



SeeVogh User Guide at the UoM

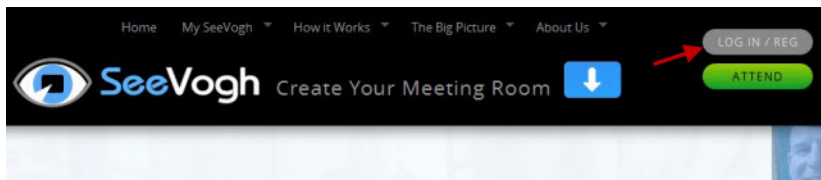
What is SeeVogh? - One of the newest technology tools available to faculty, students and staff at the UoM, SeeVogh is a "cloud-based", multi-point video conferencing system. Here are some of the features of SeeVogh:

- Conduct live, multi-person video conferences from any camera-enabled laptop or tablet PC
- Collaborate in real-time from virtually anywhere in the world
- Chat with one-another, privately, or with the group while you are conducting the video conference
- Share your computer's screen, in addition to sharing your face
- Connect to H.323 systems (In other words, you can have a video conference call with Polycom and Tandberg systems, too!)

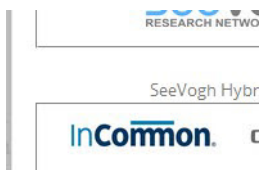
Setting up a SeeVogh Meeting

To begin setting up your SeeVogh meeting, first go to <http://seevogh.com/>

Next, click on the Log In / Reg button in the upper right-hand portion of the screen



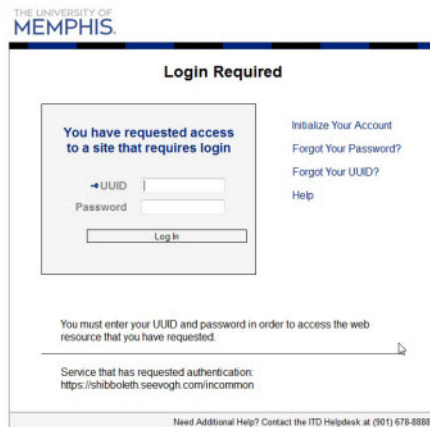
Next, click on the InCommon icon to use your UoM UUID authentication credentials



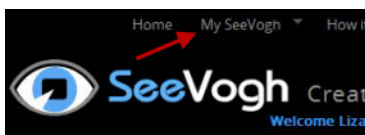
You will prompted to select "The University of Memphis" from the InCommon login screen



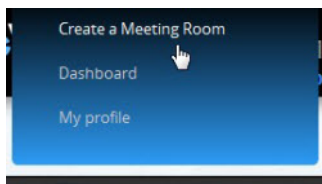
To complete the login, you will be taken to “iAM” to enter your UUID and password



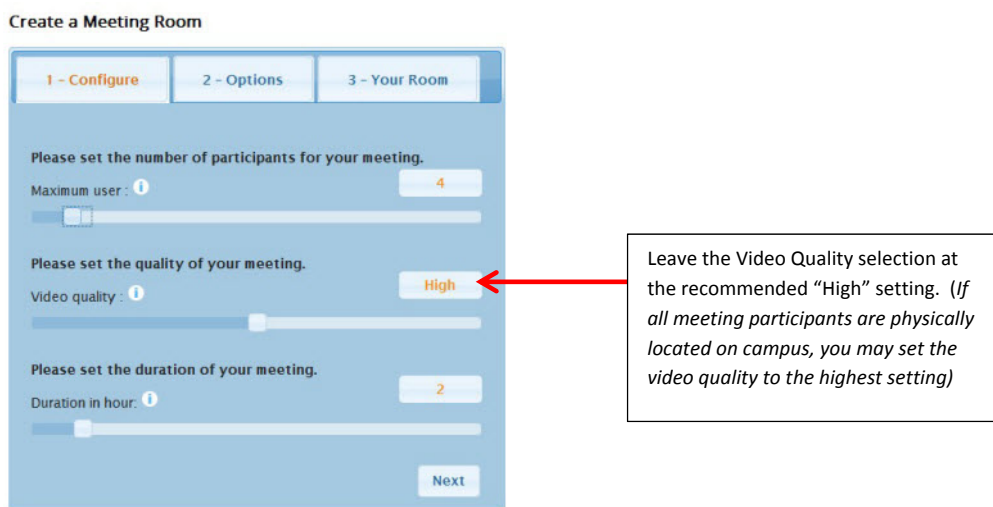
After you authenticate to SeeVogh you will be taken back to home SeeVogh page. Next, to create a video conference meeting “room” or session, click on the pull-down menu “My SeeVogh.”



When you see the pull-down menu, select Create a Meeting Room



SeeVogh will now take you through a series of screens to help you create and setup your first meeting room. The first screen lets you pick the number of meeting participants, video quality and duration:



Leave the Video Quality selection at the recommended “High” setting. (If all meeting participants are physically located on campus, you may set the video quality to the highest setting)

(Use the sliders to change the values of the room settings – when finished, click Next)

The next meeting room setup screen is **optional**. Select SIP / H.323 if your meeting room will include a participant with a traditional Polycom videoconferencing site.

Create a Meeting Room

1 - Configure 2 - Options 3 - Your Room

Please select the options you wish to add to your meeting room.
(Some options may not be available for your account.)

Select your options :

☐ SIP / H.323 (Traditional videoconferencing room system)

☐ Recording

☐ Phone

Previous Next

Select your options :

☐ SIP / H.323 (Traditional videoconferencing room system)

The next room setup screen contains some required and optional room settings. The two required room settings are: Meeting Room Name (Give your meeting room any name you would like) and a Moderator Room Key (Gives the meeting room a unique identifier – later you can share with others who you may want to moderate the room.)

Create a Meeting Room

1 - Configure 2 - Options 3 - Your Room

Please select the options for your Meeting Room.

Meeting Room Name : *

Moderator Room Key : *

Access Code :

Description / Comment :

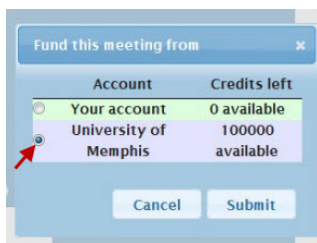
* Required

Previous Submit

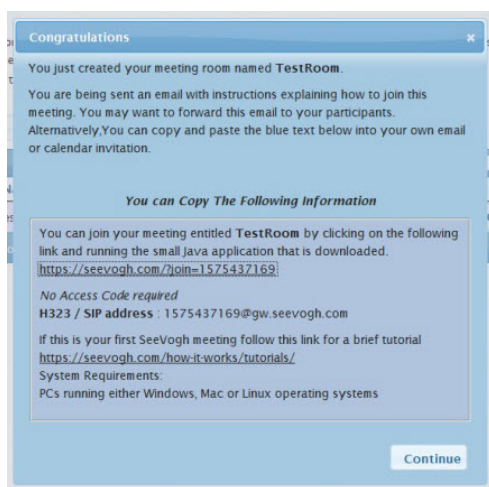
The other two settings are optional: Access Code (if you want to add an extra layer of access to your meeting you can create an access code and share it with all participants prior to meeting session.) The Description setting allows you to describe the meeting room you are creating.)

Click the Submit button when you are finished entering your room setting information.


After you Submit your room to be created, two pop-up screens will appear – the first screen will ask you about the number of credits to be used for this room. This feature is not used by the UoM, simply select the second option for the University of Memphis.



The next screen confirms your room creation and gives you the URL to your meeting room you just created.



(Please Note: You can copy the URL from this pop-up screen for future use, or you can forward the SeeVogh information that is automatically created and sent to you via email – see an example below:)


SeeVogh
.com

Your Reservation

TestRoom has just been created at <https://seevogh.com>
 To Join the meeting go to
<https://seevogh.com/join=1575437169>

The Meeting Room "TestRoom" will only be available to the attendees once you have unlocked the Meeting Room. This can be done by clicking on the **Start** button on your **Dashboard** or by typing the Moderator Room Key (see **Dashboard**) when entering the Meeting Room.

Field	Value
Meeting Room ID	1575437169
Duration	2 hours
Maximum user	4
Maximum Quality	High
Moderator Room Key	Findable in your dashboard
Access Code	-
Description	-

To Attend


Participants don't need a SeeVogh account to join a meeting. Just click on the link and then on the Attend button below the pre-loaded Meeting Room ID Number.

Requirements

Mac (Intel), Windows, Linux with [Java](#) installed.
 Extra info: [FAQ](#) [tutorials](#) [mini-guides](#)

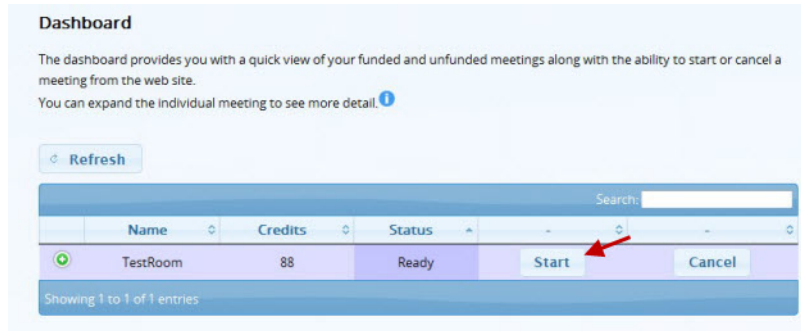
Moderator

To moderate your meeting, right click on your name in the participants list during the

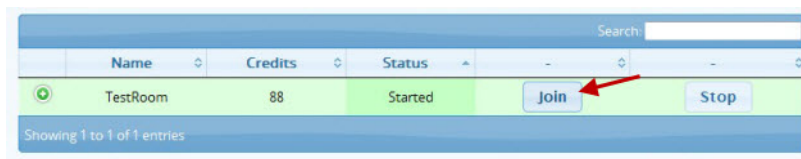


Starting a SeeVogh Meeting

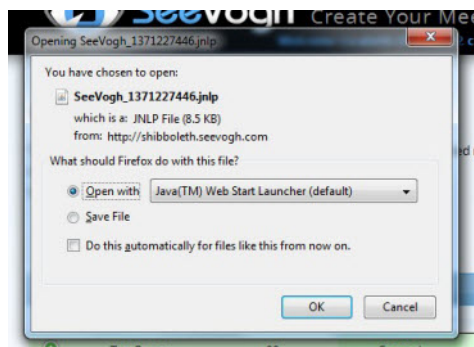
Once you have created your future meeting, it will appear in your Dashboard under the My SeeVogh pull-down menu. When it is time to start your meeting, you will click the Start button next to your meeting.



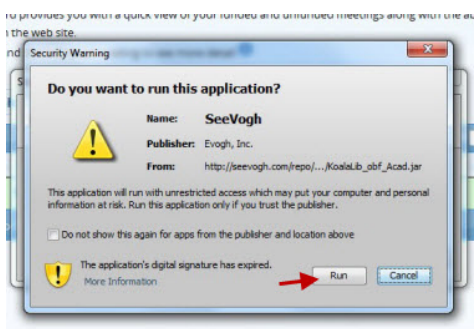
As the room creator and moderator, you will also have to join the meeting when you are ready to begin. Simply click the Join to begin your meeting.



As the meeting starts, SeeVogh will install some plug-ins to your computer, laptop or tablet.

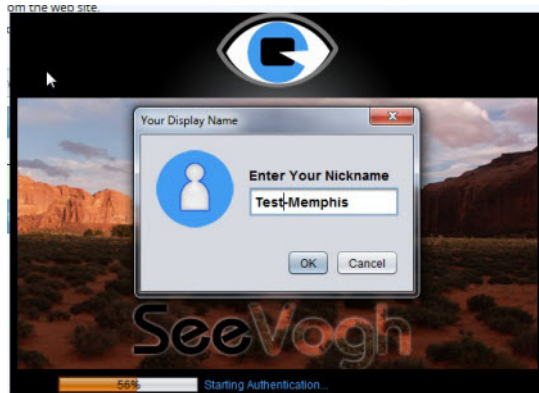


Click OK



Next click Run

SeeVogh will begin the meeting and will prompt you for a Nickname to use for the session:

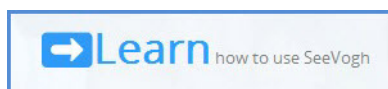


Your SeeVogh is now active and your SeeVogh console will appear.



More Help

For more help and information – on your main SeeVogh Page (click Home to go there) – there is a Learn button that will present you with a Quick User Guide, tutorials, documentation and FAQs.



Requirements

As previously stated, you need a computer, laptop or tablet that is camera and voice enabled. If your computer's camera and mic is functioning properly, the camera, mic, speaker icons will automatically be enabled on your meeting console. If you have multiple "sources", like a set of speakers and a headset, next to each of these icons there is a small down-arrow button. Select the down-arrow button to see and select one of your multiple source choices.