



Web Conferencing for All

DimDim - World's free web meeting | <http://www.dimdim.com>

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PRESENTER TASKS

Dimdim Web Meetings are started or scheduled through the browser interface. First of all make sure the Dimdim Conference Server has been started. [refer the Starting & Stopping the Dimdim Web Meeting Servers section]. Then go to URL of the browser interface:

http://machine_name.domain.com:port/dimdim , where “machine_name.domain_name” is the fully qualified name of the machine (or the IP address), or URL specified in the installation and “port” is the port specified during the installation.

Dimdim Web Meetings can be started in two ways. One is the “Meet Now” way where the web meeting starts as soon as it is initiated and the other is the “Schedule a Meeting” way where meetings can be scheduled well in advance.

Meet Now

This option is activated by clicking on the Meet Now button. You would see a form as shown in Figure 1.

The screenshot shows a web browser window titled "Create and Start DimDim Web Conference - Microsoft Internet Explorer". The address bar shows the URL: <http://jayantpandit.ca/dimdim/GetCreateAndStartConferenceForm.action?flag=mirziddo>. The page features the Dimdim logo at the top. Below the logo, the heading "Create and Start Conference" is displayed. A text instruction reads: "To start a conference, enter your e-mail address, Display Name as you want it to appear to others in the conference. Enter a Conference Name, Key and then click Start...". The form contains four input fields: "E-mail:" with the value "admin@dimdim.com", "Display Name:" which is empty, "Conference Name:" with the value "Web Conference Fri Sep 29 11:07:", and "Conference Key:" with the value "kuw0w6c". A "Start" button is located below these fields. At the bottom of the page, there is a copyright notice: "Copyright 2006 Communiva Inc. (owner of dimdim.com)" and links for "Dimdim Privacy Policy" and "Dimdim Trademark and Copyright Policy".

Fig 1: “Meet Now” form

Please fill in all the details like Email, the display name you prefer, conference name and conference key into the form. As soon as you click on Start button the conference will start. You can invite other attendees into the conference through the conference interface [refer the Send Invitations section]

Schedule a meeting

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Schedule Dimdim Web Conference' page. The address bar shows the URL: <http://jayantpandit.cs.dimdim.com/GetCreateConferenceForm.action?flag=0.7279067235423888&idfwet&hasActiveX=yes>. The page features the Dimdim logo at the top. Below the logo, the heading 'Schedule Conference' is followed by a note: 'To schedule a conference, enter following information and click Schedule. Conference start time must be at least 15 minutes ahead of current time.' The form includes several input fields: 'E-mail:', 'Display Name:', 'Conference Name:' (pre-filled with 'Web Conference September 29, 2006'), 'Conference Key:' (pre-filled with '361497s'), 'Start Date:' (pre-filled with 'September 29, 2006'), 'Start Time:' (set to '12:00 AM'), and 'Time Zone:' (set to '(GMT+00:00) London Lisbon'). There is also a text area for 'Attendee E-mails:'. A 'Schedule' button is located at the bottom of the form. The footer contains copyright information: 'Copyright 2006 Communiva Inc. (owner of dimdim.com)' and links to 'Dimdim Privacy Policy' and 'Dimdim Trademark and Copyright Policy'.

Fig 2: Schedule Meeting form

In this mode one can schedule web meetings in advance. You can reach this mode by clicking on the “Schedule Conference” button on browser interface of Dimdim conference server. Once you fill the form and click on schedule appropriate emails and sent to all presenters and attendees with URLs for the meeting. The meeting cannot be started before the scheduled time. If someone clicks on the URL before the scheduled time they will be presented with a message saying that the current time is not scheduled time and hence they cannot join or start the meeting. The meeting can be started only by the presenter.

Send Invitations

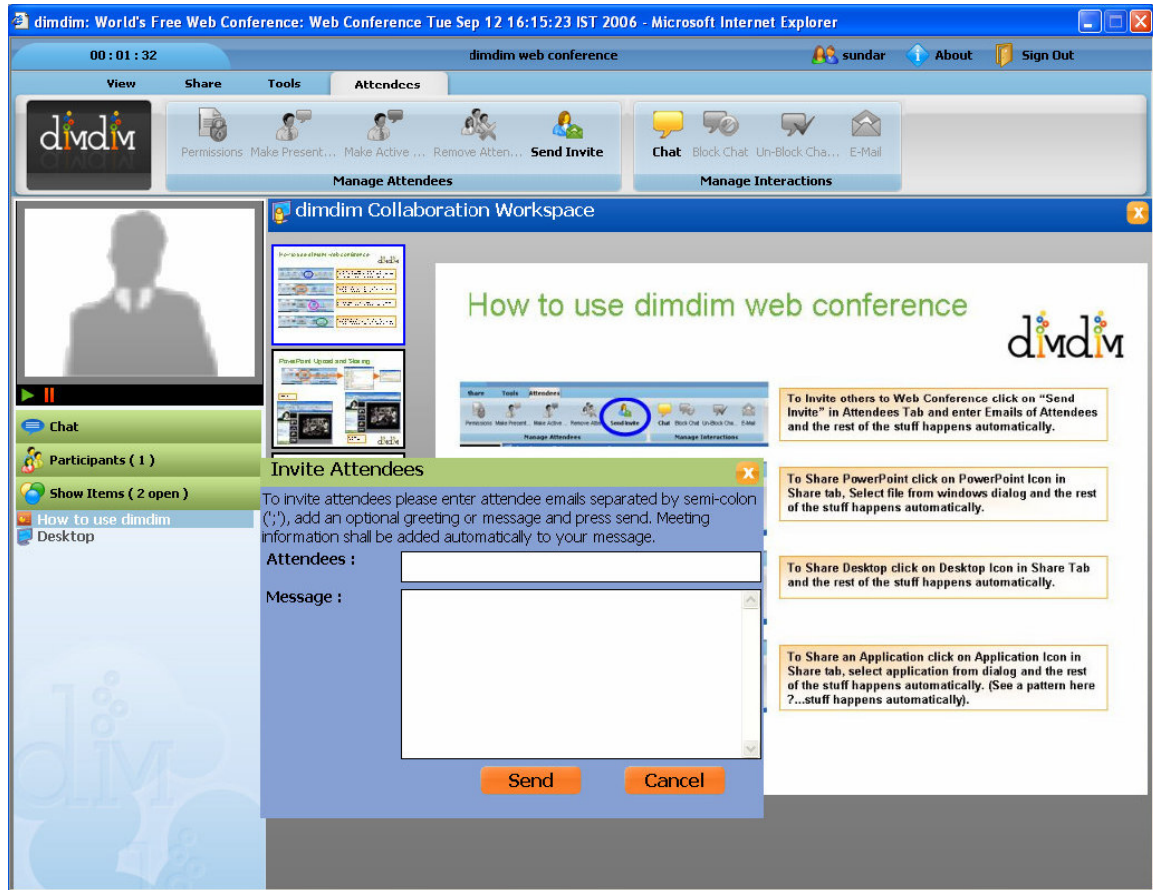
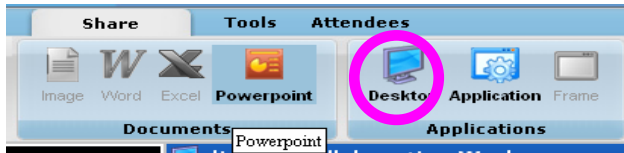


Fig 3: Invite Attendees from a Dimdim Web Meeting

In the "Meet Now" mode one can invite other attendees through the Invite Attendees dialogue in the "Attendees" tab. Just enter the email addresses of all attendees you want (separated by ;) and an optional message can also be sent.

Show Your Desktop

Sharing of Desktop from the Presenter perspective is achieved by clicking on the Desktop icon in Share Tab of a Dimdim Web Meeting. Fig 4 highlights this.



To Share Desktop Click on "Desktop" Icon

Presenter perspective

Attendee perspective

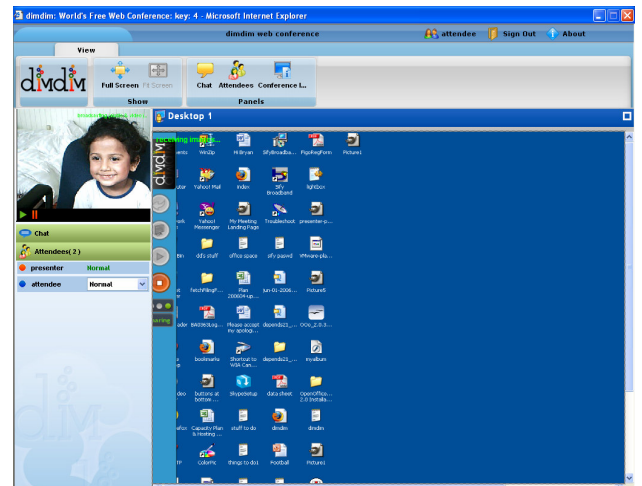
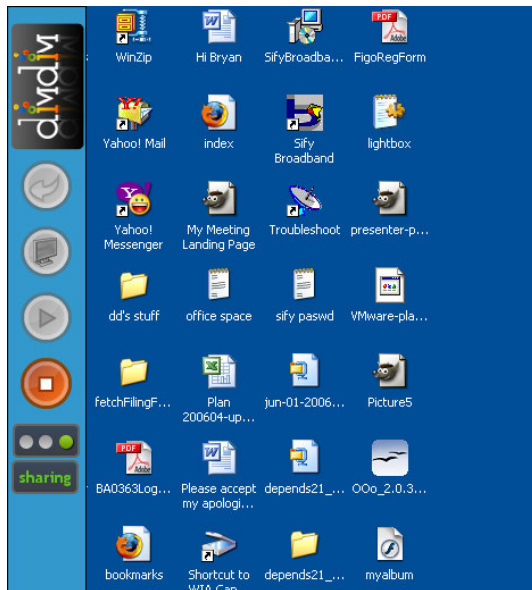
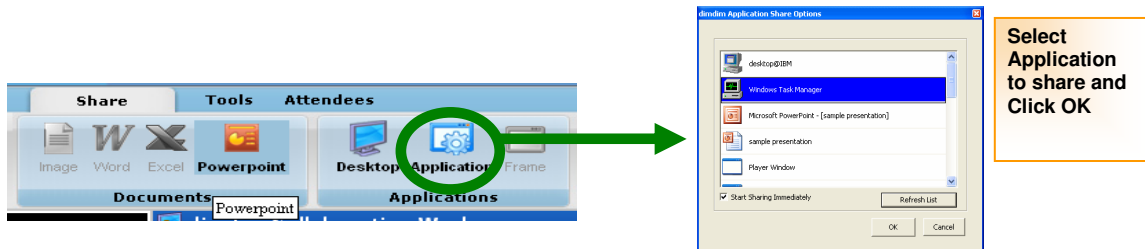


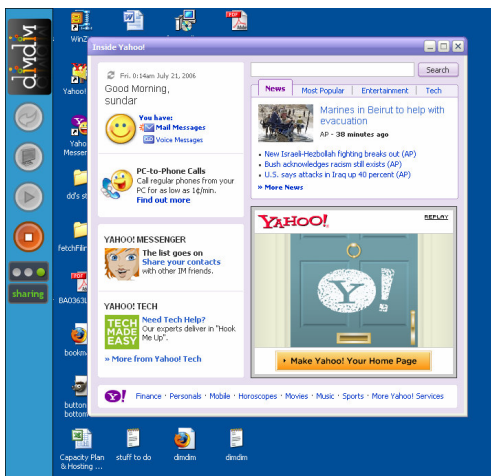
Fig 4: Desktop Sharing in Dimdim Web Conference and Presenter and Attendee perspectives

Show an Application

Sharing of Application from the Presenter perspective is achieved by clicking on the Application icon in Share Tab of a Dimdim Web Meeting. Fig 5 highlights this.



Presenter perspective



Attendee perspective

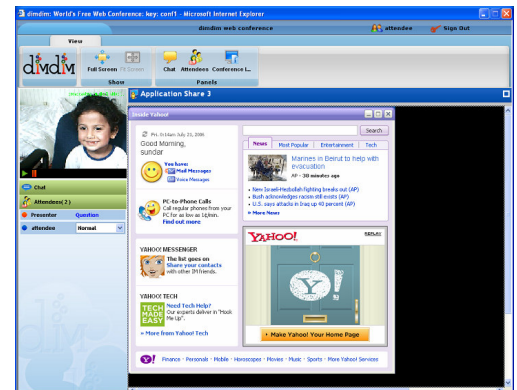
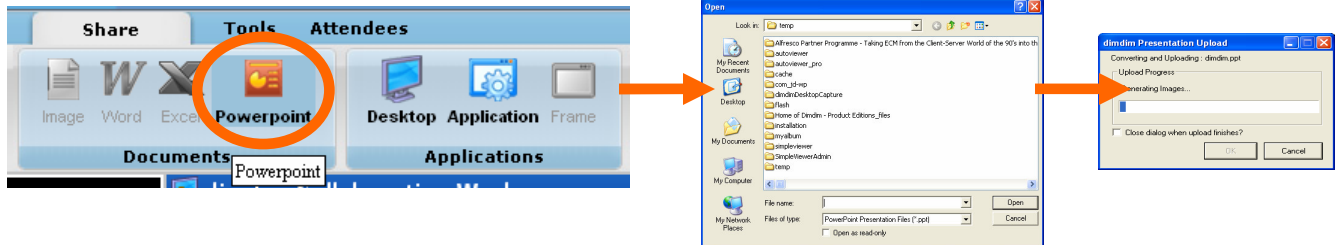


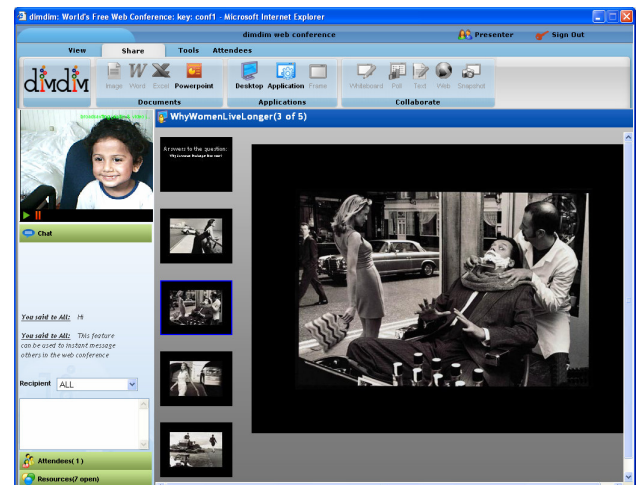
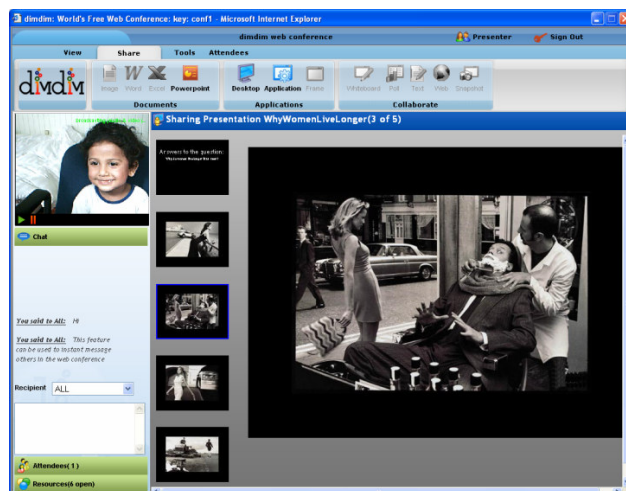
Fig 5: Application Sharing in Dimdim Web Conference and Presenter and Attendee perspectives

Upload and Share a PowerPoint presentation

Uploading & Sharing of PowerPoint presentation from the Presenter perspective is achieved by clicking on the PowerPoint icon in Share Tab of a Dimdim Web Meeting. Fig 6 highlights this.



Presenter perspective



Attendee perspective

Fig 6: Upload and Sharing of PowerPoint Presentation in Dimdim Web Conference and Presenter and Attendee perspectives

ATTENDEE TASKS

Joining a Web Meeting from an e-mail Invitation

Once an Attendee receives an Email with the URL of a meeting all that needs to be done, to join the meeting is:

- Clicking on the URL.
- On clicking the URL a web form will come with populated values in the fields. In most cases the values can be kept as they are. Just click on Join Button to join the meeting.

Joining a Web Meeting Without an e-mail invitation

You can also join a meeting if you know the conference Key. Go to the web interface of Dimdim Conference Server

- <http://hostname.domainname:port/dimdim> , where hostname.domainname is the fully qualified name of the machine; IP address or URL specified in the installation and “port” is the TCP port specified during the installation.
- Click on the “Join Conference” Button. Fill the web form with appropriate values and join the conference.