Manage you conference

MODERATOR TOOLS

Join audio conference • Re-open the Audio Pop-up

- Mute all attendees or your own line
- Switch to full screen mode for either yourself or your attendees
- Place all attendees on musical hold
- Chat to moderators/ presenters all attendees
- Transfer a file to all your attendees
- Advanced moderator controls:
  - Lock conference access
  - Assign a billing code
  - Set participant privileges

ATTENDEE LIST

• Place your cursor over an attendee's name to display the control options:

- Chat with the participant
- Transfer a file to the participant
- Rename the participant
- Promote the participant as presenter
- Add the participant to your address book
- Disconnect the participant from the meeting

• Click on 'CONSOLE' to switch to the advanced audio control interface and display participants' phone numbers. Click on the 'Back to standard view' button to exit

CHAT

• Chat boxes appear at the bottom of the screen. You can have several chat boxes active simultaneously
• Click the icon to clear the conversation or save it as a HTML or text file

QUIT THE CONFERENCE

• Click 'Quit the conference' to leave the meeting. If participants are still connected, either:
- Click OK to allow the meeting to continue when you quit

OR

- Tick the box and click OK to close the meeting and disconnect all participants when you quit

WorldConference™
Lounge
(Conferencing Solution Web Portal)

WorldConference™
WeTalk
(Audio Conference)

WorldConference™
WeShare
(Web Conference)

WorldConference™
WeMeet
(All-in-one Collaboration Tool)

WorldConference™
Event
(Operator-Assisted, Managed Audio and Web Conference)

WorldConference
WeShare

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WorldConference WeShare- Quick Start Guide

Start your Web Conference

1. Go to **https://weshare.singtel.com**
2. On the login page, click the 'I'm a moderator' button
3. Type in your Web Login and Moderator PIN Code and click 'Sign in'
4. You are now in the SingTel WorldConference Lounge, your personal collaboration portal. Click 'Start web conference'

Join your Audio Conference

Once logged into the web conference, a pop-up will invite you to select one of the following options to join the audio conference:

- **Please call me***: enter your country and phone number and click 'Call me'
- **I will dial in myself:** select your country and join using the phone access number and PIN Code displayed on your screen
- **I'm already dialed in**

If you have dialed into the conference, enter the synchronization code displayed to streamline your audio and web sessions to improve the accuracy of the participant list.

**This option will only be displayed if enabled on your account.*

Invite Participants

For the web conference, you must provide your conference participants with the conference URL https://weshare.singtel.com, your Web Login and Participant PIN Code and for the audio conference, you need to provide a phone access number. Do not share your Moderator PIN Code.

OPTION 1: Before your conference

- **Use the Outlook® or WorldConference Invitation Toolbar*** to create an instant invitation pre-populated with phone access numbers, Participant PIN Code and a one-click access link to the web conference

OR

- Send a message to your participants manually including the date and time plus phone access number and your Participant PIN Code.

Install the Invitation Toolbar: the WorldConference Invitation toolbar is by far the easiest and smartest way to send invitations and join conferences. Download it now from **SingTel WorldConference Lounge, weshare.singtel.com**
If your company does not authorize downloads, please contact your IS administrator.

OPTION 2: During your conference

- In the 'Instant Invitation' section, click 'Invite by email' and select one of these options:
  - Send a quick invitation by simply typing in the email addresses of your participants

OR

  - Open your email program to send a personalized invitation

OR

  - Copy a direct URL and paste it into your email or chat message

Share Visual Content

Once logged into your conference as a moderator, the welcome page offers you 3 convenient options to share visual content with your participants:

- **Your entire screen:** to simultaneously share your entire desktop with all participants (principle screen only)
- **Some of your applications:** select any of your active applications to share with your audience
- **A document as a slideshow:** select from your content bank, upload a document from your computer or insert a whiteboard
  Format: doc(x), gif, jpg, pdf, pps, ppt(x), txt, xls(x)