

The ICC enables the Event Administrator to quickly and easily create standalone iMeeting, iMentoring, iClass, iSeminar, iCast and On Demand Events. These Events can also be edited and deleted. This Quick Start Card does NOT include information on Meeting Rooms.

Creating an ICC Event

To initiate an ICC Event:

- 1 Click **iMentoring, iClass, iSeminar, iCast** or **On Demand** on the Navigation bar.

Note: For full details about creating an iMeeting, see the 'iMeeting Events' Quick Start Card. To create an iClass Course, see the 'Managing iClass Courses' Quick Start Card.

- 2 Click **New**. In the Catalog display area, a new page is displayed with five tabs to define the Event.

In the **General Description** tab, specify:

- **Event Name:** Name of the Event (mandatory).
- **Comments/Agenda:** Enter a description of the Event or any other relevant comments.
- **Date:** Date for the Event. Default is today's date.
- **Time:** Time (hh/mm/AM or PM). Default is the current time. (Not applicable to On Demand Events)
- **Event Length:** Length in minutes (mandatory). Default is 60 minutes.
- **Department:** Choose a department in your organization (posts the Event to the department portal).

In the **Participants** tab, specify Participants as follows:

- i Click **Communications Center Users** (to select from all registered ICC users) **OR**
Click **Address Book Users** (to select users from your personal ICC address book).
- ii Search for, or invite directly, the relevant Participants. All selected users are displayed in the *Selected* box.
Note: Click **Add New...** to define a new Participant to be added to your personal address book. To remove a user from the *Selected* box, select the user and click **Remove**.
- iii Select Co-Moderators from the list box. Use **Ctrl** or **Shift** keys to select more than one.
Note: Moderators and Co-Moderators cannot be selected for an On Demand Event.

- iv Select the **Send Email to Participants** checkbox to send an email notifying each Participant (and Moderator) selected for the Event.

In the **Audio** tab, define how you want Participants to speak and listen in the Event. For example, if you select **Use Interwise Audio Conferencing**, you can determine that all Participants use a microphone and speakers/headset OR a telephone only (according to how the Communications Center has been configured).

In the **Materials** tab select one of the following:

- **Use Materials already in ICC:** Select this option button to use materials that have already been uploaded to the ICC. From the dropdown list, select the relevant Event Materials.
- **Upload files from your computer:** Enables lower section of **Materials** tab, where you can upload files from your computer to the ICC. Click **Browse** to locate the file, and then click **Upload File**. For On Demand Events, this option to upload files from your computer is disabled.

In the **Options** tab define the Event options:

- **Record on the Server:** Makes a recording of the Event available for future use.
- **Publish Recording to Participants:** Enables Participants to view the recording at a later date (only enabled if 'Record on the Server' is selected).
- **Allow Participants to Record Locally:** Enables Participants to record the Event on their computers.
- **Allow Participants to use Video:** Enables video conferencing to be used during the iMeeting. This option is only relevant to iMeeting Events.
- **Only users who are invited or registered in advance can enter the Event:** Select the checkbox to restrict access to only those users registered/invited in advance. Otherwise, clear the checkbox to allow all users to access the Event (for example, during the Event, Participants can use the 'Invite Others' feature).
- **Allow users to register for the Event in advance:** Enables users to pre-register to Events.
- **Publish in Department Portal:** Select to publish the Event in the selected department's Portal.
- **Participant Application Type:** Define the default application type for the Event (from **Participant Application, Java Participant, or Ask Participant**).
- **Protect communication with encryption:** Select **No** (standard Interwise security) or **Yes** (with SSL - Secure Sockets Layer).

Note: Some of the above options may not be displayed in your ICC (according to the settings defined by the System Manager).

- 3 Click **Start Event Now** or **Schedule Event** (this button is displayed if the Event is scheduled for the future) to post the Event to the ICC.

Note: To modify an Event, in the ICC Catalog click the Event name link. In the displayed *Event Details* window, click **Edit** and modify the five tabs as required (see above).

To delete an Event, click **Edit** in the *Event Details* window, and then click **Delete Event**. In the confirmation window, click **Yes**. Events that have already occurred cannot be deleted.