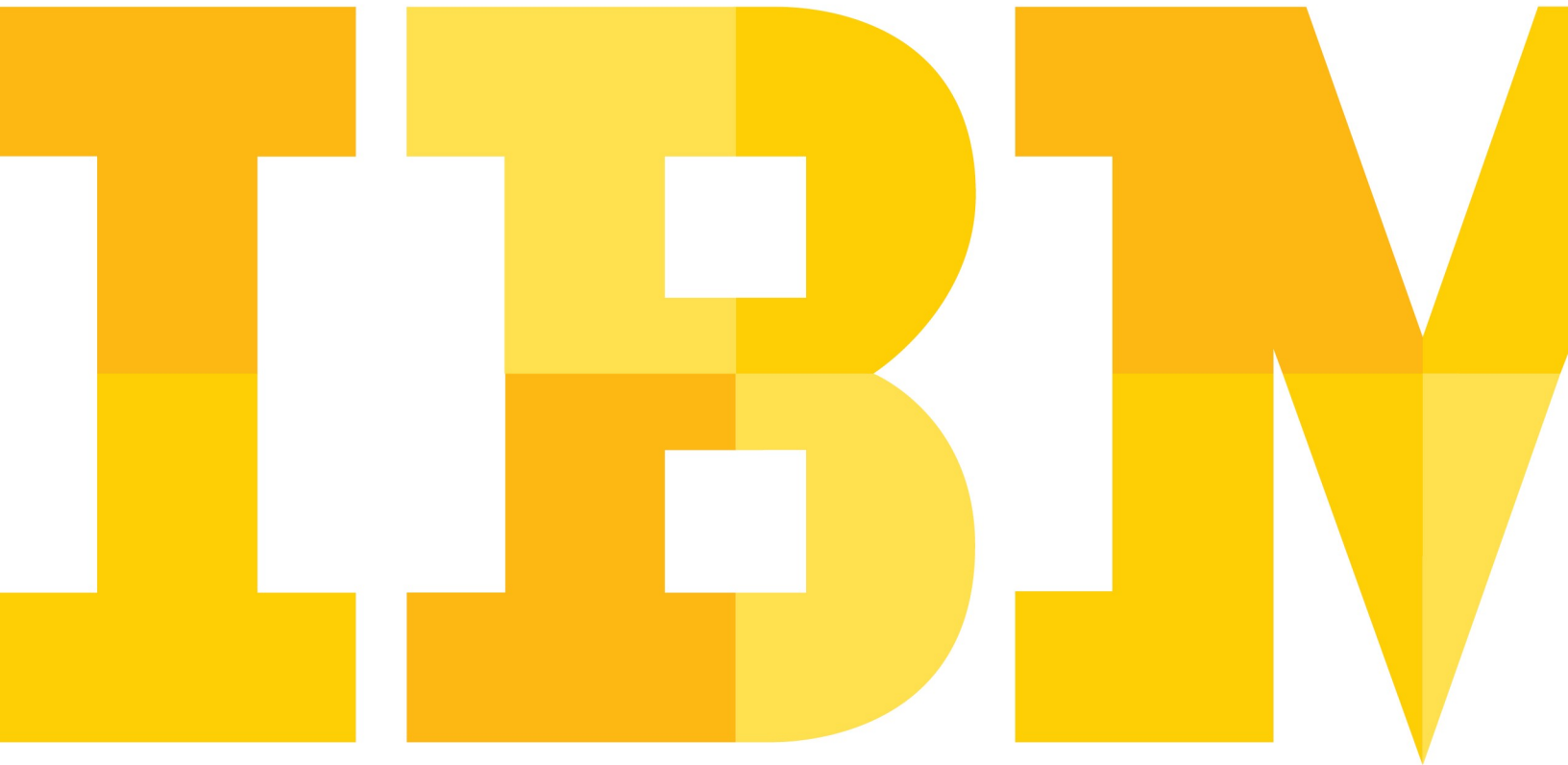


Discovering the value of IBM Lotus Sametime 8.5

*Lab Exercise 2: Exploring Sametime Web Conferencing
using the Connect Client*



An IBM Proof of Technology

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Lab 2 Exploring Sametime Web Conferencing using the Connect Client

This set of Lab exercises explores some of the functionality of Sametime Meetings using the Lotus Sametime 8.5 Connect client. We will cover most but not all the features available. Be sure to explore on your own to get the most out of this exercise.

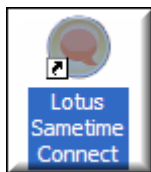
To start this lab, make sure you have the name of the user assigned for you in this lab. This will help in collaborating with other lab participants.

2.1 Configuring the Connect Client for Meetings

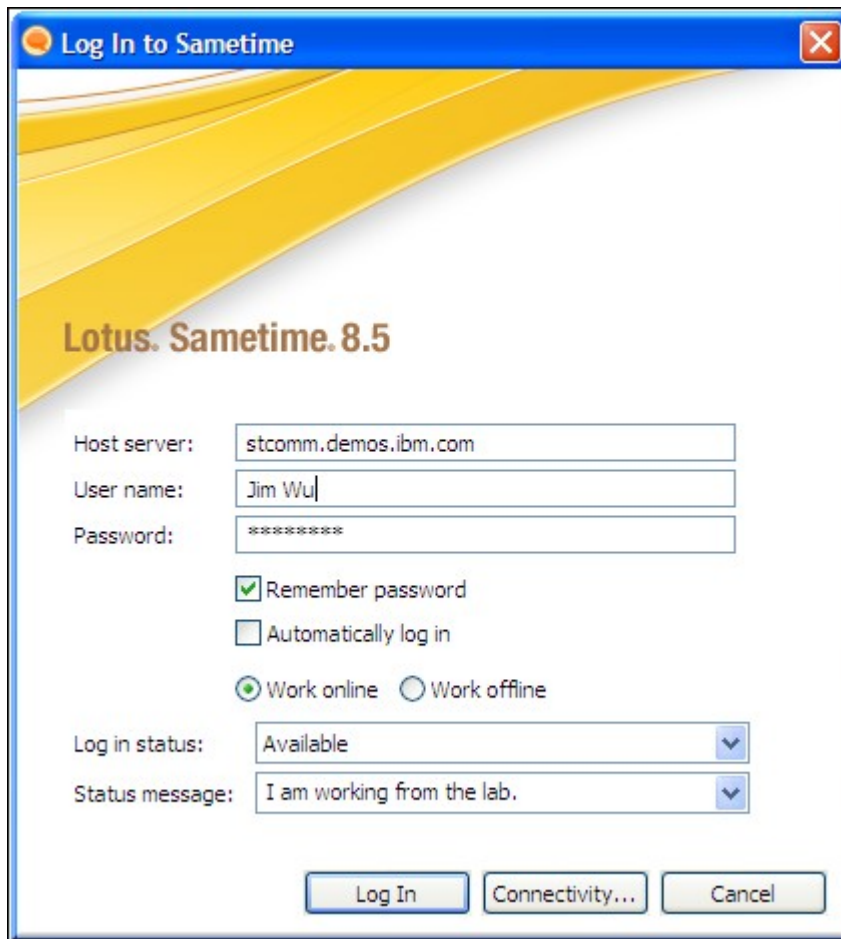
The Sametime Connect client installed in the VMware image you are using is already provisioned for use in web conferencing. In a production environment, the deployment and provisioning is configurable so that the user does not have to make any specific changes to the client. Since we want to explore some of the preferences and features, we have left some of the configuration for you to do.

The first step we need to take is to launch the client.

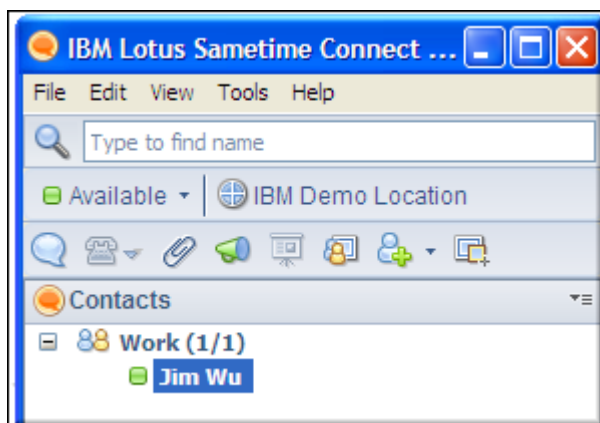
1. On the desktop of the VMware client image, look for the Sametime Connect shortcut link. You could also use the Start Menu in Windows to launch the client.



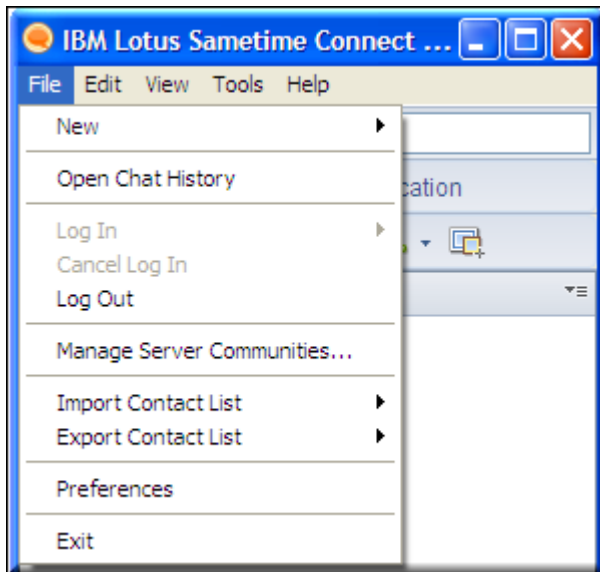
- __2. Sametime Connect will now open. Depending on the order in which the labs are performed, you may or may not need to add some login information. In the case that this information is missing, enter in the assigned username for the lab along with the password **lotus4me**. The server name that you will connect to is **stcomm.demos.ibm.com**. For illustration purposes, the lab will be using Jim Wu as the user name.



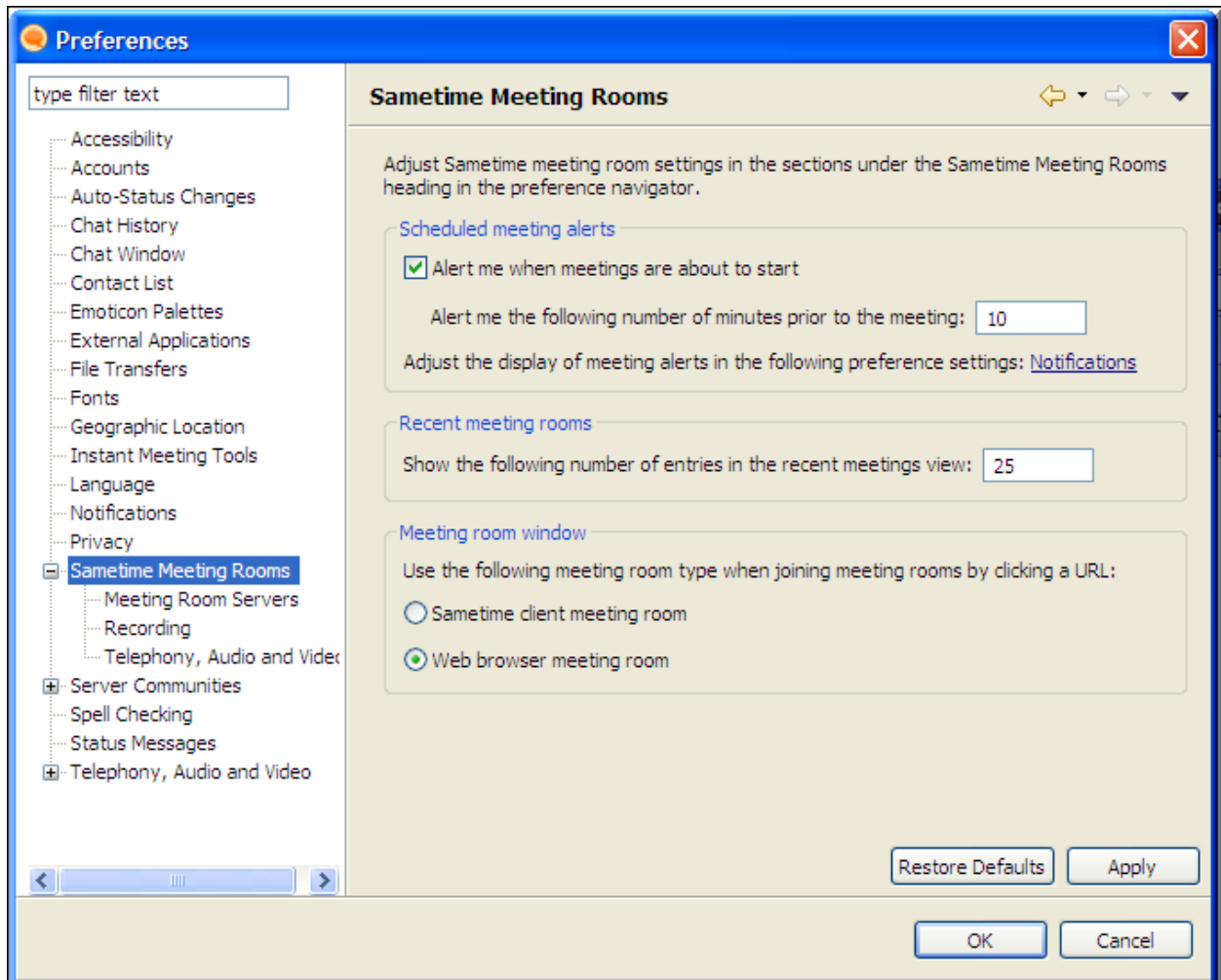
- __3. Once logged into the Sametime Client, the application will show your contact list as well as your location information. Depending on the order of the labs, this may or may not be filled out.



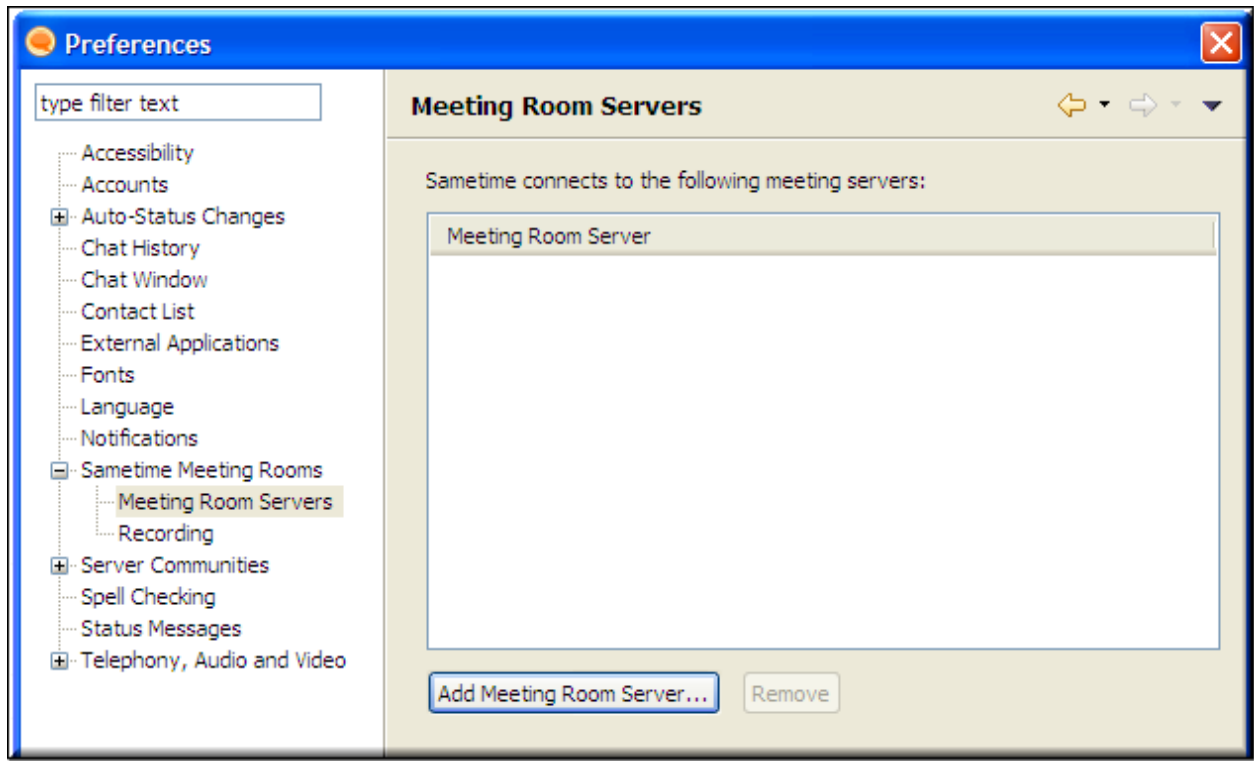
- ___4. We want to take advantage of the Sametime Meeting Rooms from our Connect client so we need add in a Meeting Room server to the preferences panel. Click on **File** then **Preferences** to open the Preferences panel.



5. When the Preferences panel opens, select **Sametime Meeting Rooms** from the left pane. Notice the settings available for the plugin. You can limit the number of meeting rooms shown in the plugin and choose whether to launch the Sametime client meeting room or the browser client meeting room when a meeting URL is sent.



- __6. We need to add a Meeting Room server to our list of Sametime Meeting Room servers. Choose **Meeting Room Servers** in the left pane.



- __7. Now click **Add Meeting Room Server** button to bring up the input panel.

- __8. As you can see, we have a few options. Our community is `stcomm.demos.ibm.com` for this environment. We need to enter in the host server for our Sametime Meeting Room server. Enter in **stmeet.demos.ibm.com** and then click **OK**.

Add a Meeting Server

Specify the log in and server connection information for the meeting room server.

Identity

Server community:
Server community:

Enter a user name and password to verify your identity by the Sametime Meetings server:
User name:
Password:

Connection settings

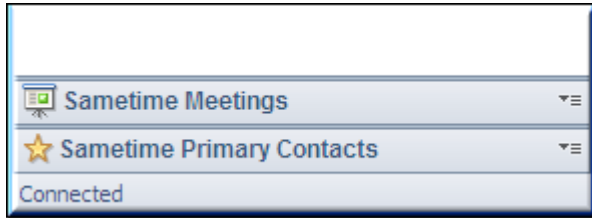
Direct connection
Host server:
Port:
Protocol: HTTP HTTPS

Connect via reverse proxy
Base URL:
User name:
Password:

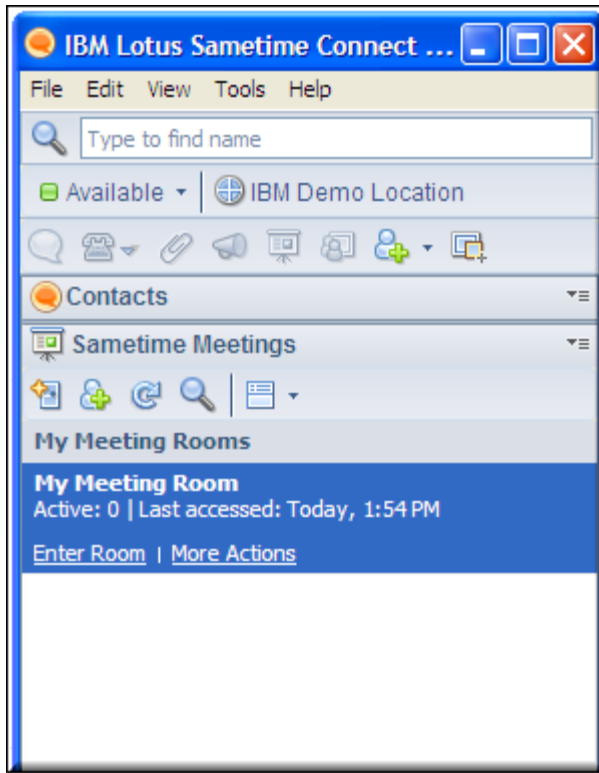
Use HTTP proxy
Proxy host server:
Port:
User name:
Password:

OK Cancel

- __9. At the bottom of the Connect client, expand the Meeting Room panel item so you can see information about your meeting rooms.



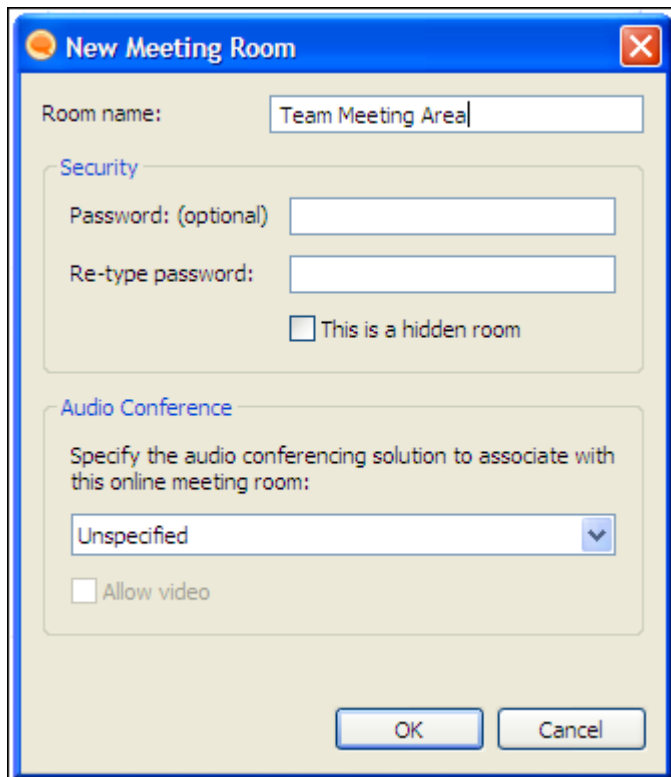
- __10. As you can see in this screenshot, Jim Wu has already created a Meeting Room and can now enter into this room directly. Our next step is to create a new room for a specific purpose.



2.2 Creating a new meeting room

Let say you have a project in progress and you would like to make a team meeting room for your colleagues to collaborate. The first step is create a new space for the team to meet.

1. Click on the far left icon in the Sametime Meetings plugin. This will bring up a new meeting input pane. Enter in **Team Meeting Area** for the room name. You have the option to place a password on the room.

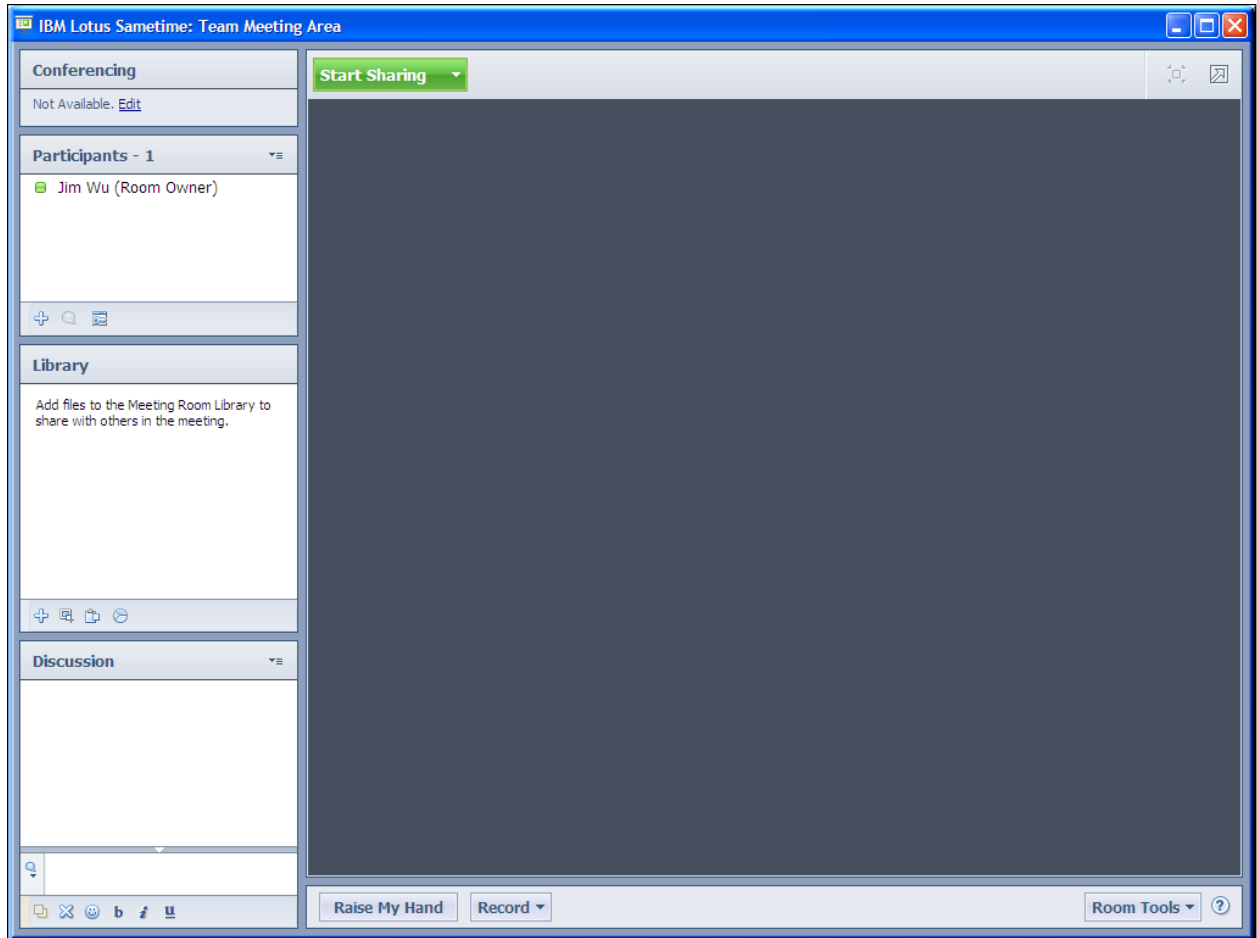


The screenshot shows a dialog box titled "New Meeting Room". It has a blue header bar with a close button (X) in the top right corner. The main area is light beige and contains several sections:

- Room name:** A text input field containing "Team Meeting Area".
- Security:** A section with two text input fields: "Password: (optional)" and "Re-type password:". Below these is a checkbox labeled "This is a hidden room" which is currently unchecked.
- Audio Conference:** A section with the text "Specify the audio conferencing solution to associate with this online meeting room:". Below this is a dropdown menu currently showing "Unspecified". At the bottom of this section is a checkbox labeled "Allow video" which is also unchecked.
- Buttons:** "OK" and "Cancel" buttons are located at the bottom center of the dialog.

2. Once the room has been created, it should be listed in the meeting room listing. If it does not show, click the refresh arrow to refresh the list.
3. We plan on having a meeting later on in the day so let's place some items in the room so we have them for the meeting. Click on **Enter Room** under the room's listing.

__4. The Meeting room will open in a new window.

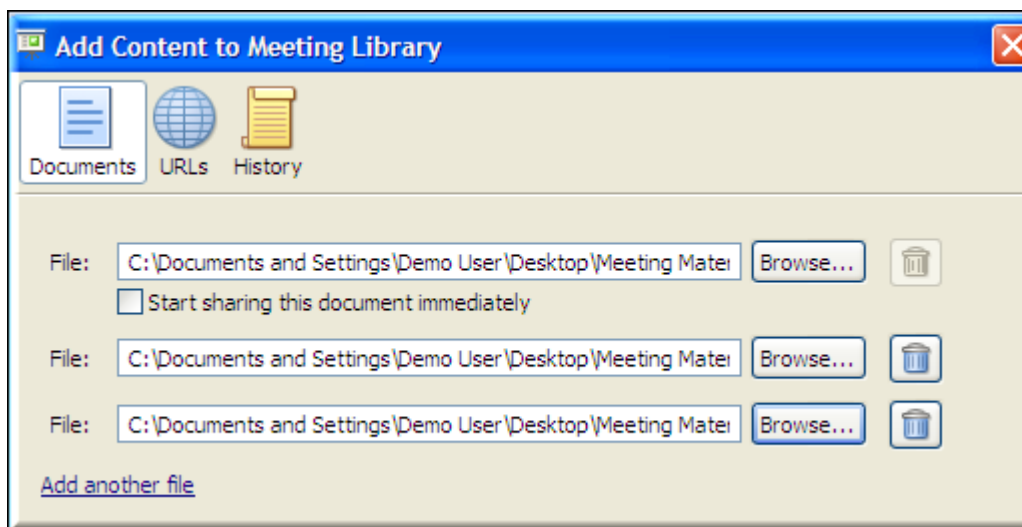
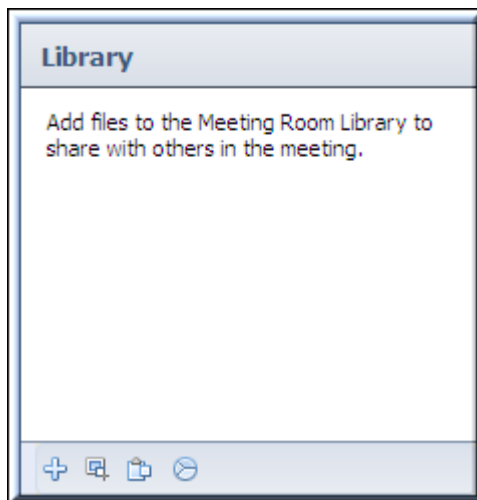


__5. If you have already completed the web conferencing lab using the web browser client, you will notice that this meeting room looks just like the web based one. The main difference is that the plugin based room has more features available. Let's start by adding some content.

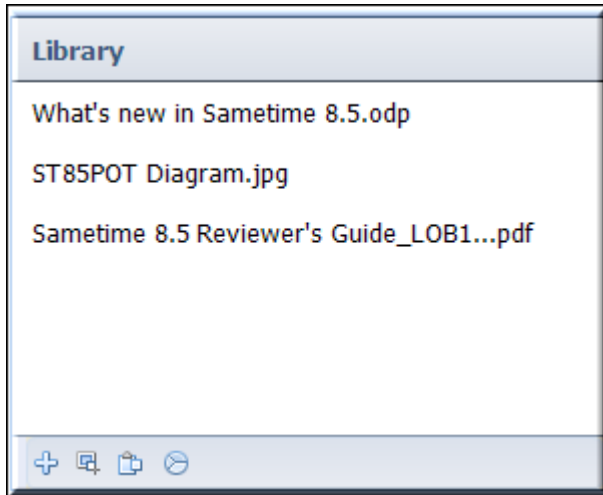
2.3 Adding Content to the Room

Having a great presentation tool isn't very useful without content to present. Let's look at some ways of adding content to our room.

- __1. Looking at the Library pane on the left side, you will see a toolbar with some of the tools available for introducing content into the library. The web browser based room has the ability to add documents and URLs by clicking on the "Plus" icon just as this client does. In addition, we have some tools to bring a richer array of content such as screen shots, adding a file or URL from the clipboard and also creating polls.
- __2. We want to show a presentation in the meeting room. Click on the "**Plus**" icon to bring up a window which allows browsing to local content. Browse to the **Desktop** and find a folder named **Meeting Materials** and add the files located there. You can add them at one time by choosing **Add another file**. When complete, click **OK**.



__3. You should now see these three items in the Library listing.

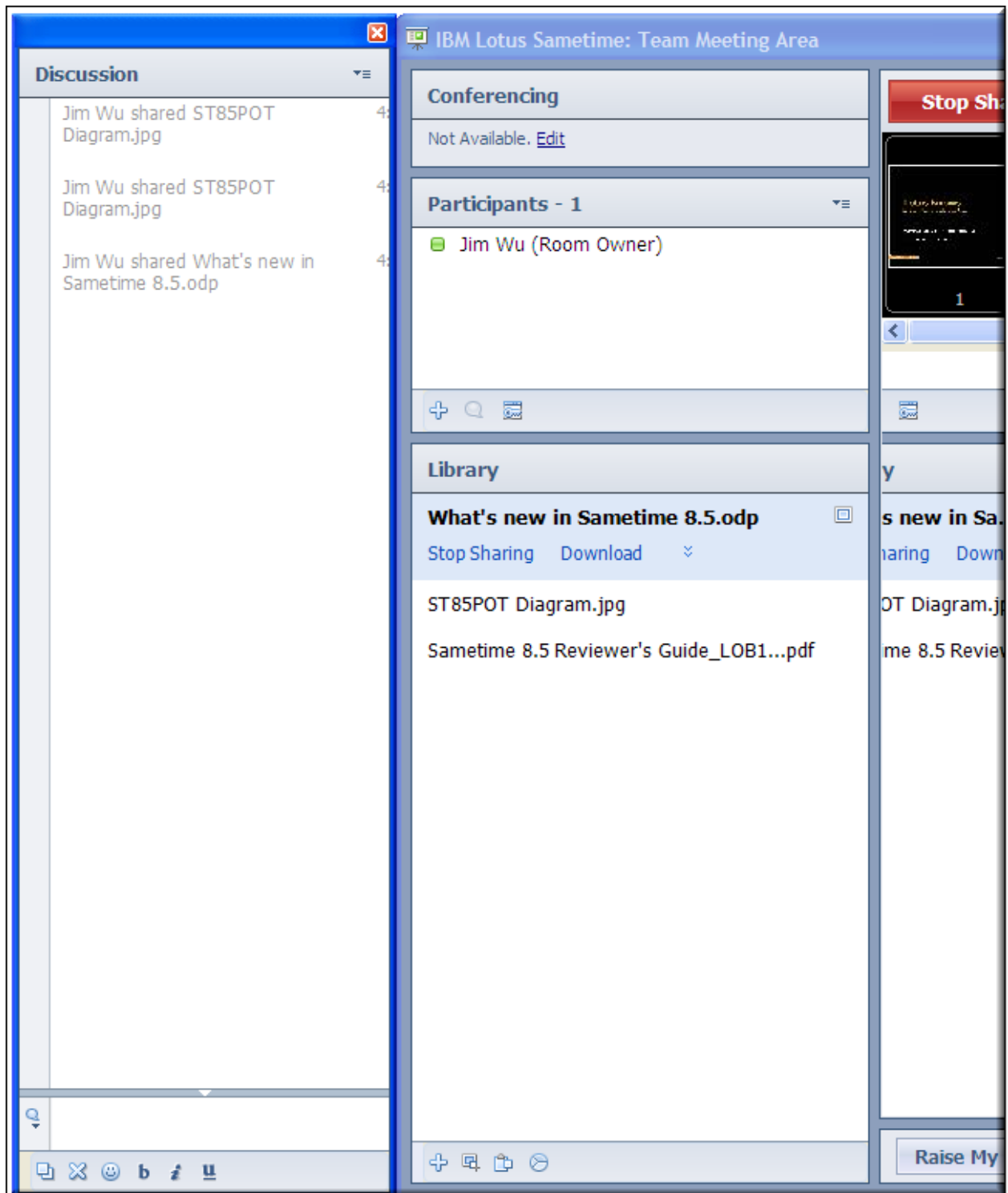


__4. Click on an item and choose **Share** to begin sharing the document in the meeting room.

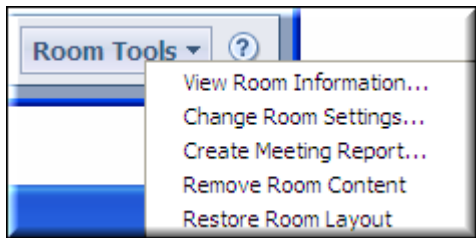
__5. Examine some of the tools at the top of the meeting room. In a multi-page presentation, you have the option to see thumbnails of each of the slides in the file. You can also jump to different sections of the presentation by clicking on a thumbnails. There is also tools for highlight specific areas of the presentation as well as a pointer arrow that can be seen by participants in the meeting. The presentation can also be enlarged inside the viewing area and also set to full screen. Explore each of these options.



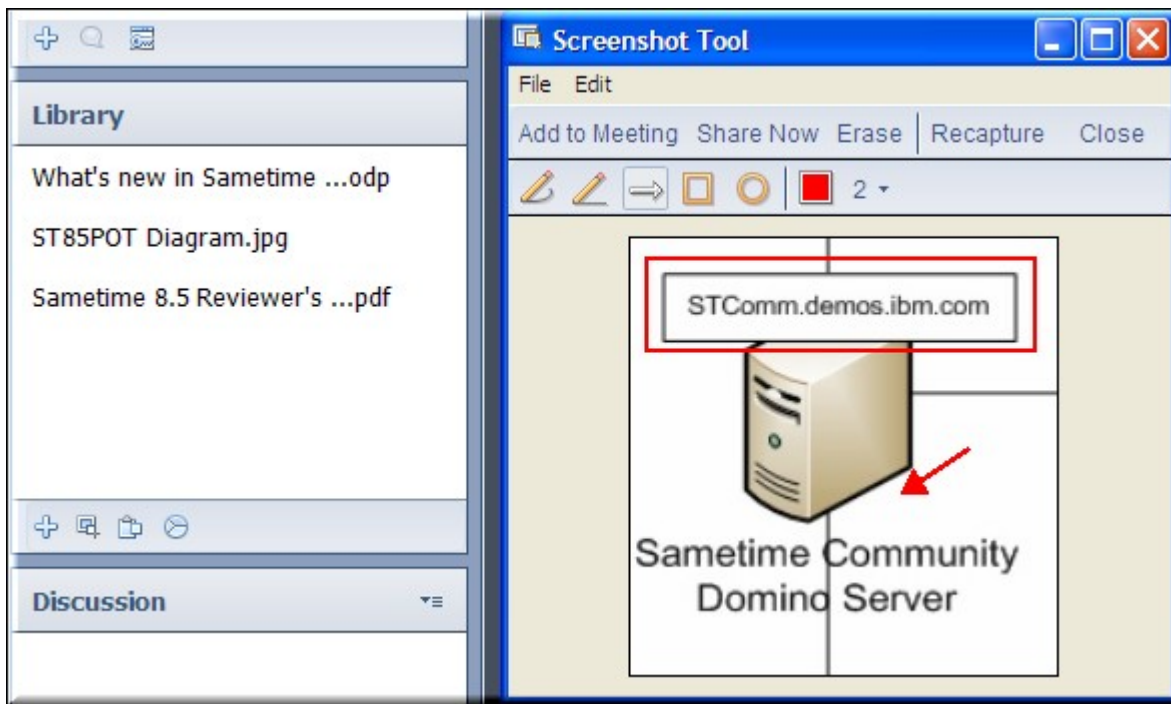
- __6. Another convenience is the ability to move panels within the meeting room around. The panels can be dragged outside the meeting area or rearranged to suit the type of meeting you are having. Try clicking on the Discussion pane and dragging it by the title bar outside the meeting area. You can resize it as you wish. You can also move the other panes around inside the frame or drag them into their own window.



- ___7. If you want to restore the meeting room back to its original configuration, choose **Room Tools** and **Restore Room Layout** from the lower right hand corner.



- ___8. Another useful tool is the screen shot tool. In the Library area, click on the screenshot icon to launch the tool. You can now select a portion of the screen directly into the Library. You also have the option to add some annotation in the form of arrows and lines to highlight portions of the screenshot. Take a screenshot now.



- ___9. Once the item is in the Library, you can rename the item by right clicking on the item and choosing Rename. Rename your screen shot to **Server One**.
- ___10. You may also notice that there is a thumbnail next to each Library item. If you mouse over it, it will enlarge to show a picture representative of the item in the Library.

- __11. Another feature that proves useful in larger meetings is the **Poll** tool. Use this tool to create polls for your participants. A poll can be created before attendees arrive and given during the meeting. A sample poll is shown below. Try creating your own.

New Poll

Question:

Allow multiple responses

Answer Choice:

Answer Order:

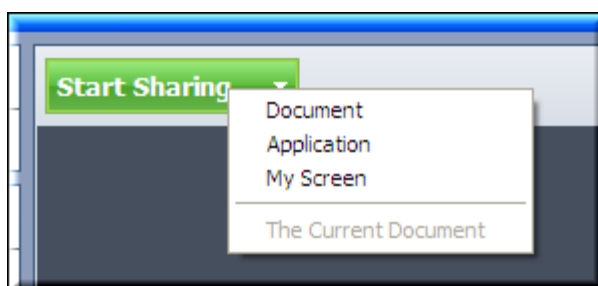
Include an "Other" field, for poll recipients to enter comments.

Note: Poll responses are anonymous

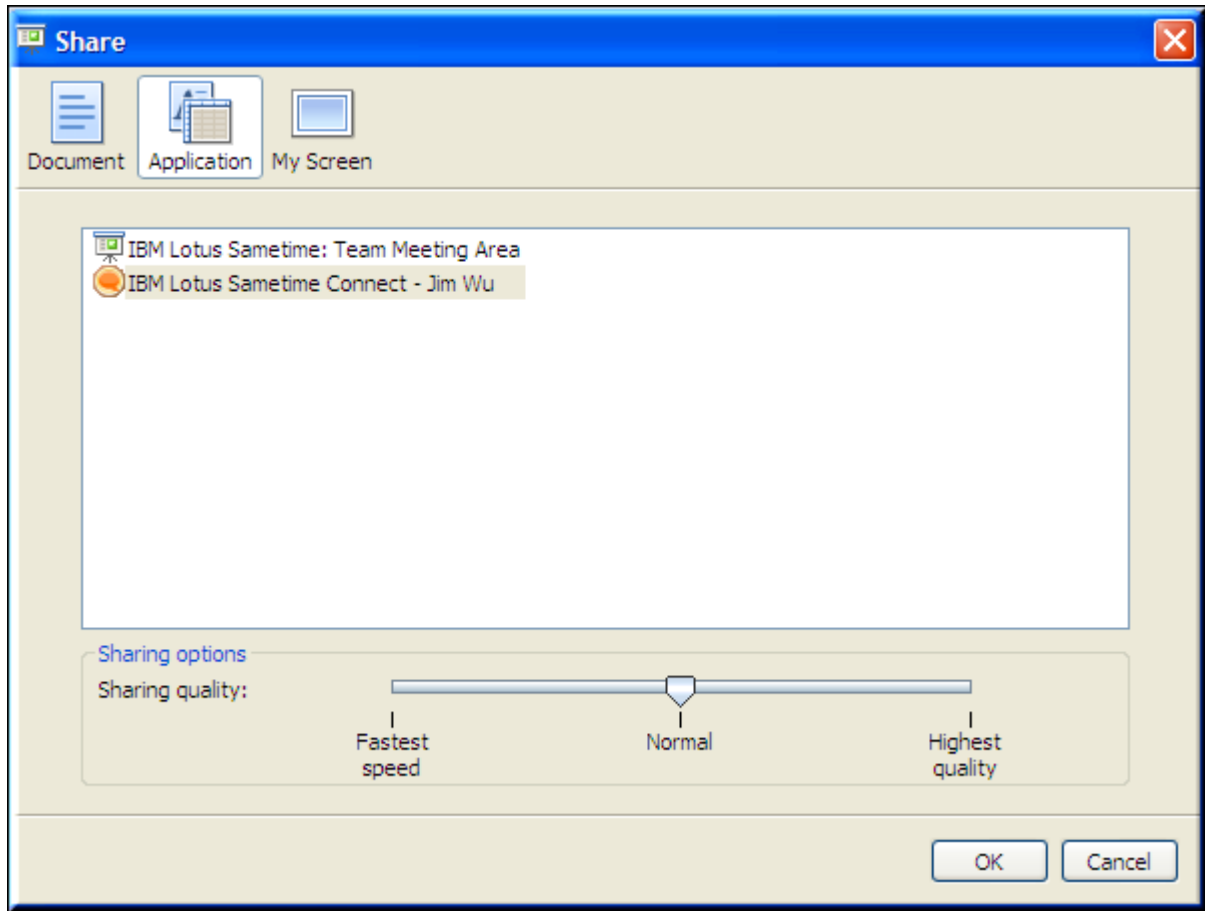
2.4 Sharing Content

Now that we have content in the room, we can look at the ways to share the content to the attendees.

- __1. At the top of the room there is a green button labeled **Start Sharing**. Click on it and work through each of the options shown. Try to envision how a meeting would flow if you had several documents in your library and you also had a new application on your local machine that you would like to show the attendees.



- __2. If you choose to do application sharing, notice that you have the option to choose an already open application or choose to share your entire screen. Also notice that the application sharing screen has a slider at the bottom that allows some control over the speed and quality of the share.



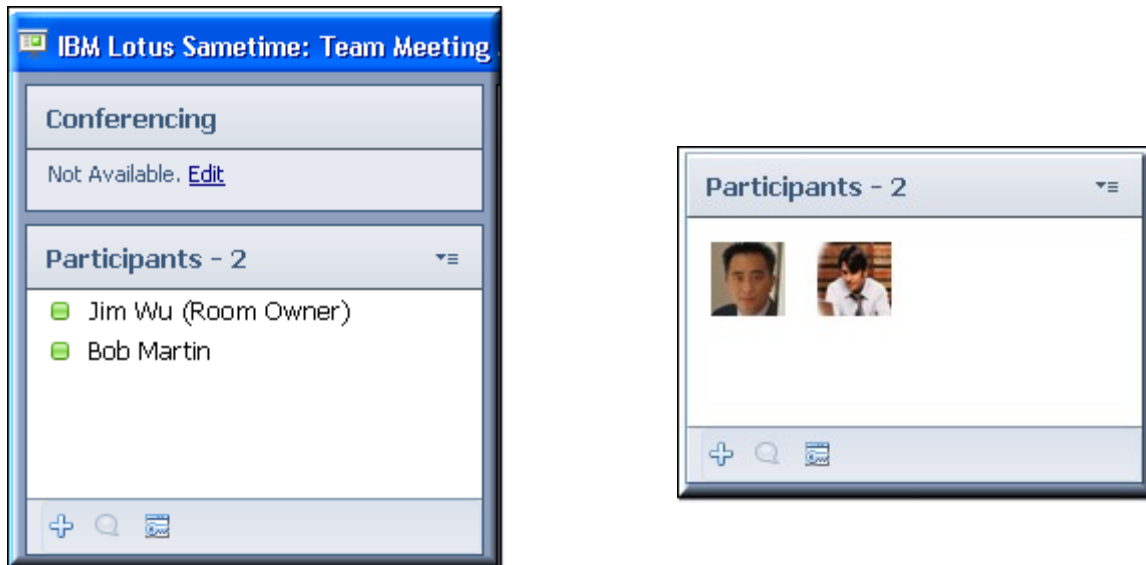
- __3. Now you are ready to have a meeting.

2.5 Meeting the person next to you

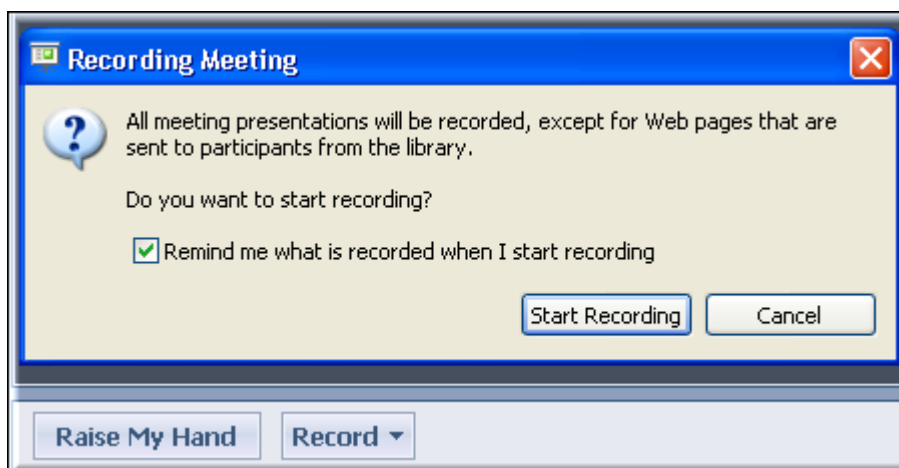
Since this is a collaboration lab, you need someone to collaborate with. Talk to the person to your right or left and find out their assigned name. Now have one of you perform the following steps. Remember, if you both do the same things at the same time, this will not work. Designate someone to be the meeting owner and one person to be the invitee. Then:

- __1. Close the meeting room if it is open.
- __2. Return to the Connect client and open the Meeting Room list.
- __3. Under **More Actions** choose **Invite to Meeting Room**.
- __4. Under **Choose Recipients** enter their name and search the directory for them. Repeat this step if you have more people to invite.

- __5. Now click on the **Send** button.
- __6. The other person will now receive an invitation to join your room. They will be presented with a invite with an **Join** or **Decline**. For this exercise to continue, please ask them to **Join**.
- __7. When the other person has joined the meeting, take a moment to notice that the participants list has changed. There are more people listed. There is also a drop down arrow in the **Participants** title bar. Click on it and change to **Photo View**.



- __8. Now that you are familiar with the features of the Meeting client and have some content to share, work with the other attendee to see how they perceive the content and interactions on their side. But before getting started, let's look at one more feature: **Recording**. At the bottom of the screen is a button, **Record**. When clicked, the meeting will be recorded on the machine of the person clicking the button. It is stored in the preferred location as indicated by the Meeting Room preferences. Click it now to start the recording.
- __9. The other person in the meeting will get a pop-up message indicating that the meeting is being recorded and gives them the opportunity to leave the meeting if that is not OK.



- ___10. Now you can have your meeting. Share a document, then an application frame, and then send the poll to the attendee.
- ___11. Try using the discussion area. Add some action items, some 'starred' items as well as some regular chat.
- ___12. When finished, click **Stop Recording**. Save the recording in the default location as indicated. Go to the default location and play the recording using a player capable of MPEG4.
- ___13. Also, return to the meeting room and review the Meeting Report to see how your actions in the meeting can be stored for later use.

2.6 Lab 2 Review

Sametime Meetings 8.5 has gone through remarkable changes since the last version. The move from scheduled meetings to reservation-less meetings is more of a fit for how people collaborate today.

In this lab we used the Sametime Connect Meeting plugin as our meeting client. The Connect based meetings are richer in features and tools but this does not mean that a browser client user would not be able to participate.

At the end of this lab, you should be familiar with:

- How to configure the preferences for the meeting room plugin
- How to create a room using the meeting room plugin
- How to invite others to your meeting room
- How to add content such as documents and screen shots
- How to create and use polls in a meeting.
- How to record a meeting for later use.



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