Create Meeting (continued)

- When the Edit Attendees: Meeting Topic page re-opens, the last column on the right updates to "Invited" to indicate that the user(s) or groups have been invited. If you invite a Group, all users in that group are also marked as Invited.
- If you invite a group to a meeting, you cannot remove that invitation for a member of that group without removing invitations for the entire group.

Guest Attend

An attendee can attend a meeting although their name is not listed as a registered attendee. The eMeeting creator must specify "Allow users to attend without an invitation" in the Meeting Options window.

<table>
<thead>
<tr>
<th>Meeting Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Post to public Event List (so other users can self-enroll)</td>
</tr>
<tr>
<td>□ Enable video</td>
</tr>
<tr>
<td>□ Record meeting</td>
</tr>
<tr>
<td>✔ Allow users to attend without an invitation</td>
</tr>
</tbody>
</table>

Guests can attend by clicking the URL in the email invitation.

Education and Training

Centra Education and Training offers courses on Centra products, including Centra Symposium.

For more information, visit:

Centra Training & Education Services

http://www.centra.com/education/

Methods for Attending an eMeeting

Note: URLs, meeting passwords, phone numbers and access codes must be communicated to the user before the meeting through email or other method.

Registered Attendee

A registered attendee can enter the URL for the server and click the Attend link on the Welcome page.

Attend a meeting.

Then, enter the appropriate meeting ID.

Create Meeting

If the meeting was created using the Create Meeting link, the following apply:

- Users access the meeting, clicking URL in the email invitation or typing the URL in a browser and then entering the Meeting password.
- If the Centra Server is set to add calendar attachments, the email automatically includes a calendar attachment. The recipient double-clicks the calendar attachment and saves it. A new calendar item appears in the recipient’s calendar.
  
  Note: This feature must be enabled by the System Administrator.
- Centra emails use the BCC field for all email addresses so that attendees do not learn the email addresses of other attendees.

Continued on back page…
# Summary of Meeting Attendee Methods

<table>
<thead>
<tr>
<th>How would attendees attend?</th>
<th>Attendee Access</th>
<th>Who does this apply to?</th>
<th>The meeting creator must…</th>
</tr>
</thead>
</table>
| Click the guest attend URL in the email | Guest attend URL | People who do not have user accounts on the system | 1. Check the “User can attend without an invitation” checkbox when creating the meeting  
2. Email the guest attend URL to all guests |
| 1. Enter the URL in the browser.  
2. Click the Attend link on the Welcome page and enter the meeting ID | Email the meeting ID to those who do not have user accounts | People who do not have user accounts on the system | 1. Check the “User can attend without an invitation” checkbox when creating the meeting  
2. Email the meeting ID to everyone you want to attend (as well as the server URL to enter in their browsers) |
| Click the Attend link on the Welcome page and enter the meeting ID | Email the meeting ID to those who have user accounts | People who have user accounts on the system and know how to log on | 1. Check the “user can attend without an invitation” checkbox when creating the event.  
2. Email the meeting ID to everyone you want to attend  
Or  
1. Log in with their user account and password  
2. Click the Attend Meeting link on the My Schedule page  
3. Enter the meeting ID |
| Click the pre-enrolled URL sent to you in the email | Use the Pre-enrolled attend URL | People who have user accounts on the system and know how to log on | 1. Enroll the users in the meeting using the Speed Scheduler  
2. Check the “User can attend without an invitation” checkbox when creating the meeting  
3. Send the pre-enrolled attend URL to all enrollees |
| 1. Log in with the user account and password  
2. Click on the Attend link on the My Schedule page | Click the Attend link on the My Schedule page | People who have user accounts on the system and know how to log on | Enroll the users in the meeting making sure that each has a user account on the system |