

## Bridgit Conferencing Software Basics

Bridgit® conferencing software 3.1 allows users to easily host a data conference using a Macintosh® computer. Participants at different locations can share applications and collaborate by writing and highlighting notes. Bridgit software allows users to participate in or host a meeting over the Internet using a telephone or voice technology. For more information on the special features in Bridgit conferencing software, please visit [www.smarttech.com/trainingcenter/macintosh/trainingmaterials.asp](http://www.smarttech.com/trainingcenter/macintosh/trainingmaterials.asp).

### Preparing for your conference

Before your conference begins, ensure all participants have an Internet connection. Participants can download Bridgit software from <http://bridgitservice.smarttech.com>. SMART suggests you save the file to your desktop to create a Bridgit software icon for future access.



Bridgit software icon

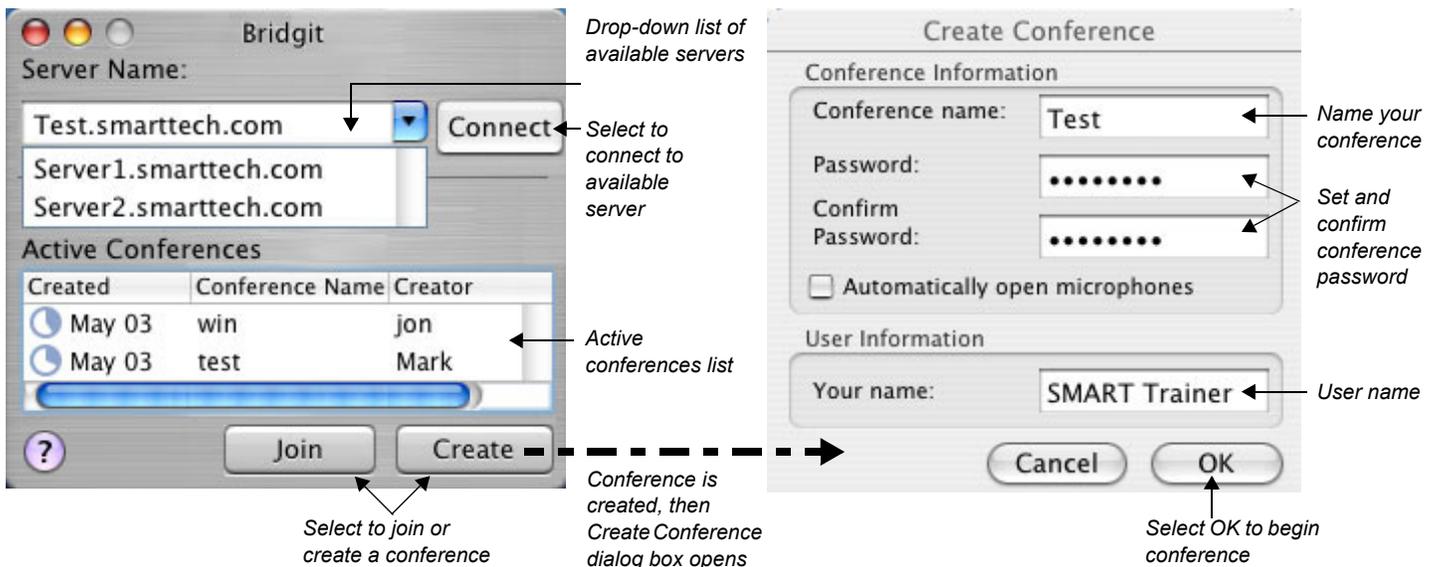
### Joining or creating a conference

To join or create a conference, double-click the Bridgit software icon on your desktop. The Bridgit conferencing software window will appear.

To join a conference, select the name of the conference from the Active Conferences list, then select **Join**. To connect to a different server, select it from the Server Name drop-down menu or type the server name in the text field and select **Connect**.

To create a conference, select the **Create** button. Enter conference and user information in the Create Conference dialog box. You can also add a password to your conference. If you leave the password field blank, participants will not be required to enter a password to join your conference. Select **OK** to begin.

**NOTE:** The *Automatically open microphones* option is used specifically with the voice technology feature of Bridgit software 3.1, allowing the conference creator to open all participants' microphones when joining the conference. Please refer to the *Special Features with Bridgit Conferencing Software Quick Reference Guide* for more details about using voice technology.



The image shows two screenshots of the Bridgit software interface with annotations. The left screenshot shows the main window with a 'Server Name' field containing 'Test.smarttech.com', a 'Connect' button, and a list of 'Active Conferences' with columns for 'Created', 'Conference Name', and 'Creator'. The right screenshot shows the 'Create Conference' dialog box with fields for 'Conference name', 'Password', 'Confirm Password', and 'Your name', along with an 'Automatically open microphones' checkbox and 'Cancel' and 'OK' buttons.

Drop-down list of available servers

Select to connect to available server

Active conferences list

Select to join or create a conference

Conference is created, then Create Conference dialog box opens

Name your conference

Set and confirm conference password

User name

Select OK to begin conference

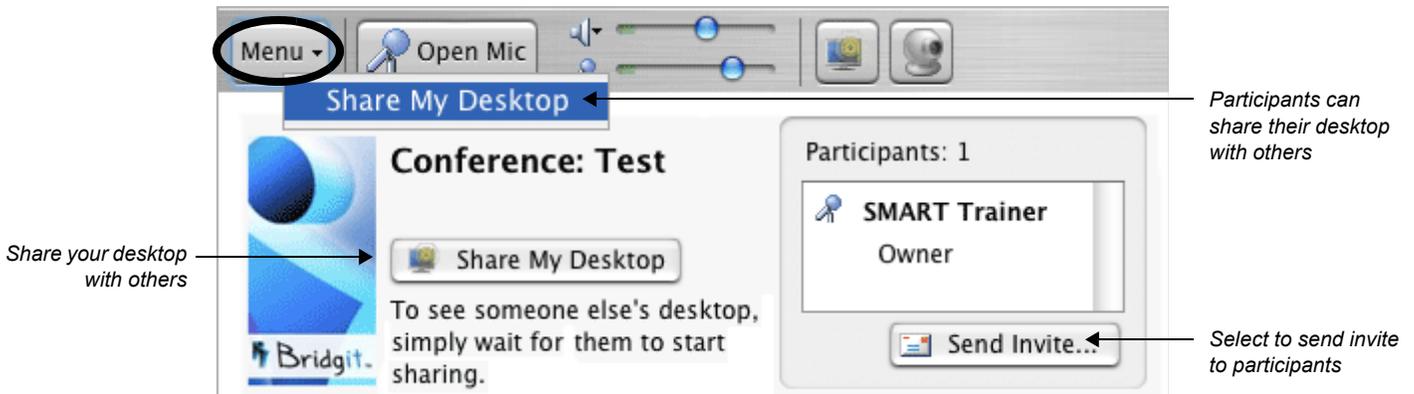
### Inviting participants

After joining or creating a conference, the Bridgit Conferencing Software dialog box will appear. If you want to invite others to your conference, select the **Send Invite** button. Your e-mail application will generate a message with a link so that invitees

can download Bridgit software. If you set a password for your conference, the e-mail message will include it by default. Type the e-mail addresses of your invitees, add any other information in the body of the e-mail and select the **Send** button.

## Sharing your desktop

Select **Share My Desktop** to allow participants to view open applications on your desktop. Participants can request to share their desktop with others by clicking the Menu button and selecting Share My Desktop.



By default participants will see your entire desktop, and this will be indicated by a blue border around the screen. If you want to host a conference, for example, or present a lesson activity, there may be content you want to hide from view, such as your presenter notes. Drag the blue border to resize and limit the shared area you want participants to view.

