

COMPASS Communities in Motion 2040 (CIM 2040)

ANYTIME Unhosted Virtual Open House – March 17- April 27, 2014

Getting Started with MeetingSphere

Please read the instructions below, then follow this link to join the virtual open house:

https://us01.meetingsphere.com/99286380/anytime_open_house_compass

Questions? Contact Melissa at 208.385.0128

What do I need to get started with MeetingSphere?

You will need:

- Computer with Internet access
- The link for your MeetingSphere activity
- A browser with Flash plug-in (from version 10) and enabled for JavaScript (Internet Explorer: "ActiveX") (see below)

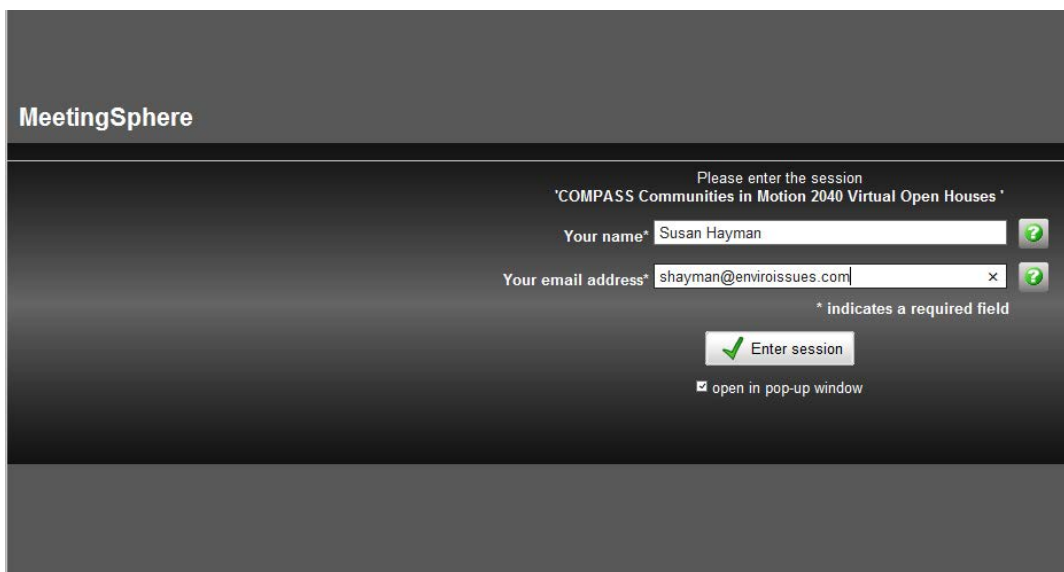
How do I know that MeetingSphere will work on my system?

There is a test that will walk you through what you need to enable MeetingSphere. Simply run the test and follow the instructions it provides and you'll be good to go.

Run the test by clicking this link: <http://msp.meetingsphere.com/test>

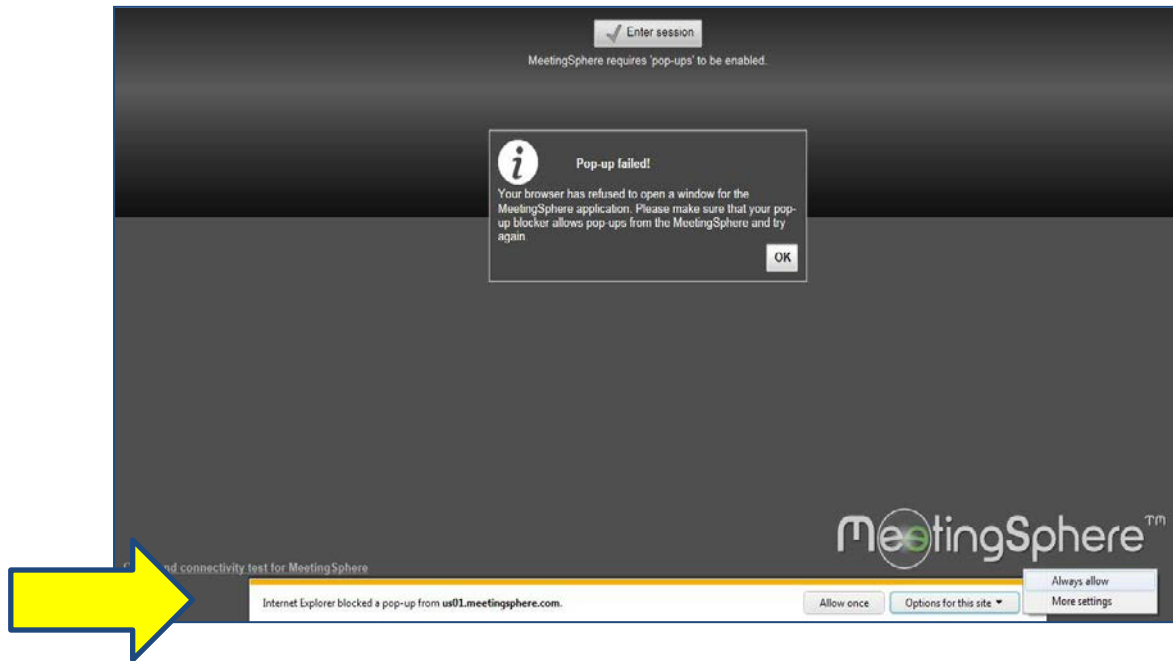
Joining the COMPASS Virtual Open House

Please follow this link https://us01.meetingsphere.com/99286380/compass_open_house to join the virtual open house, using MeetingSphere online software. You will see the screen below open in your browser. We recommend you select the option "open in pop-up window." Enter your name and click "Enter Session."



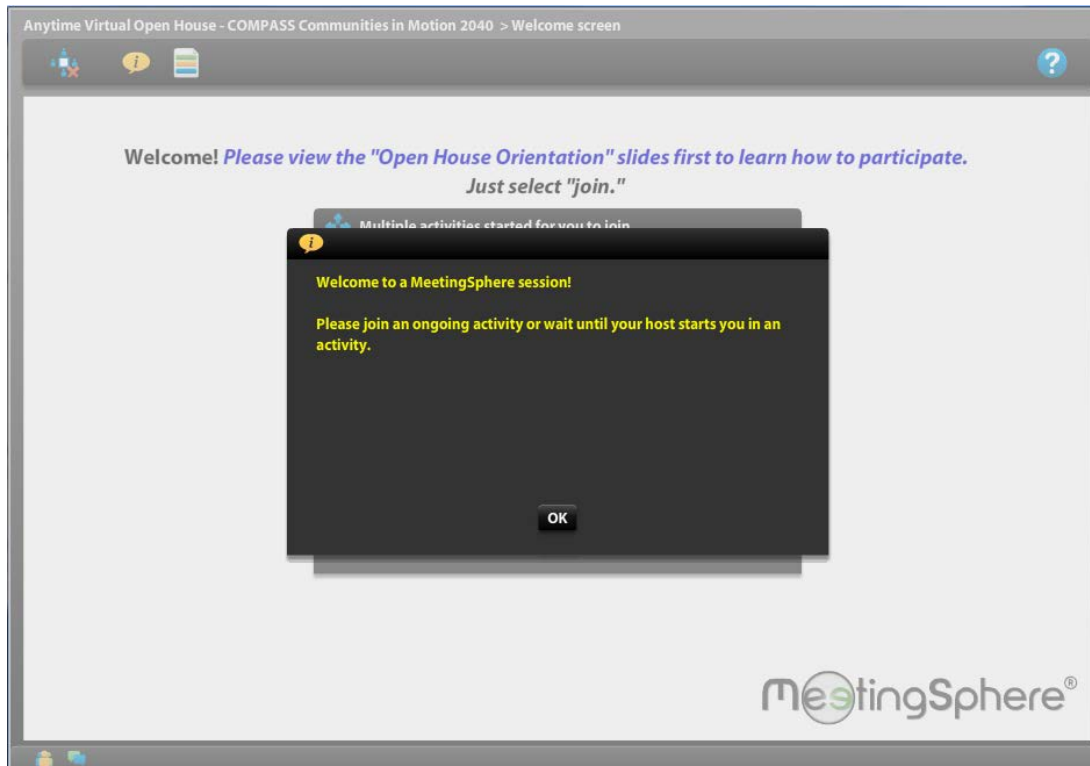
The screenshot shows a dark-themed web form for MeetingSphere. At the top left, the text "MeetingSphere" is displayed. Below it, the instruction "Please enter the session" is followed by the session title "'COMPASS Communities in Motion 2040 Virtual Open Houses'". There are two input fields: "Your name*" with the value "Susan Hayman" and "Your email address*" with the value "shayman@enviroissues.com". Both fields have a green question mark icon to their right. Below the email field, a note states "* indicates a required field". At the bottom of the form, there is a button labeled "Enter session" with a green checkmark icon, and a checkbox labeled "open in pop-up window" which is checked.

Upon clicking “Enter Session,” if pop-ups are not already enabled, you will receive a message saying pop-up failed. At the bottom of the screen, select “Options for this site” and choose “Always allow.” (Note: this means you are enabling pop-ups on this site only).



You may need to select “Enter Session” again after you have enabled pop-ups.

You will then see the session welcome screen. Please select “OK.”



You will then see the activity box open. **Please select "Start here! Open House Orientation"** and click "Join." you will begin the virtual open house. If you have any problems, please contact Melissa Thom at 208.385.0128 or mthom@enviroissues.com .

