Using Meetoo Messages

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

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.