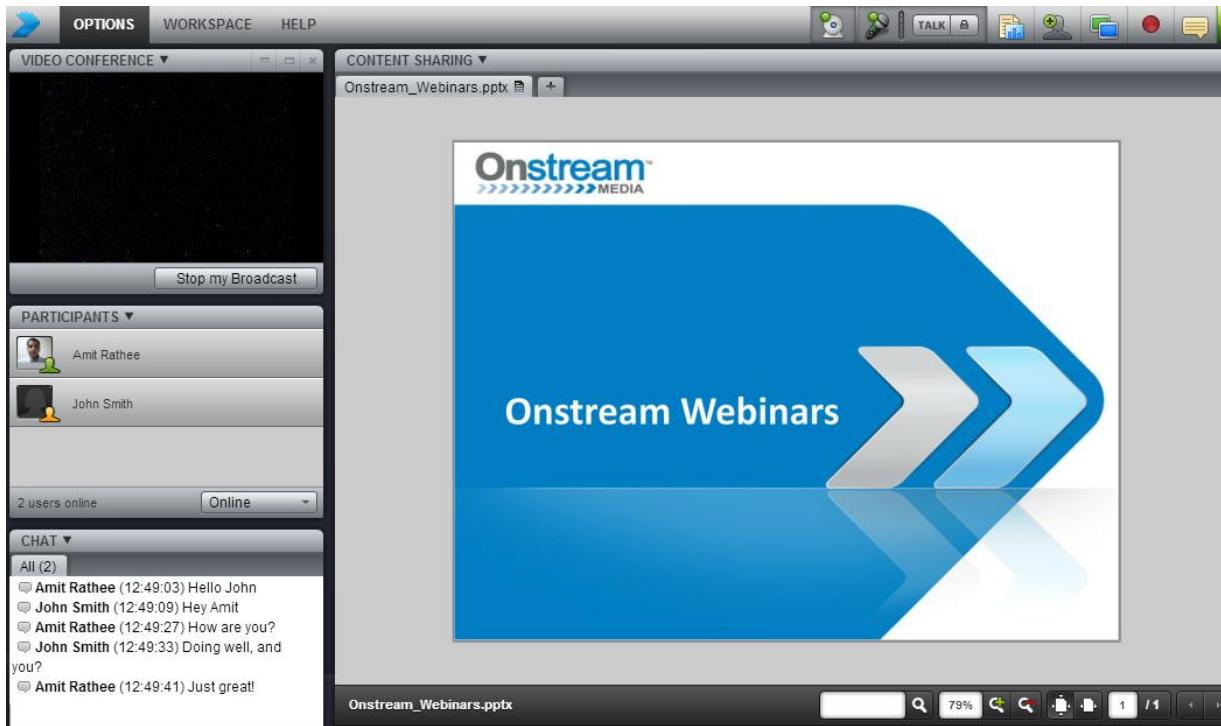




All-in-one webinar solution.



User Guide

For Account Holders and Moderators



CHAPTER 1

Quick Start Guide

You will learn how to schedule your first session in 5 easy steps.

STEP ONE: Login to Onstream Webinars

Use your favorite browser and visit: <http://join.onstreammedia.com>

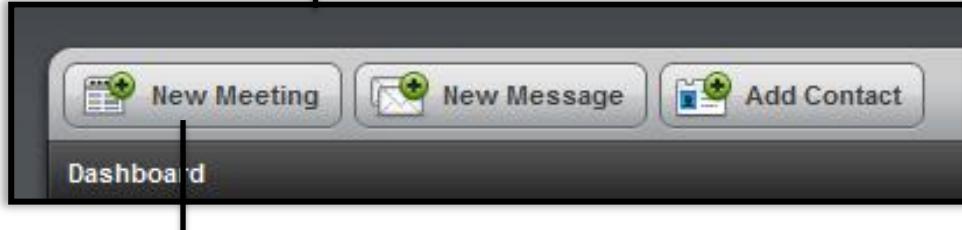


STEP TWO: Create your meeting

Click the New Meeting button

The first thing you will see after login is the dashboard

Find the New Meeting button at the top left



Click the New Meeting button, a panel will slide open allowing you to enter the meeting's details

A screenshot of the Onstream Webinars dashboard. A slide-out panel is visible, centered over the main content area. The panel has a title bar with 'New Meeting', 'New Message', and 'Add Contact' buttons. It displays '0 Today Meetings' and '0 Unread Messages'. Below this is a section for account information: 'My Service Plan Onstream 500-User Webinar (Upgrade account)', 'Capacity 1000 seats', 'Account renewal Unlimited', 'Recordings 0 out of 500 used', and 'Media Library Space 0 of 98MB used'. There are also sections for 'Sessions' (which says 'You have not created any sessions yet.') and 'Messages' (which says 'You have no messages'). At the bottom of the slide-out panel is a 'View Sessions' link. The background of the dashboard shows a welcome message: 'Welcome to Onstream Media! Click the New Meeting button above to create a new session. Please send us your feedback.'

STEP THREE: Enter the meeting details

Add information to make the meeting easy to identify

Fill in the details of the session, just enter a Topic for now

This panel will open after you clicked New Meeting

TOPIC *

Enter a topic name for the session.

START *

2014-03-24 09 15

The date and time you wish to schedule your session at in the format YYYY-MM-DD.

PASSWORD

Generate

Enter a password or click on generate.

TIMEZONE

EST (US & Canada)
Your session will be scheduled in this timezone. [change]

FRIENDLY URL

http://join.onstreammedia.com/go/arathet
Enter a URL which you will use to invite others to your meeting.

Advanced options

Cancel Save

You can ignore this for now, we'll look at it in more detail later

When you're done, click to save your meeting

STEP 4: Enter the meeting

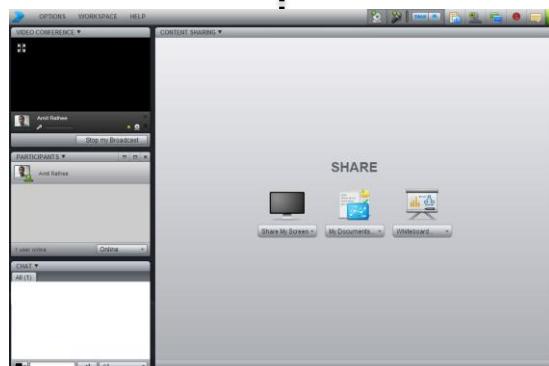
The meeting you just created will appear in your schedule

To enter the meeting, click its name

Schedule								
TOPIC	START	DURATION	TIMEZONE	AUTHOR	Join	PLACE	ACT.	
Today							14-06-11	
quick start session	2011-06-14 10:35:00	60 min	(UTC + UM12)	Mark Foster		3Bn22C9		<input type="checkbox"/>
Tomorrow							15-06-11	
Monthly session	2011-06-15 10:05:00	60 min	(UTC + UM12)	Mark Foster		QTDXMhE		<input type="checkbox"/>
Wednesday							13-07-11	
Monthly session	2011-07-13 10:05:00	60 min	(UTC + UM12)	Mark Foster		jWeYNs4		<input type="checkbox"/>

View another: | 1 Week | 1 Month | 6 Months

Back to top ▲



A new window opens and you enter your first meeting

STEP FIVE: Invite your friends

Now that we're inside, let's invite some friends

Start your
mic and cam

When your
friends join,
you will see
their names
here

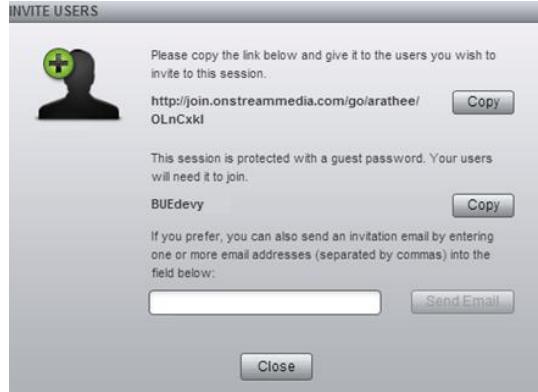
Chat



Click this button to
invite your friends



Use these buttons to share
your computer screen, files or
a whiteboard



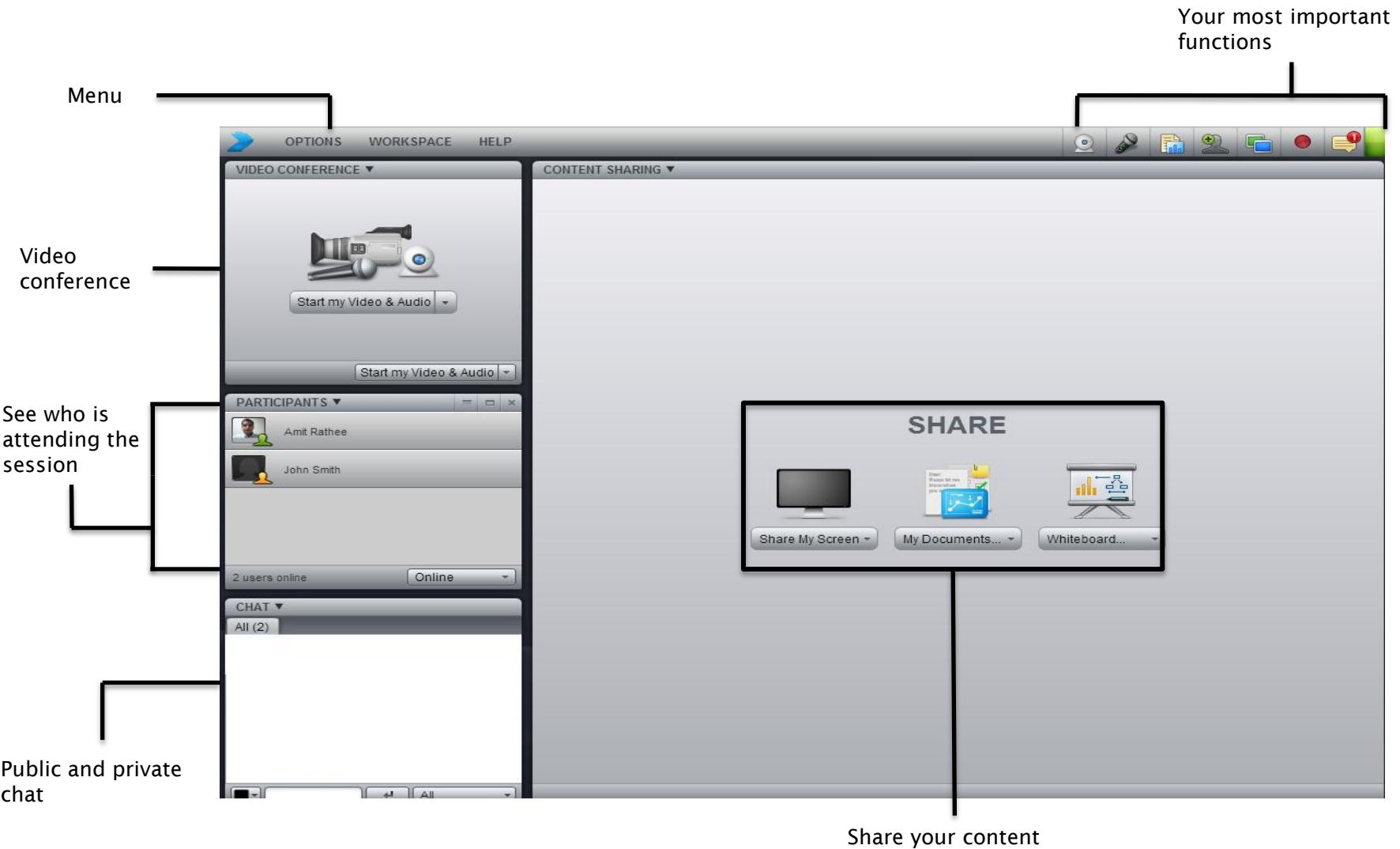
CHAPTER 2

The live session

We will explore all the things you can do inside a session

A first look inside

When you enter a session the first time, this is what you'll see



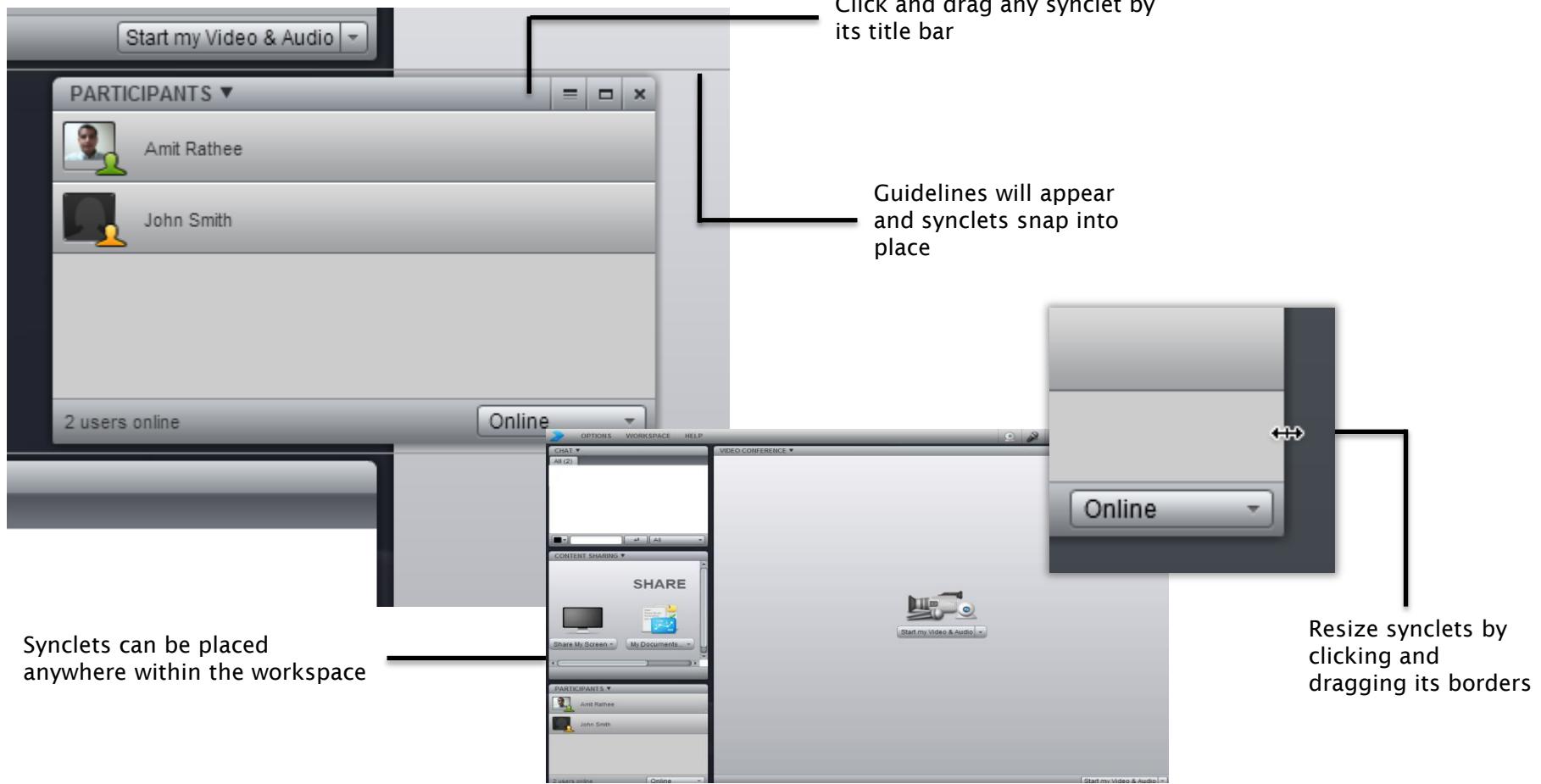
Understanding how synclets work

Each window in Onstream Webinars is a synclet, each performing a special function



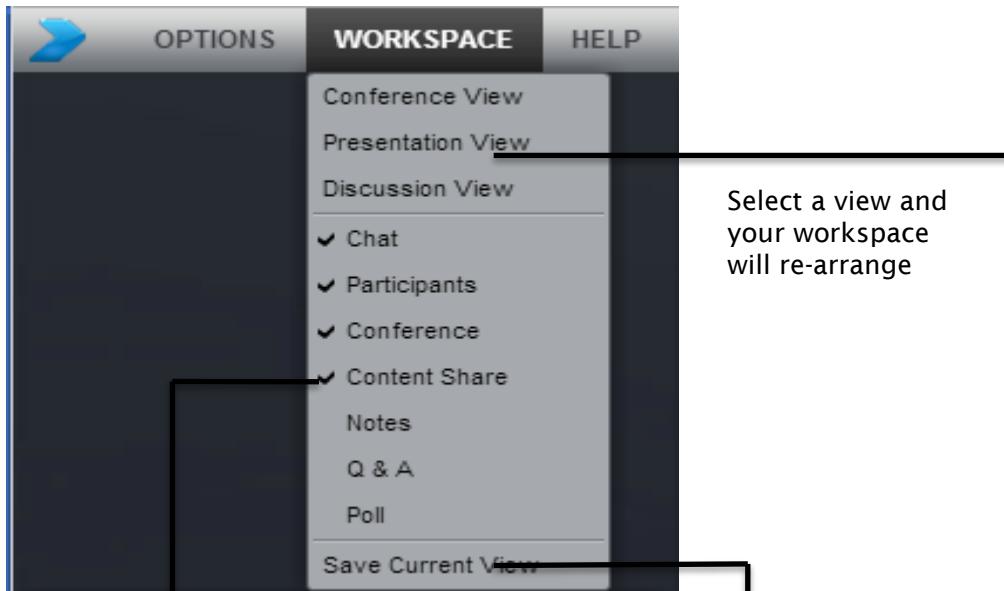
Arranging your synclets

Your workspace is flexible, synclets can be moved around and resized



Clean up your workspace

Quickly switch between your favorite views



Checkmarks indicate
which synclets are
currently visible. Show and
hide synclets by selecting
them from the menu

You can create custom
views. Arrange your
synclets the way you want
them and click Save
Current View

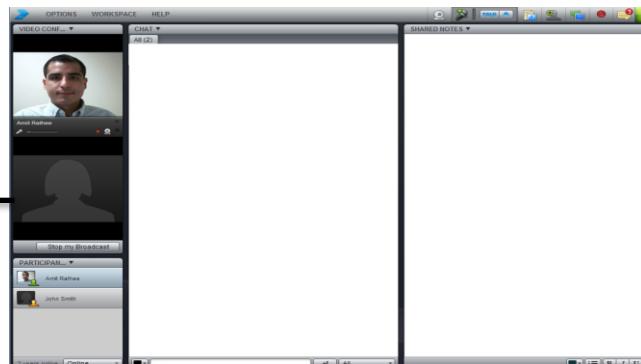
Conference View



Presentation View

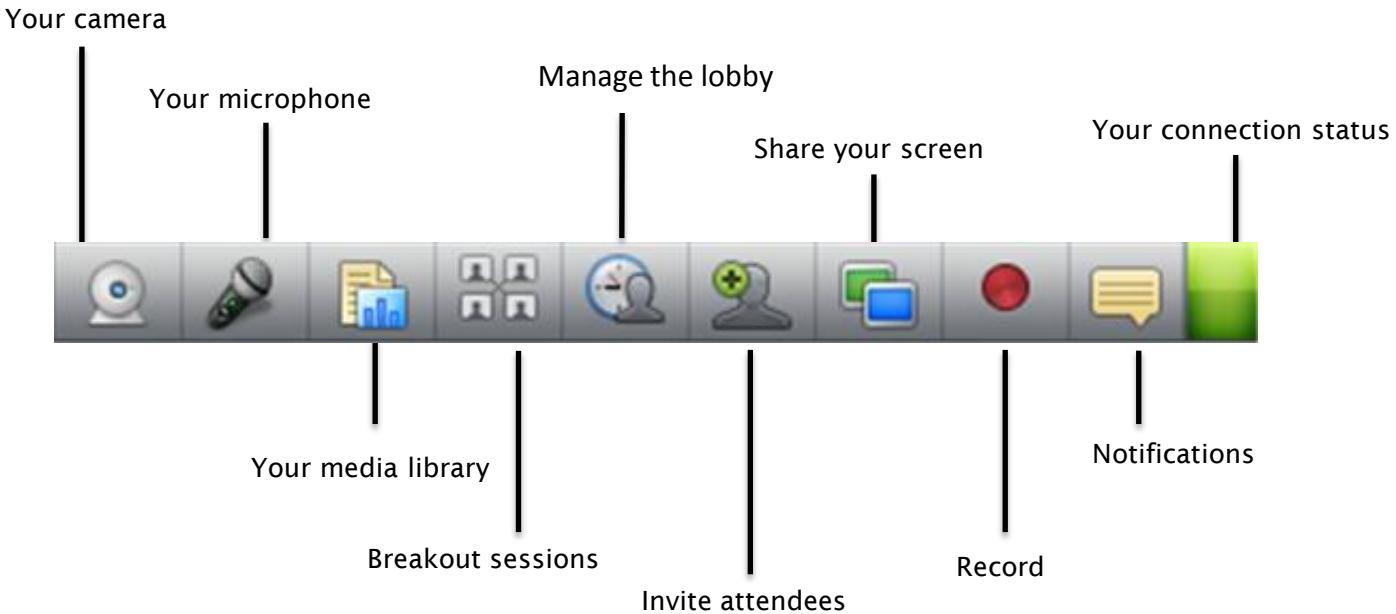


Discussion View



Your most important functions

Always accessible at the top right of your session



Your camera and microphone

Click to start broadcasting

To start broadcasting, click the camera and microphone buttons



Your video appears in the video conference synclet



Mute, control volume & see mic activity

Stop this broadcast

Pin the controls

Freeze video

Stop your own broadcast

Your media library

Your files are always just one click away

The screenshot shows a media library interface with the following components:

- Toolbar:** A horizontal bar with various icons, including a video camera, microphone, file, and user icons.
- Search Bar:** A search input field labeled "Search your Media Library".
- Media Library Section:** A table with columns "NAME", "SIZE", and "AUTHOR". It lists three files:
 - ONSMS Promo (0 B, Amit Rathee, checkbox)
 - Onstream Webinars.p... (510 KB, Amit Rathee, checked checkbox)
 - Sample Video.swf (847 KB, Amit Rathee, checkbox)
- Shared Files Section:** A table with columns "NAME", "SIZE", and "AUTHOR". It lists one file:
 - Onstream Webinars.p... (510 KB, Amit Rathee, checkbox)A callout box points to this section with the text: "Shared Files can be downloaded by other users in the session".
- Add File Button:** A plus sign button located in the top right of the Media Library section, with a callout pointing to it: "Add files by clicking the plus button".
- Drag-and-Drop Area:** A dashed rectangular area on the right side of the interface, with a callout pointing to it: "Drag and drop a file to the Shared Files area to allow other users to download it".
- Personal File Callout:** A callout box pointing to the second file in the Media Library list with the text: "These are your personal files".

You can add files from your computer or the web

Share any media, even YouTube® and Flickr®

Clicking the plus sign will open a menu

Add a file from your computer

Select the files and click open, the files will upload

Copy/paste the URL to any resource on the internet

Showing files to others is easy..

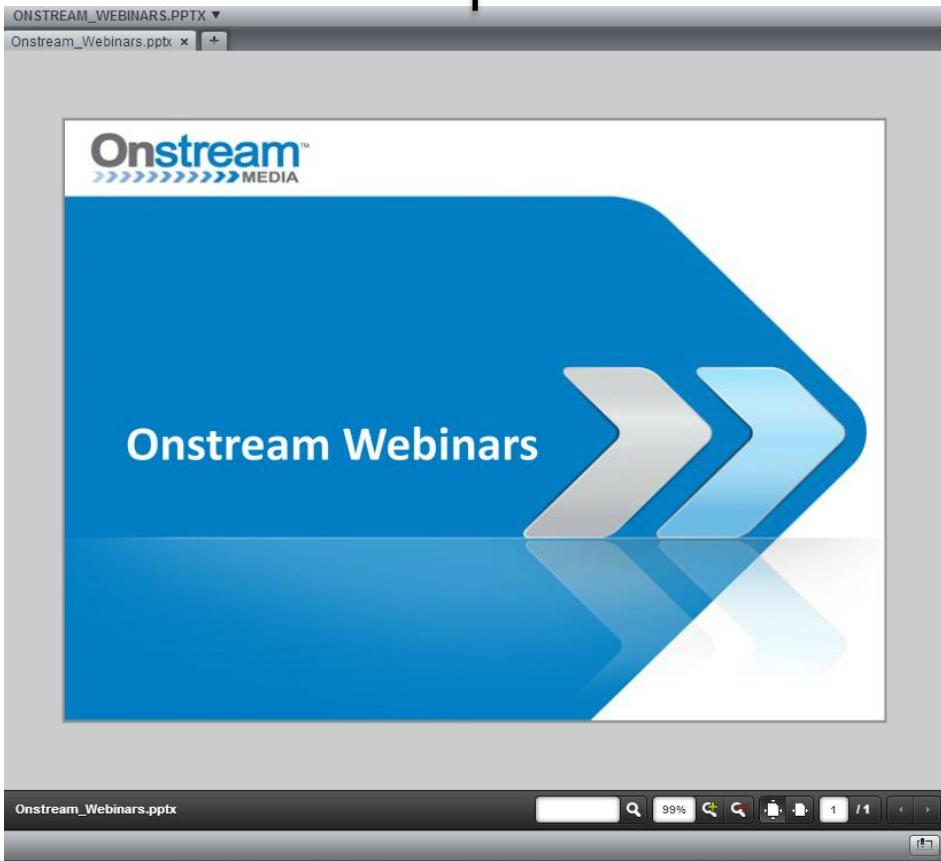
The screenshot illustrates the steps to share media files:

- Media Library:** Shows a list of files including "ONSM Promo", "Onstream Webinars.p...", and "Sample Video.swf". A context menu is open over the "+" button, listing options: "Add from my Computer", "New Folder", "Add from URL", "Add Media File from URL", "Add YouTube Video", and "Add Flickr Photo".
- File Selection Dialog:** A standard Windows "Open" dialog is shown, navigating through "Documents" and "Recent Places". It lists files like "Onstream Webinars Manual-Account Hold" and "Microsoft Office Power". A callout points to the "File name:" field and the "Open" button.
- ENTER URL Dialog:** A modal dialog titled "ENTER URL" with a text input field containing "http://www.youtube.com/watch?v=Zaf3NU45bVY". It includes instructions about accepted file types and buttons for "OK" and "Cancel". A callout points to the "OK" button.
- ENTER YOUTUBE URL Dialog:** A modal dialog titled "ENTER YOUTUBE URL" with a text input field containing "http://www.youtube.com/watch?v=Zaf3NU45bVY". It includes instructions about accepted file types and buttons for "OK" and "Cancel". A callout points to the "OK" button.

Showing your files to others

Everyone is always on the same page

Double click a document and it will open for everyone, or drag and drop it onto the content share synclet



A screenshot of a "MEDIA LIBRARY" interface. It shows a list of files with columns for NAME, SIZE, and AUTHOR. One file, "Onstream...", is listed with a progress bar indicating its status. A green checkmark appears next to the file name when it is ready.

NAME	SIZE	AUTHOR
Onstream...		Amit Rathee

Some files need to be converted before they can be opened, just click this button, Onstream Webinars does the rest

When the file is ready a green checkmark appears

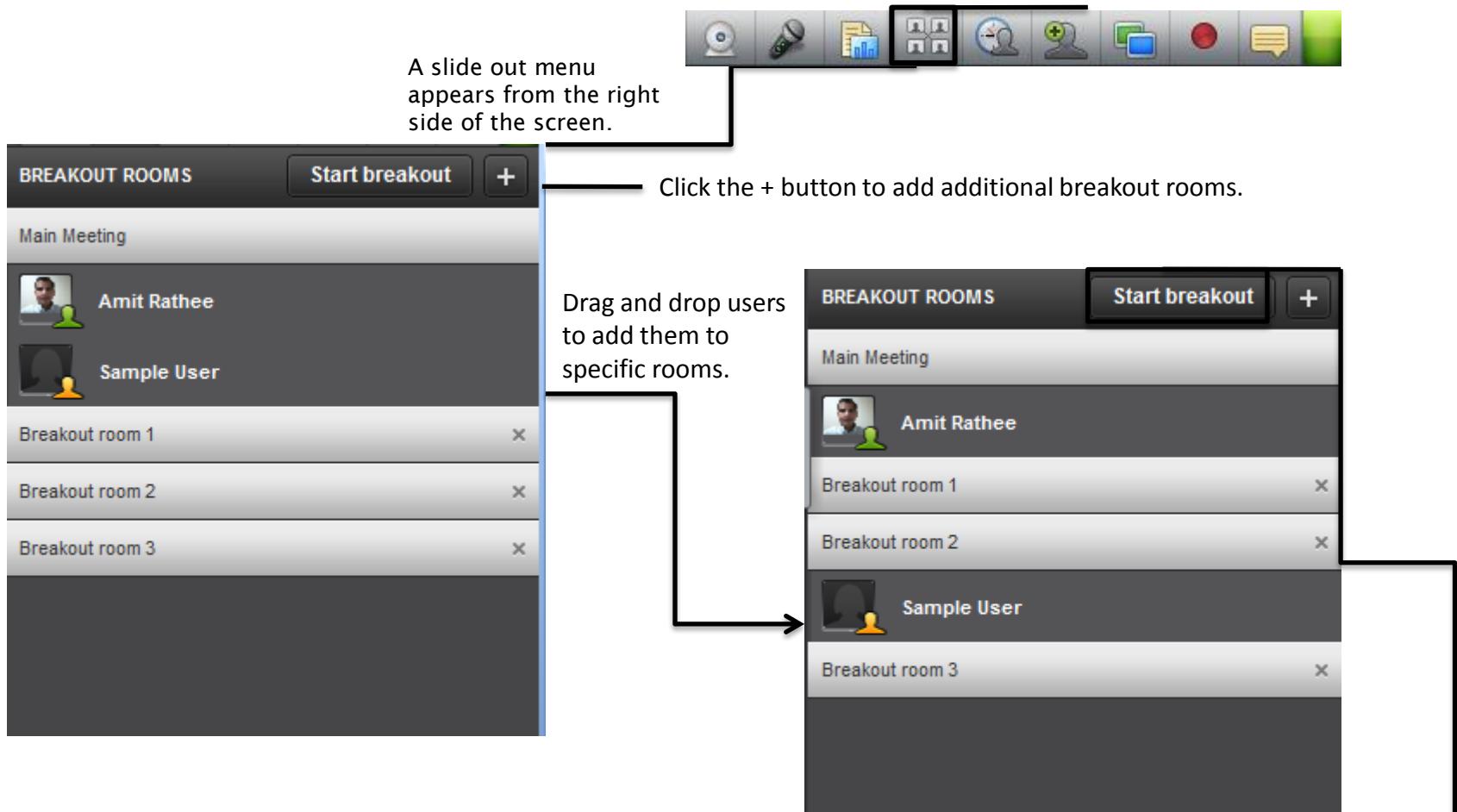
Controls to move to the next page, zoom, search and more

Turn on the whiteboard to collaborate on the document

Breakout Sessions

Allow participants to disperse into smaller groups while in session

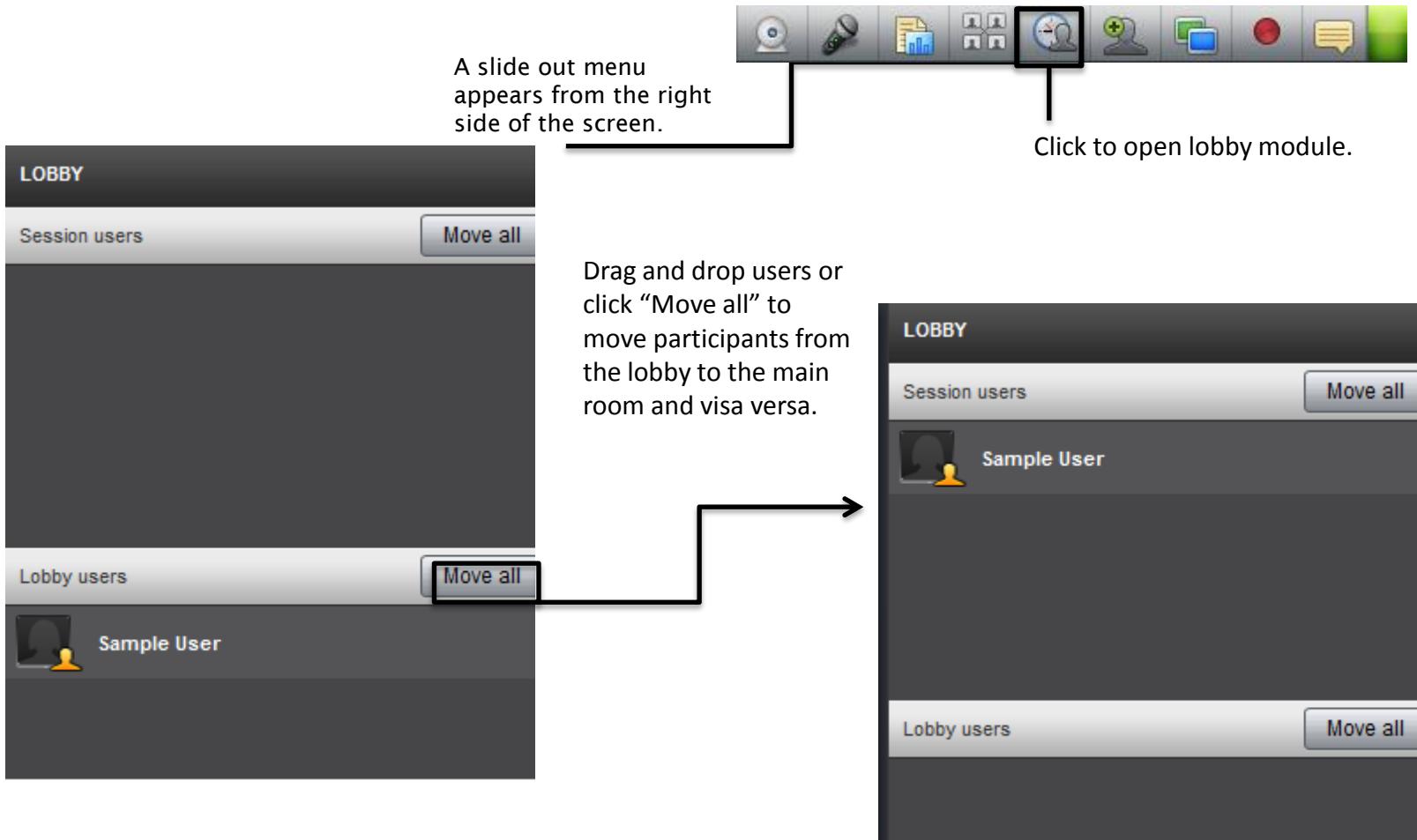
Click to open Breakout session module.



Click "Start breakout" to enable the individual smaller sessions within the main meeting.
Click "Stop breakout" to merge everyone back together into the main room.

Participant Lobby

Puts non-moderators in a lobby until moderators allow them to enter the session



Invite participants to your session

Add users at any time

Click to invite participants



A pop-up opens

INVITE USERS

Please copy the link below and give it to the users you wish to invite to this session.

[http://join.onstreammedia.com/go/arathee/
OLnCxkl](http://join.onstreammedia.com/go/arathee/OLnCxkl)

Copy

This session is protected with a guest password. Your users will need it to join.

BUEdevy

Copy

If you prefer, you can also send an invitation email by entering one or more email addresses (separated by commas) into the field below:

Send Email

Close

Copy the link and give it to your users

Copy the password if the session is protected

Enter an email address, then click the send button

Show your computer screen

You can choose what you want to share

Click the Screen Sharing button to open a menu



Select the program or window you want to share

Share Computer Programs

NAME
Jing
Google Chrome
AMD:CCC-AEMCapturingWindow

Start Sharing **Cancel**

Share Selected Windows

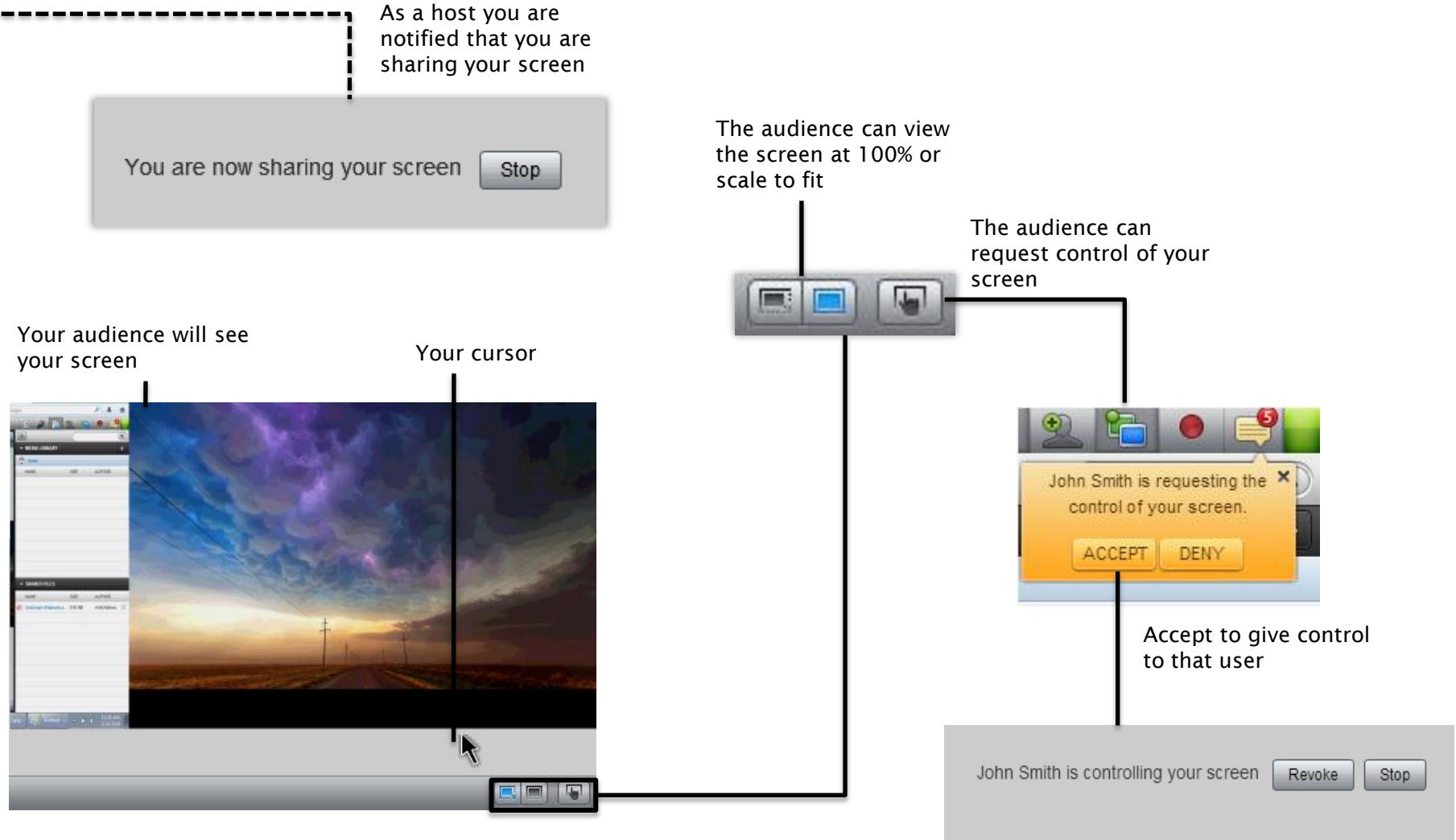
NAME
Jing
Customer meeting - Google Chrome
AMD:CCC-AEMCapturingWindow

Start Sharing **Cancel**

If it's not installed, install the plugin and choose a location

Your audience sees your screen

You can allow other users to control your computer



Record sessions

Everything in a session can be recorded

Click to record
a session



A pop-up opens

NAME THIS RECORDING

Enter a name for
the recording

Ok

Cancel

The recording starts
when you click Ok



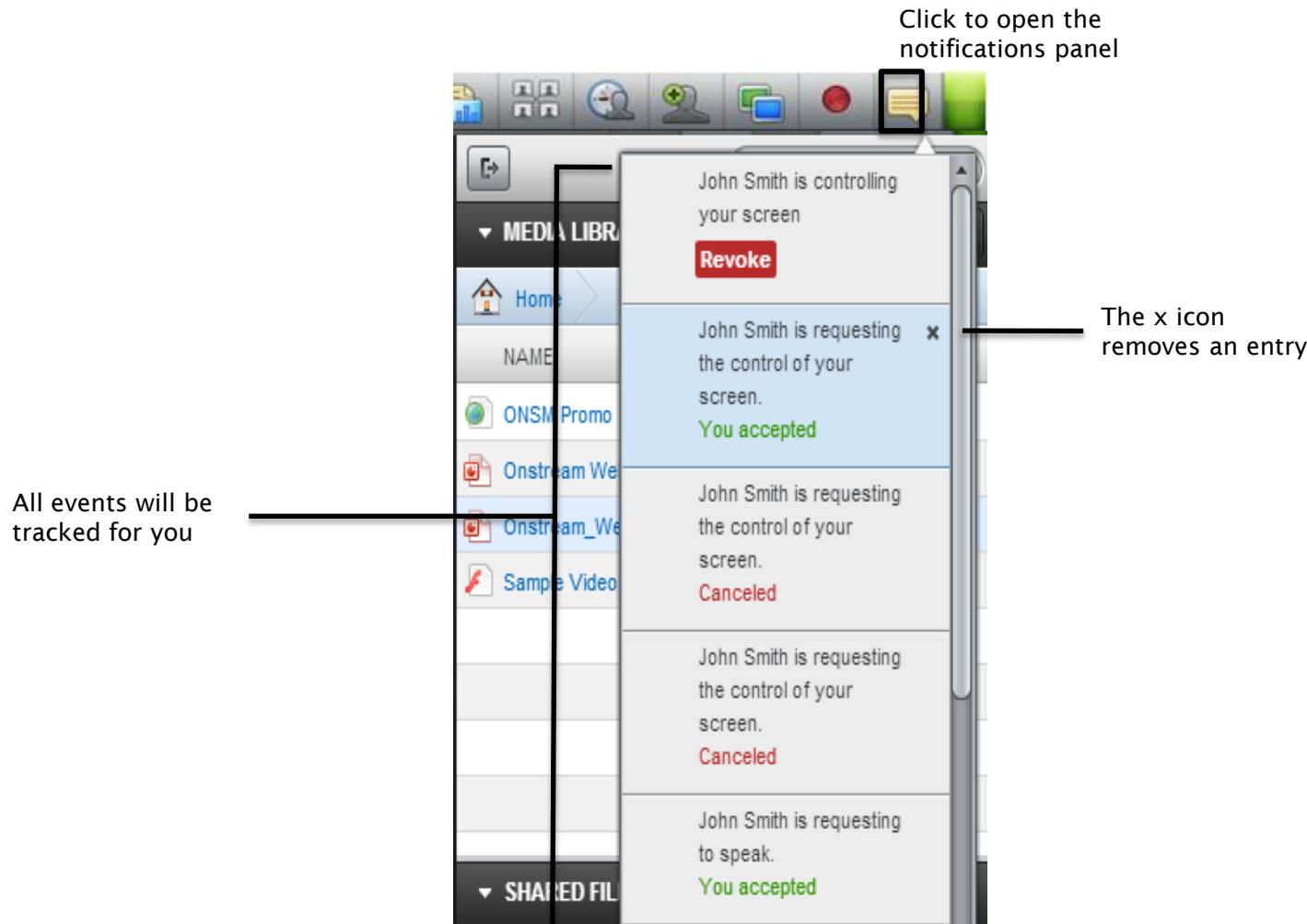
Everyone can see this
icon when a session is
being recorded

Click the record button again to stop
recording

The recording will be available in the
Account Holder's Account Center

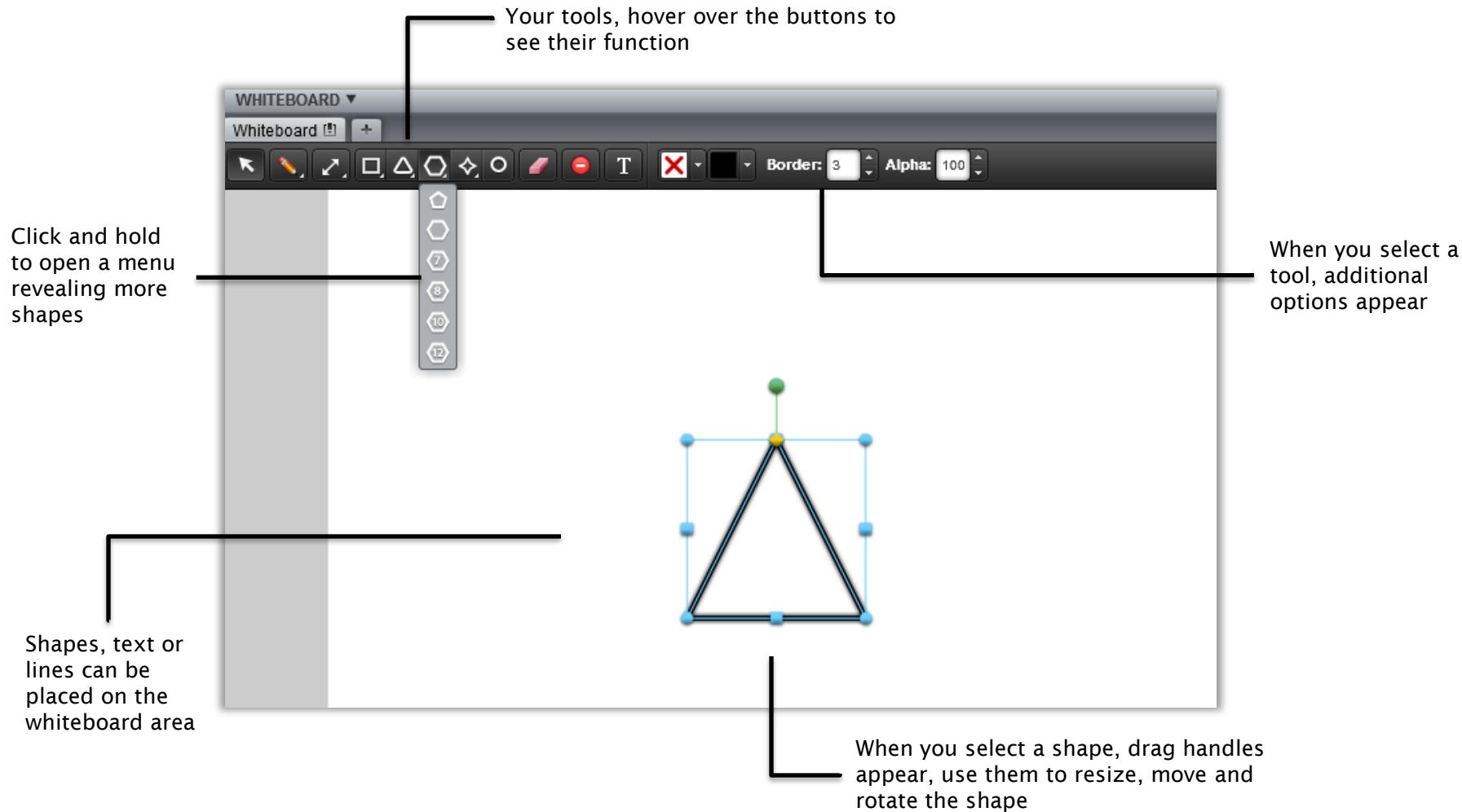
Notifications

A full history of events that occurred in the session



Using the whiteboard

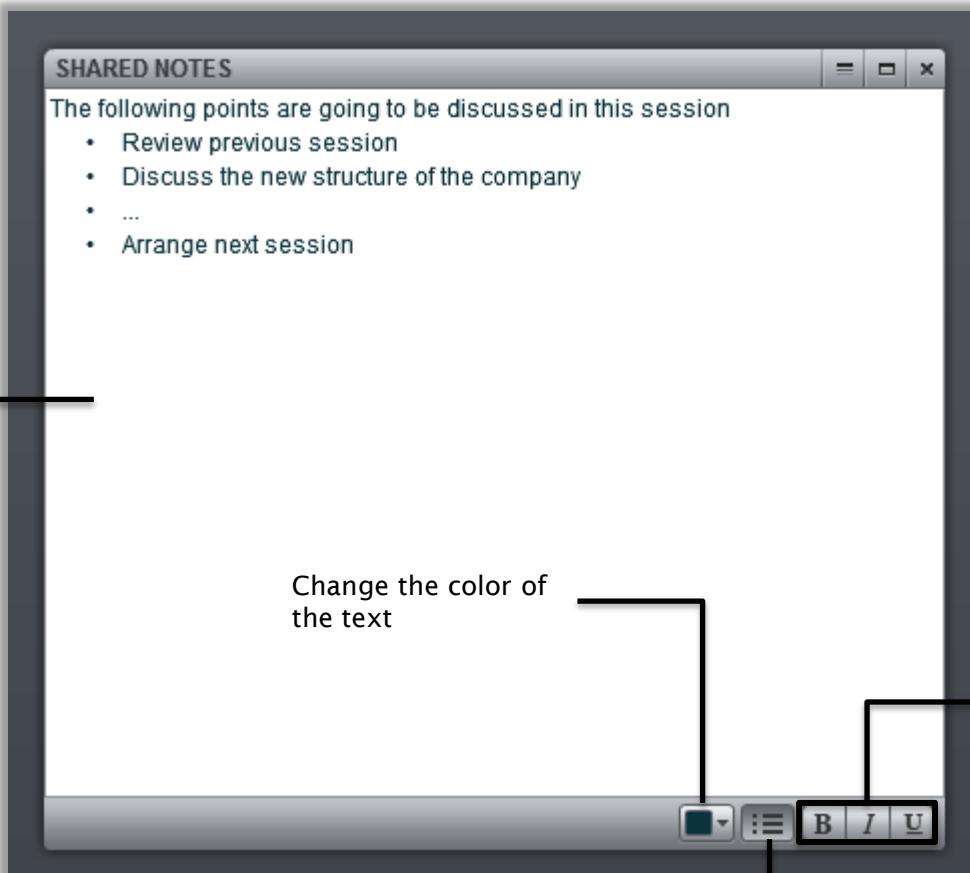
Collaborate and teach using the drawing tools



The shared notes synclet

Everyone can see it's contents

Any user with
permissions can
type notes here

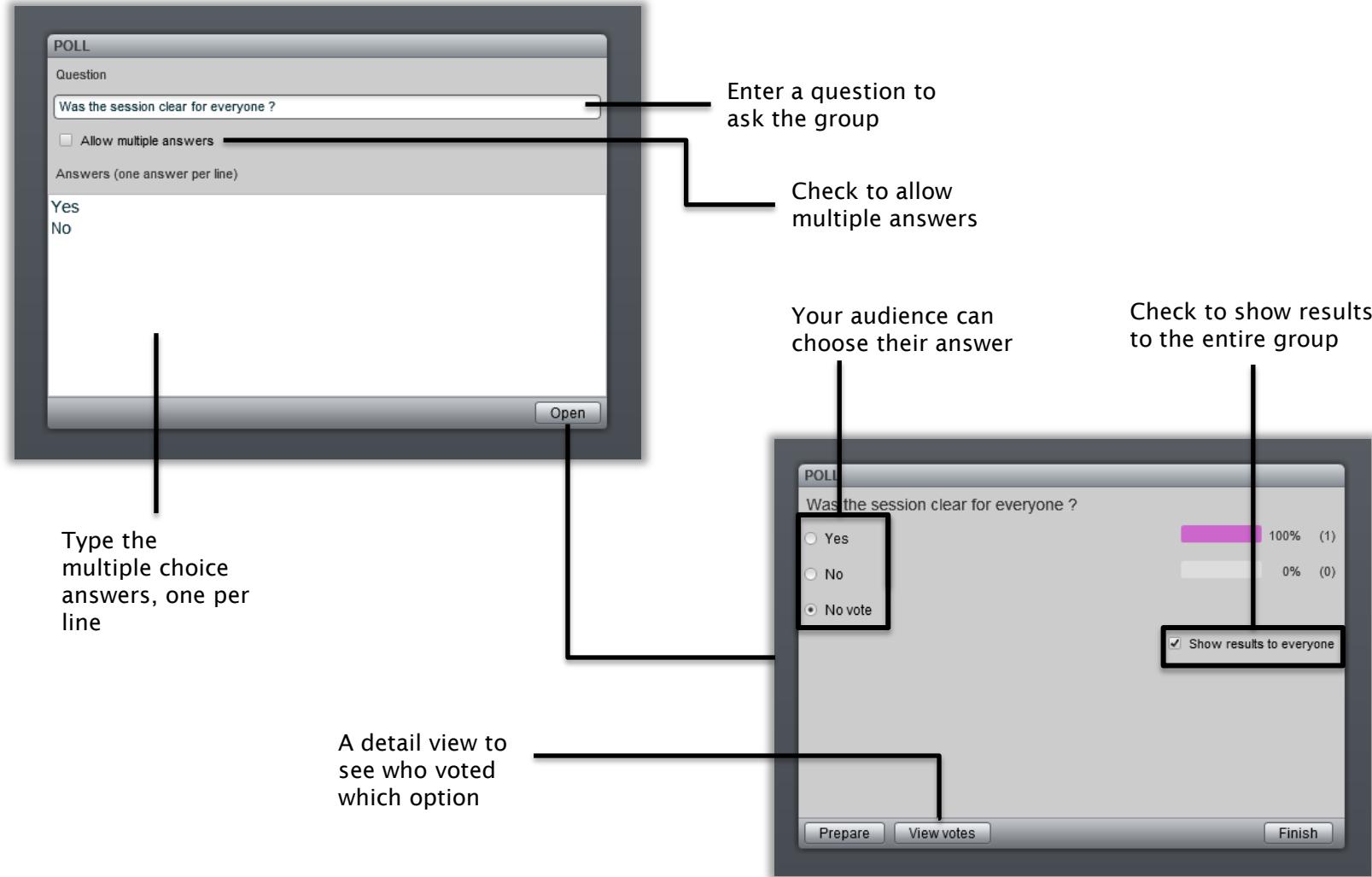


Create a bullet pointed list

Format selected text
to be bold, in italics
or underlined

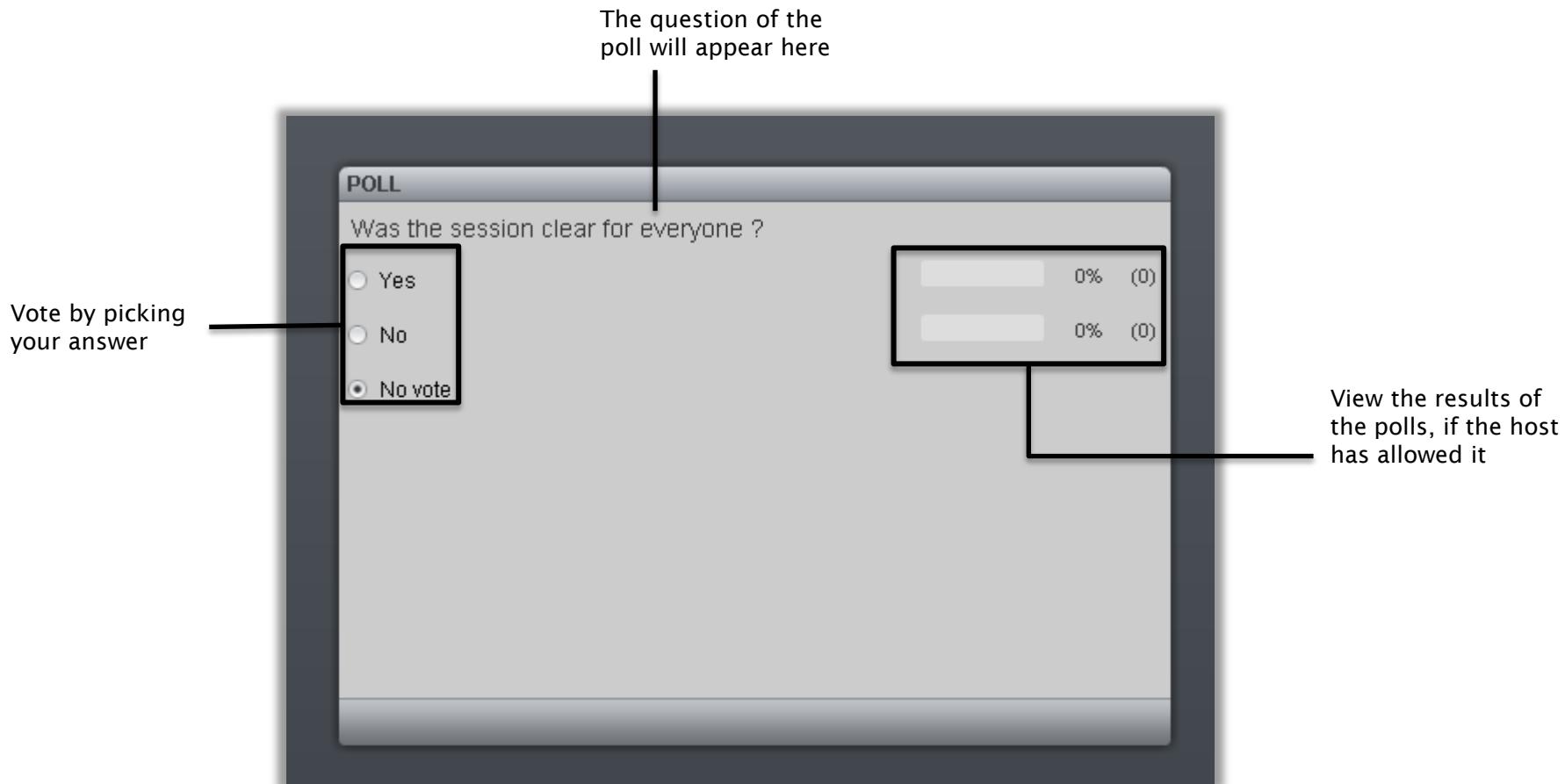
The Poll synclet – Moderator view

Keep your audience engaged with live polls



The Poll synclet – Audience view

Your host may decide to ask you a question



The Question & Answer synclet – Moderator view

Moderate questions before answering them to the floor

The screenshot illustrates the Question & Answer synclet interface for a moderator. It consists of several panels:

- Top Panel:** A grey header bar labeled "Q & A ▾".
- Question List:** A list of questions from users. The first two are visible:
 - John Smith : How is the weather by you?
 - John Smith : Can you conduct an Onstream Webinars demonstration thi...
- Right Side Labels:** Annotations explaining the interface:
 - "Questions will appear here, click a question to answer it" points to the question list.
 - "Delete a question" points to a small "x" icon next to the second question in the list.
- Selection Dialog:** A modal window titled "Q & A ▾" containing:
 - User: John Smith
 - Question: How is the weather by you?
 - Text input field: John Smith : Can you conduct an Onstream Webinars demonstration thi...
- Bottom Panel:** A form for entering a response:
 - Text input field: Type a response to the question
 - Text input field: Question: How is the weather by you?
 - Button: Answer
- Bottom Right Label:** "Click the Answer button and the answer will appear for all to see" points to the "Answer" button.

The Question & Answer synclet- Audience view

Your host may allow you to ask questions

The diagram illustrates the Q&A synclet interface for audience members, divided into three main sections:

- Top Section:** A message bar displays "Your question has been submitted." A callout points to this message with the text: "After clicking Ask, you are notified that your question is submitted".
- Middle Section:** A text input field labeled "Type your question here" is shown. Below it is an "Ask" button. A callout points to the "Ask" button with the text: "Click Ask".
- Bottom Section:** This section shows a submitted question and its answer. The question is: "Can you conduct an Onstream Webinars demonstration this Wednesday?". It is attributed to "John Smith". The answer is: "Absolutely!". It is attributed to "Amit Rathee".

Annotations in the bottom section point to the question and answer fields with the text: "Answers to questions will appear here as the moderators answer them".

The Chat synclet

A great way to communicate next to audio and video

Private chats open in tabs

Click the x-sign to close this private chat

CHAT ▾

All (2) Moderators John Smith x

Amit Rathee (12:48:59) Hello John
John Smith (12:49:06) Hey Amit
Amit Rathee (12:49:23) How are you?
John Smith (12:49:30) Doing well, and you?
Amit Rathee (12:49:38) Just great!

Send the message

Choose your text color

Type your message here

Choose the recipient, this is how you start a private chat

Email the chat history

Change the font size of the chat

CHAT ▾

Text Size

Small

Medium

Large

Clear Chat

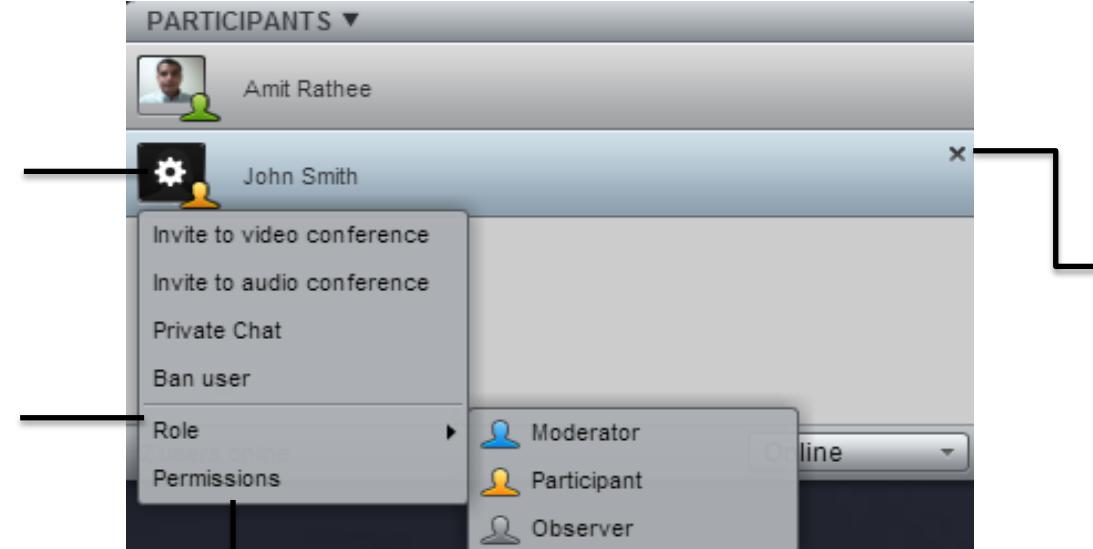
Email History

The Participants synclet

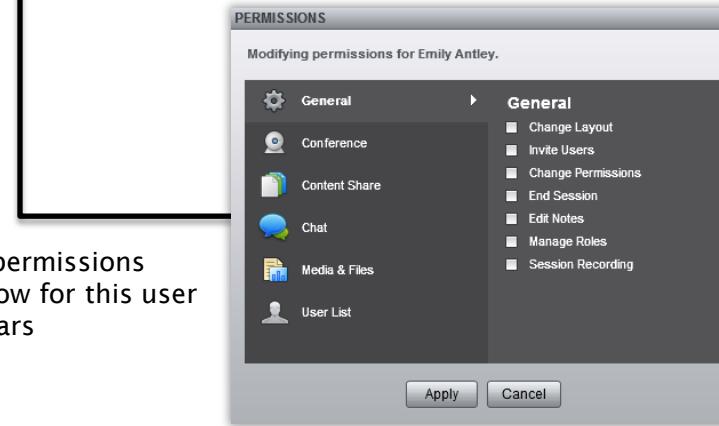
See who's in the room and control your audience

When you hover over the avatar of a participant, a cogwheel will appear. Click it to open a menu

Promote or demote anyone at any time



Set granular permissions to any function



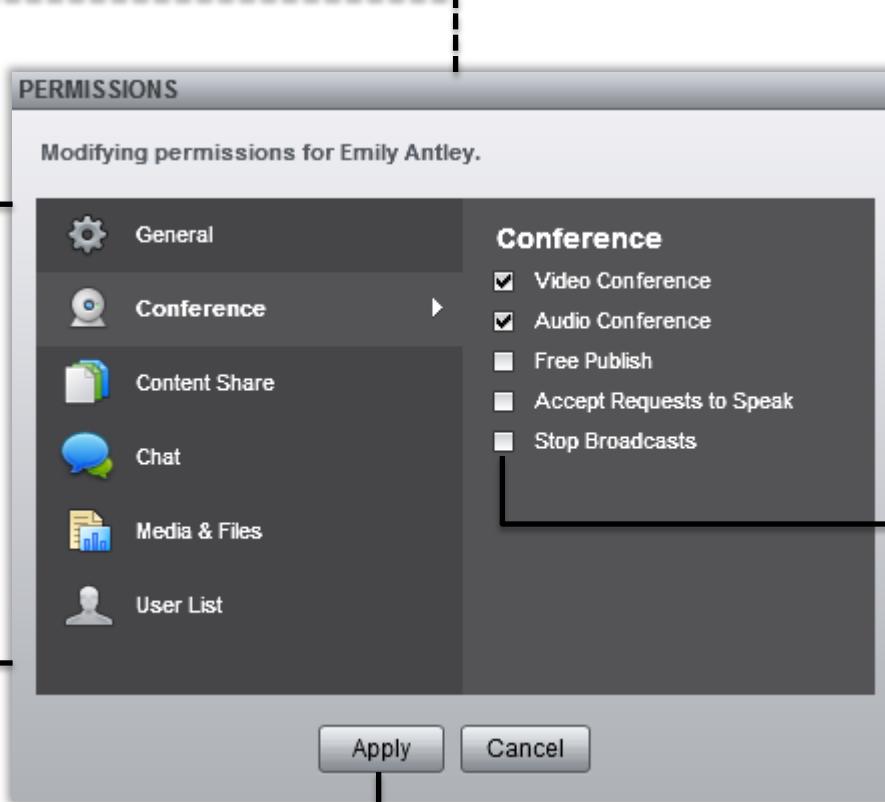
The permissions window for this user appears

Eject a user from a session

Permissions

Set granular permissions to any function

Permissions are organized groups



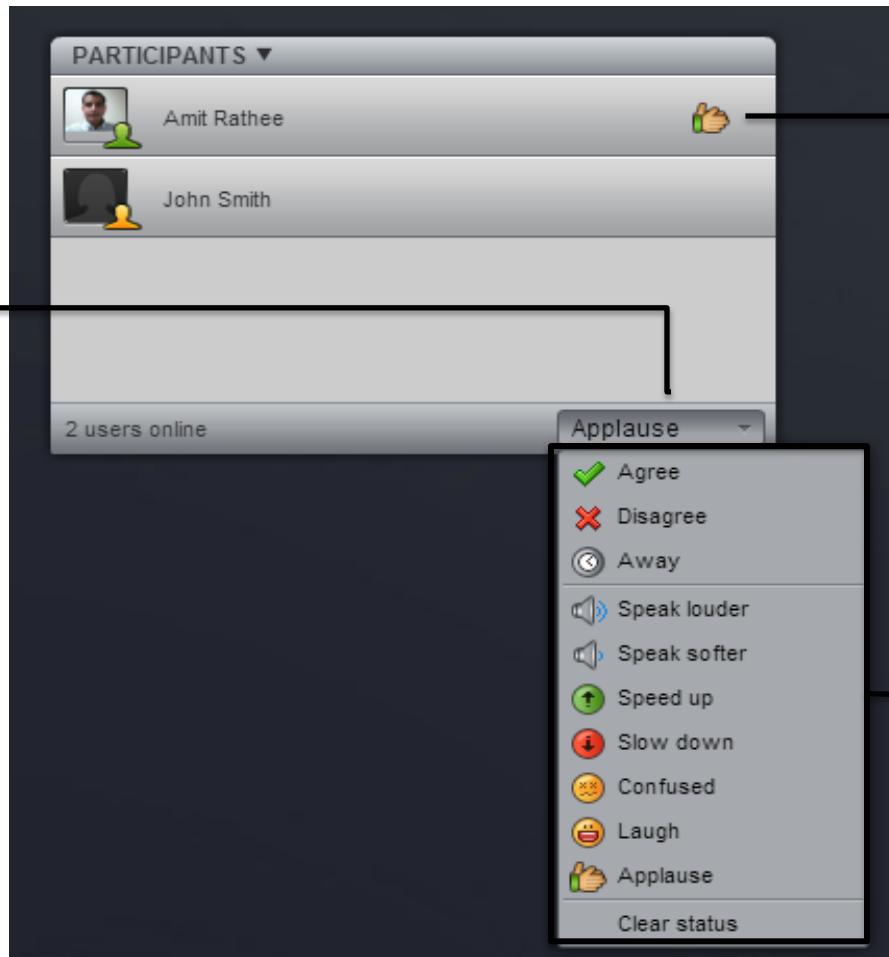
Check or uncheck an option to grant/deny this permission

Click to apply and save the permissions for this user

Give feedback via the status menu

Others will be able to see your status in the participants synclet

Open this menu to set your status



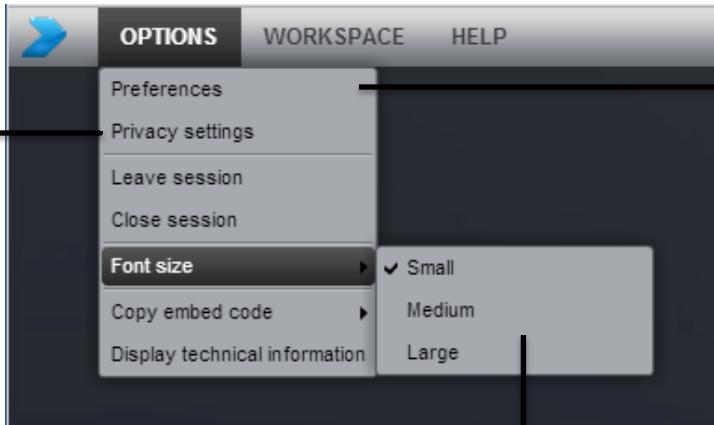
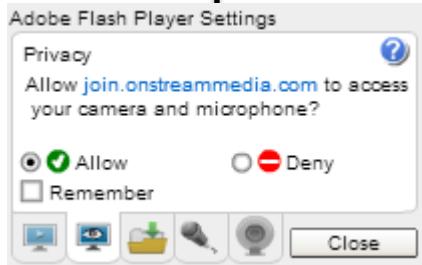
When you set your status, an icon will appear here, visible to everyone

Choose a status or clear it

Options menu

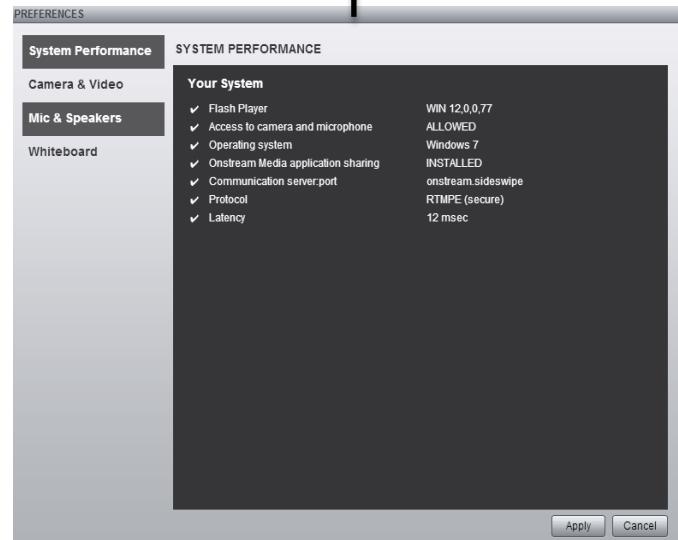
Access your preferences and basic session functions

Make sure to allow access to your mic and cam via the privacy settings



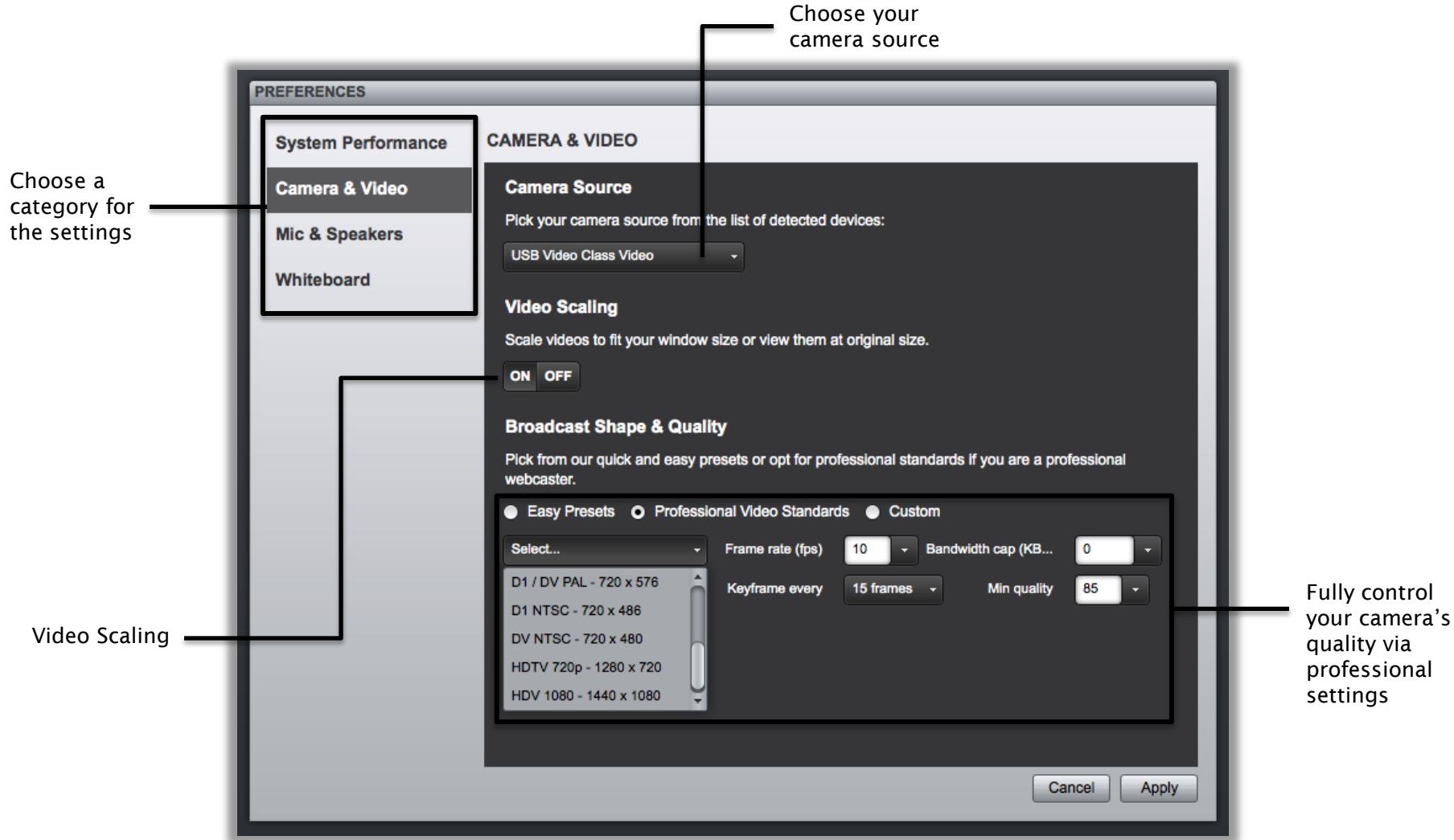
Make Onstream Webinars more readable by increasing font size

Open your preferences to control your camera and microphone



Video settings

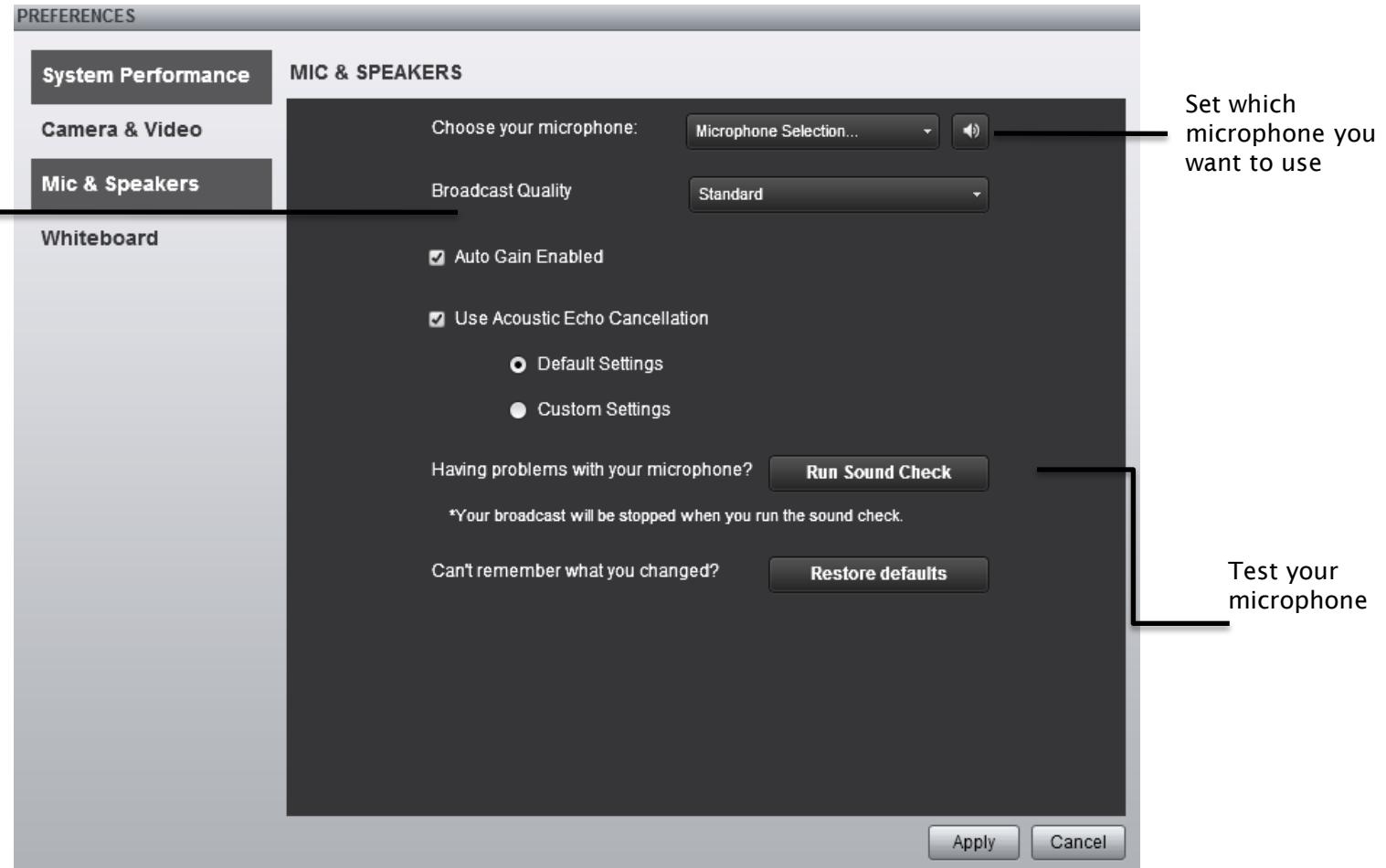
Choose your camera source and video quality



Audio settings

Choose your microphone source and quality and check your sound

Set the quality
of your
microphone



The screenshot shows the 'Schedule' section of the Onstream Webinars interface. It lists sessions from March 17 to March 20, 2014. Each session entry includes the topic, start date, duration, author (Sabrina George), and a 'JOIN' button.

TOPIC	START	DURATION	AUTHOR	JOIN
Session On 17:33:15 21.03.2014	2014-03-21 17:33:15	60 min	Sabrina George	[JOIN]
Demo	2014-03-21 15:25:00	60 min	Sabrina George	[JOIN]
Session On 13:16:40 21.03.2014	2014-03-21 13:16:40	60 min	Sabrina George	[JOIN]
20-03-14 (Thursday)				
Session On 20:16:49 20.03.2014	2014-03-20 20:16:49	60 min	Sabrina George	[JOIN]
Session On 09:15:14 20.03.2014	2014-03-20 09:15:14	60 min	Sabrina George	[JOIN]
19-03-14 (Wednesday)				
Session On 12:53:13 19.03.2014	2014-03-19 12:53:13	60 min	Sabrina George	[JOIN]
Demo - Media Bistro	2014-03-19 11:00:00	60 min	Sabrina George	[JOIN]

The screenshot shows the main dashboard of the Onstream Webinars platform. It features a sidebar with links to Dashboard, Schedule, Recordings, Messages, Address Book, Usage Statistics, and Help. The main area displays account statistics (0 meetings, 0 messages), a preview of a session, and a message board. A sidebar on the right shows the user's address book.

My Service Plan
Onstream 500-User Version
(Upgrade account)

Capacity 1000 seats

Account renewal
Unlimited

Recordings 0 out of 600 used

Media Library Space 0 of 1000 used

CHAPTER 3

The Account Center

Create sessions, manage your recordings and address book, send messages and look at statistics

Onstream Webinars account center welcome screen

Your web conferencing experience begins on your dashboard

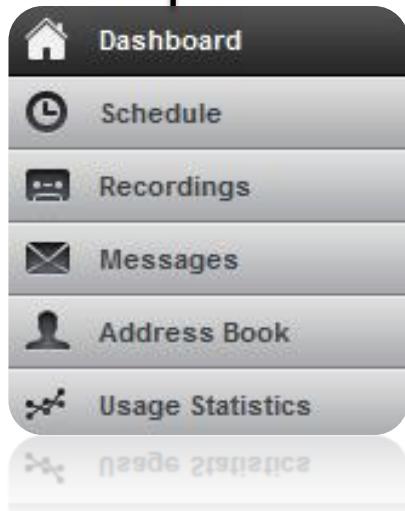
The screenshot shows the Onstream Webinars account center dashboard. A vertical sidebar on the left contains links for Dashboard, Schedule, Recordings, Messages, Address Book, Usage Statistics, and Help. A horizontal navigation bar at the top includes buttons for Meet Now, Next Meeting, No active meetings, and Welcome, Sabrina George. The main content area features a 'Welcome to Onstream Media!' message with a video thumbnail and a bar chart, followed by instructions to click 'New Meeting' to create a new session and a link to send feedback. Below this are three modules: 'Sessions' (listing four recent sessions), 'Messages' (showing 'You have no messages'), and 'Address Book' (listing two contacts: Amit Rathore and Guest 55). Callout boxes point to various features:

- Main menu**: Points to the vertical sidebar on the left.
- Quick start menu**: Points to the top navigation bar buttons.
- Profile, account and branding options**: Points to the 'Welcome' message and user profile area.
- Live, real-time search is available at any time**: Points to the search bar in the top right.
- Modules**: Points to the three main content modules (Sessions, Messages, Address Book).

Modules

Main menu

Access to the Account Center's most important features



A screenshot of the Onstream Media Account Center dashboard. At the top, there are buttons for 'Meet Now', 'New Meeting', 'New Message', and 'Add Contact'. Below this is a 'Dashboard' section with a summary of '0 Today Meetings' and '0 Unread Messages'. A 'My Service Plan' section is also present. The main area features a 'Welcome to Onstream Media!' message with a video thumbnail and a feedback request. To the right, there are three panels: 'Sessions' (listing recordings like 'Onstream Monthly Webinar'), 'Messages' (showing 'You have no messages'), and 'Address Book' (listing contacts like 'Amit Rathor' and 'Gauri S').

Take some time to explore the different sections.

Exploring the dashboard

A quick overview of everything

The session that are scheduled today

The screenshot shows the Onstream Media dashboard interface. At the top, there's a main menu with links to Dashboard, Schedule, Recordings, Messages, Address Book, and Usage Statistics. Below the menu, a search bar and a 'Dashboard' button are visible.

The central area features a 'Welcome to Onstream Media!' message with a video thumbnail and a bar chart, followed by instructions to click 'New Meeting' to create a session and to send feedback.

On the left, a sidebar displays summary counts: 1 Today Meetings, 0 Unread Messages, and progress bars for Time, Recordings, and Disk space. A section titled 'Modules' contains checkboxes for Sessions, Messages, and Address Book, with the 'Address' checkbox currently checked.

The main content area includes three expandable sections:

- Sessions:** Shows a list of scheduled sessions with icons, names like 'Monthly session', and start times. A 'View Sessions' link is at the bottom.
- Messages:** Displays a single message titled 'Meeting report - Hello MarkCan you...'. It includes fields for SUBJECT, DATE, and a 'View Messages' link.
- Address Book:** Lists contacts with columns for NAME, COMPANY, and a 'View Address Book' link.

At the bottom right, a 'Back to top' link is present.

Click dashboard in the main menu to load it

Uncheck to hide modules

Drag and drop to arrange the modules to your preference, each module will show you the most recent updates

Your meeting schedule

A single place for all your sessions

The screenshot shows a user interface for managing meetings. On the left is a sidebar with links: Dashboard, Schedule (which is selected and has a notification badge '1'), Recordings, Messages, Address Book, and Usage Statistics. Below the sidebar is a search bar with placeholder text 'Search your sessions in real time'. The main area is titled 'New Meeting' and contains a 'Schedule' section. It features a table with columns: TOPIC, START, DURATION, TIMEZONE, AUTHOR, Join, PLACE, and ACT. The table lists several scheduled meetings:

TOPIC	START	DURATION	TIMEZONE	AUTHOR	Join	PLACE	ACT.
Today	2011-06-08 15:00:00	60 min	(UTC +0M12)	Mark Foster		ZL9eB0W	
Friday	2011-06-10 13:30:00	60 min	(UTC +0M12)	Mark Foster		7TV50kp	
Monday	2011-06-13 10:05:00	60 min	(UTC +0M12)	Mark Foster		gDnLcA	
New release broadcast	2011-06-13 14:00:00	60 min	(UTC +0M12)	Mark Foster		W7X4SOX	
Wednesday	2011-06-15 10:05:00	60 min	(UTC +0M12)	Mark Foster		QTTGMM	

At the bottom of the main area, there are buttons for 'View another:', '1 Week', '1 Month', and '6 Months'. A 'Back to top' link is also present.

Use filters to quickly find what you are looking for

When you hover over a session you'll see icons appear to edit or delete

Search your sessions in real time

You can copy this link and send it to your friends

Edit a session

Edit session details inline with a single click

Click the pencil icon to open a sessions details

Click the x icon to delete the session

Click to join the session

TOPIC	START	DURATION	AUTHOR	JOIN	REG. LINK	ACT.
27-03-14 (Thursday) The Importance of Online Video Streaming	2014-03-27 09:15:00	60 min	Amit Rathee			

Enter the session details

TOPIC*

Enter a topic name for the session.

START*
 09 15
The date and time you wish to schedule your session at in the format YYYY-MM-DD.

DURATION*

Choose the duration of the session.

TIMEZONE
EST (US & Canada)
Your session will be scheduled in this timezone. [\[change\]](#)

PASSWORD

Enter a password or click on generate.

FRIENDLY URL

Enter a URL which you will use to invite others to your meeting.

Invite participants

Advanced options

Invite participants

Choose what role you want your attendees to have

Check to send an email invitation

Invite participants

Enter the users details, they will be saved automatically in your address book

FIRST: Beth LAST NAME: Klein EMAIL: BethK@onsm.com

Invite participants

NAME:

Moderators
No Users invited.

Participants
1 user invited.
Guest 55

Observers
No Users invited.

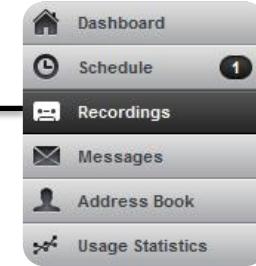
Advanced options Cancel Enter Save

After you clicked add, the users will appear in the appropriate column

Click save to email the invitations

Recordings

Access and manage your recorded sessions

A screenshot of the 'Recordings' management interface. The main area shows a table of recordings with columns: TITLE, DESCRIPTION, DURATION, DATE, and AUTHOR. There is also an 'Actions' column with a delete icon. Below the table, a specific recording titled 'Customer meeting 2011-05-20' is selected and expanded. An 'Edit' dialog is open for this recording, containing fields for 'Title' (Customer meeting 2011-05-20), 'Password' (a password input field), and a checkbox for 'Allow anonymous playback'. At the bottom of the dialog are 'Cancel' and 'Save' buttons. Navigation buttons at the bottom of the main area include 'View another:' and '1 Week', '1 Month', '6 Months' options. A 'Back to top' button is at the bottom right.

Recordings						
All	Current	History	By anyone	By me	By others	Actions
Monday						06-06-11
test						06-06-11
Monday						23-05-11
Recording test						23-05-11
Customer meeting 2011-05-20						2011-05-23 08:28:00

Click a recording to view it

Check to bypass the login screen of the recording

Edit the recording

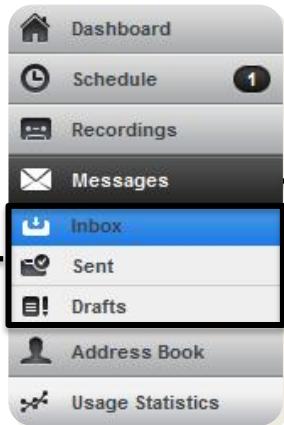
Delete the recording

Change the password to restrict access

Messages

You can send or receive messages, similar to web based email

Choose which folder you want to view



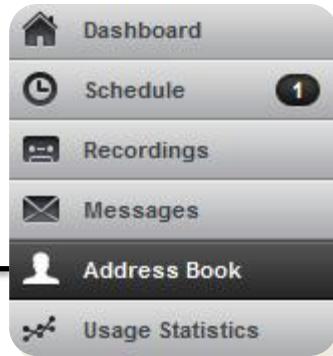
Click the message to open it

A screenshot of a message list interface. The header includes 'New Message' and a search bar. Below is a table with columns: Subject, From, and Date. A message is listed: 'Meeting report' from 'Douglas Ryan' on 'Monday, 08-06-11'. At the bottom, there are buttons for 'View another:', '1 Week', '1 Month', '6 Months', and 'Back to top'.

Delete the message

Address book

Anyone you invite will be added to this list



The Address Book interface shows a list of contacts. The columns are Name, COMPANY, EMAIL, and ONLINE. Each contact row has an 'Actions' column with a checkbox.

Name	COMPANY	EMAIL	ONLINE	Actions
C				<input type="checkbox"/>
Michel Caron	newcompany	m.caron@newcompany.com		<input type="checkbox"/>
F				<input type="checkbox"/>
Edward Fowler	acompany	e.fowler@acompany.com		<input type="checkbox"/>
H				<input type="checkbox"/>
Maria Herrera	mycompany	m.herrera@mycompany.com		<input type="checkbox"/>
S				<input type="checkbox"/>
Jennifer Sanders	mycompany	j.sanders@mycompany.com		<input type="checkbox"/>

Add a contact

Add a new group,
contacts can be
assigned to a group

Back to top ▲

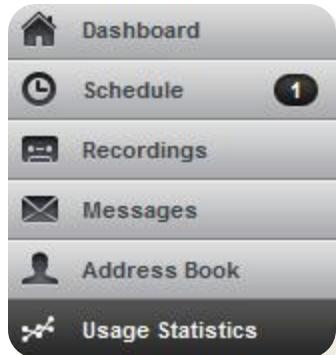
Edit the contact

Delete the
contact

Your
contacts

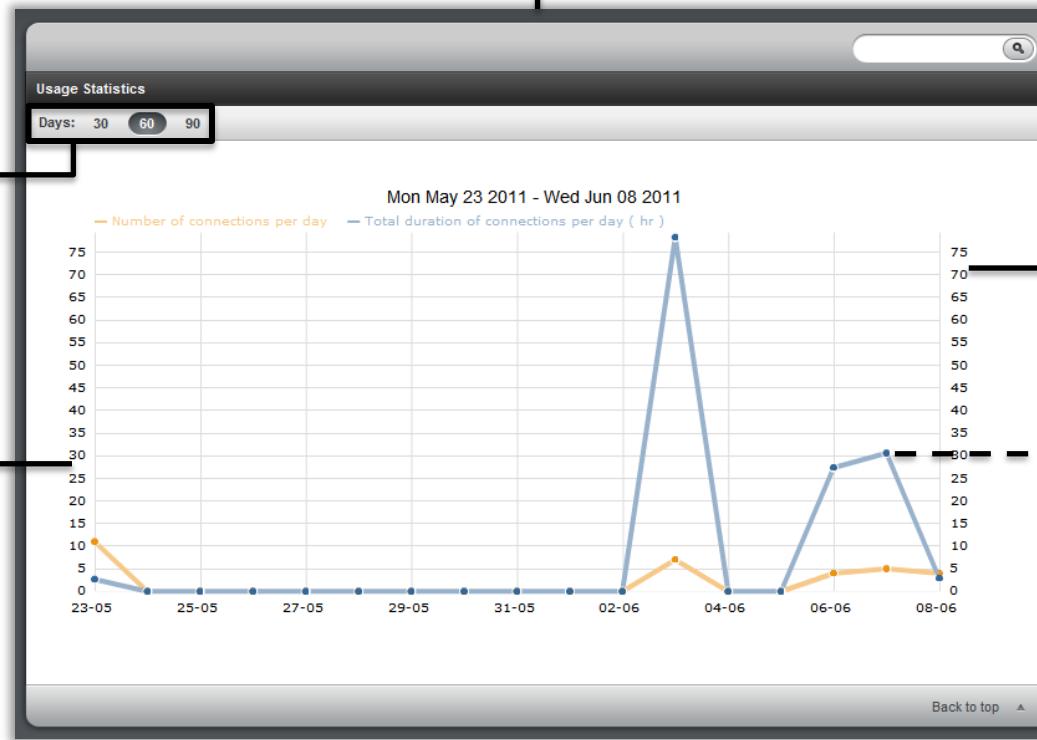
Usage statistics

Keep track of your webinar usage



Show a graph over a period of 30, 60 or 90 days

The left axis represents number of connections



The right axis represents the total amount of hours for all users that participated in all sessions

For more detail, click on one of the data points

Usage statistics

Your statistics in detail

Usage Statistics			
<< Previous Day User Statistic for Mar 24th, 2014 Next Day >>			
EMAIL	DURATION (HH:MM:SS)	JOINED AT	LEFT AT
G			
Guest - John Smith	3:35:48	2014-03-24 09:53:47	2014-03-24 13:29:33
Guest - John Smith	0:10:58	2014-03-24 09:39:36	2014-03-24 09:50:34
A			
arathee@onsm.com	0:11:17	2014-03-24 09:13:43	2014-03-24 09:25:00
arathee@onsm.com	3:52:01	2014-03-24 09:38:03	2014-03-24 13:30:04

[Back to Statistics](#)

[Back to top ▲](#)

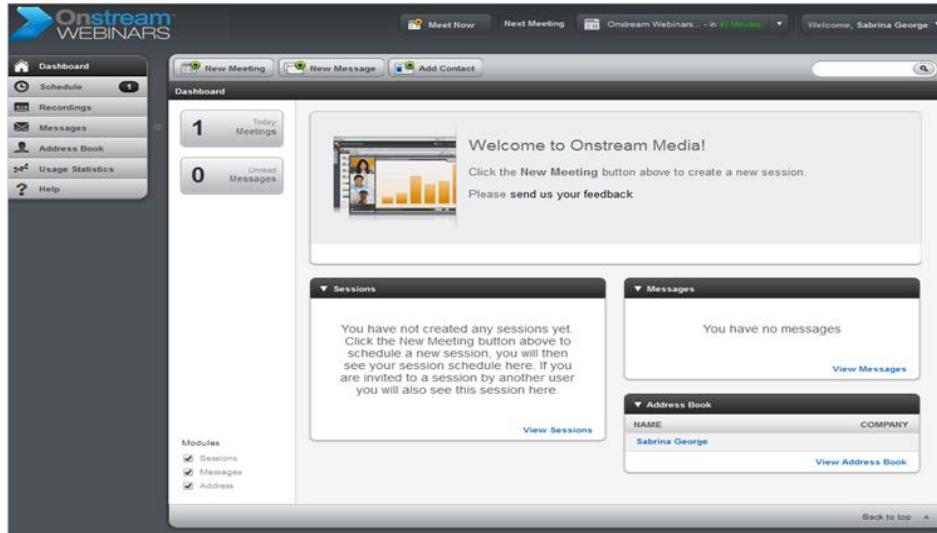
A detailed view of who connected at what time

The duration a specific user was in a meeting

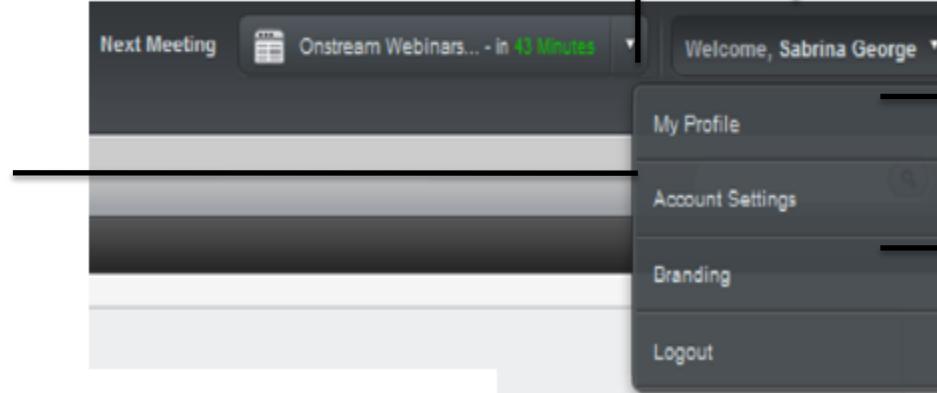
Connection and disconnection times

Your personal settings

Access your profile, account settings and branding options



Review and change your account settings



Click your name to open a menu

Access and edit your profile

Personalize Onstream Webinars with your logos

Your profile

How you appear to others in Onstream Webinars



My Profile

[Edit & View details](#)

Change your profile picture - the ideal dimensions are 240px by 180px

 [Change | Remove](#)

GENDER	<input type="text"/>	TITLE	<input type="text"/>
FIRST NAME *	<input type="text" value="Amit"/>	LAST NAME *	<input type="text" value="Rathee"/>
EMAIL *	<input type="text" value="Amit@samplecompany.com"/>		
ADDRESS	<input type="text"/>		
POST CODE	<input type="text"/>		
TIMEZONE	<input type="text" value="(UTC -05:00) EST (US & Canada)"/>		
DST	<input type="checkbox"/> Your current local time: 15:22		
COMPANY	<input type="text"/>		
INDUSTRY	<input type="text"/>		
LANGUAGE	<input type="text" value="English"/>		
TAX NR.	<input type="text"/>		
Cancel Update			

You can fill in your personal details here

Your account settings

Review and change your account settings



You can login using your username or email address

The screenshot shows the 'Account Settings' page. At the top left, there's a navigation bar with 'My meetings' and 'Welcome, Mark Foster'. A dropdown menu is open, showing options: 'My Profile', 'Account Settings' (which is selected), 'Branding', and 'Logout'. A large black bracket on the right side of the page points to the 'Edit & View details' section of the main content area.

Account Settings

Edit & View details

MY ROOM LINK arathee

Your room link is <http://join.onstreammedia.com/arathee/sessionID>. Enter a room link that you can use to personalise your meetings and recordings. This link will be added to all your sessions. You can change it any time but be careful, if you do change it, old links that you have sent out will no longer work.

COMMUNICATION SERVERS Use product default ▾

ACCOUNT PASSWORD

CONFIRM PASSWORD

Cancel Update

Back to top ▾

Your username and password are used to login – your username is also reflected in the links you send to others to join your meetings

Your profile

How you appear to others in Onstream Webinars

The screenshot shows the 'Branding' section of the profile settings. It includes three upload fields: 'IN ROOM LOGO, TOP LEFT' (dimensions: 200px wide, 28px high), 'IN ROOM LOGO, TOP LEFT, RETINA' (dimensions: 400px wide, 56px high), and 'SPLASH SCREEN' (dimensions: 728px wide, 216px high). Each field has a 'Browse...' button, a 'No file selected.' message, and an 'Upload' button.

Choose the image from your hard disk

After choosing an image, click Upload



Your current image for this section

Set how you want Onstream Webinars to align your background image

The screenshot shows the 'ALIGN BACKGROUND IMAGE' section. It includes a dropdown menu set to 'Top Left', a note 'Choose how your image is displayed.', and two other sections: 'BACKGROUND' (dimensions: No restrictions, Format: gif, jpg, png, Filesize: Max 1024KB) and 'EVENT PHOTO'.

The screenshot shows the Onstream Webinars dashboard with the 'Schedule' module selected. The interface includes a top navigation bar with 'Meet Now', 'Next Meeting', and 'No active'. A sidebar on the left lists 'Dashboard', 'Schedule', 'Recordings', 'Messages', 'Address Book', 'Usage Statistics', and 'Help'. The main content area displays a table of scheduled sessions:

TOPIC	START	DURATION	AUTHOR	JOIN	REG. LINK
Session On 17:33:15 21.03.2014	2014-03-21 17:33:15	60 min	Sabrina George		
Demo	2014-03-21 15:25:00	60 min	Sabrina George		
Session On 13:16:40 21.03.2014	2014-03-21 13:16:40	60 min	Sabrina George		
20-03-14 (Thursday)					
Session On 20:16:49 20.03.2014	2014-03-20 20:16:49	60 min	Sabrina George		
Session On 09:15:14 20.03.2014	2014-03-20 09:15:14	60 min	Sabrina George		
19-03-14 (Wednesday)					
Session On 12:53:13 19.03.2014	2014-03-19 12:53:13	60 min	Sabrina George		
Demo - Media Bistro	2014-03-19 11:00:00	60 min	Sabrina George		

At the bottom, there are links to 'View another...', '1 Week', '1 Month', '6 Months', and 'All'.

The screenshot shows the Onstream Webinars dashboard with the 'Dashboard' module selected. The interface includes a top navigation bar with 'Meet Now', 'New Message', 'Add Contact', and 'No active meeting'. A sidebar on the left lists 'Dashboard', 'Schedule', 'Recordings', 'Messages', 'Address Book', 'Usage Statistics', and 'Help'. The main content area displays a summary of account usage and session information:

My Service Plan
Onstream 500-User Version
(Upgrade account)

Capacity 1000 seats
Account renewal Unlimited
Recordings 0 out of 600 used
Media Library Space 0 of 1000 used

Modules Sessions Messages

Welcome to Onstream Media! Click the New Meeting button above to create a new session. Please send us your feedback.

You have not created any sessions yet. Click the New Meeting button above to schedule a new session, you will then see your session schedule here. If you are invited to a session by another user you will also see this session here.

View Sessions

Messages You have no messages View 1

Address Book NAME Sabrina George View Add

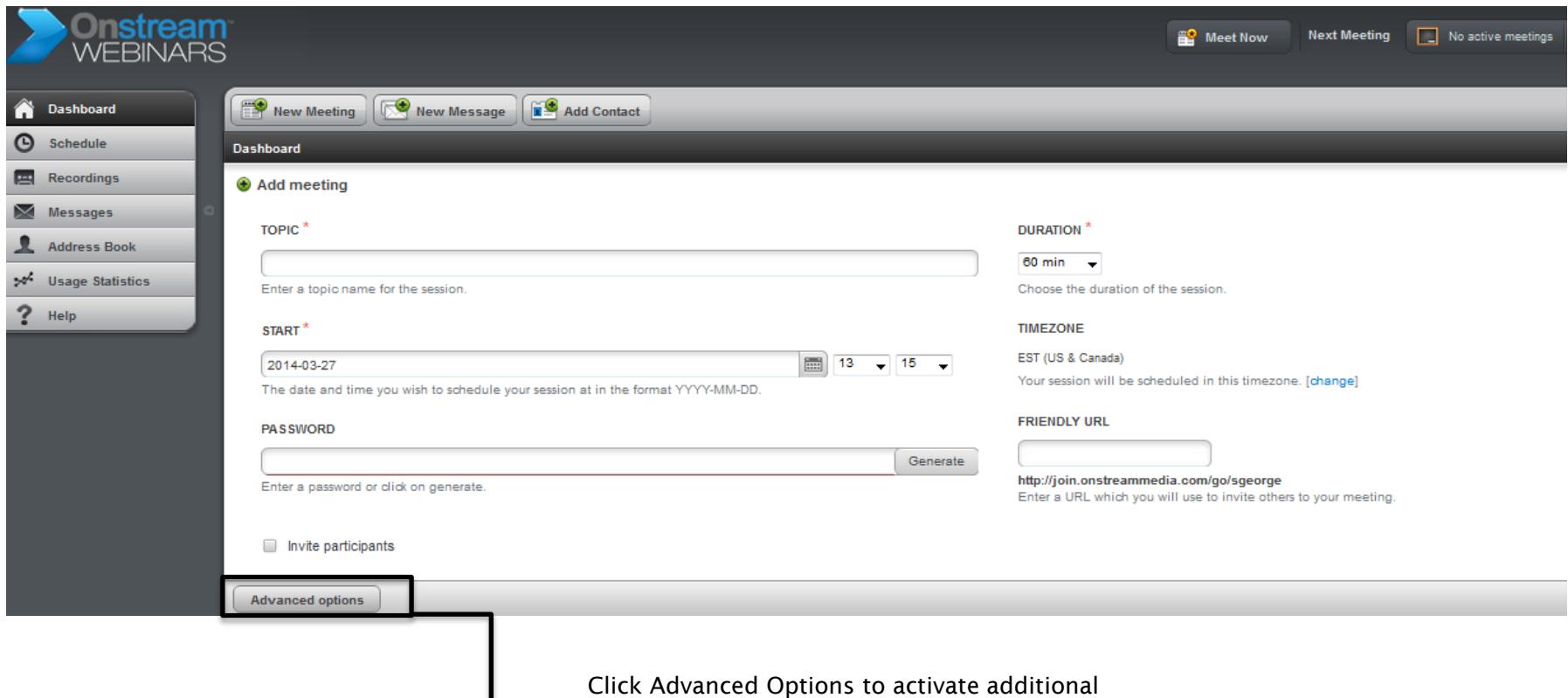
CHAPTER 4

Advanced Options

Create registration pages, manage your privacy settings and email invitations, and configure your audio & video settings.

Advanced options

Further customize your webinar



The screenshot shows the Onstream Webinars software interface. At the top, there's a navigation bar with the Onstream Webinars logo, a 'Meet Now' button, a 'Next Meeting' button, and a 'No active meetings' button. Below the navigation bar is a dashboard menu on the left with options: Dashboard, Schedule, Recordings, Messages, Address Book, Usage Statistics, and Help. The main area is titled 'Add meeting' and contains fields for 'TOPIC *' (with placeholder 'Enter a topic name for the session.'), 'START *' (set to '2014-03-27 13:15'), 'DURATION *' (set to '60 min'), 'TIMEZONE' (set to 'EST (US & Canada)'), and 'FRIENDLY URL' (with placeholder 'http://join.onstreammedia.com/go/sgeorge'). At the bottom left, there's a checkbox for 'Invite participants' and a button labeled 'Advanced options' which is highlighted with a black box and a callout bubble pointing to it.

Click Advanced Options to activate additional customization tabs

Schedule

Configure several settings regarding the session schedule

Provide custom instructions for the log-in page

Schedule Participants Access Audio & Video Registration Send invitations

DATE
2014-03-27 13

PASSWORD
 Enter a password or click on generate.

DESCRIPTION
Enter a description

AGENDA
Enter an agenda

Attach agenda as a file
Choose a file to upload Link to file Attach file

Display custom instructions

CUSTOM INSTRUCTIONS
Enter custom instructions for participants, these will be displayed on the session login page

Add an event description

Add an agenda or attach agenda as a file

Invite participants

Choose what role you want your attendees to have

The screenshot shows a software interface for managing session participants. At the top, there's a navigation bar with tabs: Schedule, Participants (which is highlighted with a red box and has a callout), Access, Audio & Video, Registration, and Send invitations. Below the navigation bar, there are input fields for FIRST name (Beth), LAST NAME (Klein), and EMAIL (BethK@onsm.com). To the right of these fields are icons for a user profile and a dropdown menu labeled 'Add to: Participants' with an 'Add' button. A large text area below the input fields says 'Enter the users details, they will be saved automatically in your address book'. On the left side, there's a section titled 'NAME' with three categories: Moderators (No Users invited), Participants (1 user invited), and Observers (No Users invited). Under the Participants category, there's a box labeled 'Guest 55'. At the bottom of the interface, there are several checkboxes: 'Add new contacts to address book' (checked), 'Hide user count' (unchecked), and 'Play sound when user joins' (unchecked). There are also 'Advanced options' and 'Cancel/Add to schedule' buttons.

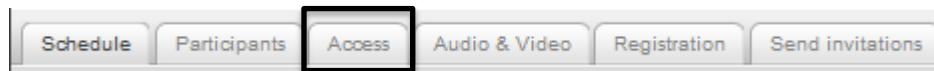
Choose the role that you want the user to have in the session, then click add

After you clicked add, the users will appear in the appropriate column

Click Add to Schedule for the option to email the invitations

Access

Configure settings regarding the access of the session



This setting will require users to either have a private user-specific link, or to register in order to attend the webinar.

- Private
Only invited or registered users may enter the meeting.
- Public
Anyone who has the URL can enter the meeting.

Guests join as Participants ▾

Any user with the general URL will be able to join your webinar. Use the drop down menu, to decide if users will connect as moderators, participants or observers.

Enable break-out rooms to allow for the placement of participants into smaller groups.

- Enable break-out rooms
Allow participants to disperse into smaller groups while in session. Not available when the teleconference option is selected
- Enable lobby
This option puts non-moderators in a lobby until moderators allow them to enter the session. Not available when the teleconference option is selected
- Show embed widget for recordings
Enable recording viewers to embed the recording on their websites

Will provide the host with the an embed code once a recording is available for sharing.

Enable the lobby option to have a waiting room that participants connect to before the host allows access into the main meeting room.

Audio & Video

Configure several settings regarding video and audio

Schedule Participants Access **Audio & Video** Registration Send invitations

Add meeting

Here you will be able to configure several settings regarding video and audio.

Use Teleconference
Select this option to allow users to dial-in using their phones. Not available when the lobby or break-out rooms option is selected

Provider:

International dial in numbers:
+1 646 741 5189

Audio for participants and observers dialing in:

Only allow secure connections via RTMPE
Select this option if you do not want users to connect using the unencrypted RTMP or RTMPT protocol.
When unselected, the application will still attempt a secure connection first, but will fall back to RTMP and RTMPT in case of failure.

Automatically start audio & video broadcast when entering the session (you and moderators only)

Host and moderator will enter webinar with webcam and microphone active.

Adjust security settings

Registration

Build a custom form for the registration process

The screenshot shows a software interface for managing event registrations. At the top, there are several tabs: Schedule, Participants, Access, Audio & Video, **Registration**, and Send invitations. The Registration tab is currently selected and highlighted with a black border.

Pre-defined Fields: These are a list of most used fields in registration forms. The fields shown are:

- FIRST NAME:** Input field with checkboxes for "Show" and "Required".
- LAST NAME:** Input field with checkboxes for "Show" and "Required".
- GENDER:** Select dropdown with "Male" option, with checkboxes for "Show" and "Required".
- EMAIL:** Input field with checkboxes for "Show" and "Required".
- PHONE:** Input field with checkboxes for "Show" and "Required".
- JOB TITLE:** Input field with checkboxes for "Show" and "Required".
- COMPANY:** Input field with checkboxes for "Show" and "Required".
- ADDRESS:** Input field with checkboxes for "Show" and "Required".
- CITY:** Input field with checkboxes for "Show" and "Required".

Custom Fields: Add, remove or configure custom fields for your needs. Drag & Drop to set the position.

Select Type to add: **Text Field** (+)

FRIENDLY URL: <http://join.onstreammedia.com/register/sgeorge/>

Optional configuration for friendly URL:

- Require password to start registration: Enter a password to avoid anyone to register freely.
- Limit number of registrants to **2** users: Enter max number of registrants.

At the end of registration process: **Show message**

You have been registered to this event. Thank you!

Close registration **15** minutes before the start of the event

Choose to enable the registration page, make it optional or mandatory for participants, and set predefined fields.

Create custom registration fields, set a vanity URL, limit total number of registrants allowed, and set automatic registration closeout time.

Invitations & Reminders

Configure several settings regarding the invitation & reminder email system

Schedule Participants Access Audio & Video Registration **Send invitations**

Send a customized invitation email
Add your own content to the initial invitation email. Leave unchecked to send a pre-defined email.

Send a reminder email Minutes before the start of the event
Send an initial reminder email.

EMAIL CONTENT:

```
Hello,  
  
You have been invited to an online event by {user_first_name} {user_last_name}.  
  
Start: {start} (timezone)  
  
Please make sure your webcam and headset are attached, and click the following link to join: {personal_link}  
  
Topic: {topic}  
  
{description_begin}  
Description:  
{description}
```

Available variables: {first_name} - invitee's first name, {last_name} - invitee's last name, {user_first_name} - your first name, {user_last_name} - your last name, {user_email} - your email, {start} - start time of the event, {timezone}, {topic} - event name/topic, {description} - description of the event, {agenda} - agenda of the event, {personal_link} - personal invitation link identifying the invitee, {generic_link} - access link to the event, may require user to enter name, {password} - session password, {event_page_link} - event page link, {conference_tel_nrs} - available dial-in conference numbers, {invitation_access_code} - personal access code identifying the invitee in dial-in conference.

Attach files
Select files to upload and send them with the invitation.

Send a copy to myself.
A copy of the email will be sent to your account email.

Send a second reminder email Minutes before the start of the event
Send a second reminder email.

Send a follow-up email to attendees
Send an email after the event to users who joined.

Send a follow-up email to absentees
Send an email after the event to users who were invited but did not join.

Customize the standard participant invitation email.

Configure up to two reminder emails with adjustable variables and send times. Attach additional files such as supporting collateral or an agenda.

Send customizable follow-up emails to both attendees and absentees.

Sample Webinar with Registration

join.onstreammedia.com/register/arathee/SampleRegistration

For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

Apps



Registration

Session Info

Time: 13:10, 31 Mar 2014
EST (US & Canada)

Duration: 15 mins

Status: Not yet started

Share: [Facebook](#) [Twitter](#) [Google+](#)

Registration

First Name *

Last Name *

Email *

Company

Submit

* Fields are required.

Your email address and personal information will be used by the organizer to communicate with you about this event and their other services. To review the organizer's privacy policy or opt out of their other communications, contact the Webinar organizer directly. We take safeguarding your email address and registration information very seriously and will not sell or rent this information.

From: Onstream Invitation
To: Amit Rathee
Cc:
Subject: Meeting Invitation: Sample Webinar with Registration

Message | Meeting invitation - [Sample Webinar with Registration] on [2014-03-31 14 00 00].ics (2 KB)

Hello,

You have been invited to an online conference by Amit Rathee.

Start: 14:00, 31 Mar 2014 (EST (US & Canada))

Please make sure your webcam and headset are attached, and click the following link to join:

My Conference Link: <http://join.onstreammedia.com/join/aTk4bjlOaC>

IMPORTANT: Do not share this link with anyone. It identifies you in the conference.
Sharing the link will allow other users to impersonate you and may result in you being unable to join.
If you want to give access to a friend, send them this link: <http://join.onstreammedia.com/register/arathee:i98>
they may be required to log in.

If you experience any difficulties please contact the person or organization that invited you to the conference.

You can just reply to this email to contact the organizer at arathee@onsm.com.

CHAPTER 5

Registration Page & Emails

Participant view of the registration page and reminder emails.

Registration page

Keep track of your registrants

The screenshot shows a registration page for a "Sample Webinar with Registration". The page is divided into several sections:

- Session Title:** "Sample Webinar with Registration" (highlighted by a bracket).
- Mandatory fields:** A bracket groups the "First Name *", "Last Name *", and "Email *" input fields, all of which have red asterisks indicating they are required.
- Webinar details including date, time and duration:** A bracket groups the "Time" section (13:10, 31 Mar 2014, EST (US & Canada)), "Duration" (15 mins), and "Status" (Not yet started).
- Social media “share” options:** A bracket groups the social sharing icons for Facebook, Twitter, and Google+.

Other visible elements include a profile picture of a man, a "Registration" button, a "Submit" button, and a note about privacy and communication at the bottom.

Reminder email

Keep registrants informed with multiple reminder emails

From: Onstream Invitation
To: Amit Rathee
Cc:
Subject: Meeting Invitation: Sample Webinar with Registration

[Message](#) | [Meeting invitation - \[Sample Webinar with Registration\] on \[2014-03-31 14 00 00\].ics \(2 KB\)](#)

Hello,

You have been invited to an online conference by Amit Rathee.

Start: 14:00, 31 Mar 2014 (EST (US & Canada))

Please make sure your webcam and headset are attached, and click the following link to join:

My Conference Link: <http://join.onstreammedia.com/join/aTk4bjlOaC>

IMPORTANT: Do not share this link with anyone. It identifies you in the conference.
Sharing the link will allow other users to impersonate you and may result in you being unable to join.
If you want to give access to a friend, send them this link: <http://join.onstreammedia.com/register/arathee/i98>
they may be required to log in.

If you experience any difficulties please contact the person or organization that invited you to the conference.

You can just reply to this email to contact the organizer at arathe@onsm.com.

Downloadable Outlook calendar invite

Custom user-specific join link

General join webinar link

Follow-up email for attendees

Send an email after the event to users who joined.

From: Onstream Invitation
To: Amit Rathee
Cc:
Subject: Thanks for Attending: Sample Webinar with Registration

Sent: Mon 3/31/2014 12:55 PM

Message

Hello,

Thank you for participating in the Sample Webinar.

Please email me at sample@email.com if you would like to receive access to archived recordings and files of this session.

Thank you,

Amit Rathee

Completely customizable message for webinar attendees

Follow-up email for absentees

Send an email after the event to users who were invited/registered but did not join.

From: Onstream Invitation
To: Amit Rathee
Cc:
Subject: Sorry We Missed You: [Sample Webinar with Registration](#)

Sent: Mon 3/31/2014 12:55 PM

Message

Hello,

You missed the online event "Sample Webinar."

If you would like to receive information about this event or future events please contact me at sample@email.com.

Thank you,

Amit Rathee

Completely customizable message for webinar absentees