Meeting Quick Start Guide

YOUSEEU™

Record. Share. Interact. Learn.
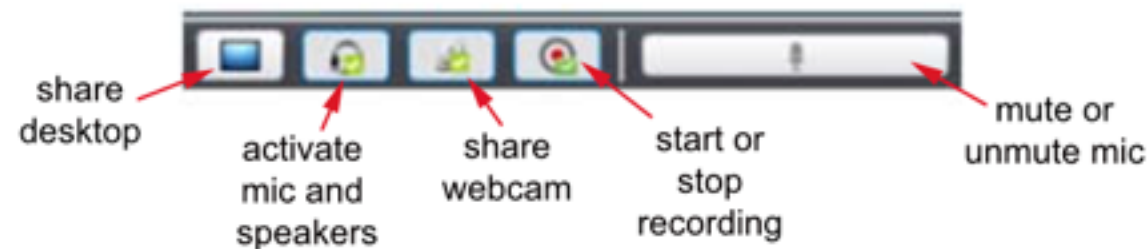
Watch for browser messages asking you for permission to share your microphone and webcam. You must grant permission before you can connect. Also watch for Flash permissions during microphone and webcam activations.

All meetings remain active in the first 15 minutes, even if all participants have exited. You'll receive a 10 minute warning to let you know that the scheduled meeting will end automatically.

share desktop

activate mic and speakers

share webcam

start or stop recording

mute or unmute mic

If your computer has issues connecting your microphone, cancel the connection process or reload the page and then join using your phone using the phone number and meeting number found in the chat area.

If you hear echos, remind participants to use headphones.

If there are more than four participants, share your webcam only when the focus is on you.
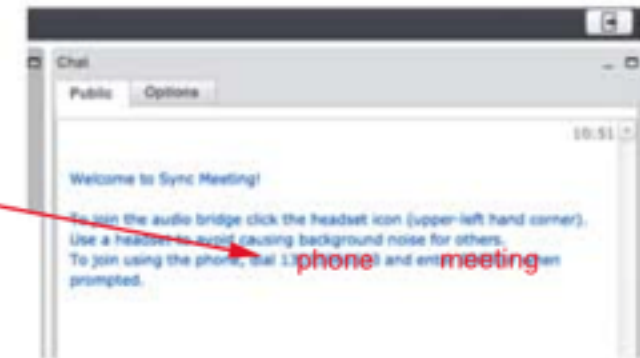
When you are ready, click the record button to start the recording and then click again when you are finished. This allows you to omit unnecessary periods of your meeting. Each time the record button is clicked it adds a start or stop timestamp used in the processing of the recording

If you are the meeting moderator, you'll have additional controls that allow you to mute or unmute participants, grant presenter rights and kick participants from the meeting.

When sharing your desktop, you'll need an updated version of Java and to wait for the desktop sharing applet to load, grant permission when asked by the browser.
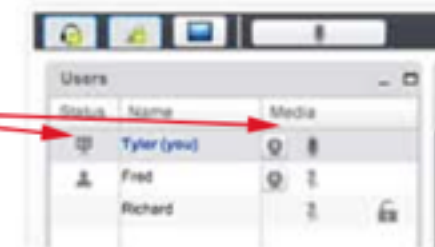
Remember to click the exit button when you are done. Your meeting recording will begin processing when the meeting has ended. Processing of the recording may require 30-90 minutes depending on the meeting duration.

Exit button

Visit www.youseeu.info for additional tutorials.