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# Using Portal Tools: Web Conferencing, Instant Messenger, Workspaces

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Program Management Office (PMO)  
EPA Portal Portfolio Manager  
Terry Grady

<http://portal.epa.gov/>



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For Conference Purposes Only

# Purpose of the Session



- ❖ To provide an understanding of:
  - The collaboration tools available in the Portal: Web Conferencing, Instant Messenger, and Workspaces
  
- ❖ At the end of the course, attendees shall be able to use:
  - Web Conferencing to hold a virtual meeting to share documents with internal and external collaborators in different physical locations
  - Instant Messaging to quickly communicate with other Portal users
  - Workspaces to create virtual collaboration environment



# Questions

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❖ What are your collaboration needs?



# Collaboration Needs



- ❖ Conduct an online meetings to:
  - Give presentations to people in different locations
  - View the same document
  
- ❖ Instant message other portal users
  - With quick and secure informal messages
  - Facilitates contact between group members
  
- ❖ Create a virtual collaboration space to:
  - Store team files in a central location for all Team members to access from any place with an internet connection
  - Collaborate Author, or Comment on a draft document





- ❖ A dynamic and personalized Web system that provides EPA users:
  - Environmental information
  - Analytical tools and data reports
  - Document sharing
  - Collaboration services
- ❖ The Portal is the one-stop source of information on Environmental Health, Environmental Sciences, and Human Health Protection
- ❖ The Portal will be the single URL for Agency business partners to trade information and conduct business with EPA



# OCS Overview



- ❖ Oracle Collaboration Suite (OCS) provides:
  - A secure virtual collaboration space to share and collaborate on project information
  - The ability to share knowledge and ideas with EPA employees and external users (e.g. State and Local users, contractors without EPA LAN accounts, etc.)
  
- ❖ Tools available in OCS:
  - Web Conferencing
  - Instant Messenger
  - Workspaces



# Web Conferencing



- ❖ Web conferencing is used to conduct live meetings or presentations over the Internet
- ❖ Hold group meetings and presentations with attendees in different geographical locations
- ❖ The EPA Portal provides a venue for EPA users to utilize Web Conferencing to:
  - Broadcast presentation to EPA staff in different geographical locations
  - Co-Author a document in real-time
  - Submit questions to the presenter
  - Archives chat conversations, meeting participants and documents shared in the meeting



# Workspaces



- ❖ A Workspace is a team-based tool designed to track and manage content and project communications
- ❖ Workspaces provide a single place to utilize, organize, and view the following tools:
  - **Library** allows a team to store project documents in a central location accessible to both internal and external users
  - **Tasks** allows a team to keep the tasks a team needs to complete in one central location
  - **Announcements** allows team members to broadcast information that the entire team needs to know
    - Eliminates the need to send notification messages and records the announcement and the time it was created
  - **Discussions** allows team member to hold a conversation about a topic linking the replies to the original post





# Feature Demonstration



## ❖ Web Conferencing

- Start a Web conference
- Share a document
- Change presenters
- Grant control

## ❖ Instant messenger

## ❖ Workspaces

- Library
- Tasks
- Discussions
- Announcements
- Meetings



# Conclusion

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- ❖ Questions?
- ❖ For more information:
  - View Portal online Help
  - Call the Help Desk
  - Contact Terry Grady at [Grady.Terry@epa.gov](mailto:Grady.Terry@epa.gov)
  - Help Desk Phone Number: 866-411-4EPA (4372)

