Working in a Meeting within Meeting Space

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Once you have created or joined a Windows Meeting Space meeting, you and the other meeting participants will be able to share a running programs (i.e. PowerPoint), desktop, add handouts for everyone to collaborate with, send a note to a participants, and change your status from being available to be busy, be right back or away.

Changing Your Activity Status

1. Click your Windows Meeting Space name.

2. Change your activity status. (Note: This is very similar to other instant messaging programs like Yahoo Massager.)

3. Your availability status will be displaying to the right of your Meeting Space name.
Sharing a Running Program and Desktop

1. Click the Share a program or your desktop icon in the left side of the window.

2. Click OK.

3. Select the running program that you want to share to the other participants.

4. Click Share.
5. The running program will become the active program on your desktop and your running program will be seen within the participants Windows Meeting Space window.

6. At the top right of your running program, you will see the following sharing icons:
   a. **Stop Sharing** – This will actually stop sharing your running program.
   b. **Pause Sharing** – This will pause you from sharing your running program. This will allow you to move within your running program without the other participants seeing what you’re doing.
   c. **See how my shared session looks** – This will allow you to see how your running program will look like within the participants’ Windows Meeting Space window.
   d. **Give Control** – You can give an existing participants control to your running program.
      i. How do you get the control back to your running program:
         1. You can select Take Control
         2. The participant that you gave control to can select Return Control which will give you the control back to your running program.
   e. **Options**
      i. Allows you to connect to a projector

*Sharing Your Desktop*
1. Click the Share a program or your desktop icon in the left side of the window.

2. Click **OK**.

3. Select **Desktop**.

4. Click **Share**.

5. Your participants are now seeing your desktop.

6. If you want to see what your participants are seeing then do one of the following:
a. Click Show me how my shared session looks on other computers link within the Windows Meeting Space window.

b. Click the See how my shared session looks icon at the top right within the sharing title bar

7. Click Stop sharing if you’re done sharing out your desktop to the other participants.

**Sharing Handouts (Documents)**

1. Click Add a handout.

2. Click OK.
3. You will now need to select the file that you want to share out to the other participants.

4. Click Open.

5. The file has been added to the Handout list.

6. Participants can double-click the document icon and then make changes to the file. As long as the participant saves his or hers changes, you and the other participants will see the updated changes.
7. If you want to display the file within the participants windows so that you all can discuss it at the same time, then right-click the document icon and then select **Share to meeting**.

8. **Click OK.**

9. The participants are now viewing the document within the Window Meeting Space window.

**Saving the Handouts**

1. **Click the Meeting button located at the top left of the Windows Meeting Space window and then select Save Handouts.**
2. Select the folder where you want to save the handouts for this meeting.
3. Click OK.

4. The handout(s) have been saved in the folder that you selected in step #2.

**Sending a Note to a Participant**

1. Double-click the participant’s meeting name.
2. Type in your note.

3. The participant will receive your note and will be able to replay back to you.

4. In the note, you can switch from text to Ink allowing you to enter in text freehand.

5. Click **Send**.

6. The original sender will see the reply.

**Stopping a Meeting**

1. Click **Exit**.

2. If your meeting included sharing out handouts then you will need to save your handouts.

3. Click **Yes**.

Here is where you can benefit in using a Tablet PC. You can use the pen to write on the screen within the note box.
5. Select the folder where you want to save the handouts for this meeting.
6. Click **OK**.
4. Your meeting within Meeting Space has ended.