

ATTEND A MEETING

There are two ways to access an Online Meeting. Attending requires no registration or software installation.

Access via Email Link

1. Open the email invitation you received from the Meeting Presenter and click the meeting link.
2. If prompted to enter an Access Code, enter the code provided in the email.
3. Follow the simple prompts on the "Attend a Meeting" page to launch the eBLVD Client Window.
4. If a teleconference number is provided, place the call to access the teleconference.

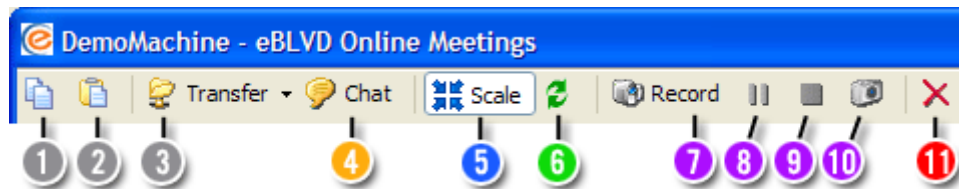
Access via Web Browser

1. Open a web browser and go to <http://meetings.eblvd.com>
2. Enter the Meeting ID (provided by the Meeting Presenter) and the Access Code, if required.
3. Follow the simple prompts on the "Attend a Meeting" page to launch the eBLVD Client Window.
4. If a teleconference number is provided, place the call to access the teleconference.

Once connected to the meeting, no further action is required. If the presentation has not yet started, a "Welcome" image will be displayed in the eBLVD Client Window. Otherwise, the Presenter's desktop will be visible.

PARTICIPANT TOOLBAR

The following tools are available to you during the meeting:



- **Copy (1), Paste (2), File Transfer (3)** – When the Presenter has granted you keyboard and mouse control, *Copy* and *Paste* are enabled to allow you to copy and paste text between your PC and the Presenter's. *File Transfer* may be enabled for you by the Presenter, allowing you to move files between your PCs.
- **Chat (4)** – Open a text chat session with the Meeting Presenter.
- **Scale (5)** – Toggle between a scalable view of the Presenter's PC or a full-size, scrollable view.
- **Refresh (6)** – Refresh your view of the Presenter's screen.
- **Record (7), Pause Recording (8), Stop Recording (9), Screen Capture (10)** – When enabled by the presenter, record the presentation and save still-images of the screen.
- **Disconnect (11)** – Exit the meeting and close the eBLVD Client Window.

