

Attend a PictureTalk Meeting

Accessing your meeting

- Click the **meeting hyperlink** in the invitation request, or
- Go to www.picturetalk.com, click Join a Meeting and type in the Meeting Key

Joining the **Meeting**

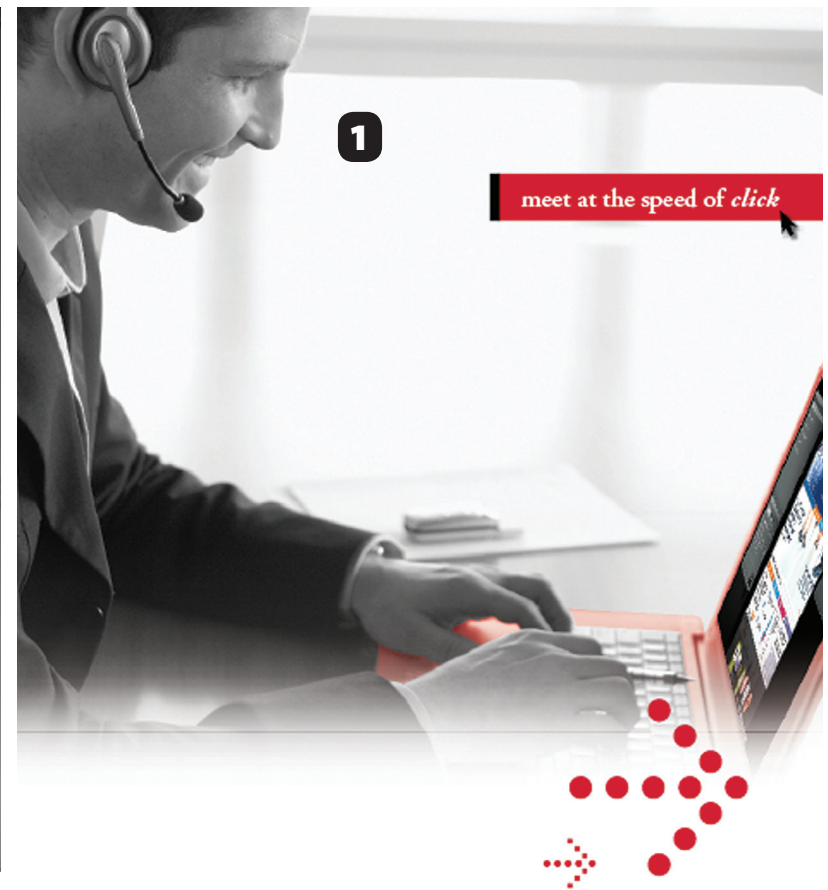
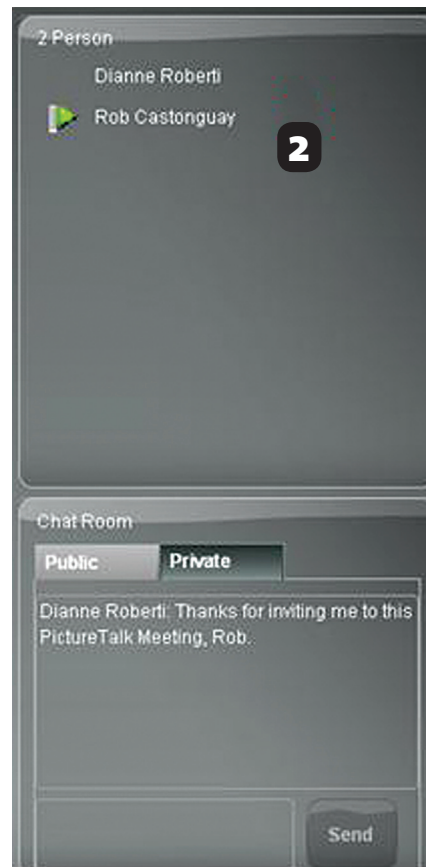
Co-presenter? click **Client Join**
Attendee? click **Attend in Flash**

Log in to a PictureTalk Meeting

Type *First Name, Last Name, *Email, Phone, *Password (*Indicates required field)

The meeting window will open **when the presenter begins the meeting.**

- 1 Meeting Window** – where the meeting takes place. The presenter controls what is displayed in the meeting window.
- 2 Console** – where you can see the other attendees' names. Chat Room - chat with everyone (Public) or with select attendees (Private).
- 3 Attend Toolbar**
Console on/off – turn console on/off
Fit the Screen – centre meeting window
Annotation – add annotations to meeting
Raise/Lower Hand – let presenter know you have a question
Turn Pointer on/off – point inside meeting window with your name displayed
Request Collaboration – ask presenter for edit privileges
Exit Meeting Now – leave meeting



Present a PictureTalk Meeting

- Logging in to PictureTalk
- Go to <http://meetings.picturetalk.com/picturetalk/login.jsp>
 - Enter your username/password & click **GO**

Create a PictureTalk Meeting

- Click the Create tab and fill in the Topic, Date, Duration, No. of Seats, Present & Attend passwords and click Create Meet
- On the Schedule tab, click Details to make any changes before the meeting starts.

Invite People to Your Meeting

- On the Schedule tab, **click the invitation icon**.
- Type email addresses of your attendees & check **"Check here to append Appointment URL"** (for Microsoft Outlook).
- Click Send Invitation.

Start the Meeting

- On the Schedule tab, click on the hyperlinked meeting you created. Enter the presenter's password & the PictureTalk console opens.
- On the **PictureTalk Console**, click Present (the CaptureFrame appears in red)
- Size the **capture frame** around the document you plan to show in your meeting.
- On the **Capture Frame Toolbar**, click the **Capture** button to begin the meeting (capture frame turns green).
- To end the Meeting, click **File, Exit Meeting**.

Meet Now

On the **Schedule Tab**, click **Meet Now** to start a quick meeting. Give attendee meeting key and password.

The screenshot displays the PictureTalk interface. On the left is the 'Present' console with tabs for 'Present', 'Annotate', 'Poll', and 'Tour'. It includes a 'Monitor' section with 'Attendees received: 0 of 0' and a 'Server Recording' section with 'On' and 'Off' buttons. Below this is an 'Info' section with tabs for 'Info', 'People', 'Chat', and 'Audio'. A blue box says 'Welcome Dianne'. Below that, meeting details are listed: Host: Dianne Roberti, Topic: My Perpetual Meeting, Key: wphn28693, and Desc: Perpetual Meeting. On the right is a video feed of a presenter wearing a headset, with a red banner overlaid that says 'meet at the speed of click'. A green border highlights the video feed area, with a '3' in a black circle at the top left and a '2' in a black circle at the bottom left of the frame.