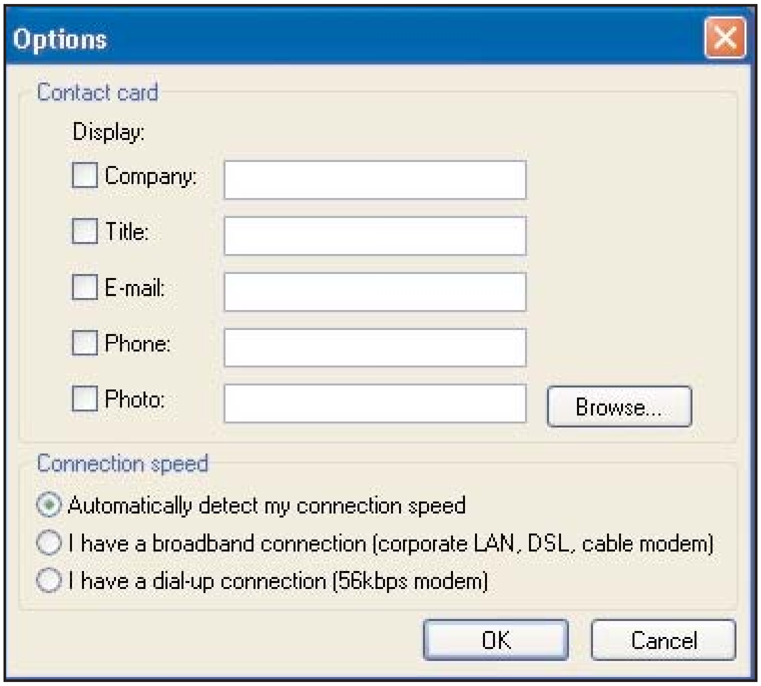
Filling out Your Profile in WisLine Web

Filling in your profile enables attendees and other presenters to find out more about you than just the name that you have used to log in to the meeting. The profile can also provide your title, organization, email address, phone number, and even a picture.

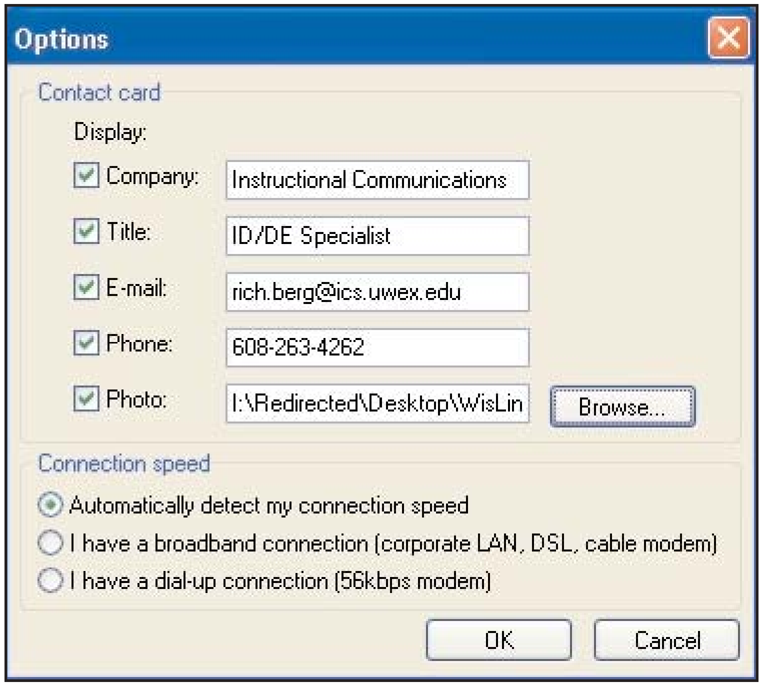
To get started, mouse over your name in the Attendees Pane. When you do this, you should see a black arrow appear to the right of your mood indicator. When you see the black arrow appear, click on it.

The window that opens displays your profile, which at this point is empty, except for the name you have used to log in. To start entering other profile information, click on the Edit button in the lower left-hand corner of this window.

In the Options window that opens, you will want to fill in the information that you can and make it available to people by checking the boxes next to each information area. If you have a digital photo of yourself on the computer you are using, you can browse for it by clicking on the Browse button.



When you have filled in the information, and checked the boxes, click the OK button. You can leave the Connection speed indicator on its current selection. If there is part of your profile that you specifically want to hide from attendees and other presenters, uncheck the box for that information area.



Now when you view your profile, you will see all the information that you entered and the picture you provided. The Edit button is still available in case you need to change some of the information or you select a different picture.

When others view your profile, instead of an Edit button, the will see a Copy button. When they click on the Copy button, the text information from your profile will be pasted into their clipboards so they can paste it into another application.