

BREEZE MEETING INSTRUCTIONS

Before the meeting starts, if you are presenting something today, please open on your desktop and minimize all of the documents and websites that you want to present/share.

Click on the link in the email for the meeting room.

Enter the room as a guest (unless you have a Breeze login already).

Type in your name so that people will be able to identify you in the meeting.

Then click [Enter Room].

Your name will appear under “Meeting Attendees” on the left side of the screen.

VOCABULARY

- “pods” are the individual windows within the Breeze meeting screen

ACCESS LEVELS

- host (gold icon) – has complete control of the meeting, can change the status of others, grants others permission to present
- presenter (gold icon with a chart) – can share any information (see below)
- participant (blue icon) – can only watch, cannot present

CHANGE STATUS

- in the “Attendee List” pod there is a drop down menu labeled “My status” this allows you to note if you have a question, can’t hear, or can’t keep up without interrupting the presentation

CHAT

- you can type messages to all members of the meeting or just with specific people – choose who you are chatting with using the “To:” dropdown menu at the bottom of the “Chat” pod

NOTES

- this is a public place to make notes – what is written there is visible to everyone and can be edited by anyone

HOW TO SHARE

You must be a presenter or host to see the options listed below.

- Powerpoint Presentations and JPEGs: [share] [documents] [select from my documents] then find the .ppt or .jpg file
- Websites and Other Documents (word/excel/etc.): open the document from your desktop, just as you would to edit it outside of Breeze, then [share] [my computer screen] [desktop] everyone is now seeing exactly what you are seeing on your computer.

REQUESTING CONTROL

This will only make sense if someone else is presenting and you are listed as a presenter or host.

- There is a [Request Control] button on the bottom of the “Share” pod. When you click on it, it sends a message to the person that is presenting, asking them to accept or decline your request.
- If your request is accepted, you now are controlling the presenter’s computer through your Breeze window. You can open windows, click on links, edit documents, do anything you could do if you were sitting in front of their computer.
- When you are finished, you must click on the [Release Control] button on the bottom of the “Share” pod.