

Using Anymeeting for Video Conferences

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Prior to a Meeting

www.Anymeeting.com allows you to have up to six attendee's in a video conference for free. You can have up to 200 in an audio conference.

1. Software -There is no software to install except java and adobe flash which most users should already have installed. The minimum requirements are as follows:
 - At least: Internet Explorer 8, Mozilla Firefox 3 or Safari (Mac)
 - 1024x768 Screen Resolution
 - High speed internet connection with an upload speed of 450 Kbps (0.44 Mbps)
 - Flash Player 10.3 -- [Click here to download](#)
 - Presenters: Java installed and enabled -- [Click here to download](#)
 - Turn off Pop-Up Blockers or put www.anymeeting.com in your allowed list
2. Those participating in a video conference should have a web cam.
3. To use it it is required that the Meeting OWNER have an account set up with Anymeeting. Attendees do not need accounts.
 - a. Go to www.anymeeting.com
 - b. Click the "Sign up" link at the top of the page.
 - c. Populate the form below. The Webinar Link should be something easy to remember. This is the URL you will send users to so they can join your meeting.

Sign Up | Log In

Home Features About Support Contact Blog

Sign Up Now - It's 100% Free f Connect

First Name: ⓘ

Last Name: ⓘ

E-mail Address: ⓘ

Confirm E-mail: ⓘ

Password: ⓘ

Webinar Address: ⓘ

Time Zone: (UTC-08:00) Pacific Time (US & Canad) ⓘ

How did you hear about AnyMeeting? ⓘ

I agree to the [Terms Of Service](#)

Sign Up

To set up and hold a meeting:

Login to your account at www.Anymeeting.com by clicking the sign in link on the top right.

Supply your password and login

From your homepage you can start a webinar or schedule one.

My Webinars | jumpfrey@jetsoft.com

Latest News

Remove Ads



New: Screen Sharing Widget!

Our new Screen Sharing Widget allows you to view and send text chat while you're sharing your screen. It also gives you a quick preview of what is being shared, and it floats above all of the other windows on your computer. You can also minimize it at any time.

[Read more about it here.](#)

Start a Webinar Now

Schedule a Webinar

Your Webinar URL: www.anymeeting.com/jumpfrey1

Your Public Profile: [Click here to create your profile](#)

Please run a system test before your next meeting

Your Free Phone Number:	Presenter Access Code:	Guest Access Code:
Conference Call (218) 339-2409	960 9931	125 6976

Upcoming Webinars Past Webinars Recordings Conference Call Training and Support

You have no upcoming webinars scheduled yet

Conduct a webinar NOW by clicking the "Start a Webinar Now" button, or schedule one in the future by clicking the "Schedule a Webinar" button. It's that simple!

To Schedule a webinar or video conference click the “Schedule a Webinar” button and populate the next page with your meeting particulars. You’ll need to title your meeting, supply a time, and supply emails of invitees (note that this is not necessary for folks to attend- they can access the meeting simply by knowing the URL) . Invitees can either be presenters (they can share their screen) or attendees. You can always change the status once the meeting has started. It is suggested that you select “Use Computer Mic and Speakers” for the Audio.

The screenshot shows a web browser window with several tabs: Bing, Home - JetWeb, Home--US Coast Guard Auxilia..., and Send In. The browser's address bar shows a search bar with "Search" and "More >>" options. Below the browser, the main content area is a form for scheduling a webinar. The form is divided into several sections:


- Title:** A text input field with a yellow background. Below it, a note says: "Please enter a title for your webinar, which will be used in your invitations, login page and reports."
- Date And Time *:** A section for selecting the date and time. It includes a date picker set to "12/31/2011", a time selector set to "Choose..." and "PM", a duration selector set to "60" minutes, and a time zone selector set to "(UTC-08:00) Pacific Time (U)". A note below says: "Note: We recommend that you log in at least 15 minutes before the webinar. This will ensure that your audience can log-in by the time you specify." There is also a checkbox for "This is a recurring meeting (What's This?)".
- E-mail List:** A section for selecting invitees. It includes a dropdown menu "Choose e-mails from a previous meeting..." and a note: "Please enter the emails of the people you want to invite to your webinar OR use the drop down list above to select e-mails from a previous webinar. Separate e-mails using a comma ',' or enter one e-mail per line." Below this are two text input fields labeled "Attendees" and "Presenters".
- E-mail Subject *:** A text input field containing "Webinar Invitation: 'Test Anymeeting'".
- E-mail Message:** A rich text editor for the invitation message. It includes a toolbar with various formatting options and a character count of "0/1000".
- Audio Broadcasting *:** A section for selecting the audio broadcast method. It includes a note: "How would you like to broadcast audio during your webinar?" and two radio button options: "Use Computer Mic and Speakers" (selected) and "Use Telephone".
- Public Profile & Social Notification Settings:** A section for publicizing the webinar. It includes a note: "Public Profile & Social Notification settings allow you to publicize your webinars." and a checkbox for "Make Public" with a link: "Click here to connect your Social Networks".

At the bottom of the form, there are three buttons: "Schedule Webinar Now", "Next >>", and "Cancel".

Once done click “Schedule Webinar Now” and your attendees will receive an email with instructions for connecting to the meeting that looks like this.

Webinar Invitation: 'test'

JON-JACQUES Umphrey <no-reply@anymeeting.com>

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Fri 12/30/2011 10:35
To: Jon-Jacques Umphrey

[Hold your own online meetings for FREE -- Sign up for AnyMeeting!](#)

JON-JACQUES Umphrey has invited you to the following webinar:

test
Saturday, December 31, 2011
10:45 AM - 11:30 AM Pacific Time [Add to Calendar](#)

[Click here to join the webinar](#)

Hints and Tips:

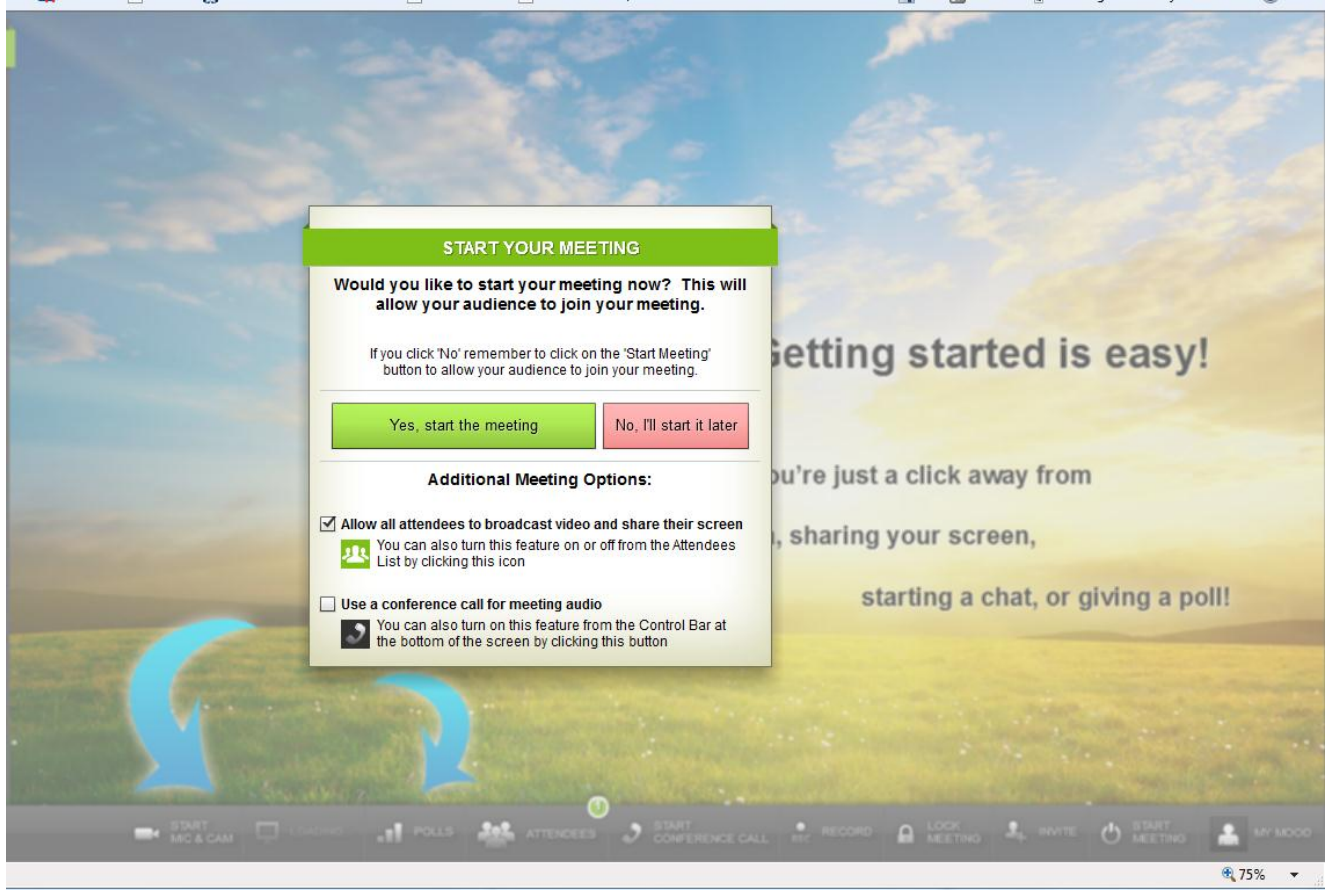
If this is your first time attending a webinar of this kind, we recommend that you take the [System Test](#) to make sure that your computer is ready to go.

In the rare case that you have any technical difficulties viewing the webinar, please e-mail support at support@anymeeting.com.

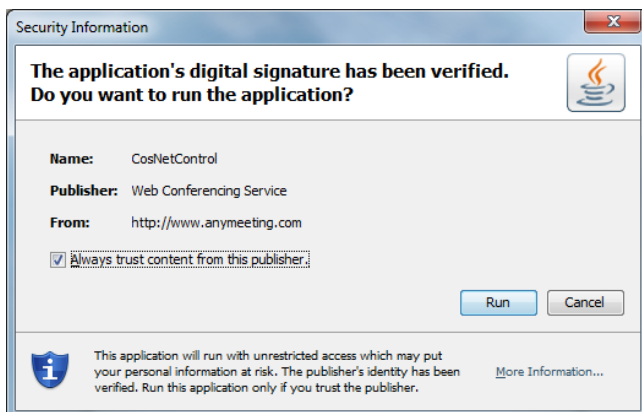
You have received this e-mail invitation because the presenter of this webinar personally provided your e-mail address. If you have any questions, please contact the presenter directly by replying to this e-mail.

Starting the Meeting

When you start your meeting by going to the meeting url you'll eventually be brought to the following screen. Check the "Allow all attendees to broadcast video and share their screen" option and then click "Yes start the meeting".



Depending on your browser you may receive the following dialog. Click "RUN".



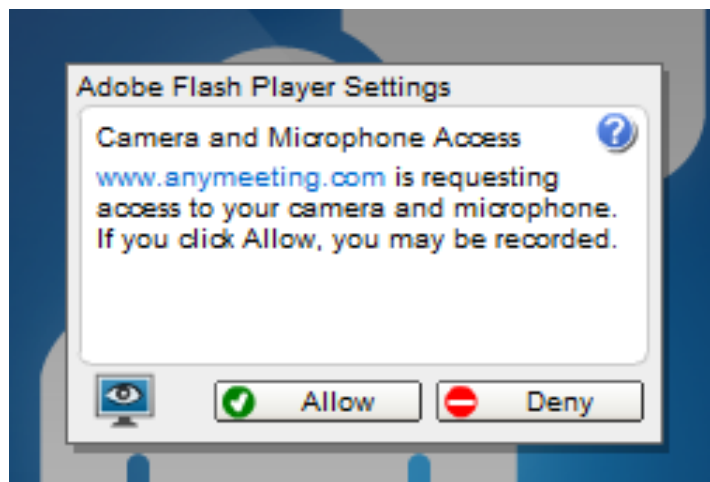
Then Click “Start Mike and Cam” in the left corner.



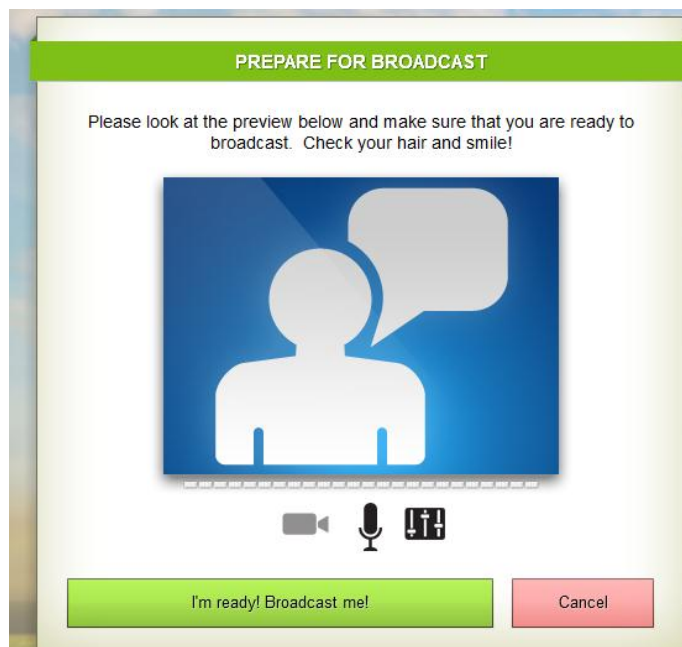
Make sure the correct Mike and Camera are selected and click “Save Settings”

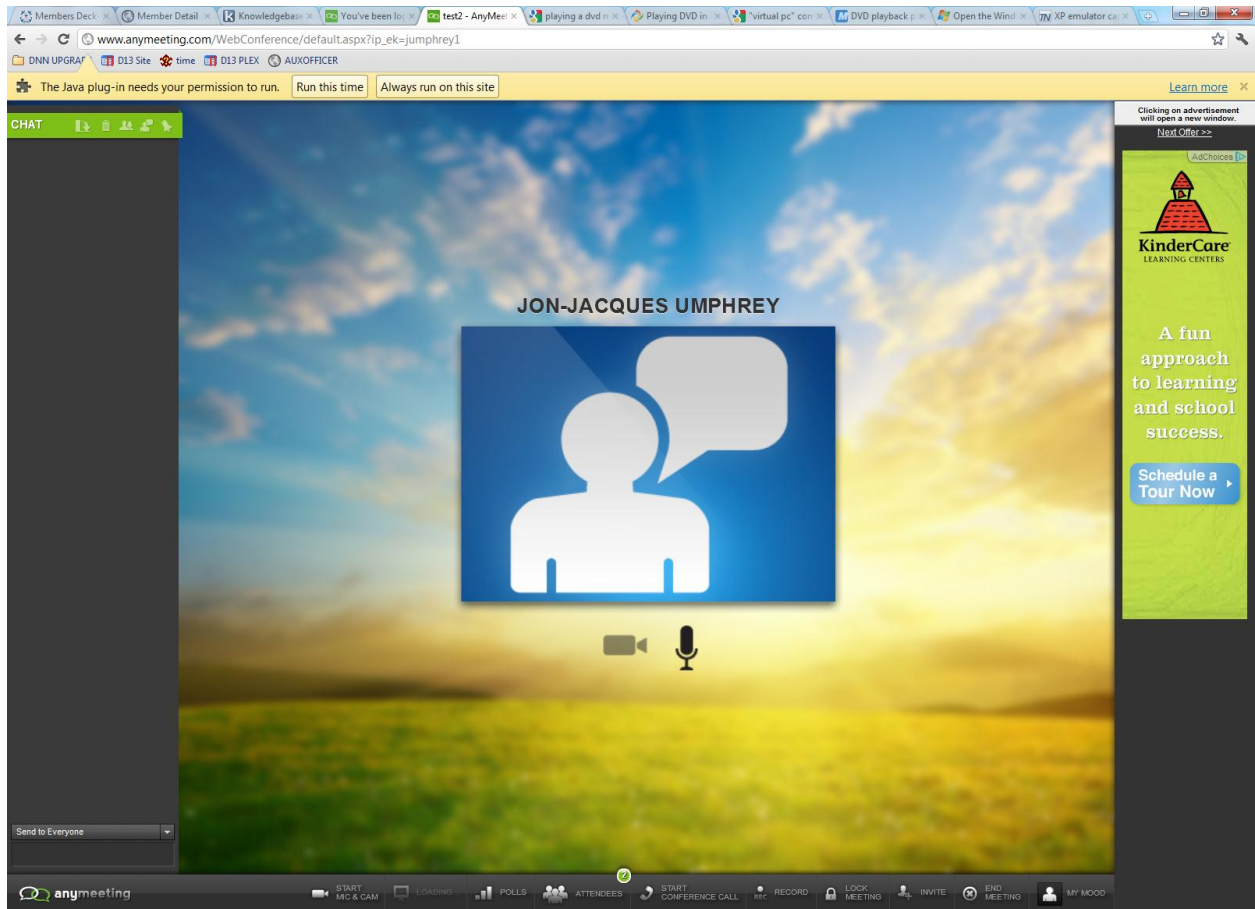


Click the "Allow" button to let Flash access your camera.



Click "I'm Ready Broadcast me" and you'll now be presenting.





Attendees will display on the screen as they connect

The screenshot displays a web browser window with the URL http://www.anymeeting.com/WebConference/Default.aspx?ip_ek=jumphrey1&ip_uic. The browser's address bar shows the page title "Test Anymeeting - AnyMee...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The search bar contains "Google" and "Search". The browser's toolbar shows several open tabs: "JetWeb", "MSW", "Wikipedia", "Infopedia", "D13 Web", "Home--US Coast Guard A...", "AUXOFFICER", and "Puerto Vallarta, Mexico Fo...".

The main content area is a video conference interface. On the left is a "CHAT" window with the following messages:

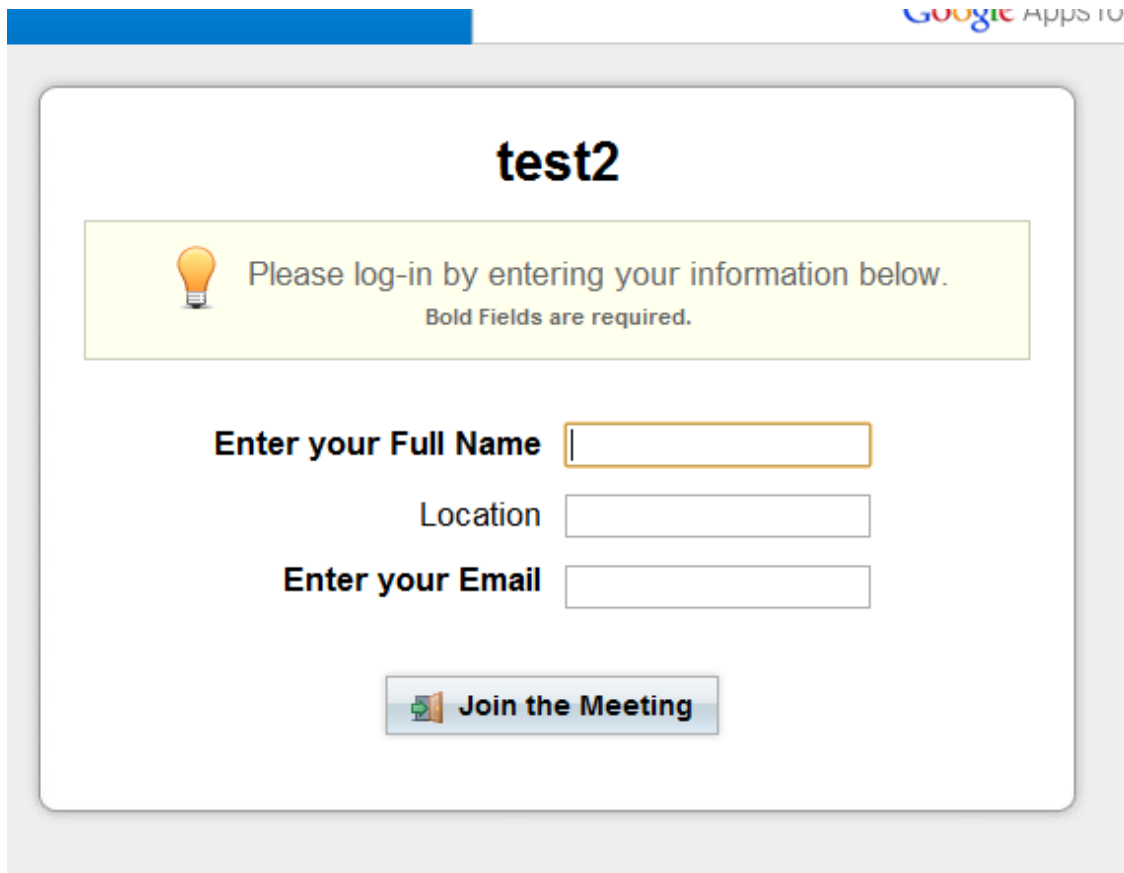
- JON-JACQUES UMPHREY: After you log in make sure to click "Start Mic and Cam" in the lower left corner
- DEAN WIMER FROM MCMINNVILLE: HAPPY NEW YEAR
- GARRISON BROMWELL FROM SEATTLE: this is a message fro garrison
- JON-JACQUES UMPHREY (Private to Garrison Bromwell from Seattle): This is to garrison
- JON-JACQUES UMPHREY (Private to Dean Wimer from McMinnville): This is to Dean

The video grid shows three participants: JON-JACQUES UMPHREY, GARRISON BROMWELL, and DEAN WIMER. Below the video grid are icons for "STOP MIC & CAM", "START SCREEN SHARING", "POLLS", "ATTENDEES", "START CONFERENCE CALL", "RECORD", "LOCK MEETING", "INVITE", "END MEETING", and "MY MOOD".

The bottom of the screen shows the Windows taskbar with icons for "anymeeting", "STOP MIC & CAM", "START SCREEN SHARING", "POLLS", "ATTENDEES", "START CONFERENCE CALL", "RECORD", "LOCK MEETING", "INVITE", "END MEETING", and "MY MOOD". The system tray shows "quicklaunch", "100%", "15:44", and "12/29/2011".

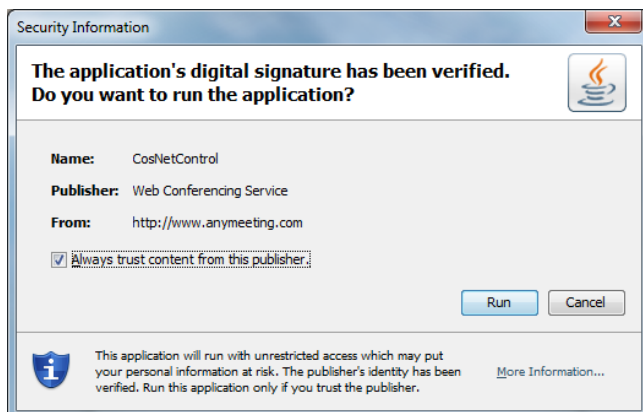
Attending a meeting

After attendees click the meeting link in the invite email they will be brought to the following screen. Supply your information and click “Join the Meeting” and you’ll be joined to the meeting.



The screenshot shows a web interface for a meeting titled "test2". At the top right, there is a "Google Apps for" logo. Below the title, a yellow box contains a lightbulb icon and the text: "Please log-in by entering your information below. Bold Fields are required." Below this, there are three input fields: "Enter your Full Name" (with a yellow border), "Location", and "Enter your Email". At the bottom, there is a blue button with a green plus icon and the text "Join the Meeting".

Depending on your browser you may receive the following dialog. Click “RUN”.



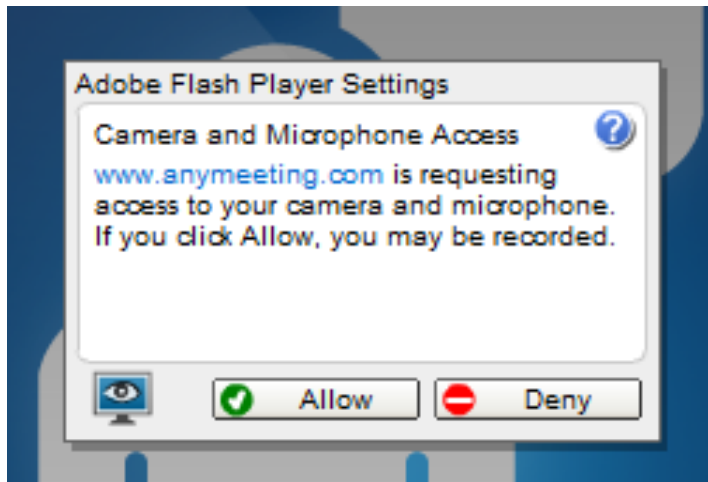
Then Click “Start Mike and Cam” in the left corner.



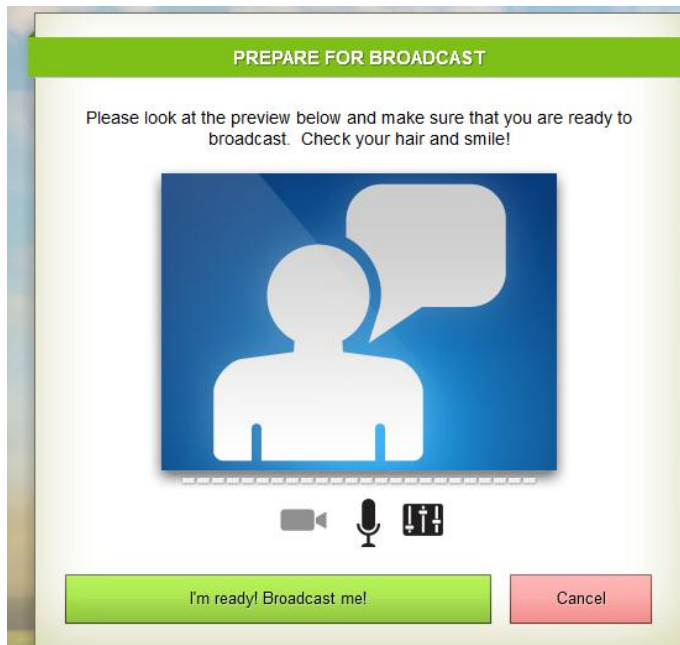
Make sure the correct Mike and Camera are selected and click “Save Settings”



Click the “Allow” button to let Flash access your camera.



Click “I’m Ready Broadcast me” and you’ll now be broadcasting.



http://www.anymeeting.com/WebConference/Default.aspx?ip_ek=jumphrey1&ip_uic...

File Edit View Favorites Tools Help

Google Search More

JetWeb MSW Wikipedia Infopedia D13 Web Home--US Coast Guard A... AUXOFFICER Puerto Vallarta, Mexico Fo...

CHAT

JON-JACQUES UMPHREY
 After you log in make sure to click "Start Mic and Cam" in the lower left corner

DEAN WIMER FROM McMINNVILLE
 HAPPY NEW YEAR

GARRISON BROMWELL FROM SEATTLE
 this is a message fro garrison

JON-JACQUES UMPHREY
 (Private to Garrison Bromwell from Seattle)
 This is to garrison

JON-JACQUES UMPHREY
 (Private to Dean Wimer from McMinnville)
 This is to Dean

JON-JACQUES UMPHREY **GARRISON BROMWELL** **DEAN WIMER**

Send to Dean Wimer from McMinn...
 Type your message here

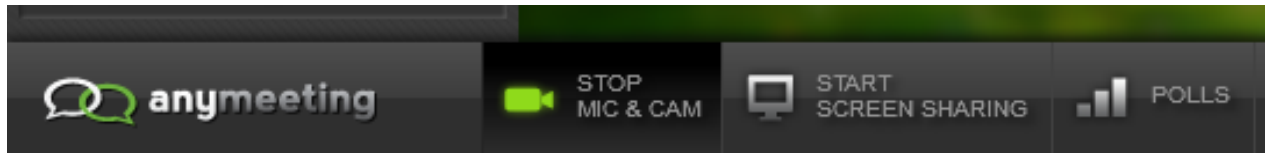
anymeeting

STOP MIC & CAM START SCREEN SHARING POLLS ATTENDEES START CONFERENCE CALL RECORD LOCK MEETING INVITE END MEETING MY MOOD

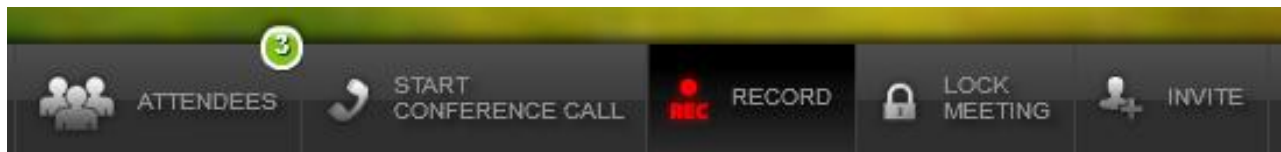
Department of Response quicklaunch 100% 15:44 12/29/2011

Controls

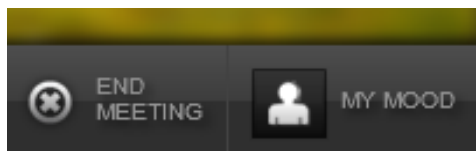
At the bottom of the screen are various controls.



- Stop mic and cam – Stops your broadcast
- Start Screen Sharing can allow you to share your desktop, a particular monitor or application
- Polls – lets you run an online Poll



- Attendees – lets you disconnect or change the status of an attendee
- Start Conference call – Starts the audio portion of the meeting by phone (don't use this).
- Record- Records the audio and video of the meeting for later viewing.
- Lock Meeting – prevents others from Joining
- Invite – allows you to invite others via email while the meeting is present.



- End meeting – ends the meeting
- My mood – doesn't appear to do anything.

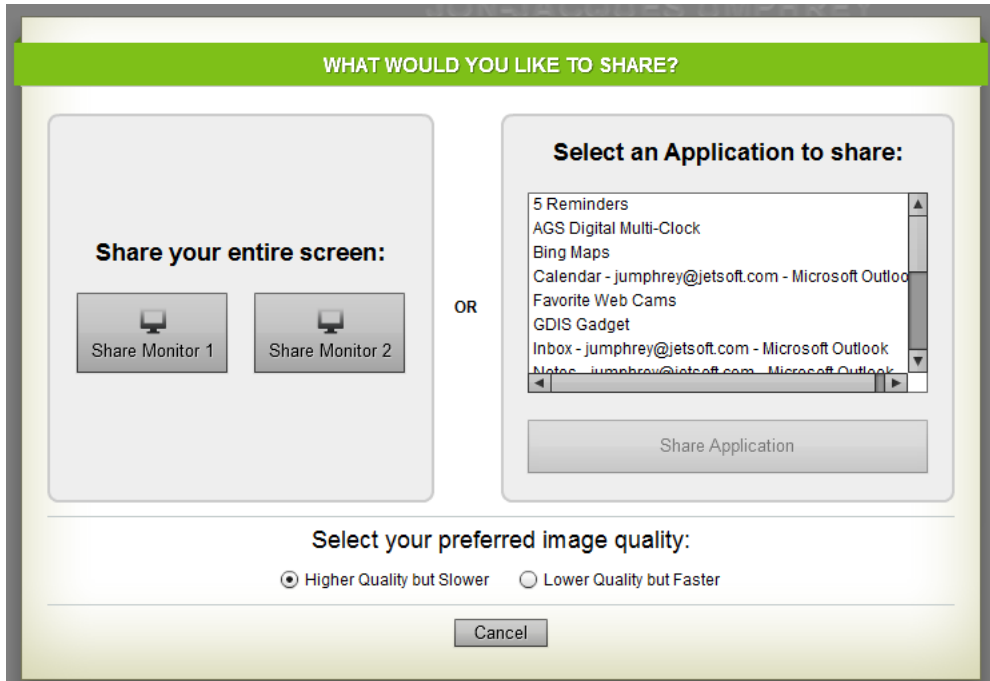
At the bottom of each video stream are other controls.



- The Camera – controls whether your camera is on
- The Mic – mutes and unmutes your Mic
- The Volume levels – sets the level of your Mic

Sharing your screen

If you desire to share your screen you will be prompted to pick what you are sharing – IE a particular application, a particular monitor or everything.



If you are presenting and have access to a dual monitor system it is suggested that you use it. You can keep the conference up in one monitor (and thus be able to see your attendees) and run the screen sharing or presentation in the other monitor. Users will see your presentation in their browser.



Member Training – History Moment

- A brief bit of history of the Coast Guard and the Coast Guard Auxiliary
- Presented By the Flotilla Commander

Flotilla 21 Meeting 3 January 2012



More Information

Further information on how to use Anymeeting features are described here in a number of videos:

<http://support.anymeeting.com/index.php?Knowledgebase/List/Index/98/videos>