

Novell Conferencing Quick Start

December 15, 2010

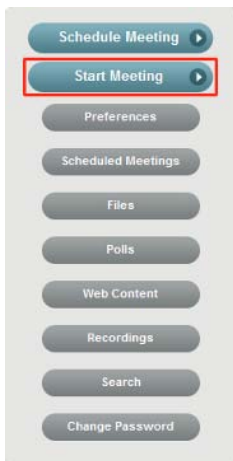
Novell®

Novell Conferencing

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.

Starting an Instant Meeting

- 1 Log in to your Novell Conferencing account.
- 2 Click *Start Meeting* to start your default room.



- ◆ **Conferencing E-mail:** Use this option to have Novell Conferencing send the invitation.

Scheduling a Meeting

- 1 Log in to your Novell Conferencing account.
- 2 Click *Schedule Meeting*.

A screenshot of the 'Schedule Meeting' dialog box. It has tabs for 'General', 'Features', 'Dial-in', and 'Widget'. The 'General' tab is active. Fields include: Room Name (default), Meeting Name (test), Agenda (Enter a meeting agenda), Invitees (0 Registrations), Keys (Meeting Key), Meeting Length (2 Hours 0 Minutes), 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), and a checkbox for 'Send eMail when meeting starts'. A 'Schedule' button is at the bottom right.

- 3 To invite attendees to your meeting, select one of the following options:
 - ◆ **By E-mail:** Select this option if you want to send an e-mail to invitees, then continue with [Step 4](#).
 - ◆ **Copy URL:** Select this option to copy the meeting URL to your computer's clipboard, then paste the URL into an e-mail or into an IM chat.
- 4 If you selected *By E-mail*, specify the e-mail addresses for invitees in the text box, add an optional personal message, then click one of the following options:
 - ◆ **Local E-mail:** Use this option to send the invitation via your local e-mail client, such as GroupWise, Outlook, or Mac Mail.

- 3 In the Schedule Meeting dialog box, specify the meeting name, agenda, e-mail addresses of the invitees, and the date and time of the meeting.

- 4 Click *Schedule*.

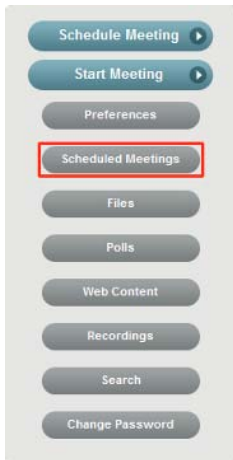
An e-mail with details of your scheduled meeting is sent to the invitees.

Starting a Scheduled Meeting

- 1 Log in to your Novell Conferencing account. The default view is your scheduled meetings.

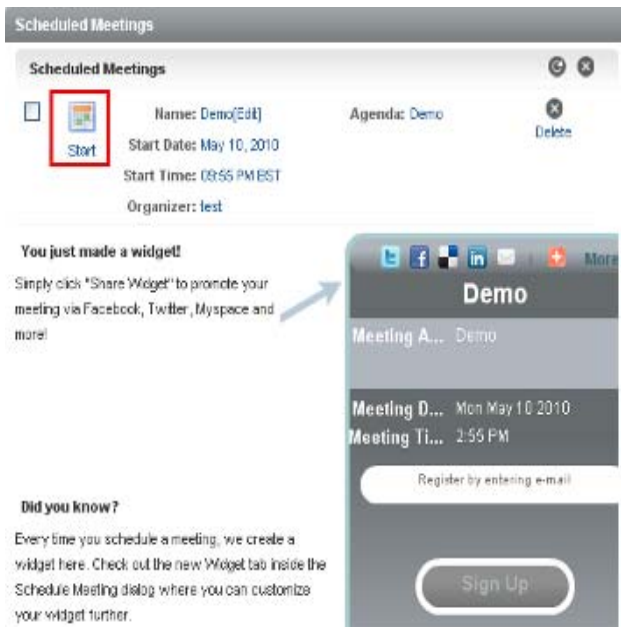
or

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



- 2 In the Scheduled Meetings dialog box, navigate to the meeting you have scheduled by using the arrows at the top right corner.

- 3 Click *Start*.



Joining a Meeting

- ♦ You do not need to be a Novell Conferencing subscriber to attend a Web meeting. Only the meeting host must be a registered Novell Conferencing subscriber.

- ♦ You cannot join a meeting if the host has not started the meeting
- ♦ Attendees or hosts do not need to install any software to start or join a Novell Conferencing Web meeting.

JOINING AN INSTANT MEETING

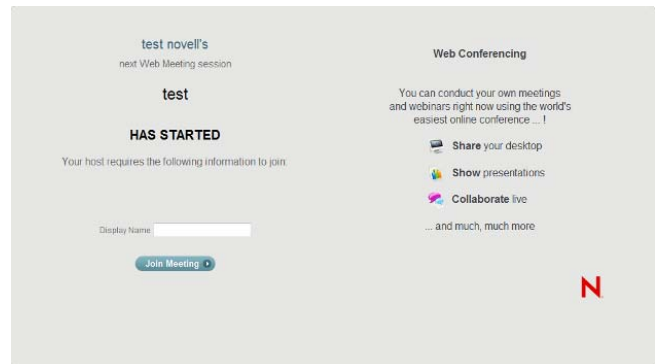
- 1 After the host starts the meeting, go to `http://<company_name>.novellconferencing.com/<hostname_or_username>`.

Replace *company_name* with the name of the company, and replace *hostname_or_username* with the Novell Conferencing username of the host.

- 2 Type your name in the *Set Display Name* field to identify yourself to other participants, then click *OK*.

or

Type your name in the *Display Name* field if the host has enabled the waiting area, then click the *Join Meeting* button.



JOINING A SCHEDULED 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 your browser.

- 2 Type your name in the *Set Display Name* field to identify yourself to other participants, then click *OK*.

or

Type your name in the *Display Name* field if the host has enabled the waiting area, then click the *Join Meeting* button.

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