

What is Fuze?

Fuze is an open source (free) software application that allows users to communicate through video, voice and messages with up to 40 participants. Fuze offer users the ability to record and create new instances of meeting or to reuse meeting that have been previously held. Documents can also be attached and saved to meetings for easy file sharing. Fuze requires a specific login username and password. This is needed for every use or you may choose ‘**Join a Meeting**’^[i].



Getting started with Fuze Meeting

To get started with web conferencing session, please follow the instructions below:

Step 1: Pick your device and Install the Fuze Meeting Application

To attend a Fuze Meeting install the Fuze Meeting Application (available for multiple platform: PCs, Macs, tablets, and smartphones) and follow the instructions for the best attendee experience.

Note: Administrator rights on your computer are not required, so visit the [Fuze Meeting Product Download page](#) to download the application. Using your smartphone requires you to download the application from Google Play Store or AppStore. It is advisable to start download the Fuze application at least 3 hours prior class ^[ii].

Step 2: Determine how you will connect to the meeting audio

A connection to the Fuze Meeting audio conference is required for participation. We recommend you use a headset/earphone to receive the audio to your device.

Step 3: Hook up a Webcam (Optional)

Using a webcam in a Fuze Meeting is optional. The meeting host determines if attendees can show video from their webcam during the meeting.

Note: If you are participating in an examination on UTechOnline, you are required to have a working camera to conduct the examination, unless instructed otherwise.

Step 4 - Join the Meeting

- a. You will receive an email similar to that in Figure 1 from your lecturer (or administrator) with the meeting details.

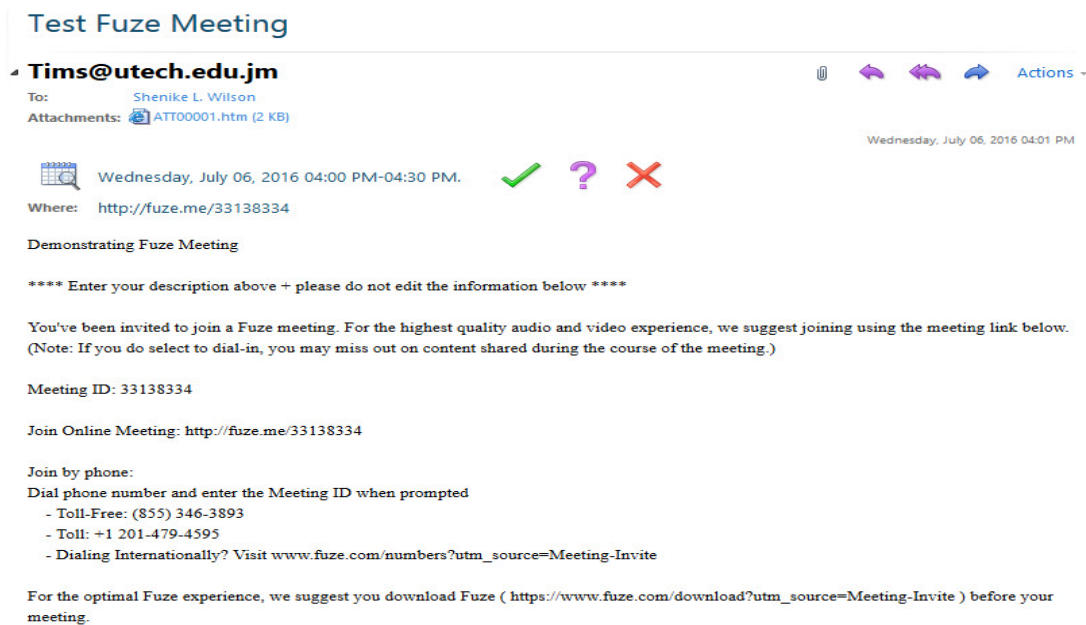


Fig 1: Sample email sent to attendees

- b. Option 1: Copy the Meeting ID number (e.g. 33138334) and paste it in the Meeting ID field under the Join a Meeting tab of the Fuze application. (See Fig.2) Enter your full name (be mindful that this name will be public in the meeting), email address (optional) and click **Join Meeting**.

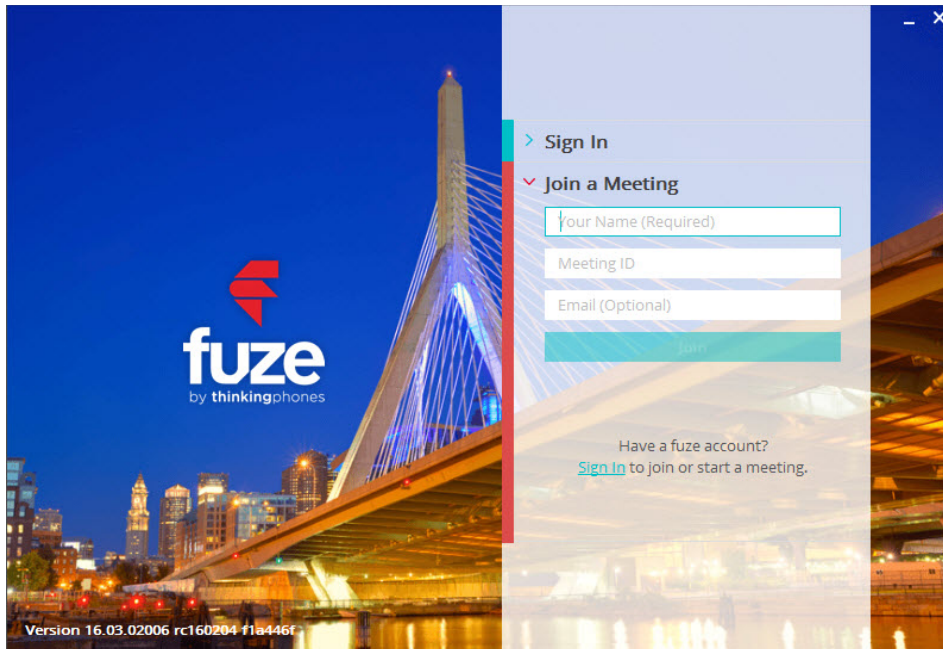


Fig 2: Join a Meeting screen.

- c. Option 2: Click on the link (e.g. <http://fuze.me/33138334>) to join the meeting room from the email or calendar invite that your lecturer sent (See Fig 1). You will be directed to the default Fuze webpage (See Fig 3).

Note: The link only opens in web browsers, hence using this option means may cause user limitations

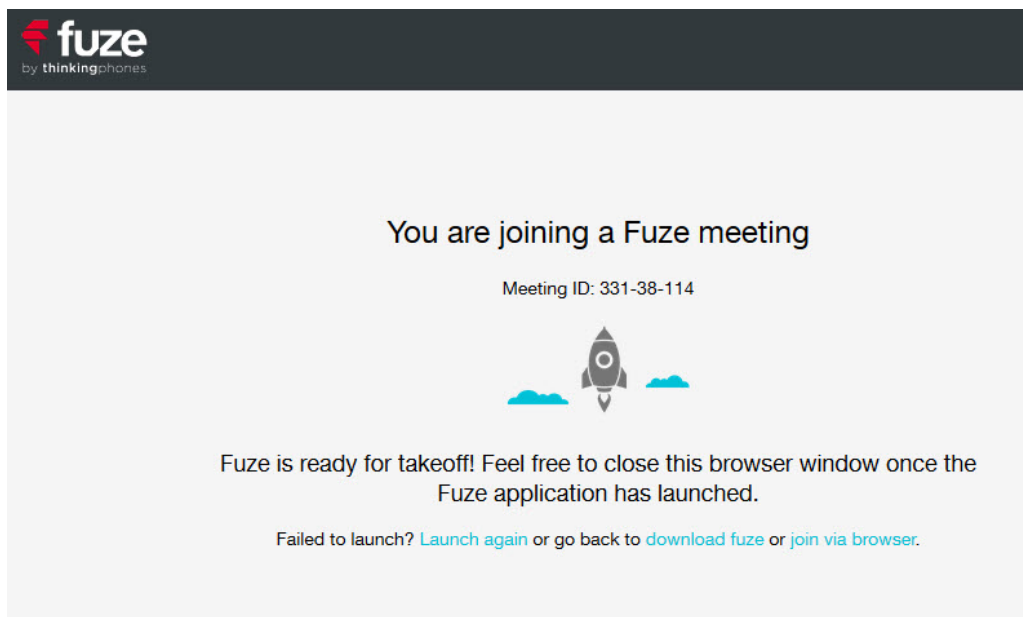


Fig 3: Default page.

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- d. Click on the **'join via browser'** link to proceed to the Join in Your Browser screen (See Fig 4). Enter your full name (be mindful that this name will be public in the meeting) and click **'Join Meeting'**.

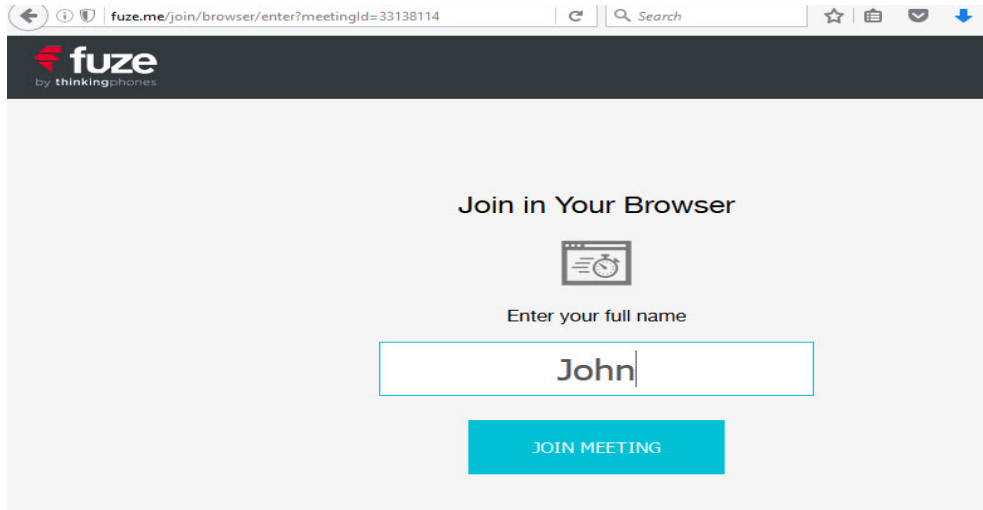


Fig 4: Join in Your Browser screen.

Step 5 - Join the Audio Conference

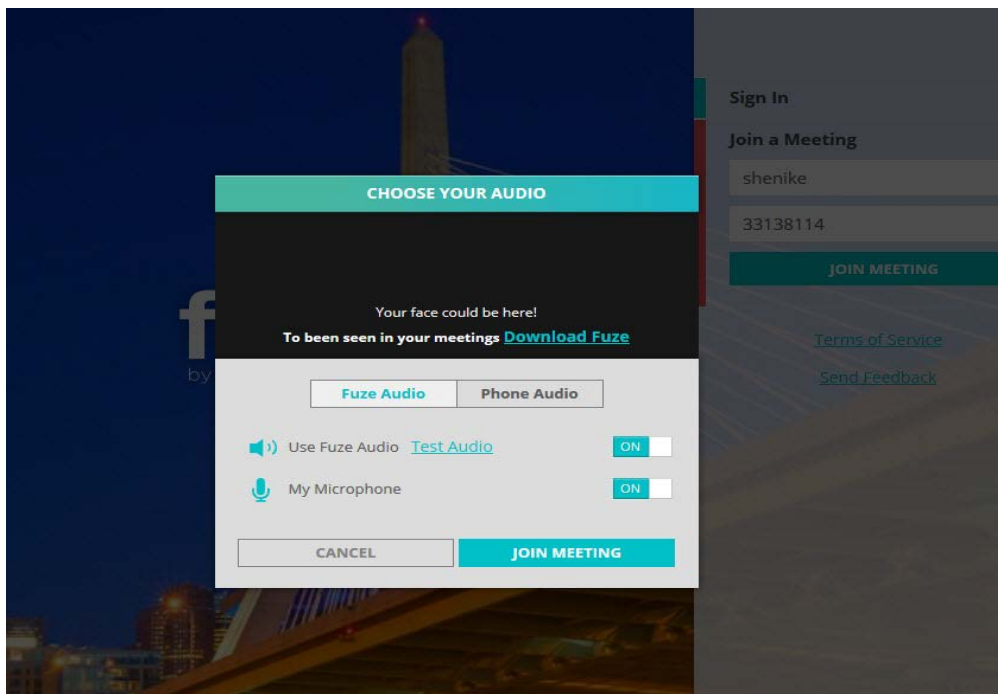


Fig 5: Choose Your Audio screen.

- a. Attendees have the option to turn on/off your microphones and/or listen to the Fuze meeting. Select the preferred microphone and speakers you will be using for the audio

in your meeting (you can only do this if you have downloaded the application to your device.

- b. Click 'Test Audio' to verify that you can hear the audio. After testing your speakers, click the 'Join Meeting' button to connect to the meeting audio. (For the best quality, use a headset and microphone.)
- c. You can always mute or unmute the microphone whenever you join the meeting and the same for the camera.

Step 6: Wait for Presentation to start

If you attempt to join the meeting and the message in Fig. 6 appears, it means that the Host has not yet started the meeting. Fuze will continuously ping the Host's account for 10 minutes or until you have been accepted.



Fig 6: Waiting Screen.

Step 7 - Show your Webcam Video (depends on Host's preference)

Most meetings do not require attendees to use their webcams during a session. However, if your internet connection is slow, it is recommended that you disable the webcam.

Step 8 - Fuze Meeting Chat

You can make comments publicly or privately. Chat allows you to interact by sending instant messages to other participants.

Step 9 - Presentation

Your host is the only person who has the opportunity to promote you during the session. A promotion enables an attendee to upload PowerPoint, PDFs and Word document presentation and also images.

Task 1: Click on the activated 'Share' button that is highlighted in Fig. 7 below.

Task 2: Click on the 'Add Files' in the Meeting Content window.

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Task 3: Select the file (s) from the Windows Explorer box for your presentation and click open.

Task 4: Click on the correct presentation to be viewed. When finished, click on the 'Share' button and click 'Stop Sharing'.

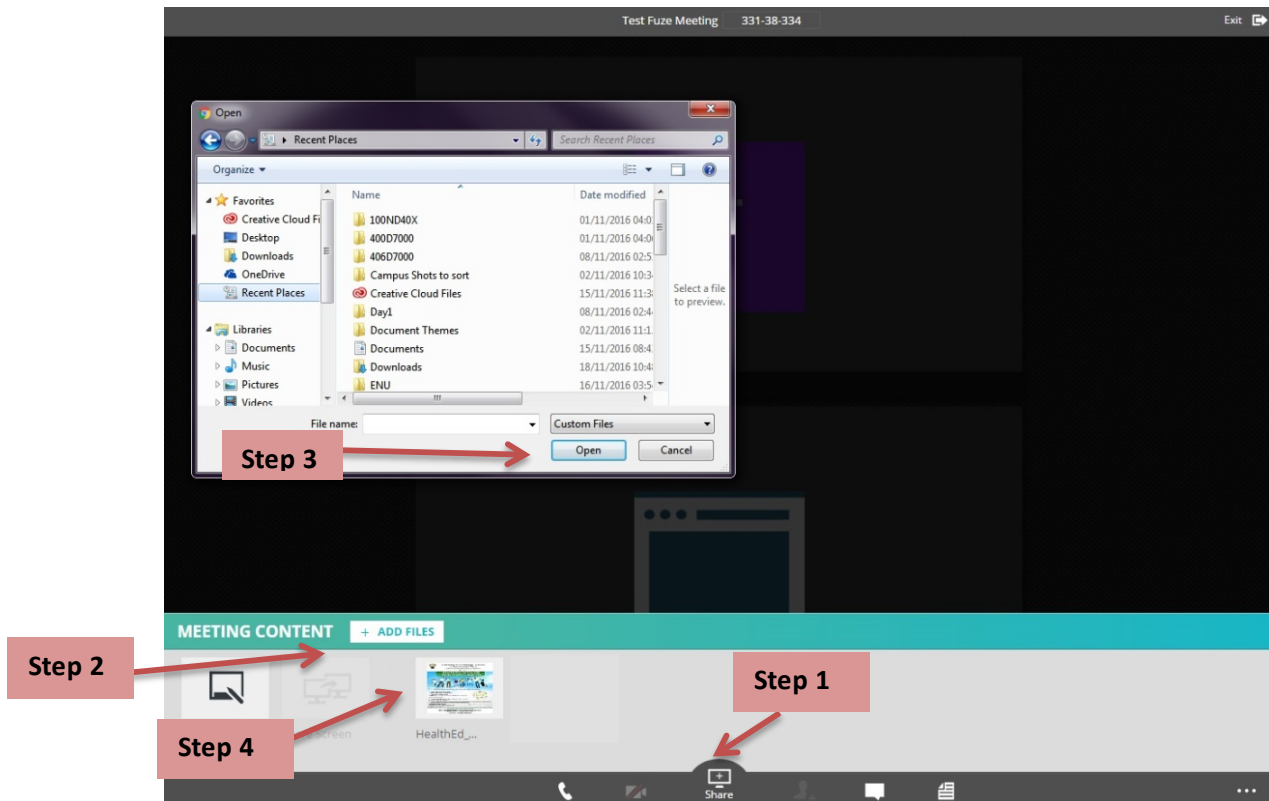


Fig 7: Share Screen.

Fuze Troubleshoot

If you are having any difficulty connecting to a Fuze session, please try these methods below:

1. If the application fails during installation, go back to the Fuze download site and restart the procedure.
2. If you are on the 'Waiting Page' (Fig 6) for more than 10 minutes:
 - a. Restart the Fuze application and try again
 - b. Contact your lecturer as soon as possible.

ⁱ The meeting must be already created to join a meeting in order to have the Meeting ID number.

ⁱⁱ The download process may fail due to internet speed.