

Free Conferencing Corporation Presents:



FreeScreenSharing.com[®]

User Guide for Windows & Mac
Operating Systems

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GETTING STARTED

Recommended System Requirements

The following is a list of Microsoft Windows operating system requirements in order to use FreeScreenSharing.com:

Required: Windows® 7, Vista, or XP

Required: Internet Explorer® 6.0 or newer, Mozilla® Firefox® 3.0 or newer or Google™ Chrome™ 6.0 or newer (JavaScript™ and Java™ enabled)

Required: Internet connection, with cable modem, DSL or better recommended (128 kbit/s minimum)

Recommended: Minimum of Pentium® 4 class 1.3 GHz CPU with 1 GB of RAM (2 GB of RAM for Windows® Vista) or better

The following is a list of Mac operating system requirements in order to use FreeScreenSharing.com:

Required: Mac OS® X v10.5 or newer

Required: Safari™ 4.0 or newer, Firefox® 3.5 or newer or Google™ Chrome™ 6.0 or newer (JavaScript™ and Java™ enabled)

Required: Internet connection, with cable modem, DSL or better recommended (128 kbit/s minimum)

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Required: Intel Core Duo 1.33 GHZ CPU, with 1GB of RAM or better.

Register with FreeScreenSharing.com



In order to host a FreeScreenSharing.com meeting you will need to register for a FREE account at www.FreeScreenSharing.com. It is important to note that participants of a meeting do not need to be registered in order to join a FreeScreenSharing.com meeting. To register for an account, please go to www.FreeScreenSharing.com and provide a name, email and create a password under the 'Get Started' section. Once the 'Create Account' button has been clicked, a confirmation email will be sent providing all of the account information, meeting details and brief instructions on how the service works.

Download the FreeScreenSharing.com Software

In order to use the service, it is necessary to have FreeScreenSharing.com downloaded. FreeScreenSharing.com will automatically start downloading once the "Create Account" button has been clicked to register. If the necessary add-ons (like Java or Adobe Flash) are not installed, the program will need to be manually installed by clicking the 'Download' button.



A window (as seen below) will appear informing the user that the FreeScreenSharing.com.exe file has been open. Click 'Run' to begin running the application on the computer.



Once FreeScreenSharing.com is running, the host will be taken to the meeting dashboard of their new FreeScreenSharing.com account. The FreeScreenSharing.com icon will **FS** then show in the system tray in the lower right corner of the screen near the computer's clock. Please note that in order to host or participate in a FreeScreenSharing.com Meeting, the FreeScreenSharing.com program must be running and this icon **FS** must be seen in the system tray. There are three FreeScreenSharing.com icon colors.

FS The Red icon represents that FreeScreenSharing.com is running, however it is not currently connected to a meeting.

FS The Blue icon represents that FreeScreenSharing.com is running but that the user is currently not connected to a meeting nor is the computer attempting to connect to a meeting.

FS The Green icon represents that FreeScreenSharing.com is running on the computer and a FreeScreenSharing.com meeting is currently in progress.

How to Host (Start) a Meeting

The host is now ready to start a FreeScreenSharing.com meeting. If the host is not logged into the meeting dashboard, there are two options available to host a FreeScreenSharing.com meeting using Windows and one available if using a Mac. One, the host can always start a meeting by going to www.FreeScreenSharing.com and filling out the account information under the 'Host Meeting' section. Once the host has filled out this information, click the 'Host Meeting' button to login.

If using a **Windows OS**, A meeting may also be hosted by right clicking on the FreeScreenSharing.com icon in the system tray, scrolling over the 'Host Meeting' option and selecting the Meeting ID. The meeting ID will only appear if the host has already held a meeting with his or her account. If it is the hosts first time, they must select new and fill out the 'Host Meeting' section. Mac users cannot begin a meeting from their desktop and must start a meeting by going to the www.FreeScreenSharing.com



Once logged into the meeting dashboard of a FreeScreenSharing.com account, the host will click the 'Start Meeting' button to begin a meeting and allow participants to view the host screen.



How to Invite Participants to Join a Meeting

Inviting participants is easy and there are three options available to join a FreeScreenSharing.com Meeting. Once logged into a FreeScreenSharing.com meeting dashboard, locate the 'Invite Others' button found in the 'Attendee List' section. A window will open displaying all the necessary information participants will need to join the meeting. From that window click the 'Copy to Clipboard' button, paste the information to an email client and send participants the Meeting Credentials along with the day and time the FreeScreenSharing.com meeting will take place.



Join by Email

In the email provided to the participants, there will be a link that they will follow in order to join the meeting. When they click on the link they will be taken to a 'lobby' page where they will need to provide their name and email address. Once they click 'Join Meeting', they will be logged into the meeting and be able to see what the host is sharing on their screen using the meeting viewer window. (See pg. 16 for more information about the meeting viewer)

If a participant has never participated in a FreeScreenSharing.com meeting, they will need to download the software before they are able to join.



Join on FreeScreenSharing.com



Participants can also go to www.FreeScreenSharing.com to join a meeting. They will be asked to input their name, Email address and the 9 digit Meeting ID that was provided to them. Once they click 'Join Meeting', they will be logged into your meeting and be able to see what the host is sharing on their screen.

If a participated has never participated in a FreeScreenSharing.com meeting, they will need to download the software before they are able to join.

Join Using the FreeScreenSharing.com Icon in the System Tray (Windows only)

Participants using a Windows OS can also join using the FreeScreenSharing.com icon in the system tray. If they have joined a meeting before, the ID will be listed under the 'join meeting' section or they can click 'new...' to be directed to the FreeScreenSharing.com website where they can join from there.



Features and Functions



To begin a meeting, click the 'Start Meeting' button. Participants will not be able to view the host screen until the host has clicked this button. When the meeting has been started the rest of the FreeScreenSharing.com Controls will become available.



To pause the meeting so participants are still logged on but are temporarily unable to view the host's screen, click the 'Pause Meeting' button. While the meeting is paused all participants will see the phrase 'Meeting Paused' across their screens. To resume, simply click the 'Start Meeting' button.



To stop and disconnect participants from the meeting, click the 'Stop Meeting' button. All participants will no longer be able to view the host's screen and they will be sent back to the lobby login page.



To give a participant the ability to share their screen, click the 'Switch Presenter' button and select the participant from the drop down menu. Once that participant has become a presenter, he or she can then select another presenter by following these instructions or the host can take control back at any time.



If a participant has been given control, the host of the meeting can take back that capability by clicking the 'Take Back Control' button. This icon is only displayed when someone other than the host is presenting.

Select Items to Share

The 'Select Items to Share' button allows the host to choose which programs to share with participants. Any time someone new becomes the presenter, the meeting dashboard is defaulted to not be shared.



When the host clicks the 'Select Items to Share' button, a new window will be displayed (Shown to the right) which is where the host will select which programs to share with participants. If one program has multiple windows, the host may select individual windows from that program to share. For example, if the host has an email to share with participants, the host can choose not to share the entire inbox or another email that is currently open by 'unchecking' the box next to the appropriate window. The host can also choose which monitor to share (if two or more monitors are being used) or if the host wants each new window to be shared when it is immediately opened. Once the selections have been made, click the 'Ok' button.



Note: if the host has selected a program to not be shared but is viewing that file on his or her computer, participants will not be able to see what the host is viewing.



Participants on windows will see a grey, checkerboard pattern (like the one shown in the picture to the left) where that program would be displayed. Participants on a Mac will not see anything on their screen (it would be transparent) where the program would be displayed. Mac Participants would not even be aware that the host is viewing another program on his or her computer.

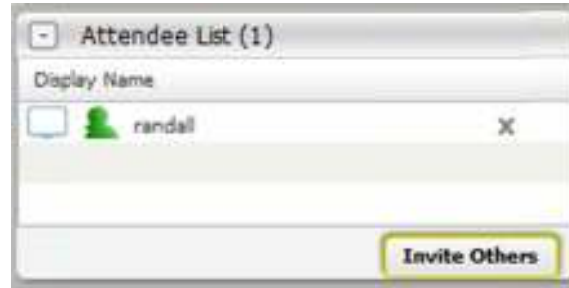
Phone Conference

This section provides the participants with credentials to join the audio conferencing portion of the meeting. FreeScreenSharing.com can be used with any conferencing service the host may already have by editing this section in the Lobby Manager or Lobby Preview.

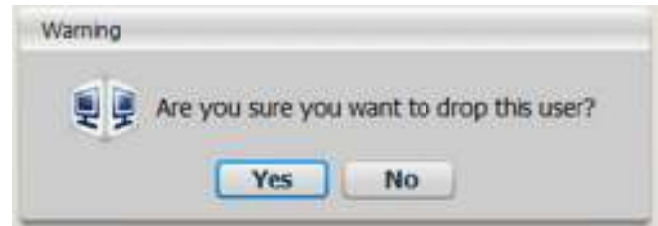
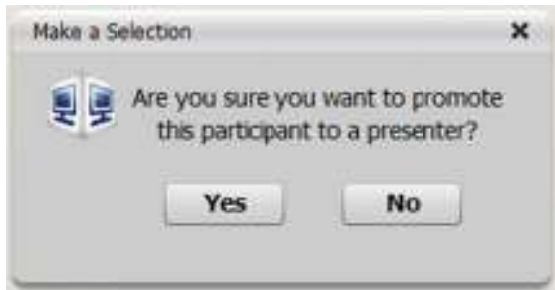


Attendee List

The attendee list will show who is currently logged onto the meeting. This only shows who is viewing the meeting and does not show who is listening into the audio portion of the call. The host cannot view who has logged in until the 'Start Meeting' button has been clicked.

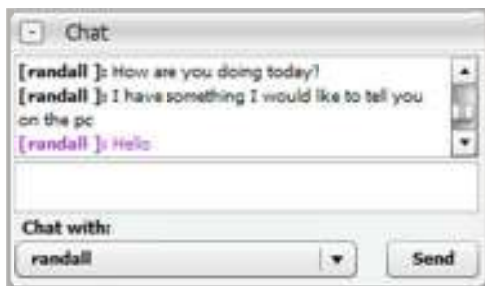


The host can also switch presenters and drop participants from the 'Attendee List' section of the meeting dashboard. To switch presenter, click the icon to the left of the participant's name. To drop participants, click the 'X' icon to the right of their name. FreeScreenSharing.com will then give a confirmation box asking you to verify your request.



Chat

The chat feature allows the host to send messages to all participants in the meeting or to individual participants. Use the drop down menu under the 'chat with' section to choose who to send a message to. Private messages will be displayed in purple. If a participant sends a chat and the host is currently sharing the Meeting Dashboard, a private message alert will display asking the host if he or she wishes to hide the dashboard so that the private chat can be viewed without other participants being able to view it.



Meeting ID

The meeting ID is conveniently located at the bottom of the Meeting Dashboard window for quick reference (see image below). The meeting ID is required for participants to log onto your meeting.




Trouble Ticket

To report problems, issues, questions, or comments click the 'Trouble Ticket' button (see image above). When the pop up window displays, fill in as much information as possible, include the best way to be contacted and click the 'Send' button when ready. When Support receives the request, a customer service representative will promptly assist you.

A screenshot of a "Trouble Ticket" form. The form is titled "Trouble Ticket" and has a close button (X) in the top right corner. It contains several fields: "Name" (FreeScreenSharing), "Email" (Services@FreeScreenSharing.com), "Phone Number" (empty), "Contact Preference" (radio buttons for "Email" and "Phone", with "Email" selected), "Operating System" (Windows 7), "Browser Type" (Chrome), "Phone Type" (Cell), "Carrier" (AT&T), "Subject" (Chat), "Meeting Date" (04/06/2011), "Meeting Time" (12:00pm), "Meeting ID" (225-344-878), and "Comments" (I need assistance). There are "Send" and "Reset" buttons at the bottom.

Network Connections Bar

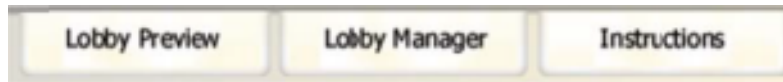
The network connections bar  located at the bottom of the meeting dashboard tells that user their current connection state.



To exit out of a FreeScreenSharing.com meeting click the 'logout' button. If a meeting is still in progress then any participants logged on will be disconnected from the meeting.

Lobby Manager, Lobby Preview and Instructions

To edit the lobby, click the 'Lobby Manager' button or to view the lobby as others will see it when they log into the meeting click the 'Lobby Preview' button. The host can view and manage how each part of the lobby will look in both of these locations. The host can also update the account password and change the color of the background in the Lobby Manager. The Instructions tab will give information on the different features offered with FreeScreenSharing.com.



****Please note that the image you see above has been rotated. These tabs are located on the right hand side of the Meeting Control and are facing sideways.***

Lobby Manager

The Lobby Manager allows the host to edit the lobby. From here, the host can view and manage how each part of the lobby will look, change the account password or change the color of the meeting background. The lobby preview is an optional feature available to the host.

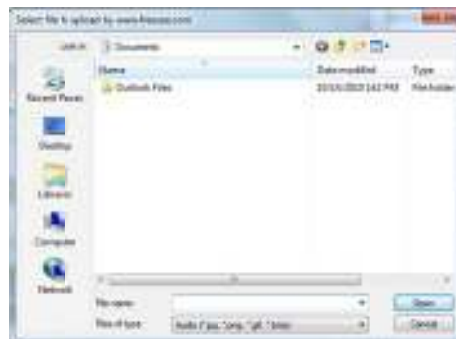
Headshot



Here the host can change the current headshot, use the default headshot or select to show nothing. Headshot file types that may be uploaded are .jpg, .gif, .png, or .bmp. When the host clicks the 'Change' button a search box will be displayed where he or she will locate a photo to upload as the Headshot.

Logo

Here the host can change the current logo, use the default logo or select to show nothing. Logo file types that may be uploaded are .jpg, .gif, .png, or .bmp. When the host clicks the 'Change' button a search box will be displayed where he or she will locate a photo to upload as the Logo.



Contact Information



Here the host can make edits to the contact information like name, telephone number, email, etc. or select to show nothing. To add contact information to the lobby page, expand the window and fill out the preferred fields. Use the tools provided to customize the font, color and size of the text. Once complete, click Save.

Meeting Title

Here the host can create a title for the meeting, use the default meeting title or select to show nothing. To add a meeting title to the lobby page, expand the window and type the meeting title in the provided text box. Use the provided tools to customize the font, color and size of the text. Once complete, click Save.



Phone Conference



Here the host can provide participants with the necessary information needed to get on the audio portion of the call. The host may also use the default dial in number and meeting ID or select to show nothing. To use another conferencing account while using FreeScreenSharing.com, expand the window and fill out the fields with the conferencing credentials. Once complete, click Save.

Documents

Here the host can upload documents for participants to access during the meeting or can also select to not show any documents that have already been uploaded. To upload documents to the lobby page, expand the window and click on 'Upload'. Once clicked, a search window will be displayed where the host will browse and locate the documents to upload from the computer. Once uploaded, the host can edit the title and description for the file in the provided columns.



Links

Here the host can upload URL links for participants to access during the meeting or select to not display any links that have already been added. To upload links to the lobby page, expand the window and click on 'Add More'. A box will display where the host can input any webpage link to share with participants.



Change Your Password



Here the host can change the password needed to log into his or her FreeScreenSharing.com account. To change the FreeScreenSharing.com account password, expand the window and edit the password field with the new password. When finished, click 'Save Password'.

Change Background Color

Here the host can change the background color of their lobby page. To add background color to the lobby page, expand the window and use the provided tools to set the background colors to the preferred selections. When finished, click 'Save'.



Lobby Preview

Phone Conference



To change the conference call information, move the cursor over the 'Phone Conference' section and click the 'Click to Edit' button once it displays. FreeScreenSharing.com may be used with any phone conferencing service and when the managing window is displayed, use the tools provided to customize the font, color and size of the text.

Headshot

To change the headshot, move the cursor over the current headshot and click the 'Click to Edit' button once it displays. A search box will then be displayed where the host will locate a photo to upload as the Headshot. File types that may be uploaded are .jpg, .gif, .png, or .bmp.



Contact Information



To change the contact information, move the cursor over the 'Contact Information' section and click the 'Click to Edit' button once it displays. When the managing window is displayed, use the tools provided to customize the font, color and size of the text. It is up to the host as to what type of information will be shared with participants. This section may be left blank.

Logo

To change your logo, move the cursor over the current logo and click the 'Click to Edit' button once it displays. A search box will then be displayed where the host will locate a photo to upload as the Logo. File types that may be uploaded are .jpg, .gif, .png, or .bmp



Meeting title

To change the name of the meeting title, move the cursor over the 'Meeting Title' section and click the 'Click to Edit' button once it displays. When the managing window is displayed, use the tools provided to customize the font, color and size of the text.



Meeting Resources

The meeting resources section will show what is currently made available to participants for download. By clicking the 'Add Documents' or 'Add Links' buttons under the 'Meeting Resources' section the host can add documents for participants to download and add URL links that the host may find to be important for the participants and the meeting. Participants will click on the icon to the left of the document they wish to download or link they wish to be directed to.



When the Host clicks on the button to add a document or link to the meeting resources, a window will be displayed to locate the document or create the link. Documents and Links in the meeting resources section may be removed, however, it must be done in the lobby manager.



Click the 'Close Preview' button to return to the meeting dashboard. Any changes made in the lobby preview will be saved and can be edited by going back into the lobby preview or in the lobby manager.

Attendee List and Chat

These two areas are shown in the lobby preview because this is exactly how participants will see the lobby when they log in. The host cannot edit or use either of these features unless they click the 'Close Preview' button and return to the lobby manager.

What is the Meeting Viewer?

When a participant joins a meeting, they have access to the Meeting Dashboard where they can chat, download content from the meeting resources, view other participants that are currently in the meeting and access any other information provided by the host. Participants will also have access to what is called the Meeting Viewer. This is the window that will display what the host (or presenter at the time) is currently sharing with the participants. If participants are looking at the meeting viewer and the presenter is sharing their Meeting Dashboard it is important to note that it is their screen that they are sharing and if the participant wishes to use any of the features it must be done in the *participants Meeting Dashboard* and **not** the Meeting Viewer.

Support/Contact Us

Still have questions? Please visit our [FAQ](#) and [Support](#) page for more information or contact our 24 hour Customer Service line at 877.482.5838 if you are within the United States or 562.437.1411 for International Support. You can also send an email to services@FreeScreenSharing.com and for a complete list of services offered by FreeConferenceCall.com please visit our [Services](#) page.