

Quick Guide for Users

Start Sametime

1. Double-click the Sametime shortcut:



2. You will be prompted to log in to Sametime:

Enter the host server name (also known as your "Community").

Enter your Sametime user name and password. If you also have Lotus Notes, enter your Notes user name (including any organizational identifiers such as "/Finance/AcmeCo") and password.

Don't check these unless your computer is otherwise secure.

Change the host server name or how you connect to the server.

Set initial online status.

3. Click **Log In**.

Contacts

You can keep a list of people and groups with whom you chat frequently. Groups help you organize your Contacts and make it easy to chat or start an Instant Meeting with everyone in the group at once. The icon to the left of each name tells you about that person's status; you can chat with people who are **Available** (green box ■):

You can belong to multiple server communities.

Change your status (and status message) so others know if you are available for chat or a meeting.

Tools to chat, make a Voice/Video Call, Send a file, Send an Announcement, or Start an Instant Meeting.

Pat is online and available.

Ann is in a meeting.

Do not disturb Fran.

Nathan is online but is away (not using mouse or keyboard).

Robin is not online.

Search for new people to chat with even if not in Contacts.

Open preferences to set geographic location.

Add a new person or group to Contacts. You can use the company directory to select names to add.

Open and close Contacts panel.

Public group (underlined, green body on right). Administrator creates these groups in Company Directory with people already added.

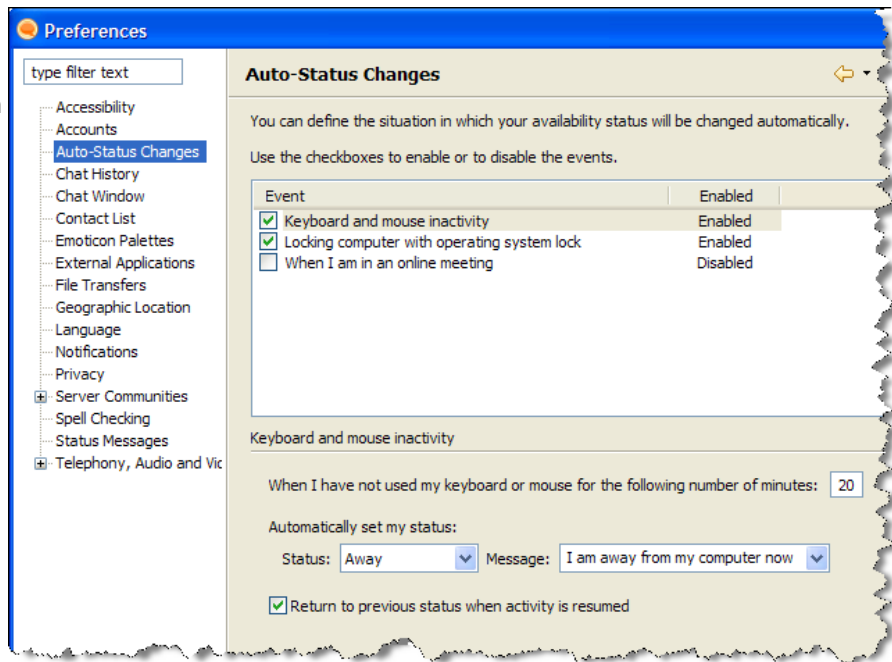
Personal group. You can create your own personal groups and add names to them. Four out of five people in the group are logged into Sametime.

Open and close Primary Contacts panel.


Set Preferences

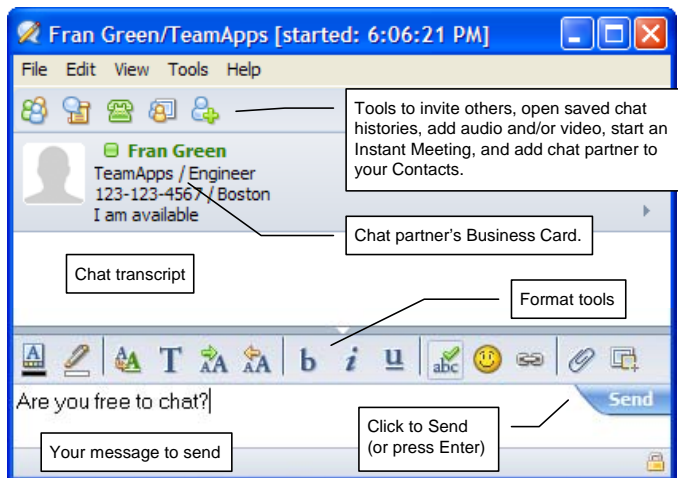
You can control how Sametime behaves by setting its Preferences. For example you can set it to automatically change your online status to **Away** if you haven't used your computer in a while or to **In a Meeting** if you are attending an Instant Meeting and don't want to be bothered.

1. From Contacts choose **File – Preferences** to open your preferences. Then click **Auto-Status Changes**:
2. After you make a change, click **OK** to save your preferences.



Chat Window

1. Select one or more available people or groups in your Contacts and click the Chat tool: 




2. Type your message. Use the format tools to change the font, insert an emoticon, insert a link to a Web page, attach a file, or an annotated screen capture.
3. Click **Send** (or press **Enter**) to send the message to your chat partner.



Start Instant Meeting

Chat is very useful, but you may need more tools to work with other people online, such as a Whiteboard, Screen Sharing, Audio, and Video. Put together, these tools can make up a meeting.

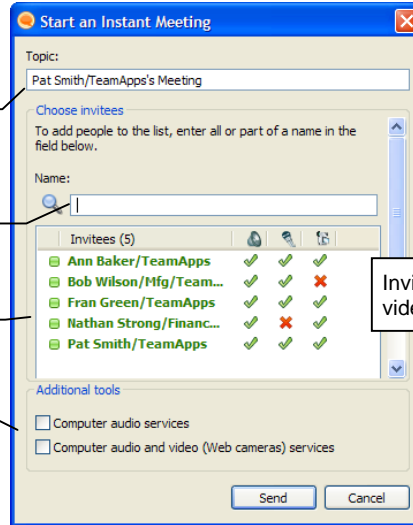
1. Select one or more people or groups you want to invite to the Instant Meeting.
2. Click the Start Instant Meeting tool: 

Add a descriptive Topic and Message so that people know why you want to meet with them.

Search directory to invite people who are not in your Contacts.

Make sure that all critical people are available.

Add audio and video to the Instant Meeting if key invitees have the gear.

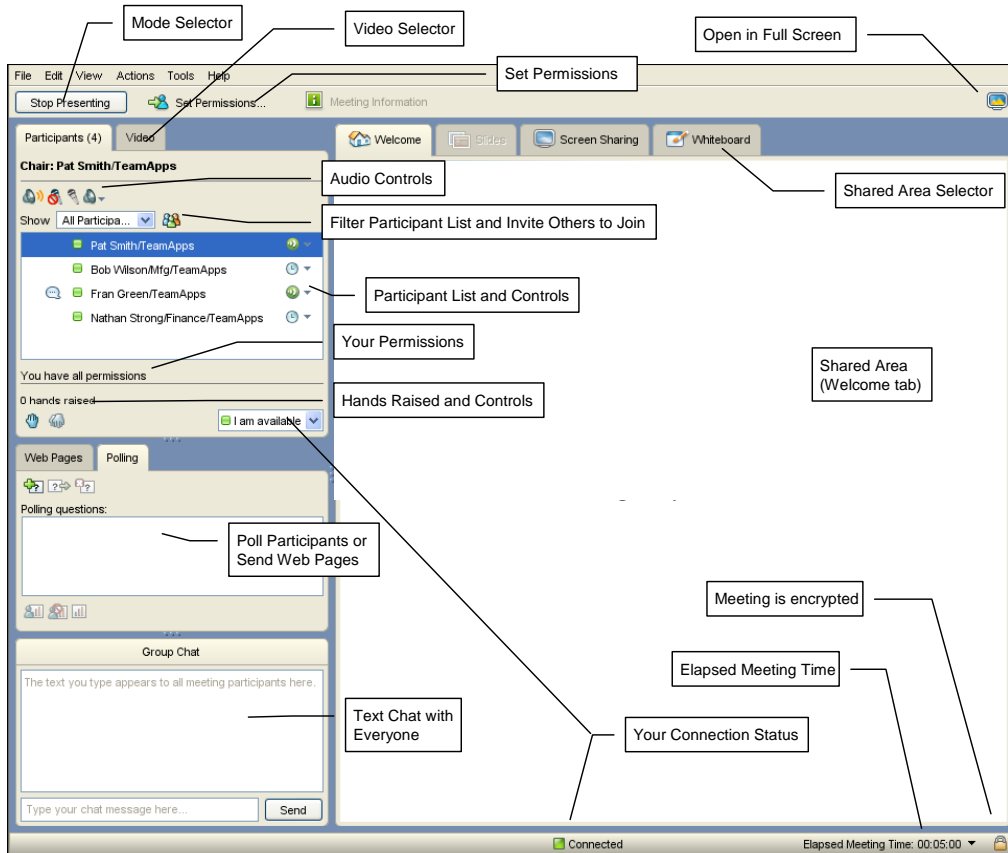


Invitee sound and video capabilities.

3. Click **Send**.
4. The Meeting Room starts in a browser and you are the Meeting Chair.



Meeting Room



Mode Selector

Video Selector

Open in Full Screen

Set Permissions

Audio Controls

Shared Area Selector

Filter Participant List and Invite Others to Join

Participant List and Controls

Your Permissions

Shared Area (Welcome tab)

Hands Raised and Controls

Poll Participants or Send Web Pages

Meeting is encrypted

Elapsed Meeting Time

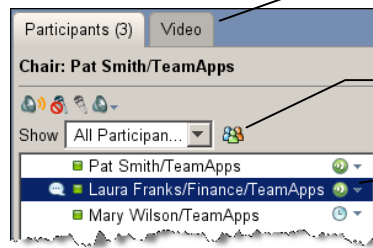
Text Chat with Everyone

Your Connection Status

Meeting Room Participant List

The **Participants** tab tells you who is in the Meeting. The columns tell who has their hands raised (to get the attention of the Meeting Chair or to vote) and who is currently speaking.

Right-click a name to perform other actions, such as to chat or to send a file.



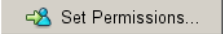
See video of the person talking.

Click to invite more people.

Click to mute a person's microphone.

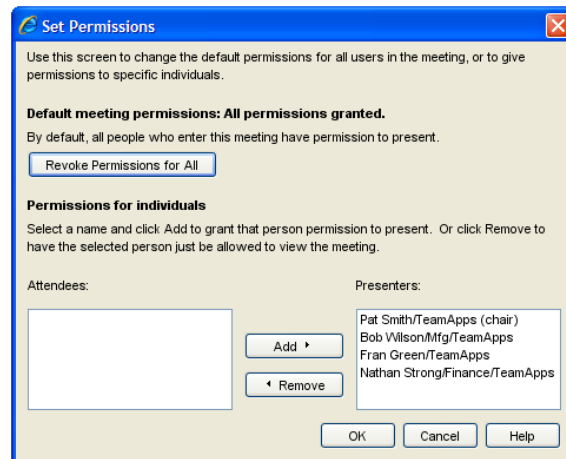
Meeting Room Permissions

Right-click a name and choose **Grant permissions** or **Revoke permissions**. Presenters can draw in the Shared Area. The Meeting Chair grants and revokes the permission to be a presenter.

Or click  to open Set Permissions.

Click **Revoke Permissions for All** for you to be the only presenter.

Move a name from the left to the right to grant permission to be a presenter and click **OK**.



Scheduled Meetings

Because an Instant Meeting isn't always feasible, you can schedule a meeting for later.

From Contacts, choose **Tools – Meeting – Schedule Meeting**.

Your browser opens to schedule a new meeting. Fill in the details and click **Save**.

Be sure to send an email to participants with the date/time and the URL to the meeting.

Have Lotus Notes? You can schedule online meetings from your Calendar.

