



macromedia
BREEZE

**Breeze Meeting[®] 5.0:
Getting Started**

Instructional and Research Technology Services
Office of Information Technology
Indiana State University

Breeze Meeting® 5.0: Getting Started

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Breeze Meeting® 5.0

Macromedia Breeze is a flexible, affordable way to create remote presentations and training material complete with polling, videoconferencing, application sharing, and interactive chat over the Internet using FlashPlayer from most Web browsers.

Breeze Meeting allows you to create a real-time online meeting or videoconference, with pods available for presentations, chat, file sharing, and several other features. The host and presenters have control over the content and how it appears to the participants. Recording a meeting in Breeze for viewing at another time is also an option.

Some ideas for using Breeze Meeting at Indiana State University include:

- Host online web meetings and conferences.
- Offer multimedia presentations via the web.
- Share files and documents in real time.
- Record meetings or presentations for future playback.

Obtaining a Breeze Account

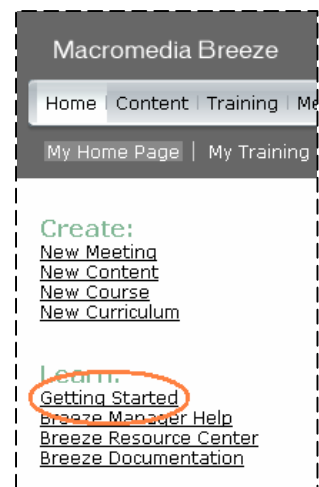
Before you begin, you will need an account on the ISU Breeze server. If you do not already have one, go to

<http://webforms.indstate.edu/breeze>

to complete the request form. After your account has been created, the server will e-mail your login information to you.

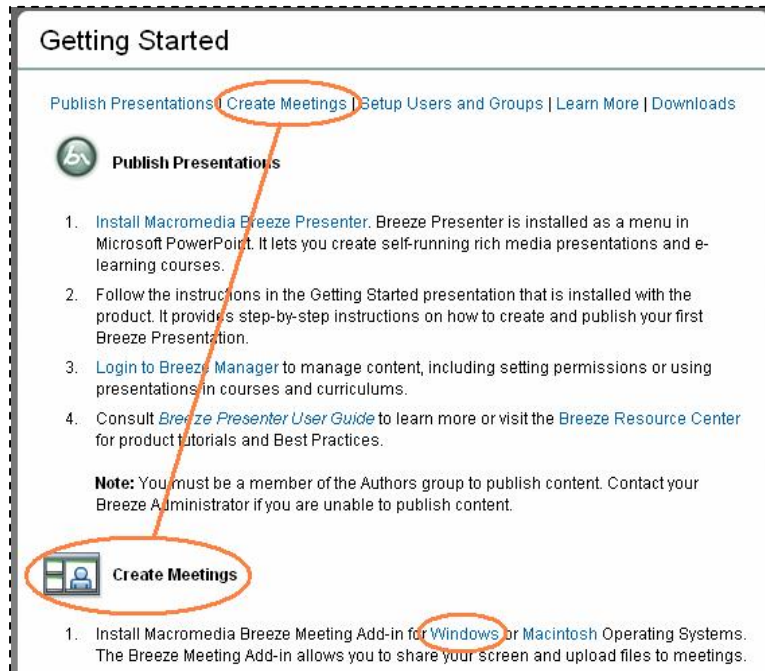
Downloading the Necessary Software

1. Point your web browser to the Breeze server <http://breeze.indstate.edu> and log in to your Breeze account.
2. On the left, click on the **Getting Started** link.



3. In the **Create Meetings** section:

- a. Go to step 1, the paragraph that begins, "Install Macromedia Breeze Meeting Add-in", and click the **Windows** link, then follow the instructions to install **Breeze Presenter** on your PC. (There is no registration form involved.)



Getting Started

[Publish Presentations](#) | [Create Meetings](#) | [Setup Users and Groups](#) | [Learn More](#) | [Downloads](#)

Publish Presentations

1. **Install Macromedia Breeze Presenter.** Breeze Presenter is installed as a menu in Microsoft PowerPoint. It lets you create self-running rich media presentations and e-learning courses.
2. Follow the instructions in the Getting Started presentation that is installed with the product. It provides step-by-step instructions on how to create and publish your first Breeze Presentation.
3. [Login to Breeze Manager](#) to manage content, including setting permissions or using presentations in courses and curriculums.
4. Consult [Breeze Presenter User Guide](#) to learn more or visit the [Breeze Resource Center](#) for product tutorials and Best Practices.

Note: You must be a member of the Authors group to publish content. Contact your Breeze Administrator if you are unable to publish content.

Create Meetings

1. Install Macromedia Breeze Meeting Add-in for [Windows](#) or [Macintosh](#) Operating Systems. The Breeze Meeting Add-in allows you to share your screen and upload files to meetings.
2. [Test your computer](#) to make sure that you are set up with all of the tools you will need to participate in the meeting.

- b. Go to step 2, and click the **Test your computer** link, then follow the instructions to be sure your PC is set up correctly for Breeze Meeting. (If you have trouble, click on the [troubleshooting information](#) link for help in diagnosing the problem.) Close the test window when the test is completed.
- c. **Note:** If you installed an earlier version of Breeze, you may already have FlashPaper installed on your PC. If so, you can skip this step.

Go to step 3 and click the **Install Macromedia**

FlashPaper link, then follow the instructions to install **FlashPaper** on your PC. (There is no registration form involved.)

3. [Install Macromedia FlashPaper.](#) FlashPaper allows you to share any document in meetings by converting it into Flash (SWF file) format.

The instructions will say you need to restart your PC in order for the installation to take effect. You do not need to restart immediately in order to complete the rest of the workshop; simply close out the window.

4. When the installations have completed, you may close the **Getting Started** window.

Creating a Meeting

1. If you are not currently logged in to your account on the Breeze server, log in now at <http://breeze.indstate.edu>.
2. a. If you are on your **Home** page: On the left, under **Create**, click the **New Meeting** link.
OR
b. If you are on your **Meetings** page, click on the **New Meeting** button.

Entering Meeting Information

3. a. Enter the meeting name.

Enter Meeting Information
 Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

- b. (Optional) You may indicate a custom URL for your meeting. (It must be unique on the Breeze server.) If you leave this blank, the system will generate a URL for you, e.g., r98653271.

Custom URL:

(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in http://breeze.indstate.edu/productdemo/)

- c. (Optional) If desired, enter a summary.

Summary: (max length=750 characters)

- d. Select the **Start Time** for the meeting.
- e. Select the **Duration** for the meeting.

Start Time:

Duration: hours:minutes

NOTE: The **Start Time** and **Duration** are not used by the Breeze server; i.e., Breeze will NOT automatically start up or shut down your meeting according to the information you select here. These fields are provided so you may inform attendees about the meeting.

- f. You may skip the **Select Template** item.

- g. Choose who you want to have **Access** to the meeting. Most often you will choose **Anyone who has the URL....**

Access:

Only registered users and accepted guests may enter the room

Anyone who has the URL for the meeting can enter the room

- h. In the **Audio Conference Settings** section, be sure the **Do not include any audio conference with this meeting** radio button is selected.

Audio Conference Settings

Do not include any audio conference with this meeting.

- i. Click the **Next** button (not shown).

Selecting Participants

4. a. If you did NOT give access to "Anyone who has the URL...", you will need to designate participants here. (Each participant **MUST** have a Breeze account.) If you want to add additional presenters, you may do so here.

Select Participants

Enter Meeting Information > **Select Participants** > Send Invitations

Available Users and Groups	Current Participants For Successful Brainstorming 101
Administrators	John Gallagher Host ccjohn@isugw.indstate.edu
Training Managers	
Learners	
Meeting Hosts	
Account Authors	
Center for Teaching and Learning (CTL)	
IRTS	
ISU Faculty and Staff	
Landsbaum Center	

Buttons: Cancel < Previous **Next >** Finish

- b. Click the **Next** button.

Sending Invitations

1. a. You may cut and paste the information into your own e-mail message OR...
- b. Click the **Send E-Mail Invitations** button.

Send Invitations

Enter Meeting Information > Select Participants > **Send Invitations**

To invite people to your meeting, please copy the URL below and send it to your invitees. Optionally, you can select the button below, which will launch your default e-mail client and automatically include the following information:

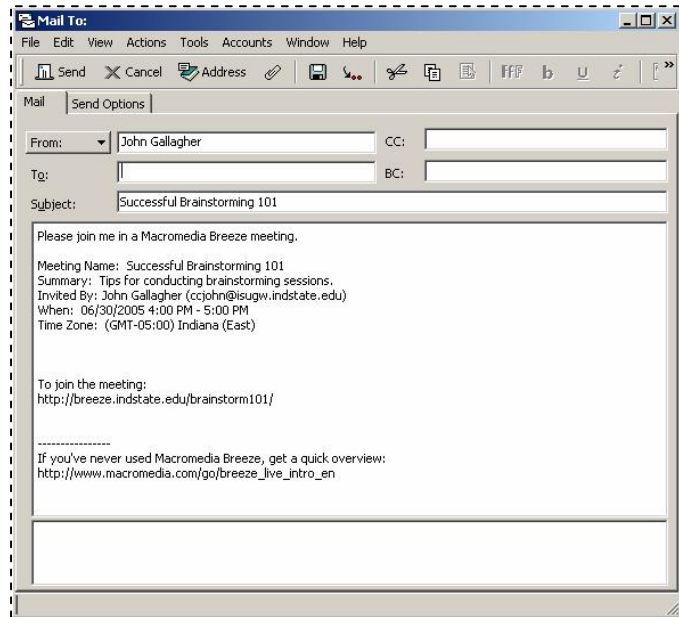
Name: **Successful Brainstorming 101**
 Summary: **Tips for conducting brainstorming sessions.**
 Invited By: **John Gallagher (ccjohn@isugw.indstate.edu)**
 Where: **http://breeze.indstate.edu/brainstorm101/**
 When: **06/30/2005 4:00 PM - 5:00 PM**
 Time Zone: **(GMT-05:00) Indiana (East)**

Send E-Mail Invitations...

Buttons: Cancel < Previous **Next >** Finish

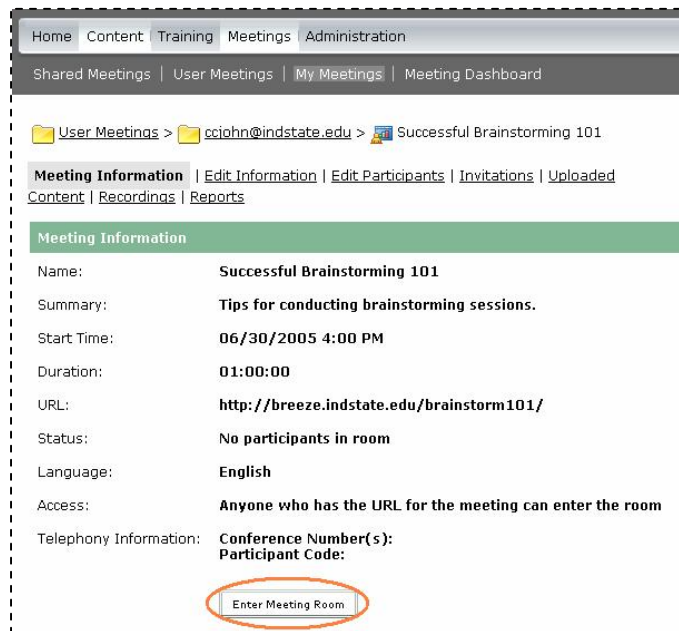
A new message will appear within your e-mail application.

- c. In the **To** field, you should specify e-mail addresses where you want the invitations sent.
- d. By default, the **Subject** field contains the name of your meeting; you may change the **Subject** line if you wish.
- e. The default message appears in the **Message Body** text box; you may change the text if you wish.
- f. Complete the normal steps within your e-mail application for sending the message.
- g. Click the **Finish** button (not shown) on the **Send Invitations** screen.



5. The Breeze Server returns you to your account, with the **Meetings** button highlighted on the toolbar at the top, and the **Meeting Information** displayed below.

Hint: Usually you will want to verify the meeting room layout, add the content you will be using, post notes, etc. before the meeting actually begins. Click the **Enter Meeting Room** button to begin these tasks. (See following sections for more details.)



Using the Meeting Room - The Sharing Layout

The virtual **Meeting Room** has several pre-formatted screen layouts, each of which contains various "pods" that perform different functions within the meeting itself. In this workshop we will work with the **Sharing** layout, which is the default, and look at each pod individually for setup and use.

The Camera and Voice Pod

Note: You will need to have your camera and microphone connected to your computer and the appropriate drivers installed so the devices are ready for use before attempting to use them in Breeze Meeting.

Setting Your Camera and Voice Sources.

1. a. Right-click somewhere in the **Camera and Voice** pod, then click on **Settings**.



- b. Click on the **camera icon** and select your active camera from the dropdown list.



- c. Click on the **microphone icon** and select your active microphone from the dropdown list.



- d. Click on the **allow access icon** and click the **Allow** radio button to allow **indstate.edu** to access your camera and microphone.
- e. Click the **Close** button.



Starting Up the Camera and Voice Devices

2. a. Click the camera/microphone button in the **Camera and Voice** pod. This will expand into a Stop icon, a camera button that should be highlighted, and a **Talk** button with a lock icon.



Using the Talk Button

3. a. To use walkie-talkie style, click and hold the **Talk** button, then pause for about one second to allow for the connection before speaking. Your voice is broadcast as long as you are holding the Talk button; when you release, your voice is no longer broadcast.



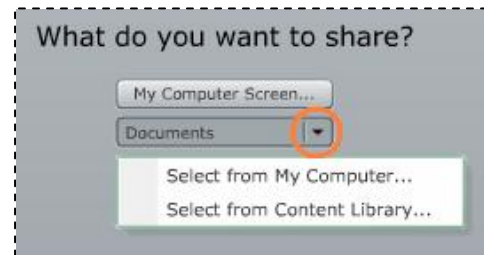
- b. For hands-free operation, click the **lock icon** next to the **Talk** button, then pause for about one second to allow for the connection before speaking. Your voice is broadcast until you click the **lock icon** again to turn off hands-free operation.



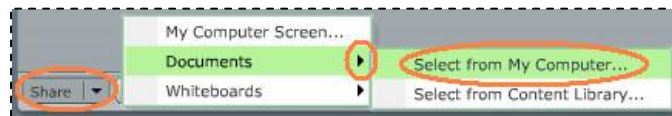
The Share Pod

Loading PowerPoint Presentations

1. a. Click the down-arrow next to the **Documents** option to bring up the dropdown list
OR
Click the **Share** button near the bottom of the pod.

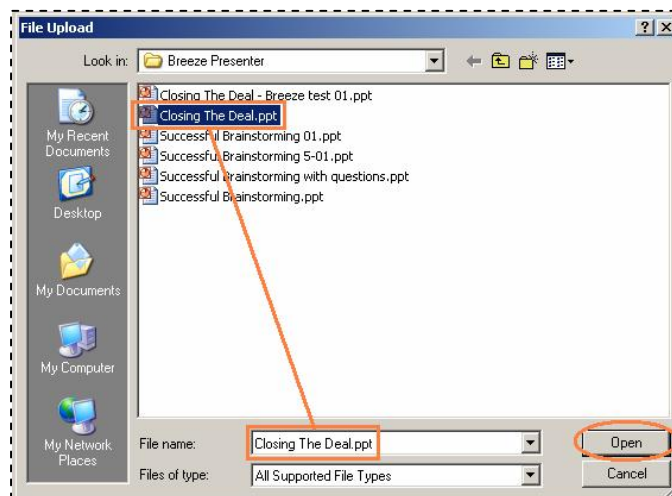


- b. To load a file from the PC you are currently using, click the **Select from My Computer** option...



... then navigate to the file and click the **Open** button.

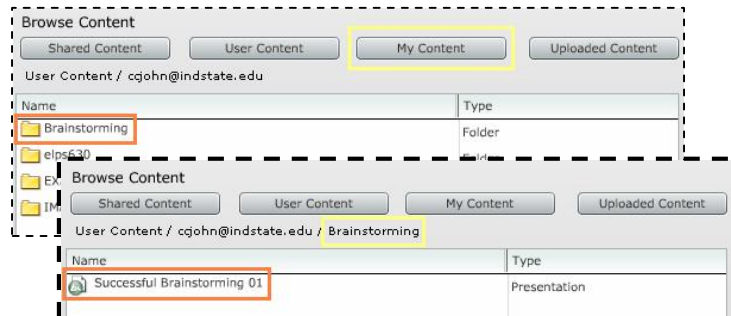
If you load a PowerPoint (.ppt) file directly, Breeze will convert it to Flash before displaying it in the meeting.



- c. To load a file from your Breeze server account, click the **Select from Content Library** option...

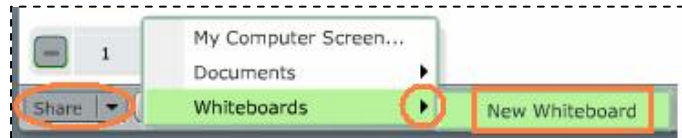


... then navigate to the file and click the **Open** button (not shown).



Using Whiteboards

2. a. Click the **Share** button near the bottom of the pod, then click to choose the **Whiteboards** option and select **New Whiteboard**.



- b. When you click on the **Whiteboard tools icon** in the lower right corner of the **Share** pod, the toolbar will appear on the whiteboard.
- c. When you click on a particular tool, available options for that tool will appear along the bottom of the pod. These may include line thickness, line color, fill color, transparency/opacity, or font style (for text boxes).

Hint: You may want to practice ahead of time so you will gain confidence using the tools before your meeting begins.

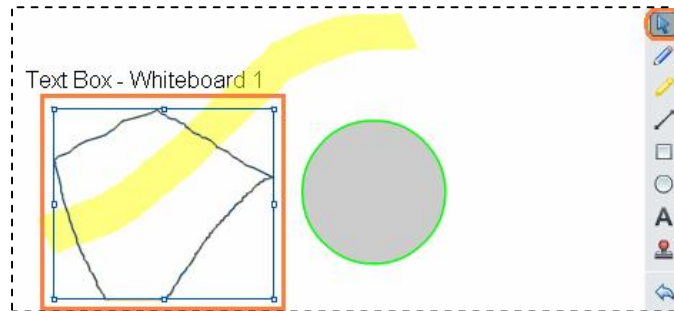


d. Erasing

The **Clear** icon will clear ALL markings off the whiteboard.



To remove only one specific marking, first click the **Selection** icon and outline the marking you want to remove, then press the **Delete** key on the keyboard.



- e. You may acquire additional whiteboard space by clicking on the **forward** button in the lower left corner of the **Whiteboard** pod.



Each additional whiteboard space will be numbered sequentially, and you may use the **back** button to move to a previous whiteboard space.



Moving from one whiteboard space to another does NOT erase any whiteboard space.

Changing Content in a Meeting

After a file has been loaded for your meeting, you can easily access it at any time during the meeting.

3. a. Click the **Share** button near the bottom of the pod, then select the **Document** option.

- b. All the content that has been loaded for the meeting will be displayed. Simply click the document you want to bring up.



The Attendee List Pod

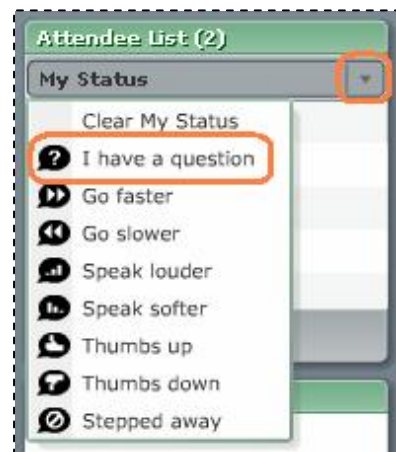
The list of attendees' names appears in the pod. The icon next to each name indicates that person's role within the meeting - host, presenter, or participant.



1. The presenter may change an attendee's role by clicking to select the attendee, clicking on the **Set User Role** icon in the lower left corner of the **Attendee List** pod, then clicking to select the desired role..



2. Attendees may send an alert to the host or presenter from the **My Status** dropdown list.



The Chat Pod

The **Chat pod** is available to all attendees throughout the duration of the meeting. Messages may be directed to everyone, to the presenters, or to an individual.

1. Click in the text box immediately above the dropdown list and enter your message.



2. From the dropdown list, click to select who will see your message.



3. Click the **Enter icon**, or press **Enter** on your keyboard.



Your message will appear in the text box at the top of the **Chat pod**. As the text box fills up, messages will scroll off the top.



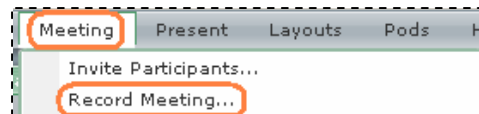
The Note Pod

The **Note pod** allows the host and presenter(s) ONLY to enter text that is displayed throughout the duration of the meeting. The **Note pod** may be used to display dial-in information, presenter contact information, a reference URL mentioned in the presentation, or other notes.

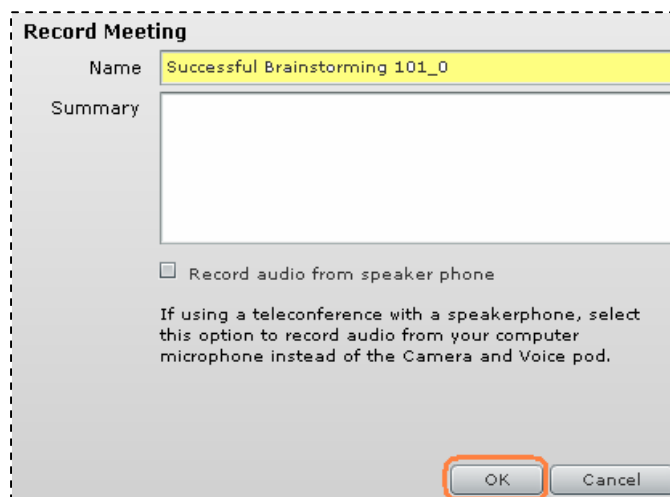
Recording A Meeting

A Breeze meeting, or any portion of it, can be recorded. The recording is assigned a separate URL for reference and sharing with others.

1. At the top of the **Breeze Meeting** window, click the **Meeting** button, then click **Record Meeting**.



2. In the **Record Meeting** window, enter the **Name** you want to use for the recording (or accept the default); if desired, enter a **Summary** (optional). Click the **OK** button.



NOTE: Breeze will generate a unique URL for each recording.

3. A red circle appears in the upper right corner of the window to show that the recording is now in process.



4. To stop recording:
 - a. Click the red circle, then click **Stop Recording**.
OR
 - b. Click the **Meeting** item on the menu at the top of the window, then click **Recording Meeting** to remove the checkmark.

5. To access the recording of a meeting:
 - a. Go to the Web browser window open to **Breeze Manager** (not the Breeze Meeting window where your meeting is taking place).
 - b. If necessary, click the **Meetings** button on the toolbar near the top of the window, then click the **Recordings** link.
 - c. Click the link of the recording for which you want to see information.

Home | Content | Training | **Meetings** | Administration

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > cciohn@indstate.edu > Successful Brainstorming 101

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | **Recordings** | Reports

Delete Move To Folder

✓	Name ▶	Recording Date ▶	Duration ▶
<input type="checkbox"/>	Successful Brainstorming 101_0	07/05/2005 9:12 AM	00:04:53

- d. The information about that recording is displayed, including the URL you can send to others if you want them to view the recording.
- e. To view the recording, click on the **URL for Viewing** link. A new Breeze Meeting window will open to display the recording.

Recording Information [Edit Return To Recordings]

Title: **Successful Brainstorming 101_0**

Duration: **00:04:53**

Disk usage: **288.4 Kb**

Permissions: **Same as parent folder**

URL for Viewing: **<http://breeze.indstate.edu/p43924350/>**

Summary:

Language: **English**

Uploaded on: **07/05/2005 9:12 AM**

Attending A Meeting

Breeze requires the use of **Macromedia Flash Player** in order to view a presentation, attend a meeting, or view a recorded meeting. Flash Player is currently available as a free download from Macromedia at:

http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

1. Anyone who is attending the meeting as a PRESENTER (as designated by the meeting host) **MUST** log in to his/her Breeze account in order to access presenter rights.
2. If the host has set the meeting access to **Anyone who has the URL...**, anyone who is attending the meeting as a PARTICIPANT does NOT need to log in to a Breeze account. Instead, a participant may simply go to the **Enter as a guest** section, click the **Click to enter** button, then, on the next screen, enter the name they will be known by during the meeting and click the **Enter** button.

Successful Brainstorming 101

Enter as a registered user	Enter as a guest
Login: <input type="text"/>	Enter as a guest if you have not been provided with a login ID and password. <input type="button" value="Click to Enter"/>
Password: <input type="text"/>	
<input type="button" value="Login"/>	
Need help? Forgot your password?	

Enter as a Guest

Name