

WorldSmart Web conferencing feature makes it convenient for users of WorldSmart to organize and schedule conferences with just a click. It provides you the ability to attend or give presentations by simply being at your desktop.

Instructions to start a web conference for Moderator:

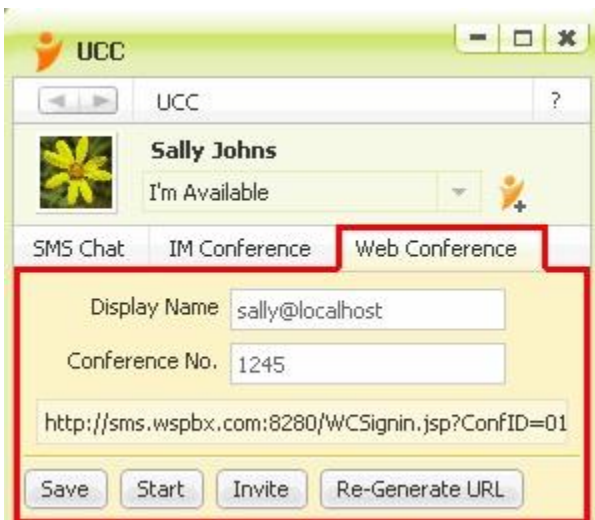
The Web Conferencing application is embedded in the WorldSmart UCC and runs only from the UCC. Therefore, to initiate a conference you must be a WorldSmart user. You can invite anyone to a conference by sending out a link by email or chat (using WorldSmart or any public IM systems such as Yahoo™, MSN™ AOL™, Gmail etc.) By clicking this link anybody, including non WorldSmart users, can join your conference.

There are two ways of organizing a conference:

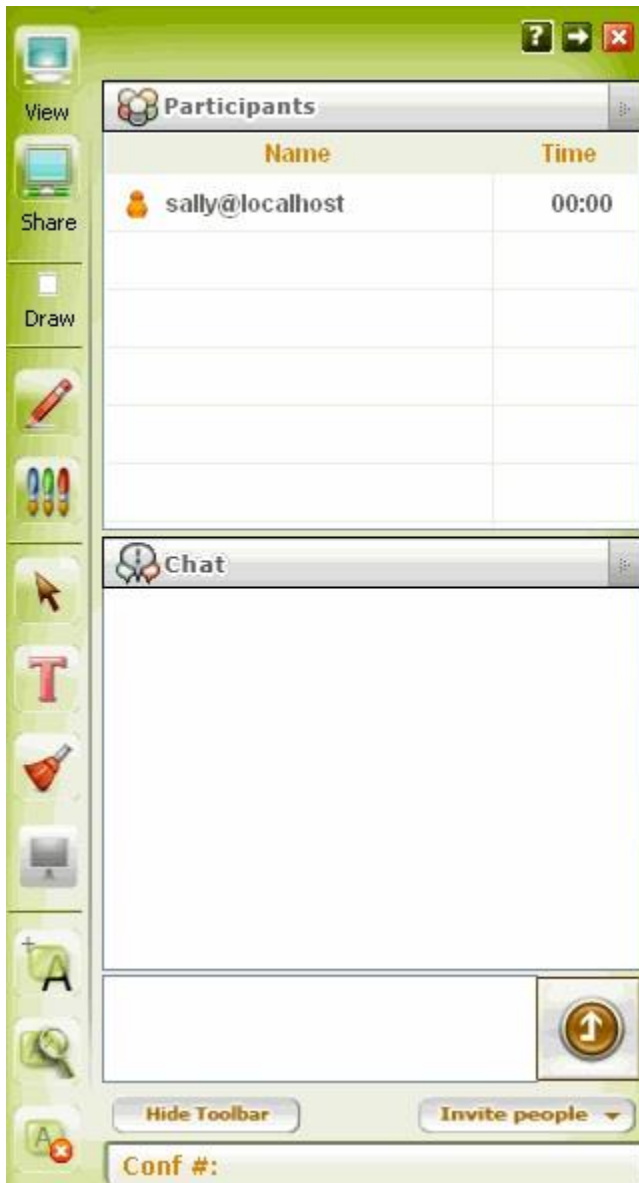
- ◆ Instant conference
- ◆ Scheduled from Outlook

Starting a Conference Instantly

- ◆ Click the Web Conference icon on the UCC panel as displayed in the following screen:



- ◆ To begin a web conference immediately, click the Start button. This launches the Web Conferencing window as shown below:



Your conference has now started. The next step is to invite people to join the conference.

Invite People: Click on the arrow next to the button Invite People. This displays two options:

- ◆ Send Email

Select this option if you want to invite people to your conference by email. This launches Outlook on system automatically. Enter the email address of the people you wish to invite. The link for the meeting is already included in the body of the new mail, along with a brief explanation of what the invitation is for. You can edit this text as necessary, and click Send.


- ◆ Copy Conference link

Click this to copy the conference link to your system clipboard. You can now send this link to people you wish to invite via chat systems such as Gmail, AOL, etc.

This section outlines the range of features available in WorldSmart Web Conferencing. WorldSmart Web Conferencing integrates text chat and collaboration features, and also lets you conveniently share an audio conference room number.

By default, the moderator (initiator of the conference) is the presenter. However, the moderator can make one of the attendees the presenter. This can be done by right-clicking the appropriate attendee in the participants' pane and selecting Make Presenter as shown in the following image:



Then the attendee temporarily becomes the presenter and can share desktop etc., with access to the Web Conferencing toolbar. Once a participant is made the presenter, the icon against the particular user changes to .

- ◆ The initiator of the conference can always right-click the presenter-attendee and select Make Viewer to take charge of the conference again.

During a conference, moderators can give control of their desktop to another conference participant during their share desktop session.

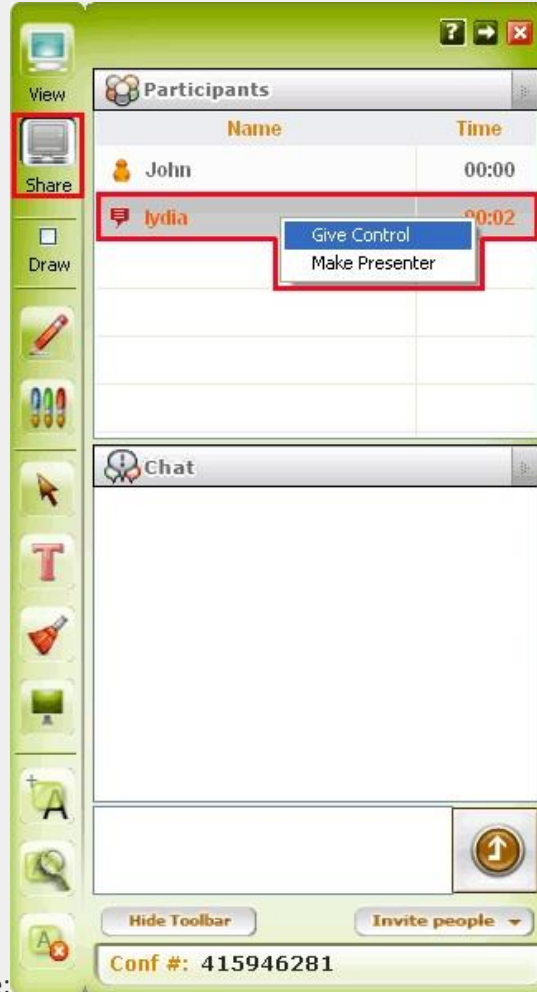
For instance, if you are the moderator in a conference with participants A and B, you can share your desktop with both of them at the same time by clicking the Share button in the toolbar of the conference window. This will display your desktop to both the users, though the control of your desktop will remain with you.

While your desktop is in share, you can pass control of your desktop to another participant in the conference, but not to multiple participants at a time.

To pass the control of your desktop to another conference participant:

- ◆ Click the share button on the toolbar

- ◆ Right-click the appropriate attendee in the participants' pane and select the Give Control option as shown in the



following image:

The participant will now have the control of your desktop. Once you have given the control of your desktop to the participant, the icon displayed against the particular user will change to 