

Lotus. Sametime.

Log in to Sametime meetings >>



on-line meeting center

## Attend a Meeting

### Schedule a Meeting

Before attending or scheduling a meeting...

Make sure that you have at least version 1.4.2 of Java Runtime Environment (JRE) installed on your system and if not...

[Download and install Java](#) →  
Java for Windows

then...

[Test your browser's compatibility](#)

### Need more information?

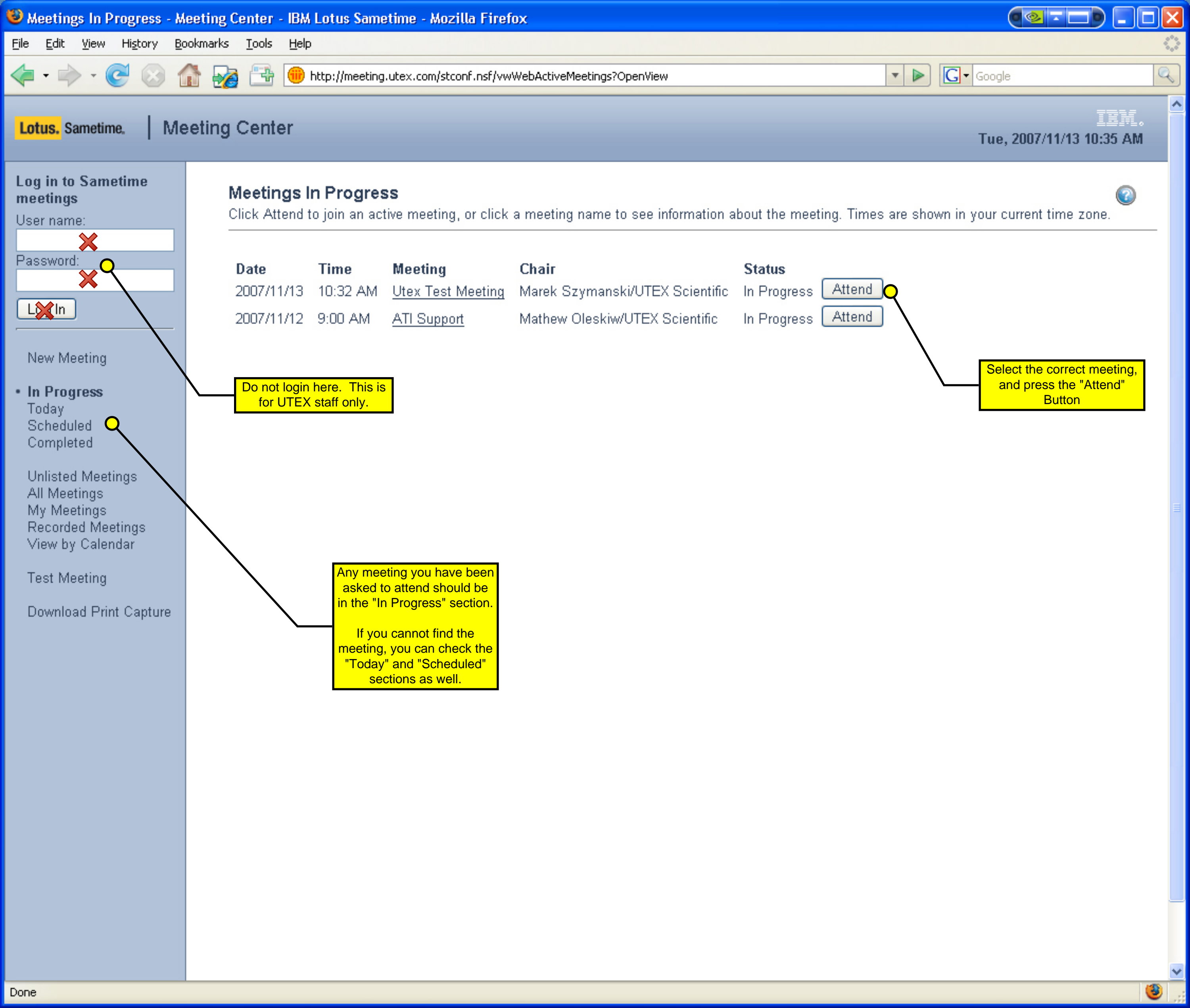
[Sametime Meetings Help](#)

[View Sametime client demo movie \(5min 12 sec\)](#)

[View Sametime web conferencing demo movie \(4min 12 sec\)](#)

[Download the Sametime for Dummies booklet \(pdf\)](#)

To attend a scheduled Meeting, Click here.



Log in to Sametime meetings

User name:

Password:

Log In

New Meeting

In Progress

Today  
Scheduled  
Completed

Unlisted Meetings  
All Meetings  
My Meetings  
Recorded Meetings  
View by Calendar

Test Meeting

Download Print Capture

Meetings In Progress

Click Attend to join an active meeting, or click a meeting name to see information about the meeting. Times are shown in your current time zone.

Date	Time	Meeting	Chair	Status	
2007/11/13	10:32 AM	<a href="#">Utex Test Meeting</a>	Marek Szymanski/UTEX Scientific	In Progress	<a href="#">Attend</a>
2007/11/12	9:00 AM	<a href="#">ATI Support</a>	Mathew Oleskiw/UTEX Scientific	In Progress	<a href="#">Attend</a>

Do not login here. This is for UTEX staff only.

Any meeting you have been asked to attend should be in the "In Progress" section.

If you cannot find the meeting, you can check the "Today" and "Scheduled" sections as well.

Select the correct meeting, and press the "Attend" Button



## Preparing the Sametime meeting room

Answer **YES** if you receive any security warnings or Sametime will not function properly.

Start-up steps ([Show/hide details](#))

1. Checking browser version...
2. Checking for Java...
3. Joining meeting...

Remember to answer yes  
to any security warnings  
that may appear.

The Start-up steps may  
take a few moments.

Once prepared, the Meeting will ask you to identify yourself.  
Enter Your Name here.

Enter Your Name and the Meeting Password

Indicate how your name should appear in the online meeting.

Name:

A password is required for this online meeting.

Password:

Enter the password that you have been supplied for this meeting.

Then Press the OK button.

File Edit View Actions Tools Help

Start Presenting

Add Slides...

Meeting Information

Participants (2)

Chair: Marek Szymanski/UTEX Scientific

Show All Participants

Marek Szymanski/UTEX Scientific

Bob Smith/UtexGuest

You have permission to present

0 hands raised

I am available

Web Pages

Polling

Available Web pages:

Group Chat

The text you type appears to all meeting participants here.

Type your chat message here... Send

Welcome Slides Screen Sharing Whiteboard

Utex Test Meeting

7 10:32:51 AM

Marek Szymanski/UTEX Scientific

You are now in the Meeting!

All participants will show up in this window. To Chat with a specific person. Double click on their name and a chat dialog will open.

To Chat with the entire group, Use the Group chat section below

If you are asked to share your screen, you will have to start presenting.

Press the "Start Presenting" Button to begin.

The meeting chair, or the current person presenting will have control of what is shown in this region (Slides, screens, whiteboards, etc)

Connected

Elapsed Meeting Time: 00:05:11

Applet MeetingRoomClient started



Participants (2)

**Chair: Marek Szymanski/UTEX Scientific**

Show All Participants

- Marek Szymanski/UTEX Scientific
- Bob Smith/UtexGuest

You have permission to present

0 hands raised

I am available

Web Pages Polling

Available Web pages:

Group Chat

The text you type appears to all meeting participants here.

Type your chat message here... Send

Now that you are presenting, you have control over the Tabs above.

If you have been asked to share you screen, Press this tab.

# Utex Test Meeting

Jan 13, 2007 10:32:51 AM

Chair: Marek Szymanski/UTEX Scientific

Participants (2)

**Chair: Marek Szymanski/UTEX Scientific**

Show All Participants

- Marek Szymanski/UTEX Scientific
- Bob Smith/UtexGuest

You have permission to present

0 hands raised

I am available

Web Pages Polling

Available Web pages:

Group Chat

The text you type appears to all meeting participants here.

Type your chat message here... Send

Share Screen... Switch To... Stop Sharing Take Control

To show your screen you press on "Share Screen..."

## Sharing

Choose what you want to share: your full screen (including all pop-ups), a rectangular frame, or a single application. If you do not see the application in the list, start it up and then return to this screen.

Choose what to share:



The entire screen

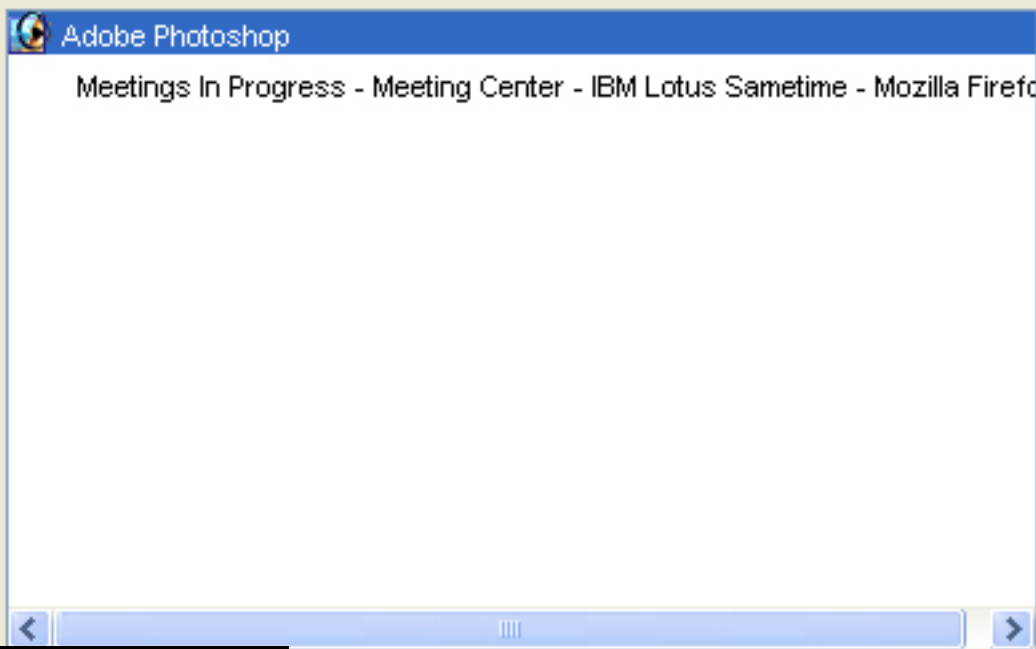


A resizable rectangular frame



A currently running application

In most cases you will be asked to share the entire screen. (especially if shared control is required)



Select above and press OK to continue.

OK

Cancel





File Edit View Actions Tools Help

Stop Presenting



Add Slides...



Meeting Information



Participants (2)

Chair: Marek Szymanski/UTEX Scientific

Show All Participants



Marek Szymanski/UTEX Scientific

Bob Smith/UtexGuest

You have permission to present

0 hands raised



I am available

Web Pages

Polling

Available Web pages:



Group Chat

The text you type appears to all meeting participants here.

Type your chat message here...

Send

Welcome

Slides

Screen Sharing

Whiteboard



Share Screen...



Switch To...



Stop Sharing



Allow Control

This region now indicates that your screen is showing for the other meeting participants.

Your entire screen, or application shared will show an orange border around it.

To allow control of your system by a meeting participant, click "Allow Control"

Your screen is now showing here for meeting participants

Connected

Elapsed Meeting Time: 00:07:40

