

Breeze

Creating A Breeze Meeting Tech Tip

A **Breeze Meeting** allows a user to lead a virtual meeting through voice, video, text, and other media. A meeting gives the **Host** overarching control over the experience while effectively communicating ideas, documents, and media to attendees. A meeting also allows other users to act as presenters, with the host remaining in control of their presentation privileges. Users will generally need a URL (or web address) or a direct link to the meeting to access and participate in the meeting. A meeting can also be set to appear in a user's "**Scheduled Meetings**" field.

Brief Instructions

1. Login in to breeze.ucdavis.edu
2. Select "New Meeting" from the "Create" menu on the left of the screen.
3. Add participants and fill in necessary information.
4. Enter the room.

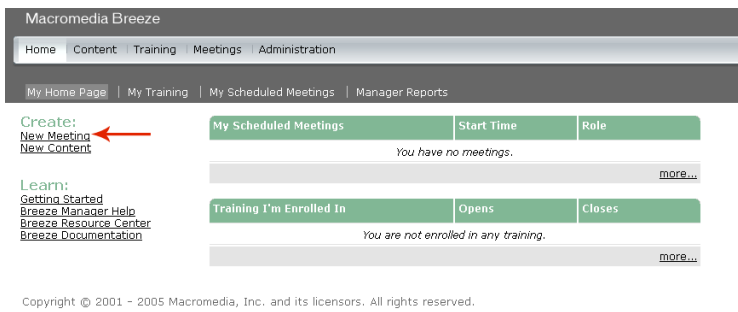
Detailed Instructions

- 1) Navigate to "http://breeze.ucdavis.edu" with your web browser. Please note that you will need Macromedia's Flash Plug-in installed in your browser to use **Breeze**. For more information on using Flash and other browser plug-ins, please see the [Browser Plugins Tech Tip](#).



- 2) Enter your **Breeze login information** in the appropriate fields to the left of the **Breeze** window, then click "**Login**."

Comment [EP1]: Maybe define as Kerberos password, or how to get a password if you do not have one



- 3) Click on the “**New Meeting**” link from the “**Create**” Menu, located on the left of the **Breeze** window.
- 4) Next, enter all required information in the appropriate field.
 - a. **Start Time**- The time and date when the meeting will be open to meeting participants.
 - b. You may also use a “**Custom URL**” to link to your meeting. This allows users to more easily remember the online location of the meeting.
 - c. Required fields are marked by a red asterisk.

Enter Meeting Information
 Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL:

(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in http://breeze.ucdavis.edu/productdemo)

Summary:
(max length=750 characters)

Start Time:

Duration: hours:minutes

Select Template:

Language: *

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

Audio Conference Settings

Do not include any audio conference with this meeting.
 Include audio conference details with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

* - indicates required fields

- 5) Click the “**Next**” button when you’ve entered the details of your **Breeze** meeting.
- a. if you don’t wish to add **Participants** now, then you can click the “**Finish**” Button.
- * - indicates required fields



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- 6) To add meeting **Participants**, you can select the **User’s** name or the **User** group from the “**Available Users and Groups**” field, then click the “**Add**” button.
- a. If a **User** you wish to invite is not present, they may not have a user name and password. To participate in a **Breeze** meeting, you must have a UC Davis **Breeze** account.
 - b. **Groups** are represented by an icon depicting two figures, and individuals appear with only one.
- 7) **Users** you invite to your meeting will be moved to the “**Current Participants For Meeting Name**” field, located to the right of the “**Available Users and Groups**” field.
- a. To set **Permissions** for each **User**, select the **User** or **Group** name, and then click “**Permissions**.” The following options will appear:
 - i. **Host- Host Permissions** grant full privileges and control of all features, allowing a **User** to add participants, edit the layout of the meeting, alter the **Permissions** of other **Users**, etc.
 - ii. **Presenter- Presenter Privileges** allow a **User** to share their screen and use each **Pod’s** features.
 - iii. **Participant-** the most basic privilege level, **Participant Permissions** allow participation mainly through the meeting’s chat function. Virtually all **Permissions** for users of this class are under the control of the **Host**.
 - b. Once you’ve finished inviting your desired participants and set **Permissions** for your meeting, click “**Next**”.

Select Participants
Enter Meeting Information > **Select Participants** > Send Invitations

Available Users and Groups	Current Participants For Test for Tech Tips
Administrators	
Account Administrators	
Authors	
Account Authors	
Training Managers	
Course Managers	
Learners	
Learners	
Meeting Hosts	
Account Meeting Administrators	
Accounting & Financial Services	
Accounting & Financial Services	
ANR	
ANR	
BIS-020Q Instructors	
BIS-020Q Instructors	
BIS-020Q Instructors	
BIS-020Q Instructors	

Cancel < Previous Next > Finish

- 8) Once you have added your **Participants**, you will be presented the option to send invitations to each of your **Participant**. The meeting **Host** may send a brief email to:
 - i. **All Hosts, Presenters and Participants**
 - ii. **Host Only**
 - iii. **Presenters Only**
 - iv. **Participants Only**
- b. Use the **Text Input** area to compose the contents of your invitation email. This **Message Body** will be sent to the **Participants** you selected in the "To:" field.
- c. You may also add a **Subject** line to your **Invitation Email** in the "Subject" field.

Send Invitations

Enter Meeting Information > Select Participants > **Send Invitations**

This feature allows you to send invitations to your meeting invitees. These invitations include the URL, start time, end time and description of the meeting.

Send E-Mail Invitations...
 Send Invitations
 Do not send invitations

To: All Hosts, Presenters and Participants

Subject: Test

Attach Microsoft® Outlook™ calendar event (vCal) to e-mail message:
 Yes

Message Body:
Please join me in a Macromedia Breeze meeting.
Meeting Name: Test
Summary:
Invited By:
When: {meeting-time}
Time Zone: {time-zone}

To join the meeting:

Cancel < Previous Next > Finish

- 9) Click the **“Finish”** button on the bottom of the window to send you invitation to the selected **Participants** and create your meeting.
- 10) The **Meeting Information Screen** should appear with your meeting’s basic information.
 - a. To enter the meeting, click the **“Enter Meeting Room”** button.

Meeting Information | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Uploaded Content](#) | [Recordings](#) | [Reports](#)

Meeting Information

Name: **Test**

Summary:

Start Time: **07/13/2006 10:45 AM**

Duration: **01:00:00**

URL: **<http://breeze.ucdavis.edu/r11591510/>**

Status: **1 participant in room**

Language: **English**

Access: **Only registered users and accepted guests may enter the room**

Telephony Information: **Conference Number(s):**
Participant Code:

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