

Using Meetoo in a Web browser

Opening your Meetoo meeting and your presentation

1. Open <http://southampton.meetoo.com> in your web browser
2. **Maximise 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 - Join Meeting - Meeting ID – enter profile name (optional)
6. Open your presentation and begin

Polling a question 1: live votes total visible during polling

1. When you reach a point where you wish to open a poll, switch to your browser
2. Select **Polls** in the menu on the left of your Meetoo dashboard
3. Open the first poll and allow students to vote
4. Close the poll and push results

Polling a question 2: votes total hidden during polling

1. When you reach a point where you wish to open a poll, switch to your browser
Option: in a CLS room, blank the screen using the touch panel
2. Select **Polls** in the menu on the left
3. Open the **Polls Projector** (in a new browser tab)
The Polls Projector button is on the menu on your Meetoo dashboard
4. Switch to your Meetoo dashboard tab and open a poll
5. Switch back to the **Polls Projector** tab while your students vote
Option: in a CLS room, reveal the screen using the touch panel
6. When students have voted, switch back to your Meetoo dashboard and close the poll
7. Push the results and either:
 - a) move to the next poll using the **Next** button - or
 - b) switch back to your presentation – or
 - c) view Meetoo messages – or some other activity.

Polling a question 3: votes total never made visible

- If you are in a CLS room you can blank the screen using the touch panel for steps 6 and 7.
- If you have a laptop, view your Meetoo dashboard on its screen and **drag the Poll Projector tab** to view it in a new browser window on the extended (projected) display.

Windows PC: switch between your slides and Meetoo using Alt-Tab

When you reach the slide where you wish to open a poll:

1. Press and hold the **Alt** key
2. Tap the **Tab** key until your web browser (with Meetoo) is highlighted
3. Release the **Alt** key and you will switch to your web browser
4. When you are ready, quickly press **Alt-Tab** to switch back to the previous application

MacOS: switch between your slides and Meetoo using F3

When you reach the slide where you wish to open a poll:

1. Tap the **F3** key to display all open windows
2. Click on your web browser (with Meetoo)
3. When you are ready, tap **F3** and click on your slides