

## ATTEND A MEETING

There are two ways to access an Online Meeting. Attending requires no registration or software installation.

### Access via Email Link

1. Open the email invitation you received from the Meeting Presenter and click the meeting link.
2. If prompted to enter a Meeting ID or Meeting Key, enter the ID or Key provided in the email.
3. Follow the simple prompts on the "Attend a Meeting" page to launch the eBLVD Viewer Applet.
4. If a teleconference number is provided, place the call to access the teleconference.

### Access via Web Browser

1. Open a web browser and go to <http://eBLVD.me> or <http://meetings.eblvd.com>
2. Enter the Meeting ID (provided by the Meeting Presenter) and the Meeting Key, if required.
3. Follow the simple prompts on the "Attend a Meeting" page to launch the eBLVD Viewer Applet.
4. If a teleconference number is provided, place the call to access the teleconference.

Once connected to the meeting, no further action is required. If the presentation has not yet started, a "Welcome" page will be displayed in the eBLVD Viewer Applet. Otherwise, the Presenter's desktop will be visible.

## PARTICIPANT TOOLBAR

The following tools are available to you during the meeting:



- **Chat** (1) – Open a text chat session with the Meeting Presenter.
- **File Transfer** (2) – When the Presenter has granted this permission, files can be moved between the PCs.
- **Zoom** (3) – Increase the screen size 25, 50, 75, 100, 125, 150, or 200%.
- **Maximize Viewer** (4) Toggle between a scalable view of the Presenter's PC or a full-size, maximum view.
- **Switch Monitors** (5) - Switch between Primary and Secondary monitors.
- **Record** (6), **Screen Capture** (7), **Remote Access** (8) – When enabled by the presenter, record the presentation, save still-images of the screen, and access the presenter PC remotely.
- **Disconnect** (9) – Exit the meeting and close the eBLVD Client Window.

