


INITIAL SETUP

Before conducting an Online Meeting, presenters must first install the presenter applet. This one-time-only setup process is for presenters only. Meeting participants are not required to install software to attend a meeting.


Installing the Presenter Applet

1. Open a web browser and log in to your account at <http://eBLVD.com>.
2. Click **Host PCs** on the top navigation bar.
3. Click **Set Up This PC**, located on the right side of the page.
4. Follow the simple instructions to run the setup wizard.

When the installation is complete, the eBLVD icon  will be visible in the system tray. Presenters may then begin scheduling and hosting meetings.

SCHEDULING A MEETING

Meet immediately or schedule for a future date and time

1. Open a web browser and log in to your account at <http://eBLVD.com>, or right-click the eBLVD icon  in the system tray.
2. Select **Meet Now** to meet immediately or **Schedule Meeting** to schedule a meeting for a future date or time. A browser window will open, prompting you for necessary meeting details.
3. Once the meeting has been created, invite participants by following the instructions under the "Invite Participants" section of the meeting details page.

Email invitations contain a link for participants to access the meeting, along with teleconference details.

STARTING A MEETING

1. Open a web browser and log in to your account at <http://eBLVD.com>.
2. Click the name of the meeting in the list on the "Upcoming Meetings" tab.
3. On the Meeting Details page, click **Open Meeting Manager** to open the Meeting Manager, which contains controls to run your meeting (Figure 1, next page).
4. If the meeting has a teleconference portion, place the call to join the phone conference.
5. When the Participants have connected and you are ready to begin, click the **Share Desktop** button on the Meeting Manager. Your desktop will then be visible to all Participants.

Presenters may grant certain permissions to participants during a meeting, such as Mouse/Keyboard control, File Transfers, and Session Recording. Right-click a participant's name in the Meeting Manager to display an options menu (Figure 1, next page).

ENDING A MEETING



1. Click the **Stop** button on the Meeting Manager (Figure 2, next page). Your desktop will no longer be visible to participants.
2. To force a disconnection of any Participants who might remain, select **Remove All** from the *File -> Participants* menu.

Figure 1: Meeting Manager

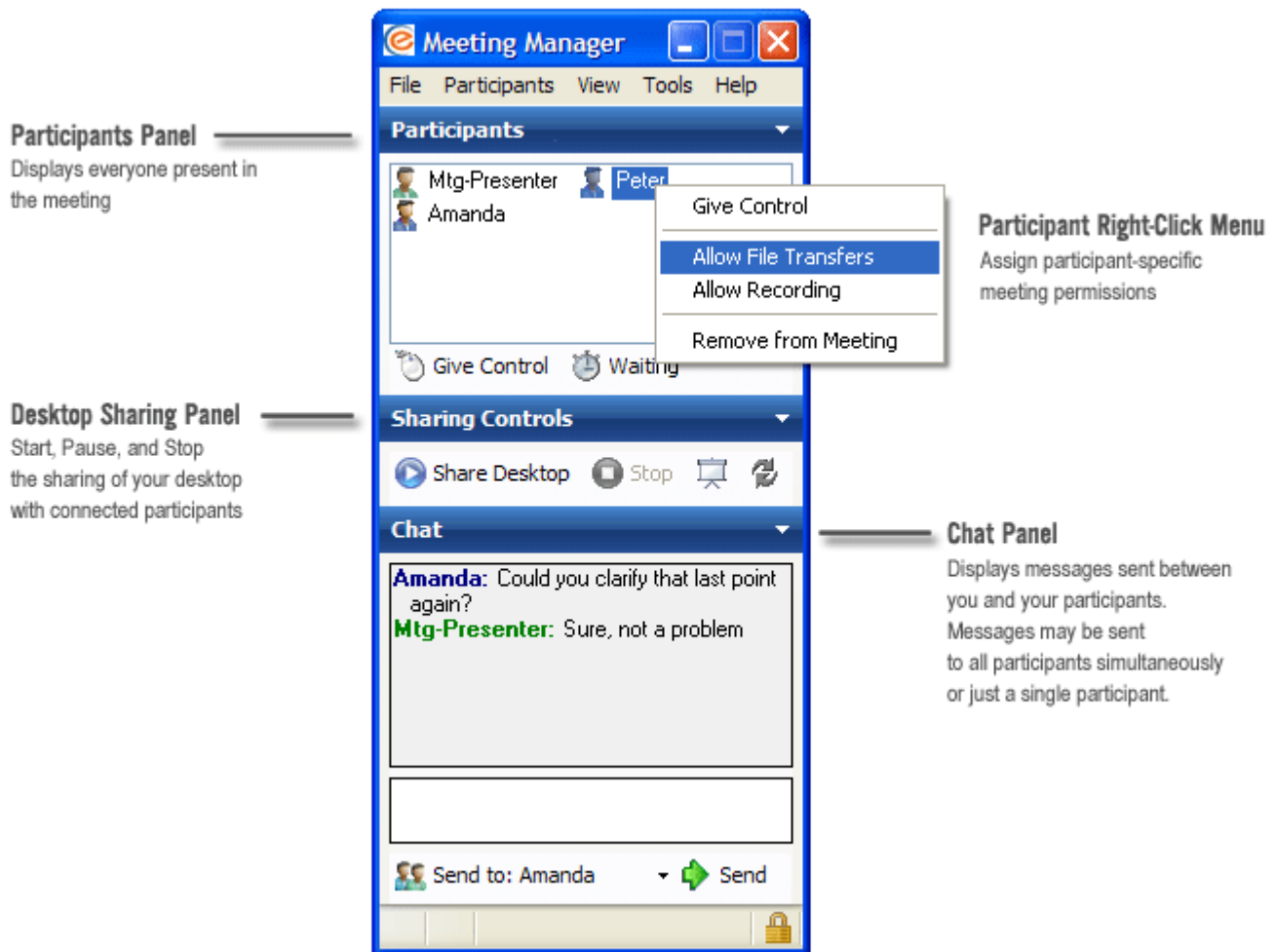


Figure 2: Desktop Sharing Controls



Sharing Controls

Pause - freeze the image being displayed to participants
Stop - stop showing your desktop to participants without disconnecting them



Screen Sharing Status

Indicates when your desktop is viewable to participants

Welcome Image

Upload or change the "Welcome Screen" image, which is visible to participants when your desktop is not being shared

Refresh

Force an update of the current view of your desktop to all participants

