

New Features in *simplex* Meeting 6.6

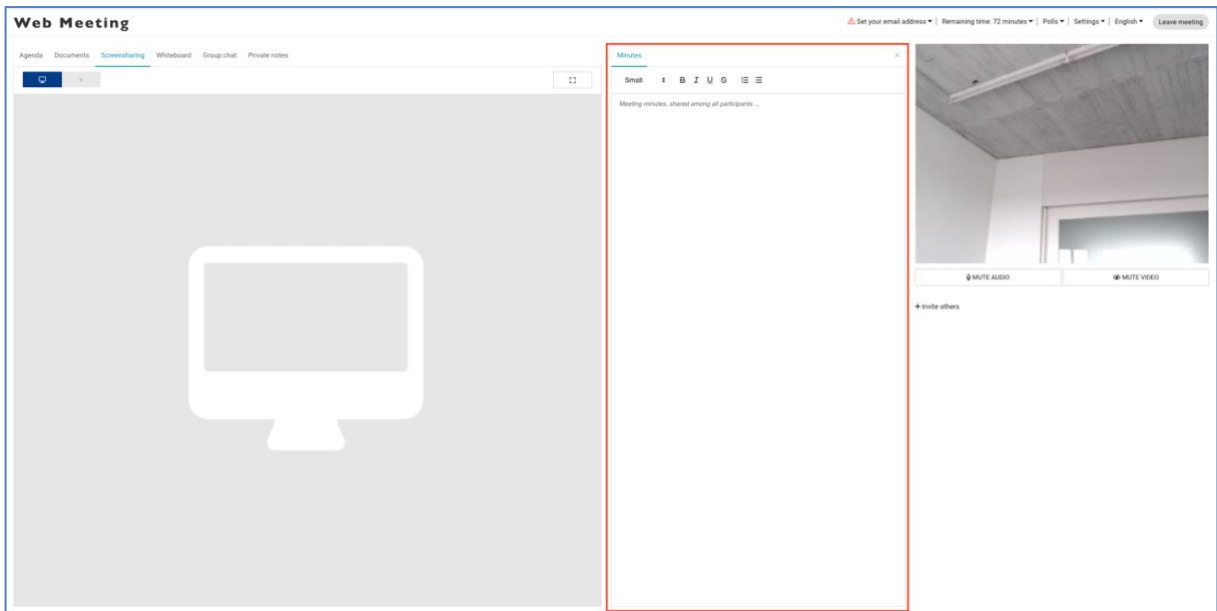
18 January 2021

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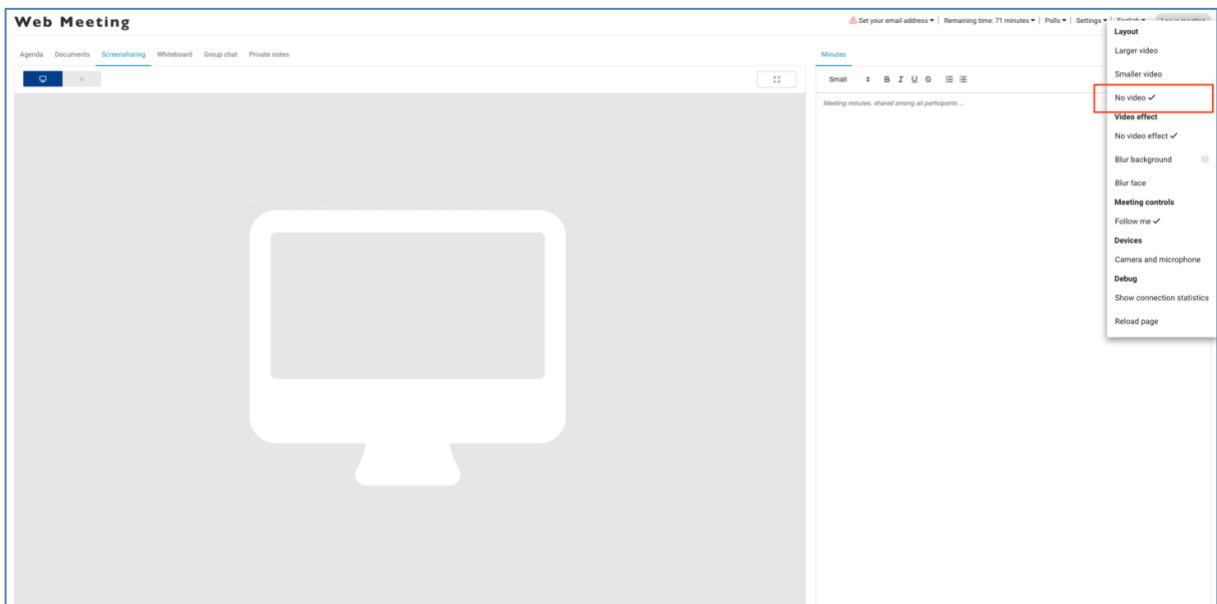
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1 Split screen

It is now possible to split the Agenda, the Group Chat, Minutes, Private Notes and Webinar controls into a separate column. This allows you to see the participants, a shared screen and the group chat or webinar questions at the same time.



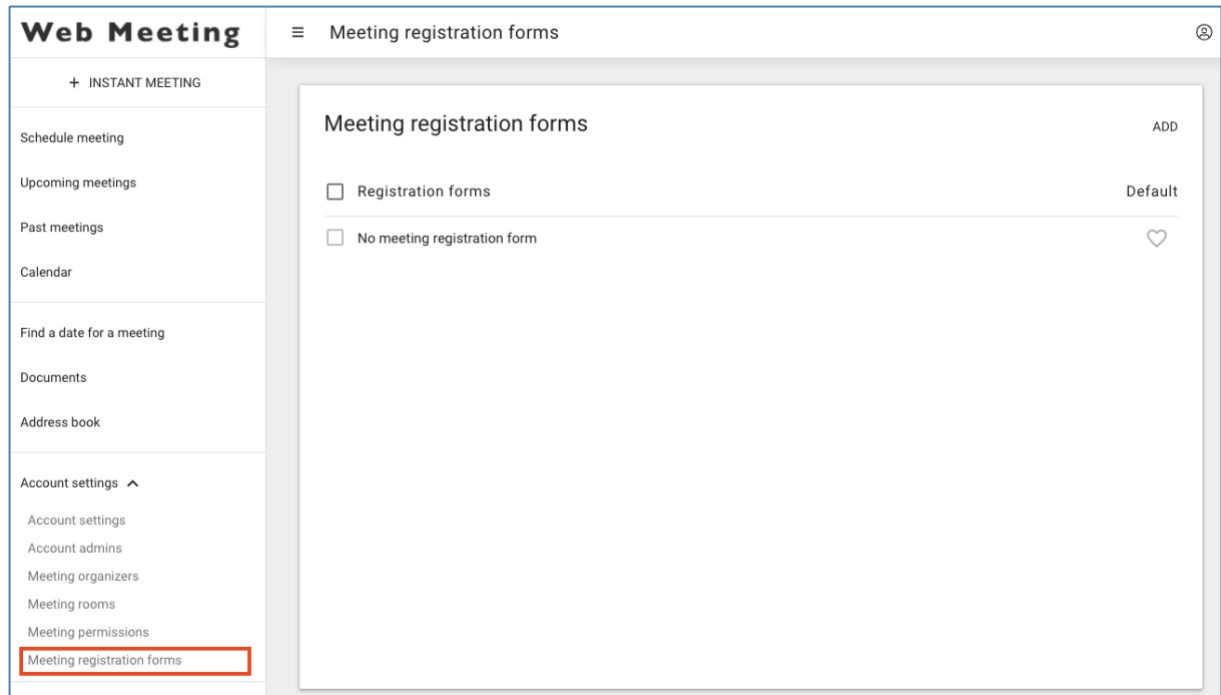
You can also hide the participants altogether to have an even bigger collaboration space:



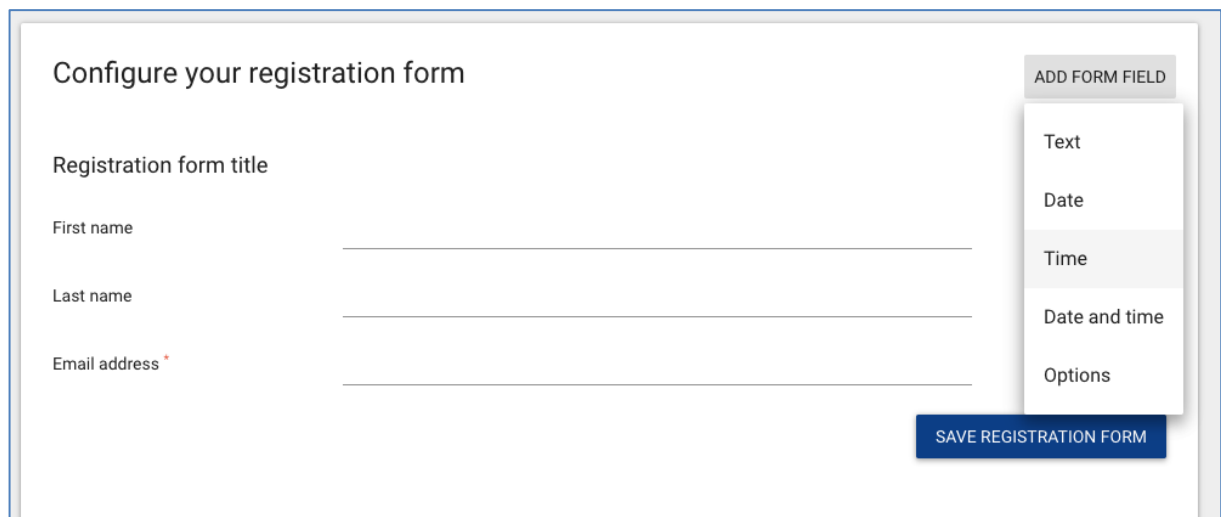
2 Meeting registrations forms

You might want to invite users to a webinar or group discussion, but you don't know yet who will attend. This new feature allows you to create a registration form for your meeting. You can then publish the form on your website so that users can register for your event.

You can create multiple forms that you can re-use for different meetings:



Clicking on "Add" brings users to a form editor that allows them to freely define their own registration form:



Once you have created a registration form you can attach the form to your meeting:

Schedule meeting

Documents: Pre-upload documents for the meeting | Document store

Participant email address to join the meeting: Optional

Meeting permissions: All permissions (Default)

Meeting registration form: **Cooking class**, No meeting registration form (Default)

Video resolution: 320x240 - 4:3 (recommended)

Webcast (broadcast) meeting:

Requirements to join meeting: None

Meeting password (optional):

SCHEDULE MEETING

Finally, the registration data will be available to the meeting organizer on the meeting summary screen. You can now copy the Meeting Registration Form link and publish it on your website.

Web Meeting | Tomato Sauce

+ INSTANT MEETING

Schedule meeting

Upcoming meetings

Past meetings

Calendar

Find a date for a meeting

Documents

Address book

Account settings

Account settings

Account admins

Meeting organizers

Meeting rooms

Meeting permissions

Meeting registration forms

Details | INVITE

Meeting topic: Tomato Sauce

Meeting link: <https://dev-01-wl-1.veeting.net/meeting/9422-2093-3360-3630>

Meeting registration form: **Cooking class**

Meeting registration form link: <https://dev-01-wl-1.veeting.net/public/meeting-registration/5ffe8ddd766ff604f79cf3...>

Registered users: 1

Requirements to join meeting: None

Date and time: Today at 2:45 PM - Today at 3:45 PM

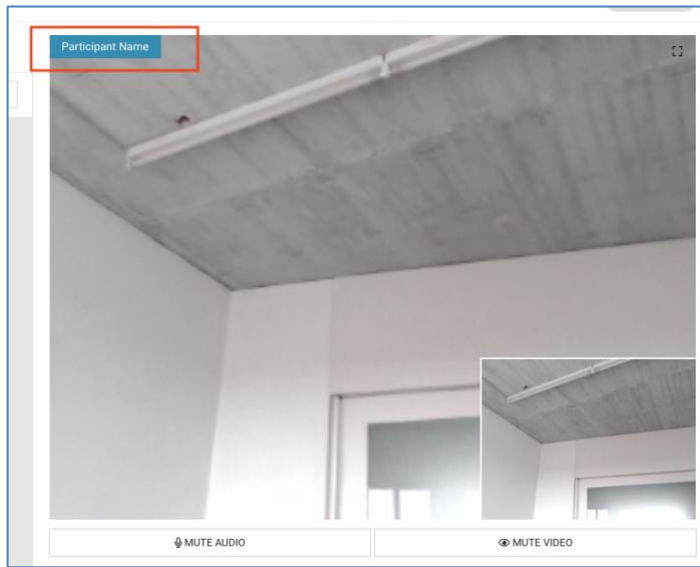
Invited participants: fabian@veeting.com

Meeting organizer: Fabian Bernhard

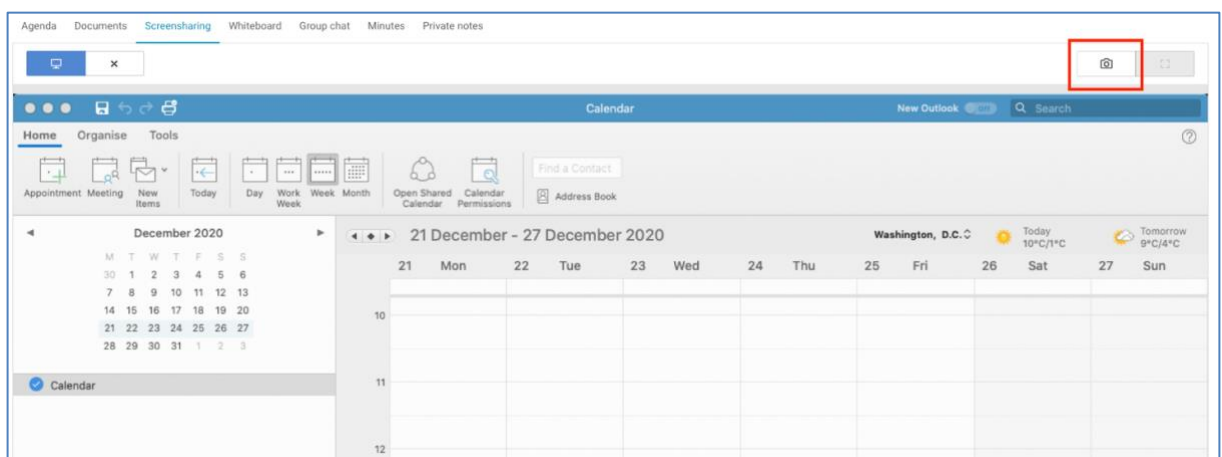
Meeting permissions: All permissions

3 Meeting room

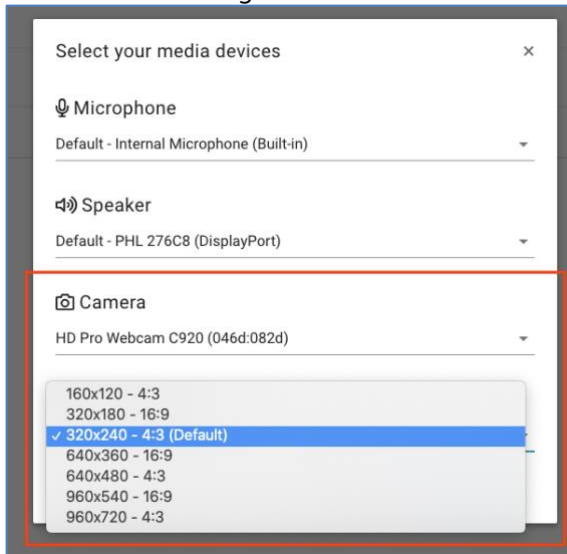
- We now store the current state of the "Follow me" feature in the local storage and automatically activate it the next time you join a meeting.
- We don't display the error message "already joined" anymore when a participant joins twice in the same browser session. Instead, we automatically close the previously joined session.
- We now show the participant name in the upper right hand side corner when hovering over the image, instead of displaying it on top of a white background.



- Meeting joined and left sounds: we don't play those sounds anymore as soon as 10 people are in the room.
- Meeting closing sound: we now also play a sound 5 minutes before the meeting room closes.
- Meeting closing notification: we now also display the notifications in fullscreen mode.
- We display an explicit message "This meeting is off the record" for OTR meetings, similar to "This meeting is recorded".
- iOS: if link opened in web view, Chrome, etc., show message "copy this link and open it in Safari" to make it easier for iOS users.
- You can now take a screenshot from a shared screen. This screenshot will automatically be uploaded to the documents tab.



- Users can now change their own video resolution (in "Camera and Microphone").



4 Webinar

- We highlight Webinar moderators in the list of participants.
- We sort the list of participants alphabetically rather than by join time.
- You can now filter the list of participants (available when there are more than 10 participants).

5 Named rooms

- It is now possible to receive email notifications if someone joins a named room
- It is now possible to apply meeting permissions to named rooms
- It is now possible to set a password for named rooms

The screenshot shows a 'Meeting room configuration' form. The 'Meeting room password (optional)' field is highlighted with a red box and contains the value '1234'. Other fields include: Room name (Meeting Room 1), Choose a color for the room (blue square), Always-open room configuration (checked), Room URL (testroom), Meeting type (Boardroom - up to 30 participants selected), Meeting room password (optional) (1234), Inform these meeting organizers by email when someone enters the meeting room (optional) (empty), and Meeting permissions (All permissions (Default)). A 'SAVE' button is at the bottom right.

6 Find a date for a meeting

- We now display the number of answers in the list of polls and highlight polls that are not active anymore.
- We added a horizontal scrollbar to screen where dates can be picked to make it more obvious that one can vertically scroll the list.
- The organizer can now schedule a meeting with one click.
- We now use same date picker as in schedule meeting for times.
- You can now opt-in to hide email addresses of participants (they will only be visible to the organiser of the poll).

7 Data privacy

- Hide email addresses of invitees from Calendar invite. This will also hide the invitees and participants from the meeting summary.
- Attempt to send the invitation as "Private" (does not work with all Calendar applications).

The screenshot shows a 'New meeting' form with the following fields and options:

- Meeting topic:** A text input field.
- Meeting room:** A dropdown menu with 'Any free room' selected.
- Time:** A section with three sub-fields: 'Start date' (January 13, 2021 1:45 PM), 'Duration' (60 minutes), and 'End date' (January 13, 2021 2:45 PM). A link for 'Open timezone helper' is provided.
- Recurring meeting:** A toggle switch that is currently turned off.
- Invite participants (optional):** A text input field with the placeholder 'Add email address and press enter'.
- Additional invitation options:** A section with three toggle switches, all of which are turned on:
 - Send meeting invitation to my email
 - Hide participants in the calendar invite and the meeting summary
 - Attempt to send the calendar invite as "private"

8 Meeting permissions

- We have added a new role "Account member" to the meeting permissions in order to better grant access rights to meeting room features for organizers of the same account.
- We have added help texts to the meeting permissions to describe the available roles.

Configure your meeting room Help

Meeting permissions allow you to customize your meeting room. You can grant different rights to different participants and even hide tabs if you don't need them.

By default, all participants can collaborate during a meeting. However, access to every feature in the meeting room can be limited to a certain group of participants. For instance, in a webinar you don't want participants to be able to draw on the whiteboard. Meeting permissions allow you to achieve this.

The following are the different participant groups you can assign to features in the meeting room:

- **Everyone**
All participants are allowed to execute this action.
- **Users with an account on this platform**
Only participants with an account on this platform have access to this feature. This doesn't necessarily mean that this person is a member of your account.
- **Members of this account**
Only meeting organizers of your account have access to this feature, typically a team member who can organize meetings in your meeting rooms.
- **Meeting organizer / Moderator**
Only the person who schedules the meeting has access to this feature, or, in case of a webinar, someone who joins with the moderator link.
- **Nobody**
No one, not even the organizer of the meeting, can use this feature. If you select "View" as "Nobody" you can remove the feature from the meeting room.

Meeting permission name Webinar

Documents	Whiteboard	Chat
View	View	View
<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> ✓ Everyone Users with an account on this platform Members of this account Meeting organizer / Moderator Nobody </div>	Nobody	Nobody
	Use	Use
	Everyone	Everyone

9 Whitelabel admin

- Whitelabels can now be classified as "for Events". This produces extra event reportings (concurrent users per day, concurrent rooms per day, etc).
- You can now hide custom dial-in numbers in the web meeting platform.
- Added date picker to account management to define end date of an account (rather than "paid for X month").
- You can now disable all meeting room sounds in the system settings.
- We have improved the search tool in account management.

Existing accounts ADD FILTER

Account type	Account validity	Free text
<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> ✓ All account types Trial Business Professional School PayAsYouGo Standard </div>	Expired accounts only	
		FIND
Account type	Meet...	Meet... Auto ... Comment

10 Various

- We have added filters for Upcoming meetings.
- We offer smaller 16:9 video resolutions, not just 720p.

11 On Request: Integrations – simplex Platform

We have further integrated into the **simplex Webcasting and simplex Collector platform** (Media Asset Management).

- **simplex Webcasting:** *simplex* and *simplex Meeting* accounts can be connected in order to display and manage *simplex* projects directly from the *simplex Meeting* platform.
- **simplex Collector:** all meeting summary documents can automatically be uploaded to your *simplex Collector* account.

These new features are available upon request and must first be enabled by us in the *simplex Meeting*, *simplex* and *simplex Collector* admin areas.

You can find more details and requirements in the documents below:

[simplex Meeting & simplex Integration](#)

[simplex Meeting & simplex Collector Integration](#)