

HOM **MEETING**

TECHNICAL GUIDE

Getting started with MMC System

May 2005

A HomeMeeting Inc. Official Document

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1. Introduction

Welcome to *Getting Started with MMC System*. This guide should be used after your System Administrator has installed and configured the MMC server software.

HomeMeeting MMC multimedia communications system consists of four major components: MCU meeting server, web/database application, and two clients — HomeMeeting Messenger and JoinNet.

-  MCU meeting server: JoinNet connects to MCU meeting server during online meeting or recording playback.
-  Web/Database application: Web/Database application facilitates user management, presence awareness, and directs JoinNet to the associated MCU meeting server. MMC system is equipped with open-source web/database applications for user authentication, meeting scheduling and calendaring, one-click access to instant (or scheduled) meeting, recording management and archiving, and more.
-  Messenger client: HomeMeeting Messenger is digital communication software that connects you to other Web Office users. Its features include text messaging, adding personal contact, visiting owner's web office, inviting users to join online meeting and more. See *Messenger User Guide* for more details.
-  JoinNet client: JoinNet is the multimedia client software for online meeting or recording playback. JoinNet is launched by a simple click at website or email integrated with the MCU meeting server, and JoinNet can be launched by HomeMeeting Messenger as well. See *JoinNet User Guide* for more details.

When connecting to the MCU meeting server via JoinNet, you can see and hear meeting participants while making presentation, send instant messages, work on a shared interactive board and shared whiteboard, browse the same web page, and share your own desktop as though everyone were in the same room.

MMC vs. Web Office

As far as the functionality of JoinNet is concerned, there is no difference between the MMC and the Web Office communication systems.

However, in the HomeMeeting MMC system, the MCU meeting server is a pure meeting service provider and, unlike Web Office, it does not directly authenticate the user. In general, the MCU meeting server receives meeting request from a *trusted* web application that is responsible to maintain user database, to authenticate user, to construct meeting service request to the MCU meeting server, and to provide service interface to the end users.

The HomeMeeting MMC system has the following advantages when comparing to the Web Office System:

- An existing database for user account can be integrated.
- Web interface can be flexibly customized according to different specifications or business operations such as ERP, CRM, PDM, and the like.
- All recording files can be forwarded to other users or made public for everyone's online playback.
- Registered users can join a meeting directly without waiting for the Owner's permission.
- Users can playback recordings directly from the web/email interface, instead of using the proprietary check message dialog box used by the Web Office.
- Event-based meetings are also supported. For an event-based meeting, guests can enter the scheduled meeting room when the Owner is late, and the room will be kept open until the meeting is over even when the room is empty for a temporary period. Furthermore, an Owner can enter the preparation mode to upload presentation to the meeting room before the meeting starts.
- An identifiable user can join a meeting without entering password again.
- Users can start meetings from existing recording files, namely resume previous meetings.

Here is a comparison list between the MMC and the Web Office communication systems:

System Feature	MMC	Web Office
JoinNet Support	Yes	Yes
Messenger Support	Yes	Yes
Email Support	Yes	Yes
Instant Meeting	Yes	Yes
Recording Playback	Yes	Yes
MCU Version	Third-Party MCU	Stand-Alone MCU
MCU Backup	Yes	No
MCU Clustering	Yes	No
Meeting Recovery	Yes	No
Resume Meeting	Yes	No
Preparation-Mode Meeting	Yes	No
Forum-Mode Meeting	Yes	No
Database Support	Yes	No
Personalized Web Pages	Yes	No
Calendar & Scheduling	Yes	No
Time Zone Adjustment	Yes	No
Scheduled Meeting	Yes	No
Recurrent Meetings	Yes	No
Recording Forward	Yes	No
Recording Publication	Yes	No
Recording Search	Yes	No

About This Document

This Guide is intended for users of the MMC system. This document provides a brief overview of the features, tools, and components of the MMC communication system.

This document contains:

- Step-by-step instructions for performing tasks
- Recommendations for using MMC communication system
- Tips that improve meeting effectiveness

This document is organized by user roles. To perform the procedures in the Start Meeting, Create Meeting, List Recordings, and Create an Event, you need these privileges. Check with your System Administrator to obtain a privilege.

Technical Requirements

- Processor: Pentium III 333 MHz or higher, 600 MHz minimum CPU is recommended
- Operating Systems: Windows 98 SE, Windows ME, Windows 2000 Professional, Windows 2000 Server, Windows XP
- RAM: 64 MB or higher, 256 MB is recommended
- Browser: Microsoft Internet Explorer 5.0 or higher, Mozilla Firefox
- Monitor: 256-color display adapter at 800x600 resolution (16 bit-color at 1024x768 resolution or higher are recommended)
- Client Software: Installation of JoinNet and HomeMeeting Messenger
- Required Readings: *JoinNet User Guide* and *Messenger User Guide*
- Bandwidth Requirement: 24 Kbps or faster Internet connection is required or 14.4 Kbps for a stop-video meeting
- Sound Card: You must have a full-duplex sound card to transmit and receive audio
- Microphone and Speaker: Use a headset that incorporates a microphone and headphone(s) or a speakerphone that includes “Echo Cancellation” technology is recommended. A headset that contains a boom microphone performs best. If a desktop microphone is used, a unidirectional dynamic microphone with batteries is preferred. If you do not use a microphone that includes a headset, other participants in the meeting will experience echo and feedback problems
- Video Camera: No special software or hardware is required to receive video, but USB PC camera is strongly recommended

2. For System Administrator

During the MMC installation, you need to type in your email address and password as the System Administrator—see *HomeMeeting Technical Guide: MMC Installation*. The job of the System Administrator is to set up an appropriate environment of the MMC system for your organization, including MCU configuration, web portal configuration, and user privilege assignment.

After the installation of the MMC system, you may log in with your email address and password immediately. Refer to the section “Logging In” for more information on how to log in to the MMC web portal.

By default, the System Administrator will not appear in the Lookup User list and therefore, no one can edit the user profile of the System Administrator including his user privilege by Lookup Users. Also, by system default, **no** disk quota and **zero** guest connection are assigned to the System Administrator, and, as a result of this, the System Administrator **cannot** start a meeting.

2.1 Setting Preferences for the MCU Configuration

In order to accommodate deployment flexibility, the MCU meeting servers can be configured through a set of parameters in the configuration file “config.ini” in the directory “~\HomeMeeting\MMC Server\mcu”. Each parameter comes with a default (and sometimes recommended) values. These parameters are only read in when the MCU meeting servers start. That is, if modify the parameters, you need to **restart** the MCU meeting server. Here are some important parameters categorized in terms of their relative functional sets:

Directories:

- recording=
Set the recording file directory. Recording files will be written to this directory
- webdir=
Set the web page directory. MCU-generated JNJ, HTML, and XML files will be written to this directory.
- log=
Set the Log file directory. All the MCU logging data will be save in this directory.

Ports:

- portm=
Set the listening port for the MCU meeting server. Default value 2333.
- portm2=
Set the backup listening port for the MCU meeting server. Default value 443

The port number(s) must be the same for both MCU and web application.

IP Addresses:

- `listenip=`
This is the IP address of the MCU meeting server and it has to match the IP address of “Fixed Server IP” in the license file (keycode.xml) to launch MCU successfully.
- `jnj_ip=`
This IP address setting is used to generate the IP address in the JNJ file that is then used by JoinNet to locate the MCU meeting server. Therefore, this IP address of the multi-homed computer is usually the public IP that can be accessed by external users.
- `backupip=`
This is available for MMC system, not Web Office, to setup one or more backup MCU meeting servers to continue providing meeting service in case the primary MCU meeting server is down or is put down for maintaining.

Miscellaneous:

- `bandwidth=24000`
Set the maximal bandwidth that this MCU support. The default value is 24000 (24Kbps). Currently allowable bandwidth setting is restricted between 10000 and 5000000 (10Kbps and 5Mbps).
- `banned_text=`
Set the filter text file name. This setting points to a text file. Any text chat that contains text which is in this text file will be filtered out by MCU.
- `size_w=176`
- `size_h=144`
Set the video size. Note that the USB cameras at the client side need to support this size (format) in order to capture and send video. The default is 176x144, with another option of 320x240. Popular video sizes are 352x288, 160x120, and 320x240. If a camera support 640x480 format, JoinNet will cut the image to fit either 176x144 or 320x240.

Note: The higher the bandwidth setting will result in better video quality, but the bandwidth for audio transmission remains 10 Kbps. Moreover, since the bandwidth setting is for the connection bandwidth for each user, the higher the bandwidth setting also results in less number of concurrent connections under the same total bandwidth. For example, if your company has an outside connection of 512 Kbps, changing from 24 Kbps to 64 Kbps will reduce the number of outside connection from about 21 to 8 for a good meeting quality. You shall better know the total bandwidth available for online meeting before setting a higher value than 24000.

Proxy:

- `http_proxy=test.proxy.com,8080`
- `https_proxy=test.proxy.com,8080`
- `socks=asdf.aer.qe.com,1080`

Set the IP addresses and the port number of HTTP/HTTPS/SOCKS proxy. This proxy is used for the MCU to connect to the Authorization server when the MCU is behind a proxy. The default port number is 80 for HTTP proxy; 443 for HTTPS proxy, and 1080 for SOCK proxy.

URL's:

- `mcu_homepage=http://weboffice.homemeeting.com`
This homepage will appear in the content of the notification email.
- `default_joint_browsing_page=http://www.homemeeting.com`
This sets the default Joint Browsing web page. If this item is set, all users in all sessions will receive this page as the first page in the joint-browsing window.
- `download_page= http://www.homemeeting.com/en_US/software/joinnet.asp`
The URL to download JoinNet.

E-mail:

- `email_notify=1`
When set to 1, MCU will send email notification the Owner if there is a new Web Office message, or the Owner's total recording file size exceeds the disk quota.
- `email_notify_sender=`
This email will be used as the sender in the message notification email.
- `email_server=`
Set the email server (SMTP server) [IP address, Port number].
- `admin_email=`
Set the MCU system administrator's email address, system level warning, such as insufficient disk space, will be sent to this email address.

Control Parameters:

- `default_max_guest=10`
- `default_disk_quota=10`
- `grace_disk_quota=20`
These parameters limit each Owner on the number of guests (connections) and the total recording files sizes. The disk quota is specified in Mega Bytes. The "grace_disk_quota" parameter is in terms of percentage, which allows an Owner to go over the limit by as much as the specified percentage before any further recording is suspended. Note that these are just default values when creating an account and can be override when the administrator creating an Owner account.
- `max_reserved_outconnection=`
Set the reserved connection for guaranteed event-based meeting. The setting is taken as a percent value of the license if there is a '%' at the end. Otherwise, it is taken as a absolute number. For example, 20% means 20% of the license "max_outconnection" are reserved, while 20 means 20 lines are reserved.

Desktop Sharing:

- `app_data_rate=24000`

Set the max data rate in bps for application data channels default value is 24000, while 64000 is recommended for better bandwidth condition.

- `app_burst_size=1000`

Set the max burst size in bytes for application data channels default value is 1000. This value is unnecessary under normal condition.

- `allow_app_recording=1`

Set whether the data in application data channels can be recorded (0 or 1.) Default value is 0 (recording is not allowed by default).

Of course, there are more advanced settings for the MCU configuration. Please consult your local HomeMeeting agent for more technical details.

2.2 Setting Preferences for the Web Configuration

The installation of MMC comes with multiple-language web pages; that is, one can switch languages among English, Traditional Chinese, Simplified Chinese, and Japanese displayed by the MMC web portal. In order to accommodate deployment flexibility, the web portal can be configured through a set of parameters in the configuration file “mmc.ini” in the directory “~\HomeMeeting\MMC Server\webapp\config”. Each parameter comes with a default (and sometimes recommended) values. The changes to these parameters will take effect immediately. There is no need to restart the web server. If the change also requires the restart of web server, such as parameter “localeDir”, it is noted in the configuration file. For some parameters, the values should never be changed once they are set initially. For example, if the password encryption method (via parameter “webPasswordEncryption”) is changed at a later time, all previously encrypted passwords will become invalid. Here are some important parameters categorized in terms of their relative functional sets:

Feature

- `defaultTimeZone=`
Default time zone, if not set by the user, used for displaying time. If not specified, the machine's time zone is used. Default value: <empty>
- `enforceSingleTimeZone=`
Specify if Single Time Zone should be enforced. If TRUE is specified, all users will use the same time zone specified in "defaultTimeZone". If TRUE is specified, users are not allowed to choose time zone. Default value: false
- `enableRegistration=`
Specify if user registration should be enabled. Default value: false
- `enableGlobalGroup=`
Specify if event-based scheduling should be enabled. Default value: false. If recurrent scheduled meeting is desired, set this vale to true.
- `enablePublishRecording=`
Specify if publish recording should be enabled Default value: false. If recording publication is desired, set this vale to true.
- `enableTicket=`

Specify if ticket-based event should be enabled. Note that enableGlobalGroup must also be true for ticket-based event to be enabled. Default value: false. A special license is also required to activate ticket-based event.

- enforceSignInForInvitedGuest=
Specify if invited guests should be forced to sign in when they click the attend link inside the invitation email. Default value: false.

Language

- langSelectList=
Specify the list of languages (separated by ',') selectable by the user. Default value: <empty>. If empty string is specified, currently supported languages (en_US, zh_TW, zh_CN, ja) are used. If the list is not empty, the selection list will be presented to the user in the order specified. If only one language is specified, the user will not be able to select other languages.
- langDefault=
Specify the default language of the application. Default value: <empty>. This default language will be overridden based on "Language Preference" setting in user's browser. If empty string is specified, and there is no "Language Preference", the first language in langSelectList will be used.
- langEmail=
Specify the language used to send e-mails. Default value: <empty>. If empty string is specified, the e-mail will be sent based on the language currently selected by the user.

Directories

- mcuRecordingDir=
Specify the root directory of MCU where the meeting recording files are stored. Default value: ../mcu/recording.
- mcuLicenseFile=
Specify the path of MCU license file. Default value: ../mcu/keycode.xml. You need to obtain or update the license file, keycode.xml, from your local HomeMeeting agent to run the MMC system.
- attachmentDir=
Specify the root directory of meeting/event attachments. Default value: ../attachment

IP and Ports

- messengerServerIp=
Specify the Messenger Server IP address. If there are multiple Messenger Servers, use ',' to separate multiple IP addresses. Default value: <empty>. This value should be identical to the MCU IP for the single-MCU system.
- mcuIp=
Specify the MCU IP address. If MCU listens on multiple IP addresses, use ',' to separate multiple IP addresses. Default value: <empty>
- mcuPort=
Specify the MCU port number. Default value: 2333.

- **mcuPort2=**
Specify the secondary MCU port number. Default value: 443.

The port number(s) must be the same for both MCU and web application.

Control Parameter

- **mcuMaxReservedOutsideConnection=**
Specify if Maximum Reserved Outside Connection should be used to enforce meeting reservation. If false, Maximum Reserved Connections will be used instead. Default value: false.
- **userDefaultRole=**
Default role when user registers (0 - None, 1 - Owner). After the user registered, only administrator can change this value. Default value: 1
- **userDefaultMaxGuest=**
Default maximum number of guests in a meeting when user registers. After the user registered, only administrator can change this value. Default value: 100.
- **userDefaultDiskQuota=**
Default maximum disk quota (in MB) when user registers. After the user registered, only administrator can change this value. Default value: 1000.
- **attachmentSize=**
Specify the maximum attachment file size (in MB) that can be uploaded. Default value: 2.
- **attachmentQuota=**
Specify the maximum total attachment file size (in MB) for each meeting/event per person. Default value: 50

There are more advanced settings for the web configuration, especially on the key-pair exchange security between the web application and the MCU meeting server(s). Please consult your local HomeMeeting agent for more technical details.

2.3 Create Users and Assign Privileges

Generally speaking, users can register themselves through the MMC web portal. If necessary, as the System Administrator, you can create users account after logging in the MMC web portal. To create a user account:

1. Launch your browser.
2. In the browser **Address** or **Location** field, enter the URL of your MMC web portal and press the **Enter** key.
3. Type in your email address and password and click **Submit**.

Sign In	
E-mail:	<input type="text" value="<type in email address>"/>
Password:	<input type="password" value="••••••••"/>
<input type="button" value="Submit"/>	



4. Click **Create User** and enter all required information.

<ul style="list-style-type: none"> ▶ Home Meeting ▶ Calendar ▶ Lookup Meeting ▶ List Recordings ▶ Create Meeting ▶ Start Meeting ▶ Reservation Status User ▶ Lookup Users ▶ My Contacts ▶ My Preferences ▶ Create User ← ▶ Group Organization Event ▶ Lookup Event ▶ Create Event Published Recordings ▶ Lookup Recording <p>© HomeMeeting 2001 - 2005</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Find User</th> </tr> </thead> <tbody> <tr> <td>E-mail:</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Edit User"/> </td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">User Information</th> </tr> </thead> <tbody> <tr> <td colspan="2">* Required field</td> </tr> <tr> <td>* E-mail:</td> <td><input type="text" value="admin@homemeeting.com"/></td> </tr> <tr> <td>* Name:</td> <td><input type="text" value="Administrator"/></td> </tr> <tr> <td>Password:</td> <td><input type="password" value="•••••"/></td> </tr> <tr> <td>Role:</td> <td><input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Administrator</td> </tr> <tr> <td>* Disk Quota:</td> <td><input type="text" value="1000"/></td> </tr> <tr> <td>* Maximum Number of Guests:</td> <td><input type="text" value="100"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Save User"/> <input type="button" value="New User"/> </td> </tr> </tbody> </table>	Find User		E-mail:	<input type="text"/>	<input type="button" value="Edit User"/>		User Information		* Required field		* E-mail:	<input type="text" value="admin@homemeeting.com"/>	* Name:	<input type="text" value="Administrator"/>	Password:	<input type="password" value="•••••"/>	Role:	<input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Administrator	* Disk Quota:	<input type="text" value="1000"/>	* Maximum Number of Guests:	<input type="text" value="100"/>	<input type="button" value="Save User"/> <input type="button" value="New User"/>	
Find User																									
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* Name:	<input type="text" value="Administrator"/>																								
Password:	<input type="password" value="•••••"/>																								
Role:	<input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Administrator																								
* Disk Quota:	<input type="text" value="1000"/>																								
* Maximum Number of Guests:	<input type="text" value="100"/>																								
<input type="button" value="Save User"/> <input type="button" value="New User"/>																									

In this example, we create a user with both the roles of Owner and Administrator, where the role of Owner provides the privilege to **Start Meeting** and the role of Administrator gives the privilege to **Create User** and **Create Event**. Where **Disk Quota** denotes the personal storage size (in MB) of all the recording files and **Maximum Number of Guests** is the maximum number of participants for the meeting started by the user.

5. Click **Save User**.
6. Click **Lookup Users** and the webpage appears: (for our example here)

The screenshot displays the HomeMeeting web portal interface. On the left is a navigation menu with categories: Meeting, User, Event, and Published Recordings. The 'User' category is expanded, and 'Lookup Users' is highlighted with a red arrow. The main content area shows a 'Lookup User' search form with a 'Name:' input field and a 'Search' button. Below the search form is a table titled 'Lookup User Search Results' with the following data:

<input type="checkbox"/>	No.	On Line/Name	E-mail	Action
<input type="checkbox"/>	1	Administrator	admin@homemeeting.com	[Edit]  

Below the table are controls: 'Add To My Contacts' dropdown, 'Go' button, '--Select a Group Organization--' dropdown, and 'Add' button. At the bottom left of the page is the copyright notice: © HomeMeeting 2001 - 2005.

Note that the System Administrator will not appear in the list of Lookup User.

2.4 Tips for Web Portal Management

- In the configuration file “mmc.ini”, set “enableRegistration= true” to enable user registration and “userDefaultRole= 0” to set the non-Owner default privilege for all registered users.
- In the configuration file “mmc.ini”, set “enableGlobalGroup=true” to enable event-based meeting.
- Create at least one Website Administrator to create new users, to edit user privilege and to schedule event-based meetings for organizational groups.

3. For Website Administrator

While the job of the System Administrator is to manage the entire MMC communication system (e.g., MCU configuration and web portal configuration; if necessary, manage the MMC web portal as well), the job of a Website Administrator is to manage the MMC web portal, which include create users, edit users, and create recurrent meeting (namely, Create Event).

3.1 Create Users and Assign Privileges

Generally speaking, users can register themselves through the MMC web portal. If necessary, as a Website Administrator, you can create users account after logging in the MMC web portal.

To create a user account: (refer to previous section, **For System Administrator**, for more details)

1. Launch your browser.
2. In the browser **Address** or **Location** field, enter the URL of your MMC web portal and press the **Enter** key.
3. Type in your email address and password and click **Submit**.
4. Click **Create User** and enter all required information.

User Information	
* Required field	
* E-mail:	<input type="text" value="owner@homemeeting.com"/>
* Name:	<input type="text" value="Owner"/>
Password:	<input type="password" value="•••••"/>
Role:	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Administrator
* Disk Quota:	<input type="text" value="1000"/>
* Maximum Number of Guests:	<input type="text" value="100"/>
<input type="button" value="Save User"/> <input type="button" value="New User"/>	

5. Click **Save User**.
6. Click **Lookup Users** and the webpage appears: (for our example here)

- ▶ Home
- ▶ **Meeting**
- ▶ Calendar
- ▶ Lookup Meeting
- ▶ List Recordings
- ▶ Create Meeting
- ▶ Start Meeting
- ▶ Reservation Status
- ▶ **User**
- ▶ Lookup Users
- ▶ My Contacts
- ▶ My Preferences
- ▶ Create User
- ▶ Group Organization
- ▶ **Event**
- ▶ Lookup Event
- ▶ Create Event
- ▶ **Published Recordings**
- ▶ Lookup Recording

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Lookup User

Name:

Lookup User Search Results

<input type="checkbox"/>	No.	On Line/Name	E-mail	Action
<input type="checkbox"/>	1	Administrator	admin@homemeeting.com	[Edit]
<input type="checkbox"/>	2	Owner	owner@homemeeting.com	[Edit]

--Select a Group Organization--

User Information

* Required field

Member Id: 7

E-mail: owner@homemeeting.com

* Name:

Password:

Role: Owner Administrator

* Disk Quota:

* Maximum Number of Guests:

3.2 Edit User Profile

As a Website Administrator, you can edit all registered users, including other Website Administrators if there is any. To edit a user profile:

1. Log in to the MMC web portal
2. Click **Lookup Users**
3. From the Lookup User Search Results, click **Edit** under the Action column of the user
4. Enter all required information
5. Click **Save User**

3.3 Group Organization

Groups are multiple users who can be simultaneously enrolled in an Event (or an recurrent meeting). This is an efficient way to enroll and schedule multiple users at once for the Website Administrator. You can create a new group at any time.

Create Groups

To create a new group:

1. Log in to the MMC web portal as a Website Administrator
2. Click **Group Organization**
3. Click **New Group**

The image shows two screenshots of the MMC web portal. The top screenshot is titled "Find Group Organization" and contains a dropdown menu for "Group Organization" with the text "--Select a Group Organization--". Below the dropdown are two buttons: "Go" and "New Group". The "New Group" button is highlighted with a red box, and a red arrow points from it to the "Name" field in the second screenshot. The second screenshot is titled "Group Organization" and contains a form with a red asterisk and the text "* Required field". The "Name" field is labeled "* Name:" and contains the text "Group A". Below the "Name" field is a table with the heading "New Group Members:" and two columns: "E-mail" and "Name". The table has four rows of empty input fields. Below the table is a button labeled "Add Group Member". At the bottom of the form are two buttons: "Save Group" and "Reset".

4. In the **Name** field, type a name for the group.
5. Do one of the followings:
 - Type in member's **E-mail** and **Name** and click **Add Group Member** if you are ready to add users to the group. Click **Save Group**.
 - Click **Save Group** to add the group without adding users.

Add Users To an Existing Group

You can add users to a group at any time. Users can belong to multiple groups.

Add users to an existing group:

1. Log in to the MMC web portal as a Website Administrator
2. Click **Lookup Users**
3. Find the users you want to add to the group and highlight their checkboxes
4. Choose the group name
5. Click **Add** to add users to the group.

<input type="checkbox"/>	No.	On Line/Name	E-mail	Action
<input checked="" type="checkbox"/>	1	User 1	user1@homemeeting.com	[Edit]
<input checked="" type="checkbox"/>	2	User 2	user2@homemeeting.com	[Edit]
<input checked="" type="checkbox"/>	3	User 3	user3@homemeeting.com	[Edit]
<input type="checkbox"/>	4	Administrator	admin@homemeeting.com	[Edit]
<input checked="" type="checkbox"/>	5	Owner	owner@homemeeting.com	[Edit]

--Select a Group Organization--

--Select a Group Organization--
 everyone
 Group A

Group A

Group A	
On Line/Name/E-mail	Action
User 1 (user1@homemeeting.com)	[Edit]
User 2 (user2@homemeeting.com)	[Edit]
User 3 (user3@homemeeting.com)	[Edit]
Owner (owner@homemeeting.com)	[Edit]

3.4 Create Event

Only Website Administrator(s) can create an event. An event is composed of a series of meetings.

To create an event:

1. Log in to the MMC web portal as a Website Administrator
2. Click **Create Event**
3. Type in event name in the **Title** field
4. Type in coordinator's email address in the **Coordinator Email** field. (Event coordinator must have the Owner privilege.) Note that the default coordinator is the Website Administrator.

5. Select **Start Time** and **Duration**

Event Information	
* Required field	
* Title:	<input type="text" value="Team Collaboration"/>
* Coordinator Email:	<input type="text" value="owner@homemeeting.com"/>
Coordinator:	Administrator
* Start Time:	April 25 2005 09 : 00 <input checked="" type="radio"/> AM <input type="radio"/> PM
* Duration:	<input type="text" value="1 hour"/>

6. If there are recurrent meetings in an event, click **Open Recurrence** and do the following:

- Select **From** (date) and **To** (date)
- Select **Repeat** (dates) for **Every Week** or **Every Other Week**
- Select **Start Time**
- Select **Duration**
- Click **Update Recurrence**

Recurrence:	<input type="button" value="Open Recurrence"/>
Recurrence:	From: April 25 2005
	To: May 31 2005
	Repeat: Every Week Su Mo Tu We Th Fr Sa <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Start Time: 09 : 00 <input checked="" type="radio"/> AM <input type="radio"/> PM
	Duration: <input type="text" value="1 hour"/>
<input type="button" value="Update Recurrence"/>	

The system will return the recurrent schedule: (for our example here)

Recurrence List

<input type="checkbox"/>	Date	Additional Event
<input type="checkbox"/>	Tue, Apr 26, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 03, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 10, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 17, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 24, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 31, 2005, 09:00 AM - 10:00 AM	

[Remove Events](#)

In addition to recurrent scheduling, you can schedule **Additional Event**:

Additional Event:	Date:	April	25	2005
	Start Time:	09	: 00	<input type="radio"/> AM <input checked="" type="radio"/> PM
	Duration:	15 minutes		

[Add Additional Event](#)

After selecting **Date**, **Start Time**, and **Duration**, click **Add Additional Event**:

Recurrence List

<input type="checkbox"/>	Date	Additional Event
<input type="checkbox"/>	Mon, Apr 25, 2005, 09:00 PM - 09:15 PM	✓
<input type="checkbox"/>	Tue, Apr 26, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 03, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 10, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 17, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 24, 2005, 09:00 AM - 10:00 AM	
<input type="checkbox"/>	Tue, May 31, 2005, 09:00 AM - 10:00 AM	

[Remove Events](#)

Once recurrent schedules are confirmed, click **Back To Event Information**.

[Back To Event Information](#)
[Remove Recurrence](#)

When back to **Event Information** web page, you should see the schedule summary of the recurrent meetings:

Recurrence:	Every Week: Tu Apr 26, 2005 - May 31, 2005 09:00 AM - 10:00 AM Additional: Apr 25, 2005, 09:00 PM
<input type="button" value="Open Recurrence"/>	

7. If the meeting or event is to be recorded, select **Yes**; otherwise select **No**.

* Recording:	<input checked="" type="radio"/> Yes <input type="radio"/> No
---------------------	---

8. If additional non-register guests are to be invited, type in the number of **Additional floating connections**. Note that all connections will be reserved for all users, including floating connection in an event.

* Reserve Connections:	Additional floating connections: <input type="text" value="1"/>
-------------------------------	---

9. Type in the initial **Joint Browsing URL** when launching JoinNet. (Optional)

Joint Browsing URL:	<input type="text" value="www.homemeeting.com"/>
----------------------------	--

10. Type in Agenda for the event. (Optional)

Agenda:	<div style="border: 1px solid gray; padding: 5px; min-height: 150px;"><p>1. Team Building</p><p>2. Digitizing Experience & Knowledge</p><p>3. Recording Publication & Sharing</p><p>4. Online Collaboration</p><p>5. Practice, Practice, and Practice </p></div>
----------------	--

11. Do one of the followings:

- Select **Group Organization** and click **Add Group Organization** (or type in user's **E-mail** and **Name** and click **Add Registrant**) if you are ready to enroll users to the event. Click **Save Event**.
- Click **Save Event** to create an event without enrolling users.

Group Organization:

Registrants List

<input type="checkbox"/>	Name/E-mail
<input type="checkbox"/>	<input type="button" value="+"/> Group A

12. Click **Send Mail** to sent out event notification to all event registrants or click **Do Not Send Mail** to finish Create Event. The event schedule will be shown at the personal **Calendar** of the MMC web portal.

Event Notification	
Event ID:	13
Title:	Team Collaboration
Coordinator:	Owner (owner@homemeeting.com)
Recurrence:	Every Week: Tu Apr 26, 2005 - May 31, 2005 09:00 AM - 10:00 AM Additional: Apr 25, 2005, 09:00 PM
Recording:	Yes
Message:	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
<input type="button" value="Send Mail"/> <input type="button" value="Do Not Send Mail"/>	

3.5 Lookup Event

The Website Administrator can review event information by clicking **Lookup Event**. You can search event by title, coordinator's email, and by date.

Lookup Event			
Title:	<input type="text" value="Team Collaboration"/>		
Coordinator:	<input type="text" value="owner@homemeeting.com"/>		
Scope:	<input type="radio"/> All Events <input checked="" type="radio"/> Parent Events <input type="radio"/> Child Events		
From:	<input type="text" value="April"/>	<input type="text" value="25"/>	<input type="text" value="2005"/>
To:	<input type="text" value="May"/>	<input type="text" value="31"/>	<input type="text" value="2005"/>
<input type="button" value="Look Up"/> <input type="button" value="Refresh"/>			

Lookup Event Search Results can be displayed according to **Scope** selected by the Website Administrator:

- If select **Child Events** (based on the previous example)

Lookup Event Search Results				
No.	Title	Scheduled Time	Connections	Coordinator
1	Team Collaboration	Mon, Apr 25, 2005, 09:00 PM - 09:30 PM	1	Owner owner@homemeeting.com
2	Team Collaboration	Tue, Apr 26, 2005, 09:00 AM - 10:00 AM	1	Owner owner@homemeeting.com
3	Team Collaboration	Tue, May 03, 2005, 09:00 AM - 10:00 AM	1	Owner owner@homemeeting.com
4	Team Collaboration	Tue, May 10, 2005, 09:00 AM - 10:00 AM	1	Owner owner@homemeeting.com
5	Team Collaboration	Tue, May 17, 2005, 09:00 AM - 10:00 AM	1	Owner owner@homemeeting.com
6	Team Collaboration	Tue, May 24, 2005, 09:00 AM - 10:00 AM	1	Owner owner@homemeeting.com
7	Team Collaboration	Tue, May 31, 2005, 09:00 AM - 10:00 AM	1	Owner owner@homemeeting.com

- If select **Parent Event** (based on the previous example)

Lookup Event Search Results

No.	Title	Scheduled Time	Connections	Coordinator
1	Team Collaboration	Every Week: Tu Apr 26, 2005 - May 31, 2005 09:00 AM - 10:00 AM Additional: Apr 25, 2005, 09:00 PM	1	Owner owner@homemeeting.com

- If select **All Events**, both the **Parent Event** and **Child Events** will be displayed.

Click **Title** (e.g., Team Collaboration) at the event you want to review or edit.

Event Information					
Event ID:	13				
Title:	Team Collaboration				
Coordinator:	Owner (owner@homemeeting.com)				
Recurrence:	Every Week: Tu Apr 26, 2005 - May 31, 2005 09:00 AM - 10:00 AM Additional: Apr 25, 2005, 09:00 PM <input type="text" value="--Recurrence List--"/> <input type="button" value="Go"/>				
Connections:	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Reserved for invited participants:</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td style="text-align: right;">Floating:</td> <td style="text-align: center;">0</td> </tr> </table>	Reserved for invited participants:	1	Floating:	0
Reserved for invited participants:	1				
Floating:	0				
Recording:	Yes				
Attachment:	<input type="button" value="Open Attachment"/>				
Joint Browsing URL:	www.homemeeting.com				
Agenda:	<ol style="list-style-type: none"> 1. Team Building 2. Digitizing Experience & Knowledge 3. Recording Publication & Sharing 4. Online Collaboration 5. Practice, Practice, and Practice 				
<input type="button" value="Edit Event"/>					

If the event is created without enrolling users, you can add users to the event when reviewing an event. Here is how you do it:

1. Click **Edit Event**
2. Click **Lookup Users**
3. Select users, select **Invite To Event**, and click **Go**

Lookup User Search Results

<input type="checkbox"/>	No.	On Line/Name	E-mail	Action
<input checked="" type="checkbox"/>	1	User 1	user1@homemeeting.com	[Edit]
<input checked="" type="checkbox"/>	2	User 2	user2@homemeeting.com	[Edit]
<input checked="" type="checkbox"/>	3	User 3	user3@homemeeting.com	[Edit]
<input type="checkbox"/>	4	user 4	user4@homemeeting.com	[Edit]
<input type="checkbox"/>	5	Administrator	admin@homemeeting.com	[Edit]
<input type="checkbox"/>	6	Owner	owner@homemeeting.com	[Edit]

4. The system will bring you back to **Event Information** and show the **Registrants List**.

Registrants List

<input type="checkbox"/>	Name/E-mail
<input type="checkbox"/>	User 1 (user1@homemeeting.com)
<input type="checkbox"/>	User 2 (user2@homemeeting.com)
<input type="checkbox"/>	User 3 (user3@homemeeting.com)

5. Click **Save Event** and click **Send Mail** or **Do Not Send Mail** to end editing an event.

Event Notification Email Recipients List

Notify By Email	Name	E-mail	Registrant Status
<input checked="" type="checkbox"/>	Owner	owner@homemeeting.com	Coordinator
<input checked="" type="checkbox"/>	User 1	user1@homemeeting.com	New Registrant
<input checked="" type="checkbox"/>	User 2	user2@homemeeting.com	New Registrant
<input checked="" type="checkbox"/>	User 3	user3@homemeeting.com	New Registrant

[Check All](#) - [Clear All](#)

4. For Registered Owner

The MMC web portal provides several functions that enable Registered Owners to schedule meeting, start meeting, send out e-mail invitations, upload/download documents for meeting, and manage recordings, etc.

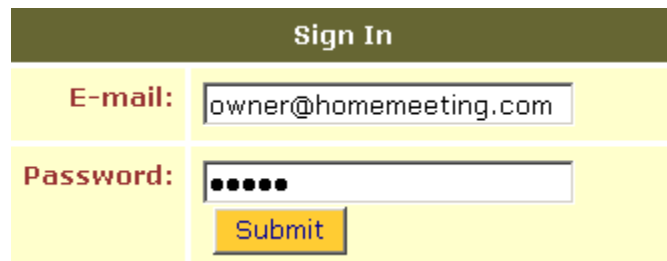
But a Registered Owner cannot Edit User Profile nor can he/she Create Event. A Registered Owner can view Group Organization, but he/she cannot edit Group Organization, nor can he/she add users to Group Organization.

When assigned as the coordinator of an event, a Registered Owner can edit the event schedule, but cannot enroll users to the event.

4.1 Log In

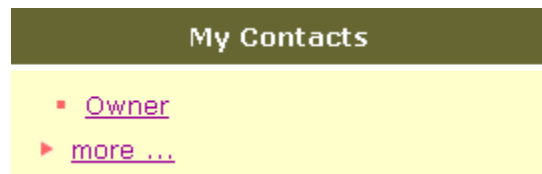
To log in to the MMC web portal:

1. Launch your browser
2. In the browser **Address** or **Location** field, enter the URL of your organization's MMC web portal and press the **Enter** key. (If you have installed **Identity** cookie, you will log in automatically here. See **My Preferences**.)
3. Type in your **E-mail** and **Password** in the **Sign In** field
4. Click **Submit**
5. The personal **Home** page appears



Sign In	
E-mail:	<input type="text" value="owner@homemeeting.com"/>
Password:	<input type="password" value="••••••"/>
	<input type="submit" value="Submit"/>

In the personal Home page, you can click **more...** in the **My Contacts** filed to list all users in your contact list—if there is any or click on the name of another Owner to visit his/her online meeting (or leave a recording message).



My Contacts
▪ Owner
▶ more ...

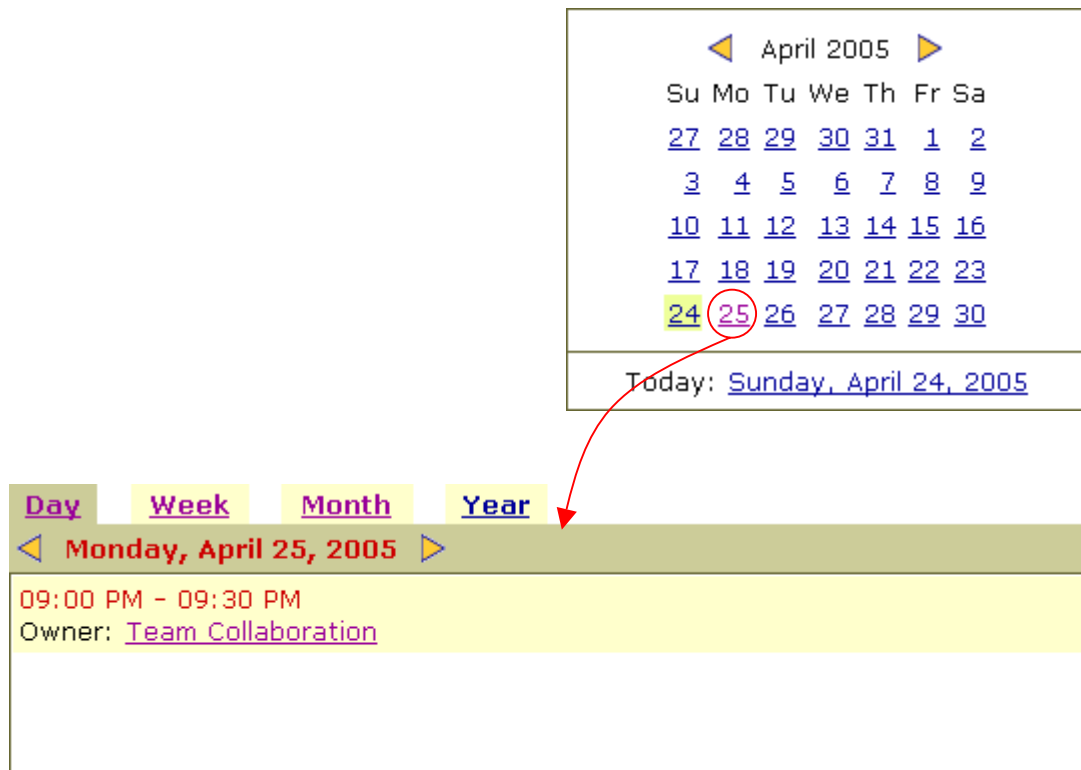
Similarly, you can click **more...** in the **User Directory** field to list registered users in the MMC web portal, **Search** registered users, or click on the name of another Owner to visit his/her online meeting (or leave a recording message).



In the personal Home page, a beginner guide of JoinNet Instruction is also provided, including Download JoinNet and Run Test Wizard.

4.2 Calendar & Lookup Meeting

You can click **Calendar** to see today's schedule or click another date to display meeting schedule:



You can display your meeting schedule by Day, Week, Month, or Year—simply click on the meeting title to view meeting/event information.

Click **Lookup Meeting** to display a list of scheduled meetings. Here is the result from the previous example of Create Event (refer to the section For Website Administrator).

Lookup Meeting		
Title:	<input type="text"/>	
From:	April	24
	2005	
To:	May	16
	2005	
<input type="button" value="Look Up"/> <input type="button" value="Refresh"/>		

Lookup Meeting Search Results

No.	Title	Scheduled Time	Connections	Coordinator
1	Team Collaboration	Mon, Apr 25, 2005, 09:00 PM - 09:30 PM	4	Owner owner@homemeeting.com
2	Team Collaboration	Tue, Apr 26, 2005, 09:00 AM - 10:00 AM	4	Owner owner@homemeeting.com
3	Team Collaboration	Tue, May 03, 2005, 09:00 AM - 10:00 AM	4	Owner owner@homemeeting.com
4	Team Collaboration	Tue, May 10, 2005, 09:00 AM - 10:00 AM	4	Owner owner@homemeeting.com

4.3 My Contacts & Lookup Users

To add some frequently invited meeting participants into your personal contact list, click **My Contacts**, type in **E-mail** and **Name**, and click **Add Contacts**.

New Contacts	
E-mail	Name
<input type="text" value="guest1@abc.com"/>	<input type="text" value="Guest 1"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="button" value="Add Contacts"/> <input type="button" value="New Group"/> <input type="button" value="Reset"/>	

The result from our example looks like:

Contacts List

<input type="checkbox"/>	On Line/Name/E-mail	Action
<input type="checkbox"/>	Guest 1 (guest1@abc.com)	

[Remove Contacts](#)

Another way of adding users to **My Contacts** is to click **Lookup Users**, select the users from Lookup User Search Results, select **Add To My Contacts** from the drop-down list and click **Go** to add the users to your contact list.

Lookup User Search Results

<input type="checkbox"/>	No.	On Line/Name	E-mail	Action
<input checked="" type="checkbox"/>	1	User 1	user1@homemeeting.com	
<input checked="" type="checkbox"/>	2	User 2	user2@homemeeting.com	
<input checked="" type="checkbox"/>	3	User 3	user3@homemeeting.com	
<input checked="" type="checkbox"/>	4	user 4	user4@homemeeting.com	
<input type="checkbox"/>	5	Administrator	admin@homemeeting.com	
<input checked="" type="checkbox"/>	6	Owner	owner@homemeeting.com	

Contacts List

<input type="checkbox"/>	On Line/Name/E-mail	Action
<input type="checkbox"/>	Guest 1 (guest1@abc.com)	
<input type="checkbox"/>	User 1 (user1@homemeeting.com)	
<input type="checkbox"/>	User 2 (user2@homemeeting.com)	
<input type="checkbox"/>	User 3 (user3@homemeeting.com)	
<input type="checkbox"/>	user 4 (user4@homemeeting.com)	
<input type="checkbox"/>	Owner (owner@homemeeting.com)	

[Remove Contacts](#)

You can create contact groups to **My Contacts**:

1. Click **My Contacts**
2. Select **New Group**
3. Type in group's **Name** in the Contact Group field
4. Do one of the followings:

- Type in member's **E-mail** and **Name** and click **Add Contacts** if you are ready to add users to the group. Click **Save Group**.
- Click **Save Group** to add the contact group without adding users

Here is an example of new contact group, Project Team. To add contacts to Project Team: select users, select a contact group from the drop-down list, and click **Add**.

Contacts List

<input type="checkbox"/>	On Line/Name/E-mail	Action
<input type="checkbox"/>	Project Team	
<input type="checkbox"/>	Guest 1 (guest1@abc.com)	
<input checked="" type="checkbox"/>	User 1 (user1@homemeeting.com)	
<input checked="" type="checkbox"/>	User 2 (user2@homemeeting.com)	
<input checked="" type="checkbox"/>	User 3 (user3@homemeeting.com)	
<input type="checkbox"/>	user 4 (user4@homemeeting.com)	
<input type="checkbox"/>	Owner (owner@homemeeting.com)	

Remove Contacts --Select a group-- Add

--Select a group--
Project Team

<input type="checkbox"/>	On Line/Name/E-mail	Action
<input type="checkbox"/>	Project Team	
<input type="checkbox"/>	User 1 (user1@homemeeting.com) User 2 (user2@homemeeting.com) User 3 (user3@homemeeting.com)	
<input type="checkbox"/>	Guest 1 (guest1@abc.com)	
<input type="checkbox"/>	User 1 (user1@homemeeting.com)	
<input type="checkbox"/>	User 2 (user2@homemeeting.com)	
<input type="checkbox"/>	User 3 (user3@homemeeting.com)	
<input type="checkbox"/>	user 4 (user4@homemeeting.com)	
<input type="checkbox"/>	Owner (owner@homemeeting.com)	

Remove Contacts --Select a group-- Add

Click to Leave Recording Message

Click to Email

4.4 My Preferences

To set user preference:

1. Click **My Preferences**
2. Type in **Name** (to change your user name)
3. Select preferred **Time Zone** from the drop-down list
4. Enable portal Sign In by selecting **Installed** or disable portal Sign In by selecting **Uninstalled** after typing in **Old Password**
5. Change log-in password by typing in **New Password** and **Confirm Password**
6. Enable auto sign-in by selecting **Identity Installed** or disable **Identity** sign-in by selecting **Uninstalled**
7. Set **Permission** for Lookup Name & Email, Leave Message, and Check Online status for **All**, **My Contact Only** or **None**
8. Click **Save**

User Preference													
* Required field													
* Name:	<input type="text" value="Owner"/>												
Time Zone:	<input type="text" value="America/Los_Angeles"/>												
Old Password:	<input type="text"/> <input checked="" type="radio"/> Installed <input type="radio"/> Uninstalled												
New Password:	<input type="text"/>												
Confirm Password:	<input type="text"/>												
Identity:	<input checked="" type="checkbox"/> Installed <input type="checkbox"/> Uninstalled												
Permission:	<table border="1"><tbody><tr><td>Lookup Name, Email</td><td><input type="radio"/> All</td><td><input checked="" type="radio"/> My Contacts Only</td><td><input type="radio"/> None</td></tr><tr><td>Leave Message</td><td><input type="radio"/> All</td><td><input checked="" type="radio"/> My Contacts Only</td><td><input type="radio"/> None</td></tr><tr><td>Check OnLine Status</td><td><input type="radio"/> All</td><td><input checked="" type="radio"/> My Contacts Only</td><td><input type="radio"/> None</td></tr></tbody></table>	Lookup Name, Email	<input type="radio"/> All	<input checked="" type="radio"/> My Contacts Only	<input type="radio"/> None	Leave Message	<input type="radio"/> All	<input checked="" type="radio"/> My Contacts Only	<input type="radio"/> None	Check OnLine Status	<input type="radio"/> All	<input checked="" type="radio"/> My Contacts Only	<input type="radio"/> None
Lookup Name, Email	<input type="radio"/> All	<input checked="" type="radio"/> My Contacts Only	<input type="radio"/> None										
Leave Message	<input type="radio"/> All	<input checked="" type="radio"/> My Contacts Only	<input type="radio"/> None										
Check OnLine Status	<input type="radio"/> All	<input checked="" type="radio"/> My Contacts Only	<input type="radio"/> None										
<input type="button" value="Save"/> <input type="button" value="Reset"/>													

Be sure to **Uninstalled Identity** after using other people's PC; otherwise people can log in to your MMC account by browsing the MMC URL—even without your password!

4.5 Create Meeting

To create a meeting or schedule a meeting:

1. Log in to the MMC web portal as a Registered Owner
2. Click **Create Meeting**
3. Select **Resume Meeting** or not (refer to Resume Meeting below)
4. Type in meeting **Title**
5. Select **Start Time** and **Duration** from the drop-downs

Meeting Information	
* Required field	
* Resume Meeting:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Title:	<input type="text" value="Project Team (April '05)"/>
* Start Time:	<input type="text" value="April"/> <input type="text" value="29"/> <input type="text" value="2005"/> <input type="text" value="03"/> : <input type="text" value="00"/> <input type="radio"/> AM <input checked="" type="radio"/> PM
* Duration:	<input type="text" value="1 hour"/>

6. Select **Recording** and **Reserve Connections**. Select Yes to record a meeting; otherwise select No. When Reserve Connections is selected, there must be available connections left at the MCU meeting server at the specified time slot; otherwise you will receive warning and cannot create the meeting (refer to Check Reservation Status below).

* Recording:	<input checked="" type="radio"/> Yes <input type="radio"/> No						
<table border="1"> <tbody> <tr> <td>Your total disk storage quota:</td> <td>1000.000 MB</td> </tr> <tr> <td>Your total disk usage:</td> <td>0.000 MB</td> </tr> <tr> <td>Your remaining disk storage quota:</td> <td>1000.000 MB</td> </tr> </tbody> </table>		Your total disk storage quota:	1000.000 MB	Your total disk usage:	0.000 MB	Your remaining disk storage quota:	1000.000 MB
Your total disk storage quota:	1000.000 MB						
Your total disk usage:	0.000 MB						
Your remaining disk storage quota:	1000.000 MB						
* Reserve Connections:	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Additional floating connections: <input type="text" value="0"/>							

If you have unregistered guests to join the meeting while you might not be ready to enroll them beforehand, you should specify the number for **Additional floating connections**.

7. Select **Forum Mode** or not (refer to Forum-Mode Meeting below) and type in the **Joint Browsing URL** when launching JoinNet for the meeting (see *JoinNet User Guide*).

* Forum Mode:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Joint Browsing URL:	<input type="text" value="www.homemeeting.com"/>



8. Type in meeting **Agenda**

Agenda:	<div style="border: 1px solid gray; padding: 5px;"> 1. Progress Review 2. Creative Discussion 3. Agenda for Next Meeting </div>
----------------	---

9. Do one of the followings at **New Participants**:

- Click **View Contacts**, select contact group or user(s), and click **Invite To Meeting** if you are ready to enroll users to the meeting. Click **Save Meeting**
- Type in user's **E-mail** and **Name** and click **Add Participants** if you are ready to enroll users to the meeting. Click **Save Meeting**
- Click **Save Meeting** to create a meeting without enrolling users.

Contacts List

<input type="checkbox"/>	On Line/Name/E-mail	Action
<input checked="" type="checkbox"/>	+  Project Team	
<input type="checkbox"/>	Guest 1 (guest1@abc.com)	
<input type="checkbox"/>	User 1 (user1@homemeeting.com)	
<input type="checkbox"/>	User 2 (user2@homemeeting.com)	
<input type="checkbox"/>	User 3 (user3@homemeeting.com)	
<input type="checkbox"/>	user 4 (user4@homemeeting.com)	
<input type="checkbox"/>	Owner (owner@homemeeting.com)	 
<input type="button" value="Invite To Meeting"/>		

In this example, we select the contact group, Project Team, to enroll this meeting. Click Invite To Meeting and one should see the Participants List at the bottom of Meeting Information.

Participants List

		Name/E-mail
<input type="checkbox"/>	<input type="checkbox"/>	Project Team
<input type="button" value="Remove Participants"/>		

10. After clicking Save Meeting, you can send out Meeting Notification by selecting **Send Mail** or stop sending notification by selecting **Do Not Send Mail**. Here you can type in some messages for all the recipients.

Meeting Notification	
Meeting ID:	21
Coordinator:	Owner (owner@homemeeting.com)
Title:	Project Team (April \\05)
Start Time:	Apr 29 (03:00 PM) Pacific Daylight Time
Duration:	60 minutes
Recording:	Yes
Agenda:	1. Progress Review 2. Creative Discussion 3. Agenda for Next Meeting
Message:	<div style="border: 1px solid gray; padding: 5px; min-height: 150px;"> 1. Prepare slide uploading to report progress 2. Persoanl progress report no more than 3 minutes </div>
<input type="button" value="Send Mail"/> <input type="button" value="Do Not Send Mail"/>	

You can enroll users after Create/Save Meeting. Here is how you do it:

1. Click **Lookup Meeting**
2. Click the meeting **Title**
3. Click **Edit Meeting**
4. Click **Lookup Users**
5. Select user(s), select **Invite To Meeting** from the drop-down, and click **Go**.

Lookup User Search Results

<input type="checkbox"/>	No.	On Line/Name	E-mail	Action
<input type="checkbox"/>	1	User 1	user1@homemeeting.com	
<input type="checkbox"/>	2	User 2	user2@homemeeting.com	
<input checked="" type="checkbox"/>	3	User 3	user3@homemeeting.com	
<input checked="" type="checkbox"/>	4	user 4	user4@homemeeting.com	
<input type="checkbox"/>	5	Administrator	admin@homemeeting.com	
<input type="checkbox"/>	6	Owner	owner@homemeeting.com	

Add To My Contacts Go --Select a Group Organization-- Add

Add To My Contacts
Invite To Meeting

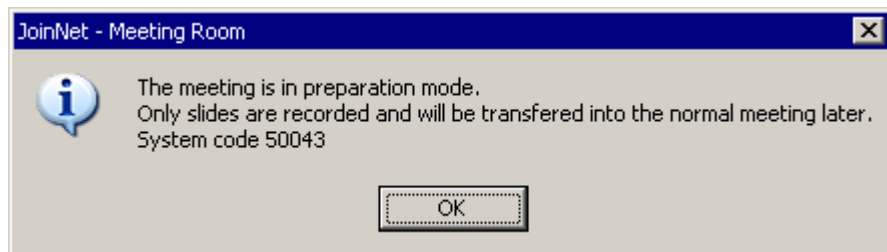
Note that the total number of participants should not exceed the available connections of the MCU meeting server at the specified time slot.

4.6 Prepare Slides & Open Attachment

Before the scheduled meeting starts, you can upload slides to the MCU meeting server where these slides are to be used by JoinNet when meeting starts. You can also open attachment(s) to the MMC web portal for file sharing.

To Prepare slides:

1. Log in the MMC web portal as a Registered Owner
2. Click **Lookup Meeting**
3. Click meeting **Title**
4. Click **Prepare Slides**
5. JoinNet will be launched automatically with a message for Preparation Mode.



- 6. Upload files or print slides to the Interactive Board (see *JoinNet User Guide*)
- 7. Exit JoinNet

These pre-uploaded slides will be ready for download when the meeting starts.

Here is an example from the previous Create Meeting:

3	Project Team (April 2005)	Fri, Apr 29, 2005, 03:00 PM - 04:00 PM	4	Owner owner@homemeeting.com
---	---	--	---	--------------------------------

Meeting Information					
Meeting ID:	21				
Resumed From Meeting:	No				
Title:	Project Team (April 2005)				
Coordinator:	Owner (owner@homemeeting.com)				
Scheduled Time:	Fri, Apr 29, 2005, 03:00 PM - 04:00 PM				
Connections:	<table border="1"> <tr> <td>Reserved for invited participants:</td> <td>4</td> </tr> <tr> <td>Floating:</td> <td>0</td> </tr> </table>	Reserved for invited participants:	4	Floating:	0
Reserved for invited participants:	4				
Floating:	0				
Recording:	Yes				
Attachment:	Open Attachment				
Forum Mode:	Yes				
Joint Browsing URL:	www.homemeeting.com				
Agenda:	<ul style="list-style-type: none"> 1. Progress Review 2. Creative Discussion 3. Agenda for Next Meeting 				
<table border="0"> <tr> <td>Prepare Slides</td> <td>Edit Meeting</td> </tr> </table>		Prepare Slides	Edit Meeting		
Prepare Slides	Edit Meeting				

Click to Launch JoinNet

Click to View/Upload File Attachment

To Open Attachment:

1. Click **Lookup Meeting**
2. Click meeting **Title**
3. Click **Open Attachment** under the Meeting information
4. **Browse** and select file from your PC
5. Select **File Upload Recipient** from the drop-down list of meeting participants
6. Click **Upload**
7. Click **Back To Meeting Information**

Meeting Attachment	
The file size of each uploaded attachment cannot exceed the limit of 2 MB. Each attachment owner can upload files up to the total size of 50 MB.	
Meeting ID:	21
Title:	Project Team (April 2005)
Coordinator:	Owner (owner@homemeeting.com)
File Upload:	<input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
File Upload Recipient:	<input type="text" value="Owner (owner@homemeeting.com)"/>
<input type="button" value="Back To Meeting Information"/>	

Note that, as a Meeting Coordinator, when uploading files to yourself, these files will be made available for EVERY participant. If particular recipient is selected from the drop-down list of File Upload Recipient, only that user or the meeting coordinator can view the file.

File Upload:	<input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
File Upload Recipient:	<div style="border: 1px solid black; padding: 2px;"> <input type="text" value="Owner (owner@homemeeting.com)"/> <ul style="list-style-type: none"> Owner (owner@homemeeting.com) <li style="background-color: #d9ead3;">User 1 (user1@homemeeting.com) User 2 (user2@homemeeting.com) User 3 (user3@homemeeting.com) </div>

As an example here, the Owner has uploaded a PowerPoint file to everyone and uploaded a Word document to User 1:

User 1 (user1@homemeeting.com)			
	error message.doc	154 KB	Apr 24 (02:47 PM), 2005
Owner (owner@homemeeting.com)			
	MCU Relay_New Policy.ppt	53 KB	Apr 24 (02:46 PM), 2005

All enrolled users can see—and download—the PowerPoint file after clicking Open Attachment from their Meeting Information, but only User 1 can see—and download—the Word document.

Only the person who uploads the file, or the meeting coordinator, can delete the file from Open Attachment.

4.7 Start Meeting

A Registered Owner and all enrolled users can attend a scheduled meeting after the MMC system starts the meeting according to the Start Time specified by the Registered Owner during Create Meeting. (Refer to Attend Meeting below)

However, sometimes an Owner needs to start an instant meeting, or an ad-hoc meeting, like he/she does with the Web Office System (see *Getting Started with Web Office System*).

To start an instant meeting:

1. Log in to the MMC web portal as a Registered Owner
2. Click **Start Meeting**
3. Select **Resume Meeting** or not (refer to Resume Meeting below)
4. Type in meeting **Title**
5. Select **Recording** or not
6. Select **Forum Mode** or not (refer to Forum-Mode Meeting below)
7. Type in **Joint Browsing URL** (refer to *JoinNet User Guide*)
8. Click **Submit**
9. JoinNet will be launched automatically if installed.

Launch JoinNet	
Please set attributes of the instant meeting:	
* Required field	
* Resume Meeting:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Title:	<input type="text" value="Agenda Meeting"/>
* Recording:	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Forum Mode:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Joint Browsing URL:	<input type="text" value="www.homemeeting.com"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

At the Registered Owner's personal home page, this instant meeting will be displayed.

Meetings In Progress

[Owner: Agenda Meeting](#)

Not only that, all users logged in to the MMC web portal will see the in-meeting icon displayed next to the Registered Owner from Lookup Users, My Contacts, or User Directory—if the Registered Owner sets his/her online status available to all users in My Preferences. In such a case, users can join the instant meeting with the Registered Owner's permission (refer to *Getting Started with Web Office System*)

Lookup User Search Results

<input type="checkbox"/>	No.	On Line/Name	E-mail	Action
<input type="checkbox"/>	1	User 1	user1@homemeeting.com	
<input type="checkbox"/>	2	User 2	user2@homemeeting.com	
<input type="checkbox"/>	3	User 3	user3@homemeeting.com	
<input type="checkbox"/>	4	user 4	user4@homemeeting.com	
<input type="checkbox"/>	5	Administrator	admin@homemeeting.com	
<input type="checkbox"/>	6	Owner	owner@homemeeting.com	

Add To My Contacts
--Select a Group Organization--

Click to Join Meeting if Permitted by the Registered Owner

User Directory

- [Administrator](#)
- [Owner](#)

▶ more ...

My Contacts

[Owner](#)

▶ more ...

4.8 List Recordings

The MMC web portal provides a user-friendly web interface for Registered Owners to manage his/her recording files, whether they are recording messages left by visitors or recordings from meetings he/she attended.

To list recordings:

1. Log in to the MMC web portal as a Registered Owner
2. Click **List Recordings**

- The system will return a list of your recording files, together with total disk storage quota (assigned by the System Administrator or Web Administrator), total disk usage, and remaining disk storage quota.

Your total disk storage quota:	1000.000 MB
Your total disk usage:	0.576 MB
Your remaining disk storage quota:	999.424 MB

Recording List

<input type="checkbox"/>	No.	Title	Start Time	Size	Action
<input type="checkbox"/>	1	Agenda Meeting (Owner)	Apr 24 (02:51 PM), 2005 4 minutes	0.576 MB	Play Back Forward Download Publish Resume
<input type="button" value="Delete Recording"/>					

Or you can check all your recordings by Lookup Meeting:

- Log in to the MMC web portal as a Registered Owner
- Click **Lookup Meetings**
- Click the **Title** of finished meeting
- If the meeting was recorded, the **Meeting Information** page appears like this

Meeting Information	
Meeting ID:	23
Resumed From Meeting:	No
Title:	Agenda Meeting
Coordinator:	Owner (owner@homemeeting.com)
Scheduled Time:	Sun, Apr 24, 2005, 02:51 PM
Actual Time:	Sun, Apr 24, 2005, 02:51 PM - 02:55 PM
Recording:	<input type="button" value="Play Back"/> <input type="button" value="Download"/> <input type="button" value="Delete Recording"/>
Forum Mode:	Yes
Joint Browsing URL:	www.homemeeting.com
Agenda:	
<input type="button" value="Delete Meeting"/> <input type="button" value="Resume Meeting"/>	

There are six selections, but only four from Lookup Meetings, for recording management: **Playback**, **Download**, **Delete**, **Forward**, **Publish**, and **Resume** (Meeting).

The Registered Owners can decide to (1) playback their recordings, (2) to delete recordings, (3) to download recordings to local disk for offline reviewing, (4) to forward recordings to other registered members, (5) to publish recordings to certain groups or to all members, and finally (6) to start or continue a meeting from a recording file, namely resume meeting.

To playback/download/delete recording:

1. Log in to the MMC web portal as a Registered Owner
2. Click **List Recordings** or **Lookup Meetings** to identify the recording file
3. Select the recording file and click **Playback/Download/Delete**

To forward a recording file:

1. Log in to the MMC web portal as a Registered Owner
2. Click **List Recordings**
3. Select the recording file and click **Forward**
4. In **Forward Recording** field, specify **Title** and type in **Message**

Forward Recording	
* Required field	
Meeting ID:	23
* Title:	<input type="text" value="Agenda Meeting"/>
Start Time:	Apr 24 (02:51 PM), 2005
Duration:	4 minutes
Message:	<div style="border: 1px solid gray; padding: 5px;"><p>Please review the consents.</p><p>Feedback required in 3 days.</p><p>This recording will be deleted after reviewers' feedback.</p></div>

5. Similar to Create Meeting, in the **New Recipients** field you can either (1) type in **E-mail** and **Name** and click **Add recipients** or (2) click **View Contacts**, select user(s) or contact group(s) from your Contact List and click **Add To Forward Recording Recipients**.

New Recipients:

E-mail	Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Contacts List

<input type="checkbox"/>	On Line/Name/E-mail	Action
<input checked="" type="checkbox"/>	+ Project Team	
<input type="checkbox"/>	Guest 1 (guest1@abc.com)	
<input type="checkbox"/>	User 1 (user1@homemeeting.com)	
<input type="checkbox"/>	User 2 (user2@homemeeting.com)	
<input type="checkbox"/>	User 3 (user3@homemeeting.com)	
<input checked="" type="checkbox"/>	user 4 (user4@homemeeting.com)	
<input type="checkbox"/>	Owner (owner@homemeeting.com)	

6. Click **Send Mail**.

Recipients List

<input type="checkbox"/>	Name/E-mail
<input type="checkbox"/>	+ Project Team
<input type="checkbox"/>	user 4 (user4@homemeeting.com)

Upon receiving the email of Forward Recording, the recipients can playback the recording file by clicking an encrypted URL in the emails.

Note that if a recipient is *not* a registered MMC member, playback of the forwarded recording is **not permitted**. Refer to Playback Forwarded Recording below.

To publish a recording:

1. Log in to the MMC web portal as a Registered Owner
2. Click **List Recordings**
3. Select the recording file and click **Publish**
4. In the **Published Recording Information**, specify **Title**, modify **Participants List** (if necessary), and specify **Keywords** for searching.
5. Do one of the following:
 - Select **Yes** to **Open To Public** and click **Publish Recording** or
 - Select **No** to **Open To Public**. Select **Group Organization**, or select contact group from **My Contacts**, or type in **E-Mail** and **Name** and click **Add Permittees**. Click **Publish Recording**.

Published Recording Information	
* Required field	
Meeting ID:	23
* Title:	<input type="text" value="Agenda Meeting"/>
Coordinator:	Owner (owner@homemeeting.com)
Start Time:	Apr 24 (02:51 PM), 2005
Duration:	4 minutes
Participants List:	<input type="text" value="Owner (owner@homemeeting.com)"/>
Keywords:	<input type="text" value="China, sales, April, 2005"/> <small>Note: Use comma or new line to separate keywords.</small>
* Open To Public:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Publish Recording"/>	

* Open To Public:	<input type="radio"/> Yes <input checked="" type="radio"/> No										
Group Organization:	<div style="border: 1px solid black; padding: 2px;"> --Select a Group Organization-- </div> <div style="border: 1px solid black; background-color: #FFD700; text-align: center; padding: 2px; margin-top: 2px;"> Add Group Organization To Permittee </div>										
New Permittees:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #90EE90;"> <th style="width: 50%;">E-mail</th> <th style="width: 50%;">Name</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; background-color: #FFD700; padding: 2px 10px;">Add Permittee</div> <div style="border: 1px solid black; background-color: #FFD700; padding: 2px 10px;">View Contacts</div> </div>	E-mail	Name								
E-mail	Name										

6. Click **Published Recording** to view the **Published Recording List**.

Published Recording List	
No.	Published Recording Information
1	Agenda Meeting Apr 24 (02:51 PM), 2005, 4 minutes, 0.576 MB Coordinator: Owner Keywords: 2005, April, China, sales

As demonstrated here, a Registered Owner can publish a recording to all MMC members or a chosen group of members—and index a published recording with keywords. MMC system will automatically keep a duplicated backup for the published recording.

4.9 Resume Meeting and Forum-Mode Meeting

The MMC communication system provides two special types of meetings that cannot be found in the Web Office communication system: Resume Meeting and Forum-Mode Meeting.

Resume Meeting

Here are two most popular scenarios that users will find Resume Meeting is very helpful:

- After reviewing a recording message left by a registered user, a Registered Owner can Start Meeting by selecting the recording message to Resume Meeting and forward the new recording file to the user. This new recording file will contain the existing recording message from that user and a new section recorded by the Owner.
- A Registered Owner can combine a sequence of meetings into a complete recording file.

There are at three ways to resume a meeting:

1. Click **List Recordings**, select the existing recording file, and click **Resume**.

<input type="checkbox"/>	No.	Title	Start Time	Size	Action
<input type="checkbox"/>	1	Agenda Meeting (Owner)	Apr 24 (02:51 PM), 2005 4 minutes	0.576 MB	Play Back Forward Download Publish Resume

[Delete Recording](#)

Meeting Information

* Required field

* **Resume Meeting:** Yes No

Previous Meeting: Agenda Meeting
Sun, Apr 24, 2005, 02:51 PM
Sun, Apr 24, 2005, 02:51 PM
(4 minutes)
(ID: 23)

[Select Meeting](#)

2. During **Create Meeting** or **Edit Meeting**, select **Yes** to **Resume Meeting**. Click **Select Meeting**, select a recording file, click **Resume Meeting** and click **Save Meeting** after type in required information.

Meeting Information

* Required field

* **Resume Meeting:** Yes No

[Select Meeting](#)

Recording List

<input type="checkbox"/>	No.	Title	Start Time	Size
<input type="checkbox"/>	1	Agenda Meeting (Owner)	Apr 24 (02:51 PM), 2005 4 minutes	0.576 MB

[Resume Meeting](#)

3. Click **Start Meeting** and select **Resume Meeting**. Click **Select Meeting**, select a recording file, click **Resume Meeting** and click **Submit** after typing in all required information.

Launch JoinNet

Please set attributes of the instant meeting:

* Required field

* **Resume Meeting:** Yes No

Select Meeting

* **Title:**

* **Recording:** Yes No

* **Forum Mode:** Yes No

Joint Browsing URL:

Submit **Cancel**

Recording List

	No.	Title	Start Time	Size
	1	Agenda Meeting (Owner)	Apr 24 (02:51 PM), 2005 4 minutes	0.576 MB

Resume Meeting

Forum-Mode Meeting

In a Forum-Mode Meeting, all meeting participants' audio/video will be enabled automatically when joining an online meeting. The maximum number of participants in a Forum-Mode meeting is limited by the settings of "max_participant_video" and "max_participant_audio" in the configuration file, "configm.ini".

To enable a Forum-Mode Meeting for both Create Meeting and Start Meeting, select **Yes** at the **Forum Mode** field.

4.10 Check Reservation Status

When Create Meeting or Start Meeting, the MMC system will not process meeting reservation if the required connections exceeds the available reserved connections, or you cannot start an instant meeting if there is no available connection. When encountering such problem, you should check reservation status at once.

To check reservation Status click Reservation Status. The system will return and display the following:

- Maximum Number of Connections for Reserved Meetings

- Maximum Number of Connections for Instant Meetings
- Available Connections for Instant Meetings
- A weekly table shows the number of reserved meetings and number of reserved connections for each half hour period. The number is shown in red if it exceeds the limit. Here is the Meeting Reserve Status as a result of our previous example:

		April	25	2005	Go	This Week		
		◀ Apr 24, 2005 - Apr 30, 2005 ▶						
		Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30
12	AM	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
1	00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
2	00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
3	00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
8	00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
9	00	0 / 0	0 / 0	1 / 4	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	1 / 4	0 / 0	0 / 0	0 / 0	0 / 0
12	PM	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
1	00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
8	00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
9	00	0 / 0	1 / 4	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
10	00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
11	00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0

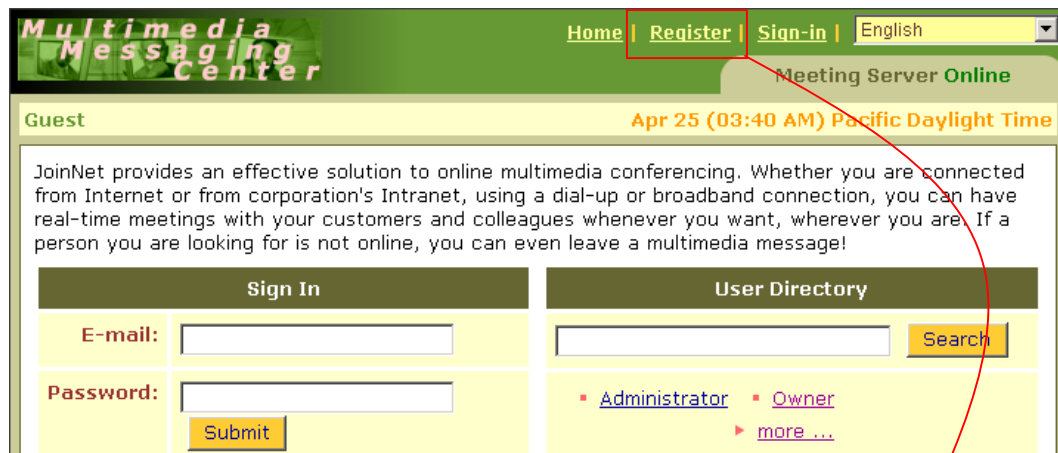
5. For Registered User

If the System Administrator set “enableRegistration=True”, people can then register accounts at the MMC web portal.

5.1 Identity Registration and Authentication

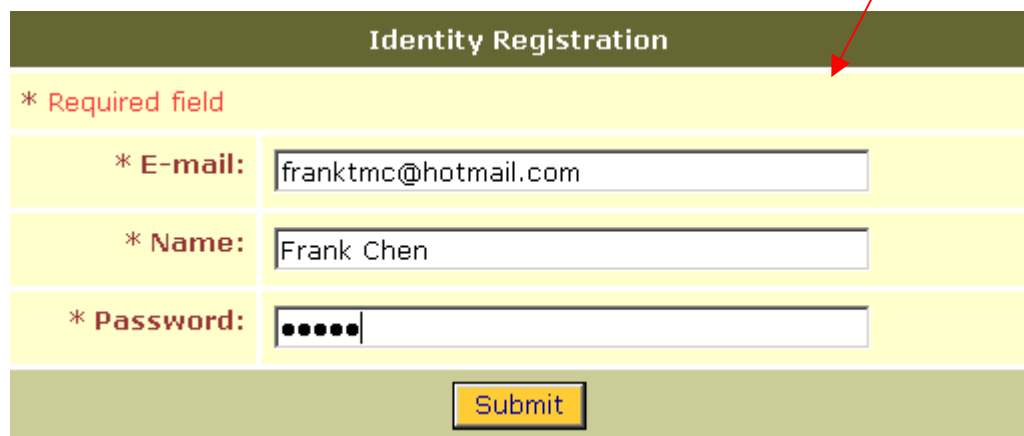
To register an account at MMC web portal:

1. Launch your browser.
2. In the browser **Address** or **Location** field, enter the URL of your MMC web portal and press the **Enter** key.
3. Select **Register**.



The screenshot shows the MMC web portal interface. At the top, there is a green header with the logo "Multimedia Messaging Center" and navigation links: "Home", "Register" (highlighted with a red box), "Sign-in", and a language dropdown set to "English". Below the header, it says "Meeting Server Online". The main content area has a "Guest" status and the date/time "Apr 25 (03:40 AM) Pacific Daylight Time". A paragraph of text describes JoinNet's services. Below this, there are two main sections: "Sign In" and "User Directory". The "Sign In" section has fields for "E-mail:" and "Password:" with a "Submit" button. The "User Directory" section has a search field and a "Search" button, with links for "Administrator", "Owner", and "more ...".

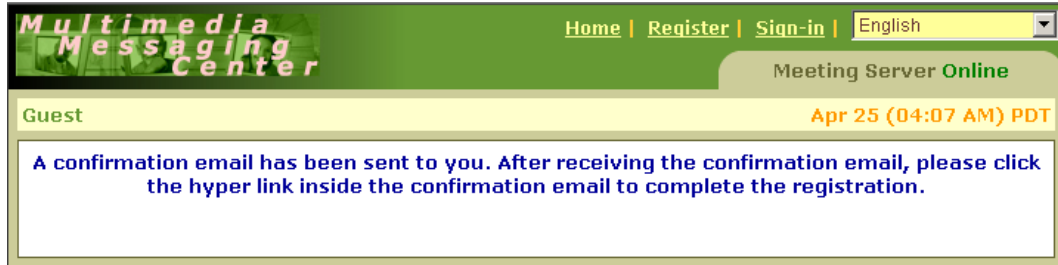
4. Type in your **E-Mail**, **Name**, and **Password**. Click **Submit**.



The screenshot shows the "Identity Registration" form. It has a title bar "Identity Registration" and a red asterisk indicating required fields. The fields are: "E-mail:" with the value "franktmc@hotmail.com", "Name:" with the value "Frank Chen", and "Password:" with masked characters. A "Submit" button is at the bottom.

The MMC web application will then process your registration and send an Identity Registration Confirmation to the email address you specify.

5. The system will return a message as follow:



6. After receiving the confirmation email, click at the hyperlink inside the confirmation email to complete the registration. Automatically you enter the MMC for the first time.



Once you set up an account at MMC, the MMC web application will install a permanent cookie at the PC by which your identity will be verified. Next time when you use the same PC to browse the MMC's URL, the MMC web application will verify this permanent cookie and you can login the MMC without typing in any user information. Simply put, the MMC web application recognizes your PC! On the other hand, if you use different PC to browse the same URL, the MMC web application will ask you to type in your email address and password to authorize your access to the MMC.

Of course, you can remove a permanent cookie from any PC—this is very important if you just finish accessing MMC by using other people’s PC. What you shall do, before log out the MMC, is to click **My Preferences** and select **Uninstalled Identity**. Click **Save** to remove the permanent cookie (refer to My Preferences).

5.2 Lookup Meetings

Normally, the System Administrator should set “userDefaultRole=0” in the configuration file, mmc.ini, which means that, by default, people who register their accounts at the MMC web portal have no privilege for Create Meeting nor Start Meeting. Nevertheless, a Registered User can lookup meetings in which he/she is enrolled by other Registered Owner.

To lookup meetings: (considering User 1 from the previous example)

1. Log in to the MMC web portal as a normal user: type in **E-mail** and **Password** and click **Submit**.
2. Click **Lookup Meetings**.
3. Click meeting **Title** to view **Meeting Information**.

Please refer to the previous section, For Registered Owner, for more detailed discussion on Lookup Meeting, Calendar, and My Contacts.

5.3 Open Attachment

To view file attachment in the Meeting Information, namely Open Attachment:


1. In **Meeting Information**, click **Open Attachment**.
2. Click download icon to download file(s) uploaded by the Registered Owner
3. A Registered User can upload file to the Registered Owner: click **Browse** and select file to upload, and click **Upload**.

Please refer to the previous section, For Registered Owner, for more detailed discussion on Open Attachment.

5.4 Attend Meeting



Each enrolled user, including the Registered Owner, after receiving the email invitation can click on the hyperlink “Attend” in the email message to enter the meeting at the scheduled time. The meeting participants can also synchronize this meeting event with the Microsoft Outlook so as to put the meeting schedule into Outlook’s calendar book.


If an enrolled user click Attend before the scheduled time, the system will return the following message: **The specified meeting cannot be started outside the reserved time slot.**

Meeting Notification	
Meeting ID:	928
Coordinator:	Frank Chen
Title:	Team Collaboration
Start Time:	Apr 25 (05:15 AM), 2005 PDT
Duration:	60 minutes
Recording:	Yes
Agenda:	<div style="border: 1px solid gray; padding: 5px;"> 1. Progress Review 2. Creative Discussion 3. Agenda for Next Meeting </div>
Message:	<div style="border: 1px solid gray; padding: 5px;"> 1. Prepare slide uploading to report progress 2. Personal progress report no more than 30 minutes </div>
Outlook:	Sync with Outlook 
<p>Note: To attend this online meeting, your computer needs to have the JoinNet software installed. JoinNet is free and available at http://www.homemeeting.com. Please click the following link to go to meeting: Attend</p>	

 [Click to Attend Meeting](#)

During an online meeting, every participant can check live attendance record from the Participants List in the Meeting Information web page, for example:

Participants List		
On Line	Invited	Name/E-mail
		Owner (owner@homemeeting.com)
	✓	User 1 (user1@homemeeting.com)
	✓	User 2 (user2@homemeeting.com)
	✓	User 3 (user3@homemeeting.com)



When meeting ends, every meeting participant can check final attendance record from the Participants List in the Meeting Information web page, for example:

Displayed with Contact Group:

Participants List		
Attended	Invited	Name/E-mail
✓		Owner (owner@homemeeting.com)
<input type="checkbox"/>  Project Team		
✓		User 1 (user1@homemeeting.com)
✓		User 2 (user2@homemeeting.com)
▪		User 3 (user3@homemeeting.com)

Displayed without Contact Group:

Participants List		
Attended	Invited	Name/E-mail
✓		Owner (owner@homemeeting.com)
✓	✓	User 1 (user1@homemeeting.com)
✓	✓	User 2 (user2@homemeeting.com)
	✓	User 3 (user3@homemeeting.com)

Another way of joining a scheduled meeting is by Lookup Meeting. Here is how it works.

1. Click **Lookup Meetings**.
2. Click the meeting **Title**.
3. If the meeting starts, the Attend button will appear. Click **Attend**.

Please refer to the previous section, For Registered Owner, for attending an instant meeting. When a Registered Owner clicks Start Meeting to launch an instant meeting, other users can click the Owner’s name at the MMC web portal to join meeting with the Owner’s permission, or click the Owner’s name at HomeMeeting Messenger (refer to *Getting Started with Web Office* and *HomeMeeting Messenger User Guide*).

5.5 Playback Forwarded Recordings

When a Registered Owner forwarding a recording to other users, the users will receive an email notification for recording playback. Note that Forward Recording only sends an encrypted permission for online playback, not sending the recording file to users.

If the System Administrator set “enforceSignInForInvitedGuest=True” in the configuration file mmc.ini, all forward-recording recipients have to sign in to the MMC website first in order to playback any forwarded recording.

Meeting Recording	
Title:	Agenda Meeting
Start Time:	Apr 25 (04:17 AM), 2005 PDT
Duration:	2 minutes
Message:	<div style="border: 1px solid gray; padding: 5px;"> <p>Please review the consents.</p> <p>Feedback required in 3 days.</p> <p>This recording will be deleted after reviewers\\\' feedback</p> </div>
Outlook:	Sync with Outlook
<p>Note: To play back this recording, your computer needs to have the JoinNet software installed. JoinNet is free and available at http://www.homemeeting.com. Please click the following link to play back the recording:</p> <p>Play Back</p>	

Click to Playback Recording

5.6 Lookup Published Recording

To check any available published recording:

1. Log in to the MMC web portal.
2. Click **Lookup Recording** under Published Recordings
3. Select available recording file and click the Title.

Published Recording List	
No.	Published Recording Information
1	Agenda Meeting Apr 24 (02:51 PM), 2005, 4 minutes, 0.576 MB Coordinator: Owner Keywords: 2005, April, China, sales

4. Click **Playback** or **Download**.

