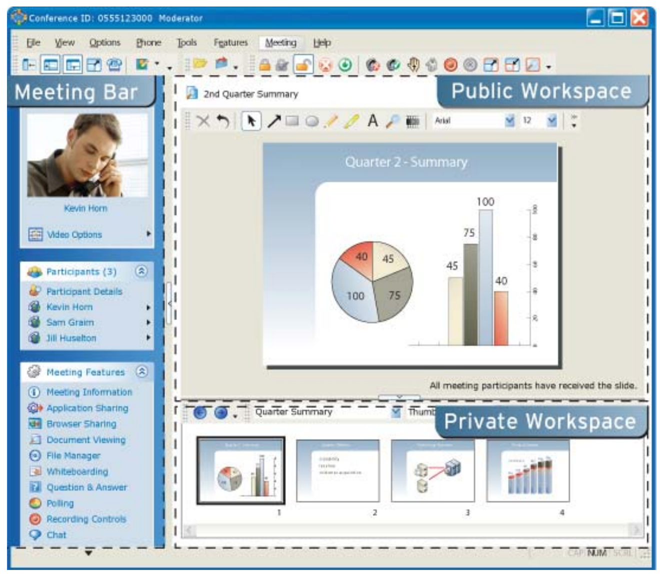
Web Visuals

Quick Reference Guide

Welcome to Web Visuals, the place where people come to connect with each other and get more done. It provides an easy, intuitive way to host small collaborative meetings and conduct informational webinars with thousands of participants.



With Web Visuals, your Instant and Scheduled meetings are easy to organize and conduct. Simply schedule and invite participants to your meeting using Microsoft Outlook®.

When you are ready to meet, either launch Web Visuals from your desktop or click the Web Visuals link in your invitation and you are instantly placed into your meeting space. It's that easy. You have the tools to control the meeting, engage with participants and ultimately, get work done more efficiently.

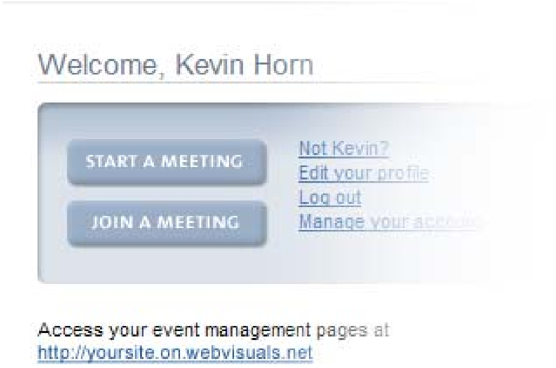
Web Visuals also offers a full-featured web conferencing service that lets you easily conduct engaging, online events from start to finish for virtually any size audience. From scheduling the webinar to delivering your content to accessing detailed post-event reports, Web Visuals offers comprehensive and easy-to-use tools, so you are free to focus on your message and your audience.

The following guide delivers quick steps to start or join an Instant meeting, as well as great tips for managing your remote conferences. For Scheduled meetings, this guide also provides quick steps to planning, conducting and measuring your online events.

Things to Do Before Your Instant or Scheduled Meetings

INSTANT OR SCHEDULED MEETINGS: MANAGEMENT PAGES

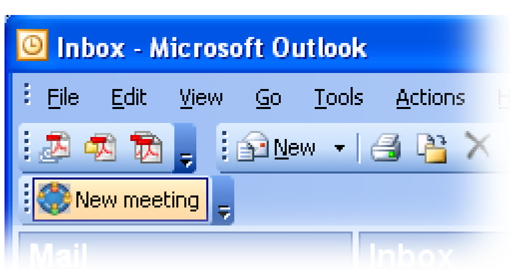
Web Visuals Management Pages let you prepare for and wrap-up your meetings. Whether you want to view and manage recorded meetings, store documents, access reports or create and edit polling questions, your Management Pages allow you to do it all.



Q: How do I access Management Pages?
A: To access your Management Pages, refer to your welcome email containing your account information or click the URL located on your home screen in Web Visuals. You can also direct your participants to your Management Pages to view stored documents or listen to recorded meetings.

INSTANT MEETINGS: SEND INVITATIONS

Q: Can I use Microsoft Outlook to invite participants to a meeting?
A: Yes. However you must first enable Outlook integration with Web Visuals. On the Tools menu, click **Enable Outlook Integration.**



Q: How do I invite people to an Instant meeting?
A: There are two ways to invite participants:

1. *Before the meeting* – If Outlook integration is enabled, click **New Meeting** in Outlook. An Outlook meeting* invitation displays.
2. *Before or during the meeting* – On the File menu, click **Send Email Invitation.** Your default email program displays. Your email invitation is pre-populated with the meeting login information, and participants join your meeting by clicking the link.

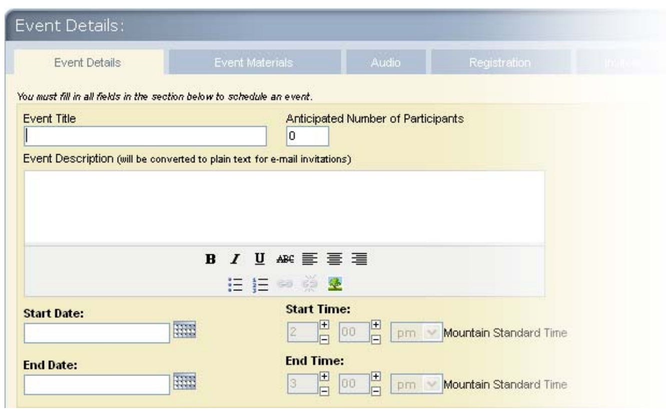
Q: Do participants automatically join a meeting when accepting a Web Visuals invitation?
A: No. By accepting an Outlook meeting invitation, participants schedule the meeting in their calendars and notify the moderator. To join the meeting, participants must click the link in the meeting invitation at the scheduled time.

SCHEDULED MEETINGS: CREATE EVENTS, SEND INVITATIONS AND MANAGE REGISTRATIONS

Create a Scheduled Meeting

Q: How do I create a new event?
A: To create a new event using the Event Creation Wizard:

1. Click **My Events**.
2. Click **Create New Event**.
3. Enter the event information. To navigate through the screens, click **Back** and **Next**.
4. Click **Finish** to review your event details.
5. Click **Save** to save the event without scheduling or click **Schedule & Save** to schedule your event. Emails will be sent to your invitees if you schedule and save your event.



Q: How do I edit an event?
A: To edit an event:

1. Click **My Events**.
2. In the list of scheduled events, select the event you want to edit.
3. Enter the updated event information.
4. Click **Update**.

Q: How do I copy an event?
A: To copy an event:

1. Click **My Events**.
2. In the list of scheduled events, select the event you want to edit.
3. Enter the updated event information (i.e. date and time).
4. Click **Update**.

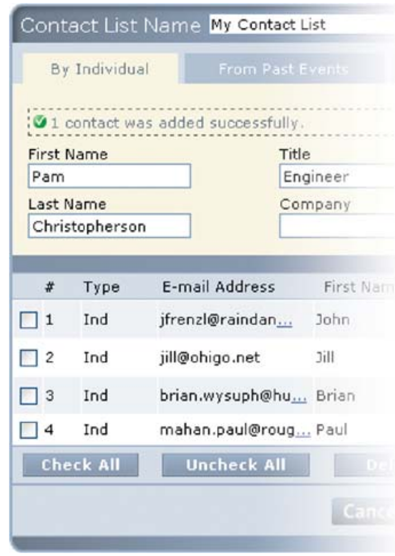
Contact Lists for Scheduled Meetings

Contact lists are lists of invitees that are maintained in the Management Pages and can be used for any event.

Q: How do I create a new contact list?

A: To create a new contact list:

1. Click **Contact Lists**.
2. Click **Create New Contact List**.
3. Enter contacts individually, from past events, from a comma separated value (.csv) file or from other contact lists.
4. Click **Save**.



Q: How do I edit a contact list?

A: To edit a contact list:

1. Click **Contact Lists**.
2. Click the pencil icon next to the contact you want to edit.
3. Enter contact list information.
4. Click **Save**.

Invite Participants to a Scheduled Meeting

Q: How do I invite people to an event?

A: You can invite people to an event by:

+ Entering individual information for each invitee.
  1. From the Invitees tab, click **By Individual**.
  2. Enter the invitee information into the fields.
  3. Click **Add**.

+ Choosing invitees who were invited to a past event.
  - From the Invitees tab, click **From Past Event**.
  - Click **Add** next to the event name.

+ Importing invitee information from a .csv file.
  1. From the Invitees tab, click **From .CSV File**.
  2. Click **Browse** to locate the .csv file on your computer.
  3. Click **Upload**.

+ Choosing invitees from an established contact list.
  1. From the Invitees tab, click **From Contact Lists**.
  2. Choose the contact list from the menu.
  3. Click **Add**.

Event Registration Approvals for Scheduled Meetings

Q: How do I approve or deny event registration requests?

A: To approve or deny event registration requests:

1. Click **My Events**.
2. Click the process registration request icon next to the event.
3. Click the green check mark to approve a participant's registration or the red check mark to deny it.

You may also select **Approve All Pending Requests** or **Deny All Pending Requests**.

Upload a Presentation for a Scheduled Meeting

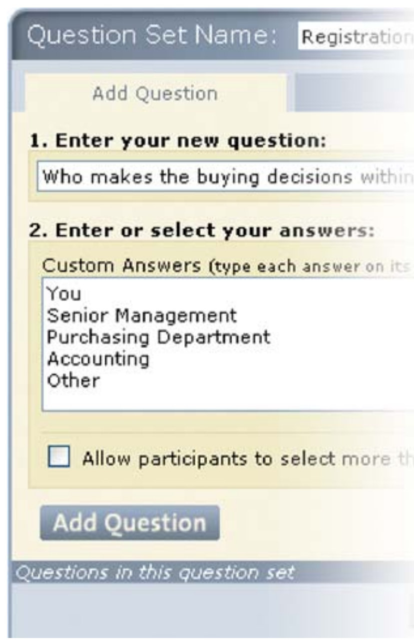
You have the ability to upload your presentations before or during your event.

Q: How do I upload a new presentation for an event?
A: To upload a new presentation:

1. Click **My Events** from your Management Pages.
2. Click the pencil icon next to the event to which you want to add the presentation.
3. Select the Event Materials tab within your event.
4. Click **Upload New** to upload and store the presentation on the Web Visuals' servers or click **Use Shared Local** to use a document that resides on your computer.
5. Enter the presentation name. *This is not required if using a shared local presentation.*
6. Click **Browse** to locate the file on your computer.
7. Click **Submit**.

INSTANT OR SCHEDULED MEETINGS: POLLING QUESTIONS

Polling questions are created before or during a meeting to gather information from participants during the meeting.



Q: How do I create a polling question set?
A: To create a polling question set before a meeting:

1. Log into your Management Pages.
2. Click **Question Sets**.
3. Click **Create New Question Set**.
4. Name your question set.
5. Enter your questions.
6. Enter either customer answers or select from pre-set answers. *Each custom answer must be on its own line within the field*.
7. Click **Add Question**.
8. Click **Save**.

Q: How do I add a new polling question?
A: To add a new question to an existing polling question set:

1. Select the Add Question tab.
2. Click the pencil icon next to the question set you want to modify.
3. Enter your question.
4. Enter either custom answers or select from pre-set answers. *Each custom answer must be on its own line within the field.*
5. To allow more than one answer to be chosen, select **Allow participants to select more than one answer**.
6. Click **Add Question**.
7. Click **Save**.

INSTANT OR SCHEDULED MEETINGS: STORED DOCUMENTS

Stored documents are documents uploaded to your Management Pages and made available to your participants for download.

Q: How do I upload a new stored document?
A: To upload a new stored document:

1. Click **Stored Documents** from your Management Pages.
2. Click **Upload New Stored Document**.
3. Complete the document details.
4. Specify who can access the document.
5. Click **Upload Document**.

INSTANT OR SCHEDULED MEETINGS: BILLING CODES

Billing codes are numbers you assign to meetings that enable you to track expenses in order to charge a conferencing fee back to a client or an internal group.

Once this feature is active, you are prompted when starting a meeting to enter a billing code or choose a previously used billing code from the menu in the billing code dialog box. If there is not a billing code associated with your meeting, click **Cancel** when the billing code dialog appears.

Q: How do I change a billing code for a meeting after it has ended?
A: To change a billing code entered in Web Visuals:

1. Click **Manage Your Account** on your home screen to access your reports.
2. View the Details of your audio or web report.
3. Click **Edit** next to the existing billing code.
4. Enter the new billing code into the New Billing Code field.
5. Click **Update**.

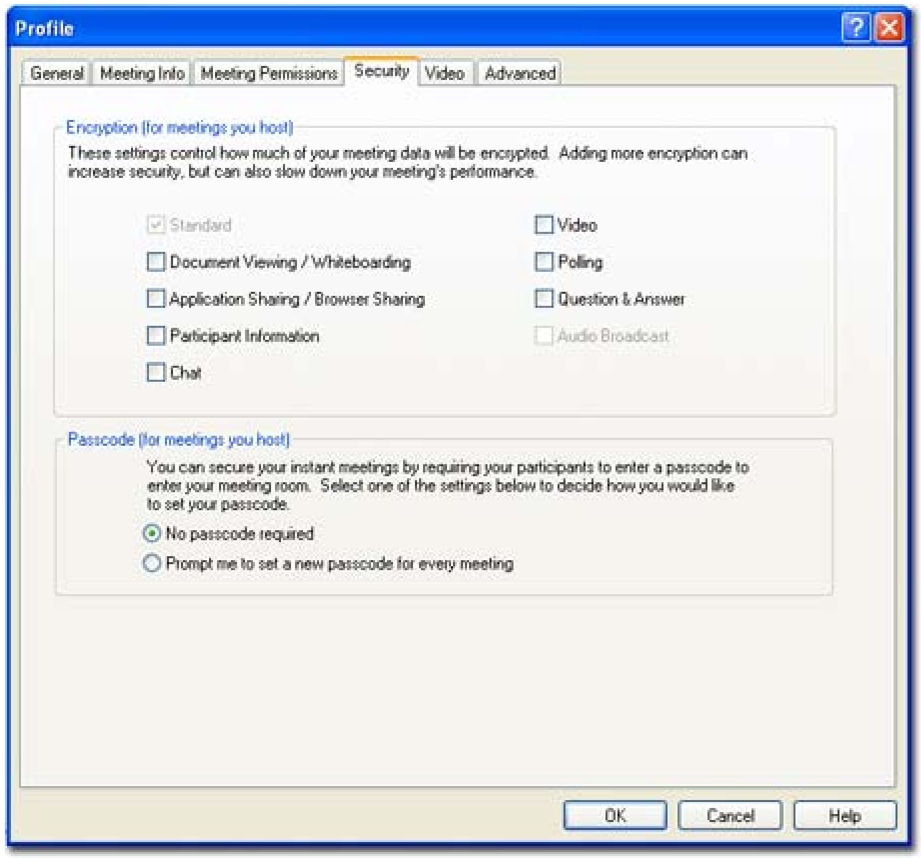
INSTANT OR SCHEDULED MEETINGS: ADDITIONAL SECURITY

Q: What are passcodes?
A: Passcodes are four- to nine-digit codes that provide an additional layer of security for your meeting. In your profile, from the Security tab, select **Prompt me to set a new passcode for every meeting**. Participants joining a meeting secured by a passcode must enter the passcode before they can join.

Q: How do I create a new passcode for Instant meetings?
A: To create a new passcode within Web Visuals:

1. On the File menu, click **Edit Profile**.
2. Select the Security tab.
3. Choose **Prompt me to set a new passcode for every meeting** in your profile.
4. Start a new meeting. The passcode dialog displays.
5. Enter the passcode in the field or choose a previously used passcode from the drop-down menu.
6. Click **OK**. Your participants are prompted to enter that passcode when joining your meeting.

Q: How do participants know the passcode for my Instant meeting?
A: To ensure participants know the passcode for your meeting, it must be included in the meeting invitation. If you are inviting participants before or during a meeting by sending an email invitation through Web Visuals, your passcode is automatically inserted.



Q: How do I give participants the passcode for my Instant meeting?
A: Before you start your meeting, create your passcode. If you already selected to set a new passcode for every meeting in your profile, click **Web Visuals Meeting Information** in your Outlook invitation and enter the passcode in the passcode field.

Q: How do I create a new passcode for scheduled meetings?
A: You may specify passcodes for your events on the Event Details tab within the Event Creation Wizard. Participants joining an event secured by a passcode must enter the passcode before they can join.

Q: How do participants know the passcode for my scheduled meeting?
A: To ensure participants know the passcode for your event, it must be included in the invitation. The default email text for joining an event includes a placeholder for an event passcode, which will automatically populate if you specify a passcode for your event.

Q: Can I encrypt my meeting or event for additional security?
A: To encrypt specific features:

1. On the File menu, click **Edit Profile**.
2. Select the Security tab.
3. Select the checkbox by the features you want to encrypt.
4. Click **OK**.

To end feature encryption, clear the checkbox for that feature. If you change your feature encryption settings during a meeting, you must first log out and then log back in for changes to take effect.

Start Your Instant or Scheduled Meetings

INSTANT MEETINGS: GETTING STARTED

Q: How do I start an Instant meeting?
A: To start your meeting, double-click the Web Visuals desktop icon. From your Web Visuals home screen, click **Start a Meeting**. You are prompted to select or enter a phone number. You will be called at this phone number to start the phone portion of the meeting.

SCHEDULED MEETINGS: GETTING STARTED

Q: How do I start a scheduled event?
A: To start an event:

1. Click **View Schedule** from your Management Pages.
2. Click **Start Now** next to the event you want to start.
3. Click **Start Event** or **Start Event in Practice Mode.** *Practice mode enables you to start your event without allowing participants to enter.*

INSTANT OR SCHEDULED MEETINGS: PROFILE INFORMATION

Q: How do I change my profile information?
A: To change your profile information:

1. From your Web Visuals home screen, click **Manage Your Account**.
2. Click **Change** next to Your Personal Info.
3. Edit the fields to change your profile information.
4. Click **Change**.

Q: How do I choose what profile information is shared in a meeting or event?
A: To choose your profile information shared in a meeting or event:

1. On the File menu, click **Edit Profile**.
2. Select the **Share In Meeting** check box of the profile information you want to share.
3. Click **OK**.

Things You Can Do During Your Instant or Scheduled Meetings

INSTANT OR SCHEDULED MEETINGS: FEATURES

Live Desktop Video

Q: What equipment do I need to use video?
A: To be seen by other participants, install a web camera before starting Web Visuals. Your web camera transmits live video of you to other participants.

Q: How do I know if my video is working?
A: If your web camera is installed and on, you will see your live video displayed in the Meeting Bar.

Q: Can I turn my live video off so participants cannot see me?
A: Yes. Click the double arrows above the video window to collapse the Video controls. The status will change from On Air (transmitting video) to Off Air (not transmitting video).

Q: How do I ensure my video is being displayed to all participants?
A: To display your video to all participants click **Video Options** and then click **Take Podium**.

Q: How can I see other participants' video?
A: In the Participants controls, select the name of the participant you want to view. That person's video is displayed to you in the Video Task Group.

Q: How can I see live video of the person speaking?
A: Use the Follow Talker feature to display the live video of the participant currently speaking. Other participants can override Follow Talker by selecting **Take Podium**, which then displays their own video.

To use Follow Talker:

1. In the Video Task Group, click **Video Options**.
2. Click **Follow Talker** and a check will appear to indicate you are now following the talker. To quit following the talker, click **Follow Talker** again to clear the check.

Q: What if I do not have a web camera?
A: If you do not have a web camera, you can participate in a meeting and see other participants' video, but you are not able to send live video.

Presenting or Sharing Content

Q: What options do I have for presenting or sharing content?
A: You can convert a document using Document Viewing, share an application using Application Sharing or share a browser using Browser Sharing.

Q: Why should I convert a document in Document Viewing rather than share it using Application Sharing or Browser Sharing?
A: Converting a document gives you the following benefits:

+ Less bandwidth: minimal bandwidth is required for viewing.
+ Quick retrieval: converted documents are stored in your documents directory for easy retrieval later.
+ Easy access: converted and presented documents are saved in Meeting History for participants to view at any time during your meeting.

Q: What are the benefits of Application Sharing or Browser Sharing?
A: The benefits of sharing are:

- Quick presentations viewed on-the-fly; no conversion is necessary.
- Browser sharing is live, enabling real-time presentations.
- Any desktop application can be shared with participants.
- Ability to pause during application or desktop sharing to annotate directly on the screen.

Sharing an Application or Browser

Q: What is sharing an application or browser?
A: You can present an application or web browser from your computer during a meeting. You can share a specific file, a selected region of your desktop or your entire desktop for other participants to view and annotate. If given permission, a participant can do the same.

Q: How do I share an application?
A: To share an application:

1. In the Meeting Bar, click **Application Sharing**. Icons for open applications and desktop and region sharing icons are displayed in your Private Workspace.
2. Click any application icon to begin sharing that application, click **Share Desktop** to share your entire desktop or click **Share a Region** to select a specific region of your desktop for sharing.

Q: How do I share a browser?
A: To share a web page:

1. In the Meeting Bar, click **Browser Sharing**.
2. Enter a web address in the URL field displayed in your Private Workspace or choose a previously viewed web address from the drop-down menu. *You can take users to any web site, secure (password-protected) or non-secure.*

Document Viewing

Q: Why do I need to convert my documents before presenting?
A: Before you can present a file with Document Viewing, you must convert it. When a document is converted, it is saved as a *.rdi document on your hard drive. Conversion does not change your original document; it simply saves it in a format that enables easier presentation during the meeting. You can convert documents before or during a meeting. A converted document can only be viewed while using Web Visuals.

Q: What types of documents can be converted?
A: The following file types can be converted and presented in Web Visuals: *.doc, *.ppt, *.vsd, *.xls, *.txt, *.pdf, *.prz, *.jpg, *.jpeg and *.bmp.

Q: How do I convert a document?
A: To convert a document:

1. In the Meeting Bar, click **Document Viewing**.
2. Click **Convert a Document**.
3. Select the file you want to convert and then click **Open**.
4. When conversion is complete, choose **Permanently save to stored documents** and/or **Open in Meeting** to immediately open the converted file for presentation in your Private Workspace. If you will be working with other presenters, select **Make available to co-moderators and presenters**
5. Click **OK**.

Recording

Recording lets you capture a synchronized audio, web and video playback of your meeting. After the meeting, make the recording available to others for later playback. **Note: To utilize the built-in recording feature, you must use Reservationless-Plus® conferencing integrated with Web Visuals.**

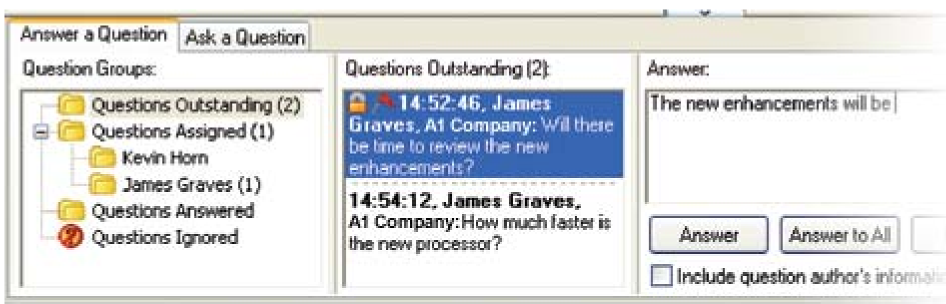
Q: How do I record a meeting using Reservationless-Plus?
A: To record a meeting:

1. In the Meeting Bar, click **Recording Controls**.
2. Click **Start Recording**.
3. Enter a title for the recording.
4. Select **Include webcam video in recording** to include live video in the recording. Clear the checkbox to omit live video from your recording.
5. Click **Start Recording**. When recording begins, Recording In-Progress will display above your Public Workspace and you will also hear "Your conference is now being recorded" on the phone.

Q: How do I record a meeting if I am using Operator Assisted conferencing?
A: To record a meeting using Operator Assisted conferencing, please contact technical support.

Question & Answer

Question & Answer enables co-moderators, presenters and participants to ask text questions during a meeting, if given permission. Moderators, co-moderators and presenters can answer questions.



Q: How do I know when a question is being asked?
A: There are two ways to determine when a question is being asked.

1. When the Question & Answer feature is open, questions are displayed in your Private Workspace.
2. When the Question & Answer feature is not open, the Question & Answer option in the Meeting Bar will flash.

Q: How do I answer a question using Question & Answer?
A: To answer a question:

1. In the Meeting Bar, click **Question & Answer**. The Question & Answer interface appears in your Private Workspace.
2. Click a question in the Questions Outstanding box.
3. Enter an answer in the Answer box.
4. Click **Answer** to answer the question privately or click **Answer to All** to answer publicly.

Polling

During a meeting you can gather real-time feedback from your participants and publish the polling results.

Q: How do I ask a polling question?
A: To ask a polling question:

1. In the Meeting Bar, click **Polling**. The Polling interface appears in your Private Workspace.
2. Select a question set.
3. Click **Open Poll**.

As participants answer the polling question, their responses are displayed in your Private Workspace. When you are ready, close the poll and publish the results.

Q: How do I create or update a polling question set while in a meeting?
A: To create or update a polling question set while in a meeting:

1. In the Meeting Bar, click **Polling**. The Polling interface appears in your Private Workspace.
2. Select either an existing question set to edit or choose **New Question Set** from the drop-down menu to create a new question set. Click **Edit Question Set**.
3. Create or update the question set.
4. Click **Save**.

Chat

Chat enables you to exchange text messages with all participants, moderators, co-moderators or specific participants.

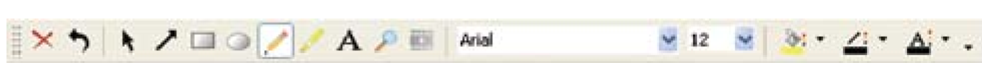
Q: How do I chat with participants?
A: To chat with individual participants:

1. In the Meeting Bar, click **Chat**. The Chat dialog box opens.
2. Choose an appropriate recipient for your message.
3. Enter your message in the text entry field at the bottom of the Chat dialog box.
4. Click **Send**.

Your message is displayed in the upper area of the Chat dialog box. When you receive a message, it is posted in the same area.

Annotation

Q: Can I annotate a presentation or shared application?
A: Yes. You can select an annotation tool to draw or write notes while whiteboarding, presenting a document or when application sharing or browser sharing is paused.



Q: What is Meeting History?
A: Meeting History displays presented whiteboards, presentation slides or any other converted document that has been presented in your meeting.

To view Meeting History in your meeting:

1. On the Meeting Bar, click **Document Viewing**.
2. Select **Meeting History** from the drop-down menu in your Private Workspace.

Force Full Screen

For even more control over your participants' view, you have the option of forcing all participants into full screen mode.

To force full screen for your participants, click the force full screen icon . To return your participants' screens to the normal view, click the force normal icon .

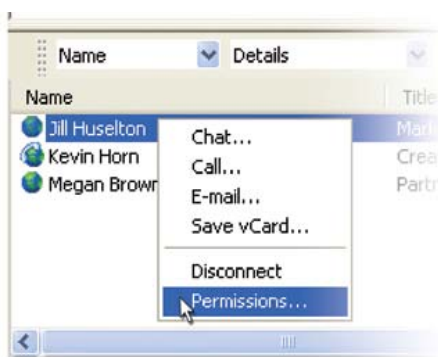
Participant Management

Q: How do I assign a new role or set custom permissions for a specific participant during a meeting?

A: To assign a new role or set custom permissions for a participant:

1. In the Meeting Bar, click **Participant Details**. A list of participants appears in your Private Workspace.
2. Right-click the participant's name and click **Permissions**.
3. Choose a new role (co-moderator, presenter or participant).

These permissions and roles apply only to your current meeting.



Q: How do I join participants into the phone portion of a meeting using Reservationless-Plus?

A: When you start the phone portion of the meeting, participants are prompted to enter a phone number where they will be called. You do not need to manually call participants.

Q: How do I dial out to a participant from within a meeting using Reservationless-Plus?

A: To dial out to a participant:

1. In the Meeting Bar, click **Participant Details**. A list of participants appears in your Private Workspace.
2. Right-click on their name in your Private Workspace, then click **Call**.
3. Select or enter a phone number.
4. Click **OK**.

Q: How do I mute and unmute participants' phones if I am using Reservationless-Plus?

A: To mute all participants' phones, click the mute all audio icon in the main toolbar at the top of the application. To unmute all participant phones, click the unmute audio icon . To mute or unmute an individual participant's phone:

1. In the Meeting Bar, click **Participant Details**.
2. Right-click on a participant's name in your Private Workspace, then click **Mute** or **Unmute**.

Q: How do participants connect to the phone portion of a meeting after they have joined online?
A: To join the phone portion of a meeting using Reservationless-Plus:

If you have already started the phone portion, participants are prompted to select or enter a phone number where they will be called. Alternatively, participants can dial into the meeting. In the Meeting Bar, click **Meeting Information** then click **Dial-In Instructions**. Follow the instructions to join by phone.

If you have not started the phone portion when participants join online, participants can later request the meeting to call them when you arrive. In the Meeting Bar, click **Phone Controls**. The Phone Controls appear. Click **Join Phone Conference.**

Things to Do After Your Instant or Scheduled Meetings

INSTANT OR SCHEDULED MEETINGS: RUN REPORTS

Reports are available within your Management Pages and allow you to access information about your meetings.

Q: How do I generate a report?
A: To generate a report:

1. Click **Reports** in your Management Pages.
2. Select a date range.
3. Choose a report type.
4. Apply a filter.
5. Click **Run Report**.

INSTANT OR SCHEDULED MEETINGS: ACCESS RECORDINGS

Q: How do I make my recorded meeting available to others?
A: There are two ways to make your recorded meeting available to others:

1. Send an email containing a playback link.
2. Download the recorded meeting and Meeting Player.

Q: How do I send out a playback link from my Management Pages?
A: To send a playback link:

1. Click **Recorded Meetings** in your Management Pages.
2. Click the envelope icon next to the meeting for which you want a link. You will receive a link via email and can then forward it to recipients.

Q: How do I download a recorded meeting from my Management Pages?
A: To download a recorded meeting:

1. Click **Recorded Meetings** in your Management Pages.
2. Click the orange arrow icon next to the meeting you want to download.
3. View confirming information on the following page and click **Download Recording**.
4. Click **Save** in the file download dialog box.
5. Select a location to save the recording and click **Save**.

The Meeting Player is needed to playback a downloaded meeting.

Recordings

Recording Title	Created	Size	Duration	Owner	Action
Platform Discussion	12/13/2004 10:32 AM	0.33 MB	00:02:31	James Graves	
Plan Review 12/14	12/09/2004 10:03 AM	0.02 MB	00:02:46	James Graves	
Strategic Recap	12/15/2004 10:04 AM	55.20 MB	01:05:36	James Graves	
Application Overview	11/15/2004 1:27 PM	0.00 MB	00:00:13	James Graves	
Data Track	05/10/2005 11:52 AM	0.42 MB	unknown	James Graves	
3/25 Review	12/15/2004 2:37 PM	7.73 MB	00:03:08	James Graves	
Company Review	11/15/2004 1:25 PM	0.27 MB	00:00:23	James Graves	
Exec Summary 4.20	12/15/2004 2:10 PM	3.24 MB	00:03:49	James Graves	

Q: How do I play back a recorded meeting from my Management Pages?

A: To play back a recorded meeting:

1. Click **Recorded Meetings** in your Management Pages.
2. Click the green arrow icon next to the recording you want to play back.
3. If the recording is password-protected, enter the password.
4. Choose your network connection speed by clicking **Low**, **Medium** or **High**.
5. Click **Play Recorded Meeting**. The Meeting Player displays and the recording begins to play.

Participate in Instant or Scheduled Meetings

INSTANT MEETINGS: JOIN PARTICIPANTS

Q: How do participants join my meeting?

A: There are two ways participants can join a Web Visuals meeting:

1. Once Web Visuals is installed, double-click the Web Visual's desktop icon.
   + Click **Join a Meeting**.
   + Enter the conference ID you provided or select a previously entered conference ID from the drop-down menu.
   + Click **Join Meeting**. Participants are either placed directly into the meeting or are instructed to wait for you.

2. An email invitation:
   + Click the meeting link in the email invitation. If participants accepted an Outlook meeting request, they must open the appointment in their calendars and click the link.
   + Enter the required information and the conference ID you provided.
   + Select either the full version or light version depending on individual operating system and/or bandwidth.
   + Click **Join Meeting**.

In any of the above cases, when you arrive, participants are prompted to select or enter a phone number to join the phone portion of the meeting. Participants are called at this phone number and joined into the phone portion of meeting.

SCHEDULED MEETINGS: REGISTER PARTICIPANTS

Q: How do participants register for a scheduled event from an email invitation?

A: To register for a scheduled meeting:

1. Click the link in the email you provide.
2. Enter information into the appropriate fields, including a unique username and password that can be used for future logins.
3. Click **Register.**

The status of registration is now pending your approval. When approved, the participant can join the scheduled meeting.

SCHEDULED MEETINGS: JOIN PARTICIPANTS

Q: If a participant pre-registers for an event, how do they join the event from an email?

A: For participants to join a scheduled event:

1. Click the link in the email you provide.
2. Login with the username and password created during registration.
3. Select either the full version or light version depending on individual operating systems and/or bandwidth.
4. Click **Join Now**.

INSTANT OR SCHEDULED MEETINGS: ASK A QUESTION

Q: How can a participant ask a question using Question & Answer?

A: For participants to ask a question using Question & Answer:

1. Click **Question & Answer** in the Meeting Bar. The Question & Answer interface appears in the participant's Private Workspace.
2. Enter the question.
3. Click **Submit**.