

Express WebConferencing Quick User Guide

This user guide is a quick reference to help you with Express Virtual Meetings Web conferencing System. The guide covers the following basics.

Starting Express Web Conferencing from within Website

Navigate to the Express Virtual Meetings website and select the Web Conferencing page.

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Login Join a V Meeting Download Software User Guide

Login Here

VM Room No.:

Host Code:

Remember Me

Login

If you have forgotten your VM Room No. or Host Code please phone 1800 266 337 for assistance.

VM Room No: Input the room number supplied to you by Express Virtual Meetings.

Password: Type in the password provided.

Click on **Login**

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Login Join a V Meeting Download Software User Guide

Login Here

VM Room No.:

Host Code:

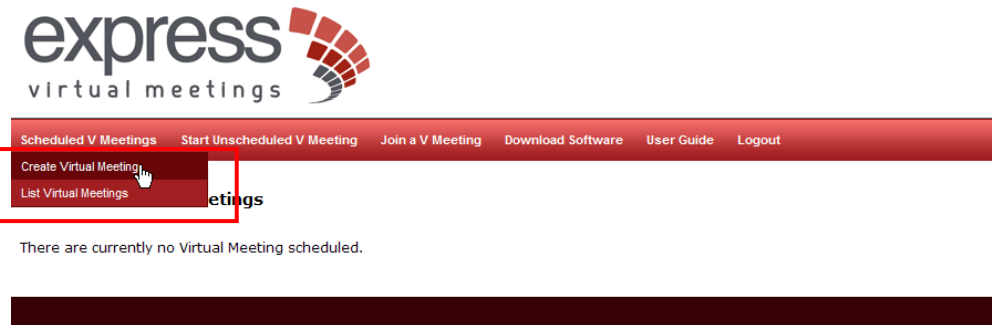
Remember Me

Login

If you have forgotten your VM Room No. or Host Code please phone 1800 266 337 for assistance.

Scheduling a Virtual Meeting

Hover over **Scheduled V Meeting** & Choose **Create Virtual Meeting**.



Input:

- *Type of conference*
 - **Seminar:** Attendees view your presentations instantly, no downloads required.
 - **Interactive Meeting:** Attendees can share and control each others screens
- *Time & Date* the conference is being held.
- *Access Code* which is automatically populated by your Guest Code
- *Password* (optional) – Additional security password if needed
- *Topic* – The subject of the meeting

Click on **Create V meeting** once all the information has been inputted.

The screenshot shows the "Create a Scheduled Virtual Meeting" form on the Express Virtual Meetings website. The form fields are: "Type" (dropdown menu set to "Seminar"), "When" (calendar icon, date "22-Sep-2011 01:56PM"), "Access Code" (text input "304946"), "Password" (text input, optional), and "Topic" (text input "AGM"). A red box highlights the "Create V Meeting" and "List Meetings" buttons at the bottom of the form.

When the meeting has been created a message will appear with the **Meeting ID**.



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Create a Scheduled Meeting

Your meeting has been scheduled successfully. Your scheduled 'Meeting ID' is: 18301858

Inviting Attendees

The list of scheduled Meetings can be shown by clicking on **Scheduled V Meetings** and choosing **List V Meetings**.



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[Create Virtual Meeting](#)

[List Virtual Meetings](#)

Meetings

Click on **Invite** to begin inviting your guests.



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Scheduled Virtual Meetings



When	Topic	Type	Start	Actions
9/22/2011 1:56:00 PM	AGM	Seminar	Start V Meeting	Invite Edit Delete

The following dialog box will appear with the Express WebConferencing meeting details. You can click on **Click Here** and an email will be automatically populated with the details. Or you can Copy & paste the data and input into the body of a new email or calendar invite.

Virtual Meeting - Invitation


[Click here](#) to create an invitation, **OR** select the below text and paste into an email:

Please join my Virtual Meeting at: <http://webcon.infoshare.com.au//join?id=13418221&password=>

Virtual Meeting ID: 13418221
Meeting Password:
Conference Call:  1800 200 232 
Access Code: 388807

Starting a Scheduled Virtual Meeting

With the list of scheduled meetings visible click on **Start V Meeting**.



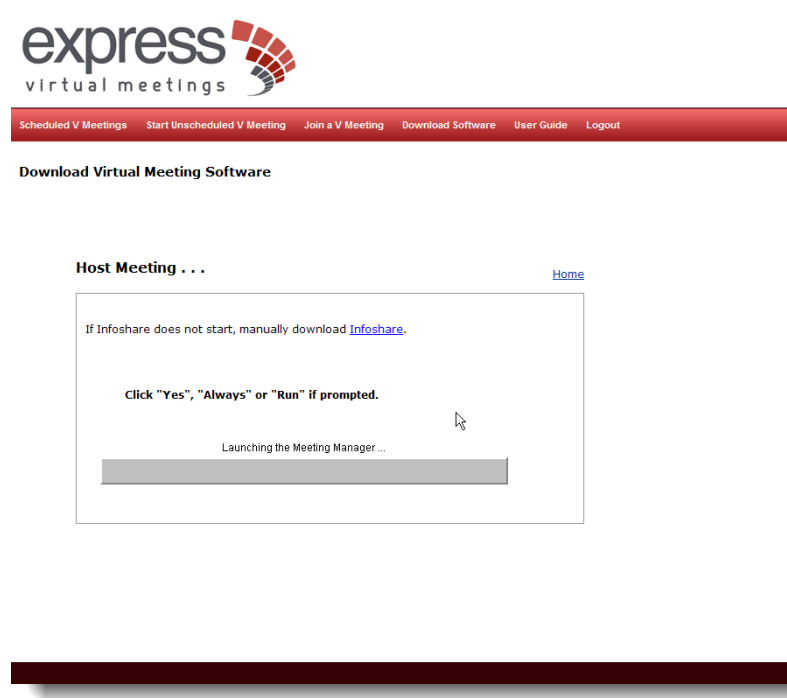
Scheduled V Meetings Start Unscheduled V Meeting Join a V Meeting Download Software User Guide Logout

Scheduled Virtual Meetings

When	Topic	Type	Start	Actions
9/22/2011 1:56:00 PM	AGM	Seminar	Start V Meeting	Invite Edit Delete

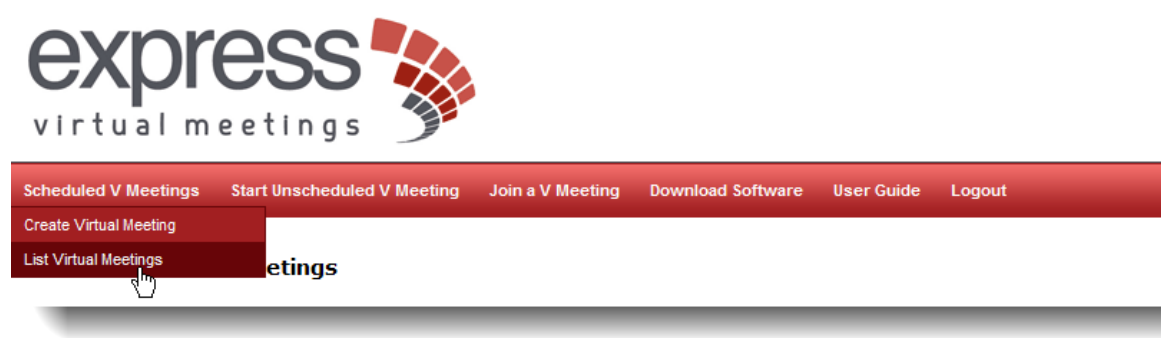
Express WebConferencing will automatically start.

If it is the first time that Express Web Conferencing is being run the application will be installed. Once Express Web Conferencing is started you can navigate away from the internet page.



Editing a Scheduled Virtual Meeting

List the Scheduled Meetings by clicking on **Scheduled Virtual Meetings** then **List Virtual Meetings**.



To edit the meeting click on **Edit**.



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Scheduled Virtual Meetings


When	Topic	Type	Start	Actions
9/22/2011 1:56:00 PM	AGM	Seminar	Start V Meeting	Invite Edit Delete


Modify the information as required and click on **Update V Meeting**.



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Update a Scheduled Virtual Meeting

Type: 

When: 

Access Code:

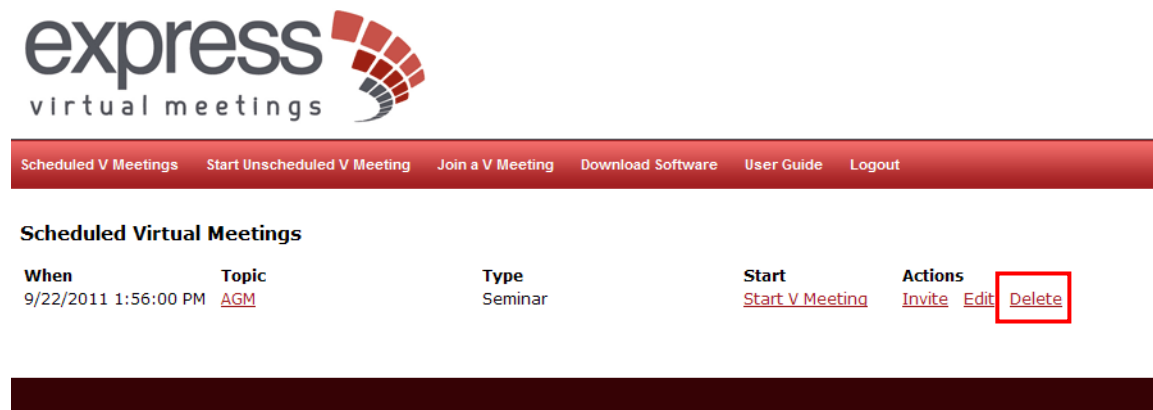
Password: (optional)

Topic:

Deleting a Scheduled Virtual Meeting

List the Scheduled Meetings by clicking on **Scheduled V Meetings** then **List Virtual Meetings**.

To delete the meeting click on **Delete**.

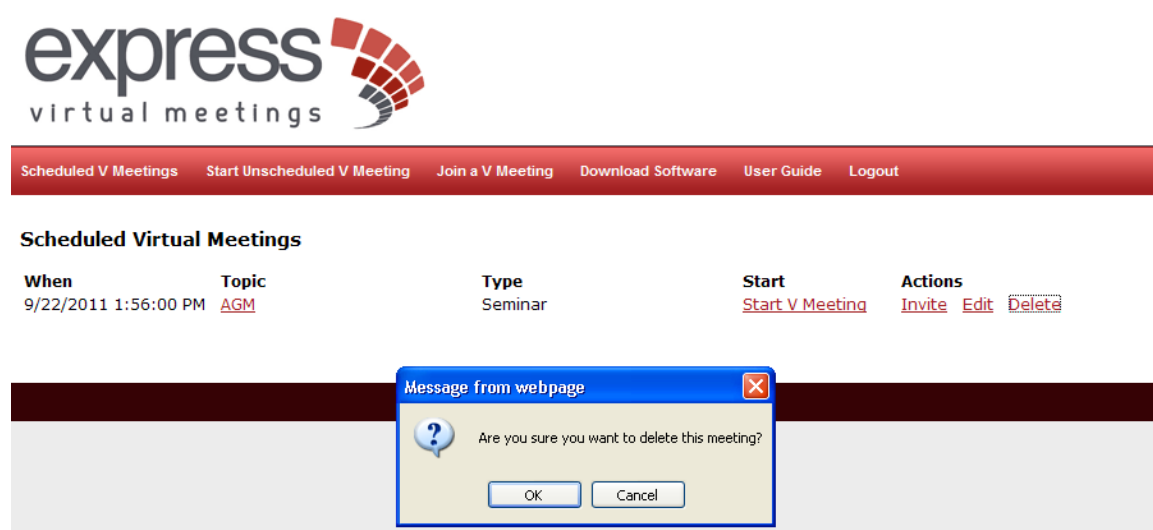


The screenshot shows the Express Virtual Meetings web application. At the top is the logo and a navigation bar with links: Scheduled V Meetings, Start Unscheduled V Meeting, Join a V Meeting, Download Software, User Guide, and Logout. Below the navigation bar is a section titled "Scheduled Virtual Meetings" containing a table with the following data:

When	Topic	Type	Start	Actions
9/22/2011 1:56:00 PM	AGM	Seminar	Start V Meeting	Invite Edit Delete

The "Delete" link in the Actions column is highlighted with a red rectangular box.

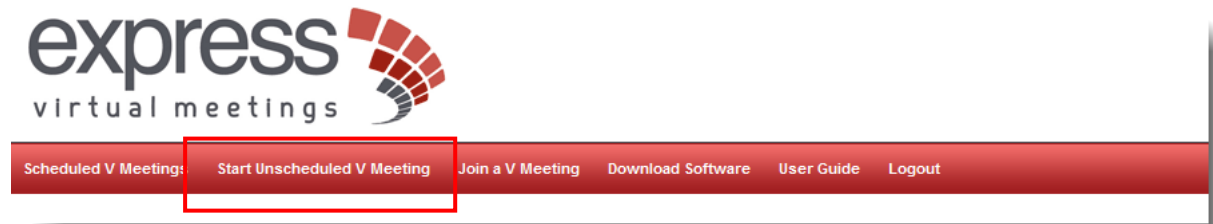
A warning message will appear. Confirm if you wish to have the meeting deleted.



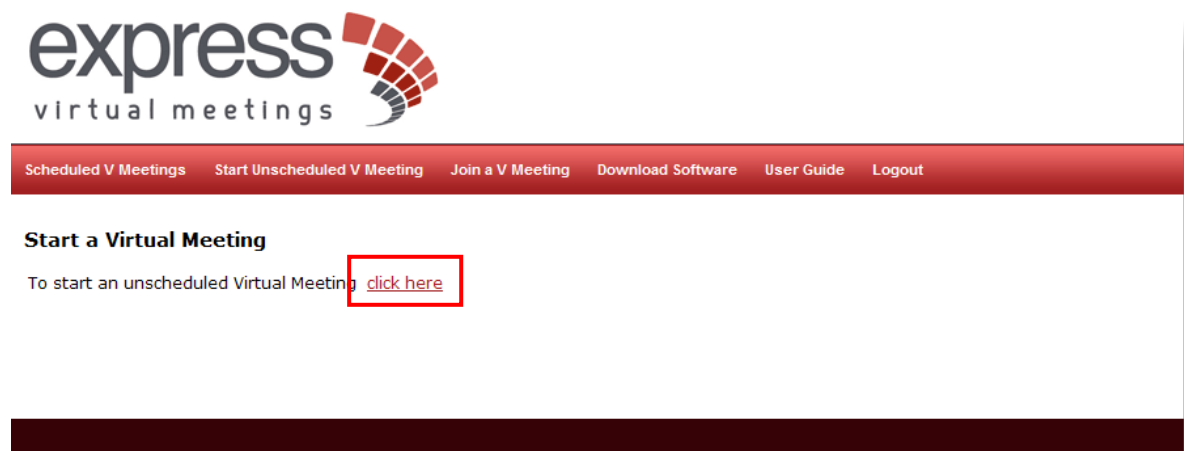
This screenshot shows the same Express Virtual Meetings interface as above, but with a confirmation dialog box overlaid. The dialog box has a blue title bar that says "Message from webpage" and a question mark icon. The main text of the dialog asks, "Are you sure you want to delete this meeting?". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Starting an Unscheduled Virtual Meeting

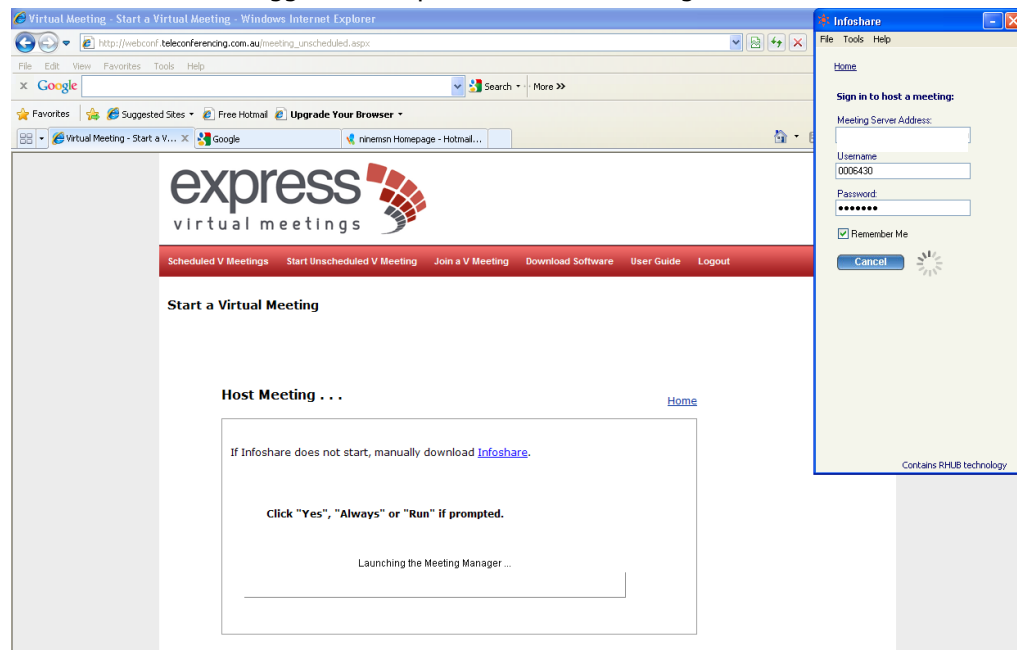
Log into your account via Express WebConferencing page & click on **Start an Unscheduled Virtual Meeting**.



A prompt will appear. To start the meeting click on **Click Here**.

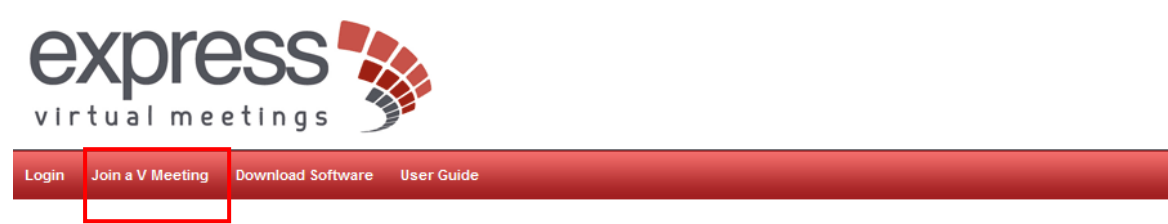


The Account will be logged into Express WebConferencing and the Web Conference will Start.



Joining a Virtual Meeting

Click on **Join Virtual meeting**



Input:

- Virtual Meeting ID (provided by host)
- Meeting Password (provided by host)
- Name

Click on **Join Meeting**



Manual download of Express WebConferencing

Click on **Download** and the software will automatically download.



If download does not begin you can choose to manually download.

