

Common Web Professional Terminology:

Application Sharing: Share your applications or your entire desktop, enabling Participants to view changes as you make them and to see applications unique to your desktop.

Hand Raising: To ask or respond to a question, Participants can raise a virtual hand to capture the attention of the Moderator.

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.

File Transfer: Allows a Moderator to transfer any file to one or all Participants.

Remote Control: Share applications on a Participant's computer, where both the Moderator and a Participant have the ability to control documents

Chat: Participants and the Moderator can communicate directly by text in a separate window.

Getting Started:

1. Login to Web Professional by going to Momentum Conferencing's Home Page and logging in, or login directly by going to the Web Professional login page located at: <http://momentum.conferencingportal.com/webconferencing/>
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, they 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 any Web Professional Conference. This system check will ensure that each person's computer is compatible for application sharing. The system check will also tell you if an application sharing applet exists in your system or needs to be downloaded to function properly. Both the check and the applet take seconds to perform and will not interfere with your computer's operating system functionality.