HOW TO…

Create an e-Meeting and Invite Others

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

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

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

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

Schedule:

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.

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

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 – Not applicable in Saba Meeting v8.2

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.

Email Invitation:

Email Invitation

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

[Customize Emails]

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 address slots does not include a seat for the host. An email with the meeting link will also be sent to you (the host).

Note: In order to see more email slots after changing the number of reserved seats in Seat Availability, save the meeting (click Done) and select Modify from the event listing in the My Schedule page.

Click Done once all information has been entered.

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

D. 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.
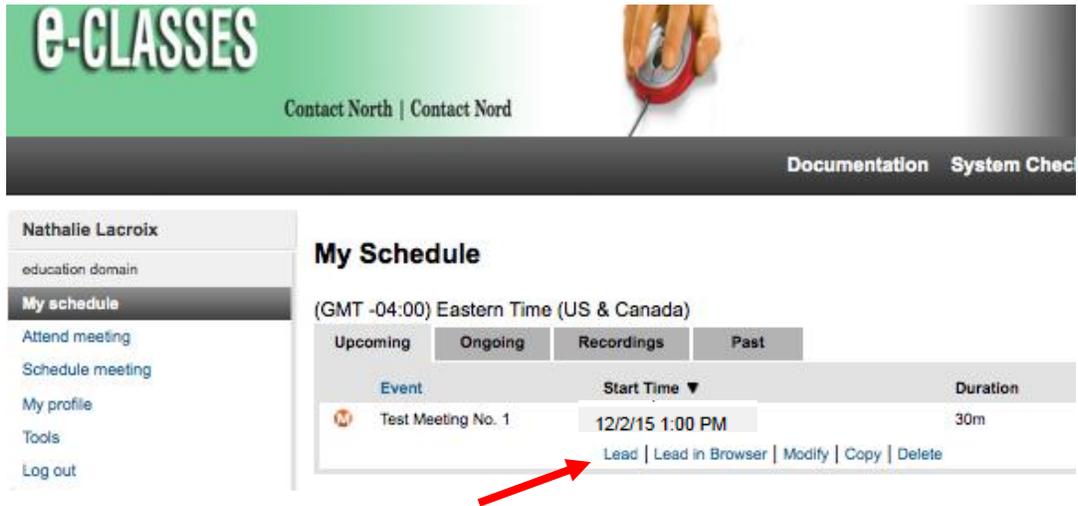

Your attendees will receive an email invite and a link to join the e-Meeting. The attendee does not need an existing Contact North / e-CLASSES login, *however* existing users will be prompted for their Contact North / e-CLASSES password (if the email address is recognized as part of an existing account).

Communicating in the Session
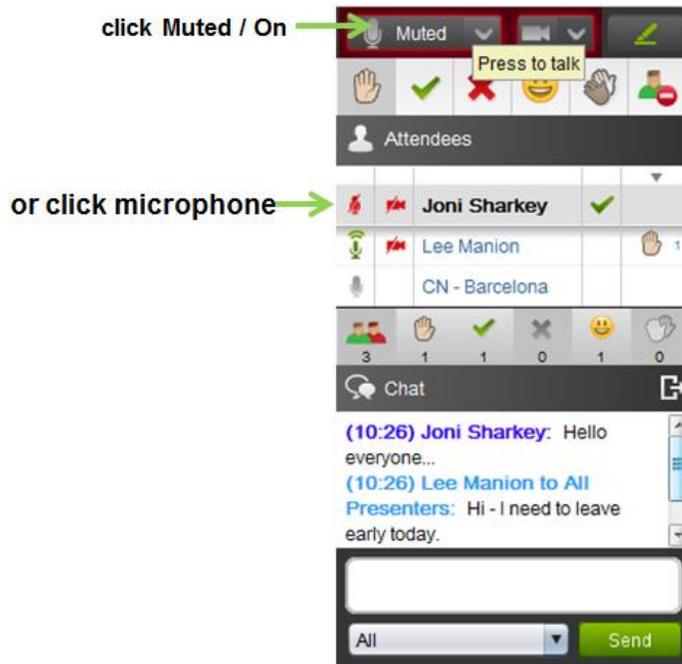
e-Meeting Tools:

If needed, attendees' microphones / markup capabilities and webcam usage can be removed. Click over the attendee's microphone or webcam icon beside their name in the Attendees window. For group controls, at the bottom on the Attendees list, hover over the icon indicating how many are in the session. A drop down menu will appear: *Mute All Microphones, Disable All Cameras*.
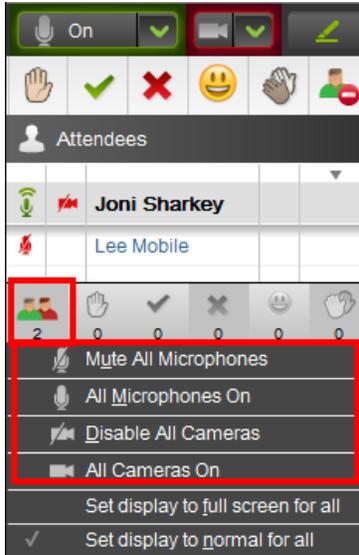
grey mic= not enabled /
in Audio Wizard

red mic = enabled

green mic = on / live

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.

Agenda/Add Content – Add content to your e-Meeting by importing 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.

Survey/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 *Give Video Camera* to participants in order to see them.

Quick Reference Card (e-Meeting) – *Leader*

Markup Tools

Right Click

Speaker & Microphone Volumes
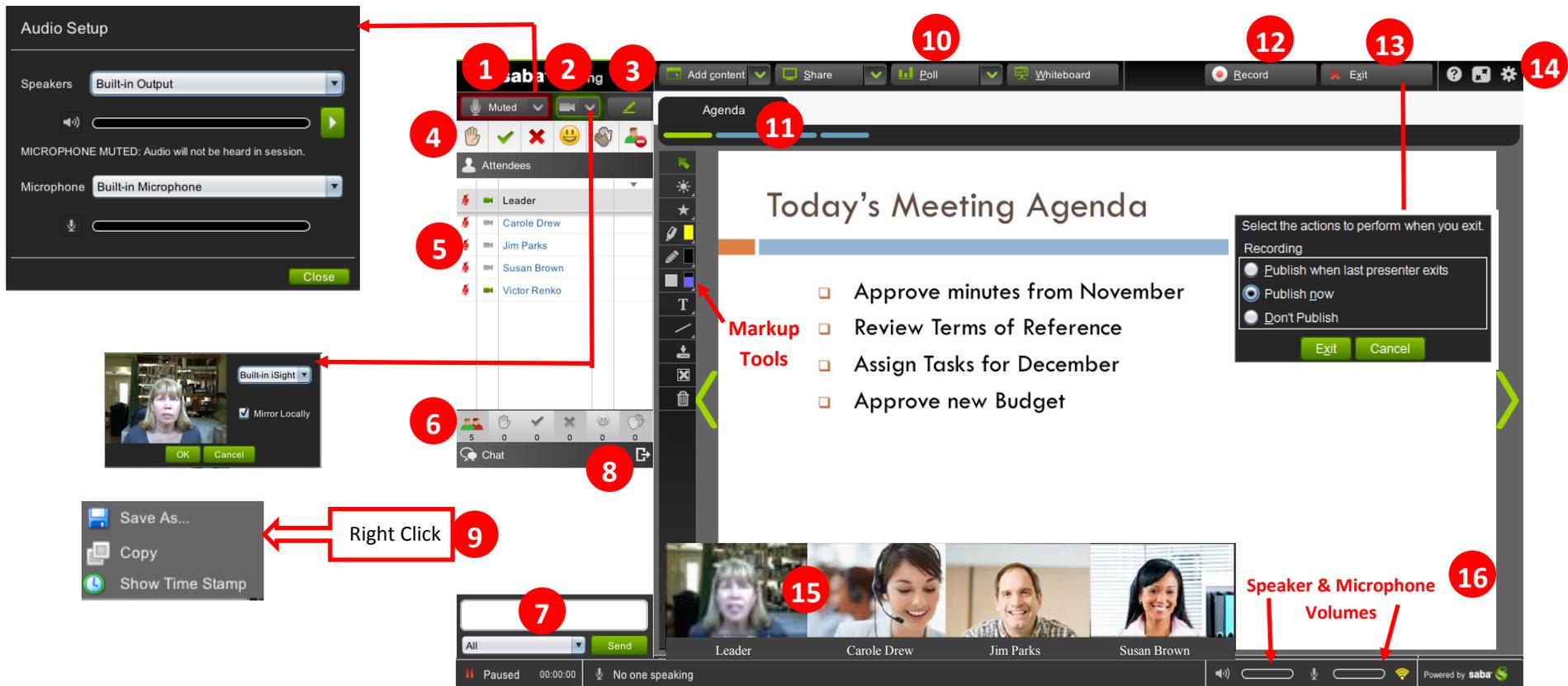
1) Turn on/off your microphone with the **Mute/On** button. Test your audio settings (Audio Wizard) by clicking on the **arrow just beside** Mute/On.

2) Turn on/off your webcam. Test your webcam settings by clicking on the arrow just beside the webcam button (Video Wizard).

3) Click the **green pen button** to display your **Markup** tools.

4) Use Emoticons to communicate in your session. **Raise your Hand**, **Answer Yes or No**, **Laugh**, **Applaud**, **Step Out**.

5) Click the participants' microphone or camera button to give or take audio and video controls for a participant, OR right-click on a participant's name to give or take controls.

6) **Hover for the dropdown & click the option** to give/take controls for **all participants at once**.

7) Enter text and click Send to **Text Chat** with everyone in the session or use the drop-down to select a specific person.

8) Dock/undock the chat panel.

9) Right click to display Time Stamp and Save Chat conversation.

10) Use the top menu controls to **Add content**, **Share** an application, start a **Poll**, and use a **Whiteboard**.

11) Use the Agenda toolbar to preview content and navigate the agenda.

12) Pause or Restart recording.

13) **Exit** the session and select publishing options for when you exit.

14) Edit Settings (Chat, Appshare, Audio and Video).

15) Up to 8 webcam images can be displayed at one time. Click the star in the top-right corner of a webcam image to display as larger **Primary Video** in the Media Window.

16) Undock the video panel. When undocked, the panel can be displayed vertically or horizontally.