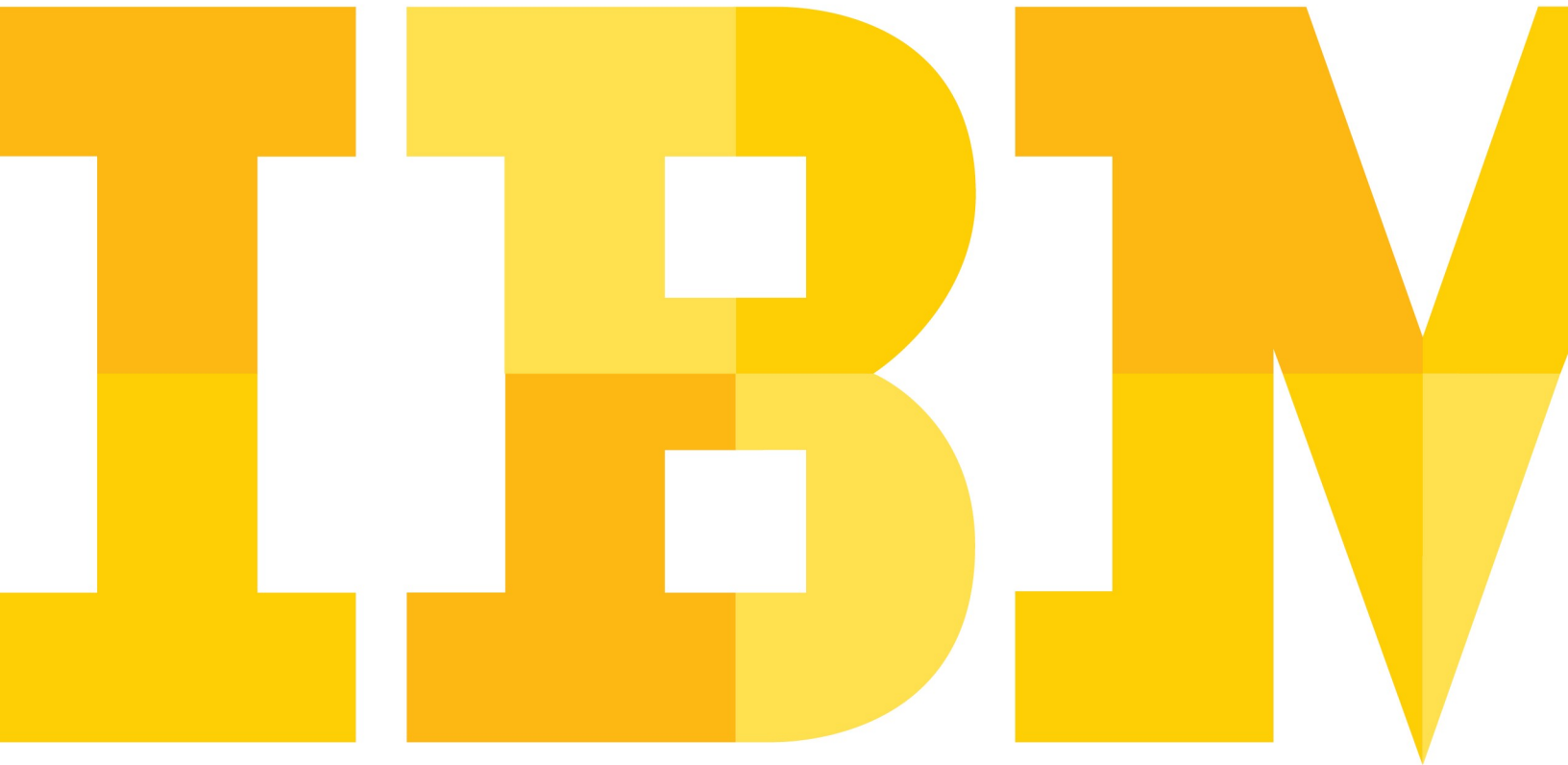


# Discovering the value of IBM Lotus Sametime 8.5

*Lab Exercise 3: Exploring Sametime Web Conferencing  
using the Web Client*



# An IBM Proof of Technology

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## Lab 3 Exploring Sametime Web Conferencing using the Web Client

Online meetings are powerful tools to help people collaborate on projects in real time—whether the team is down the hall or across the supply chain. They help integrate remote and traveling employees into the larger organization, tapping their expertise even when away from the office. Of course, online meetings also help save money by minimizing the need to travel, especially for many internal meetings.

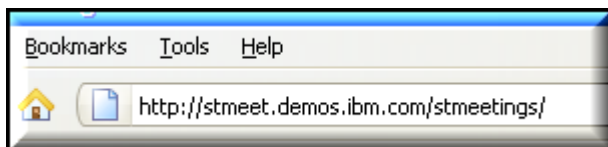
Lotus Sametime 8.5 software is designed to change the way you think about and use online meetings. Meeting rooms are reservation-less - they can be instantly created for a single meeting, or kept and be reused. Of course, they can be scheduled through Lotus Notes® or Microsoft Outlook calendars. Persistent meeting rooms are available 24x7 and have their own file library. Users can create rooms devoted to specific projects and store the appropriate materials there.

You may never lose the first 10 minutes of your meeting to sharing pass codes and meeting URLs again. Lotus Sametime 8.5 software is the online meeting system you will want to use.

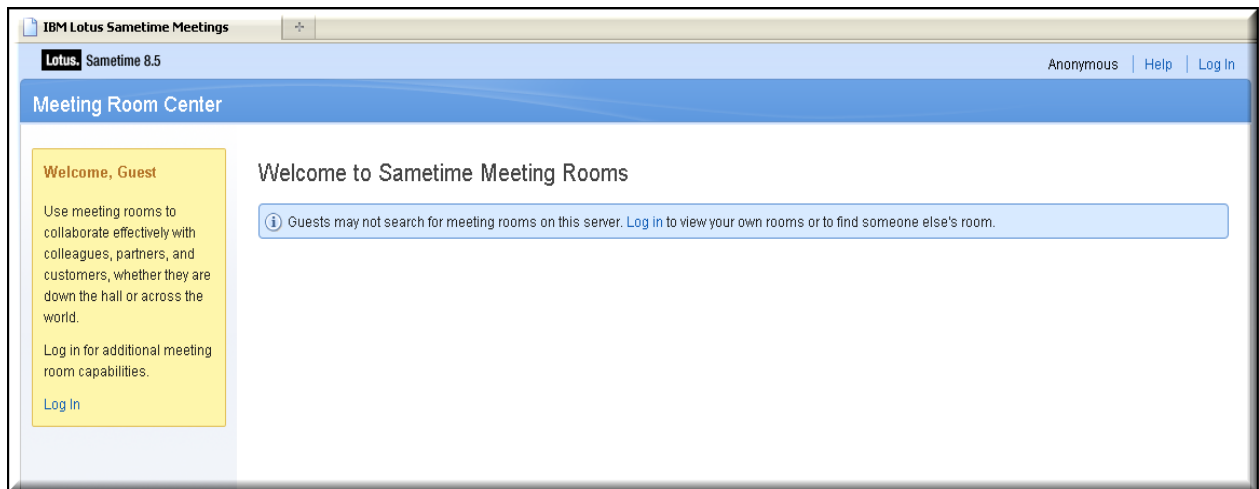
### 3.1 Re-Discovering Sametime Meeting Center

The Sametime 8.5 Meeting server has been completely redesigned with this release. If you are familiar with the previous versions of the meeting room center, you will find quite a few things have changed, and for the better. In this lab, we will cover the new approach to Sametime web conferencing.

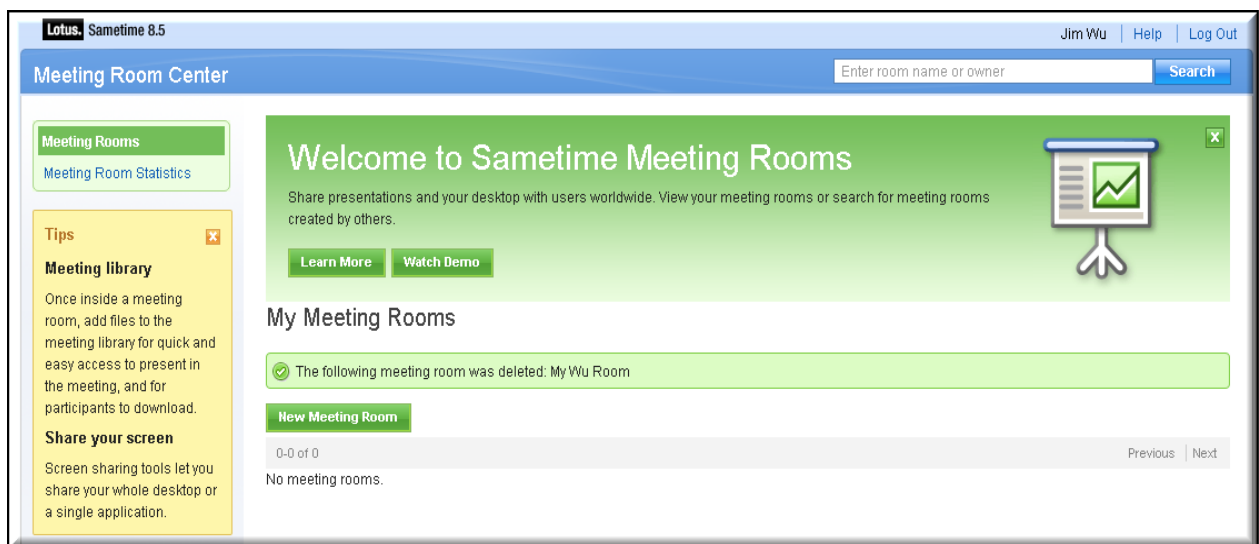
1. Open the web browser of your choice (both Mozilla Firefox and Internet Explorer® are available) by selecting the appropriate icon. Manually enter the following address in the browser : <http://stmeet.demos.ibm.com/stmeetings/>



- \_\_2. We will illustrate using Firefox from here on, but the results are essentially the same using Internet Explorer. When you select this URL: <http://stmeet.demos.ibm.com/stmeetings/>, you are taken to the Sametime 8.5 Meeting Center:



- \_\_3. We have yet to authenticate to the server so we are listed as anonymous. As you can see, we have disabled the ability for an anonymous use to view, search meeting rooms. This is configurable.
- \_\_4. You should have been assigned a user from the directory for use in the labs. You should log in with this assigned account. The lab document will use Jim Wu for the rest of the exercise. After the login sequence has completed, you will have access to new options.

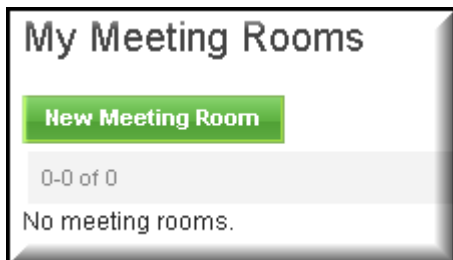



Now that the server knows who you are and what you are allowed to do, you can start to use Sametime Meeting capabilities.

### 3.2 Starting an online meeting

In this section, you will learn how to create your meeting and start to collaborate with your peers.

- 1. Click on the button “**New Meeting Room**” to create your first meeting room.

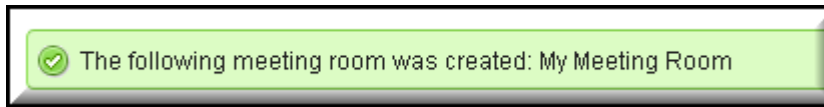


 **Note**  
You must be logged in to the Meeting Room Center to create new meeting rooms.

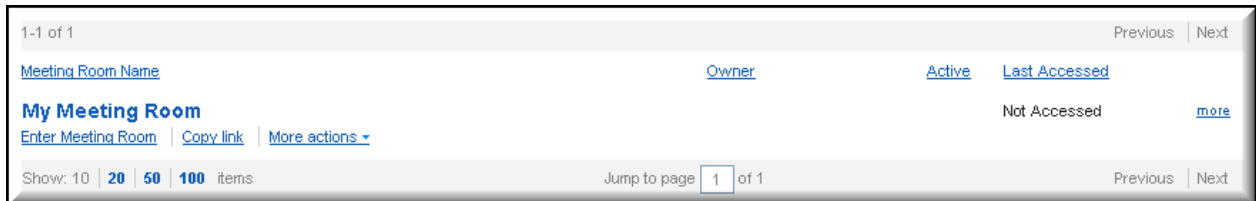
- 2. Enter the name of your new meeting room – for example “*My meeting room*”. You can specify a password to secure the access to that room. You can also make it hidden to limit access to the meeting room to only those who know the exact name of the meeting room, except for the meeting room owner and managers. When you create a meeting room, you associate it with one of your available audio conferencing solutions, some which include call-in information, such as a telephone number and pass-code.

A screenshot of a "New Meeting Room" form. The form has a light blue header with the title "New Meeting Room". Below the title are several input fields: "Room name:" with the value "My Meeting Room", "Password:", "Re-type password:", and "Call-in information:" with the value "888 555 1212 PC 123456". There are two checkboxes: "This is a hidden room" and "Remember this call-in information for my future meeting rooms". At the bottom, there are "Save" and "Cancel" buttons. A red asterisk and the word "required" are visible at the bottom left of the form area.

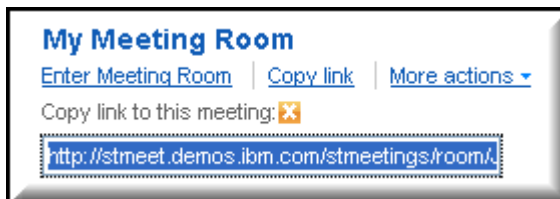
- \_\_3. After entering all information, click on “**Save**”. You will see the following message:



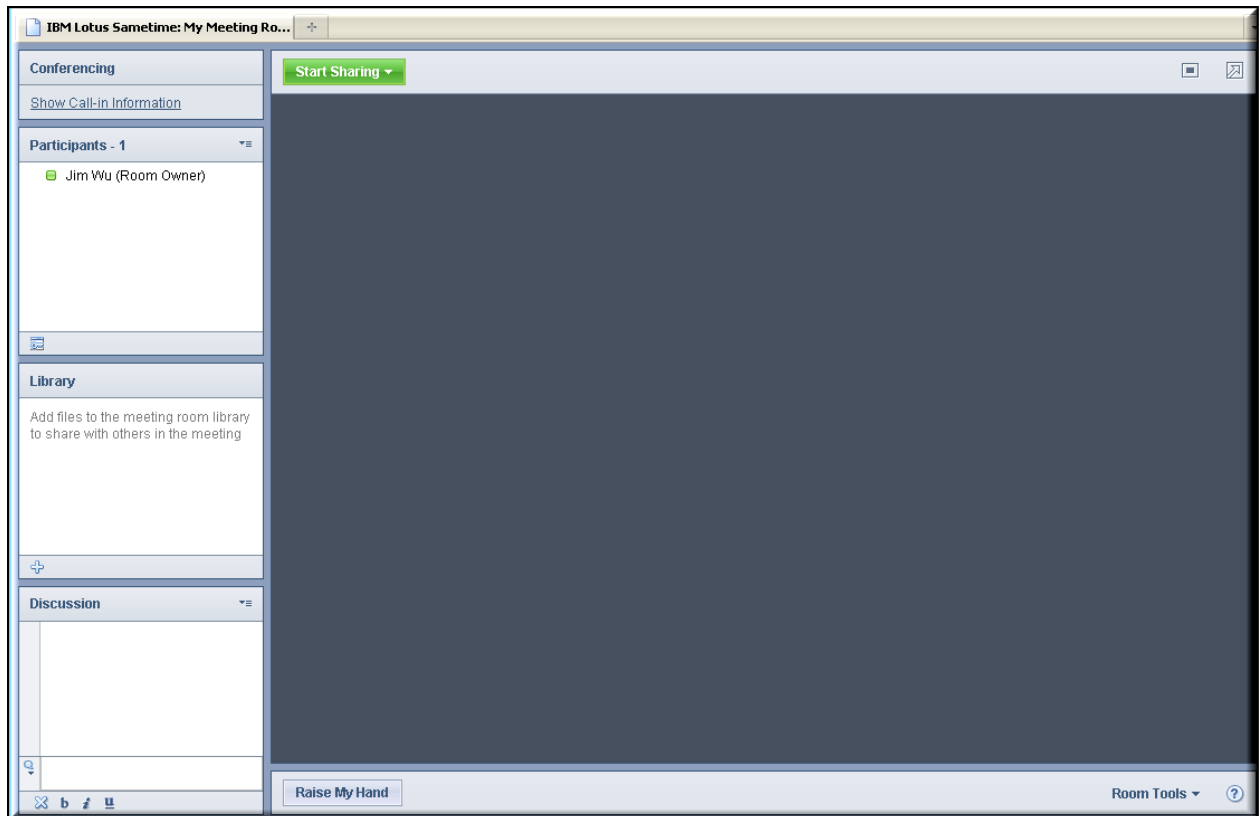
- \_\_4. Below that message you will see that your new meeting room has been created and is waiting to be used. It is not a scheduled room, but a space for a meeting that is always available for use.



- \_\_5. Congratulations, you have just created your first meeting room in under a couple of minutes.
- \_\_6. To invite participants to your meeting, you can retrieve the persistent URL to your meeting. One of the new features of Sametime Meetings is that every meeting room is accessible via a human understandable URL. The format is: the **server name + stmeetings + room + email address + room name**. If you want to send someone the URL then all you have to do is click the button “**Copy link**”, and then right-click and copy to copy the link to the clipboard. You could then paste the meeting room Web address (URL) in an e-mail or an open chat window to send to those you want to invite, or even add it to your email signature.



- \_\_7. Let's take a look at the meeting room. Click on the button “**Enter Meeting Room**” just under the name of your new meeting room.

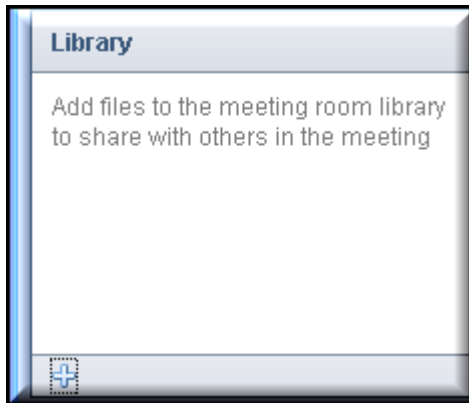


- \_\_8. The meeting room opens in the browser almost instantly. No downloads or prompts because this is a web 2.0 friendly application.

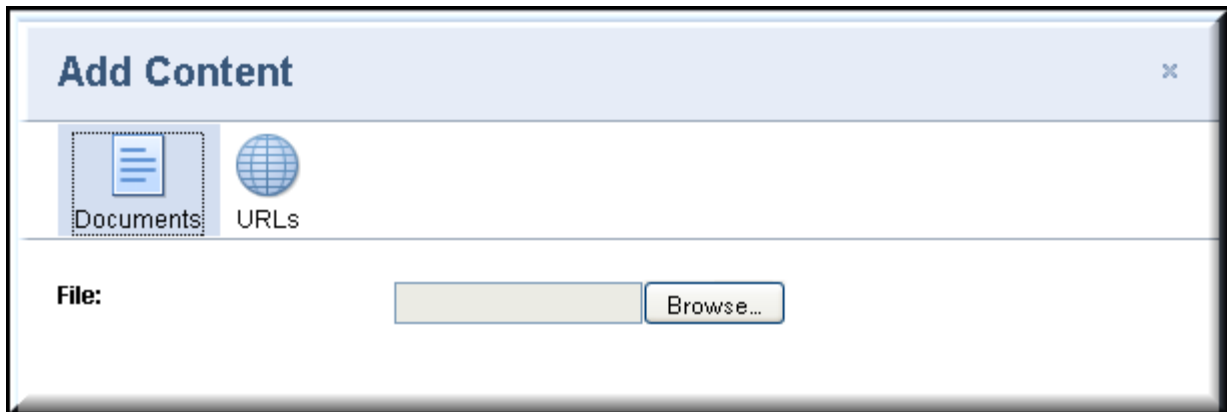
### 3.3 Sharing Documents

Now that we have the meeting room open we should add some content. You have the option to share documents, applications or URLs. These items will be stored in the **Library**. The **Library** persists from meeting visit to visit so you can prepare several items in advance of the actual meeting time.

- \_\_1. Let's start with a presentation. First, locate the **Library** on the left hand side and click on the “**Plus**” icon.

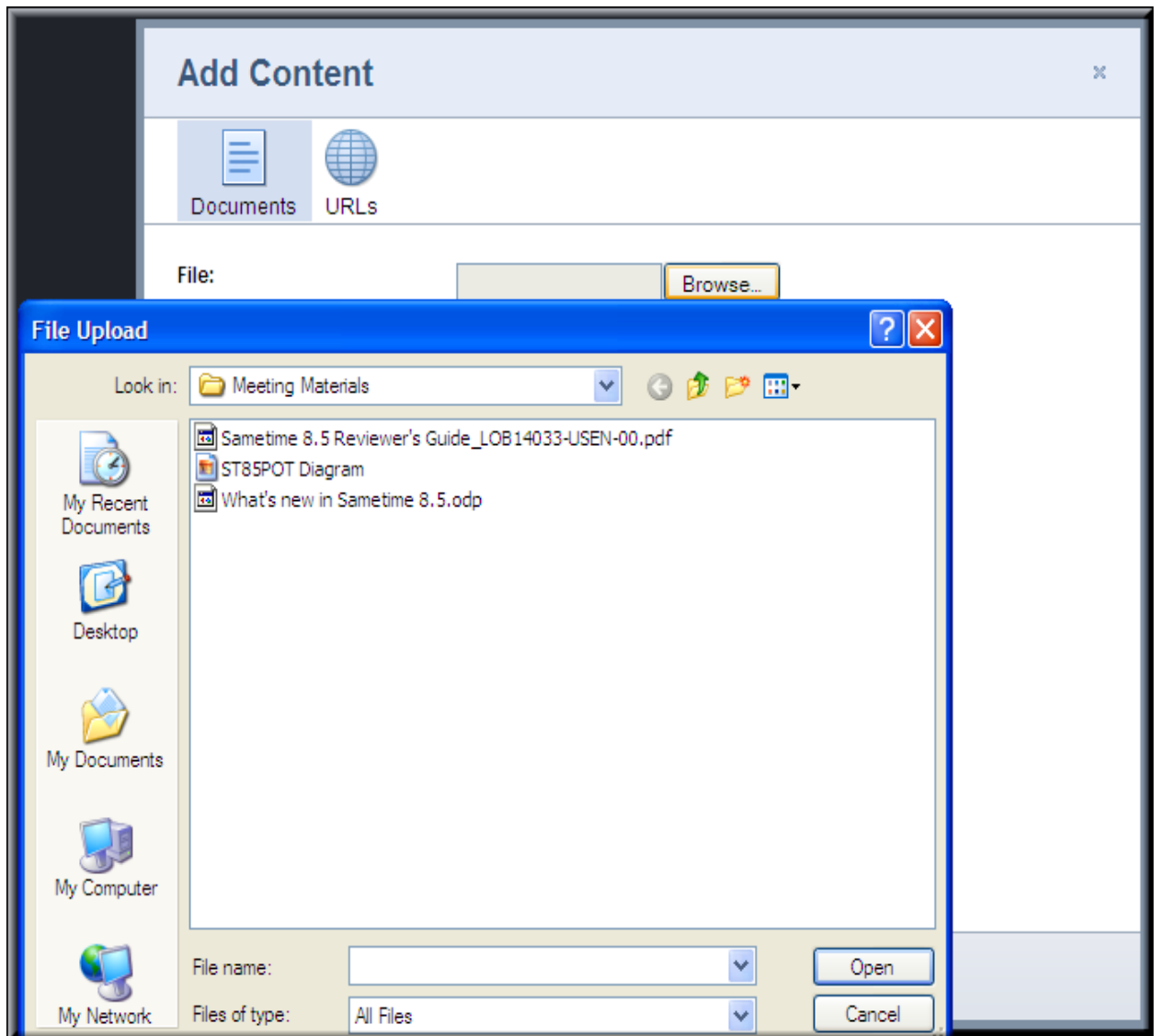


- \_\_2. A new window allows you to upload the document you want to share or just a URL.

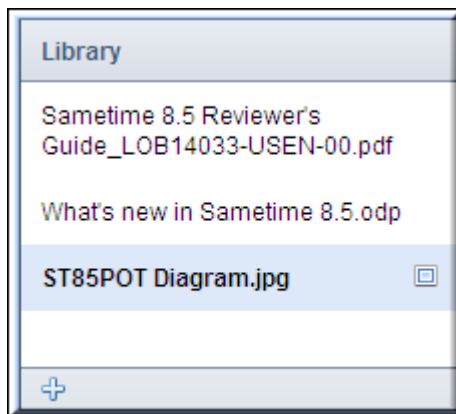
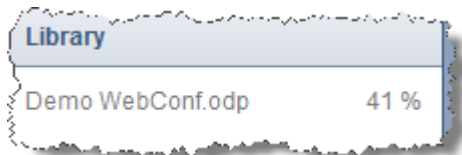


- \_\_3. Using this upload mechanism, you browse to a local file and select it to be uploaded to the server. When the file upload is complete, the server will convert the file for use in the meeting.

4. There are some files on the desktop that you can use for your meeting. Using the browse button above, navigate to Desktop, then Materials. There you will find a Symphony presentation, a PDF and a JPG picture. Add each to your library.



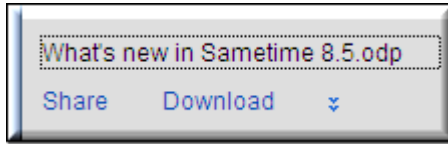
- \_\_5. You'll notice that as they are converted, a percent indicator will show the progress of the conversion. After the conversion, you can share the presentation in the meeting, and potentially participants can download it for offline access.



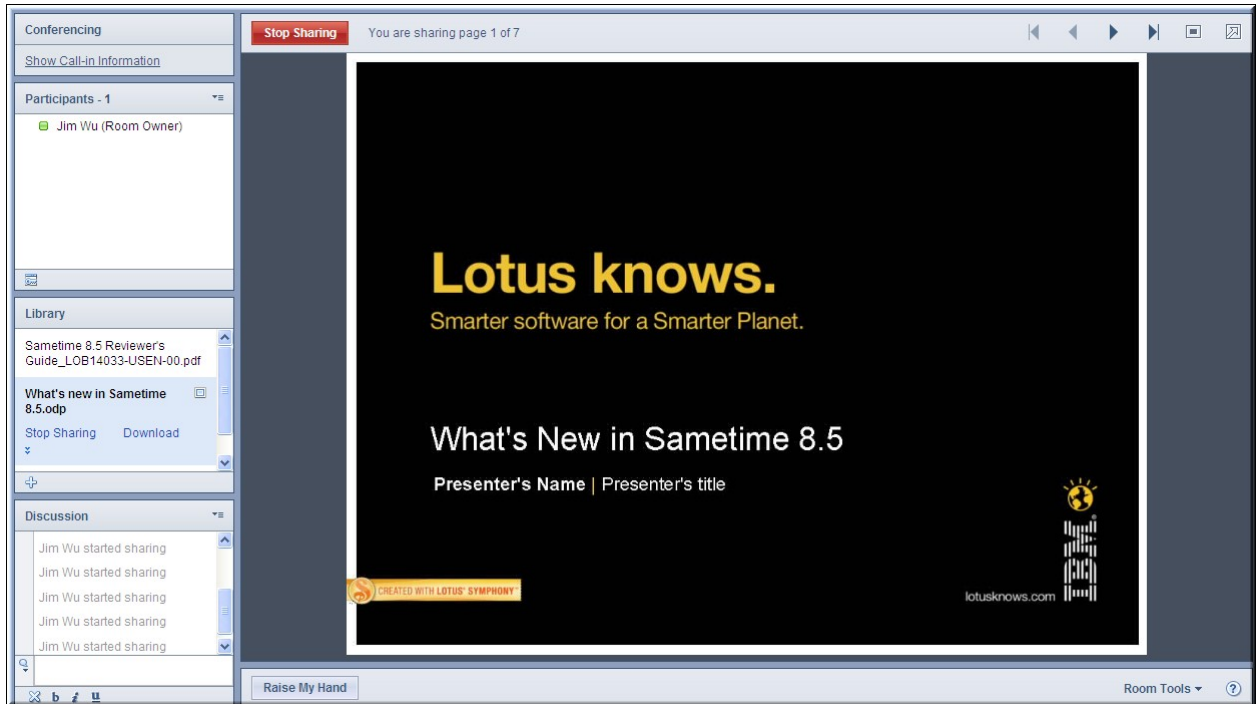
- \_\_6. Click on "View Details" to read some information about the document like the person who uploaded , the date, size...



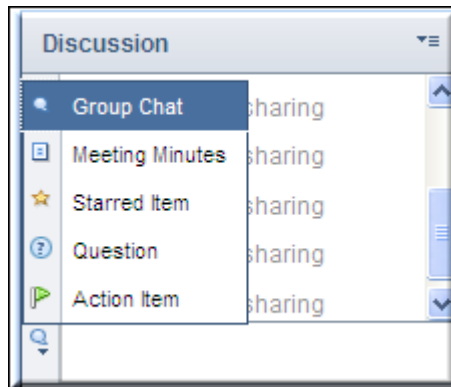
- 7. Now, share a presentation in the meeting room in order to start your meeting. All participants can now see it.



- 8. Take a look around the meeting room.



- \_\_9. Explore some of the features.
- \_\_a. For instance, you can rename a library item. Try renaming the PDF file to a shorter name.
  - \_\_b. Try editing the call-in information by editing the Room Settings (it's under Room Tools) at the bottom right.
  - \_\_c. Examine the Discussion area. Notice the types of discussions available and how they can be filtered.



- \_\_d. As a presenter, you can move your slides by using the triangles in the top-upper right.



- \_\_e. Switch between presentations as you would in a real world environment. This is a what your web meetings could be like and it runs in a browser.
- \_\_f. Now return to your Library and click the "Plus" icon. This time click on the "Globe" icon at the top of the window. This presents a text box where you can add a URL that can be sent to other meeting participants. This is useful when you want to show a website to other users in a browser on their own machine.

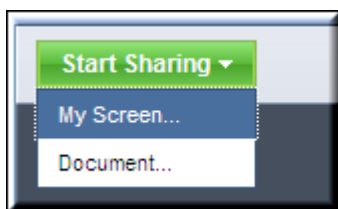


Depending the lab setup, you may not able to browse external sites.

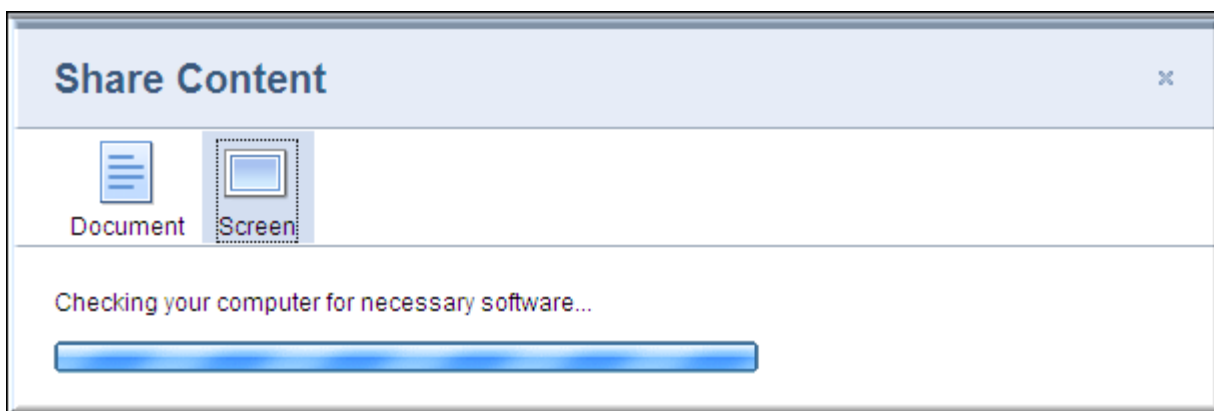
### 3.4 Sharing your screen and an specific application

So far we have added content that was already prepared. Perhaps you would like to show an application running on your own machine.

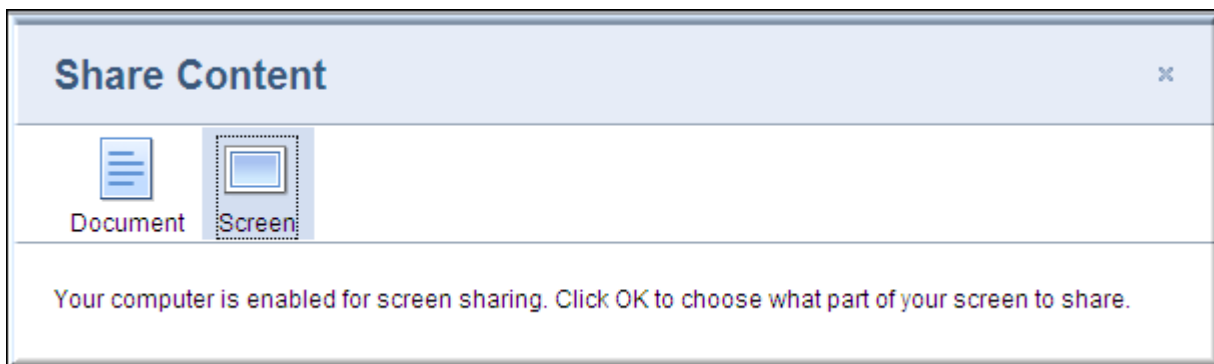
- \_\_1. At the top of the meeting room you will see a green button marked **“Start Sharing”**. Click on that button to get a drop down box and choose the option **“My Screen”**. You may have to **“Stop Sharing”** by clicking the red box marked **“Stop Sharing”**.



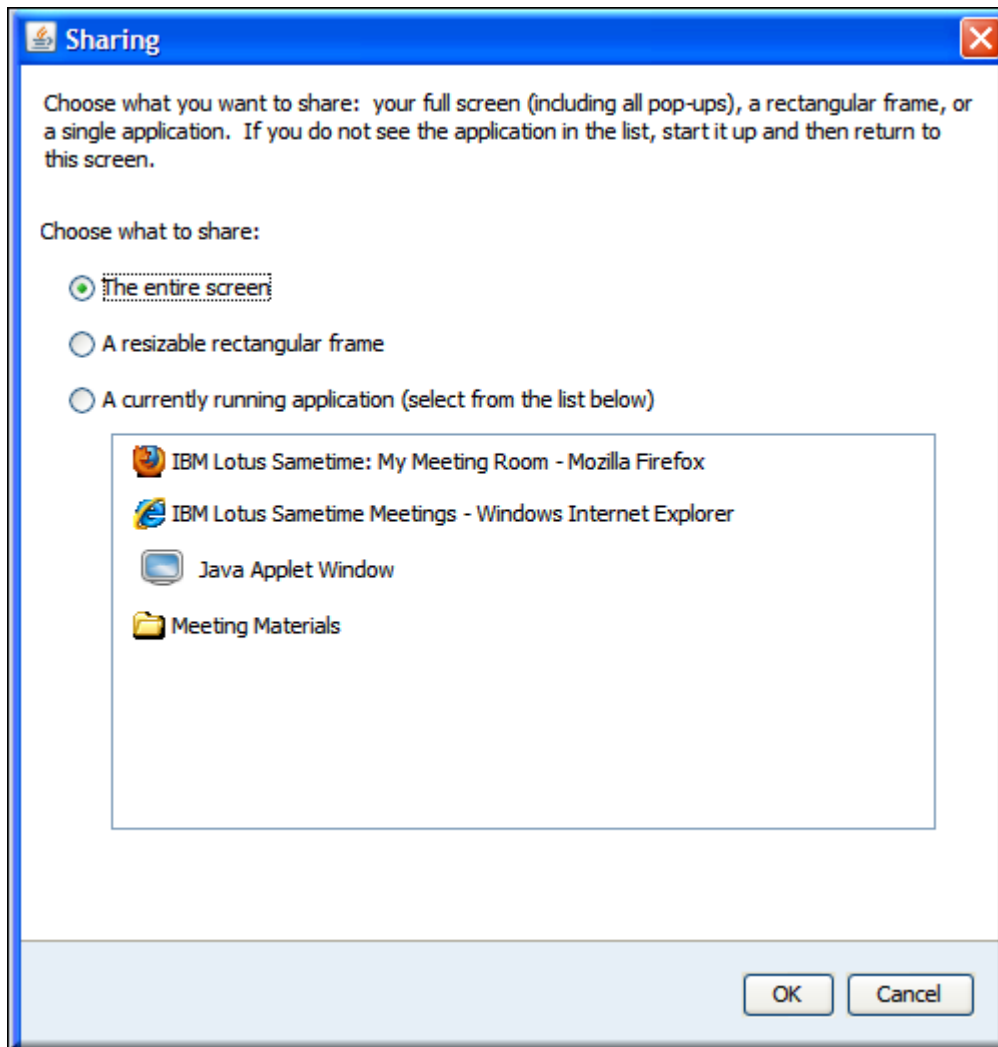
- \_\_2. At this point we have used the meeting room without any installation on the machine. In order to application share, we need to be able to access the machine through an interface. The system will check your computer to see if the small Java applet is ready for sharing.



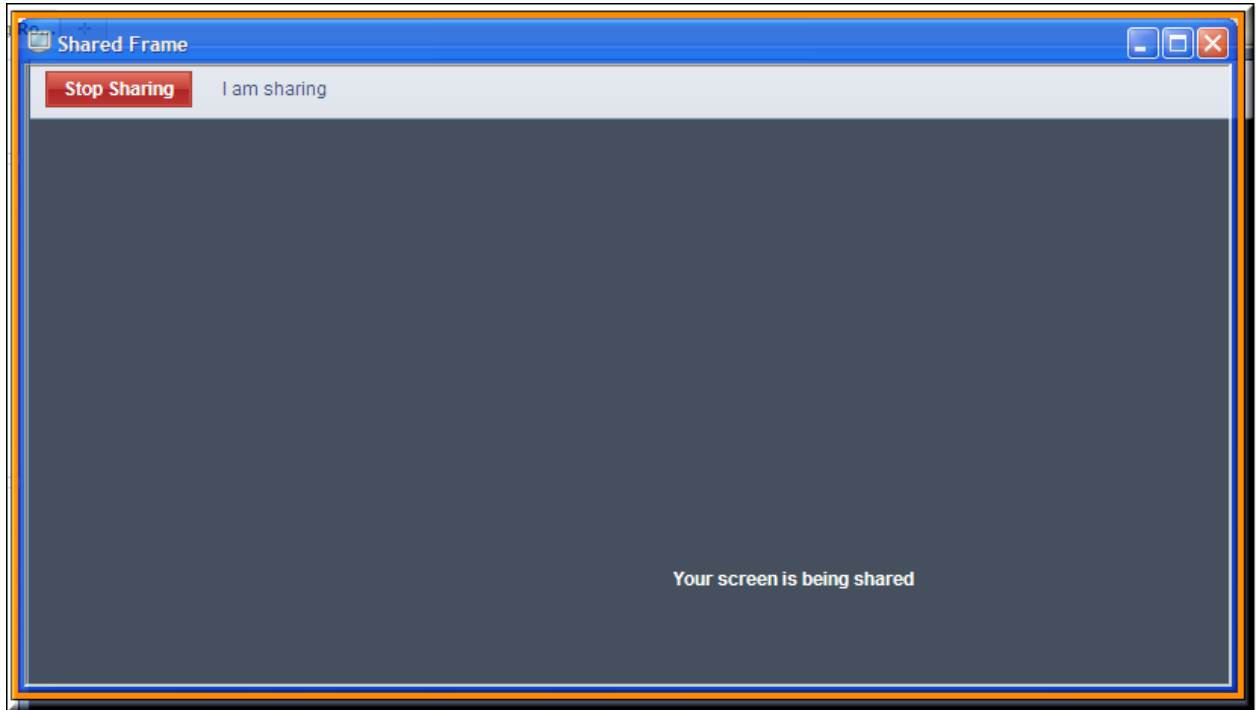
- \_\_3. Once the system check is finished, a confirmation message will appear. You are ready to go. Click **OK** to continue.



- \_\_4. You can decide to share your entire screen, just a part of your screen or a specific application, running on your desktop. Try sharing a resizable frame. This will show how you can target specific areas of your machine to share.



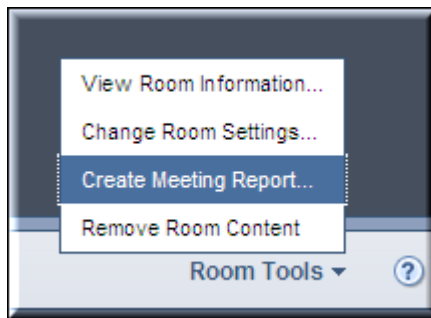
- \_\_5. You are now sharing your screen. Notice that you are alerted that your screen is being shared, a red box shows you are sharing and can stop sharing at any time. The resizable frame is outlined in orange to show what is being shared. Anything under that window is being shared out to the other meeting participants.



### 3.5 Working with meeting room reports

You can create a meeting report, which includes a list of meeting attendees. Each report also includes information about the meeting room itself, such as the meeting room owner, as well as information about items posted to the **Discussion** area of the meeting room and materials presented during the meeting. Each report includes all this information giving a complete picture of what has taken place during the meeting.

- \_\_1. Open your meeting room if you have closed it.
- \_\_2. Click **Room Tools > Create Meeting Report** from the toolbar at the lower right.



- \_\_3. After clicking “**Create Meeting Report**”, you can see a summary of all activities in that room.

|                          |  |                       |                          |
|--------------------------|--|-----------------------|--------------------------|
| <b>Room name:</b>        | My Meeting Room  |                       |                          |
| <b>URL:</b>              | http://stmeet.demos.ibm.com/room/JWu@demos.ibm.com/my-meeting-room     |                       |                          |
| <b>Room owner:</b>       | Jim Wu   |                       |                          |
| <b>Date and time:</b>    | Thursday, May 27, 2010 11:50:33 AM - Thursday, May 27, 2010 1:40:41 PM |                       |                          |
| <b>Attendees</b>         |  |                       |                          |
| <b>Name</b>              | <b>Join time</b>   | <b>Departure time</b> | <b>Duration(minutes)</b> |
| Jim Wu                   | 11:50:33 AM  | 12:31:58 PM           | 41                       |
| Jim Wu                   | 12:32:01 PM  | 1:38:28 PM            | 66                       |
| Jim Wu                   | 1:39:02 PM   | 1:40:42 PM            | 1                        |
| <b>Action items</b>      |  |                       |                          |
| <b>Meeting minutes</b>   |  |                       |                          |
| <b>Group chat</b>        |  |                       |                          |
| <b>Starred items</b>     |  |                       |                          |
| <b>Questions asked</b>   |  |                       |                          |
| <b>Poll results</b>      |  |                       |                          |
| <b>Content presented</b> |  |                       |                          |
| Jim Wu                   | Sametime 8.5 Reviewer's Guide_LOB14033-USEN-00.pdf                     |                       |                          |
| Jim Wu                   | stclient background.jpg  |                       |                          |
| Jim Wu                   | What's new in Sametime 8.5.odp   |                       |                          |
| Jim Wu                   | What's new in Sametime 8.5.odp   |                       |                          |
| Jim Wu                   | Sametime 8.5 Reviewer's Guide_LOB14033-USEN-00.pdf                     |                       |                          |
| Jim Wu                   | What's new in Sametime 8.5.odp   |                       |                          |
| Jim Wu                   | ST85POT Diagram.jpg  |                       |                          |
| Jim Wu                   | What's new in Sametime 8.5.odp   |                       |                          |
| Jim Wu                   | What's new in Sametime 8.5.odp   |                       |                          |
| Jim Wu                   | Screen Share: Frame  |                       |                          |
| <b>Recordings made</b>   |  |                       |                          |

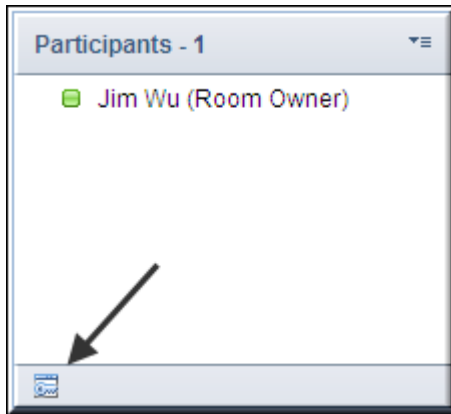
- \_\_4. You can save the contents as a file if you wish.

### 3.6 Using room permissions

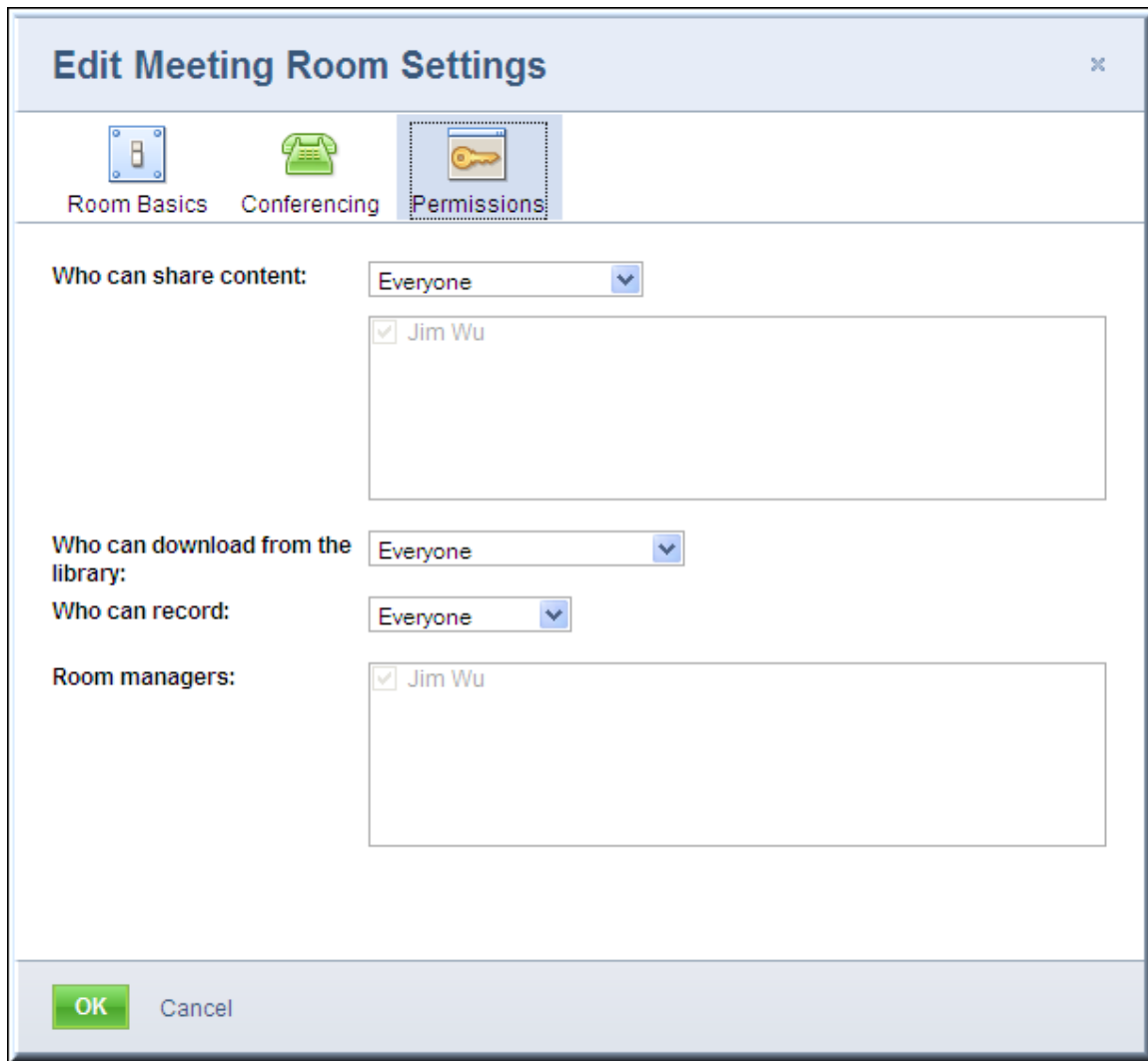
Meeting room permissions determine the roles and actions each participant can perform in the meeting room, including who can share content, download materials from the Library, and record meetings.

When you first create a meeting room, the meeting room owner is the only meeting room manager and everyone is given permission to present, download materials from the Library, and record meetings. "Everyone" means all those who join the meeting room, including those who are in the room currently, those who join later, and those who were in the meeting room previously and rejoined. Let's change some of those settings.

1. In the meeting room Participants list, click the **Set Permissions** icon



- \_\_2. Through that window, you can specify some permissions in your meeting room :
- \_\_a. Who can share content ?
  - \_\_b. Who can download from the library ?
  - \_\_c. Who can record ?
  - \_\_d. Who is room manager ?



The screenshot shows a dialog box titled "Edit Meeting Room Settings" with a close button (X) in the top right corner. Below the title bar are three tabs: "Room Basics" (with a room icon), "Conferencing" (with a telephone icon), and "Permissions" (with a key icon and a dotted border). The "Permissions" tab is active. It contains four sections, each with a label and a control:

- Who can share content:** A dropdown menu set to "Everyone" and a list box containing "Jim Wu" with a checked checkbox.
- Who can download from the library:** A dropdown menu set to "Everyone".
- Who can record:** A dropdown menu set to "Everyone".
- Room managers:** A list box containing "Jim Wu" with a checked checkbox.

At the bottom of the dialog are two buttons: "OK" (highlighted in green) and "Cancel".

### **3.7 Lab 3 Review**

Sametime Meetings 8.5 is a remarkable change from the previous releases of Sametime. The use of web friendly HTTP transport, the new user interface, and the change from scheduled to reservation-less meetings has made this a tool that can be used in daily collaboration.

We have covered the use of Sametime Meetings as used in a browser context. At the end of this lab you should be familiar with how to:

- Create a room
- Share a document
- Share an application
- Control permissions
- Create meeting reports







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