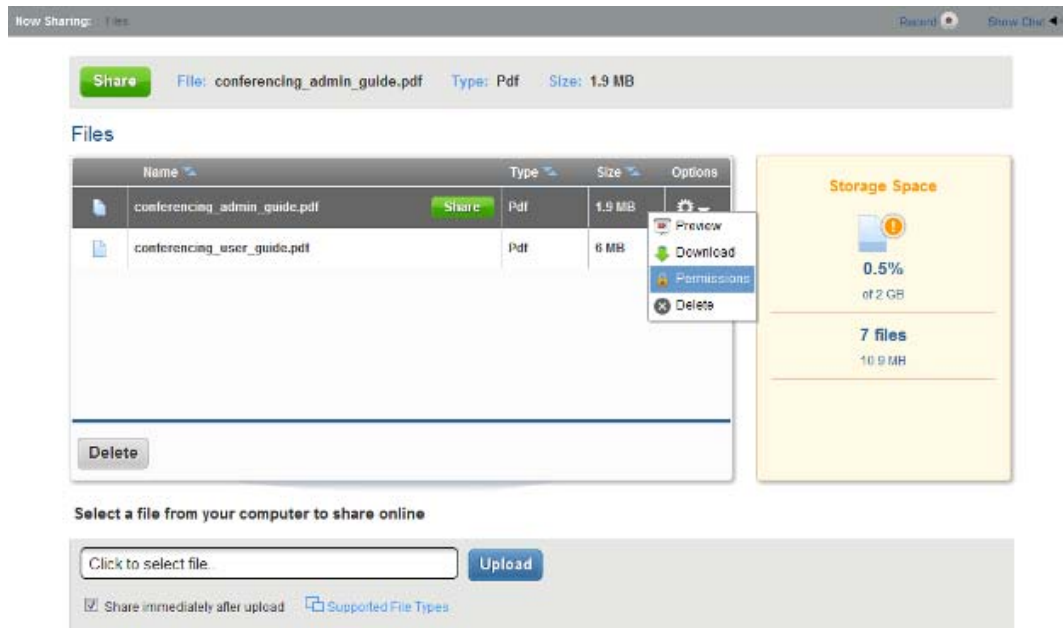
- 1 In the meeting console, click *Share Files*.



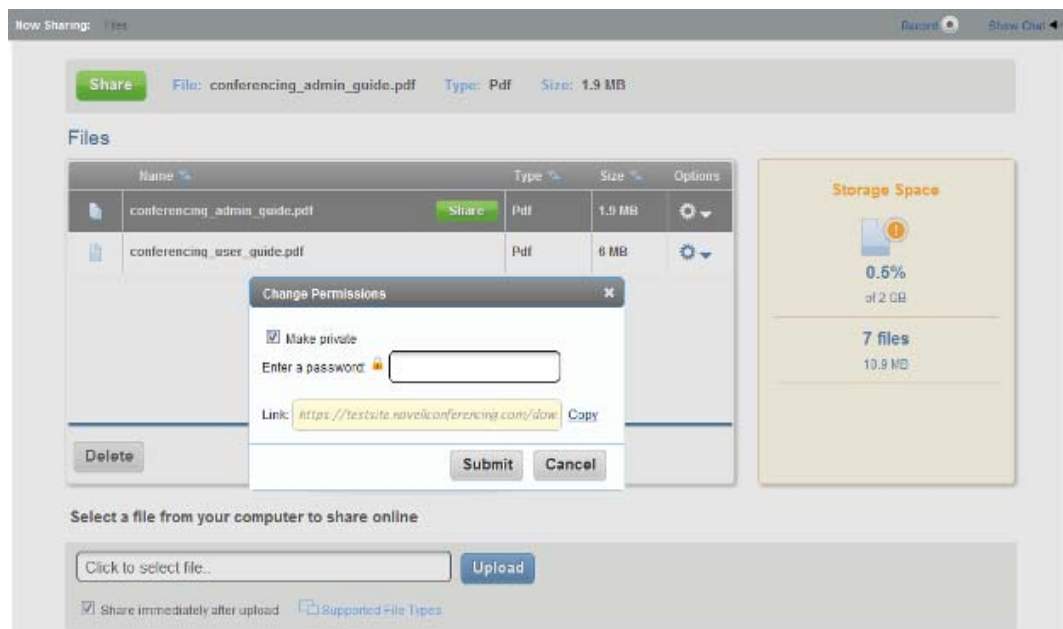
The resource manager opens in the collaboration area.

- 2 Click the  button under the *Options* column of the file for which you want to change the permissions.

- 3 In the drop-down list that appears, select *Permissions*.



- 4 (Optional) Select *Make Private*, then in the field that appears specify a passcode for people to use to download the file.



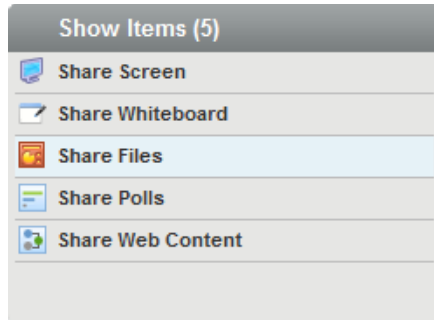
The link displayed in the dialog box is where other people can go to download the file. Click *Copy* to copy the URL to your clipboard. You can then share the URL via e-mail, chat, or any other way you desire.

- 5 When you are finished setting up the permissions or copying the URL, click *Submit* if you made any changes or click *Cancel* if you didn't.


Deleting an Uploaded File

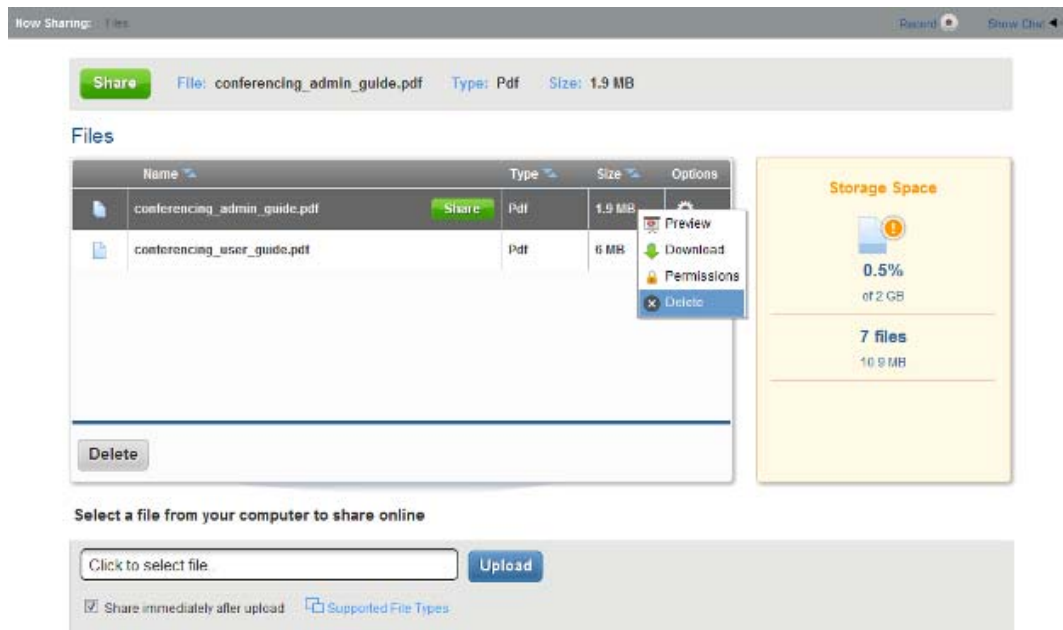
You can delete stored files when you are done sharing them so they don't take up your storage space.

- 1 In the meeting console, click *Share Files*.



The resource manager opens in the collaboration area.

- 2 Click the  button under the *Options* column of the file you want to delete.
- 3 In the drop-down list that appears, select *Delete*.



- 4 In the dialog box that appears, select *Yes*.
Your file is deleted from the Conferencing storage.

2.10.4 Sharing and Managing Polls

Polls allow you to create questions that you can use to interactively survey your attendees during a meeting. Polls can be used during several meetings and the results from multiple meetings can be shown, or you can display the results from the most recent meeting. Conferencing allows you to store up to 2 GB of files, polls, Web content, and recordings.

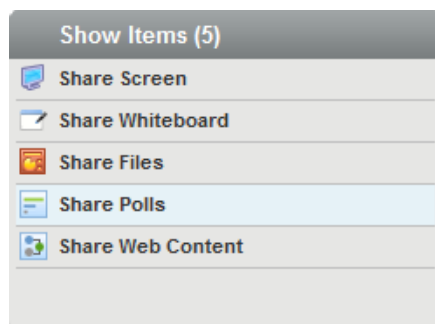
- ◆ [“Creating a New Poll” on page 60](#)
- ◆ [“Sharing a Poll” on page 61](#)
- ◆ [“Editing a Poll” on page 63](#)
- ◆ [“Deleting a Poll” on page 64](#)

Creating a New Poll

Polls can be created before a meeting or during a meeting. To see how to create polls before the meeting, see [Section 1.4.10, “Managing Polls,” on page 24](#).

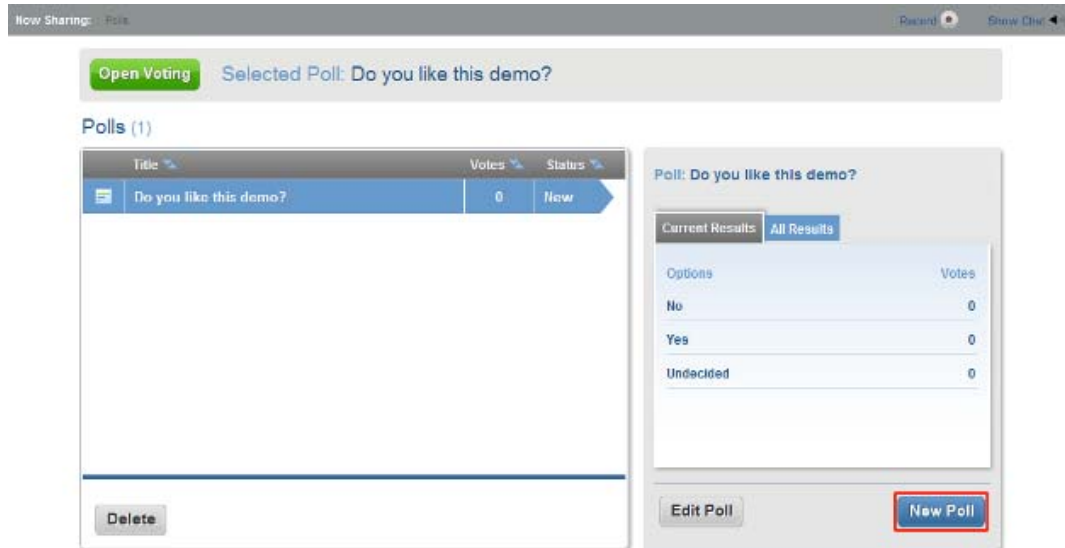
To create a poll during a meeting:

- 1 In the meeting console, click *Share Polls*.



The poll manager opens in the collaboration area.

- If you do not have any polls saved, fill in the title (question) and the multiple-choice answers in the area on the right.
If you have saved polls in Conferencing, click *New Poll* and fill in the information.

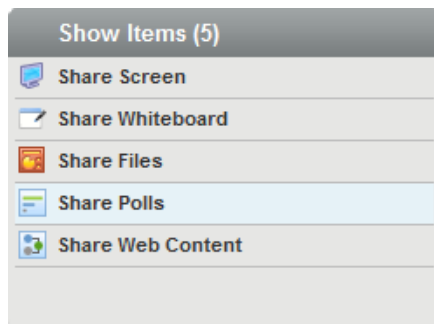


- Click *Save*.

Sharing a Poll

Polls can be created and shared in multiple meetings. You can see *Current Results* and *All Results* when you select the poll before sharing it.

- In the meeting console, click *Share Polls*.



The poll manager opens in the collaboration area.

- 2 Select the poll you want to share and click *Open Voting*.

The screenshot shows the top navigation bar with 'Now Sharing: Polls', 'Record', and 'Show Chat'. Below this, a red 'Open Voting' button is highlighted, followed by the text 'Selected Poll: Do you like this demo?'. The main content area is divided into two panels. The left panel, titled 'Polls (1)', contains a table with one row: 'Do you like this demo?' with 0 votes and a 'New' status. A 'Delete' button is at the bottom. The right panel, titled 'Poll: Do you like this demo?', has tabs for 'Current Results' and 'All Results'. It displays a table with three options: 'No' (0 votes), 'Yes' (0 votes), and 'Undecided' (0 votes). At the bottom of this panel are 'Edit Poll' and 'New Poll' buttons.

Title	Votes	Status
Do you like this demo?	0	New

Options	Votes
No	0
Yes	0
Undecided	0

All attendees can now vote on the question.

- 3 When all attendees have finished casting their votes, click *Close Voting*.

The screenshot shows the top navigation bar with 'Now Sharing: Polls', 'Record', and 'Show Chat'. Below this, a red 'Close Voting' button is highlighted, followed by the text 'Live Poll: Do you like this demo?' and a '0% voted' indicator. The main content area is divided into two panels. The left panel, titled 'Polls (1)', contains a table with one row: 'Do you like this demo?' with 0 votes and an 'Open' status. The right panel, titled 'Poll: Do you like this demo?', has tabs for 'Current Results' and 'All Results'. It displays a table with three options: 'No' (0 votes), 'Yes' (0 votes), and 'Undecided' (0 votes). To the right of this table is a 'Statistics' box showing '0 Votes' and 'Last poll taken 12/27/2010'. Below the table is a 'Share result' checkbox (checked) and a 'New Poll' button.

Title	Votes	Status
Do you like this demo?	0	Open

Options	Votes
No	0
Yes	0
Undecided	0

Statistics

0 Votes

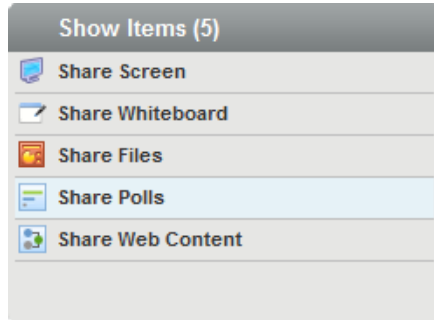
Last poll taken
12/27/2010

OPEN

Editing a Poll

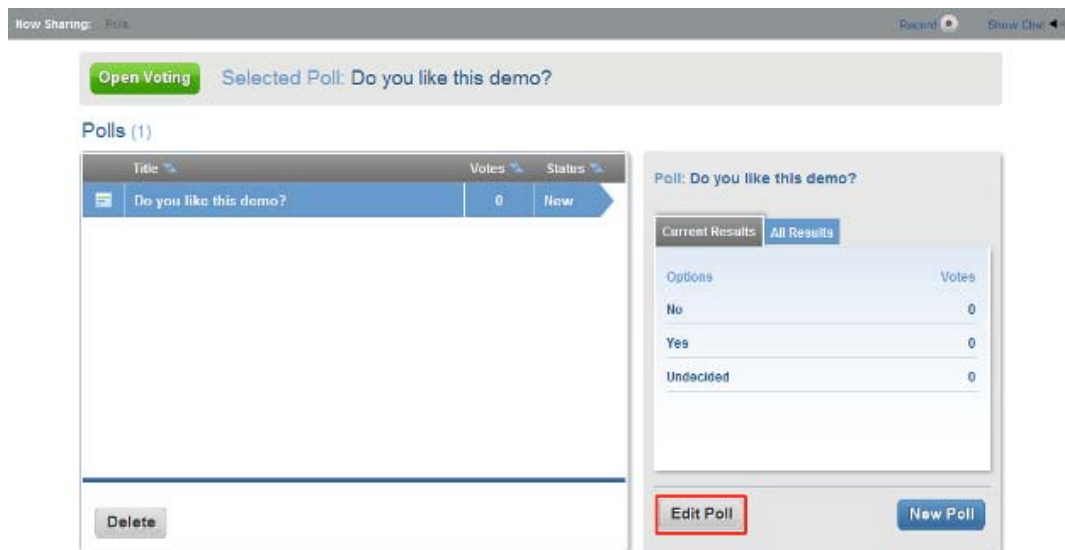
After a poll has been created, you can edit the question or any of the answers. You cannot add any additional answers. This can invalidate the results of the poll, so only use this when necessary.

- 1 In the meeting console, click *Share Polls*.



The poll manager opens in the collaboration area.

- 2 Select the poll you want to edit and click *Edit Poll*.

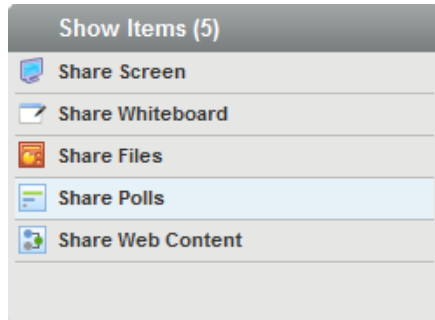


You can edit the question or any of the answers you desire. You cannot add any additional answers.

Deleting a Poll

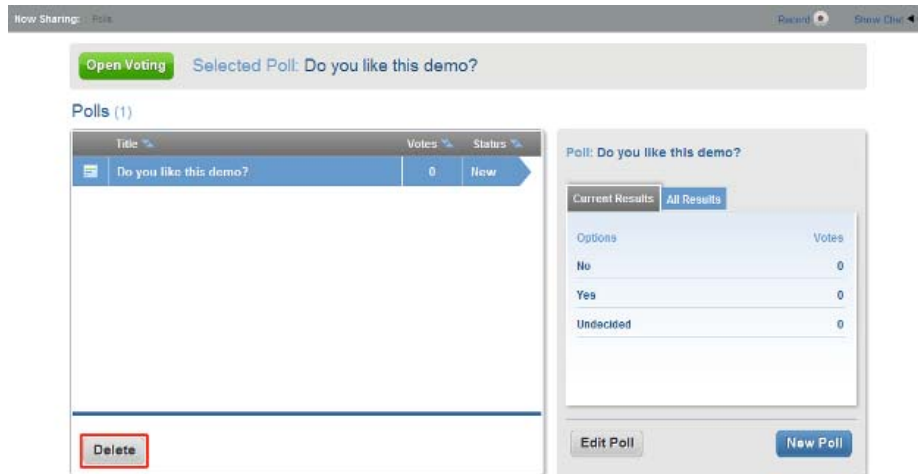
You can delete polls that are stored in Conferencing so they don't take up your storage space.

- 1 In the meeting console, click *Share Polls*.



The poll manager opens in the collaboration area.

- 2 Select the poll you want to delete and click *Delete*.



- 3 In the dialog box that appears, select *Yes*.
Your poll is deleted from the Conferencing storage.

2.10.5 Sharing and Managing Web Content

Novell Conferencing allows you to share Web content during your meeting. Web content can be YouTube videos, Picasa videos, or any other video as long as you have the embed code or URL. The Web content can be stored in Conferencing before or during the meeting. To see how to store the Web content before a meeting, see [Section 1.4.11, “Managing Web Content,” on page 26](#).

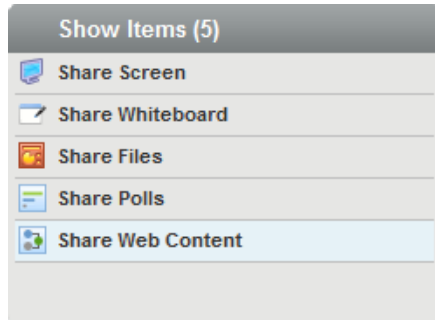
- ♦ [“Uploading Web Content” on page 65](#)
- ♦ [“Sharing Web Content” on page 66](#)
- ♦ [“Previewing Uploaded Web Content” on page 67](#)
- ♦ [“Deleting Web Content” on page 68](#)

Uploading Web Content

New Web content can be uploaded before the meeting or during the meeting. To see how to upload Web content before the meeting, see [Section 1.4.11, “Managing Web Content,”](#) on page 26.

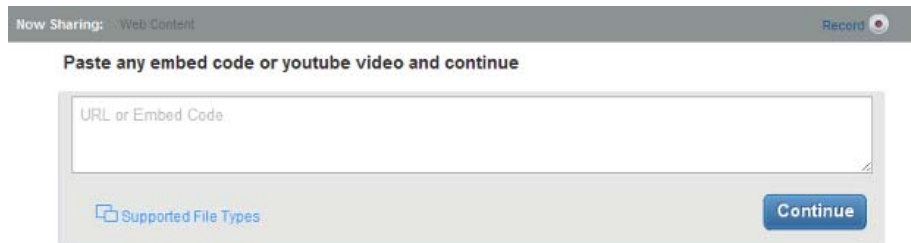
To upload content during the meeting:

- 1 In the meeting console, click *Share Web Content*.



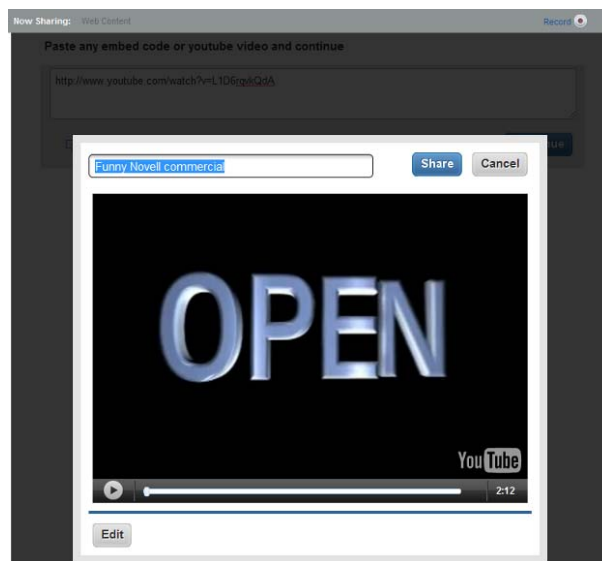
The Web content manager opens in the collaboration area.

- 2 Paste the embed code from a video or the URL from YouTube or Picasa in the box.



- 3 Click *Continue*.

A preview window appears where you can change the name of the video or embed code.



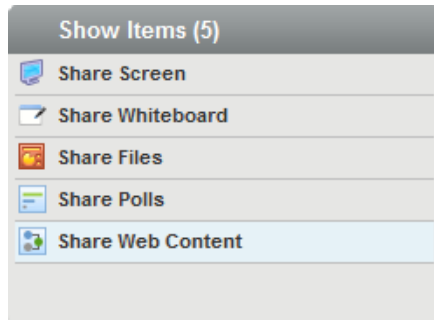
4 Click *Share*.

The Web content is now shared with all attendees.

Sharing Web Content

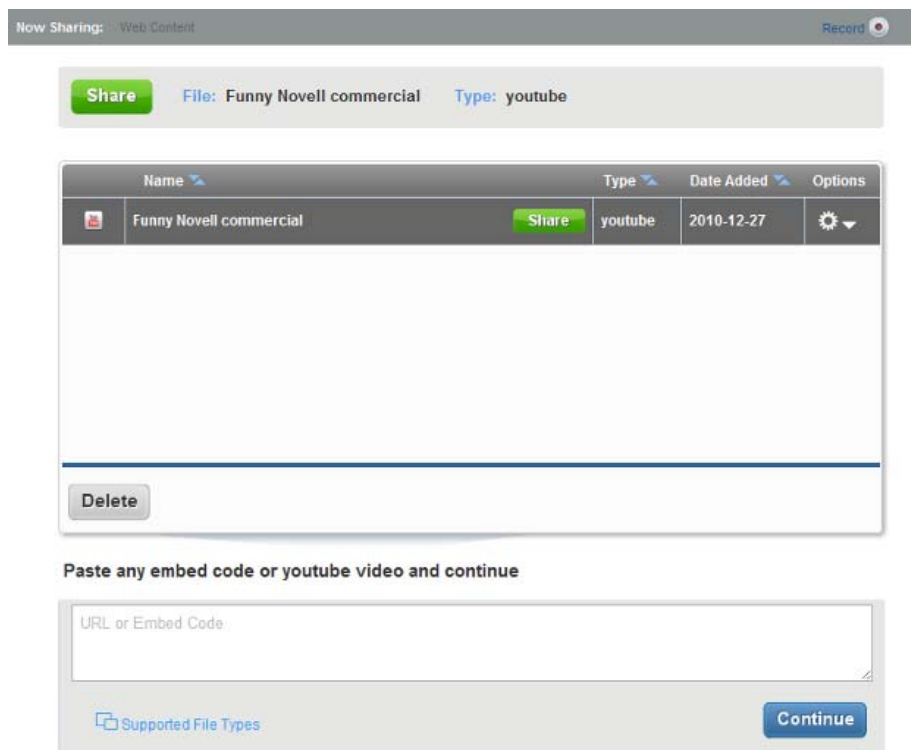
You can share Web content that has been uploaded into Conferencing.

1 In the meeting console, click *Share Web Content*.



The Web content manager opens in the collaboration area.

2 Select the Web content that you want to share.

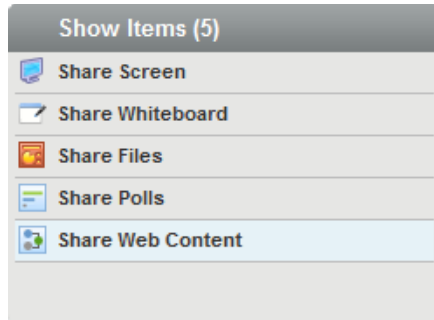


3 Click *Share*.


Previewing Uploaded Web Content

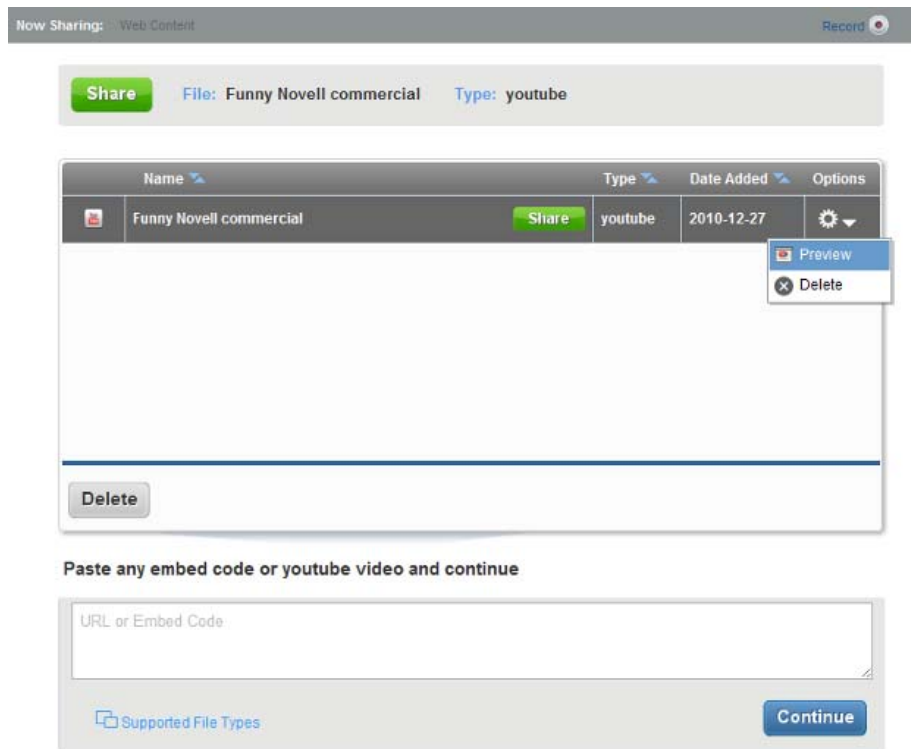
You can preview Web content that has been stored in Conferencing before you share it.

- 1 In the meeting console, click *Share Web Content*.



The Web content manager opens in the collaboration area.

- 2 Select the Web content you want to preview.
- 3 Click the  button and select *Preview* in the menu that appears.



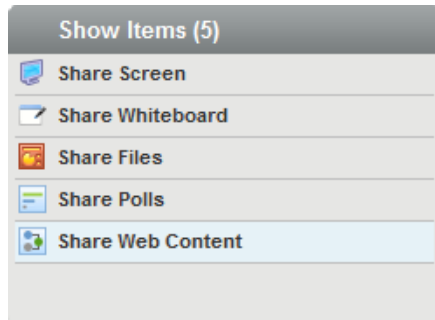
A preview window appears where you can view the Web content and change the name of the video or embed code.

- 4 Click *Save* if you changed the name of the embed code or click *Cancel* if you did not.


Deleting Web Content

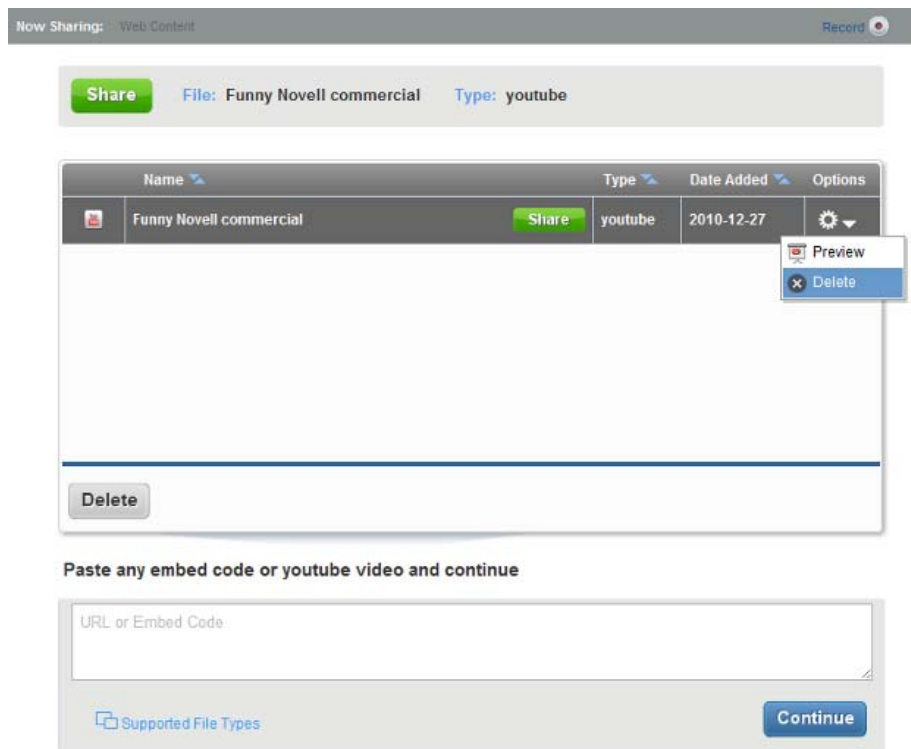
You can delete Web content that has been stored in Conferencing when you are finished sharing it. This frees up storage space in Conferencing.

- 1 In the meeting console, click *Share Web Content*.



The Web content manager opens in the collaboration area.

- 2 Select the Web content you want to delete.
- 3 Click the  button and select *Delete* in the menu that appears.



- 4 In the dialog box that appears, select *Yes*.
Your Web content is deleted from the Conferencing storage.

Modifying Settings

3

Novell Conferencing allows users to change many of their personal settings and meeting settings.

- ♦ [Section 3.1, “Changing Your E-Mail Address,”](#) on page 69
- ♦ [Section 3.2, “Setting the Duration of the Meeting,”](#) on page 69
- ♦ [Section 3.3, “Extending the Duration of the Meeting,”](#) on page 70
- ♦ [Section 3.4, “Selecting Your Network Connection,”](#) on page 71
- ♦ [Section 3.5, “Setting the Return URL,”](#) on page 72
- ♦ [Section 3.6, “Selecting the E-Mail Address for Feedback,”](#) on page 73

3.1 Changing Your E-Mail Address

When your Novell Conferencing account was set up, an e-mail address was specified for you to receive Conferencing e-mail. Use the following procedure to change the e-mail address:

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.
- 2 In the dashboard, click *Preferences*.
The Preferences dialog box appears.
- 3 Under the *General* tab, go to the *E-mail* field and specify your new e-mail address.

The screenshot shows the 'Preferences' dialog box with the 'General' tab selected. The fields are as follows:

Conferencing ID:	test
Room Name:	default
Display Name:	test
E-mail:	test@novell.com
Default Time Zone:	GMT-05:00 Eastern Time
Default Language:	English_United-States

- 4 Click *Save*.

3.2 Setting the Duration of the Meeting

If you are the meeting host, you can change the default duration for all meetings or for a meeting that you are scheduling.

If you want to extend the duration of a meeting after the meeting has started, see [Section 3.3, “Extending the Duration of the Meeting,”](#) on page 70.

- 1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

- 2 Click *Preferences* or click *Schedule Meeting*.
- 3 Click the *Features* tab.
- 4 In the *Resources* section, go to the *Meeting Length* field and select the duration of the meeting.

The screenshot shows the 'Preferences' dialog box with the 'Features' tab selected. Under the 'Resources' section, the 'Meeting Length' field is highlighted with a red box. It consists of three dropdown menus: 'Meeting Length' set to '2', 'Hours' set to '0', and 'Minutes' set to '0'. Other settings include 'Audio/Video' (ON), 'Auto Camera' (ON), 'Private Chat' (ON), 'Public Chat' (ON), 'Computer Screen' (ON), 'Web Content' (ON), 'Participant List' (ON), 'Recording' (ON), 'Whiteboard' (ON), 'Documents' (ON), 'Participants' (50), and 'Polls' (OFF). The 'Advanced' section includes 'Meeting Assistant' (OFF), 'Network' (Cable/DSL), 'Return URL' (http://www.novell.com/confer), 'Feedback Email' (conferencing_feedback@nov), 'Send Invites using' (Web Meeting selected), and a 'Custom Button' (http://www.novell.com/confer) with a 'Label' (Conferencing). A 'Save' button is located at the bottom right.

The default duration for a scheduled meeting is 4 hours. You can set the meeting to a maximum of 12 hours and limit it to a minimum of 15 minutes.

If you want to change the default duration for all scheduled meetings, go to *Preferences > Features > Resources > Meeting Length*.

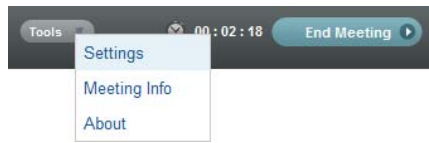
3.3 Extending the Duration of the Meeting

If you are the meeting host, you can extend a meeting that is in session to continue beyond the meeting length specified in your preferences or when you scheduled the meeting. The amount of time you specify is added to the original length of the meeting, up to a maximum of 4 hours.

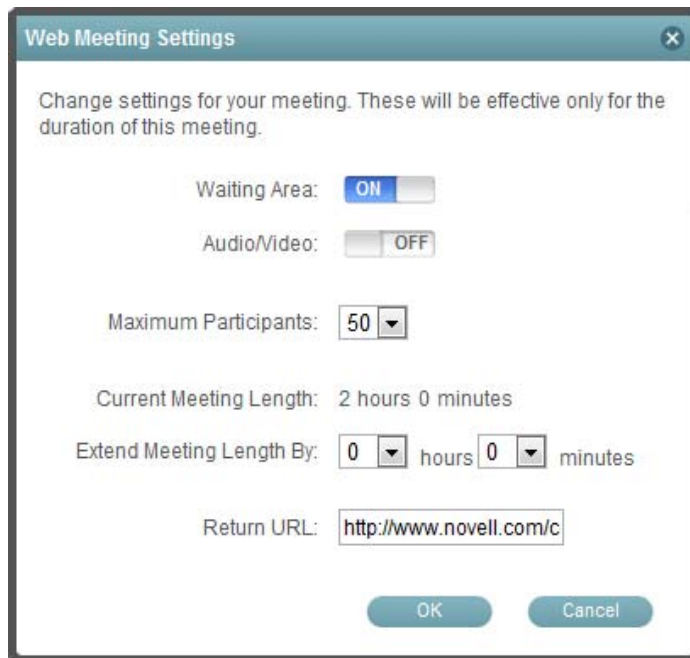
- 1 Start the meeting.

For information on starting a meeting, see [Section 1.4.5, “Starting a Scheduled Meeting,”](#) on page 15.

- 2 In the meeting console, click *Tools*, then select *Settings* from the drop-down menu.



- 3 In the Conferencing Settings dialog box, specify the duration of the meeting in the *Extend Meeting Length by* field.



If you do not extend the meeting before the meeting time runs out, you get a notification in your browser that the meeting has ended and it gives you the opportunity to extend your meeting if you desire.

3.4 Selecting Your Network Connection

Selecting your network connection lets Conferencing know the speed of your Internet connection.

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).
- 2 In the dashboard click *Preferences*.
The Preferences dialog box appears.
- 3 Click the *Features* tab.

4 In the *Advanced* section of the Features page, go to the *Network* field and select the connection.

The screenshot shows the 'Preferences' dialog box with the 'Features' tab selected. The 'Advanced' section is visible, containing several settings. The 'Network' dropdown menu is highlighted with a red box and set to 'Cable/DSL'. Other settings include 'Meeting Assistant' (OFF), 'Return URL' (http://www.novell.com/confere), 'Feedback Email' (conferencing_feedback@nov), 'Send Invites using' (Web Meeting selected), and 'Custom Button' (http://www.novell.com/confere) with a 'Label' of 'Conferencing'. A 'Save' button is located at the bottom right.

5 Click *Save*.

3.5 Setting the Return URL

The return URL is where the attendees are directed when they leave the meeting or when the host ends the meeting.

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.
- 2 In the dashboard, click *Preferences*.
- 3 In the Preferences dialog box, click the *Features* tab.

- 4 On the Features page, go to the *Advanced* section and use the *Return URL* field to specify the URL of the Web page you want to direct the attendees to after the meeting has ended.

The screenshot shows the 'Preferences' dialog box with the 'Features' tab selected. The 'Advanced' section is expanded, and the 'Return URL' field is highlighted with a red box. The 'Return URL' field contains the text 'http://www.novell.com/conferencing'. Other fields in the 'Advanced' section include 'Meeting Assistant' (OFF), 'Network' (Cable/DSL), 'Feedback Email' (conferencing_feedback@nov), 'Send Invites using' (Web Meeting selected), and 'Custom Button' (http://www.novell.com/conferencing) with a 'Label' of 'Conferencing'. A 'Save' button is located at the bottom right of the dialog.

- 5 Click *Save*.

3.6 Selecting the E-Mail Address for Feedback

If you are the meeting host, you can set up an e-mail address to receive feedback about the meeting.

- 1 Log in to your Novell Conferencing account.
- 2 In the dashboard, click *Preferences*.
- 3 In the Preferences dialog box, click the *Features* tab.

- 4 On the Features page, in the *Feedback Email* field under the *Advanced* section, specify the e-mail address where you want the feedback for the meeting to be delivered.

Preferences

General Features Dial-in Personalization

A/V & Chat

Audio/Video ON

Audio/Video Options

Private Chat ON

Auto Camera ON

Auto Mute ON

Public Chat ON

SynchroLive Resources

Computer Screen ON

Web Content ON

Participant List ON

Recording ON

Whiteboard ON

Documents ON

Participants

Polls OFF

Meeting Length Hours Minutes

Advanced

Meeting Assistant OFF

Network

Return URL

Feedback Email

Lobby ON

Attendee Invite ON

Send Invites using Web Meeting Local

Custom Button Label

Save

Using Audio and Video

4

In the Novell Conferencing Pro 20 and Pro 50 rooms, four attendees are allowed to use two-way video and audio (including the host). The host can control who uses the audio or video. In the Webinar room, only the host is allowed one-way video or audio.

NOTE: Audio and video are not supported for Linux because of problems with Flash support.

Attendees who do not have audio and video enabled can still view the meeting, see the video, and hear the proceedings.

- ◆ [Section 4.1, “Prerequisites,” on page 75](#)
- ◆ [Section 4.2, “Configuring Your Audio and Video Settings,” on page 76](#)
- ◆ [Section 4.3, “Managing the A/V Broadcaster,” on page 77](#)
- ◆ [Section 4.4, “Using Your Camera,” on page 82](#)
- ◆ [Section 4.5, “Improving the Quality of Audio and Video,” on page 84](#)
- ◆ [Section 4.6, “Using Teleconferencing,” on page 84](#)

4.1 Prerequisites

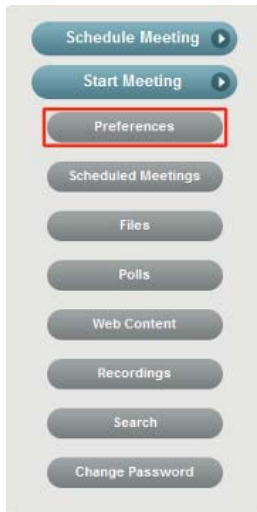
Before beginning to use the audio and video capability in Novell Conferencing, make sure the following prerequisites are met:

- ◆ A webcam and microphone are available for all participants who need audio and video capability.
- ◆ The host has configured audio and video settings for the meeting. For more information, see [Section 4.2, “Configuring Your Audio and Video Settings,” on page 76](#).
- ◆ Both the host and the attendees have allowed the A/V Broadcaster to gain access to the camera and microphone at the start of the meeting. For more information on the A/V Broadcaster, see [Section 4.3, “Managing the A/V Broadcaster,” on page 77](#).
- ◆ All other recording applications are closed.

4.2 Configuring Your Audio and Video Settings

The default audio and video settings can only be set by the host and cannot be changed after the meeting starts. This setting determines if audio and video are available during the meeting.

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.
- 2 In the dashboard, click *Preferences* or click *Schedule Meeting*.



Use the Preferences dialog box to change the settings for all meetings, or use the Schedule Meeting dialog box to change settings for only one meeting.

- 3 In the Preferences dialog box or the Schedule Meeting dialog box, select the *Features* tab.



- 4 In the *A/V & Chat* section, select the audio and video option you want. You can choose from the following:

Camera and Microphone: The host’s webcam and microphone are broadcast. The other attendees have access to three other webcams or microphones.

Camera Only: The host’s webcam is broadcast, but no audio is available. The other attendees have access to three other webcams.

- 5 To save the A/V settings, click *Save* if you are in the Preferences dialog box, or click *Schedule* if you are in the Schedule Meeting dialog box.

You can completely turn off the audio and video by clicking the *Audio/Video* button. This turns off the A/V Broadcaster, but saves your preferences in case you decide to turn the audio/video on for a meeting. To see how to turn on the A/V Broadcaster inside the meeting, see [Section 4.3.1, “Starting the A/V Broadcaster,” on page 77](#).

4.3 Managing the A/V Broadcaster

The A/V Broadcaster allows the host and the attendees with access to webcams to configure and control how webcams are used in a meeting.

- ◆ [Section 4.3.1, “Starting the A/V Broadcaster,” on page 77](#)
- ◆ [Section 4.3.2, “Turning Off the A/V Broadcaster,” on page 78](#)
- ◆ [Section 4.3.3, “Restarting the A/V Broadcaster,” on page 79](#)
- ◆ [Section 4.3.4, “Pausing the Video,” on page 80](#)
- ◆ [Section 4.3.5, “Muting the Audio,” on page 81](#)
- ◆ [Section 4.3.6, “Maximizing and Minimizing the Video Screen,” on page 81](#)
- ◆ [Section 4.3.7, “Adjusting the A/V Broadcaster Settings,” on page 82](#)

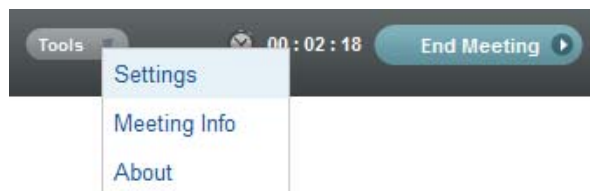
4.3.1 Starting the A/V Broadcaster

If the webcams are not already assigned and the host has *Auto Camera* turned on in the meeting preferences, the A/V Broadcaster automatically pops up when you start or join a meeting, and requests access to your webcam.

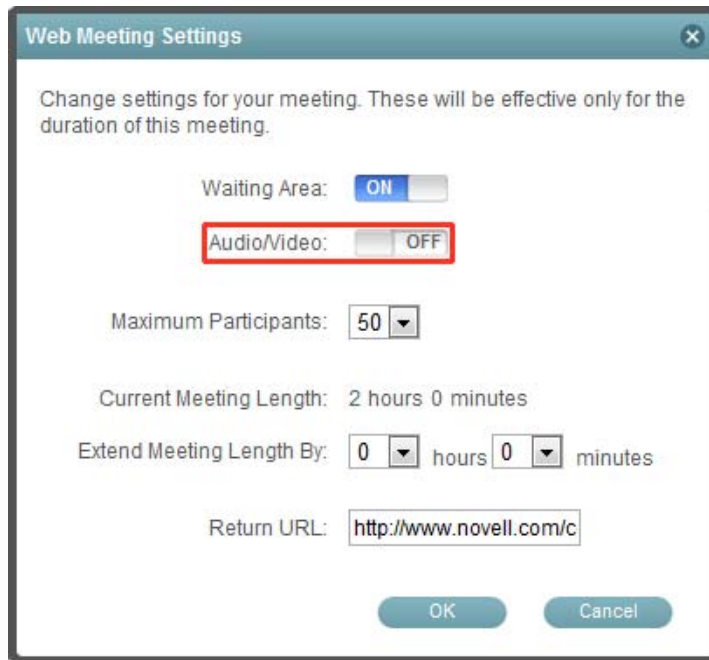
Novell Conferencing Pro 20 and Pro 50 Rooms support video for four attendees, including the host. The first attendee who joins the meeting is automatically assigned the camera. However, if there are multiple attendees who have access to a camera, the host can disable camera access for one attendee and assign it to another attendee. For more information on assigning and reassigning camera access, see [Section 4.4, “Using Your Camera,” on page 82](#).

If you turned off the A/V Broadcaster in the preferences and want to use it in a meeting, you can turn the Broadcaster on while you are inside the meeting.

- 1 In the meeting console, click *Tools*, then select *Settings* from the drop-down menu.



- 2 Turn the Audio/Video on.

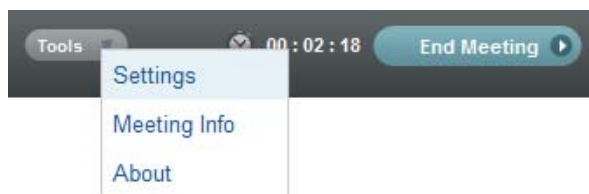


- 3 The A/V Broadcaster starts, allowing you to share your webcam.

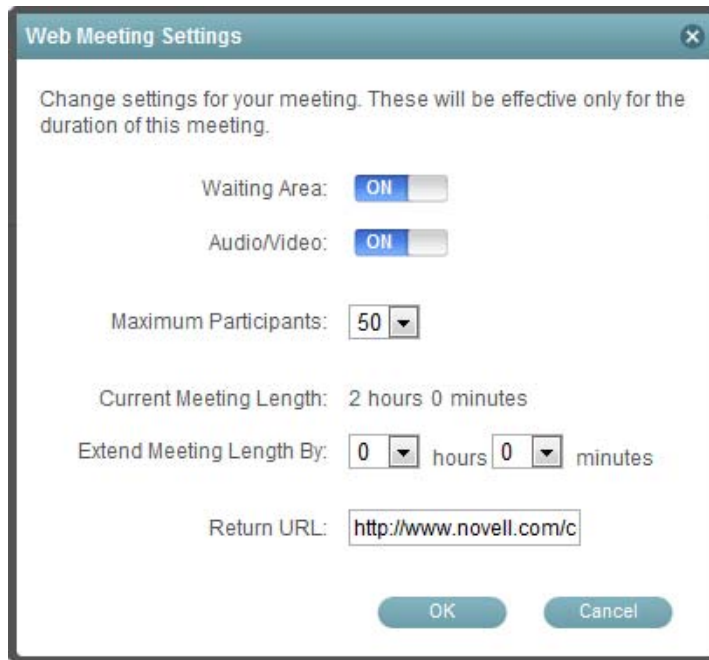
4.3.2 Turning Off the A/V Broadcaster

As the host, you can turn off the A/V Broadcaster during the meeting.

- 1 In the meeting console, click *Tools*, then select *Settings* from the drop-down menu.



- 2 Turn the Audio/Video off.



The A/V Broadcaster is now unavailable to attendees.

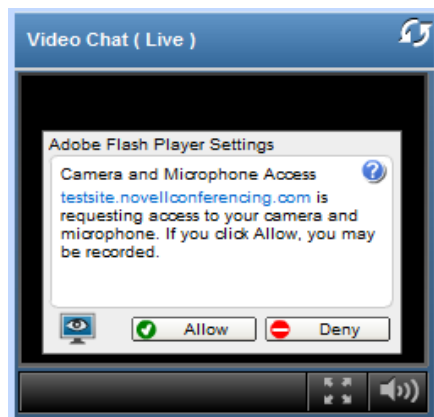
4.3.3 Restarting the A/V Broadcaster

If you decline to use the A/V broadcaster at the beginning of the meeting and want to use it later, use the following procedure to restart the broadcaster. You also need to restart the broadcaster if you plug in a webcam or microphone during the meeting and want to use it.

- 1 Click the  button at the top right of the A/V Broadcaster. This reloads the broadcaster.



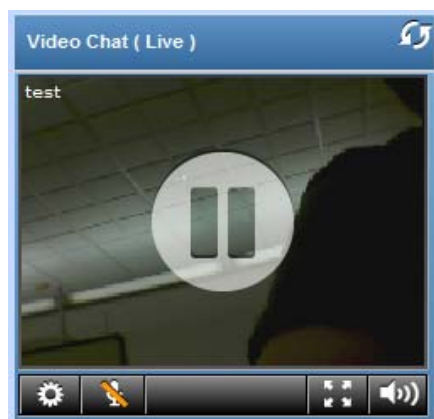
- 2 In the Adobe Flash Player Settings dialog box, select *Allow*.



4.3.4 Pausing the Video

If you pause the video, other attendees can still hear you, but the video stops broadcasting. The other attendees see only a still frame.


- 1 In the meeting console, mouse over the A/V Broadcaster window.



- 2 Click the  button.

4.3.5 Muting the Audio


If you mute the audio, other attendees can't hear you, but the video still broadcasts.

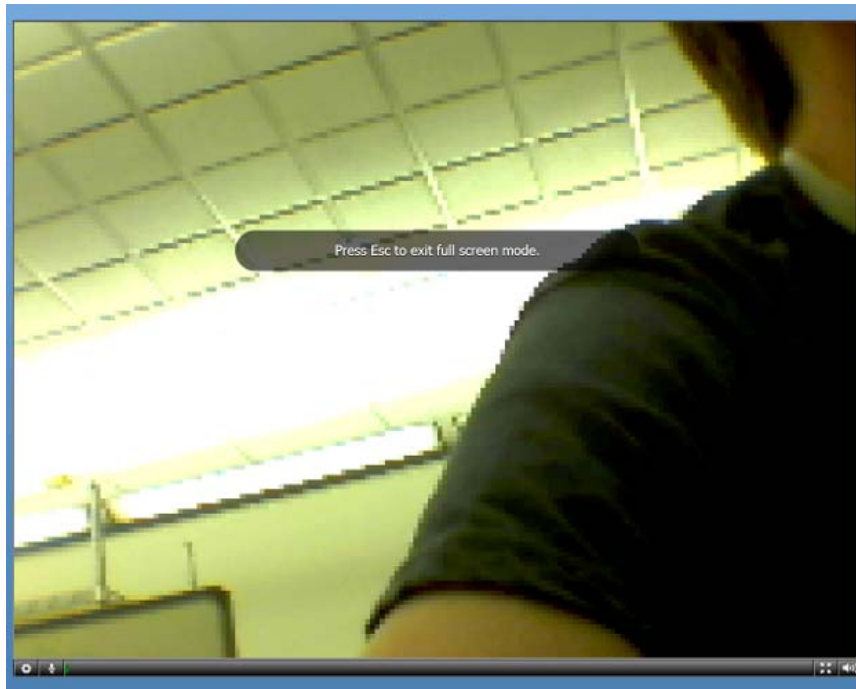
- 1 Click the  button on the bottom left of the A/V Broadcaster window.



4.3.6 Maximizing and Minimizing the Video Screen

All attendees can maximize the video broadcaster so it fills the entire screen.


- 1 Click the  button at the bottom right corner of the video broadcaster screen.
The broadcaster expands to fill the whole screen.



- 2 To minimize the screen, click the  button in the bottom right again.

4.3.7 Adjusting the A/V Broadcaster Settings

If you have access to a webcam, you can adjust certain A/V settings during a meeting.

- 1 Click the  button in the bottom left of the broadcaster window.
- 2 Adjust the following settings as desired:
 - ♦ **Devices:** Allows you to choose the camera and microphone used by Conferencing if you have more than one on your computer.
 - ♦ **Profile:** Allows you to set the frame rate of the video: Low, Medium, or High.

Reducing the frames per second can free more bandwidth.



- 3 Click *Save*.

4.4 Using Your Camera

Novell Conferencing Pro 20 and Pro 50 Rooms support two-way video for two attendees (including the host). The host can assign who has access to the video, or can disable video and use only audio. The Webinar room provides one-way video for the host.

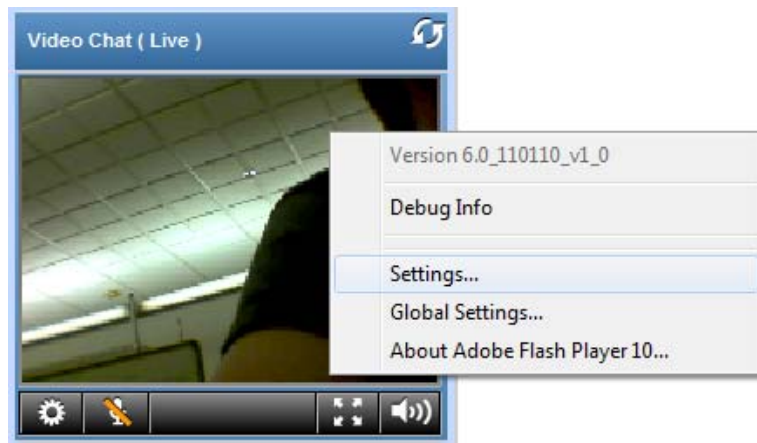
- ♦ [Section 4.4.1, “Using the Camera in a Meeting,” on page 82](#)
- ♦ [Section 4.4.2, “Assigning a Camera to Another Attendee,” on page 84](#)


4.4.1 Using the Camera in a Meeting

- 1 Make sure that the host has given attendees access to share cameras.

For more information on providing camera access, see [Section 4.2, “Configuring Your Audio and Video Settings,” on page 76](#).

- 2 In the meeting console, right-click in the A/V window and select *Settings*.
Mac users can Control+click to see this menu.



- 3 In the Adobe Flash Player Settings dialog box, click the camera button .

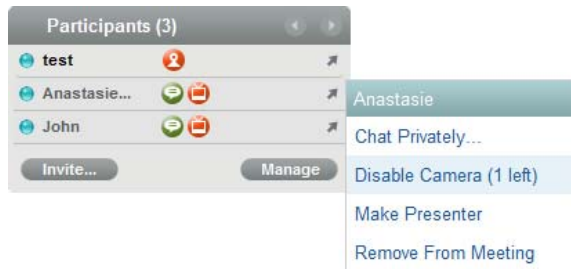


- 4 Select the camera from the drop-down menu.

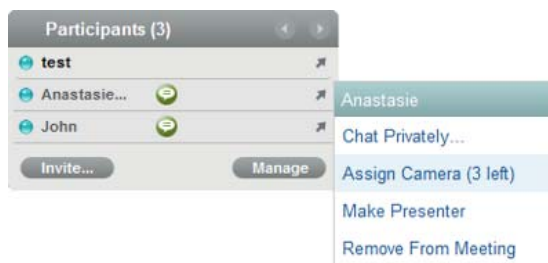
4.4.2 Assigning a Camera to Another Attendee

If the host has enabled the *Auto Camera* option in the *Preferences* menu, the first four attendees (including the host) who join the meeting have access to the camera. If other attendees have webcams, the host can disable camera access for one attendee and assign it to another attendee.

- 1 In the meeting console, click the name of the attendee who has camera access and select *Disable Camera* from the drop-down menu.



- 2 Click the name of the attendee you want to assign the camera to and select *Assign Camera* from the drop-down menu.



The attendee's video is shared.

4.5 Improving the Quality of Audio and Video

If you are experiencing problems with performance, you can improve audio and video quality by changing the audio/video port. The A/V Broadcaster uses port 80 by default. However, the optimum port for the A/V Broadcaster to use is port 1935. Opening this port in your firewall can greatly improve the audio/video quality.

4.6 Using Teleconferencing

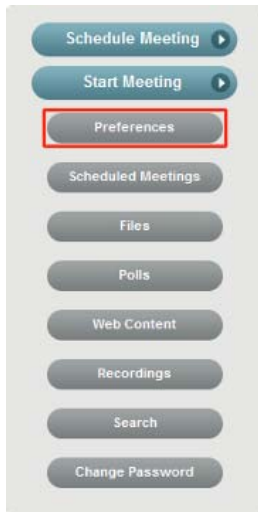
If you have a conferencing number where attendees can dial in for teleconferencing, the number and the attendee passcode can be displayed in the meeting console for the attendees to see. Using the teleconferencing number allows all attendees to speak, not just those who have access to the A/V broadcaster.



- 1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

- 2 Under the *Home* tab, click *Preferences*.



- 3 In the Preferences dialog box, click the *Dial-in* tab.



- 4 Specify your phone number in the *Dial-in number* field.
- 5 Specify the passcode for the moderator and the attendees.
- 6 Click *Save*.

Depending on the agreement you have with your telephone service provider, you might need to pay a local or long distance service charge for using teleconferencing services.

Using the Widget

5

Every time a Novell Conferencing meeting is scheduled, a small control called a widget is automatically created. As the host, you can share the widget on any Web site and anyone can use it to register for your event just by specifying his or her e-mail address. It is also displayed on your personal Conferencing Web page if a meeting isn't currently in session. The widget sends e-mail confirmation when someone registers for a meeting, and notifies attendees when the meeting starts. The host gets a registration report and the widget automatically updates to show when the meeting is live. The widget can be configured to provide a place for the meeting recording or chat transcript after the event is over.

- ♦ [Section 5.1, “Viewing the Widget,” on page 87](#)
- ♦ [Section 5.2, “Sharing a Widget,” on page 88](#)
- ♦ [Section 5.3, “Embedding a Widget,” on page 89](#)
- ♦ [Section 5.4, “Customizing a Widget,” on page 90](#)

5.1 Viewing the Widget

- 1 Create a widget by scheduling a meeting or Webinar.

For information on how to schedule a meeting, see [Section 1.4.1, “Scheduling a Meeting,” on page 13](#).

- 2 In the dashboard, click *Scheduled Meetings*.



- 3 In the Upcoming Meetings dialog box, select the meeting that you have scheduled. The widget appears below the scheduled meeting. You can share the widget on any Web site.

The image shows a screenshot of a web application interface. At the top, there is a header for 'Upcoming Meetings'. Below this, a list of meetings is displayed. One meeting is selected, showing details: Name: test[Edit], Start Date: December 22, 2010, Start Time: 06:00 PM EST, Organizer: test, Agenda: Conferencing..., Recurring: Once, and Registrants: View. A 'Delete' button is visible next to the agenda. Below the meeting list, there is a section titled 'You just made a widget!' with instructions: 'Click on an icon to promote your meeting via Facebook, Twitter, MySpace and more!'. Below this, a 'Did you know?' section states: 'Every time you schedule a meeting, we create a widget here. Check out the new Widget tab inside the Schedule Meeting dialog where you can customize your widget further.' To the right of the text, a blue arrow points to a mobile-style widget. The widget has a dark header with social media icons (Twitter, Facebook, MySpace, LinkedIn, Email) and a 'More' button. The main content of the widget includes the meeting title 'test', the agenda 'Conferencing Demo', the date 'Date: Wed Dec 22 2010', and the time 'Time: 4:00 PM'. Below this is a white input field with the text 'To Register, enter your email' and a 'Sign Up' button. At the bottom of the widget, it says 'Powered by Web Me...'

5.2 Sharing a Widget

- 1 Create a widget by scheduling a meeting.
For information on how to schedule a meeting, see [Section 1.4.1, "Scheduling a Meeting,"](#) on [page 13](#).
- 2 Click *Scheduled Meetings*.

- 3 In the Scheduled Meetings dialog box, select the medium you want to use to promote your meeting. The mediums are displayed at the top of the widget. If the medium you desire to use is not displayed, click *More* for a comprehensive list.



5.3 Embedding a Widget

A Conferencing user can copy the code for the widget and post it in another location. The code is available when you schedule a meeting or when you edit a meeting.

- 1 Do one of the following:
 - ♦ To schedule a new meeting, click *Schedule Meeting*.
 - ♦ To customize the widget for a meeting that has already been scheduled, click *Scheduled Meetings*, select the meeting that you want to edit, then click *Edit* next to the meeting name.
- 2 Click the *Widget* tab.

3 Copy the code from the *Embed* field.

Schedule Meeting

General Features Dial-in **Widget**

Embed

```
<script language='javascript'
type='text/javascript'
src='https://my.diadim.com/static
/js/common_support.js'></script><
object type='application/x-
```

Copy and paste the code.

The code will change, based on your selections below:

Options

- Countdown Timer
- Show Recording after the Meeting
- Show Chat Transcript after the Meeting
- Registration Fields

Schedule

4 Paste the code in your Web site or blog.

5.4 Customizing a Widget

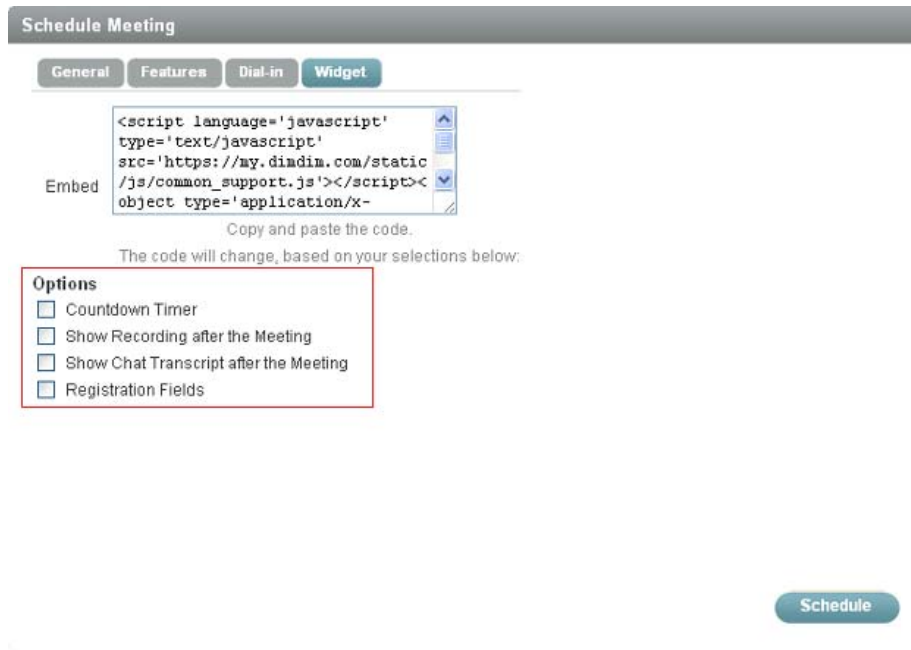
The *Widget* tab is available only when you are scheduling a meeting or editing a scheduled meeting.

1 Do one of the following:

- ♦ To schedule a new meeting, click *Schedule Meeting*.
- ♦ To customize the widget for a meeting that has already been scheduled, click *Scheduled Meetings*, select the meeting that you want to edit, then click *Edit* next to the meeting name.

2 Select the *Widget* tab.

3 On the Widget page, use the *Options* field to customize the widget.



You can add the following features in your widget:

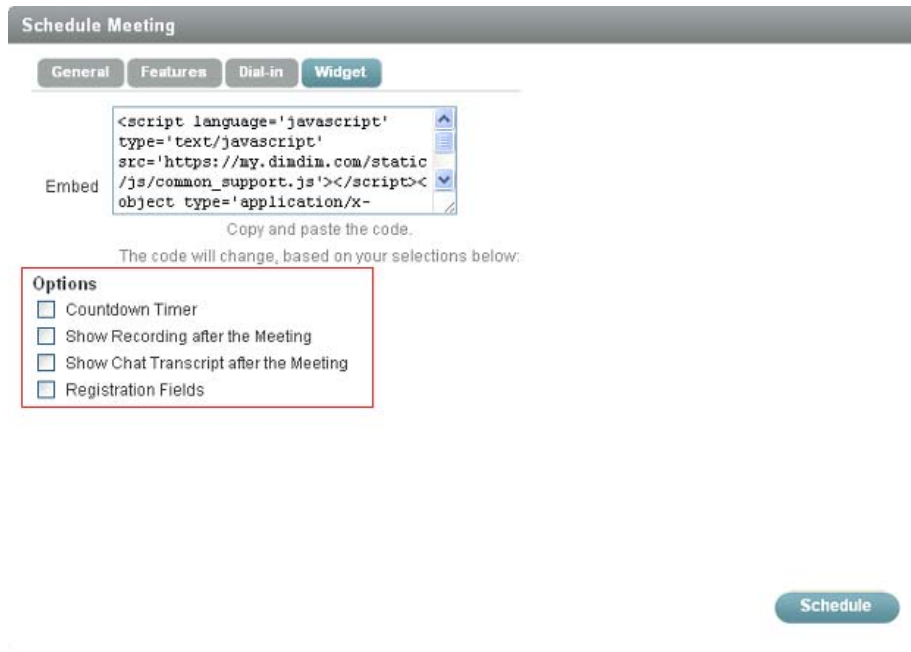
- ♦ **Countdown Timer:** A countdown timer starts one hour before the meeting starts. For more information, see [Section 5.4.1, “Using the Countdown Timer,” on page 91](#).
- ♦ **Show Recording after the Meeting:** You can view the recording after the meeting. For more information, see [Section 6.2, “Viewing the Recording of Your Meeting,” on page 94](#).
- ♦ **Show Chat Transcript after the Meeting:** You can view the chat transcripts after the meeting. For more information, see [Section 2.3.1, “Viewing Chat Transcripts,” on page 39](#).
- ♦ **Registration Fields:** You can check the number of attendees who joined or registered for your meeting. For more information, see [Section 1.4.7, “Viewing the Registration Report,” on page 18](#).

5.4.1 Using the Countdown Timer

When you select the *Countdown Timer* field in the *Widget* tab, the widget automatically starts the countdown timer one hour before the start of the meeting.

- 1 Click *Schedule Meeting*.

2 In the Schedule Meeting dialog box, select the *Widget* tab.



3 In the Widget page, select the *Countdown Timer* check box under the *Options* field.

After the countdown timer starts, you must wait until the start of the meeting to register.

If you have selected the *Pre-registered email only* option in the *General* tab of the Schedule Meeting dialog box, no one can register or join by widget after the countdown timer starts.

Recording a Meeting

Novell Conferencing allows the host to record the webcams, the public chat, the shared screen, and shared files for reference at a later date. Recordings are stored on the Conferencing server and can be previewed, downloaded, shared, and deleted.

- ♦ [Section 6.1, “Recording Your Meeting,” on page 93](#)
- ♦ [Section 6.2, “Viewing the Recording of Your Meeting,” on page 94](#)

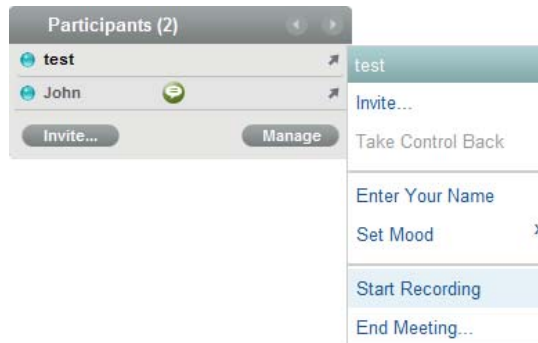
6.1 Recording Your Meeting

Each meeting can have only one recording. If the host makes someone else the presenter while the meeting is being recorded, the recording stops; if the host starts recording again, the original recording is overwritten.

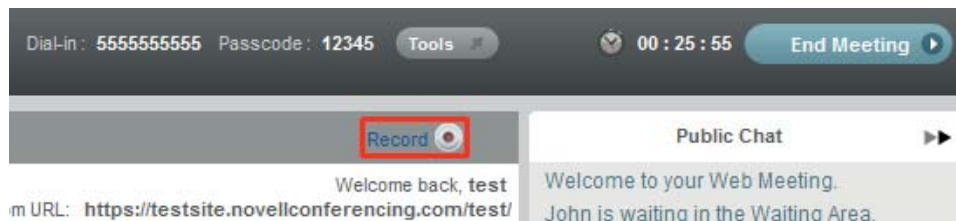
- 1 Start the meeting.

For information on how to start a meeting, see [Section 1.4.5, “Starting a Scheduled Meeting,” on page 15](#).

- 2 In the meeting console, click your name and select *Start Recording* from the drop-down menu.



You can also click the *Record* button located just above the collaboration space.



- 3 In the Start Recording dialog box, select *Yes*.

The recording is saved on the Conferencing server.

6.2 Viewing the Recording of Your Meeting

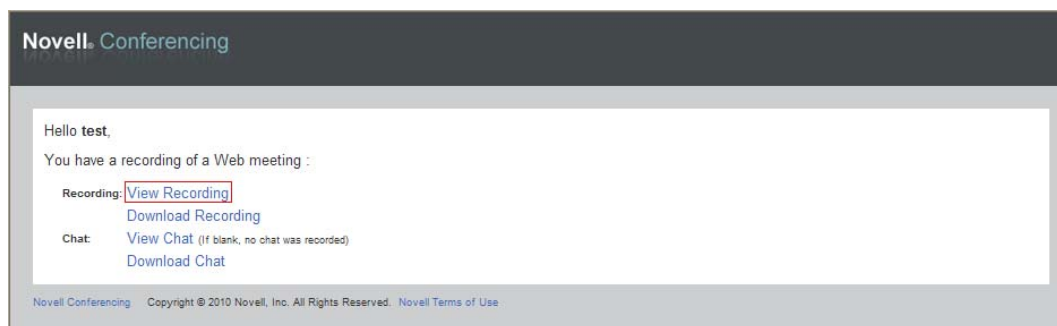
After the meeting ends, Novell Conferencing automatically sends an e-mail to the meeting host with a link to the recording and chat transcript. You can use the e-mail link to view the recording, you can use the Search feature in the dashboard to find and view it, or you can view the recordings in the *Recordings* section of the dashboard.

- ♦ [Section 6.2.1, “Using the Link in the E-Mail,” on page 94](#)
- ♦ [Section 6.2.2, “Using the Search Option,” on page 94](#)
- ♦ [Section 6.2.3, “Using the Recordings Option,” on page 95](#)

6.2.1 Using the Link in the E-Mail

After the meeting ends, Novell Conferencing automatically sends an e-mail to the meeting host, using the e-mail address that is set in the host’s Preferences. The e-mail contains a link to the recorded session. It might take up to 24 hours to generate the recording.

- 1 To view the recording, click the link in the e-mail.



You can also forward this e-mail to others so they can view the recording.

You can also choose to download the recording file (FLV) and play it in any Flash player. You can even embed the codes and paste the meeting player into your Web site or blog.

6.2.2 Using the Search Option

The Search option lets the host look for information about previous meetings, including registrants, chat transcripts, or recordings.

- 1 End the meeting.

When you end a meeting, you are returned to your dashboard. For information on how to end a meeting, see [Section 1.10, “Ending a Meeting,” on page 36](#).

- 2 Click *Search*.

- 3 In the Search Meetings panel, specify the search data and click *Search*.

You can choose to search by start date, end date, current/future date, past date, all dates, and by text. The start date and end date are available only when *Use Date Range* is selected.

Search Meetings

Search Meetings

Start Date End Date

Show Meetings in Use Date Range Current/Future Past All

Containing

My Meetings

The search result appears.

- 4 Click the *View* link next to *Recording*.

The recording opens in a new dialog box. You can view the recording here or you can download the recording or chat transcript.

- 5 Click the *Flash Video (.flv)* link to download the recording.

or

Click the *Chat Transcript* link to download the chat transcript.

Permalink

Embed Link

Download [Flash Video \(.flv\)](#) [Chat transcript](#)

6.2.3 Using the Recordings Option

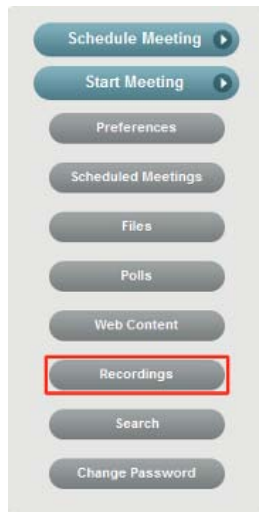
The *Recordings* option in the dashboard allows you to access and manage your saved recordings. Saved recordings share the same storage space on the Conferencing server as saved files, polls, and Web content. The *Recordings* option allows you to preview, download, set access permissions, and delete your saved recordings.

To view a list of your saved recordings:

- 1 Log in to your Novell Conferencing account.

For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).

2 Click *Recordings*.



Your saved recordings are displayed. Each recording is named with the name of the meeting. The following options are available if you click the button in the *Options* column of the saved recordings.

The screenshot shows the 'Recordings' interface. On the left is a table with columns: Name, Date, Size, Views, Access, and Options. On the right is a 'Storage Space' summary box.


Name	Date	Size	Views	Access	Options
test	2010-12-23	932.5 KB	0	Public	⚙️
test	2010-12-23	1.5 KB	0	Public	👁️ Preview ⬇️ Download 🔒 Permissions 🗑️ Delete
test	2010-5-13	2.1 MB	2	Public	⚙️
test	2010-5-13	2.1 KB	0	Public	⚙️

Storage Space summary: 0.3% of 2 GB, 6 files, 5.3 MB.

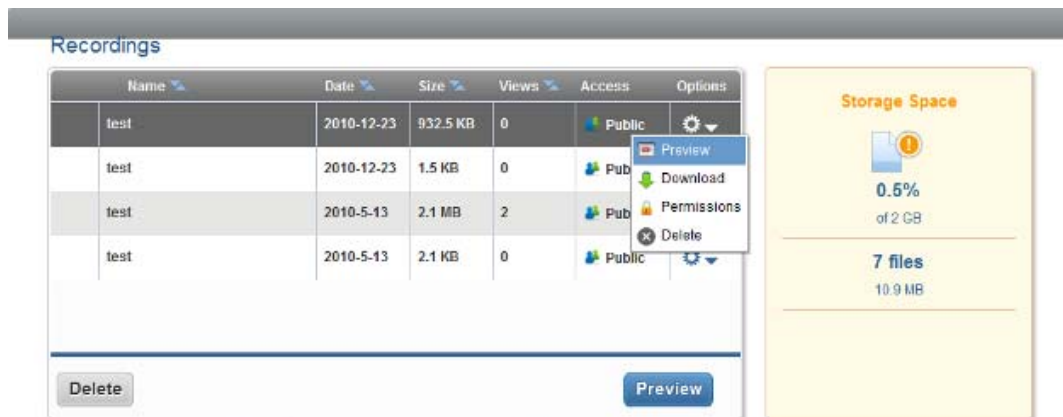
- ◆ **Preview:** Lets you view the recording without requiring you to download it.
- ◆ **Download:** Allows you to download and save a copy of your recording.
- ◆ **Permissions:** Provides you with a link that you can share so others can download a copy of your recording. Also enables you to set a password to protect the recording.
- ◆ **Delete:** Deletes the recording from the Conferencing storage.

Previewing a Saved Recording

You can preview a saved recording before downloading, sharing, or deleting it.

- 1 In the recording manager, select the recording you want to preview.
- 2 Click the  button in the *Options* column.

- 3 In the drop-down that appears, select *Preview*.




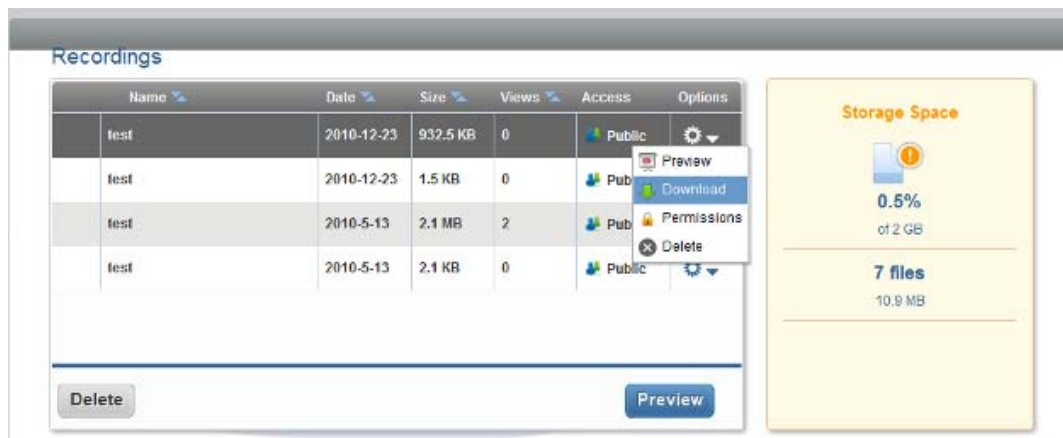
A preview window appears, allowing you to view and change the name of the recording.

- 4 Click *Save* if you changed the name of the recording or click *Cancel* if you did not.

Downloading a Saved Recording

You can download any saved recording to your computer.


- 1 In the recording manager, select the recording that you want to download.
- 2 Click the  button in the *Options* column.
- 3 In the drop-down list that appears, select *Download*.



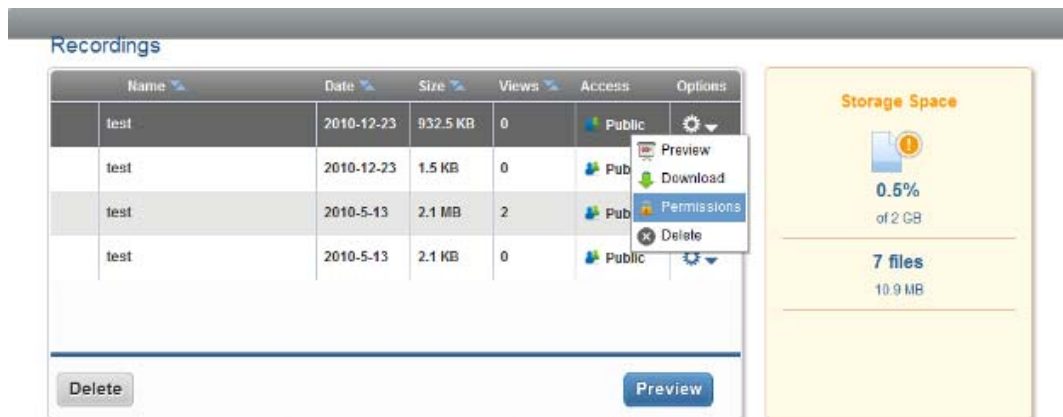
The recording is downloaded to your computer. You can view it with the program that you prefer.

Setting Permissions

Permissions allow you to select who can view a recording. The recordings can either be public or you can select *Make Private* and enter a passcode that people must use to view the recording.

- 1 In the recording manager, select the recording for which you want to change the permissions.
- 2 Click the  button in the *Options* column.

- 3 In the drop-down list that appears, select *Permissions*.



- 4 (Optional) Select *Make Private*, then specify a passcode for people to use to view the recording.




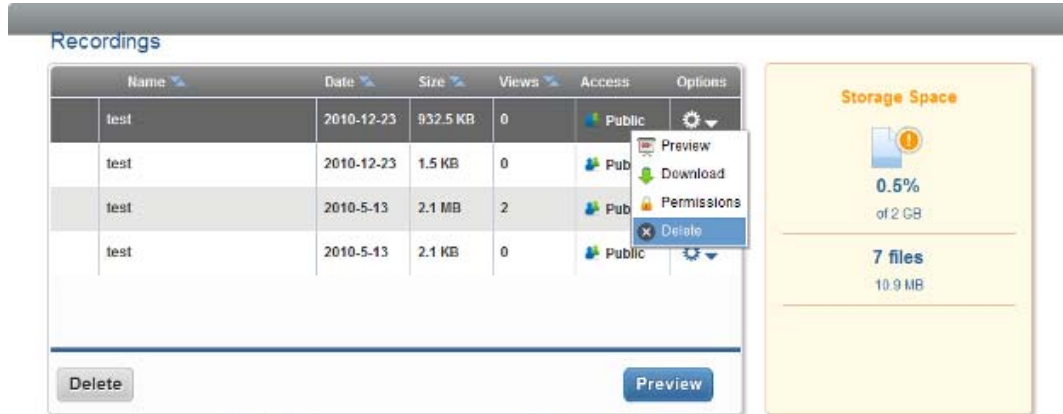
The link displayed in the dialog box is where other people can go to view the recording. Click *Copy* to copy the URL to your clipboard. You can then share the URL via e-mail, chat, or any other way you desire.

- 5 When you are finished setting up the permissions or copying the URL, click *Submit* if you made any changes or click *Cancel* if you didn't.

Deleting a Saved Recording

You can delete a saved recording when you no longer need it so it doesn't take up storage space.

- 1 In the recording manager, select the recording you want to delete.
- 2 Click the  button in the *Options* column.
- 3 In the drop-down list that appears, select *Delete*.



The screenshot shows a web interface for managing recordings. On the left, a table titled "Recordings" lists four entries, each named "test". The columns are Name, Date, Size, Views, Access, and Options. The Options column for the second row is open, showing a menu with "Preview", "Download", "Permissions", and "Delete" options. Below the table are "Delete" and "Preview" buttons. On the right, a "Storage Space" summary box shows "0.5% of 2 GB" and "7 files 10.9 MB".

Name	Date	Size	Views	Access	Options
test	2010-12-23	932.5 KB	0	Public	
test	2010-12-23	1.5 KB	0	Public	Preview Download Permissions Delete
test	2010-5-13	2.1 MB	2	Public	
test	2010-5-13	2.1 KB	0	Public	

Storage Space

0.5%
of 2 GB

7 files
10.9 MB

- 4 In the dialog box that appears, select *Yes*.
Your file is deleted from the Conferencing storage.

Using myScreen

7

You can use myScreen sharing to easily broadcast a continuous live stream of what is happening on your computer to individuals connected via the Internet at remote locations. When you share your screen, attendees see whatever appears on your screen, such as presentations, documents, images, and software that is running on your computer.

myScreen is easy and intuitive to use. Attendees do not need to install any special software to view your screen. You, as the presenter, simply use the myScreen icon to create a session. You then send or share your unique URL and optional password to your selected invitees, and they can log in to your screen-sharing session to see in real time what you are doing.

- ◆ [Section 7.1, “Starting a MyScreen Session,” on page 101](#)
- ◆ [Section 7.2, “Starting a Private myScreen Session,” on page 103](#)
- ◆ [Section 7.3, “Inviting People to a myScreen Session,” on page 104](#)
- ◆ [Section 7.4, “Joining a myScreen Session,” on page 104](#)
- ◆ [Section 7.5, “Ending a myScreen Session,” on page 105](#)
- ◆ [Section 7.6, “Switching to a Meeting,” on page 106](#)
- ◆ [Section 7.7, “Installing the myScreen Plug-In,” on page 107](#)
- ◆ [Section 7.8, “Installing Automatic Updates,” on page 109](#)
- ◆ [Section 7.9, “Customizing the myScreen Preferences,” on page 109](#)

7.1 Starting a MyScreen Session

1 Click *Start > Programs > Novell Conferencing > Plugin > Novell Conferencing*.

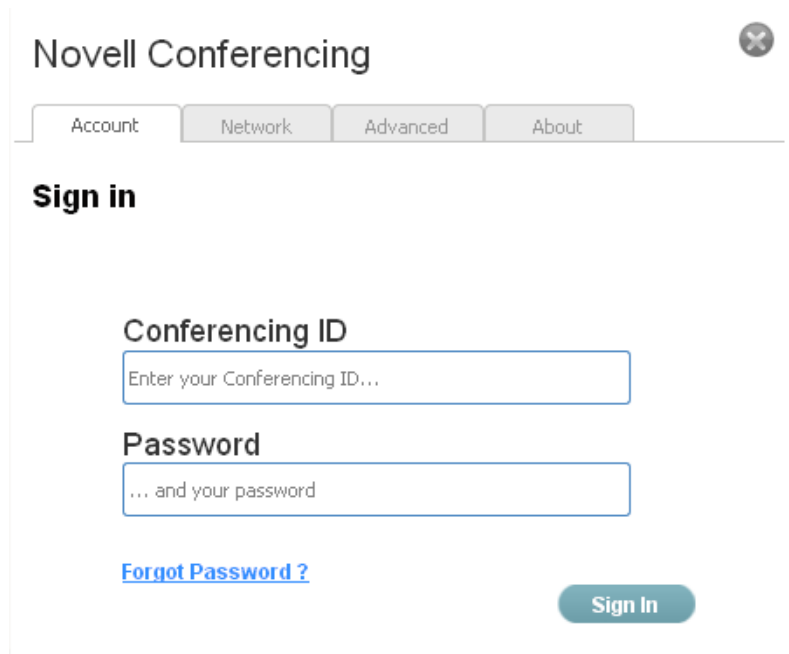
For Mac users: Click *Application > Novell > Conferencing*.

The myScreen icon appears in the notification area.



If the plug-in is already available in your notification area, you can simply double-click the icon.

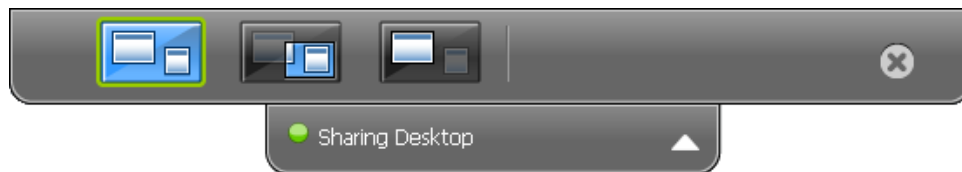
- 2 In the Novell Conferencing dialog box, specify your Conferencing ID and password.



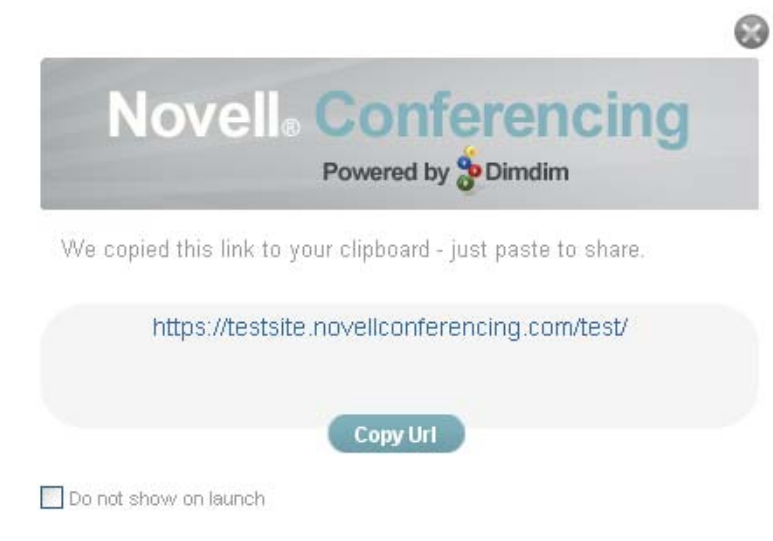
The image shows a dialog box titled "Novell Conferencing" with a close button in the top right corner. Below the title are four tabs: "Account", "Network", "Advanced", and "About". The "Account" tab is selected. Under the "Sign in" heading, there are two input fields. The first is labeled "Conferencing ID" and contains the placeholder text "Enter your Conferencing ID...". The second is labeled "Password" and contains the placeholder text "... and your password". Below the password field is a blue link that says "Forgot Password?". At the bottom right of the dialog box is a blue button labeled "Sign In".

- 3 Click *Sign In*.

The myScreen controller loads.



- 4 In the dialog box, copy the URL and use e-mail or chat to share it with your friends.

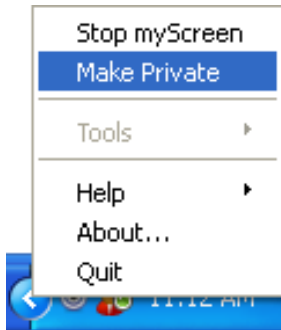


The image shows a dialog box titled "Novell Conferencing" with a close button in the top right corner. Below the title is the text "Powered by Dimdim" with the Dimdim logo. Below that is the text "We copied this link to your clipboard - just paste to share." Below this text is a rounded rectangular box containing the URL "https://testsite.novellconferencing.com/test/". Below the URL box is a blue button labeled "Copy Url". At the bottom left of the dialog box is a checkbox labeled "Do not show on launch".

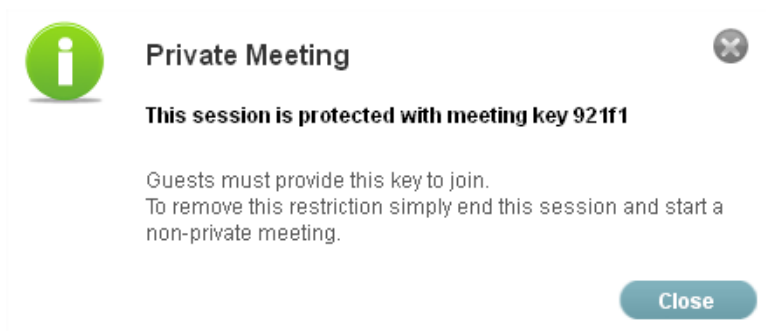
7.2 Starting a Private myScreen Session

You can start a private myScreen session to connect and share your screen with only the people you want.

- 1 Start a myScreen Session.
- 2 Right-click the icon in the notification area and select *Make Private*.



- 3 In the dialog box, copy the private key and give it to your attendees.

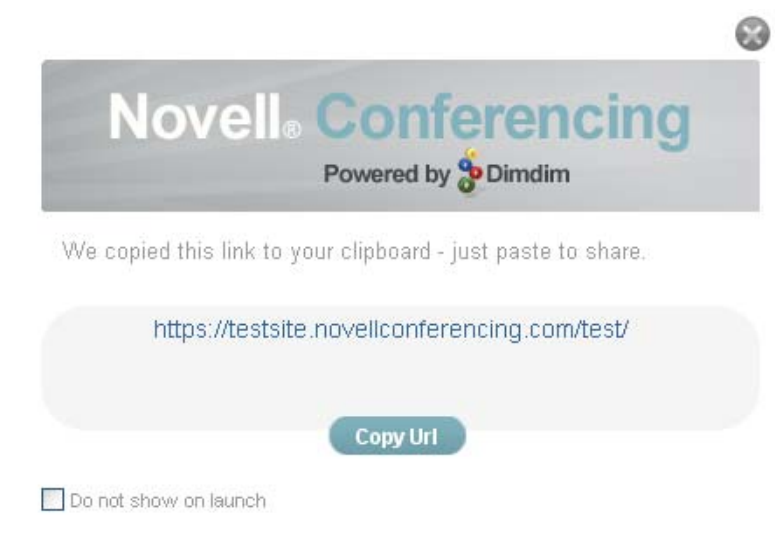


7.3 Inviting People to a myScreen Session

You can invite people to your myScreen session by sending your unique screen-sharing URL (for example, <http://demo.novellconferencing.com/test/>) via e-mail or chat.

If you don't remember the screen-sharing URL, you can start a session and copy the URL from the dialog box.

Figure 7-1 myScreen Dialog Box



7.4 Joining a myScreen Session

You do not need to be a Novell Conferencing member to attend a myScreen session.

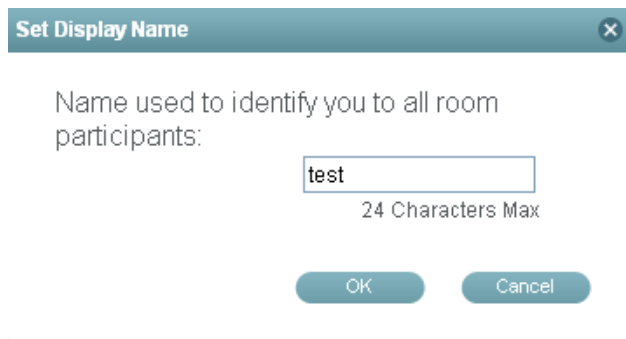
You cannot join a session if the host has not started sharing the screen.

- ♦ [Section 7.4.1, “Joining a Public myScreen Session,” on page 104](#)
- ♦ [Section 7.4.2, “Joining a Private myScreen Session,” on page 105](#)

7.4.1 Joining a Public myScreen Session

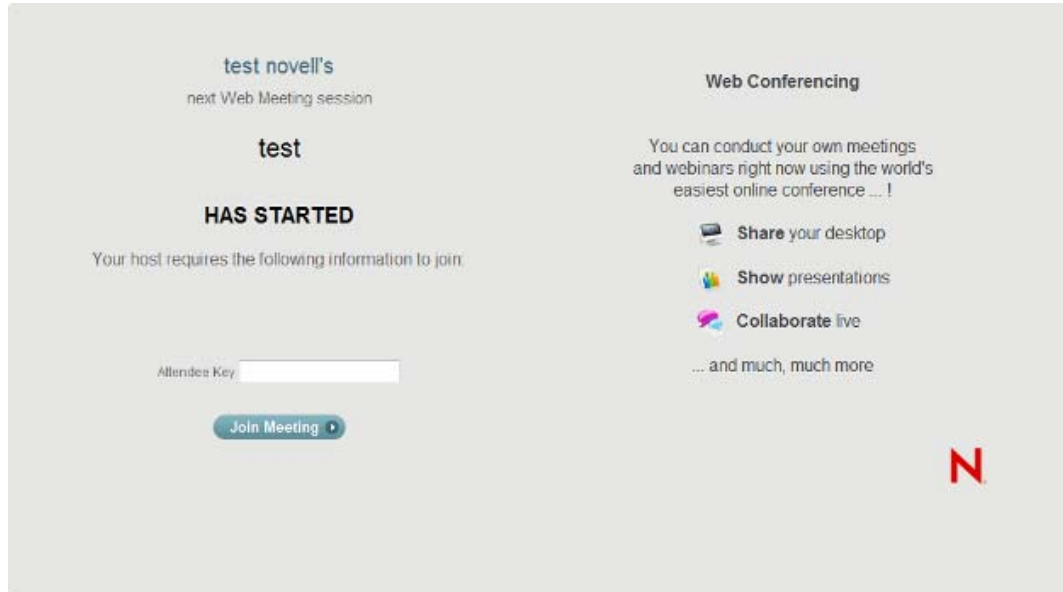
- 1 Click the meeting link in the e-mail you were sent or copy and paste the unique meeting URL into a browser.

- 2 In the *Set Display Name* dialog box, specify your name and click *OK*.



7.4.2 Joining a Private myScreen Session

- 1 Click the meeting link in the e-mail you were sent or copy and paste the unique meeting URL into a browser.



- 2 Specify the attendee key.
- 3 Click *Join Meeting*.

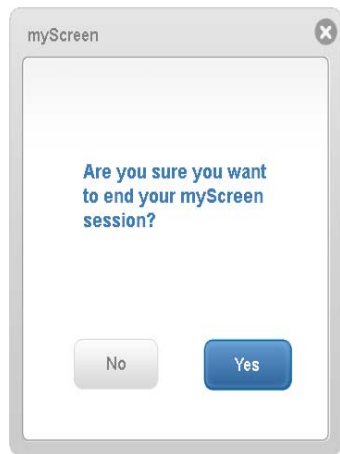
7.5 Ending a myScreen Session

Only the session host can end a myScreen session.

- 1 In a myScreen session, click the  icon in the myScreen controller.

2 Click *Yes*.

Your myScreen session ends.



7.6 Switching to a Meeting

If you are the myScreen session host, you can seamlessly switch from a myScreen session to a meeting.

- 1 During a myScreen session, log in to your Novell Conferencing account.
- 2 Start a meeting.

For information on how to start a meeting, see [Section 1.4.5, “Starting a Scheduled Meeting,” on page 15](#).

When you start a meeting, the myScreen session stops and the attendees automatically switch to the meeting.

Figure 7-2 Attendee’s Screen During a myScreen Session

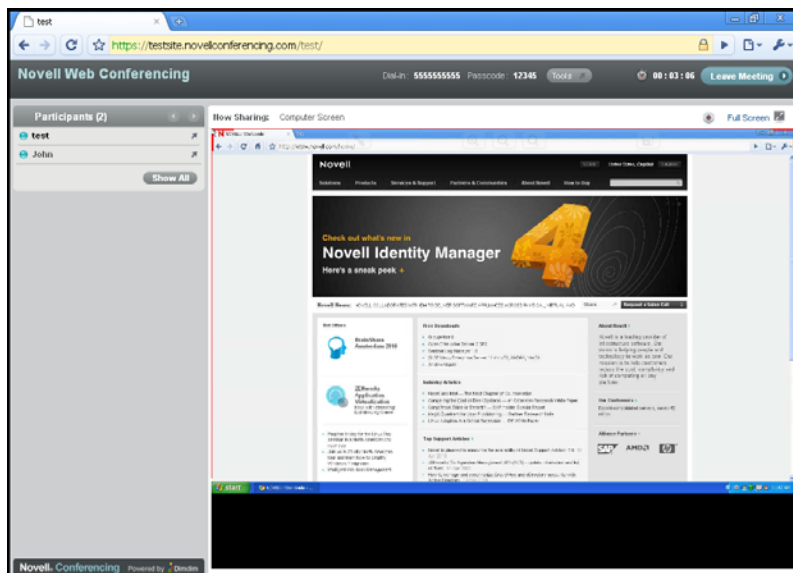
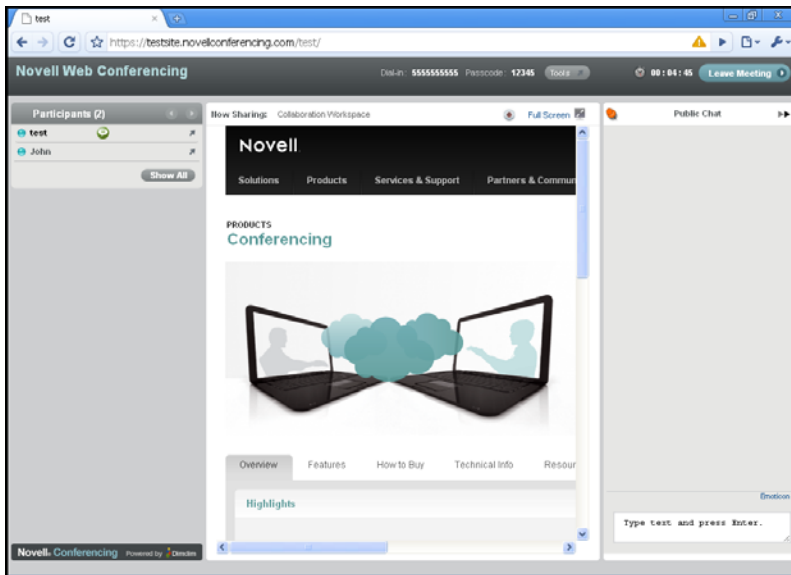


Figure 7-3 Attendee's Screen after Switching to the Meeting



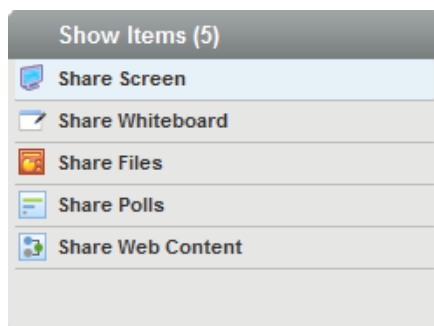
7.7 Installing the myScreen Plug-In

The myScreen plug-in enables you to share your screen without requiring you to be part of a Novell Conferencing meeting. After you install the plug-in, all you need to do is simply click and start sharing your screen.

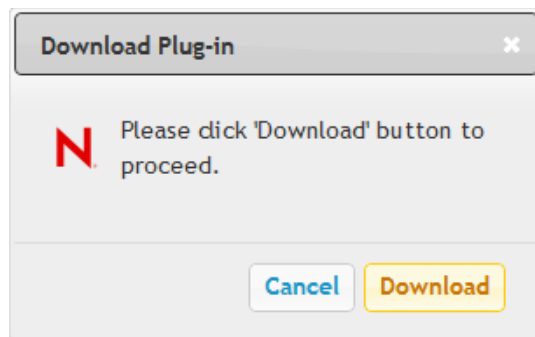
- 1 Log in to your Novell Conferencing account.
- 2 Start the meeting.

For information on how to start a meeting, see [Section 1.4.5, “Starting a Scheduled Meeting,” on page 15](#).

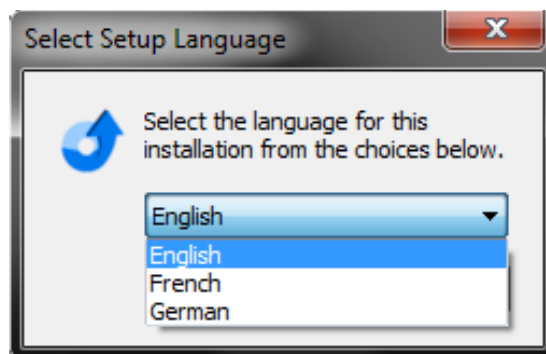
- 3 In the meeting console, click *Share Screen*.



- 4 In the Download Plug-in dialog box, click *Download*.



- 5 Run the program when it finishes downloading.
The Installation Wizard dialog box appears and starts the installation process.
- 6 Select your language.



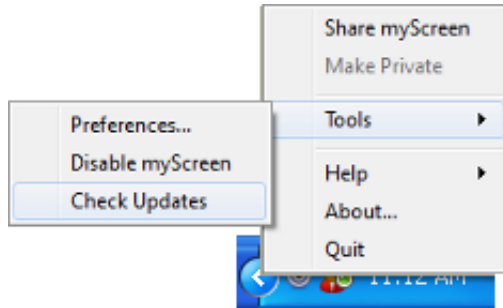
- 7 Click *Finish* to exit the Installation Wizard when it has finished installing.
Novell Conferencing places the myScreen icon in the notification area. Click the icon to start using myScreen.



7.8 Installing Automatic Updates

You can set up and turn on automatic updates to make sure that your myScreen plug-in stays updated. When an update is available, you receive a notification via the myScreen icon in the notification area.

- 1 Right-click the myScreen icon in the notification area, then click *Tools > Check Updates*.

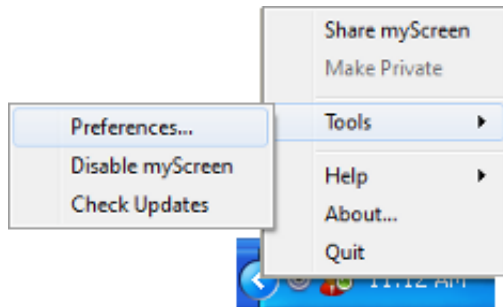


- 2 In the dialog box, select *Yes* to quit the plug-in and start the Installation Wizard.
- 3 In the Installaton Wizard, click *Next*.
- 4 Click *Finish*.

7.9 Customizing the myScreen Preferences

You can set up and change the myScreen preferences.

- 1 To open the Preferences dialog box, right-click the myScreen icon in the notification area and click *Tools > Preferences*.



The Preferences dialog box has the following tabs:

- ♦ [Section 7.9.1, “Account Tab,” on page 110](#)
- ♦ [Section 7.9.2, “Network Tab,” on page 110](#)
- ♦ [Section 7.9.3, “Advanced Tab,” on page 111](#)
- ♦ [Section 7.9.4, “About Tab,” on page 112](#)

7.9.1 Account Tab

You view important details like your unique screen-sharing URL in the *Account* tab.

Novell Conferencing

Account Network Advanced About

Account Information

You are signed in as **test**

Provide URL to others to view your screen

<https://testsite.novellconferencing.com/test>

[Sign Out](#)

7.9.2 Network Tab

You use the *Network* tab to configure your proxy settings.

Novell Conferencing

Account Network Advanced About

Network Options

Autodetect Proxy

Proxy Address

SOCKS Proxy SOCKS v4 SOCKS v5

Domain(if any)

Username

Password

Bypass proxy settings

[Save](#)

You can configure the network settings to use a proxy server to connect to the Internet. A proxy server acts as a security barrier between your internal network and the Internet, preventing others on the Internet from obtaining access to information that is located on your internal network.

7.9.3 Advanced Tab

You use the *Advanced* tab to change your screen-sharing and myScreen settings.

The screenshot shows the 'Novell Conferencing' window with the 'Advanced' tab selected. The 'myScreen Options' section includes two input fields for 'Connection Timeout' and 'Idle Timeout', both set to '30'. Below these are two radio buttons: 'Use driver' (selected) and 'Do not use driver'. A second 'myScreen Options' section contains several checkboxes and radio buttons: 'Auto Sign-In at Launch' (unchecked), 'Do not run on startup' (checked), 'Default Share Type' with radio buttons for 'Desktop' (selected), 'Region', and 'Application', 'Make All Meetings Private' (unchecked), 'Enable Copy to Clipboard Dialog' (checked), and 'Quality Level' with radio buttons for 'Default' (selected) and 'High (T1/Lan)'. A 'Save' button is located at the bottom right of the settings area.

Screenshare Options

Connection Timeout: Sets or returns how many seconds to wait before canceling a connection attempt and generating an error. The default is thirty seconds. However, heavy server use or high network traffic can easily cause delays greater than thirty seconds.

Idle Timeout: Determines the period of inactivity after which the connection with the server is closed. A value of 0 means that no timeout is applied. The default value is 30 seconds.

Use Driver: Enables or disables the driver used to capture your computer screen. Do not turn this option off unless you are told to do so by Novell Conferencing support.

myScreen Options

Auto Sign-In at Launch: If this option is selected, you are automatically signed in when you start myScreen. If this option is not selected, you need to provide your login credentials every time you use myScreen.

Do not run on startup: By default, the myScreen icon does not appear in the notification area. If you deselect this option, the icon is displayed the next time you start the computer, and it remains displayed until you select this option again.

Default Share Type: This option lets you select what type of sharing starts when you use myScreen: Desktop, Region, or Application.

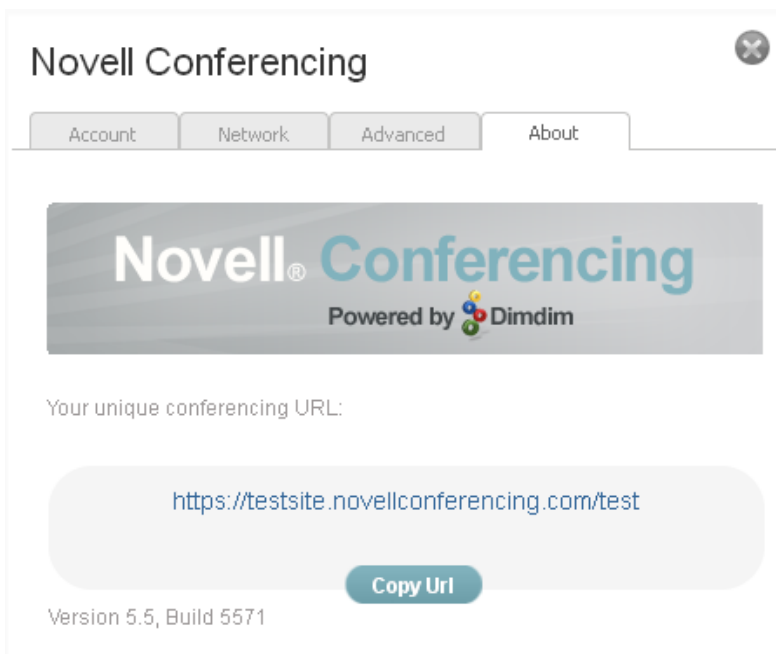
Make All Meetings Private: All myScreen sessions are converted into private sessions. Attendees must provide the private key in order to join the session.

Enable Copy to Clipboard Dialog: Copies the screen-sharing URL to the clipboard.

Quality Level: Setting the *Quality Level* to *Default* gives the best performance over a range of networks. If you set it to *High*, myScreen transmits at the maximum resolution, which uses a substantial amount of bandwidth.

7.9.4 About Tab

The *About* tab shows basic information about the currently installed release as well as the unique screen-sharing URL.



Securing Your Meetings

8

Novell Conferencing allows the host to secure meetings, so people cannot enter the meeting unless they have a meeting key. Hosts can also require people to identify themselves and wait in the lobby before allowing them access.

- ♦ [Section 8.1, “Making Your Meeting Private,” on page 113](#)
- ♦ [Section 8.2, “Securing Your Meeting Room,” on page 114](#)
- ♦ [Section 8.3, “Allowing Attendees to Join the Meeting from the Waiting Area Lobby,” on page 116](#)

8.1 Making Your Meeting Private

When a host makes a meeting private, it allows more control over who enters the meeting. Only attendees with the specific meeting key can enter the meeting.

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).
- 2 In the dashboard, click *Schedule Meeting*.
- 3 Specify the meeting name, agenda, start and end dates, start time, time zone, and the e-mail addresses of the people you want to invite to the meeting.
- 4 Specify a meeting key in the *Keys* field.

A meeting key can be any combination of numbers and letters that you desire to use. It is case sensitive.

The screenshot shows the 'Schedule Meeting' interface with the following details:

- Room Name:** default
- Meeting Name:** test
- Agenda:** Enter a meeting agenda
- Invitees:** Enter a list of emails separated by ';'
- Room URL:** https://testsite.novellconferen
- Repeat Option:** Once Only
- Start Date:** December 22, 2010
- End Date:** December 22, 2010
- Start Time:** 11:30 AM
- Timezone:** GMT-05:00 Eastern Time
- Meeting Length:** 2 Hours 0 Minutes
- Send eMail when meeting starts:**
- On Join:** Require eMail, Pre-registered email only
- Keys:** Meeting Key (highlighted with a red box)

8.2 Securing Your Meeting Room

The host can secure a meeting by requiring attendees to wait in an area called the “lobby” until the host decides that the attendees can enter the meeting.

- ♦ [Section 8.2.1, “Securing All Meetings,” on page 114](#)
- ♦ [Section 8.2.2, “Securing a Single Meeting,” on page 115](#)

8.2.1 Securing All Meetings

When the host enables the lobby in the Preferences dialog box, it is enabled for all meetings that he or she schedules.

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).
- 2 In the dashboard, click *Preferences*.
- 3 In the Preferences dialog box, click the *Features* tab.
- 4 In the *Features* tab page, under the *Advanced* section, the *Lobby* option displays the current setting of the feature. Make sure that *ON* is displayed.

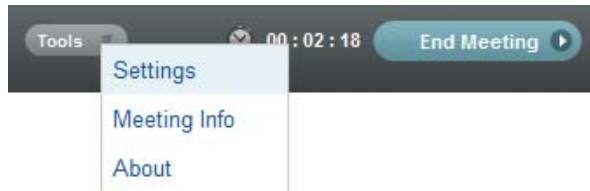
The screenshot shows the 'Preferences' dialog box with the 'Features' tab selected. Under the 'Advanced' section, the 'Lobby' option is set to 'ON' and is highlighted with a red rectangular box. Other options in the 'Advanced' section include 'Meeting Assistant' (OFF), 'Network' (Cable/DSL), 'Return URL' (http://www.novell.com/confere), 'Feedback Email' (conferencing_feedback@nov), 'Send Invites using' (Web Meeting selected), and 'Custom Button' (http://www.novell.com/confere) with a 'Label' of 'Conferencing'. The 'Save' button is located at the bottom right of the dialog box.

The *Lobby* option is a toggle switch that lets you restrict or allow access to the meeting room. If the switch displays ON, it means that your attendees must wait in the lobby until you allow them to enter the meeting room. If an attendee wants to join the meeting, you see a notification in the meeting console. See [Section 8.3, “Allowing Attendees to Join the Meeting from the Waiting Area Lobby,”](#) on page 116 for instructions on how to admit attendees to the meeting.

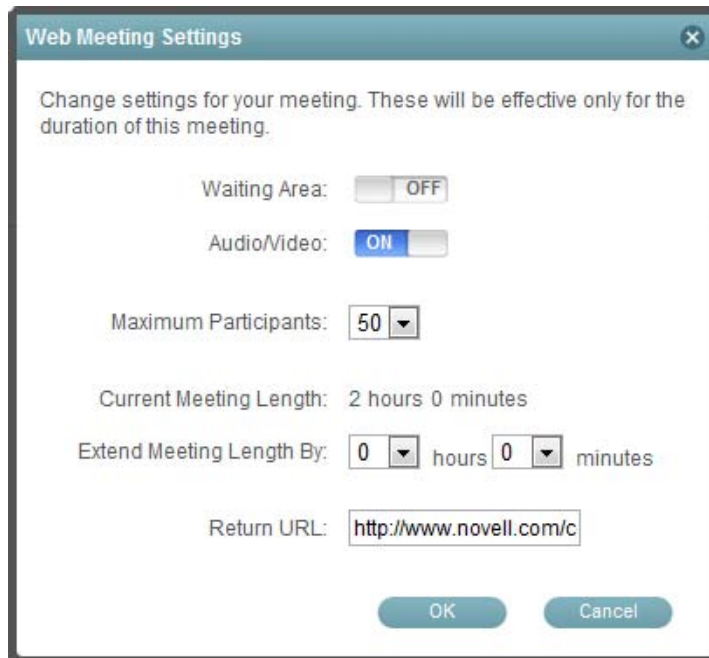
8.2.2 Securing a Single Meeting

The host can restrict attendees to the lobby after a meeting has started.

- 1 In a meeting that is in progress, click *Tools* > *Settings*.



- 2 Click *On* next to *Waiting Area*.



- 3 Click *OK*.

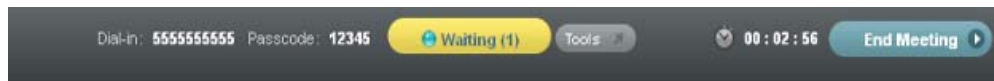
8.3 Allowing Attendees to Join the Meeting from the Waiting Area Lobby

The instructions in this section assume that the host has set up a waiting area lobby by switching on the *Lobby* field in the *Update Preferences* tab.

- 1 Start the meeting.

For information on how to start a meeting, see [Section 1.4.5, “Starting a Scheduled Meeting,” on page 15.](#)

- 2 Check the meeting console for notifications about attendees who want to join your meeting.



- 3 Click *Waiting*.

- 4 In the Waiting to Join dialog box, click the green button next to the attendee's name to accept the attendee into the meeting, or click the red button to deny access to the attendee.



Customizing Branding

9

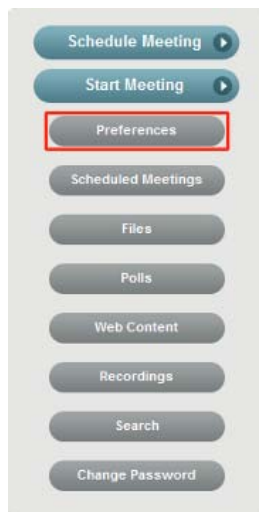
Novell Conferencing enables companies and users to customize the meeting name, the Web page that attendees see when they enter a meeting, and the logo on your personal dashboard.

- ♦ [Section 9.1, “Customizing the Logo,” on page 117](#)
- ♦ [Section 9.2, “Changing the Title of the Meeting,” on page 118](#)
- ♦ [Section 9.3, “Changing the Collaboration Space Web Page,” on page 120](#)

9.1 Customizing the Logo

As a user, you can replace the Novell Conferencing logo on the dashboard with your company or organization logo. The image must be 138 pixels by 58 pixels.

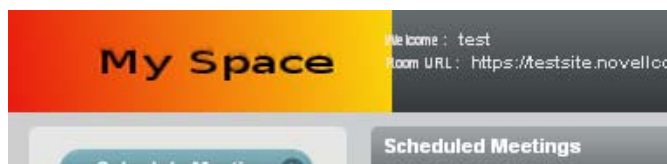
- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,” on page 11](#).
- 2 In the dashboard, click *Preferences*.



- 3 In the Preferences dialog box, select the *Personalization* tab.

The screenshot shows the 'Preferences' dialog box with the 'Personalization' tab selected. The 'Meeting Title' section is set to 'Novell Web Conferencing'. The 'Watermark' section is highlighted with a red box and contains instructions to upload a custom image (138x58 pixels) with 'Choose File', 'Apply', 'Preview', and 'Clear' buttons. The 'Collaboration Space Web Page' section has radio buttons for 'Enter the collaboration space URL' (selected) and 'Upload a .zip file', with a text input field containing 'http://www.novell.com/co' and 'Apply', 'Preview', and 'Clear' buttons. A 'Save' button is located at the bottom right.

- 4 Under the *Watermark* section, upload your image, click *Apply*, and click *Save*.

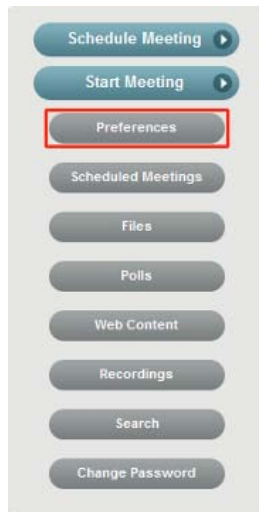


9.2 Changing the Title of the Meeting

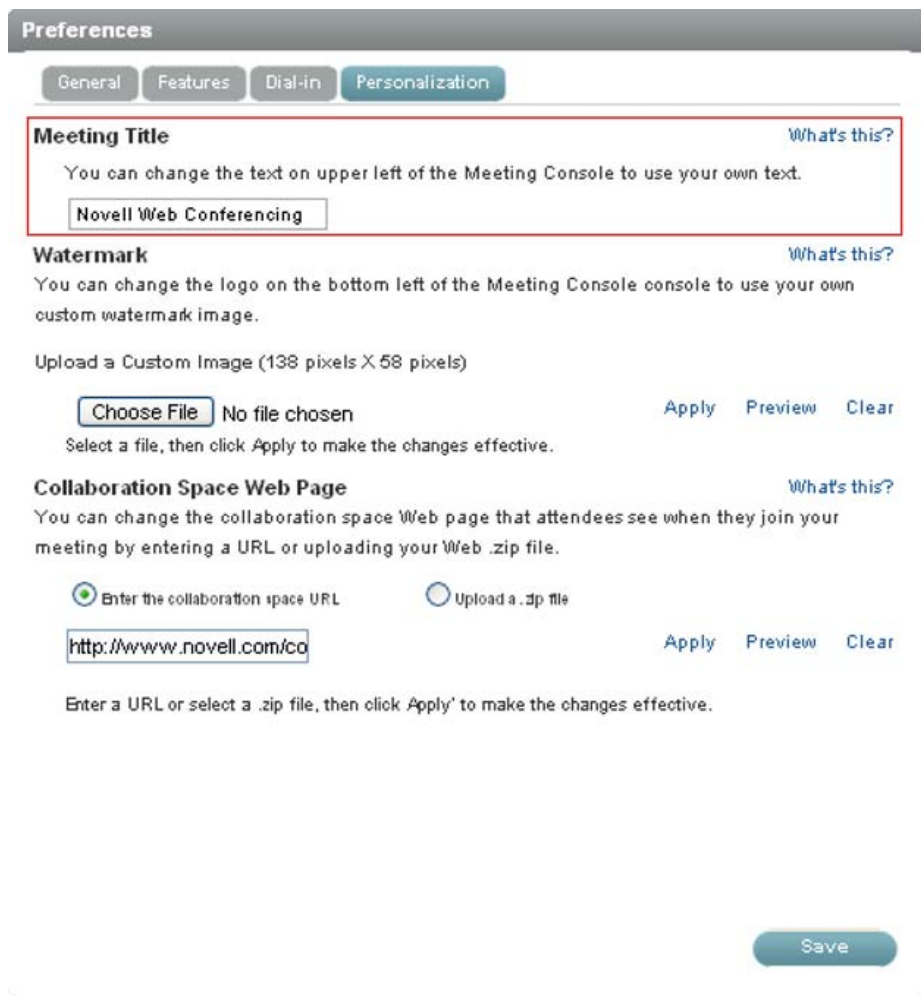
Users can change the title of the meeting that is displayed to all attendees. This setting applies for all of your meetings.

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, “Logging In,”](#) on page 11.

2 In the dashboard, click *Preferences*.



3 In the Preferences dialog box, select the *Personalization* tab.



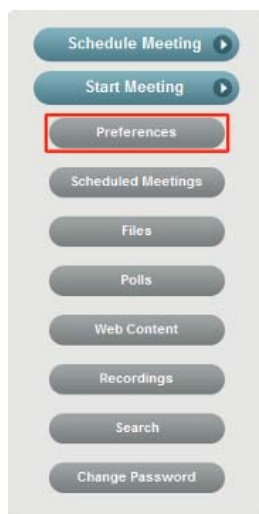
- 4 Under the *Meeting Title* section, specify the title of your meeting and click *Save*.



9.3 Changing the Collaboration Space Web Page

The host can replace the default Welcome to Novell Conferencing collaboration space Web page with his or her own Web page.

- 1 Log in to your Novell Conferencing account.
For information on how to log in, see [Section 1.3, "Logging In,"](#) on page 11.
- 2 In the dashboard, click *Preferences*.



- 3 In the *Preferences* dialog box, select the *Personalization* tab.

- 4 Under the *Collaboration Space Web Page* section, enter the URL or upload your Web file and click *Apply*.

Preferences

General Features Dial-in **Personalization**

Meeting Title [What's this?](#)
You can change the text on upper left of the Meeting Console to use your own text.

Watermark [What's this?](#)
You can change the logo on the bottom left of the Meeting Console console to use your own custom watermark image.
Upload a Custom Image (138 pixels X 58 pixels)
 No file chosen
Select a file, then click *Apply* to make the changes effective.

Collaboration Space Web Page [What's this?](#)
You can change the collaboration space Web page that attendees see when they join your meeting by entering a URL or uploading your Web .zip file.
 Enter the collaboration space URL Upload a .zip file

Enter a URL or select a .zip file, then click *Apply* to make the changes effective.

- 5 Click *Save*.

Integration

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Novell Messenger now has built-in integrations with Novell Conferencing. This allows you to instantly start a meeting with any of your contacts. For more information, see [“Using Novell Messenger with Novell Conferencing”](#) in the Novell Messenger user guide.

Novell GroupWise 8.0.2 now has built-in integrations with Novell Conferencing. This allows you to schedule GroupWise appointments and convert them into Novell Conferencing meetings. For more information, see [“Conferencing”](#) in the GroupWise user guide.

Novell Vibe OnPrem 3 now has built-in integrations with Novell Conferencing. This allows you to schedule GroupWise appointments and convert them into Novell Conferencing meetings. For more information, see [“Using Novell Conferencing with Novell Vibe”](#) in the Novell Vibe OnPrem 3 user guide.

