

# Web Meetings 101 at Johns Eastern

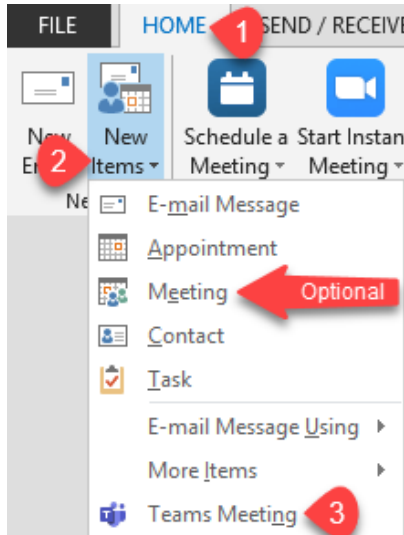
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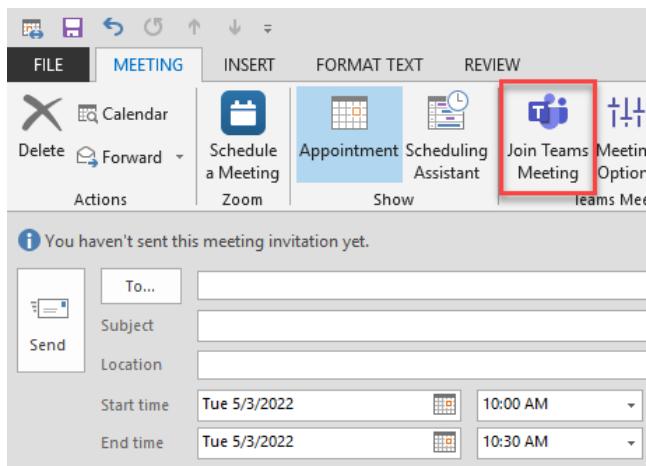
## Teams Meeting

### Creating Invite

To create a Teams Meeting open the outlook application and click “New Items” on the Home Tab and then click “Meeting” or “Teams Meeting”.



Click on “Teams Meeting” to add the Teams meeting link if “Teams Meeting” was not selected.

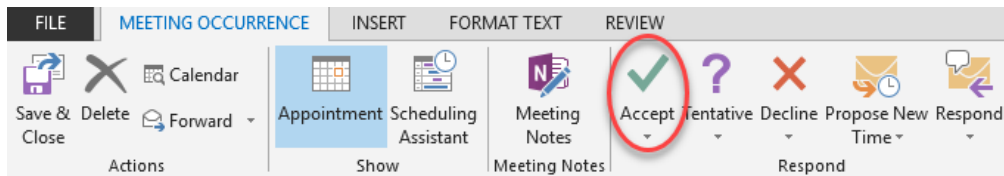


In the meeting creation window type in the details and add attendees.

Teams does not have a conference bridge like other applications. Teams requires that a microphone and speakers are connected before joining the meeting, or that you setup a separate call bridge. Please reference the section “Meeting Test Guide” at the end of this document to see how to test your speakers and microphone.

### Accepting Invite

To accept a meeting invite, open the message and click on the accept option at the top of outlook to add the event and send the acceptance response.



## Joining the Meeting

### Local Thin Client

Teams is currently unavailable on thin clients please use options for Mobile device, Citrix or VDI.

### Mobile Device (Cellphone/Laptop)

- Download Microsoft Teams app and sign in with Citrix credentials.
- Open email via OWA.johnseastern.com or the outlook app for your device. Please reference the section labeled “Accessing Outlook Web Application “for instructions on this. Find the meeting invite and click on the event link.

### Citrix

Before signing into Citrix make sure your audio devices are connected to your computer this includes Microphone, and Speakers.

- Open Microsoft Teams and make sure it is signed in.
- Open Outlook and find the meeting invite/event on calendar.
- Click on the invite link/ calendar event to launch the meeting

### VDI

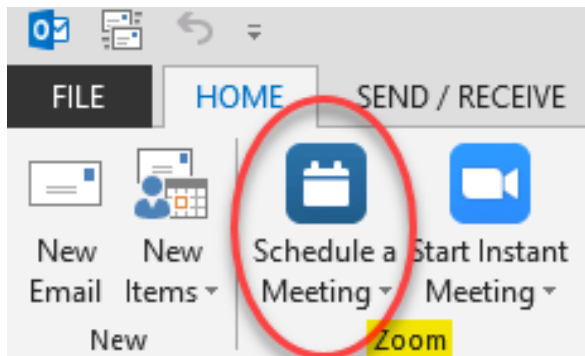
- Open Microsoft Teams and make sure it is signed in.
- Open Outlook and find the meeting invite/event on calendar.
- Click on the invite link/ calendar event to launch the meeting

# Zoom Meeting

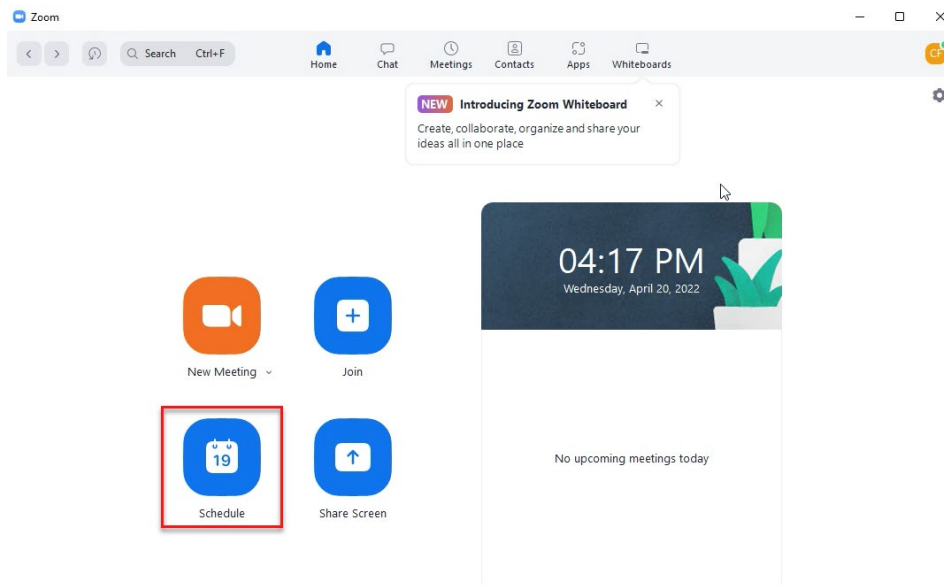
## Creating Invite

To create a Zoom Meeting invite you must have an account provided by Johns Eastern. If you need to be the host, please contact your supervisor.

If you have the Zoom plugin installed in Outlook, click the Schedule a meeting button from the Ribbon in the Zoom section. In the meeting creation window type in the details and add attendees.



If you are using the Zoom application to schedule a meeting Open Zoom and click on schedule set the settings for the meeting and hit save. In the meeting invite window type in the details and add attendees.



## Schedule Meeting

### Topic

casey fernandez's Zoom Meeting

Start: Wed April 20, 2022 05:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Eastern Time (US and Canada)

### Meeting ID

Generate Automatically  Personal Meeting ID 916 519 9099

### Security

Passcode: nbY5yJ  
Only users who have the invite link or passcode can join the meeting

Waiting Room  
Only users admitted by the host can join the meeting

### Video

Host:  On  Off Participants:  On  Off

### Calendar

Outlook  Google Calendar  Other Calendars

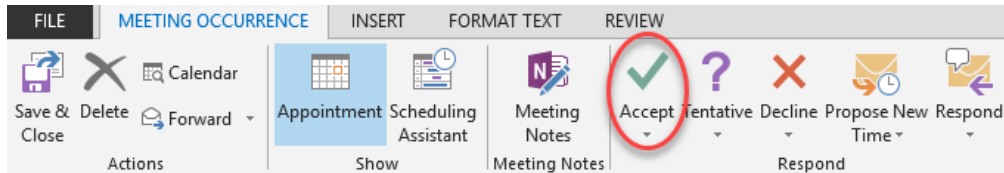
### Advanced Options

Save Cancel

The screenshot shows a calendar application window with a meeting invitation. The invitation is titled "casey fernandez's Zoom Meeting" and is from "cfernandez@technEastern.com". The meeting is required and scheduled for Wednesday, April 20, 2022, from 5:00 PM to 5:30 PM. The location is a Zoom meeting link: <https://zoom.us/j/92015060693?pwd=MWRaSlZ5WnlkenRGRkE1MkZwOjQ0d09>. The invitation also includes the meeting ID (920 1506 0693) and the passcode (nbY5yJ). The calendar application interface includes a menu bar with options like File, Meeting, and Insert, and a toolbar with various meeting-related actions.

## Accepting Invite

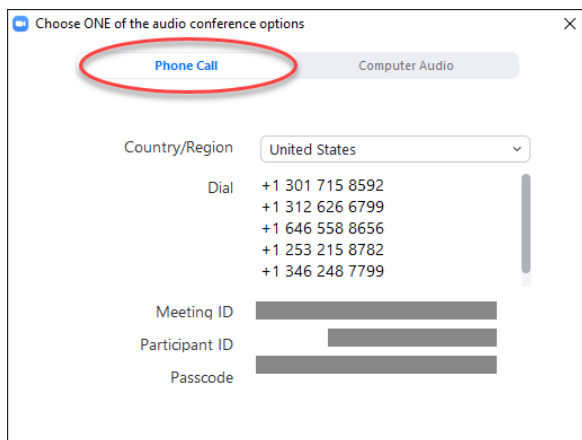
Open the email containing the invite and click the accept button.



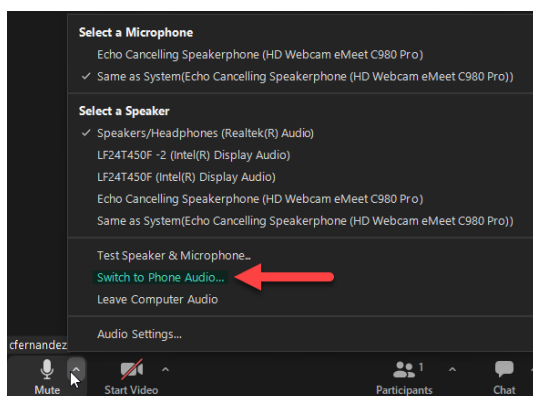
## Joining the Meeting

### Local thin client

Open email following the Outlook access guide. Click on the Zoom meeting link and enter the password for the meeting. Select use phone audio for the best call quality.



Once you have joined the meeting you can always switch to phone audio by selecting the arrow next to the microphone and selecting "Switch to Phone Audio..." when you do this be sure to enter the participant ID, this will merge your video and audio stream so there is no echo.



If you do not have a cell or desk phone to call in on you can use computer audio (Microphone and Speakers).

### Mobile Device (Cellphone/Laptop)

- Download Zoom app (sign in only required if creating meetings and hosting).
- Open email via OWA.johnseastern.com or the outlook app for your device. See the section “Accessing Outlook Web Application” in this document for specific instructions on this.
- Find the meeting invite and click on the event link.
- The app should launch and allow you into the meeting. Zoom may require a password from the invite.

### Citrix

Zoom Meeting software is not optimized within the Citrix environment. Please connect to all zoom meeting via a cell phone or local laptop/pc. Running Zoom within Citrix will cause slowness in programs like AIM, Imaging, and simple web browsing for other users.

### VDI

- Open Outlook and find the meeting invite/event on calendar.
- Click on the invite link/ calendar event to launch the meeting
- Enter meeting password and call the dial in number.



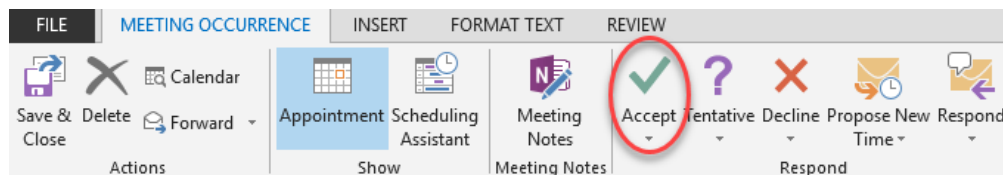
## Go To Meeting

### Creating Invite

To create a GoToMeeting invite you must have an account provided by Johns Eastern. If you need to be the host, please contact your supervisor. License will need to be purchased as we have switched to other meeting software.

### Accepting Invite

Open the email containing the invite and click the accept button.



### Joining the meeting

#### Local Thin Client

Open email following the Outlook access guide. Click on the GoToMeeting link and enter the password for the meeting. For best call quality Call in using a cell or desk phone. You can use the microphone/ speakers included on some workstations (supervisor desks, and Dell all in one computers) if you do not have access to a phone.

#### Mobile Device (Cellphone/Laptop)

- Download GoTo app (sign in only required if creating meetings and hosting).
- Open email via OWA.johnseastern.com or the outlook app for your device. See the section "Accessing Outlook Web Application" in this document for specific instructions on this. If you have the outlook app installed on your cell phone you can also access the invite from there.
- The app should launch and allow you into the meeting. GoToMeeting may require a password from the invite.

#### Citrix

GoToMeeting software is not optimized within the Citrix environment. Please connect to all zoom meeting via a cell phone or local laptop/pc. Running Zoom within Citrix will cause slowness in programs like AIM, Imaging, and simple web browsing for other users.

#### VDI

- Open Outlook and find the meeting invite/event on calendar.
- Click on the invite link/ calendar event to launch the meeting
- Enter meeting password and call the dial in number.

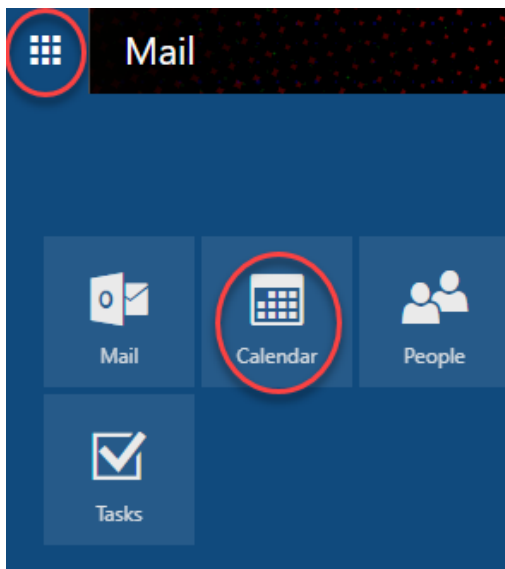
## Accessing Outlook Web Application

Open Google Chrome or Microsoft Edge

Copy and paste or type in the following address <https://owa.johnseastern.com> into the address bar at the top of the window.

Use your Citrix/ Outlook credentials to sign in.

The calendar can be accessed by clicking the nine square menu at the top left. Events can be found in the calendar and be followed for all meeting types.



## Meeting Test Guide

Your audio and video are an important part of the Meeting experience. To make sure you are heard and seen follow the below.

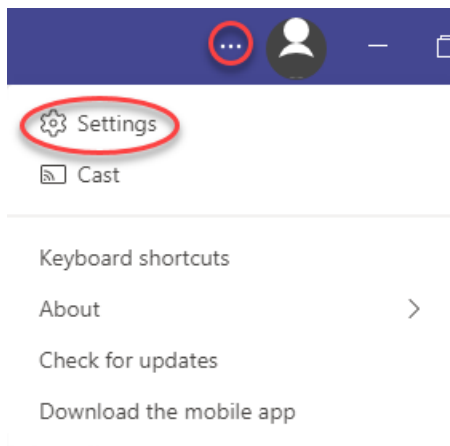
As with the real meeting please make sure that your Microphone, Camera, and Speakers are connected and working prior to testing.

### Zoom

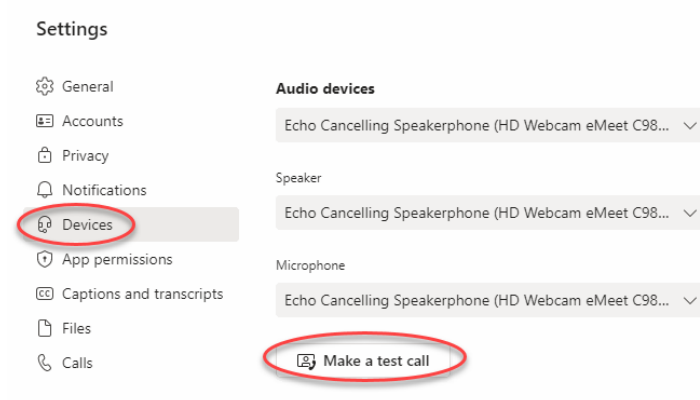
Zoom may be tested by going to [zoom.us/test](https://zoom.us/test). The test meeting will run through the audio video and connectivity.

### Microsoft Teams

To test Microsoft Teams open Teams and click on the three dots left of your image or silhouette. Click on the Settings Icon.



Navigate to devices click on “Make a Test Call”.



Please contact I.S. if you do not see your meeting software in this guide and need assistance.

[support@je.zendesk.com](mailto:support@je.zendesk.com)