Using Meetoo Messages

Opening your Meetoo meeting and your presentation

2. Maxime the browser window and log in to your Meetoo account
3. Open the Meeting you wish to use and Start it
4. Write the Meeting ID on the board
5. Ask your students to join the meeting (web browser or app)
   - [meetoo.com](http://meetoo.com) - Join Meeting - Meeting ID – enter profile name (optional)
6. Open your presentation and begin

Unmoderated messages

1. Messaging is ON by default – but you can switch it OFF on your Meetoo dashboard
   - *You can turn it OFF/ON as required throughout a session.*
2. When you reach a point where you wish to view messages, switch to your browser
3. Select Messages in the menu on the left of your Meetoo dashboard
4. Review the messages in the Published tab - you can order by newest/oldest
   - Each message has controls to:
     - send the message to the Hidden tab
     - edit the message
     - Favorite the message (highlight in blue)
   - You can select one or more messages – or Select All – and either Delete or send to Hidden

Host messages

- Host messages are visually distinct (dark) and easy for students to identify
  - *Use them to ask questions or share links to resources*
  - *Links need to start www. or http:// or https://*
- You can create a set of host messages/question, send them to the Hidden tab and then send them to the Published tab as needed during your session

Moderated messages

- Moderation can be turned ON or OFF as required during a meeting.
- Messages from students appear in the Needs Review tab
  - *Use the message controls to send them to another tab:*
  - the Published tab has messages visible to all students
  - the Reviewed tab is for messages that you may publish
  - the Hidden tab is for messages that you won’t publish
- You can edit, delete or Favorite messages as required
- Messages in each tab are always ordered by newest or oldest
  - *Use the Favorite control to highlight Published messages as you discuss them*

Using the Projector

- Open the Polls Projector (in a new browser tab)
  - *The Polls Projector button is on the menu on your Meetoo dashboard*
- Choose which tab it will show – this will usually be the Published tab.
  - *Use the None option if you just want the Projector to show Polls*
  - You can open additional Projectors in their own browser tabs if required.