
Sametime for End-Users

Duration: 1/2 Day

What's in Sametime for End-Users?

T&E's *Sametime for End-Users* training class covers Sametime Connect, Installation, Log On/Change Password, Best Practices, Maintaining and Customizing Chat, Sametime Welcome Page, Meeting Center, and Discussing Services.

Topics Include:

Collaborative Services

- Sametime
- QuickPlace
- TeamRoom

Installing Sametime Connect

Sametime Connect Client

Log On to Sametime

Changing Your Passport

Minimize/Maximize Sametime Connect

Main Screen

Add/Remove/Rename Personal Groups

Add/Remove People

Import/Export Lists

Instant Messaging

Application Sharing

Sametime Client Options

- Online status: Active, Away, and Do Not Disturb
- Edit online status message
- Only show people who are logged on
- Sort your list
- Show nicknames or full names
- Make Sametime Connect always appear on top of other applications
- Automatically start when you turn your computer on and remember your password

Decide who sees you online

- Everybody can see you
- ONLY the list can see you

Preferences

Sametime Services

- Sametime Welcome Page
- Meeting Center
- Discussions

Sametime Welcome Area

Meeting Center

- Open
- Authenticate
- View All, Active, Scheduled, Finished, or Today's Meetings
- Attending Unlisted Meetings

New Meeting

- Create a new meeting
- Add a Meeting Name
- Add Start and End times
- Schedule Reoccurring Meetings
- Add a specific description on your attachments or for the presentations
- Attach a File
- Add specific Attendees
- Password protect your meetings
- Encrypt the meeting
- List meeting on the Meeting Center
- Determine whether others can actively participate or watch

Join a Meeting

Share an Application

Participant List

Everybody EXCEPT the list

Discussion Service