



Breeze Meeting

Breeze Meeting enables faculty to conduct online courses, seminars, and meetings from their desktop computers.

During an online meeting, presenters in a meeting can display content such as presentations and graphics, broadcast audio and video, interact using chat and whiteboard tools, and gather real-time feedback through polls. Online meetings can be recorded and viewed online later.

List of Features:

- Multipoint video conferencing
- Sharing of files, applications, and desktops
- Whiteboarding and annotation tools
- Multiple presenters
- Instant Quizzes/Surveys
- Audio narration and editing
- PowerPoint viewing
- Meeting recordings

To participate in a Breeze meeting, you need:

- An Internet connection (Broadband or higher connection speed)
- A supported operating system and web browser.
- Macromedia Flash player 6.0.65 or later as a browser plug-in.
- Macromedia Breeze Meeting Add-in
- Optional equipment for broadcasting audio and video (i.e. web camera, headset with microphone or external microphone and speakers)

Since Breeze Meeting uses the Flash plug-in, both Mac and PC users can host or participate in Breeze meetings.

System Requirements for Breeze Meeting:

Presenter (Faculty)	Participants (Students)
<p>Windows (98se, 2000, XP)</p> <ul style="list-style-type: none"> • Internet Explorer 5.0, 5.5, 6.0 • Netscape Navigator 7.1 • Mozilla Firefox 1.0.3 	<p>Windows (98se, 2000, XP)</p> <ul style="list-style-type: none"> • Internet Explorer 5.0, 5.5, 6.0 • Netscape Navigator 7.1 • AOL 9 • Mozilla Firefox 1.0.3
<p>Macintosh (OS X 10.2, 10.3, 10.4)</p> <ul style="list-style-type: none"> • Safari 1.1, 1.2, 2.0 • Mozilla Firefox 1.0.3 	<p>Macintosh (OS X 10.2, 10.3, 10.4)</p> <ul style="list-style-type: none"> • Safari 1.1, 1.2, 2.0 • Mozilla Firefox 1.0.3
<p>Additional Requirements</p> <p>Macromedia Flash Player 6.0.79 or higher</p>	<p>Linux: Mozilla 1.2</p> <p>Solaris: Mozilla 1.4</p> <p>Additional Requirements</p> <ul style="list-style-type: none"> • Macromedia Flash Player 6.0.79 or higher • Macromedia Flash Player 7 or higher for Linux and Solaris • Minimum bandwidth 56 kb/sec

Resources:

Tutorials:

- <http://www.macromedia.com/resources/breeze/meeting>
- http://www.macromedia.com/support/documentation/en/breeze/meeting/quick_start
- <http://www.macromedia.com/support/documentation/en/breeze> - choose *Breeze Meeting User Guide for Hosts and Presenters*

Simulation of Breeze Meeting:

- http://www.macromedia.com/software/breeze/productinfo/meeting/experience/index_mm.html - click on *Launch the Breeze Meeting Experience*

Request Metnet Account and initialize your Breeze account:

Breeze is provided by METNET to faculty, staff, and eligible graduate students of MnSCU institutions in the Twin Cities metro-area as well as the COMET (southeast) region.

METNET Internet account and Password are required to activate your Breeze account. If you do not yet have your METNET Internet account, please contact METNET:

1. Request a Metnet account by sending an email to Jo Anne Wetherell-Moriarty at jwethere@metnet.edu. Provide: your name, tech ID, and email information.
2. You will receive your new Metnet account information.
3. Initialize this Metnet account from the web at <https://www.metnet.edu/initiate>.
Wait at least 20 minutes
4. Your Breeze account becomes active the first time you log in to Breeze 5.1. Log into the Breeze 5 Manager : <https://breeze5.umn.edu>
5. *Tip:* Set up email forwarding to your regular email address. Therefore you will be able to receive links to your live meetings and recorded sessions:
<https://www.metnet.edu/accounts?form=opt>

Install Add-ins and create “meeting rooms”

1. Install Macromedia Breeze Meeting Add-in for Windows or Macintosh Operating Systems. The Breeze Meeting Add-in allows you to share your screen and upload files to meetings. (<http://breeze.metnet.edu/get/index.html>)
2. Test your computer to make sure that you are set up with all of the tools you will need to participate in the meeting
(https://breeze5.umn.edu/common/help/en/support/meeting_test.htm)
3. Login to Breeze Manager: <https://breeze5.umn.edu> and click on the New Meeting link on the home page.
4. Complete the Meeting Creation wizard and enter the meeting room by clicking the Enter Meeting Room button.
5. To invite other participants from the meeting room, select Invite Participants from the Meeting menu.
6. Consult *Breeze Meeting User Guide for Hosts and Presenters* to learn more.
(<http://www.macromedia.com/support/documentation/en/breeze>)