

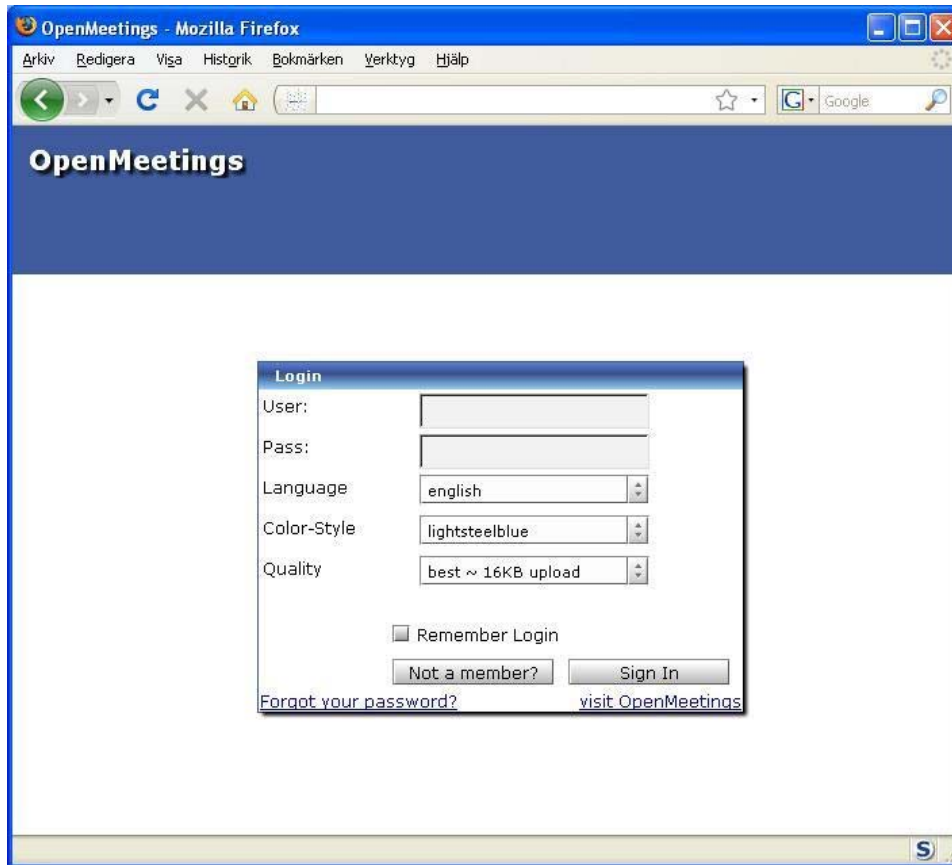
OpenMeetings tutorial for new users

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1. Logging in / Creating an user account

This is a tutorial where I will be showing you how to use OpenMeetings as a normal user (for admins and moderators there is a completely different guide). I will start off by showing you what the login screen looks like.




Picture 1 – Here you can see the login screen for OpenMeetings, you can change both language and color-style. If you aren't a member you can sign up here (note: The sign up option might not be activated, the admin has the authority to enable or disable new members to sign up).


If you have a slower connection than DSL connection you might want to use medium quality, which can be chosen from the Quality menu.

In case the “Not a member” feature is enabled (if this feature is not enabled you will have to ask an admin to create an account for you) I will show you how to sign up for OpenMeetings, click on [Not a member?](#) this will then give you a new window which looks like this:

A screenshot of a 'Sign Up' window. The window has a blue title bar with the text 'Sign Up'. Below the title bar, there are seven text input fields arranged vertically. The first field is labeled 'User:' and contains the text 'Ted'. The second field is labeled 'Pass:' and contains seven asterisks '*****'. The third field is labeled 'ReType:' and also contains seven asterisks '*****'. The fourth field is labeled 'Firstname:' and contains 'Ted'. The fifth field is labeled 'Lastname:' and contains 'Johansson'. The sixth field is labeled 'Mail:' and contains 'example@example.com'. The seventh field is labeled 'Country:' and contains 'Finland'. At the bottom of the window, there are two buttons: 'Register' on the left and 'Cancel' on the right.

Picture 2 – This is the sign up window where you are to write the username, password you want. Your firstname, lastname, email and what country you come from.(Note: The sign up window will be empty.)

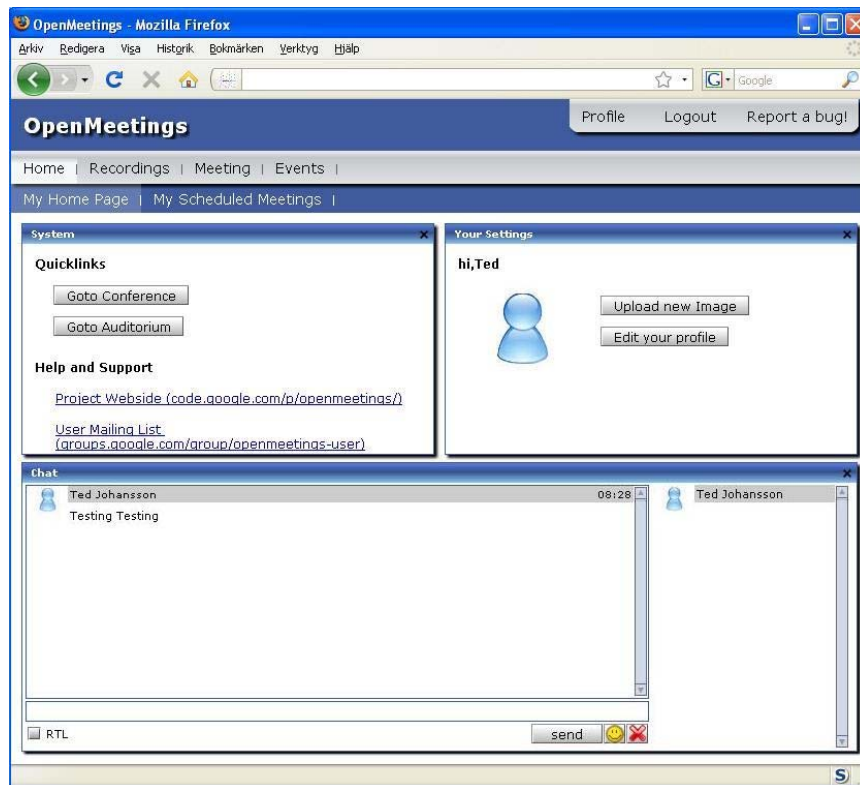
Once you have filled it in you click .

If successful you should be able to login, so fill in your username and password (if it isn't filled in already) and click .


1.1 Home view

After logging in you will enter the Homepage. You can also reach this page by clicking on the

Home



Picture 3 – Here you can see what the home page looks like. This is the default view, where you can navigate through the whole site.

The chat can be read by anyone able to log in, if you want to clear the chat history you press the  button.

Home | Recordings | Meeting | Events

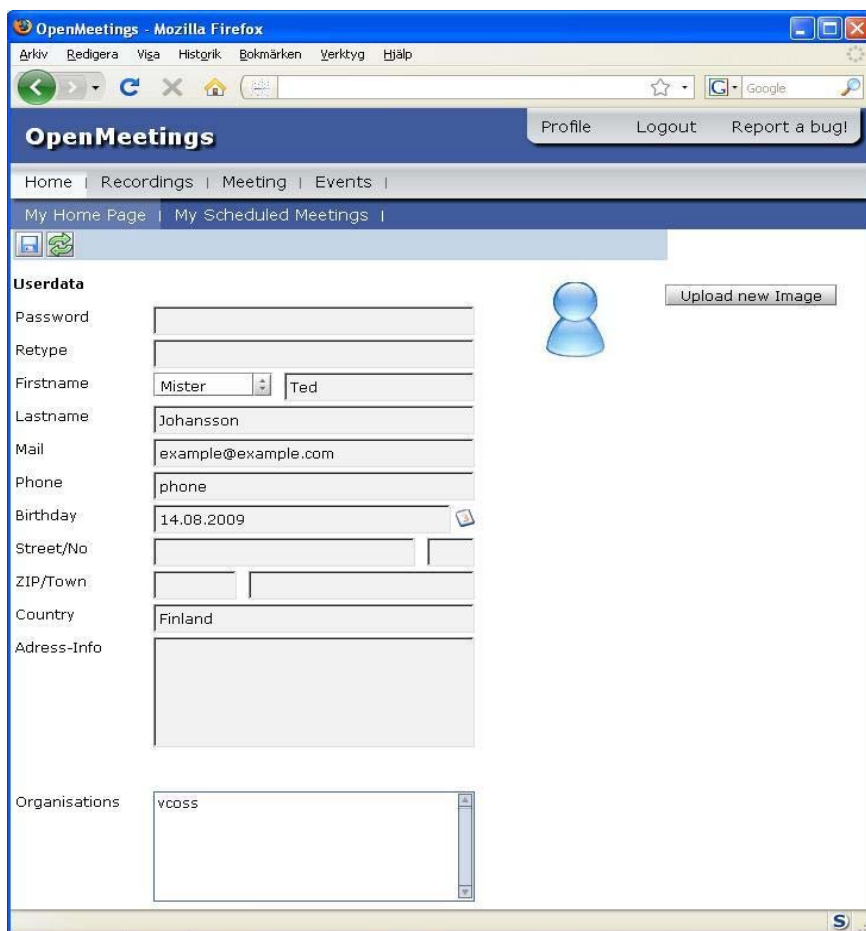
We have several different menus that all have their own sub-menus, I will go through them all one by one.

Under quick links you will find the  and , I will explain the difference between a Conference room and an Auditorium room later on.

1.2 Edit Profile

Now I will show you what you can do in the edit profile menu, everything here is all straight forward. If you start with the profile so that everyone you will talk to know a little bit more about you.


First off start by clicking [Profile](#) or [Edit your profile](#) (found on the main page) this will take you to the edit profile page.




The screenshot shows the OpenMeetings web application in a Mozilla Firefox browser window. The browser's address bar shows the URL. The page has a blue header with the OpenMeetings logo and navigation links: Profile, Logout, and Report a bug!. Below the header is a navigation bar with links: Home, Recordings, Meeting, Events, My Home Page, and My Scheduled Meetings. The main content area is titled 'Userdata' and contains a form for editing user information. The form fields are: Password, Retype, Firstname (with a dropdown menu set to 'Mister' and the text 'Ted'), Lastname (with the text 'Johansson'), Mail (with the text 'example@example.com'), Phone (with the text 'phone'), Birthday (with the text '14.08.2009' and a calendar icon), Street/No, ZIP/Town, Country (with the text 'Finland'), and Address-Info. To the right of the form is a blue user icon and a button labeled 'Upload new Image'. At the bottom of the form is a text area for 'Organisations' with the text 'vcoss'.

Picture 4 – This is the view of the edit profile page. Here both Country and Birthday must be filled in or you cannot save your information.

If you want to change the password you should just type the new password in the field next to Password, and then retype the exact same password in the box below the password box. Organizations can only be changed or added by an admin.

When you have typed all the information you find useful then press the save button  in the upper left corner.

1.3 Upload avatar / image

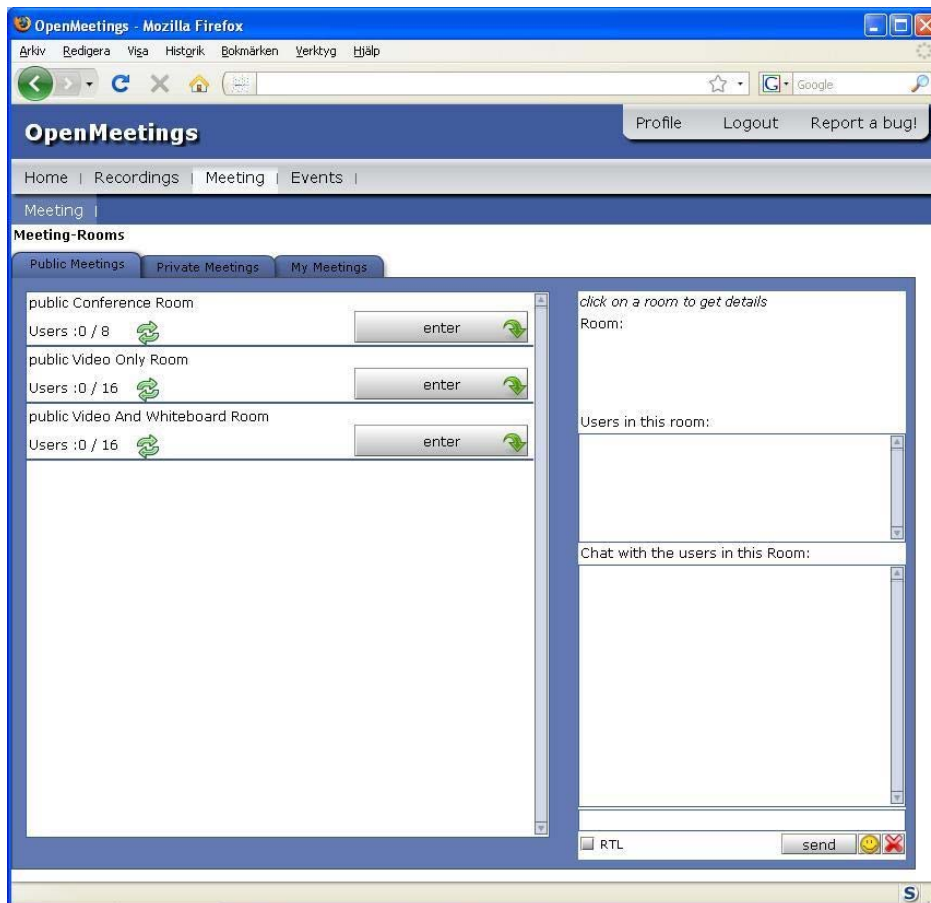
If you want to upload an image you can do it from here or from the Main page, by clicking on , which will prompt you a popup window that asks you to choose a file, here you:

1. Press *Select File*
2. Locate the picture on your hard drive that you want to use as your avatar
3. Once you have located the picture you want to use click *Open*
4. Then click *Start Upload*

Now it might take a while until the picture is uploaded, when it is done the picture will automatically be used as an avatar for you.

2. Conference rooms (Meeting)

Conference rooms are where you have your meetings. Here everyone can talk / chat, upload files to the *whiteboard*. To get to the Conference rooms you should click on [Goto Conference](#) (located on the main page) or the [Meeting](#) tab that can be found in the main menu. Both will take you to the same place (seen in *picture 5* below).



Picture 5 – Here you can see the different Conference rooms, public Conference Room with with 0/8 maximum users, public Video Only Room and the public Video And Whiteboard Room with 0/16 maximum users.

2.1 Entering a Conference room

Start with entering a room by clicking  next to one of the rooms, this will take you to that conference room.

Once you have entered the room you will be prompted with a question to choose published devices, your choices are:

1. Audio and Video (For this you will need a webcam and a microphone)
2. Audio only (For this you will need a microphone only)
3. Video only (For this you will need only a webcam)
4. no Audio/Video (static Image) (This requires neither webcam nor a microphone)



Picture 6 - When joining a room for the first time you will be prompted by this screen, asking you to choose published devices including what webcam you want to use, and what microphone. Clicking in the “Do not ask again” will save the information so it will automatically be used the next time you log in.

Once you have filled all those in and clicked ok, a new window will appear:

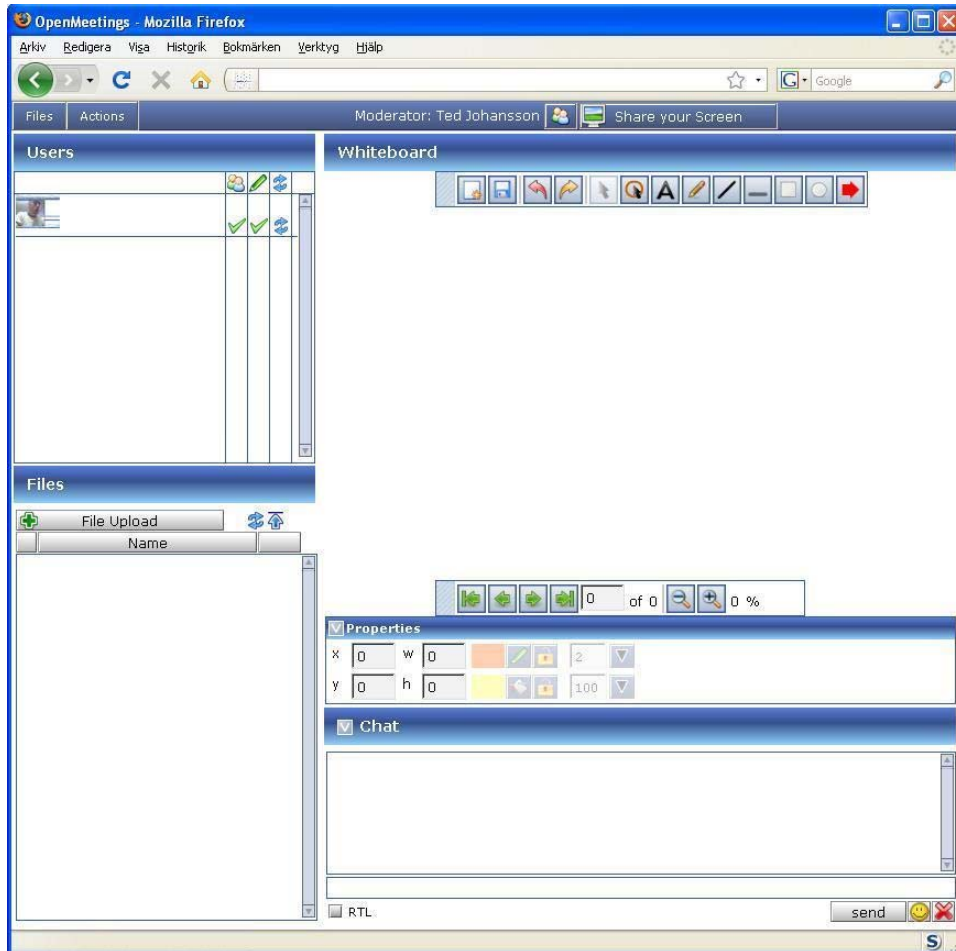


Picture 7 – this window asks if you want to allow OpenMeetings to use your web camera and microphone. Here you should click “Allow” if you click “Deny” you will not be heard nor seen in OpenMeetings.

Once you have done that you will be able to talk to / see the ones in the room

2.2 Inside a conference room

This is what a conference room looks like.



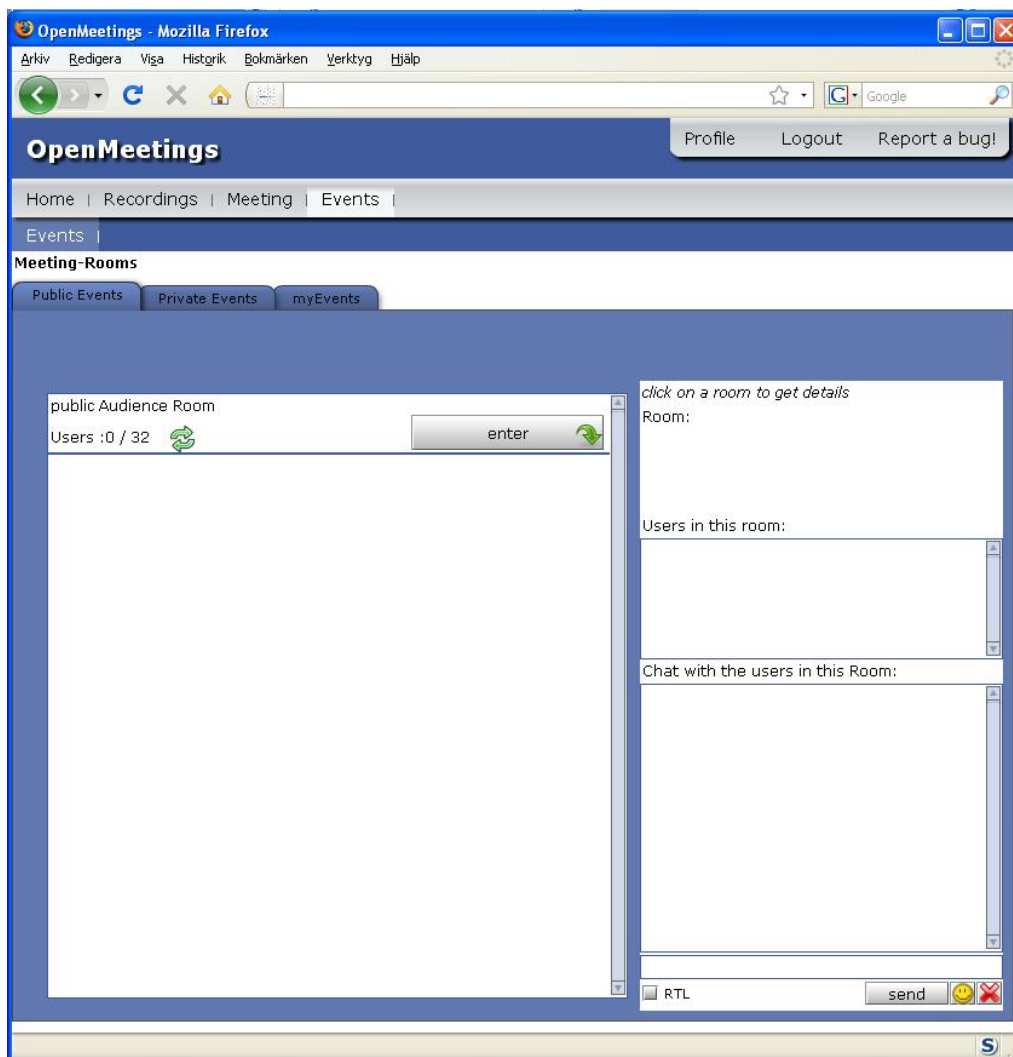
Picture 8 – This is the view of a conference room, with a whiteboard, chat, current users and where all the files are stored, that users of this room have uploaded to OpenMeetings.

3. Auditorium rooms

Auditorium rooms are different from Conference rooms, in the auditorium rooms only the moderator is able to talk or allow users to talk/ be viewed on webcam. Other than that the room is just the same as the Conference rooms. It has a Whiteboard for the moderator to share documents on.

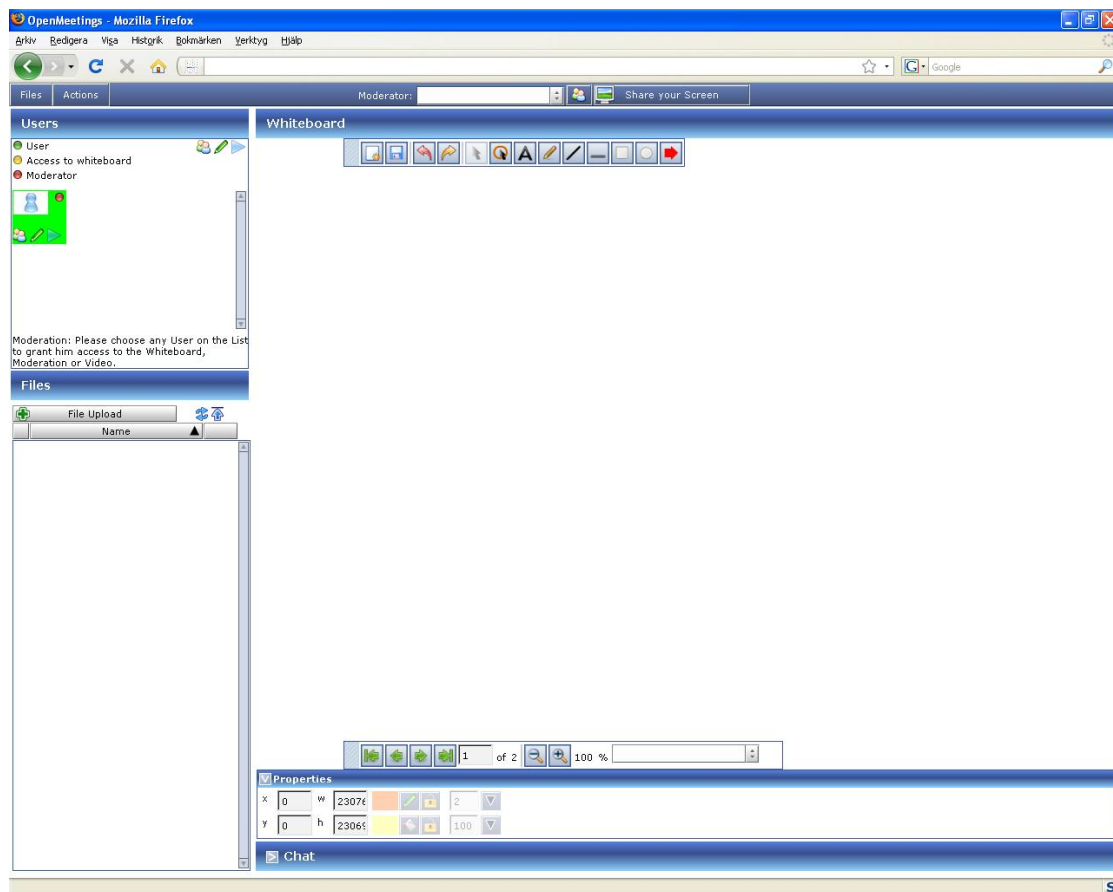
Auditorium rooms can be reached from the main menu [Events](#) or by clicking on the [Goto Auditorium](#) located on the main page.

The page itself will look similar to the Conference Room page, but it will only include Auditorium rooms. As seen in *Picture 9* below.



Picture 9 – This is what the Public Audience meeting room looks like, if the admin creates more rooms you will find more rooms in the meeting-rooms.

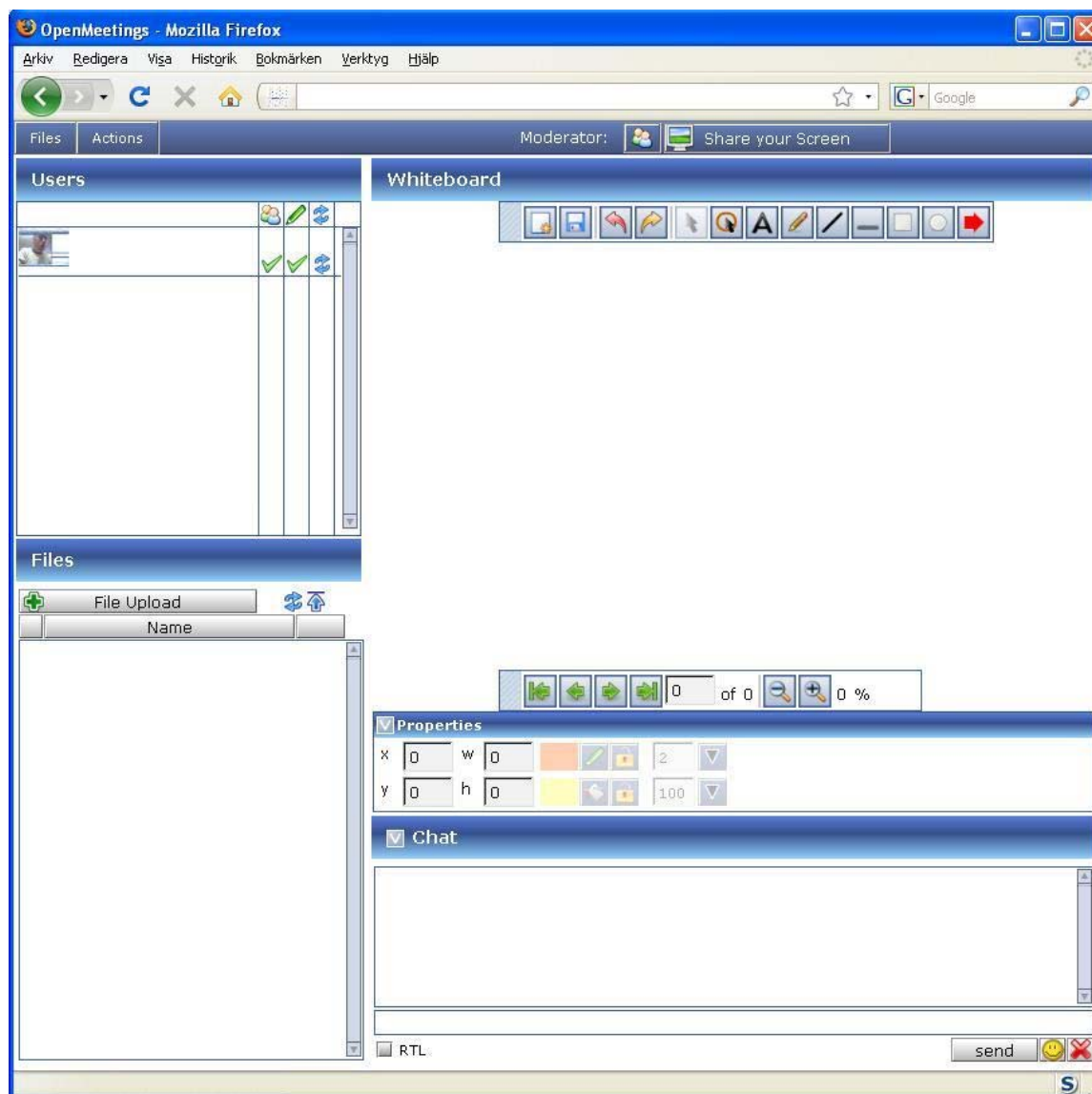
This is what an auditorium room looks like



Picture 10 – This is the default view of an auditorium room.

4. The Whiteboard

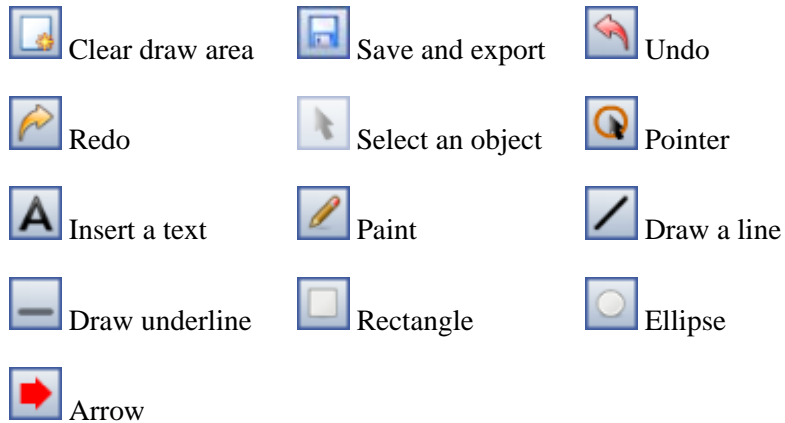
The whiteboard is a very handy tool, it is capable of showing files that you upload, may it be .pdf files, jpg files or OpenOffice.org impress presentations, you can upload many other things as well, these are just examples.



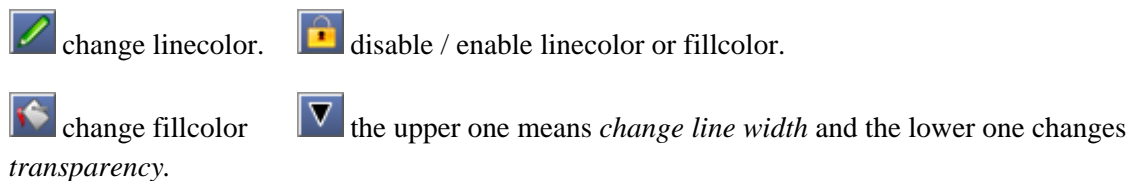
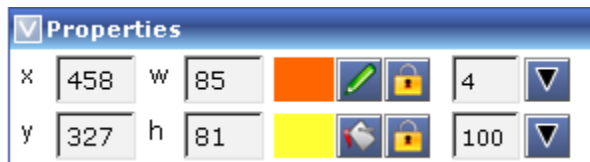
Picture 11 – Here is the view of a Conference room, the Whiteboard (located in the upper-right part of the screen). Once more and more members join in you will be able to see everyone using a webcam, and be able to hear what they are saying. The size of the webcam windows can be increased or decreased as well.

4.1 The toolbar

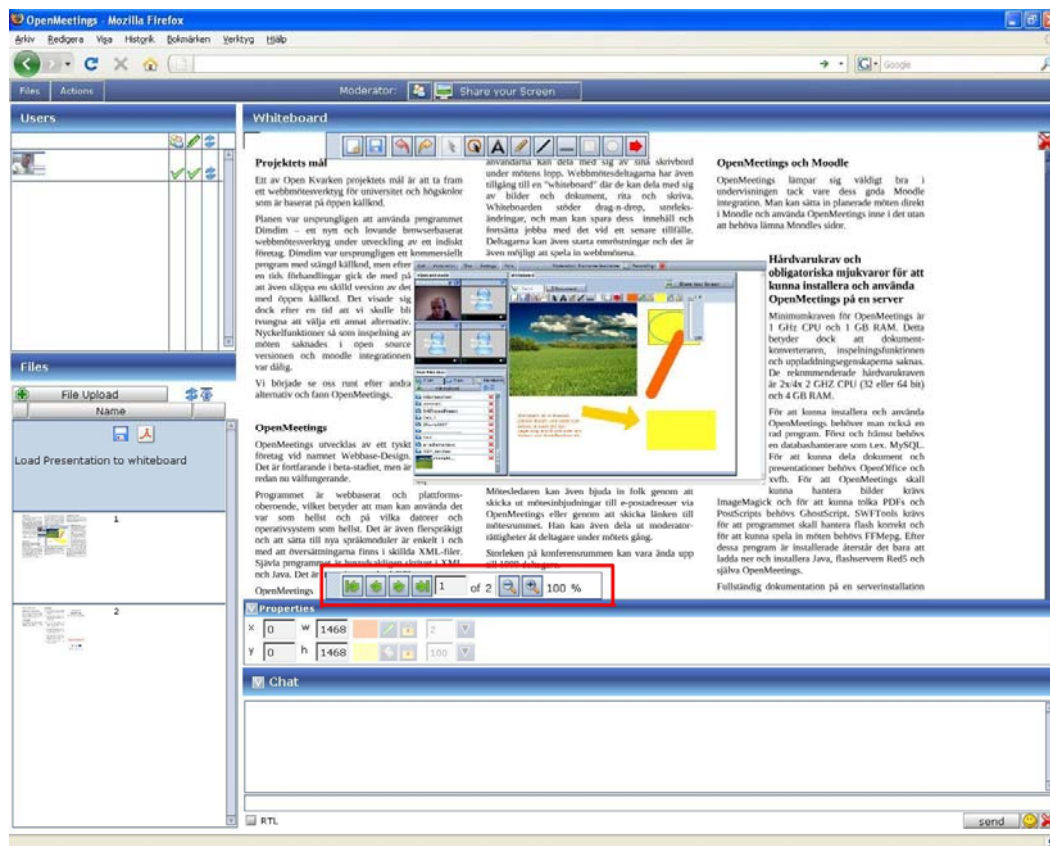
The toolbar located in the upper middle area is used to draw or point out things that are on the whiteboard.



The properties tab is when you select an object, you can move it to a certain X, Y coordinate, define its' width and height.



You can also save the current whiteboard to a pdf file, and download the saved file, sort of like a printscreen but directly to .pdf, .jpg, .svg or .tif format



Picture 12 – Here you can see an OpenOffice.org impress presentation, marked with red you can see that it is currently displaying page 1 of 2. And it is very easy to navigate with.

Currently these file types are viewable on the whiteboard:

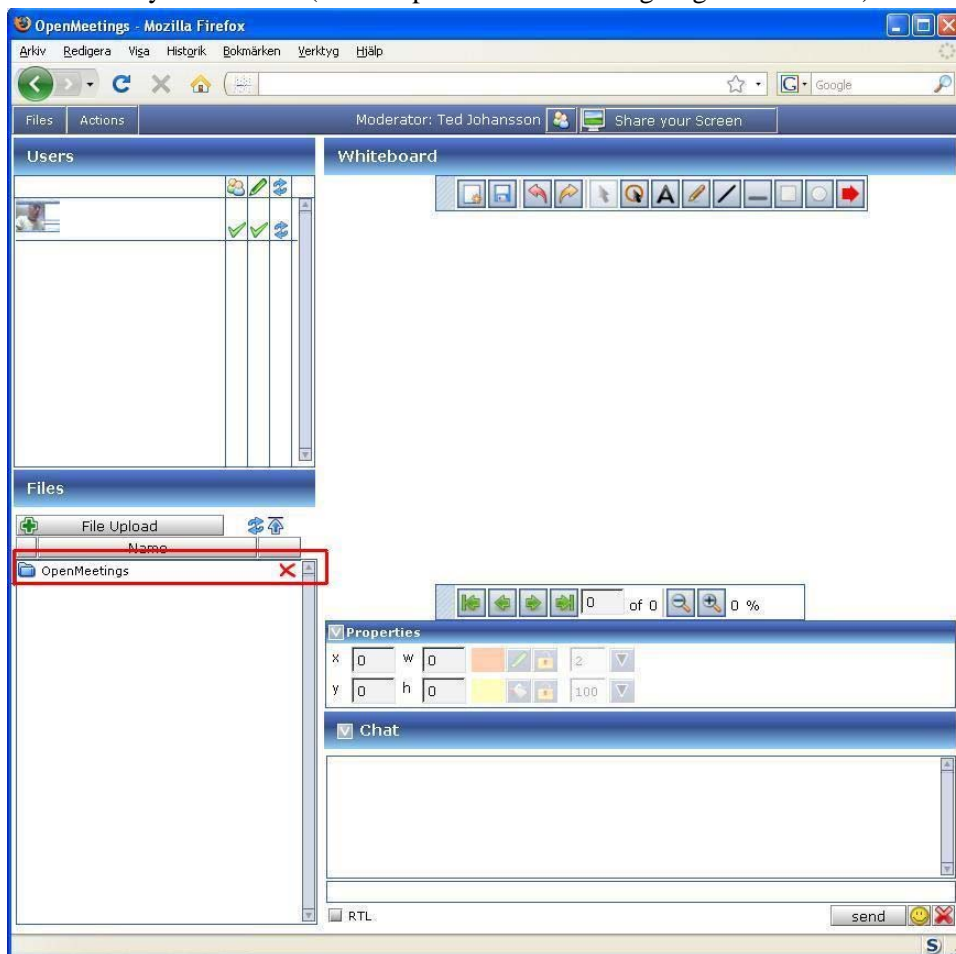
.tga, .xcf, .wpg, .txt, .ico, .ttf, .pcd, .pcds, .ps, .psd, .tiff, .bmp, .svg, .dpx, .exr, .jpg, .jpeg, .gif, .png, .ppt, .odp, .odt, .sxw, .wpd, .doc, .rtf, .txt, .ods, .sxc, .xls, .sxi, .pdf

All documents will be converted to a .pdf file and a bunch of .png's which can be used in the conference (drag n drop to the whiteboard) The original file and the .pdf file can be downloaded.

4.2 Upload a file to the whiteboard

If you want to upload a file to the whiteboard you click File Upload, and a new window will appear that says - Choose a file, here you:

1. Click *Select File*
2. Locate the file on your hard drive that you want to upload to the whiteboard
3. Once you have located the picture you want to use click *Open*
4. Then click *Start Upload*
5. It might take a while but once the file is uploaded but once the file is uploaded you will see a new entry in the Files (Seen in picture 13 below high lighted with red)



Picture 13 – A view of a conference room where a file has been uploaded, the file has been marked with Red.

Now we want the file we uploaded to be shown in the whiteboard (Note: you have to be a moderator):

1. Clicking on the new item (marked with red in picture 13)
2. Clicking anywhere within the field that says “Load Presentation to whiteboard”
3. Now the file you have chosen will be uploaded onto the whiteboard.

4.3 Saving the whiteboard as an image / Files menu

You can also save the current whiteboard to .png, .jpg, .pdf, .svg, .tif format as seen in picture 14 below



Picture 14 – here you can see the Files menu located in the upper left corner of a conference / auditorium room.

Back to rooms - This takes you back to where you can browse all the rooms.

5. Configuring microphone and webcam

If you need to change the volume on your microphone or need to change webcam you can easily do this by following these simple directions:

1. Right clicking somewhere in a room
2. Click Settings



3. Click on the microphone icon



4. Drag the volume slider up or down to increase or decrease the volume from your microphone
5. Click on the webcam icon



6. Here you can choose what webcam you want to use, if you have several that is.

6. Actions menu

The actions menu is found on any room, in the upper left corner and looks like this:

Actions	
Apply for Moderation	ALT+Shift+M
Send invitation	
Cam and Mic Settings	ALT+Shift+1
Whiteboard Settings	ALT+Shift+2
Create a poll	ALT+Shift+P
Poll results	ALT+Shift+R
Vote!	ALT+Shift+V

Picture 15 – This is the Actions menu tab, here you can find various options.

Apply for Moderation means you can apply for moderation in the channel, this will start a poll where all users have to vote for you to become a moderator in that room.

Send invitation will bring up this window as seen in picture 16 below

Picture 16 – When sending invitation by mail this window pops up for you to fill.

- Recipient – Here you fill in the persons e-mail address.
- Subject – Subject of the mail.
- Message – The message you want the recipient to receive.

Password protected – The person you have invited will be asked to verify the password before being able to log into OpenMeetings.

Validity period – Here you can choose from 3 different types

1. Endless The invitation is valid forever, no ending date.
2. Period The invitation is valid for a certain time.
3. One-Time The invitation is valid only once.

Cam and Mic Settings - Here you can choose what webcam or what microphone you want to use.

Whiteboard settings



Picture 17 – Here you can see what options you can set for the whiteboard.

Create a poll – If you by any chance want to create a poll, asking a question and want everyone to answer, you can do so with this option, you can have them answer with a number 1-10 or simply yes or no.

Poll results – Check the results of a previous poll.

Vote! – If a poll is under way you can vote on it by clicking this option.