



## Introduction

SMART Meeting Pro™ software includes integrated Bridgit® conferencing software functionality. This integration enables you to share applications and information with anyone, anywhere in the world.

When you install SMART Meeting Pro software, you're asked to provide information about the Bridgit server that you and other meeting members use to connect to each other. When you open SMART Meeting Pro software, it automatically creates a meeting as indicated by the name and password in the Bridgit Collaboration Bar at the top of the screen.

Participants (remote or local) use the meeting name and password to join your meeting. When your meeting participants are connected, you can share your screen with them so that everyone can see and work with the same information at the same time.

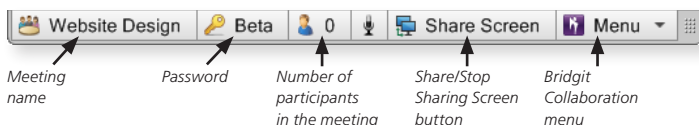
In this lesson you'll learn how to do the following:

- Create a meeting with SMART Meeting Pro software
- Invite meeting participants
- Share your screen
- Join a meeting with Bridgit client software

**NOTE:** The Bridgit collaboration feature connects meeting participants through a Bridgit server. This feature is only available if the meeting host has access to a Bridgit server. For more information, refer to the *Bridgit Installation and System Administrator's Guide*.

## The Bridgit Collaboration Bar

The Bridgit Collaboration Bar contains all of the information and tools you need to join, host and control your collaborative meetings. SMART Meeting Pro software creates a new password each time it starts, but you can easily change the meeting name and password to suit your preference.



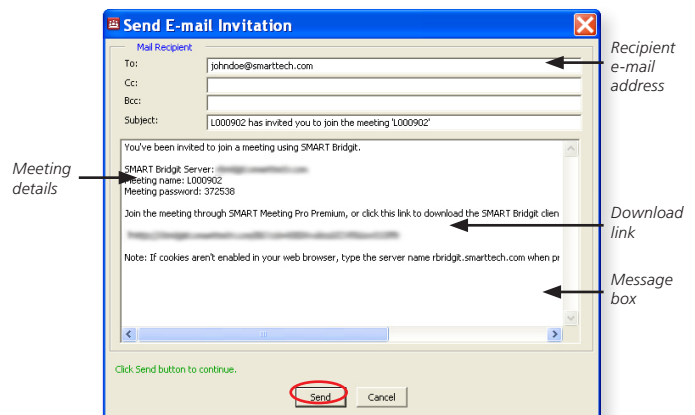
## Creating a meeting

SMART Meeting Pro software automatically creates a meeting when it opens, or after you press Reset Room on the toolbar. As a meeting host, all you need to do is communicate the meeting name and password to the participants and share your screen once they've joined.

**NOTE:** To change the meeting name and password, select **Menu > Change Meeting Name and Password** from the Bridgit Collaboration Bar, enter your new meeting information, and then press **OK**.

## To e-mail meeting details

1. Select **Menu > E-mail Invitation to Others** from the Bridgit Collaboration Bar. The *Send E-mail Invitation* window appears.
2. Type the desired information in the appropriate fields.
3. Press **Send**.



## To share your screen


1. Press **Share Screen** on the Bridgit Collaboration Bar. *Preparing to share your desktop. Please wait.* appears on your screen briefly.
2. A thin blue border appears around your screen indicating that your screen is being shared.

**NOTE:** To stop sharing your screen, press **Stop Sharing** on the Bridgit Collaboration Bar.

## Joining a meeting with Bridgit client software

SMART Meeting Pro software integrates with Bridgit software to connect meeting participants. Participants who want to join your meeting (either locally or remotely) download and install Bridgit client software on their computers and use it to connect to your meeting.

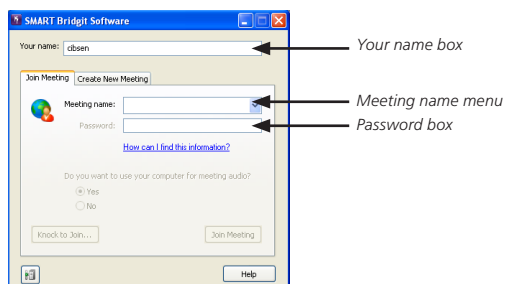
### To download and install Bridgit client software


1. Click the download link in the e-mail invitation you received from the meeting owner. A *File Download* window appears.
2. Click **Save**. The *Save As* dialog box appears.
3. Select **Desktop** as the file save location, and then click **Save**. A Bridgit icon  is created on your desktop.

### To join a meeting with Bridgit client software

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

**TIP:** You can click **Knock to Join** if you don't know the password.



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

## Joining another meeting with SMART Meeting Pro software

You can easily connect to another meeting using SMART Meeting Pro software. This is particularly useful for team projects, multiple site meetings or meetings with more participants than one meeting room can accommodate.

### To join another meeting with SMART Meeting Pro software

1. Select **Menu > Join Another Meeting**. The *SMART Bridgit Software* dialog box appears.
2. Type your name or location in the *Your name* box.
3. Select the name of the meeting from the *Meeting name* drop-down menu.
4. Type the password in the *Password* box.
5. Press **Join Meeting**.

## Conclusion

You can use SMART Meeting Pro software to collaborate with local or remote meeting participants.



In this lesson you've learned how to do the following:

- Create a meeting with SMART Meeting Pro software
- Invite meeting participants
- Share your screen
- Join a meeting with Bridgit client software

For more information about SMART Meeting Pro software, visit [smarttech.com/training](http://smarttech.com/training).