



Breeze Live!

Download the full Breeze Live documentation at:

<http://www.adobe.com/resources/breeze/meeting/>

1. How can Breeze Live be used? *Office hours, Midterm reviews, Student group discussions, Presentations*
2. Create a new Breeze Live meeting
3. System requirements & login instructions
4. General Breeze Live layout and how to modify / delete / resize / add pods
5. Pod Types

Login to the Breeze Live computer & Create a Breeze Live Meeting

- Login to Breeze at <http://breeze.mc.maricopa.edu>. If you do not have a username & password, contact the CTL.
- Select the Meetings tab at the top to access the Breeze Live meetings area
- Click on 'New Meeting' and follow the 4 step wizard

Step 1:

- Type in a Meeting Name
- Type in a custom url for the Meeting (ie. <http://breeze.mc.maricopa.edu/cis105chat>)
- Type in a Summary for the meeting (optional)
- Select a date & time (optional, this does not do anything)
- Select a duration (option, this does not do anything)
- Change the meeting access to 'Anyone who has the URL for the meeting can enter the room'
- Select 'Do not include any audio conference with this meeting' (an audio conference is a phone conference)
- Click Next

Meeting Access: Only registered users and accepted guests may enter the room
 Anyone who has the URL for the meeting can enter the room

Step 2:

- If there are other MCC users that will also be presenters then add secondary presenters by clicking on the Add button
- Otherwise, click Next

 Melanie Kroening Presenter ▼



Step 3:

- Click Next (do not send e-mail invitations)

Step 4:

- Click Finish

Write the URL meeting address down you selected once you have finished creating the meeting, it will look something like <http://breeze.mc.maricopa.edu/cis105>

Advertise Your Breeze Live Meeting

Once you've created your Breeze Live meeting, write down the URL Address of the meeting and either link to it so that your students & others can find it, or e-mail those you'd like to attend the meeting.

System requirements & login instructions

System requirements & Login instructions for Participants in the meeting

- Participants watching the event (**not** presenting) only need a browser with the Flash Player version 7 installed. If they do not have version 7 installed, it can be downloaded from <http://www.adobe.com/go/getflashplayer>
- Participants will login as 'guests'. Have them type in their first and last name, first name & last initial, some convention so that you know who they are.

Enter as a guest

Enter as a guest if you have not been provided with a login ID and password.

Click to Enter

Enter your name below:

Joe Student

Enter Room Cancel

System requirements & Login instructions for Hosts

- Presenters also need browser with the Flash Player version 7 installed. If they do not have version 7 installed, it can be downloaded from <http://www.adobe.com/go/getflashplayer>
- Login to the meeting as a registered user using your Breeze username & password. When you login as a presenter into a breeze meeting, if the presenter plug-in is not installed on the computer you are using, you will need to install the plug-in before presenting.



Enter as a registered user

Login:

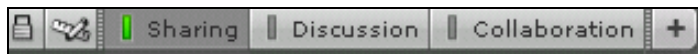
Password:



Layouts & Pods

Default Layouts

Breeze Live has 3 default layouts – Sharing, Discussion, and Collaboration. The links to the 3 default layouts are at the bottom of your Breeze Live meeting. Change layouts by clicking on one of the defaults.

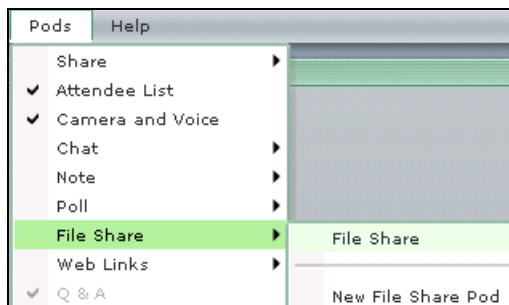


Resize & Customize Pod Layout area

- **Access Pod-specific Options** - Each of the pod types has pod-specific options. To see what options are available for a pod, select the star icon in the lower right corner of the pod. (Example – clicking the options menu in the chat area will give you the option of clearing the chat).



- **Close & Resize Pods** - When you are customizing the look & feel of your layout, you can also close pods and/or resize them. Close the pod by clicking the '-' in the upper right corner of a pod, resize a pod by clicking and dragging the resize-handle in the lower right corner of a pod. If you are unable to see the Close Pod and Resize Pod options, then select the Pods menu at the top of Breeze Live, then select 'Move and Resize pods'
- **Add Pods** – if you need to open a new pod that is not currently displayed, select the Pods menu at the top of Breeze Live, then select the pod type you wish to add.



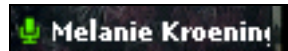


- Add Layouts – if you want to create your own custom layout without changing the defaults, select the Layouts menu at the top of Breeze Live, then select Create a New Blank Layout.

Pod Types

Camera & Voice Pod

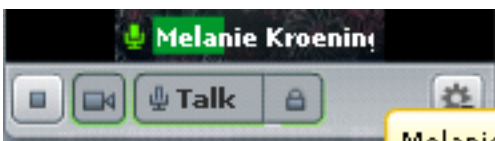
- The Camera and Voice pod allows you to add audio & video to your meeting. Video is not always synced with the audio since video travels more slowly across the internet so you may wish to use audio only. Connect to the pod by clicking on the Camera/Microphone icon. Your name should appear within the pod once you are connected.



- Select the options desired from the Camera and Voice menu. You have the following options:
 - Turn the camera off, or change the quality of the camera images
 - Turn the voice/audio off
- You must promote participants to presenter status for them to use their camera & microphone.
- Check the volume and settings of your microphone and by selecting the Meeting menu at the top, then the Audio Setup Wizard. Test your microphone and speakers by completing the wizard.
- Once you are connected, click on the Lock button to keep the audio turned on. Otherwise you must hold down your mouse button on top of the Talk button.



- Your name should light up green if your microphone is connected and if everything is working. Click on the Lock button again to Stop audio.





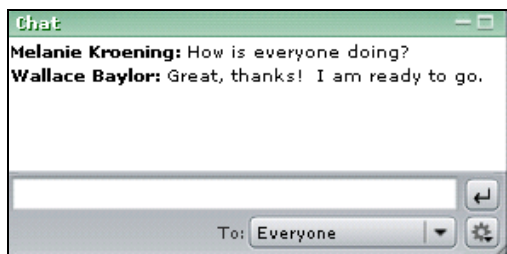
Attendee List Pod

- The attendee list pod allows you to see who is logged into Breeze Live. Hosts will appear with an orange icon to the left of their name, participants will appear with a blue icon to the left of their name. You can 'promote' participants to presenter status if you click on their name and then click on promote icon (bottom left corner). Have participants use the My Status menu to raise their hands / give a thumbs up / give a thumbs down



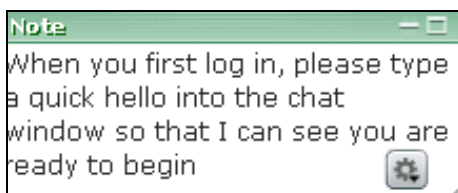
Chat Pod

- The chat pod allows the presenter and participants to type in text messages, type in private messages by selecting a person from the 'To' drop-down menu. Web page links beginning with <http://> can be clicked on. You can clear the chat by selecting the options menu of the Chat pod.



Notes & Discussion Notes Pod

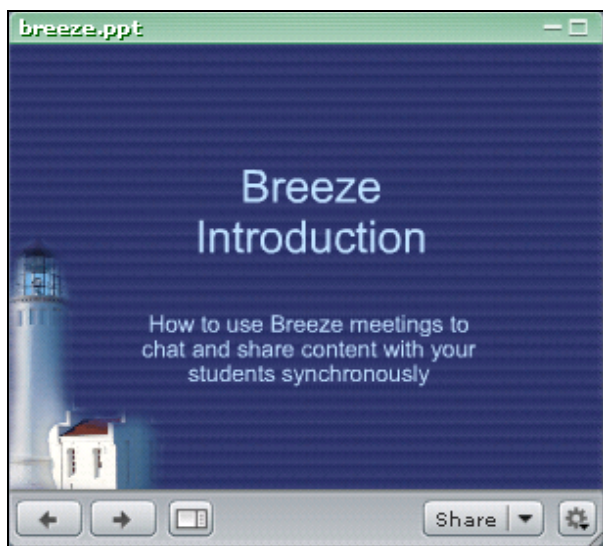
- The Notes & Discussion Notes pods contain text areas where you can type in notes or messages. Only hosts can add notes to these pods. Add / Delete / Change notes by clicking in the notes pod and typing, or by selecting the options menu of the Notes pod.





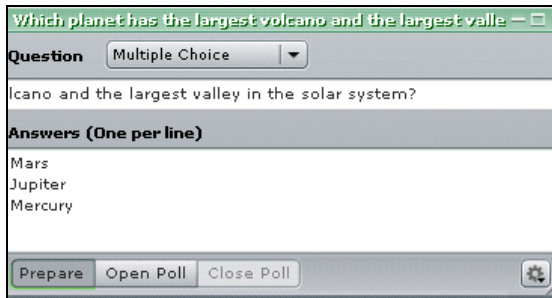
Screen Sharing Pod

- The Screen Share (and screen control) pod allows you to share your screen or application so that everyone can see what you are doing on your computer. You can also have participants share their screen and/or can control the computer of a participant if they allow you. This pod is useful in technical support troubleshooting (you can see someone's computer and show them how to do something) and is useful in allowing participants to watch you use an application (Example: you can demonstrate how to use Word, how to use WebCT, etc). Start sharing a screen or application by clicking on share 'My Computer' within the Share Pod. You can only share a screen or request control of a computer if you are a host or presenter, so you must upgrade a user to presenter or host status to view their computer.
- The Screen Share pod can be used also to share the view of a document or powerpoint. Start sharing a powerpoint presentation by clicking on share 'Documents' within the Share Pod, then select the PowerPoint presentation from your computer. Breeze will convert the presentation before you are able to share it. So if it is a longer presentation you should preload it before you start the meeting.



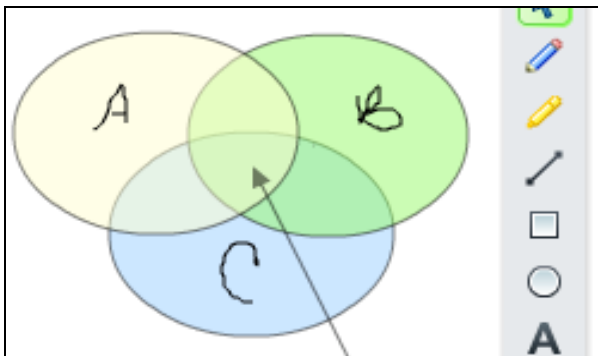
Poll Pod

- The Poll pod allows you to deliver and broadcast the results of a poll in real-time. Create a multiple choice or multiple answer polls by clicking on Prepare within the Pool pod. Start the poll by clicking on Open Poll, close the poll by clicking on Close Poll, and show the results to all participants by selecting the pod options menu, then 'Broadcast Results'.



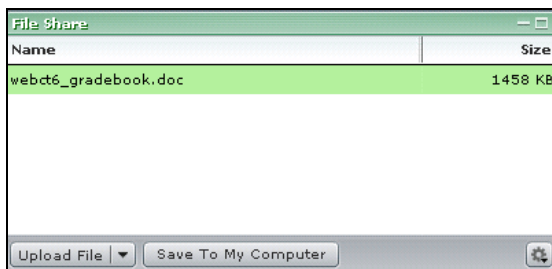
Whiteboard Pod

- The Whiteboard pod allows you to use free-form drawing tools to draw on a whiteboard that all users can see. Tools on the whiteboard include – pencil tool, highlighter tool, select tool (so you can move & delete objects), line tool, circle & square tool, text tool, erase tool, undo & redo tool, printer tool (to print the whiteboard). You can allow participant drawing on the whiteboard by selecting the options menu of the Whiteboard pod.



File Share Pod

- The File Share pod allows a present to upload one or more files of ANY type that users can download during a meeting. Upload files using the options menu of the File Share pod or by clicking on Upload File. Users can download a file if they click on the name of the file, then click on 'Save to my Computer'. Users cannot upload files, only the host can.



Web Links Pod



- The Web Links pod allows you to pre-load or load web links during a meeting. Users and hosts in the meeting can access a web link by clicking on the name of it, then clicking on 'Browse To'.
- Delete, Add, or rename web links by choosing from the options menu of the Web Links pod.

