

## Bridgit™ Conferencing Software

This Quick Reference provides an overview of how to hold a data conference with Bridgit software. In a Bridgit data conference, participants at different locations can view the same information at the same time and collaborate by writing notes and highlighting information.

### Preparing for Your Conference

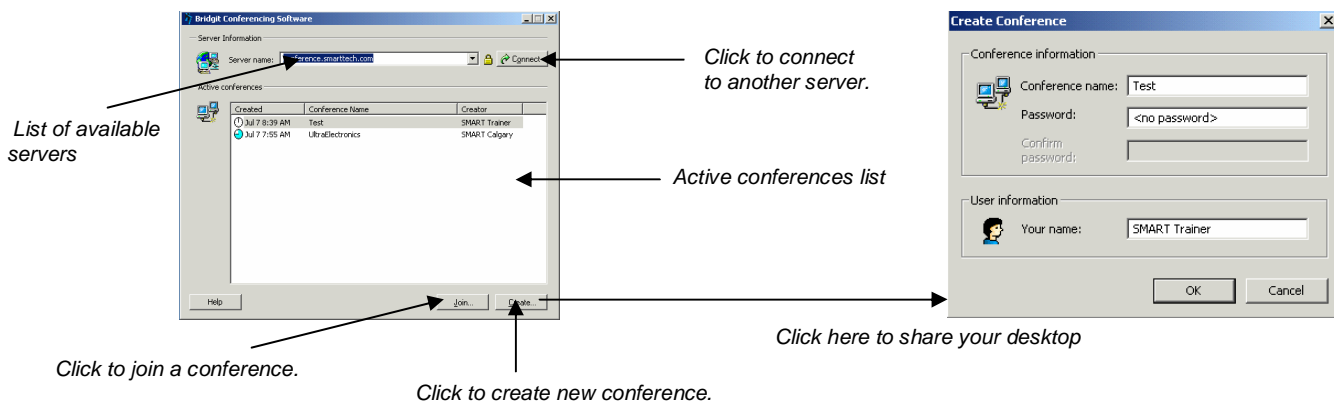
Before your conference begins, ensure that all participants have a connection to the Internet. Have participants download the Bridgit client from <http://bridgit.smarttech.com/bridgit.exe>. We suggest that you save this file to your desktop in order to create a Bridgit software icon.

If you use Bridgit software on a SMART Board™ interactive whiteboard, you should have SMART Board software version 7.1.3 or later. To determine the version of SMART Board software on your computer, open the SMART Board Tools, select **Control Panel**, press the **About** button, and then press the **Technical Support** tab.

### Joining or Creating a Data Conference

To join or create a conference, open Bridgit software by double-clicking on its icon on your desktop.

The Bridgit Conferencing Software window will appear. To join a conference, select it from the active conferences list and click the **Join** button. To start a conference, click the **Create** button. Enter conference and user information in the **Create Conference** dialog box. You may also choose to add a password for your conference. If you leave the password field blank, participants will not have to enter a password to join your conference.

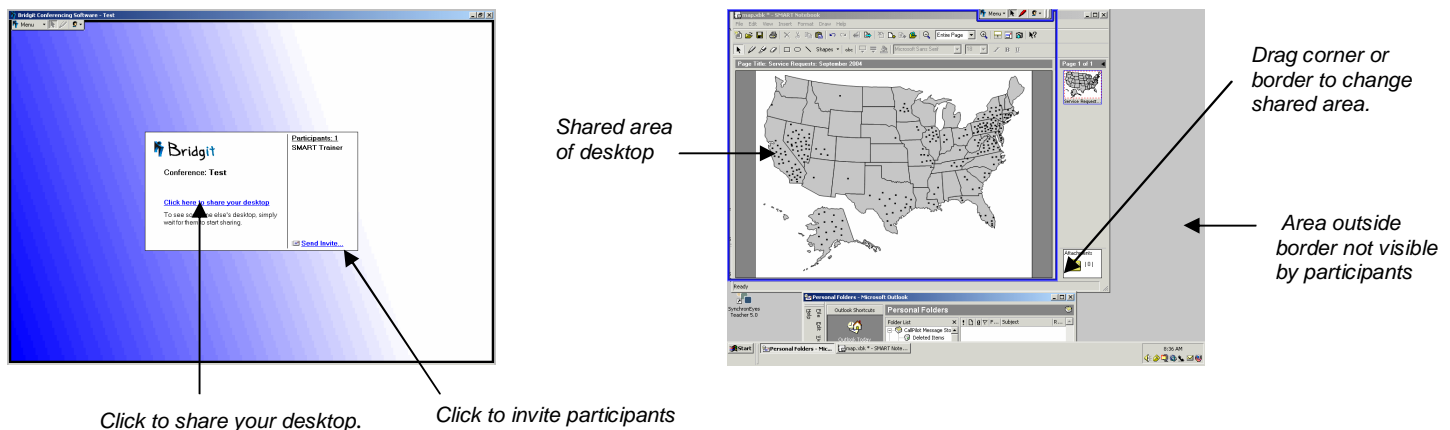


### Sharing Your Desktop

Click the **Share Desktop** link to share your desktop with other participants.

Invite others by clicking on the **Send Invite** link. Your e-mail application will generate a message with a link that invitees can click to automatically download Bridgit software and be brought to your conference. Type the e-mail addresses of your invitees, add any password or other information in the body of the e-mail, and click the **Send** button.

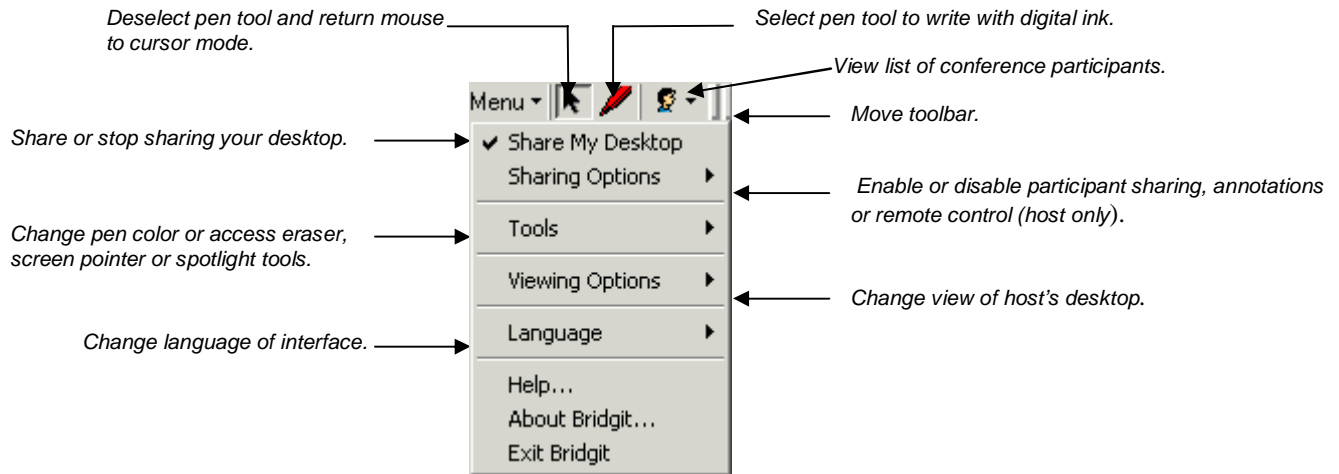
By default, participants will see the entire shared desktop. To limit the shared area to a portion of your desktop, drag the blue border at the edge of your screen. Participants will see only that part of the desktop within the blue border. Drag on a corner to move the horizontal and vertical borders at the same time.




## Collaborating with Bridgit Software Tools

The toolbar at the top of the Bridgit interface gives you a number of tools to enhance and control your conference. While the toolbar is identical for all conference participants, some options are available only to the host.

Menu Item	Available to Host?	Available to Other Participants?
Share My Desktop	Yes	By default, but host can disable
Sharing Options	Yes	No
Tools	Yes	By default, but host can disable
Viewing Options	No	Yes
Language	Yes	Yes



## Using Webcams in a Conference

Share webcam images with other participants by clicking on the webcam menu button on the toolbar  and selecting **Share My Webcam**. Your webcam image will be displayed to all conference participants. To stop sharing, deselect **Share My Webcam**.

**NOTE:** The webcam menu button only appears on the toolbar if you have a compatible webcam.

