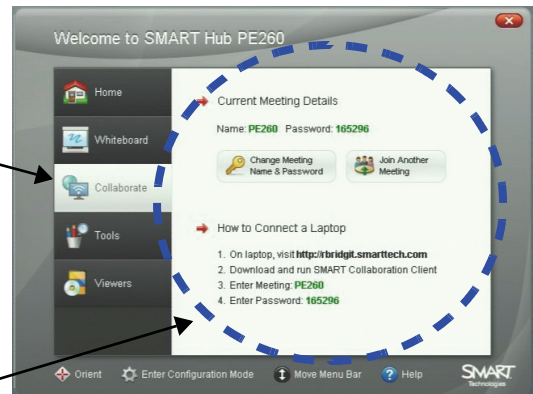


## Collaborating with the SMART Hub PE 260

This *Quick Reference* provides an overview of the information you need to begin collaborating using the SMART Hub PE 260.

### Starting your collaboration experience with SMART Hub PE 260

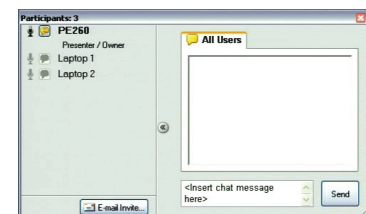
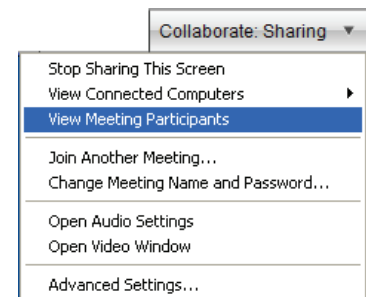
- 1 Press **Collaborate** on the SMART Hub PE 260 Welcome Center



- 2 Take note of the meeting information located in the center of the SMART Hub PE 260 Welcome Center while you are in *Collaboration* mode. Meeting attendants need this information to join your meeting.

### Sending the meeting details to the meeting participants

- 1 Select the **Collaboration** drop-down menu on the SMART Hub PE 260 menu bar
- 2 Select **View Meeting Participants**. A dialog box appears.
- 3 Press **E-Mail Invite** in the bottom-left corner of the dialog box. The *Invite Participants* dialog box appears.
- 4 If you don't want to include the password in the e-mail, clear the **Include password in e-mail** option
- 5 Press **E-mail**. Your default e-mail program opens an e-mail form.
- 6 Type the e-mail addresses of the recipients and send the e-mail



### Changing the meeting details

- 1 Press the **Collaborate** drop-down menu in the SMART Hub PE 260 menu bar
- 2 Press **Change Meeting Name and Password**. The *Change Meeting Name and Password* dialog box appears.
- 3 Type a new name and password into the text boxes
- 4 If you want to disconnect any currently connected user, select the **Do you want to remove current attendees from the meeting?** option
- 5 Press **OK**

## Joining a meeting using the SMART Hub PE 260

1 Press **Collaborate** on the SMART Hub PE 260  
Welcome Center

2 Press **Join Another Meeting**. The *Conference Connection* dialog box appears.

3 Select the SMART collaboration client software conference you want to join

**NOTE:** If the conference owner has assigned a password for the conference, type the password into the **Password** box.

4 Select either the **Yes** or **No** option indicating if you are in the same room as the participants

5 Press **Join Meeting**

