## INITIAL SETUP

Before conducting a web conference, online meeting, or webinar - presenters must first install the presenter applet. This one-time setup is for presenters only. Meeting participants are not required to install software to attend a meeting.

Installing the Presenter Applet
1. Open a web browser and log in to your account at http://eBLVD.com.
2. Click **either** the "Meet Now", or "Schedule a Meeting" button.
3. The system will detect if the current computer has the presenter applet installed. If it is not installed, follow the simple instructions to run the installation wizard.
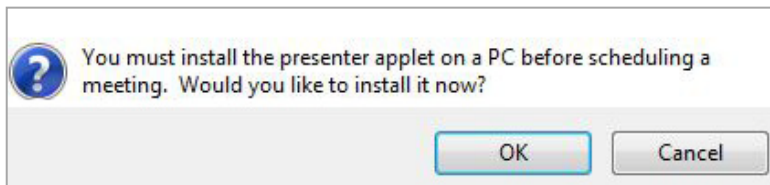
When the installation is complete, the eBLVD icon will be visible in the system tray. Presenters may then continue scheduling their meeting(s).


SCHEDULING A MEETING

Meet immediately or schedule for a future date and time
1. Open a web browser and log in to your account at http://eBLVD.com, or right-click the eBLVD icon in the system tray.
2. Select **Meet Now** to meet immediately or **Schedule a Meeting** to schedule a meeting for a future date or time. A browser window will open, prompting you for necessary meeting details.
3. Once the meeting has been created, invite participants from the meeting details page. You can use have us send an email message on your behalf, use your email program, or skip email by directing participants to http://eBLVD.me and providing the Meeting ID.

STARTING A MEETING

1. Open a web browser and log in to your account at http://eBLVD.com.
2. Click the name of the meeting in the list on the "Upcoming Meetings" tab.
3. On the Meeting Details page, click "**Start This Meeting**" to open the Meeting Manager, which contains controls to run your meeting (Figure 1).
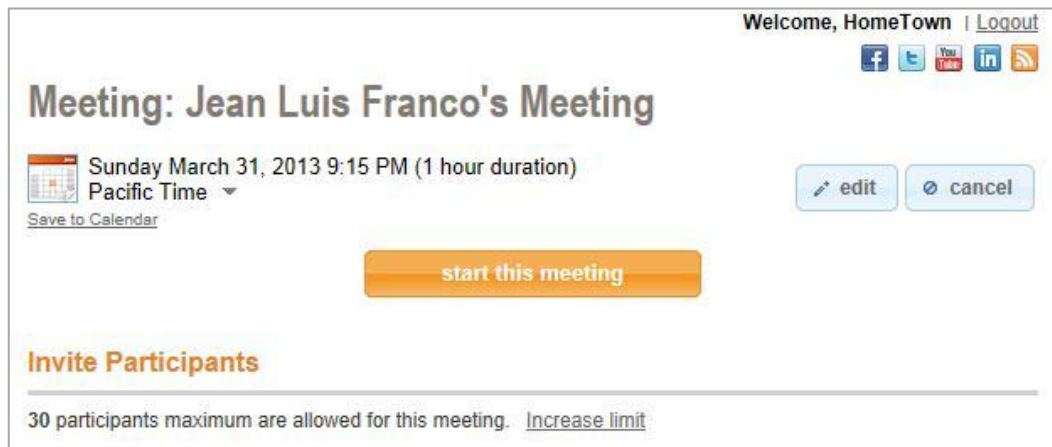
4. If the meeting has a teleconference portion, place the call to join the phone conference.
5. When the Participants have connected and you are ready to begin, click the **SHOW >** button on the Meeting Manager. Your desktop will then be visible to all Participants.

Presenters may grant certain permissions to participants during a meeting, such as Mouse/Keyboard control, File Transfers, and Session Recording. Right-click a participant's name in the Meeting Manager to display an options menu (Figure 1, next page).

Note: Presenters can open the Meeting Manager directly from the eBLVD System Tray icon.
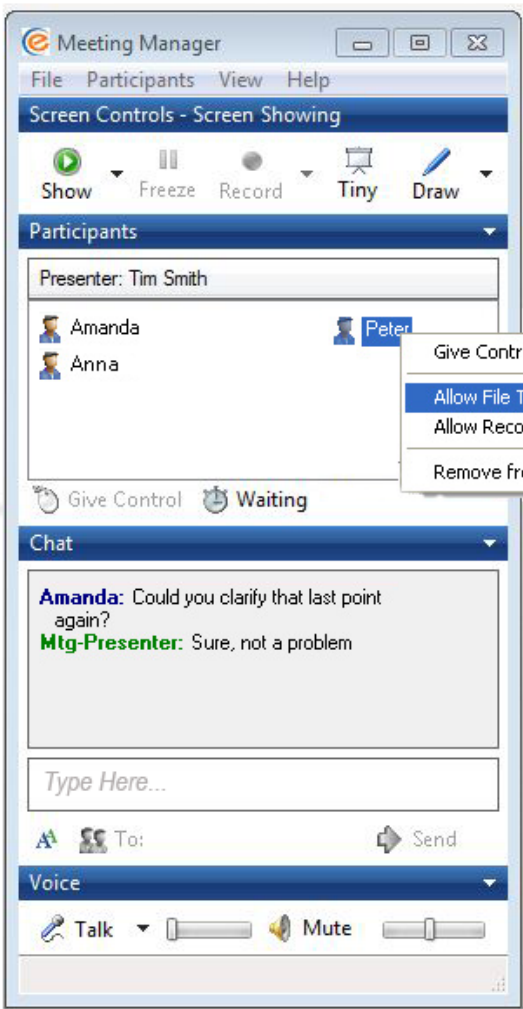
ENDING A MEETING

1. Click the **Show** button again on the Meeting Manager to toggle the broadcast OFF (Figure 1, next page). Your desktop will no longer be visible to participants.
2. Announce to all of your participants that they can now close their meeting viewer window.
3. To force a disconnection of all Participants, select *File -> End Meeting*.

HOW TO USE THE MEETING MANAGER

Prior to starting your meeting, open your "Meeting Manager" so that you can start, pause, and end your meeting, see who is attending your meeting, and enable advanced functions for you and your participants.

There are two ways to open your Meeting Manager. The quickest way is to click your eBLVD icon in your System Tray, then select "Open Meeting Manager". You can also open Meeting Manager by signing in to your account at http://eBLVD.com, selecting your meeting, then click the "Start This Meeting" button.

Figure 1: Meeting Manager