



White Lion Meeting is an easy-to-use, full-featured web conferencing service that is ideal for hosting conference calls, sharing presentations, collaborating on documents and recording meetings.

When you set up a White Lion account, you'll receive a Client ID and Web Password to log in to your account on your company's White Lion website (see welcome materials or contact your company's conferencing administrator for the web address). You also may receive an audio dial-in number and passcode to use in your White Lion web meetings.

Once logged into your White Lion site, you can:

- Create and customize a meeting room, which is a web address where you can conduct all your web meetings without scheduling in advance
- Upload files, presentations and post-meeting surveys for use in a White Lion meeting
- Send HTML invitations to invite attendees to a White Lion meeting
- Access your White Lion meeting room and start a meeting
- View and download usage reporting of completed meetings
- Access and download recordings of your meetings
- Modify your profile and adjust account settings
- Schedule a one-time White Lion meeting for a conference that is only available at a certain time and date
- Join a meeting you scheduled
- Join a public meeting hosted by another member of your White Lion site

In addition to managing all aspects of your White Lion service in your White Lion site, you can manage other conferencing services to which your company subscribes. You will find useful support resources under Help (in the top right of any page of the site), Getting Started (on the login page) and Quick Links (top left after you log into the site).

Once you create a White Lion Meeting room and upload content such as Microsoft PowerPoint presentations, launch a web meeting by clicking the Start link next to "Web and Audio Meetings" under the Meet section on the logged in home page of your White Lion site. Alternatively, you may also enter the meeting room URL directly into your browser to access the room without first logging into the White Lion site. You will reach your room's "Attend a Meeting page," where you can join as the presenter by entering your Client ID and Web Password.

Hosting a White Lion Meeting Using a White Lion Meeting Room To create a meeting room that is available for all your web meetings without scheduling in advance, simply follow these steps:

1. Log in to your company's White Lion Meet site.
2. Under "My Meeting Accounts," select Manage my web meeting rooms.
3. Click on the "Create New" link at the top of the pop up window.
4. Specify the following attributes for your room: conference title, room name (part of the resulting meeting room URL), access (public or private), attendee join options (restrictions for joining), a PO or cost allocation number, and the audio account to be linked to the meeting room. You may also set general web conference options, and specify whether you want to access some or all of your uploaded content from the room during meetings.
5. Send invitations to attendees to notify them of the date, time and meeting URL to join your meeting. Under "My Meeting Accounts," select Manage my web meeting rooms, then click on the link for the room to which you wish to invite attendees.
6. Select the link "Invite Attendees" to create and send your invitations.
7. Launch your meeting by entering your meeting room URL into a browser and choosing to join as the presenter on the "Attend a Meeting" page. Or, log in to your White Lion Meet site, and click the Start link next to "Web and Audio Meetings" under the Meet section. Once in your meeting, follow the Getting Started tips for sharing content, inviting additional attendees and showing your webcam, a specific application or your desktop.

Hosting a Scheduled White Lion Meeting To schedule a one-time meeting that is only available at a specific time on a specific date, select the Schedule link under "Web and Audio Meetings" in the Meet section of the home page of your White Lion Meet site. On the schedule page, select the limited availability link and complete the information on the schedule page. For this type of meeting, you have the option to set up an online attendee registration to gather information from attendees prior to your meeting. You will find this feature in the "Advanced Options" section of the scheduling form. **Other advanced options include the ability to achieve the following:**

- Automatically send email invitations to attendees and presenters
- Specify general web conference options
- Upload and select content (such as Microsoft PowerPoint presentations and other files) you plan to use in the meeting
- Create a post-conference evaluation form you can send to attendees

Once you save your scheduled meeting, you will receive an email confirmation with details for joining the meeting. If you misplace that email, you may log in to your company's White Lion Meet site. Locate your meeting in the list of "Today's Public and Private Meetings." Select the Present link to reach your web meeting. Once in your meeting, follow the Getting Started tips to share content, invite additional attendees, and show your webcam, a specific application or your entire desktop.

Joining a White Lion meeting is easy, simply follow these steps:

1. If you receive an email invitation for a White Lion meeting, open the invitation and click the Join as Attendee link. If you were not invited by email, open your internet browser and type in the web address you were given.
2. Enter your information into the "Attend a Conference" form.
3. Click Join Conference

The AppShare feature allows you to share and demonstrate software applications, or your entire computer desktop, with your participants during a live web conference. **To access AppShare, simply follow these steps:**

1. Click the AppShare button on the live conference toolbar.
 - Note: If you have not used the AppShare feature before, you will receive a pop-up window asking you to install the AppShare applet. This is a one-time installation; you will not have to install any more files unless the AppShare portion of the White Lion conferencing solution is upgraded at a later date. Click the Yes or Always button to install the AppShare applet. Clicking the Always button will install any updates automatically in the future without displaying the pop-up window.
2. The AppShare menu will open within the live web conference browser. The live conference toolbar and side menu are available during AppShare sessions. Once you access the AppShare screen, your audience will see "Please wait for presenter to share an application." This message will remain until you share an application.
 - The following list describes the various sections and options of the AppShare screen:
 - The Display in High Color option allows you to enable high color mode for the shared application
 - The Hide Pop-up Windows option allows you to prevent application, status and other non-shared windows from appearing on top of the shared window
 - The Share in Full Screen option allows you to force a full screen view of the shared application for all attendees
 - The Refresh List button updates the list of available applications that appear in the window below these buttons
 - The Annotate button enables the AppShare Annotation option for the shared application
 - In the Click to Share section, there will be a list of applications on your computer available for sharing in your conference.
 - The Stop Sharing button ends the sharing session temporarily and displays a "Please wait for presenter to share an application" message to attendees until the presenter does something else
 - The Grant Control button gives control of the shared application

to the participant selected from the list below the button. Under the Grant Control section, you will see the list of participants in your conference.

- The Revoke and Revoke All buttons are used for removing AppShare control previously granted to an attendee
3. You can share any one of applications that are listed in the Click To Share section of the screen, or choose to share your entire desktop. Once shared, a Now Sharing icon will appear in the upper right-hand corner of the shared application, letting you know which application you are currently sharing and what your attendees are seeing.
 4. If you want to share only one program, select the application by clicking and selecting it from the list of applications. The selected application will open in front of your web conference window immediately. All meeting participants will be able to see the program in their web conferencing window and follow all of your actions within the specified application.
 5. To share your entire computer desktop, including background, taskbar and desktop items, select Entire Desktop from the list of available applications.

Dial out to additional participants or presenters during your meeting. Dialing out is an easy way to help participants who are new to conferencing, provide a personal touch to high-profile participants or assist those who are having trouble joining the audio portion of your meeting.

Note: Hosts must enable this feature prior to the meeting.

To dial out to participants during your White Lion conference, simply follow these steps:

1. Once you have joined the White Lion conference, you will see the “Participants” box in the upper left part of the screen. At the top of that box, select the button that looks like a person next to a plus sign.
2. A pop-up window opens, allowing you to enter the participant’s phone number. Fill in the requested information.
3. Click Invite. You may be prompted on the phone for further steps to join the participant to your conference.
4. The caller will hear: “Welcome to the Conference Center. Please press ‘1’ to enter the meeting.”
5. You will see that participant’s phone line in the “Participants” box when the participant has joined.

Following are a few helpful tips for dialing out to a participant:

- In the phone number field, preface the area code and phone number with a “1.”
- Include an area code.
- The dial-out function can be used to connect to an international number.

To record your White Lion conference, simply follow these steps:

1. Dial in with your host passcode.
2. Click on the Record button from the White Lion Live Conference toolbar.
This will open a new “Recording Options” window.
3. Select the desired option (your options include recording a web and audio conference, an audio-only conference or a web-only conference).
4. Click the Record button.

Note: You must have a host dialed into the audio conference to record audio from a White Lion conference. When you click on the Record button, you will be presented with your options to record based on the assumption you have an active audio conference with your web conference.

To record only the audio portion of your conference, simply follow these steps:

1. Dial in with your host passcode.
2. Press *22.
3. Follow the prompts.

Note: If you begin a recording in this manner, you cannot switch to using the Record button from White Lion Live Conference toolbar in your web conference

White Lion provides two options for web conferences:

1. An “always available” meeting room.
2. A “one-time” web meeting.

To create an “always available” meeting room, simply follow these steps:

1. Log in to your White Lion Meet site.
2. Under “My Meeting Accounts,” select Manage my web meeting rooms.
3. Click on the “Create New” link at the top of the pop up window.
 - a. On the meeting info form, fill in the meeting title, meeting room name, if the meeting should be public and viewable from the sign-in page, and options for your attendees joining.
 - b. After you enter your meeting room name, the URL for your meeting room will populate. This is the URL you will use whenever you wish to join your meeting room.
4. By default, your audio account will be selected for you. To change to a different audio account, select Change Audio Options.
5. You can select other options by expanding the available fields, including the option to upload presentations or files before your meeting time and date, selecting Polling Questions or selecting Evaluation options.
6. After completing the options, click Save. You will be taken back to the

Home page and your “always available” meeting room will be created and available for use.

To create a White Lion “one-time” web meeting, simply follow these steps:

1. Log in to your White Lion Meet site.
2. Under “My Meeting Accounts,” select Schedule under the “Web and Audio Meeting” item in the “Meet” section.
3. Select the “limited availability web meeting” link below your always available rooms.
4. By default, your audio account will be selected for you. To change to a different audio account, select Change Audio Options.
5. Enter the following meeting information:
 - a. Type in a meeting title. “White Lion Conference” will be automatically entered but you can change it.
 - b. Enter the date, time and time zone for your meeting.
 - c. Decide if your meeting should be Public and viewable from the sign-in page.
 - d. Select the Advanced Options by expanding the available fields, including the option to invite attendees or additional presenters, upload presentations or files before your meeting, select registration options, choose polling questions or an evaluation form to be presented to your attendees after the meeting.
6. After completing the options, click Save. Your invitations will be sent if you selected to send out invitations to attendees and/or additional presenters at the time you save the meeting.

You will be taken to the “Find a Meeting” page and your scheduled “one-time” web meeting will be listed.

If your White Lion meeting is already in progress, you can still attach your content to the conference any time before the conference ends. Simply follow these steps:

1. Click the Content Library button from within your White Lion web conference.
2. Upload your presentation during the conference using the Upload Presentation link.

In addition, you can upload and attach content to your conference by following these steps:

1. Sign into your White Lion Meet site.
2. Locate the conference, click on the title of the conference, then click Edit.
3. Select Presentation Options. This will allow you to add a presentation from your content library or add a new presentation.
4. Save the conference.

Once you have saved the conference, the presentation will be available within the live conference shortly. Note: larger presentations may take longer to upload before they are available.

Additional Considerations:

- The only content type supported for presentations is Microsoft® PowerPoint (.PPT)
- Presentations larger than 128 MB will not load
- If you would like to show a Microsoft Word document or other type of file in your conference, you will need to use the Application Share feature
- If you would like to share content that is larger than 128 MB, you will need to use the Application Share feature

If you want to show your presentation immediately, you can use the Application Share feature to show the presentation if the file is on your computer.