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
When: Wednesday, August 26, 2015 10:03 AM-12:03 PM

Wednesday, August 26

10 am   Maxwell Jaros's Event
        Bridge :991071
        mjaros@lecom.edu

11 00

12 pm

Meeting Invitation

Maxwell Jaros has invited you to join the following meeting:
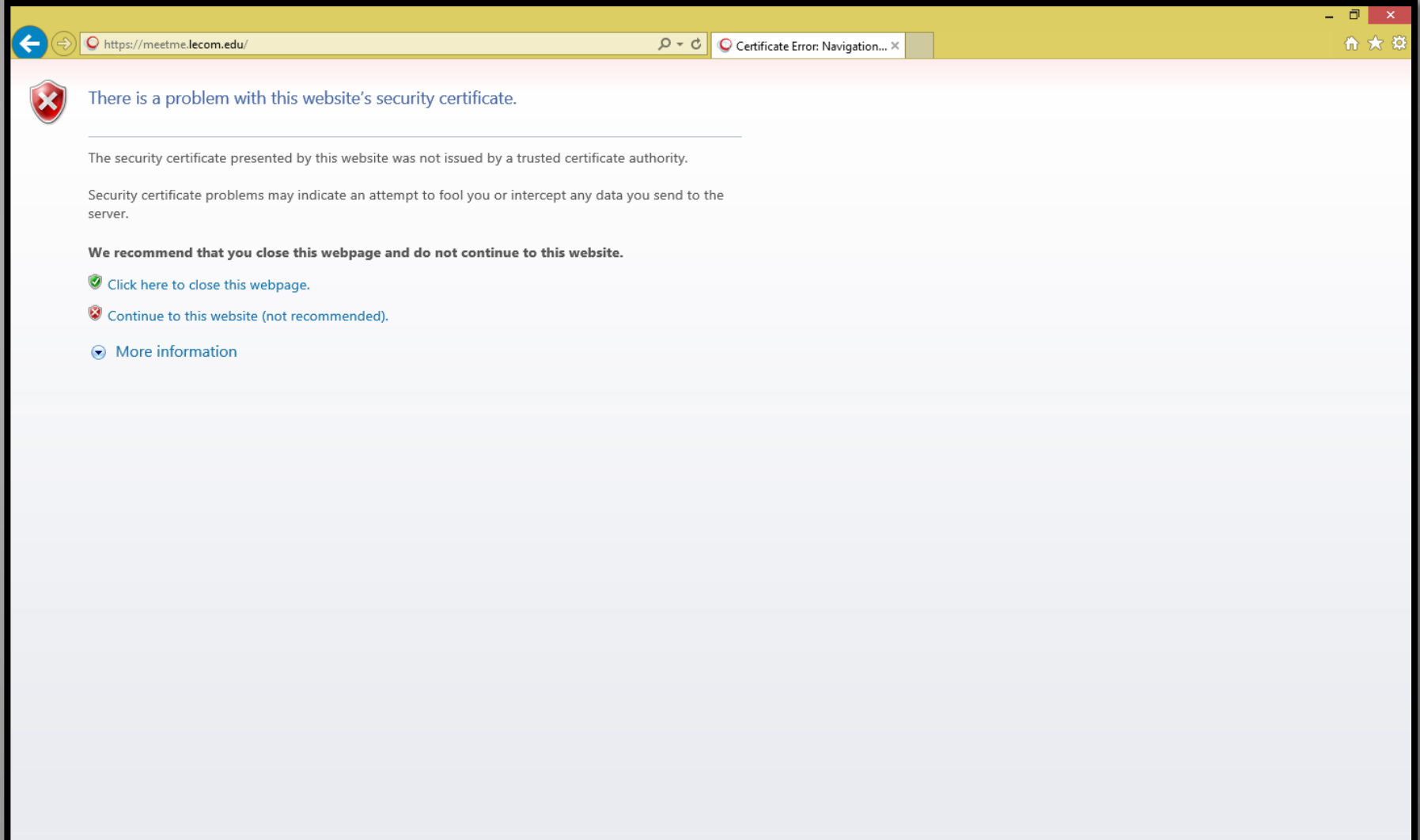
JOIN MEETING

Maxwell Jaros's Event

Agenda

No agenda set yet

Meeting Access

Web URL: https://meetme.lecom.edu/ih67FXGaPa

VMR Number: 991071

SIP

sip

sip:991071@sipmeet.lecom.edu

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

- 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****

- This is the guest login page as explained on the previous slide.

- **Be sure the slider for **Audio and Video** is set to **ON****

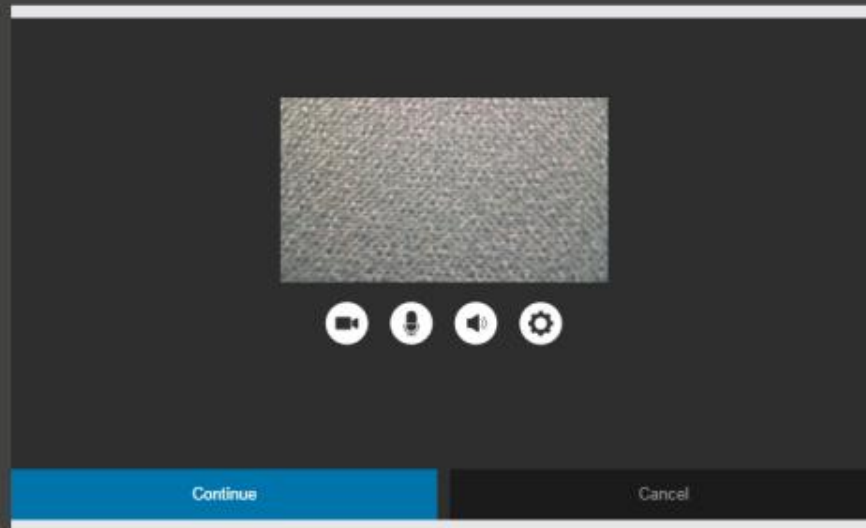- Next, it will prompt you to install the RealPresence plug-in. Install the plugin. It's a one-time install needed to join.
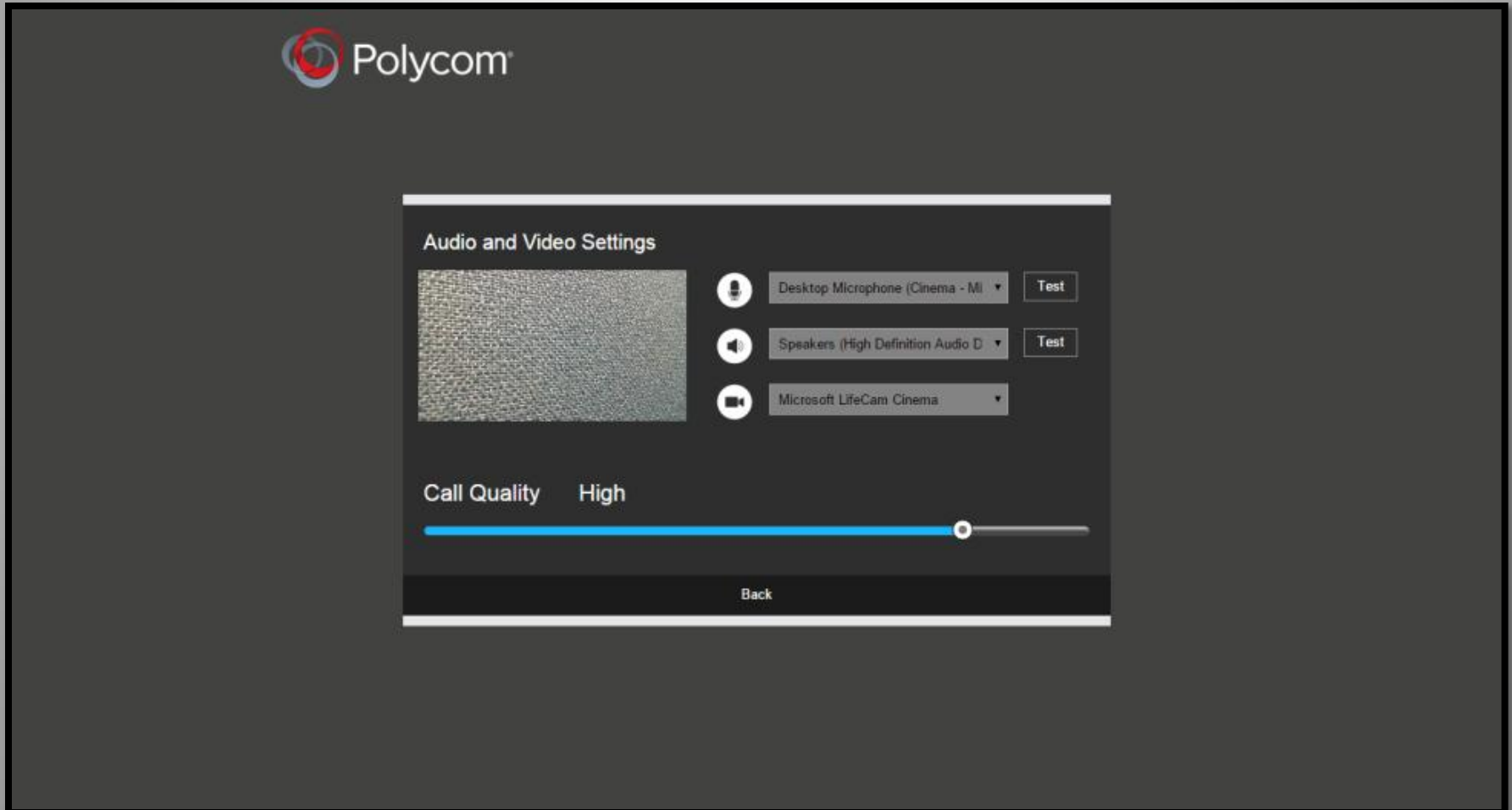
- There will be a security alert to use the plugin. Allow access to the plugin.
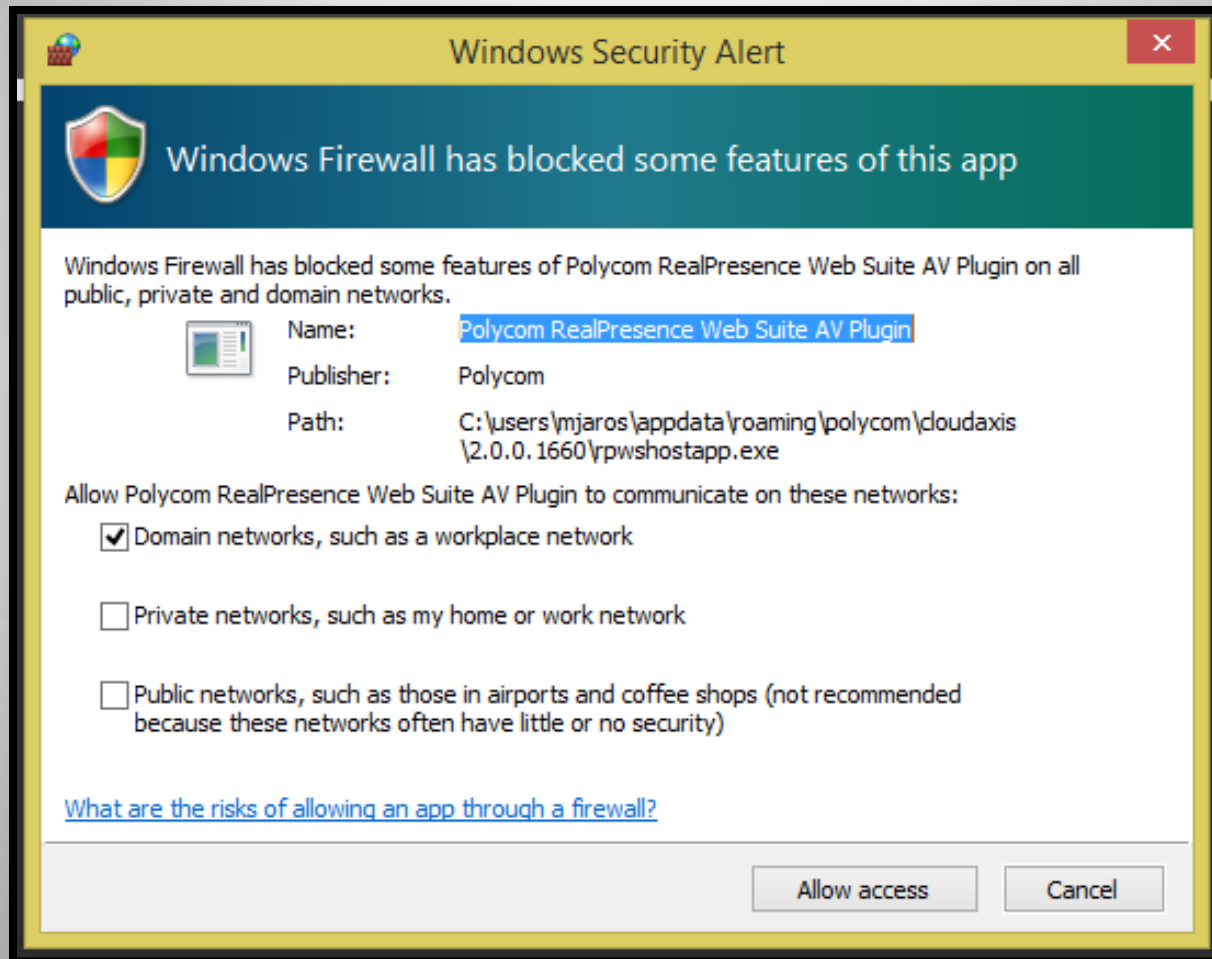
- Once the plugin is installed and allowed access, you will see the view of your camera. Click **Continue** to enter the meeting.

- 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.
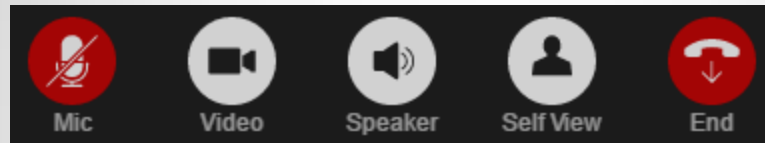
- You will be joined to the meeting. Here you are able to see everyone who is currently connected to the meeting.
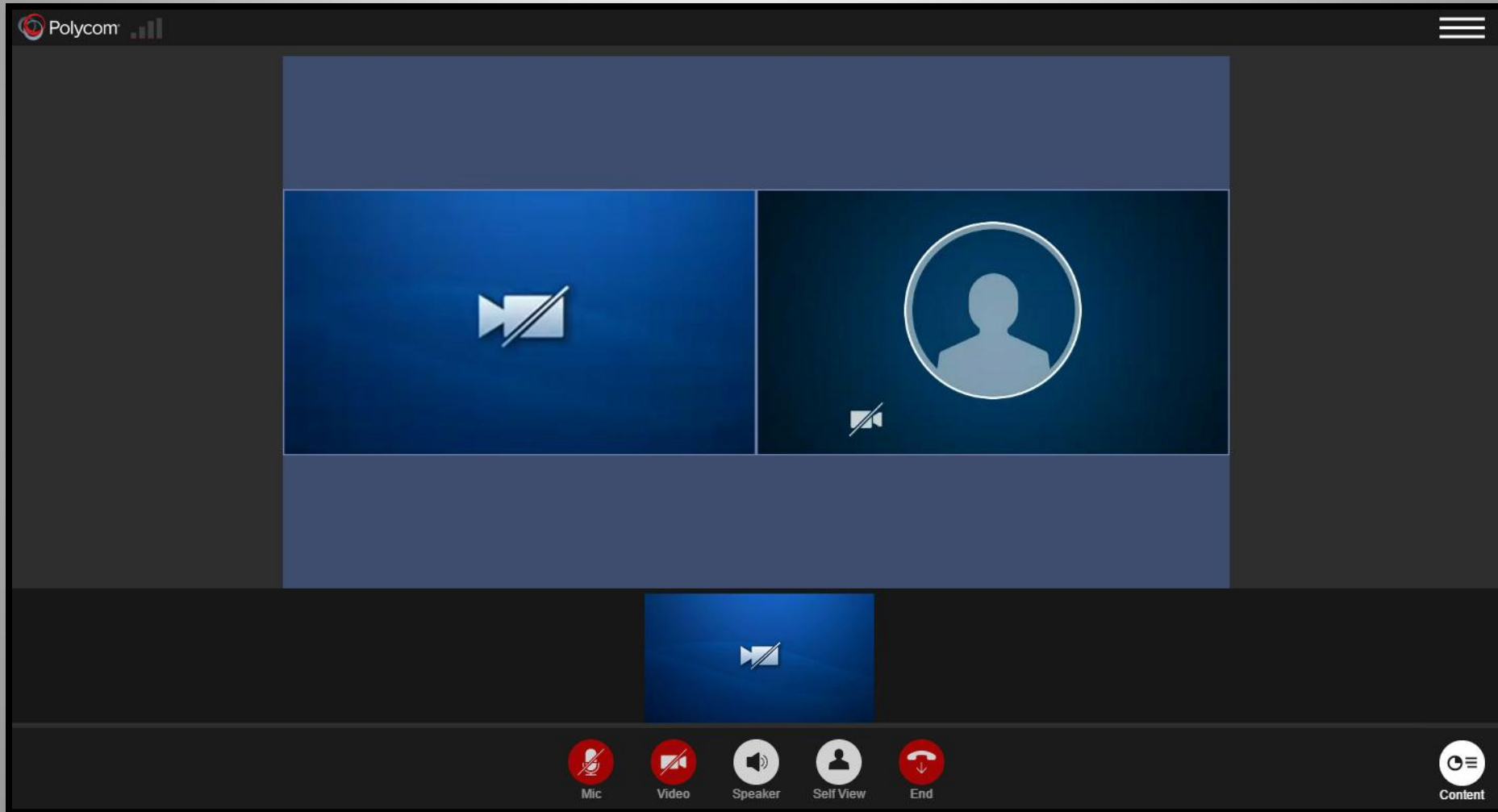
**No cameras are shown because this is only an example of what the interface will look like when in the meeting

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