

Electromeeet Participant Guide – Joining a Session

Welcome to Electromeeet!

Welcome to Electromeeet! Electromeeet is a tool that allows you to participate in learning and collaboration sessions and get remote support across the globe, from the comfort of your home, or your workplace. Electromeeet is easy to use, effective, and lets you focus on the subject instead of the tool.

About this Guide

This guide provides Electromeeet participants with detailed instructions for joining an Electromeeet session, as follows:

[System Pre-requisites](#)

[Download and Installation](#)

[Internet Connection Settings – if you cannot join](#)

[6 steps to joining a session](#)

System Pre-requisites for Electromeeet

Before installing Electromeeet, ensure that your system meets the followings prerequisites:

Supported Operating Systems	- Microsoft® Windows 2000*, Windows XP Home*, Windows XP Pro*, Windows 2003 Server*, Windows Vista
System Requirements	Minimum: 400 MHz Pentium Processor with 256 MB of RAM and 20MB hard disk space. Microsoft® .NET Framework must be installed on the system. Note: Most versions of the Windows® systems have the .NET framework installed by default. If your system does not have the framework installed, or if you are not sure, download the Microsoft® Windows® update available at: http://www.microsoft.com/downloads/details.aspx?familyid=AB99342F-5D1A-413D-8319-81DA479AB0D7&displaylang=en . If your system has not previously had the Net framework installed, this will be a large download that will take some time.
Internet Connection	- Recommended: Cable modem, ISDN, DSL – Supports audio, video and text messaging. - Basic: Reliable 56k dial up - For listening to the presenter and sending text messages only. Does not support two-way audio conference with the presenter.
Firewall configured to allow Electromeeet	Participants using a corporate network should consult with the system administrator before proceeding to ensure that firewall access is enabled. See the document " Electromeeet Participant Guide – Optimising Your Internet Connection " available from the Electromeeet website.
Audio Prerequisites	Sound card with latest drivers. For sound playback only: Plug in headset (preferred) or built-in PC speakers For sound play back and speech (recommended): A simple, working headset with earphone speakers and an attached microphone, connected to your computer (or) A separate microphone and computer speakers. If you are using a separate microphone, enable echo cancellation from Audio>Settings Tip: To test the audio settings in Windows XP, click Control Panel > Sounds and Audio Devices > Voice > Test Hardware. See the document " Electromeeet Participant Guide – Optimising Your Audio " available from the Electromeeet website.

Download and Install Electromeet

To download Electromeet, click on the following link:

<http://electromeet.com/download/Default.aspx>

Alternately, cut and paste the link into your browser.

Download File Size: 10 MB approximately. Space required: approximately 20 MB.

Download Time: Approximately 3 minutes (Depending upon the connection speed)

To install Electromeet on your system

1. After the Electromeet download is complete, double-click on the **.zip** file, then double click on the **setup.exe** file to commence installation.
The installed software creates an Electromeet icon on the desktop.
2. To check if Electromeet has installed successfully, double-click on the Electromeet desktop icon. The software will first run an Internet Connection wizard. If it detects a firewall or other issue, then the Internet Connection Settings may appear - see below.
3. When the Electromeet screen launches in Step 2, Electromeet has installed correctly using connection settings adjusted automatically for your computer.. However, **you will not be online in the session** until you launch Electromeet with your Access Key. For more information about joining a session, see [Join a Session](#) (below).
4. If the Electromeet screen does not launch, perhaps the download was interrupted. Try downloading and installing again. See also [Internet Connection Settings](#) below.

Notes:

- To view the version number of Electromeet on your system, launch Electromeet from the desktop icon, and click **Help>About**.
- When you launch Electromeet in future, it may present you with the option to automatically update to the latest version when available. Electromeet displays an update message after a new version is made available by the Electromeet team.

Join a Session – entering a “virtual room”

You are now just 6 steps away from participating in an Electromeet eLearning Session!

Step 1: Receive Session Invitation email

You will receive a Session Invitation email from a Provider that lists information about the session, the scheduled time of the session, and related information. The invitation will include a link for the **Access Key**, which you will need to join the session (See Step 5 for more information). Think of this as similar to a “key” that gives to access to a physical room.

Step 2: Double check the time for the session

The provider may schedule the session from a time zone other than your own. To determine the session schedule at your local time zone, see:

<http://www.worldtimeserver.com/meeting-planner.aspx>

Step 3: Ensure that your computer system meets the [System Prerequisites for Electromeet](#) (see above)

Step 4: Check your audio and system settings before joining the session.

Before the session, ensure that your headphone and microphone are working. Go to the Windows® **Control Panel > Sounds & Audio Devices** and run the audio test wizard. From within Electromeeet you can run the inbuilt audio wizard from the top menu item **Tools>Audio Wizard**.

Note: For detailed instructions about configuring audio for an Electromeeet session, see the *Electromeeet Participant Guide-Optimising Your Audio*, available at the Help section on the Electromeeet website.

Step 5: Save (or) Open the Access Key in the Session Invitation Email

To check and confirm that you are able to enter the session (in the Provider's "virtual room"), you can "join" as soon as you receive your Access Key. Be aware that there may be another session occurring in the "room" so you may need to close the software to avoid disrupting the session. To join:

EITHER

- a. **Open** the Access Key directly by cutting and pasting the entire link into your browser address bar OR clicking on the link. Select **Open** when prompted. **Opening** the Access Key launches Electromeeet into the session.

OR

- b. **Save** the Access Key from your Invitation Email. To download and save the Access Key file, cut and paste the entire Access Key link into your browser address bar OR click the link. Select **Save** when prompted. Note the folder where you save the file. Then navigate to the folder and click the file (it ends in .emes) to launch the software into the session.

After a short delay, the **Join Session** dialog appears. In this dialog type your full name, then **click OK** or press **Enter**. The name you enter is displayed as your name in the **Participant Info** window on the Electromeeet interface.

Step 6: Join the session a few minutes ahead of the scheduled start time.

If you have not already launched Electromeeet from the desktop icon, opening the Access Key will automatically launch Electromeeet into the scheduled session. Open the Access Key directly from the link in the email or click on the Access Key file that you saved in **Step 5b**

[Optional joining method: It is also possible to join a session if you launch Electromeeet from the desktop icon. Go to **File>Open Live Session** and navigate to your saved Access Key.]

You have now joined the Electromeeet session successfully!! Welcome to your first Electromeeet session!

To check your speaker and microphone volume while waiting for the session to start, go to the Audio Tab at bottom left of the screen, OR select **Tools > Audio Wizard**.

Note: For information about interacting with the presenter and other participants during Electromeeet sessions, see the *Electromeeet Participant Guide-Interacting During an Electromeeet Session* available at the Help section on the Electromeeet website.

Internet Connection Settings – if you cannot join a session

The software will use automatic detection of optimum settings for your internet connection. If you are unable to join a session (see '[Join a Session](#)' above) this could be because your internet connection has not been detected by the software. You can use the Internet Connection Settings dialog to alter your settings manually.

The Internet Connection Settings dialog may appear automatically when you launch the software. The first time it appears it is recommended that you simply click "OK". If you cannot join a session, you may need to change the settings as follows:

1. Go to the top menu: Tools>Internet Connection Settings to launch the dialog
2. Try selecting "Tunnelling (www Port only)"
3. Click "OK"
4. Exit the software and launch it again

If you are unable to join a session after trying this, you may need to configure to suit your proxy settings. This is for advanced users. See the separate guide: "Electromet Participant Guide – Optimising Your Internet Connection" available from the Electromet website.