SA NREN Mconf Web conferencing End User Documentation:

1. How to start your first Mconf meeting (using your personal meeting room)

STEP 1:   NAVIGATE THE SA NREN WEBSITE

Enter the following into your web browser http://mconf.sanren.ac.za/

Please note that we are currently using a self-signed certificate for the website therefore a security warning is expected. Please continue to the website.

STEP 2: LOG-IN TO THE MCONF SERVICE

If already registered as a user, sign in with your username or password.

OR

Register a new account.

OR

Sign in with SAFIRE federation. (Your institution must be part of the federation and have requested access to the Mconf production service)

STEP 3: LOCATING YOU PERSONAL ROOM

Once signed into Mconf you will enter your web portal page, similar to that shown below.

You will find your personal meeting room url here:

This is unique to your login name.

STEP 4: INVITING PARTICIPANTS YOUR PERSONAL MEETING ROOM (WEBCONFERENCE)

"Your URL" is the location of your unique personal meeting room. Each participant will need this url to enter your personal meeting room.

The recommended way to invite people to your meeting is to copy and paste your meeting room url into your email client's meeting invitation. This method is recommended as it will allow you to track accepted, declined & tentative replies from your meeting participants through your email client.

For a quick invite send over an instant messaging client.
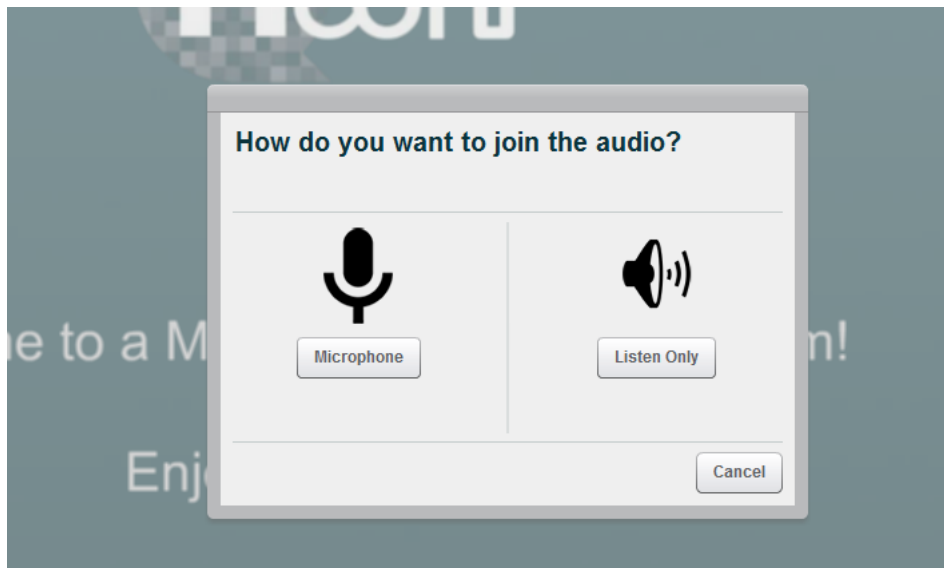
STEP 5: STARTING THE MEETING ROOM

1. Click the, "Start", button to start your meeting room, so that participant can enter your room.

   Participants must click on the url given to them to enter the meeting room.

STEP 6: AUDIO TESTS

Depending on the browser being used, Mconf will first try to connect your audio over WebRTC or through Flash Media Player if your browser does not support WebRTC.
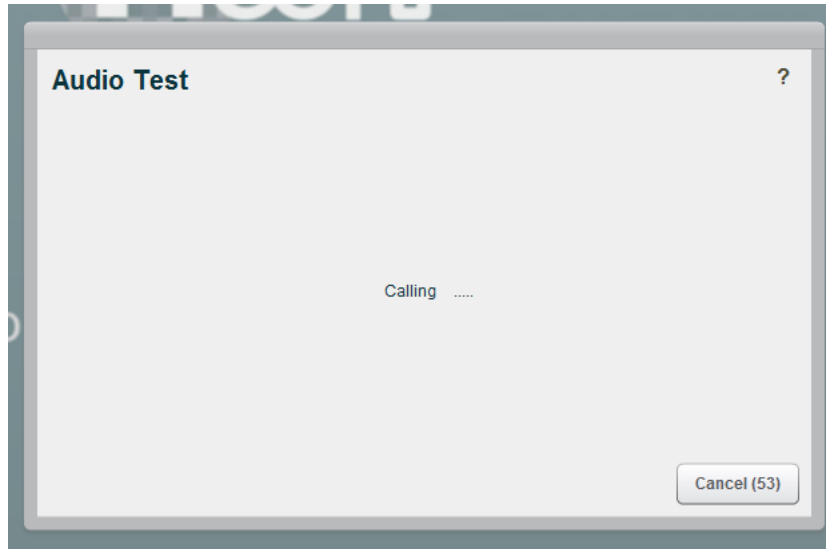
Upon entering the meeting room, you will see this:

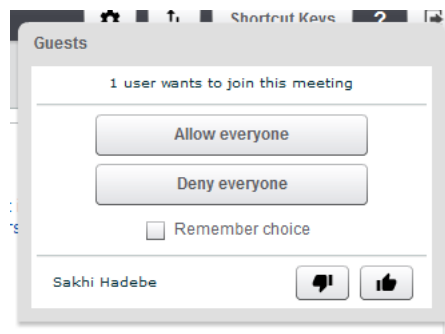Select microphone and follow the test prompts.

When using a WebRTC connection, you will see this screen, the audio takes about 10 second to connect before displaying test prompts.

If you are unable to connect over WebRTC, your audio tests will take place over Flash media player. You are also able to cancel the audio test over WebRTC to connect through Flash media player. Once the audio tests are complete you will have access to the meeting room.

STEP 7: ACCEPTING PARTICIPANTS

When a participant is trying to enter your meeting room, you will see this message in the top right corner of your meeting room. You will need to allow them into the room, by clicking "Allow everyone" or 👍.

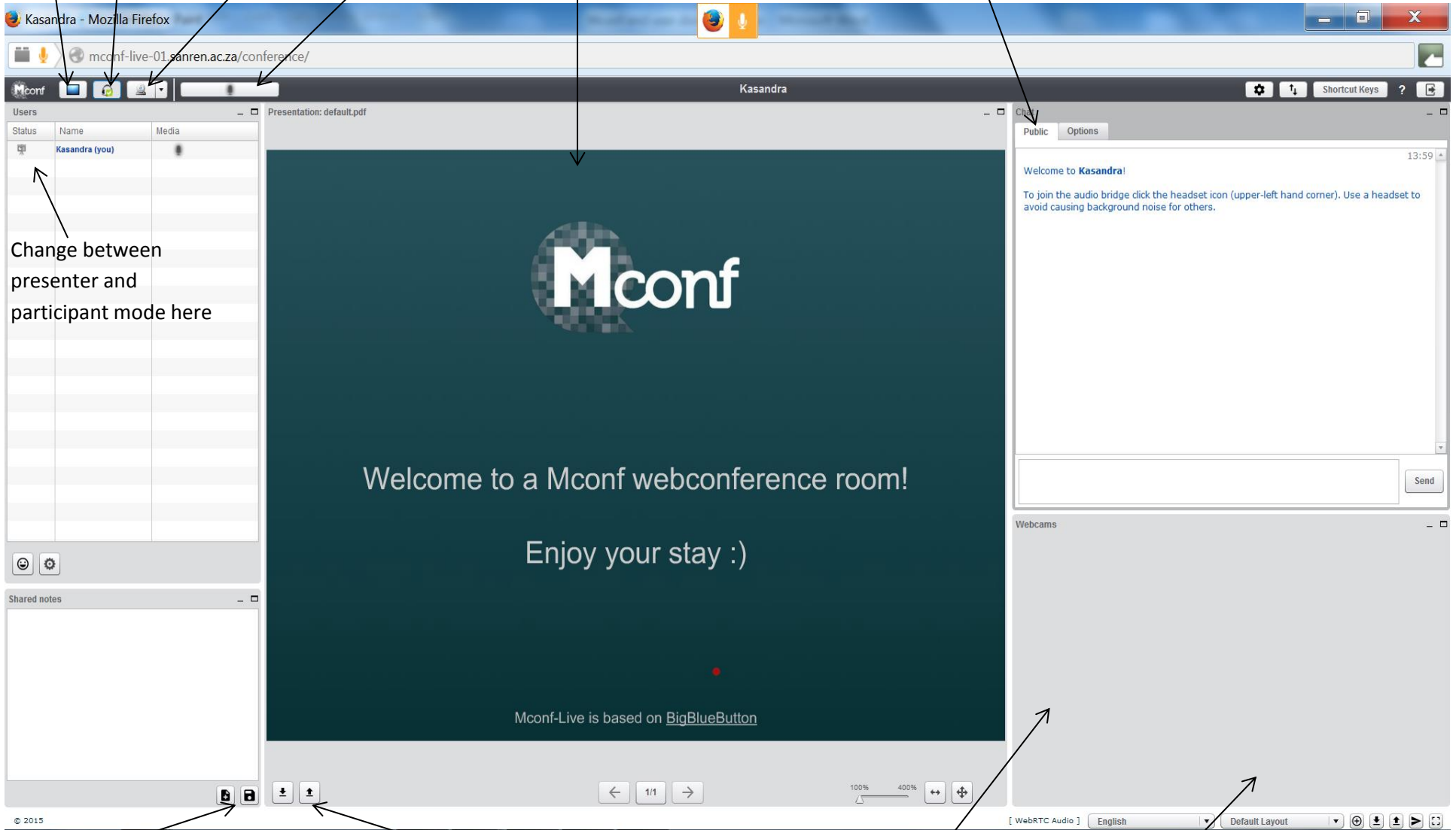**STEP 8: GETTING FAMILIAR WITH YOUR MEETING ROOM**

Share desktop

Audio status

Share webcam

Microphone status

Presentation screen

Public and private chat options

Change between presenter and participant mode here

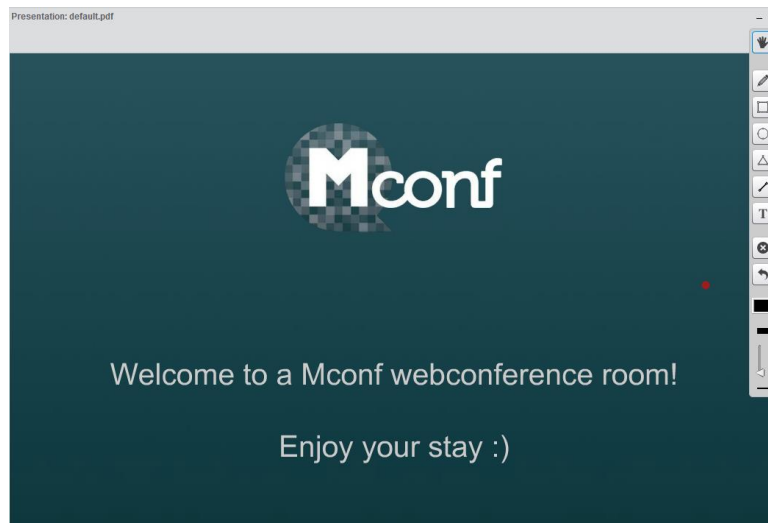Take notes during the session and save them with these icons

Upload and download presentations for viewing/editing

Webcam views

Change layout of meeting

Kasandra - Mozilla Firefox

mconf-live-01.sanren.ac.za/conference/

Kasandra

Shortcut Keys

Users

Status | Name | Media
Kasandra (you)

Presentation: default.pdf

Chat

Public | Options

13:59

Welcome to **Kasandra**!

To join the audio bridge click the headset icon (upper-left hand corner). Use a headset to avoid causing background noise for others.

Welcome to a Mconf webconference room!

Enjoy your stay :)

Mconf-Live is based on BigBlueButton

Send

Webcams

Shared notes

© 2015

100%   400%

1/1

[WebRTC Audio]   English   Default Layout

Hover on the "Presentation window" for editing tools to appear on the right hand side of the window. These tools can be used to annotate a presentation or draw/write on a whiteboard.

To create a whiteboard in this space, just upload a blank pdf page.

FOR MORE INFORMATION OR ASSISTANCE, CONTACT US

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Please inform us any issues with the steps provided. Mconf is currently is pre-production phase at the SA NREN. Please advise us if there are any problems with the system. We are happy to assist you with any problems you may be experiencing.