

USER GUIDE

Infoshare

Web Conferencing

How to schedule meetings

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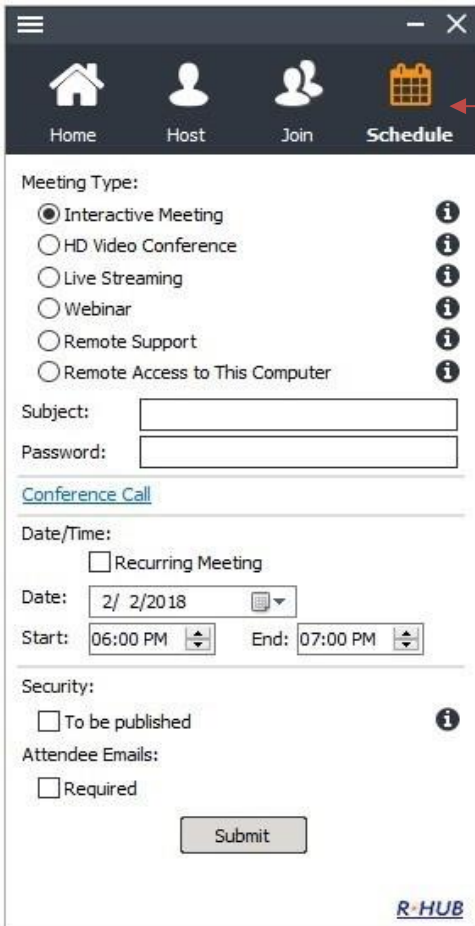


1. Launch Infoshare by double clicking on the icon from your desktop.
2. Select the 'Host' icon
3. Enter your username and password (your host code without the #) as provided to you and click Sign In.

A screenshot of the Infoshare application window. The window has a dark header with a hamburger menu icon on the left and window control icons on the right. Below the header, there are two buttons: 'Host' with a person icon and 'Join' with a group of people icon. The main area contains three text input fields: 'Username' with the value '00013765', 'Password' (empty), and 'Meeting Server Address' with the value 'webcon.infoshare.com.au'. Below these fields is a checkbox labeled 'Remember Me' which is unchecked. At the bottom is a 'Sign in' button. Two red arrows point from the right towards the Username and Password fields.

Schedule Meetings

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

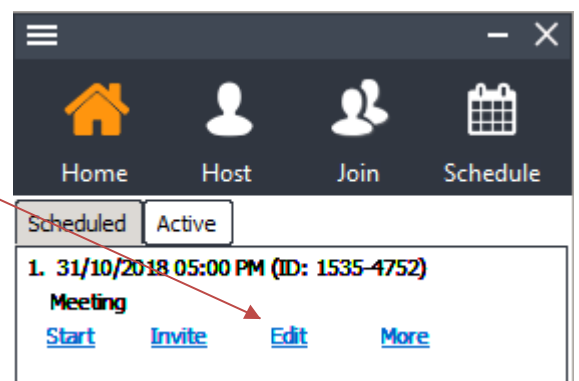


To schedule a meeting:

1. Click the **schedule** tab
2. Select the Meeting Type
3. Enter the **Subject** of the meeting
4. Enter the **Password**, which is optional for all meeting types except Remote Access to this Computer
5. Select the **Date**
6. Select the **Start** and **End time**
7. Select Recurring Meeting to schedule a meeting to recur every week/month. If this option is selected, the Date and Time options are disabled
8. Click Submit
9. When you login to Infoshare next time, the scheduled meetings and the details are displayed on the 'home' tab.

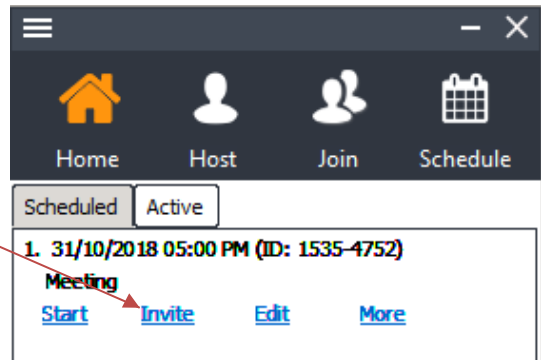
To edit a scheduled meeting:

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



To invite attendees:

1. Click the **Invite** button



Invite

Call attendee and say:

1. Go to the Meeting Server:
http://webcon.infoshare.com.au
2. Click the Join Meeting button.
3. Enter the Meeting ID: **xxx-xxx**
4. Meeting Password: **No password needed**
5. Conference Call: **123456789**

Access Code: **xxx xxx**

OR invite by:

Invite Panelists

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.

