

Bridgit Conferencing Software Basics

Bridgit® conferencing software 3.1 allows users to easily host a data conference using the Microsoft® Windows® operating system. Participants at different locations can share applications and collaborate by writing and highlighting notes. Bridgit software allows users to participate in or host a meeting over the Internet using a telephone or voice technology. For more information on the special features in Bridgit conferencing software, please visit www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

Preparing for your conference

Before your conference begins, ensure all participants have an Internet connection. Participants can download Bridgit software from <http://bridgit.service.smarttech.com>. SMART suggests you save the file to your desktop to create a Bridgit software icon for future access.



Bridgit software icon

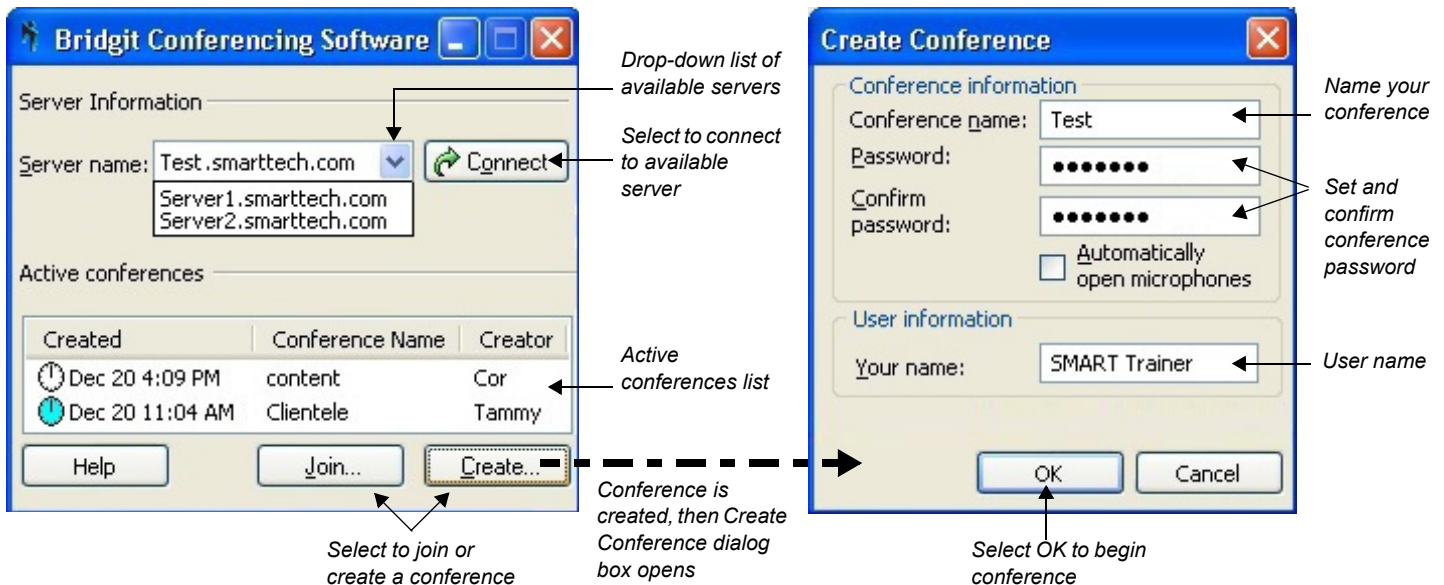
Joining or creating a conference

To join or create a conference, double-click the Bridgit software icon on your desktop. The Bridgit Conferencing Software window will appear.

To join a conference, select the name of the conference from the Active conferences list, then select **Join**. To connect to a different server, select it from the Server name drop-down menu or type the server name in the text field and select **Connect**.

To create a conference, select the **Create** button. Enter conference and user information in the Create Conference dialog box. You can also add a password to your conference. If you leave the password field blank, participants will not be required to enter a password to join your conference. Select **OK** to begin.

NOTE: The *Automatically open microphones* option is used specifically with the voice technology feature of Bridgit software 3.1, allowing the conference creator to open all participants' microphones when joining the conference. Please refer to the *Special Features with Bridgit Conferencing Software Quick Reference Guide* for more details about using voice technology.



The image shows two windows from the Bridgit Conferencing Software. The left window is the main application, and the right is the 'Create Conference' dialog box. Annotations with arrows point to various elements:

- Server Information:** A drop-down list of available servers (Test.smarttech.com, Server1.smarttech.com, Server2.smarttech.com) and a 'Connect' button.
- Active conferences:** A table listing active conferences.
- Create Conference Dialog:** Fields for 'Conference name' (Test), 'Password', and 'Confirm password', with an 'Automatically open microphones' checkbox. A 'Your name' field contains 'SMART Trainer'.
- Buttons:** 'Join...', 'Create...', 'OK', and 'Cancel' buttons are highlighted.

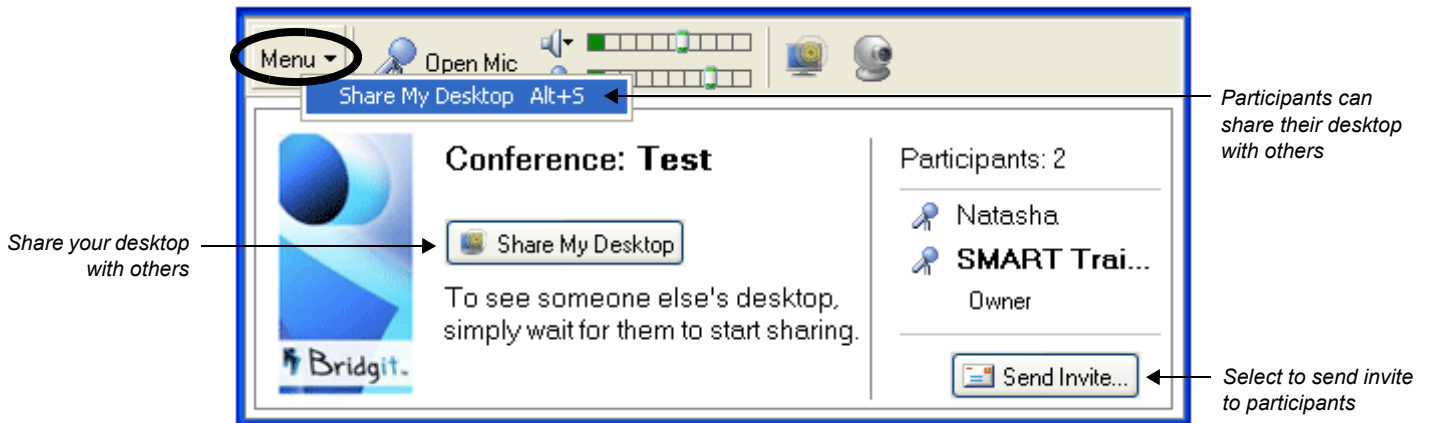
Created	Conference Name	Creator
Dec 20 4:09 PM	content	Cor
Dec 20 11:04 AM	Clientele	Tammy

Inviting participants

After joining or creating a conference, the Bridgit Conferencing Software dialog box will appear. If you want to invite others to your conference, select the **Send Invite** button. Your e-mail application will generate a message with a link so that invitees can download Bridgit software. If you set a password for your conference, the e-mail message will include it by default. Type the e-mail addresses of your invitees, add any other information in the body of the e-mail and select the **Send** button.

Sharing your desktop

Select **Share My Desktop** to allow participants to view open applications on your desktop. Participants can request to share their desktop with others by clicking the Menu button and selecting Share My Desktop.



By default participants will see your entire desktop, and this will be indicated by a blue border around the screen. If you want to host a conference, for example, or present a lesson activity, there may be content you want to hide from view, such as your presenter notes. Drag the blue border to resize and limit the shared area you want participants to view.

