## **Using Web Suite**

- Here is an example Meeting Invitation.
- Clicking the Web URL Link will open a browser and allow you to join the meeting.

Location:	Bridge :991071	
Wednesd	av. August 26	~
The different		
10 am	Maxwell Jaros's Event	-
10	Bridge :991071	-
11 00	njurosencom.cou	- 🗏
		-
12 pm		•
Me	eting Invitation	2
Max	well Jaros has invited you to join the following meeting:	-
	JOIN MEETING	
Мах	vell Jaros's Event	
Agenda		≡
No ag	enda set yet	
Mee	ting Access	
Web	URL: https://meetme.lecom.edu/ih67FXGaPa	
VMR	Number: 991071	
CID		
312	sip	
	sip:9910/1@sipmeet.lecom.edu	Ŧ
L		

- Navigate to meetme.lecom.edu in a web browser
- You will encounter a certificate error. Proceed past this.

←)	🗘 https://meetme.lecom.edu/ 🔎 🕆 🖒 🗘 Certificate Error: Navigation X
8	There is a problem with this website's security certificate.
	The security certificate presented by this website was not issued by a trusted certificate authority.
	Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
	We recommend that you close this webpage and do not continue to this website.
	Icit here to close this webpage.
	S Continue to this website (not recommended).
	• More information

- You will be brought to this page.
  - If you have a LECOM login, use it. If not, click the "Join as guest" slider. You will need to enter your name and email address if you enter the meeting as a guest.
- \*\*Be sure the slider for Audio and Video is set to ON\*\*

Polycom <sup>®</sup> RealPresence <sup>®</sup> Web Suite Join as guest Username Password In67FXGaPa Passcode [optional]
Polycom® RealPresence® Web Suite Join as guest  Usemame Password Remember Me Ih67FXGaPa Passcode [optional]
Join as guest Jo
Password Remember Me
Ih67FXGaPa Passcode [optional]
Passcode [optional]
Audio and Video 🤍 ON 🚱
Join the Meeting

- This is the guest login page as explained on the previous slide.
- \*\*Be sure the slider for Audio and Video is set to ON\*\*



Polycom* RealPresence* Web Suite				
Join as guest				
Name				
Email				
Remember Me				
ih67FXGaPa				
Passcode [optional]				
Audio and Video CON				
Join the Meeting				

Next, it will prompt you to install the RealPresence plug-in. Install the plugin. It's a one-time install needed to join.



lacksquare

Install the RealPresence plug-in to complete your meeting experience. The installation is a one-time process.				
Install RealPresence plug-in	Download and Install			
HELP	SKIP			

• There will be a security alert to use the plugin. Allow access to the plugin.

<i>@</i>		Windows Security Alert	×				
Windows Firewall has blocked some features of this app							
Windows Firewall h public, private and	as blocked some domain network Name:	e features of Polycom RealPresence Web Suite AV Plugin on all s. Polycom RealPresence Web Suite AV Plugin					
	Publisher:	Polycom					
	Path:	C: \users \mjaros \appdata \roaming \polycom \cloudaxis \2.0.0.1660 \rpwshostapp.exe					
Allow Polycom Real	Presence Web S	Suite AV Plugin to communicate on these networks:					
✓ Domain networks, such as a workplace network							
Private networks, such as my home or work network							
Public networks, such as those in airports and coffee shops (not recommended because these networks often have little or no security)							
What are the risks of allowing an app through a firewall?							
		Allow access Cance					

 Once the plugin is installed and allowed access, you will see the view of your camera. Click Continue to enter the meeting.



 Clicking the Gear symbol will allow you to edit your audio and video settings and adjust call quality. Usually nothing needs to be changed here.



• You will be joined to the meeting. Here you are able to see everyone who is currently connected to the meeting.



\*\*No cameras are shown because this is only an example of what the interface will look like when in the meeting

## **Guest Instructions**

Once successfully joining the presentation, please mute your microphone



- This allows for less feedback and background noise during the presentation
- Unmute your microphone if you want to ask a question, re-mute afterward