

Attend a Matrix WebConnect Unlimited Meeting

Accessing your meeting

- Click the **meeting hyperlink** in the invitation request, or
- Go to <http://webconnect.matrixbt.com>, click Join a Meeting and type in the Meeting Key

Joining the Meeting

- Co-presenter? click **Client Join**
- Attendee? click **Attend in Flash**

Log in to a Matrix WebConnect Unlimited Meeting

Type *First Name, Last Name, *Email, Phone, *Password (*Indicates required field)

- The meeting window will open **when the presenter begins the meeting.**
- Meeting Window** – where the meeting takes place. The presenter controls what is displayed in the meeting window.
- Console** – where you can see the other attendees' names. Chat Room - chat with everyone (Public) or with select attendees (Private).

Attend Toolbar

Console on/off – turn console on/off

Fit the Screen – centre meeting window

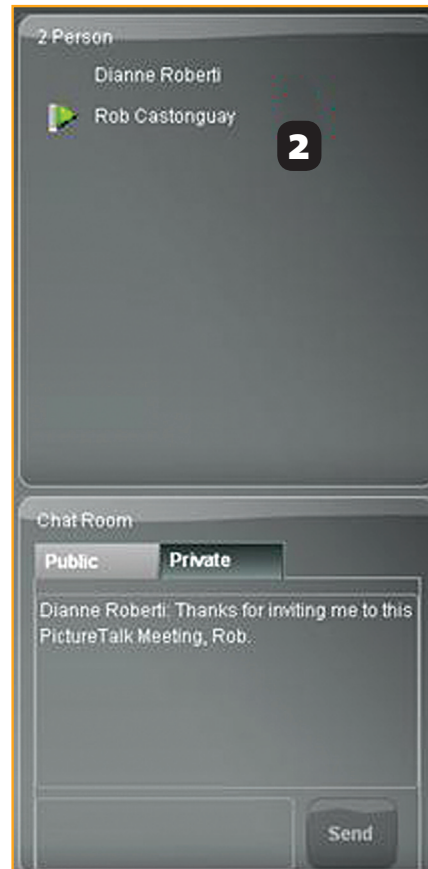
Annotation – add annotations to meeting

Raise/Lower Hand – let presenter know you have a question

Turn Pointer on/off – point inside meeting window with your name displayed

Request Collaboration – ask presenter for edit privileges

Exit Meeting Now – leave meeting



Present a Matrix WebConnect Unlimited Meeting

Logging in to Matrix WebConnect Unlimited

- Go to <http://webconnect.matrixbt.com/picturetalk/login.jsp>
- Enter your username/password & click **GO**

Create a Matrix WebConnect Unlimited Meeting

- Click the Create tab and fill in the Topic, Date, Duration, No. of Seats, Present & Attend passwords and click Create Meet
- On the Schedule tab, click Details to make any changes before the meeting starts.

Invite People to Your Meeting

- On the Schedule tab, **click the invitation icon**.
- Type email addresses of your attendees & check "Check here to append Appointment URL" (for Microsoft Outlook).
- Click Send Invitation.

Start the Meeting

- On the Schedule tab, click on the hyperlinked meeting you created. Enter the presenter's password & the WebConnect Unlimited console opens.
- On the **WebConnect Unlimited Console**, click Present (the CaptureFrame appears in red)
- Size the **capture frame** around the document you plan to show in your meeting.
- On the **Capture Frame Toolbar**, click the **Capture** button to begin the meeting (capture frame turns green).
- To end the Meeting, click **File, Exit Meeting**.

Meet Now

On the **Schedule Tab**, click **Meet Now** to start a quick meeting. Give attendee meeting key and password.

1 Edit Meeting Help

Present | Annotate | Poll | Tour

Monitor Server Recording

On Off

Attendees received: 0 of 0

MATRIX • • • • •
WEBCONNECT
 • • • • • UNLIMITED

Info | People | Chat | Audio

Welcome Dianne

Host: Dianne Roberti
Topic: My Perpetual Meeting
Key: wphn28693
Desc: Perpetual Meeting

3 Pause Normal Mode Standard Quality

2 meet at the speed of *click*