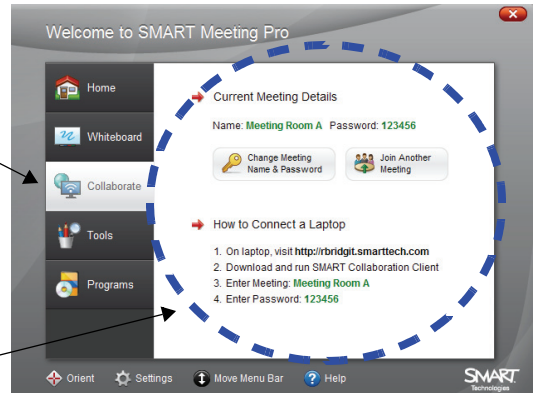


## Collaborating with SMART Meeting Pro

This *Quick Reference* provides an overview of the information you need to begin collaborating using SMART Meeting Pro.

### Starting your collaboration experience with SMART Meeting Pro

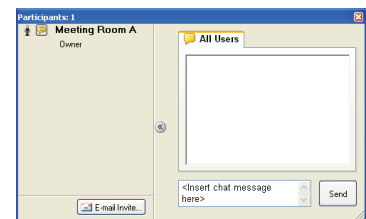
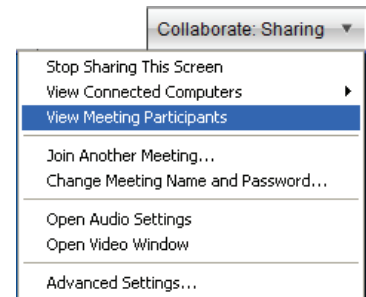
- 1 Press **Collaborate** on the SMART Meeting Pro Welcome Center



- 2 Take note of the meeting information located in the center of the SMART Meeting Pro Welcome Center while you are in *Collaboration* mode. Meeting participants need this information to join your meeting.

### Sending the meeting details to the meeting participants

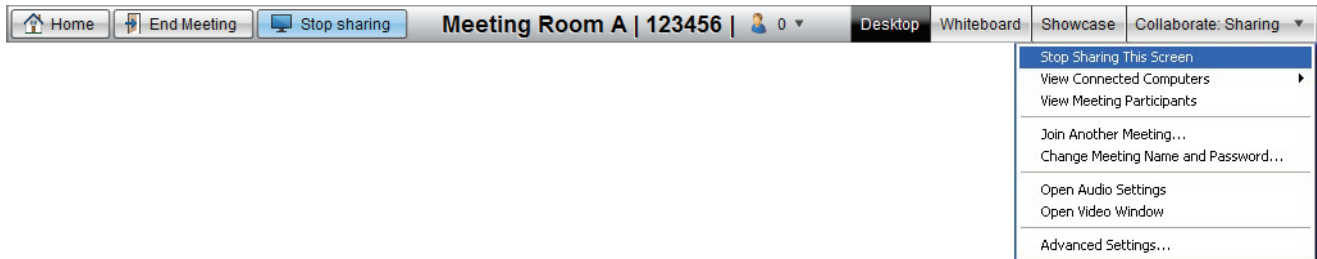
- 1 Select the **Collaboration** drop-down menu in the SMART Meeting Pro menu bar
- 2 Select **View Meeting Participants**. A dialog box appears.
- 3 Press **E-Mail Invite** in the bottom-left corner of the dialog box. The *Invite Participants* dialog box appears.
- 4 If you don't want to include the password in the e-mail, clear the **Include password in e-mail** option
- 5 Press **E-mail**. Your default e-mail program opens an e-mail form.
- 6 Type the e-mail addresses of the recipients and send the e-mail



**NOTE:** SMART Meeting Pro is collaboration-ready and automatically assigns a meeting name and password. Should you want to change this information, press **Collaborate > Change Meeting Name and Password**. The **Change Meeting Name and Password** dialog box appears. If you want to disconnect any currently connected user, select the **Do you want to remove current attendees from the meeting?** option, and press **OK**.

## Sharing your screen with meeting participants

Your screen is automatically shared with any connected meeting participants when you start SMART Meeting Pro. A thin blue border around your display indicates that your screen is currently being shared.



To stop sharing your screen, press **Stop sharing** in the menu bar or select **Collaborate: Sharing > Stop Sharing This Screen**

## Joining a meeting with the SMART collaboration client

To join a meeting with someone who is using SMART Meeting Pro, you need to install the SMART collaboration client and enter the meeting details. If you are a first time user, you need to download the SMART collaboration client.

- 1 Double-click the SMART collaboration client on your desktop. A dialog box appears.
- 2 Type the meeting name into the **Meeting Name** box and the meeting password into the **Password** box

**TIP:** If you are a local participant, you can get the meeting details from the SMART Meeting Pro Welcome Center or from the center of the *SMART Meeting Pro* menu bar on the meeting organizer's computer. You can also obtain the meeting details by selecting **Collaborate > View Connected Computers > How To Connect A Laptop**. If you are a remote participant, you'll receive the meeting details in advance via phone, e-mail or in person from the meeting organizer.

- 3 Select either the **Yes** or **No** option indicating if you are in the same room as the participants
- 4 Press **Join**