

# USER GUIDE

Infoshare

## Web Conferencing

How to schedule meetings

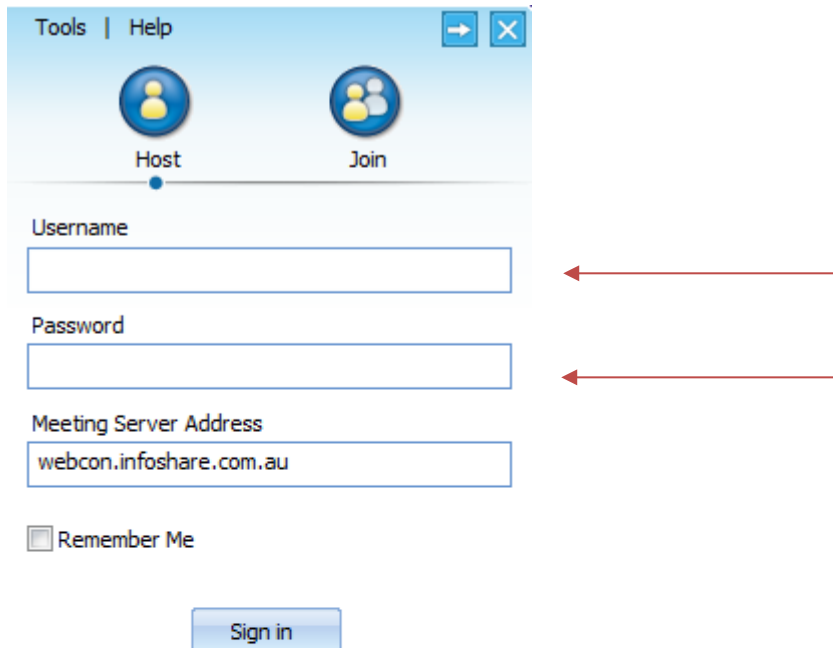
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1. Launch Infoshare by double clicking on the icon from your desktop.

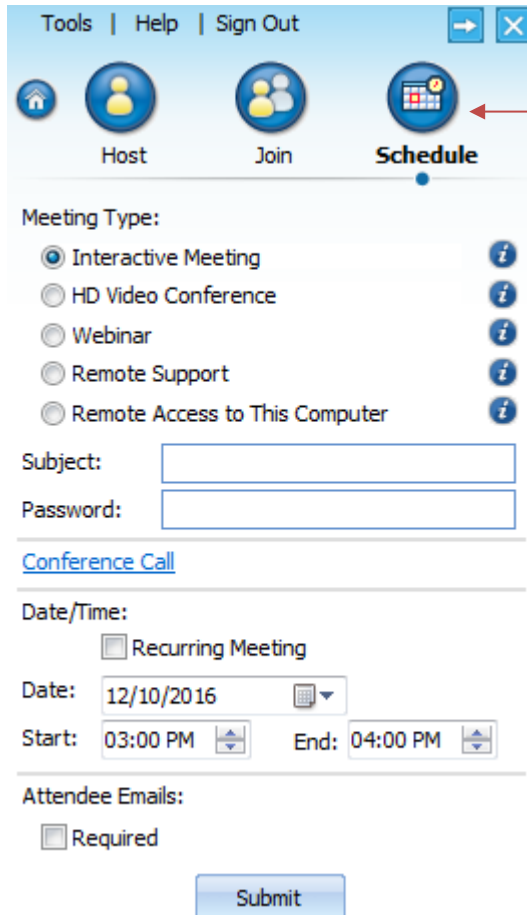


2. Enter your username and password as provided to you and click Sign In.

A screenshot of the Infoshare login window. The window has a title bar with 'Tools | Help' and standard window controls. Below the title bar are two icons: 'Host' (a person icon) and 'Join' (a group of people icon). Below these icons are three text input fields: 'Username', 'Password', and 'Meeting Server Address'. The 'Meeting Server Address' field contains the text 'webcon.infoshare.com.au'. Below the input fields is a checkbox labeled 'Remember Me' which is currently unchecked. At the bottom of the window is a 'Sign in' button. Two red arrows point from the right side of the page to the 'Username' and 'Password' input fields.

### Schedule Meetings

For instances where you want to plan your meeting and invite in advance this is available through the schedule meeting option.

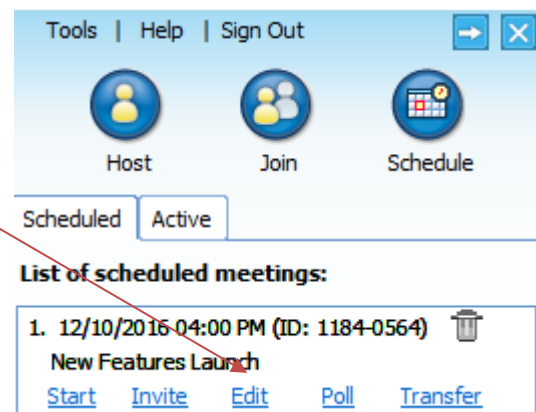


To schedule a meeting:

1. Open Infoshare from your desktop
2. Click the **schedule** icon
3. Select the Meeting Type
4. Enter the **Subject** of the meeting
5. Enter the **Password**, which is optional for all meeting types except Remote Access to this Computer
6. Select the **Date**
7. Select the **Start** and **End time**
8. Select Recurring Meeting to schedule a recurring meeting. If this option is selected, the Date and Time options are disabled
9. Click Submit
10. When you login to Infoshare next time, the scheduled meetings and the details are displayed.

To edit a scheduled meeting:

1. Click the **Edit** link of the respective meeting.
2. Make the necessary modifications.
3. Click **Submit**.

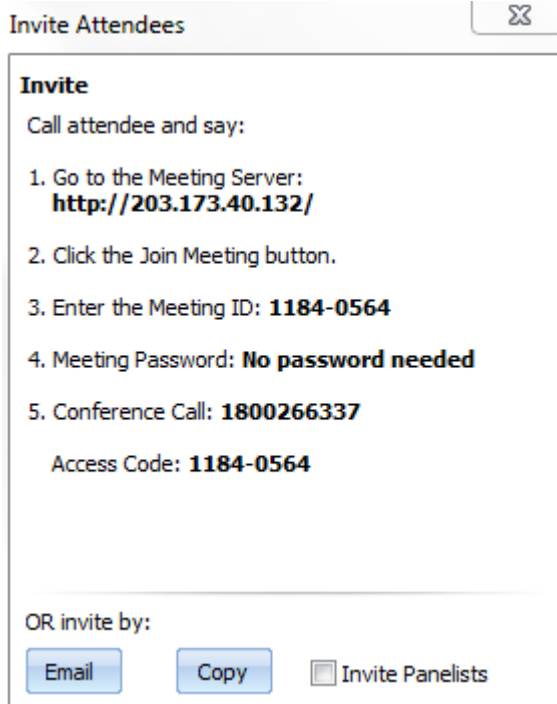
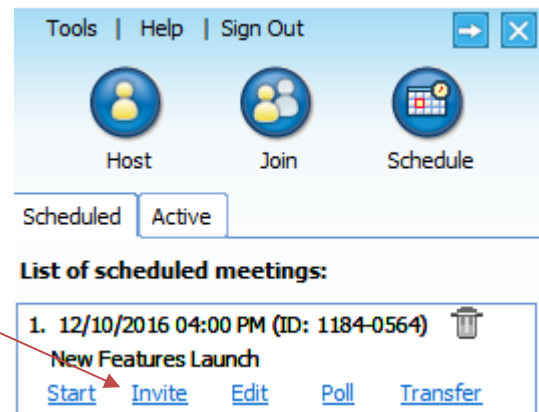


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To invite attendees:

1. Click the **Invite** button



2. Click **Email** to mail the URL to the invitee or click **Copy** and paste the URL to the attendees via online messaging tools.

Starting a scheduled meeting:

1. To start a scheduled meeting, click the **Start** link for the respective meeting.

