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.

Use the registered tab if you have an Onstream Webinars account

Use the guest tab if you don’t have an account

Enter your email address

Enter your password

Enter your name to identify you in the session

NOTE: If the moderator has protected the session with a password, you may be prompted to enter it

Click enter and the live session will load
STEP TWO: The live session
That’s it, you’re already inside

- Your name and those of all other connected users appear here.
- Public and private chat.
- The speakers video will appear here.
- The moderators content will appear here.
- Click this button to raise your hand.
- 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 its function.
- Each synclet has a menu with special settings.

Example synclet menu:
- Camera settings
- Microphone settings
- Stop all other broadcasts

Example synclet window:
- Start my Video & Audio
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

If accepted, camera and mic buttons will appear

Your video will appear in the video conference synclet

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

Mute, control volume & see mic activity

You have requested to speak. Cancel

Freeze video
Pin the controls
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

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

Shared Files can be downloaded by other users in the session

For more information refer to the manual for moderators
Notifications
A full history of events that occurred in the session

Click to open the notifications panel

The x icon removes an entry

All events will be tracked for you
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

Type your question here

Click Ask

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

Answers to questions will appear here as the moderators answer them
The Chat synclet
A great way to communicate next to audio and video

- Click the x-sign to close this private chat
- Private chats open in tabs
- Choose your text color
- Type your message here
- Send the message
- Choose the recipient, this is how you start a private chat
- Email the chat history
- Change the font size of the chat

All (2): Moderators John Smith
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

Choose a status or clear it

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

Choose a category for the settings:
- System Performance
- Camera & Video
- Mic & Speakers
- Whiteboard

Choose your camera source:
- USB Video Class Video

Video Scaling:
Scale videos to fit your window size or view them at original size.
- ON
- OFF

Broadcast Shape & Quality:
Pick from our quick and easy presets or opt for professional standards if you are a professional webcaster.

Easy Presets
- D1 / DV PAL - 720 x 576
- D1 NTSC - 720 x 486
- DV NTSC - 720 x 480
- HDTV 720p - 1280 x 720
- HDV 1080 - 1440 x 1080

Professional Video Standards
- Frame rate (fps)
- Bandwidth cap (KBps)

Custom
- Keyframe every
- Min quality

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

Set which microphone you want to use

Test your microphone
Registration Page

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

Session Title
Mandatory fields
Webinar details including date, time and duration
Social media “share” options
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/aratee/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.