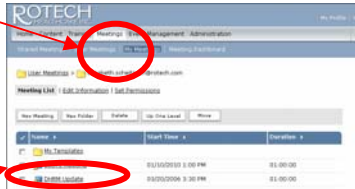


## Enter your own Breeze Meeting

Each AM has his/her own Breeze Meeting already created.\*

1. Log into <http://breeze02.pharmacy.com>.
2. Type your login (your entire email address including @rotech.com) and password (the same password used to access Rotech's Home Page.)
3. Click **Login**.
4. Click **Meetings** tab.



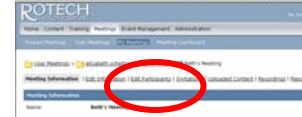
5. Click your meeting.
6. Click **Enter Meeting Room**.

\* If you don't have a Breeze Meeting, email [training@rotech.com](mailto:training@rotech.com).

## Inviting Participants

### Inviting Participants

1. Click on your meeting.



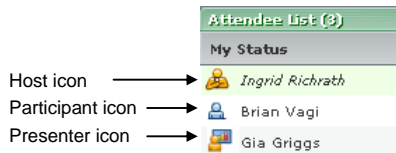
2. Click **Edit Participants**.
3. Click **Search** in the left window.
4. Search for participants by name or Lawson number.
5. Click **Add**.

Note: Remove the participants by selecting their name in the list on the right side and click **Remove**.

## View Participants

### View who is in meeting room

1. View **Attendee List** pod.



**NOTE:** if internet connection is slow, close the **Attendee List** pod by clicking .



## Using Polling

In *Breeze Meeting*, click **Pods**, **Poll**, **New Poll Pod**.

1. Select either **Multiple Choice** or **Multiple Answers**.
2. Type the question.
3. Type all answers – pressing **Enter** after each answer/option.
4. Click **Open Poll**.

**Tips for Polling:** use this tool after you are comfortable with hosting Meetings. You can create polls prior to your meeting time.

## Converting to Flash Paper

**Converting a document to Flash Paper saves internet connection.**

1. On your computer, find the document to be converted.
2. Right-click the file and select **Convert to Macromedia Flash**.
3. Note: if Flash Paper is not installed on your computer, please follow instructions on pg. 2 to install it. After conversion, save the file to your computer. Click **File**, **Save File**, and follow the remaining instructions.

## Viewing Reports

### Viewing Reports

1. From Breeze's *Home* page, click **Meetings**.
2. Click the meeting you would like to view.
3. Click **Reports**.
4. Select the appropriate link to view the reports by *attendees*, *sessions*, or *questions*.

## Viewing Data in Excel

### Viewing Data in Excel

1. From the Breeze *Home* page, click **Meetings**.
2. Click the specific meeting.
3. Click **Reports**.
4. Select the appropriate link to view the reports by *attendees*, *sessions*, or *question*.
5. Click **Download Report Data** button.
6. Follow the instructions to save the data.
7. Open the data file using Excel.

## Sharing Documents – using acceptable file formats

To display *within the Breeze Meeting window*:

1. In *What Do You Want To Share* prompt, select **Documents, Select From My Computer**.

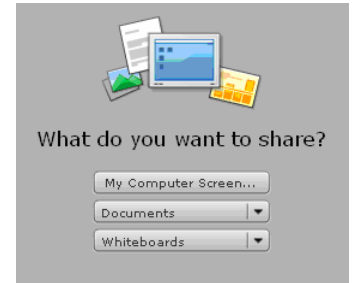
**Note:** if you don't see this prompt in the center of your screen, click **Pods, Share, Select from My Computer**.

2. Find the file to share.

Note: only the following file formats can be *shared within the Breeze Meeting window*. To convert Word or Excel to **Flash Paper** (i.e., a .swf file), see previous page. If *not* using one of the following file formats, see the next section.

Flash Movie Files	.swf
Flash Video Files	.flv
Image Files	.jpg
MP3 Audio Files	.mp3
PowerPoint Files	.ppt
Zip Files	.zip

3. Click **Open**.



## Sharing Documents – not using acceptable file formats

To display your screen *outside the Breeze Meeting window*:

1. Go to **Pods, Share, My Computer Screen**.
2. Select **Desktop, Windows, or Applications**.

Note: if choosing Windows or Applications, you must have the window or application open. Make the appropriate selection – see image.

3. Click **Share**.

To have participants *download your file*:

1. Go to **Pods, File Share, File Share**.
2. Click **Upload File**.
3. Click **Select from My Computer**.
4. Select the file to upload from your computer to the Breeze server.
5. Click **Open**.

Note: If the *File Pod* is open on the Host's computer, the participant can now download this file to their computer.

**\*\*To download FlashPaper:**

1. Click on the following link: <http://breeze02.pharmacy.com/common/help/en/support/downloads.htm>
2. Click the Macromedia FlashPaper link from the left column and install the file.

Email [training@rotech.com](mailto:training@rotech.com) with questions.

