

The QUICK HOW-TO

See & Share

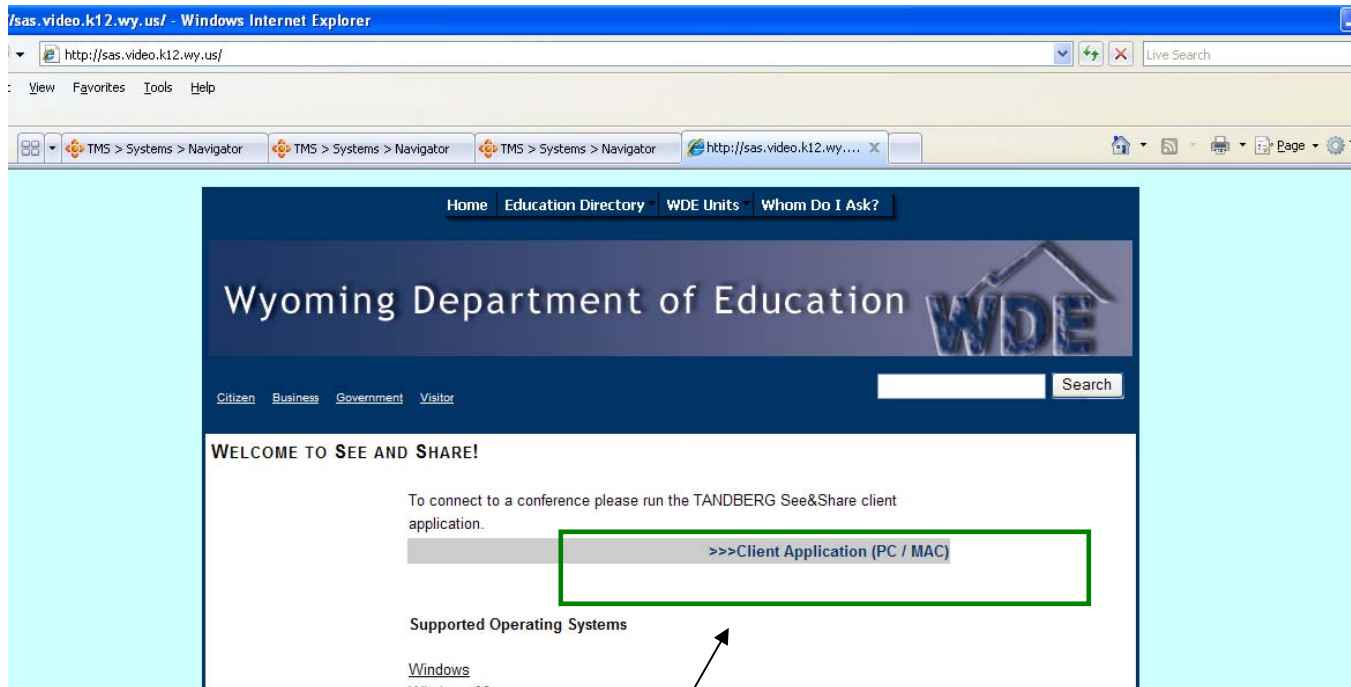
Created by
Summer Wasson, WEN Video Scheduler
Wyoming Department of Education
www.k12.wy.us/wenvideo/

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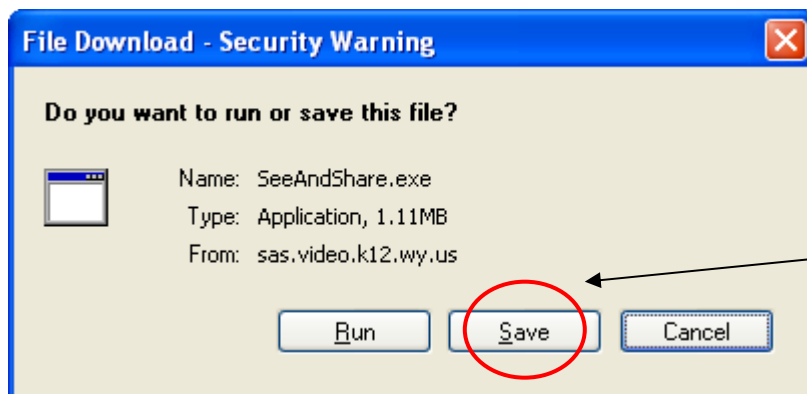
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Installing the WEN Video See & Share Client

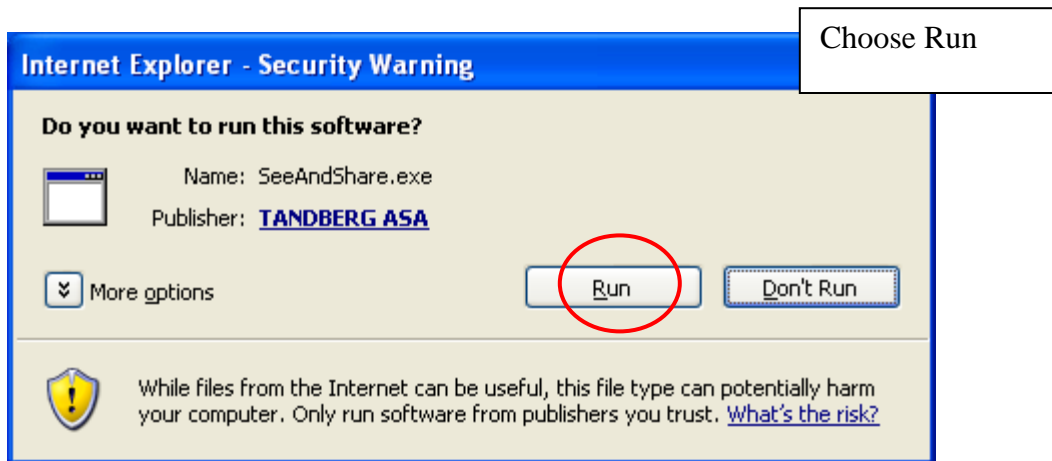
1) Go to the See & Share webpage: <http://sas.video.k12.wy.us>



Click the following link to download the client application.
This will need to be done on your PC only once
This will save the See&Share client to your desktop for future use
Each participant will need to do the same



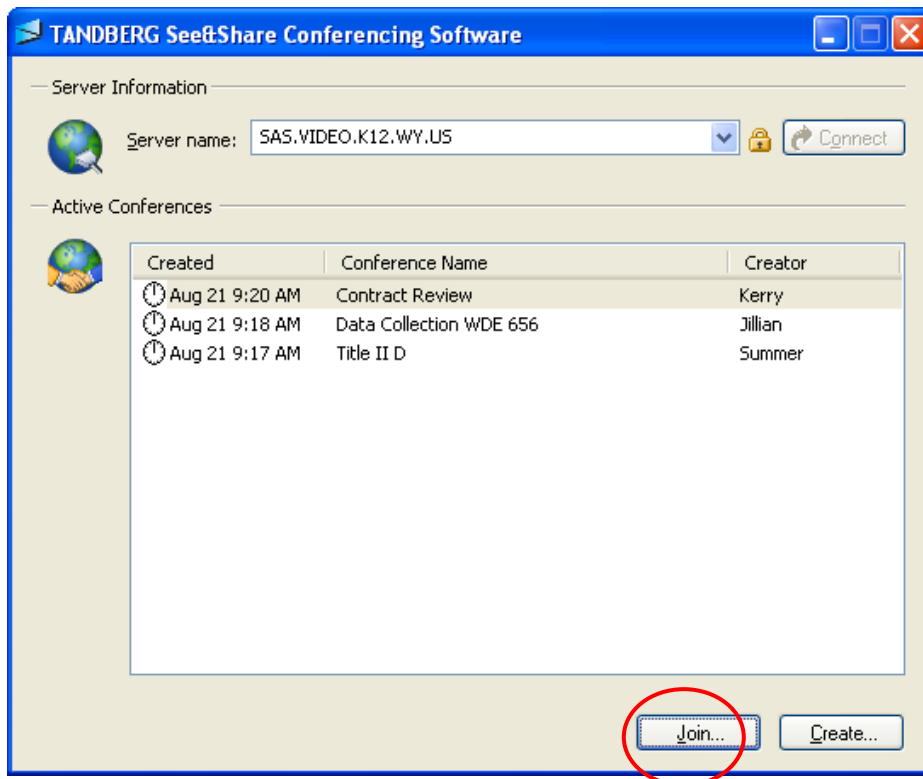
Choose Save
Save the file to your
Desktop



A message will appear "Welcome to the Wyoming Department of Education ~ See & Share Server
The application is now installed and running

Joining a See & Share Session

To join an event highlight the event and choose Join.



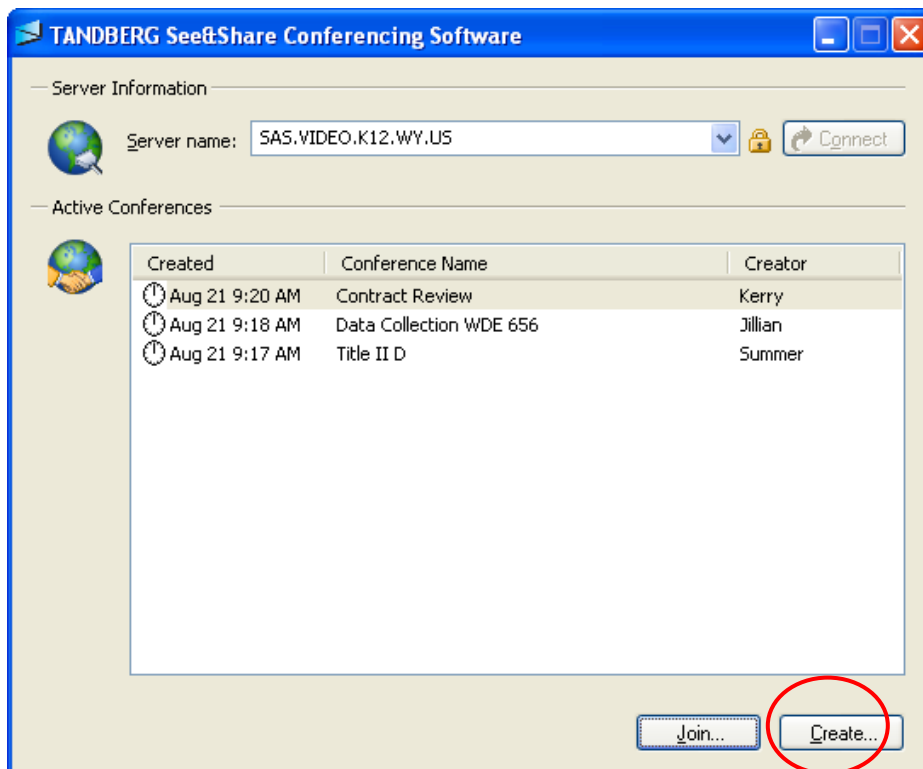
You will be prompted for your name display and password. Click OK and you will be placed in to conference.



It is recommended to password protect your meeting if it will contain sensitive material, however, it is not the default in the program.

You will be notified if other individuals join your conference.

Creating a See & Share Session



Open the See & Share application.

Choose Create

You may only create a new meeting if you have requested an account password

To obtain an account password, fill out the See & Share Request Form – 3 business days prior to the date you will need it. This account is only usable for the dates you request.

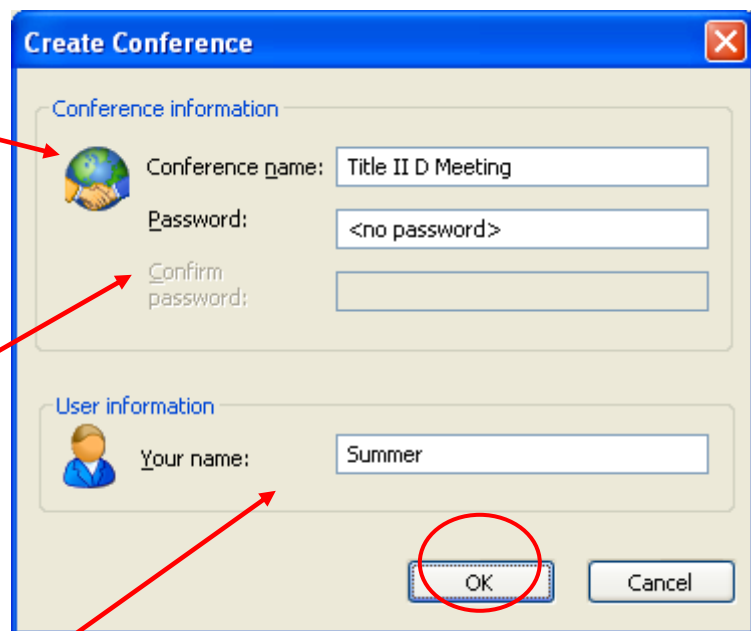
Enter the password provided to you – click OK



Enter the Conference Name – choose a conference name that other users will recognize

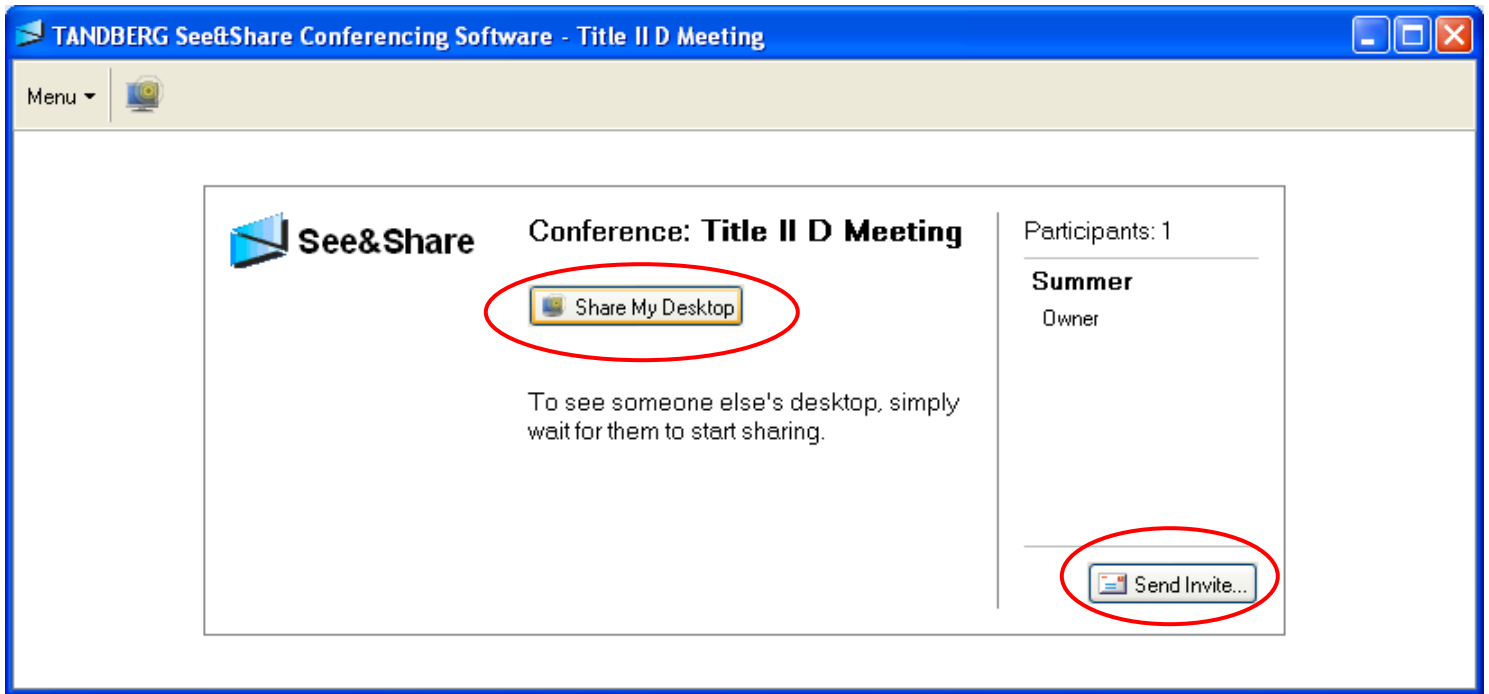
It is recommended to password protect your meeting if it will contain sensitive material, however, it is not the default in the program.

If you Invite others to join, please tell them the password



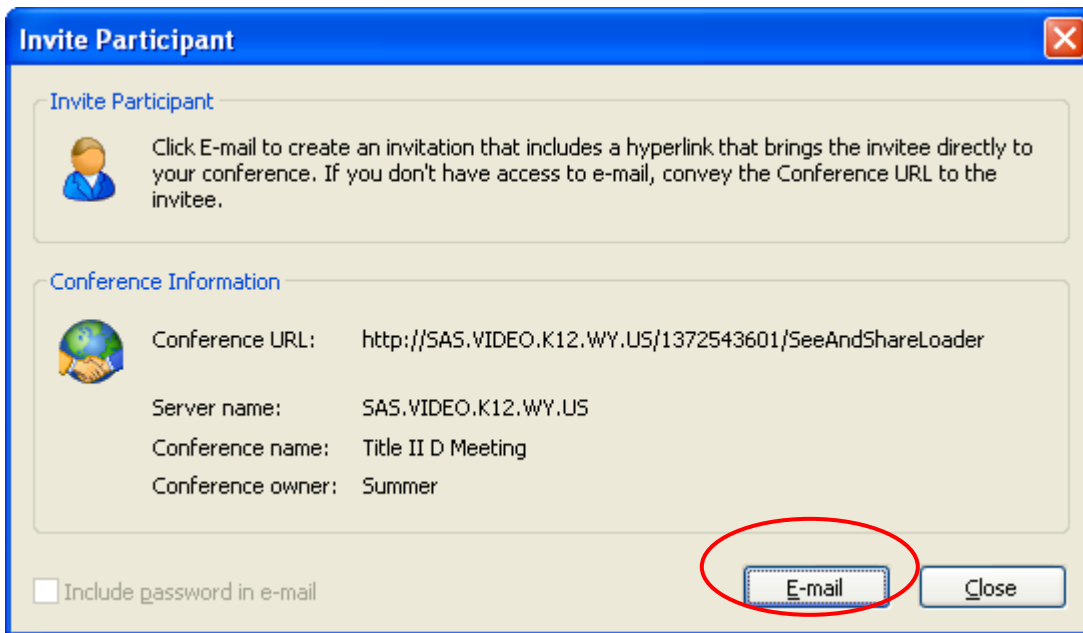
Please enter your display name – this is the name that will display to others while in your conference.

You have successfully created a meeting.
Please note the options available to you.



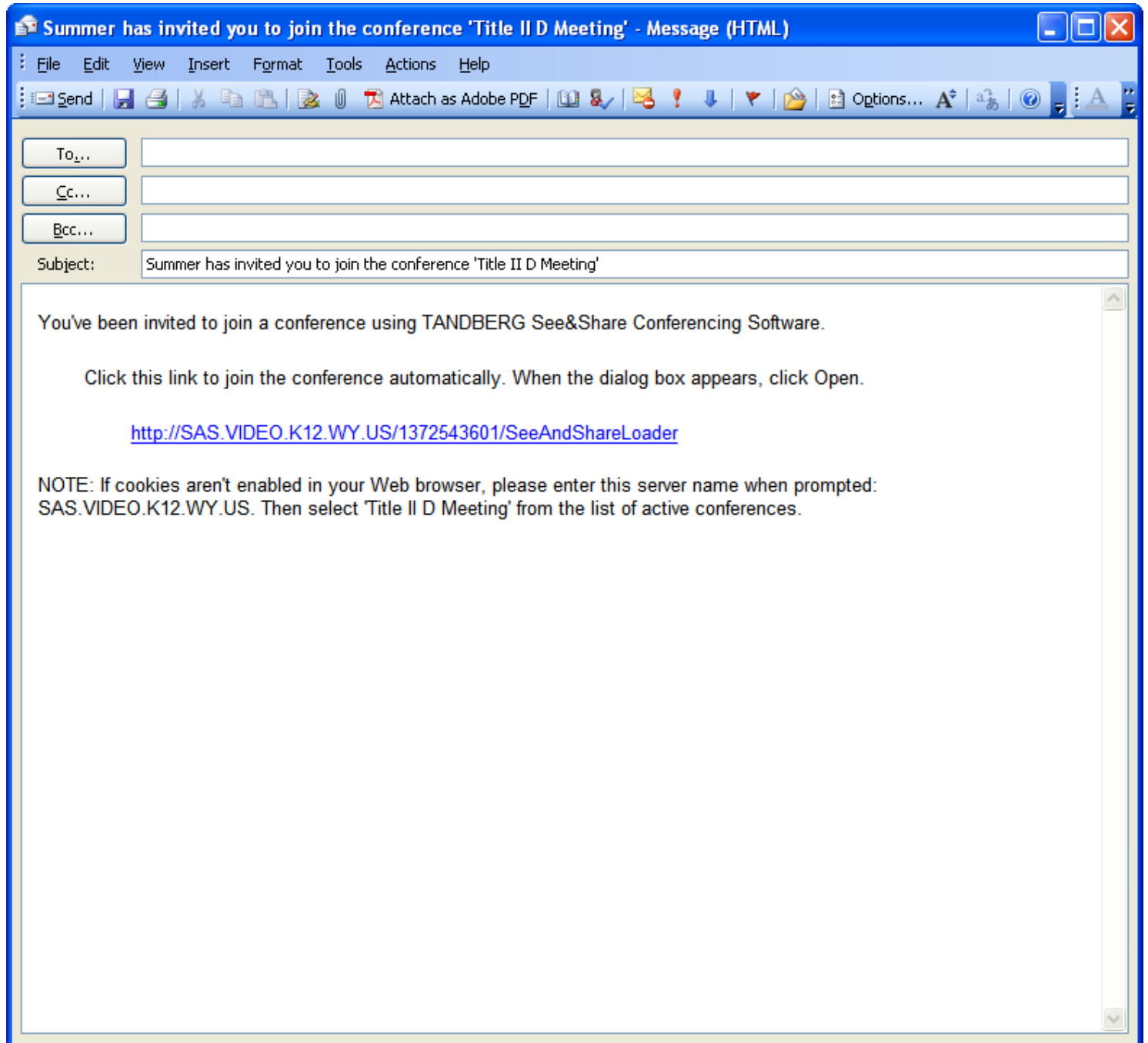
Inviting Others to a See & Share Session

Select the “Send Invite” button



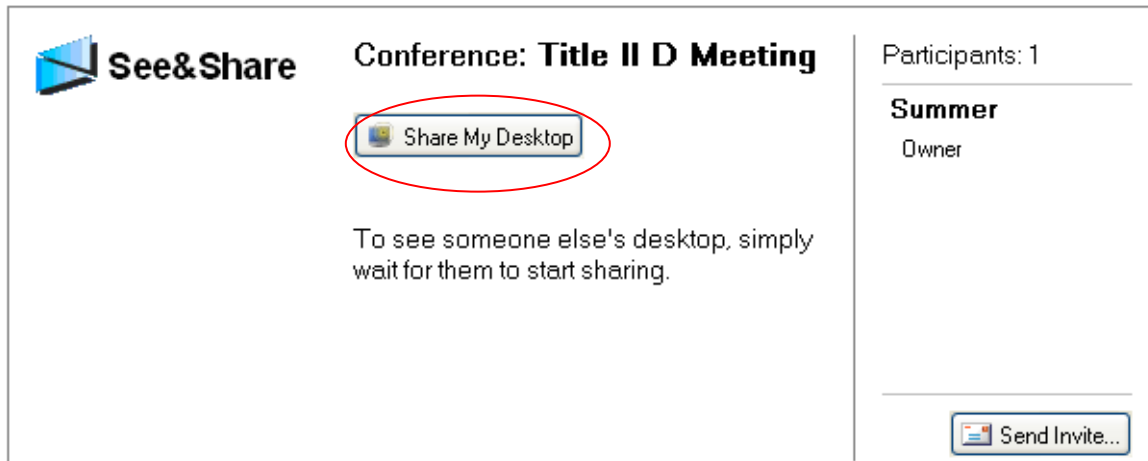
The following email will be generated for you.
You may also customize the message before sending.

The email will allow the customer to install the See & Share application, and join your conference.

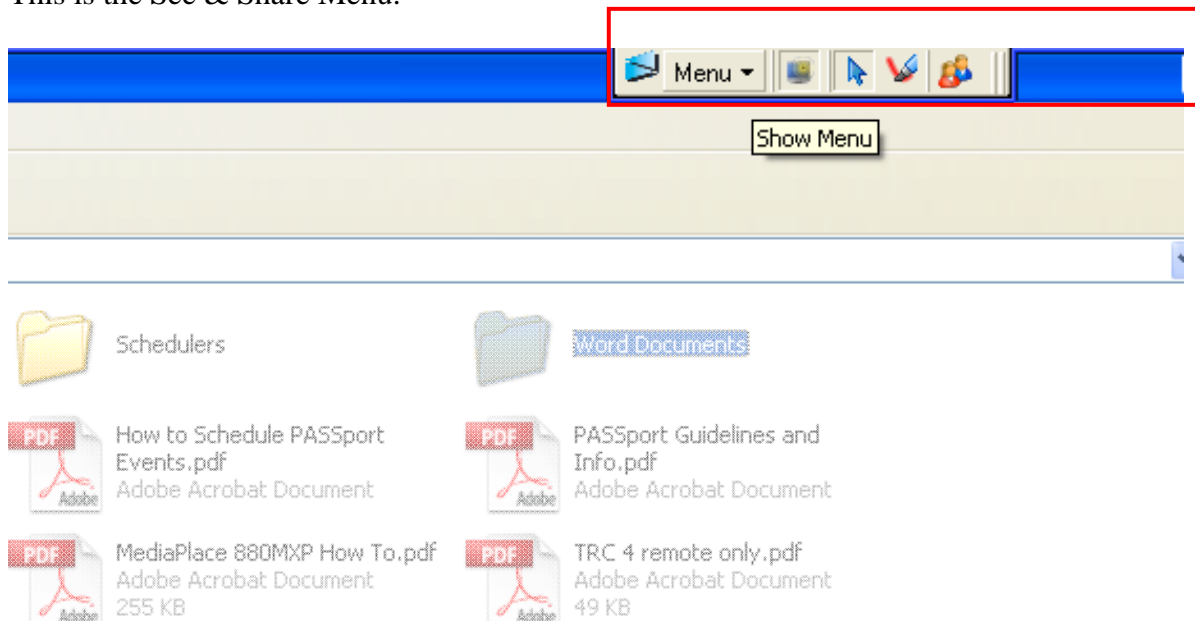


Collaborating in a See & Share Session

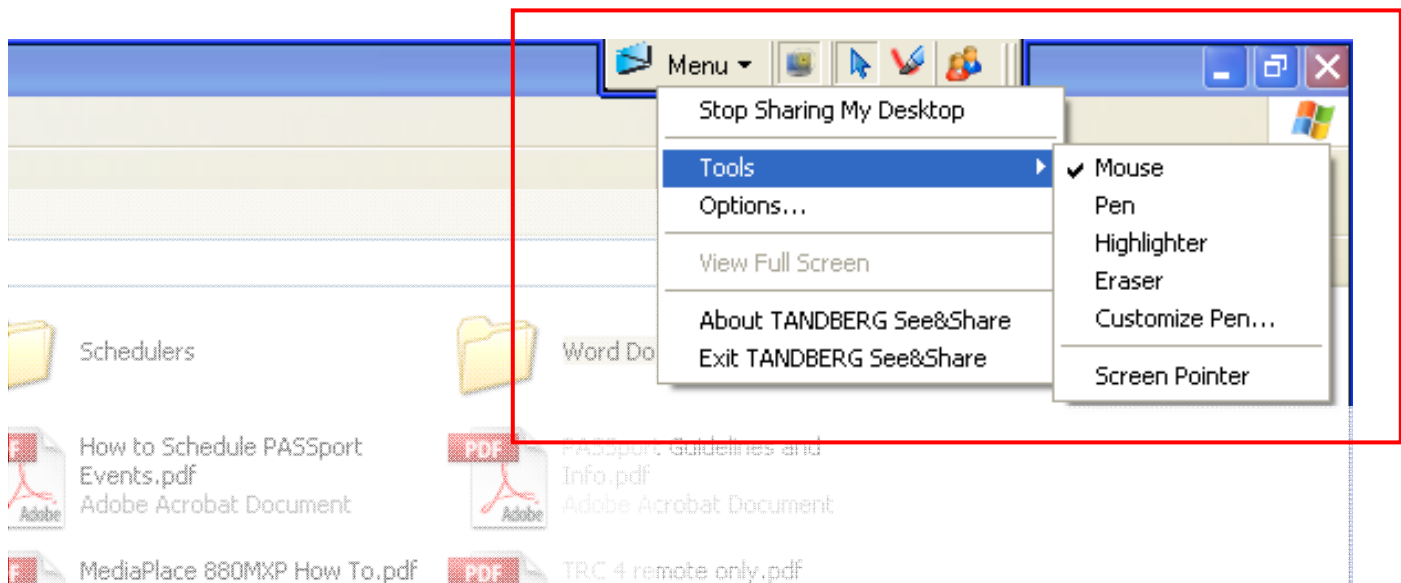
When in a See & Share session with other individuals, the Presenting party will want to select “Share My Desktop”



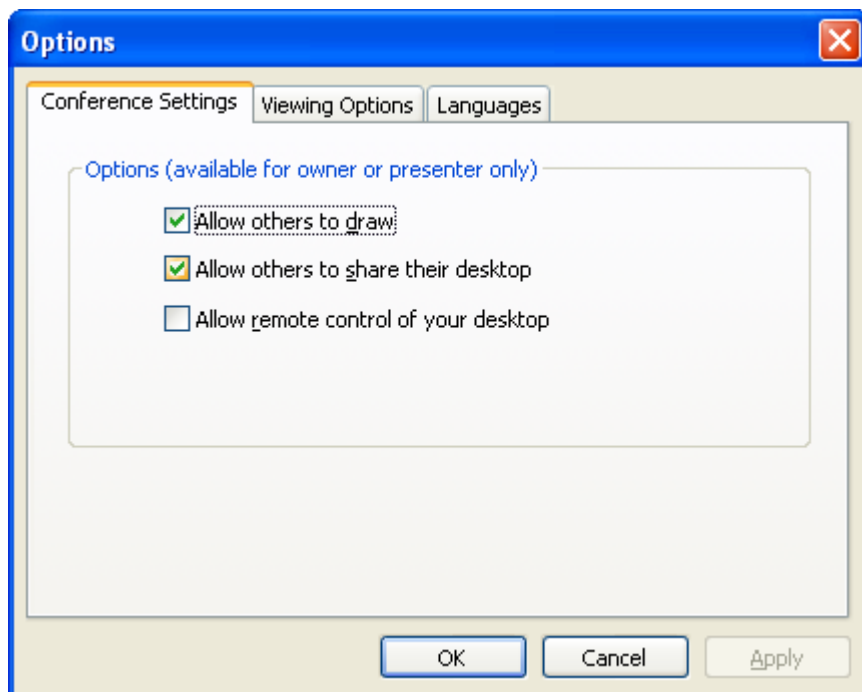
Upon sharing a desktop, all parties will then see a new Menu appear at the top of their window. This is the See & Share Menu.



The See & Share Menu has various options – change tools, stop sharing desktop, sharing and viewing Options, and viewing participants.

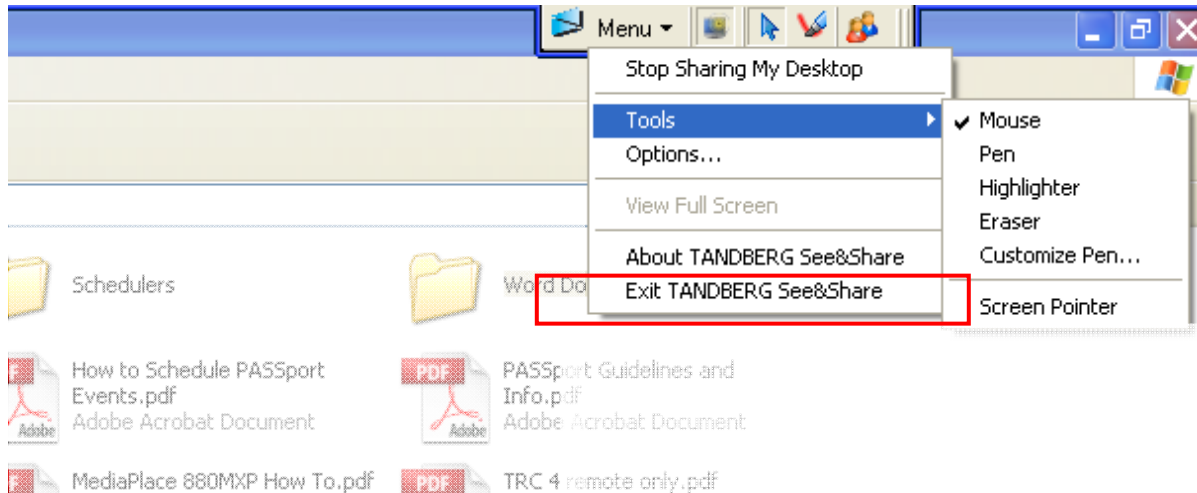


Under the See & Share Menu > Options, you can restrict the rights for others to edit or share their desktop. You may also allow remote control of your desktop if you would like others to directly change an item on your PC.



Exit a See & Share Session

Please let all users in your session know that they should properly exit the See & Share client. The account has been known to “hang” or “freeze” in the event that someone may have simply closed the window.



OR

