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# **User Manual Web Meetings**

*Release 1.0.0*

**Kopano BV**

**Aug 14, 2018**

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This document, the Web Meetings User Manual, describes how to use the Web Meetings communication features.

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# Introduction

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Kopano Web Meetings is an extension package for Kopano. Kopano Web Meetings is a combination of a Kopano Core (KC) extension and Webapp Plugin that helps you to organize meetings from within your browser. You can use several communication options, like videocalls, chat, presentations, filetransfer and screensharing.

It enables Real-Time-Communication for all users on the ZCP platform. The additional communication features are video, voice, chat, screen-sharing, content-sharing and filetransfer. All functionality is integrated into the Webapp. A presence-service indicates if a user is logged in and ready to receive a call or a chat-message.

This document explains how a user can work with these new communication features.

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**Important:** Although we, Kopano, try our best to keep the information in this manual as accurate as possible, we withhold the right to modify this information at any time, without prior notice.

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## 1.1 Intended Audience

Any WebApp user using Kopano with installed Web Meetings extension package.

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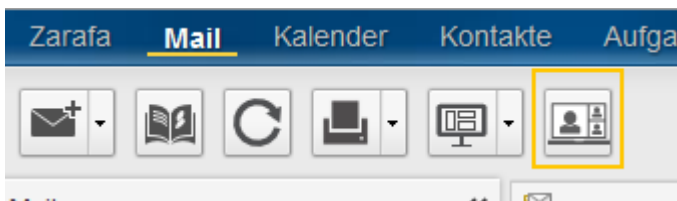
## Using Kopano Web Meetings

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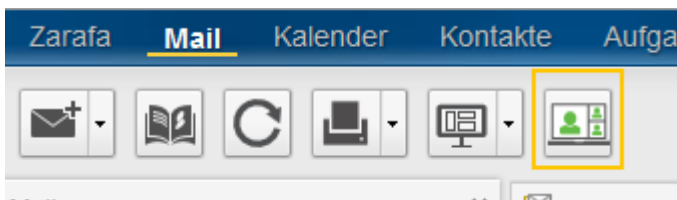
In this chapter we will introduce you into Kopano Web Meetings and show you how to set up calls and use the advanced real time communication options.

### 2.1 Start Kopano Web Meetings

In your Webapp, you can start Web Meetings with a click on the icon.

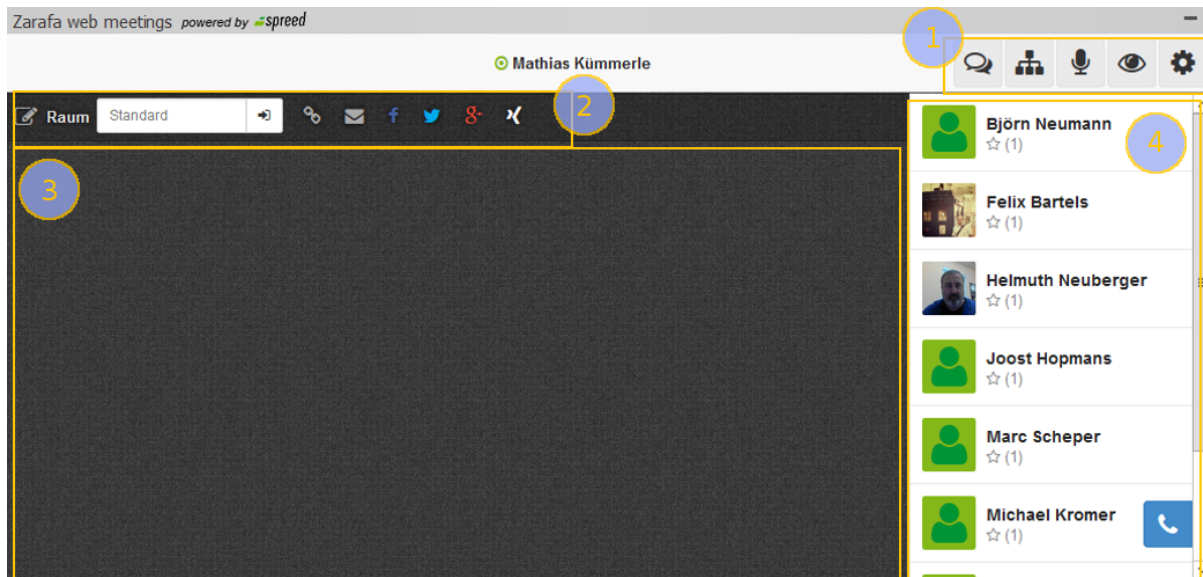


The icon is green when you are logged in and grey when you are logged off.



Toolbar Web Meetings on

## 2.2 Kopano Web Meetings overview

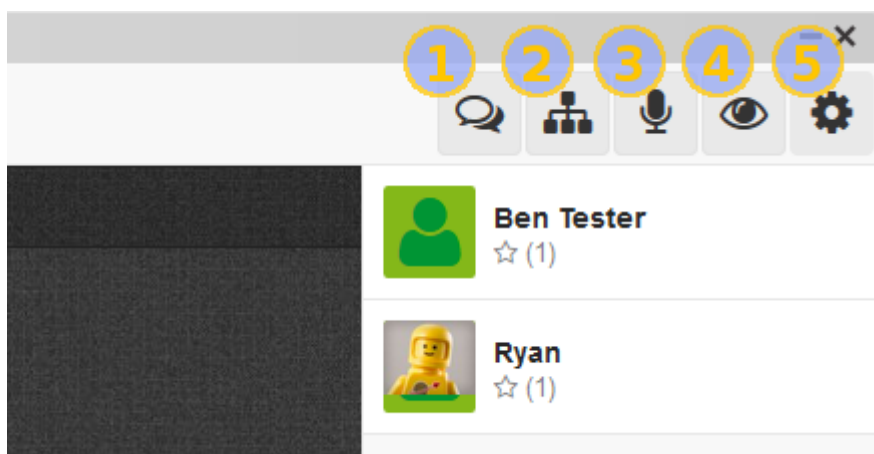


### Kopano Web Meetings overview

The main areas are:

1. The toolbar
2. Meeting area
3. The content area
4. The buddy list

### 2.2.1 Kopano Web Meetings toolbar



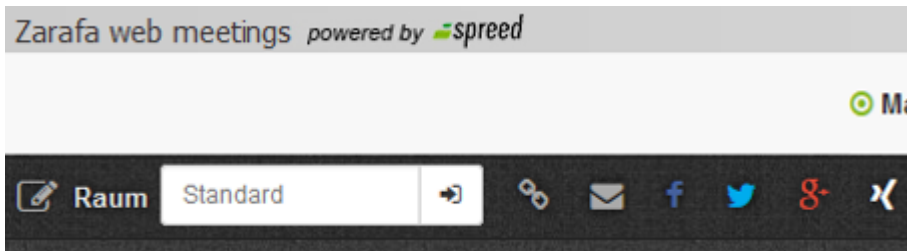
### Kopano Web Meetings toolbar

The Kopano Web Meetings toolbar has the following buttons:

1. Start chat
2. Show contacts / buddies
3. Microphone on / off (mute)
4. Camera on / off

## 5. Preferences

## 2.2.2 Kopano Web Meetings meeting area

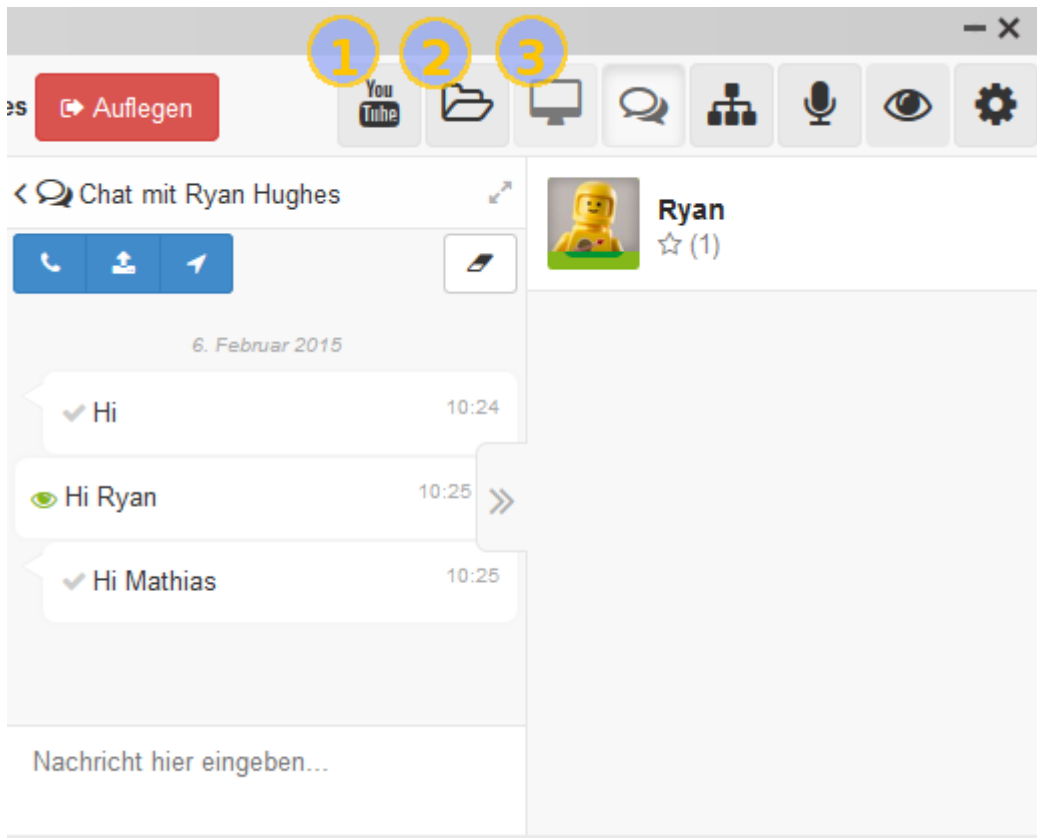


Kopano Web Meetings meeting area

In the Kopano Web Meetings meeting area you have the following controls:

1. Start or go to a new room

## 2.2.3 Kopano Web Meetings active meeting controls



Kopano Web Meetings active call

In an active Kopano Web Meetings call you have the following additional controls:

1. Share a youtube video
2. Upload and share a PDF presentation
3. Activate screensharing

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**Note:** While you are in a video call you can double click in the video view area to enter or leave full screen mode.

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## 2.2.4 Kopano Web Meetings screen sharing extension for Chrome

To use the Web Meetings screen sharing feature in an active call, you need to first install the Speed.me screen sharing extension from the Chrome Web Store (free of charge). To install the extension please visit the following page:

<https://www.spread.me/extension/>

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**Note:** Screen sharing is only available for Google Chrome

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**Important:** When using screen sharing on high resolution screens and internet connections with limited bandwidth, please take care to share the lower resolution screen or a specific window instead of the entire screen. The larger the screen is the more bandwidth is required.

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## 2.2.5 Kopano Web Meetings screen sharing extension for Firefox

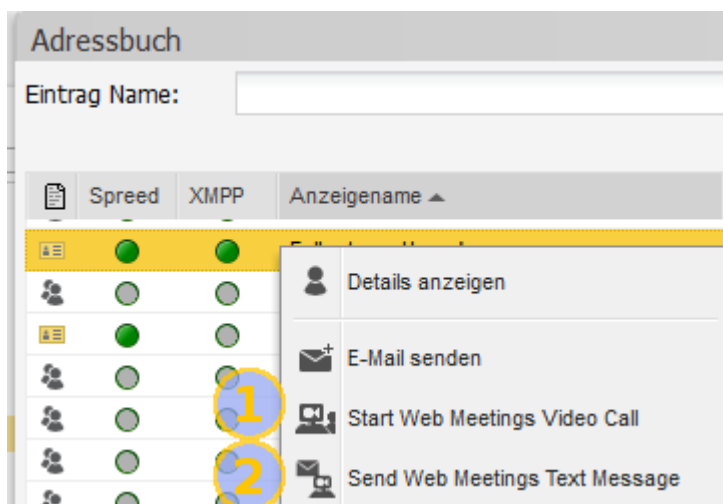
To use the Web Meetings screen sharing feature in an active call with Firefox 38 or later, you need to first add your domain to the screen sharing white list in Firefox's settings. Please proceed the following way.

1. Type "about:config" in Firefox's url line
2. Search for "media.getusermedia.screensharing.allowed\_domains" in the settings search field
3. Double-clicking the setting opens an entry field to edit the list of allowed domains
4. Add "\*your-domain.com" and "your-domain.com" for your WebApp server host name separated by commas to the list

## 2.3 Starting a video conference or Chat Session

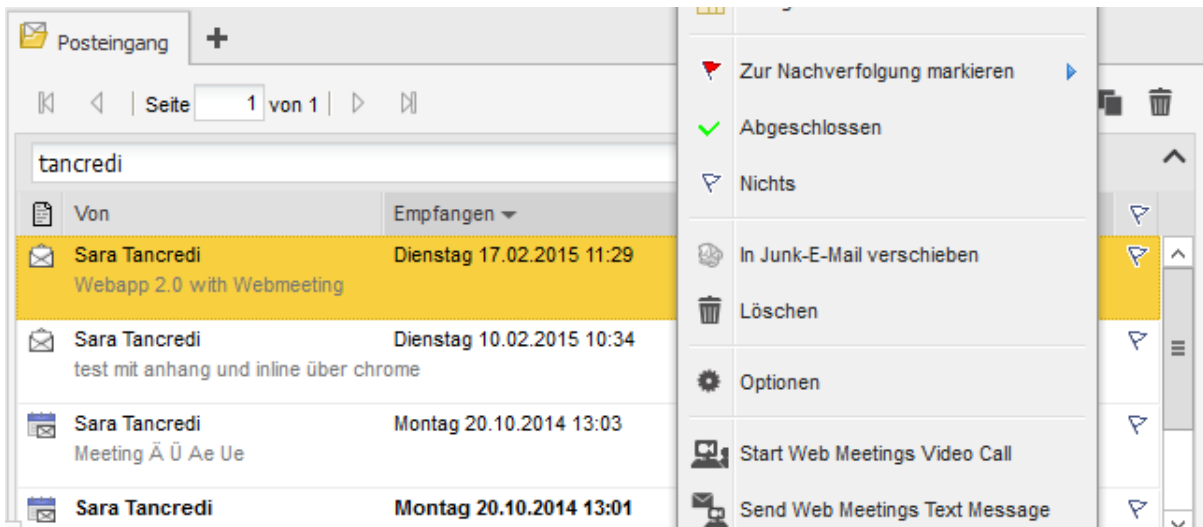
There are different ways to start a video conference or chat session. In simple words: everywhere you see the green status indicator LEDs you can right-click and use the contextmenu by selecting Start Web Meeting Video Call or Send Web Meeting Text Message.

The context menus look like these:





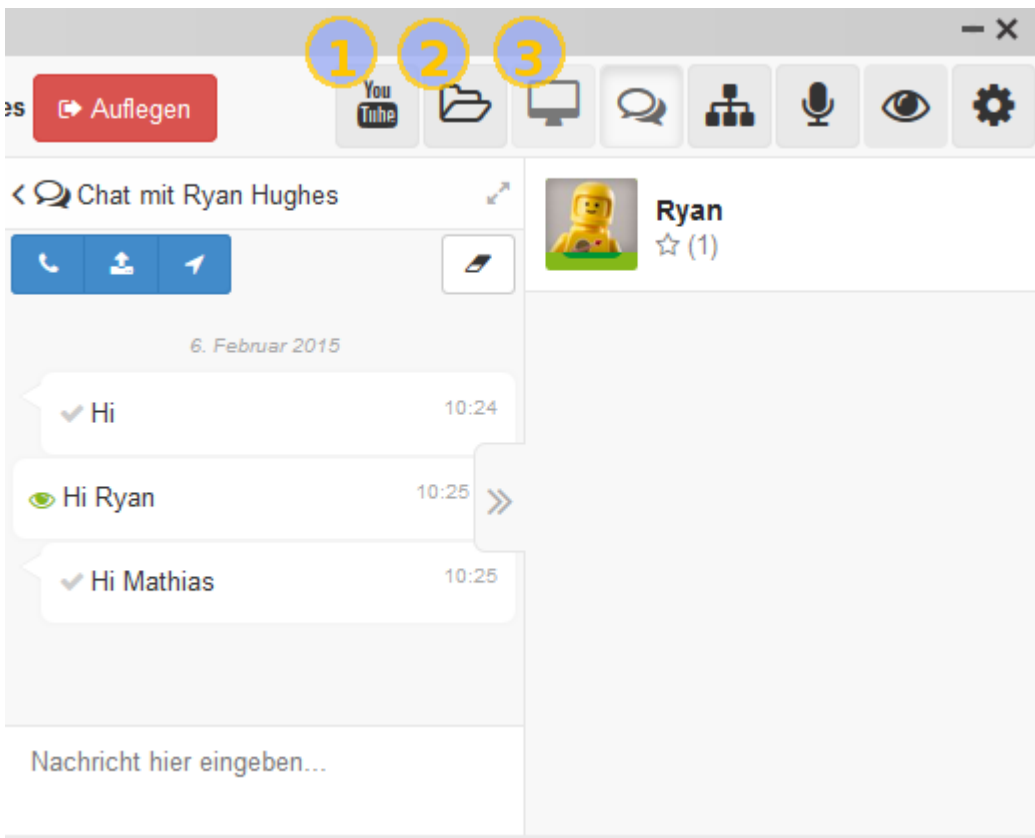
GAB context menu



Mail list view context menu

Mail sender and recipients context menu

Depending on your choice the web meeting overview will show up with a started chat session like in the image below.



Kopano Web Meetings activated chat

If you choose to start a video call then a call is initiated and waiting to be accepted by your calling party

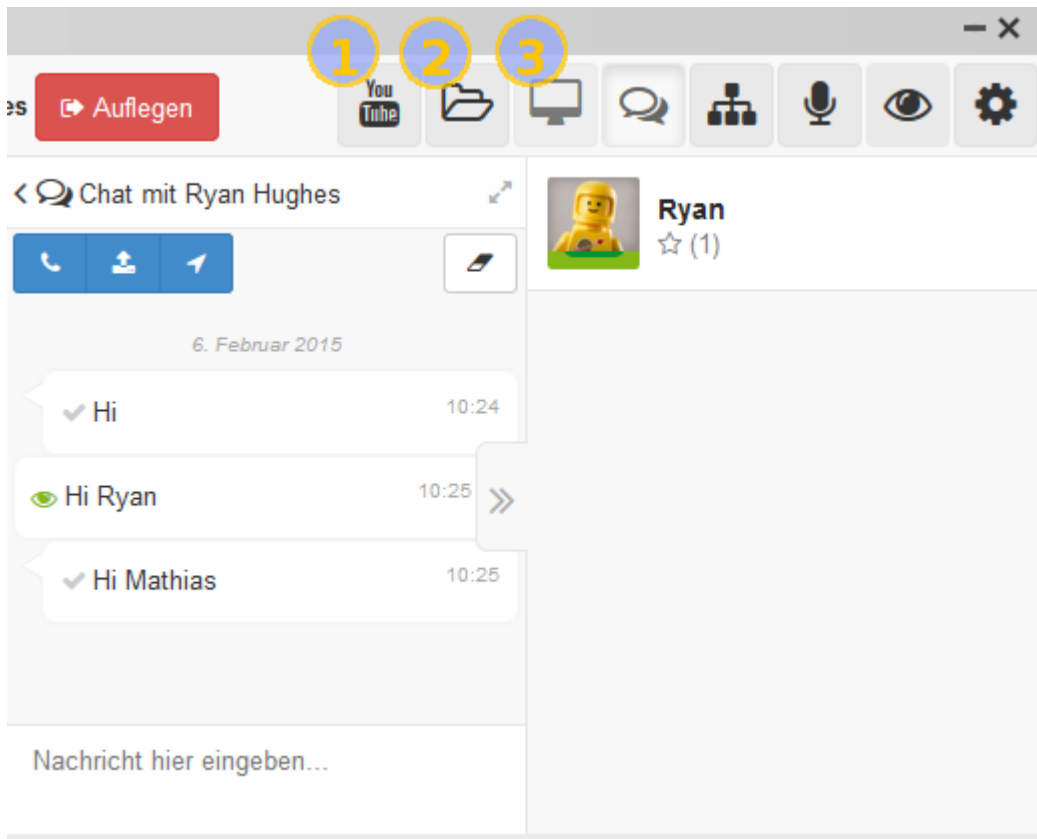


Figure 2.11. Kopano Web Meetings activated call

**Note:** If your browser has no access to your microphone / camera a browser message appears asking for permission. The Kopano web meetings overview also tells you with a text in (1). The call setup is halted until permission is granted.

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## Scheduling Kopano Web Meetings with 3rd parties

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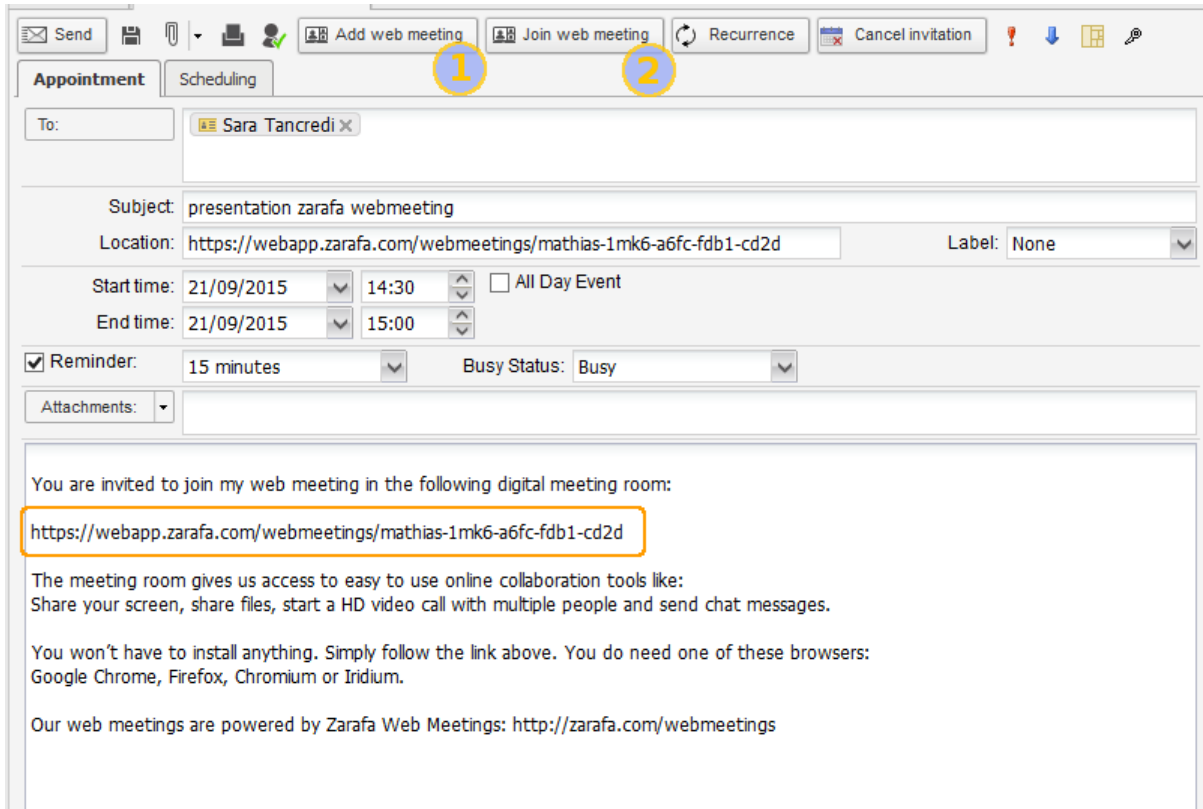
In this chapter we will introduce you into using Kopano Web Meetings scheduling features and show you how to set up calls with internal and external participants.

### 3.1 Scheduling a Kopano Web Meeting

Start scheduling an appointment as usual with your WebApp Calendar and if necessary send out an invitation to negotiate the date and time. Please refer to the WebApp User Manual for further details regarding scheduling appointments. As soon as all participants have confirmed the meeting you can add a web meeting to the appointment.

#### 3.1.1 Adding a Kopano Web Meeting to a meeting request

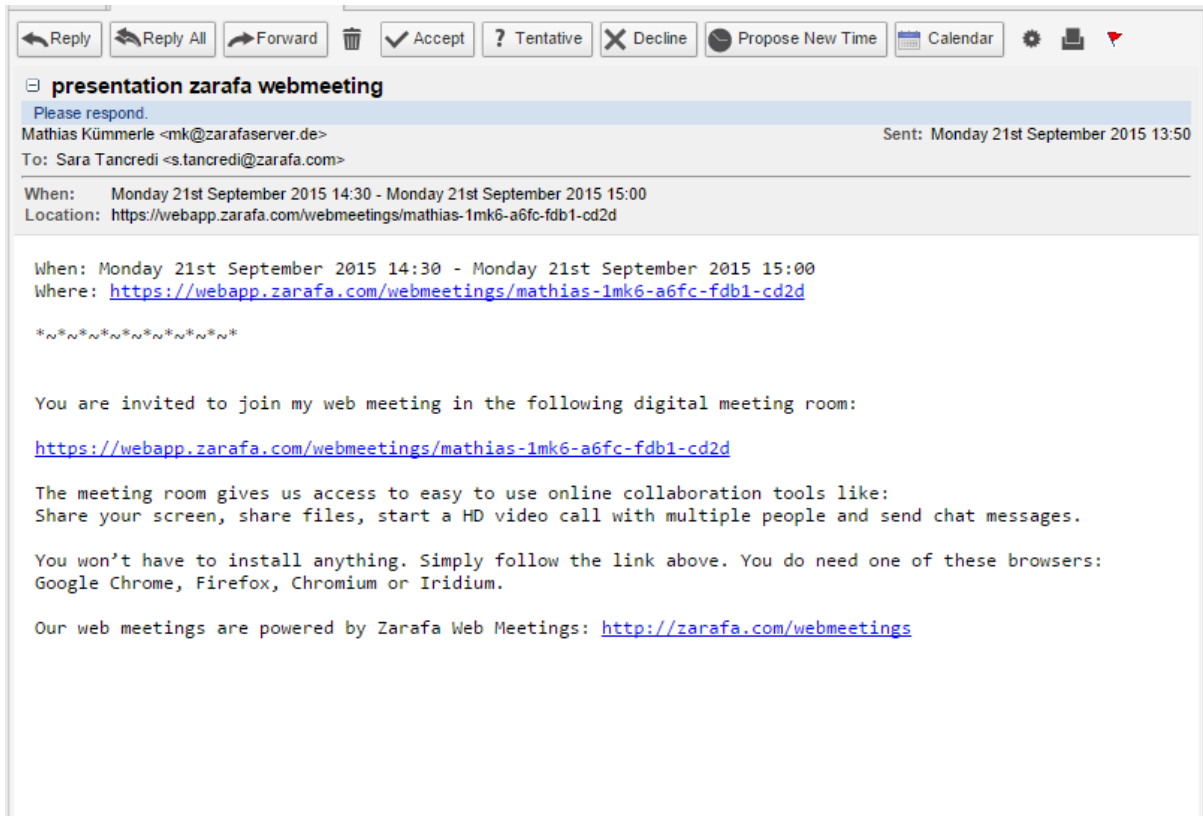
To add a Kopano Web Meeting to your meeting request please open the meeting in your calendar and click on the `Add web meeting` button (button No. 1 in the below image). By pressing the button a unique Web Meeting URL is generated and inserted in the Location field and together with a short description in the meetings' body text. Now you can send the updated meeting request to the participants. The following image displays an example.



The highlighted buttons are:

1. Add web meeting: registers a Kopano Web Meeting URL
2. Join web meeting: opens the Web Meeting in a new window

A meeting request will be sent to the invited participants. See the image below for an example.

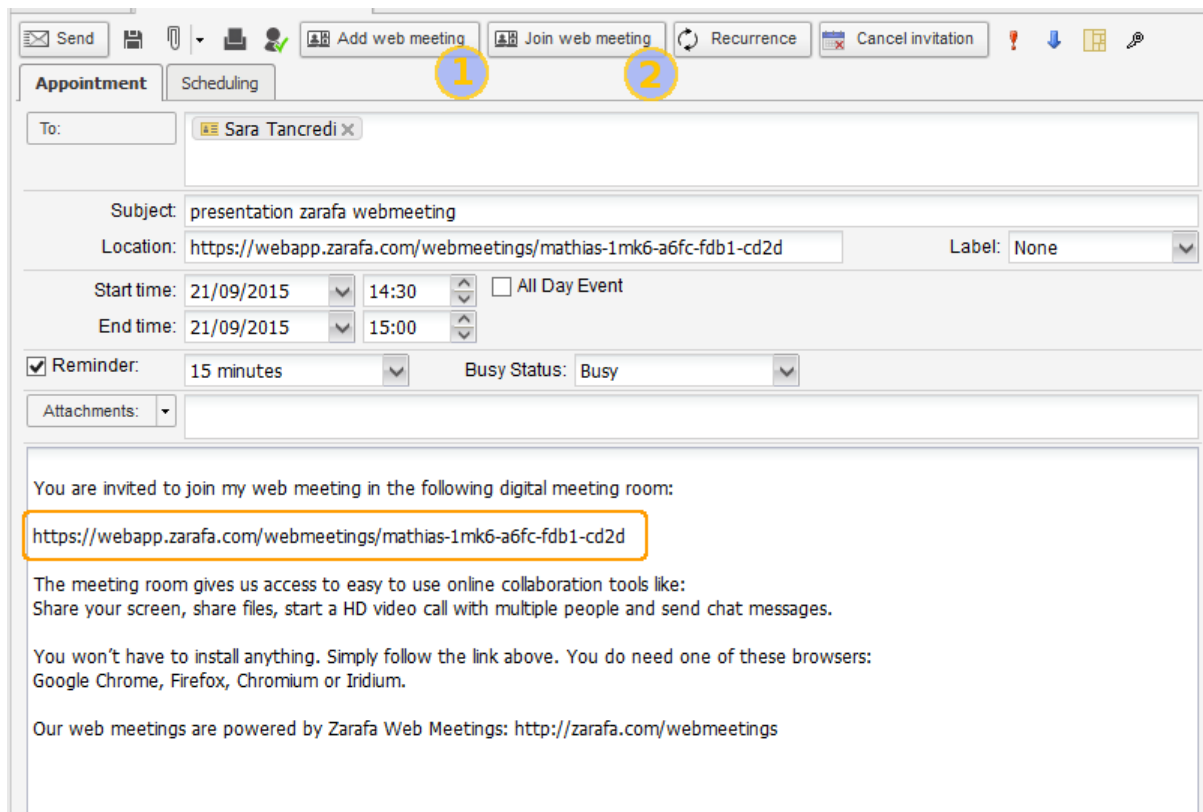


**Note:** Please set a reminder in the appointment to ensure that you will enter the Web Meeting before the scheduled start time.

There are two methods for participants to enter the meeting. Kopano Users can enter the meeting from inside WebApp. External participants or Kopano users not using WebApp can enter the meeting by opening the URL included in the meeting request in a browser supported by Kopano Web Meetings. These two methods are described below.

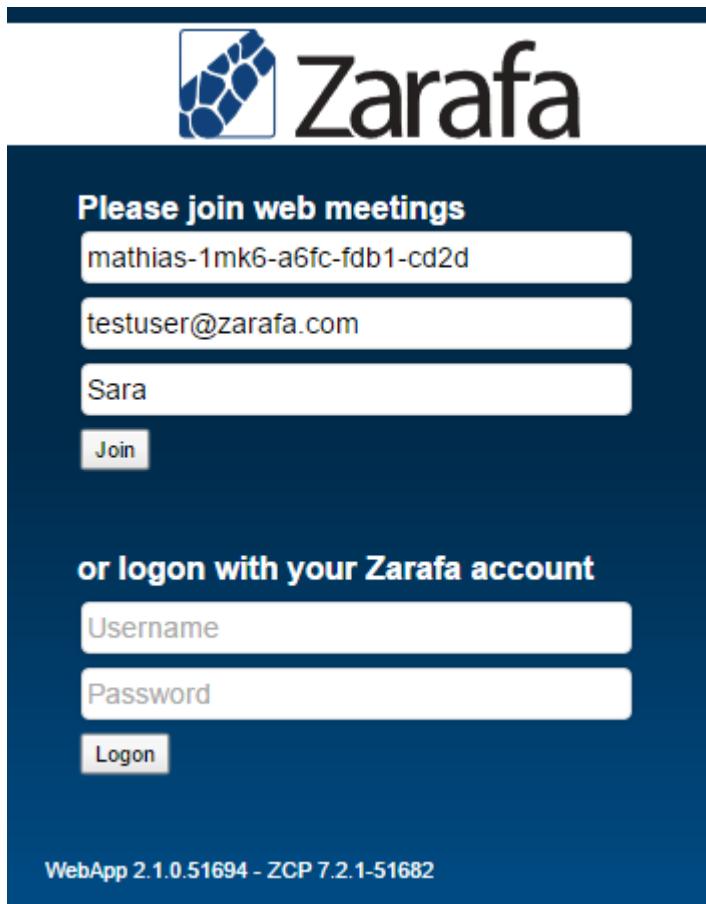
### 3.1.2 Joining a Kopano Web Meeting scheduled to a meeting request from inside WebApp

To enter the scheduled Kopano Web Meeting from inside WebApp please open the meeting in your calendar and click on the `Join web meeting` button (button No. 2 in the below image). By pressing the button a new browser window is opened and Kopano Web Meetings will be loaded for your Kopano account. Other Kopano users that participate in this meeting can enter the Web Meeting in the same way. As soon as the further participants enter the meeting room you can call them as previously described in using Kopano Web Meetings.



### 3.1.3 Joining a Kopano Web Meeting scheduled to a meeting request without WebApp

To enter the scheduled Kopano Web Meeting without WebApp please open URL included in the meeting request in a browser supported by Kopano Web Meetings. The following screen will appear.



**Zarafa**

**Please join web meetings**

mathias-1mk6-a6fc-fdb1-cd2d

testuser@zarafa.com

Sara

Join

**or logon with your Zarafa account**

Username

Password

Logon

WebApp 2.1.0.51694 - ZCP 7.2.1-51682

Please enter your e-mail address and your name into the fields below `Please join web meetings` and then click on the `Join` button.

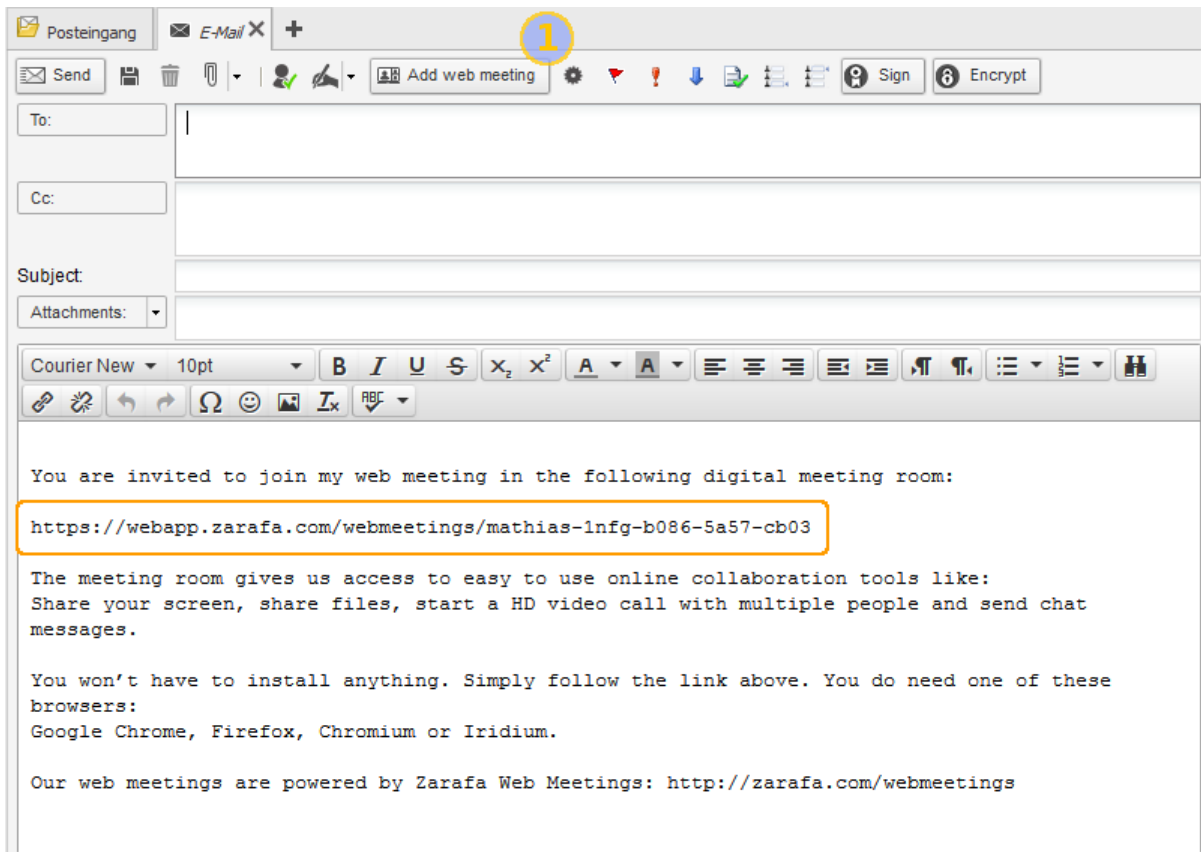
This is the procedure that external participants need to use to join the meeting.

## 3.2 Instant Kopano Web Meetings by e-mail

You can also invite Kopano participants and external participants to take part in a Kopano Web Meeting instantly as soon as possible by using the WebApp e-mail composer.

### 3.2.1 Adding an instant Kopano Web Meeting to an e-mail

To set up such an instant Web Meeting please create a new e-mail composer as described in the WebApp User Manual. In the toolbar of the WebApp e-mail composer you will find the following *Add web meeting* button (button No. 1 in the below image):



The highlighted buttons are:

1. Add web meeting: registers a Kopano Web Meeting URL

By pressing the button a new browser window is opened and Kopano Web Meetings will be loaded for your Kopano account. The window is opened first to ensure you are already present in this dedicated Kopano Web Meetings room before you send out your e-mail with the link to the Web Meeting. Please return to the WebApp browser window and complete your e-mail and sent it to the participants. All participants will enter the Web Meeting room by clicking on the link included in your e-mail. Kopano users that are logged in to WebApp with the same supported browser will immediately enter the room. All other participants will see the following screen and will need to sign in to Web Meetings:



**Please join web meetings**

mathias-1mk6-a6fc-fdb1-cd2d

testuser@zarafa.com

Sara

Join

**or logon with your Zarafa account**

Username

Password

Logon

WebApp 2.1.0.51694 - ZCP 7.2.1-51682

Please enter your e-mail address and your name into the fields below Please join web meetings and then click on the “Join” button.

This is the sign in procedure that external participants and participants not logged in to WebApp need to use to join the meeting.



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