**Breeze**

**Creating A Breeze Meeting**

A Breeze Meeting is 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 **schedul**

**Tech Tip**

**Brief Instructions**

1. Login in to breeze.ucdavis.edu
2. Enter your Breeze login information in the appropriate fields to the left of the Breeze window, then click Login.
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 Plug-ins Tech Tip**.

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

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 UCDavis 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 Available Users and Groups field.
   
a. To set Permissions for each User, select the User or Group name, and then click the "Permissions" button. 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 Podium features.
   
iii. Participant: the most basic privilege level, Participant Permissions allow participation mainly through the Podium chat function. Virtually all Permissions for users of this class are under the control of the Host.
   
b. Once finished inviting your desired participants and setting Permissions, click "Next".
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.
9) Click the “Finish” button to send you invitation to the selected Participants and create your meeting.

10) The Meeting Information Screen should appear with basic information.
   a. To enter the meeting, click the “Enter Meeting Room” button.

<table>
<thead>
<tr>
<th>Meeting Information</th>
<th>Edit Information</th>
<th>Edit Participants</th>
<th>Invitations</th>
<th>Unpublished Content</th>
<th>Recordings</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Time: 07/13/2006 10:45 AM</td>
<td></td>
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<td></td>
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<tr>
<td>Duration: 01:00:00</td>
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<tr>
<td>URL: <a href="http://breeze.ucdavis.edu/r11591510/">http://breeze.ucdavis.edu/r11591510/</a></td>
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<tr>
<td>Status: 1 participant in room</td>
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<tr>
<td>Language: English</td>
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<tr>
<td>Access: Only registered users and accepted guests may enter the room</td>
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<tr>
<td>Telephony Information: Conference Number(s):</td>
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<tr>
<td>Participant Code:</td>
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</tbody>
</table>

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