Join

me

Make join.me your free, kick-butt, Web-based screen-sharing app!

And did I mention *free*?

Read additional information about join.me at https://join.me

January 2013

Sharing Your Screen for Free with join.me

The Screening Process!!

One of your students just emailed you for help on a homework assignment. You think, "I'd love to help, but it would be much easier if I could just see the student's screen and maybe even show the student what to do."   Well, now you can. In fact, with a free, Web-based screen sharing program called join.me, you can simulate the face-to-face student conference with an interactive screen-to-screen experience.

Join.me is compatible with both Windows and Mac, which makes it a useful tool for both students and faculty.

Although join.me can be used with multiple participants, this tutorial will concentrate on a two-participant session: faculty and student.

So, before we get started, let's define a couple of terms:

1) The *presenter* is the person who will be *sharing* his/her screen (usually the student) -- sometimes referred to as the "host."

2) The *viewer* is the person who will be *viewing* the other participant's screen (usually the instructor).

3) The *participants* are both the *presenter* and the *viewer*.

Downloading and Installing the join.me Application

You do **not** have to download and install the join.me application; you can run it from the join.me Web site each time you want to start a join.me session.   However, if you plan to use it frequently, you can start a session much quicker with a shortcut icon on your desktop.

You only need to perform the next 10 steps once, and you will have a shortcut to the program on your desktop that you can use each time you want to participate in a join.me session.

Step 1: In the Address Bar of a browser, type *http://join.me* and press the Enter key.

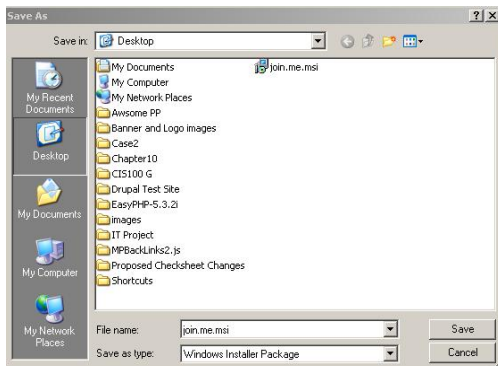**Step 2:** At the join.me home page, click the Apps link.
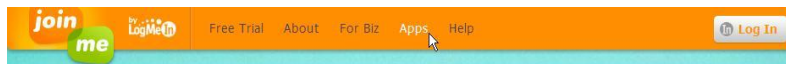
Step 3: Click the Download for Windows button or Download for Mac button.
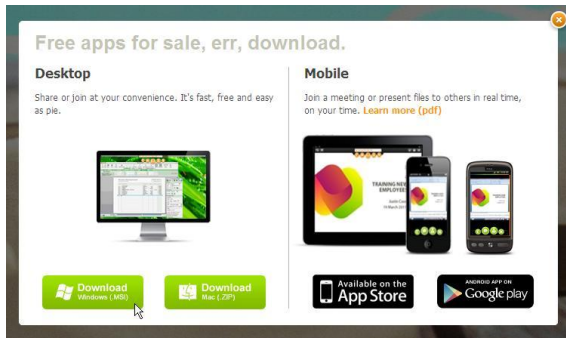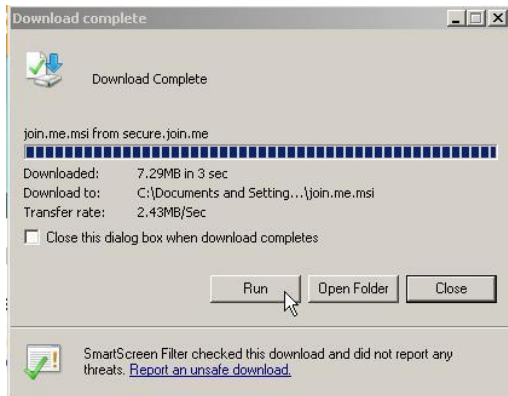
Step 4: At the File Download dialog box, click the Save button.

Step 5: At the Save As dialog box, navigate to the Desktop and click the Save button to save a file named join.me.msi to the Desktop.

Step 6: Momentarily, a Download complete dialog box displays. Click the Run button to install the join.me program on your computer.

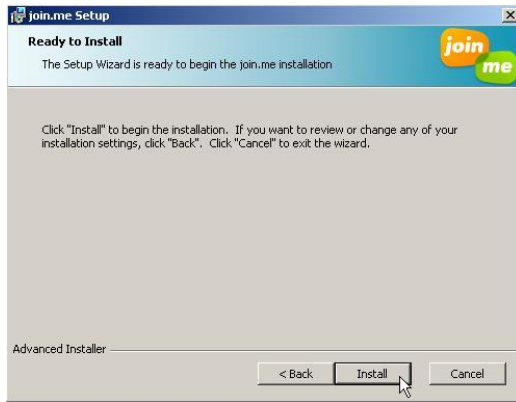If a Security Warning displays, click the Run button again.

Step 7: At the join.me Setup Wizard, click the Next > button.

Step 8: Click the Radio button beside "I accept the terms in the License Agreement" (if you agree) and click the Next > button.

Step 9: At the join.me Setup dialog box, click the Install button.

Step 10: At the join.me Setup dialog box, click the Finish button.

A join.me screen displays at the top of the desktop. Click the X to close the screen so we can take a look at our desktop shortcut icon.

A   shortcut icon displays on the Desktop. You can double click this shortcut icon each time you want to participate in a join.me session -- either as a presenter (the person sharing the screen) or as a viewer (the person viewing the screen).

Initial Steps for the presenter (student).

If you have downloaded the join.me application (explained above), complete Steps 1, 2 and 3 below. If you have not downloaded the join.me application, begin with Steps 4, 5, and 6 and continue to Step 7.

Step 1: Double click the shortcut icon on the Desktop.

Step 2: Click the **orange** Share arrow

Step 3: A join.me tool bar displays at the top of the screen with nine numbers in a link. The viewer (instructor) needs these nine numbers to join your session.

If you have not downloaded the application, complete Steps 4, 5, and 6 below:

Step 4: In the address bar of the browser, type http://*join.me* and press the Enter key.

Step 5: Under "**share** your screen," click the basic button and click the orange "share" button.

Step 6: If it is your first time using join.me, a small application will be downloaded to your computer and the application will open and connect to the Web. At the top of your screen, you will see a tool bar with nine numbers in a link that show your join.me session id.

Step 7: The viewer (instructor) needs these nine numbers to participate in your join.me session. **Each new session requires a new session id.**

To share your screen, simply click the link at the top of the join.me tool bar and click "Copy viewer link to clipboard." Now pass this link along to whomever you want to share your screen.

You can give the nine numbers to the instructor on the phone or click the link at the top and select "Send viewer link by email." Your default email program will open, and you can paste the nine numbers you just copied to the Clipboard in the body of the email. As soon as the viewer (instructor) receives the email with the id, he/she can join your session.

Now sit back and wait for your instructor to join you!

Initial steps for the faculty.

Step 1: Double click on the join.me shortcut icon on your desktop.

Step 2: Click the "enter code" prompt in the join section and type the nine numbers you received from the presenter (your student) and click the green *join* button.

You will then see your student's computer screen in your Web browser.

If the student's screen does not fill your entire desktop, place your mouse pointer on the corner of the student's screen until the cursor changes to a double pointed diagonal arrow. Click and drag to size the screen.

Using the icons in the tool bar (left to right).

There are five buttons on the join.me interface: *Get conference number*, *Chat*, *Start/Pause share screen - Zoom, Participants*, and *Share controls*.

Viewer   Presenter (Host)

The color of the buttons is *green* on the viewer side and *orange* on the presenter side.

Notice that the only button that is different in either view is the middle button -- on the viewer side it is a zoom icon and on the presenter side it is a start/pause screen sharing icon.

Quick Reference

- *Conference Call.* Click the Phone button to receive a conference call id that both the faculty and the student can enter to connect. If your computer has both a microphone and speakers, you can talk with each other in real time without a telephone.

- *Chat.* Click the Chat button to participate in a live chat.

- *Start/Pause - Zoom.* Click the Start/Pause button (available on the presenter side) to temporarily hide the screen from the viewer. A student might want to do this if he/she were typing something confidential or navigating to files he/she did not want to let the instructor view.

   Zoom.   Click the Zoom button (available on the viewer side) to zoom in on a particular area of the shared screen.

- *Participants.* Click the Participants button to display a list of participants who have joined the session. The number on the Participant button on the tool bar displays the number of participants who have joined the session (2).   You can have up to 23 participants at one time. To more easily identify the participants, double click on your role in the list and type your own name. [You cannot edit other participant's names].

- *Share Controls.* Click the Share Controls button to share control of your computer with a participant.

Participating in a Session.

Sharing the Screen.

Now that you both have joined the session, what is your next step?

If you are the presenter (student) and you have more than one monitor, you can select which monitor you want to share with the viewer (instructor). Click the down arrow under the middle button and click "Switch screen."
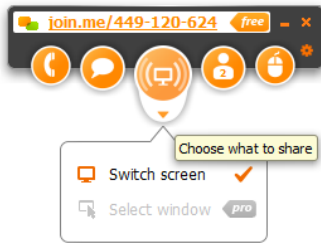
Starting a Chat.

The *Chat* may be initiated by either the presenter (student) or the viewer (faculty).

Click the Chat icon (2nd icon from the left) and type your message at the cursor. Click the Enter button and the message moves to the top of the chat screen. A pop-up window may appear at the bottom of the monitor to indicate that a chat session has been started.

The student will click the Chat window and type a reply.
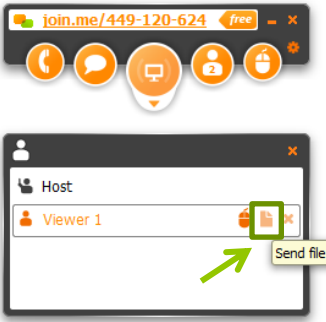

The instructor will see the reply as shown below:
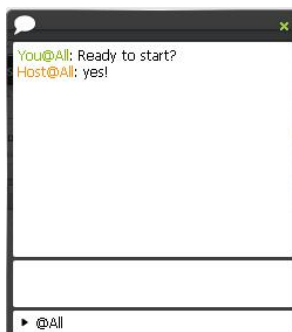
Exchanging Files.

The presenter and viewer can also send files back and forth.   Click the *Participants* button (4th icon from the left) and hold the mouse over the name of the participant to whom you want to send a file. Click the Send file icon…

A pop-up window will display on the screen of the participant receiving the file. To accept the file, click the Accept button. You will be prompted to save the file. This process is extremely fast.
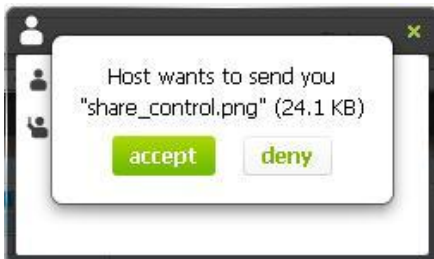
Sharing Control of the Computer.

The presenter may give control of his/her computer to the viewer. Click the "Share Control" button (5th icon from the left) and select the name of the participant with whom you want to share control. When you share control with another participant -- notice the word "share." As the presenter, you will always have control of your own computer.

The viewer may also request control of the presenter's computer.
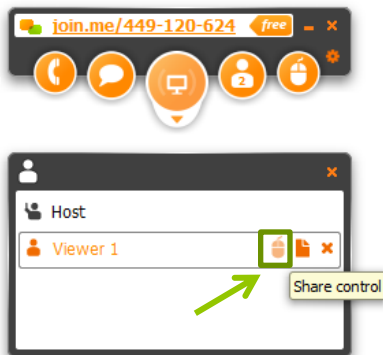
- **In most instances, taking control of a participant's screen is not required. As mature, responsible faculty and students, you should use your best judgment as to when this is appropriate.**

Closing a join.me Session.

To end the join.me session, click the small "X" icon on the tool bar and click the exit button. If this is the first time you have used the join.me app, you may be asked to install the application to so the next time you want to use it, the startup time will be quicker.
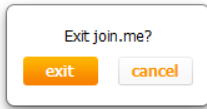
An individual participant can exit without closing the session, but if the presenter exits join.me, the entire session ends.

If you want to start a new session, you will be assigned a new session id. This ensures that no one has access to your screen without the new session id.

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