

# Preliminary Report to MHSLA Board on Anymeeting.com

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## **Abstract**

This report evaluates the viability of Anymeeting.com as a remote conferencing solution for the MHSLA board. It considers the advantages and disadvantages of the product and provides an overview of the product's features. It concludes that the product is viable as a free solution with some limitations, and recommends conducting a trial meeting to further evaluate its efficacy for board meetings.

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## Product Analysis

Anymeeting.com is a free (ad supported) web conferencing service, similar to other webinar-style services such as Elluminate, WebEx, and Adobe Connect.

### Comparisons

I no longer have access to Elluminate through my institution, and although I do have access to WebEx, it does not support telephone participation. I have tried using Google Hangout for other meetings, and the consensus of participants is that they found the interface to be kind of clunky and difficult to master (it also requires the creation of a Google+ account).

### Pros

- Telephone participation. Attendees can connect to the meeting via telephone alone (like a conference call) or alongside their computer connection (as an alternative to headphones and a mic)
- Desktop sharing (presenters only, though any attendee may be promoted to be a presenter)
- Chat to supplement voice communication (chat is logged, which can be exported to a file and shared)
- Polls for voting (polls are logged, which can be exported to a file and shared)
- Does not require signing up for a service (name and email is required)

### Cons

- Some features don't work very well
  - Public notes feature (like a text whiteboard) is very slow and doesn't seem to retain input from multiple attendees.
  - Had trouble displaying a shared PDF on my Mac (came across fine to an attendee using a PC)
- Cannot record meeting in free version
- Sharing options are somewhat limited (whole screen, PDF, powerpoint, or YouTube video only)
- Volume was kind of low (may require turning up volume on phone or headphones)

## Recommendation

Despite its shortcomings, anymeeting.com seems to have the strongest feature set, particularly in its support of telephone for participation. We could view documents by having a designated presenter pull up the document on their desktop.

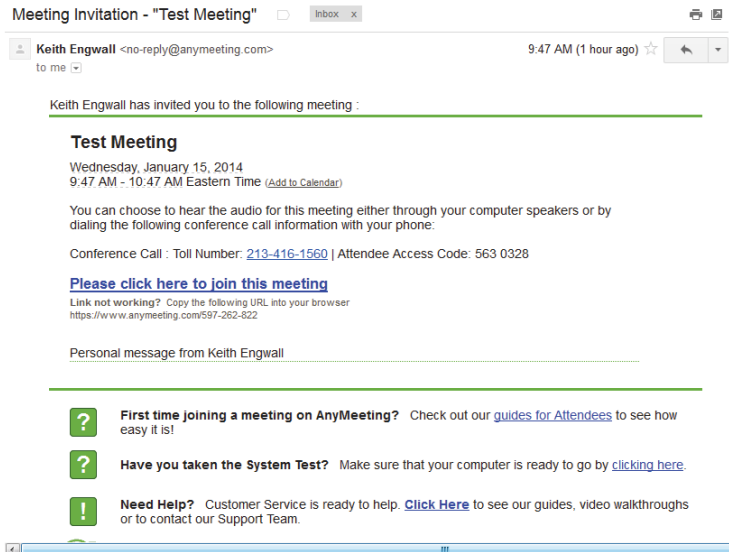
If we want to pay for a service, I would recommend stepping up to something more robust, like Adobe Connect, but that would amount to around \$35/month, so I'm not sure if we would want to pay that for something we only use occasionally.

The next step would be to conduct a trial meeting using the software and see how well it meets the needs of the board.

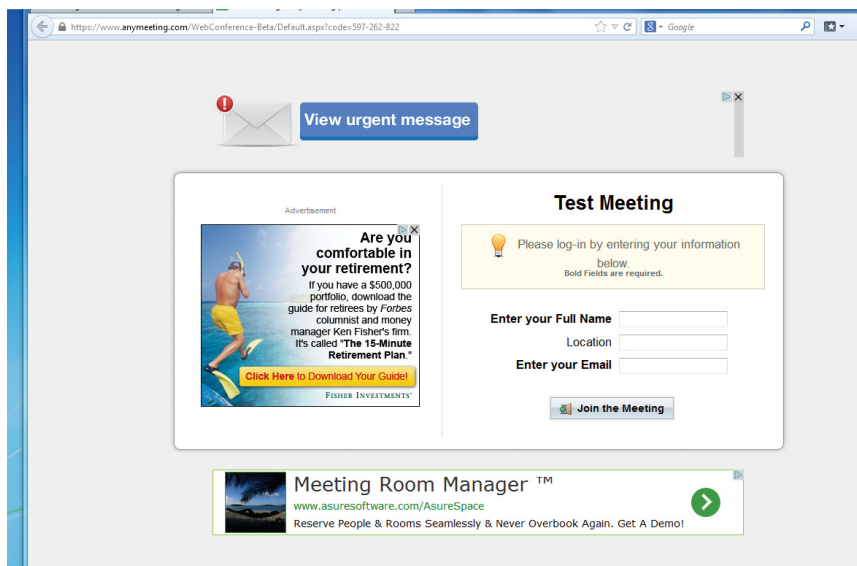
# Product Overview

## Connecting to Meeting

### 1. Receive invitation in email



### 2. Either call the conference number to connect solely by phone (no computer interface) or click the link to join via computer. If you call the conference number, you may need to unmute yourself. **Dial \*6 to mute/unmute yourself.**



### 3. Enter name and email and click Join the Meeting

4. If you do not have Flash 11 or greater installed, you will get the following screen (see Installing Flash section on p. 9):



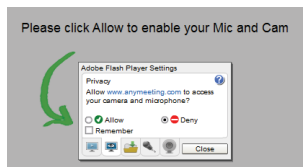
5. When you connect to the meeting, you will be prompted for whether you want your audio to be handled by computer (mic & speakers -- headset preferred) or telephone. You can easily switch from within the meeting if you change your mind. You will be given further instructions/tips.



Choose your audio...

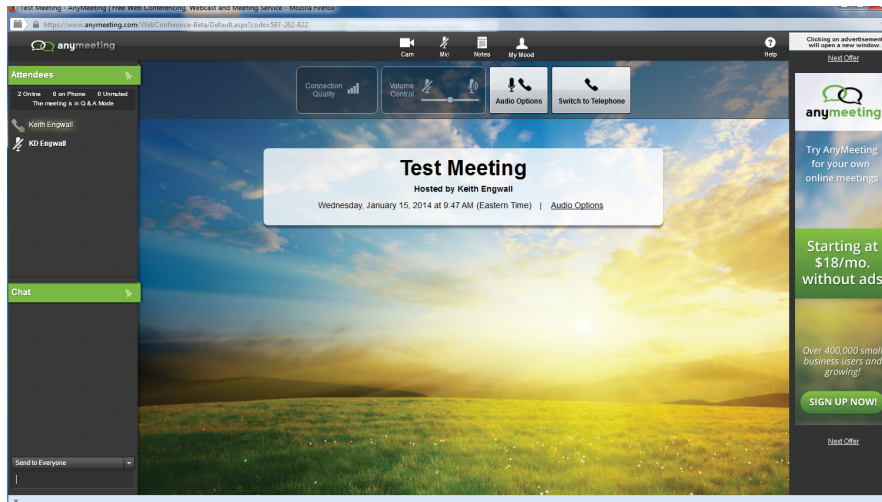


6. If you selected Use my computer, after the tips screen, you will be prompted to Allow Flash to use your mic. Click Allow and then click Close. If you don't see the Allow option initially, just click Close, and you should get another box that does have the Allow option. Worst case scenario, switch to Phone from inside the meeting.

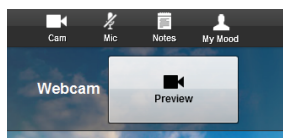


## Product Features

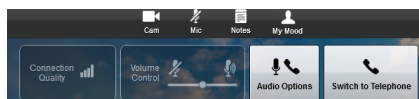
1. The meeting screen has a left column with attendees and a chat window, a header at the top with meeting controls, the main area which displays a background, shared desktop, documents, etc. and an advertisement on the right.



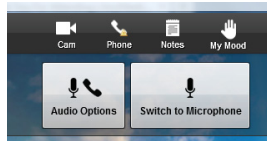
2. For the meeting controls at the top, hover over the controls to see what they do.
  - a. Cam will turn your webcam on/off (off by default). Hovering over Cam will also give you a preview button.



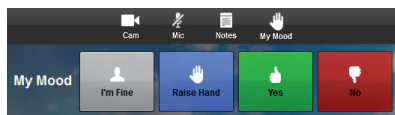
- b. Mic (if you're using your computer mic/speakers for audio) will mute/unmute your mic. Hovering over Mic will give you various audio controls, including switching to Telephone (covered below).



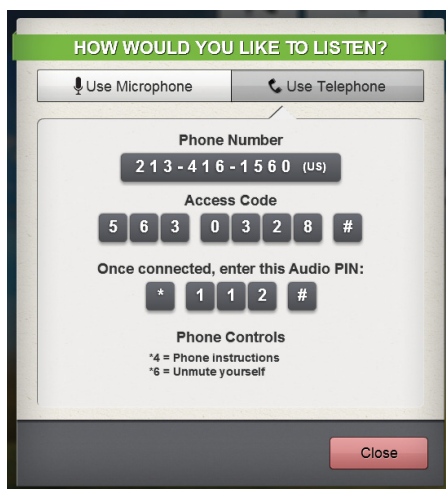
- c. Phone (if you're using phone for audio) will open a screen showing the phone number. Hovering over Phone will give you buttons for audio options or to switch to Microphone (covered below).



- d. Notes will open a notes panel with shared and private notes. In testing, the public notes did not seem to work as expected. Recommend not using this.
- e. My Mood brings up buttons for Yes, No and Raise Hand, which can be used during the meeting (an icon will display next to the Attendee in the list at the left). I'm Fine removes the icon.



- 3. If you switch to Telephone or Microphone, you will be given a panel where you can select Use Microphone or Use Telephone. Use Telephone will display the phone number and access code for the meeting, as well as a code to link your phone to your Attendee login. Use Microphone will give you controls to select your Mic, test your speakers, etc. Click Close when you've made your selection.





4. Typing in the chat box in the lower left will chat to the group.



5. Presenters will also have the option to share content, such as their desktop, a YouTube video, a file (PDF or Powerpoint), or a poll. I ran into problems displaying PDFs. It would probably be better to bring up the document in a viewer and then share the screen. Any attendee can be promoted to be a presenter. A plugin must be downloaded and installed in order to share your screen.



## Installing Flash

When installing Flash, make sure to uncheck the box for McAfee Security Scan (unless you want McAfee Security Scan). Once you click Install now, the install file will be downloaded. You may need admin rights to run the install. You will need to restart Firefox.

The screenshot shows the Adobe Flash Player installation wizard, Step 1 of 3. The interface is divided into three main sections:

- Adobe Flash Player:** Displays the Adobe logo, a grid of application icons, and the Flash logo. Below this, it shows "Version 12.0.0.43" and "System requirements". Under "Your system:", it lists "Windows 64-bit, English, Firefox" and "Need Flash Player for a different computer?". A link "Are you an IT manager or OEM?" is also present.
- Optional offer:** Features a checkbox labeled "Yes, install free McAfee Security Scan Plus to check the status of my PC security." which is currently unchecked. Below the checkbox is the McAfee Security Scan Plus logo and a "Learn more" link.
- Terms & conditions:** Contains the text: "By clicking the 'Install now' button, you acknowledge that you have read and agree to the Adobe Software Licensing Agreement." with a link to the agreement.

At the bottom right, there is a yellow "Install now" button and a note: "Note: Your antivirus software must allow you to install software." Below the button, it says "Total size: 17 MB".

The footer of the window includes a globe icon with the text "Choose your region", copyright information "Copyright © 2014 Adobe Systems Incorporated. All rights reserved.", and links for "Terms of use", "Privacy (Updated)", and "Cookies".