

# Conferenceware

## *Ressources Directory*



**Tele-efficiency** )))

As a one-stop shop, Tele-efficiency provides a unified conferencing solution; audio-video-WEBconference at a fixed price for an unlimited number of meetings up to 25 participants. It integrates with most CRM applications as well as with Outlook and Skype. The greeting is customizable for each client's company image with their logo. It is hosted on the WEB as a service or can be installed on the Intranet of a client. A 30 days free trial is offered.

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## Services

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### Audioconference

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In collaboration with High Speed Conferencing ([highspeedconferencing.com](http://highspeedconferencing.com)), we make available for you, at no extra cost, a telephone audioconference service. The attendees place a long-distance call that is charged to their telephone bills at the service provider's usual rates. Skype users have it better in that they can connect directly and totally free of cost to the audioconference. Also, unlike in Skype, the maximum possible number of users is not limited to 5. This way, an audioconference is used as the bridge that connects the Skype users and the telephone network. Everybody can listen and speak to everybody, and the voices can be recorded and synchronized with web conferencing.

To become a host, all you need to do is register to obtain a permanent conference number along with the access code. At the time of the audioconference, the host calls and enters the permanent conference number (which is different from the ones that the attendees have) for identification. When the attendees join the audioconference by placing a call, they are asked to enter only their unique conference number. If an attendee connects before the host, the person will be put on hold until the host arrives. The maximum number of attendees and the length of the audioconference are unlimited.

The following are the numbers to dial:

Belgium : 0703-59-987  
Canada : 1-605-475-8500  
France : 0826-100-25  
Germany : 01805 00 7646  
Ireland : 0818 270 032  
Italy : 0848 390 172  
Switzerland : 0848 560 152  
United Kingdom : 0870 738 0760  
United States : 1-605-475-8500

### Survey

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*Conferenceware* permits transfer of web conferencing participants to a web page, for example, at the end of a WEBinar. This web page could consist of a survey in the form of a questionnaire, meant to collect commentaries. We recommend the intermediary "[SurveyMonkey.com](http://SurveyMonkey.com)" for online surveys, free of charge, for 100 clients per month.

SurveyMonkey provides the tools necessary for an easy elaboration of a questionnaire with varied response modalities. The interface is totally configurable in the language of your choice and in your choice of words. Analysis utilities permit filtering of responses for establishing multiple correlations. The survey author may also permit access to the compiling of the results.

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## Software

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### Accessware

#### Remote screen sharing

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Accessware gives you fast and easy remote access to a PC. Gain seamless access to another PC from the presenter's computer. Then, share your screen in WEBconference to show the participant's remote screen. ([MORE](#)).



#### Instant messaging

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Instant messaging free client software, presence and chat, with Jabber protocol. Constitue you own instant messafing private network for your enterprise. instantané d'entreprise. Download. For free download, [click here](#).



#### Collaborative workspace

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Peer-to-Peer collaborative workspace freeware for an unlimited number of participants. Files are saved locally in your directory My documents/Collanos: documents, notes, favorites and tasks. Synchronization of changes on connection with secured communication. Many compartmentalized workplaces accessible on authorization. Available for Linux, Mac and Windows. To [download](#). ([MORE](#)) Link to a free [collective agenda](#).



## Voice over IP and instant messaging

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Skype is a free voice over IP software with millions of users. The firm has been bought by the famous auction site, eBay. After installing the Skype software, you need to create your profile corresponding to a user ID. Thereafter, you can communicate with any other Skype user, free of cost. To make calls from your PC to any telephone number worldwide, you must register at the SkypeOut service, and to receive phone calls from a telephone, you must be registered with the SkypeIn service which grants you a conventional telephone number. The rates are per minute. Access points for Skype are available in Australia, the UK, and the US, as well as in many other countries. The SkypeIn service includes voice mail, too.

Right from the start, the Skype software, like MSN, integrates instant messaging with presence indication. At any given moment, you can know the status of the contacts that were authorized by you to communicate with you and that had accepted to show you their status. The different possibilities of the status are: “disconnected,” “connected,” “absent” (meaning temporarily inactive from the keyboard for a configurable number of minutes), “not available” (after a configurable number of minutes), “do not disturb,” and “invisible” (done by deactivating the presence indication). There is also an option that allows you to be notified when one of your contacts connects to Skype. The most recent versions of the Skype software offer videoconferencing, audioconferencing, as well as redirecting of phone calls to a third telephone number, such as a cellular phone, with the SkypeOut service. To access Skype in English, [click here](#).

- [Getting started](#)
- [Install Skype for Windows](#)
- [Create a Skype Name](#)
- [Sign in, status and history](#)
- [Edit your profile](#)
- [Add a contact](#)
- [Make a Skype call](#)
- [Cheap calls using SkypeOut](#)
- [Make a conference call](#)
- [Skype Voicemail options](#)
- [Privacy and notifications](#)
- [Chat & group chat](#)
- [Video calling](#)
- [Using Shared Groups](#)
- [View Outlook contacts](#)

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## Detect when an email is opened

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Would you like to receive by email a confirmation that an invitation sent with Outlook, for a meeting, has been opened (instead of asking for a confirmation that the recipient may not want to provide)? MSGtag is a "tracking" utility integrated with Outlook. It places, on demand, an invisible pointer in the lower part of an email, pointing to their server, in order to confirm to you when it has been opened. Some email servers sometimes block this pointer, rendering it useless; however, this kind of blocking is not common. Just [click here](#) to download it, at no cost.

MSGtag is available in three versions: free, Plus, and Status. In the free version, an advertising message in the lower part of the email tells the recipient that you have been notified that the message has been opened. The Plus version at a cost of USD 19.95 allows you to delete or edit the message. The third version, Status, supports the possibility of sending emails to many recipients, and generates a report that can be checked on the WEB and imported in Excel format. It is priced at USD 59.95. For all versions, in addition to the installation of the software, you must create an account with MSGtag in order to indicate the email address at which you want to receive the opening confirmations. Here is an example of this kind of confirmation.

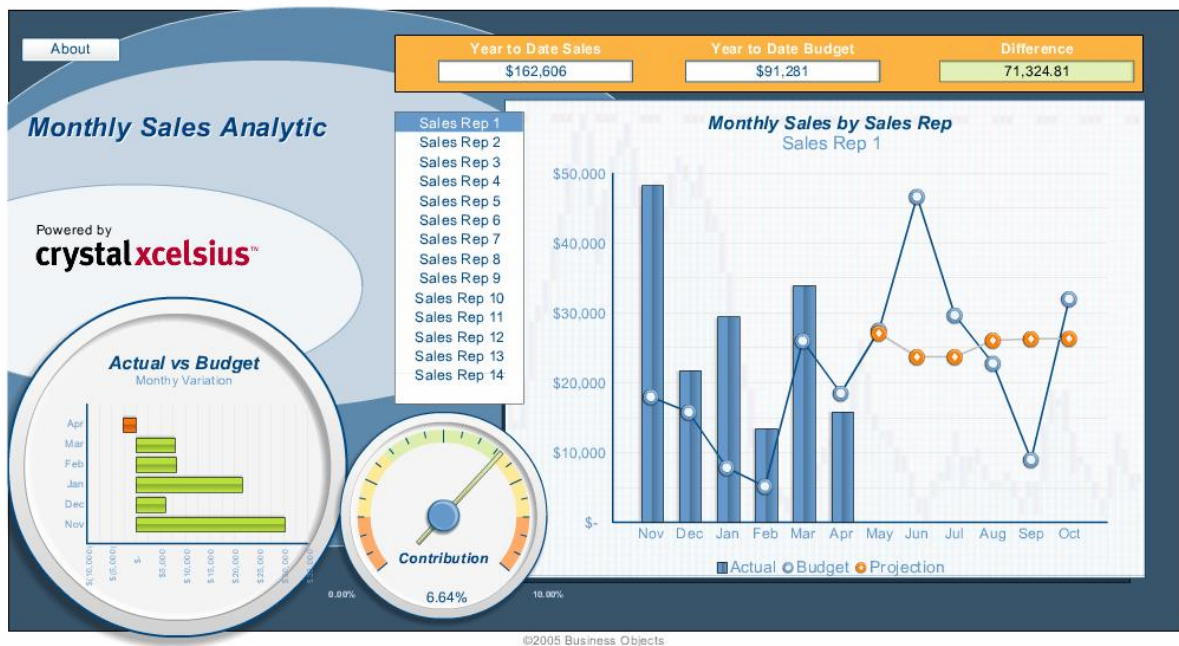
## Follow up invitations for meetings, using *Outlook*

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The software editor, MAPllab, offers a customized setting for Outlook Email Follow-Up, which allows the automatic resending of a new message to the people who have been invited but have not confirmed their participation. These automatic reminders are sent X days after the original message is sent. It is a productivity tool that liberates you from having to follow up on the invitations and from redoing the whole process each time it is needed. A free 20-day trial is offered, after which the license costs USD 24.00. This software works with all Windows versions, and with Outlook 2000 and later editions. However, this tool does not function through an Exchange server. If needed, it can be validated through your network administrator. [Click here](#) for a free trial.

## Generate an *Excel* dashboard in *PowerPoint*

Xelsius is a development engine that converts an Excel file into an interactive and dynamic spreadsheet before saving it in PowerPoint, PDF, Word, or Flash formats where it keeps its new properties. It is an amazing tool for presenting reports or making presentations of a financial nature. Here are three examples in PowerPoint format. For a 30-day free trial, [click here](#).



# Templates

## Microsoft

Microsoft makes available, without cost, hundreds of templates for PowerPoint presentations. These are meant mainly for graphics and screensavers. [Click here](#) for access.

## PowerTemplates

Powered Templates offer a varied collection of templates, classified by subject and industrial sector, for PowerPoint presentations. Each model has a graphic and original photographic setting, and costs USD 12.00 a unit for the title page along with two other interior slides either for printing, on a clear background, or for display. Optionally, you can add, for double the price, about fifteen graphics to illustrate your own ideas. To check out their gallery, which has more than 1200 templates, [click here](#).

