



# Creating an eMeeting

1. Open your web browser to <http://www.vanderbilt.edu/centra> and login.
2. From the list on the left, select **Create Meeting**.

VANDERBILT UNIVERSITY  
Help Tutorial System Check

Lauren Marler  
Vanderbilt University

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### Create Meeting

**Schedule**

Name:

Day: 02/19/07

Time: 2 : 00 PM

(GMT -06:00) Central Time (US & Canada)

Duration:  Hours: 0 Minutes: 30  Ongoing

Cost Center: No Selection

Description:

3. Give your meeting a name, date, time, and duration; reserve sufficient seats.

### Create Meeting

**Schedule**

Name: Centra Overview

Day: 02/19/07

Time: 2 : 00 PM

(GMT -06:00) Central Time (US & Canada)

Duration:  Hours: 1 Minutes: 00  Ongoing

Cost Center: No Selection

Description:

**Seat Availability**

Seats Reserved: 10 (20 max, including meeting host)

Servers:

4. Specify *Meeting* and *Audio Options*.

The screenshot shows a configuration window with two sections: "Meeting Options" and "Audio Options". In the "Meeting Options" section, there are four checked checkboxes: "Public event (event will display on the public event list)", "Record meeting", "Allow users to attend without an invitation", and "Live video" (which is unchecked). Below these are fields for "Early Attendance: 30 Minutes", "Meeting Password:" (with an empty text box), and "Retype Password:" (with an empty text box). The "Audio Options" section has two radio buttons: "Voice Over Internet (VOIP)" (selected) and "Telephone" (unselected). Below the radio buttons is a dropdown menu for "Audio Codec:" set to "ISAC (3 KB/second)".

5. Specify e-mail addresses of invitees, then click *Done*. A confirmation e-mail will be sent to all specified attendees. Vacant seats may be used to invite participants by the leader when the conference is opened, or a link to the conference may be sent via conventional e-mail.

The screenshot shows an "Attendees" configuration window. It has two main sections: "Enter Email Addresses (e.g. jsmith@centra.com)" and "Edit Attendees (Optional)". The "Enter Email Addresses" section contains a list of 9 rows, each with a checked checkbox and a text input field. The first two rows contain the email addresses "mary.marler@vanderbilt.edu" and "danny.sulkin@vanderbilt.edu". The "Edit Attendees (Optional)" section contains a text box with instructions: "Save this event and open the attendee list. Use this to invite registered users, change roles, or remove attendees." and an "Edit Attendees" button. At the bottom of the window is a "Done" button.

6. Once the conference is created, it will be listed under your schedule; click *Lead* to enter and conduct the conference.

The screenshot shows the "My Schedule" page on the Vanderbilt University website. The page header includes the Vanderbilt University logo and navigation links: "Help", "Tutorial", and "System Check". Below the header, the user's name "Lauren Marler" and affiliation "Vanderbilt University" are displayed. A sidebar menu on the left lists various options: "My Schedule", "Public Events", "Public Recordings", "Attend Meeting", "Create Meeting", "Enrollment", "Downloads", "Tools", and "Log Out". The main content area is titled "My Schedule" and shows a table of events. The table has columns for "Event", "Start Time", and "Duration". There are three tabs: "Upcoming", "Ongoing", and "Past". The "Upcoming" tab is selected, showing one event: "Centra Overview (LDP110217)" starting at "2/19/07 2:00 PM" with a duration of "1h 00m". Below the event name, there are several action links: "Lead", "Modify", "Copy", "Remove", "Reports", and "Add Files". The "Lead" link is circled in red.