Novell
Conferencing

1.0

October 24, 2007

QUICK START

www.novell.com

Conferencing

This guide is intended to get you started on the Conferencing software component of Novell Teaming + Conferencing. The term “Conferencing” on this sheet applies to all versions of Conferencing unless otherwise noted. For more information about Conferencing features, refer to the Conferencing User Guide and Online Help.

Start the Conferencing Client:

In Linux and Windows, double-click the Conferencing desktop icon (placed on the desktop during install).

If you do not see the desktop icon, perform the following:

- In Windows, select the *Start* > *All Programs* > *Conferencing* > *Conferencing* menu item.
- In Linux, select *Computer*, click *More Applications*, and then select the Conferencing icon under *New Applications* or *Communicate*.

The Conferencing client appears and you are now ready to sign on.

Sign On:

1. Open your client.
2. In the *Screen Name* field, type your screen name or select it from the menu.
   - Your screen name is your unique registered username.
   - Screen names are how Conferencing and users recognize you.
   - Screen names are case sensitive and should not contain spaces.
   - Screen names should be alpha-numeric only and should not contain non-ASCII characters. (For example: bathgate222 or gbookworm is accepted, but bathgate 222 or gbook~worm is not accepted.)

   NOTE: After the your initial login, your screen name appears in the *Screen Name* menu.
3. In the *Password* field, type your password.

Novell®

4 Optional Settings:

- To sign on and join a meeting at the same time, type a meeting PIN or the meeting ID into the *Meeting Pin* field.
- To save your password, select the *Save Password* option. (If your administrator does not give you the right to use this option, it is not visible.)
- To sign on automatically when Conferencing starts, select the *Auto Sign On* option (recommended).
- To reconnect your client when there is no network connection present, select the *Keep Trying if No Connection* option (recommended).

5 Click *Sign On* to log in.

The Conferencing Main window appears with your meeting list.

Set Up Your Contact Information:

1 From the main window, select the *Options* > *Edit My Contact Info...* menu item.

The *Edit User* window appears.

2 Edit your personal information (see the Conferencing Online Help or Conferencing User Guide for detailed descriptions for these fields).

Add Your Buddies:

1 Select the *Contacts* > *Manage Contacts and Buddies* menu item.

2 Select one or more contacts from any group under the *Community Address Book* in the *Contact* Window (use the CTRL or SHIFT key to select multiple contacts). If you do not see the *Community Address Book*, your administrator did not give you permission to view it. Instead, use *Search* to locate potential buddies.

3 Right-click on one of the selected contacts and select the *Add to Personal Buddies* menu item. (You can view all your Personal Buddies under the *Personal Address Book*.)

Add a Non-Community User to Your Personal Buddy List:

1 Select the *Contacts* > *Manage Contacts and Buddies* menu item.

2 Right-click on the *Personal Address Book* and select the *Add Buddy By Screen Name...* menu item.

3 Type the contacts screen name into the dialog and click *OK*.

Edit a Contact's Information:

1 Select the *Contacts* > *Manage Contact and Buddies...* menu item.

2 In the Manage Contacts window, select the contact you want to edit.

3 Click *Edit*.

The *Edit User* window appears.

4 Edit the contacts information (see the Conferencing Online Help or Conferencing User Guide for detailed descriptions for these fields).

5 Click *OK*.

START AN INSTANT MEETING:

Start your Instant Meeting at the time you want to hold the meeting (has no pre-defined participants or scheduled starting time).

1. In the meeting list, select *My Meeting* under *My Instant Meeting*.
2. Click *Start*.

   The *Meeting Setup* window appears.
3. Add your contacts, see Add Meeting Invitees below.
4. Configure the meeting options (see the Conferencing Online Help or Conferencing User Guide for detailed descriptions of the Meeting Options).
5. Click *Start Meeting*.

JOIN A MEETING:

1. Select the meeting you want to join.
2. Click *Join*.

CREATE A NEW SCHEDULED MEETING:

A Scheduled Meeting is a meeting that can have pre-defined participants and an optional scheduled starting time. If you create a Scheduled Meeting with a schedule time, the time is placed in e-mail invitations that go out to meeting participants. You can start a Scheduled Meeting at any time, regardless of the time its scheduled.

NOTE: If you make an invitee a moderator to a Scheduled Meeting, the invitee becomes a persistent moderator who can start, but not edit, your Scheduled Meetings.

1. Click *Schedule New*. The *Meeting Setup* window appears.

   NOTE: The Meeting ID and Meeting PIN remain blank until the meeting is scheduled.
2. Add your contacts, see Add Meeting Invitees below.
3. Configure the meeting options (see the Conferencing Online Help or Conferencing User Guide for detailed descriptions of the Meeting Options).
4. Click *Schedule Meeting*.

5 If you selected e-mail notifications, a dialog appears for pre-sending meeting invitations:

- Select *Send Emails to All Meeting Invitees* to send invitations to everyone invited, even if they have previously received e-mail invitations.
- Select *Send Emails to New Invitees Only* to only send invitations to invitees you just added. With a new meeting, all invitees are new, so invitations go to everyone.
- Select *Do Not Send Emails* if you do not want any e-mail notifications sent.

ADD MEETING INVITEES:

To add contacts to a meeting, you have to open the *Select Contacts* window from the *Meeting Setup* window and add all the contacts and groups you want to invite to the meeting. You can also add someone who is not a contact from the *Meeting Setup* window, see Invite Someone Who is Not a Contact below.

1 From the *Meeting Setup* window, select *Show Contacts...*

2 In the *Select Contacts* window, select the contacts and groups you want to invite to your meeting (use the Ctrl + Shift keys to select multiple contacts and groups).

3 Click *Invite to Meeting*.

The *Select Contacts* window closes, and the contacts and groups you selected appear in the *Invitees* list of the *Meeting Setup* window.

INVITE SOMEONE WHO IS NOT A CONTACT:

1 From the *Meeting Setup* window, select *Invite New...*

A blank contact-information window appears.

2 Fill out the new contacts information (see *Editing a Contact's* Information).

3 Click *OK*.

The contact information window closes and the new contact appears in the Invitees list of the *Meeting Setup* window.

START A SCHEDULED MEETING:

1 Select one of your Scheduled Meetings or a meeting where you are a designated moderator.

2 Click *Start*. The *Meeting Setup* window appears.

3 Add any additional contacts you want to invite to the meeting.

4 If necessary, edit the meeting options (see the Conferencing Online Help or Conferencing User Guide for detailed descriptions of the Meeting Options).

5 Click *Start Meeting* at the bottom of the window.

Search the Community Meetings:

1 Click *Find...* in the *Meetings List* window. The *Meeting Search* window appears.

2 To save the search, click *Save As...*, type in a name for your search, and then click *OK*. (Saved searches appear in the *Search Name* drop-down list.)

3 Select a *Date Range*.

4 Select the *Search Criteria* for your search (you can select multiple options to narrow your search down). See the Conferencing Online Help or Conferencing User Guide for details on these criteria.

5 To configure the number of results you want to retrieve for this search, type a number into the Number of Results field (default is 100).

6 Click *Search Now*.

   The results for the search are displayed in a group under *Community Search Results*. If there are additional search results beyond the limit you specified, right-click on the search results group and select the *Find More* menu item.

Join a Meeting by Meeting ID or PIN:

The Meeting PIN is a personal identifier that the meeting server uses to represent a specific attendee in a specific meeting. The Meeting ID is a generic identifier that represents a specific meeting only (does not identify a specific attendee).

1 Select the *Meetings* > *Join by Meeting ID or PIN...* menu item.

   The *Join Meeting* dialog appears.

2 Type the *Meeting ID* or *PIN* number into the field in the *Join Meeting* dialog. Use the Meeting PIN to join meetings whenever possible so that the meeting server can identify you. You need to use the Meeting PIN to join any meeting where you plan to act as a moderator.

3 Click *OK*.

Share Your Desktop or an Application In a Meeting:

When you are in a meeting, you can share your desktop or an application with everyone in the meeting. You can also grant other participants remote control of your desktop or the shared application (see the next procedure).

- To share your desktop, select the *Sharing* > *Share Desktop* menu item.
- To share an application, select the *Sharing* > *Share Application* menu item, select an application from the *Share Applications* window, and then click *OK*.

The share session opens and everyone can view the shared desktop or application under the *Application Share* tab in the *Meeting* window. The *Share Control Panel* floats in the upper-right section of your window. To close the share session, click *Stop Sharing* in the *Share Control Panel*.

Grant Participants Remote Control:

1 Select one or more participants.

2 Select the *Participants* > *Grant Remote Control* menu item to grant the participants remote control rights over your share session (*[Remote Ctl]* appears next to the participants' names).

NOTE: A participant clicks in the share window to take remote control of the share session. If you click your mouse or hit a key on your keyboard you automatically take back control of the share session.