To join a UTEX Scientific Sametime Meeting, type "meeting.utex.com" into the address bar.

NOTE: do not add www. to the beginning of this address.

on-line meeting center

Attend a Meeting

Schedule a Meeting

Before attending or scheduling a meeting...

Make sure that you have at least version 1.4.2 of Java Runtime Environment (JRE) installed on your system and if not...

Download and install Java
Java for Windows

then...
Test your browser's compatibility

Need more information?

Sametime Meetings Help

View Sametime client demo movie (5min 12 sec)

View Sametime web conferencing demo movie (4min 12 sec)

Download the Sametime for Dummies booklet (pdf)

To attend a scheduled Meeting, Click here.
Meetings In Progress
Click Attend to join an active meeting, or click a meeting name to see information about the meeting. Times are shown in your current time zone.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meeting</th>
<th>Chair</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007/11/13</td>
<td>10:32 AM</td>
<td>UTEX Test Meeting</td>
<td>Marek Szymanski/UTEX Scientific</td>
<td>In Progress</td>
</tr>
<tr>
<td>2007/11/12</td>
<td>9:00 AM</td>
<td>ATI Support</td>
<td>Mathew Oleskiw/UTEX Scientific</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Select the correct meeting, and press the "Attend" Button

Do not login here. This is for UTEX staff only.

Any meeting you have been asked to attend should be in the "In Progress" section.

If you cannot find the meeting, you can check the "Today" and "Scheduled" sections as well.
Preparing the Sametime meeting room

Answer YES if you receive any security warnings or Sametime will not function properly.

Start-up steps (Show/Hide details)

1. Checking browser version...
2. Checking for Java...
3. Joining meeting...

Remember to answer yes to any security warnings that may appear.

The Start-up steps may take a few moments.
Once prepared, the Meeting will ask you to identify yourself.
Enter Your Name here.

Enter Your Name and the Meeting Password

Indicate how your name should appear in the online meeting.
Name: 
Bob Smith

A password is required for this online meeting.
Password: ******

Enter the password that you have been supplied for this meeting.

Then Press the OK button.
You are now in the Meeting!

All participants will show up in this window. To Chat with a specific person, double-click on their name and a chat dialog will open.

To Chat with the entire group, use the Group chat section below.

The meeting chair, or the current person presenting will have control of what is shown in this region (Slides, screens, whiteboards, etc).

If you are asked to share your screen, you will have to start presenting. Press the "Start Presenting" button to begin.
Utex Test Meeting

Jan 13, 2007 10:32:51 AM
Chair: Marek Szymanski/UTEX Scientific

Now that you are presenting, you have control over the Tabs above.

If you have been asked to share your screen, press this tab.
To show your screen you press on “Share Screen...”
Choose what you want to share: your full screen (including all pop-ups), a rectangular frame, or a single application. If you do not see the application in the list, start it up and then return to this screen.

Choose what to share:

- The entire screen
- A resizable rectangular frame
- A currently running application

In most cases you will be asked to share the entire screen. (especially if shared control is required)

Select above and press OK to continue.
This region now indicates that your screen is showing for the other meeting participants.

Your entire screen, or application shared will show an orange border around it.

To allow control of your system by a meeting participant, click "Allow Control"

Your screen is now showing here for meeting participants.