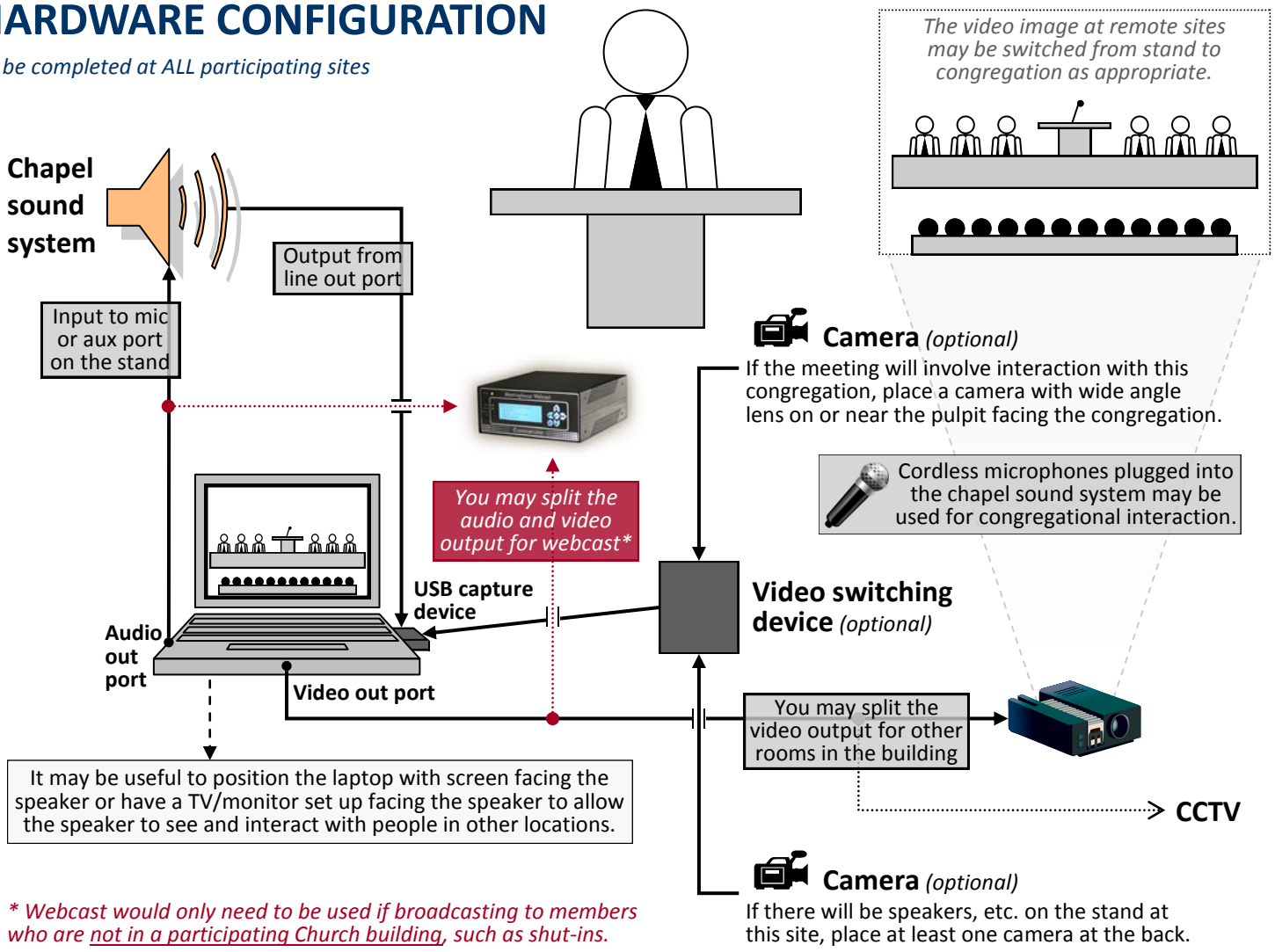
VIDEO CONFERENCE MEETING

HARDWARE CONFIGURATION

To be completed at ALL participating sites



** Webcast would only need to be used if broadcasting to members who are not in a participating Church building, such as shut-ins.*

SOFTWARE CONFIGURATION

*Before proceeding, you need to sign up for a FREE WebEx account at **http://meet.webex.com**. This will enable you to host video conference meetings with up to 5 locations.*

SCHEDULING A VIDEO CONFERENCE

- **Sign in** to WebEx (at *meet.webex.com*).
- Click **Schedule** and complete the form to schedule the video conference, allowing at least 30 minutes prior to the actual event start time.
- In the **Who:** field, enter the e-mail addresses of the people coordinating each remote building's participation (they need to be able to access e-mail via the Web).

CONNECTING TO THE VIDEO CONFERENCE (SCHEDULER)

- **Sign in** to WebEx (at *meet.webex.com*).
- In the **Upcoming** meeting list, locate your event and click **START***.

CONNECTING TO THE VIDEO CONFERENCE (REMOTE)

- Open the invitation e-mail and click **Join Meeting**.
- Enter the site name (e.g. Devonport Chapel) and coordinator's e-mail address then click **Join***.

* The first time you connect to a WebEx conference, you may be prompted to install some software. Follow the prompts to complete the installation.

PARTICIPATING IN THE VIDEO CONFERENCE

- When prompted to join the audio conference, click **Use Computer for Audio** then **Call Using Computer**.

  (When configuring the audio settings for the first time, set the *Preferred recording device* to the USB capture card and the *Preferred playback device* to your onboard sound card. To change these settings in the future, click the *Audio* menu then *Computer Setup for Audio*.)
- In the **Participants** list at the right of the screen, locate your site name and click the camera icon next to it. A video panel will appear immediately above the Participants list. Double-click it to launch full-screen mode.
- In full-screen mode you will see video from the active speaker site in a large window at the top and all other sites in smaller windows below. You may lock the active speaker window on a specific site (including your own) by clicking the participant name at the bottom-left of the active speaker window then selecting *A specific participant*.
- To mute your audio so that others cannot hear the sound from your site, click the **Mute Me** button below your site's video window.
- The scheduler may optionally share content such as hymn lyrics by exiting full-screen mode and then clicking **Share My Desktop**. Other participants will see the shared content in full screen with a smaller inset video window.