Tools available for working collaboratively

WebEx

The Network Rail web conferencing service, WebEx, can help you eliminate the hassle and costs associated with travelling to face-to-face meetings; it is designed to accelerate productivity throughout Network Rail.

With WebEx, a chairperson can share applications and documents straight from their desktop in real time with all participants. All you need is a telephone, personal computer and an internet connection, and then you can meet and collaborate at anytime from anywhere.

Pros
- ✓ Can record a briefing session.
- ✓ Can pre-book the WebEx and send the link
- ✓ Can use video conferencing.
- ✓ Attendees don't need a WebEx account.
- ✓ Can be accessed externally.

Cons
- ✗ Costs £0.09 per minute to use.
- ✗ Chairperson Requires a user account (Request via NR Conferencing Services).

Microsoft Lync

An instant messaging client installed on all Windows 7 laptops:
Start > All Programs > Microsoft Lync

Lync can be used to share your desktop.
Find the contact you wish to share your desktop with, right click and choose Share and then Desktop.

Pros
- ✓ Can use to ask quick questions
- ✓ Can use video conferencing via laptop webcam.
- ✓ Can share your desktop.
- ✓ No cost to use.

Cons
- ✗ Only works with NR contact directory.
- ✗ Slow at transferring files.
- ✗ Audio quality can be poor if using built in microphone.

SMART Bridgit

SMART Bridgit allows you to create instant remote meeting sessions and share your desktop with multiple participants. It can be used for individuals or groups.

In order to access it use this link: http://nrsmart

Once downloaded select create meeting and then it will prompt you to email a link to attendees.

You will need to use NR Telephone conferencing facilities as the built in audio is not very good..

Pros
- ✓ Can share your desktop.
- ✓ Can instantly setup
- ✓ No cost to use.

Cons
- ✗ Can only be setup at the start of the meeting
- ✗ Only works with Network Rail users.
- ✗ Can be slow depending on your network connection.

WebEx

Setup a meeting

1. Open Internet Explorer and go to: https://networkrail.webex.com/
2. Enter your user name and password [request access via the NR Conferencing Services].
3. Click log in.
4. Click Schedule a meeting.
5. Enter meeting details, including a password if required, and the attendees email addresses separated by comas [,] or semicolon [;]
6. Click Schedule Meeting to send an invite to your meeting.
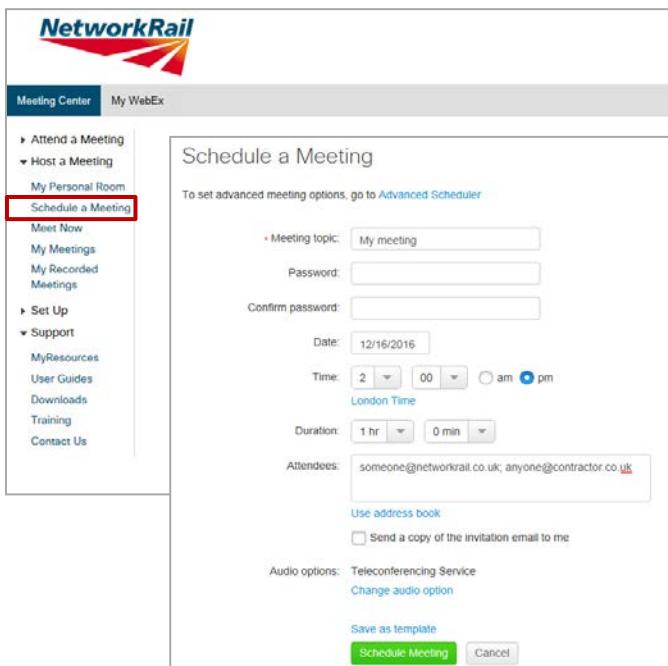
Running the meeting

1. Login to WebEx and go to My Meetings, or click on the link you will be sent via email.
2. Select the meeting you wish to run
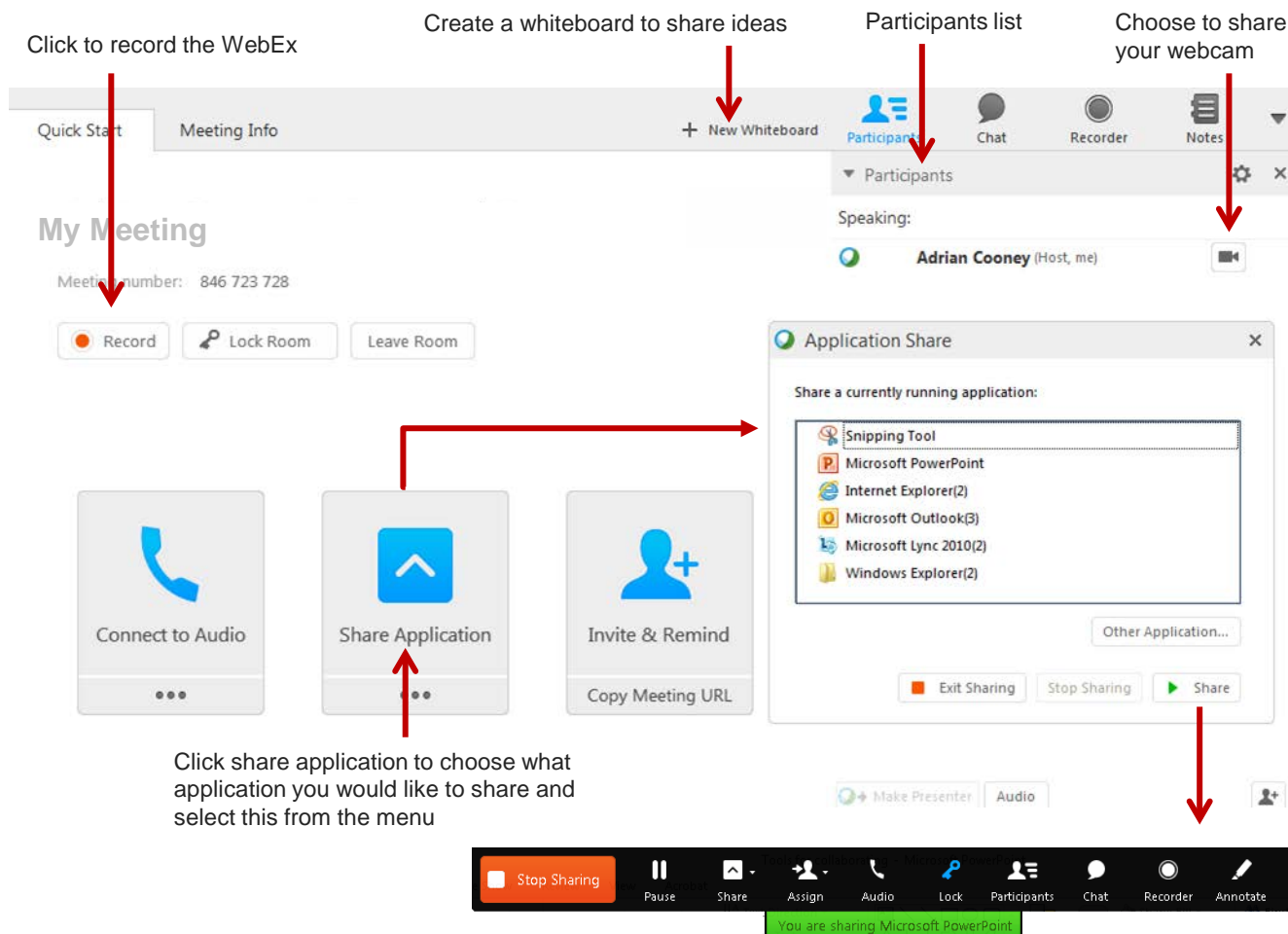
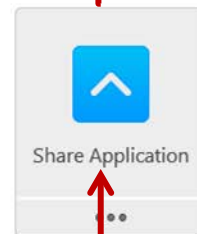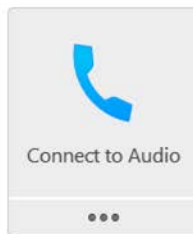Click to record the WebEx

Create a whiteboard to share ideas
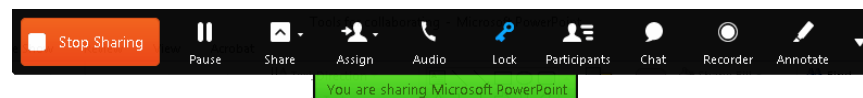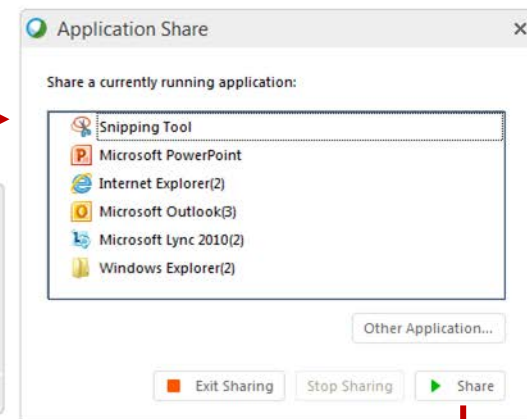
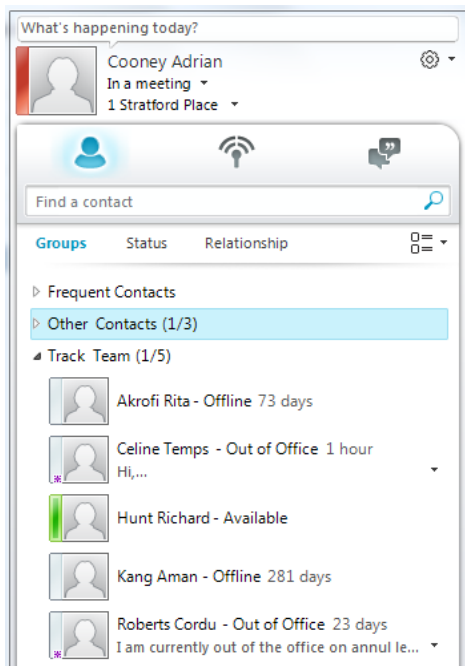Participants list

Choose to share your webcam
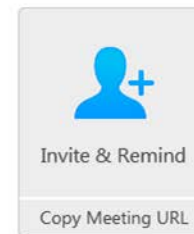
Click share application to choose what application you would like to share and select this from the menu
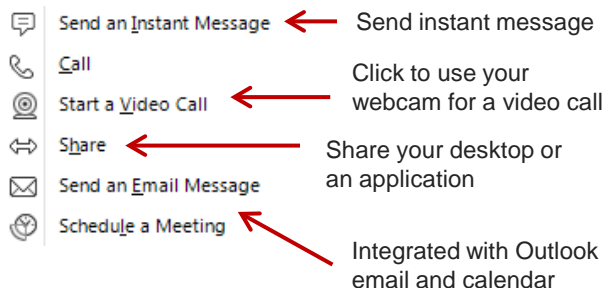
The sharing menu allows you to assign control to another user, pause or stop sharing, view participants and add annotations.

Microsoft Lync

Open Microsoft Lync

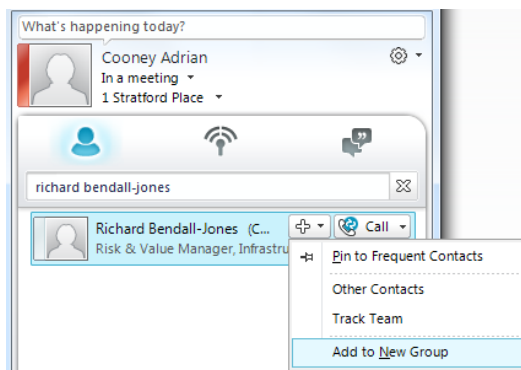1. Go to Start > All Programs > Microsoft Lync
2. Click on Microsoft Lync 2010

3. Right click on a contact see the available options:

Send an Instant Message ← Send instant message

Call

Start a Video Call ← Click to use your webcam for a video call

Share ← Share your desktop or an application

Send an Email Message

Schedule a Meeting ← Integrated with Outlook email and calendar

Create a group

1. Find the contact you wish to add
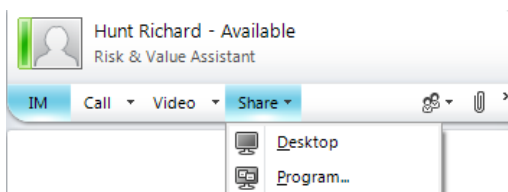2. Click on the **+** icon next to the name.

3. Select an existing group name or Add to New Group.
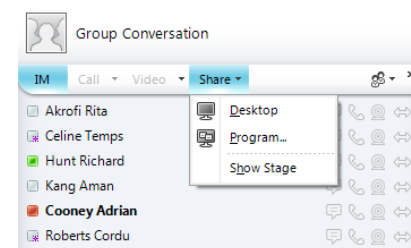4. For a new group type the group name and hit Enter
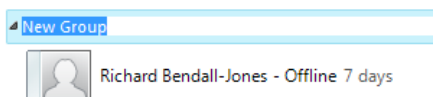
Share your desktop: Single Contact

1. Right click on the Contact and click Send an Instant Message.
2. In the messaging screen elect Share > Desktop or Programme.

Share your desktop: Group

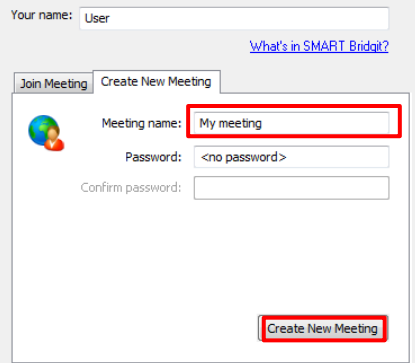1. Right click on the Group and select Send an Instant Message

2. Then click Share > Desktop
3. To share programme e.g. PowerPoint or Word choose Share > Program… and select the programme from the menu that appears.
4. To hand over control of your Desktop or Program select the required name from the Give Control drop down.
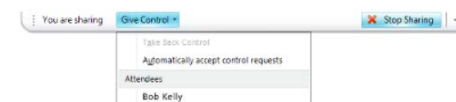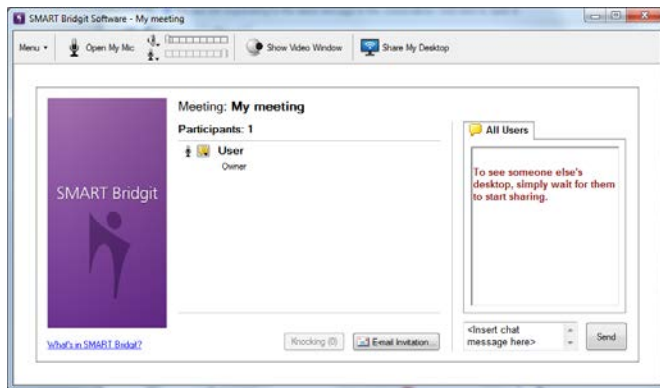
Create your own meeting
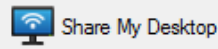
1. Click on the Create New Meeting tab

2. Enter your Meeting Name (and a password if you wish to use it)
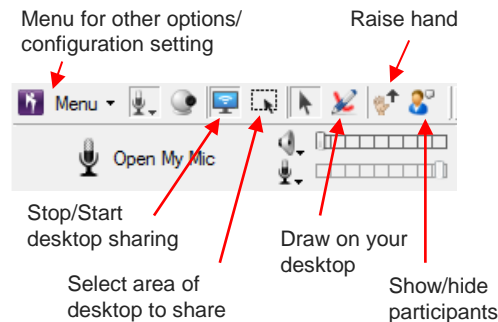3. Click Create New Meeting.

4. Click on email invitation to send an email to your attendees.
5. Once the email is sent your invitees will receive an email with the link to run SMART Bridgit and access the meeting.

6. To share your desktop click on the Share My Desktop Icon.

7. You can select which monitor to use and also define the area you want to show.
8. There is also an option to use the laptop Webcam and microphone for a video conference.
   Note: The audio quality is normally quite bad – recommend using NR telephone conferencing.
9. The additional tools available are:

Menu for other options/ configuration setting

Raise hand

Stop/Start desktop sharing

Draw on your desktop

Select area of desktop to share
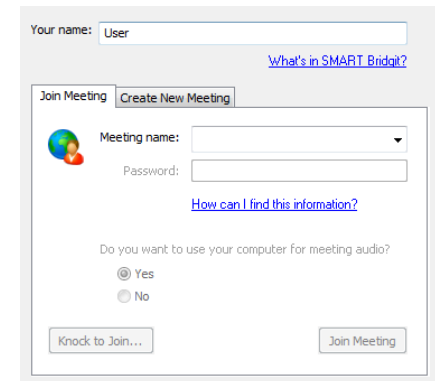
Show/hide participants

Joining a meeting using the email link

1. Click on the link you have been emailed
2. Download the tool and click click **Run**
3. Enter a password if required.
4. Enter your name when prompted and click OK to join the meeting.

Joining a meeting using the tool

1. Click on http://nrsmart to download the tool or the link from your email invitation.
2. When downloaded click **Run**
3. You will be presented with the following screen:

4. To join an existing meeting select it from the Meeting Name drop down and enter the password (if supplied).
5. Then enter your name when prompted.