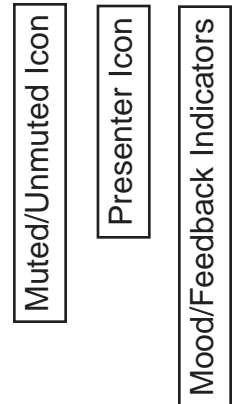
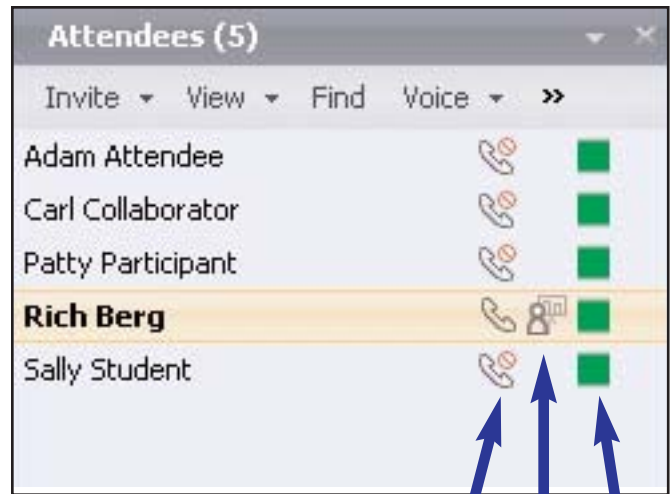


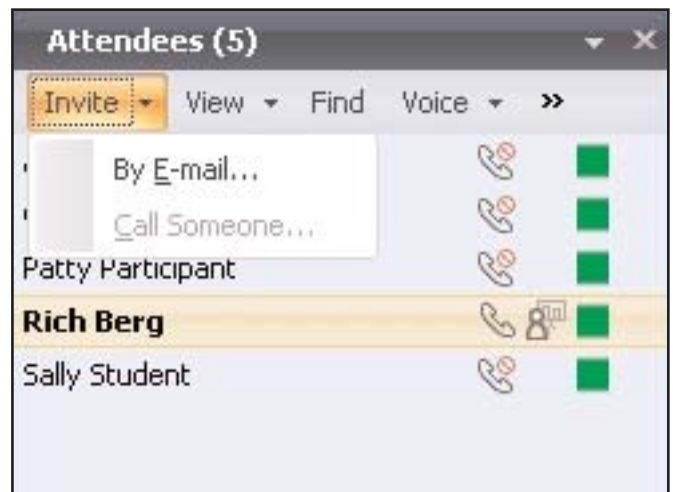
Understanding the Attendees Pane

The Attendees Pane shows who is logged in to the session, who is a presenter, and who is muted. It also gives you access to the Attendee Permissions Pane and the ability to set up breakout rooms.

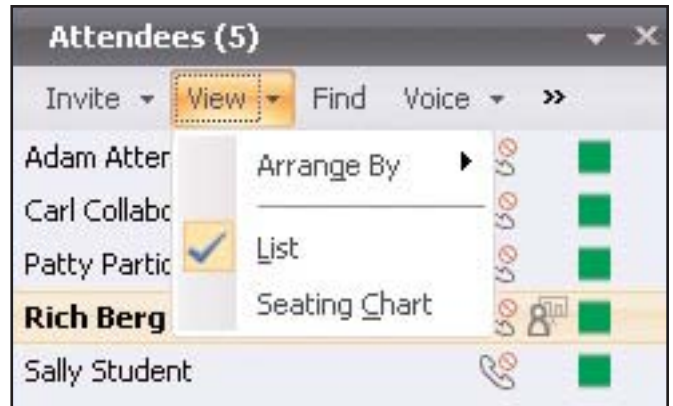
In this view, the fourth participant in this list is the presenter and also the only one who is not muted. You can tell this by the icons that are associated with his name. Noone has changed their mood indicator. If they wanted to, they could do so by going to the Feedback menu at the upper right of their console and choosing a different color.



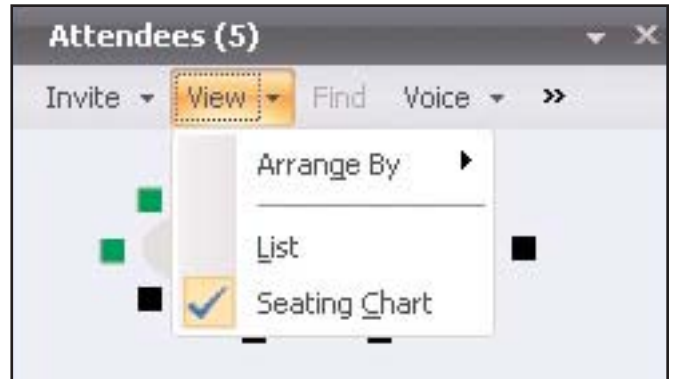
A presenter can send an email invitation with the attendee information if the computer they are on is configured to use email. To send an email invitation, open the Invite menu in the Attendees Pane and choose By E-mail. The ICS teleconferencing bridge does not allow the use of the Call Someone feature, so that choice will always be grayed out.



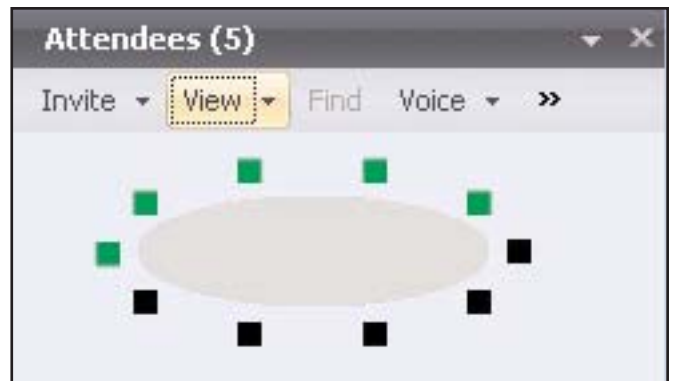
When you choose List under the View menu in the Attendees Pane, you will see a list of the attendees, the names they have used to log in, their audio status, presenter status, and their mood indicator.



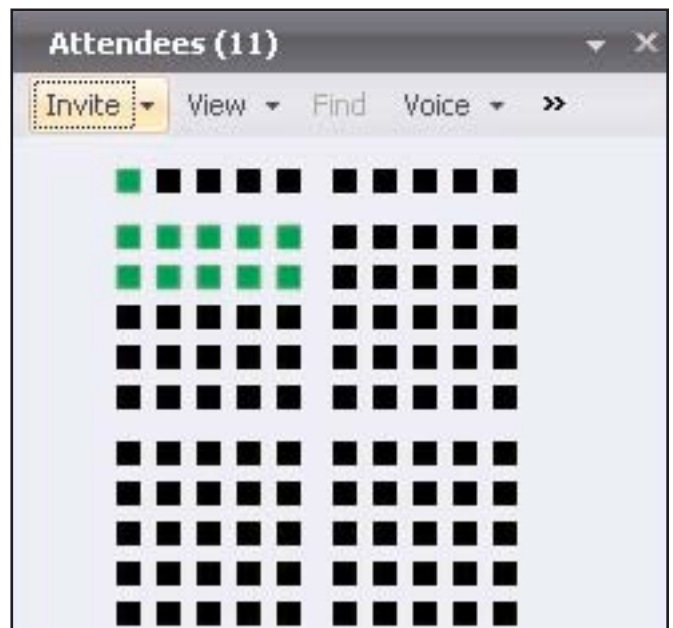
If you choose Seating Chart, you will see a virtual seating chart where each colored square indicates a person in attendance. There are no names or audio status indicators with the seating chart. There are mood indicators. Whether or not presenter status is indicated depends on the size of the meeting scheduled.



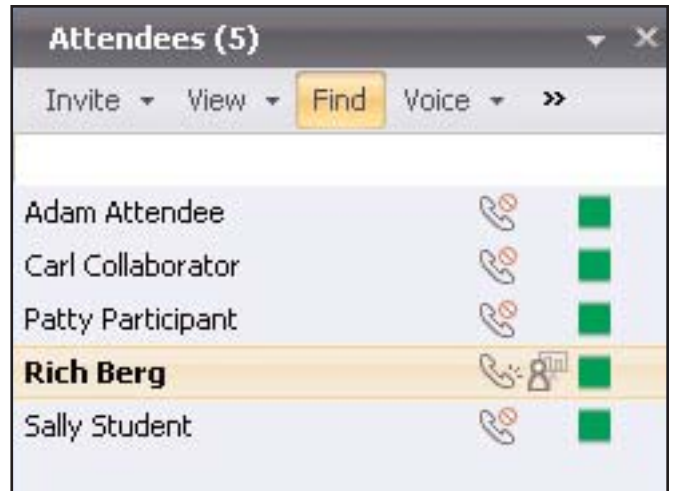
If you have a small meeting set up, your seating chart will appear like a conference table with seats around it. It will also appear like this if you have a large meeting set up and ten or less people have entered the meeting.



If you have a meeting of ten or more people scheduled, when the number of participants goes past ten, your seating chart will appear more like an auditorium with a stage. The two rows at the top represent presenters, while the large blocks below them represent attendees in the meeting.



Clicking on the Find button opens an area for you to type in. Typing in letters that are connected anywhere in a person's login name will remove the others who do not have those letters connected in their name from the Attendees list. In this manner, you can type in a few letters of someone's name and quickly find them in the list. This could be useful if you need to have a quick text chat with them. To get the list back, just erase the letters you have typed in.

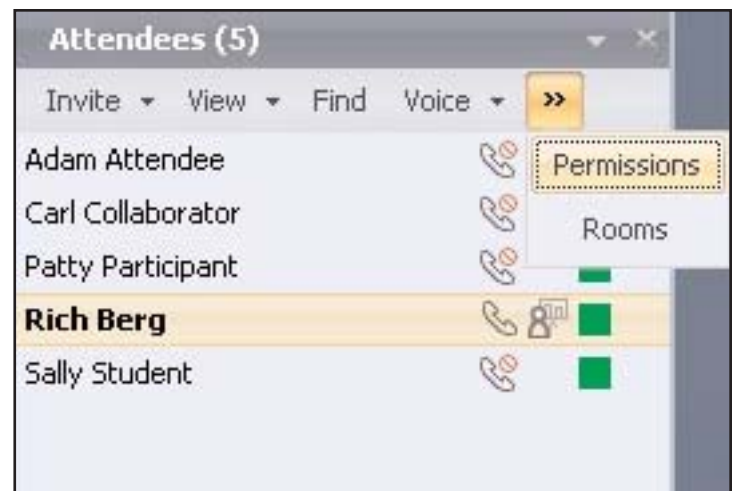


Under the Voice menu, you have to option of muting everyone, including other presenters, except for yourself. Anyone with an open Voice over IP microphone will have their microphone muted automatically. Even though you have muted attendees and other presenters, they can still reopen their microphones at any time.

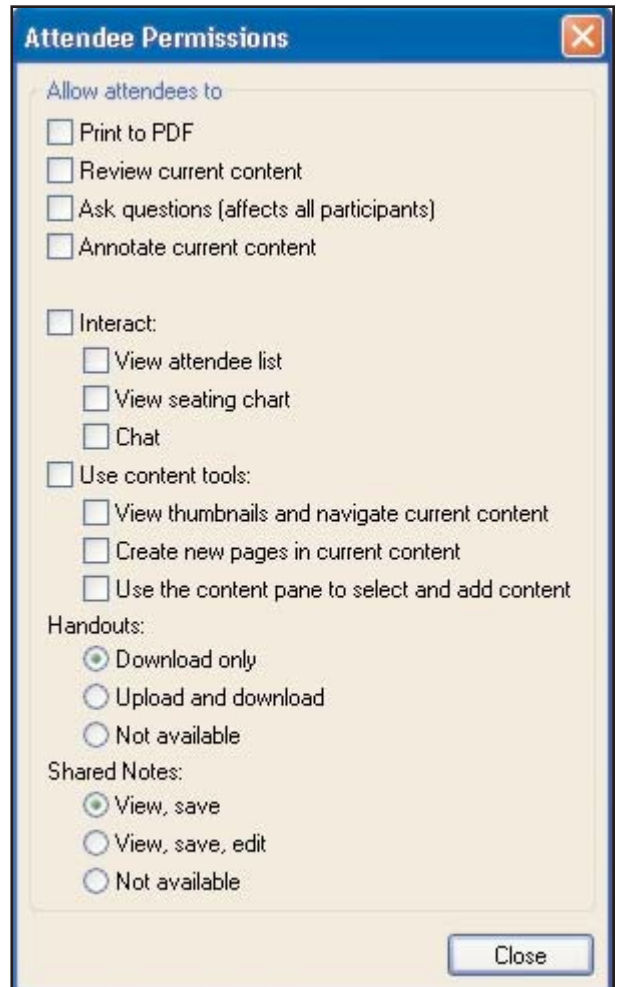


Please note this feature has no effect on those who are using WisLine Audio to attend the meeting. This feature can only mute those who are using Voice over IP.

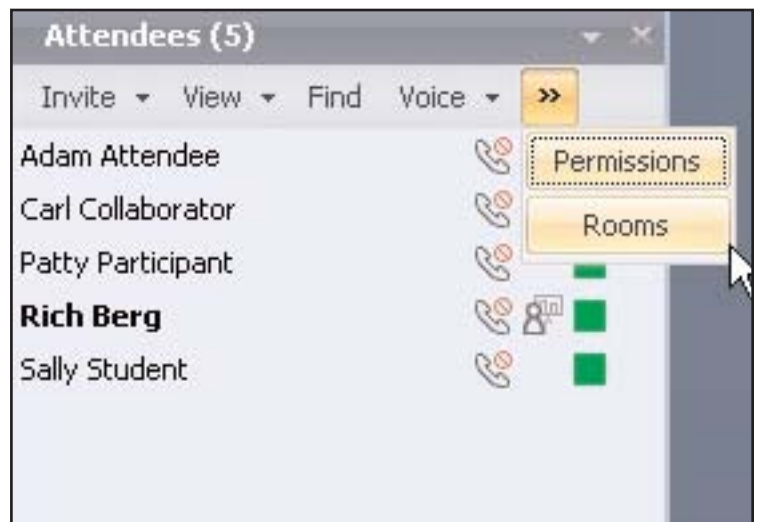
There are also features that may be hidden if your Attendees Pane is not at its largest width. One of the choices is the Permissions window.



The Attendee Permissions window gives you control over things that you will let you attendees do as part of the meeting. For more information on the different features and how they affect the meeting, please see the materials specifically developed for the Attendee Permissions window.



The other feature that may be hidden is the Rooms feature. When you choose this feature, you open the Breakout Room Setup window.



For more information on breakout rooms and how they can be set up, please see the materials specifically developed for setting up and using breakout rooms.

Breakout Room Setup

Breakout rooms will not have audio conferencing. The audio selection for this meeting does not support breakout room audio.

Number of Rooms

Specify the number of rooms
 Specify the number of people in each room

4 Rooms 2 People per room

Room Assignment

Automatically assign participants
 Manually assign participants

OK Cancel