HOW TO…

Create an e-Meeting and Invite Others

An e-Meeting provides a convenient way to collaborate online. Any user can create an impromptu e-Meeting and invite others to participate.

Technical assistance is <u>not</u> provided for e-Meetings.

A. **Login** to e-CLASSES at www.eclasses-contactnorth.ca

Select your **Language** and then login with your e-CLASSES user name **Login** and **Password**.

B. Once logged in, click on **Schedule Meeting** in the menu on the left of the My Schedule page.

C. The **Create Meeting** page appears. It is separated into the following sections:

Create Meeting

Schedule

Name:	
Day:	10/16/13 📅 ▼
Time:	9 ▲▼ : 45 ▲▼ AM ▲▼
	(GMT -04:00) Eastern Time (US & Canada) ▲▼
Duration:	⦿ Hours: 0 ▲▼ Minutes: 30 ▲▼ ○ Ongoing [Start Now]
Cost Center:	No Selection ▲▼
Description:	

> **TIP:** Click on the **Start Now** button to begin the meeting without filling in further information.

Name – Type a name for the meeting, up to 60 characters in length. (Other than accented French characters, do not use any special characters).

Day – Choose the date for the meeting using the drop down calendar.

Time – Choose the time that the meeting will begin.

Duration – Select the length of the meeting (available in 15 minute increments) from the drop-down list. Do **NOT** select the Ongoing option.

Cost Centre – Choose the institution or organization that you are associated with or leave at NONE if your institution or organization does not appear on the list.

Description – A detailed description of the meeting can be entered in this section.

Seat Availability:

Seat Availability

Seats Reserved:	5 ▲▼ (20 max. including meeting host)
Server:	Auto-select

Seats Reserved – Select the total number of participants including the meeting host (you). The default is set to 5 participants.

Meeting Options:

Meeting Options

☑ Record meeting
☑ Live video
☑ Include live video in recording
☐ Allow users to attend without an invitation
☑ Allow users to export the agenda to a PDF

Early Attendance: No Limit
Meeting Password:
Retype Password:

Record Meeting – Select if you wish to record this meeting to be played back at another date.

Live Video – Default is set to include live video in the meeting. Remove if you do not wish to have live video.

Include live video in recording – Select if you are recording the meeting and wish to have webcam video in the recording.

Allow users to attend without an invitation – Leave unchecked. If this box is checked, anyone knowing the meeting identification code may attend the meeting.

Allow users to export the agenda to a PDF – Select if you wish to have meeting attendees save the agenda.

Meeting Password – Use if you wish to assign a password to your meeting *(optional)*.

Audio Options:

Audio Options

⊙ Voice Over Internet (VOIP)

Audio Codec: High (ISAC) - recommended ⇕

Voice Over Internet (VOIP) –Voice Over Internet (VOIP) is the only option.

Audio Codec – Leave as selected for optimum audio experience.

- The medium audio codec (ILBC) can be used if guests are on a slower Internet connection speed.
- The highest audio codec of IPCMWB should only be used if all guests are on high speeds of greater than 100 Mbsp.

D. Email Invitation:

Email Invitation

Customize Emails (Optional)
Save this event and open customize email page.

[Customize Emails]

Customize email invitation *(optional)*.

Attendees:

Attendees

Enter Email Addresses (e.g. jsmith@saba.com)
Selected names will be sent email invitations.

1 ☑ [_____]
2 ☑ [_____]
3 ☑ [_____]
4 ☑ [_____]

[Done]

Enter Email Addresses - The number of available blank address slots equals the total number of seats reserved minus 1 seat for the host. Note: an email with the meeting link will also be sent to you (the host).

Click **Done** once all information has been entered.

NOTE: If you cancel a meeting, the invited participants are NOT automatically notified.

E. The e-Meeting will appear on your **My Schedule** page under the **Upcoming** tab.

To begin the meeting, Click on **Lead**. You can also Modify, Copy or Delete the meeting.

Nathalie Lacroix

education domain

My schedule

Attend meeting

Schedule meeting

My profile

Tools

Log out

My Schedule

(GMT -04:00) Eastern Time (US & Canada)

Upcoming	Ongoing	Recordings	Past

Event	Start Time ▼	Duration
Ⓜ Test Meeting No. 1	10/16/13 10:00 AM	30m
	Lead | Lead in Browser | Modify | Copy | Delete	

Contact North | Contact Nord

e-CLASSES

e-Meeting Tools:

Along with the communication tools and emoticons, incorporate these additional tools to make full use of the interactive e-Meeting environment. For more detail, additional resources may be accessed on the Contact North Web Conferencing Training Resources page at www.contactnorth.ca/training-opportunities/contact-north-web-conferencing-training-resources

Record/Pause – Use the Record button (if this option was selected when you created the meeting) to allow meeting participants to playback the meeting at a later time. Be sure to **Publish** the recording when prompted upon exiting the meeting.
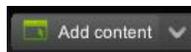
Add Content – Add content to your e-Meeting by importing PowerPoint slides, images, audio/video files, and more to the agenda.

Appshare when you want to show participants an application from you own computer. Participants will see your selected applications in the Media Window.
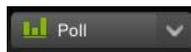
Poll – Use a survey to ask participants to respond to a single question. You can show the results of the survey to participants.

Whiteboard is a tool that you can use when you need a space to write, draw, and type in the interactive session. Both the leader and participants with enabled microphones can use the Markup Tools.

Video (Webcam) – use the Video icon to broadcast from your webcam or enable the participants' webcams in order to see them.