

Web Lite is an internet based tool that allows you to conduct a presentation from any web-connected computer, any time.

terminology

Hand raising	Participants can raise a virtual hand to capture the attention of the Moderator to ask or respond to a question.
Full screen	Maximizes the size of the Web Professional window.
Marker	Choosing this tool allows a Moderator to make annotations to documents or presentations in real-time.
Pointer	Highlight or bring attention to the content of your presentation with the Web Professional pointer.
Chat	Participants and the Moderator can communicate directly by text in a separate window.

getting started

1. Go to the Momentum home page at www.momentumconferencing.com and click on "To join or start a Web Lite Session now", located under the "Actions" tab.
2. You will see the header "Meeting Role", please check the box next to your role: Participant or Moderator. Please be sure to use the same E-mail address each time you log in. (PLEASE NOTE: It is recommended that the Moderator log into the presentation 10 to 15 minutes before the scheduled start time. If a Participant arrives before the Moderator, s/he will be informed that the meeting is not yet in progress.)
3. There are two easy steps for the Moderator to upload a presentation after logging in:
 - A. Click the "Publish" button, browse to find your file, then click the "Publish Document" button.
 - B. The window will then disappear and the Moderator can click the "Start" button to begin the web conference.Note: "Publish" and "Start" buttons are at the top left of the screen.
4. The Moderator **MUST** start the meeting by clicking on the "Start" button. (PLEASE NOTE: Participants will not be able to see your web conference until the "Start" button has been clicked.)
5. If the Moderator is logged on and the meeting is being rescheduled, simply click the "Logoff" button. On the rescheduled date, please start at Step 1.

system check

All Moderators and Participants should perform a system check before initiating a Web Lite Conference. This system check will ensure that each person's computer is compatible for application sharing. The system check will tell you if the application sharing applet has to be downloaded in order for this component to perform properly. Both the check and the application sharing download take seconds to perform and will not interfere with your computer's operating system functionality.

<http://momentum.conferencingportal.com/webconferencing/lite/>