

# Sametime: A User's Perspective

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*The Consultant In Your Pocket Series*



# Agenda

- What is Sametime?
- Client Types
- Contacts
- Status Messages
- Rich Text Messages
- Voice and Video Chats
- Meeting Center
- Sametime Advanced
- Sametime Gateway
- Questions

# What is Sametime?



It's instant messaging!



It's awareness - knowing when your colleagues are available for collaboration.



It's about getting connected with your team and co-workers through your contact list.



It's mobile – use Sametime on your Blackberry or Windows Mobile phone.



It's about meeting online – and connecting beyond the meeting room.



It's about voice and video – use Sametime to extend your instant messaging to actually see and hear your colleagues no matter where they are.



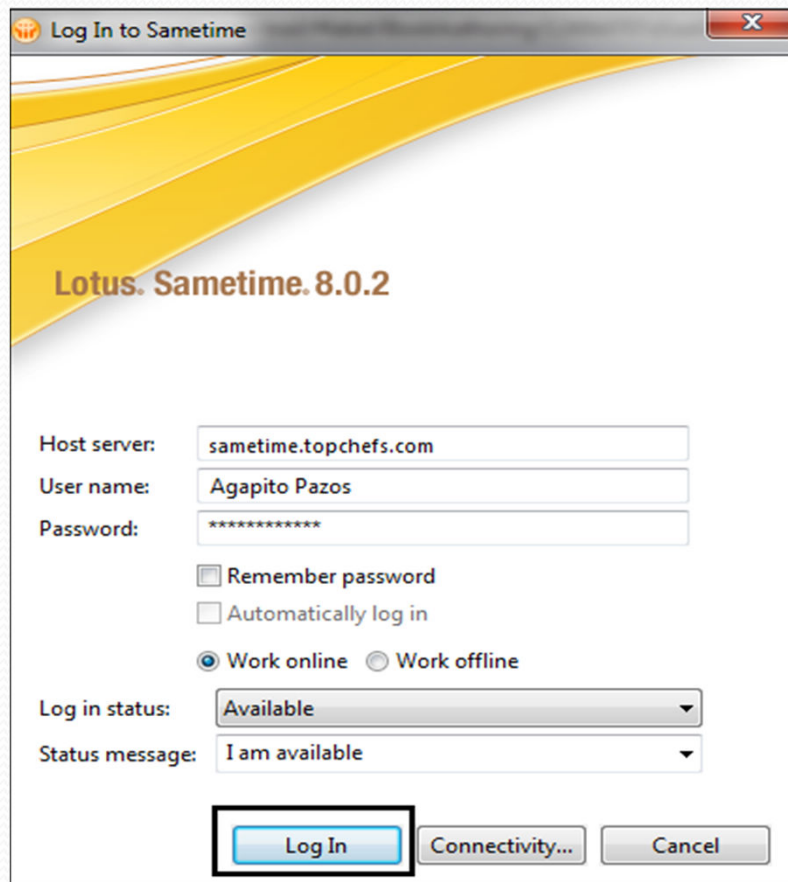
# Sametime Works In Many Places!



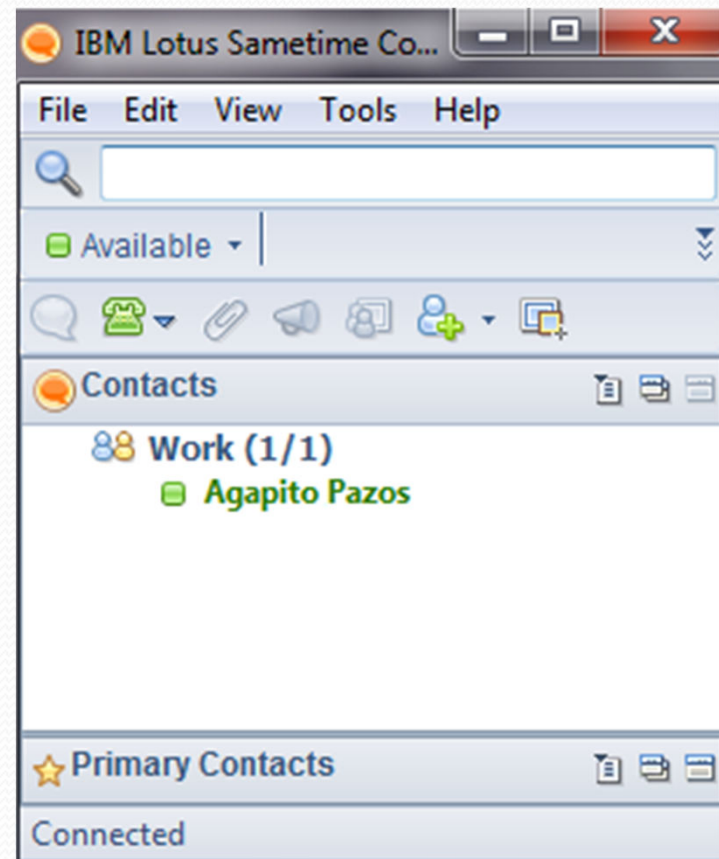
- Lotus Notes Client (“embedded” Sametime client)
- Sametime Connect Client
- Sametime Mobile Client
- Integration with iNotes
- Integration with Office and Outlook
- Integration with Lotus Connections
- Integration with Lotus Quickr
- Integration with Lotus Domino custom built applications



# Sametime Works in Many Places!



The screenshot shows the 'Log In to Sametime' dialog box. It has a yellow and orange header with the text 'Lotus. Sametime. 8.0.2'. Below the header, there are input fields for 'Host server:' (sametime.topchefs.com), 'User name:' (Agapito Pazos), and 'Password:' (masked with asterisks). There are also checkboxes for 'Remember password' and 'Automatically log in', and radio buttons for 'Work online' (selected) and 'Work offline'. A 'Log in status:' dropdown menu is set to 'Available', and a 'Status message:' dropdown menu is set to 'I am available'. At the bottom, there are three buttons: 'Log In' (highlighted with a black border), 'Connectivity...', and 'Cancel'.



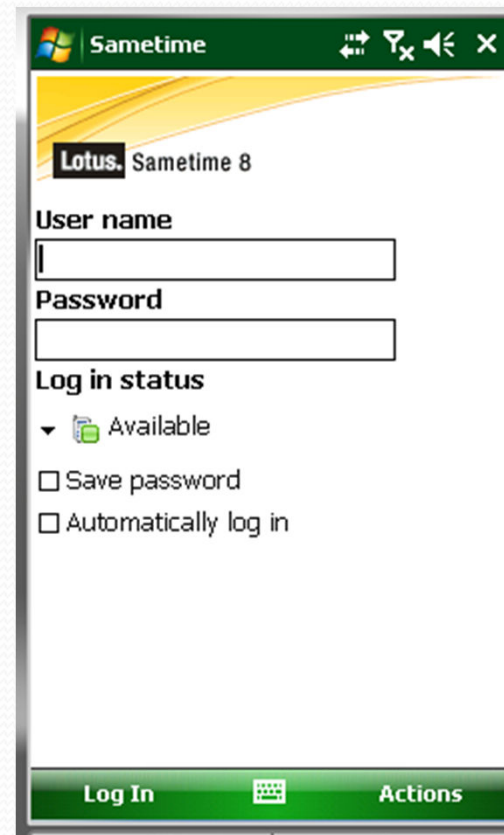
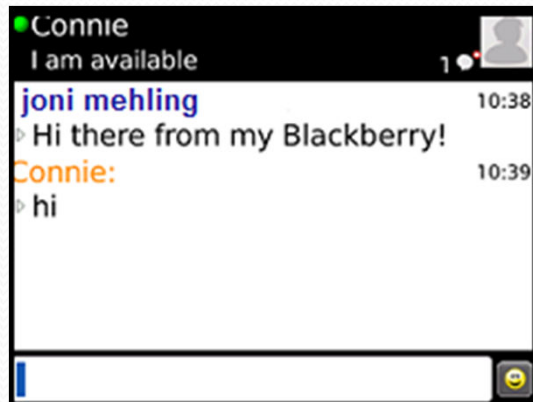
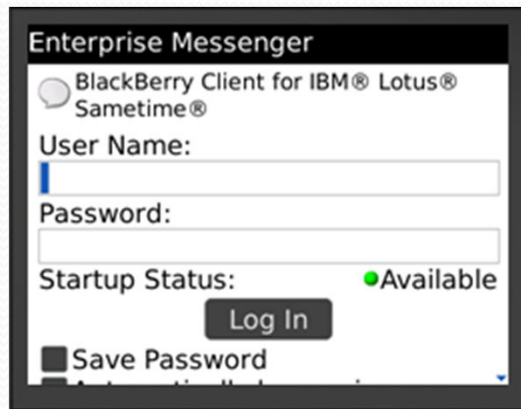
Sametime Connect Client

# Sametime Works In Many Places!



Lotus Notes 8.5.x and embedded Sametime

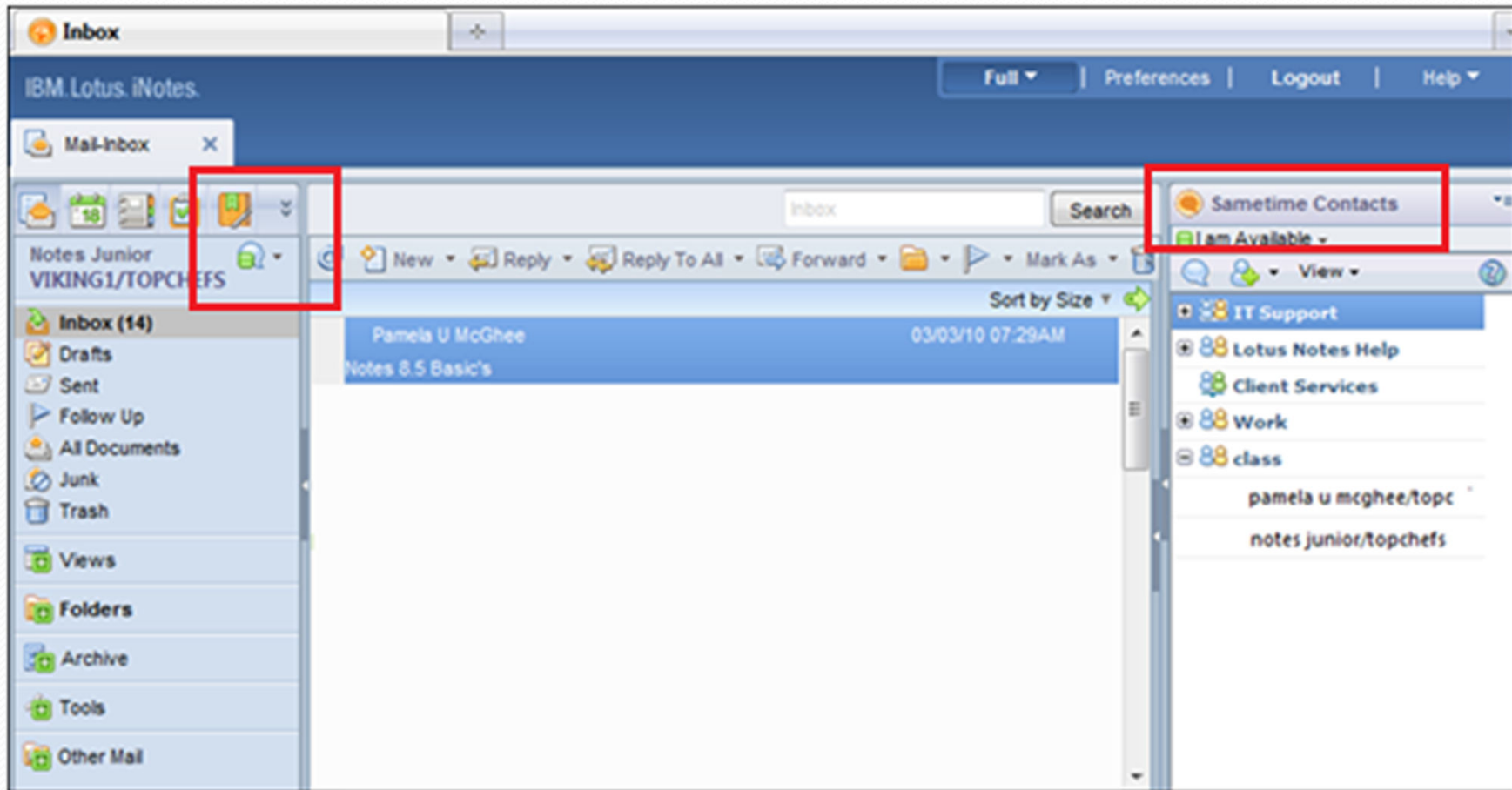
# Sametime Works In Many Places!



Sametime Mobile – Blackberry or Windows Mobile

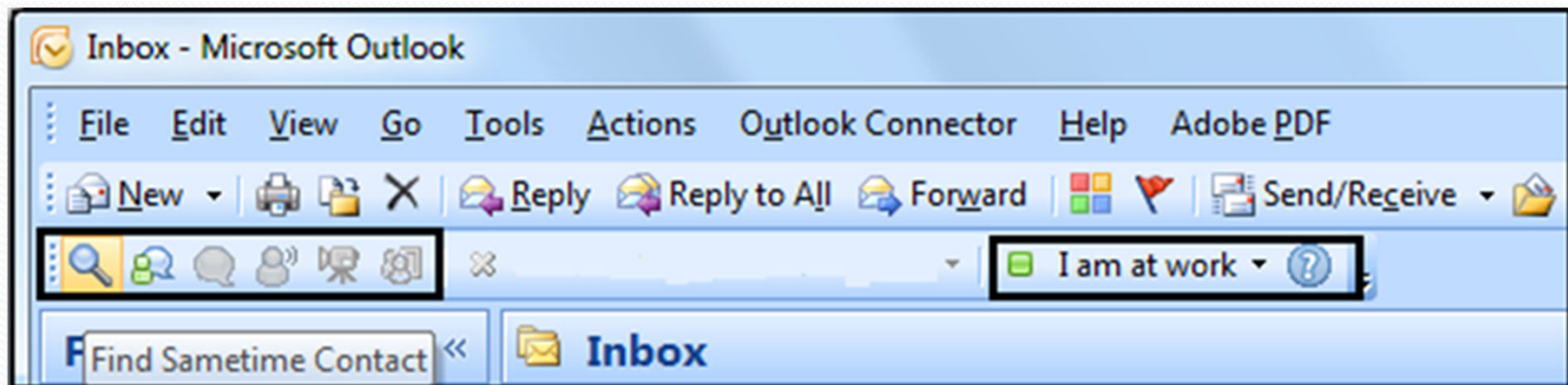


# Sametime Works In Many Places!



Sametime iNotes

# Sametime Works In Many Places!



Sametime Integration with Microsoft Outlook and Office

# Sametime Works In Many Places!

The screenshot displays a user profile for Reina Andrako within a Lotus Connections interface. The profile includes a navigation bar at the top with links for 'Profiles Home', 'My Profile', and 'Edit My Profile'. The main content area features a profile picture of Reina Andrako, her name, title 'Global Manager, IT Centre Svcs' at 'Topchefs International', and address '1052 H Street, NW, Washington, DC 20433, United States'. Below this, there are links to 'Send e-mail' and 'Download vCard'. A status box on the left indicates she is 'Going to spend some quality time this afternoon with my friend Tivoli Directory Integrator' as of 'Today 1:20 PM'. A 'Tags' section on the left lists 'beacon', 'blogger', 'collaboration', 'connections', and 'domino'. The 'Contact Information' section on the right lists various contact details, including 'Preferred first name', 'Floor: 20E', 'Office number: (202) 673-4421', 'Mobile number: (202) 755-0032', 'Secondary Number', 'Fax number', 'Office e-mail: reina\_andrako@topchefs.com', 'Alternate Contact Name', 'Alternate Contact Number', and 'IM'. A green status indicator 'I am available' is highlighted in a box. The bottom of the page shows sections for 'About Me' and 'The Board'.

Profiles Home My Profile Edit My Profile

**Reina Andrako**  
Global Manager, IT Centre Svcs  
Topchefs International  
1052 H Street, NW  
Washington, DC 20433  
United States

[Send e-mail](#) [Download vCard](#)

Reina Andrako  
Going to spend some quality time this afternoon with my friend Tivoli Directory Integrator  
Today 1:20 PM

**Tags**  
Tagged by 1 person  
beacon  
blogger  
collaboration  
connections  
domino

**Contact Information**

Preferred first name:	
Floor:	20E
Office number:	(202) 673-4421
Mobile number:	(202) 755-0032
Secondary Number:	
Fax number:	
Office e-mail:	reina_andrako@topchefs.com
Alternate Contact Name:	
Alternate Contact Number:	
IM:	<input checked="" type="checkbox"/> I am available

**About Me**

**The Board**

Sametime Integration with Lotus Connections



# Sametime Works in So Many Places!

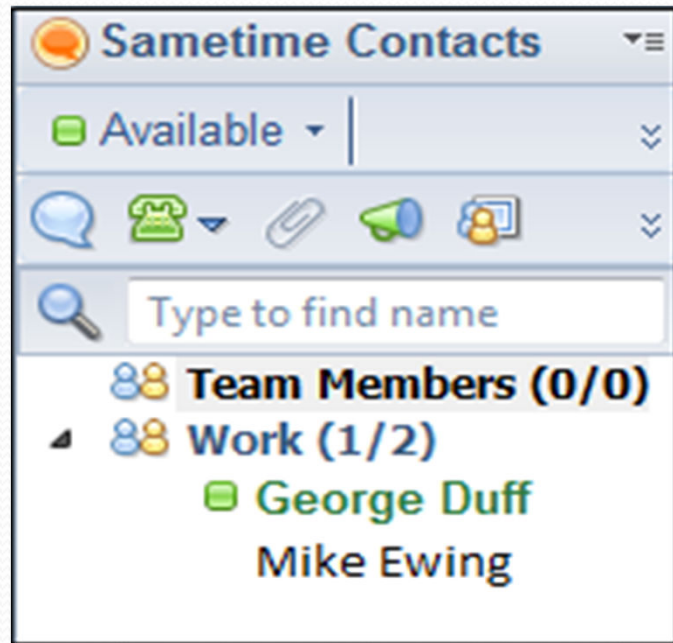
- For more details regarding how you can get started and what exactly is required:
  - Sametime Connect
    - <http://www-01.ibm.com/support/docview.wss?rs=477&uid=swg27013765>
  - Sametime Mobile
    - [http://publib.boulder.ibm.com/infocenter/sametime/v8r0/index.jsp?topic=/com.ibm.help.sametime.802.doc/Mobile/stm\\_requirements.html](http://publib.boulder.ibm.com/infocenter/sametime/v8r0/index.jsp?topic=/com.ibm.help.sametime.802.doc/Mobile/stm_requirements.html)
  - Sametime integration with MS Outlook and Office
    - [http://publib.boulder.ibm.com/infocenter/sametime/v8r0/topic/com.ibm.help.sametime.802.doc/Standard/st\\_inst\\_installingsametimeintegrationwms\\_t.html](http://publib.boulder.ibm.com/infocenter/sametime/v8r0/topic/com.ibm.help.sametime.802.doc/Standard/st_inst_installingsametimeintegrationwms_t.html)

# Sametime Contacts – The People You Know



- How do you add contacts?
- Tips for managing contacts
- How to set your personal preferences
- How to set alarms and notifications

# Your Sametime Contact List



Your Sametime contact list is your key to staying connected with your colleagues, team members and friends. It provides information about who and where they are with business card information or online awareness.



# Adding Sametime Contacts – From The Inbox

**Add Sametime Contact**

For any contacts showing as <unresolved>, or did not resolve to the correct user, select the user to do a lookup, and update the user.

Lookup	Name	E-mail	Title
<input checked="" type="checkbox"/> Sabra Jones	Sabra Jones	sjones1@server.net	MBRS CUST SER - TRAINING/DOC
<input checked="" type="checkbox"/> Trina Hill	Trina Hill	thill@server.net	MBRS CUST SER - TRAINING/DOC

Lookup Name

Server community: sametime1.server.net

User name: Trina Hill

Nickname (optional): Trina

Lookup

The following match was found:

Trina Hill  
MBRS CUST SER - TRAINING/DOC  
(503) 756-2235  
User is offline

Add to group: Individuals of Note

Change...

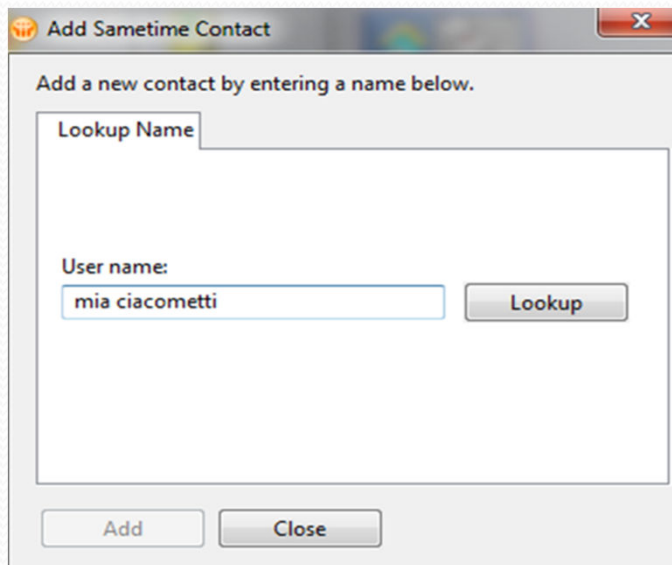
Add Close

Either drag and drop from the Notes inbox to the Embedded Sametime client, and or right-click on the name in the Notes email and select “Add to Sametime Contact List.”

This dialog box appears, and will add the name once you click Add.

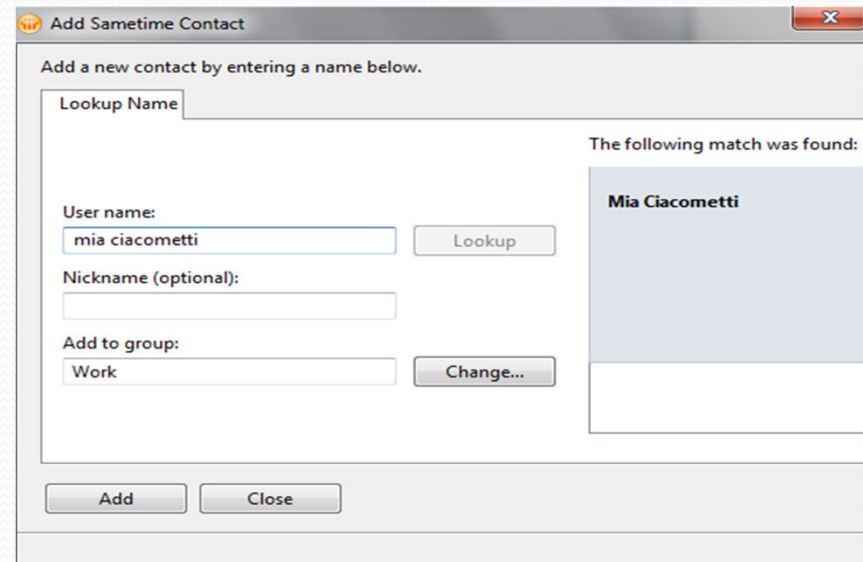
# Adding Sametime Contacts – Add New

Step 1: From the Sametime contact list, click the new icon in the toolbar to look up a new name



The screenshot shows the 'Add Sametime Contact' dialog box. The title bar says 'Add Sametime Contact'. Inside, the text 'Add a new contact by entering a name below.' is displayed. There is a 'Lookup Name' text box. Below it, the 'User name:' label is followed by a text box containing 'mia ciacometti' and a 'Lookup' button. At the bottom of the dialog are 'Add' and 'Close' buttons.

Step 2: Select match, add nickname and/or group, and click Add

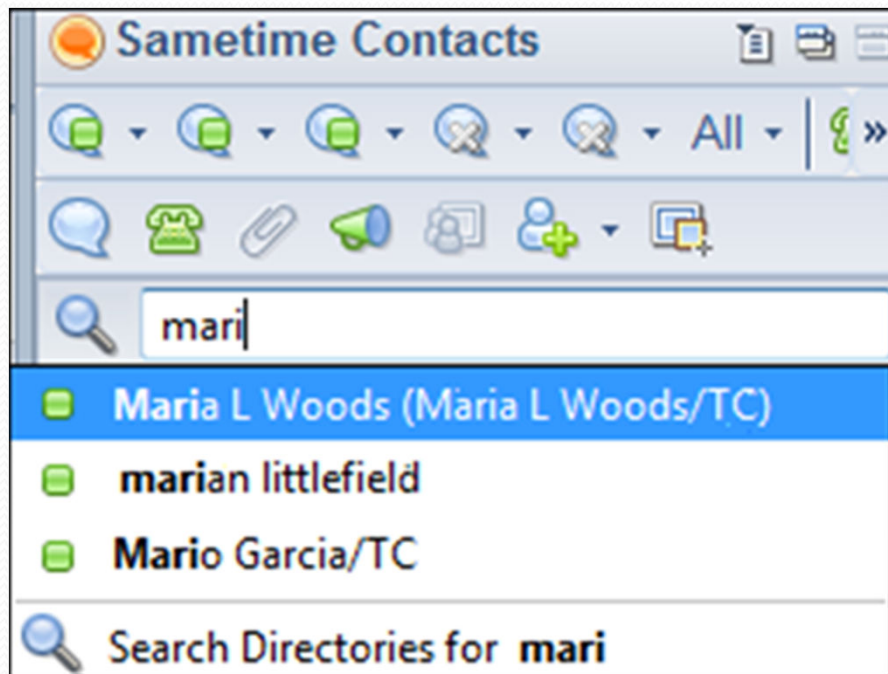


The screenshot shows the 'Add Sametime Contact' dialog box after a lookup. The title bar says 'Add Sametime Contact'. The text 'Add a new contact by entering a name below.' is still present. The 'Lookup Name' text box is now populated with 'mia ciacometti'. Below it, the 'User name:' label is followed by a text box containing 'mia ciacometti' and a 'Lookup' button. Below that, the 'Nickname (optional):' label is followed by an empty text box. Below that, the 'Add to group:' label is followed by a text box containing 'Work' and a 'Change...' button. On the right side, a panel titled 'The following match was found:' displays 'Mia Ciacometti'. At the bottom of the dialog are 'Add' and 'Close' buttons.

Your contact is now added to your list!

TIP: You can add the new person to a group at the same time you add them to your contact list. This will save you a step later!

# Adding Sametime Contacts – Type Ahead

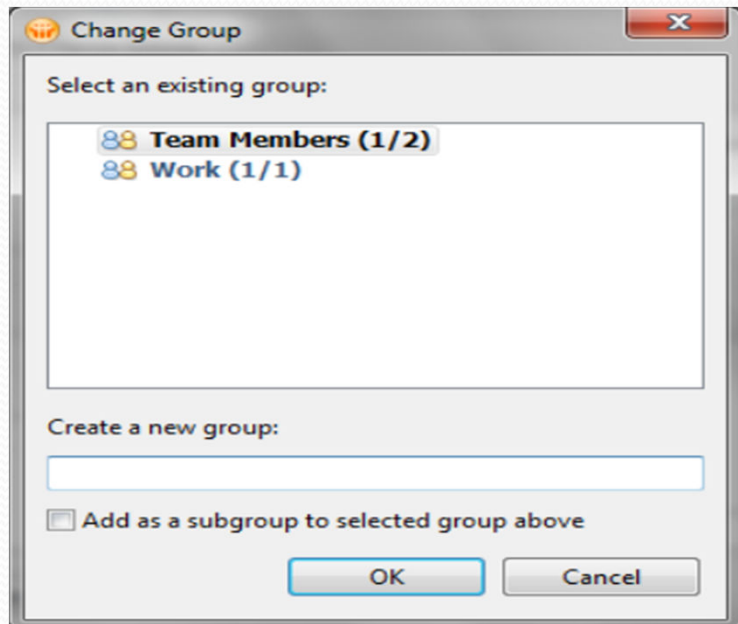


Clicking in the search bar and start typing. Sametime will find the matching names, and you can start your chat.

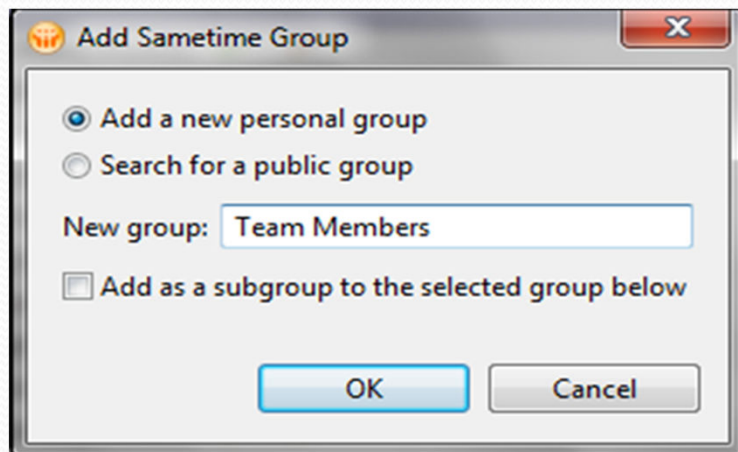
TIP: If you work in a large organization, be sure to type as much of the name as possible so you are able to choose the correct name!



# Sametime Contacts – Using Groups



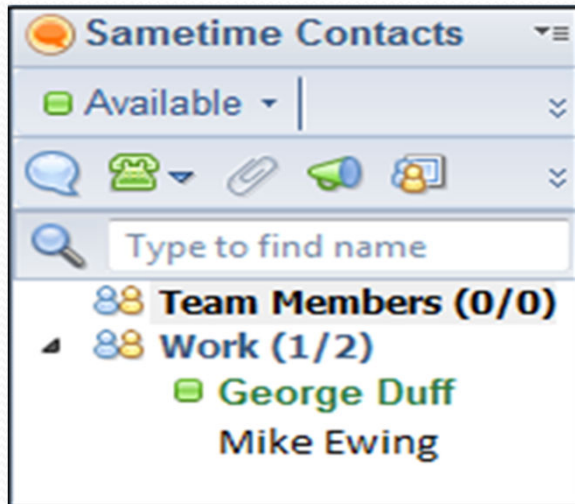
When you add a new contact, you can choose to add them to a group. Clicking the Change button in that dialog box lets you select a different group or add new groups.



You can also right-click in the Contact List and select Add Group.

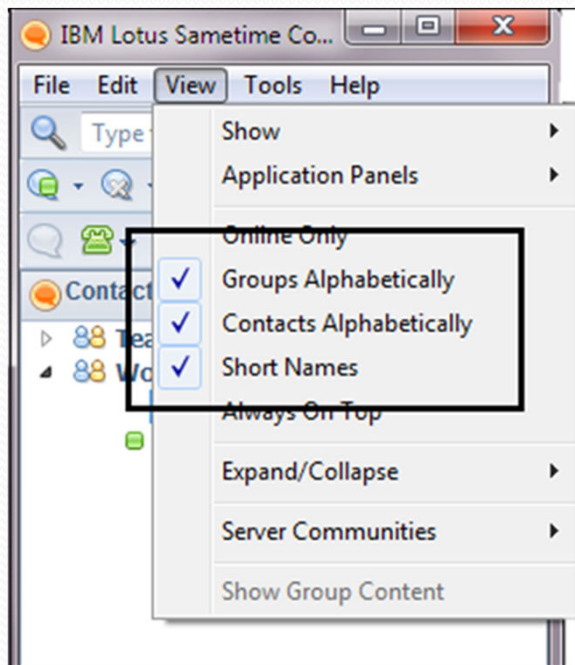
TIP: Groups can help you organize your contacts into project teams or by location.

# Sametime Contacts – Using Groups



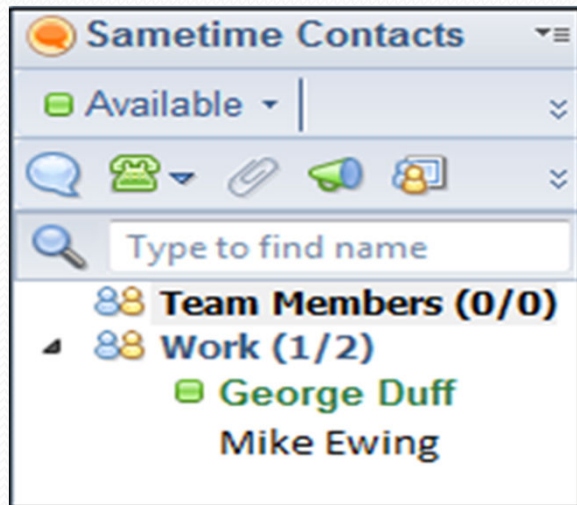
And once your group names are out in the Contact List, you can just drag-and-drop names from one list to another.

TIP: You can change the order of your contacts and/or groups by selecting View – select “Online Only, Groups Alphabetically, or Contacts Alphabetically.”





# Sametime Contacts – Private vs. Public Groups

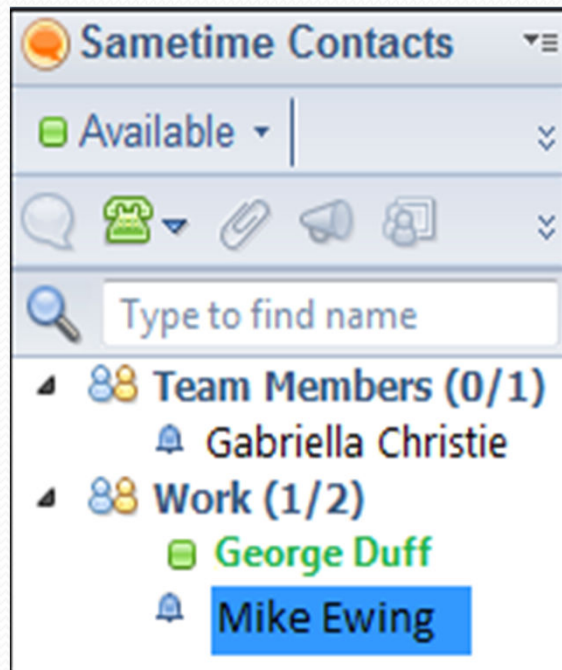


You can also add “Public” groups to your contact list. These include those “Public” groups that are included in either your company’s Domino Directory or LDAP Directory (check with your Sametime Admin if you’re not sure which one you use).

TIP: You can’t change the membership of a “public group” or revise a nickname, but you can drag and drop a contact from a public group to your own “private” group. You can also use “public” groups when using the announcement function.



# Sametime Contacts – Using Alerts



Tip: Tired of checking back to see if your contact has logged on yet? Right-click on their name and select "Alert Me When Available".

You'll see a bell icon next to their name letting you know you have an alert set for when they log on, and you'll get a pop-up message when they do.

# Sametime Contacts – Using Alerts

**Alert Me When**

**Modify Alert**  
Make selections to modify this alert for: Thomas Duff

**Current Alerts for: Thomas Duff**

Event	Recurring	Note
Becomes available	No	

Select event to be notified of...

Becomes available  
Becomes available  
Becomes unavailable  
Goes offline

☒ Sound file:

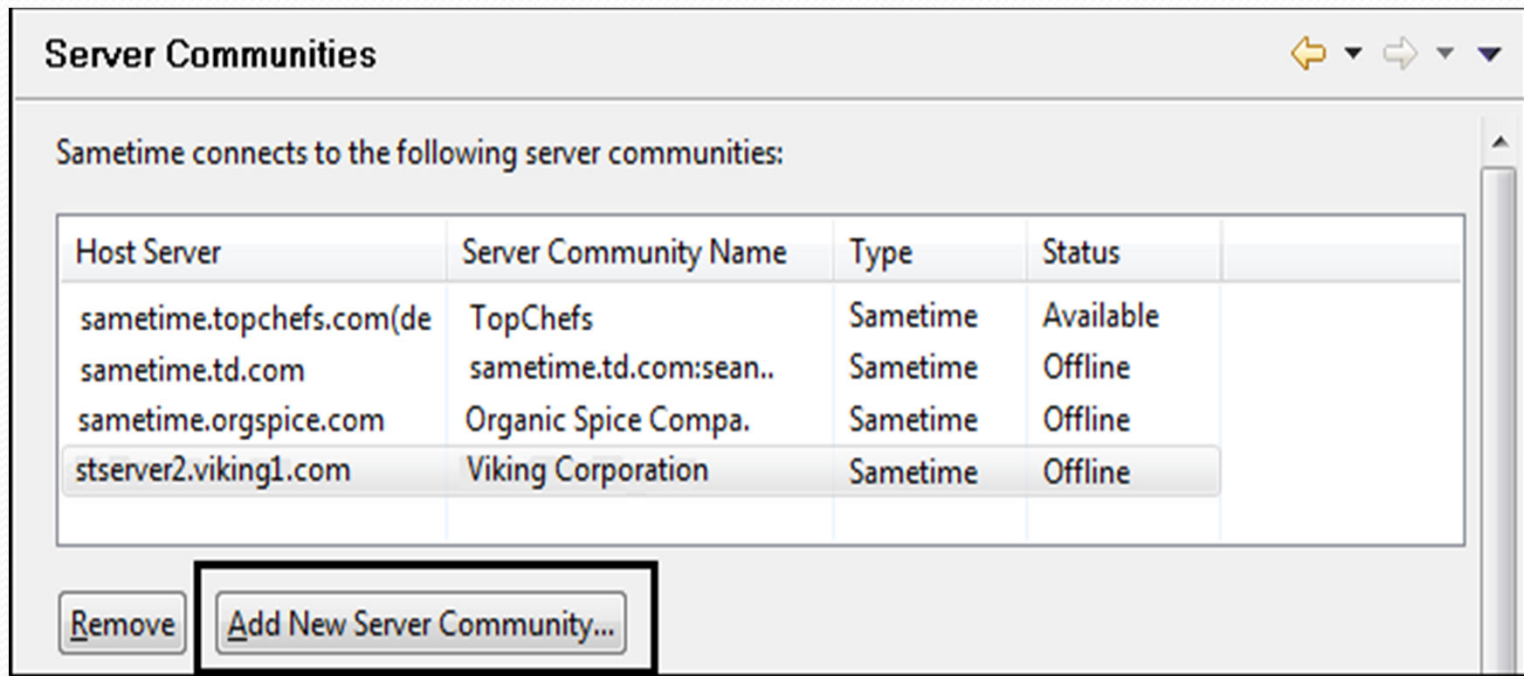
C:\Program Files\IBM\Lotus\Sametime Connect\audio\alert.wav

Browse...

< Back   Next >   Finish   Cancel

You can also select “Alert Me When...” This gives you additional options as to what status changes trigger an alert and you can also set an alert audio alert.

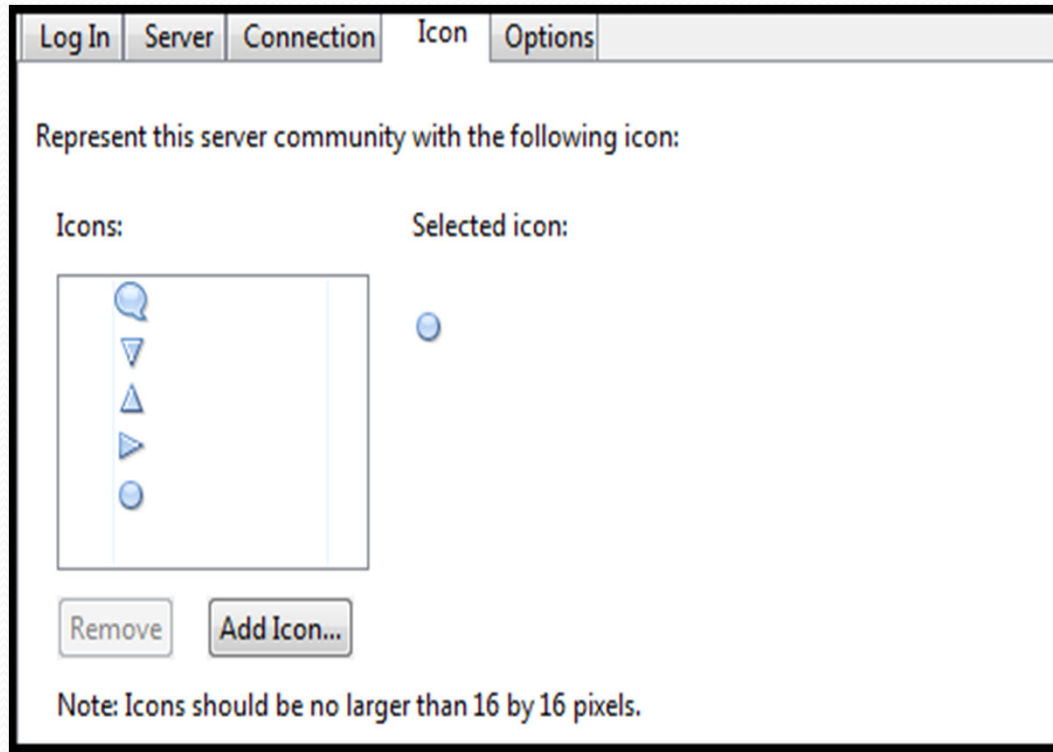
# Branch Out with Sametime Communities



You can connect to the Sametime servers of other organizations, so you can chat with them just as if they were part of your own Sametime environment.



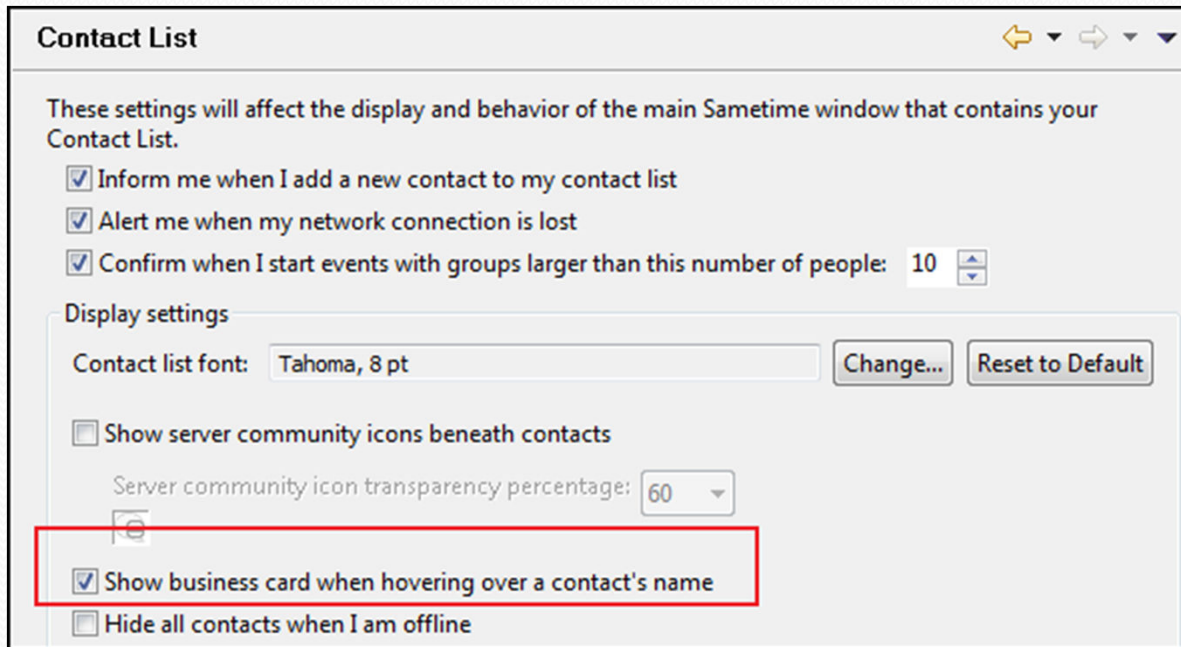
# Branch Out with Sametime Communities



The screenshot shows a window with tabs: Log In, Server, Connection, Icon, and Options. The 'Icon' tab is active. The text 'Represent this server community with the following icon:' is at the top. Below it, there are two sections: 'Icons:' and 'Selected icon:'. The 'Icons:' section contains a list of five icons: a speech bubble, a downward triangle, an upward triangle, a rightward triangle, and a circle. The 'Selected icon:' section shows a single circle icon. At the bottom of the 'Icons:' list are two buttons: 'Remove' and 'Add Icon...'. A note at the bottom of the window states: 'Note: Icons should be no larger than 16 by 16 pixels.'

TIP: Set up a different icon for each community. This will help you see the difference between communities.

# Customize your Contact List



**Contact List**

These settings will affect the display and behavior of the main Sametime window that contains your Contact List.

- ☒ Inform me when I add a new contact to my contact list
- ☒ Alert me when my network connection is lost
- ☒ Confirm when I start events with groups larger than this number of people: 10

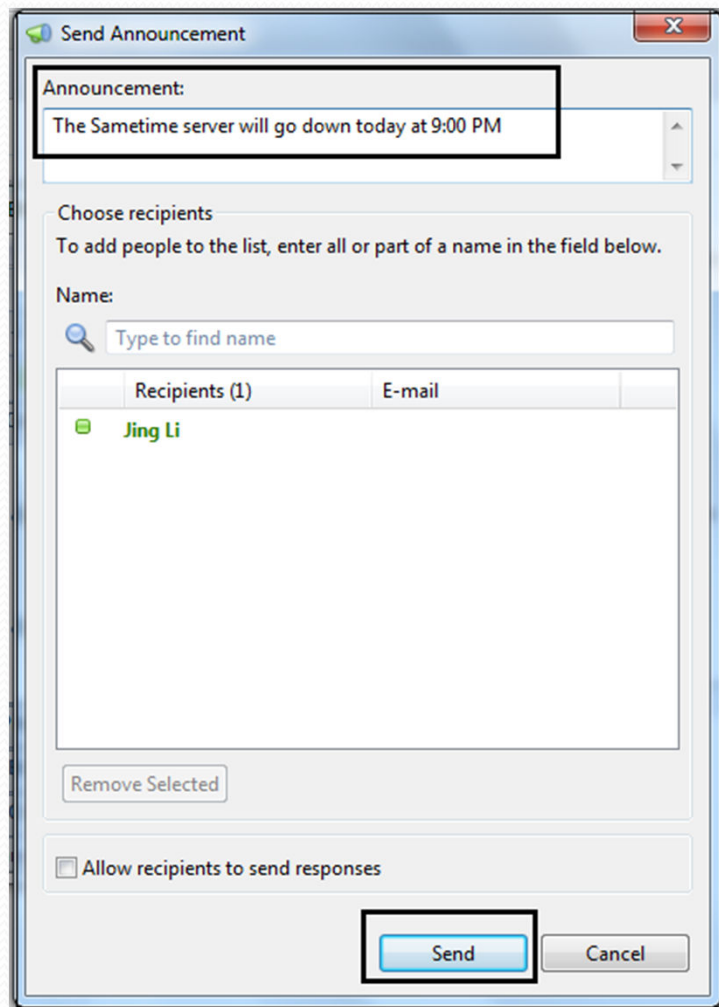
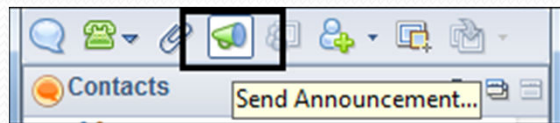
Display settings

Contact list font: Tahoma, 8 pt Change... Reset to Default

- ☐ Show server community icons beneath contacts
- Server community icon transparency percentage: 60
- ☒ Show business card when hovering over a contact's name
- ☐ Hide all contacts when I am offline

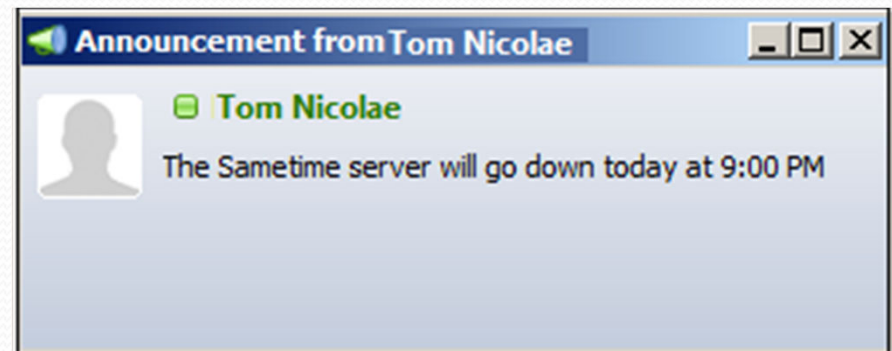
TIP: If you have a contact lists with many names, select "Show business card when hovering over a contact name." This will provide you with more info so you can make sure you select the correct person with whom to chat!

# Make the Most of your Contacts with Announcements



Sametime Announcements are a great way to get a quick message across to a large group of people. If you have the megaphone in your toolbar you can send an announcement.

TIP: Don't over use announcements and be sure you choose the correct group and name when you send them!









# Sametime Status – You're Doing What?

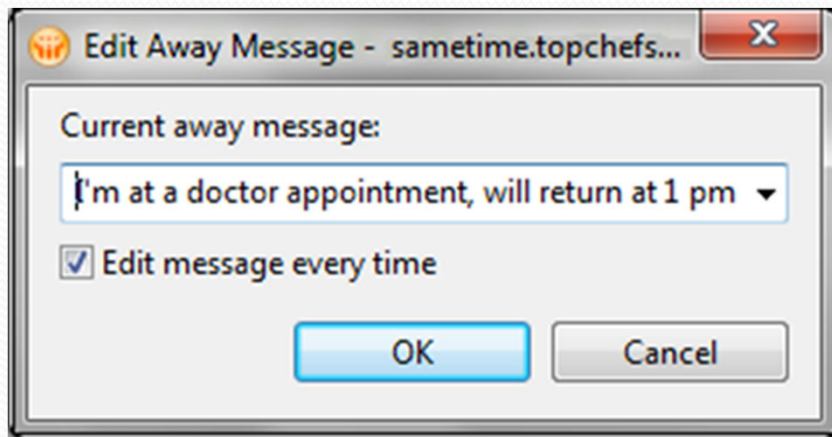


- What exactly is “awareness”?
- Why is it important?
- How can you customize your own status?

# Sametime Status – What The Icons Mean

Status Icon Display	Icon Image	What the icon means
"I am available"		The "green light" indicates the person is online and available for chat.
"I am away"		The "yellow light" indicates the person is online but is not available for chat. If you chat with a person with this status, the chat conversation will display in their chat window.
"I'm in a meeting"		The meeting indicator shows that the person is online but is in a meeting. If the user is in a Sametime meeting, other attendees will see the person as online.
"Do not disturb"		The "red light" indicates that the person is logged into Sametime, but does not want to be contacted. Your privacy settings can also be set so that your status shows "Do not disturb" to some individuals.
No icon displayed		Indicates that the person is not logged into Sametime and thus unavailable to chat.

# Sametime Status – An Up-To-Date Message



When you switch your status, Sametime will prompt you for a new message. You can pick the default message, select one you used before, or type in a new one that's specific to your situation.



# Sametime Status – An Up-To-Date Message

**Status Messages**

You can edit these messages to suit different situations; Sametime will remember and let you reuse up to five of the most recent messages used for each availability state.

Default log in status (applies to all server communities):

Available

**Status messages**

**Available**

Message people see when my status is Available:

I am at work

☒ Prompt me to edit this message every time I change to Available

**Away (user-specified)**

Message people see when my status is Away:

I am away from my computer now

☒ Prompt me to edit this message every time I change to Away

**In a Meeting**

Message people see when my status is In a Meeting:

I am in a meeting

☒ Prompt me to edit this message every time I change to In a Meeting

**Do Not Disturb**

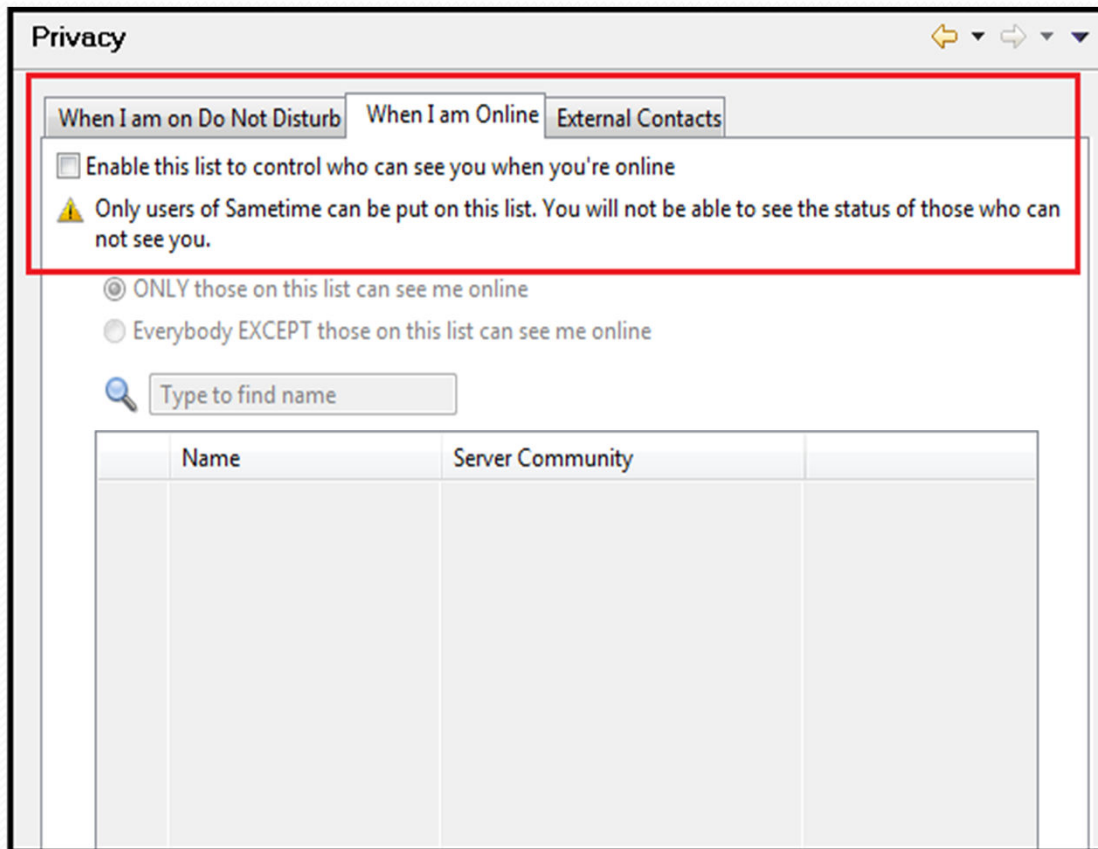
Message people see when my status is Do Not Disturb:

Unavailable for chat at the present time.

☒ Prompt me to edit this message every time I change to Do Not Disturb

Tip: Sametime Preferences - Status Messages - allows you to set up a set of predefined status messages for different types of activity ahead of time. So if you change your status to “In A Meeting”, you can customize the message to say “I’m in a meeting, please contact me via email.” Use this to make your status messages feel more personal and save yourself time all with only a few changes!

# Sametime Privacy – Manage Who Sees You!



Privacy


When I am on Do Not Disturb When I am Online External Contacts

☒ Enable this list to control who can see you when you're online

⚠ Only users of Sametime can be put on this list. You will not be able to see the status of those who can not see you.

☒ ONLY those on this list can see me online

☐ Everybody EXCEPT those on this list can see me online

 Type to find name

Name	Server Community
------	------------------

From your Sametime Preferences you can set who sees your awareness status, including when your in do not disturb mode or when you're online. This can also extend to external users.

TIP: You can drag and drop names from your contact list into this dialog box for quick updates.

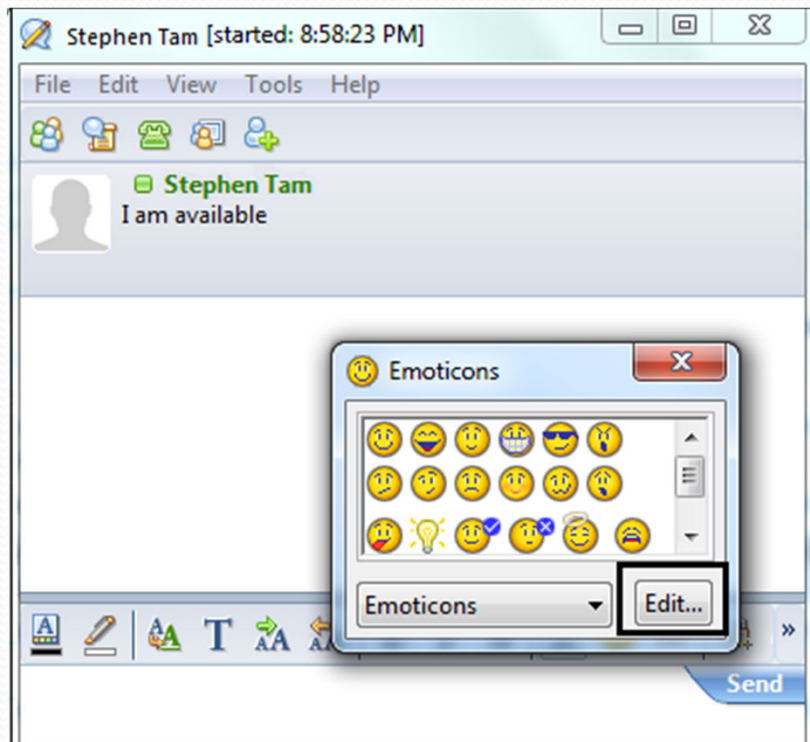
# Not Just 1000 Words... Rich Text Chat



- Emoticons
- Graphics
- Attachments
- Screen Clipping



# When You Need Context - Emoticons

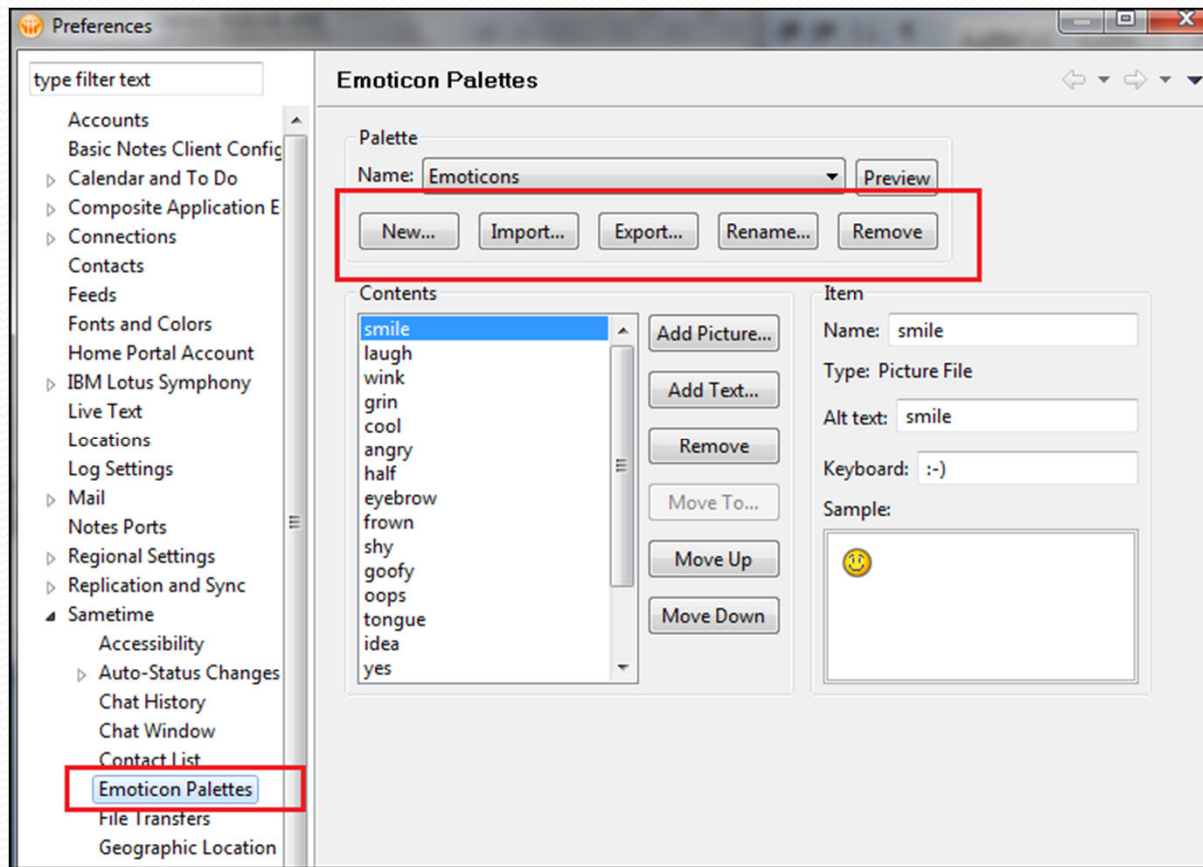


Emoticons allow you to add “body language” to your messages. To add one to your chat, click the Smiley face icon in the chat toolbar, and then select from the options in the Emoticon window.

Of course you might also get a little carried away!



# When You Need Context - Emoticons

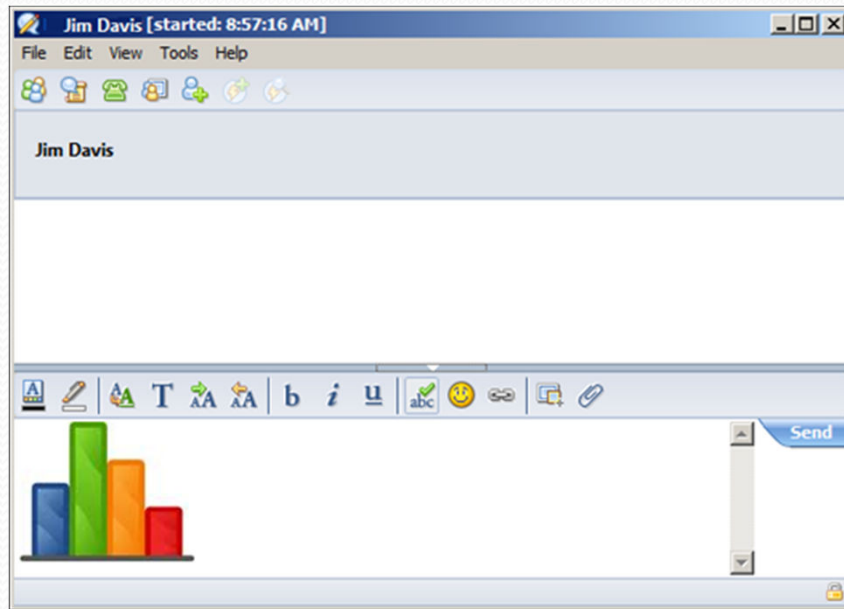


You can also go to Preferences – Emoticon Palettes. You’ve options to change the default emoticons or add new ones, rename, remove, import or export them.

Tip: to add an emoticon that someone else sends you, right click on the image and select – “Add to Emoticon Palette”

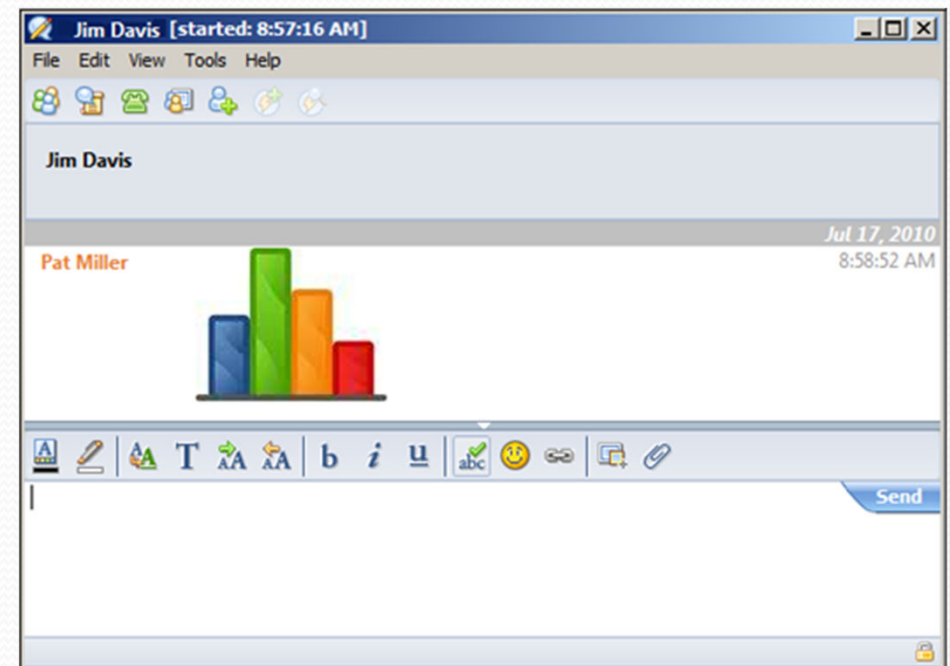
For a few more emoticons see <http://www.websmileys.com>

# A Picture Is Worth 1000 Words



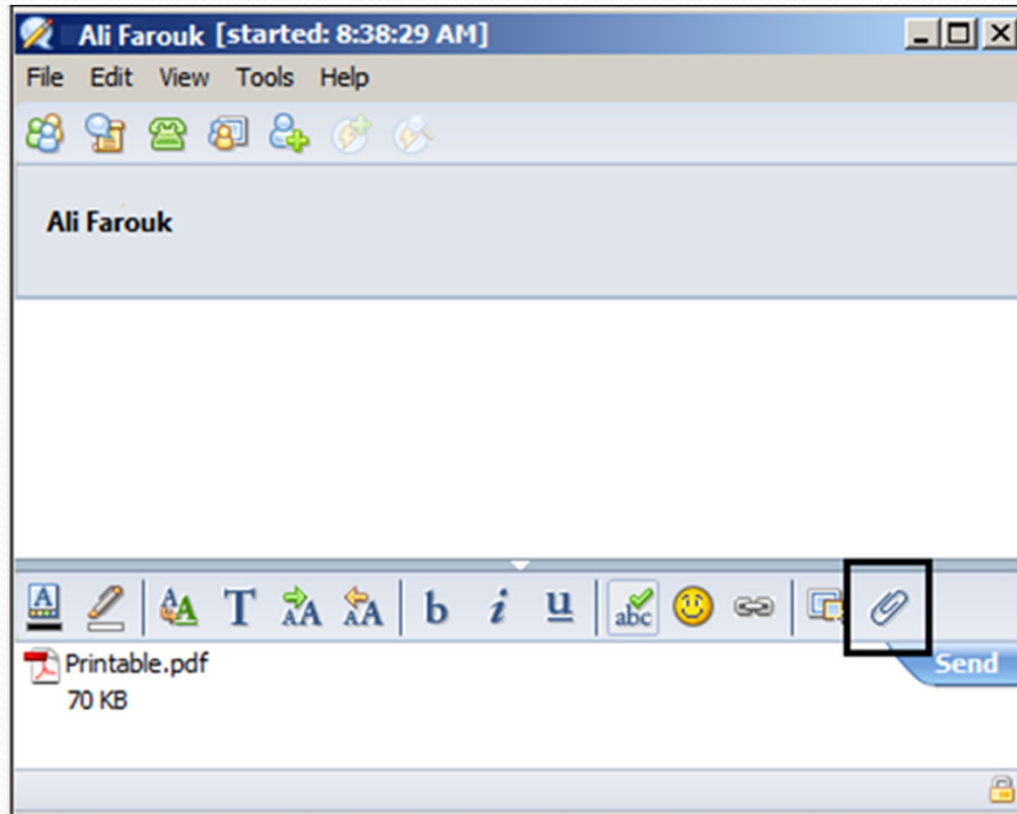
Your chat partner will see the image as soon as you send your message.

To add a graphic to your chat, just copy it from wherever you have it stored, and then paste it into your chat area.





# When The File HAS To Get There Now!

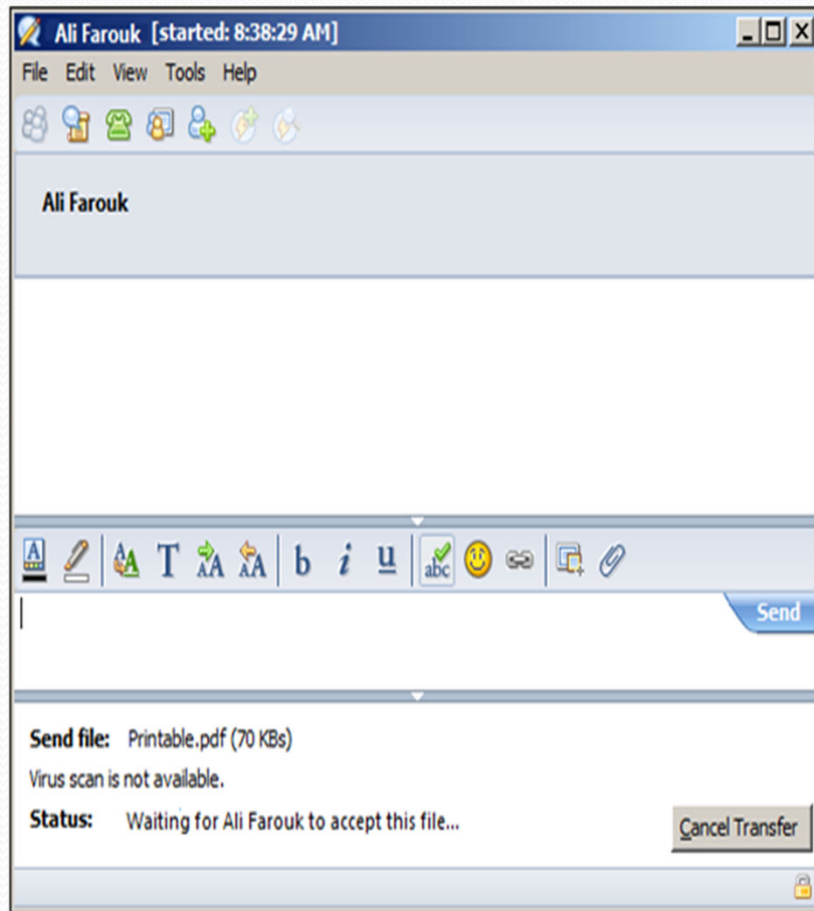


Have you ever needed to send a file quickly to a project team or colleague WHILE you're chatting with them?

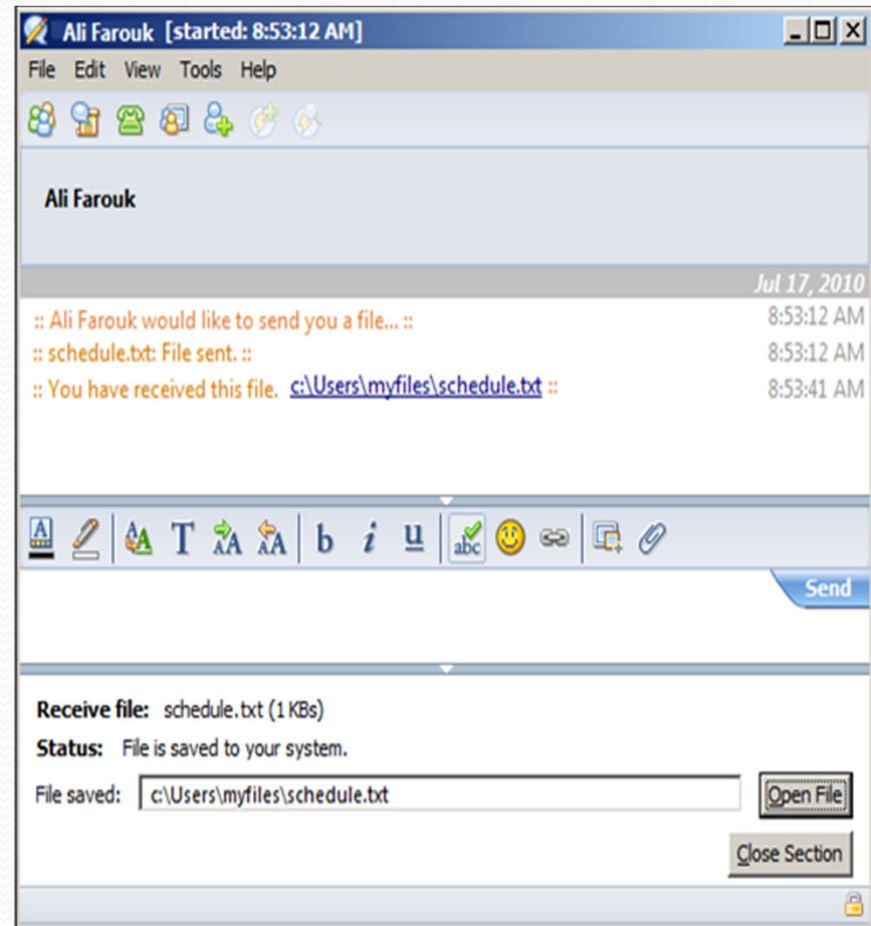
Click the paper clip icon to attach a file.

Tip: Be sure that the file has been scanned for viruses and is not too large in size (your ST admin may have set a limit on file uploads.)

# When The File HAS To Get There Now!

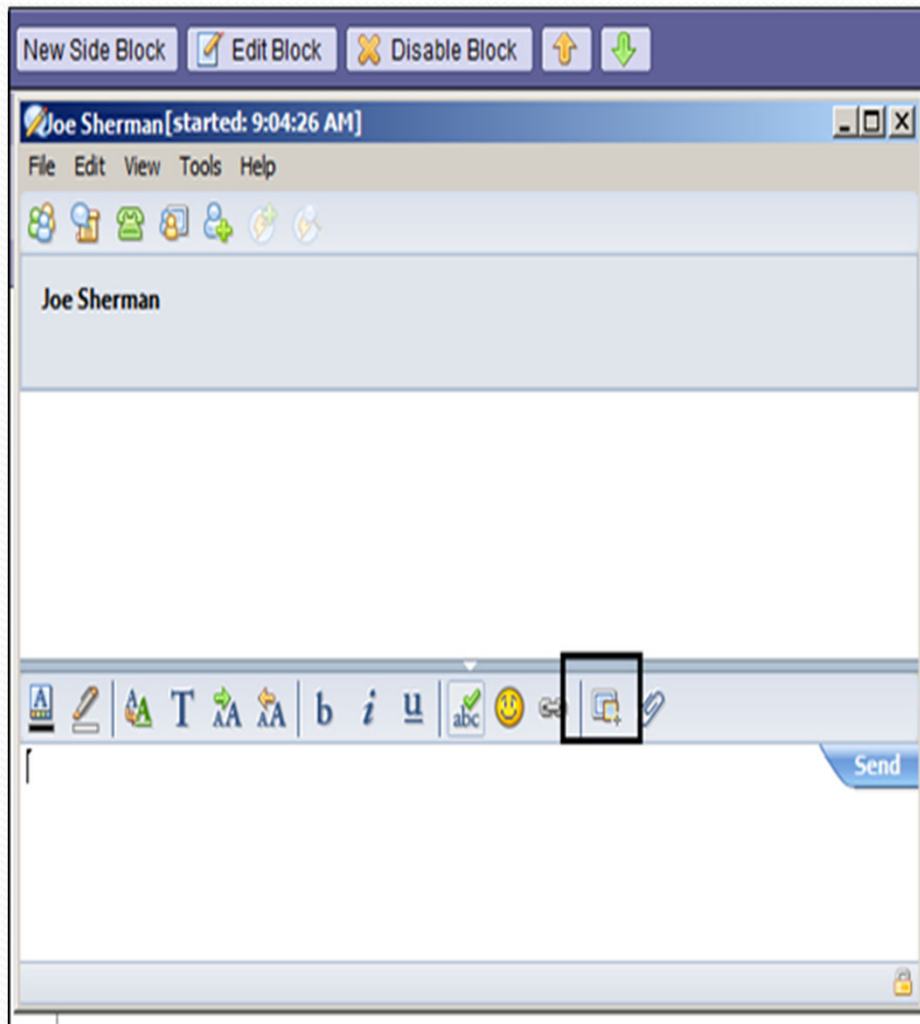


Your side of the chat, waiting to your chat partner to accept the file



Your chat partner's view, once they receive the file

# Sharing Part Of Your Screen... Clip It!

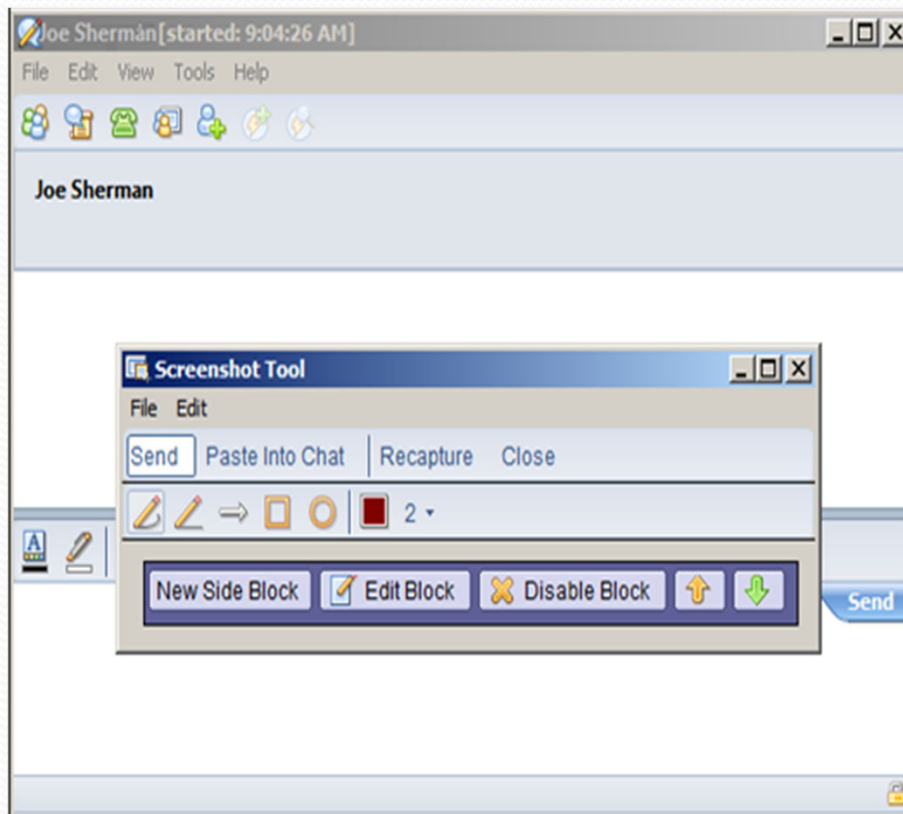


Have you ever needed to share a screen print of your desktop with a colleague while you're talking about a project or task? Clip it by using the screen shot button in the tool bar.

Position your chat window over the part of your screen you want to clip and send to your chat partner, then click the screen shot icon.



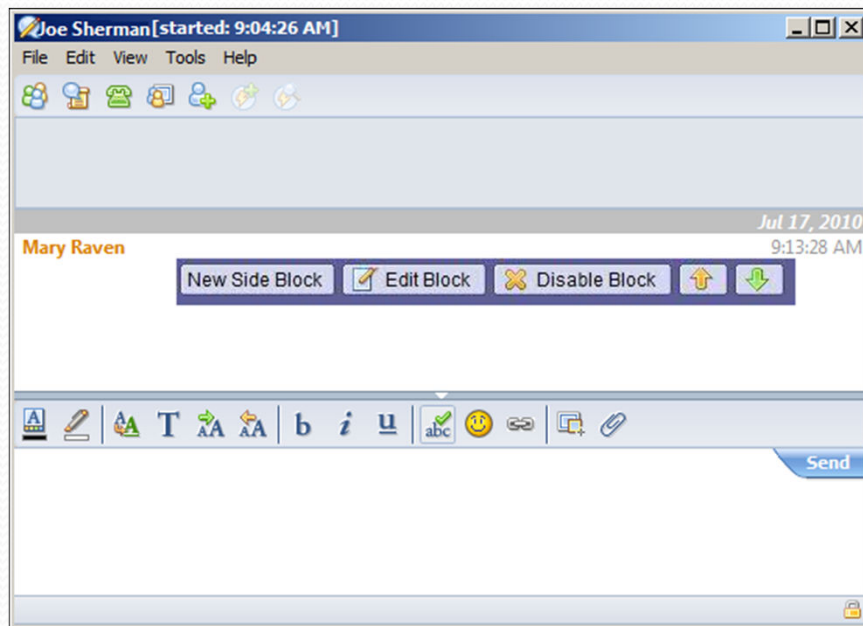
# Sharing Part Of Your Screen... Clip It!



Outline the part of the screen you want to clip by clicking your mouse and dragging the outline box. When you release the mouse button, you have the part of the screen you captured.

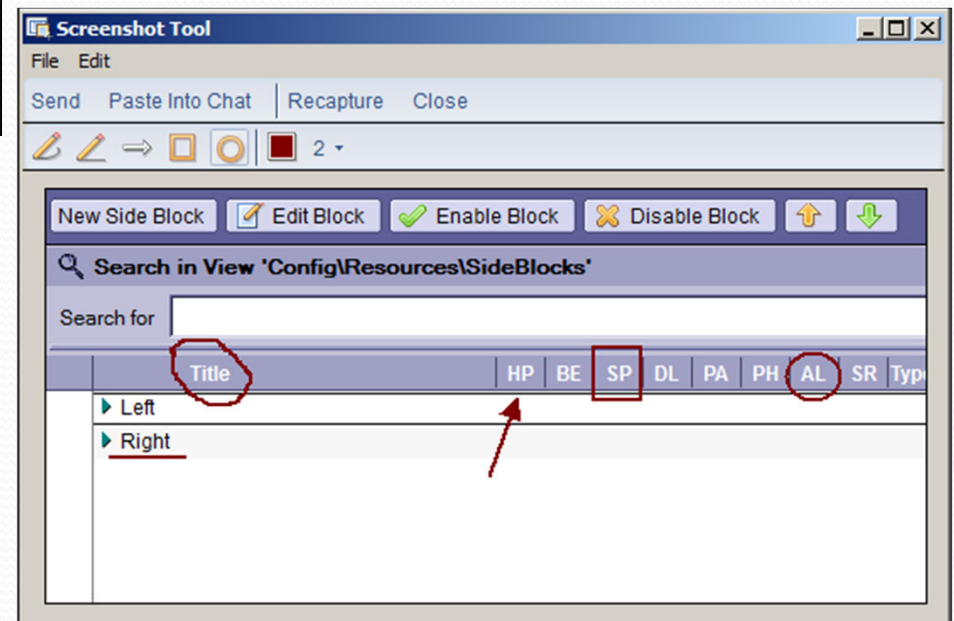
Tip: Be sure you have any personal items closed in the background when you do a screen shot – you don't want to share confidential info with the wrong person!

# Sharing Part Of Your Screen... Clip It!



Once you click Send, your chat partner sees the screen clip.

You can also use the icons in the Send dialog box to annotate the clipping you're about to send.



# Voice and Video – Just Like Being There

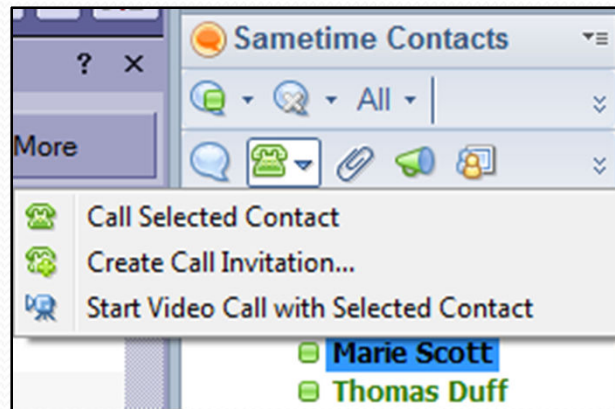


- Make use of built-in voice/video features in 4 easy steps!
- “Call” from a chat
- Using video in a chat
- What gadgets do you need?

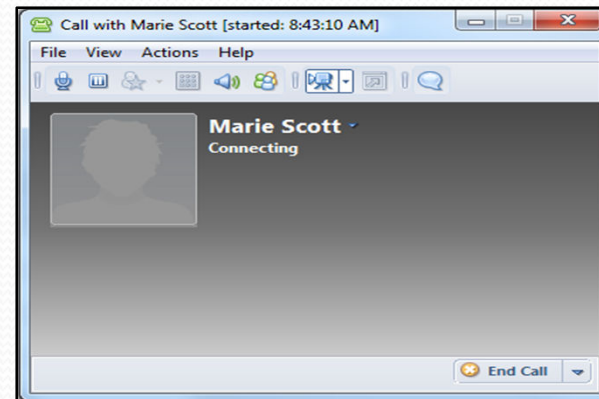


# Voice and Video – Calling From Your Chat

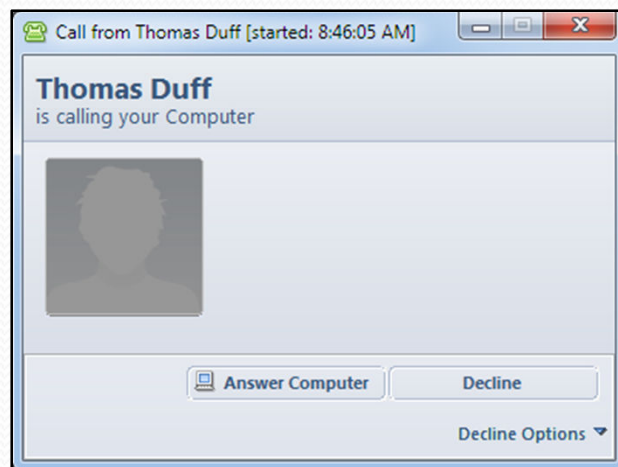
Step 1: Call Selected Contact



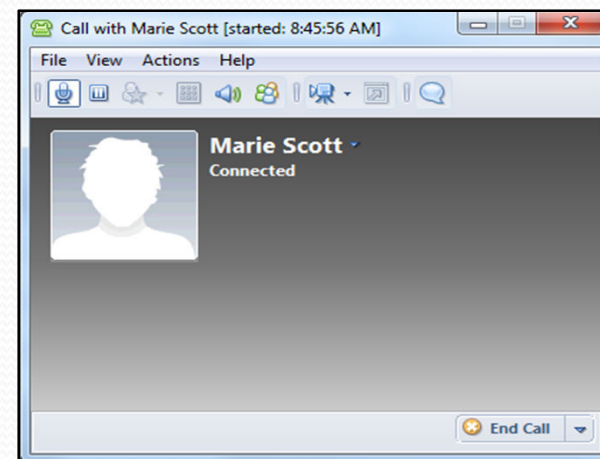
Step 2: You are connecting



Step 3: They see your call

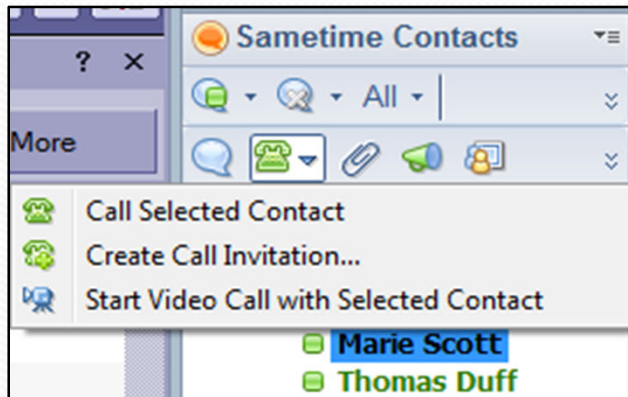


Step 4: You're talking!

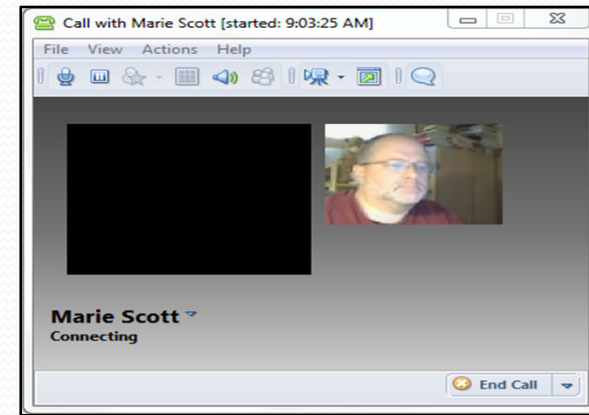


# Voice and Video – Adding In Video

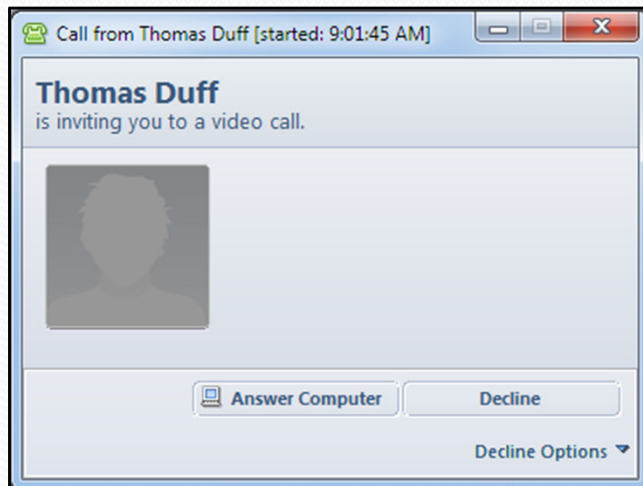
Step 1: Start Video Call



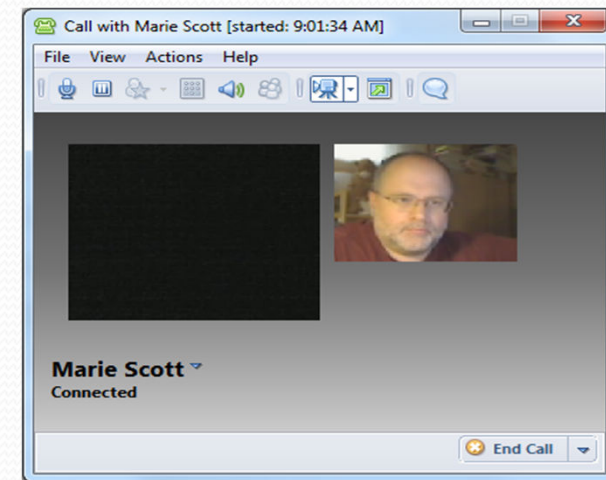
Step 2: You are connecting



Step 3: They see your call



Step 4: You're talking AND seeing!



# Voice and Video – Get the Gadgets

- **Sound Card:** Full duplex to participate in interactive audio/video meetings
- **Microphone & Speakers:** A headset that contains a boom microphone performs best. If a desktop microphone is used, a unidirectional dynamic microphone that uses batteries is preferred.
- **Camera:** A high-quality USB camera.
  - Users who don't have a camera – can still participate in a audio/video chat or online meeting.



# Voice and Video – Confirm your Config

**Web Conference Tools**

You can specify the tools you want people to know you have, as well as check that your audio and video tools are working properly.

**Choose tools**

- ☐ I have a microphone
- ☐ I have speakers
- ☐ I have a web camera

**Test my tools**

Test your audio and video tools to check that they are working, and to automatically set preferences for your audio and video cards.

**Test my Audio/Video Tools**

TIP: Before you schedule a call or schedule an online meeting using voice and video, be sure to test your audio/video config. In your Preferences - Sametime – Web Conference Tools – you can test your hardware configuration in advance.

# Meeting Center – Not Just for Meetings!



- Screen Sharing
- Whiteboards
- Voice/Video
- Recording for future playback
- Save money and time!

# Meeting Center – The Site To Create Your Meetings

The screenshot shows the IBM Lotus Sametime Meeting Center website. The header includes the Lotus Sametime logo on the left and the IBM logo on the right. On the left side, there is a login section titled "Log in to Sametime meetings" with fields for "User name:" and "Password:", and a "Log In" button. The main content area is titled "Welcome to IBM Lotus Sametime" and "Sametime Instant Messaging" with the subtitle "Chat, talk, and send documents across your company". Below this is a list of four features: 1. Chat history, 2. Rich text and screen snapshots, 3. Type-ahead contact search, and 4. Video chats. To the right of the list is a screenshot of the Sametime interface showing a chat window and a contact list. On the far right, there are two large buttons: "Attend a Meeting" (green) and "Schedule a Meeting" (blue), each with an icon. Below these buttons are links for "View All Meetings", "Need more information?", "Sametime Meetings Help", "Lotus Sametime 8.0.2 SDK", "Developer resources", "IBM.com", and "Lotus.com".

Lotus. Sametime. IBM.

Log in to Sametime meetings  
User name:  
Password:  
**Log In**

## Welcome to IBM Lotus Sametime

**Sametime Instant Messaging**  
Chat, talk, and send documents across your company

1. With IBM® Lotus® Sametime®, you can use chat history to find previous online conversations.
2. Enhance your collaboration by including rich text, emoticons, and screen snapshots. Real-time spell checking finds typos as you type, and integrated voice chat lets you seamlessly transition from typing to talking.
3. Quickly find contacts using type-ahead, and mouse over names to see additional contact and location information.
4. Start video chats with other users.

Optional plug-ins extend the contact list and chat window even further, integrating business applications directly into the real-time messaging experience.

**Attend a Meeting**

**Schedule a Meeting**

[View All Meetings](#)

**Need more information?**  
[Sametime Meetings Help](#)  
[Lotus Sametime 8.0.2 SDK](#)  
[Developer resources](#)  
[IBM.com](#)  
[Lotus.com](#)

Meeting Center (web-based) allows you to schedule and attend virtual meetings.



# Meeting Center – The Site To Create Your Meetings

The screenshot shows the Lotus Sametime Meeting Center interface. At the top, there's a header bar with the Lotus Sametime logo and the text "Meeting Center". Below this, on the left side, there's a sidebar with the text "Logged in as Ian Wilson" and a "Log Out" button. Below the sidebar, there's a "New Meeting" button and a list of meeting categories: "In Progress", "Today", "Scheduled", and "Completed". The main content area is titled "Meetings In Progress" and contains a table of active meetings. The table has columns for Date, Time, Meeting, Chair, and Status. One meeting is listed: "TDI Presentation Planning" by "Ian Wilson" on "4/17/2010" at "7:00 PM", with a status of "In Progress". An "Attend" button is highlighted next to the meeting name.

Lotus. Sametime. | Meeting Center

Logged in as  
Ian Wilson  
[Log Out](#)

New Meeting

- In Progress
- Today
- Scheduled
- Completed

### Meetings In Progress

Click Attend to join an active meeting, or click a meeting name to see information about the meeting.

Date	Time	Meeting	Chair	Status	
4/17/2010	7:00 PM	<a href="#">TDI Presentation Planning</a>	Ian Wilson	In Progress	<a href="#">Attend</a>

Once logged in, you can see meetings that are scheduled, completed, or in progress, as well as setting up a new meeting.

# Meeting Center – The Site To Create Your Meetings

**New Meeting**

Essentials | People | Slides | Options

To create an online meeting, fill out the information on this tab and click Save. You can optionally use the settings on the other tabs to invite people, add content, and set options.

\* Meeting name: TDI Presentation Planning

Description or other meeting information: Go over the webcast presentation material

\* When: ☐ Start Now

Starting date: 4/17/2010 Repeat...

Time: 6:30 PM

Duration: 0d 3h 00m

Audio and video services: ☒ None ☐ Computer audio ☐ Computer audio and video

Meeting password: .....

Re-type password: .....

\* Required field

Save Cancel

**New Meeting**

Essentials | People | Slides | Options

Choose the people who can attend the meeting, or leave it open to all users. For a collaborative environment, where anyone can upload files, show slides, draw on the whiteboard, and share their screens, give all participants permission to present content.

Chair: Ian Wilson Change...

Who can attend:

☐ Open meeting to all users

☒ Restrict the meeting to the following users:

Add or Remove People...

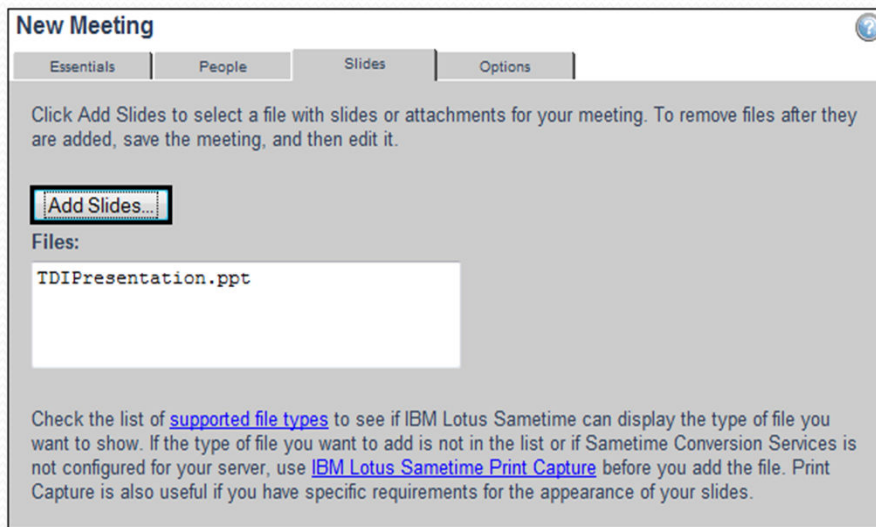
Permissions:

☒ All participants have permission to present content

The Essentials tab covers title, description, date/time, audio/video, and meeting password. The People tab covers who is invited (if that is a restricted list).

Tip: Always password protect your meetings. You don't want "unexpected guests"!

# Meeting Center – The Site To Create Your Meetings



**New Meeting**

Essentials | People | **Slides** | Options

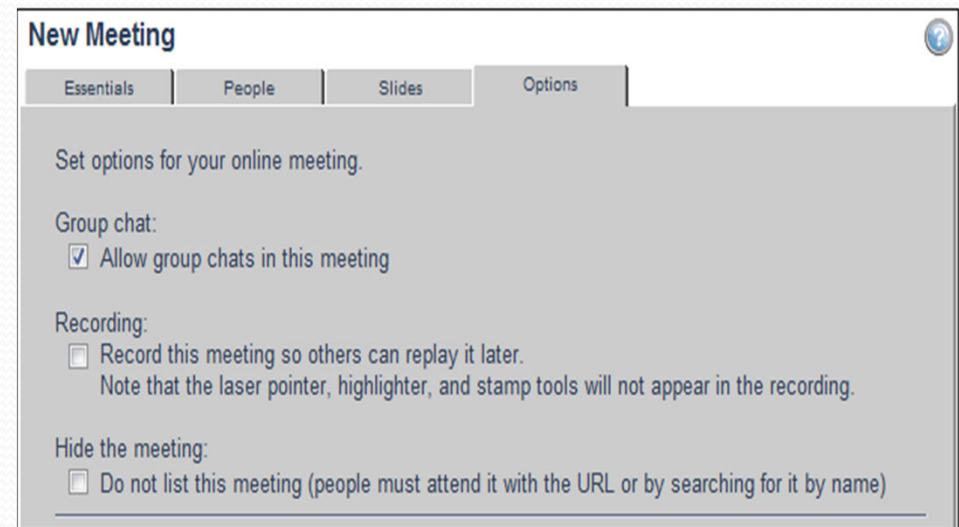
Click Add Slides to select a file with slides or attachments for your meeting. To remove files after they are added, save the meeting, and then edit it.

**Add Slides...**

Files:

TDIPresentation.ppt

Check the list of [supported file types](#) to see if IBM Lotus Sametime can display the type of file you want to show. If the type of file you want to add is not in the list or if Sametime Conversion Services is not configured for your server, use [IBM Lotus Sametime Print Capture](#) before you add the file. Print Capture is also useful if you have specific requirements for the appearance of your slides.



**New Meeting**

Essentials | People | Slides | **Options**

Set options for your online meeting.

Group chat:

☒ Allow group chats in this meeting

Recording:

☐ Record this meeting so others can replay it later.  
Note that the laser pointer, highlighter, and stamp tools will not appear in the recording.

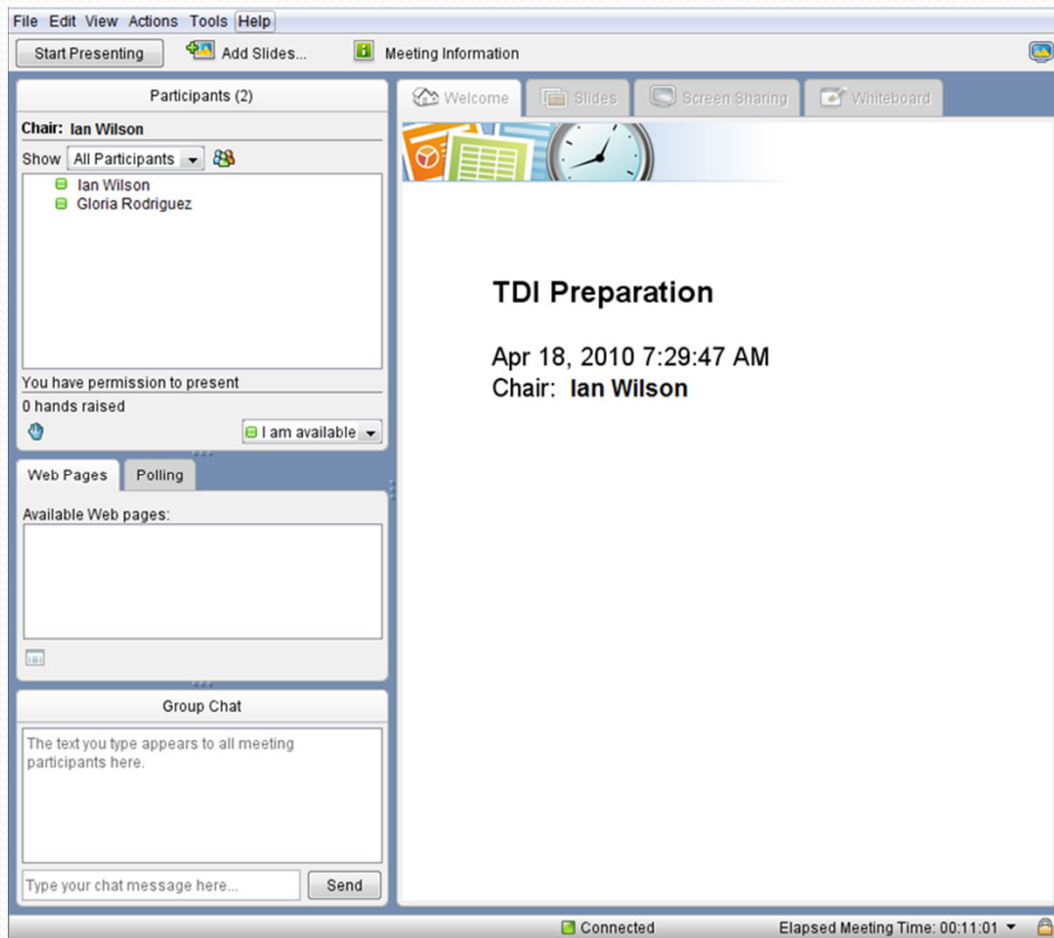
Hide the meeting:

☐ Do not list this meeting (people must attend it with the URL or by searching for it by name)

The Slides tab allows you to preload a file for use during the meeting, while the Options tab covers a few remaining items, including allowing group chats and most importantly whether the meeting will be recorded.

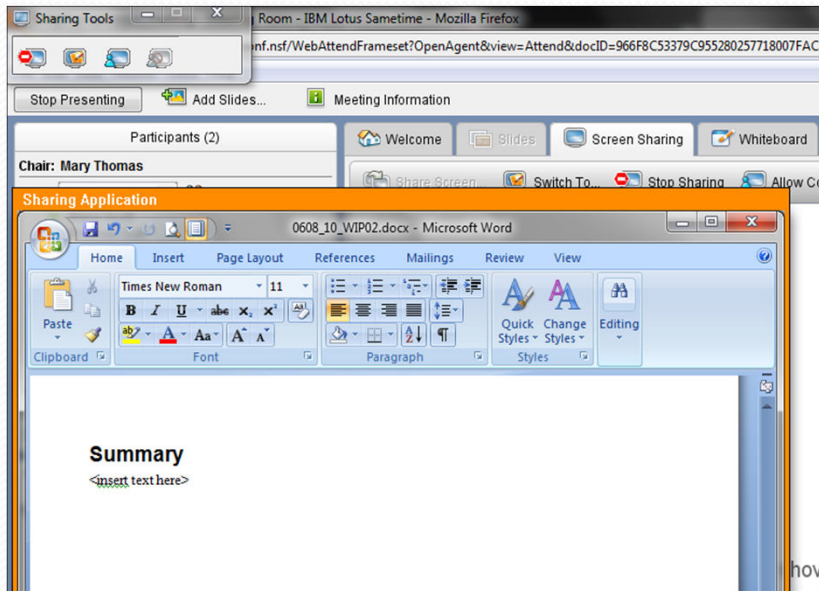


# Meeting Center – The Site To Create Your Meetings



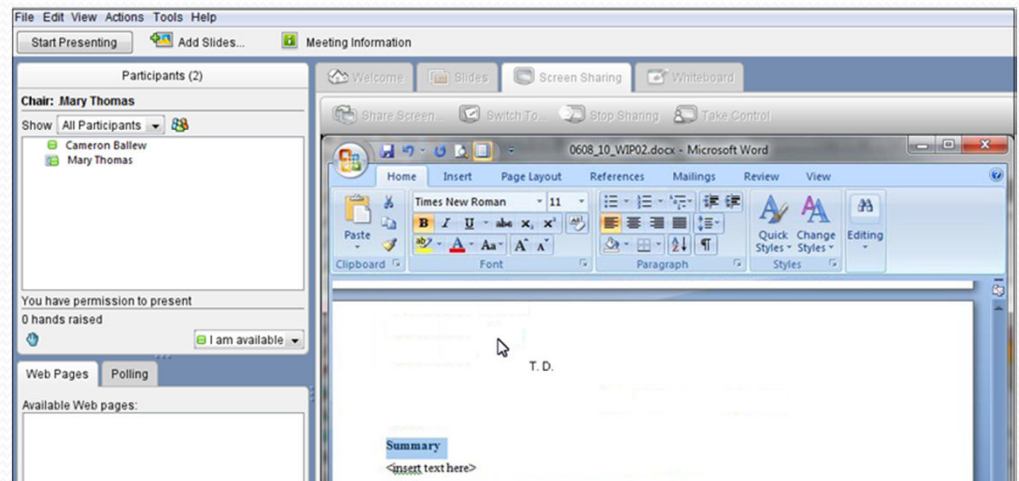
When you start your meeting, this is what the interface looks like... You can see the participants, any web pages or polls shared in the meeting, any group chat that is occurring, and the actual area where the screen sharing occurs.

# Meeting Center – Sharing Your Screen

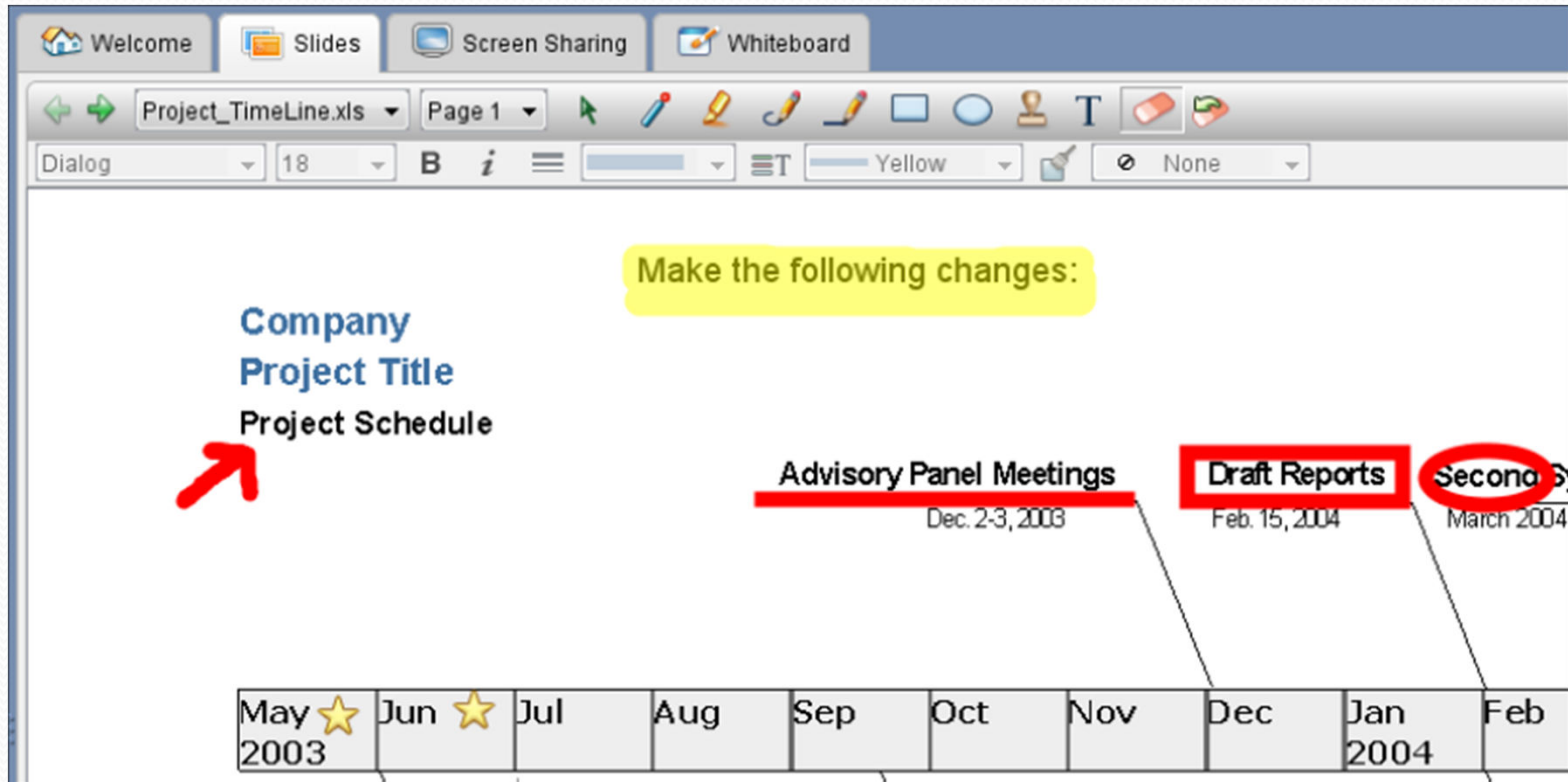


As the person sharing your screen, you can choose the entire screen, a portion of the screen, or a specific application.

The people who are in the meeting will only see that portion of your screen.



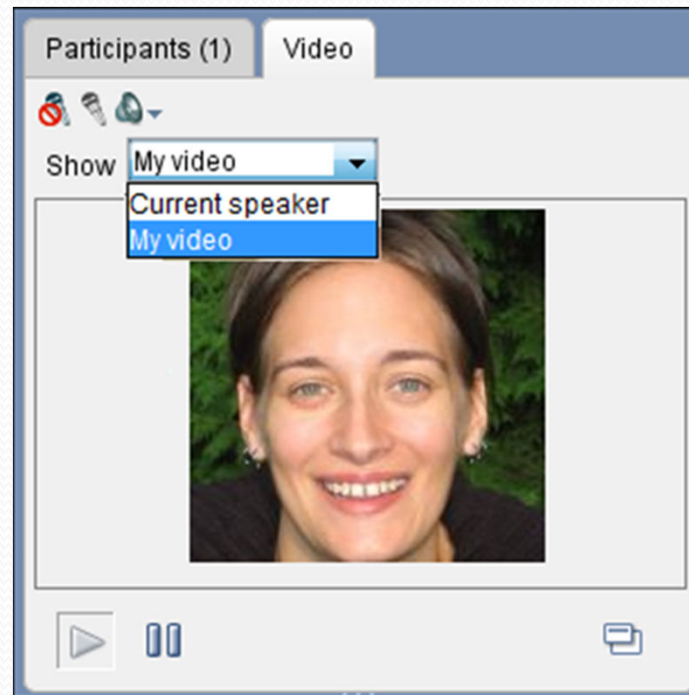
# Meeting Center – Using The Whiteboard



Whiteboards are like screen sharing, except you have a file displayed, and you're able to annotate the file with sketches, highlighting, graphics, and text.



# Meeting Center – Voice and Video



You can use voice and video in your Sametime meetings, and actually view and converse with your attendees. This requires a webcam for video, and a headset/microphone for audio. The better the headset and microphone, the better your meeting will sound.

# Meeting Center – Recording The Meeting

**Meeting Details: test recording**  
Meeting has ended.  
  
The meeting is finished.  
  
It has been recorded.  
[Replay the Meeting](#)

**Basic information**

Meeting name:	test recording
Start time:	Thu, 7/29/2010 8:58 AM
Duration:	0d 0h 02m
Has password?	No
Allows group chat?	Yes
Recorded?	Yes
Status:	Completed

If you record the meeting, you can have others play it back at their convenience. This is great for online training or informational sessions.

Again, it's very important to have a high quality microphone if you're recording, so that the audio playback will be acceptable.



# Meeting Center – Why Do I Need This?

- Put the Meeting Center to work for you:
  - Share your workstation screen with others.
  - Troubleshooting someone's desktop remotely using screen sharing.
  - Set up online recorded training sessions for your company, department, or users to maximize training resources.
  - Bring together staff who are at remote locations without to save money and time.
  - Allow teams to work together spontaneously the need for a real meeting room!

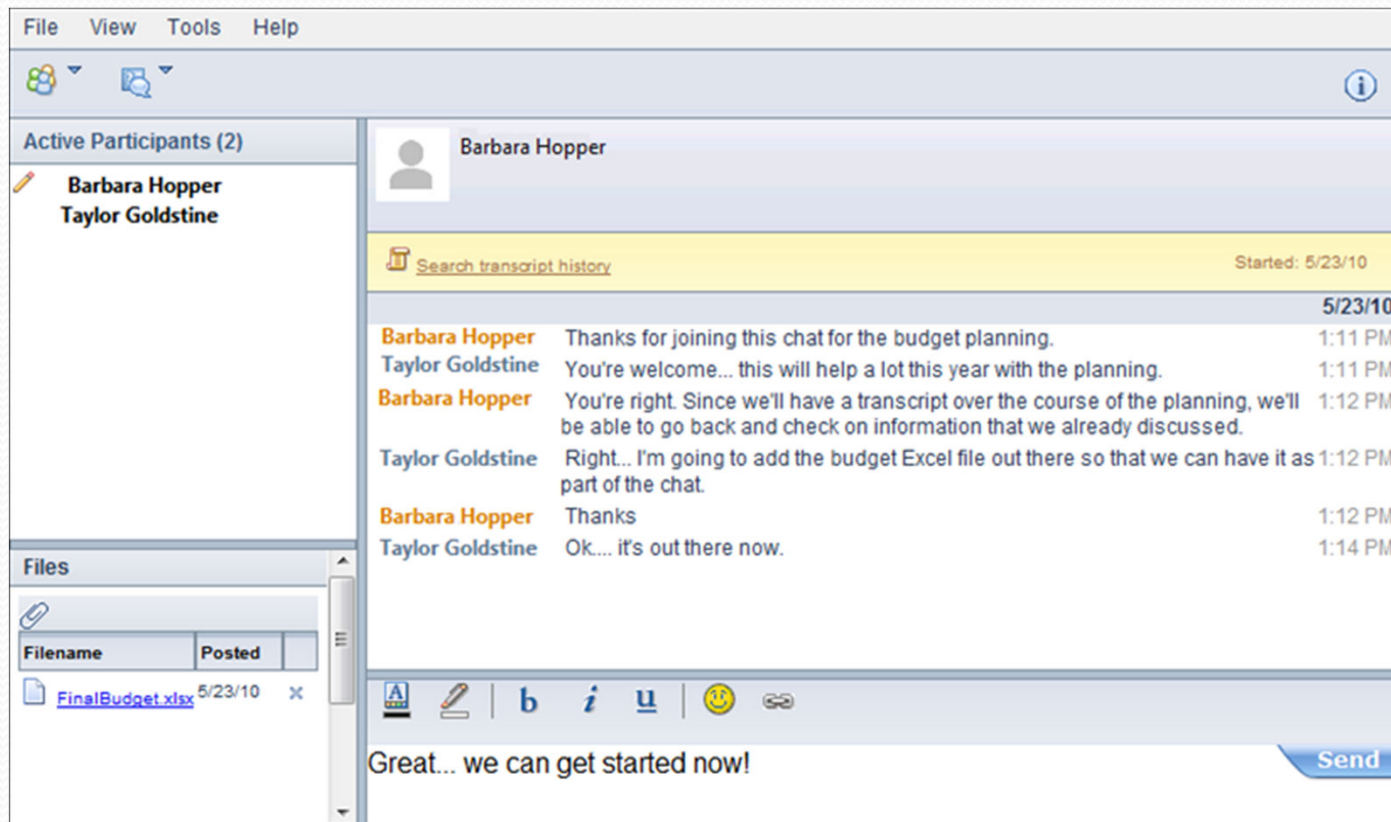


# Sametime Advanced



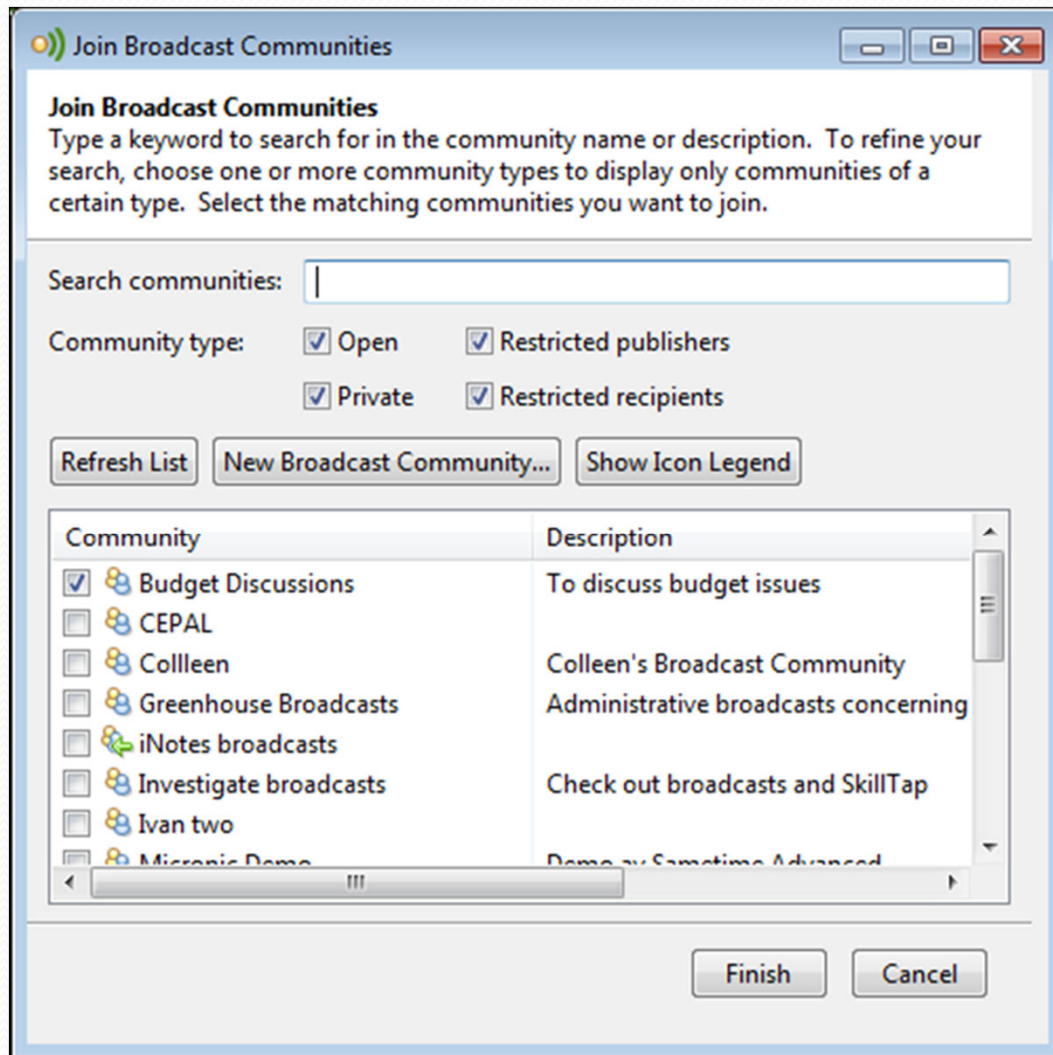
- Persistent Chats
- Broadcast Communities
- Skill Tap
- Instant Polling

# Sametime Advanced – Chat 24/7

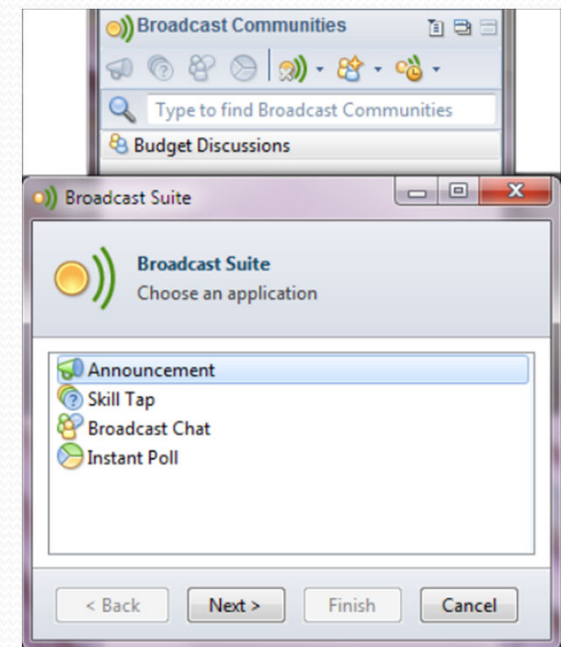


Your group chat is continuous and doesn't shut down when you leave. People can come and go, catching up and contributing on their schedule.

# Sametime Advanced – Broadcast Communities

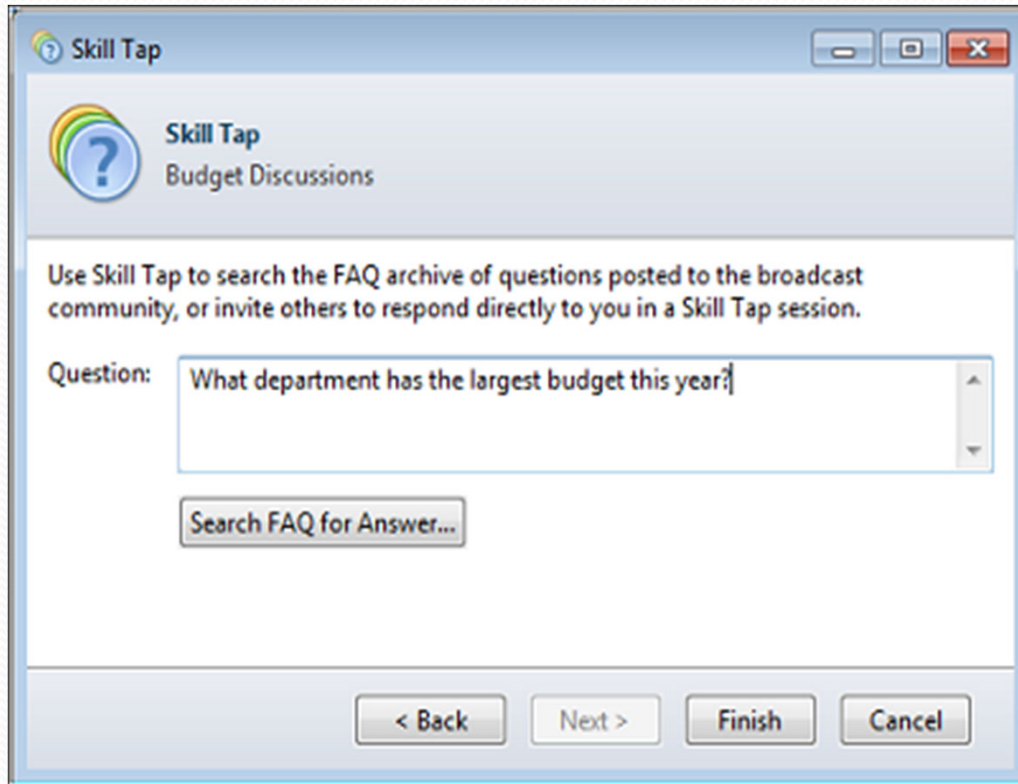


Broadcast Communities are groups of people who are part of some common project or topic, and they have a number of tools available to them.





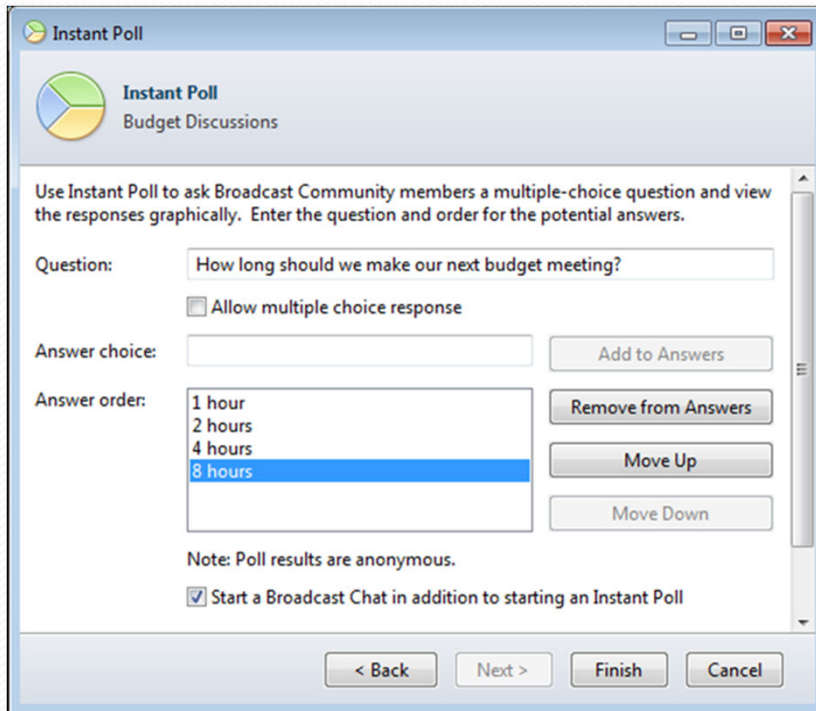
# Sametime Advanced – Skill Tap



The screenshot shows a 'Skill Tap' dialog box with a title bar containing a question mark icon and the text 'Skill Tap'. Below the title bar is a header area with a circular icon containing a question mark and the text 'Skill Tap' and 'Budget Discussions'. The main area contains the instruction: 'Use Skill Tap to search the FAQ archive of questions posted to the broadcast community, or invite others to respond directly to you in a Skill Tap session.' Below this is a 'Question:' label followed by a text input field containing the text 'What department has the largest budget this year?'. Below the input field is a button labeled 'Search FAQ for Answer...'. At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

Skill Tap allows you to look for answers in the Broadcast Community Frequently Asked Questions (FAQ) list, or poll the community for answers to questions.

# Sametime Advanced – Instant Polling



Instant Poll

Budget Discussions

Use Instant Poll to ask Broadcast Community members a multiple-choice question and view the responses graphically. Enter the question and order for the potential answers.

Question:

☐ Allow multiple choice response

Answer choice:

Add to Answers

Answer order:

- 1 hour
- 2 hours
- 4 hours
- 8 hours

Remove from Answers

Move Up

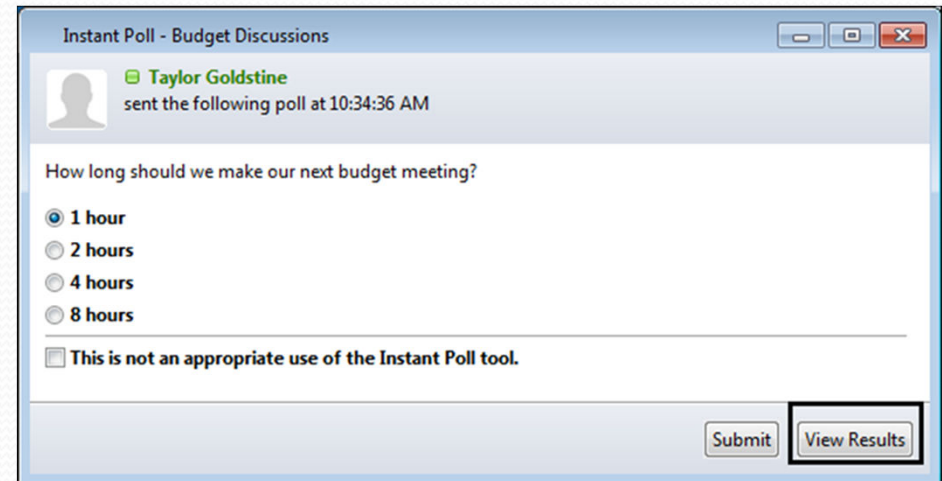
Move Down

Note: Poll results are anonymous.


☒ Start a Broadcast Chat in addition to starting an Instant Poll

< Back Next > Finish Cancel

Instant Polling allows you to send quick polling questions to the community, and then check to see what the group consensus might be...



Instant Poll - Budget Discussions

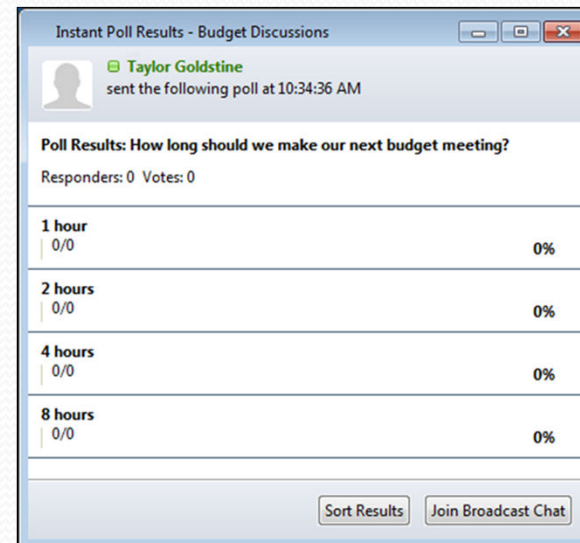
 **Taylor Goldstine**  
sent the following poll at 10:34:36 AM

How long should we make our next budget meeting?


- ☒ 1 hour
- ☐ 2 hours
- ☐ 4 hours
- ☐ 8 hours

☐ This is not an appropriate use of the Instant Poll tool.

Submit View Results



Instant Poll Results - Budget Discussions

 **Taylor Goldstine**  
sent the following poll at 10:34:36 AM

**Poll Results: How long should we make our next budget meeting?**

Responders: 0 Votes: 0

1 hour	0/0	0%
2 hours	0/0	0%
4 hours	0/0	0%
8 hours	0/0	0%

Sort Results Join Broadcast Chat

# Sametime Gateway – Reaching Out



- Connecting to AOL users
- Connecting to Yahoo users
- Connecting to Google users



# Sametime Gateway – Yahoo, AIM, and Google

**Add Sametime Contact**

Add a new contact by entering a name below.

Lookup Name | Browse for Name

☒ Add external user by E-mail address

E-mail:  
dinos5@gmail.com

Nickname (optional):

Add to group:  
Additional Contacts | Change...

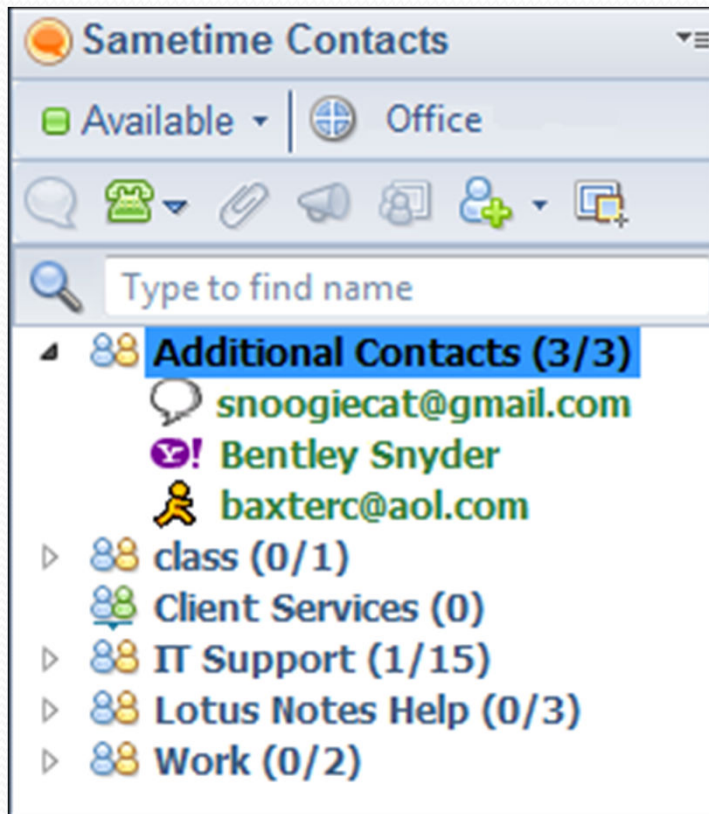
Provider:  
Google

Add | Close

The Sametime Gateway will also allow you to specify Google, Yahoo, or AOL as a chat provider, and those selected individuals will show up in your Contact List with the appropriate icons for those chat services.

TIP: If your organization has a Sametime Gateway configured you'll see "Add external user by E-mail address" as an option when adding Sametime Contacts

# Sametime Gateway – Yahoo, AIM, and Google



Each provider – Yahoo, AIM, and Google – shows a separate icon to indicate which mail service the person is using. Awareness is also available to notify you when the person is online.

TIP: Just like with other contacts you can create nicknames for their contact info and create alerts when the person's status changes!



# What's New in Sametime 8.5 & 8.5.1



Sametime 8.5 and 8.5.1 makes it even easier to stay connected.

New Features include:

- Browser based client – no downloads required!
- iPhone support
- Meeting Center is now “applet-free” which means faster meeting starts
- New client platforms including:
- Blackberry 5.0 devices, Windows Mobile 6.5 devices, Windows 7.0, Macintosh 10.6, and Linux (SUSE Linux Enterprise Desktop (SLED), Ubuntu, and Red Hat Enterprise Desktop (RHED)).



# Sametime Resources

- Want to learn more about Sametime? Visit the following websites:
  - Sametime website:
    - <http://www-01.ibm.com/software/lotus/sametime/>
  - Sametime learning resources:
    - [http://www-10.lotus.com/ldd/stwiki.nsf/xpViewCategories.xsp?lookupName=Media gallery](http://www-10.lotus.com/ldd/stwiki.nsf/xpViewCategories.xsp?lookupName=Media%20gallery)
  - Sametime wikis:
    - <http://www-10.lotus.com/ldd/stwiki.nsf>
  - Sametime forum:
    - <http://www-10.lotus.com/ldd/stforum.nsf?OpenDatabase>



## For More Information...

- Packt Publishing will be releasing a book titled:  
**IBM Lotus Sametime 8 Users Guide**
- Written by your presenters, Marie Scott and Thomas Duff
- Due (hopefully!) by the end of 2010
- As we mentioned, high-quality microphones make all the difference in your online meetings or individual voice chats if you use audio.
- Please visit this webcast's sponsor - Plantronics - for equipment that integrates seamlessly with Sametime  
<http://www.plantronics.com>

# Questions? Comments?



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