What is Secure Meeting?

Secure Meeting is an online tool that can be used for software demonstrations, show “how to’s” for specific procedures, and/or troubleshoot another user’s computer issue.

Note: There is no web cam or audio built into the Secure Meeting tool. In order to have audio, a phone bridge can be used for a group or if it’s just three users, a regular phone conference line. If a web cam is required in the demonstrations or online help session, then you might consider using Adobe Connect.

Who Can Use Secure Meeting?

Any Colorado State University staff, faculty, or associate member with an eID can set up a meeting.

Anyone, anywhere on the Internet can access the meeting with a web browser, the proper URL and password for the unique meeting.

A meeting can support 100 users logged in at one time. For example, 5 meetings of 20 users per meeting or 1 meeting of 100 users or any combination as long as the number of users logged in at one time does not exceed 100.

How does a User Access Secure Meeting?

In order to access and/or create a Secure Meeting, high speed internet is required. Note, modems do not work with Secure Meeting.

The URL for Secure Meeting is:

https://secure.colostate.edu
Login with your eName and ePassword
Setting Up/Creating a Meeting

Once logged in to Secure Meeting, you can Access or Create a meeting by selecting the Meetings button in the upper right corner for the window.

Creating a Meeting

There are three types of meetings one can create:

- New Meeting (scheduled in advance – considered a Standard Meeting)
- Instant Meeting (scheduled instantly – considered a Standard Meeting)
- Support Meeting (only 2 people in the meeting)

A New Meeting (scheduled in advance) is great to use when you have a presentation or some application on your system you wish to interactively share with others.

Advantages of a Scheduled Meeting include the conductor to send out email invitations in advance, have the meeting start at a scheduled time and is great for a presentation involving several invitees.

An Instant Meeting (a meeting created on the fly) allows a Conductor to start the meeting immediately. However, there are no automatic emails to invitees. Passwords and URL’s for the meeting need to be exchanged via phone, personal mailing list, or other means.

An Instant Meeting is useful for impromptu needs to share an application one’s desktop.

Run For A Child's Sake to is more of a “help desk” or technical support type meeting. A Support Meeting permits two individuals to login for the meeting.

The Support Meeting is designed to share the entire desktop of the invitee. However, it is possible to share desktop of inviter and individual apps like in the other meetings, but it’s not as simple to do.

The support Meeting is useful for technical support troubleshooting.
Roles in a Meeting

There are three roles in a meeting:
- Conductor
- Presenter
- Controller

A Conductor initiates and/or ends the meeting.
A Presenter shares the application
A Controller drives the mouse.

Tip: these can all be the same person, three different people or some combination
Creating a New Meeting

A new meeting can have several attendees.

Select the New Meeting button to schedule a meeting and send all users in the group an email notification.

From the Meeting Details window, complete the following information:

Name: this field is used for the name of the meeting.

Teleconference Info: this field is a good area to display the phone bridge number that the group needs to dial into in order to have audio for the online meeting.

Agenda: this field is an area to share agenda items with the group.
Meeting Password: The Meeting Password field is pre-populated with a password. You can override this field and type in your own unique password for the meeting. When others join the meeting, they will need to type in the password that is displayed in this field.

Be sure to select the “Display Password in meeting notification email”. Once the meeting is scheduled, an email will be sent to all Invitees displaying the URL for the meeting and the unique password.

- Insert the Date of the Meeting
- Insert the Start time and duration
- Select the Invitees

Note, when selecting the Invitees, you must know the email address for the user. There is no searchable directory.

Click on the Finish button when the meeting setup is complete.

**ALERT:** A unique meeting ID will be assigned to the meeting and will be required for login of the meeting if you login via a URL. If an email is sent to the user, the meeting ID will display in the URL of the email. If you login to a meeting via the calendar in Secure Meeting, then the meeting ID will be displayed on the date/time of the meeting.

Example of the Meeting ID in the email:
Joining a New Meeting

Once a New Meeting has been created, an email will be sent to all users invited to the meeting.

Example of the email that is system generated and sent to Attendee’s of the meeting:

From: meeting@secure.colostate.edu
To: Campers,Fran
Cc: 
Subject: Secure Meeting Invitation from test for New Meeting

You have been invited to join an online Secure Meeting. Information about the meeting follows:

Meeting Details
-----------------
Date: June 11, 2010
Time: 2:17 PM (GMT-07:00) Mountain Time (US & Canada); Arizona
Duration: 1 hour
Attendee URL: https://secure.colostate.edu/meeting/88537491
Password: Please contact the meeting conductor to obtain the meeting password.
Conductor: fran

Agenda and Teleconferencing Information
----------------------------------------
I will cover Office 2010 new features
the password is:  fran

Is Your System Compatible?
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To check if your system is able to join Secure Meetings, click the link below. It will verify your system's compatibility:
https://secure.colostate.edu/dana-na/meeting/meeting_testjs.cgi?redi=%2Fdana.na%2Fmeeting%2Flogin_meeting.cgi%3Fmid%2D88537491

From the email, click on the Attendee URL to join the meeting. Type is a username and password.

Note: The username can be anything. The username will identify the individual joining the meeting.

Password: The creator of the meeting set up a password for the meeting. The password is listed in the email.
Note: at times, an Install Software request for Juniper may appear prior to joining the meeting. Follow the steps to install the necessary software.
Setting Up an Instant Meeting

An Instant Meeting can have several Attendees.

Select the Instant Meeting button.

From the Join Meeting window, the Meeting URL, Password and Meeting ID will display.

The Meeting URL is automatically generated. You, the creator of the meeting, will need to share this URL, password, and meeting id with the person who will join you in the Instant Meeting.

Note on the Password Field:

The password is automatically generated by the system. Please note that you can type in whatever password you wish and over ride the system generated one.

Select the Start Meeting button.
Once the meeting has been started, the Secure Meeting window with all the tools will be displayed.

In this example, Fran is the Controller, Presenter, and Conductor.

### Joining the Instant Meeting

Once an Instant Meeting has been generated, communicate and provide the Meeting URL and password to the end user joining you in the meeting.

**Tip:** Sometimes it’s easier to copy the URL and send it via email to the end user.

The person joining the meeting will have to open a new browser window and type in the provided URL for the meeting. Once at the Secure login screen, the user will have to type in a username and the required password in order to join the meeting.

**User Name:** The username can be anything you wish. The user name will identify the person who is joining the meeting.
Note: the Meeting ID is pre-populated because the user type in the complete URL for the Secure Instant Meeting.

secure.colostate.edu

Select the Join Meeting button.

Note: at times, an Install Software request for Juniper may appear prior to joining the meeting. Follow the steps to install the necessary software.
Setting up a Support Meeting

A Support Meeting can only have 2 people.

Select the Support Meeting button.

Just like in the Instant Meeting, a Meeting URL and Meeting ID will be populated for you and displayed on the screen. Type in a new password or use the existing password.

Copy the Meeting URL and provide it to the end user joining the meeting.

Note: sometimes it is easier to email the Meeting URL to an end user instead of verbally communicating it to them.
Select the Start Meeting button.
Joining the Support Meeting

Once an Support Meeting has been generated, communicate and provide the Meeting URL and password to the end user joining you in the meeting.

Tip: Sometimes it’s easier to copy the URL and send it via email to the end user.

The person joining the meeting will have to open a new browser window and type in the provided URL for the meeting. Once at the Secure login screen, the user will have to type in a username and the required password in order to join the meeting.

User Name: The username can be anything you wish. The user name will identify the person who is joining the meeting.

Note: at times, an Install Software request for Juniper may appear prior to joining the meeting. Follow the steps to install the necessary software.
Example of the Meeting ID in the Secure Meeting Calendar from the Creator perspective.

<table>
<thead>
<tr>
<th>Time and Status</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6AM</td>
<td></td>
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<tr>
<td>7:00</td>
<td></td>
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<tr>
<td>8:00</td>
<td></td>
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<td>9:00</td>
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<td>10:00</td>
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<td>11:00</td>
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<tr>
<td>12PM</td>
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<td>1:00</td>
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<td>2:00</td>
<td></td>
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<tr>
<td>3:00</td>
<td></td>
</tr>
<tr>
<td><strong>4:00</strong> 4:04 PM - 5:04 PM (1 hours)</td>
<td><strong>Secure Meeting Test</strong></td>
</tr>
<tr>
<td>5:00</td>
<td></td>
</tr>
<tr>
<td>6:00</td>
<td></td>
</tr>
</tbody>
</table>

Tip: The person creating the meeting is automatically set as the Conductor. While creating the meeting, any person in the Invitees list can be selected and set as the Conductor.

Tip: The Conductor of a meeting initiates and ends the meeting.

Once a meeting is created, the invitee will need to login into the meeting in order to join and participate in the meeting.

More Information on Joining a Meeting

In order to join a meeting, the invitee must have the meeting URL and the meeting password.

Tip: If the meeting is scheduled, an email will be sent to the invitee and it will list the URL and password along with the date, time, and phone bridge number to use for audio.

Tip: if the meeting is not scheduled, considered “instant” or “support”, then the creator of the meeting will need to provide the invitee with the necessary URL and password in order to join the meeting.
Example of email:

Tip: In the email, towards the bottom, there is a Compatibility Check for the invitee. The invitee should click on the link prior to meeting to see if their computer is set up to use Secure Meeting. If the invitee’s computer is not compatible, Secure Meeting will provide a link to install the necessary software in order to connect to the meeting.

ALERT: Invitees might need to work with their college or department IT staff if they don’t have “permission” to download software to their computer.
Tip: If the invitee does a computer compatibility check and it comes back compatible, then the following message will display with a link to join the meeting. Note: there are other ways to join a meeting.

Secure Meeting

✓ Your system is compatible with Secure Meeting. You may join the meeting.

As stated above, one can join a meeting by clicking on the URL and typing in the required password. Another way to join a meeting is to select the Meetings button in the upper right toolbar of the Secure.colostate.edu window and navigate to the date and time of the meeting. Select the meeting and type in the password to join the meeting. Note, this only works for the person creating the meeting. All other users will need to use the URL and Meeting ID.

Example of using the Meeting button and navigating to the meeting date/time.
Meeting Mode

Once a meeting has been started, a button for Secure Meeting will appear in your Taskbar, located at the bottom of your monitor.

Click on the Secure Meeting icon in the Taskbar and a Secure Meeting window will display.

Understand the Secure Meeting Task pane:

In the graphic above, it is showing “fran” as the Controller, Presenter, and Conductor.

The Controller button (the mouse icon) is used in conjunction with the Presenter button to show who is displaying their screen. The Controller button is activated when the Presenter button is selected for a different user.

The Presenter button (the mask icon) is used to show whose screen is being shared amongst the group.

The Conductor button (the crown icon) is tied to the controller of the meeting. Normally, the person organizing the meeting will remain the controller throughout the meeting.

The Request button (not seen in window) is used to request control of another user’s computer.

The Controller of the meeting must make the user whose desktop/application you want to control the Presenter/Conductor.
The user who is being sent the request will receive a Control Request dialog box message asking to Share the desktop, application, or deny the request.

Share my Desktop: this button will share the desktop and all applications
Share Applications: this button will allow you to choose which application to share
Deny: Deny is used if you do not wish to allow control of your computer by someone else in the meeting.

The Remove button (the x icon) is used to remove someone from the meeting. The Conductor will click on the user and then click on the Remove button.

The Viewer button (the desktop icon) is used to open a separate “viewer” window in order to see the desktop and/or application that is being “shared” in the meeting.

The Sharing button is used to pick and choose what will be seen and used in the secure meeting. One can be selective and choose one or all open applications on the desktop.

**Tip:** if you share only one application and have others open during a meeting, be very careful about not making a non-shared application the active window. If a non-shared window is the active window and if it overlays the shared application for the meeting, then a grey box will appear. Users in the meeting will not be able to see anything but the grey box until the controller moves the non-shared application (window).

The Chat button is used to chat with the group, similar to texting. Chat can be public so that every user in the meeting can see the “chat” or private so that only the selected invitee can see the “chat”.

### When to use the Phone Bridge

- If 3 people or less, then you can do this on your own phone.
- 4 or more:
  - Call Campus Operator [Dial "0"] to arrange for call.
  - Provide name and telephone number of person originating call and the time and date for call.
  - Operator will assign a phone number which is good from midnight to midnight on date of call. Provide this number for all callers to dial at the designated time.
  - One minute before call time, originator will dial the assigned number and will hear a continuous ringing until other callers start dialing in. Originator may place call on "hold" but cannot hang up until call is completed.