Quick Reference

SMART
Technologies™

Bridgit Conferencing Software Basics

Bridgit™ conferencing software 3.2 allows users to easily host a data conference using the Microsoft® Windows® operating system. Participants at different locations can share applications and collaborate by writing and highlighting notes. Bridgit software allows users to participate in or host a meeting over the Internet using a telephone or voice technology. For more information on the special features in Bridgit conferencing software, please visit www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

Preparing for your conference

Before your conference begins, ensure all participants have an Internet connection. Participants can download Bridgit software from http://bridgitservice.smarttech.com. Save the file to your desktop to create a Bridgit software icon for future access.

Bridgit software icon

Joining or creating a conference

To join or create a conference, double-click the Bridgit software icon on your desktop. The *SMART Bridgit Conferencing Software* dialog box will appear.

To join a conference, select the name of the conference from the Active Conferences list, then click **Join**. To connect to a different server, select it from the Server name drop-down menu or type the server name in the text field and click **Connect**.
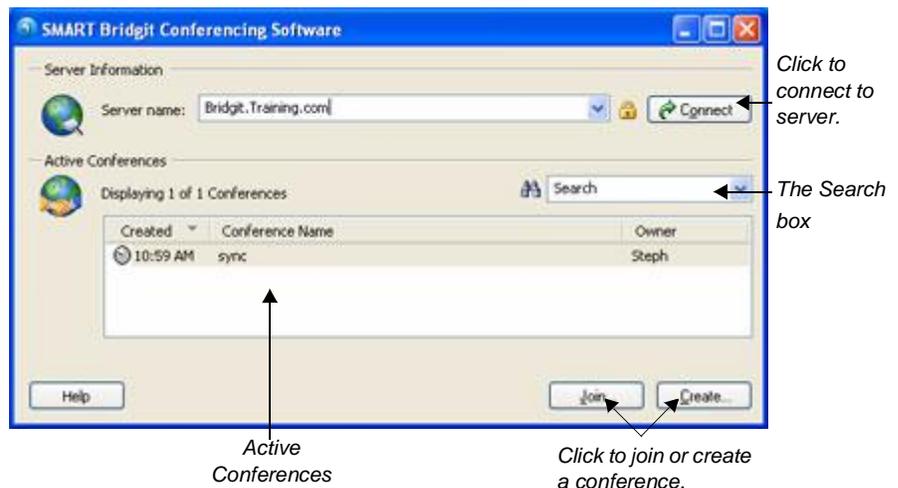
If several conferences are running on the same server, you can search for a specific conference by typing into the search box the conference owner's name, the conference name or the time and date of the conference.

Click to connect to server.

The Search box

Active Conferences

Click to join or create a conference.

To create a conference, click the **Create** button. Enter conference and user information in the *Create Conference* dialog box. You can also add a password to your conference. If you leave the password field blank, participants will not be required to enter a password to join your conference and anyone will be able to join.

Click **OK** to begin the conference.

NOTE: The *Automatically open microphones* option is used specifically with the voice technology feature of Bridgit software 3.2, allowing the conference creator to open all participants' microphones when joining the conference. Please refer to the *Special Features with Bridgit Conferencing Software* Quick Reference Guide for more information about using voice technology.

Name your conference.

Set and confirm conference password.

User name

Click OK to begin conference.
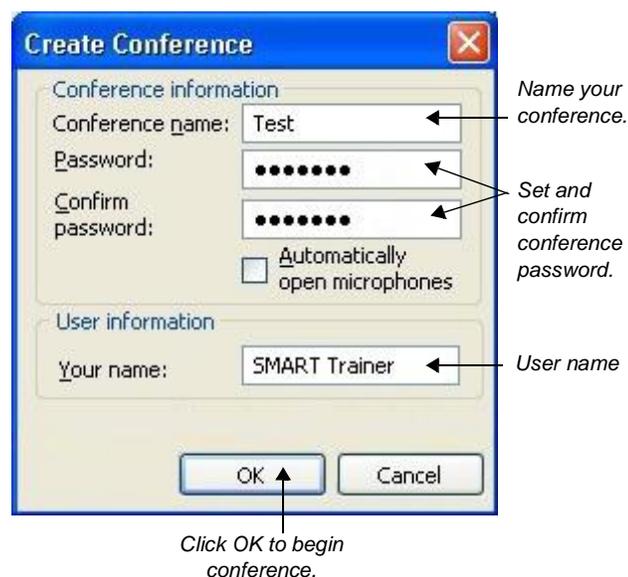
Inviting participants

After joining or creating a conference, the *Bridgit Conferencing Software* dialog box will appear. If you want to invite others to your conference, click the **Send Invite** button. Your e-mail application will generate a message with a link so that invitees can download Bridgit software. If you set a password for your conference, the e-mail message will include it by default. Type the e-mail addresses of your invitees, add any other information in the body of the e-mail and click the **Send** button.

Sharing your desktop

Select **Share My Desktop** to allow participants to view open applications on your desktop. Participants can request to share their desktop with others by clicking the Menu button and selecting **Share My Desktop**.

Participants can share their desktop with others.

Share your desktop with others.

Click to send invite to participants.
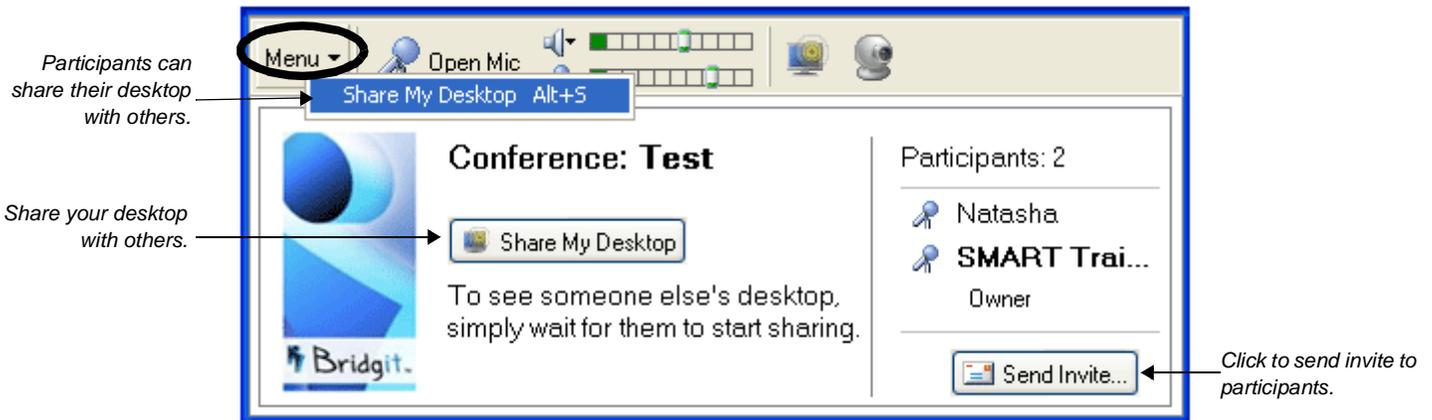
A blue border outlines the area on your desktop that conference participants can view. By default, this includes your entire desktop. If you are hosting a conference or presenting a lesson activity, there may be content you want to hide from view, such as your presenter notes. Drag the blue border to resize and limit the shared area on your desktop. Anything outside of the border will not be visible to conference participants.

Shared area on your desktop

Area outside border not visible by participants.

Drag blue border to resize shared area.