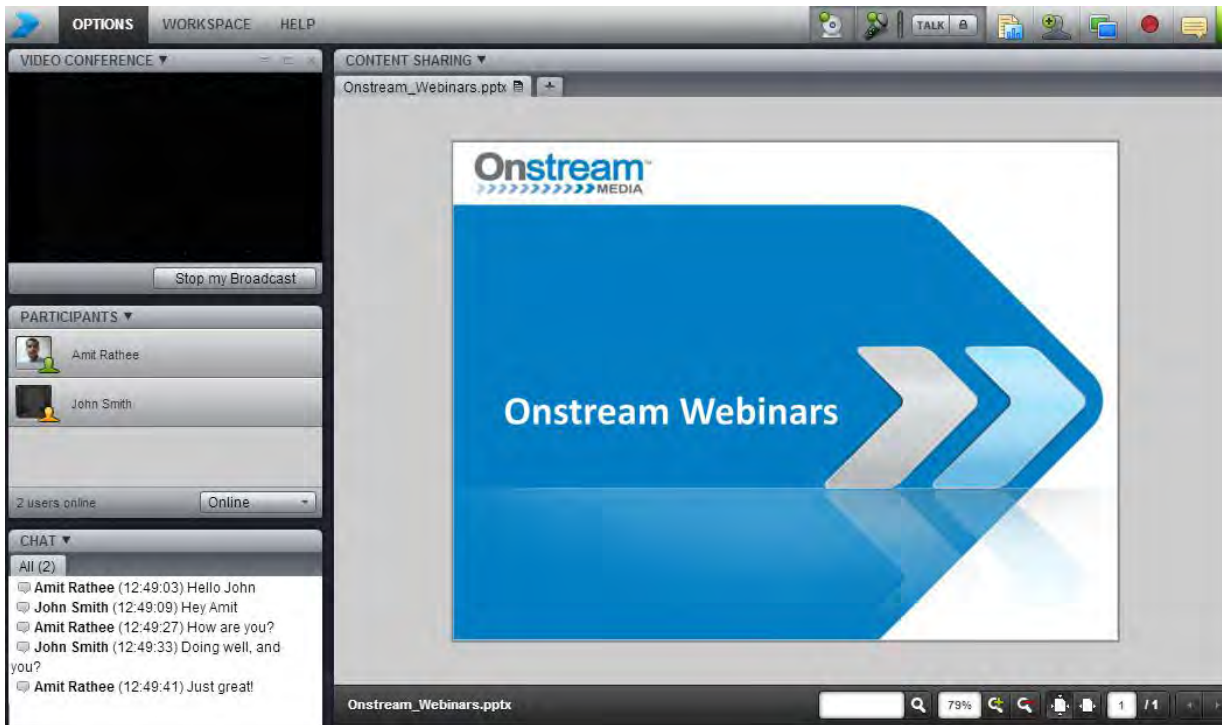




All-in-one webinar solution.



User Guide For Invitees



WELCOME TO Onstream Webinars

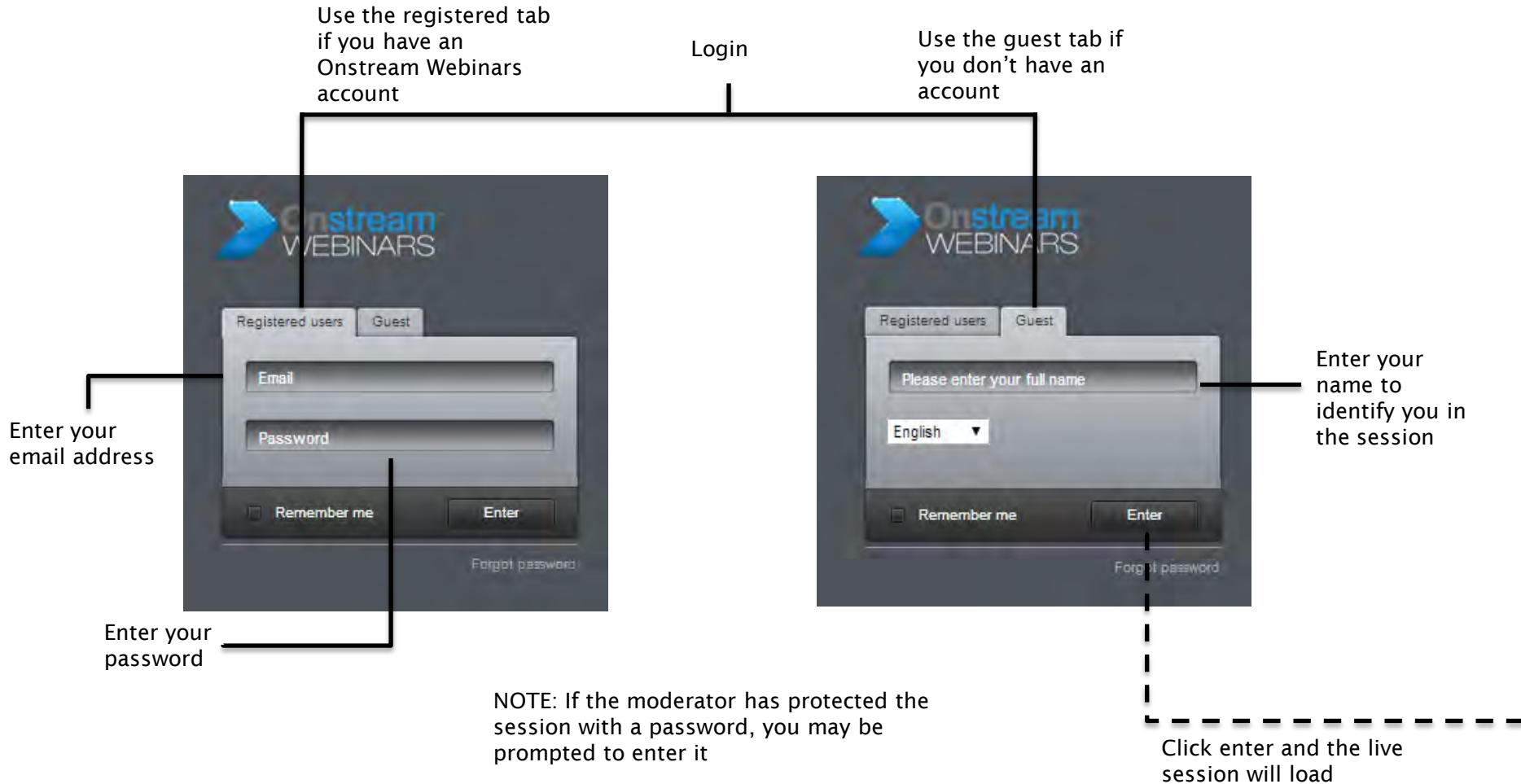


Onstream Webinars is very easy

We will quickly step through the most
important functions

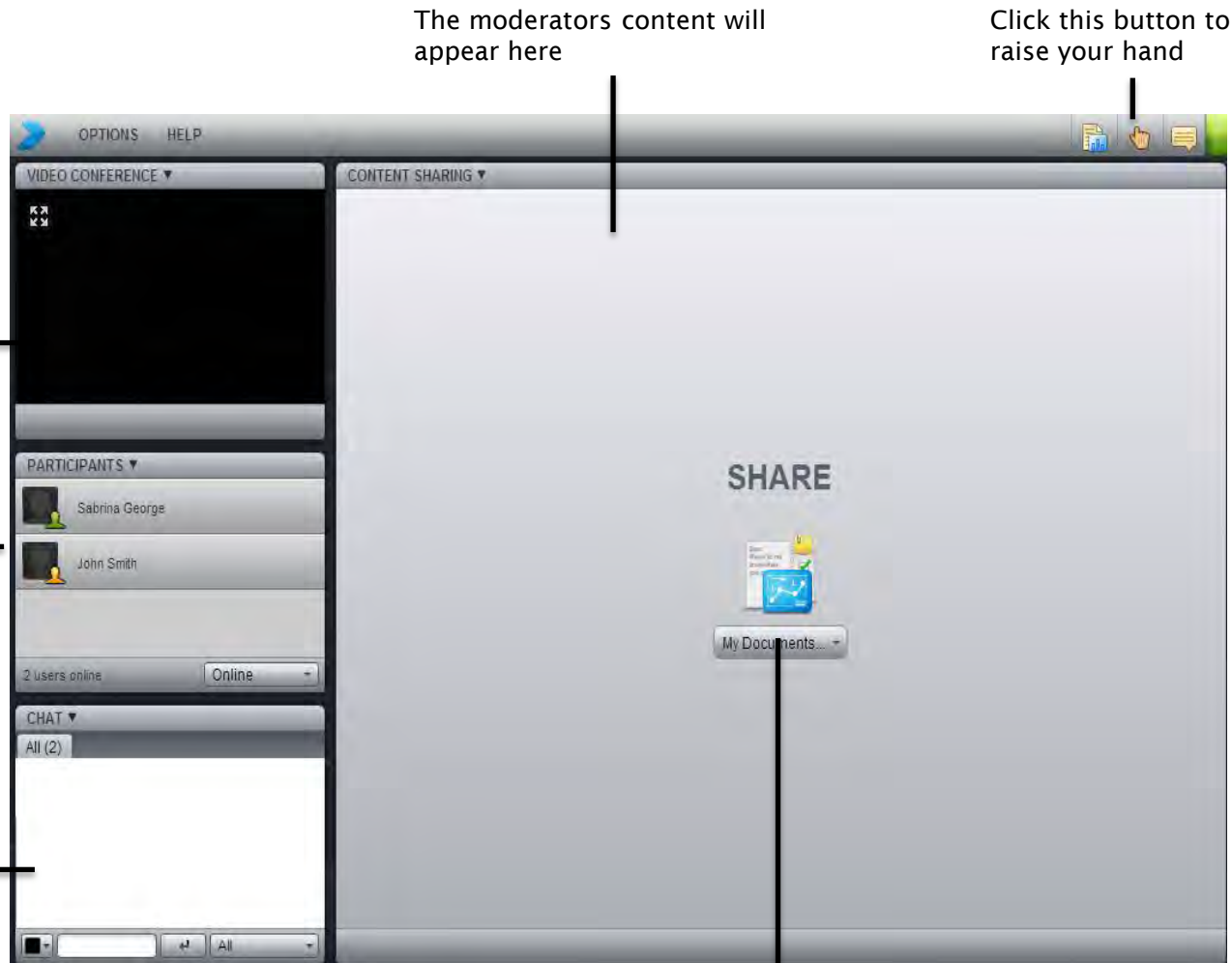
STEP ONE: Login to Onstream Webinars

Depending on how the moderator set up the session, you may be required to log in



STEP TWO: The live session

That's it, you're already inside



The moderators content will appear here

Click this button to raise your hand

The speakers video will appear here

Your name and those of all other connected users appear here

Public and private chat

You may be asked to share files to others by the moderator

Understanding how synclets work

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

The synclet's title tells you it's function

Each synclet has a menu with special settings

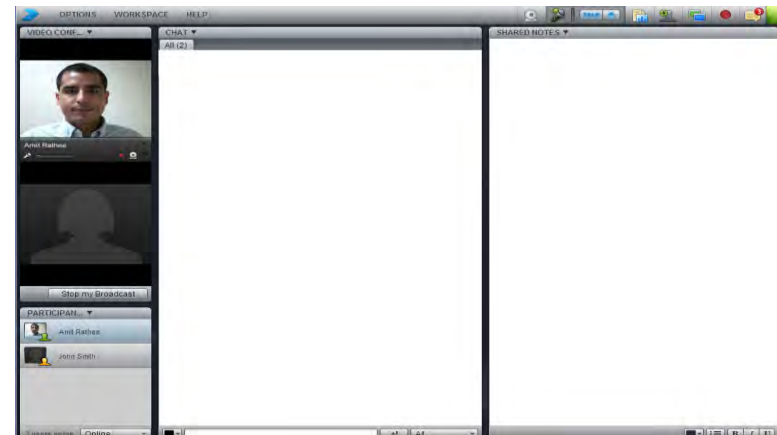


The workspace is flexible

Moderators can move windows around, so don't be surprised if the workspace looks a little different each time

Some of the available views:

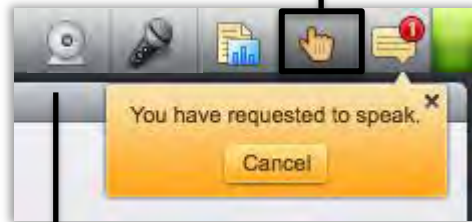
Conference View
Presentation View
Discussion View



Your camera and microphone

If you're allowed to speak your video will appear in the video conference

At any point in time you can request to speak by raising your hand



If accepted, camera and mic buttons will appear

Your video will appear in the video conference syncler

Mute, control volume & see mic activity



Pin the controls
Freeze video
Stop your own broadcast

Your media library

Your files are always just one click away

Click to open the Media Library

Search your Media Library

Add files by clicking the plus button

These are your personal files

Shared Files can be downloaded by other users in the session

Drag and drop a file to the Shared Files area to allow other users to download it

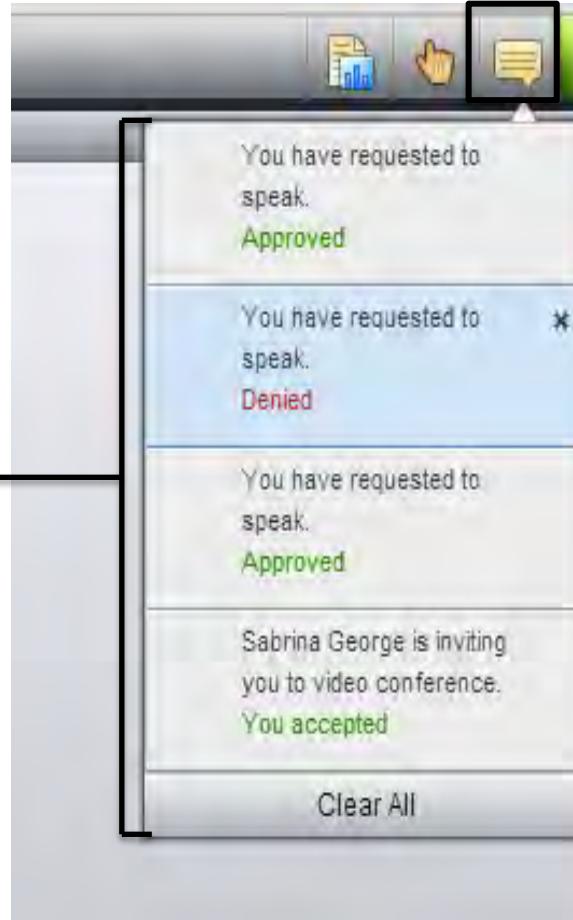
For more information refer to the manual for moderators

MEDIA LIBRARY			
Home			
NAME	SIZE	AUTHOR	
ONSM Promo	0 B	Amit Rathee	<input type="checkbox"/>
Onstream Webinars.p...	510 KB	Amit Rathee	<input checked="" type="checkbox"/>
Sample Video.swf	847 KB	Amit Rathee	<input type="checkbox"/>
SHARED FILES			
NAME	SIZE	AUTHOR	
Onstream Webinars.p...	510 KB	Amit Rathee	<input type="checkbox"/>

Notifications

A full history of events that occurred in the session

Click to open the notifications panel



All events will be tracked for you

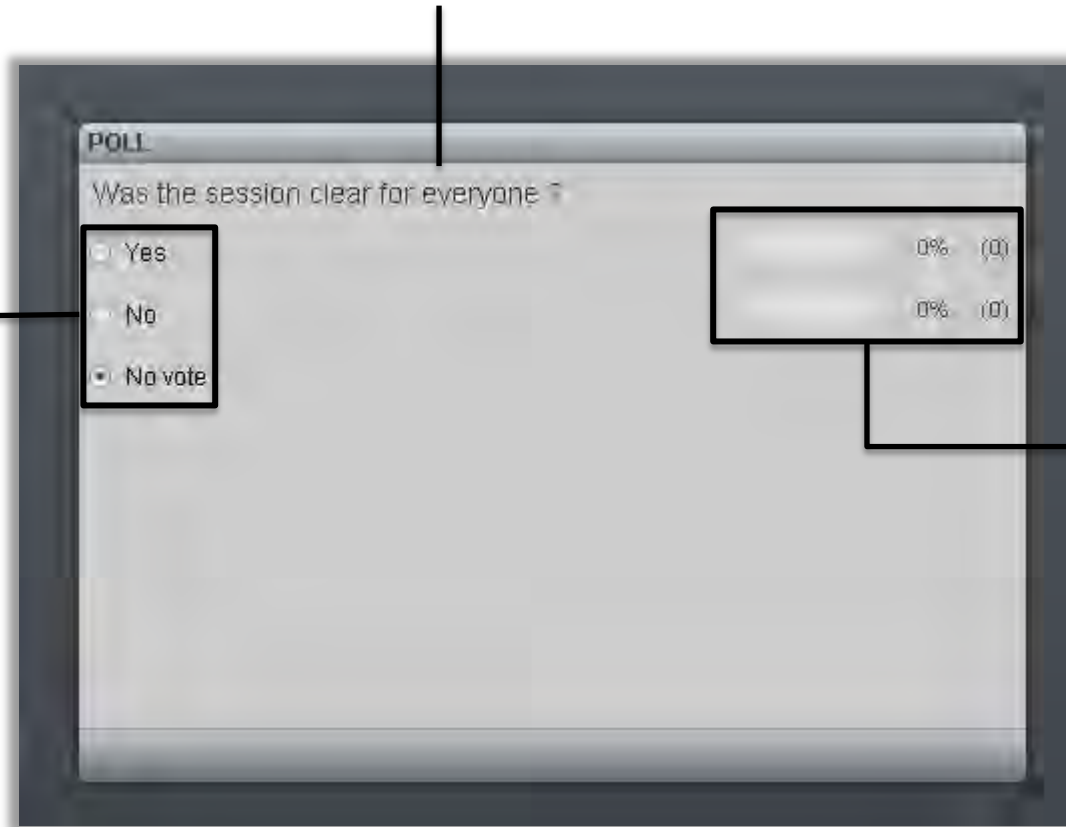
The x icon removes an entry

The Poll synclet

Your host may decide to ask you a question

The question of the poll will appear here

Vote by picking your answer

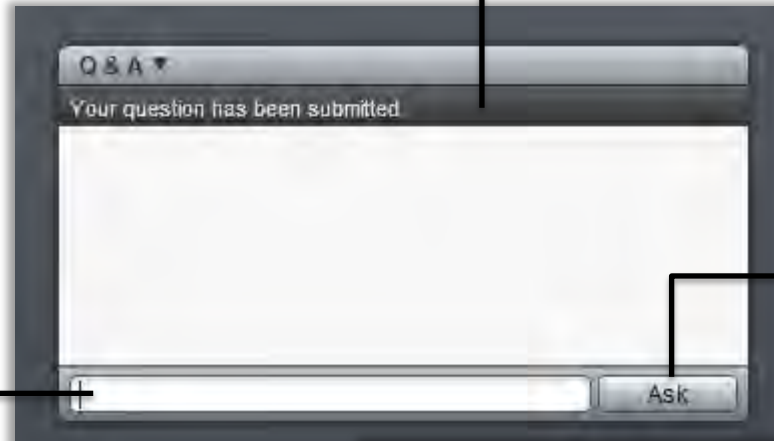


View the results of the polls, if the host has allowed it

The Question & Answer synclet

Your host may allow you to ask questions

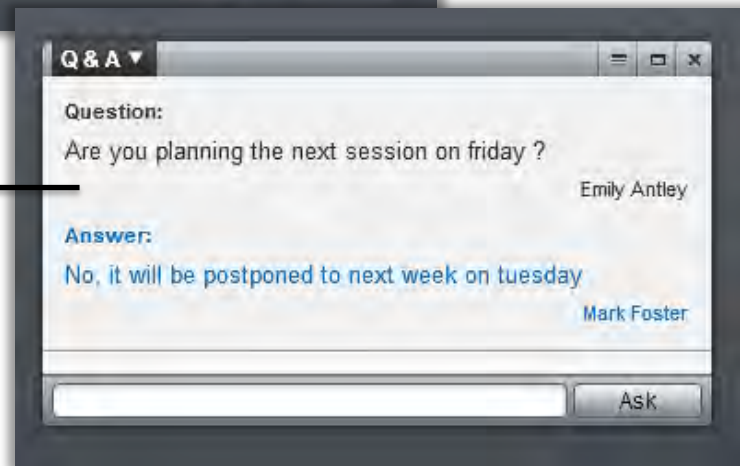
After clicking Ask, you are notified that your question is submitted



Type your question here

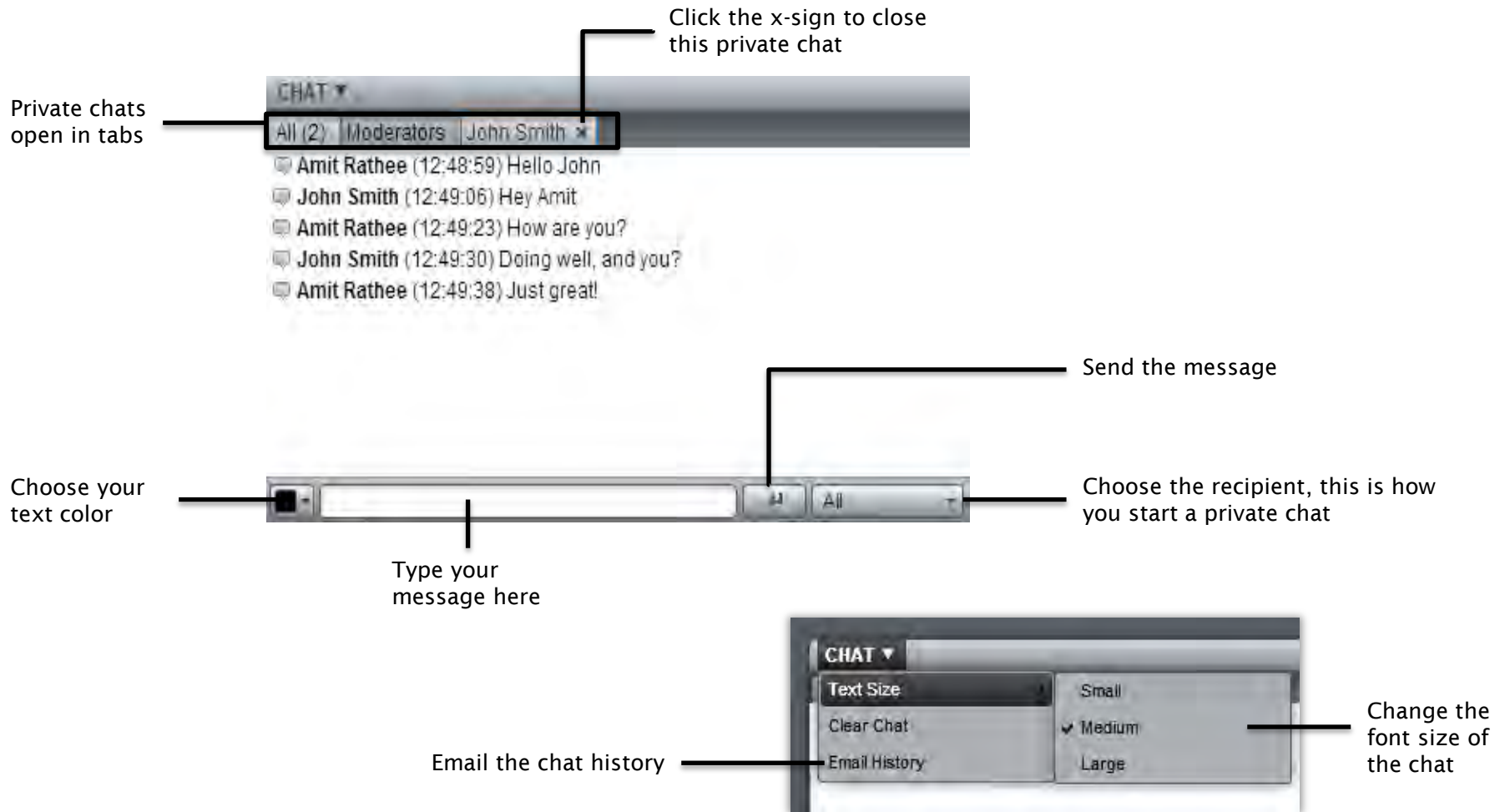
Click Ask

Answers to questions will appear here as the moderators answer them



The Chat synclet

A great way to communicate next to audio and video



Give feedback via the status menu

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



The image shows a meeting interface with a 'PARTICIPANTS' synclet. The synclet lists two participants: Amit Rathee and John Smith. A status menu is open, showing various options like 'Agree', 'Disagree', 'Away', 'Speak louder', 'Speak softer', 'Speed up', 'Slow down', 'Confused', 'Laugh', 'Applause', and 'Clear status'. A line points from the text 'Open this menu to set your status' to the status menu. Another line points from the text 'When you set your status, an icon will appear here, visible to everyone' to the status icon next to Amit Rathee's name. A third line points from the text 'Choose a status or clear it' to the status menu.

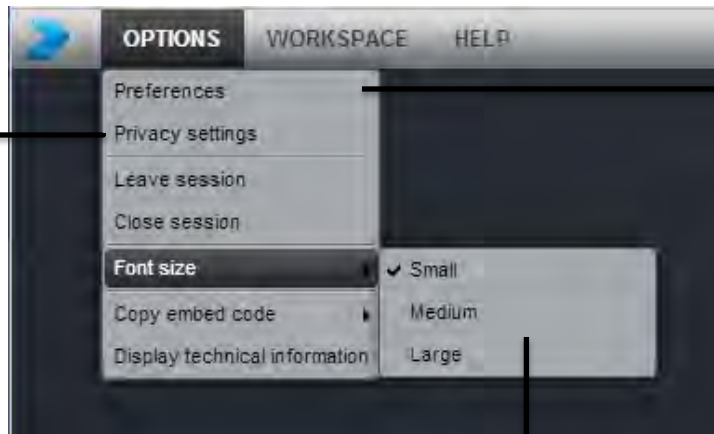
Open this menu to set your status

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

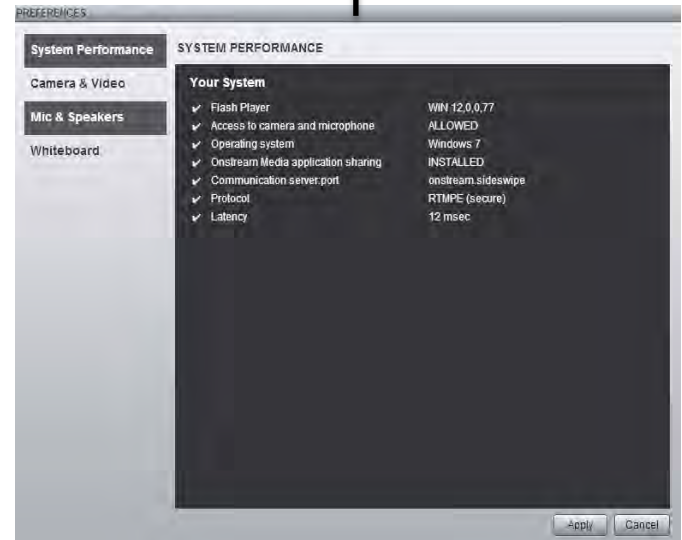


Make sure to allow access to your mic and cam via the privacy settings



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

The image shows a 'PREFERENCES' window with a sidebar on the left containing 'System Performance', 'Camera & Video', 'Mic & Speakers', and 'Whiteboard'. The 'Camera & Video' section is active, showing 'CAMERA & VIDEO' settings. Under 'Camera Source', there is a dropdown menu currently set to 'USB Video Class Video'. Below that is the 'Video Scaling' section with an 'ON' button selected and an 'OFF' button. The 'Broadcast Shape & Quality' section has three radio buttons: 'Easy Presets' (selected), 'Professional Video Standards', and 'Custom'. Under 'Easy Presets', there is a list of video formats: 'D1 / DV PAL - 720 x 576', 'D1 NTSC - 720 x 486', 'DV NTSC - 720 x 480', 'HDTV 720p - 1280 x 720', and 'HDV 1080 - 1440 x 1080'. To the right of this list are fields for 'Frame rate (fps)' set to 10, 'Bandwidth cap (KB...)' set to 0, 'Keyframe every' set to 15 frames, and 'Min quality' set to 85. At the bottom right are 'Cancel' and 'Apply' buttons. Four callout lines point to these specific areas: 'Choose a category for the settings' points to the sidebar, 'Choose your camera source' points to the 'Camera Source' dropdown, 'Video Scaling' points to the 'ON' button, and 'Fully control your camera's quality via professional settings' points to the 'Professional Video Standards' radio button.

Choose a category for the settings

Choose your camera source

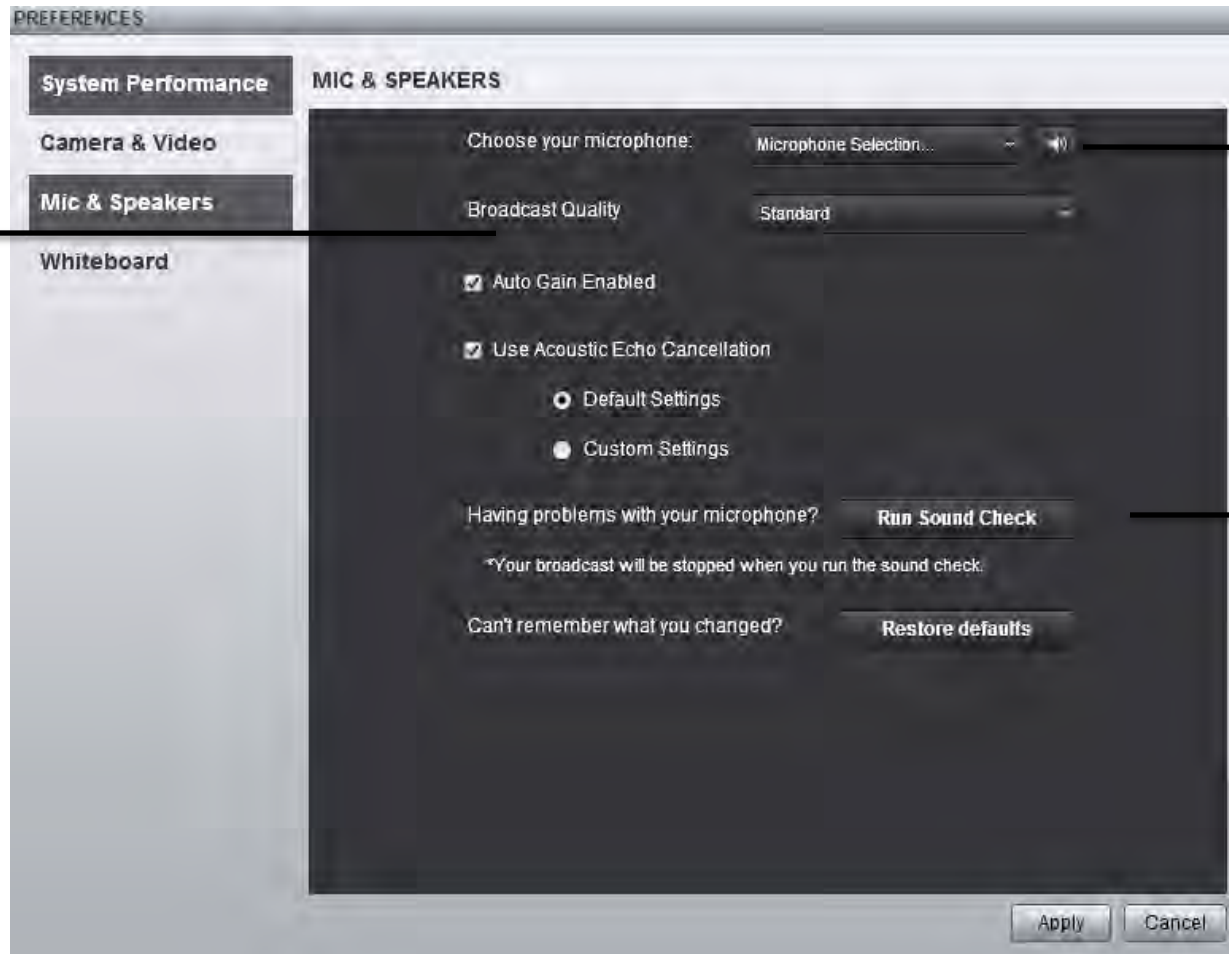
Video Scaling

Fully control your camera's quality via professional settings

Audio settings

Choose your microphone source and quality and check your sound

Set the quality of your microphone



Set which microphone you want to use

Test your microphone

Registration Page

Easily register for a webinar through the simple, user intuitive interface

The image shows a browser window displaying a registration page for a webinar. The browser's address bar shows the URL: `join.onstreammedia.com/register/arathee/SampleRegistration`. The page layout includes a sidebar on the left and a main content area on the right. The sidebar contains a profile picture of a man, a 'Registration' button, 'Session Info' (Time: 13:10, 31 Mar 2014 EST (US & Canada); Duration: 15 mins; Status: Not yet started), and 'Share' options for Facebook, Twitter, and Google+. The main content area features the title 'Sample Webinar with Registration', a 'Registration' section with four input fields (First Name, Last Name, Email, Company), a 'Submit' button, and a privacy notice. Annotations with lines point to various elements: 'Session Title' points to the main title; 'Mandatory fields' points to the First Name, Last Name, and Email fields; 'Webinar details including date, time and duration' points to the Session Info section; and 'Social media "share" options' points to the social media icons.

Sample Webinar with Registration

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.

Session Title

Mandatory fields

Webinar details including date, time and duration

Social media "share" options

Reminder email

Stay 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/198>
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