

# *Outward / Quick Connect Web User Guide*

This guide contains the basics for starting an **Outward/QCI** Web Conference. Review the requirements to ensure you have everything you need to get started and then continue through the remainder of this guide to conduct your first **Outward/QCI** Web conference.

If you need additional assistance getting started or if you do not yet have an account contact QuickConnect.com support at **1.866.640.5038** or **support@quickconnected.com**. Online help is available at [www.quickconnected.com](http://www.quickconnected.com).

## **Requirements**

Once you sign up for an **Outward/QCI** account you will receive a unique Host ID and Passcode. Advanced planning or reservations are not required with **Outward/QCI** - you can begin conducting Web conferences with up to 200 participants instantly. The system requirements for hosting and participating in Web conferences are as follows:

### **General System Requirements**

- Current operating system / platform
  - Windows, Unix/Linux OS: IE 5.0+, Netscape 7.0+, AOL 7.0+, Mozilla 1.0+
  - MacIntosh OS with Netscape 7.0+
- 56Kbps+ Internet connection
- ActiveScripting/JavaScript and cookies enabled

### **Additional requirements for Application Sharing (Presenters\*)**

- MS Windows OS with IE 5.0+ and ActiveX enabled
- 128Kbps+ Internet connection recommended

### **Additional Requirements for Viewing Shared Applications**

- Browser with an enabled Java Virtual Machine(JVM)
- 128Kbps+ Internet connection recommended

\*A Host is the person who starts a conference. A Presenter can be the Host or a Participant that receives control of the conference from the Host.

## Logging In

Begin using your **Outward/QCI** account by opening the Conference Entry page (Figure A) at <http://www.quickconnected.com/web/index.html> and logging in. When you open this page you are presented with login forms for joining and hosting conferences. To host a conference, complete the “**host conference**” form using the Host ID and Passcode you received at registration.

### Join Conference

To join a conference complete the following form and click the LOG IN button to begin.

\*Entry Code:   
\*Name:   
Company:   
E-Mail:

**Log In**

### Host Conference

To host a conference complete the following form and click the LOG IN button to begin.

\*Chairperson ID:   
\*Passcode:   
\*Name:   
Company:   
E-Mail:

**Log In**

**Figure A.** Conference Entry Page

## Host (Presenter) Controls

After you have successfully logged in you are presented with a conference window. At the top of the conference window is a toolbar (Figure B) containing buttons used to conduct and manage Web conferences.



Figure B. Toolbar (Host controls)

## Starting a Web Conference

Since **Outward/QCI** Web Conferencing does not require pre-planning or scheduling, once you have logged in to your account you can immediately start a conference.

To start a conference:

1. Click the **START** button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference.
2. Instruct participants to visit the Conference Entry page (<http://www.quickconnected.com/web/index.html>) and to complete the “Join Conference” form using the Conference ID that you provide them with from the start dialog window.

As each user logs in to the conference the user’s name appears in the Attendee List. **Note:** Participants will be unable to join a conference until the Host has started the conference.

## Publishing a Document

Once you have logged in to your **Outward/QCI** account you can either start a Web conference or you can prepare for a presentation by publishing Microsoft PowerPoint™, Word™, or Excel™ documents.

To Publish documents:

1. Click the **PUBLISH** button on the toolbar
2. Click the **BROWSE** button in the Publish dialog window
3. Select a document file path using the file explorer window
4. Click the **PUBLISH** button in the Publish dialog window

After completing these steps your document is automatically copied and converted into an **Outward/QCI** presentation. A status bar indicates the publishing progress. Once publishing is complete the first page of your document appears in the conference window.

## Presentation Tools

Use the **NEXT**, **PREV** and the Slide List on the toolbar to move within your presentation, document sections or worksheets. Use the **POINT** button to toggle the Pointer tool on and off when you want to highlight the content of your presentation.

## Application Sharing

The **SHARE** button allows you to share your applications or your entire desktop. Once you have selected the **SHARE** button you receive a dialog box that shows a list of your currently running applications.

To share an individual application:

1. Select one or more applications from the list
2. Click the **SHARE SELECTED** button

To share all applications:

1. Click the **SHARE ALL** button

To stop sharing:

1. Open/restore the <Service Provider> application window
2. Click the **STOP SHARING** button

or

1. Double click the icon for Application Sharing in the system tray
2. Click the **UNSHARE ALL** button

You now have the ability to alter your application and your participants can view changes as you make them. If you would like to allow a participant to make changes to your application you will have to transfer control to that participant.

To transfer control to a participant:

1. Right click on the Participant's name in the Attendee List
2. Choose **GIVE CONTROL**

To regain control of the application:

1. Right click on the Participant's name in the Attendee List and choose **DISABLE CONTROL**

## Remote Control

Remote Control allows you to share application(s) on a participant's computer. Both the Host and the Participant have the ability to control the application(s) during Remote Control.

To Remote Control:

1. Right click on the Participant name in the Attendee List
2. Choose **REMOTE CONTROL**
3. The Participant receives a dialog box that shows a list of currently running applications
4. The Participant selects the application(s) they want to share and clicks the **SHARE SELECTED** or **SHARE ALL** button

To stop Remote Control:

1. Right click on the Participant's name in the Attendee List and choose **STOP REMOTE CONTROL**

## Ending a Conference

When you are finished with your presentation click the **STOP** button on the toolbar to conclude the conference and disconnect all participants. At this point you are still logged in and can start a new conference or publish a new presentation. If you are finished you can log out of your account using the **LOGOUT** button on the toolbar.

For additional help, access the online help through **HELP** button on your **QuickConnect.com** toolbar or visit [www.quickconnected.com](http://www.quickconnected.com).