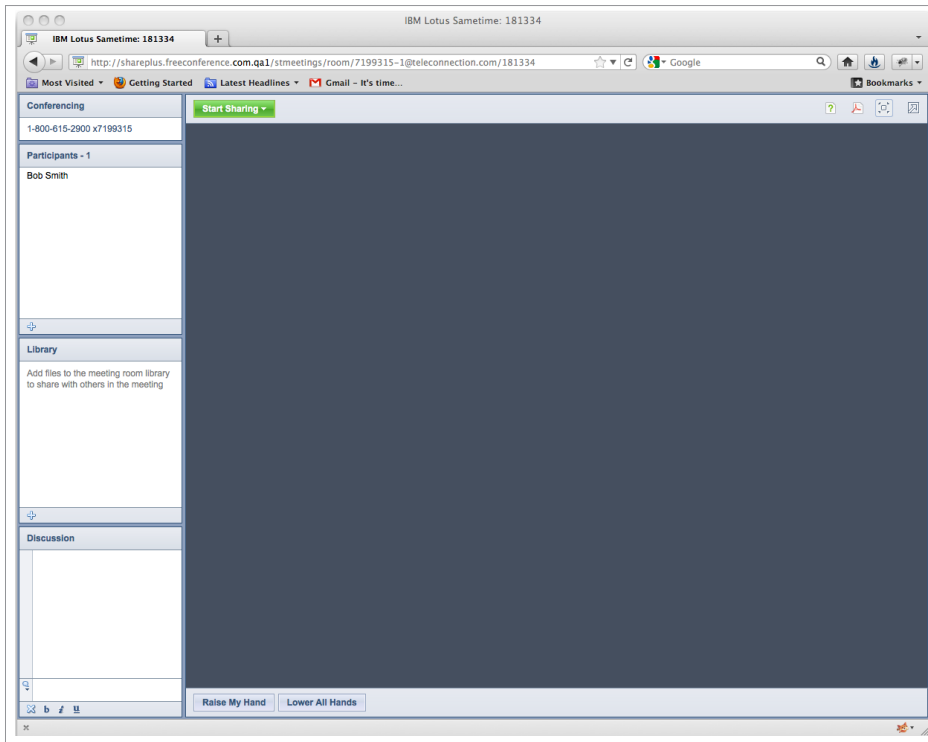


FreeConference® Desktop Sharing with IBM Sametime User Guide

Use this guide as a tool to familiarize yourself with all the features of Desktop Sharing.

1. Overview	Pg 1
2. Setting up a Desktop Sharing Session	Pg 2
3. Inviting Participants	Pg 3
4. Installing Java Software	Pg 4
5. Sharing Your Desktop	Pg 5
6. Adding a Document/URL to the Library	Pg 6
7. Sharing a Document	Pg 7
8. Using the Chat Feature	Pg 8
9. Customer Support	Pg 9





Overview


FreeConference Desktop Sharing with IBM Sametime is a web conferencing product that allows you to share applications, presentations, photos, websites and more on your desktop, safely and securely. With no limits on the number of participants, you can invite as many people as you'd like to your conference.

Which type of Web-Scheduled conference would you like?

Web-Scheduled Premium 800

How you do business reflects positively on you.
 Connect with Premium 800, featuring brand-free greetings to your conference participants.
 With our Loyalty Rewards Program, you'll earn one airline mile for every dollar you spend.

- Toll-Free Dial-in Number.
- Organizer pays \$0.10 per minute for each caller.
- No setup, monthly or per-call minimum fees.

 [Can international callers access a Web-Scheduled Premium 800 conference?](#)

Web-Scheduled Standard

Add Personalized Greetings

Enroll me in Loyalty Rewards Program

Record this conference

Share my desktop during this conference

- Long distance Dial-in Number.
- Each Participant pays only his/her normal long distance rate for the duration of the call.
- No setup, monthly or per-call minimum fees.

"Quick Scheduler" (Copies previous conference settings)

- New 3 step process to quickly create a new conference
- Select a previous conference and we'll copy over your settings
- Allows modification of conference settings as needed


 [What exactly is being copied with Quick Scheduler?](#)

Figure 1

Setting up a Desktop Sharing Session

1. [Log in](#) to your FreeConference account
2. Schedule a conference as usual
3. Under conference options, select "Share my desktop during this conference" (see figure 1)
4. You will receive a confirmation email with a link to enter your Desktop Sharing session

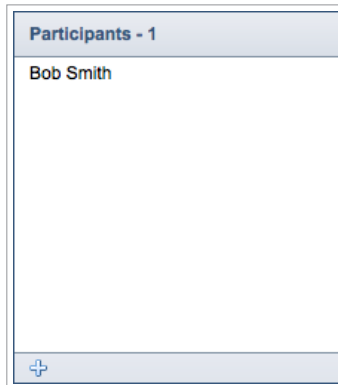


Figure 2

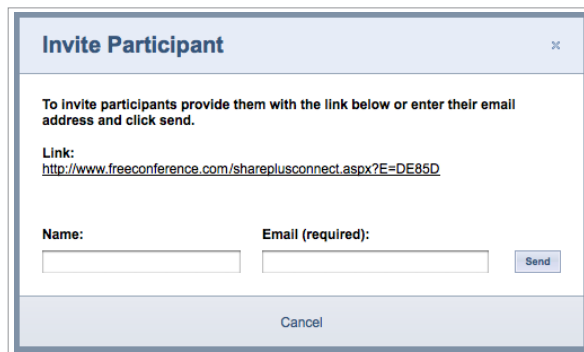


Figure 3

Inviting Participants

When you schedule your conference, an invitation email will be sent to your Participants which includes the conference information and a link to enter the Desktop Sharing session.

Once in a Desktop Sharing session, the Presenter can also invite Participants on-the-fly by providing Participants with the link to enter the session, or by sending an email with the session link and the conference dial-in number and access code.

1. Select the “+” icon in the Participants list section (see figure 2)
2. In the “Invite Participant” window, you’ll see the link to enter the Desktop Sharing session
3. To send an invitation email, enter the Participant’s name and email address, then click “Send” (see figure 3)

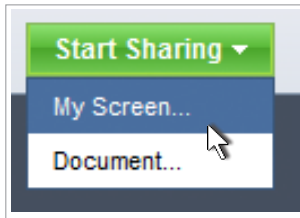


Figure 4



Figure 5

Installing Java Software

The Presenter will need to have Java installed on their computer in order to share their desktop. The first time the Presenter shares their desktop, they will be prompted to install Java if not already installed. Participants do not need to have Java installed.

1. Select "Start Sharing" then "My Screen..." in the drop-down menu (see figure 4)
2. You will be notified if Java needs to be installed (see figure 5)
3. To install Java visit www.java.com and click "Free Java Download"

Note: Java is only required to share your desktop and is NOT required when sharing a document.

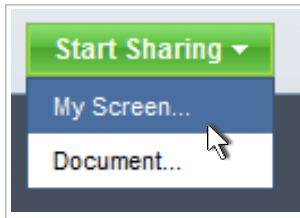


Figure 6

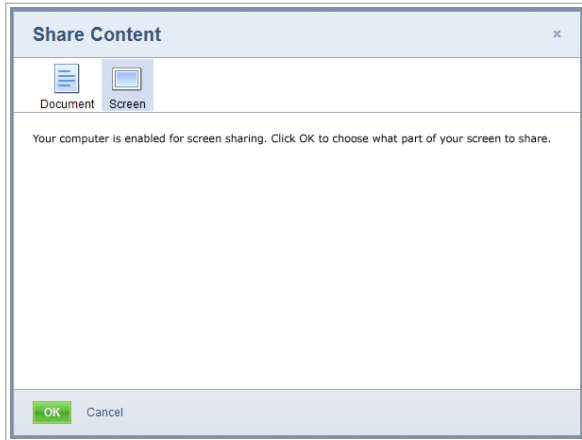


Figure 7

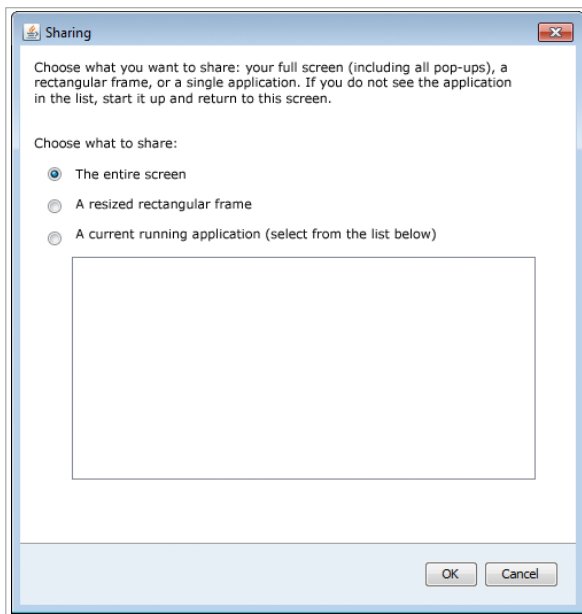


Figure 8

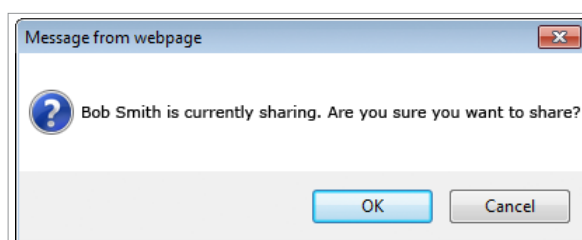


Figure 9

Sharing your Desktop

1. Select "Start Sharing" then "My Screen..." in the drop-down menu (see figure 6)
2. Click "OK" to choose what part of your screen you wish to share (see figure 7)
3. Choose what you want to share: Your full screen (including all pop-ups), a rectangular frame, or a single application
4. Click "OK" to start sharing (see figure 8)

Both the Presenter and Participants can share their desktop and documents. A dialog box will confirm that they wish to continue. (see figure 9)

Please note: Mac users can share documents and URLs, but not their desktop.

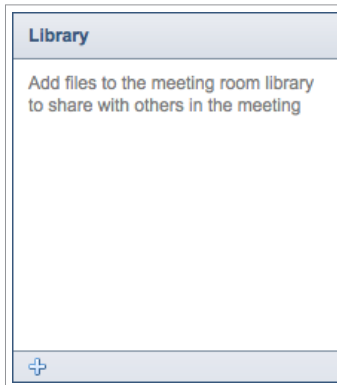


Figure 10

Adding a Document/URL to the Library

Adding a Document to the Library:

1. Select the “+” icon in the Library section (see figure 10)
2. Click “Browse” and locate the file on your computer (see figure 11)
3. Select “Open” to select the file and “OK” to add the file to the Library

Adding a URL to the Library:

1. Select the “+” icon in the Library section (see figure 10)
2. Click “URLs” tab (see figure 12)
3. Enter website URL and click “OK” to add the URL to the Library

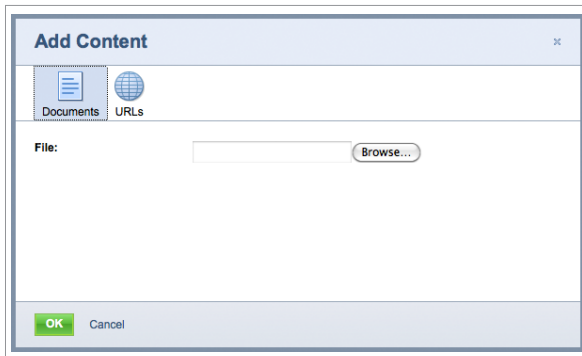


Figure 11

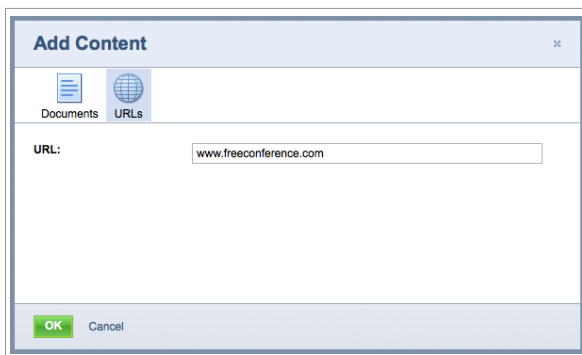


Figure 12

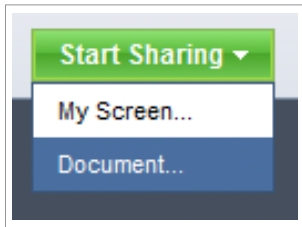


Figure 13

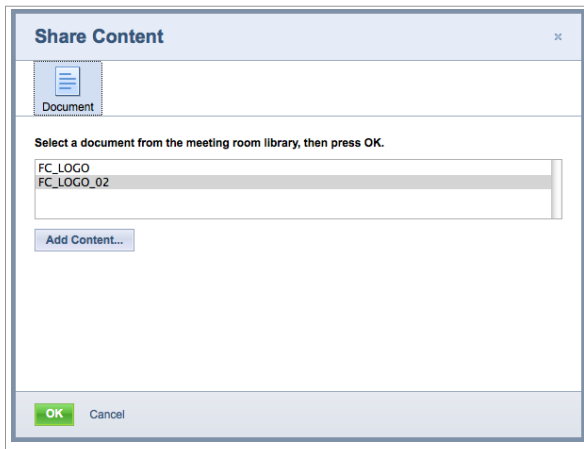


Figure 14

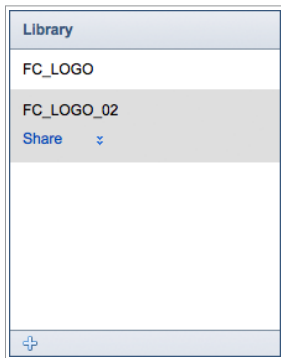


Figure 15

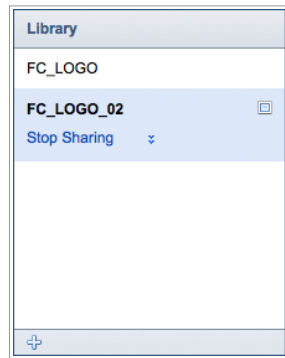


Figure 16

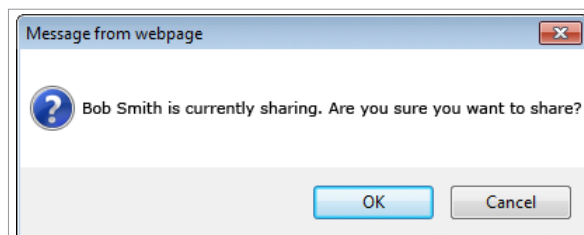


Figure 17

Sharing a Document

1. Select “Start Sharing” then “Document...” in the drop-down menu (see figure 13)
2. In the “Share Content” window, select the desired document from the list of documents in your Library (see figure 14)
3. Select “OK” to share the document

If there are no documents in your Library, you can add them from the “Share Content” window at any time:

1. Click “Add Content” and locate the file on your computer
2. Select “Open” to add the file to the Library

Files can also be shared directly from the Library:

1. Locate the file you wish to share and click on the file name (see figure 15)
2. Click “Share” to share the file, and “Stop Sharing” in the same window when finished (see figure 16). The shared file will be highlighted in blue.

Both the Presenter and Participants can share their desktop and documents. A dialog box will confirm that they wish to continue. (see figure 17)

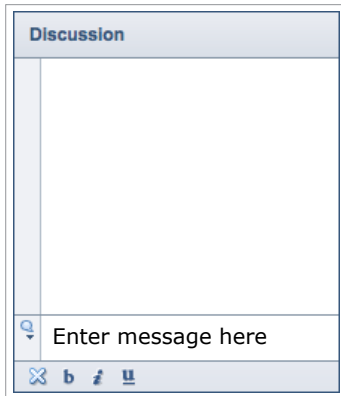


Figure 18

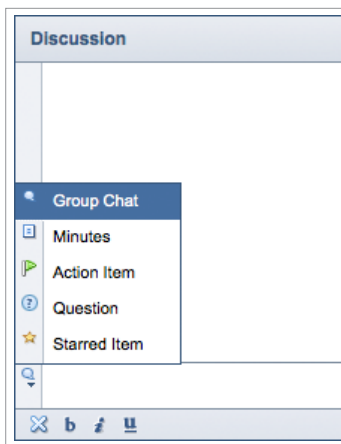


Figure 19

Using the Chat Feature

1. Type your message in the Discussion window (see figure 18)
2. You can add a descriptive icon to your message by selecting from the menu: Group Chat, Minutes, Action Item, Question, or Starred Item (see figure 19)
3. To clear all messages select the “x” icon

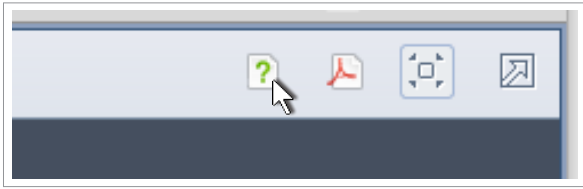


Figure 20

Customer Support

1. Rapid Response Email: [Click Here](#) to send a question directly to our Customer Support team
2. To contact Customer Support from within Desktop Sharing, select the “?” icon in the top right corner of your screen (see figure 20)