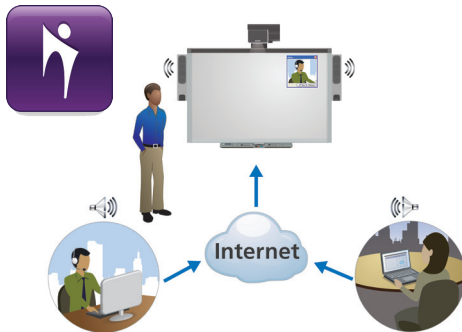# Engage Online with Bridgit® Software

Need to communicate and collaborate on a project with remote participants?

This guide provides you with the information you need to use Bridgit conferencing software to connect to anyone, anywhere in the world from your interactive display or computer.

To get started with Bridgit, you'll need:

- Bridgit software installed on your computer
- The Bridgit creation password and server name
- An Internet connection
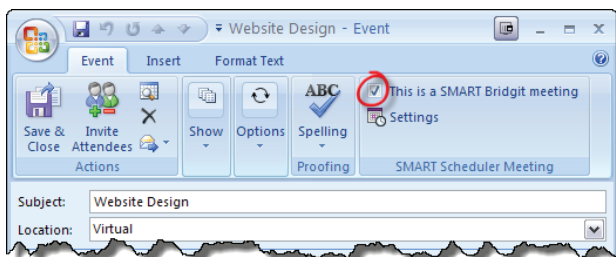- A computer microphone and speakers to use VoIP audio

Bridgit VoIP works with your existing audio setup

Booking a Bridgit meeting

You can book a Bridgit meeting using Microsoft® Outlook®.

To book a meeting

1. Select the **This is a SMART Bridgit meeting** check box in the SMART Scheduler Meeting area

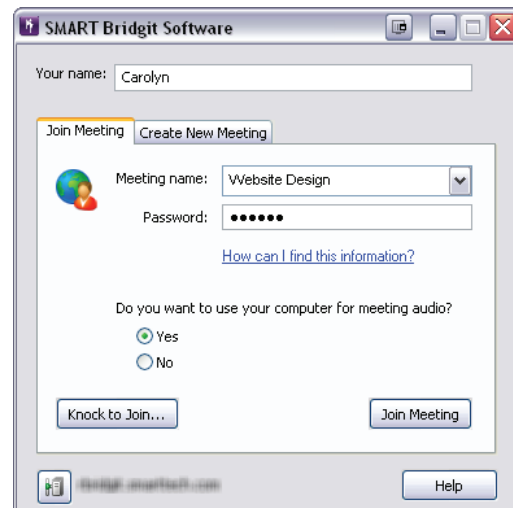2. Click the [Settings] button to enter a meeting password that's easy to remember

   TIP: Using a password to protect your meeting is optional, but recommended for security.

Joining a Bridgit meeting

You can join a Bridgit meeting from your interactive display, computer or iPad® device.

To join a meeting

1. Double-click the **Bridgit** icon on your desktop or open the Bridgit client application by clicking the link in the e-mail meeting invitation. The *SMART Bridgit Software* dialog box appears.

2. Type your name in the **Your name** text box
3. Select the name of the meeting from the **Meeting name** drop-down menu
4. Type the password in the **Password** text box, if required

   TIP: If you don't know the password or weren't formally invited to the meeting, click the **Knock to Join** button.
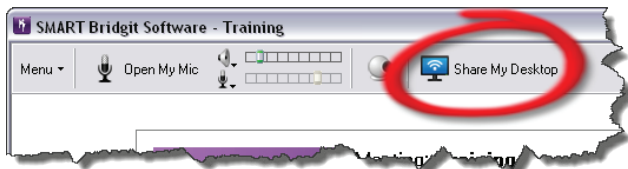
5. Click the **Join Meeting** button

Sharing your desktop

You can share anything open on your desktop. A blue border outlines the area on your desktop that meeting participants can view.

To share your desktop

Click the **Share My Desktop** button.

Participants not currently sharing their screen can request to share by selecting **Menu > Share My Desktop**.

To share only a region of your desktop

1. Click the ⬚ button on the Bridgit toolbar
2. Click and drag to select the area of the desktop you want to share

To stop sharing your desktop

Click the **Start/Stop Sharing my Desktop** button on the Bridgit toolbar.

The Bridgit toolbar

To take remote control of a shared desktop

Remote control tool tip

Click on the presenter's desktop.

TIP: You can prevent participants from taking remote control of the shared desktop by selecting **Menu > Disable Remote Control**.
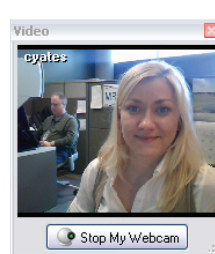
Using Bridgit tools

The Bridgit toolbar provides access to a number of settings and features to enhance and control your meeting.

To use VoIP audio

1. Click 🎤 on the Bridgit toolbar
2. Click **Open My Mic**
3. Speak into your connected microphone
4. When you're finished speaking, click **Close My Mic**

To share webcam video

Video window

Click 📷 on the Bridgit toolbar. You can resize, move and hide the *Video* window. To stop sharing, click the **Stop My Webcam** button.

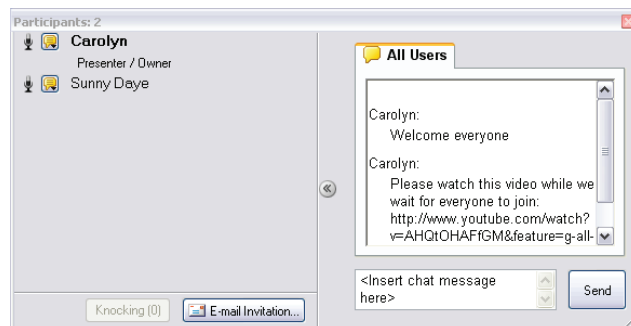**TIP:** If you close the Video window, you'll continue to share live webcam video with remote participants.

To chat with participants

Click 👤 on the Bridgit toolbar.

TIP: The *Participant* window is extremely useful for sharing links since you can copy text directly from the window.

Participant window

To raise your hand

Click the ✋ button on the Bridgit toolbar.

To write or draw on a shared desktop

Click ✏️ on the Bridgit toolbar.

TIP: Double-click the **Pen** button to change digital ink color or line thickness.

Testing audio

Sometimes it's useful to test audio input and output before your meeting.

To test or troubleshoot audio

1. Click [Menu ▾] on the Bridgit toolbar
2. Select **Options**. The *Options* dialog box appears.
3. Click the **Audio Settings** tab
4. Click the **Audio Setup Wizard** button and follow the instructions

SMART training and professional development

Explore SMART training and professional development's offerings, and discover a wealth of resources to help you make the most of your Freestorm™ visual collaboration solution.

Visit smarttech.com/training for more training products.

Bridgit software

- *Conference Connection Options* – PDF

- *Apple® iPad Application for Bridgit Conferencing Software* – Tutorial

- *Bridgit 4.5 Conferencing Software Product Use Training* – Self-paced course

SMART Meeting Pro™ software

Access the **SMART Meeting Pro Tutorial** for information on connecting to a Bridgit meeting using SMART Meeting Pro software at smarttech.com/SMARTMeetingProTutorial.

A better way to collaborate
Freestorm™ visual collaboration solutions

Bring your local and dispersed teams together with Bridgit