



Anymeeting: User's guide

Date: October 2014

Version: 1.2

Note

Click here to download the Spanish version:

<http://descarga.baiandby.com/AnymeetingES.pdf>

What is Anymeeting?

It is a tool bai&by uses to have tutorials and conversation classes through the web. This way, you will be able to have tutorials and classes with your tutor or teacher in an easy and comfortable way.

Technical Requirements

In order to talk to your bai&by tutor or teacher through Anymeeting, you need a computer or tablet with Internet connection and a microphone. To avoid sound problems, we recommend a headset with built-in microphone. The webcam is optional.

For computers

- Windows XP or higher / Mac OSX 10.6 or higher.
- Newest version of Internet Explorer 8, Mozilla Firefox, Google Chrome or Safari.
- 1024x768 or higher screen resolution.
- Most recent version of Adobe Flash Player. You can [download](#) the latest version on the Adobe website.

For tablets

- Android 2.3.3 or higher.
- The Anymeeting application. You can [download](#) it on Google Play.

In both cases, you need a suitable broadband Internet connection (at least 450 Kbps data transfer speed). Bear in mind that normally cable connections are faster than Wi-Fi connections.

Test the system

Before you start a real session, Anymeeting gives you the opportunity to test your Internet connection and to check that both your computer hardware and software are ready.

If you are using Anymeeting for the first time, we recommend you carry out this test as soon as possible. In order to do this, click on this link through the browser of the computer you will be using and follow the instructions you will find there:

http://www.anymeeting.com/system_test

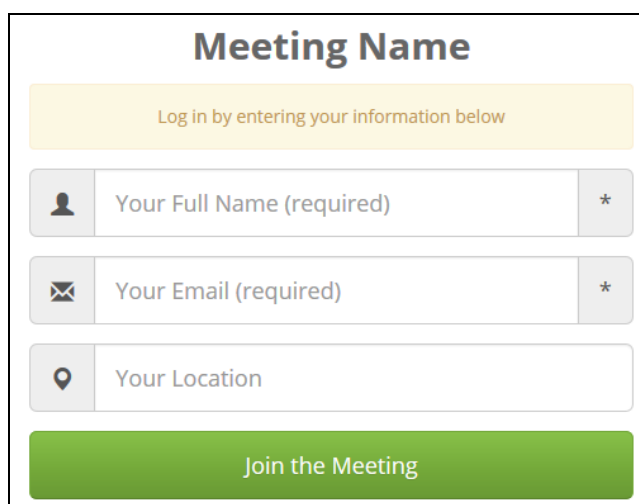
Start the session




We will explain now how to start a session with Anymeeting on your computer step by step.

1 Open your browser and enter the class

The address you have to click on will be similar to this one:
<http://www.anymeeting.com/baibyTUTOR1>. You will find it in the e-mail address you have received for the session.

2 Write your name and e-mail

A screenshot of the Anymeeting login interface. At the top, it says "Meeting Name". Below that is a yellow box with the text "Log in by entering your information below". There are three input fields: "Your Full Name (required)" with a person icon and an asterisk, "Your Email (required)" with an envelope icon and an asterisk, and "Your Location" with a location pin icon. At the bottom is a green button labeled "Join the Meeting".

Meeting Name	
Log in by entering your information below	
	<input type="text" value="Your Full Name (required)"/> *
	<input type="text" value="Your Email (required)"/> *
	<input type="text" value="Your Location"/>
<input type="button" value="Join the Meeting"/>	

Full Name and Email fields are required. Location field is optional.

Click on "Join the Meeting". A new browser window will open. If this is not the case, make sure the "Block pop-up windows" option is disabled or add "www.anymeeting.com" to the list of allowed websites.

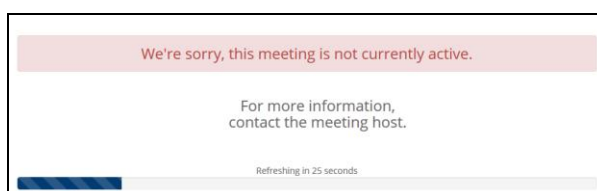
3 Sound through the computer



We, at bai&by, use the sound through the computer for the Anymeeting sessions.

Click on “*Use my computer*”.

4 Your tutor is not available



Your tutor must be available so that you can start a session. If you see a message similar to this one, check that you are in the right classroom and that you have connected to Anymeeting at the appointed date and time. If so, try a bit later, your tutor's classroom could still be busy.

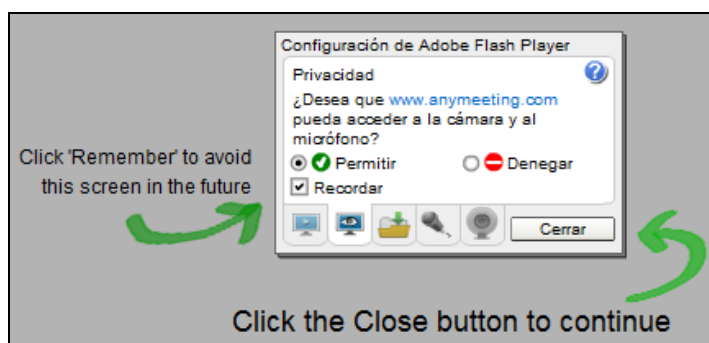
5 To achieve the best results



Then the following page will be displayed. Click on “*Go it, thanks!*”.

6 Allow Flash Player

On some computers, depending on their configuration, you can see this little window:

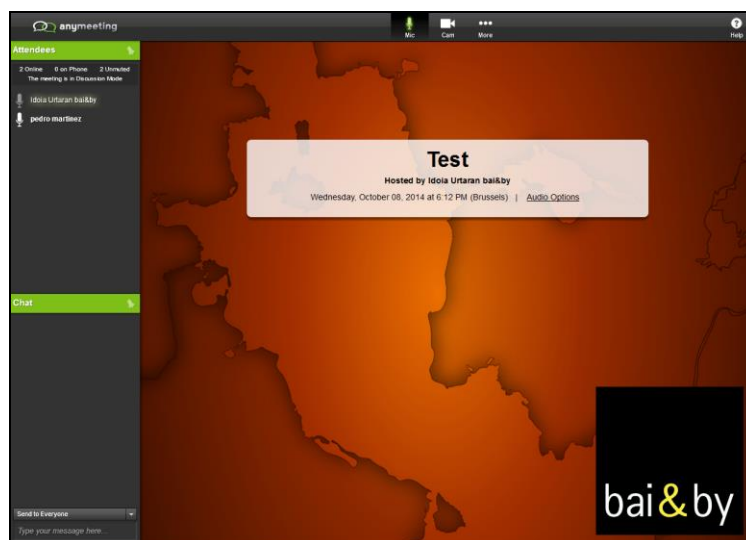


Choose “*Permitir*”, activate “*Recordar*” and click on “*Cerrar*”. You will not see this window from now on.

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Start the session

When you start the session, you will see a page similar to this one:



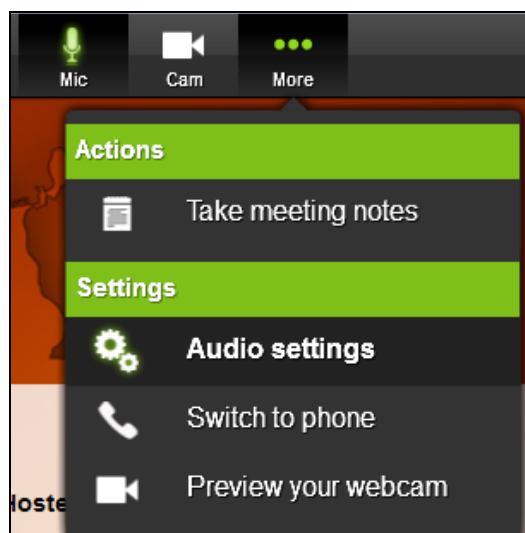
In most cases, with the default settings, the sound will work well (you will hear your tutor through the loudspeakers and you will be able to talk to him/her through the microphone).

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Get the sound ready

If you had problems to hear each other, check first that your loudspeakers are on, well connected and with the right volume and that your loudspeakers are not muted.

If you had to change the Anymeeting settings, place your cursor on "More", on the upper side of the menu, and click on "Audio settings".



You will be able to modify the sound settings on this window you will see:

