

## Course outline for Lotus Sametime

**Overview and Goals** - to be able to use Sametime Connect and Meeting Centre effectively

**Objectives** – to be able to determine the online availability of users. To create and manage personal and public groups in Connect. To initiate and respond to conversations with one or more Connect users. To initiate an instant meeting and to be able to use the Meeting Centre to schedule and attend online meetings and to present and modify Whiteboard files during a meeting and share and remotely control applications through Application Sharing

**Sametime Connect** allows you to hold instant chat conversations with other Sametime users who are connected at the same time. In addition you can start an instant meeting with anyone else online on the same Sametime server as you.

**With Sametime Meeting Centre** you can arrange on line meetings and present using the Whiteboard and even share applications, all in real time within your company and externally

### ***Getting started***

- Accessing Sametime Connect
- Your Status
- Adding Users
- Managing Users
- Managing Groups
- Adding Groups
- Seeing who else is on line

### **Instant Messaging**

- Advantages to using Chat
- Initiating Chat
- Responding to Chat
- Enabling Chat to multiple people
- Responding to Chat
- Responding to Group Chat
- Leaving Chat
- Saving Chat

### **Sametime Meeting Centre**

- Instant Meetings
- Accessing the Meeting Centre
- Joining a Meeting internally
- Joining a Meeting externally
- Setting up a Meeting

### **Sametime meeting centre options**

- Sharing an application
- Using the whiteboard
- Inviting external participants
- Starting as meeting
- Handing over control
- Security
- Web pages
- Polling
- Audio and video options

If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)