OpenMeetings 2.0

User's manual



Table of contents

1. Logging in – Creating a new account	1
2. Editing your profile	2
3. Contacts and messages	4
4. Search for users	5
5. Chat	5
6. Types of users	6
7. Rooms	6
7.1 Types of rooms	7
7.2 Entering a room 1	.0
7.3 Possible actions and available tools in a room1	.1
7.3.1 Users rights	.1
7.3.2 Whiteboard 1	.2
7.3.3 Uploading a document to the whiteboard1	.3
7.3.4 Downloading a document from the whiteboard1	.4
7.3.5 Screen sharing 1	.6
7.3.6 Session recording 1	.7
8. The calendar or how to set up a meeting	.8



1. Logging in – Creating a new account

Login			
Username or mai			
Password			
Domain	local DB [inter	nal]	÷
	Remember I	ogin	
Not a member?		🚹 Facebook	Sign in
Forgotten your pass	word?	visit UCLou	vain Web-Conferencing

Figure 1 – Login window

When you connect to the server, this is the first window that appears. This is where you enter your username and password if you already have an account in the system. Otherwise, provided that the administrator has enabled this button, you can register (see Figure 2) and create a new account. You can also log into the system using your Facebook ID, this also provided that the system administrator has enabled this feature.

Sign up		
First name		
Surname		
Username		
Password		
Re-enter password		
Email address		
Timezone	Etc/GMT+1 (France, Germany, Spain, Italy)	¢
Country	Switzerland	¢
Language	english	÷
	Register Cancel	

Figure 2 - Registration window

After entering your details, click the **Register** button to create your account. Depending on the parameters set by the administrator, you will receive an email containing a link you that you must click to confirm your registration.

Openmeetings allows the creation of user groups; it is possible for a user to be part of more than one group. In that case, when logging in, the user will see this window, asking him to choose the group in which he wants to log into for this session.

Login		
Your account is as choose one for this	signed to multiple userg s session.	roups. Please
Usergroup	Lobby	\$
Forgotten your pas	sword?	Enter visit UCLouvain Web-Conferencing

Figure 3 – Choice of usergroup



OpenMeetings OpenAure the Contention Home • Recordings •	Contacts and messages Profile Logout Report a bug
Hello User-01 Tunczone Bruchatt Unread messages () 	How to conference
👪 My rooms	Chat
My conference room (for 1-16 users) My webinar room (for 1-120 users)	loom in this section are created for personal usage. There are some standard rooms plus the ones that are created through the calendar and have a start and an end date. The rooms created via behaviour and use is they are valid. Contract Comment Com

Figure 4 – Welcome window

This is the home window of OpenMeetings; it consists of several elements that we are going to review...

2. Editing your profile

The first thing to do after connecting for the first time to the system is to edit your profile to complete it. You can do this by clicking on the '*Edit your profile*' link top left of the screen.

OpenMe Open-Source Web-Conf	etings		Con	tacts and messages Profile Logout Report a bug
Home 👻 Record	ings 👻 Rooms 👻			
My Profile		Contacts and messages	Edit settings	Search users
?	Name <u>User-01</u> Timezone Etc/GMT (Europe/London) Member since 22.06.2012			
Fields of interest				
My offerings				
My interests				
Contact information				
Address & Phone	ted Kingdom of Great Britain and Northern Irela	b		

Figure 5 – My profile window

The profile window shows your profile as it is for the moment. It also has three other tabs 'Contacts and messages', 'Edit settings' and 'Search Users'. This page can also be accessed via the link 'Profile' at the top right of the window anywhere in the system.



Let's first see the 'Edit settings' tab.

OpenM	leetings			Contacts and messages Profile Logout Report a bug
Home + Re	cordings - Rooms -			
My Profile		Contacts and messages	Edit settings	Search users
😑 🐲				
User details				
Password				
Re-enter password				
Title/first name	Mr	Upload new image		
Last name	User-01			
Timezone	Etc/GMT (Iceland, United Kingdom, Irelanc	Do not show audio/video test before entering a conference more display options		
Language	english \$	Community settings		
Email address		Show contact data to everybody		
Phone		 Show contact data to contacts only Show contact data to nobody 		
Birthday	22.06.2012	Add fields of interest that you offer or that you are searching		
Street/No		to find interesting partners for a conference. Comma separate the terms (for example: Medical Service, Health assurance,)		
Post code/Town		My offerings		
Country	United Kingdom of Great Britain and Northe	ny orienigs		
Address				
		My interests		
Usergroup	Group-01			
obergroup	Gloup-OI			

Figure 6 – Edit profile settings window

This is where you can complete your details and indicate whether you wish this information to be visible or invisible to other users of the system. You can also change your password in this screen.

By clicking on 'Upload New Image', a new window allows you to import an image from your computer. (Click on 'Select File', select the desired file on your computer and click 'Start upload')



That image will be displayed in your profile, in the chat room and in the conference room if you do not use a camera.

As its name says, the button *'more display options'* opens a window that allows you to enable or disable certain options that do not require further explanation here.

Б	dit setup X
-	Do you want to empty the whiteboard before a new picture is added?
	Confirm request to empty the whiteboard
	Confirm before loading a file
	Do not show info box in Remote Control about copy and paste
	Do not show update profile message again
	OK Cancel
	OK Cancel

When you enter a conference room, a self-test window is displayed. Here you can disable this window so it does not appear in the future anymore.

Do not show audio/video test before entering a conference

When you're finished completing your information, click the disk icon 📄 in the top left of the window to save your changes.

3. <u>Contacts and messages</u>

The 'Contacts and messages' tab of your profile window can also be accessed via the 'Contacts and messages' link at the top right of the window anywhere in the system.

OpenMee	etings			Contacts and messages	Profile Logout	Report a bug
Home 👻 Recordi	ngs 👻 Rooms 👻					
My Profile		Contacts and messages	Edit settings	Search users		
New mail	Messages (0)				Pending contacts (0) Contacts and messages ((a)
🐣 Inbox 🐼 Sent	Messages 1 - 0 von 0	Subject		100 ↓ ► M Send ▲	Name	Actions
🛂 Trash						
🔁 Add folder						
	Actions 1 Delete	Mark read Mark unread Move to folder \$				
	From To:					
	Subject:					

Figure 7 - Contacts and messages window

Here is your message board (we will not go into details here) and a list of your contacts. To see a contact in your list, you must first ask the user to approve you as a contact. At the right of this window is the list of contacts on hold, i.e. the list of persons wishing to have you as a contact and that you have not yet approved. This is where you can approve or refuse people as contacts.

4. Search users

The third tab of your profile page is the 'Search users' tab. This is where you can search for registered users in the system by entering free text or on the basis of interests that users have indicated in their profile page. When you find a user, you can, by clicking on the icons in the 'Actions' column, see his profile, send him a message or add him to your contact list. As explained above, adding a user to your contact list does not actually add him, a message is sent telling him you want to add him to your contact list, and he is then free to accept or refuse. Only if he agrees will his name effectively be added to your contact list.

OpenM	eetings					Contacts and messages Prof	ile Logout	Report a bug
Home 👻 Reco	rdings 🔹 Rooms 👻							
My Profile			Contacts and messages	Edit settings		Search users		
Free text	Search result 1 - 1 von 1						100	
	Name	Timezone	Offers		Searchs			Actions
User offers	Mr User-01 [User]	Etc/GMT (Europe/London)						2 52 🗣
User looks for								
Search								

Figure 8 – Search users window

5. <u>Chat</u>

OpenMeetings	Contacts and messages Profile	I Logout I Report a bug
Home • Recordings • Rooms •		
Internet Notes Notes	Now to conference Pross start Conference Conference	START Calendar
👹 My rooms	Chat	
Right to left		Send

Figure 9 – Chat window

Your homepage also has a 'Chat' tab which requires no further explanation.



Let's go back to your home page (see figure 4), you'll maybe see a 'My rooms' tab.

🐝 My rooms	
My conference room (for 1-16 users)	
*	Enter
My webinar room (for 1-120 users)	
2	Enter

These are rooms created automatically when creating the account. This option can be disabled by the site administrator; in that case, you will not see this tab.

6. <u>Types of users</u>

There are three types of users. The first is the administrator, the person who manages and configures the system (general parameters, the rooms, users, etc.). He has the right to do anything anywhere in the system. The second type is the simple user, he can access different page, he may enter a room and interact according to the rights granted to him and dependent on the type of room in which he is (see point 7). Finally, there are the moderators. Moderators are power users, they are usually (but not necessarily) the ones who are the organizers of conferences. They have the right to do everything in a room and have the ability to give the rights to interact to other users in the room. They can also give the moderator status to a regular user of the room. We will see that later in the manual.

7. <u>Rooms</u>

On your homepage, you have two options to join a conference room. Either you click on the start button, or you go to the '*Rooms*' menu at the top left of the window.

	Home 👻	Recordings 👻	Rooms 👻	
			Rooms Choose and start a web-conference	
				Contacts and messages Profile Logout Report a bug
Home + Recordings + Rooms +				
🍓 Public rooms		We Private rooms	👹 My rooms	
Public rooms are accessible for all users				
public Audience Room	Click of	n a room to get the room details		
	Enter Room			
public Conference Room				
	Enter			
public Interview Room	Users i	n this room		
Users : 0 / 16 🤹	Enter			
public Restricted Room				
Users : 0 / 100 🤣	Enter			
public Video And Whiteboard Room				
Users : 0 / 16 🤹	Enter			
public Video Only Room				
Users : 0 / 16 🤹	Enter			

Figure 10 – Rooms window

As you can see, a list of rooms already exists, they are automatically created by installing OpenMeetings and only if the administrator decides it. Maybe the list on your system will not be exactly the same as the picture shown above. There is a second tab '*Private room*' which, as its name says, displays all the private rooms. As explained above, it is possible that, as a user, you are part of a usergroup and in this case, you will only see the list of private rooms of your usergroup.

7.1 Types of rooms

There are several types of rooms:

A conference room is a room where everyone shares his camera and microphone and has access to the whiteboard and can manage files. The session recording records the whole screen.

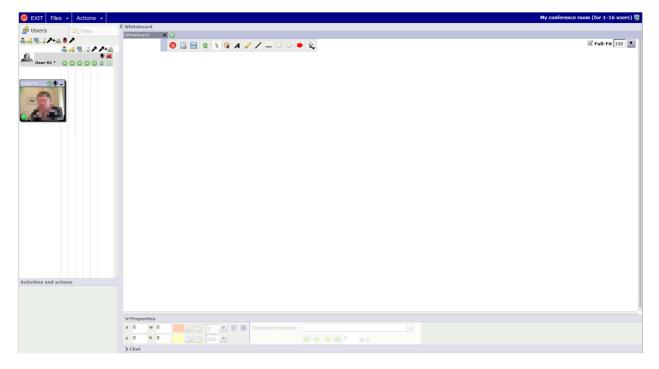


Figure 11 – Conference room



A restricted room is a room where only the moderator can speak, use the whiteboard or upload files. The moderator also has the ability to mute/unmute a user microphone, grant/deny the right to the user to interact with the whiteboard or share his screen. By default it is a room that can hold more participants because there is a restriction on the use of resources.

By default the user, only has access to a pointer (equivalent to raising your hand in a classroom). The session recording records the whole screen.



Figure 12 – Restricted room



An interview room is a room where only two users can share video and audio (there may be more than two users in the room and the moderator will then enable or disable the cameras and microphones as he wants) and in which there is no whiteboard, 'Actions' menu or screen sharing possibility. The session recording only records video and audio.



Figure 13 – Interview room

The video and whiteboard room and video only room are rooms in which the video is enabled by default when you enter.

7.2 Entering a room

To join a conference in a room, click the **Enter** button next to the desired room in the list of public or private rooms.

When done, a window will appear. This is where you decide whether you will use audio and video, audio only or video only by choosing the corresponding option in the first drop down menu. The two dropdown menus below allow you to choose your camera and your microphone and you can test them before entering the room.

To do this, choose your camera and microphone in the two drop down lists and click the **Start recording test** button which will record a few seconds. You can then check whether recording went well and so if your hardware is working properly.

The last menu allows you to choose the resolution of the camera. The choice of the camera resolution is particularly important because it will influence the transmission quality

When you are ready or if you do not want to test your hardware, simply click on the start conference button to enter the room. If you no longer want this window to appear, you can disable it in your profile (see page 3 of this manual) or check the Do not ask again box.

Choose device			
se audio or video setup before you ien replay your recording to check			/ seconds. You ca
Choose published devices			
Audio and video	\$		
Choose webcam			
QuickCam Orbit/Sphere AF	¢		
Choose micro			
Microphone (Orbit/Sphere AF)	\$		
Cam resolution			
120x90 [4:3 (~20 KByte/sec)]	\$		
Start record	ing test		
<u></u>		Level-meter	
			PLAY
You may proceed without test Participants without audio or desktop or write chat message	video can still us	plan to publish your se the whiteboard, sh	voice or picture are their
		Sta	rt conference
Do not ask again			
in bo not ant again			

Figure 14 – Choose and test your hardware window

The higher the resolution you choose, the more bandwidth will be required and therefore the session will be resource-intensive. The choice of the resolution depends on several factors like the quality of your connection, the quality and power of the server, the number of people in the room and the quality of their connections and the resolution of their cameras. You must therefore try to find a compromise on the video size and quality of transmission. Some tests will help you quickly get a sense of the resolution to choose.



When you enter for the first time in a room you will see a small warning window of Adobe Flash Player. This window requests the permission for Openmeetings to use your camera and your microphone. You should of course say yes, otherwise you will not see or hear anyone in the room.



7.3 Possible actions and available tools in a room

7.3.1 User rights

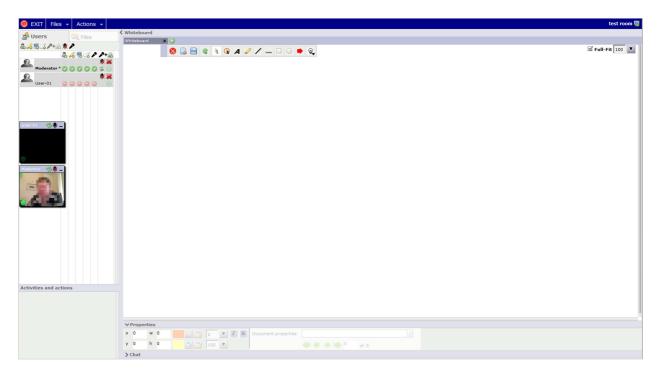


Figure 15 – Tools for the moderator

On the left side of the window is the list of users in the room, the video pods and the icons to give or remove permissions to a user.



The first row of icons below the 'Users' tab concerns you. The first four are enabled by default because you are the moderator of the room, let review them. The first icon $\textcircled{3}{3}$ indicates that you are a moderator, the second one \swarrow indicates that you have access to the whiteboard, the third one $\textcircled{3}{3}$ that you can share/record your screen and the fourth one $\Huge{3}{3}$ indicates that you have the right to remote control during a screen sharing.

If, when you enter the room you do not see your own video, click the fifth icon, \checkmark it allows you to share your camera, this will open the 'Choose device' window (see page 10). The sixth icon Ψ allows you to mute or unmute your microphone and the seventh and final icon \checkmark allows you to get the exclusive audio, i.e. it mutes the microphones of all other participants. This can also be done by clicking in the middle of any video pod or by pressing the F12 key (by default).

Under these icons is the list of participants in the room, including you. To the right of your name, in each column, you can see an icon indicating what you are allowed to do, \bigcirc (in theory everything since you are a moderator). In the last column you can see an icon shaped like a double arrow, \Leftrightarrow it allows you to restart your camera or change your audio or video by opening the window of choice for the device (see page 10). You find the same icon next to your name in your video pod where it has the same function, and next to the name of each participant in different video pods, where it will synchronize audio and video with the corresponding participant.

Next to the name of each participant, you should see, by default, a series of icons representing an interdiction sign, \bigcirc this means that the user does not have the right to do certain things. It is you who give him such rights by clicking on its icon. So if you click the first \bigcirc icon, you'll give the user the moderator status (use with care because it means he can do anything, even kick you out of the room). You can give him the right to access the whiteboard, \swarrow the right to share his screen, \blacksquare remote control \circlearrowright or the right to give the exclusive audio. Ψ Finally, you can also see an icon shaped like a cross, \cong with wich you can eject the user and close his session.

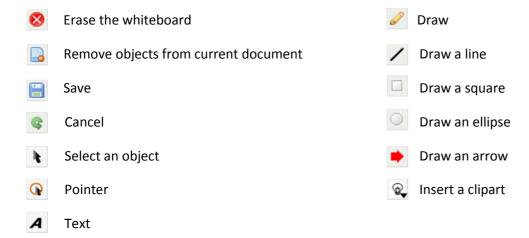
7.3.2 Whiteboard

A big part of the room window is occupied by the whiteboard. The whiteboard is a space where you can write, draw, point or place documents.

Next to the word 'Whiteboard' you can see a green cross, 🕀 It allows you to add a second whiteboard (or more). Below is the whiteboard tool bar.



You can move this bar by clicking in the shaded area to the left of the bar and moving the mouse while holding the button down. The icons in the toolbar are quite self-explaining, here is a brief description.





At the bottom of the main window, there is a 'Chat' tab and a 'Properties' tab in which you can modify some parameters of the text or objects created using the tools on the toolbar, such as changing the text color or line color, change the fill color of a

~	Proper	ties					
×	0	w	0	2	$\mathbf{\nabla}$	I	В
у	0	h	0	100	$\mathbf{\nabla}$		
> (Chat						

shape or change the size of a text amongst other things.

In the upper right corner of the window is the zoom, you can adjust it to your 🗹 Full-Fit 100 🔻 liking, knowing that if you scroll vertically with the mouse wheel, it will also affect the display of other participants. The checkbox 'Full-Fit', if enabled, adjusts the content of the whiteboard for all users independently of their screen resolution.

7.3.3 Uploading a document on the whiteboard

One of the great interests of the whiteboard is the possibility to upload and show documents on it, different formats accepted are:

.bmp, .doc, .docx, .dpx, .exr, .gif, .ico, .jpg, .jpeg, .odp, .ods, .odt, .pcd, .pcds, .pdf, .png, .ppt, .pptx, .ps, .p sd, .rtf, .svg, .sxc, .sxi, .sxw, .tga, .tiff, .ttf, .txt, .wpd, .wpg, .xcf, .xls, .xlsx

To do this you have two options, the first is to click on the 'Files' tab next to the 'Users' tab. There you

💣 Users	🖳 Files	
0 🕞 🕏		⑪
▼ 🏡 My files (home	drive)	
▼ 👩 Room files (pub	olic drive)	

can decide where you want to place your file, if you drop it in 'My Files' folder, it can not be downloaded by other users. If you put the file in 'Room files', the other participants will be able to download it by double clicking on the version they

want as long as the moderator gave them the right to access the whiteboard. Indeed, when you drop a file, it is automatically converted to a .pdf file. It is therefore possible to download the original file or the converted version. You can create subfolders by clicking the 'Add Folder' icon 📴 to submit your file, click the green cross 💿 icon.

The second way is to click in the menu on the 'Files' tab and then on 'File upload', with this method, the file will be automatically placed in the 'Room files' folder and therefore accessible to other users if they have the right to access the whiteboard.





The next step is to select the desired file on your computer and click 'Start upload', the file will be imported into the system and converted to a .pdf file. You can also load the file directly to the whiteboard, or not, if you wish to prepare the various files for a future presentation. If you uncheck this box, your file will be placed on the system under the 'Files' menu and converted, you can then later drag and drop

the files to the whiteboard when you need them.



0 EXIT Files • Actions •		test room 🖳
	K Whiteboard	
🝰 Users 🔤 🖓 Files	Whiteboard X 🛞	
Image: Second		🗖 Full-Fit 99 💌
Openmeetings - User's manual.docx	1. Logging in - Creating a new account	
2	Figure 1 and the series Figure 1 and the series Figure 1 and the series Series 1 and the series	
	The additional field file backnown, super care register (per figure 2) and civita a new account. You can also be the system and input field field the figure 2) and civita a new account. You can also be the system administration has enabled that the second field fi	
	After entering your information, cick the final states your account. Accounting to the parameters act by the administrator, you will recover an email containing a link you that you must cick to contin your registration.	
Home drive size 0 MBvtes		
Public drive size 0 MBytes	s group in which he wants to login for this session.	
Activities and actions		
	V Properties	
	x 0 w 595 2 v 7 / B Document properties Openmeetings - User's manual.docx 5	
	y 0 h 842	
	>chat	

Figure 16 – Uploaded document

Here you see the uploaded file on the whiteboard, in case you have unchecked the box 'Load directly to the whiteboard', you can put the file on the whiteboard by selecting your file on the left and drag it on the whiteboard by holding the mouse button.

You can see at the bottom center of the window a set of icons to help you navigate in your document.



7.3.4 Downloading a document from the whiteboard

As mentioned earlier in section 7.3.3, if you load a document in the 'Room files' folder, it can be downloaded by other participants of the room if they have received the right to access the whiteboard.

To download a file, either double click the desired file name on the left side or click the icon

In the new window, you have two icons, the first one 🛃 allows	you to
retrieve the document in its original form, the second one \square	allows
you to retrieve the .pdf converted document.	

You can also view the different pages of the document, this is another way to navigate through your presentation, but unlike the set of icons above, here you have the opportunity to select a specific page with a single click.





In the main window of the room, under the user list on the left side is a small space called 'Activities and

actions'; this is where the different messages and user requests will appear. If a user requests something, such as the right to access the whiteboard, a message will appear here and the moderator will have the ability to accept or refuse it he request.

Activities and actions	
User-01 [User] would like to draw on whiteboard [15:18:04]	×

In the menu of the conference room is the 'Actions' tab; there are several options that we will go over rapidly.

Firstly, you can send an invitation to another person. This possibility is only accessible to moderators, not to regular users.

Send invitation	×
Recipient	
Subject	Invitation to OpenMeetings
Message	
Password protect	ted
Validity period	Endless Period One time
Valid from	29.06.2012 💼 15:29
Valid to	30.06.2012 🛅 15:29
	Etc/GMT+1 (France, Germany, Spain, Italy] ‡
Language	english
	Send Cancel

Simply fill out the fields, you can protect the room with a password and set a validity period.

; •	Actions 👻					
	Send invitation Send an email with a direct link to this room					
	Share/record screen Open new dialog with sharing settings					
1	Apply to be moderator An existing moderator must approve it					
1	Apply for whiteboard access Error Missing [0]					
	Apply for audio/video access Ask moderator to share your webcam/micro					
	Create a poll Gather feedback by creating a poll					
	Poll results Past and current poll results as charts					
	Vote Vote if there is a poll for this conference room					
	Edit default settings Change your whiteboard settings					

The options to share or record your screen are described in sections 7.3.5 and 7.3.6

The following three options are available for normal users only and allow them to ask for the moderation status, ask to access the whiteboard or ask to share their audio/video. They have the same functionality as the icons seen earlier in section 7.3.1.

The next option allows you to create a simple survey. Simply enter a name, the question, and choose the type of poll, limited to two '*Yes/No*' or '*numeric from 1 to 10*'.

Each user will receive an invitation to vote.

new poll	×
A new poll fo	r the conference
Poll name	
Question	
Type of poll	Yes/No 💲
Each connected	d user receives a message with the new poll
	Create Cancel

new poll		×
moderator wan	is to know	
Do you like cho	colate?	
Your response	Yes	
	O No	
	Vote	Cancel

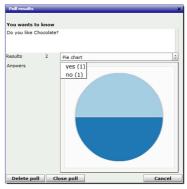
If you want to vote yourself, you can do so by choosing the 'Vote' option in the 'Actions' menu above.



You can then see the results of the survey by going in the 'Actions' menu and by selecting 'Poll results'.

You will see the answers and the results in a form of pie chart or simple bar graphic.

You also have the 'Close poll' button which allows you to close the survey so that nobody can vote anymore.



The last two options are a SIP dialer for one, (this allows you to call a telephone number connected in a SIP environment. This option is only visible if the SIP option has been enabled by the administrator) and '*Edit setup*' for the other.



Edit setup
Do you want to empty the whiteboard before a new picture is added?
Confirm request to empty the whiteboard
Confirm before loading a file
Do not show info box in Remote Control about copy and paste
Do not show update profile message again
OK Consel
OK Cancel

7.3.5 Screen sharing

In the upper right corner of the main window of the room is the icon 🔜 with which you can start a screen sharing. Screen sharing allows you to show your screen or part of it to the other users of the room. In the window that appears, you can, using the double blue arrows $\triangleleft \triangleright$ define the area you want to share, and you can also set the quality of sharing.

🕌 Desktop sharer	
Click Start to publish your screen	× Close
Select your screen area:	
CO01050	X-Offset
	Y-Offset 0
	Width: 1.680
	Height: 1.050
	Quality of the screen share:
	High quality 💌
Recording Publish You may record and share your screen a see your screen just hit the start button of the star	
Start recording	Stop recording

When you click the <u>start sharing</u> button, a message appears on the screens of other participants allowing them to accept or refuse to see the sharing.

New screen sharing U	ser-01 X
The user User-01 was screen. Do you want t	
View screen	Close

During a screen sharing you can take control of the PC that is sharing the screen if you are a moderator or the moderator gave you the right to access the whiteboard & and the right to remote control.



You also have the possibility to stream your live screen to a third party live video website.

To do this, start sharing your screen, then click the 'Publish' tab and fill the required settings according to the third party website to which you want to stream. Finally, click on the button 'Start Publish'.

Pause sharing		×	Close
Select your screen area:			
1680:1050 🥏		X-Offset	0
		Y-Offset	0 *
4	•	Width:	1.680
		Height:	1.050
▼		Quality of the scree	en share:
		High quality	-
Recording Publish			
Fill these settings stream your	r screen d	ata to 3th party provid	lers like justin.tv
Host Put	olish App	Publish	Id

7.3.6 Session recording

This window also allows you to start recording the session by clicking the start recording button. It will record everything that happens on the whiteboard as well as video and audio.

At the end of the session, when you leave the room, you can view and retrieve your recording, to do so click the 'Recordings' tab in the menu on your main page.

	Home - Recordings - Rooms -
	Recordings Watch recording and interviews
OpenMeetings Conf.Sure Wet-Caterony Home • Recordings • Rooms	
₩ Wy recordings	
Home drive size 0 MByth Public drive size 0 MByth VInfo Shift (in ms).eft 0 Right 0 Loudness Left 0 Right 0 # (Name Length Date Room	Construct R Construct R Construction Construct R Construction Construct R Construction Construct R Construction Construct R Construction



User's manual

This is the window where you can view and retrieve your recordings. By default, when you record a session, the recording is saved in the '*My recordings*' folder which is not accessible to other users. If you want to share your recording you can move it in the '*Public recordings*' by clicking the desired recording

▼ A My recordings
 ■ Recording 02.07.2012 10:28:43
 ▼ Public recordings

OpenMeetings

and dragging it in the '*Public recordings*' folder. (Be warned that this means that any user will have access to the recording, even someone who was not in the room with you.)

In the main window you can see the video and below it, you see the recording timeline. The green line indicates the microphone is on, you see also the recording length and a 'Play' \ge and' Stop' = icon.

On the left side of the window you have some information about the recording such as the length or size, as well as two buttons that allow you to download the recording in .avi or. flv formats.

Same as with files, you can delete the recording when you no longer need it. To do this you simply select it and drag it into the trash bin.

8. The calendar or how to set up a meeting

Home
Recordings
Rooms
In the 'Home' tab of the menu on your main page is the option 'Calendar', this will open the calendar window where you will be able to schedule meetings and invite participants.

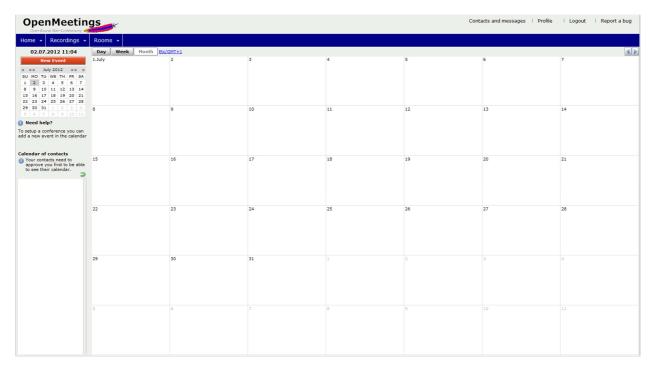


Figure 18 - The calendar



Like any calendar, you can change the view by clicking the '*Day*', '*Week*' or '*Month*' buttons. Top right, two arrows

To schedule a new meeting, you simply click on the desired date in the center of the window or select the date in the calendar at the top left and click on the '*New Event*' button. Enter a name for the event, set the start time and end time, select the reminder mode (none, iCal or simple email), choose the type of room desired and a password if it should be password protected. Then you can add attendees: you can either choose them from the list of known users (registered in the system) and or add external protected participants (you must then provide their names and emails).

Title	New Event						
	01.07.2012		Start	11:00	End	12:00	
Notification 1	ty						1
Room type	conference	(1-25 u	isers)				1
Password	protected						
Password							
different pa	alendar event, asswords every ork once send!	partic	room! T ipent rec	hat mean eives a n	s if you s ew link ti	ave the event multi hat has a different pi	ple times but with assword. But old
Location							
Location Comment							

Do not forget to add a little comment that will accompany the invitation and explain the purpose of the meeting. By clicking on the 'Save' button, an e-mail is sent to each participant with a direct link to the room. That link will be valid only during the defined time. Participants will not be able to enter the room before the time.