



SES Internal Report

SES Websuite Pro **(<https://join.ses.com>)**

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Log In as a Guest

You can join the meeting using any browser or from a mobile device. If joining from a mobile device, see last page, otherwise, continue.

Procedure

1. Enter <https://join.ses.com><SES Conference ID> into your web browser.
 - a. <SES Conference ID> will be provided by your SES Contact
 - b. For example, <https://join.ses.com/681519797>
2. On the portal login page, select the **Guest** tab and enter your name and email address.
3. Click **Join the Meeting**.

NOTE: The first time attending a meeting will require the installation of a plug-in or extension depending on which browser is used. See next section.

You can

Downloading and Installing Meeting Software Plug-In

To join most meetings in the RealPresence Web Suite Experience Portal, you will need to download and install a software plug-in for your browser to connect. You may also need to install a software extension if you connect with the Google Chrome browser. The plug-in and extension requirements can differ based on your specific deployment and which web browser you use to connect to meetings.

Depending on your system or browser settings, you may need to do the following:

- If you have a pop-up blocker or other security features enabled in your browser, you may need to allow the browser to accept the plug-in or extension before you can download or install it.
- You may need to refresh your browser and rejoin the meeting for the software changes to take effect.
- If you already have the plug-in or extension installed in your system from a previous version of RealPresence Web Suite or RealPresence CloudAXIS Suite, you may need to download and install it again.

For more information, refer to your browser help documentation or contact your company IT or system administrator.

Install the Plug-in

For most meetings, you must install a plug-in to enable audio and video for your video conference. You are automatically prompted to download and install the plug-in (if needed) when you first attempt to join a meeting or if the software version in your deployment has changed.

Procedure

- » Install the plug-in by following the on-screen prompts using the standard installation process for your browser.

Note: If you are using Mozilla Firefox browser to join the meeting, occasionally the plug-in keeps attempting to upgrade although it has already upgraded to the latest version. You will need to restart the browser in such a case.

Install the Extension

If you are using the Google Chrome web browser, you may need the Polycom® RealPresence® Extension to enable audio and video for your video conference or to allow other meeting attendees to view your screen when sharing content.

The RealPresence Web Suite extension may be installed on your system by your administrator. If not, you will be prompted to install it by visiting the Chrome Web Store when you attempt to use RealPresence Web Suite services that require it.

Procedure

- » Click **Add** to download and install the RealPresence Web Suite extension from the Chrome Web Store when prompted by the on-screen instructions.

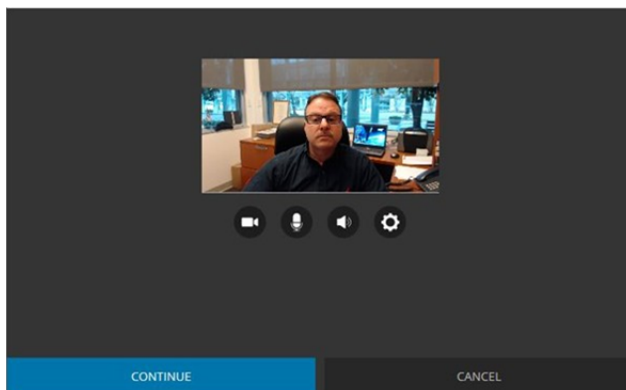
Once the plug-in or extension is installed you may have to restart your browser and follow same steps previously done – see below.

Log In as a Guest

Procedure

1. Enter <https://join.ses.com><SES Conference ID> into your web browser.
 - a. <SES Conference ID> will be provided by your SES Contact
 - b. For example, <https://join.ses.com/681514027>
2. On the portal login page, select the **Guest** tab and enter your name and email address.
3. Click **Join the Meeting**


You will see this screen

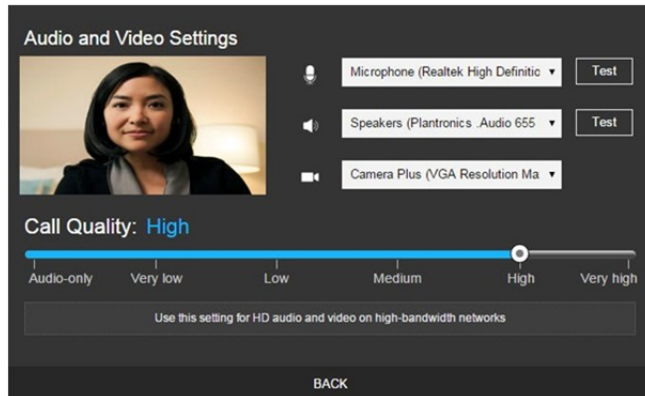


Configure Preferences Meeting Before Joining

You can select the audio and video components before you join a meeting.

Procedure

1. Click  on the audio and video preview screen.
2. On the **Audio and Video Settings** screen, choose your **Microphone**, **Speaker**, and **Camera** components.



3. Use the **Test** buttons to ensure that your microphone and speaker are working.
4. Move the **Call Quality** slider between **Audio Only** and **Very High** to adjust the quality of the video during the meeting and the amount of network bandwidth the meeting connection will consume.

The higher the quality of the video, the more network bandwidth it will utilize. The call quality rate values are as follows:

- Audio Only - 64 Kbps
 - Very Low - 128 Kbps
 - Low - 256 Kbps
 - Medium - 512 Kbps
 - High - 1024 Kbps
 - Very High - 1920 Kbps
5. Click **Back**.
 6. Click **Continue** to Join the meeting.

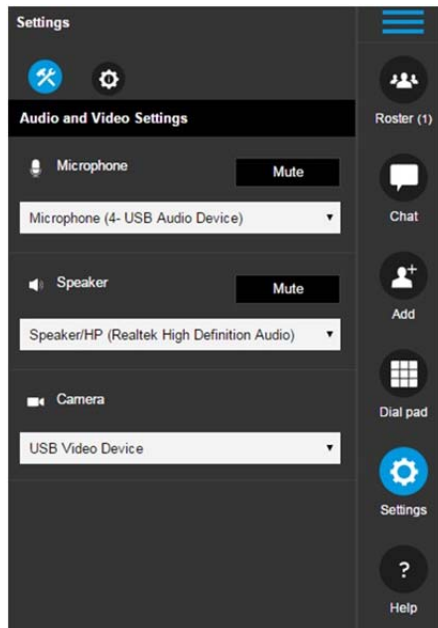
Configure Preferences During a Meeting

You can select the audio and video components during the meeting.

To select audio and video preferences during a meeting:

Procedure

1. Click **Settings** in the meeting menu on the right side of the screen.
2. In the **Audio and Video Settings** detail pane, choose your **Microphone**, **Speaker**, and **Camera** components.





3. Click **Settings** again to close the detail pane.

Mute or Unmute Your Microphone

You can mute your microphone before you enter a meeting or during a meeting.



Procedure

- » Click  or  in the following locations:
 - The audio and video preview screen
 - The **Audio and Video Settings** screen
 - The bottom of your meeting window
 - On the toolbar at the top of your meeting window

Mute or Unmute Your Speaker

You can mute your speaker before you enter a meeting or during a meeting.



Procedure

- » Click  or  in the following locations:
 - The audio and video preview screen
 - The **Audio and Video Settings** screen
 - The bottom of your meeting window

Mute or Unmute Your Video

When you mute your video or join a meeting without a camera, your video stream is replaced with a privacy placeholder. Depending on your system deployment, your video stream may display as a black box.

Procedure

- » Click  or  in the following locations:
 - The audio and video preview screen
 - The **Audio and Video Settings** screen
 - The bottom of your meeting window

Show or Hide Self-view

You can show or hide your own video stream in the meeting window during a meeting. Showing or hiding your video does not mute your video stream to other participants.

Procedure

- » Click  or  at the bottom of your meeting window.

Share Your Screen

Screen sharing is a way to show content without pointing to a specific image, file, whiteboard, or blackboard. With screen sharing, a copy of your desktop is broadcast to everyone in the meeting.

Procedure

1. Click **Content**.
2. Choose one of the following options:
 - Select the desktop monitor you want to share and click **Share**.
The Content Sharing toolbar appears at the top of your screen.




- Click **Screen Share > Entire Screen** to share your desktop.

Stop Sharing Content

You can stop sharing all content, your screen, or individual files from the Content Queue or from the main meeting window.

Procedure

- » Click  on your screen or file.

Join a Meeting from a Mobile Device

If you are joining a meeting from a tablet or smartphone, you connect to the meeting through RealPresence Mobile. See the [RealPresence Mobile Support page](#) for information about using RealPresence Mobile.

Procedure

1. On your device, tap the web URL in the meeting invitation or copy and paste the web URL into the address bar of your web browser.
2. On the login page
Toggle the **Join as a guest** option and enter your name and email address.

3. Tap **Join the Meeting**.

A notification informs you that you can join the meeting using RealPresence Mobile.

4. Launch the RealPresence Mobile application.

- If you already have the RealPresence Mobile application installed, tap **Launch the application**.
- If you do not have the application installed, install it from the App Store or Google Play store.

The application launches automatically after installation.

Once the RealPresence Mobile application starts, it dials into the conference automatically.