WebPresentNow™
Quick Reference Guide

Getting Started

Install & Login (Only for moderators)

• Open this link:
http://go.webpresentnow.com/?page=HOME_DOWNLOAD
• Click **Run** and follow the installation instructions
• To install later, click **Save,** put the file on your desktop and click on the file later
• After installation, login at http://go.webpresentnow.com
• Enter your email address and password

Set Up & Manage Your Profile
• Login
• Select **My Accounts**
• Add or edit your name, title, company name and contact information

(This information is displayed in your meeting room)

Have questions about your WebPresentNow account?

Contact *ExpressConnect* Conferencing at 410.235.4092 or at expressconnectinc.com

Meetings

The home screen is called the **Meeting Room. Set up** and start meetings, manage meeting materials, and access reports and registrations.

Sharing Pane – the large section in the screen's center used to share what is on your desktop
Toolbar – the toolbar at the top contains icons needed to control the meeting
Information Pane – the top right box that contains meeting information
Attendee Pane – the middle right box lists attendees and controls their meeting permissions
Message Pane – the bottom right box contains chat messages and files or screenshots for downloading

Invite Participants
To invite participants to a meeting in progress, click the **envelope on the toolbox**. To create an invitation prior to a live meeting, use the **My Meetings** tab

Start a Meeting
Login, go to **My Meetings**, select a meeting and click start meeting. (Participants will be in a "waiting mode" until the moderator joins.)

Meeting Room Layout

Screen Sharing

Click the **monitor icon on the toolbar. Move or expand the red rectangle around the portion of the screen you want to share. To stop sharing, click the red stop icon in the toolbar.**

Upload, Share and Manage Documents

Before the Meeting – Click My Library and then add.
**During the Meeting – Select Share Library Content from the toolbar.**
Document Management
Use the arrow at the top of the presentation to move from one slide to another or pick the slide number to go to a specific slide.
Use the drawing tools to the left to add visuals to the presentation.
To stop sharing a presentation, click the **close button marked with an X at the top of the presentation.**

(WebPresentNow supports the following file types; .jpeg, .ppt, .mp3, .flv.)
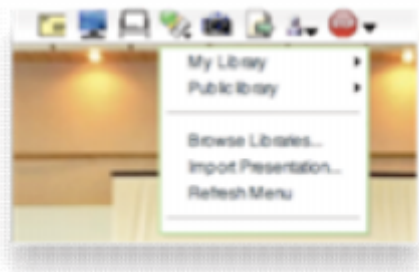
Share Pictures, Audio and Video

Select the appropriate file from the **Share Library Content drop down menu.**

Chat

Send a chat message to a participant or to everyone.
Type a message in the message pane.
Select everyone or a specific name
Click the **grey arrow to send the chat message**

Record

Set Up

Set the teleconference option to **Use teleconference number assigned to me**
Dial-in to the audio conference as the moderator

Connect The Recording Line

There are three ways to add the recording line from the audio conference call.
Use the conference function on your phone
Press *0 and have the operator dial out to the recording line.
Provide the operator with the dial in number and moderator ID
Press *95 on your phone and follow the directions to have On Demand dial out and add the line

Start Recording

Click the **record button in the toolbar**

Features

Whiteboard and Drawing Tools
Click **Share Whiteboard** from the toolbar. A whiteboard and drawing tools will appear. Use the tools to add lines, shapes, drawings and colors to the whiteboard.

Participant Permissions
Change the level of control a participant has in a meeting.

Drawing – Select the participant name and click the pencil in the attendee pane. Participants can draw, but not erase, on the whiteboard.

Sharing – From the attendee pane, select the participant and the tablet icon. Participants can draw, manage the moderator's presentation or show their screen. (They must download a small desktop application.)


Send Files and Snapshots
The meeting host can send a file or screen snapshots to one or more participants. Files and snapshots will appear as a hyperlink in the **Messages Pane.**
Participants can click on the link to download the file.
To send a file, click **Send File on the meeting toolbar, browse and select the file on your computer.**
To send a screenshot, select **send screenshot from the meeting toolbar.**
All meeting participants will receive the file
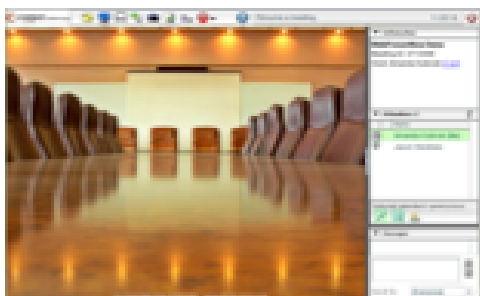
Ending the Meeting
To end the meeting, simply choose **End Meeting from the Meeting menu** or close the Meeting Viewer window by clicking the X button in the top right corner. For participants, ending the meeting will simply remove them from the meeting.

System Requirements

Component	Moderator Requirements	Participant Requirements
Operating System	Windows 2000, XP, and Vista, Mac OS X, Linux or Unix	Windows 2000, XP, and Vista, Mac OS X, Linux or Unix
Browser	Internet Explorer 6.0 or higher, Mozilla Firefox 1.0 or higher	Internet Explorer 6.0 or higher, Mozilla Firefox 1.0 or higher
Plug-in	Macromedia Flash Player 7.0	Macromedia Flash Player 7.0
Free Disk Space	5 MB	Not applicable
Available Memory	20 MB	Not applicable
Connection	Minimum 56 kbps recommended High speed (DSL, T-1, Cable) is recommended	Minimum 56 kbps connection High speed (DSL, T-1, Cable) is recommended

Have questions about your WebPresentNow account?

For Subscription / Business questions:
- call 410.235.4092 or 877-621-8795
- Email sales@expressconnectinc.com

For Technical Assistance (24x7):
- Call 800-459-5680 or 719-785-9496 or
- Email support@expressconnectinc.com