

Joining or Creating a SMART Bridgit Meeting



Introduction

SMART Bridgit™ conferencing software allows users to easily connect to collaborative meetings that enable you to share programs and information with anyone, anywhere in the world. Participants in different locations can share applications and collaborate by writing notes and highlighting information on the desktop. You can use SMART Bridgit client software to join a meeting on a SMART Bridgit server. If you have creation permission on a SMART Bridgit server, you can create your own meeting for other participants to join. For more information on SMART Bridgit special features, please visit

<http://www2.smarttech.com/st/en-US/Products/Bridgit/default.htm>

In this lesson you will learn how to:

- Join a SMART Bridgit meeting
- Create a SMART Bridgit meeting
- Invite meeting participants
- Share your desktop

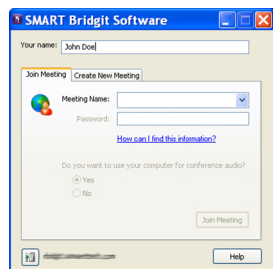
Before your meeting begins, ensure all participants have an Internet connection. Participants can download SMART Bridgit client software and save the file to the desktop for future access.

Joining a Meeting

The meeting organizer must provide the meeting name and password to all participants. Once they have this information, participants can join the meeting quickly and easily.

To join a meeting

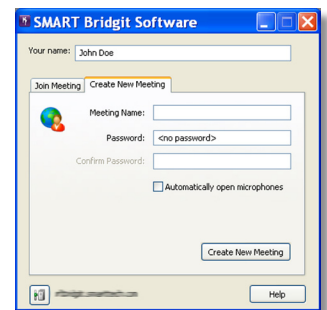
1. Double-click the **SMART Bridgit** icon on your desktop. The *SMART Bridgit Software* dialog box appears.
2. Type your name in the **Your name** text box
3. Select the name of the meeting from the **Meeting Name** drop-down menu
4. Type the password in the **Password** text box, if necessary
5. Select your preferred audio setting
6. Click **Join**



NOTE: To connect to a different server, click the button. The *Server Information* dialog box appears. Select the **Server name** from the drop-down menu, or type the server name in the text box and click **Connect**.

Creating a Meeting

If you have creation permission on a SMART Bridgit server, you can create and host your own meetings. For information on SMART Bridgit servers, refer to the *SMART Bridgit System Administrator's Guide*.



To create a new meeting

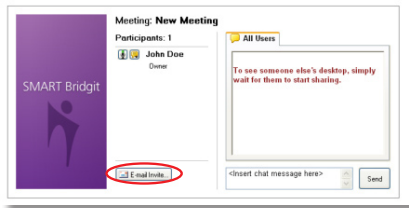
1. Double-click the **SMART Bridgit** software icon on your desktop. The *SMART Bridgit Software* dialog box appears.
2. Type your name in the **Your name** text box
3. Click the **Create New Meeting** tab
4. Type a meeting name in the **Meeting Name** text box
5. Type a **Password** (optional) in the text box. If you leave this box blank, participants will not be required to enter a password to join your meeting, and anyone will be able to join.
6. Re-type the password in the **Confirm Password** text box, if necessary
7. Click **Create New Meeting**

NOTE: Select **Automatically open microphones** to open all the participants' microphones when joining the meeting. Refer to *Using SMART Bridgit Tools* for more information about using Voice over Internet Protocol (VoIP) technology.

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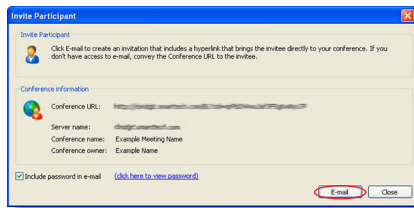
Inviting Participants

Inviting participants to your meeting distributes the meeting name and password to the participants so that they can join your meeting. After creating a meeting, the SMART Bridgit Software meeting window appears.

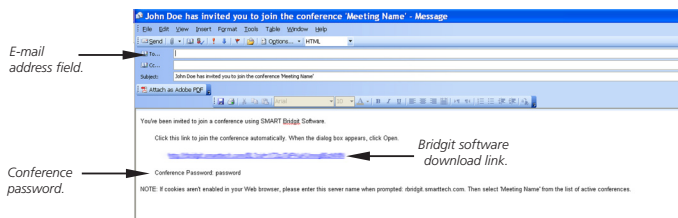


To invite meeting participants

1. Click **E-mail Invite**. The *Invite Participant* dialog box appears with instructions on directing participants to your meeting.



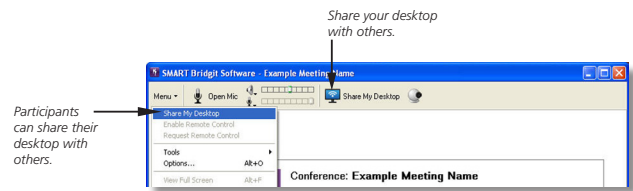
2. Click **E-mail**. Your default e-mail application opens an e-mail with a generated message, password information and a link for your invitees to download SMART Bridgit client software.



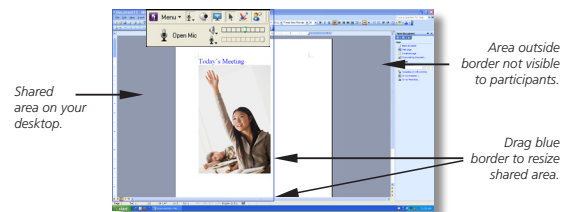
3. Type the e-mail addresses of your invitees and add any other information in the body of the e-mail
4. Click **Send**

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 selecting **Menu > Share My Desktop**.



A blue border outlines the area on your desktop that meeting participants can view. By default, this includes your entire desktop. If you are hosting a meeting or presenting a document, 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 meeting participants.



Conclusion



You can use SMART Bridgit conferencing software to collaborate with local or remote meeting participants.

In this lesson you have learned how to:

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For more information about SMART Bridgit conferencing software, visit <http://smarttech.com/trainingcenter/material.asp>