

› WorldConference WeMeet Outlook Invitation Toolbar


Using the Outlook invitation toolbar for your WorldConference WeMeet web conferences allows you to schedule last minute or regular meetings in one-click.

Important: before downloading your toolbar, you need to create a customized meeting room (please refer to the Advanced Scheduling section of this guide).

› Download

- Please Exit Outlook before installing the invitation toolbar
- Go to <http://singtel.adobeconnect.com/common/help/en/support/downloads.htm> to download the latest "Adobe Connect Add-in for Microsoft Outlook"
- Install either the 32bit or 64 bit file, depending on your computer system.
- Follow the installation steps: select the Language, read and accept the License Agreement, click on Install twice and click on OK to exit

› Setup

- Launch Outlook and click OK when asked to configure the Connect Add-in (if it is not offered, click the Preferences icon  on the toolbar)
- Enter your Login and Password
- Click Edit, enter the Central User Interface URL and click OK
- Click Edit to define a Default Room
- Enter a Name for your new meeting
- Select the Audio Conference account and click OK
- Select Customise Invitation and personalise the text, as required
- Click OK to exit

The meeting room URL will be automatically integrated into your invitation.

Your Outlook invitation toolbar is installed and ready to be used!

› Tips for your WorldConference WeMeet Conferences

At least 3 days before your meeting:

- **Schedule** your meeting in one-click from the Invitation Toolbar and **send calendar invitations** to your participants
- Personalise your meeting interface: define a **layout**, manage **Pods**, or change your **background**

5 minutes before your conference is scheduled to begin:

- Connect into your audio, web and video conference
- **Activate** the audio to enable participants to join the WorldConference Audio Conferencing room

Opening your meeting:

- Remind participants to **identify themselves before speaking**
- Ask everyone to **mute their microphone** when they are not speaking, especially those joining using mobile phones
- Start **recording** if you want to enable on-demand replay

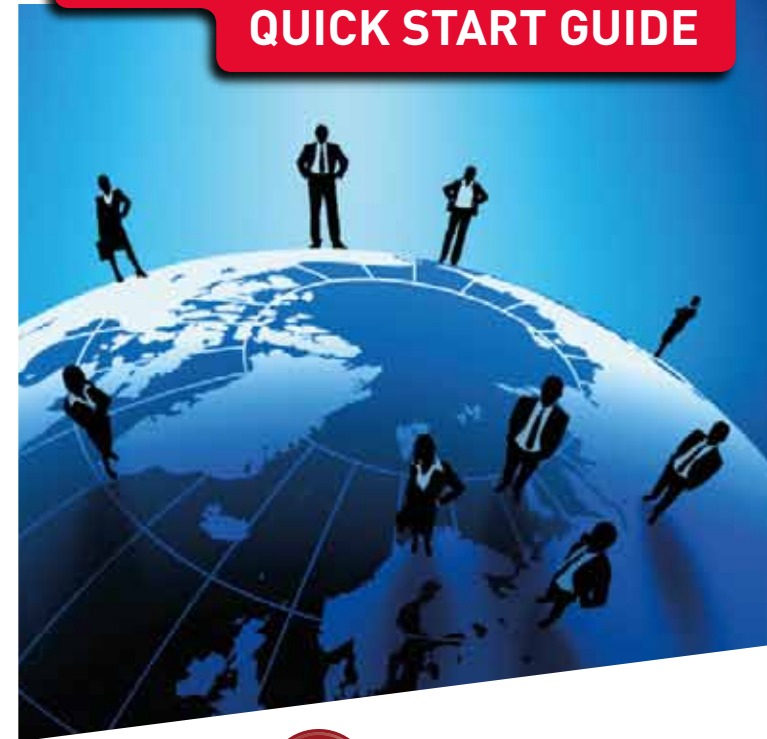
Ending your meeting:

- Upload documents in a **Files Pod** to transfer them to participants, without having to attach them to an email

After your meeting:

- Edit, publish and save your **recording**
- Distribute **playback URL** by email

WorldConference™ WeMeet QUICK START GUIDE



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WeMeet

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WorldConference WeMeet - Quick Start Guide

› Schedule Your Meeting

One-click scheduling from Outlook:

- (See overleaf for the Outlook Toolbar installation)
- Go to Outlook and click the toolbar icon 
- An invitation email containing the direct link to your Meeting Room will automatically open
- Add participants and define the meeting Date and Time
- Click on Send: your invitation will now appear in both your Outlook Calendar and your participants calendar


› Advanced scheduling from WorldConference WeMeet portal

- Go to your **WorldConference WeMeet Portal** at singtel.adobeconnect.com
- Log into your portal
- From the home page, click 
- Enter the Meeting Information:
 - » **Name:** meeting title
 - » **Custom URL:** complete the text box to create a customized URL*
 - » **Summary** (optional): details about the meeting
 - » **Start Time:** date and time of your conference
 - » **Duration:** from 15 min to 12+ hours
 - » **Select Template:** select from the default templates:
 - Meeting – general template for meetings
 - Training – for collaborative instruction and virtual classrooms
 - Events – for meetings or seminars with a large audience
 - » **Language:** meeting interface language
 - » **Access:** automatic entry or manual validation
 - » **Audio conference Settings:** select “Include this audio conference with this meeting” and choose **WorldConference Anytime** to enable SingTel audio conferencing
- Click **Finish** and go to the **Invitations** tab to generate invitation emails

* Customized URLs, also known as persistent URLs, are recommended for recurrent meetings - the meeting room layout will be saved and any documents uploaded are stored between meetings.

› Start Your Meeting


Connect to the web meeting room:

- Log into **WorldConference WeMeet Portal**
- Click  next to the meeting you want to start and the meeting window will open




Activate the audio conference:

As moderator, you need to activate the audio access for you and your participants before connecting to the audio conference.



- In the top menu, click , select **Start Meeting Audio**.
- A pop-up will appear: we recommend you to tick all the options to get the best of our Hybrid Audio conferencing system:
 - » **Using Computers:** allows the Host to use VoIP in a broadcast mode only
 - » **Enable microphone rights for participants:** allows the attendees to communicate using VoIP
 - » **Using Phone:** allows the Host and attendees to use SingTel Audio Conferencing
 - » **Start broadcasting telephony audio:** enable hybrid audio mode, which allows the VoIP and SingTel Audio Conferencing to operate together

Connect to the audio conference:

Click the Audio icon  and then select Connect My Audio... Choose from one of the following options:

- » **Dial-out:** enter your phone number and click Join to be called back
- » **Dial-in to the Audio Conference via Phone:** manually dial the phone number and enter the pin code followed by #
- » **Using computer:** select use your computer microphone and click **Join**

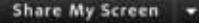
Start your webcam:

- Click on  to preview your webcam
- Click on  to share your webcam with the participants


› Customize Your Meeting Room

- From the **Layouts** menu, select Layout Template or Create New Layout and use the wizard to design a meeting room
- Move or resize the **Pods** (display panels – Share, Video...) or select from the Pods menu to **add** or **delete** pods
- To change your interface background, click **Preferences** in the **Meeting menu**, and upload a new background in the **General** tab

› Start Sharing

- From the Share Pod, click  to open the menu
 - » **Share my screen:** a specific window, an entire application or your full desktop
 - » **Share Document:** a document from your computer or from the Content section
 - » **Share Whiteboard:** a blank whiteboard with annotation tools
 - » **Recently Shared:** last content shared.
- You can also share **Notes**, **Files** or **Web Links** with your attendees through the corresponding Pods
- To get live feedback from your participants, you can display **Chat**, **Q&A** or **Polling Pods**

› Recording

- Go to the **Meeting menu** and click **Record Meeting**
 - » Define the **Name** of your recording, enter a short Summary (optional) and click **OK**
 - » The **active recording** icon appears 
- To stop the recording, click the red icon and click **Stop Recording**
- To play or edit the recording, go to the **Meeting Section** of your Central User Interface, click the **Meeting Name** you have used and go to the **Recordings tab**