

iMeetings provide ICC users with a One-Click option to create online, interactive meetings. Control can be passed to each Participant, enabling each to speak and upload content and/or materials.

Joining an iMeeting

You can join an iMeeting in one of five ways:

- In the ICC Catalog, click the **Enter** link for the relevant Event, OR
- Click the Event link in the relevant Email (sent by the Event initiator), OR
- Click the **JOIN iMeeting** button, enter the Event ID (sent by the Event initiator) and click **Enter iMeeting**, OR
- Click **iMeeting>Join** from the Navigation bar, enter the relevant Event ID and click **Enter iMeeting**, OR
- Click the link in your Outlook calendar.

This automatically opens the Interwise application set for the Event (Participant application or Java Participant). When the Event initiator has joined the iMeeting, **Meeting in Progress** is displayed in the Status Panel.

Note: Upon accessing the Event, a Getting Started page is displayed on the Whiteboard (if the Event is configured to allow the use of telephones, you may first have to select an audio device with which to listen and speak during the Event). This page provides basic tips and tricks, and instructions in how to invite others to the iMeeting.

Creating an iMeeting

Any registered ICC user can create an iMeeting.

To create an instant iMeeting:

From the Navigation bar, click **CREATE iMeeting** - an iMeeting Event is immediately created. The Event ID, which is displayed in the Catalog, can then be forwarded to others.


Note: This option is only available if the ICC has been configured accordingly. By default the **CREATE iMeeting** button is replaced by the **ENTER My Room** button, which enables access to your own personal Meeting Room.

To create a scheduled iMeeting:

- 1 From the Navigation bar, click **iMeeting>New**.
- 2 In the **General Information** tab, define general details such as the Event name and scheduled time and date.
- 3 In the **Participants** tab, select the relevant Participants (whether registered ICC users or external users).
- 4 In the **Audio** tab, define how the Participants can speak and listen in the Event.
- 5 In the **Materials** tab, select Event Materials to be used during the Event.
- 6 In the **Options** tab, define additional Event options, such as allowing Participants to record the Event.
- 7 Click **Schedule Event** to post the Event to the ICC Catalog.

To create an iMeeting in Outlook:

In order to create an iMeeting in Outlook you must first install the Outlook AddIn.

- 1 From the Outlook toolbar, click  **New Interwise Event**.
- 2 From the *ICC URL* dropdown list, select the relevant ICC for your iMeeting. If the ICC you want is not displayed in the list, type in the relevant URL. This option may be disabled by your organization.
- 3 In the **Appointment** tab, select Participants and define Event details, such as the Event name (in the Subject line).
- 4 In the **Attendee Availability** tab, determine the availability of Participants.
- 5 Click **Send**. You may be prompted to enter your ICC user name and password.

Note: You can modify default Event settings (and select Materials to be uploaded to the Event) by clicking **Customize Event Settings**. The settings initially displayed are the default iMeeting settings in the selected ICC.

Tip: You can convert a regular Outlook meeting into an Interwise iMeeting by opening the original meeting in your Calendar and then clicking **Make this an Interwise Event**.

Editing an iMeeting

Only the original initiator can edit an iMeeting.

To edit an iMeeting:

- 1 From the Catalog, click on the relevant iMeeting name link in the Name column.
- 2 In the *Event Details* window, click **Edit**, and modify as required the **General Information**, **Participants**, **Audio**, **Materials** and **Options** tabs.
- 3 Click **Update Event**.

To delete an iMeeting:

- 1 In the *Event Details* window, click **Edit**.
- 2 In the displayed window, click **Delete Event**, and in the displayed confirmation window, click **Yes**. You cannot delete iMeeting Events that have already taken place.

Communicating in an iMeeting

You can interact with any of the other iMeeting Participants.

Roles:

Presenter: User with 'control' of the iMeeting, including the ability to load items onto the Whiteboard, initiate application sharing, guide users through a Web Safari, expel Participants, and pass 'control' to any other user. If the Initiator does not enter the iMeeting, the first user to enter the iMeeting is assigned as Presenter.

Initiator: User who initiates the iMeeting, defines the Event Materials and initially has the Presenting Rights (Presenter) upon entering the iMeeting. The Initiator can take back the Presenting Rights at any time.


Participant: User in an Interwise iMeeting. All Participants can speak during the Event, and insert files into the Event Materials, but any Participant who wants to load items onto the Whiteboard must have Presenting Rights.

iMeeting Modes

All iMeeting Events can have one of the following two speaking modes; **Voice Activated** or **Queued**.


Note: Users assigned with Presenting Rights can define at any time the mode used via the *Event Settings* window (accessed from the *Event>Event Settings* menu option).

Voice Activated Mode

Enables iMeeting Participants who want to converse to start speaking simultaneously at any point during the meeting. Participants can simply start talking into their microphone / telephone - they do not need to press CTRL or click .


To stop speaking, click  to mute your microphone.

Queued Mode


This mode means that if Participants want to speak during the iMeeting they must press the CTRL key on their keyboard, or click  on the toolbar.

The 'speaking queue' manages speaking requests and displays to all Participants their place in the queue.

To join the speaking queue:

Click , OR press CTRL and hold the key down to remain in the queue. A number to the right of the Participant microphone icon shows your queue position.

To remove yourself from the speaking queue:

Click , OR release the CTRL key.

Presenter Privileges

To load Materials:

Right-click on the relevant file in the **Materials** tab and click **Load**.

Note: All Participants can insert files; only users assigned with Presenting Rights can load them.

To insert files 'on the fly':

- 1 In the **Materials** tab, click **Insert**.
- 2 Select the relevant file and click **OK**.
- 3 Right-click the new file in the **Materials** tab, and click **Load** or **Send to Participants** (which initiates the online transfer to Participants).

To cancel Presenting Rights:

Right-click the relevant Participant and select **Take Presenting Rights**.

To expel Participants:

Right-click the relevant Participant and select **Expel**. The expelled Participant cannot reconnect to the Event regardless of whether the Event is locked or not.

Video Conferencing

Note: The Initiator must select **Allow Participants to use Video** when defining Event options.

All Participants can view a streamed video image of the first five Participants who setup their Web cams. The image of the Participant who is currently speaking is live, while all other Participant images are still.

To setup your video camera:

- 1 In the *Set Up Camera* window (displayed automatically when connecting to the Event), click **Capture**.
- 2 Click **Submit** to send the still image to other Participants. The first 5 Participants who send their images are displayed. Other Participants who setup their cameras remain queued in the order they clicked **Submit**.

Initiating/Responding to Polls

To initiate a poll:







- 1 After prompting the Event attendees with a verbal question, click the **Polls** tab (only displayed if you have Presenting Rights).
- 2 Click **Y/N** or **OK** or send a free text question, according to the type of response you require from the Participants.
- 3 A *User Responses* window is displayed (to you only), providing you with a live summary of user responses.

Note: You can share the user response statistics with the other Participants by clicking the **Share** button.

To respond to a poll:

When the Presenter asks a verbal question, you can respond by clicking on a button either for **OK** or **Yes/No** in the displayed *Respond to Poll* window. In addition, you may be asked a free text or multiple choice type question.

Participant List Icons

-  PC-only Participant
-  Phone-only Participant
-  Audio-via-phone Participant
-  Your icon (only your icon is 'boxed')
-  'Stepped out' (or no audio device was selected)
-  You have Presenting Rights