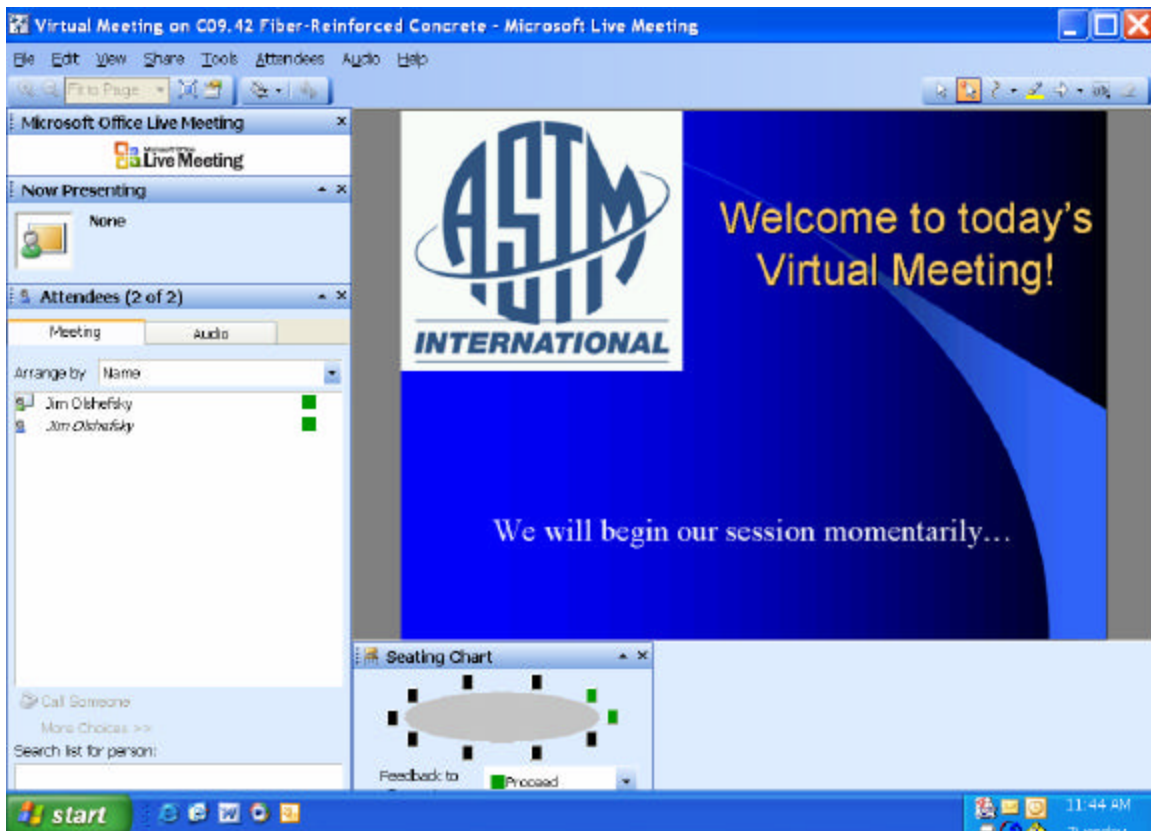


## ASTM Virtual Meetings Attendee's Tips

This guide provides an overview of the Attendee Console features and tells you how to participate in a meeting in a Microsoft Live Meeting.

**Please Note:** All Attendees are now required to download the meeting console. You will be prompted to verify that your computer is properly configured to be an attendee prior to entering the meeting. It is suggested that you verify your configuration a day prior to your meeting by selecting the "First Time User" link in your invitation or selecting the "Browser Test Link" from the Virtual Meetings page of the ASTM website.

The following example shows the Attendee Console without any of the Presenter Controls.



The largest area of the Attendee Console displays the slides. Presenter controls may appear around the perimeter of the slide display area at the discretion of the Presenter. For more information on Presenter controls, see the “[Tips for Presenters](#)” Guide.

### **Using the 800 x 600 display**

If your monitor display is set to display 800 x 600 pixels, the Console looks slightly different from the way it looks with a 1024 x 768 setting.

To adjust the monitor display on your computer, select Start, Settings, Control Panel, Display. Select the Settings tab and then move the Screen Area arrow until the desired setting is displayed. Select Apply and OK.

**See who’s at the meeting and use the Chat function.** When authorized by the Presenter, select the “Attendees” arrow to obtain a list of attendees. Any participant can Chat with one other attendee by highlighting the person’s name and selecting the Chat button that appears by selecting the arrows to the right of the person’s name. When the Chat dialog box appears, type in the message and click Send.

**NOTE:** ASTM Committee Services personnel are available to answer your questions and monitor your meeting to insure your success. For more information, contact [Karen Wilson](#) or [Jim Olshefsky](#).