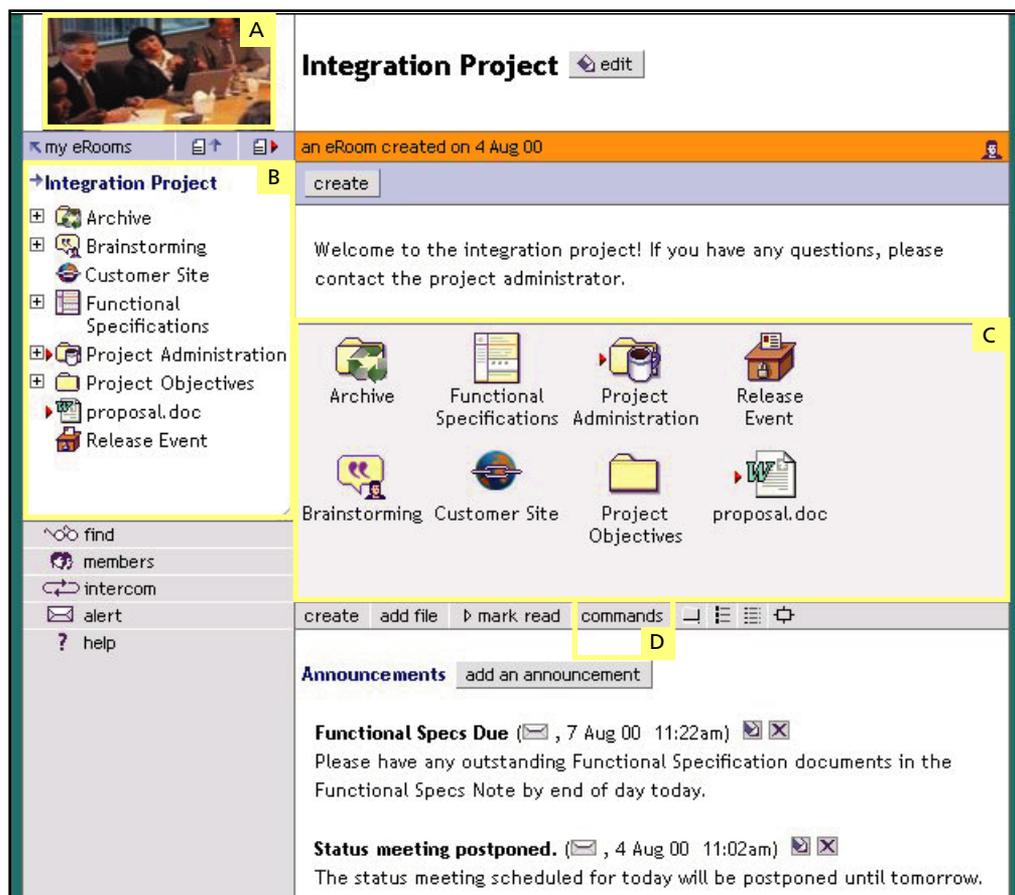


To go to your eRoom:

1. In your browser, enter the URL for your eRoom. Or, in an email invitation to an eRoom, click the link it contains.
2. On the Login page, enter your login name and password.
3. You can use eRoom with just your browser, or on Windows, with an optional browser plug-in (3MB). Most eRoom features work the same with or without the plug-in, but the plug-in provides some extras like rich text editing, drag-and-drop to and from the desktop, and the ability to receive instant messages. Click the Options button to make your choice.
4. On the Login page, click OK to enter your eRoom.



The screenshot shows the eRoom 5 interface for an "Integration Project".

- A:** A photo of four people in a meeting is shown in the top left corner.
- B:** A navigation pane on the left lists items: Archive, Brainstorming, Customer Site, Functional Specifications, Project Administration, Project Objectives, proposal.doc, and Release Event.
- C:** A central workspace displays icons for Archive, Functional Specifications, Project Administration, Release Event, Brainstorming, Customer Site, Project Objectives, and proposal.doc.
- D:** A "commands" menu is open, showing options like "create", "add file", "mark read", and "add an announcement".

The main content area includes a title "Integration Project" with an "edit" button, a "create" button, a welcome message, and an "Announcements" section with two messages:

- Functional Specs Due** (7 Aug 00 11:22am): Please have any outstanding Functional Specification documents in the Functional Specs Note by end of day today.
- Status meeting postponed** (4 Aug 00 11:02am): The status meeting scheduled for today will be postponed until tomorrow.

Seeing eRoom 5 for the first time:

- (A) Point to the logo graphic to see a Tooltip that tells you if you are using the plug-in.
- (B) The map lets you navigate and shows where you are.
- (C) The item box shows the items you can work with.
- (D) Click **commands** to show all the actions you can perform on one or more items.

Standard items:



Basic tasks:

- Edit a file Right-click the item and choose **Edit** from the pop-up menu.
- Open an item Click on it either in the map or in the item box.
- Create an item At the top of the item box, click the **create** button. Or, on the command bar, click **create**.
- Act on an item Right-click the item and choose a command from the pop-up menu.
- Act on multiple items On the command bar, click the “view details” button (☰). Check each item (☑) that you want to act on. Then, either right-click and choose a command, or click a command on the command bar.
- Return to the front page of an eRoom In the map, click on the name of the eRoom at the top.

Standard controls:

-  edit If you own the current item, an edit icon appears next to its name so you can change its settings.
-  members present Move your mouse over these icons to see the names of members currently working in the eRoom. Click to open the Intercom.
-  my eRooms Goes to your my eRooms page (plug-in only).
Goes to the Directory of eRooms page (browser only).
-  up a level From the current page, moves up one level in the item hierarchy.
-  next unread Moves to the next item flagged with an unread mark (▶). Use **next unread** repeatedly to cycle through all the latest information in an eRoom.
-  find Goes to the Search page where you can search for items containing particular text, names, or dates.
-  members Goes to the Members page where you can edit your own member information or view information about other members of your eRoom.
-  intercom Opens the Intercom, in which you can communicate with other people in your eRoom, or alert them to join you there.
-  alert Lets you pick members to whom you want to send an alert either in email or by instant message (plug-in only).
-  help Opens eRoom online Help.

Tips:

- Email notification Whenever a particular item changes, or anything in an eRoom changes, you can receive an email notice either instantly or overnight.
1. In the map or in the item box, right-click an item’s icon and choose **notification** from the pop-up menu. Or, check it in the item box and click **notification** in the command bar.
 2. On the Notification page, choose whether you want to hear about changes as they happen, just once a day, or not at all.
- Access control If you own an item, you can control who has access to it.
- When you create or edit an item, click the **access control** button on the Create or Edit page, or in the appropriate Create or Edit wizard.
 - Without editing an item, you can either right-click the icon and choose **access control** from the pop-up menu, or check it in the item box and click **access** in the command bar, or you can click the owner’s name.
 - Types of access are: open, edit, read-only, and reserved for editing.