WebEx Meeting Center User Guide

For Hosts, Presenters, and Participants

8.17

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Before you get started with Cisco WebEx Meeting Center:

Please check whether you are using Meeting Center on InterCall's Pay per Use service or if you are on your own dedicated WebEx Meeting Center URL. Some of the features and functionality are different based on the version that you are running. For more information, please contact your sales representative or contact InterCall's technical support at http://www.intercall.com/customer-center/techSupport.php.

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Setting up and Preparing for a Meeting

About setting up Meeting Center

To participate in a meeting, you must set up Meeting Center on your computer. Once you schedule, start, or join a meeting for the first time, your meeting service Web site starts the setup process. However, to save time, you can set up the application at any time before scheduling, starting, or joining a meeting.

Setting up Meeting Center

System requirements for Meeting Center for Windows

You can find the system requirements and other information about compatible browsers and operating systems on the User Guides page for your service:

1. Log in to your WebEx Meeting Center site.
2. On the WebEx Meeting Center navigation bar, click **Support** > **Downloads**.
3. On the right side of the page, under Release Notes and FAQs, click the link for release notes.

Setting up Meeting Center for Windows

Before installing Meeting Center, ensure that your computer meets the minimum system requirements.

If you are not using the Windows operating system, please refer to our FAQ, which includes information about setting up Meeting Center on other operating systems.

To go to the list of FAQs:

1. On your Meeting Center Web site, on the left navigation bar, click **Support** > **Downloads**.
2. On the **Downloads** page, under Release Notes and FAQs, click the link for **FAQs (Frequently Asked Questions)**.

   A list of questions displays, arranged by topic. Look for your information about your operating system under **Minimum System Requirements**.

To set up Meeting Center for Windows:

1. On the navigation bar, expand **Set Up**, and then click **Meeting Manager**.

   The Set Up page appears.
2. Click **Set Up**.
3. If a security dialog box appears, click **Yes**.

   Setup continues. A progress message box appears, indicating the progress of setup.
4. On the Setup Complete page, click **OK**.

   You can now start, schedule, or join a meeting.

Note:

- Alternatively, you can download the Meeting Manager for Windows Installer from the Support page on your Meeting Center Web site, and then install Meeting Manager on your Web browser. This option is useful if your system does not allow you to install Meeting Manager directly from the Set Up page.
- If you or another attendee plans to share Universal Communications Format (UCF) media files during a meeting, you can verify that the required components are installed on your system to play the media files.

Uninstalling for Windows

You can easily uninstall or remove Meeting Manager for Windows on your computer.

1. Do *one* of the following:
   - For Windows 2000: On your computer's desktop, double-click **My Computer**, and then open the **Control Panel** folder.
   - For Windows XP: Click **Start**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs** or **Add or Remove Programs**, depending on your computer's operating system.

   A dialog box appears, showing a list of programs installed on your computer.
3. In the list, select **WebEx**.
4. Click **Add/Remove** or **Change/Remove**, depending on your computer's operating system.

   A message appears, asking you to confirm that you want to remove the software.
5. Click **Yes**.

   The Uninstall WebEx Software dialog box appears.
6. Select **Meeting Manager**.
7. Click **Uninstall**.
8. Once the software is removed, click **Finish**.

   Select an option to restart your computer now or later.

Preparing for a meeting

To take advantage of the many features available in a meeting, check your system and then install some tools to extend meeting capabilities.

- Check your system for UCF compatibility (if you have presentations with animations, save them as .ucf so meeting attendees can view these effects).
- Set up and install Cisco WebEx Connect.

Checking your system for UCF Compatibility

If you intend to play or view Universal Communications Format (UCF) media files during the meeting, either as a presenter or an attendee, you can verify that the following components are installed on your computer:

- Flash Player for playing a Flash movie or interactive Flash files.
- Windows Media Player for playing audio or video files.

Checking your system is useful if you or another presenter plans to share a UCF multimedia presentation or standalone UCF media files.

To check your system for UCF compatibility:

1. On the navigation bar, do *one* of the following:
   - If you are a new meeting service user, click **New User?**.
   - If you are already a meeting service user, expand **Set Up**, then click **Meeting Manager**.
2. Click **Verify your rich media players**.
3. Click the links to verify that the required players are installed on your computer.

Note: The option to check your system for required rich media players is available only if your Meeting Center Web site includes the UCF option.

About WebEx Connect

Use WebEx Connect, the instant messenger for business users to send secure instant messages, invite or remind participants, and manage a meeting. Connect integrates with Microsoft Outlook corporate directories and calendars, encrypts messages and scans them for viruses, and offers quick access to business conferencing services from WebEx.

To download WebEx Connect:

1. Log in to your Meeting Center Web site.
2. On the Meeting Center navigation bar, click **Support** > **Downloads**.
3. Scroll down to the section of the page describing WebEx Connect.

   Click the link to learn more about this product and download it.

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Joining a Meeting

About joining

You can join a meeting in a number of ways. The simplest and quickest is by clicking the meeting URL, which the host can send you via an invitation email message or an instant message.

If the host has given you just the meeting number, you have a couple of ways to join the meeting.

Notes:

- The meeting host may choose to record the meeting.
- If you are the host but you inadvertently land on the page for participants to join the a meeting, click **If you are the host, start your meeting**.
- If you are the participant but you inadvertently land on the page for the host to start the a meeting, click **If you are not the host, join as a participant.**

About the Join Meeting page

To access this page: Click the meeting link in your invitation email message, and then click **Join Now**.

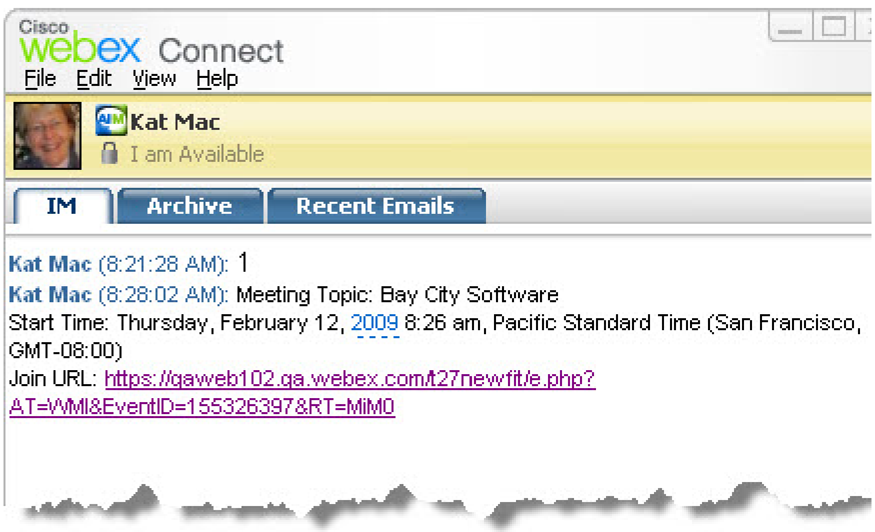
When joining a meeting, you may need to enter some details on the **Join Meeting** page:

- **Your name**: Enter the name you want attendees to use to identify you during the meeting.
- **Email address**: Enter your email address, in this format: name@your_company—for example, msmith@company.com.

- **Meeting password**: Enter the meeting password (optional). The meeting host may have included the password in the email invitation or, for security reasons, provided it to you in another way. If the meeting does not require a password, the text box does not appear on this page.

Joining a meeting from an instant message

1 From the instant message window, click the link to join the meeting.



2 On the Meeting Information page, enter the requested information.

For instance, you may be asked to enter the meeting password.

3 Click **Join Now**.

The Meeting window appears.

Joining from an email invitation

If you received an email invitation to a meeting, you can join the meeting by clicking a link in the invitation.

Note: As you fill in the information requested, you may also be asked to type your username and password. This page appears only if the meeting host requires that you have a user account to attend the meeting.

To join a listed meeting from an invitation email message:

1 Open your email invitation, and then click the link.

2 On the Meeting Information page, enter any requested information.

3 Click **Join Now**.

The Meeting window appears.

Note: If you did not receive an email invitation to a meeting, you can also join a meeting directly from your Meeting Center Web site or from the host's Personal Meeting Room page.

Joining from the Meeting Center calendar

If you do not have an email invitation for a meeting, you can join it from the meeting calendar, if the meeting host has listed it there.

To join a meeting listed on the meeting calendar:

1 On the navigation bar, expand **Attend a meeting**, and then click **Browse Meetings**.

The **Browse Meetings** page appears.

2 On the meeting calendar, locate the meeting that you want to attend.

Tips for quickly finding a meeting:

- Select a view of the meeting calendar by clicking one of the following tabs: **Today**, **Daily**, **Weekly**, or **Monthly**.
- Sort a meeting list by clicking the column headings.
- View a meeting list for another date.
- Search for a meeting.

3 Under **Status**, click **Join**.

4 On the Meeting Information page, enter any requested information.

5 Click **Join Now**.

The Meeting window appears.

Tip:

- You can obtain detailed information about a selected meeting or its agenda before joining it.
- You can display all meeting times in another time zone.
- You can refresh the meeting calendar to ensure that you are viewing the most recent information.

Joining a meeting from the host's personal page

You can join a meeting from the host's Personal Meeting Room page if the host has listed it there.

To join a listed meeting from the host's Personal Meeting Room page:

1. Go to the URL, or Web address, for the host's Personal Meeting Room page. The host must provide you with this URL.
2. On the **Meetings** tab and under **Meetings in Progress**, locate the meeting that you want to join.
3. Under **Status**, click **Join**.
4. On the Meeting Information page, enter any requested information.
5. Click **OK**.

   The Meeting window appears.

Tip: If the meeting is not in progress, you cannot join the meeting. To check whether the host has started the meeting, you can periodically click the **Refresh** button on the page.

Joining a meeting using the meeting number

If the meeting host has not included a link to the meeting on the meeting calendar or on his or her Personal Meeting page, you can still join that meeting. You need to obtain the meeting number from the meeting host.

You can join a meeting by providing the meeting number on *either*:

- Your Meeting Center Web site
- The host's Personal Meeting page on your Meeting Center Web site, if the host gave you the URL (Web address) for the page

Joining a meeting from the host's personal page using the meeting number

If you want to attend a meeting that is not on the host's Personal Meeting Room page, you can still join that meeting. Simply ask the host for the meeting number.

To join a meeting from the host's Personal Meeting Room page:

1. Go to the URL, or Web address, for the host's Personal Meeting Room page. The host must provide you with this URL.
2. On the **Meetings** tab and under **Join an Unlisted Meeting**, type the meeting number that the host gave to you in the **Meeting number** box.
3. Click **Join Now**.
4. On the Meeting Information page, enter the requested information.
5. Click **Join Now**.

   The Meeting window appears.

Joining a meeting from your Meeting Center Web site using the meeting number

If the meeting you want to attend is not listed on the meeting calendar, you can still join the meeting. You just need to know the meeting number, which the meeting host can give you.

To join an unlisted meeting from your Meeting Center Web site:

1. On the navigation bar, expand **Attend a meeting**, and then click **Unlisted Meeting**.

   The Join an Unlisted Meeting page appears.
2. In the **Meeting number** box, type the meeting number that the host gave to you.
3. Click **Join Now**.
4. On the Meeting Information page enter any requested information.
5. Click **Join Now.**

   The Meeting window appears.

Joining a meeting from your iPhone

If you receive an invitation to a meeting on your iPhone, you can join the meeting by tapping the link in the invitation or from the Meet icon on your iPhone's home page.

To join a meeting from an email invitation link:

In your email invitation, tap the meeting link.

The WebEx Meeting Center application launches.

To join a meeting from your Meet icon:

Open your home page, and tap the Meet icon.

The WebEx Meeting Center application launches.

Note: If you have a WebEx account, we recommend that you sign in and save your account settings so you can join meetings quickly in the future.

Joining a meeting from your BlackBerry device

If you have no WebEx account, join a meeting in one of these ways:

- Start the WebEx Meeting Center application and then select **Join Now** on the welcome screen.
- Select the appropriate link in your email invitation or the meeting item on your calendar.

If you have a WebEx account, follow these steps to join a meeting:

1. Start the WebEx Meeting Center application.
2. Sign in to your WebEx account if you have not signed in or saved your account settings.

   We recommend that you save your account settings to join meetings quickly in the future.
3. Select the meeting on the My Meetings page.
4. Select **Join Meeting** on the menu.

Registering for a meeting

About registering for a meeting

If a meeting host invites you to a meeting that requires registration, you receive an invitation email message. The email message contains a link that you can click to register for the meeting.

If you did not receive an email invitation to a meeting that requires registration, you can register for the meeting on *either*:

- The meeting calendar on your Meeting Center Web site
- The host's Personal Meeting Room page on your Meeting Center Web site, if the host gave you the URL, or Web address, for the page
- Registering from an email message
- Registering from the meeting calendar
- Registering from the host’s personal page
- Obtaining information about a scheduled meeting

Registering from an email message

If you received an invitation email message for a meeting that requires registration, you can register for the meeting from the message.

To register for a meeting from an invitation email message:

1. Open your invitation email, and then click the link to register for the meeting.
2. On the Meeting Information: [Topic] page that appears, click **Register**.

   The Register for [Topic] page appears.
3. Provide the required information.
4. Click **Register Now**.

Once the host approves your registration, you receive a registration confirmation email message. You can then join the meeting once it starts.

If the meeting is already in progress, and the host has chosen to approve all registration requests automatically, you join the meeting immediately.

Registering from the meeting calendar

If you did not receive an invitation email message for a meeting that requires registration, you can register for it from the meeting calendar on your Meeting Center Web site.

To register for a meeting from the meeting calendar:

1. On the navigation bar, expand **Attend a meeting**, and then click **Register**.

   The Register for a meeting page appears, showing the meeting calendar. This calendar lists each meeting that requires registration for the current date.
2. On the meeting calendar, locate the meeting for which you want to register.

To locate a meeting quickly, you can:

- Sort the meeting list by clicking the column headings.
- Display the meeting list for another date.
- Find a meeting.

3 Under **Topic**, select the option button for the meeting for which you want to register.

4 Click **Register**.

5 On the Register for [Topic] page that appears, provide the required information.

6 Click **Register Now**.

Once the host approves your registration, you receive a registration confirmation email message. You can then join the meeting once it starts.

If the meeting is already in progress, and the host has chosen to approve all registration requests automatically, you join the meeting immediately.

Tip:

- You can obtain detailed information about a selected meeting or its agenda before registering for it.
- You can display all meeting times in another time zone.
- You can refresh the meeting calendar to ensure that you are viewing the most recent information.

Registering from the host's personal page

You can register for a meeting from the host's Personal Meeting Room page on your Meeting Center Web site.

To register for a meeting from the host's Personal Meeting Room page:

1 Go to the URL, or Web address, for the host's Personal Meeting Room page. The host must provide you with this URL.

2 On the **Meetings** tab, do *one* of the following:

- If the meeting is not currently in progress, under **Scheduled Meetings**, click **Register**.
- If the meeting is currently in progress, under **Meetings in Progress**, click **Join Now**. On the Join Meeting: [Topic] page that appears, click **Register**.

3 If the Log In page appears, provide your user name and password, and then click **Log In**.

The Log In page appears only if the meeting host requires that you have a user account to join the meeting. In this case, you must provide your user name and password before you can register for the meeting.

4. On the Register for [Topic] page that appears, provide the required information.
5. Click **Register Now**.

Once the host approves your registration, you receive a registration confirmation email message. You can then join the meeting once it starts.

If the meeting is already in progress, and the host has chosen to approve all registration requests automatically, you join the meeting immediately.

Obtaining information about a scheduled meeting

About obtaining meeting information

Before joining a meeting, you can obtain information about it from the Meeting Information page. The information you can view includes the host's name and email address, meeting number, and agenda. If you received an email invitation to a meeting, you can click a link in the message to view the meeting information.

If you did not receive an email invitation from the host, you can view the meeting information from *either*:

- The meeting calendar on your Meeting Center Web site
- The host's Personal Meeting Room page on your Meeting Center Web site, if the host gave you the URL, or Web address, for the page

About the Meeting Information page

To access this page: In your invitation email message, click the appropriate link.

The Meeting Information: [Topic] page provides information about a selected meeting. The following is a description of the information you can view from that page.

Term	Details
Status	Status of the meeting can be: **Not Started**, **Join Now**, or **Registration** (Meeting Center only).
Date	Date of the meeting—for example, July 28, 2009.
Starting time	Starting time for the meeting, including the time zone—for example, 10:00 am, Pacific Standard Time.
Duration	Length of the meeting in hours or minutes—for example, 1 hour or 30 minutes.
Meeting number	Number that the meeting server assigns to a meeting automatically.
Meeting password	Meeting password that the host specified.
Teleconference	Instructions for joining the teleconference.
Host	Meeting host’s full name.
Alternate host	Appears only if the host designated one or more participants as alternate hosts.
Host’s email address	Host's email address.
Agenda	Agenda: Displays the Agenda page, where you can view the meeting's detailed agenda provided by the host.
Add to My Calendar	Adds the meeting to your calendar program, such as Microsoft Outlook. Your calendar program must support the iCalendar standard, a common format for exchanging calendaring and scheduling information across the Internet.

Obtaining information from an email message

If you receive an email invitation for a meeting, you can view the meeting information from the email message.

To obtain information about a meeting from an invitation email message:

1 Open your invitation email message, and then click the link.

The Meeting Information appears.

2. Optional. To view the meeting agenda, click **View Agenda**.

Obtaining information from the meeting calendar

If you did not receive an email invitation, you can obtain meeting information from the meeting calendar on your Meeting Center Web site.

To obtain information about a meeting from the meeting calendar:

1. From the navigation bar on your Meeting Center Web site, expand **Attend a meeting**.
2. Click **Browse Meetings**.
3. On the meeting calendar, locate the meeting about which you want to obtain information.
4. Under **Topic**, click the link for the meeting.

   If the meeting requires a password, the Get Info page appears.

   If the meeting does not require a password, the Meeting Information page appears. You can skip to step 6.
5. If the Get Info page appears, type the password that the meeting host gave to you in the **Meeting password** box, and then click **OK**.
6. Optional. To view the meeting's agenda, click **View Agenda**.

   The Agenda page appears.

Obtaining information from the host's personal page

You can obtain meeting information from the hosts's Personal Meeting Room page on your Meeting Center Web site.

To obtain meeting information from the host's Personal Meeting Room page:

1. Go to the URL, or Web address, for the host's Personal Meeting Room page. The host must provide you with this URL.
2. On the **Meetings** tab, locate the meeting about which you want to obtain information.
3. Under **Topic**, click the link for the meeting.

   If the meeting requires a password, the Get Info page appears.

   If the meeting does not require a password, the Meeting Information page appears.

4 If the Get Info page appears, type the password that the meeting host gave to you in the **Meeting password** box, and then click **OK**.

5 Optional. To view the meeting's agenda, click **View Agenda**.

Adding a meeting to your calendar program

About adding a meeting to your calendar program

You can add a scheduled meeting to your calendar program, such as Microsoft Outlook. This option is applicable only if your calendar program supports the iCalendar standard, a common format for exchanging calendaring and scheduling information across the Internet.

You can add a meeting to your calendar from *either*:

- The invitation email message that you receive from the host
- The Meeting Information page for the meeting, which you can access by clicking the link for the meeting on the meeting calendar or on the host's Personal Meeting Room page

Adding a meeting to your calendar program

You can add a scheduled meeting to your calendar program if your calendar program supports the iCalendar standard.

To add a scheduled meeting to your calendar:

1 Do *one* of the following, as appropriate:

   - In the invitation email message that you receive, click the link to add the meeting to your calendar.
   - On the Meeting Information page for the meeting, click **Add to My Calendar**.

   A meeting item opens in your calendar program.

2 Accept the meeting request. For example, in Outlook, click **Accept** to add the meeting item to your calendar.

Note: If the host cancels the meeting, the cancellation email message that you receive contains an option that lets you remove the meeting from your calendar program.

3

Using the Calendar

About the meeting calendar

The public meeting calendar on your Meeting Center Web site provides information about each listed meeting that is either scheduled or in progress. However, the meeting calendar does not provide information about any unlisted meeting.

You can navigate the meeting calendar to quickly find a listed meeting - either on the current date or any date - using one of several calendar views. For example, you can view a meeting list for today's date only or for an entire month.

When viewing a meeting list, you can sort the list and refresh it at any time.

You can view a list of meetings that require registration.

Viewing the meeting calendar

You can open *one* of the following calendar views of all listed meetings:

Today	Contains a list of meetings occurring on the current date, including all meetings currently in progress and all scheduled meetings that are not yet in progress.
Daily	Contains a single list of all meetings occurring on the current date, or on another date to which you have navigated.
Weekly	Contains a list of scheduled meetings for each day of the selected week.
Monthly	Indicates on which dates meetings are scheduled for the selected

	month.

To open a calendar view of all scheduled meetings:

1. On the navigation bar, expand **Attend a meeting** to view a list of links.
2. Click **Browse Meetings**.

   The meeting calendar appears.
3. Click the tabs to navigate to different views of the meeting calendar.

   You can also view a list that includes past meetings.

You can view a list of meetings that require registration.

To include past meetings in your list of meetings:

1. Select the **Today** or **Daily** tab.
2. Select the **Show past meetings** check box.

   The list of meetings displays accordingly for the tab.

To display a list of only meetings that require registration:

1. Select the **Today**, **Upcoming, Daily**, or **Weekly** tab.
2. Select the **Show only meetings that require registration** check box.

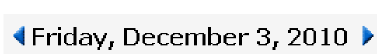
   The list of meetings that require registration displays accordingly for the tab.

Selecting a date on the meeting calendar

You can view a list of scheduled meetings for any date on the meeting calendar.

To display a list of scheduled meetings for the previous or next day:

1. If you have not already done so, open the meeting calendar.
2. On the **Daily** view of the calendar page, click the forward or backward arrow to navigate to the list of meetings for the next or previous day.



Note: You can use this procedure on the Register for a Meeting page as well.

To display a list of meetings for a specific date:

1. If you have not already done so, open the meeting calendar.

   On the **Today**, **Upcoming**, **Daily**, or **Weekly** tab on the calendar page, click the **Calendar** icon.

   The Calendar window appears, showing the calendar for the current month.

2. Optional. Do *any* of the following:
   - To view the calendar for the previous month, click the forward arrow.
   - To view the calendar for the next month, click the backward arrow.
   - To view the calendar for a specific month, in the drop-down list, select a month.
   - To view the calendar for a specific year, in the drop-down list, select a year.

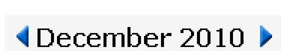
3. Click the date for which you want to view a list of meetings.

   The Daily view for the date that you selected appears.

Note: You can use this procedure on the Register for a Meeting page as well.

To display a list of meetings for a specific date using the Monthly view:

1. If you have not already done so, open the meeting calendar.
2. Click the **Monthly** tab.
3. Click the forward or backward arrow to navigate to the list of meetings for the next or previous month.

4. Click a date for which you want to view a list of scheduled meetings.

The Daily view appears for the date that you selected.

Note: Only dates on which an icon appears have at least one scheduled meeting.

Searching for a meeting on the meeting calendar

On the meeting calendar, you can locate a meeting by searching for text in the name of the host or presenter, meeting topic, or meeting agenda. You cannot search for a meeting number.

To search for a meeting:

1. If you have not already done so, open the meeting calendar.
2. Type the text for which you want to search in the **Search for** box.
3. Click **Search**.

   The Search Results page appears, listing all meetings that contain the search text.

Sorting the meeting calendar

By default, meeting lists on the meeting calendar are sorted by hours, in ascending order. However, you can sort the meeting lists by any column:

Time	Sorts the meeting list by hours, in ascending or descending order.
Topic	Sorts the meeting list alphabetically by topic, in ascending or descending order.
Host or Presenter	Sorts the meeting list alphabetically by host or presenter name, in ascending or descending order.
Duration	Sorts the meeting list by duration, in ascending or descending order.

To sort the public meeting calendar:

1. If you have not already done so, open the meeting calendar. For details, see Viewing the meeting calendar.
2. In a list of meetings on the **Today**, **Upcoming**, **Daily**, or **Weekly** tab on the calendar page, click the column heading by which you want to sort the meetings.

An ascending or descending sort indicator appears and the meetings are sorted accordingly.

Note: You can use this procedure on the Register for a Meeting page as well.

Refreshing the meeting calendar

Information about meetings on the public Meeting Center calendar can change at any time. Thus, to ensure that you are viewing the most current Meeting Center information, you can refresh the Meeting Center calendar at any time.

To refresh the public Meeting Center calendar:

1. If you have not already done so, open the meeting calendar.
2. Click the **Refresh** button.

Selecting a language and time zone on the meeting calendar

On the meeting calendar, you can access your Preferences page to select the language and time zone in which you want to view meeting times. Your site administrator specifies the default language and time zone that appears on the meeting calendar. You may need to change the time zone, for example, if you are travelling and temporarily in another time zone.

To select a language on the public meeting calendar:

1. If you have not already done so, open the meeting calendar.
2. Click the language link on the right side of the page.

   The Preferences page appears.
3. In the **Language** drop-down list, select another language.
4. Click **OK**.

To select a time zone on the public meeting calendar:

1. If you have not already done so, open the meeting calendar.
2. Click the time zone link on the right side of **the page**.

The Preferences page appears.

3 In the **Time zone** drop-down list, select another time zone.

4 Click **OK**.

Note:

- Your time zone selection affects only your view of your Meeting Center Web site, not other users' views.
- If you have a user account, all meeting invitations that you send automatically specify the meeting starting time in the time zone that you selected.
- If you select a time zone for which daylight saving time (DST) is in effect, your Meeting Center Web site automatically adjusts its clock for daylight saving time.

Registering for a meeting from the meeting calendar

If you did not receive an invitation email message for a meeting that requires registration, you can register for it from the meeting calendar on your Meeting Center Web site.

About the Register for a Meeting page

The Register for a Meeting page lists each meeting that requires registration. Each page of the meeting calendar displays each meeting occurring on a given day that requires registration, unless it is unlisted.

To select a scheduled meeting, click the option button to the left of its topic. Once you have selected a meeting, you can click one of the following buttons on the button bar:

Click this button...	To...
Register	Register for the meeting.
Join Now	Join the meeting, if the meeting is currently in progress.
Get Info	View detailed information about the meeting.

Click this button...	To...
Agenda	View the agenda for the meeting.

Registering for a meeting

If you find the meeting you want to register for, you can easily complete the registration form and send it to the meeting host.

To register for a meeting:

1. Select a meeting for which the status is Registration.
2. Click **Register**.
3. Enter your information and click **Register Now**.

   Once the host approves your registration, you receive a registration confirmation email message. You can then join the meeting once it starts.

   If the meeting is already in progress, and the host has chosen to approve all registration requests automatically, you join the meeting immediately.

About the Today view

How to access this page

On your Meeting Center Web site, click **Attend a Meeting** > **Browse Meetings** > **Today** tab.

What you can do here

The Today view lists the live meetings that are scheduled for the present day, including those in process, those concluded, and those that have not yet begun.

The meeting information displayed in the list can be sorted by clicking the column headings.

Options on this page

Option	Description
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your Meeting Center Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your Meeting Center Web site.
Show past meetings	Select to include concluded meetings in the list of meetings.
Show only meetings that require registration check box	Select to display only those meetings that require registration in the list of meetings.
	The **Ascending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in ascending order.
	The **Descending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in descending order.
Time	Lists the starting time for each scheduled meeting.
Topic	Lists the scheduled meetings by name. Click the topic name to get meeting information.
Host or Presenter	Lists the host or presenter for the meeting.
Duration	Lists the scheduled length of the meeting.
	Indicates that the live meeting is in process.
Join link	Click the link to join the Meeting Center from the Meeting Information page.
Register link	Click to open the Register for page, where you can enter the required information to register for the meeting.
Start link	(Host only) Click to start your meeting.
End link	(Host only) Click to end your meeting.

About the Daily view

How to access this page

On your Meeting Center Web site, click **Attend a Meeting** > **Browse Meetings** > **Daily** tab.

What you can do here

The Daily view lists the live meetings that are scheduled for the present day. From the Daily view you can navigate to the previous or next day, or use the calendar to view the schedule for another day.

The meeting information displayed in the list can be sorted by clicking the column headings.

Options on this page

Option	Description
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your Meeting Center Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your Meeting Center Web site.
	Click the **Previous Day** icon to display a list of meetings for the previous day.
	Click the **Next Day** icon to display a list of meetings for the next day.
	Click the **Calendar** icon to open the Calendar window for the current month. Click on any date to open its schedule.
Show past meetings	Select to include concluded meetings in the list of meetings.
Show only meetings that require registration check box	Select to display only those meetings that require registration in the list of meetings.
	The **Ascending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in ascending order.

Option	Description
	The **Descending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in descending order.
Time	Lists the starting time for each scheduled meeting.
Topic	Lists the scheduled meetings by name. Click the topic name to get meeting information.
Host or Presenter	Lists the host or presenter for the meeting.
Duration	Lists the scheduled length of the meeting.
	Indicates that the live meeting is in process.
Join link	Click the link to join the Meeting Center from the Meeting Information page.
Register link	Click to open the Register for page, where you can enter the required information to register for the meeting.
Start link	(Host only) Click to start your meeting.
End link	(Host only) Click to end your meeting.

About the Weekly view

How to access this page

On your Meeting Center Web site, click **Attend a Meeting** > **Browse Meetings** > **Weekly** tab.

What you can do here

The Weekly view lists the live meetings that are scheduled, but not ended for the selected week.

The meeting information displayed in the list can be sorted by clicking the column headings.

Options on this page

Option	Description
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your Meeting Center Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your Meeting Center Web site.
	Click the **Previous Week** icon to display a list of meetings for the previous week.
	Click the **Next Week** icon to display a list of meetings for the next week.
	Click the **Calendar** icon to open the Calendar window for the current month. Click on any date to open its schedule.
Show only meetings that require registration check box	Select to display only those meetings that require registration in the list of meetings.
Day link Friday	Opens the Daily view, which shows the scheduled meetings for the selected day.
	The **Ascending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in ascending order.
	The **Descending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in descending order.
Time	Lists the starting time for each scheduled meeting.
Topic	Lists the scheduled meetings by name. Click the topic name to get meeting information.
Host or Presenter	Lists the host or presenter for the meeting.
Duration	Lists the scheduled length of the meeting.
	Indicates that the live meeting is in process.
Join link	Click the link to join the Meeting Center from the Meeting Information page.
Register link	Click to open the Register for page, where you can enter the

Option	Description
	required information to register for the meeting.
Start link	(Host only) Click to start your meeting.
End link	(Host only) Click to end your meeting.

About the Monthly view

How to access this page

On your Meeting Center Web site, click **Attend a Meeting** > **Browse Meetings** > **Monthly** tab.

What you can do here

The Monthly view shows when the live meetings are scheduled in a monthly calendar view. You can navigate to a specific day or week within the current month, or navigate to the previous or next month.

Options on this page

Option	Description
	Click the **Previous Month** icon to display a list of meetings for the previous month.
	Click the **Next Month** icon to display a list of meetings for the next month.
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your Meeting Center Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your Meeting Center Web site.

Option	Description
Week link Week18	Opens the Weekly view, which shows the scheduled meetings for each day of the selected week.
Day link **4**	Opens the Daily view, which shows the scheduled meetings for the selected day.
	Appears on the calendar to indicate that one or more meetings are scheduled on that day.

About the Search Results page

What you can do here

- Find a meeting on your Meeting Center Web site.
- Display past meetings.
- Sort the search results.
- Select a language for your Meeting Center Web site.
- Select a time zone for your Meeting Center Web site.
- Display meetings that require registration.

The meeting information displayed in the list can be sorted by clicking the column headings.

Options on this page

Option	Description
Search for... text box	Enter a host name, meeting topic, or any text that may appear in the agenda, and click **Search**. **Note**: You cannot search for a meeting number.
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your Meeting Center Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your Meeting Center Web site.

Option	Description
Show past meetings	Select to include concluded meetings in the list of meetings.
Show only meetings that require registration check box	Select to display only those meetings that require registration in the list of meetings.
Navigation links	Click the page numbers or **next** to navigate through the search results.
	The **Ascending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in ascending order.
	The **Descending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in descending order.
Date & Time	Lists the date and starting time of the meeting.
Topic	Lists the scheduled meetings by name. Click the topic name to get meeting information.
Host or Presenter	Lists the host or presenter for the meeting.
Duration	Lists the scheduled length of the meeting.
	Indicates that the live meeting is in process.
Join link	Click the link to join the Meeting Center from the Meeting Information page.
Register link	Click to open the Register for page, where you can enter the required information to register for the meeting.
Start link	(Host only) Click to start your meeting.
End link	(Host only) Click to end your meeting.

4

Scheduling a Meeting

Choosing the scheduler that works for you

Meeting Center provides several ways to set up meetings. Review the details about the different means of scheduling a meeting and then pick the one that meets your needs.

Short on time?

Use the one-page Quick Scheduler. Simply enter a few details and you are ready to host your meeting.

Looking for more meeting options, such as adding additional security?

Use the Advanced Scheduler. Enter the level of detail you need. You can schedule or start the meeting from any page in the wizard. For details, see Using the Advanced Scheduler.

Want to reuse the information you saved in the scheduler?

You do not have to type in the same information every time you set up a meeting. If the meeting recurs on a regular basis, with the same attendees, you can set up a whole series of meetings. If the meeting details (such as attendees, meeting options) are constant, you can save those details in a template, which you can apply to any meeting you schedule.

> **Note:** If you decide to switch from the Advanced Scheduler to the Quick Scheduler (or from the Quick Scheduler to the Advanced Scheduler) any information you have typed is saved and available in the other scheduler.

About the Quick Scheduler

Use this one-page scheduler to set up a meeting with just a few mouse clicks.

Your site administrator decides whether your site displays the Quick Scheduler or the Advanced Scheduler, a wizard that helps you step through the process of selecting meeting options.

If your site displays the Advanced Scheduler automatically, you can easily switch to the Quick Scheduler. Simply click the Return to Quick Scheduler link at the top of the Required Information page.

About the Quick Scheduler page

How to access this page

On the navigation bar, click **Host a Meeting** > **Schedule a Meeting**

If you see the Advanced Scheduler, click the link to display the Quick Scheduler.

What you can do on this page

Set up a meeting quickly, using this one-page scheduler.

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.
Meeting Topic	Enter the topic or a name for the meeting.

Tracking codes	Identify your department, project, or other information that your organization wants to associate with your meetings. Tracking codes can be optional or required, depending on how your site administrator set them up. If your site administrator requires you to select a code from a predefined list, a list of codes appears. Select a code from the list on the left. Then do *one* of the following in the box on the right: ▪ If a list of codes appears, select a code from the list. ▪ Type a code in the box.
Password **Confirm password**	Require participants to enter the password you set to join your meeting. Your site may require that all passwords comply with security criteria, such as a minimum length and a minimum number of letters, numbers or special characters. A password: ▪ Can contain a maximum of 16 characters. ▪ Cannot contain spaces or any of the following characters: \ ` “ / & < > == [ ]. Each participant that you invite to your meeting receives an invitation email message that includes the password, unless you request that passwords do not appear in email invitations.
Date	Set the date you want the meeting to occur. Select the month, day, and year in the drop-down lists. Or, you can click the **Calendar** icon, and then select a date.
Time	Set the meeting's starting time and the time zone. To select another time zone, click the time zone link. **Important** The time zone you select does not affect the time zone setting for the meeting calendar on the Browse Meetings page. You and each attendee can select the time zone for your view of the calendar independently, using the **Your time zone** option on the Preferences page. To access this page, on the navigation bar, click **Set Up > Preferences.**
Duration	Enter the length of time you estimate that the meeting will continue. The meeting does not end automatically after the duration that you set.

Attendees	Enter the email addresses of the attendees you want to invite to your meeting. You can type the addresses, separating them with a comma or semicolon or you can click **Select Attendees** to choose attendees from your address book.
Send a copy of the invitation email to me	Receive a copy of the invitation you are sending to attendees. Later, if you decide to invite additional attendees, you can simply forward this email message to them.
Audio options	The default settings appear. To select a different option, click **Change audio option.**
CUVC Meeting ID	Enter a custom URL to create a virtual meeting room in which you can use Cisco Unified Video (CUVC) in your meeting. If you leave this box empty, the WebEx Meeting ID is used by default. When you start your WebEx meeting, the CUVC Video panel displays automatically. This is an optional feature that must be enabled by your site administrator.

About the Change Tracking Code page

How to access this page

On the navigation bar, click **Host a Meeting** > **Schedule a Meeting**

If you see the Advanced Scheduler, click the link to display the Quick Scheduler. Then click Select tracking code.

What you can do on this page

Add or remove tracking codes assigned to this meeting.

Options on this page

Use this option...	To...
Tracking Code	Assign a tracking code to this meeting. Your site administrator provides the group name, such as "Division," or "Department" or other

Use this option...	To...
	identifier. Depending on how your site is set up, you have one of these options: ▪ Select the tracking codes from a list. ▪ Enter the tracking codes in the boxes provided. ▪ Both options (either select codes from a list or type it).

About the Time Zone page

How to access this page

On the navigation bar, click **Host a Meeting** > **Schedule a Meeting**

If you see the Advanced Scheduler, click the link to display the Quick Scheduler. Then click the current time zone link (for example, **Pacific ST**).

What you can do on this page

Select a different time zone for the meeting you are scheduling.

Important: The time zone you select does not affect the time zone setting for the meeting calendar on the Browse Meetings page. You and each attendee can select the time hzone for your view of the calendar independently, using the Your time zone option on the Preferences page. To access this page, on the navigation bar, click **Set Up** > **Preferences**.

About the Select Attendees page

How to access this page

On the navigation bar, click **Host a Meeting**> **Schedule a Meeting**

You can select attendees from the Quick Scheduler or the Advanced Scheduler>Invite Attendees page.

Then click the **Use Address book** link.

What you can do on this page

- Select contacts in your personal address book and invite them to the meeting.
- Add new contacts to your personal address book and invite them to the meeting.

- Designate one or more invited attendees as alternate hosts.

Options on this page

Use this option...	To...
Address book	Select the address book from which you want to select attendees. The contacts in the address book that you select appear in the box. These address books are available: ▪ **Personal contacts:** Includes any individual contacts that you have added to your personal address book. If you use Microsoft Outlook, you can import the personal contacts that you keep in an Outlook address book or folder to this list of contacts. ▪ **Company address book:** Your organization's address book, which includes any contacts that your site administrator has added to it. If your organization uses a Microsoft Exchange Global Address List, your site administrator can import its contacts to this address book. ▪ **List:** Includes any distribution lists that you have created for your personal address book.
New Contact	Add a new contact. Enter the requested information about the new contact you want to invite to the meeting. You can also add the new contact to your personal address book.
Search	Search for text in the selected address book. For example, you can search for all or part of a contact name or email address.
Invite as	Add the selected contacts to the list of attendees. Attendee: Adds the selected contacts to the list of attendees. Alternate Host: Adds the selected contacts as alternate hosts to the list of attendees. An alternate host receives an invitation email message that provides information about acting as the alternate host. An alternate host can start the meeting and act as the host. If you join the meeting after an alternate host has started or joined it, you do not automatically assume the host role. An alternate host must have a user account on your meeting service Web site.

Use this option...	To...
Address book	Select the address book from which you want to select attendees. The contacts in the address book that you select appear in the box. These address books are available: ▪ **Personal contacts:** Includes any individual contacts that you have added to your personal address book. If you use Microsoft Outlook, you can import the personal contacts that you keep in an Outlook address book or folder to this list of contacts. ▪ **Company address book:** Your organization's address book, which includes any contacts that your site administrator has added to it. If your organization uses a Microsoft Exchange Global Address List, your site administrator can import its contacts to this address book. ▪ **List:** Includes any distribution lists that you have created for your personal address book.
New Contact	Add a new contact. Enter the requested information about the new contact you want to invite to the meeting. You can also add the new contact to your personal address book.
Remove	Remove the selected contacts from the list of attendees.

About the Audio Conference Settings page

How to access this page

On the navigation bar, click **Host a Meeting** > **Schedule a Meeting**

If you see the Advanced Scheduler, click the link to display the Quick Scheduler. Then click **Change audio option**.

What you can do on this page

Change the preset audio options. Please reference the Cisco WebEx Web Conferencing Audio Controls Guide for more detailed instructions at http://www.intercall.com/services/web-conferencing/meeting-center-resources.php.

Using the Quick Scheduler

1. Log in to your Meeting Center Web site.
2. On the navigation bar, expand **Host a meeting** to view a list of links.
3. Click **Schedule a meeting**.

   The Required Information page appears.
4. Check whether you are viewing the Advanced Scheduler. Click the Return to Quick Scheduler link to display the Quick Scheduler.

   The Advanced Scheduler consists of several pages, with the links to them on the right side of the page. The Quick Scheduler is one page.
5. Enter the details about your meeting.
6. Start or schedule the meeting:
   - If the meeting's starting time is the current time, click **Start** to start the meeting.
   - If the meeting's starting time is after the current time, click **Schedule**.

The Meeting Scheduled page appears, confirming that the meeting is scheduled. You also receive a confirmation email message that includes information about the scheduled meeting.

About the Advanced Scheduler

When scheduling a meeting, use the Schedule a meeting wizard to set several options for your meeting. These options allow you to customize your meeting for your specific needs, such as additional security. Once you schedule a meeting, you can change its options at any time, or cancel the meeting.

If another user has granted scheduling permission to you in his or her or her user profile, you can schedule a meeting on behalf of that user.

Note: If you use Microsoft Outlook 2000 or a later version, you can schedule, start, and join an online meeting using Outlook. For instructions on using Integration to Outlook, refer the Integration to Outlook User's Guide, which is available on your Meeting Center Web site.

Choosing a level of security for a scheduled meeting

When scheduling a meeting, you can provide security for the meeting using these means:

- **Require a password:** Attendees must provide the password you set before joining the meeting. For more information, see About the Required Information page.
- **Decline to list this meeting on the meeting calendar:** An unlisted meeting does not appear in the meeting calendar on the Browse Meetings page or on your Personal Meetings page. To join an unlisted meeting, attendees must provide a unique meeting number. For more information, see About the Required Information page.
- **Exclude the meeting password from email invitations:** If you invite attendees to a meeting, you can prevent the password from appearing in the email invitations that your Meeting Center Web site sends automatically to attendees.
- **Require attendees to log in:** You can require attendees to have a user account on your Meeting Center Web site to join the meeting. Thus, attendees must log in to your site before they can attend the meeting. For more information, see About the Invite Attendees page.
- **Require attendees to register for the meeting:** If you require each attendee to send a registration request to you before joining a meeting, you can accept or reject each registration request.

Tip: Choose a level of security based on the meeting's purpose. For example, if you schedule a meeting to discuss your company picnic, you probably need to set only a password for the meeting. On the other hand, if you schedule a meeting in which you will discuss sensitive financial data, you may not want to list the meeting on the meeting calendar. You may also choose to restrict access to the meeting once all attendees have joined it.

Using the Advanced Scheduler

When scheduling a meeting, you must provide a meeting topic and a starting time. You can also set options to customize your meeting and enhance its security.

Using the Advanced Scheduler, you can schedule a meeting quickly. You can click the Start button at any time to start your meeting. If you have questions about the information requested on a page, click the Help button, which is located in the upper right corner of each wizard page.

To start the Advanced Scheduler:

1. Log in to your Meeting Center Web site.
2. On the navigation bar, expand **Host a meeting** to view a list of links.
3. Click **Schedule a meeting**.

   The Advanced Scheduler appears, showing the Required Information page.

To schedule a meeting:

1. Click **Required Information**.

   Enter the requested information, such as the meeting topic, meeting password, tracking codes, and whether you want to display this meeting on your meeting list.

   For details, see About the Required Information page.
2. Click **Date & Time**.

   Set the date and time for the meeting. You also set the meeting duration, how many minutes in advance you will allow participants to join the meeting, whether the meeting recurs and how often and other information related to meeting times.
3. Click **Teleconference**.

   Set up a teleconference for the meeting. Select the type of teleconference (call back or call in) or Integrated VoIP (Optional. Please check with your site administrator if it is enabled on your site).
4. Click **Invite Attendees**.

   Enter the email addresses of the attendees you want to invite or you can select them from your contact list. You can also make your meeting more secure by:

   - Selecting the option not to send the meeting password in the meeting invitation.
   - Requiring attendees to have an account on your Web site before they can join a meeting.

   For details, see About the Invite Attendees page.
5. Click **Registration**.

   If you want to have participants register for the meeting, select information to be requested on registration page.
6. Click **Agenda & Welcome**.

   Type an agenda for the meeting or a welcome message for attendees, which they can view before the meeting starts. Select a file that you want to open automatically in each attendee's Meeting window once he or she joins the meeting.

7 Click **Meeting Options**.

Select the meeting options you want to be available to all participants during the meeting. You can also choose an alert to play once a participant either joins or leaves the teleconference.

8 Click **Review**.

You view all the information you've entered on each page of the Advanced Scheduler. If you need to make a change, return to that page in the wizard and edit the information.

9 Optional. Save your meeting settings in a template.

If you may need to use these same meeting settings (for example, with the same attendees, telephony options, and other meeting details), you can save the settings in a meeting template.

10 Start or schedule the meeting:

- If the meeting's starting time is the current time, click **Start** to start the meeting.
- If the meeting's starting time is after the current time, click **Schedule**.

The Meeting Scheduled page appears, confirming that the meeting is scheduled. You also receive a confirmation email message that includes information about the scheduled meeting.

Page-by-page guide to the Advanced Scheduler

Scheduling a meeting can be done in one click, or you can take a bit of time and set up audio conferencing options, invite attendees, assign privileges, and select other options in advance of the meeting. If you have questions about any options or how to complete the information requested on any page in the Advanced Scheduler, refer to these topics:

About the Required Information page

How to access this page

On the navigation bar, click **Host a meeting** > **Schedule a meeting** > **Required Information**

What you can do on this page

- Set up a meeting on behalf of someone else.

  You can select the hosts you want to include in the **Schedule for** drop-down list from the list of hosts available in the Profiles area of My WebEx.
- Select the type of meeting you are setting up.
- Define a topic for the meeting.
- Indicate whether the meeting is listed on the meeting calendar.
- Decide whether the meeting is deleted from My Meetings on My WebEx after it is over.
- Set the meeting password, if required.
- Select tracking codes, if your administrator has set them up.

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.
Meeting type	Select the type of meeting you want to schedule. The list includes the meeting types that are available for your service website.
Meeting topic	Enter the topic or a name for the meeting.
Listed on calendar	List this meeting on the meeting calendar. To enhance meeting security, you can opt not to list the meeting on the meeting calendar. Just remove the check mark from this option to: ▪ Hide information about the meeting, such as its host, topic, and starting time. ▪ Help prevent unauthorized access to the

Use this option...	To...
	meeting.
Delete from My Meetings when completed	Remove this meeting from your list of meetings in the My Meetings area of My WebEx after the meeting ends. If you do not select this option, you must delete this meeting from My Meetings to remove it from the list.
Meeting password **Confirm password**	Require participants to enter the password you set to join your meeting. Your site may require that all passwords comply with security criteria, such as a minimum length and a minimum number of letters, numbers or special characters. A password: ▪ Can contain a maximum of 16 characters. ▪ Cannot contain spaces or any of the following characters: \ ` " / & < > == [ ]. Each participant that you invite to your meeting receives an invitation email message that includes the password, unless you request that passwords do not appear in email invitations.
Tracking codes	Identify your department, project, or other information that your organization wants to associate with your meetings. Tracking codes can be optional or required, depending on how your site administrator set them up. If your site administrator requires you to select a code from a predefined list, a list of codes appears. Select a code from the list on the left. Then do *one* of the following in the box on the right: ▪ If a list of codes appears, select a code from the list. ▪ Type a code in the box.
CUVC Meeting ID	Enter a custom URL to create a virtual meeting room in which you can use Cisco Unified Video (CUVC) in your

Use this option...	To...
	meeting. If you leave this box empty, the WebEx Meeting ID is used by default. When you start your WebEx meeting, the CUVC Video panel displays automatically. This is an optional feature that must be enabled by your site administrator.

Questions about required information for setting up a meeting

Why set up an unlisted meeting?

You can prevent a scheduled meeting from appearing on the meeting calendar and any other publicly accessible pages on your Meeting Center Web site, by setting up an unlisted meeting. If a meeting is unlisted, the meeting details, such as its host, topic, and starting time are not available on the calendar and other places. This additional security may help prevent unauthorized access to the meeting.

To join an unlisted meeting, a participant must provide a unique meeting number.

If you invite a participant to an unlisted meeting, the participant receives an invitation email message that includes complete instructions for joining the meeting-including the meeting number-and a URL that links directly to a Web page on which the participant can join the meeting.

What are tracking codes?

Your site administrator can include tracking codes in the Advanced Scheduler. Tracking codes may identify your department, project, or other information that your organization wants to associate with your meeting. Tracking codes can be optional or required, depending on how your site administrator sets them up.

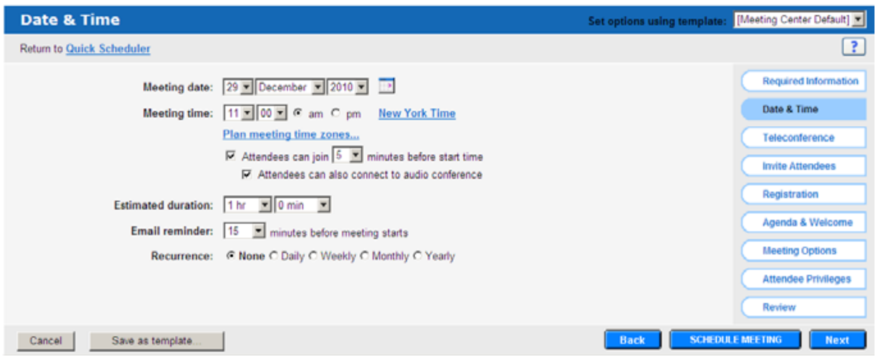
How can I learn more about the fields on the Required Information page?

Click the Help link in the top right corner of the Required Information page, or review About the Required Information page.

About the Date & Time page

How to access this page

On the navigation bar, click **Host a meeting** > **Schedule a meeting** > **Date & Time**



What you can do on this page

- Set the date and time for the meeting.
- Set the duration for the meeting.
- Select the number of minutes before the meeting's starting time during which attendees can join the meeting.
- Select the number of minutes before the meeting you want to receive a reminder email message.
- Set a recurrence pattern for the meeting.

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.
Meeting date	Set the date you want the meeting to occur. Select the month, day, and year in the drop-down lists. Or, you can click the **Calendar** icon, and then select a

Use this option...	To...
	date.
Meeting time	Set the meeting's starting time and the time zone. To select another time zone, click the time zone link. **Important** The time zone you select does not affect the time zone setting for the meeting calendar on the Browse Meetings page. You and each attendee can select the time zone for your view of the calendar independently, using the **Your time zone** option on the Preferences page. To access this page, on the navigation bar, click **Set Up > Preferences**.
Attendees can join [x] minutes before the starting time	Allow attendees to join the meeting within a set number of minutes before the meeting's starting time. Note: If you clear this check box or set this option to 0 minutes, you must start the meeting before attendees can join it.
Attendees can also connect to audio conference	If you allow attendees to join the meeting before the scheduled starting time, you can also allow attendees to join the InterCall audio conference before the meeting starts. You set up the InterCall Reservationless-Plus audio conference on the next page.
Estimated duration	Enter the length of time you estimate that the meeting will continue. The meeting does not end automatically after the duration that you set.
Email reminder	Set the number of minutes before the meeting's scheduled starting time at which you want to receive a reminder email message. If you do not want to receive a reminder, in the drop-down list, select **None**.
Recurrence	Set the recurrence pattern for this meeting.
	None: Specifies that the meeting does not recur.

Use this option...	To...
	Daily: Repeats the meeting every day until the ending date that you select. ▪ **Every [x] Days:** Repeats the meeting after the specified number of days passes. ▪ **Every weekday:** Repeats the meeting each day, from Monday to Friday.
	Weekly: Repeats the meeting after a specified number of weeks until the ending date that you select. ▪ **Every [x] week(s) on:** Specifies the day of the week on which to repeat the meeting and the number of weeks that must pass before the meeting repeats. ▪ **Sunday - Saturday:** Specifies the day on which the meeting repeats. You can select one or more days.
	Monthly: Repeats the meeting every month until the ending date that you select. ▪ **Day [x] of every [x] month(s):** Specifies the specific day of the month on which to repeat the meeting, and the number of months that pass before the meeting repeats. ▪ **[x] [x] of every [x] month(s):** Specifies the specific week and day of the week on which to repeat the meeting, and the number of months that pass before the meeting repeats.
	Yearly: Repeats the meeting every year until the ending date that you select. ▪ **Every [month] [date]:** Specifies the specific month and date on which to repeat the meeting each year. ▪ **[x] [day] of [month]:** Specifies the specific week, day of the week, and month on which to repeat the meeting each year.
Ending	▪ **No end date:** Repeats the meeting indefinitely. That is, the meeting recurs until you cancel it. ▪ **Ending:** Specifies the last day on which the meeting recurs. You can select the month, day, and year in the drop-down lists. Or, you can click Calendar icon, and then select a date. ▪ **After [x] meetings:** Specifies the number of meetings after which the meeting stops recurring.

Questions about setting the date and time for a meeting

Does the meeting end automatically at the time I set?

You can set the time a scheduled meeting starts and the meeting's estimated duration. This information allows attendees to reserve the appropriate length of time in their schedules. The meeting does not end automatically after the duration you set.

What happens if I allow participants to join the meeting before the start time?

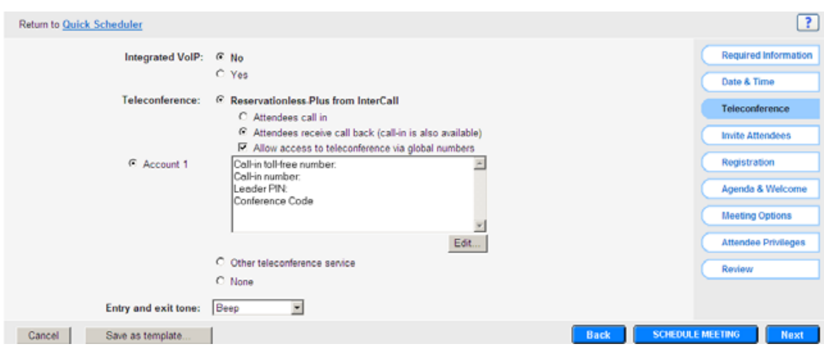
Participants can see the agenda and other details about the meeting. You can also set up a presentation to inform or entertain the participants while they wait for the meeting to start. You set up this option on the **Agenda & Welcome** page.

The option to let participants join the meeting before the host is available only if the administrator for your meeting service has turned the option on for your site and you schedule the meeting for a time in the future.

About the Audio Conference page

How to access this page:

On the navigation bar, click **Host a Meeting** > **Schedule a Meeting** > **Teleconference**



What you can do on this page

- Select or modify the InterCall Reservationless-Plus audio account that you want to use during your web conference. Please reference the Cisco WebEx Web Conferencing Audio Controls User Guide for more detailed instructions on using your audio account.

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.
Select conference type	Select the type of audio conference option(s) you would like to use. For more details about using InterCall Reservationless-Plus audio integration, see the Cisco WebEx Web Conferencing Audio Controls User Guide.
Entry & exit tone	This drop down does not select the sound option you want participants to hear when joining or leaving a meeting while using InterCall Reservationless-Plus audio integration. To modify these settings, please go to www.intercallonline.com or select *3 on your telephone keypad when you have dialed into the audio conference service.

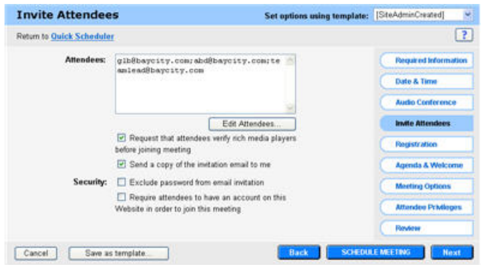
How can I learn about the fields on the Audio Conference Settings page?

Please reference the Cisco WebEx Web Conferencing Audio Controls User Guide by going to the **Support** menu on the left hand navigation bar > **User Guides** > **Cisco WebEx Meeting Center**.

About the Invite Attendees page

How to access this page

On the navigation bar, click **Host a meeting** > **Schedule a meeting** > **Invite Attendees**.



What you can do on this page

Invite attendees to your meeting, by entering their email addresses or selecting them from your address book.

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.
Attendees	Enter the email addresses of the attendees you want to invite to your meeting. You can type the addresses, separating them with a comma or semicolon or you can click **Select Attendees** to choose attendees from your address book.
Request that attendees verify rich media players before joining meeting	Add a request to invitation email messages for attendees to verify that these components are installed on their computers for playing a UCF media file: ▪ Flash Player for playing a Flash movie or interactive Flash files. ▪ Windows Media Player for playing audio or video files. This option is useful if you or another presenter plans to share a UCF multimedia presentation or standalone UCF media files during the meeting.
Send a copy of the invitation email to me	Receive a copy of the invitation you are sending to attendees. Later, if you decide to invite additional attendees,

Use this option...	To...
	you can simply forward this email message to them.
Select Attendees/Edit Attendees button	Opens the Select Attendees page. You can select contacts in your personal address book to invite to the meeting. You can also add a new contact to your address book and then invite that contact to your meeting.
Security	**Exclude password from email invitations**: If you invite attendees to a meeting, the meeting password does not appear in the email invitations that attendees receive. You must provide the password to attendees by another means, such as by phone. **Require attendees to have an account on this Web site to join this meeting**: All attendees must have a user account on your site to attend the meeting. For information about how attendees can obtain a user account, ask your site administrator.

Questions about inviting attendees

What is an alternate host?

When inviting attendees to a scheduled meeting, you can designate one or more attendees as alternate hosts for the meeting. An alternate host can start the meeting and act as the host. Thus, an alternate host must have a user account on your Meeting Center Web site.

Once you invite an attendee to a meeting as an alternate host, the attendee receives an invitation email message that provides information about acting as the alternate host. Your scheduled meeting appears on the alternate host's My WebEx Meetings page.

Can I invite people using my online address book?

You do not have to type the email address of each person you want to invite to your meeting. You can select attendees and sales team members (for Sales Center meetings) from your address book.

You can access your address book from the Invite Attendees page (for Meeting Center meetings) or the Invite Participants page (for WebEx Sales Center meetings) in the Advanced Scheduler.

Which information is included in the email invitation to my meeting?

Each attendee that you invited receives an invitation email message, which includes:

- A link that the attendee can click to join the meeting or obtain more information about it.
- The meeting password, if you specified one.
- Teleconferencing information, if your meeting includes an integrated teleconference.
- The meeting number, which the attendee must provide if your meeting is unlisted.

After you start a scheduled meeting, you can invite additional attendees. For details, see .Inviting attendees to a meeting in progress.

Why should I request that attendees check their systems for UCF compatibility?

When scheduling a meeting, you can add a request to invitation email messages for attendees to verify that the following components are installed on their computers for playing Universal Communications Format (UCF) media files:

- Flash Player for playing a Flash movie or interactive Flash files.
- Windows Media Player for playing audio or video files.

This option is useful if you or another presenter plans to share a UCF multimedia presentation or standalone UCF media files during the meeting.

Your request automatically appears in any invitation email messages that you send to attendees using the Advanced Scheduler invitation options. Your request also includes a link that attendees can click to access the Verify Rich Media Players page on your Meeting Center Web site. This page allows attendees to automatically verify that the required players are installed on their computers.

Note: If you intend to allow attendees to share to share UCF multimedia presentations or standalone UCF media files, ensure that the Enable UCF rich media for attendees check box is selected on the Meeting Options page in the Advanced Scheduler.

How can I learn about the fields on the Invite Attendees page?

Click the Help link in the top right corner of the Invite Attendees page, or review About the Invite Attendees page.

Can I use my online address book to invite attendees?

You do not have to type the email address of each person you want to invite to your meeting. You can select attendees from your address book.

You can access your address book from the Invite Attendees page in the Advanced Scheduler.

How can I enhance meeting security?

When scheduling a meeting, you can require all attendees to have a user account on your site. If you include this requirement (an option on the **Invite Attendees** page), attendees must log in to your Meeting Center Web site to attend the meeting, which enhances meeting security.

Each invited attendee automatically receives an invitation email message. To help increase the security for your meeting, you can prevent the meeting password from appearing in these invitations by selecting the **Exclude password from email invitation** option on the **Invite Attendees** page. If you exclude the password in email invitations, however, you must provide the password to attendees using another method-for example, by phone.

About the Select Attendees page

How to access this page

On the navigation bar, click **Host a Meeting**> **Schedule a Meeting** > **Invite Attendees** > **Select Attendees.**

What you can do on this page:

- Select contacts in your personal address book and invite them to the meeting.
- Add new contacts to your personal address book and invite them to the meeting.
- Designate one or more invited attendees as alternate hosts.

Options on this page

Use this option...	To...
Address book	Lets you select the address book from which you want to select attendees. The contacts in the address book that you select appear in the box. The following address books are available: **Personal contacts**: Includes any individual contacts that you have added to your personal address book. If you use Microsoft Outlook, you can import the personal contacts that you keep in an Outlook address book or folder to this list of contacts. **Company address book**: Your organization's address book, which includes any contacts that your site administrator has added to it. If your organization uses a Microsoft Exchange Global Address List, your site administrator can import

Use this option...	To...
	its contacts to this address book.
New Contact	Opens the New Contact page. Enter the requested information about the new contact you want to invite to the meeting. You can also add the new contact to your personal address book.
Search	Lets you search for text in the selected address book. For example, you can search for all or part of a contact name or email address.
Invite as	**Attendee**: Adds the selected contacts to the list of attendees. Alternate Host: Adds the selected contacts as alternate hosts to the list of attendees. An alternate host receives an invitation email message that provides information about acting as the alternate host. An alternate host can start the meeting and act as the host. If you join the meeting after an alternate host has started or joined it, you do not automatically assume the host role. An alternate host must have a user account on your meeting service Web site.
Remove	Removes the selected contacts from the list of invitees.

About the Registration page

How to access this page:

On the navigation bar, click **Host a Meeting**> **Schedule a Meeting** > **Registration**

What you can do on this page

- Determine whether attendees must register to attend a meeting.
- If attendees must register, select which information attendees must provide on the registration form.
- Accept registration requests automatically.

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.
Registration	▪ **None:** Specifies that attendees need not register to attend the meeting. ▪ **Require attendee registration**: All attendees must register to attend the meeting. An attendee cannot attend the meeting until his or her registration you accept his or her registration request. You can accept registration requests in either of two ways: ▪ Automatically, by selecting the Automatically accept all registration requests option on this page. ▪ Manually, by using the options on the Registered Attendees page. For details, see Accepting or Rejecting

Use this option...	To...
	Registration Requests.
Obtain detailed attendee information	Select which information attendees must provide to register for the meeting. Information that you do not select still appears on the form, but attendees need not provide it to register for the meeting.
Automatically accept all registration requests	Accept all registration requests automatically, and lets all registrants attend the meeting. You do not receive registration requests. If this option is not selected, you must accept or reject each registration request individually, using the options on your meeting service Web site.

Questions about registration

What are the benefits of requiring attendees to register for a meeting?

You can require meeting attendees to register for a meeting before they can join it. Requiring registration allows you to:

- View a list of attendees to determine whether they have registered for the meeting.
- Obtain attendees' names, email addresses, and optionally additional personal information before they can join the meeting.
- Accept or reject individual registration requests.
- Increase the security of your meeting.

If you invite an attendee to a meeting that requires registration, the attendee receives an invitation email message that includes information about the meeting and a link that the attendee can click to register for the meeting.

Important: If you accept registration requests automatically for a meeting that requires a password—and an attendee registers after the meeting has already started—the attendee can join the meeting immediately, without providing the password. Therefore, to secure a meeting from unauthorized access, you must clear the Automatically accept all registration requests check box, and manually accept or reject all registration requests.

If you do not accept registration requests automatically for a meeting that requires a password—and an attendee registers after the meeting has already started—the attendee cannot join the meeting until he or she receives a registration confirmation email message and can provide the meeting password. During the meeting, you can check for registration requests in your email program and accept them to allow attendees to join the meeting.

How do I accept or reject registration requests?

If you scheduled a meeting for which attendees must register, you can accept or reject attendees' registration requests. If you accept a registration request, a registration confirmation email message which provides the meeting password, if any is sent the attendee. If you reject a registration request, a registration rejection email message is sent to the attendee.

Note: If you select the **Automatically accept all registration requests** check box on the Registration page, all registration requests are accepted automatically and a registration confirmation email message is sent to each attendee who registers.

To accept or reject registration requests:

1 Log in to your meeting service Web site. For details, see Logging In to Your Meeting Service Web Site.

2 On the navigation bar, click **My WebEx**.

The My Meetings page appears, showing a list of any meetings that you have scheduled.

3 In the list of meetings, click the meeting topic link for the meeting for which you want accept or reject registration requests.

The Meeting Information page appears.

4 Click **Attendees**.

The Registered Attendees page appears, showing a list of attendees who have registered for the meeting.

5 Select the check box for each attendee for whom you want to accept or reject a registration request.

- To select all attendees currently appearing in the list, click **Select All**.
- To clear all selections in the current list, click **Clear All.**

6 Opt to approve or reject selected registration requests.

- Click **Accept** to approve the registration requests for all attendees that you selected.
- Click **Reject** to reject the registration requests for all attendees that you selected.

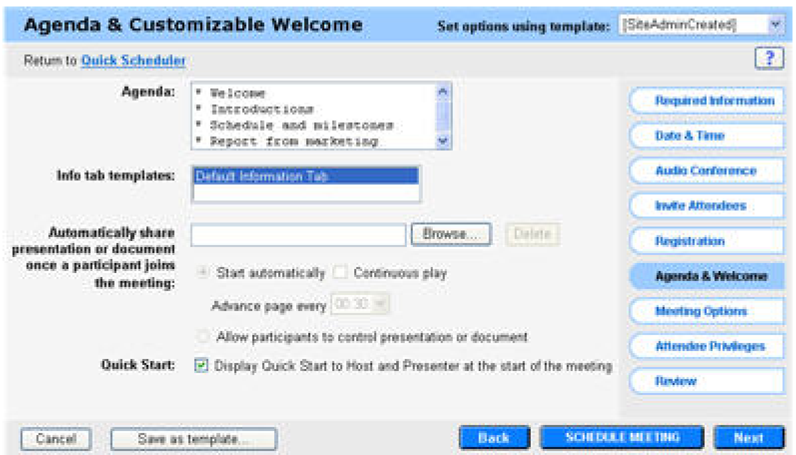
Tip: You can sort the registered attendees list by clicking the column headings.

You can also open the Registered Attendees page by selecting the meeting on the public Browse Meetings page. Then click **Get Info**> **Attendees**.

About the Agenda & Welcome page

How to access this page

On the navigation bar, click **Host a meeting** > **Schedule a meeting** > **Agenda & Welcome**.



What you can do on this page

- Enter an agenda for your meeting.
- Choose a template for the Info tab in the Meeting window.
- Automatically show a document or presentation to participants once they join the meeting.

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.

Use this option...	To...
Agenda	Set the agenda for the meeting. You can type up to 2500 characters, including spaces and punctuation. The agenda appears on the Meeting Information page for the meeting on your meeting service Web site.
Info tab templates	Lets you choose a template for the Info tab, which appears in the content viewer during the meeting. The Info tab contains information about the meeting, such as the: ▪ Meeting host ▪ Teleconference phone numbers ▪ Host key (if you are the host) **If you are using WebEx Sales Center:**You can choose another template only if your site administrator has provided one or more customized Info tab templates for your meeting service.
Automatically share presentation or document once a participant joins the meeting	Select a presentation or document to share automatically after a participant joins the meeting. This option is useful if you allow attendees to join the meeting before the host. The file that you select **must**: ▪ Be in the Universal Communications Format (UCF). For information about creating UCF files, refer to the guide, *Getting Started with WebEx Universal* Communications *Toolkit*, which is available on your meeting service Web site. ▪ Reside in your personal folders on your meeting service Web site. You can select a UCF file that already resides in your folders, or upload a new file to your folders while scheduling a meeting.

Use this option...	To...
▪ **Browse**	Opens the Add/Select Presentation page. You can select a UCF presentation or document that resides in your personal folders, or upload a new file to your folders.
▪ **Delete**	Delete the selected presentation or document from the box.
▪ **Start automatically**	Have presentation slides or document pages advance automatically in the content viewer at the time interval you choose. ▪ Select this option **only** if the presentation or document contains multiple slides or pages. ▪ Do not select this option if the presentation or document contains UCF media files. **Continuous play:** Available only if you select **Start automatically**. Specifies that shared presentation or document restarts once it is finished, and continues advancing page automatically. **Advance page every [x] seconds:** Available only if you select **Start automatically**. Lets you select the frequency at which slides or pages advance automatically.
	Allow participants to control file: Let participants navigate the presentation or document independently in their content viewers. The slides or pages do not advance automatically. Select this option if the presentation or document contains only one slide or page, or if it contains any UCF rich media objects, such as audio or video objects.
Quick Start	Select this option to display the Quick Start page to host and presenter at the start of the meeting. If not selected, the Info page displays at the start of the meeting. The Quick Start page provides easy access for sharing a document, application, Web browser or other item with participants.

About the Add/Select Presentation page

How to access this page

On the navigation bar, click **Host a Meeting** >**Schedule a Meeting** >**Agenda & Welcome** > **Browse**

What you can do on this page

- Upload a new Universal Communications Format (UCF) file to your personal folders, and then select it.
- Select an UCF presentation or document that already resides in your personal folders.

The file that you select plays automatically for a participant once the participant joins the meeting.

Tip: The file that you select must be in the WebEx Universal Communications Format (UCF).

Options on this page

Use this option...	To...
Upload a file to My Folders	Select a UCF presentation or document that resides on your computer, and upload it to your personal folders. To upload a file, under **Select**, select the folder in which you want to upload the file. Click **Browse**, select the file on your computer, and then click **Open**. Click **Upload**.
Select a presentation to share automatically	Select a UCF presentation or document that already resides in your personal folders.
Done	Save your file selection, and then return to the Agenda & Customizable Welcome page.

Questions about setting the agenda and welcome message

Can I change how the information on the Info tab displays?

You can choose a template for the **Info** tab, which appears in the content viewer during the meeting. The **Info** tab contains information about the meeting, including the meeting host, teleconference phone numbers, and host key (for the host only).

Note: You can choose another template only if one or more customized **Info** tab templates are available for your meeting service. Your site administrator can add templates for your service.

What is the Quick Start page?

The Quick Start page allows a presenter to quickly display a document, application or other item they want to share during a meeting. If the Quick Start option is selected by the host on the Meeting Agenda & Welcome page, Quick Start is available to participants throughout the meeting by clicking the Quick Start tab in the content viewer.

For more details about any of the actions available from Quick Start, click the Learn More link.

Can I change the meeting agenda or add one after I have set up my meeting

You can easily edit a scheduled meeting. You can edit it from the link in the confirmation email message you received or from your Meeting Center Web site.

Why share a document before the meeting starts?

When scheduling a meeting, you can select a presentation or document to share automatically in the content viewer once a participant joins the meeting. If the presentation or document contains multiple pages, you can also automatically advance its pages at a specified interval.

You can use this opportunity to share a presentation that informs or entertains participants while they wait for you to start the meeting.

The presentation or document that you select must:

- Be in the Universal Communications Format (UCF). Reside in your personal folders in the My WebEx area on your Meeting Center Web site. You can select a UCF file that already resides in your folders, or upload a new file to your folders while scheduling a meeting.

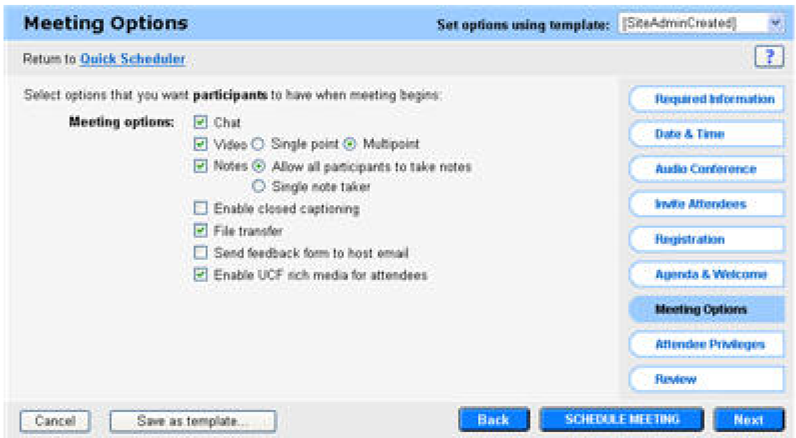
Important: If you sharIe a UCF multimedia presentation that includes rich media files-such as audio or video files-follow these guidelines:

- Ensure that each media file is embedded in the presentation file or resides on a publicly accessible Web server. If the presentation contains a link to a media file that resides on your computer, participants cannot view that media file.
- Select **Allow participants to control file** on the Agenda and Welcome page. If you do not select this option, the pages or slides in the document or presentation will advance automatically, which may prevent participants from viewing the media files.
- Ensure that each media file is set to play automatically for participants.

About the Meeting Options page

How to access this page

On the navigation bar, click **Host a Meeting** > **Schedule a Meeting** > **Meeting Options**



What you can do on this page

- Select which options, such as chat, notes, and video are available during the meeting.
- Allow presenters to transfer files and meeting participants to download these files of the meeting.
- Specify whether attendees can share UCF rich media files.

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.

Use this option...	To...
Meeting Options	Select which meeting options are available during the meeting. If an option is not selected, it is unavailable during the meeting. A presenter can turn any option on or off during the meeting.
	Chat: Specifies that chat options are available in the Meeting window during the meeting.
	Video: Specifies that video options are available in the Meeting window during the meeting. ▪ **Single-point:** Lets only the presenter send live video during the meeting. ▪ **Multipoint:** Lets the presenter and up to three other participants send live video during the meeting. ▪ **Single-point** and **Multipoint options** appear only if your meeting service Web site has the multipoint video option. To turn on the multipoint video option for your site, please contact your InterCall sales representative.
	Notes Specifies that note-taking options are available in the Meeting window during the meeting. ▪ **Allow participants to take notes:** Lets all participants take their own notes during the meeting, and save them to their computers. ▪ **Single note taker:** Lets only one participant take notes during the meeting. By default, the host is the note-taker, but can designate another participant as the note-taker during the meeting. A note-taker can publish notes in all participants' Meeting windows at any time during the meeting. The host can send a transcript of the notes to participants at any time.
	File transfer: Specifies that the presenter can publish files and attendees can download them during a meeting.
	Enable UCF rich media for attendees: Allows attendees to share Universal Communications Format (UCF) media files during the meeting, either in a UCF multimedia presentation or as standalone UCF media files. A meeting host who is also the presenter can always share UCF media files, whether or not you select this check box.

Note: A presenter can change the default privileges for all attendees or individual attendees at any time during a meeting.

Questions about setting meeting options

What are some rules of thumb for sharing UCF media files?

When scheduling a meeting, you can allow attendees to share Universal Communications Format (UCF) media files during the meeting, either in a UCF multimedia presentation or as standalone UCF media files.

You can also prevent attendees from sharing UCF media files during a meeting. If you do so, only the meeting host can share UCF media files when also acting as the presenter.

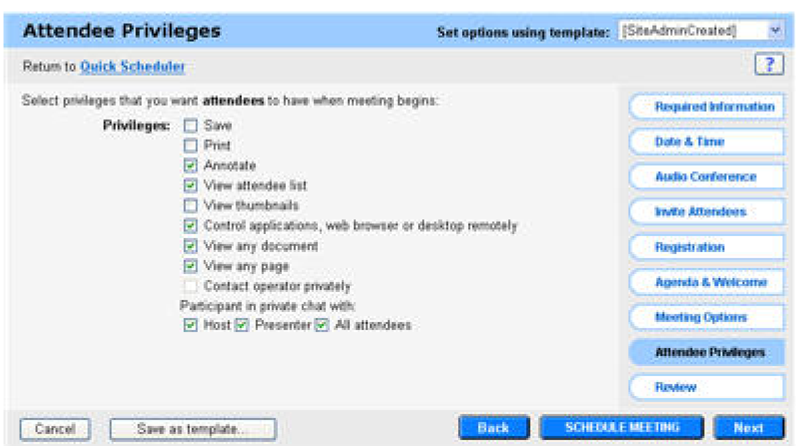
You may want to prevent attendees from sharing UCF media files, for example, if you intend to allow attendees to share presentations or documents but want to prevent an attendee from inadvertently sharing a very large media file.

Note: The alerts options are applicable only if you select an integrated teleconference on the Teleconference page in the Advanced Scheduler.

About the Attendee Privileges page

How to access this page

On the navigation bar, click **Host a meeting** > **Schedule a meeting** > **Attendee Privileges**



What you can do on this page

- Select the meeting privileges that attendees have once the meeting starts.

Note: A presenter can grant any privileges to or remove them from attendees during a meeting

Options on this page

Use this option...	To...
Set options using template	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meeting and saved as a template.
Privileges	Select privileges that you want attendees to have when meeting begins.

Use this option...	To...
▪ **Save**	Save any shared documents, presentations, or whiteboards that appear in their content viewers.
▪ **Print**	Print any shared documents, presentations, or whiteboards that appear in their content viewers.
▪ **Annotate**	Annotate any shared documents or presentations, or write and draw on shared whiteboards that appear in their content viewers, using the toolbar that appears above the viewer. An attendee's annotations are visible to all participants.
▪ **View participant list**	View the participant list on the Participants panel.
▪ **View thumbnails**	Display miniatures of any pages, slides, or whiteboards in any document, presentation, or whiteboard that appear in their content viewers. However, attendees with this privilege cannot display a miniature at full size unless they also have the View any page privilege.
▪ **Control applications, Web browser, or desktop remotely**	Request that the presenter grant them remote control of a shared application, Web browser, or desktop.
▪ **View any document**	View any document, presentation, or whiteboard that appears in the content viewer, and navigate to any pages or slides in documents or presentations.
▪ **View any page**	View any pages, slides, or whiteboards that appear in their content viewers. This privilege allows attendees to navigate independently through pages, slides, or whiteboards.
▪ **Contact operator privately**	Dial 00 at any time during a teleconference to contact the operator for your teleconferencing service. Available only if your site includes the private operator option.
▪ **Participate in private chat with:**	Send private chat messages to another participant. Private chat messages appear only in the recipient's Chat viewer. **Host:** Chat privately with the meeting host. **Presenter**: Chat privately with only the presenter. **All attendees:** Chat privately with any other attendee.

Questions about attendee privileges

Besides the host, who can grant and remove attendee privileges?

A presenter can grant any privileges to or remove them from attendees during a meeting.

Can I change attendee privileges during a meeting?

Yes, you can. On the Meeting menu, choose Attendees Privileges. Make any changes to the privileges you set when you scheduled the meeting.

About the Review page

How to access this page

On the navigation bar, click **Host a Meeting** > **Schedule a Meeting** > **Review**

What you can do on this page

- Review all the information you've entered on each page of the Advanced Scheduler.
- If you want to make any changes, return to the page where you entered the information and enter new information.
- Rather than using the settings and options you have just selected in the scheduler, replace these setting with those in one of the meeting templates.

  When you have finished making changes, click **Schedule** or **Start**.

Managing and maintaining your scheduled meetings

You can easily invite more participants to a scheduled meeting, change the day or time, or even add the meeting to your calendar program.

Adding a scheduled meeting to your calendar program

Once you schedule a meeting, you can add the meeting to your calendar program, such as Microsoft Outlook. This option is applicable only if your calendar program supports the *iCalendar* standard, a common format for exchanging calendaring and scheduling information across the Internet.

To add a scheduled meeting to your calendar:

1 Do *one* of these tasks, as appropriate:

- On the Meeting Scheduled page, click **Add to My Calendar**.
- On the Meeting Updated page, click **Update My Calendar**.
- On the Meeting Information page for the meeting, click **Add to My Calendar**.
- In the confirmation email message that you receive once you schedule or edit a meeting, click the link to add the meeting to your calendar.

A meeting item opens in your calendar program.

2 Select the option to accept the meeting request. For example, in Outlook, click **Accept** to add the meetingitem to your calendar.

Note:

- If you cancel a meeting, the Meeting Deleted confirmation page and the confirmation email message that you receive contains an option that lets you remove the meeting from your calendar program.
- If you invite attendees to a meeting, the invitation email message that they receive contains an option to add the meeting to their calendar programs.

Editing a scheduled meeting

Once you schedule a meeting, you can make changes to it at any time before you start it-including it’s starting time, topic, password, agenda, attendee list, and so on.

If you update any information about a meeting, including adding or removing attendees, you can choose to send attendees a new invitation email message that informs them that you have modified information about the meeting. Attendees whom you removed from the attendee list receive an email message informing them that you have retracted their invitations.

You can modify a meeting from the confirmation email message that you received after you scheduled the meeting or from your meeting list in My WebEx.

To edit a meeting from the confirmation email message:

1. Open your confirmation email message, and then click the link.

   If you are not already logged in to your Meeting Center Web site, the Log In page appears.

2. If the Log In page appears, provide your account user name and password, and then click **Log In**.

   The Meeting Information page appears.

3. Click **Edit**.

4. Modify the meeting. For more information about the options that you can modify, see Using the Advanced Scheduler.

5. To save your changes to the meeting, click **Save**.

   If you invited attendees, a message appears, asking you whether you want to send an updated email invitation to attendees.

6. If a message box appears, click the appropriate update option, and then click **OK**.

   The Meeting Updated page appears.

   You receive a confirmation email message that includes information about the changes that you made to the meeting.

7. Optional. If you added the meeting to your calendar program, such as Microsoft Outlook, on the Meeting Updated page, click **Update My Calendar**.

To edit a scheduled meeting from your meeting list on your Meeting Center Web site:

1. Log in to your Meeting Center Web site.

2. On the navigation bar, click **My WebEx**.

   The My Meetings page appears and displays each meeting that you have scheduled.

3. In the meeting list, under **Topic**, click the topic for the meeting.

4. Click **Edit**.

5. Modify the meeting. For more information about the options that you can modify, see Using the Advanced Scheduler.

6. Click **Save**.

   If you invited attendees, a message appears, asking you whether you want to send an updated email invitation to attendees.

7. If a message box appears, click the appropriate update option, and then click **OK**.

If you click **Cancel** in the message box, the meeting is not updated.

The Meeting Updated page appears. You receive a confirmation email message that includes information about the changes that you made to the meeting.

8 Optional. If you added the meeting to your calendar program, such as Microsoft Outlook, in the confirmation email message, click **Update My Calendar**.

Starting a scheduled meeting

A meeting does not start automatically at the scheduled time. If, when scheduling the meeting, you did not select the option that allows participants to join the meeting before the host, you must start the meeting before participants can join it.

After you schedule a meeting, you receive a confirmation email message that includes a link that you can click to start the meeting. Or, you can start the meeting from your meeting list in My WebEx.

To start a meeting from the confirmation email message:

1. Open your confirmation email message, and then click the link.

   If you are not already logged in to your Meeting Center Web site, the Log In page appears.

2. If the Log In page appears, provide your account username and password, and then click **Log In.**

   The Meeting Information page appears.

3. Click one of the following:

   - **Start Now**. Appears if the meeting is not in progress.
   - **Join Now**. Appears if you allowed participants to join the meeting before its starting time and participants have already joined the meeting.

   The Meeting window appears.

To start a scheduled meeting from your meeting list on your Meeting Center Web site:

1. Log in to your Meeting Center Web site.
2. On the navigation bar, click **My WebEx.**

   The My Meetings page appears, displaying a list of each meeting that you have scheduled.

3. In the meeting list, under **Status**, click one of the following:

   - **Start**. Appears if the meeting is not in progress.

- **Join Now**. Appears if you allowed participants to join the meeting before its starting time and participants have already joined the meeting.

The Meeting window appears.

Starting a meeting from your iPhone

A meeting does not start automatically at the scheduled time. If, when scheduling the meeting, you did not select the option that allows participants to join the meeting before the host, you must start the meeting before participants can join it.

Note: To start a WebEx meeting from your iPhone, you must have set up your WebEx account from the Profile page in your iPhone application.

To start a meeting from an email invitation link:

In your email invitation, tap the meeting link.

The WebEx Meeting Center application launches.

To start a meeting from your My Meetings page:

1. Tap the meeting you want to start.
2. On the next page, tap on the **Join/Start** button.

The WebEx Meeting Center application launches.

Canceling a scheduled meeting

You can cancel any meeting that you have scheduled. Once you cancel a meeting, you can choose to send a cancellation email message to all attendees whom you invited to the meeting. Canceling a meeting deletes it from your personal meeting list.

You can cancel a meeting from the confirmation email message that you received after you scheduled the meeting or from your meeting list in My WebEx.

To cancel a meeting from a confirmation email message:

1. Open your email confirmation message, and then click the link.

   If you are not already logged in to your Meeting Center Web site, the Log In page appears.

2. If the Log In page appears, provide your account user name and password, and then click **Log In**.

   The Meeting Information page appears.

3 Click **Delete**.

If you invited attendees, a message appears, asking you whether you want to send a cancellation email message to all attendees whom you invited to the meeting.

4 In the message box, click **Yes** or **No**, as appropriate.

If you click **Cancel** in the message box, the meeting is not canceled.

The Meeting Deleted page appears.

5 Optional. If you added the meeting to your calendar program, such as Microsoft Outlook, on the Meeting Deleted page, click **Remove From My Calendar** to remove the meeting from your calendar.

To cancel a scheduled meeting from your meeting list on your Meeting Center Web site:

1 Log in to your Meeting Center Web site.

2 On the navigation bar, click **My WebEx.**

The My Meetings page appears, showing your scheduled meeting list.

3 In the meeting list, under **Topic,** click the topic for the meeting.

4 Click **Delete**.

If you invited attendees, a message appears, asking you whether you want to send a cancellation email message to all attendees whom you invited to the meeting.

5 In the message box, click **Yes** or **No**, as appropriate.

If you click **Cancel** in the message box, the meeting is not canceled.

You receive a cancellation confirmation email message.

6 Optional. If you added the meeting to your calendar program, such as Microsoft Outlook, in the confirmation email message, click the link to remove the meeting from your calendar.

Saving time when scheduling a meeting

Using meeting templates

If you meet with the same group of people and often schedule a meeting with the same tracking codes, audio settings and other meeting options, you can save these settings in a template. When you set up the first meeting, you can save your settings in a template. Later, when it is time to schedule another meeting, you can select that template from any page on the Quick Scheduler or Advanced Scheduler.

You have three ways to use an existing meeting template:

- Use the template, without saving any changes to it.

  You can use the template as is or make changes to the settings without saving these changes to the template itself.

- Make changes to the template settings and save the changes in the template.

  You can save these changes in the template, if you want to make permanent changes to the template.

- Make changes to the template settings and save them in a new template.

  You can make changes to the template as you schedule your meeting. Then save your changes in the template, if you want to make a permanent change to the template.

Using an existing template for scheduling

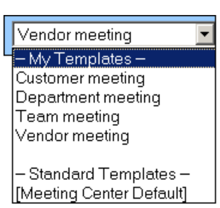
You can use the template without making changes to any details, or you can make changes on any page in the scheduler.

1. Log in to your Meeting Center Web site.
2. On the navigation bar, expand **Host a meeting** to view a list of links.
3. Click **Schedule a meeting**.

   The meeting scheduler appears.

4. Select the template you want to use in the **Set options using template** drop-down list.

   Look for the list on any title bar in the Quick Scheduler or Advanced Scheduler.



These templates are available. You can select one from this list and use it to quickly schedule your meeting

The template in brackets is the default template provided by your site administrator.

5 Optional. Make changes to the settings on any page.

For instance, you can add or remove attendees or show a new presentation as attendees join the meeting. Just go to the page in the scheduler that you want to change.

6 Start or schedule the meeting:

- If the meeting's starting time is the current time, click **Start** to start the meeting.
- If the meeting's starting time is after the current time, click **Schedule**.

The Meeting Scheduled page appears, confirming that the meeting is scheduled. You also receive a confirmation email message that includes information about the scheduled meeting.

Using an existing meeting template and overwriting the template settings

You can open an existing meeting template and change the settings. You can save your changes to the template.

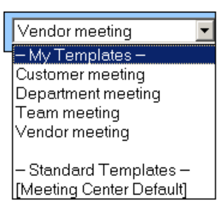
1 Log in to your Meeting Center Web site.

2 On the navigation bar, expand **Host a meeting** to view a list of links.

3 Click **Schedule a meeting**.

The meeting scheduler page appears.

4 Select the template you want to use in the **Set options using template** drop-down list.



These templates are available. You can select one from this list and use it to quickly schedule your meeting.

The template in brackets is the default template provided by your site administrator.

5 Make changes to the details on any page.

For example, you can add or remove attendees, change the meeting time, add a multimedia document to display before the meeting starts.

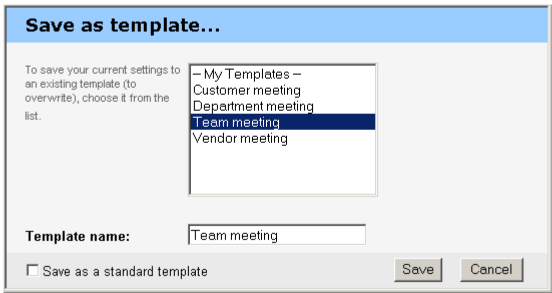
6 Click **Save as Template.**

You see a list of templates you can assign these new settings to.

7 To update an existing meeting template with your changes, select the template you want to change and click **Save**.

A message box appears, asking if you want to replace the template you have selected with the edited template.

8 To save your changes in the template, click **OK**.



Type a name for this new version of the template here.

Then click Save.

Note: You have not changed the original template.

Using an existing meeting template and saving the changes in a new template

You may host a meeting series with the same agenda, but different attendees. To save time, you can reuse the settings in a template, make changes (such as adding or removing attendees) and then save the updates in a new template.

Find the existing meeting template with similar settings. You can save the changes in a new template.

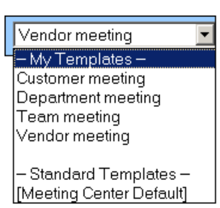
1 Log in to your Meeting Center Web site.

2 On the navigation bar, expand **Host a meeting** to view a list of links.

3 Click **Schedule a meeting**.

The meeting scheduler appears.

4 Select the template you want to use in the **Set options using template** drop-down list.

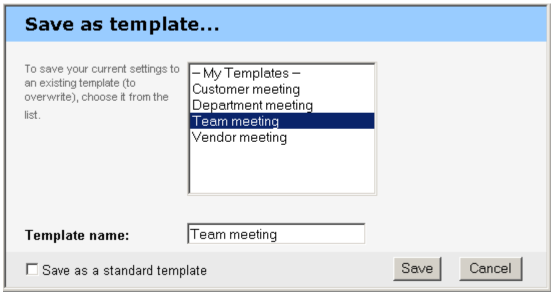


5 Make changes to the details on any page.

For example, you can add or remove attendees, change the meeting time, add a multimedia document to display before the meeting starts.

6 Click **Save as Template.**

7 In the **Template Name** box, type a name for this new template.



8 Click **Save**.

Setting up a recurring meeting

For a meeting that occurs on a regular basis, such as a monthly company meeting or weekly status meeting, you can set up a recurring meeting. You set up the meeting one time and include the email addresses of attendees, the teleconferencing details, the time and interval (for instance, daily, weekly, or monthly). You send out one invitation for the entire series.

To set up a recurring meeting:

1 Log in to your Meeting Center Web site.

2 On the navigation bar, expand **Host a meeting** to view a list of links.

3 Click **Schedule a meeting**.

The Schedule a meeting Wizard appears, showing the Required Information page.

4 Click **Date & Time**.

Set the date and time for the meeting. Review the information below about the options for a recurring meeting.

5 Add other details about your recurring meeting.

6 When you have finished scheduling your meeting, click **Schedule** or **Start**.

Options for setting up a recurring meeting

Option	Description
Daily	Repeats the meeting every day until the ending date that you select. ▪ **Every [x] days:** Repeats the meeting after the specified number of days passes. ▪ **Every weekday:** Repeats the meeting each day, from Monday to Friday. ▪ **Weekly:** Repeats the meeting every week until the ending date that you select. ▪ **Sunday - Saturday:** Specifies the day on which the meeting repeats every week. You can select one or more days.
Monthly	Repeats the meeting every month until the ending date that you select. ▪ **Day [x] of every [x] months:** Specifies the specific day of the month on which to repeat the meeting, and the number of months that pass before the meeting repeats. ▪ **[x] [x] of every [x] months:** Specifies the specific week and day of the week on which to repeat the meeting, and the number of months that pass before the meeting repeats.
Yearly	Repeats the meeting every year until the ending date that you select. ▪ **Every [month] [date]:** Specifies the specific month and date on which to repeat the meeting each year. ▪ **[x] [day] of [month]:** Specifies the specific week, day of the week, and month on which to repeat the meeting each year.
Ending	▪ **No end date:** Repeats the meeting indefinitely. That is, the meeting recurs until you cancel it. ▪ **Ending:** Specifies the last day on which the meeting recurs. You can select the month, day, and year in the drop-down lists. Or, you can click Calendar icon, and then select a date. **After [x] meetings:** Specifies the number in the meeting series after which the meeting stops recurring.

Allowing another user to schedule meetings for you

You can grant permission to one or more Meeting Center users to schedule meetings on your behalf. A user to whom you grant permission to schedule meetings must have an account on your Meeting Center Web site.

Once a user schedules a meeting for you, the meeting appears in your list of meetings on your My Meetings page. You can then start the meeting and host it as you normally do when you schedule meetings yourself.

To allow another user to schedule meetings for you:

1. Log in to your Meeting Center Web site.
2. On the navigation bar, click **My WebEx**.
3. Click **My Profile**.

   The My Profile page appears.
4. Under **Session Options**, do *either* or *both* of the following:
   - In the **Scheduling permission** box, type the email addresses of the users to whom you want to grant scheduling permission. Separate multiple addresses with either a comma or semicolon.
   - Click **Select From Host List** to select users from a list of all users who have accounts on your Meeting Center Web site.
5. Click **Update**.

About the Meeting Scheduled page (for meeting hosts)

This confirmation page appears after you have scheduled a meeting successfully.

What you can do on this page

- Add this meeting to your meeting calendar (MS Outlook or Lotus Notes).
- Edit the details about the meeting you have just scheduled.

Click this button...	To...
Add to My Calendar	Add this meeting to your calendar program (MS Outlook or Lotus Notes only).
Edit	Make changes to the meeting you have just scheduled. For example, you can change the day and time or invite additional attendees

About the Meeting Information page (for meeting hosts)

This page provides the details about a meeting you have scheduled.

What you can do on this page

- Review the date, time, duration, and other helpful information about the meeting.
- Edit the details about the meeting you have just scheduled.
- Start the meeting.
- Add the meeting to your calendar, if you haven't already done so.

Click this button...	To...
Start Now	Start this meeting immediately. Appears only if the meeting is not yet in progress.
Edit	Edit the details about this meeting. For example, you can add attendees, change the agenda, change the date, time, and duration.
Delete	Cancel this meeting.
Attendees	View the list of registered attendees. Appears only if the meeting requires attendees to register.
Agenda	Review the meeting agenda. To edit or add an agenda, click Edit and then go to the Edit and Customizable Welcome page.
Add to My Calendar	Add this meeting to the calendar program, such as Microsoft Outlook. To use this feature, your calendar program must conform with the iCalendar standard, a format used widely across the Internet for exchanging calendar information.
Go Back	Return to the meeting calendar.

About the Meeting Information page (for attendees)

This page provides the details about a meeting you have scheduled.

What you can do on this page

- Review the date, time, duration, and other helpful information about the meeting.
- Add the meeting to your calendar, if you haven't already done so.

Click this button...	To...
Join Now	Join this meeting. If this meeting requires you to register, the registration form for this meeting appears. Appears only if the host has started this meeting.
Agenda	Review the meeting agenda.
Add to My Calendar	Add this meeting to the calendar program, such as Microsoft Outlook. To use this feature, your calendar program must conform with the iCalendar standard, a format used widely across the Internet for exchanging calendar information.
Go Back	Return to the meeting calendar.

About the Meeting Updated page

This confirmation page displays after you have updated a meeting successfully.

What you can do on this page

- Add this meeting to your meeting calendar (MS Outlook or Lotus Notes).
- Make additional changes to the meeting you have just updated.

Click this button...	To...
Update My Calendar	Add this updated meeting to your calendar program (MS Outlook or Lotus Notes only).
Edit	Make changes to the meeting you have just updated. For example, you can change the day and time or invite additional attendees.

5

Assigning Sounds to Participant Actions

Host only

During a meeting, you can assign sounds to play when a participant:

- Joins the meeting
- Leaves the meeting
- Clicks **Raise Hand** on the Participants panel

To assign sounds to participant actions:

1. Open the Preferences dialog box by performing these steps:
   - Windows: On the **Edit** menu, choose **Preferences**.
   - Mac: On the **Meeting Center** menu, choose **Preferences**.
2. Depending on your operating system, follow one of these steps:
   - Windows: Click the **Participants** tab.
   - Mac: Select the **Alerts** button.
3. Select the check box for each action for which you want to play a sound.
4. Select a sound from the appropriate drop-down list.

   By default, the drop-down list contains the names of all sound files that reside at the default location on your computer.
5. To select a sound that does not appear in the drop-down list, follow one of these steps:
   - Windows: Click **Browse**, and then select a sound file that resides in another folder.

- Mac: Select **Other** in the drop-down list.

6 Windows only. To play the currently selected sound, click the button .

7 Click **OK.**

Note:

- Meeting Center saves your sound preferences on your computer. However, if you start or join a meeting on another computer, you need to set your preferences again on that computer.
- If you are using Windows, sound files must have a **.wav** extension.
- In most cases, the default location for sound files is `C:\WINDOWS\Media`. You can copy other sound files to the default folder or any other directory to make them available in the Preferences dialog box.

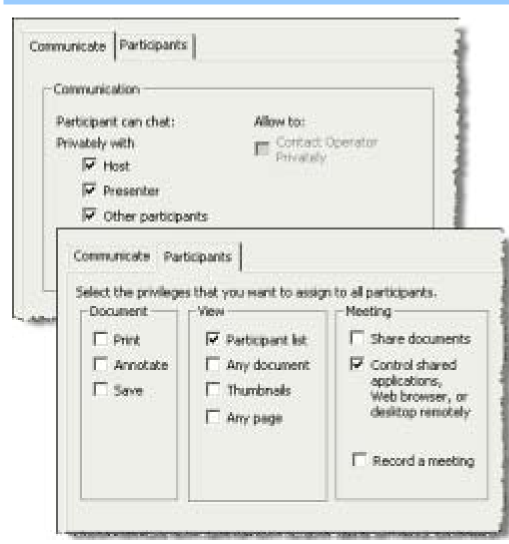
6

Granting Privileges During a Meeting

Once a meeting starts, all participants are automatically granted meeting privileges either by host specification or by default:

- If the host scheduled the meeting and specified privileges, participants receive those privileges.
- If the host scheduled the meeting but did not specify privileges, participants receive default privileges.
- If the host started an instant meeting, participants receive default privileges.

The following table describes the privileges a host can grant and those that are granted by default.

<table>
<tr><th></th><th>Privileges</th></tr>
<tr><td>
</td><td>A host can grant the following privileges to one or more participants:

▪ Chat-who a participant can chat with and whether that chat can be private.

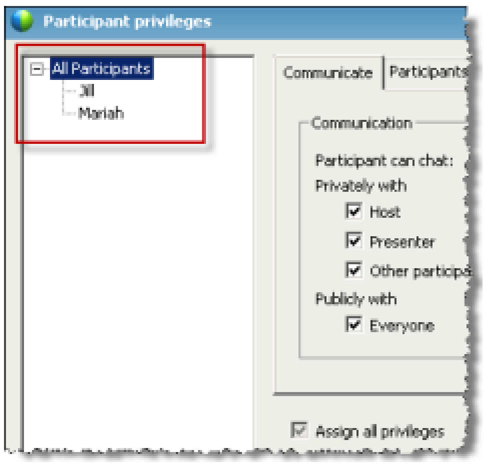
▪ Document-whether a participant can draw on a document or save or print it.

▪ View-what a participant can view in the meeting: participant list, document, thumbnails, or pages.

▪ Meeting-whether a participant can record the meeting, share documents, or control sharing.</td></tr>
</table>

Selecting participants

During a meeting, you can grant privileges to or remove them from all participants at once or to an individual participant.



To choose

- **all participants**-select **All Participants**.
- **an individual participant**-expand All Participants, and select the a participant name.

About Default privileges

If the host does not specify privileges when scheduling a meeting, or starts an instant meeting, a set of default privileges are automatically assigned to a participant:

- All chat privileges
- Viewing the participant list
- Controlling shared applications, web browser, or desktop remotely

Granting or removing privileges

To grant participant privileges during a meeting:

1 In the Meeting window, on the **Participant** menu, choose **Assign Privileges**.

The Participants Privileges dialog box appears.

2 Grant or remove a privileges, as follows:

- To grant a specific privilege, check its box.
- To grant all privileges, check the **Assign all privileges** check box.

- To remove a privilege, clear its check box.
- To reset to the preset meeting privileges, select **Reset to Meeting Defaults**.

3 Select **Assign**.

Granting or removing Chat privileges

As host, you can grant or remove chat privileges for one or more participants.

To grant or remove a chat privilege:

You can chat with participants privately or publicly.

Select or clear the checkbox for each privilege you want to grant.

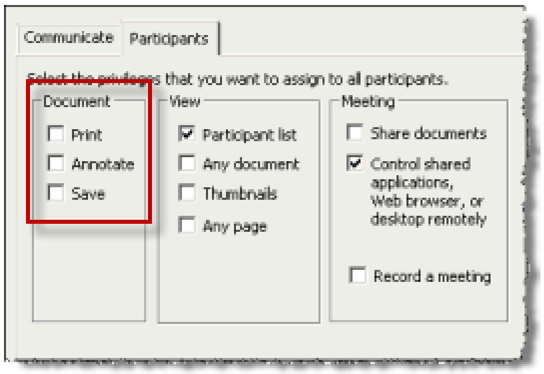
Chat privileges:

- **Host**-chat privately with the meeting host. Your chat message appears in only the host's Chat viewer.
- **Presenter**-chat privately with the presenter. Your chat message appears in only the presenter's Chat viewer.
- **Other participants-**chat privately with another participant. Your chat message appears in only that participant's Chat viewer.
- **Everyone**-Chat publicly with all participants. Your chat message appears in everyone's Chat viewer.
- **Contact operator privately-**Available only if your site includes the private operator option. Participants dial 00 at any time during a teleconference to contact the operator of the teleconferencing service.

Granting or removing document privileges

As host, you can assign privileges for saving, printing, and annotating documents, whiteboards, and presentations that are shared in the content viewer.

To grant or remove a document privilege:



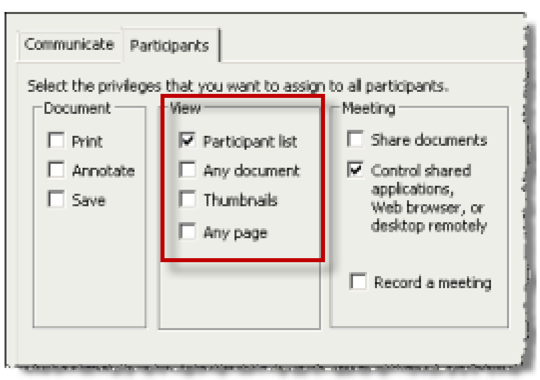
Select or clear the checkbox for each privilege you want to grant.

A participant uses the Annotation toolbar that appears whenever a document is being shared to:

- Draw on shared elements.
- Point to items on shared elements.

Granting or removing viewing privileges

To grant or remove a viewing privilege:



Select or clear the checkbox for each privilege you want to grant.

Viewing privileges you can grant to participants:

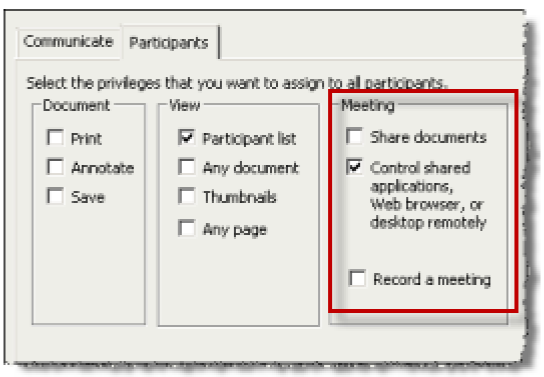
- **Participant list**-view the names of all other participants on the Participants panel. If this option is not selected, participants can view the names of only the meeting host and the presenter on the Participants panel.
- **Thumbnails**-display miniatures, or thumbnails, of any pages, slides, or whiteboards in the center viewer. This privilege allows participants to view miniatures at any time, regardless of the content that appears in the presenter's

content viewer.If participants have this privilege, they can display any page at full size in the content viewer, regardless of whether they also have the Any page privilege.

- **Any page**-view any pages, slides, or whiteboards that appear in the content viewer. This privilege allows participants to navigate independently through pages, slides, or whiteboards.
- **Any document**-view any document, presentation, or whiteboard that appears in the content viewer, and navigate to any pages or slides in documents or presentations.

Granting or removing meeting privileges

To grant or remove a viewing privilege:



Select or clear the checkbox for each privilege you want to grant.

Document privileges you can grant:

- **Share documents**-share documents, presentations, and whiteboards, and copy and paste any pages, slides, and whiteboards in the content viewer. Participants can share UCF rich media presentations or files only if the host selected the option to enable UCF rich media for participants when scheduling the meeting.
- **Control shared applications, Web browser, or desktop remotely**-request remote control of a shared application, Web browser, or desktop. If this privilege is cleared, the command to request remote control is unavailable to participants.
- **Record a meeting**-record all interactions during a meeting and play them back at any time.

7

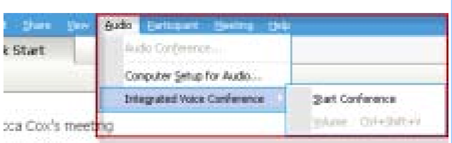
Using Integrated Voice Conferences

An Integrated Voice Conference allows participants to speak to each other using voice over Internet Protocol (VoIP)-an Internet-based way of connecting through the computer.

Your user role in an Integrated Voice conference determines your level of participation. Whichever role you take, the following table describes the basic tasks associated with that role.

<table>
<tr><th></th><th>Task description:</th></tr>
<tr><td>

Host



</td><td>

Start and manage a voice conference:

- Fine tune your microphone and speaker seetings.
- Allow a participant to speak mute or unmute participant microphones.

To start a voice conference:

- Select **Voice Conference** on the Quick Start page.
- or, select **Integrated Voice Conference** > **Start Conference** from the **Audio** menu.

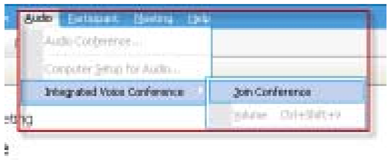
To end a voice conference:

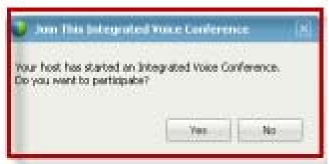
Select **Integrated Voice Conference** > **End Conference** from the **Audio** menu.

</td></tr>
</table>

Task description:

Participant





Participate in a voice conference:

- Join or leave a conference.
- Mute or unmute your microphone.
- Ask to speak.

To join a voice conference:

- Select **Yes** in the dialog box that automatically appears when the host starts the conference.
- Or, select **Integrated Voice Conference** > **Join Conference** from the **Audio** menu.

To leave a voice conference:

Select **Integrated Voice Conference** > **Leave Conference** from the **Audio** menu.

Note: For better audio quality and greater convenience, use a computer headset with a high-quality microphone, rather than speakers and a microphone.

Asking to speak

Participant only

During a voice conference, you can indicate that you want to speak. If you do request to speak, you can cancel the request at any time. Speaking in an Integrated voice conference.

To request to speak, or to cancel a request to speak:

On the Participants panel, click **Raise Hand** or **Lower Hand**, respectively.

- If you ask to speak, the raised-hand indicator appears on the Participant panel for the host and presenter.
- If you cancel a request to speak, the raised-hand indicator is removed from the Participant panel for the host and presenter.

Allowing a participant to speak

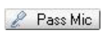
Host only

Once you start a voice conference, participants can join the conference and listen to the meeting audio. Up to seven participants can speak at a time.

You can specify which participants can speak, by passing the microphone.

To allow a participant to speak in a voice conference:

1. On the Participants panel, select the name of the participant whom you want to allow to speak.
2. At the bottom of the panel, select **Pass Mic**.

An indicator appears near the participant's name on the panel.

The participant can now speak until you either pass the microphone to another participant or mute the participant's microphone.

> **Note:** A request to speak can be made at any time during a meeting, by clicking **Raise Hand** on the Participants panel.
>
> 
>

Speaking in a voice conference

If you are a current speaker, the method by which you speak depends on the speaker setup option that is currently selected for your meeting:

- **Desktop speakers (default):** If this option is selected, the following appears in the bottom-right corner of your Meeting window:

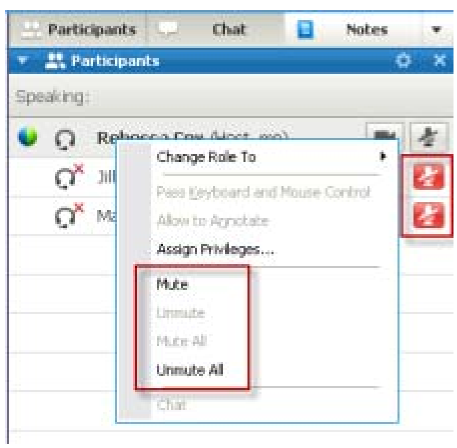
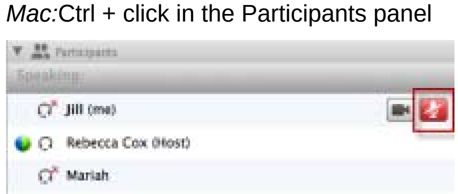
  Press the **Ctrl** key on your keyboard while speaking. Pressing this key mutes your speakers, thereby preventing your voice from echoing in the conference.
- **Headset:** If this option is selected, the following appears in the bottom-right corner of your Meeting window:

Simply speak into your microphone.

Tip: Before you join a voice conference, you can use the audio setup wizard to select you audio device and adjust its settings.

Muting and unmuting microphones in an audio conference

The following table illustrates how to quickly mute and unmute microphones in your meeting depending on your user role.

<table>
<tr><th>Role</th><th></th><th>Task description:</th></tr>
<tr><td>Host</td><td>Windows: Right click in the Participants panel

</td><td>Mute on Entry to mute all microphones automatically when participants join a meeting.
Mute or Unmute to mute or unmute your own or a specific participant's microphone .
Mute All to mute or unmute all participant microphones simultaneously at any time during a meeting .</td></tr>
<tr><td>Participant</td><td>Mac:Ctrl + click in the Participants panel

</td><td>Select the Mute or Unmute icon to mute or unmute your own microphone.</td></tr>
</table>

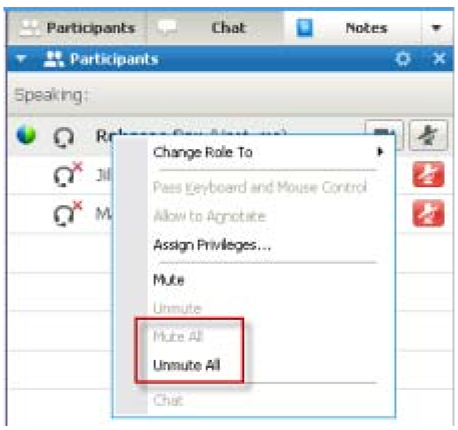
The microphone icon to the right changes state.

Muting and unmuting all participant microphones simultaneously

Host and presenter only

You can mute or unmute all participant microphones simultaneously.

This option does not affect the host's and presenter's microphones.



To mute or unmute all participants:

- *Windows*: Right click on the participants panel.
- *Mac*: Ctrl + click on the participants panel.

Select **Mute All** or **Unmute All**.

The microphone icon to the right of each participant's name changes state.

Understanding the speaker queue for a voice conference

During an Integrated Voice conference, a participant can request to speak.

After a participant requests to speak, the participant's place in the speaker queue is indicated by a number to the right of the Integrated Voice indicator.

The speaker queue lets you keep track of the order in which participants have requested to speak. To let a participant speak, you can pass the microphone to the participant.

Once you pass the microphone to a participant, the speaker queue renumbers the remaining participants. For example, speaker 2 in the queue becomes speaker 1.

Fine tuning your microphone and speaker settings

The first time you use an integrated voice conference, the audio wizard walks you through selecting your sound device, and setting your speaker volume and microphone level.

Any time before you start or join a meeting, you can manually open the wizard to test your device again, or make further adjustments, as necessary.

To open the wizard and adjust your sound settings:

1. From the meeting window menu, select **Audio** > **Computer Setup for Audio**.
2. Follow the wizard instructions.

8

Setting Up a One-Click Meeting

About setting up a One-Click Meeting

WebEx One-Click allows you to start a meeting instantly from your desktop (desktop version) and from your WebEx service Web site (Web version). You can set up one or both versions, depending on your needs.

Web version: allows you to start a One-Click Meeting from your WebEx service Web site. Doing so does not require you to download any application. **Desktop version:** if this feature and the Productivity Tools feature are enabled by your site administrator, allows you to start and join meetings and send meeting invitations without logging in to your WebEx service site or navigating Web pages.

Setting up your One-Click Meeting on the Web

The One-Click Meeting Setup page allows you to specify options a One-Click Meeting. You can return to the One-Click Meeting Setup page at any time to modify your meeting.

The settings you specify apply to both the One-Click Web version and the desktop version.

To set up your One-Click Meeting:

1. Log in to your WebEx Service Web site.
2. Click **My WebEx** > **Productivity Tools Setup** (on the left navigation bar).

The Productivity Tools Setup page appears.

On this screen, you can also download WebEx Productivity Tools, which include the desktop version of One-Click and its shortcuts.

3. Click **Set Up Now**.

   The One-Click Setup page appears.

4. Specify the meeting information and settings on the page.

5. Click **Save**.

Tip: Whenever you want to edit options for your One-Click Meeting, return to the One-Click Settings page by clicking **My WebEx** > **Productivity Tools Setup** > **Edit Settings**.

About the One-Click Settings page

How to access this page:

On your WebEx service Web site, do *one* of the following:

- If you are setting up your One-Click Meeting for the first time, on your WebEx service Web site, click **My WebEx > Productivity Tools Setup** (on the left navigation bar) > **Set Up Now**.
- If you already set up your One-Click Meeting, on your WebEx service Web site, click **My WebEx > Productivity Tools Setup** (on the left navigation bar) > **Edit Settings**.

What you can do here:

Set options for your One-Click Meeting.

Meeting Options

Use this option…	To…
Service type	Select the type of WebEx session for which you want to start a One-Click Meeting. This option lists only the session types available for your site and user account.

Use this option…	To…
Meeting template	Select the meeting template you want to use to set options for your One-Click Meeting. The drop-down list of templates includes: **Standard templates:** Templates that your site administrator set up for your account. **My Templates:** Any personal templates that you created by saving the settings for a meeting you previously scheduled, using the scheduling options on your site.
Topic	Specify the topic for the meeting.
Meeting password	Specify the password for the meeting.
Confirm password	Type the password again to prevent typing errors.
Listed on calendar	Specify that the meeting appears on the calendar on your site. Available for meetings and sales meetings only.
CUVC Meeting ID	(CUVC Integration to Meeting Center only) Enter a custom URL to create a virtual meeting room in which you can use Cisco Unified Video (CUVC) in your meeting. If you leave this box empty, the WebEx Meeting ID is used by default. When you start your WebEx meeting, the CUVC Video panel displays automatically.

Tracking Codes

Use this option…	To…
Tracking code	Identify your department, project, or other information that your organization wants to associate with your meetings. Tracking codes can be optional or required, depending on how your site administrator set them up. If your site administrator requires you to select a code from a predefined list, click the link **Select Code**, and then select a code from the list or enter one in the box above.

Audio Conference

Use this option…	To…
Use	Select your InterCall Reservationless-Plus audio account to

Use this option…	To…
	use.

Installing WebEx Productivity Tools

If your site administrator has enabled you to download WebEx Productivity Tools, you can start you can start or join meetings instantly using One-Click; start meetings instantly from other applications on your desktop, such as Microsoft Office, Web browsers, Microsoft Outlook, IBM Lotus Notes, and instant messengers; and schedule meetings using Microsoft Outlook or IBM Lotus Notes without going to your WebEx service site.

Before installing WebEx Productivity Tools, ensure that your computer meets the following minimum system requirements:

- Microsoft Windows 2000, XP, 2003, Vista
- Microsoft Internet Explorer 6.0 SP1 or 7.0, or Firefox 3.0 or later
- Intel x86 (Pentium 400MHZ +) or compatible processor
- JavaScript and cookies enabled in the browser

To install WebEx Productivity Tools:

1. Log in to your WebEx service Web site.
2. Click **My WebEx** > **Productivity Tools Setup** (on the left navigation bar).

   The Productivity Tools Setup page appears.
3. Click **Install Productivity Tools**.

   The File Download dialog box appears.
4. Save the installation program to your computer.

   The name of the installation file has an **.msi** extension.
5. Run the installation file and follow the instructions.
6. Once you complete installation, log in using your WebEx account information and then verify your WebEx settings for Productivity Tools, including One-Click, in the WebEx Settings dialog box.

After you have logged in, the WebEx One-Click panel and shortcuts appear.

The Help in the WebEx One-Click panel also provides detailed information about how to use the One-Click panel and shortcuts.

Starting a One-Click Meeting

Before you start a One-Click Meeting from your WebEx Service Web site, ensure that you set up One-Click settings.

To start a One-Click Meeting from your WebEx service Web site:

1 Log in to your WebEx Service Web site.

2 Click **My WebEx** > **Start One-Click Meeting**.

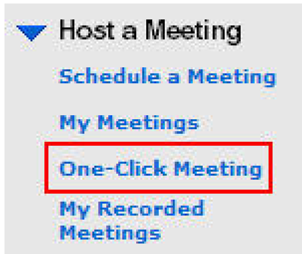
Your meeting starts.

If your site includes Meeting Center, you can also start a One-Click Meeting from this specific service.

To start a One-Click Meeting from the Meeting Center service:

1 Log in to your WebEx service Web site, and click **Meeting Center**.

2 On the left navigation bar, click **Host a Meeting** > **One-Click Meeting**.



Your meeting starts.

To start a One-Click Meeting using the WebEx One-Click panel:

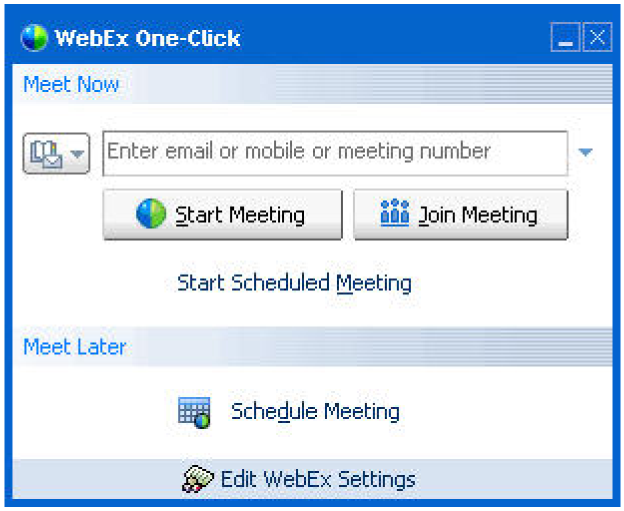
1 Open your WebEx One-Click panel by doing *any* of the following:

- Double-click the **WebEx One-Click** shortcut on your desktop.

- Go to **Start** > **Programs** > **WebEx** > **Productivity Tools** > **WebEx One-Click**.
- Right-click the **WebEx One-Click** icon on the taskbar of your desktop.

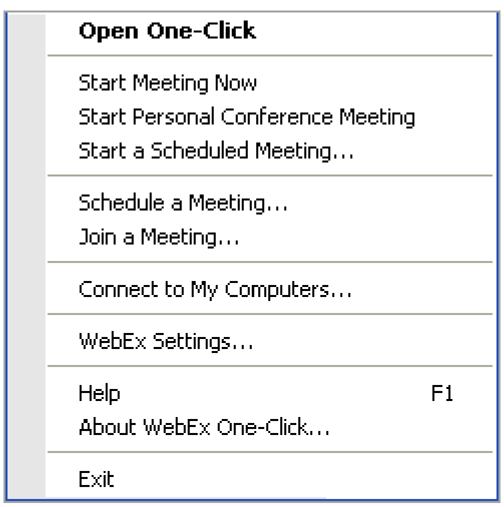
If you did not specify automatic login, enter the required WebEx account information in the dialog box, and then click **Log In**.

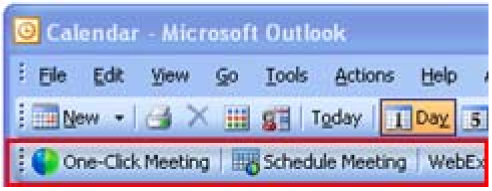
2 On the WebEx One-Click panel, click **Start Meeting**.

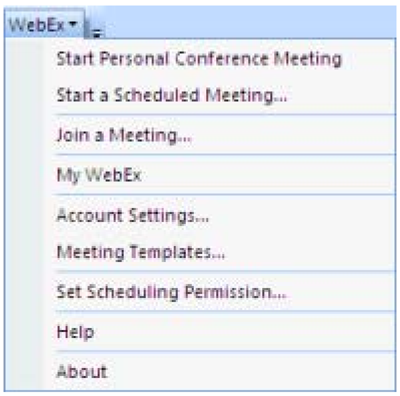


To start a One-Click Meeting using a One-Click shortcut:

Click one of the following shortcuts:

Shortcut	Description
	**Right-click menu of taskbar icon shortcut:** ▪ Right-click the WebEx One-Click taskbar icon and then click **Start meeting now** to start an instant meeting. ▪ Right-click the WebEx One-Click taskbar icon and then click **Start a Scheduled Meeting** to start a previously scheduled meeting, or click **Start Personal Conference meeting** to start a previously scheduled Personal Conference meeting. **Note:** You can also right-click the WebEx One-Click taskbar icon and then click **Schedule a meeting** to schedule a WebEx meeting using Microsoft Outlook or Lotus Notes.

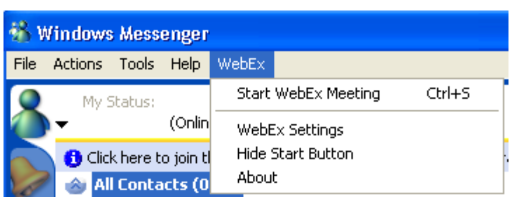
<table>
<tr><th>Shortcut</th><th>Description</th></tr>
<tr><td>




</td><td>

Email and Scheduling shortcut: Click **One-Click Meeting** in Microsoft Outlook or Lotus Notes to start a One-Click meeting.

Note: You can also click **Schedule Meeting** in Microsoft Outlook or Lotus Notes to schedule a WebEx meeting using Outlook or Lotus Notes.

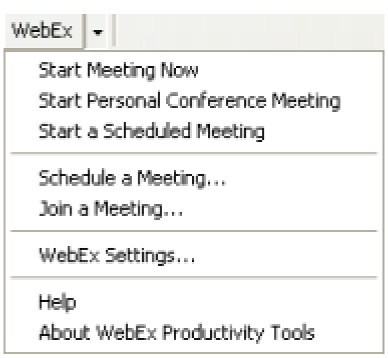
</td></tr>
<tr><td>


</td><td>

Instant messenger shortcut: Click **WebEx > Start WebEx Meeting** to start a One-Click meeting in your instant messenger, such as Skype, AOL Instant Messenger, Lotus SameTime, Windows Messenger, Google Talk, or Yahoo Messenger.

Available for meetings, sales meetings, training sessions, and support sessions only.

</td></tr>
<tr><td>

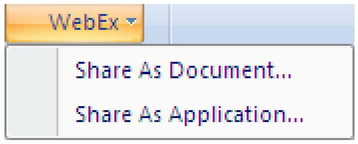
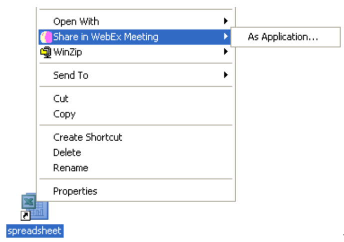
</td><td>

Web browser shortcut: Click this icon to start your meeting.

Note If you previously customized your Internet Explorer toolbar, the shortcut button may not automatically appear on the toolbar. Instead, it is added to the list of available toolbar buttons in Internet Explorer. In this case, you must add the button to the toolbar, using the Internet Explorer **Customize** option. To access this option, on the **View** menu, point to **Toolbars**, and then choose **Customize**.

Available for meetings, sales meetings, training sessions, and support sessions only.

</td></tr>
</table>

Shortcut	Description
	**Microsoft Office shortcut:** In Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, select **Share This File**. This command starts the meeting and automatically shares the application you are using, including all files that are already open in that application. You can still work in the application during the meeting. Available for meetings, sales meetings, training sessions, and support sessions only.
 Star	**Right-Click menu shortcut**: Right-click the icon for an application or document file on your computer, and then point to **Share in WebEx Meeting** > **As Application**. This command starts the meeting and automatically shares the application, including all files that are already open in that application. You can still work in the application during the meeting. Available for meetings, sales meetings, training sessions, and support sessions only.

Tip:

- Once you start a One-Click Meeting, it appears on your Personal Meeting Room page, unless you specified it to be an unlisted meeting. If you provide others with the URL for this page, they can quickly join your meeting by clicking the link for the meeting on this page.
- You can control which shortcuts are available in the WebEx Settings dialog box.

Removing WebEx Productivity Tools

You can uninstall WebEx Productivity Tools at any time. Uninstalling Productivity Tools removes all Productivity Tools, including the WebEx One-Click panel and One-Click shortcuts, from your computer.

To uninstall WebEx Productivity Tools:

1. Click **Start** > **Programs> WebEx** > **Productivity Tools** > **Uninstall**.
2. Click **Yes** to confirm that you want to uninstall WebEx Productivity Tools.

To uninstall WebEx Productivity Tools from the Control Panel:

1. Click **Start** > **Settings** > **Control Panel**.
2. Double-click **Add/Remove Programs**.

3 Click **WebEx Productivity Tools**.

4 Click **Remove**.

5 Click **Yes** to confirm that you want to uninstall WebEx Productivity Tools.

Note: Uninstalling Productivity Tools removes all Productivity Tools and shortcuts from your computer. If you want to keep using some Productivity Tools but disable others, edit the options in the WebEx Settings dialog box.

9

A Quick Tour of the Meeting Window

The Meeting window provides a forum for you to share information and interact with attendees via documents, presentations, whiteboards, applications, and more.

You share or view content using the tools in the Meeting window. You can use panels to chat, take notes, and perform other tasks.

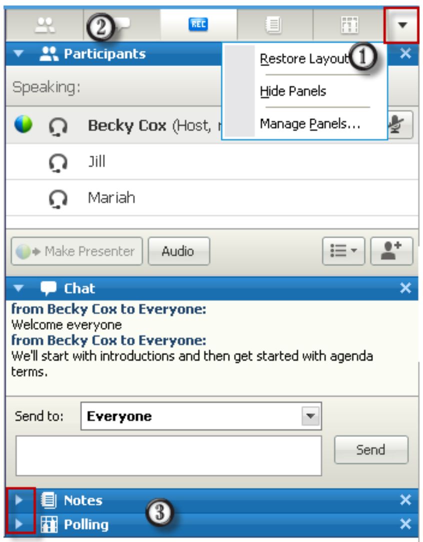
When you start or join a meeting, your meeting window opens with the Quick Start area on the left and a panel area on the right. Nearly everything you want to accomplish in a meeting can be done from these areas:

1. Select an audio device
2. Invite or remind people
3. Share your desktop
4. Share content from a file, application, or browser
5. Share a whiteboard
6. Record the meeting
7. *Interact with other participants*

Working with panels

Your service selects which panels display initially.

Windows



1 To display the Panels menu, on the icon tray, select the down arrow.

2 Select an icon from the icon tray to open or close a panel.

3 In this example, the Notes and Polling panels are collapsed. Select the arrow on the title bar to expand or collapse the panel.

Tip: To access panel options, right-click in the panel title bar.

Note: In sharing mode, you can have one or more panels sit independently on top of the shared document, presentation, Web browser, or other shared item.

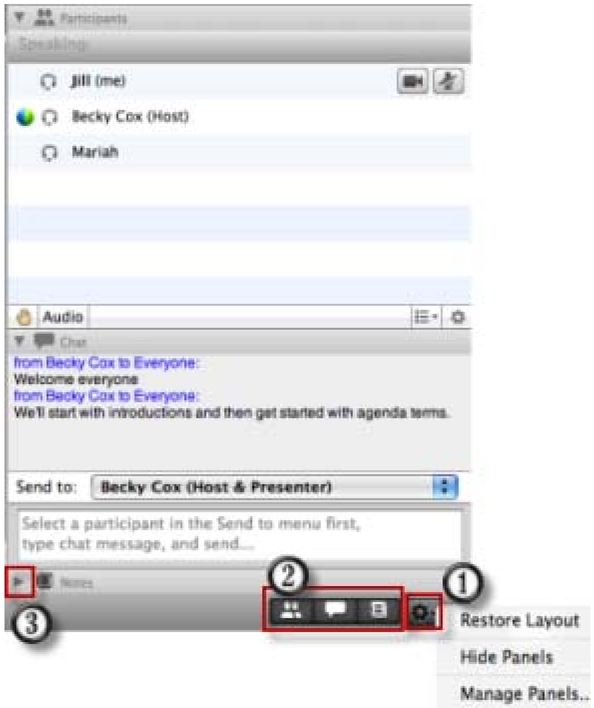
Mac

1 To display the Panels menu, on the icon tray, select the options icon.

2 Select an icon from the icon tray to open or close a panel.

3 In this example, the Notes panel is collapsed. Select the arrow on the title bar to expand or collapse the panel.

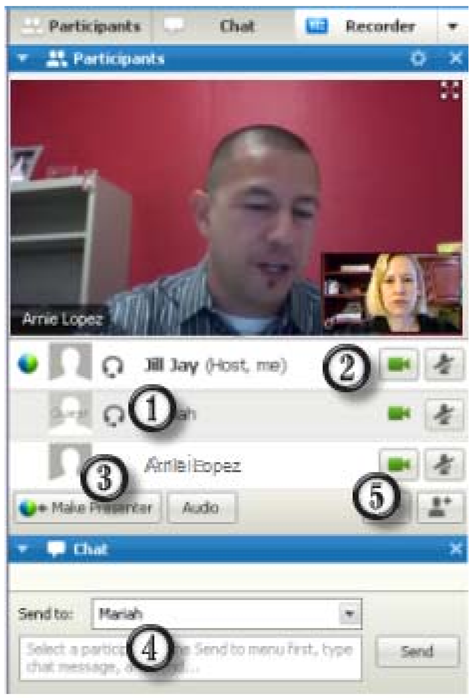
Tip: To access panel options, right-click in the panel title bar.



Using panels to interact with other participants

After you start or join a meeting, the meeting window opens and on the right side, you can see all participants who are in the meeting. As other people join, you will see their names appear in the list.

You can interact with other participants in the meeting in different ways, depending on your role:

<table>
<tr><th>Role</th><th></th><th>What you can do</th></tr>
<tr><td>Host
Windows</td><td>
</td><td>1) View the list of meeting participants.
2) Use video to see others and have them see you.
3) Make someone else the presenter.
4) Chat with a specific participant or with everyone.
5) Invite someone else or remind an invitee to join the meeting.</td></tr>
<tr><td>Participant
Mac</td><td>
</td><td>1) View who is in the meeting.
2) Use video to see others and have them see you.
3) Chat with other participants.</td></tr>
</table>

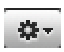
Managing panels

You can determine which panels are displayed in the meeting window, and in which order they will be displayed:

To manage the display of panels:

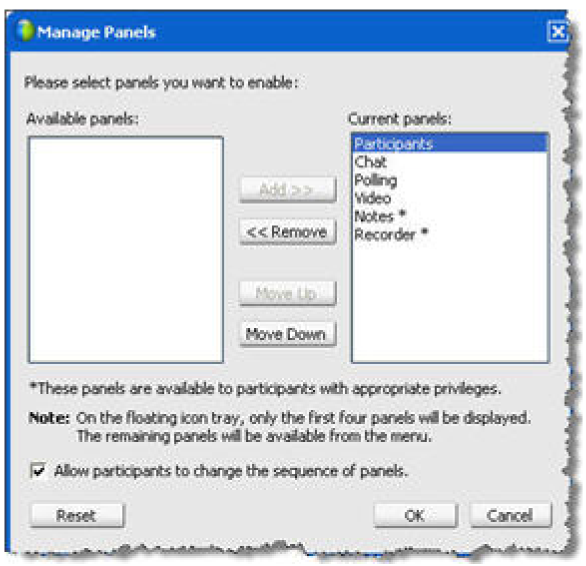
1 Click this button.

for Windows



for the Mac

2 Choose **Manage Panels** from the menu.



- Use the **Add** or **Remove** buttons to specify which panels should display in your meeting window.
- Use the **Move Up** or **Move Down** buttons to specify the order of the panel display.
- Click the **Reset** button to restore the panel view to the default layout.
- Clear the check box beside **Allow participants to change the sequence of panels** if you want to permit attendees to manage their own display of panels.

Restoring the panel layout

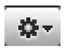
If you have closed, expanded or collapsed panels, you can restore the display to the layout.

- You specified in the Manage Panels dialog box.
- That existed when you first joined the meeting (if you did not specify a layout via the Manage Panels dialog box).

To restore the panel layout:

1 Click this button.

 for Windows

 for the Mac

2 Choose **Restore Layout**.

Accessing panel options

Each panel provides a menu of commands related to the panel. For example, Expand Panel and Close Panel are two common commands for all the panels.

Depending on what operating system you are using, access the commands for a panel by following these steps:

- Windows—Right-click the panel title bar to see a menu of commands related to the panel.
- Mac—Select **ctrl** and then click to see a menu of commands related to the panel.

Panels with options	Options
Participants	**Sound Alerts:** Lets you choose a sound to play when a participant: ▪ Joins a meeting. ▪ Leaves a meeting. ▪ Selects the **Raise Hand** icon on the **Participants** panel. **Assign Privileges:** Displays the Participant Privileges dialog box.
Chat	**Sound Alerts:** Lets you choose the kinds of chat messages for which you want a sound to play. Select a sound from the drop-down list or click Browse to find a sound in a different location on your computer. **Assign Privileges:** Displays the Participant Privileges dialog box.

Panels with options	Options
Notes	**Notes:** Displays the Meeting Options dialog box, where you can set note-taking options as well as other options. ▪ **Allow all participants to make notes:** Lets all participants take their own notes during the meeting, and save them to their computers. ▪ **Single note taker:** Lets only one participant take notes during the meeting. By default, the host is the note-taker, but can designate another participant as the note-taker during the meeting. A note-taker can publish notes to all attendees at any time during the meeting. The host can send a transcript of the notes to participants at any time. ▪ **Enable Closed Captioning:** Lets only one participant-the closed captionist-take notes during the meeting.

Resizing the content viewer and panels area

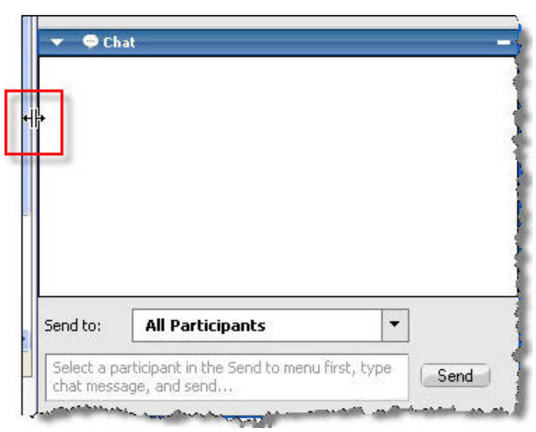
When you are sharing a document or presentation, you can control the size of the content viewer by making the panel area narrower or wider.

Note: This feature is unavailable when you are sharing your desktop, an application, or a Web browser.

To change the size of the content viewer and panels:

Click the dividing line between the content viewer and the panels.

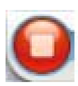
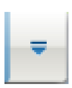
- Drag the line to the left to make the area devoted to the panels wider.
- Drag the line to the right to make the content viewer larger.



For details about hiding, minimizing, and closing the panels, see Accessing panels in full-screen view.

Accessing panels from the Meeting Controls Panel

While you are sharing a document in full-screen view, or sharing an application, desktop, or Web browser, you can access panels from the Meeting Controls Panel:

Control	
1	Displays icons for working with attendees.
2	Displays a maximum of 4 panel icons. You can open any remaining panels from the menu that appears when you select the down arrow.
	Stops sharing and returns to the Meeting window.
	Provides access to meeting controls and panels that are not usually displayed on the Meeting Controls Panel, such as Polling and Notes.
	Displays the Participants panel.
	Displays the Chat panel.
	Displays the Annotation Tools panel.
	Displays the Recorder panel.

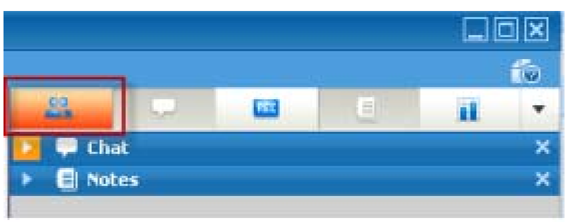
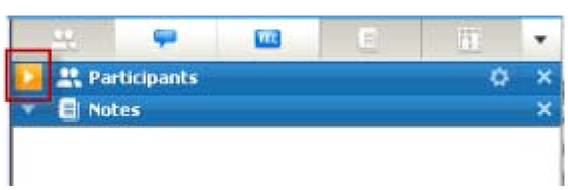
Viewing Panel alerts

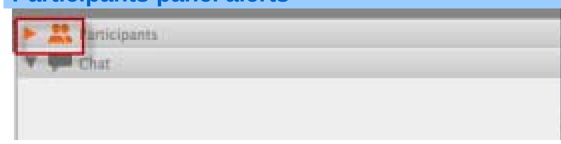
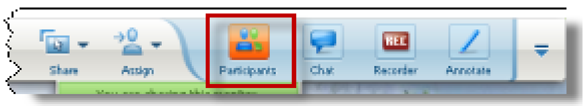
You will see an orange alert if a panel is collapsed or closed and requires your attention.

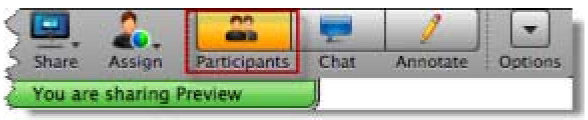
Some reasons for seeing alerts:

- A participant arrives or leaves a meeting
- A participant starts or stops sending video
- A Raise Hand indicator appears in the Participants list
- The note taker publishes notes
- An participant sends a chat message
- A poll opens or closes
- Poll answers are received

For example, if a participant joins or leaves your meeting, and you have collapsed or closed the participant panel, the following table shows you different ways you can be alerted.

Participants panel alerts	ways to see alerts
Windows  *Mac* 	Meeting window-panel is closed.
Windows  *Mac*	Meeting window-panel is collapsed.

<table>
<tr><th>Participants panel alerts</th><th>ways to see alerts</th></tr>
<tr><td>
</td><td></td></tr>
<tr><td>Windows


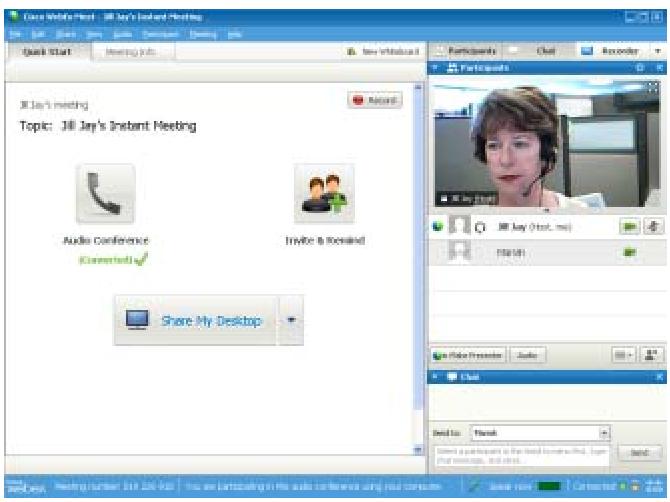
Mac

</td><td>Meeting Controls Panel (during sharing)- panel is closed .</td></tr>
</table>

The panel remains in the alert status until you open and view the change.

12

Managing a Meeting

All the prep work is done, and you have started your meeting. Here are some of the most common tasks you can perform as you host the meeting:



- *Edit your welcome message*
  Invite more people
- *Remind invitees to join*
- *Change presenters before sharing*
- *Change presenters during sharing*
- *Make someone else the host*
- *Send a transcript*
- *End the meeting*

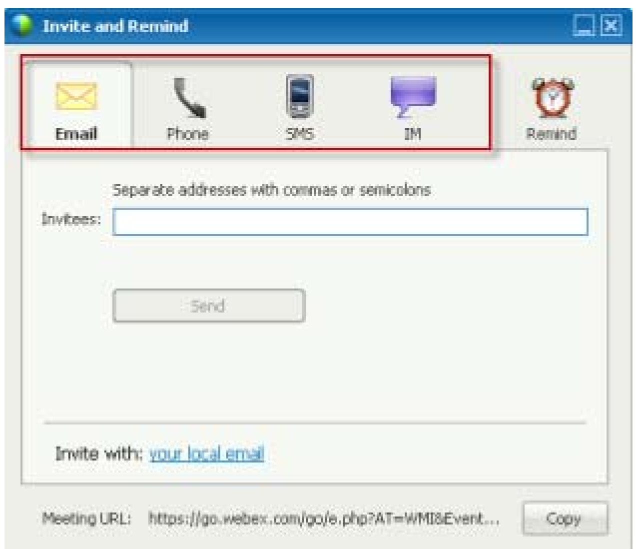
Inviting more people to your in-progress meeting

After you start your meeting, you may find that you forgot to invite a stakeholder or someone else who should be in the meeting.

To invite someone after you start your meeting:

Select **Invite & Remind** on the Quick Start page.

The Invite and Remind dialog box appears.



You can invite someone to the meeting by:

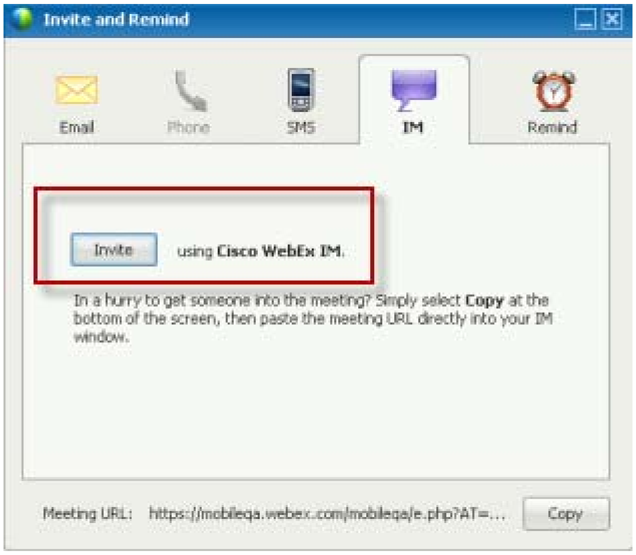
- **Email**: invite by WebEx or your own email.
- **IM**: Invite by WebEx or your own IM.
- **SMS**: Enter the invitee mobile number and select **Send**.
- **Phone**: Enter the invitee name and phone number and select **Call**.

Inviting people by instant message to a meeting in progress

You can invite more people to your in-progress meeting by WebEx IM or another instant messenger.

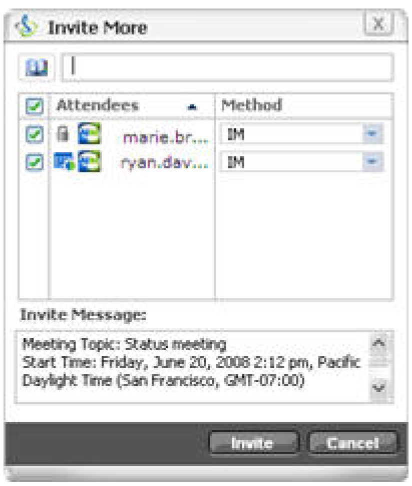
To invite more people using WebEx IM:

Note: Start your WebEx IM if it is not currently running.



1) From the Quick Start page, open the Invite and Remind dialog box.
2) On the IM tab, select **Invite**.

The Invite More dialog box appears.



1) Type a screen or domain name for the an attendee.
2) Click the Plus button to add the name to the list of participants.

To quickly find screen names:

1 Click the **Address Book** button to open your address book.

2 In the Method drop-down list, select IM.

If the an attendee is not currently available, you can send an email invitation instead. Simple select **Email** in the drop-down list.

3 Click **Invite**.

Each an attendee receives an IM message, which includes:

- A link that the an attendee can click to join the meeting

- Meeting topic
- Meeting start time

Tip: If you invite attendees by instant messenger, and your meeting requires a password, remember to provide the password to attendees.

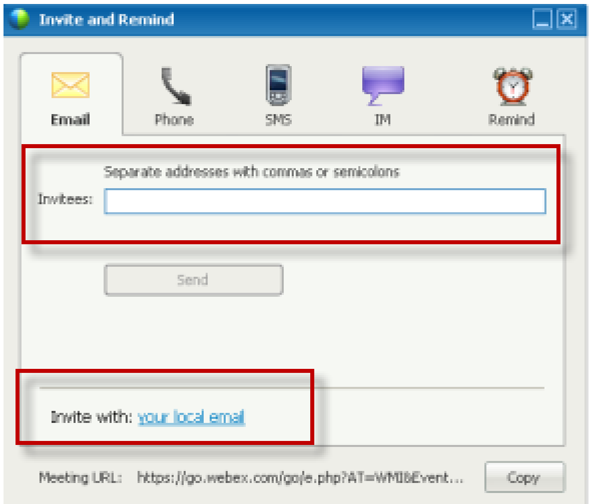
To invite more people using another IM:

1. Open the Invite and Remind db from the QuickStart page.
2. Select **Copy** at the bottom of the db, then paste the URL into your own IM and send it.

Inviting people by email to a meeting in progress

Each person that you invite receives an invitation email message, which provides information about the meeting-including the password, if any-and a link that the participant can click to join the meeting.

To send an email invitation:

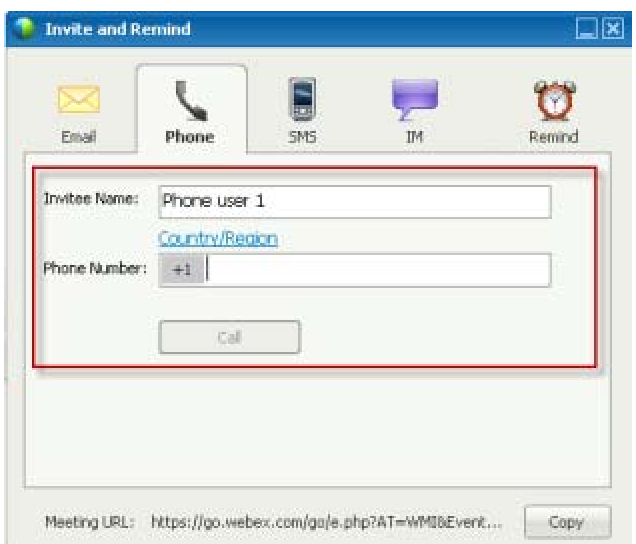


1) From the Quick Start page, Open the Invite and Remind dialog box.
2) On the Email tab do one of the following:
   - ☐ Enter one or more email addresses and select **Send** to have WebEx send the invitation emails.
   - ☐ Click the link to send invitations using your own email program (MS Outlook or Lotus Notes only).

Inviting participants by phone to a meeting in progress

You can invite participants by phone to a meeting in progress.

To invite participants by phone:



1) From the Quick Start page, open the Invite and Remind dialog box.
2) On the Phone tab, enter the invitee name and phone number.
3) Select **Call**.

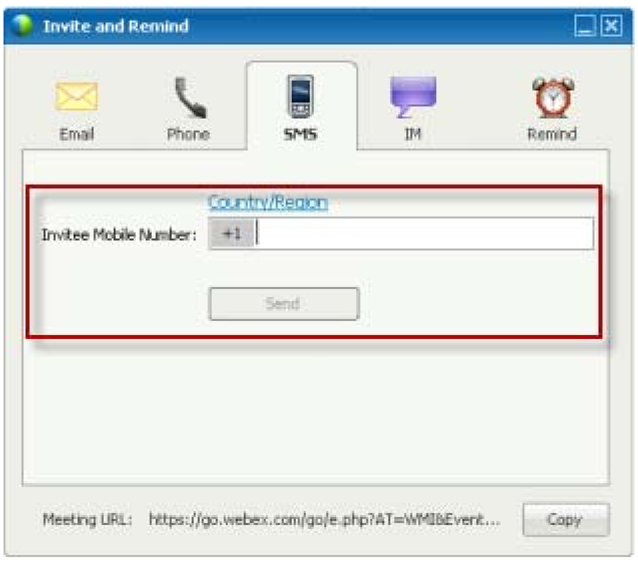
You can speak to the invitee privately, then add the invitee to the general meeting.

If you are not yet connected to the audio conference, the participant receives a phone call to join the audio conference.

Inviting participants by text message (SMS) to a meeting in progress

You can invite participants by text message (SMS) to a meeting in progress. This feature must be enabled by your site administrator.

To invite a participant by text message from the meeting:



1) From the Quick Start page, open the Invite and Remind dialog box.
2) On the SMS tab, enter the invitee mobile phone number.
3) Select **Send**.

Each participant receives a text message, which includes:

- A number the participant can call to join the meeting
- The account code
- Meeting topic
- Meeting start time
- The host name
- A reply code to receive a call from the meeting

Reminding invitees to join your meeting

After the meeting starts and you see that some invitees have not yet joined, you can send an email reminder.

To remind someone to join your meeting:

Select **Invite & Remind** on the Quick Start page.

The Invite and Remind dialog box appears.

Select the **Remind** tab. All invitees who are not in the meeting are automatically chosen to receive the reminder.

1) Uncheck the box beside any person you don't want to remind.
2) Select **Send Reminder**.

An email reminder is sent to each person selected.

Making a participant the presenter when you are in the meeting window

As the meeting host, you are initially the presenter as well. The WebEx ball appears to the left of your name. However, during a meeting, you can designate any meeting participant as the presenter - also referred to as *passing the ball*. Any presenter can also pass the ball to make another meeting participant the presenter.

There are numerous ways to make someone else the presenter depending on how you are viewing participants.

Here are a couple of quick ways to make another participant the presenter:

If you are viewing a list of participants, do either of the following:

- Drag the ball from the last presenter to the next presenter.
- Choose a name and select **Make Presenter** at the bottom of the panel.

If you are viewing participant thumbnails, do either of the following:

- Mouse over a thumbnail and select **Make Presenter**.
- Choose a thumbnail, then select **Make Presenter** at the bottom of the panel.

The participant becomes the presenter with all associated rights and privileges for sharing information.

Note: Use the docked tray at the top of your screen to *change presenters when you are sharing.*

Making someone else the presenter when you are sharing

When you are sharing your desktop, an application, or files in full screen mode, the docked tray at the top of your screen provides an easy way to change presenters.

To make someone else the presenter using the docked tray:

- Mouse over the bottom of the docked tray to expose it.
- Select **Assign**, then **Make Presenter**.
- Select a participant.

The participant becomes the presenter with all associated rights and privileges for sharing information.

Note: You can *make someone else the presenter from the participant list* when you are in the meeting window.

Making someone else the host

As a meeting host, you can transfer the host role - and thus control of the meeting - to an attendee at any time. This option can be useful if you need to leave a meeting for any reason.

To make another participant the host:

1 Do one of the following:

- Right-click on a participant name or participant thumbnail.
- Select the **Participant** menu.

2 Select **Host** from the **Change Role To** menu. The selected participant is now the host.

The word (host) appears to the right of the attendee's name in the participant list.

Transferring the host role

As a meeting host, you can transfer the host role - and thus control of the meeting - to an attendee at any time. This option can be useful if you need to leave a meeting for any reason.

To transfer the host role to an attendee:

1 **Optional**. If you plan to reclaim the host role later, write down the host key that appears on the Info tab in the content viewer in the Meeting window.

2 Display the Participants panel.

3 In the participant list, select the name of an attendee to whom you want to transfer the host role.

4 On the **Participant** menu, choose **Change Role To**> **Host**.

A confirmation message appears, in which you can verify that you want to transfer control of the meeting to the participant whom you selected.

5 Click **OK**.

The word (host) appears to the right of the participant's name in the participant list.

Reclaiming the host role

To take over the role of meeting host:

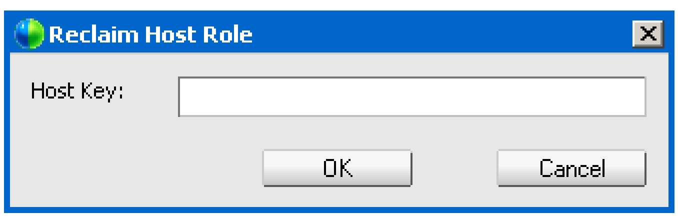
If a participant has control of a meeting, you can assume control of the meeting by reclaiming the host role.

Important: If you leave a meeting—whether intentionally or inadvertently—and then log back in to your meeting service Web site, you automatically become the meeting host once you rejoin the meeting. You can rejoin a meeting using either the public meeting calendar or your private meeting calendar.

To reclaim the host role:

1. In the Meeting window, open the Participants panel.
2. In the participant list, select your own name.
3. On the **Participant** menu, choose **Reclaim Host Role**.

   The Reclaim Host Role dialog box appears.
4. Type the host key in the Host key box.



5. Click **OK**.

In the participant list, the word (host) appears to the right of your name.

Tip: If you did not write down the host key before transferring the host role to another participant, you can ask the current host to send you the host key in a private chat message. The host key appears on the current host's **Info** tab in the content viewer.

Obtaining information about a meeting after it starts

To obtain information about a meeting in progress:

In the Meeting window, on the **Meeting** menu, choose **Information**.

The Meeting Information dialog box appears, listing general information about the meeting, including the:

- Meeting name or topic
- Location, or URL, of the Web site where the meeting is taking place
- Meeting number
- Teleconferencing information
- Current host
- Current presenter
- Current user-that is, your name
- Current number of participants

Editing a message or greeting during a meeting

When scheduling a meeting, you can create a message or greeting for participants, and optionally specify that the message or greeting automatically appears in participant windows once they join the meeting. During a meeting, you can edit the message or greeting that you created, or edit the default greeting.

In your message or greeting, you can welcome the participant to the meeting, provide important information about the meeting, or provide special instructions.

To edit a message or greeting during a meeting:

1. In the meeting window, on the **Meeting** menu, choose **Welcome Message**.

   The Create an Attendee Greeting page appears.

2 Optional. Select the **Display this message when attendees join the meeting** check box.

The message or greeting automatically appears once the participant joins the meeting.

3 Type a message or greeting in the **Message** box.

A message or greeting can contain a maximum of 255 characters.

4 Click **OK**.

Note: Participants can view the message or greeting at any time by choosing **Welcome Message** on the **Meeting** menu.

Restricting access to a meeting

Once a host starts a meeting, the host can restrict access to it at any time. This option prevents anyone from joining the meeting, including participants who have been invited to the meeting but have not yet joined it.

To restrict access to a meeting:

1 In the Meeting window, on the **Meeting** menu, choose **Restrict Access**.

Participants can no longer join the meeting.

2 Optional. To restore access to the meeting, on the Meeting menu, choose **Restore Access**.

Removing a participant from a meeting

The meeting host can remove a participant from a meeting at any time.

To remove a participant from a meeting:

1. In the Meeting window, open the Participants panel.
2. Select the name of the participant whom you want to remove from the meeting.
3. On the **Participant** menu, choose **Expel**.

   A confirmation message appears, in which you can verify that you want to remove the participant from the meeting.
4. Click **Yes**.

The participant is removed from the meeting.

Tip: To prevent an expelled participant from rejoining a meeting, you can restrict access to the meeting.

Leaving a meeting

You can leave a meeting at any time. If you are participating in an audio conference, Meeting Manager disconnects you from the conference automatically once you leave the meeting.

To leave a meeting:

1. In the Meeting window, on the **File** menu, choose **Leave Meeting**.

   A confirmation message appears, in which you can verify that you want to leave the meeting.
2. Click **Yes**.

   The Meeting window closes.

Note: If you are the meeting host, first transfer the host role to another participant before leaving the meeting.

Sending a meeting transcript to participants

You can send a transcript of a meeting to all participants at any time during the meeting. The transcript is an email message that contains the following general information:

- Meeting topic
- Meeting number
- Meeting starting and ending times
- URL for the Meeting Information page for the meeting on your meeting service Web site
- List of participants who have joined the meeting (audio-only participants are not listed)
- Meeting agenda
- Any public notes that you took during the meeting

You can optionally attach any of the following files to the transcript, if you saved them during the meeting:

- Shared documents
- Chat
- Poll questionnaire
- Poll results
- Public notes or closed captions that you took or that the note taker or closed captionist published during the meeting

To send a meeting transcript to participants:

1. In the Meeting window, on the **File** menu, choose **Send Transcript**.

   If you have saved any files during the meeting, the Send Transcript dialog box appears, allowing you to attach the files to the transcript email message.

   If you have not saved any files during the meeting, a transcript email message opens.

2. If the Send Transcript dialog box appears, select the check box for each file that you want to attach to the transcript, and then click **OK**.

   The transcript email message opens.

3. Review the email message and make any changes that you want.

4 Send the email message.

Note: The transcript is sent to all participants who provided their email addresses when joining the meeting, whether or not they are still attending the meeting when you send the transcript. Audio-only participants will not be listed on the transcript.

For security purposes, a participant who receives a transcript email message cannot see the email addresses for the other participants.

The transcript contains notes only if you are the meeting host, the public note taker, or the closed captionist, and you have saved the notes to a file. If all participants can take private notes, the transcript email message does not include your private notes, and the option to attach your notes in a file is not available.

If you saved notes or closed captions to a file, the transcript email message and the attached notes file contain the latest version of notes that you saved.

If you are the meeting host and end the meeting-and you have not sent a transcript-a message appears, asking you if you want to send a transcript.

Ending a meeting

Once you end a meeting, the Meeting window closes for all participants. If the meeting includes an integrated voice teleconference, the conference also ends.

Note: If your site administrator has enabled the Teleconference Keep-Alive feature for your site, you will be prompted whether you want to continue the teleconference after the web meeting ends.

To end a meeting:

1 In the Meeting window, on the **File** menu, choose **End Meeting**.

A confirmation message appears, in which you can verify that you want to end the meeting.

2 Click **Yes**.

The Meeting window closes.

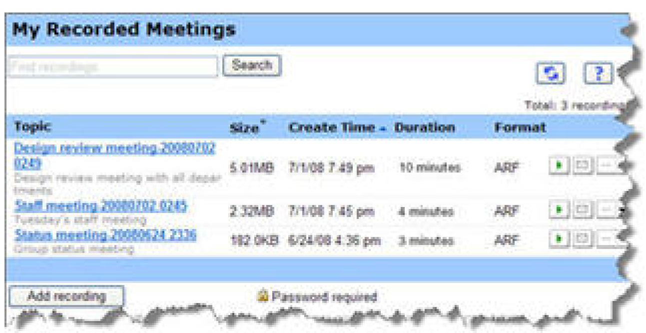
Note: If there is any meeting information that you have not yet saved - including shared documents, chat messages, a poll questionnaire, poll results, or notes - Meeting Manager asks you whether you want to save it before ending the meeting. If you choose to save a file, Meeting Manager uses the default file name for the file. Thus, if you have already saved the file using another name, Meeting Manager does not overwrite that file.

Tip: Alternatively, as the meeting host, you can leave a meeting without ending it. Before you leave a meeting, you should first transfer the host role to another participant.

11

Managing Recorded Meetings

The My Recorded Meetings page allows you to view and manage your meeting recordings. Meetings that you recorded on the server are automatically listed on your My Recorded Meetings page. You can also upload recordings of meetings that were recorded on your local computer.

<table>
<tr><th>My Recorded Meetings page</th><th>Task description:</th></tr>
<tr><td>
</td><td>

- Open the My Recorded Meetings page.
- Upload a recorded meeting file.
- Edit information about a recording.
- Send an email to share a recording.

</td></tr>
</table>

Opening the My Recorded Meetings Page

To open the My Recorded Meetings page:

1. Log in to your WebEx Meeting Center service Web site.
2. On the left navigation bar, under **Host a Meeting**, click **My Files** > **My Recordings**.

The My Recorded Meetings page appears, showing your recording files.

About the Recording Information page

How to access this page

On your Meeting Center Web site, from the left navigation bar, click **My Recorded Meetings** > *[topic of a recording]*.

What you can do here

- View information about the recording.
- Play back the recording.
- Send an email to share the recording with others.
- Download the recording.
- Enable or disable the recording.
- Open the Edit Recorded Meeting page, on which you can edit information about a recording.

Options on this page

Option	Description
Topic	The name of the recording. You can edit the topic at any time.
Create time	The time and date the recording was created.
Duration	The length of the recording.
Description	A description of the recording.
File size	The file size of the recording.
Create time	The date and time at which the recording was created.
Status	The status of the recording. The possible options are **Enable** or **Disable**.
Password	Indicates whether a user must provide a password to view the recording.
Stream recording link	Clicking the link lets you play the recording (available only for recording files with the **.arf** extension that were recorded by NBR).

Option	Description
Download recording link	Clicking the link lets you download the recording.
Play Now	Clicking the button lets you play the recording (available only for recording files with the **.arf** extension that were recorded by NBR). If you want to download the recording, you can also click the link for downloading under **Play Recorded a meeting Now**.
Send Email	Clicking the button opens the Share My Recording window, which allows you to send an email message to selected recipients, inviting them to play your recording. If you want to send the email with your local email client instead, click the link for using the email client under **Share My Recording**.
Modify	Clicking the button opens the Edit Recording page.
Delete	Clicking the button deletes the recording.
Disable	Clicking the button disables the recording everywhere it is published on your WebEx Service Web site. (available only for enabled recordings).
Enable	Clicking the button enables the recording everywhere it is published on your WebEx Service Web site. (available only for disabled recordings).
Back to List	Clicking the button returns you to the recording list.

About the My Recorded Meetings page

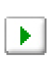
How to access this page

Log in to your WebEx service Web site. From the left navigation bar, click **My Files > My Recordings**.

What you can do here

Manage, upload, and maintain recording files of meetings you host.

Options on this page

Option	Description
	Refreshes the information on the page.
Search	Allows you type text to search for within recording names. Click **Search** to start the search.
You are currently using *X* **% of** *Y* **GB**	The percentage of available personal storage space on your WebEx Service Web site that is being used by your recordings. This field appears only if your site administrator has turned on the option to show personal recording storage allocation usage. If this field does appear, and you exceed your personal storage allocation, you will not be able to record meetings until some recordings are deleted or the storage allocation is increased by your system administrator.
Site storage *X* **% of** *Y* **GB**	The percentage of total available storage space on your WebEx Service Web site that is being used by all recordings on your site. If your site exceeds its storage allocation, users will not be able to record meetings until recordings are deleted or the storage allocation is increased by your system administrator.
Topic	The name of the recording. If you record a meeting on the server, the WebEx server automatically uploads the recording to this page. In this case, the topic of the recording is the topic of the meeting. You can edit the topic at any time.
Size	The size of the recording.
Create Time/Date	The date and time the recording was created.
Duration	The length of the recording.
Format	The format of the recording file. A recording file can be in WebEx Advanced Recording Format (ARF) or WebEx Recording Format (WRF). You can also store recording files that are in Windows Media Audio/Video (WMV) or Shockwave Flash Object (SWF) format.
	Lets you play the recording (available only for recording files with an **.arf** extension that were recorded by the Network-Based Recorder). If playback of the file requires a password, you must provide the password.
	Lets you send an email to share this recording with others.

Option	Description
	Displays a menu with more options for your recording: ▪ **Download:** Lets you download the recording to your local computer. If downloading the file requires a password, you must provide the password. ▪ **Modify:** Lets you edit information of the recording. ▪ **Disable:** Lets you disable the recording in all locations. ▪ **Delete:** Lets you delete the recording from this page.
	Lets you upload a new recording.
	Indicates that a recording is password-protected.

Uploading a recorded meeting file

If you recorded meeting using the integrated or standalone WebEx Recorder, you can upload the recording meeting file, with a **.wrf** extension, from your local computer to the My Recorded Meetings page.

Note: If you recorded a meeting using the WebEx Network-Based Recorder (NBR), the WebEx server automatically uploads the recording file, with an **.arf** extension, to the appropriate tab on the My Recorded Meetings page once you stop the Recorder. You do not need to upload it yourself.

To upload a recording file:

1. Go to the My Recorded Meetings page.
2. Click **Add Recording**.
3. On the Add Recorded Meeting page, enter information and specify options.
4. Click **Save**.

Editing information about a recorded meeting

You can edit information about a recorded meeting at any time.

To edit information about a recorded meeting:

1. Go to the My Recordings page or the My Recorded Meetings page.

2 Click the following icon for the recording that you want to edit.

The Edit Recorded Meetings page appears.

3 Make your changes.

4 Click **Save**.

About the Add/Edit Recorded Meetings page

How to access this page

If you are adding a recording...

1 Log in to your WebEx Meeting Center service Web site.

2 On the left navigation bar, under **Host a Meeting**, click **My Recordings**.

3 Click **Add Recording**.

If you are editing information about a recording...

1 On your WebEx service Web site, under **Host a Meeting**, click **My Recordings**.

2 Click the More button in the row of the recording that you want to edit.

3 Click **Modify**.

What you can do here

- Edit general information about a recording, including the topic and description.
- Require a password to play or download the recording.
- Specify playback control options, such as panel display options and recording playback range and whether to include Network Recording Play controls.

Options on this page

Use this option....	To....
Topic	Specify the topic of the recording.
Description	Provide a description of this recording.
Recording file	Click **Browse** to select the recording file that resides on your local computer.
Duration	Specify the duration of the recording.
File size	Displays the size of the recording file (available only when editing recording information).
Set password	Set an optional password that users must provide to view the recording.
Confirm password	Confirm the password that users must provide to view the recording.

Sending an email to share a recorded meeting

You can send an email one or more people to share your recorded meeting with them.

To send an email to share a recorded meeting with others:

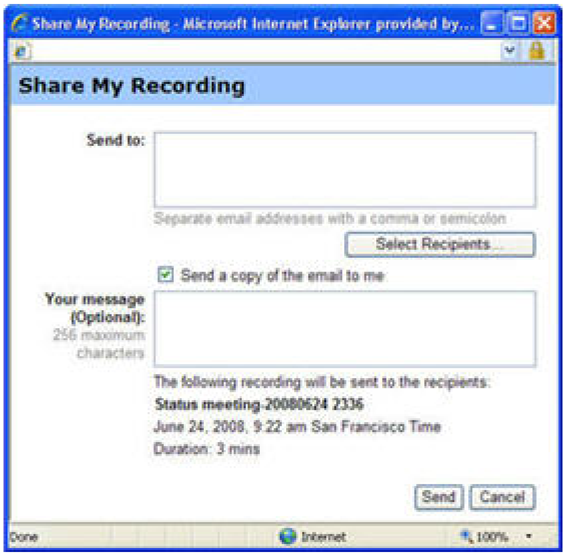
1. Go to the My Recorded Meetings page.
2. Open the Share My Recording window:
   - Click the following icon for the recording that you want to share with others.

   - Click the linked name of the recording you want to share. On the Recording Information page, click **Send Email**.

   The Share My Recording window appears.



3 Select recipients for your email:

- Click **Select Recipients** to select contacts from your Contacts list.
- Type email addresses in the **Send to** list, separated by commas.

4 (Optional) Type a message in the **Your message** box.

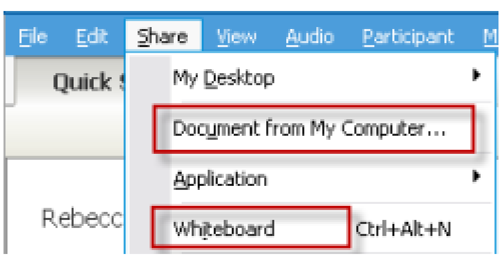
5 Click **Send**.

Your email message will be sent to the selected recipients, and will include information about the recording and a link to play it.

12

Sharing Presentations, Documents, and Whiteboards

Your user role in a meeting determines your level of sharing. Whichever role you take, the following table describes the basic tasks associated with that role. For detailed instructions on a particular task, click “More” by the task description.

	Task description:
Host  	**Open and share a document or whiteboard** ▪ Learn about tools for sharing ▪ Start sharing ▪ Assigning sharing privileges to participants ▪ Save a document
Participant *with granted permissions*  	**View and interact with shared documents and whiteboards** ▪ Display slides or pages ▪ Use tools to annotate a document ▪ Synchronize your view with the host

Granting sharing privileges

To grant or remove participant privileges during a meeting:

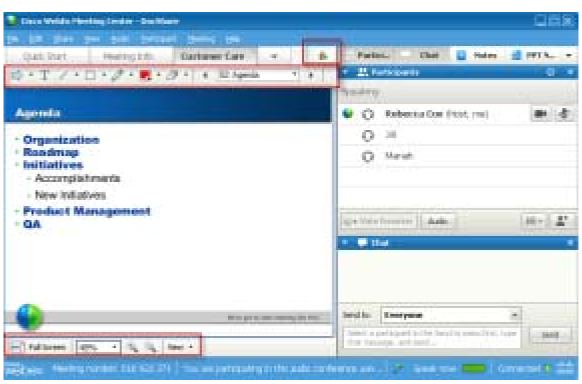
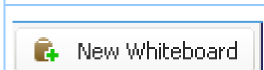
1. In the Meeting window, on the **Participant** menu, choose **Assign Privileges**.

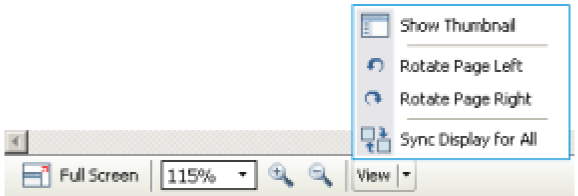
   The Participant Privileges dialog box appears.

2. Grant or remove a privileges, as follows:
   - To grant a specific privilege, select its check box.
   - To grant all privileges, select the **Assign all privileges** check box.
   - To remove a privilege, clear its check box.
   - To revert to the preset privileges, click **Reset to Meeting Defaults**.

3. Click **Assign**.

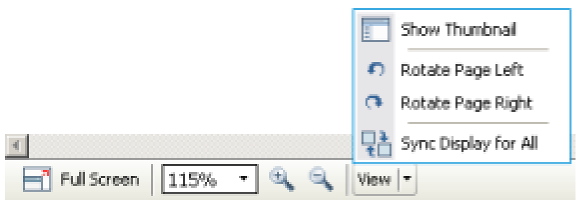
Content viewer tools

Content Viewer	Tools
	The tools on the content viewer toolbar allow you to share and perform actions on presentations, documents, and whiteboards.
	Select this button at the top right of the content viewer to start a new whiteboard.
	**Annotation toolbar-**Select a drawing tool for directing attention onscreen, using pointers, a highlighter, or drawing a shape.

Content Viewer	Tools
	**Viewing toolbar and menu-**Change to full-screen rotate pages zoom in or out using these tools.

Changing views in a file or whiteboard

You can switch views in the content viewer by clicking the view icons and selecting from the **View** menu in the bottom left corner of the content viewer:



View tools

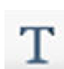
Tool	Icon	Description
Show Thumbnails		To display thumbnails, or miniatures, of shared pages, slides, or whiteboards to the side of the content, click **Show Thumbnails**. This tool helps you locate a page or slide quickly.
Full-Screen View		Displays shared content in a full-screen view. Helps to ensure that participants can view all activity on your screen. Also helps to prevent participants from viewing or using other applications on their screens during a presentation. Click **ESC** to return to the content viewer.
Rotate page		For documents in landscape orientation, you can rotate the pages to the left or right so they appear correctly in the content viewer.
Zoom In/ **Zoom Out**		Lets you display shared content at various magnifications. Click this button, and then click the page, slide, or whiteboard to change its magnification. For more magnification options, click the downward-pointing arrow.

Tool	Icon	Description
Synchronize Displays for All		For presenters, synchronizes all participants' displays with your display. Helps to ensure that all participants are viewing the same page or slide, at the same magnification, as in your display.

Using annotation tools on shared content

In an online meeting, you can use annotation tools on shared content to annotate, highlight, explain, or point to information:

Basic annotation tools

Annotation Tool	Icon	Description
Pointer		Lets you point out text and graphics on shared content. The pointer displays an arrow with your name and annotation color. To display the laser pointer, which lets you point out text and graphics on shared content using a red "laser beam," click the downward-pointing arrow. Clicking this button again turns off the pointer tool.
Text		Lets you type text on shared content. Participants can view the text once you finish typing it and click your mouse in the content viewer, outside the text box. To change the font, on the **Edit** menu, choose **Font**. Clicking this button again turns off the text tool.
Line		Lets you draw lines and arrows on shared content. For more options, click the downward-pointing arrow. Clicking this button closes the Rectangle tool.
Rectangle		Lets you draw shapes, such as rectangles and ellipses on shared content. For more options, click the downward-pointing arrow. Clicking this button again closes the Rectangle tool.
Highlighter		Lets you highlight text and other elements in shared content. For more options, click the downward-pointing arrow. Clicking this button again closes the Highlighter tool.
Annotation Color		Displays the Annotation Color palette, on which you can select a color to annotate shared content. Clicking this button again closes the Annotation Color palette.

Annotation Tool	Icon	Description
Eraser		Erases text and annotations or clears pointers on shared content. To erase a single annotation, click it in the viewer. For more options, click the downward-pointing arrow. Clicking this button again turns off the eraser tool.

Sharing presentations or documents

File sharing is ideal for presenting information that you do not need to edit during the meeting, such as a slide presentation.

You can share almost any type of file that you can print from your computer. Participants view shared files in their content viewers without the need for the application with which it was created. Participants can also view any animation and transition effects on shared Microsoft PowerPoint slides.

After a meeting starts, you can open a presentation or document to share. You do not need to select it or "load" it before the meeting.

While sharing a file, you can:

- Draw on the screen
- Use a pointer to emphasize text or graphics
- Print it
- Display it at various magnifications, in miniature (thumbnails), and in a full-screen view
- Synchronize all participants' displays with the display in your content viewer
- Save it to a file

At any time during a meeting, you can grant participants privileges that allow them to annotate, save, print, and display different views of shared presentations or documents.

Sharing a document or presentation

You can share a document or presentation that resides on your computer. Participants view the shared document or presentation in their content viewers.

To share a document or presentation:

1. On the **Share** menu, choose **Presentation or Document**.

   The Share Presentation or Document dialog box appears.

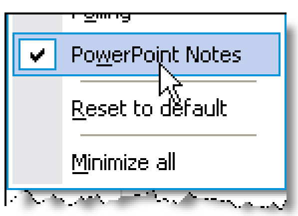
2. Select the document or presentation that you want to share.
3. Click **Open**.

The shared document or presentation appears in the content viewer.

Tips for sharing documents and presentations

These tips can help you share documents or presentations more effectively.

- To import slide presentations quickly:
  - Limit the number of animations and slide transitions.
  - Minimize the number of screen shots that you add to slides, especially bitmap graphics. Bitmaps do not compress well.
- To improve the speed at which shared pages or slides appear in participant content viewers, save the document or presentation as a **.ucf** (Universal Communications Format) file before the meeting starts. Then share the **.ucf** file instead of the document or presentation itself.
- You can annotate shared presentations or documents in the content viewer; however, you cannot edit them. If you want to edit shared information, you can use application sharing instead.



If you are sharing a PowerPoint presentation, you can open the PowerPoint Notes panel and view any notes you have added to the slide in the presentation.

- To save time during a meeting, begin sharing the document or presentation before the meeting's starting time. That way, after participants join the meeting, they can begin viewing your presentation.

Choosing an import mode for document or presentation sharing

For Windows users only

Before you share a document or presentation, you can choose one of the following import modes:

- **Universal Communications Format (UCF)**-The default mode. Lets you display animations and slide transitions in Microsoft PowerPoint presentations. In the UCF mode, Meeting Manager imports documents and presentations more quickly than it does in the printer driver mode. However, pages or slides may not appear consistently in Meeting Manager across platforms.
- **Printer driver**-Displays shared documents and presentations as they appear when you print them, providing a consistent appearance of pages and slides in Meeting Manager across platforms. However, this mode does not support animations or slide transitions. In this mode, the first page or slide may appear quickly, but the total import time for all pages or slides is usually longer than it is in the UCF mode.

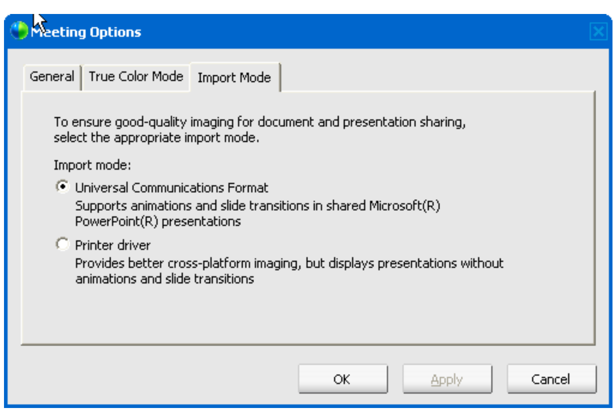
Note: Changing the import mode does not affect any presentations or documents that you are currently sharing. To apply a new import mode to a shared document or presentation, you most close it first, and then share it again.

To choose an import mode for shared documents and presentations:

1. In the Meeting window, on the **Meeting** menu, choose **Options**.

   The Meeting Options dialog box appears, with the **Options** tab selected by default.

2. Click the **Import Mode** tab.



The Import Mode tab options appear.

3 Select *either* **Universal Communications Format** or **Printer driver**.

Sharing a whiteboard

Sharing a whiteboard allows you to draw objects and type text that all Participants can see in their content viewers. You can also use a pointer to emphasize text or graphics on a whiteboard.

Other things you can do while sharing a whiteboard:

- Display it at various magnifications, in miniature (thumbnails), and in a full-screen view
- Copy and paste images into it
- Reorder its position in reference to any other whiteboards
- Print it
- Synchronize Participants' displays with the display in your content viewer
- Save it

If you allow participants to annotate slides and pages, you and participants can draw and type on a whiteboard simultaneously. You can also allow participants to save, print, and display different views of shared whiteboards.

Starting whiteboard sharing

You can share a whiteboard on which you can draw and write. Participants can view a shared whiteboard in their content viewers.

To share a whiteboard:

On the **Share** menu, choose **Whiteboard.**

Note:

- You can add multiple pages to a shared whiteboard.
- You can share multiple whiteboards. For each whiteboard that you share, you see a new **Whiteboard** tab in the content viewer.

Navigating presentations, documents, or whiteboards

When sharing a document, presentation, or whiteboard, you can:

- Navigate slides, pages, or whiteboards using the toolbar
- Advance pages or slides automatically, at an interval of time that you specify
- Perform animations and slide transitions in a presentation
- Use keys on your computer's keyboard to navigate a presentation and display animations on the slides

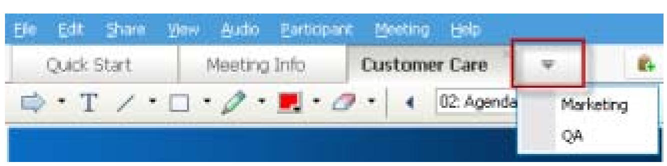
Navigating slides, pages, or whiteboards using the toolbar

You can navigate to different pages, slides, or whiteboard "pages" in the content viewer. Each document, presentation, or whiteboard being shared appears on a tab at the top of the content viewer.

To display pages or slides in the content viewer:

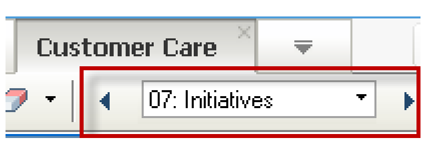
1. In the Meeting window, in the content viewer, select the tab for the document, presentation, or whiteboard that you want to display.

   If there are more tabs than can appear at one time, select the down arrow button to see a list of remaining tabs, or use your keyboard arrows forward and back through all the tabs.



Select the down arrow to view remaining tabs.

2. On the toolbar, click a button to change the page or slide you are viewing.



Select the:

- Drop-down arrow to choose any page or slide
- Left arrow to see the previous page or slide
- Right arrow to see the next page or slide

If Microsoft PowerPoint slides are being shared, the drop-down list also displays the title of each slide.

Note:

- Alternatively, you can navigate to different pages or slides in a shared document, presentation, or whiteboard by opening the thumbnail viewer.
- You can advance pages or slides automatically at a time interval that you specify.
- You can also use the keys on your computer's keyboard to display different pages or slides and perform animations and slide transitions.
- If your presentation includes animations or slide transitions, you can use the toolbar or keyboard shortcuts to perform them.

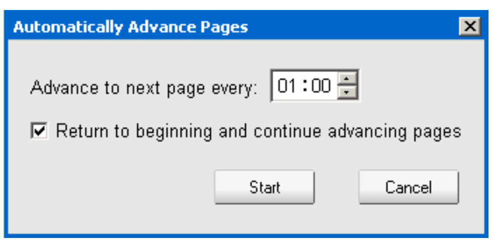
Advancing pages or slides automatically

When sharing a document or presentation in the content viewer, you can automatically advance pages or slides at a specified interval. Once you start automatic page or slide advancement, you can stop it at any time.

To automatically advance pages or slides:

1. In the Meeting window, in the content viewer, select the tab for the document or presentation for which you want to advance pages or slides automatically.
2. On the **View** menu, choose **Automatically Advance Pages**.

   The Automatically Advance Pages dialog box appears.
3. To change the time interval for advancing pages, do one of these:
   - Click the up or down buttons to increase or decrease the interval
   - Type a specific time interval



Optional: To restart page or slide advancement once all pages or slides are displayed, select the **Return to beginning and continue advancing pages** check box.

4. Click **Start**.
5. Optional. Close the Automatically Advance Pages dialog box by clicking the **Close** button in the upper-right corner of the dialog box.

   The pages or slides continue to advance at the specified interval.

To stop automatic page or slide advancement:

1. If you closed the Automatically Advance Pages dialog box, on the **View** menu, choose **Automatically Advance Pages**.

   The Automatically Advance Pages dialog box appears.

2. Click **Stop**.

Animating and adding effects to shared slides

When sharing a Microsoft PowerPoint slide presentation in the content viewer, you can animate text and slide transitions, just as you can when using the Slide Show option in PowerPoint.

Note: To show slide animations and transitions, you must share the presentation as a Universal Communications Format (UCF) file (**.ucf**). The UCF import mode automatically converts a PowerPoint file (**.ppt**) to a UCF file when you share it.

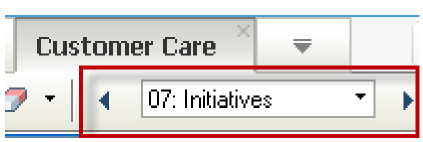
- For best results when sharing a presentation created using Microsoft PowerPoint 2002 for Windows XP, use a computer with an Intel Celeron or Pentium 500 MHz or faster processor.
- Alternatively, use the keys on your computer keyboard to show animations and slide transitions in a PowerPoint slide presentation.
- If at least one meeting participant is using the Java Meeting Manager, animations and slide transitions will not display during the meeting. The meeting host can prevent participants from joining a meeting using the Java Meeting Manager when scheduling the meeting.

To show slide animations and transitions in a shared presentation:

1. Ensure that the content viewer has input focus by clicking in the viewer.

   The content viewer has input focus if a blue border appears around the outside of the slide in the viewer.

2. On the toolbar, select the appropriate arrows to move through your presentation.



Select the:

- Drop-down arrow to select any page or slide
- Left arrow to see the previous page or slide
- Right arrow to see the next page or slide

Using keyboard shortcuts to control a presentation

When sharing a document or presentation in the content viewer, you can use the keys on your keyboard to display pages or slides. If you are sharing a Microsoft PowerPoint slide presentation, you can also use keyboard keys to show animations on the slides and in slide transitions, just as you can when using the Slide Show option in PowerPoint.

Note: Before using keyboard shortcuts, click in the viewer to set the input focus in the content viewer. A blue border around the shared page or slide indicates that the viewer has input focus.

Sharing a Presentation

Use these keystrokes to move quickly through your presentation.

To...	Press...
Display the next slide or perform the next animation or slide transition	**Space Bar**, **Page Down**, **Right Arrow**, or **Down Arrow**
Display the previous slide or perform the previous animation or slide transition	**Page Up**, **Left Arrow**, or **Up Arrow**
Display the first slide	**Home**
Display the last slide	**End**

Note: To show animations and slide transitions, you must share the presentation as a Universal Communications Format (UCF) file. The UCF import mode automatically converts a PowerPoint file to a UCF file when you share it.

Sharing a Document

Use these keystrokes to move quickly through your document.

To...	Press...
Display the next page	**Space Bar**, or **Page Down**, **Right Arrow**, or **Down Arrow**

To...	Press...
Display the previous page	**Page Up**, **Left Arrow**, or **Up Arrow**
Display the first page	**Home**
Display the last page	**End**

Working with pages or slides

When sharing a document, presentation, or whiteboard, you can:

- Add new, blank pages or slides for annotation.
- Paste images that you copy to your computer's clipboard into a new page or slide in a shared document, presentation, or whiteboard.

Adding new pages to shared files or whiteboards

When sharing a file or whiteboard in the content viewer, you can add a new, blank page for annotation.

To add a new page or slide:

1. In the content viewer, select the tab for the document, presentation, or whiteboard to which you want to add a page or slide.
2. Select **Add Page** from the **Edit** menu.

   A new page appears in the content viewer at the end of the currently selected document, presentation, or whiteboard.

Tip: If you have added multiple pages to a shared file or whiteboard tab, you can *view thumbnails* to make it easy to view and navigate around your added pages.

Pasting images in slides, pages, or whiteboards

If you copy any bitmap image to your computer's clipboard, you can paste the image into a new page, slide, or whiteboard in the content viewer.

For example, you can copy an image on a Web page or in an application, then quickly share that image by pasting it in the content viewer.

To paste an image in a page, slide, or whiteboard in the content viewer:

1. In the content viewer, select the tab for the document, presentation, or whiteboard in which you want to paste an image.
2. On the **Edit** menu, choose **Paste As New Page**.

   The image appears on a new page in the content viewer, at the end of the currently selected document, presentation, or whiteboard.

> **Note:** You can paste any type of bitmap image, such as a GIF, JPEG, BMP, or TIF image in the content viewer. However, you cannot paste other types of images-such as EPS or Photoshop (PSD) images-in the content viewer.

Managing views of presentations, documents, or whiteboards

All shared presentations, documents, or whiteboards appear in the content viewer in the Meeting window. A tab at the top of the content viewer appears for each document, presentation, or whiteboard that is being shared.

Depending on your role and the privileges that you have, you can do the following when viewing shared content in the content viewer:

- *Magnify* slides, pages, or whiteboards.
- *View thumbnails* of slides, pages, or whiteboards.
- *Display a full-screen* of a page, slide, or whiteboard.
- *Synchronize all participant views* of a page or slide with the view that appears in your content viewer.

Zooming in or out

Using the tools on the content viewer toolbar, you can:

- Zoom in to or out from on a page, slide, or whiteboard.
- Adjust the size of a page, slide, or whiteboard to fit the content viewer.
- Adjust the size of a page, slide, or whiteboard to fit it width in the content viewer.
- Turn off the Zoom tool at any time.

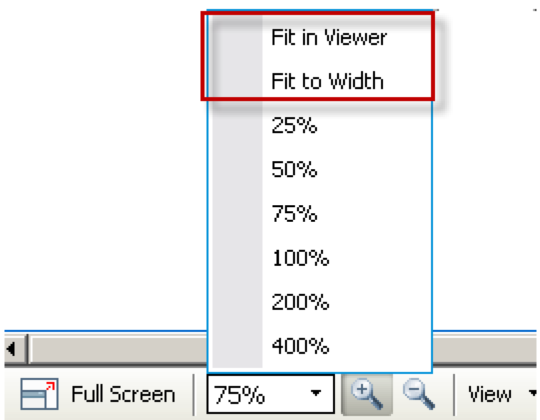
To zoom in to or out from a page, slide, or whiteboard:

On the content viewer toolbar:

- Select the **Zoom In** or **Zoom In** button and then drag your mouse to the area. Release your mouse button.
- To zoom in or out to a preset percentage, select the downward-pointing arrow to the left of the **Zoom In/Zoom Out** button, and then choose the percentage.

To adjust the size of a page, slide, or whiteboard within the content viewer:

On the toolbar, select the downward-pointing arrow to the left of the **Zoom In/Zoom Out** buttons.



Choose a viewing option.

To turn off a zoom tool:

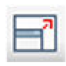
On the toolbar, click the **Zoom In/Zoom Out** button.

Controlling full-screen view

You can maximize the size of a page, slide, or whiteboard in the content viewer to fit your monitor's entire screen. A full-screen view replaces the normal Meeting window view. You can return to a normal view at any time.

Note: If a meeting presenter displays a full-screen view of a page, slide, or whiteboard, participant screens automatically display a full-screen view as well. However, participants can control full-screen view independently in their Meeting windows.

To display a full-screen view:



On the content viewer toolbar, select the Full Screen icon.

To return to a normal view:

On the Meeting Controls Panel, select the stop icon to return to the main window.

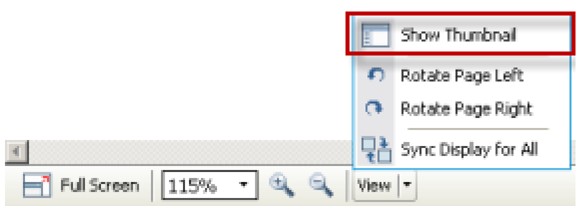
Viewing thumbnails

You can view thumbnails of the shared pages, slides, and whiteboards that appear in the content viewer. Viewing thumbnails can help you to locate quickly a shared page or slide that you want to display in the content viewer.

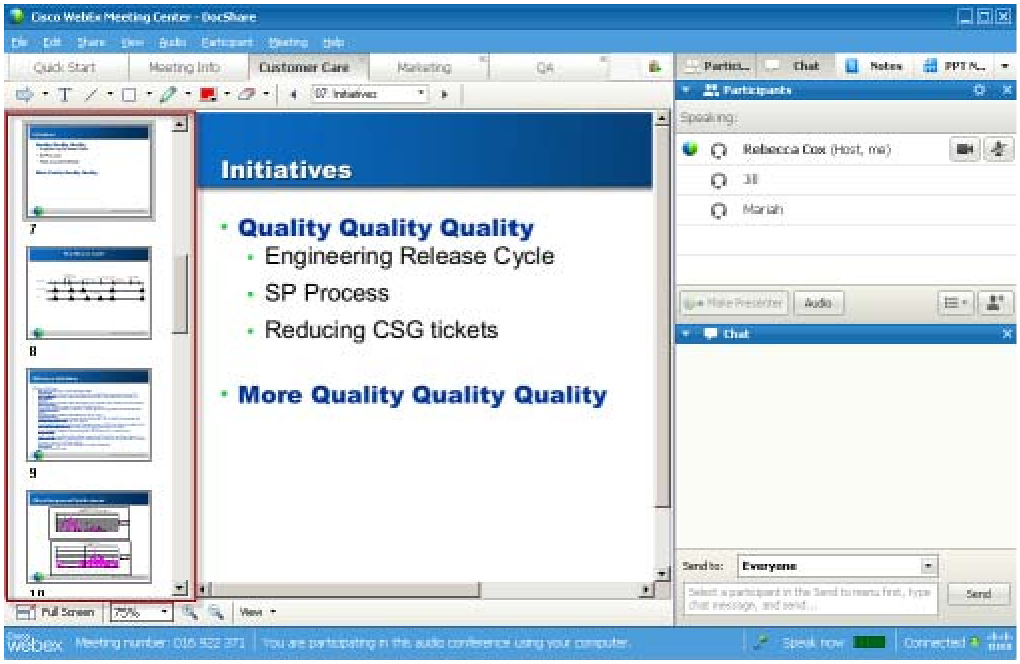
To view thumbnails of slides, pages, or whiteboards:

1 In the content viewer, select the tab for the document, presentation, or whiteboard for which you want to view thumbnails.

2 On the content viewer toolbar, select **Show Thumbnails** from the **View** menu.



Thumbnails of all pages or slides in the selected document, presentation, or whiteboard appear in the thumbnail viewer, in the left column.



3 Optional. To display any page or slide in the content viewer, double-click its miniature in the thumbnail viewer.

Note: Participants must have both the **View thumbnails** and **View any page** privileges to display a miniature of a page or slide at full size in the content viewer.

To close the thumbnail viewer:

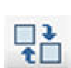
On the content viewer toolbar, select **Hide Thumbnail** from the **View** menu.

Synchronizing all participant views

You can synchronize the display of a shared page, slide, or whiteboard in all participant content viewers with the display in your viewer. Once you synchronize displays, the page, slide, or whiteboard in participant content viewers appears at the same magnification as in your content viewer.

To synchronize participant views of slides, pages, or whiteboards:

On the **View** menu at the bottom of the window, select **Sync Display for All**.


Sync Display for All.

Clearing annotations

You can clear any annotations that you or another attendee makes on a shared page, slide, or whiteboard in the content viewer. You can clear:

- All annotations at once
- Only specific annotations
- If you are the presenter or host, clear all annotations you have made

annotation tools

To clear all annotations on a shared page, slide, or whiteboard:

1 On the annotation toolbar, click the downward-pointing arrow to the right of the **Eraser Tool** icon.

Eraser tool

2 Choose **Clear All Annotations**.

Note: Only annotations on the page or slide that currently appears in your content viewer are cleared. Annotations on other pages or slides are not cleared.

If you are the host or presenter, you can clear all the annotations you've made.

To clear all annotations you have added to a shared page, slide, or whiteboard:

1 On the annotation toolbar, click the downward-pointing arrow to the right of the **Eraser Tool** icon.

Eraser tool

2 Choose **Clear My Annotations**.

To clear specific annotations on a shared page, slide, or whiteboard:

1 On the toolbar, click the **Eraser Tool** icon.

Eraser tool

Your mouse pointer changes to an eraser.

2 Click the annotation you want to clear.

To turn off the eraser tool:

On the toolbar, click the **Eraser Tool** icon.

Eraser tool

Clearing pointers

You can clear your own pointers on all shared slides, pages, or whiteboards in the content viewer. If you are a presenter, you can also clear all participant pointers.

Annotation tools

To clear your own pointer on all shared slides, pages, or whiteboards:

1 On the toolbar, click the downward-pointing arrow to the right of the **Eraser Tool** icon.

Eraser tool

2 Choose **Clear My Pointer**.

Saving, opening, and printing presentations, documents, or whiteboards

Meeting participants (hosts, presenters, and participants with privileges) can access and print documents, presentations, and whiteboards shared in a meeting. For example, you can:

- Save a shared presentation

- Open a saved document
- Print a whiteboard

Saving a presentation, document, or whiteboard

You can save any shared document, presentation, or whiteboard that appears in the content viewer. A saved file contains all the pages or slides in the document, presentation, or whiteboard that is currently displayed in the content viewer, including any annotations and pointers that you or other attendees added to them.

Files that you save are in the Universal Communications Format (UCF), which have an **.ucf** extension. You can open a **.ucf** file either in another meeting or at any time outside of a meeting.

Once you save a new document, presentation, or whiteboard to a file, you can save it again to overwrite the file or save a copy to another file.

To save a new document, presentation, or whiteboard that appears in the content viewer:

1. On the **File** menu, choose **Save** > **Document**.

   The Save Document As dialog box appears.
2. Choose a location at which to save the file.
3. Type a name for the file in the **File name** box.

To save changes to a saved document, presentation, or whiteboard that appears in the content viewer:

On the **File** menu, choose **Save** > **Document**.

Meeting Manager saves the changes to the existing file.

To save a copy of a document, presentation, or whiteboard:

1. On the **File** menu, choose **Save As** > **Document**.

   The Save Document As dialog box appears.
2. Do *either* or *both* of the following:
   - Type a new name for the file.
   - Choose a new location at which to save the file.

Opening a saved document, presentation, or whiteboard

If you saved a document, presentation, or whiteboard that appeared in the content viewer during a meeting, you can do *either* of the following:

- Open file in the content viewer during another meeting for sharing. Only a presenter or participants who have the **Share documents** privilege can open a saved file during a meeting.
- Open the file at any time on your computer's desktop. If you open a saved file on your desktop, it appears in the WebEx Document Manager, a standalone, or “offline,” version of the content viewer.

A saved document, presentation, or whiteboard is in the saved Universal Communications Format (UCF) and has a **.ucf** extension.

To open a saved document, presentation, or whiteboard file in the content viewer:

1. On the **File** menu, choose **Open and Share**.

   The Share Document dialog box appears.
2. Select the document, presentation, or whiteboard file that you want to open.
3. Click **Open**.

To open a saved document, presentation, or whiteboard on your computer's desktop:

Double-click the saved file.

The document, presentation, or whiteboard opens in the WebEx Document Viewer.

Printing presentations, documents, or whiteboards

You can print any shared presentations, documents, or whiteboards that appear in your content viewer. A printed copy of shared content includes all annotations and pointers that you or other participants added to it.

To print shared content:

1. In the content viewer, select the tab for the document, presentation, or whiteboard that you want to print.
2. On the **File** menu, choose **Print > Document**.
3. Select the printing options that you want to use, and then print the document.

> **Note:** When printing shared content in the content viewer, Meeting Manager resizes it to fit on the printed page. However, for whiteboards, the Meeting Manager prints only the content that lies within the dashed lines on the whiteboard.

If you are a meeting participant...

If you are participating in a meeting, (and have not taken on another role, such as host or presenter), you can move around independently in shared documents and presentations, if the host has assigned these privileges to you. For shared documents, presentations, and whiteboards, you can:

- Display any page
- Synchronize your view with the host's view
- Save shared documents
- Open shared documents
- Print shared documents

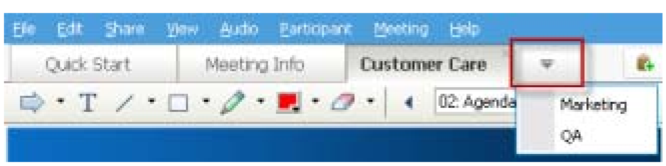
Displaying pages, slides, or whiteboards

For participants

If you have been granted the necessary privileges, you can navigate to different pages, slides, or whiteboard "pages" in the content viewer. Each document, presentation, or whiteboard being shared appears on at the top of the content viewer.

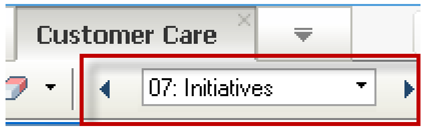
1. In the Meeting window, in the content viewer, select the tab for the document, presentation, or whiteboard that you want to display.

   If there are more tabs than can appear at one time, select the down arrow button to see a list of remaining tabs, or use your keyboard arrows forward and back through all the tabs.



Select the down arrow to view remaining tabs.

2. On the toolbar, click a button to change the page or slide you are viewing.



Select the:

- Drop-down arrow to choose any page or slide
- Left arrow to see the previous page or slide
- Right arrow to see the next page or slide

If Microsoft PowerPoint slides are being shared, the drop-down list also displays the title of each slide.

Synchronizing your view of pages, slides, or whiteboards

During a meeting, you can synchronize the display of shared content in your content viewer with the display in the presenter's viewer. This option is useful, for example, if you are viewing a previous slide in a presentation and want to quickly return to the actual slide that the presenter is discussing. Synchronizing your display also resizes it to that in the presenter's content viewer.

To synchronize your view of shared content in the presentation viewer:

On the **View** menu at the bottom of the window, select **Sync Display With Presenter**.

Sync Display With Presenter

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Sharing Web Content

About sharing Web content

You can share Web content that resides on:

- The public Internet or Web.
- Your company's intranet.
- Your computer or another computer on your private network.

Web content includes:

- Web pages, including pages that contain embedded media files, such as Flash, audio, or video files.
- Standalone media files, such as Flash, audio, or video files.

The Web content that you share opens in the content viewer on each participant's screen. If you share a Web page, participants view and interact independently with the content on the page. If the page contains links to other pages, they can also navigate independently to those pages.

If you use Web content sharing, then, participants can experience audio and video effects on a Web page. However, unlike Web browser sharing, this option does not allow you to guide participants to other Web pages.

Important: If you share content that requires a media player, participants can view and interact with the content only if the appropriate player is installed on their computers.

Sharing Web content

You can share a Web page that contains multimedia effects. The page opens in the content viewer on each participant's screen.

To share Web content:

1. On the **Share** menu, choose **Web Content**.

   The Share Web Content dialog box appears.

2. In the **Address** box, enter the address, or URL, at which the content resides.

   Or, if you have previously shared the content, select it in the drop-down list.

3. In the **Type** box, select the type of Web content that you want to share.
4. Click **OK**.

Tip: You can copy a URL from any source, such as another browser window, and then paste it in the **Address** box.

Differences between sharing Web content and sharing a Web browser

Meeting Center provides two options for sharing Web-based information. You can share Web content or share a Web browser with meeting participants. Choose the feature that better suits your needs.

Sharing option	Advantages	Disadvantages
Web browser sharing	▪ Lets you guide participants to various Web pages and sites on the Web. ▪ Lets you grant attendees control of your Web browser. ▪ Lets you and other participants annotate Web pages.	▪ Does not display media effects or transmit sounds on Web pages. ▪ Does not let participants interact with Web pages independently.

Sharing option	Advantages	Disadvantages
Web content sharing	▪ Displays Web pages, and lets participants experience media effects on Web pages, including video and sound. ▪ Lets participants interact with Web pages independently in their content viewers.	Does not let you guide participants to other Web pages.

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Sharing Software

Sharing a tool, like a software application, works differently from sharing a document or presentation. When you share software during a meeting, a sharing window opens automatically on all participant screens. You can show, in this special sharing window:

- **An application** (for example, you want to edit a document as a group or show your team how a tool works)
- **Computer desktop** (for easily sharing several applications at once and for sharing file directories open on your computer)
- **Web browser** (useful for sharing particular Web pages with participants or showing a private intranet)
- **Any application or the desktop on a remote computer with Access Anywhere** installed on it (for example, you are on the road, and the computer in your office has the infomation you need)

Your user role in a meeting determines your level of participation in sharing software. Whichever role you take, this table describes the basic tasks associated with that role. For detailed instructions on a particular task, select "More" by the task description.

Role		Task description:
Host and presenter		Share software: ▪ Share applications ▪ Share your desktop (if this feature is available) ▪ Share a Web browser ▪ Control the appearance of shared software ▪ Annotate shared software ▪ Let a participant control your shared software
Participant		View and work with shared software: ▪ Control the appearance of shared software ▪ Ask to control shared software ▪ Annotate shared software ▪ Stop participating in software sharing

Sharing applications

You can use application sharing to show all meeting participants one or more applications on your computer. Application sharing is useful for demonstrating software or editing documents during a meeting.

Participants can view the shared application, including all mouse movements without having to run the application that you are sharing on their computers.

Here are just a few tasks you can perform:

- Start sharing an application and open more applications to share

- Control the appearance and viewing of shared software (pausing, changing to full-screen view, and so on)
- Annotate and draw on a shared application and allow participants to draw
- Learn about sharing application effectively
- Stop sharing an application

Starting application sharing

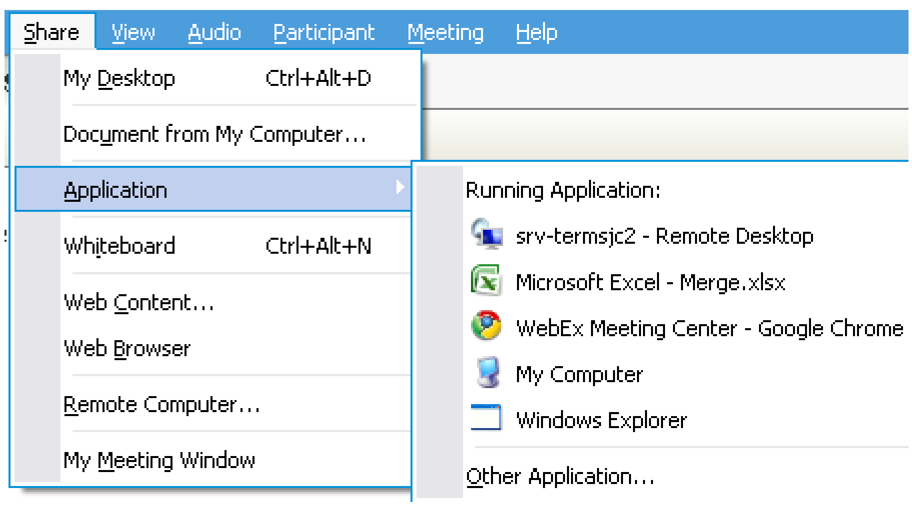
Host or Presenter only

You can share any application on your computer with meeting participants.

To share an application:

1 On the **Share** menu, choose **Application**.

The list of all applications currently running on your computer is displayed.



2 Do *one* of the following:

- If the application you want to share is currently running, select it in the list to begin sharing it.
- If the application you want to share is not currently running, select **Other Application**. The Other Application dialog box appears, showing a list of all applications on your computer. Select the application, and then select **Share**.

Your application appears in a sharing window on participant screens.

Sharing several applications at once

Host or Presenter only

If you are already sharing an application, you can share additional applications simultaneously. Each application that you share appears in the same sharing window on participant screens.

To share an additional application:

Select the application you want to share:

- **If that application is currently running**: Select the **Share** button.

Each application you have open on your desktop has these buttons in the upper right corner.

> **Tip:** When you open any application that you have minimized, it opens with the sharing buttons in the upper-right corner.

- **If that application is not currently running:** Select the **Share Application** button in the Meeting Controls Panel. You can also fnd it using File Explorer or any other tool you use to locate applications on your computer. When you open it, it appears with the Share button.

Your application appears in a sharing window on participant screens.

Meeting Center tracks the number of applications you are currently sharing:

The **Share** button to the right of **Pause** lets you select the different types of content ou want to share.

> **Tip:** Alternatively, you can share multiple applications by sharing your computer's desktop.

Stopping application sharing for all participants

Host or Presenter only

You can stop sharing an application at any time. Once you stop sharing an application, participants can no longer view it.

If you are sharing multiple applications simultaneously, you can stop sharing either a specific application or all applications at once.

To stop sharing a specific application when sharing multiple applications:

On the title bar of the application that you no longer want to share, select the **Stop** button.

To stop sharing all applications:

In the Meeting Controls box, select the **STOP** button.

You can also pause sharing: Select the **Pause** button (located next to the **Stop** button).

Sharing your desktop

You can share the entire content of your computer, including any applications, windows, and file directories that reside on it. Participantscan view your shared desktop, including all mouse movements.

Tasks related to sharing your desktop:

- Start sharing your desktop
- Manage how participants view your shared software (pausing, changing to full-screen view, and so on)
- Annotate and draw on your desktop and allow participants to annotate
- Read a few tips for sharing your desktop effectively
- Stop sharing your desktop
- Allow a participant to control the shared desktop

Starting desktop sharing

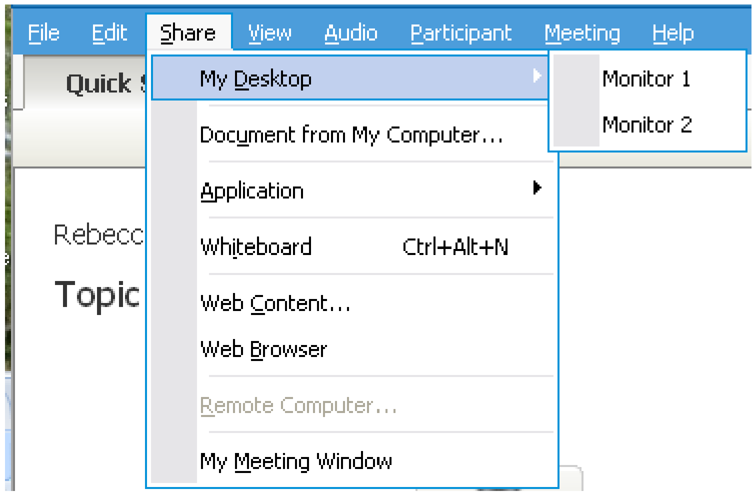
Host or Presenter only

You can share your computer's desktop with meeting participants.

To share your desktop:

1 On the **Share** menu, choose **Desktop**.

If you have more than one monitor, a submenu shows the available monitors.



2 Select the monitor to share.

Your desktop appears in a sharing window on participants' screens.

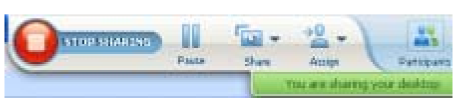
Note: If your desktop has any background images or patterns, or wallpaper, your Meeting Manager software may remove them from participant views to improve the performance of desktop sharing.

Stopping desktop sharing

You can stop desktop sharing at any time.

To stop sharing your desktop:

In the Meeting Controls box, select the **Stop** button.



You can also pause sharing: Select the **Pause** button (located next to the **Stop** button).

If you are a participant, rather than the presenter, select the **Return** button to leave the sharing session.

You do not leave the meeting, just the sharing portion of it.

Sharing a Web browser

A presenter uses Web browser sharing to show all meeting participants all Web pages that he or she accesses in a browser. Web browser sharing is useful for showing participants Web pages on the Internet, or the presenter's private intranet or computer.

Participants can view the presenters Web browser, including mouse movements, in a sharing window on their screens.

Tasks related to sharing a Web browser:

- Start sharing a web browser
- Manage how participants view the shared Web browser
- Annotate and draw on a shared Web browser and let a participant draw on a shared Web browser
- Learn how to share Web browsers effectively
- Stop sharing a Web browser

Starting Web browser sharing

Host or Presenter only

You can share a Web browser with meeting participants.

To share a Web browser:

1. On the **Share** menu, choose **Web Browser**.

   Your default Web browser opens.

2. Go to a Web page in your browser.

Note: Participants view all new Web browser windows that you open. You can show participants several Web pages simultaneously

Stopping Web browser sharing

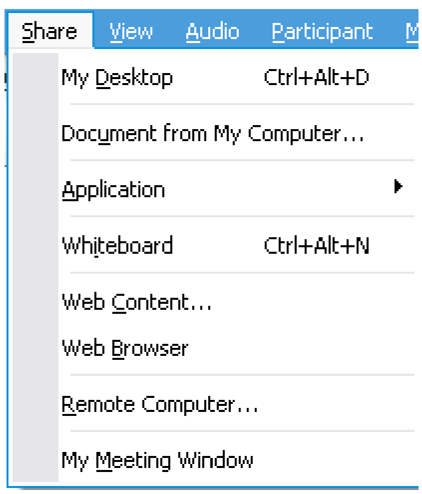
You can stop sharing a Web browser at any time.

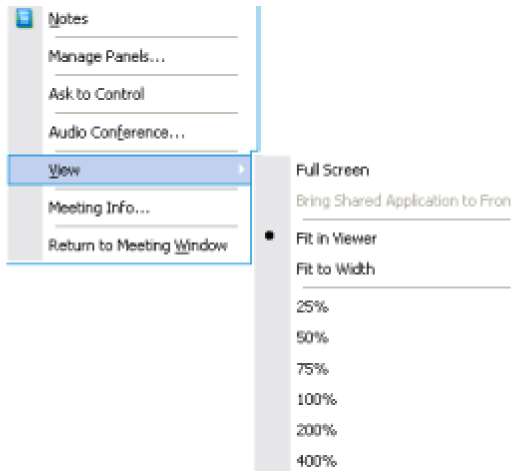
To stop Web browser sharing:

On the title bar of the application that you no longer want to share, select the **Stop** button.

Tip: You can temporarily pause Web browser sharing, rather than stopping Web browser sharing.

Controlling views of shared software

Role		Task description:
Host or Presenter		▪ Pause or resume sharing ▪ Control full-screen view of shared software ▪ Synchronize views

Role		Task description:
Participant		▪ Control your view of shared software Close your sharing window

The presenter can control participant views of a **shared desktop**, **remote computer** (if available), **application** or **Web browser**.

Participants can manipulate their individual displays of the shared software.

Pausing and resuming software sharing

Host or Presenter only

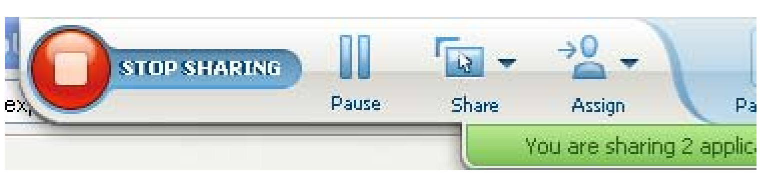
While sharing software, you can temporarily pause sharing to freeze attendees' views.

If you want to return attendees to the Meeting window while sharing software, pausing shared software conserves resources on your computer and bandwidth for your Internet connection. This option is also useful if you do not want attendees to see certain actions that you take with shared software.

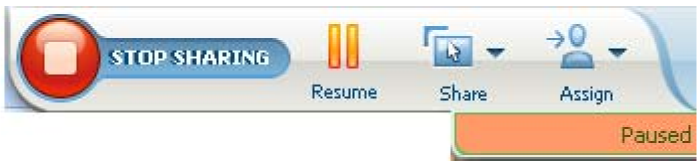
You can resume sharing to restore attendees' views of shared software at any time.

To pause software sharing:

Select the **Pause** button, located to the right of the **Stop** button.



The word "Paused" now appears in the panel. A short message is displayed indicating that the participant view would be frozen until you resume sharing. Additonally, the **Pause** button text changes to **Resume**.



To resume software sharing:

Select the **Resume** button.

Controlling full-screen view of shared software

Host or Presenter only

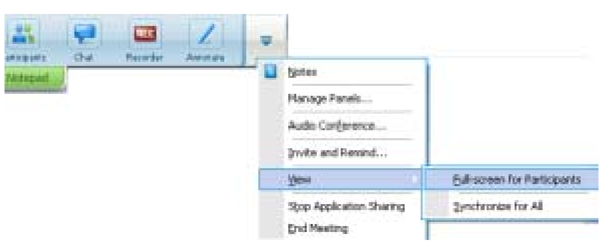
You can switch participant views of a shared **application**, **remote computer** (if available)**,** or **Web browser** between a standard window and a full-screen view.

A full-screen view of shared software fits participant entire screens and does not include a title bar or scroll bars.

Participants can override your setting to control full-screen view or to zoom in or out on the shared software on their computers.

To display shared software in a full-screen view:

On the Meeting Controls Panel, select the down arrow (the last button on the panel)and then choose **View.** Then choose **Full screen for Participants**.



To see panel controls, select the gray down-arrow button (it is the last button).

Synchronizing views of shared software

Host or Presenter only

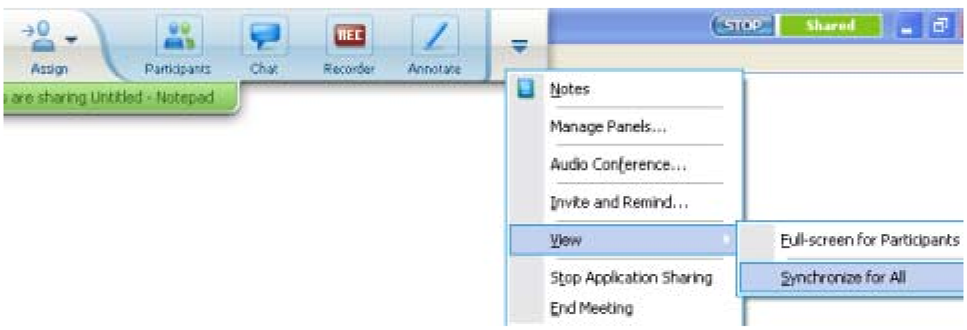
While sharing an **application**, **desktop** (if desktop sharing is available), or **Web browser**, you can synchronize all participant views of the software with your view.

Synchronizing views of shared software ensures that the sharing window appears as the active window on participant screens. For example, if a participant has minimized the sharing window, or moved another window on top of it, the sharing window becomes the active window when you synchronize views.

Note: Synchronizing views has no effect on the size in which the shared software appears on participant screens. Participants can control the size of their views independently.

To synchronize your view with participants:

On the Meeting Controls Panel, select the down arrow (the last button on the panel) and then choose **View.** Then choose **Synchronize for All**.



Selecting a monitor to share

To select a monitor to share:

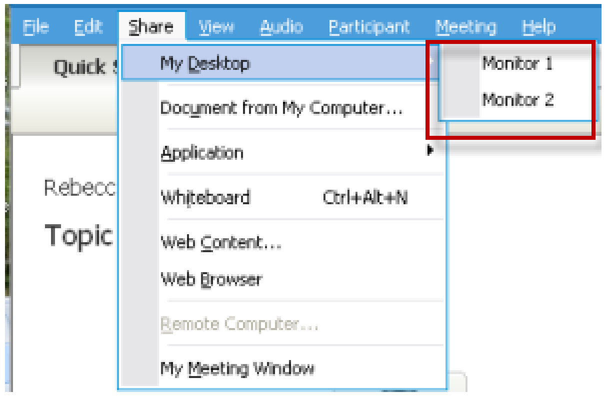
1 Start sharing your desktop:

- On the Quick Start page, select **Share Desktop**.

  If two or more monitors are detected on your system, a window appears and allows you to select one of the monitors.

- On the **Share** menu, select **Desktop**.

  A submenu shows the available monitors.



2 Select the monitor you want to share.

The Meeting Controls Panel indicates which monitor you are sharing. If you are sharing the same monitor where the Meeting Controls Panel is, it says, "You are sharing this monitor."

If you are sharing a monitor that is not the same monitor where the Meeting Controls Panel is, it says, "You are sharing monitor <*number*>."

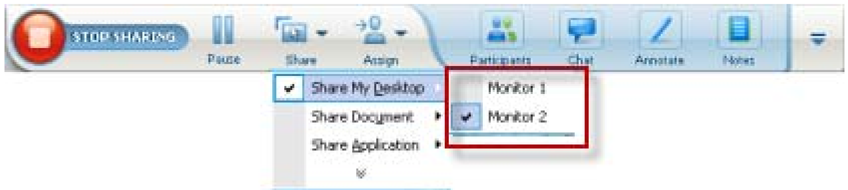
In addition, a green border appears around the monitor you are sharing.

To select a different monitor to share:

1 On the Meeting Control Panel, select the Select Content to Share button.

2 In the submenu that appears, select Share Desktop.

A submenu shows you the available monitors.



3 Select the monitor number you want to share.

The Meeting Controls Panel indicates which monitor you are sharing. In addition, a green border appears around the monitor you are sharing.

Controlling your view as a participant

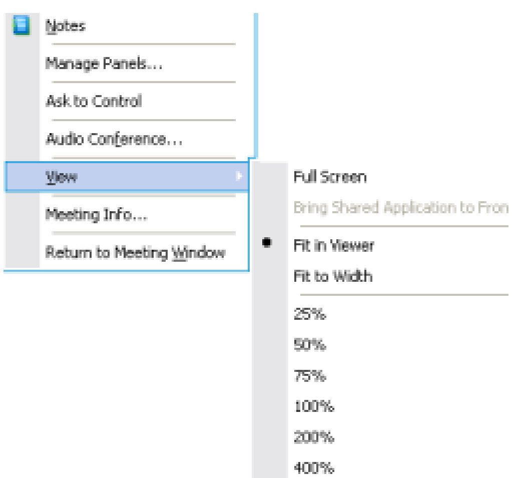
Participant only

When viewing or remotely controlling shared software, you can set these options, which determine how shared software appears on your screen:

- Display the shared software in a full-screen view or a standard window. A full-screen view of a shared application or desktop fits your entire screen and does not include a title bar or scroll bars.
- Scale, or resize, a shared desktop or application to fit the full-screen view or standard window in which it appears.

To control your view of shared software:

On the Meeting Controls Panel, select the down arrow (the last button on the panel)and then choose **View.** Then choose an option from the menu.



Tip: To switch quickly from the standard window to a full-screen view of shared software, double-click the shared software.

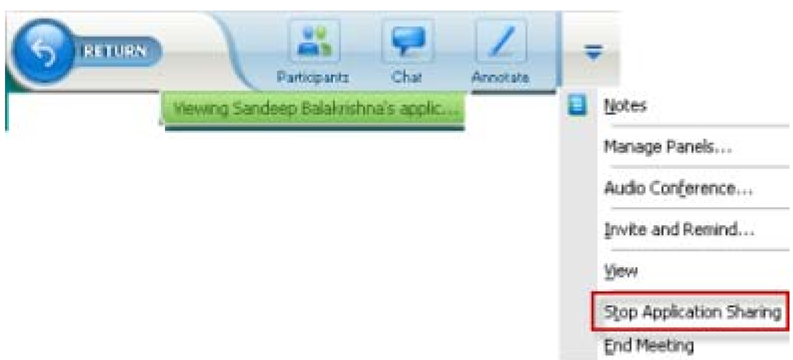
Closing your participant sharing window

Participant only

While viewing or remotely controlling shared software, you can close the sharing window in which the software appears at any time. Closing a sharing window returns you to the Meeting window. If you close a sharing window, you can reopen it at any time.

To close a sharing window:

1. On the Meeting Controls Panel, select the down arrow (the last button on the panel)and then choose **Stop <option>** from the menu. The following graphic shows the **Stop Application Sharing** option because an application has been shared. If you have shared your desktop or Web Browser, the menu would show **Stop Desktop Sharing.**



2. Choose the appropriate option.

   The sharing window closes. The Meeting window then automatically opens.

To return to the sharing window at any time:

In the Meeting window, on the **Sharing** menu, select a sharing option (**desktop**, remote computer, **application** or **Web browser).**

Switching your participant view

Participant only

While a presenter is sharing software, you can return to the Meeting window at any time. The sharing window remains open on your computer, so you can return to viewing the shared software at any time.

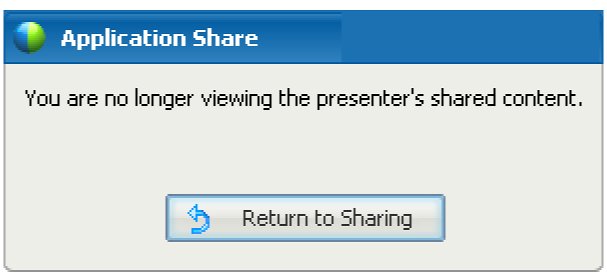
To return to the Meeting window while the presenter is sharing software:

On the Meeting Controls Panel, select the **Return to Meeting Window** icon.

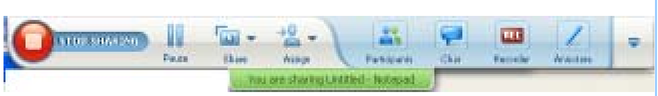
The Meeting window then appears.

To return to a sharing window:

In the Application Share dialog box, which appears in the Meeting window, select **Return to Sharing**.



Annotating shared software

	Task description:
Host or Presenter 	▪ Start or stop annotation mode ▪ Use annotation tools ▪ Let a participant use annotation ▪ Save annotations

Participant

Task description:

- Ask for permission to use annotation
- Use annotation tools
- Save annotations
- Give up annotations

You can annotate a shared **desktop**, **application** or **Web browser** during a meeting, using the highlighter or other annotation tool.

Meeting participants can see annotations in their sharing windows.

Starting and stopping annotation

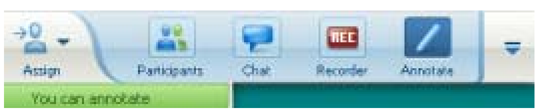
Host or Presenter only

When you are sharing a **desktop**, **application** or **Web browser**, you can make annotations on the software.

Participants can see all your annotations.

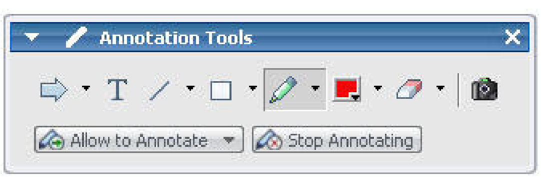
To start annotating shared software:

1. On the Meeting Controls panel, select the **Annotate** button.



The **Annotation** button has the image of a pencil on it.

The Tools panel appears.



2. Select a tool for making annotations.

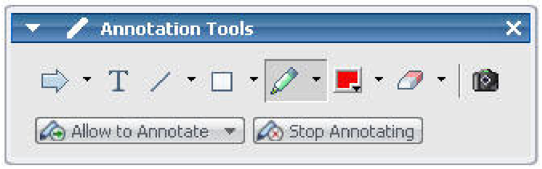
Note:

- You can let one or more participants annotate the shared software.
- Once you or a participant makes annotations, you can save an image of the software, including the annotations.

To stop making annotations on shared software and return your mouse to a normal pointer, you must stop annotation mode.

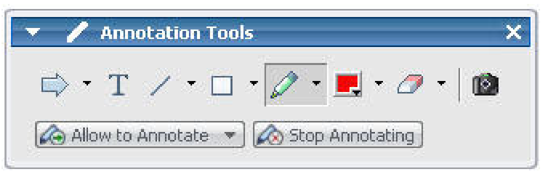
To stop annotation mode:

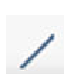
Select the **Stop Annotating** button in the **Tools** panel.

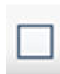


Using annotation tools

If, while sharing software, you are the presenter or the presenter allows you to annotate, you can use the Annotation Tools panel that appears to make annotations. The Annotation Tools panel provides a variety of tools for annotating a shared desktop or application.



Annotation Tool	Icon	Description
Pointer		Lets you point out text and graphics on shared content. The pointer displays an arrow with your name and annotation color. To display the laser pointer, which lets you point out text and graphics on shared content using a red “laser beam,” click the downward-pointing arrow. Clicking this button again turns off the pointer tool.
Text		Lets you type text on shared content. Participants can view the text once you finish typing it and click your mouse in the content viewer, outside the text box. To change the font, on the **Edit** menu, choose **Font**. Clicking this button again turns off the text tool.
Line		Lets you draw lines and arrows on shared content. For more options, click the downward-pointing arrow. Clicking this button closes the Rectangle tool.

Annotation Tool	Icon	Description
Rectangle		Lets you draw shapes, such as rectangles and ellipses on shared content. For more options, click the downward-pointing arrow. Clicking this button again closes the Rectangle tool.
Highlighter		Lets you highlight text and other elements in shared content. For more options, click the downward-pointing arrow. Clicking this button again closes the Highlighter tool.
Annotation Color		Displays the Annotation Color palette, on which you can select a color to annotate shared content. Clicking this button again closes the Annotation Color palette.
Eraser		Erases text and annotations or clears pointers on shared content. To erase a single annotation, click it in the viewer. For more options, click the downward-pointing arrow. Clicking this button again turns off the eraser tool.

Letting a participant annotate shared software

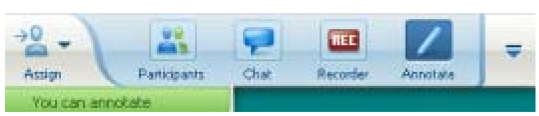
Host or Presenter only

You can let one or more meeting participants annotate a shared **desktop** (if available), **application** or **Web browser.**

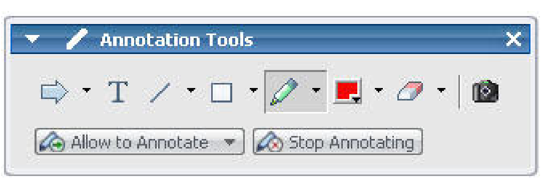
You can let several participants annotate shared software at the same time.

To let a participant annotate shared software:

1 On the Meeting Controls Panel, select the **Annotate** icon.



The tools panel appears.



2 Select the down arrow on the **Allow to Annotate** button.

3 On the menu that appears, choose which participants can annotate the shared software:

You can choose "All" or select someone from the list.

Note:
- You can stop a participant from annotating shared software at any time.

Requesting annotation control of shared software

Paprticipant only

If a presenter is sharing a **desktop**, **Web browser or application**, you can ask the presenter to allow you to annotate the shared software.

After you have permission, you can:

- Make annotations by highlighting areas on the software, drawing lines and shapes, typing text, and using pointers.
- Clear annotations at any time.
- Change the color that you are using to make annotations.
- Save an image of your annotations on the shared software.

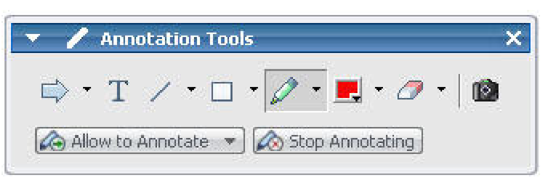
To request annotation control of shared software:

1 In the Meeting Controls Panel, select the **Annotate** button.

The **Annotate** button has the image of a pencil on it.

A request message appears on the presenter's screen.

After the presenter allows you to annotate, the Annotation Tools panel appears:



2 Select the tool you want to use.

Optional. Choose another annotation tool.

Note: If you are controlling shared software remotely, the presenter must take back control to turn on annotation mode. You and the presenter can then annotate the shared software simultaneously.

Giving up annotation control

Participant only

If the presenter has granted permission to you to annotate, you can stop annotating at any time.

To stop annotating:

In the Annotation Tools panel, select the **Stop Annotating** button.

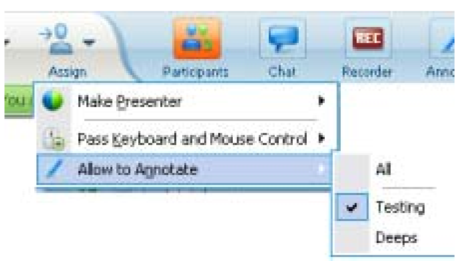
Stopping an participant from annotating shared software

Host or Presenter only

If a participant is annotating shared software, you can turn off the annotation feature.

To turn off the drawing feature:

1. On the Meeting Controls Panel, select the **Assign Control** button.



2. On the menu that appears, choose **Allow to Annotate.**

   A check mark appears next to the names of those who can annotate the shared software.

3. Choose the name of the participant to cancel the selection.

Taking a screen capture of annotations on shared software

If you make annotations on shared software, you can save an image of the shared software, including all annotations and pointers, to a WebEx Universal Communications Format (.**ucf**) file. You can open an **.ucf** file on your computer desktop or in the content viewer in a meeting.

Note: Participants cannot use this option unless the Host or Presenter grants the **Screen Capture** privilege to them. As Host, if you are sharing proprietary software, you may want to ensure that this privilege is turned off.

To take a screen capture of annotations on shared software:

1. On the Tools panel, select the **Screen Capture** button.

   The Save As dialog box appears.

2. Choose a location at which to save the file, and then select **Save**.

Note: The file you save is an image of your entire desktop.

Granting participants control of shared software

While sharing the following types of software, the presenter can let a participant control it remotely:

- Application
- Desktop (if available)
- Web browser

A participant who has remote control of shared software can interact with it fully. While a participant is controlling shared software, the presenter's mouse pointer is inactive.

Rules of thumb for controlling shared software:

- Any participant can send a request to control the software remotely.
- The presenter can then grant control to the paticipant.
- Alternatively, the presenter can automatically grant control of shared software to any participant who requests remote control.
- The presenter can stop a participant from remotely controlling shared software at any time.

Caution: A participant who has remote control of the presenter's desktop can run any programs and access any files on the computer that the presenter has not protected with a password.

Requesting remote control of shared software

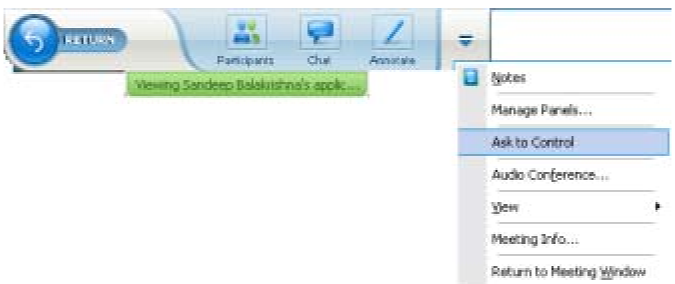
Participant only

If the presenter is sharing an application, desktop, or Web browser, you can ask the presenter to grant remote control to you.

Once you assume remote control of shared software, you can interact with it fully.

To request remote control of shared software:

On the Meeting Controls Panel select **Ask to Control.**



A request message appears on the presenter's screen.

Tip: While remotely controlling shared software, you can request the presenter to allow you to annotate it.

Letting a participant remotely control shared software

Host or Presenter only

If you are sharing software, you can let a participant control it remotely.

To let a participant remotely control shared software:

1 On the Meeting Controls Panel select the down-arrow button on the **Assign** button.

This button is the third button from the left on the Controls panel.

2 On the menu that appears, choose Pass Keyboard and Mouse Control > [name of *participant*].

Automatically letting participants remotely control shared software

Host or Presenter only

While sharing software, you can automatically grant control of the software to a participant who requests control. In this case, a participant who requests remote control automatically takes control of the software that you are sharing. While automatic remote control is turned on, any participant can take control away from any other participant by requesting remote control.

To automatically let participants control shared software:

1 On the Meeting Controls Panel select the down-arrow button on the **Assign** button.

2 On the menu that appears, choose **Pass Keyboard and Mouse Control** > **Auto Accept All Requests**.

To stop letting participants control shared software automatically:

1 On the Meeting Controls Panel select the down-arrow button on the **Assign** button.

2 On the menu that appears, choose **Pass Keyboard and Mouse Control.** Then select **Auto Accept All Requests** to remove the check mark and cancel the selection.

Stopping remote control of shared software

Host or Presenter only

While a participant is remotely controlling a shared application, desktop, or Web browser, you can take back control of the shared software at any time. You can do either of the following:

- Take back remote control of shared software temporarily, allowing a participant to take control at any time.
- Prevent a participant from further controlling shared software.

To take back control a shared software temporarily:

On your computer's desktop, select your mouse.

You can now control the shared software.

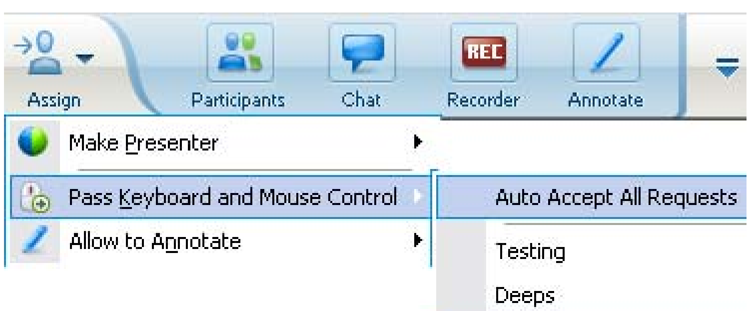
The participant who was controlling the shared software can take back control at any time by clicking his or her mouse.

To prevent a participant from further controlling a shared software:

1 On your computer's desktop, click your mouse.

You can now control the shared software.

On the Meeting Controls Panel select the down-arrow button on the **Assign** button.



2 On the menu that appears, choose **Pass Keyboard and Mouse Control**.

A menu appears, containing a list of all participants in the meeting. A check mark appears to the left of the participant who has remote control.

3 Choose the participant's name to remove the check mark and cancel the selection.

Sharing applications with detailed color (Windows)

For Windows users only

By default, Meeting Manager sends images of shared software using 16-bit color mode, which is the equivalent of your computer's “High Color” (16-bit) setting. This mode provides an accurate representation of color for most shared applications. However, if your shared application contains detailed color images-such as color gradients-the color may not appear accurately on participants' screens. For example, color gradients may appear and color “bands.”

If the accuracy and resolution of color in a shared application is important, you can turn on True Color mode in Meeting Manager. Using this mode, however, may affect the performance of application sharing.

When using True Color mode, you can select one of the following options:

- Better imaging (no image compression)
- Better performance (some image compression)

“Performance” refers to the “speed” at which images appear on participant screens, and “imaging” refers to the quality of the color in shared images.

Note: Before turning on True Color mode, ensure that your monitor display is set to True Color (either 24- or 32-bit color). For more information about setting options for your monitor, refer to Windows Help.

To turn on True Color mode:

1 If you are currently sharing an application, stop your sharing session.

2 On the **Meeting** menu, choose **Meeting Options**.

The Meeting Options dialog box appears.

3 Select the **True Color Mode** tab.

4 Select **Enable True Color mode**.

5 Select one of the following options:

- **Better imaging**
- **Better performance**

6 Select **OK** or **Apply**.

Sharing applications with detailed color (Mac)

For Mac users only

Before sharing an application or your desktop, you can choose one of the following display modes:

- **Better performance**: The default mode. Lets you display your content faster than you do using the better image quality mode.
- **Better image quality**: Lets you display your content with better image quality. In this mode, your shared content may take longer time to display than in the better performance mode.

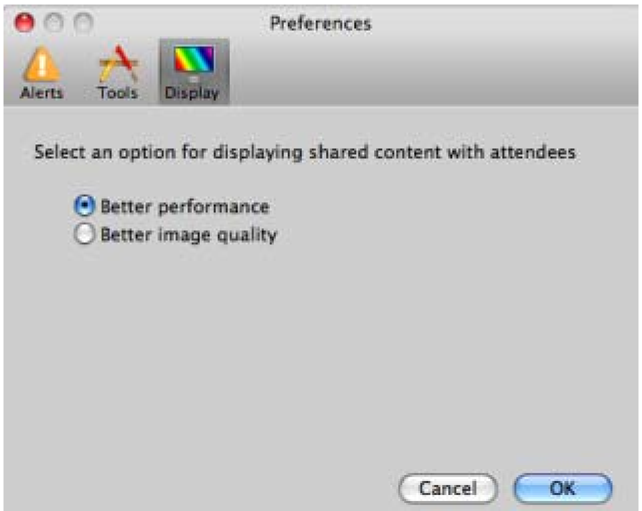
Note: Changing the display mode does not affect presentation or document sharing.

To choose a display mode for your shared desktop or applications:

1. In the Meeting window, on the **Meeting Center** menu, choose **Preferences**.

   The Preferences dialog box appears.

2. Select **Display**.



The display mode options appear.

3. Select **Better performance** or **Better image quality**, as appropriate.

Tips for sharing software

The following tips can help you to share software more effectively:

- *Application sharing only:* To save time during a meeting, ensure that any applications you intend to share are open on your computer. At the appropriate time during the meeting, you can then quickly begin sharing an application, without waiting for the application to start.
- If participants cannot see all of the shared software without scrolling their sharing windows, they can adjust their views of the shared software. They can reduce the size of the shared software in decrements, or scale it to fit inside their sharing windows.
- To improve the performance of software sharing, close all applications that you do not need to use or share on your computer. Doing so conserves processor usage and memory on your computer, thus helping to ensure that Meeting Manager can send images of shared software quickly during a meeting. Also, to ensure that a maximum amount of bandwidth is available for software sharing, close any applications that use bandwidth, such as instant messaging or chat programs, and programs that receive streaming audio or video from the Web.
- If you are sharing an application for which the rendering of color on participants' screen is important, you can improve color quality by turning on True Color mode.
- *Application and Web browser sharing only:* Avoid covering a shared application or Web browser with another window on your computer's desktop. A crosshatched pattern appears in participant sharing windows where the other window is covering the shared application or browser.
- *Application and Web browser sharing only:* If you want to switch your display between shared software and the Meeting window, you can pause software sharing before you return to the Meeting window, and then resume sharing once you return to the shared application. Pausing software sharing conserves processor usage and memory on your computer while you view the Meeting window.
- *Application and Web browser sharing only:* If you have more than one monitor, when you share an application or web browser, the participants can see it on whichever monitor you are displaying it. If you move the application or Web browser to another monitor, it is still visible to the participants. If you are sharing more than one application, the participants will see the best view if you make sure the applications are displaying on the same monitor.
- Because software sharing requires additional bandwidth during a meeting, it is recommended that you use a dedicated, high-speed Internet connection when sharing software. However, if participants are using dial-up Internet connections,

they may notice a delay in viewing or controlling shared software. If you want to share a document, such as a Microsoft Word or Excel document, you can improve the meeting experience for these participants by using document sharing instead of application sharing.

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Using Chat

Chat is useful during a meeting if you want to:

- Send brief information to all participants
- Send a private message to another participant
- Ask a question but do not want to use the Q & A option, which provides a formal procedure for asking and answering questions

All chat messages that you send or receive appear on the Chat panel in the meeting window.

The Chat function allows you to perform these tasks:

- Send chat messages
- Assign sounds to incoming messages
- Print chat messages
- Save chat messages
- Open a chat file during a meeting

Sending chat messages

During a meeting, the presenter can specify chat privileges for participants. These privileges determine to whom participants can send chat messages.

To send a chat message:

1. Open the Chat panel.
2. In the **Send to** drop-down list, select the recipient of the message.
3. Enter your message in the chat text box.

4 Depending on the operating system you use, follow this step:

- Windows: Click **Send**.
- Mac: Select **enter** on your keyboard.

Note: If you join a meeting in progress, you can see only the chat messages that participants send after you join the meeting

Assigning sounds to incoming chat messages

You can choose to play a sound for one of these occasions:

- If you are not viewing the Chat panel
- For only the first chat message that you receive in a thread
- Whenever you receive a chat message

To assign sounds to incoming chat messages:

1 Open the Preferences dialog box by performing these steps:

- Windows: On the **Edit** menu, choose **Preferences**.
- Mac: On the **Meeting Center** menu, choose **Preferences**.

2 Depending on your operating system, follow one of these steps:

- Windows: Click the **Chat** tab.
- Mac: Select the **Alerts** button.

3 Select the check box for each action for which you want to play a sound.

4 Select a sound from the appropriate drop-down list.

By default, the drop-down list contains the names of all sound files that reside at the default location on your computer.

5 To select a sound that does not appear in the drop-down list, follow these steps:

- Windows: Click **Browse**, and then select a sound file that resides in another folder.
- Mac: Select **Others** in the drop-down list.

6 Windows only. To play the currently selected sound, click the button .

7 Click **OK**.

Note:

- Meeting Center saves your sound preferences on your computer. However, if you start or join a meeting on another computer, you need to set your preferences again on that computer.
- If you are using Windows, sound files must have a **.wav** extension.
- In most cases, the default location for sound files is `C:\WINDOWS\Media`. You can copy other sound files to the default folder or any other directory to make them available in the Preferences dialog box.

Printing chat messages

You can print all the chat messages that appear on the Chat panel.

To print chat messages:

1. In the Meeting window, on the **File** menu, choose **Print** > **Chat**.

   A print dialog box appears.

2. Optional. Specify printer options.
3. Print.

Saving chat messages

You can save chat messages that appear on the Chat panel to a .txt file. You can then reopen the file for use in any meeting or view the file's content outside a meeting by opening the file in a text editor.

Once you save chat messages to a file, you can save changes to the messages or save a copy of them to another file.

- Save chat messages for the first time in a meeting.
- Save change to a chat file
- Create a copy of a chat file

Saving chat messages to a new file

You can save chat messages you have sent or received to a new chat file.

To save chat messages to a new file:

1. In the Meeting window, on the **File** menu, choose **Save > Chat**.

   The **Save Chat As** dialog box appears.

2. Choose a location at which you want to save the file.

3 Type a name for the file.

4 Click **Save**.

Meeting Manager saves the chat messages in a **.txt** file at the location you selected.

Saving changes to a chat file

If you make changes to the messages on your Chat panel, you can save them to an existing chat file.

To save changes to a chat file:

1. In the Meeting window, on the **File** menu, choose **Save** > **Chat**.
2. Meeting Manager saves the changes to the existing chat file.

Creating a copy of previously saved chat messages

If you have saved chat messages and want to create another copy of the messages, you can do so by saving the chat messages to a chat file with a different name.

To create a copy of chat messages that have been previously saved:

1. In the Meeting window, on the **File** menu, choose **Save As** > **Chat**.

   The **Save Chat As** dialog box appears.
2. Do either or both of the following:
   - Type a new name for the file.
   - Choose a new location at which you want to save the file.
3. Click **Save**.

Meeting Manager saves the file at the location you chose. The file name has a .txt extension.

Opening a chat file during a meeting

If you saved chat messages to a .txt file, you can display those chat messages on your Chat panel by opening the file.

To open a chat file in a meeting:

1. In the Meeting window, on the **File** menu, choose **Open** > **Chat**.

The Open Chat dialog box appears.

2 Select the chat file that you want to open.

3 Click **Open**.

The chat messages appear on the Chat panel.

If there are already chat messages in your chat viewer, Meeting Manager appends the messages from the chat file to the existing messages.

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Polling Attendees

During a meeting, you can poll attendees by presenting them with a questionnaire. Conducting a poll can be useful for gathering feedback from attendees, allowing attendees to vote on a proposal, testing attendees' knowledge of a topic, and so on.

During the meeting, the presenter is responsible for:

- Preparing a poll questionnaire
- Conducting a poll during the meeting

After closing a poll, the presenter can:

- View poll results
- Share poll results with attendees
- Save poll results for viewing outside a meeting

Preparing a poll questionnaire

When preparing a poll questionnaire, you can:

- Create a questionnaire
- Edit a questionnaire
- Set a timer for polling

Creating a poll questionnaire

Presenter only

To conduct a poll, you must first create a poll questionnaire. You create a questionnaire in a meeting. To save time during a meeting, you can start the meeting earlier than the scheduled time, create a questionnaire on the Polling panel, save it, and then open it during the actual meeting.

To create a questionnaire (for Windows):

1. Open the Polling panel in a meeting.
2. In the **Question** section, select one of these question types:
   - To create a multiple-answer question, select **Multiple choice**, and then select **Multiple Answers** in the drop-down list.
   - To create a single-answer question, select **Multiple choice**, and then select **Single Answer** in the drop-down list.
   - To create a text question, select **Short answer**.
3. Click **New**.
4. Type a question in the box that appears.
5. In the **Answer** section, click **Add**.
6. Type an answer in the box that appears.
7. To type another answer, click **Add** once you finish typing an answer.

   The question and answers appear in the Poll Questions area.
8. To add questions, repeat steps 2 to 7.

This figure shows an example of a poll questionnaire.

To create a questionnaire (for the Mac):

1 Open the Polling panel in the event.

2 Add a question by clicking this button and then typing the question.

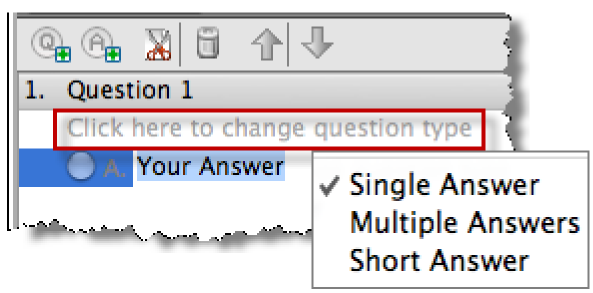
3 Add an answer by clicking this button and then typing the answer.

4 To add more answers, repeat step 3.

5 To add more questions, repeat step 2.

6 To change the question type for a question, click the text "Click here to change question type" that appears under the specific question and then do one of the following:

- To create a multiple-answer question, select **Multiple Answers**.
- To create a single-answer question, select **Single Answer**.
- To create a question that requires a text answer, select **Short Answer**.



Editing a questionnaire

You can change the type of a question and edit, rearrange, or delete the questions and answers.

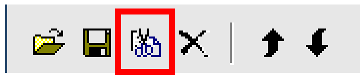
To change the type of a question:

1 Select the question by clicking it, and then select the new type of question in the Question section.

2 Click **Change Type**.

To edit any question or answer that you entered:

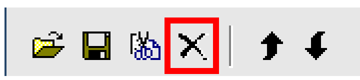
1 Select the question or answer by clicking it, and then click the **Edit** icon.



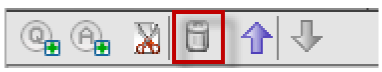
2 Make your changes.

To delete a question or an answer:

Select the question or answer by clicking it, and then click the **Delete** icon.



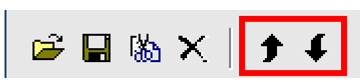
Windows



Mac

To rearrange questions or answers:

Select the question or answer by clicking it, and then click the **Move Up** or **Move Down** icon, as appropriate.



To delete an entire questionnaire:

Click **Clear All**.

If you have not saved the questionnaire, a message box appears, asking whether you want to save it or not.

Displaying a timer during polling

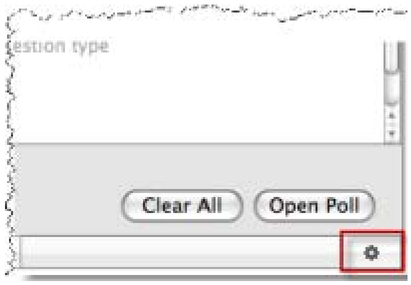
You can specify that a timer displays for attendees and yourself when a poll is in progress.

To display a timer:

1 Open the Polling Options dialog box.

- If you use Windows, click **Options** at the bottom of your Polling panel.

- If you use the Mac, click this button on the lower-right portion of the Polling panel.



2 In the dialog box that appears, select **Display**, and then type the length of time in the **Alarm:** box.

3 Click **OK**.

Opening a poll

After you finish preparing a poll questionnaire, you can open the poll.

If you prepared your questionnaire in advance and saved it, you must first display it on the Polling panel.

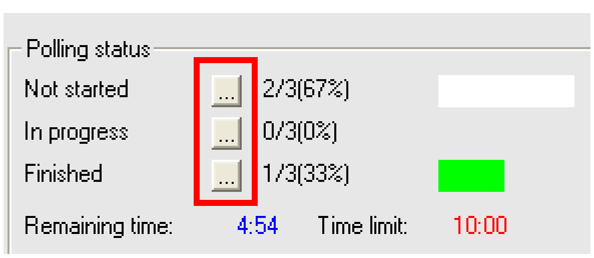
To open a poll:

1 Display your poll questionnaire on the Polling panel, if you have not done so.

2 Click **Open Poll**.

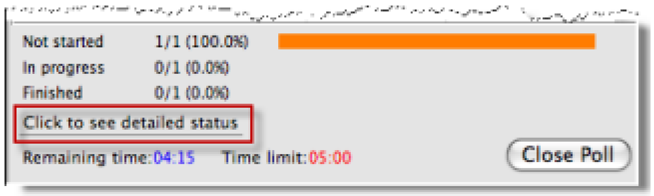
The questionnaire appears on attendees' Polling panels. Attendees can now answer the poll.

As attendees answer the questions, you can watch the polling status on your Polling panel.



Windows:

To view each attendee's polling status, click one of these three buttons.



Mac:

To view each attendee's polling status, select the text "Click to see detailed status."

3 Click **Close Poll** when the time is up.

If you specify a timer and the poll times out, the poll automatically closes.

Attendees can no longer answer questions.

Once you close a poll, you can view the poll results and optionally share them with attendees.

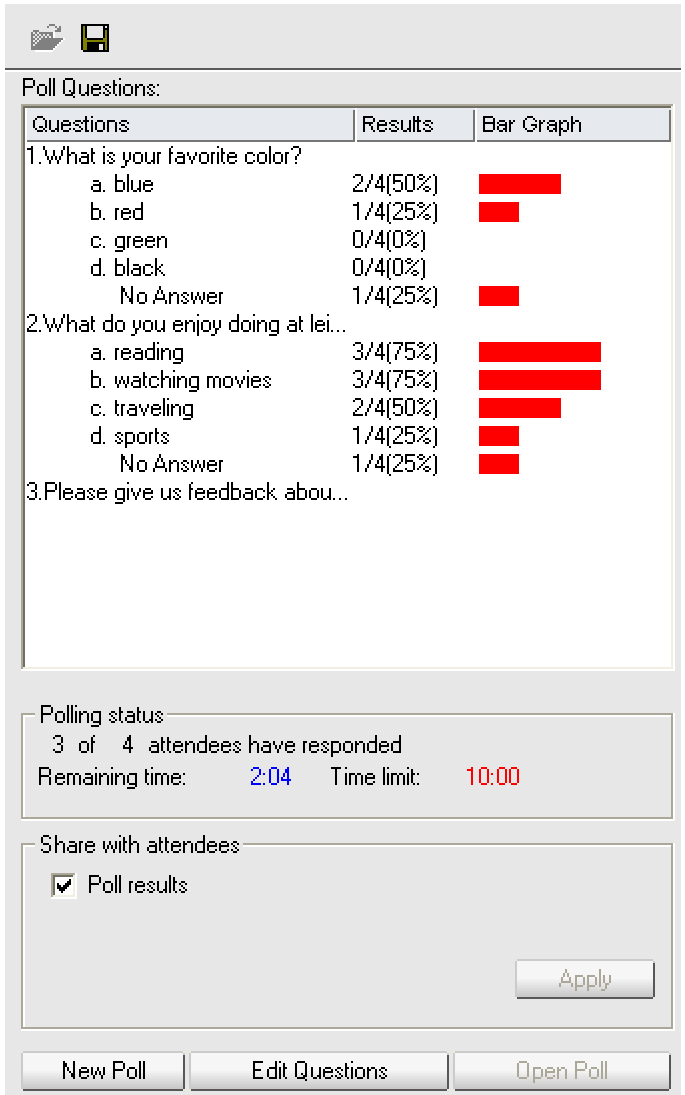
Viewing and sharing poll results

After closing a poll, you can:

- View the complete results of the poll.
- Share group results with attendees.
- The poll results you can share during a meeting are anonymous. However, Meeting Center records responses from each attendee, in addition to group results, and allows you to save those individual and group results.

Viewing poll results

Meeting Center bases the percentage for each answer on the total number of attendees in the meeting, *not* the total number of attendees who submitted answers in the poll.



The **Results** column indicates the percentage of attendees who chose each answer. The **Bar Graph** column provides a graphic representation of each percentage in the **Results** column.

Sharing poll results with attendees

After you close a poll, you can share the poll results with attendees.

The poll results you can share during a meeting are anonymous. However, Meeting Center records responses from each attendee, in addition to group results, and allows you to save those individual and group results.

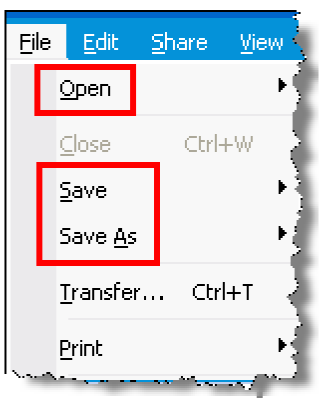
To share the results of a poll:

In the **Share with attendees** section on your Polling panel, select **Poll results**, and then click **Apply**.

The results of the poll appear in the attendees' Polling panels, just as they do on your Polling panel.

Saving and opening poll questionnaires and results

Task description



If you have prepared a poll questionnaire, you can:

- Save the questionnaire
- Open the saved questionnaire for use in any meeting

After you close a poll, you can:

- Save group results to a .txt file
- Save responses from individual attendees to a .txt file

Saving a poll questionnaire in a meeting

After you create a poll questionnaire in a meeting, you can save it as a .atp file. You can open the file for use in any meeting.

To save a poll questionnaire:

1. On the **File** menu, choose **Save** > **Poll Questions**.

   The Save Poll Questions As dialog box appears.

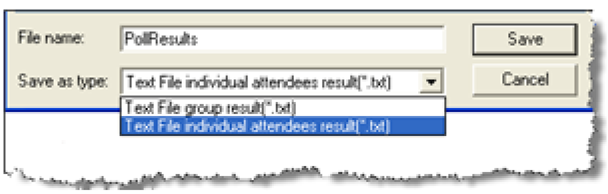
2. Choose a location at which to save the file.
3. Type a name for the file.
4. Click **Save**.

   Meeting Manager saves the poll questionnaire to a file at the location you specified. Poll questionnaire file names have an .atp extension.

Saving results of a poll

After closing a poll, you can save the responses in one of these ways:

- **Text File group result—**Saves the percentage of attendees who chose each answer in a .txt file.
- **Text File individual attendees result—**Saves the responses from each attendee, in addition to the group results, in a .txt file.



When you are saving poll results, you can select a format in which you want to save the results.

To save results of a poll:

1. Close the poll if you have not done so.
2. On the **File** menu, choose **Save** > **Poll Results**.

   The Save Poll Results As dialog box appears.
3. Select a location at which to save the file.
4. In the "File name" drop-down list, enter a name for the file.
5. In the "Save as type" drop-down list, select the format in which you want to save the results.
6. Click **Save**.

You can now view poll results by opening the file.

Opening a poll questionnaire file

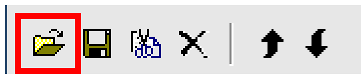
If you saved a poll questionnaire to a file, you can display the questionnaire on your Polling panel by opening the file.

> **Note:** You can open a poll questionnaire file only during a meeting.

To open a poll questionnaire file:

1. Use one of these methods to browse to the file:

- On the **File** menu, choose **Open** > **Poll Questions**.
- Click the **Open** icon on your Polling panel.



Windows

Mac

The Open Poll Questions dialog box appears.

2 Select the poll questionnaire file that you want to open.

A poll questionnaire file has a .atp extension.

3 Click **Open**.

The poll questionnaire appears on your Polling panel. You can now open the poll to the attendees.

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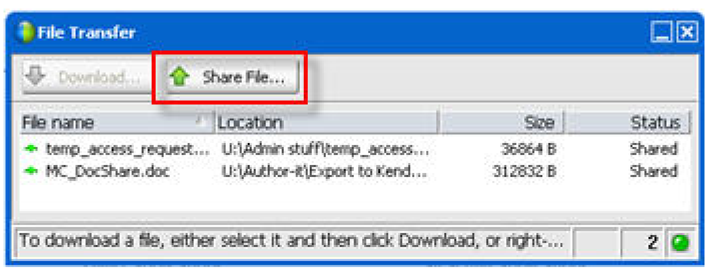
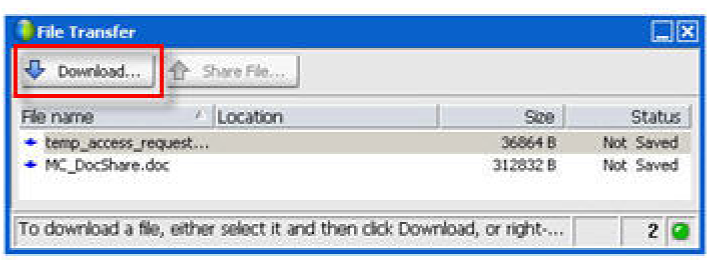
Transferring and Downloading Files During a Meeting

During a meeting, you can publish files that reside on your computer. Meeting attendees can then download the published files to their computers or local servers. Publishing files is useful if you want to provide attendees with a document, a copy of your presentation, an application, and so on.

Files that you publish reside only on your computer - not on a server. Thus, your published files are always protected from unauthorized access during a meeting.



Hosts can publish files.



Attendees can download published files.

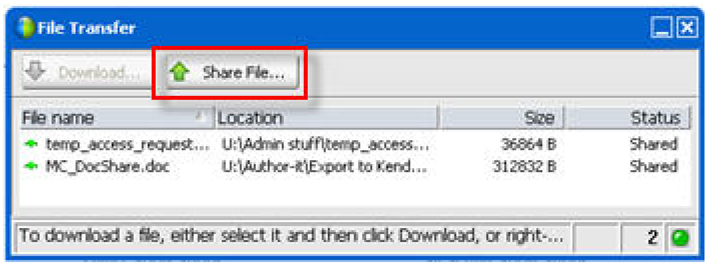
Publishing files during a Meeting

During a meeting, you can publish files that reside on your computer, and meeting attendees can download the files to their computers or local servers.

To publish files during a meeting:

1. In the Meeting window, on the **File** menu, choose **Transfer**.

   The File Transfer window appears.

2. Click **Share File**.

   The Open dialog box appears.

3. Select the file that you want to publish.
4. Click **Open**.

   The file appears in the File Transfer window.

   The file is also now available in each attendee's File Transfer window.

5. Optional. Publish additional files that you want attendees to download.

> **Note:** The number of attendees that have the File Transfer window open, including you, appears in the lower-right corner of the File Transfer window.

To stop publishing files during a meeting:

In the title bar of the File Transfer window, click the **Close** button.

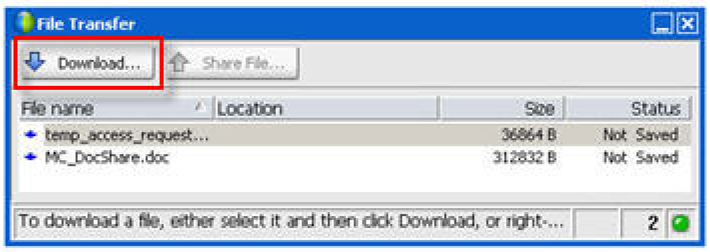
Meeting Manager closes the File Transfer window in each attendee's Meeting window.

Downloading Files During a Meeting

If a presenter publishes files during a meeting, the File Transfer dialog box automatically appears in your Meeting window. You can then download the published files to your computer or a local server.

To download files during a meeting:

1 In the File Transfer window, select the file that you want to download.



2 Click **Download.**

The Save As dialog box appears.

3 Choose a location at which to save the file.

4 Click **Save**.

The file downloads to your selected location.

5 If applicable, download additional files.

6 Once you finish downloading files, in the title bar of the File Transfer window, click the **Close** button.

Note: To reopen the File Transfer window at any time, from the **File** menu, choose **Transfer**. This option is available only if the presenter is currently publishing files.

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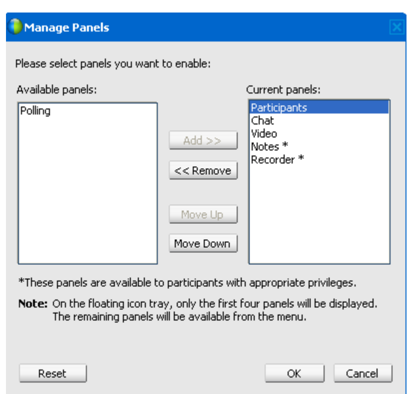
Managing and Taking Notes

When scheduling a meeting, the host can specify the default note-taking options that take effect once the meeting starts. During a meeting, the presenter can change the default note-taking options at any time.

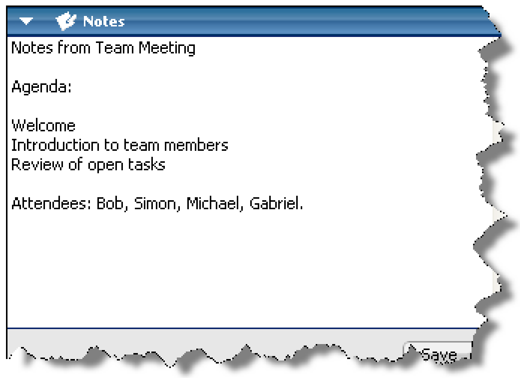
You can choose how to handle meeting notes:

- All participants with access can take private notes.
- Only one participant takes notes or meeting minutes.
- Only one participant takes notes for closed captions.

Note: The notes feature is not available on the Mac.

<table>
<tr><th>Role</th><th></th><th>Task description:</th></tr>
<tr><td>Host</td><td>


</td><td>If the Notes panel is closed, click Manage Panels and then select Notes from the list and click Add.
Set up options for taking notes in a meeting
Choose one person to take notes
Select a participant as closed captionist</td></tr>
</table>

Role		Task description:
Note taker		The host can select one person to take notes or allow all participants to take notes ▪ Get an overview of taking notes ▪ Take personal notes during a meeting ▪ Saving notes to a file Provide closed captions for a meeting

Specifying note-taking options for a meeting

During a meeting, you can turn the notes option on or off and specify *one* of these options:

- All participants with access to notes can take private notes.
- Only one participant can take notes.
- Only one participant takes notes for closed captions.

To specify note-taking options for Windows:

1. In the Meeting window, on the **Meeting** menu, choose **Options**.

   The Meeting Options dialog box appears, with the **General** tab selected by default.

2. Select the note-taking option you want and click **OK**.
   - To turn the notes option on or off, check or uncheck the **Notes** check box.
   - To turn the closed captions option on or off, select or clear the **Enable Closed Captioning** check box.

To specify note-taking options for the Mac:

1. On the **Meeting Center** menu, select **Preferences**.
2. Select **Tools**.
3. Select the note-taking option you want and click **OK**.
   - To turn the notes option on or off, check or uncheck the **Notes** check box.

- To turn the closed captions option on or off, check or uncheck the **Enable Closed Captioning** check box.

Note:

- Once you change the notes option, any published notes or closed captions are removed from each participant's **Notes** or Closed Caption panel. Be sure to ask participants to save notes or closed captions before you change the notes option.
- When scheduling a meeting, the meeting host can specify the default note-taking options, which take effect once the meeting starts.

Choosing a note taker

If the **single note taker** or closed captions option is set for a meeting, you can designate any participant or closed captionist to be the note taker. When scheduling a meeting, you can set the notes option, or a presenter can set the notes option during a meeting.

To designate a note taker for Windows:

1. On the **Participants** panel, select the participant you want to designate as note taker.
2. Right-click and then select **Change Role To > Note Taker**.

   A pencil indicator appears to the right of the participant's name in the participant list.

To designate a note taker for the Mac:

1. On the **Participants** panel, select the participant you want to designate as note taker.
2. Select **ctrl** and then click; then select **Change Role To** > **Note Taker**.

   A pencil indicator appears to the right of the participant's name in the participant list.

Note:

- If you select another note taker or closed captionist, any notes or closed captions that the previous note taker or closed captionist published remain on each participant's **Notes** or Closed Caption panel. However, the new note taker or closed captionist cannot edit the existing notes or closed captions.

To designate a closed captionist:

1 In the meeting window, in the participant list, select the participant you want to designate as a closed captionist.

2 On the Participants panel, do one of the following:

- Windows: Right-click and select **Change Role To** > **Closed Captionist**.
- Mac: Select **ctrl** and then click. Then select **Change Role To** > **Closed Captionist**.

A closed caption indicator appears next to the participant's name in the participant list.

Enabling closed captions

You can easily select the option for closed captions and appoint a participant to transcribe the closed captions.

To specify the closed caption option:

1 Depending on the operating system you are using, do one of the following:

- Windows: In the Meeting window, on the **Meeting** menu, choose **Options**.

  The Meeting Options dialog box appears, with the **General** tab selected by default.

- Mac: On the **Meeting Center** menu, select **Preferences**. Select **Tools**.

2 To turn the closed captioning option on or off, check or uncheck the **Enable Closed Captioning** check box.

To select another participant to transcribe, select the participant's name on the Participants panel; then right-click (Windows) or select ctrl and then click (Mac) and then select **Change Role To >Closed Captionist**.

About taking notes

During a meeting, one or more meeting participants with access to the notes feature can take notes on the **Notes** or **Closed Caption** panel in the Meeting window. Only one participant performs closed captioning.

If all participants are allowed to take notes, they cannot publish their notes to others during the meeting. However, participants can save their notes at any time during the meeting.

The meeting host can select the single note taker during the meeting. A single note taker can publish notes at any time during the meeting or send a meeting transcript containing the notes to all participants.

If needed, the host can also select a closed captionist. A closed captionist can publish captions in real-time during the meeting and can also send a transcript containing the captions to all participants.

Taking personal notes

If the meeting host or presenter has selected the option to allow participants to take personal notes, you can type your notes on the **Notes** panel in the Meeting window.

To take personal notes:

1. In the Meeting window, open the Notes panel.
2. Type your notes in the box.

Note: You can save your notes to a text file on your computer.

Taking public notes (meeting minutes)

If the meeting host has designated you as the single note taker for a meeting, you can type notes on the **Notes** panel in your Meeting window. Your notes are not visible to other meeting participants until you publish them. You can publish your notes at any time during the meeting, or you can send your notes in a meeting transcript to all participants.

To take public notes:

1. In the Meeting window,open the **Notes** panel.
2. Type your notes in the box.
3. Optional. To publish your notes, so they appear in each participant's **Notes** panel, click **Publish**.

Note: If the **Notes** panel is not selected on a participant's Meeting window once you publish notes, the participant is sees an alert.

Providing closed captions

If the meeting host has designated you as the closed captionist for a meeting, you can type captions on the Closed Captions panel in your Meeting window. To type captions, you can use either a standard keyboard, or a steno keyboard and machine translation software.

Your captions are visible to other meeting participants in real-time, one line at a time. You can also send your captions in a meeting transcript to all participants.

To transcribe closed captions:

1. Open the Closed Caption panel.
2. Type your captions in the box.
3. Once you type a line of captions, do either to publish your captions on each participant's Closed Caption panel:
   - Press the **Enter** key on your computer's keyboard.
   - Click **Publish** on the Closed Caption panel.

Note:

- If the **Closed Captions** panel is not selected on a participant's Meeting window once you publish a line of captions, the participant is alerted that captions are available.

Saving notes to a file

If you are taking personal or public notes (meeting minutes) or closed captions during a meeting you can save your notes or closed captions to a text file on your computer. You can also save any notes or closed captions that another note taker or closed captionist publishes on your **Notes** or Closed Caption panel.

Once you save new notes to a file, you can save changes to the notes or save a copy of the notes to another file.

To save new notes:

1. In the Meeting window, do *either*:
   - On the **Notes** or Closed Caption panel, click **Save**.
   - On the **File** menu, point to **Save**, and then choose **Notes**.

   The Save Notes As dialog box appears.
2. Choose a location at which to save the file.
3. Type a name for the file.
4. Click **Save**.

Meeting Manager saves the file at the location you chose. Its file name has a **.txt** extension.

To save changes to notes:

In the Meeting window, do *either*:

- On the **Notes** or Closed Caption panel, click **Save**.
- On the **File** menu, point to **Save**, and then choose **Notes**.

Meeting Manager saves the file at the location you chose. Its file name has a **.txt** extension.

To save a copy of notes to another file:

1. In the Meeting window, on the **File** menu, point to **Save As**, and then choose **Notes**.

   The Save Notes As dialog box appears.
2. Do *either* or *both*:
   - Type a new name for the file.
   - Choose a new location at which to save the file.

3 Click **Save**.

Meeting Manager saves the file at the location you chose. The file name is saved with a **.txt** extension.

Tip:

Alternatively, you can save all of the following <sassion_Type> information to files at once:

- Shared presentations or documents
- Chat messages
- Notes
- Poll questionnaire
- Poll results

To save all information at once, on the **File** menu, choose **Save All**. In this case, Meeting Manager uses the default file names for the files. Thus, if you have already saved a file using another name, Meeting Manager does not overwrite that file.

Sending a meeting transcript to participants

You can send a transcript of a meeting to all participants at any time during the meeting. The transcript is an email message that contains general information, such as:

- Meeting topic
- Meeting number
- Meeting starting and ending times
- URL for the Meeting Information page for the meeting on your meeting service Web site
- List of participants who joined the meeting (audio-only participants are not listed)
- Meeting agenda
- Any public notes that you took during the meeting

Optionally, you can attach any of these files to the transcript, if you saved them during the meeting:

- Shared documents
- Chat
- Public notes that you took or that the note taker published during the meeting
- Poll questionnaire
- Poll results

To send a meeting transcript to participants:

1. In the Meeting window, on the **File** menu, choose **Send Transcript**.

   If you have saved any files during the meeting, the Send Transcript dialog box appears, allowing you to attach the files to the transcript email message.

   If you have not saved any files during the meeting, a transcript email message opens.

2. If the Send Transcript dialog box appears, select the check box for each file that you want to attach to the transcript, and then click **OK**.

   The transcript email message opens.

3. Review the email message and make any changes that you want.

4. Send the email message.

Note:

- The transcript is sent to all participants who provided their email addresses when joining the meeting, whether or not they are still attending the meeting when you send the transcript. Audio-only participants will not be listed in the transcript.
- For security purposes, a participant who receives a transcript email message cannot see the email addresses for the other participants.
- The transcript contains notes only if you are the meeting host, the public note taker, or the closed captionist, and you have saved the notes to a file. If all participants can take private notes, the transcript email message does not include your private notes, and the option to attach your notes in a file is not available.
- If you saved notes or closed captions to a file, the transcript email message and the attached notes file contain the latest version of notes that you saved.
- If you are the meeting host and end the meeting-and you have not sent a transcript-a message appears, asking you if you want to send a transcript.

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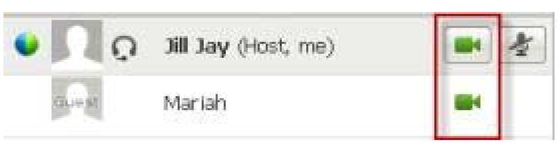
Sending and Receiving Video

When you send video, your video is seen by all participants.

If a video camera is attached to your computer, you can broadcast live video to participants. Live video lets other participants see you, or whatever you focus your webcam on. To see video, participants do not need to have a webcam installed on their computers.

To start or stop sending video, simply select the video icon beside your name.



After you select the icon, it changes to green to indicate that you are sending video.

After you start sending video, you can perform the following tasks depending on your role.

Role		Tasks
Host *Windows*		What you can do: ▪ Stop or start sending video at will. ▪ Set the *main display.* ▪ View video in *full-screen mode* ▪ *List participants or show thumbnails.* ▪ Set *webcam options*
Participant *Mac*		What you can do: ▪ Start or stop sending video at will ▪ View video in *theatre mode* ▪ *List participants or show thumbnails* ▪ Set *webcam options*

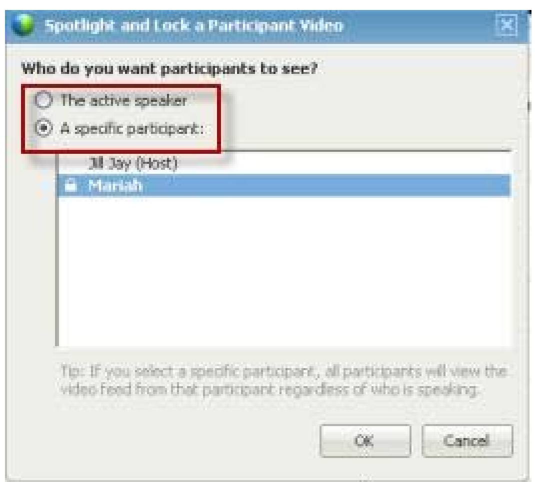
Setting the main display

If you are the host, you can decide which participant video to show in the main display.

To set the video for the main display:

1 Select the name tag on the main display.

2 In the dialog box that appears you can select one of the following:



- **The active speaker.** This is the default. The display focuses on the current speaker and changes as the speaker changes.
- **A specific participant.** The display focuses on only the specific participant that you select.

Switching to and from full-screen mode

Full-screen mode displays your video across the entire desktop space and is great to use when you want to see a larger view.

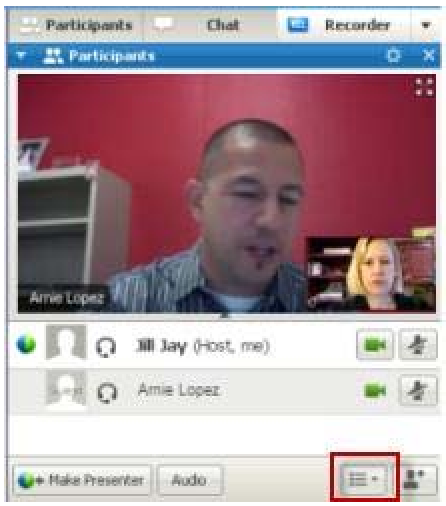
The active speaker (or a specific participant) is shown in the main display with all other participant videos arranged in a row beneath.

To switch to and from full-screen mode, do one of the following:

- Double click the main display
- Select the full-screen mode icon in the upper right corner of the display

Display a list or thumbnail view of participants

Select the participant icon to switch between the participant list or thumbnail views.



Participant list view

Participant thumbnail view

Setting webcam options

If you have a working webcam, you can set options that are available for that webcam directly from your meeting.

To set webcam options:

Windows:

At the top right of the main display select the options icon.

Mac:

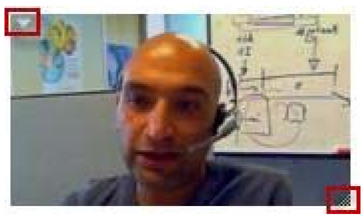
At the bottom right of window, select the options icon.

Although you can set options for contrast, sharpness, brightness and other general settings, options can vary depending on your web camera.

Managing video during sharing

When you are sharing information or someone else is sharing information with you, the main video display appears in the upper right corner of your desktop. You can minimize or enlarge this display at will, or move it to any other part of the desktop.

To minimize or adjust the size and position of the main display:



- **Minimize:** Select the arrow icon in the upper left corner.
- **Resize:** Select the bottom right corner and drag the edge.
- **Reposition:** Select and drag the display to another location on the desktop.

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Using My WebEx

About My WebEx

My WebEx is an area on your WebEx service Web site in which you can access your user account and personal productivity features. The following features are available, depending on the configuration of your site and user account:

- **Personal list of meetings:** Provides a list of all the online meetings that you are hosting and attending. You can view the meetings by day, week, or month, or you can view all meetings.
- **Productivity Tools Setup:** Optional feature. Lets you set up options for instant or scheduled meetings that you can start from applications on your desktop. If you install WebEx Productivity Tools, you can start or join meetings, sales meetings, training sessions, and support sessions instantly from One-Click or from other applications on your desktop, such as Microsoft Office, Web browsers, Microsoft Outlook, IBM Lotus Notes, and instant messengers. You can also schedule meetings, sales meetings, events, and training sessions using Microsoft Outlook or IBM Lotus Notes without going to your WebEx service site.
- **Personal Meeting Room:** Optional feature. A page on your WebEx service Web site on which visitors can view a list of meetings that you are hosting and join a meeting in progress. Visitors can also access and download files that you share.
- **File storage:** Lets you store files in personal folders on your WebEx service Web site, where you can access them on any computer that has access to the Internet. Also lets you make specific files available on your Personal Meeting Room page, so visitors to your page can access them.

MC_About My WebEx2

- **Address book:** Lets you keep information about your personal contacts on your WebEx service Web site. Using your address book, you can quickly access contacts when inviting them to a meeting.
- **User profile:** Lets you maintain your account information, such as your username, password, and contact information. Also lets you specify another user who can schedule meetings on your behalf, set options for your Personal Meeting Room page, and manage scheduling templates.
- **Web site preferences:** Lets you specify the home page for your WebEx service Web site—that is, the page that appears first whenever you access your site. If your site provides multiple languages, you can also choose a language and locale in which to display text on your site.
- **Usage reports:** Optional feature. Lets you obtain information about meetings that you hosted. If you use the Access Anywhere option, you can also obtain information about computers that you access remotely.

Obtaining a user account

Once you obtain a user account, you can use My WebEx features and host s on the Web.

You can obtain a user account in one of two ways:

- The site administrator for your WebEx service Web site can create a user account for you. In this case, you need not sign up for an account on your site, and you can begin hosting s immediately.
- If your site administrator has made the self-registration feature available, you can sign up for an account on your WebEx service Web site at any time.

To obtain a user account using the self-registration feature:

1. Go to your WebEx service Web site.
2. On the navigation bar, click **Set Up > New Account**.

   The Sign Up page appears.
3. Provide the required information.
4. Click **Sign Up Now**.

   You receive an email message, confirming that you have signed up for a user account.

Once your site administrator approves your new user account, you receive another email message containing your username and password.

Note: Once you obtain a user account, you can edit your user profile to change your password and provide additional personal information.

Logging in to and out of the WebEx service site

To manage your online s maintain your user account, you must log in to your WebEx service Web site.

To log in to your WebEx service site:

1. Go to your WebEx service Web site.
2. In the upper-right corner of the page, click **Log In**.

   The Log In page appears.
3. Enter your username and password.

   Passwords are case-sensitive, so you must type your password exactly as you specified it in your user profile.
4. Click **Log In**.

Tip: If you have forgotten your username or password, click **Forgot your password**. Provide your email address, type verification characters, and then click **Submit**. You will receive an email message containing your username and password.

To log out from your WebEx service site:

In the upper-right corner of the page, click **Log Out**.

Using your list of meetings

About your list of meetings

On your WebEx service Web site, your My Meetings page in My WebEx includes:

- A list of all the online meetings that you have scheduled, including both listed and unlisted meetings.
- A list of meetings on your site to which you are invited.
- An option to start a One-Click meeting (not available for Event Center).

Tip: You can specify that your My WebEx meetings page is the home page that appears once you log in to your WebEx service Web site.

Opening your meetings list

You can open your personal list of scheduled meetings on your WebEx service Web site to:

- Start a meeting
- Modify a meeting
- Cancel a meeting

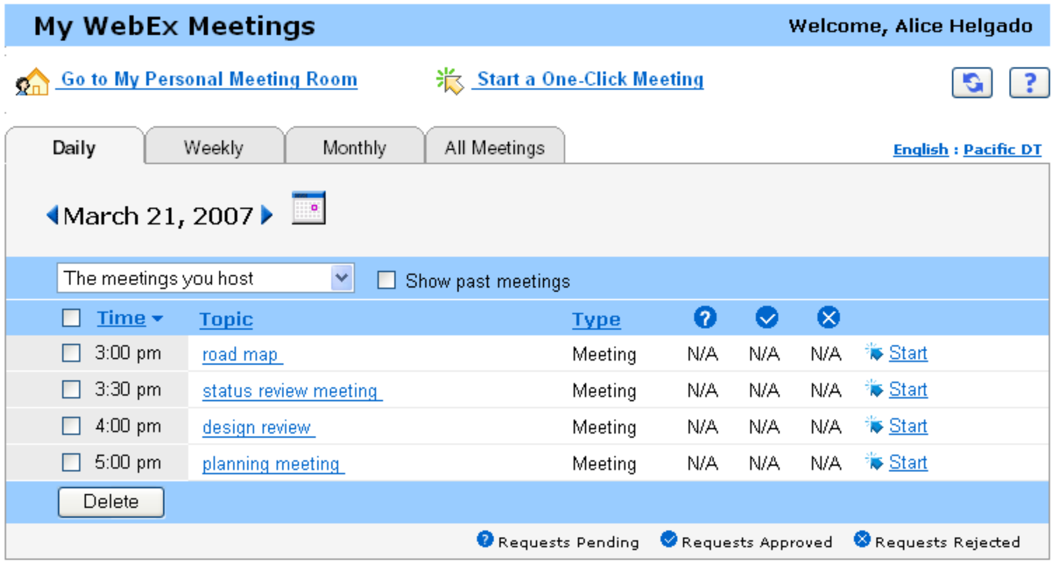
You can open your personal list of meetings to which you are invited:

- Obtain information about a meeting
- Join a meeting in progress

To open your meetings list:

1. Log in to your WebEx service Web site, and then click **My WebEx**.

   The My Meetings page appears, showing your list of scheduled meetings.



2 Click *one* of the tabs to navigate to different views of the My Meetings page:

You can choose **Daily, Weekly, Monthly, or All Meetings**.

3 Optional. Do *either* of the following:

- To view the list of meetings to which you are invited, select **The meetings you are invited to** from the list.
- To include s in the view that have already occurred, turn on **Show past meetings**.

4 (Optional) Select options to control the view:

- To view the list of meetings to which you are invited, select **The meetings you are invited to** from the list.
- To include meetings in the view that have already occurred, turn on **Show past meetings**.

Tip: You can specify that your My WebEx Meetings page is the home page that appears once you log in to your WebEx service Web site.

Maintaining your scheduled meetings list

Once you schedule a meeting, it appears in your meetings list on your My Meetings page.

An online meeting remains on your My Meetings page until you delete it. When scheduling a meeting, you can choose to automatically delete the meeting from your list of meetings once both of these conditions occur:

- You start and end the meeting.
- The scheduled time for the meeting has passed.

However, if you required registration for a scheduled meeting, the meeting remains in your list until you remove it. That way, you can still view information about attendees who registered for the meeting at any time after you host the meeting.

To remove a meeting from your list of meetings on your My Meetings page, you must cancel the meeting by deleting it on this page.

About the My WebEx Meetings page

How to access this tab

On your WebEx service Web site, click the **My WebEx** tab.

What you can do here

Access these features:

- A link to your personal meeting room
- A list of meetings you are hosting or are invited to for the specified day, week, or month
- A list of all meetings you are hosting or are invited to
- A link to start a One-Click meeting

Options on this page

Use this option...	To...
Go To My Personal Meeting Room	Go to your Personal Meeting Room page. Your Personal Meeting Room page lists any meetings that you scheduled and any in-progress meetings that you are currently hosting. Users to whom you provide your personal URL can use this page to join any meeting that you are hosting. They can also download files in any folders that you share.

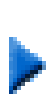
Use this option...	To...
Start a One-Click Meeting	Start a One-Click Meeting based on settings you have specified in **One-Click Setup**.
Daily	View a list all of the meetings for the specified day.
Weekly	View a list all of the meetings for the specified week.
Monthly	View a list all of the meetings for the specified month.
All Meetings	View a list all meetings, or search for meetings by date, host, topic, or words in the agenda.
Refresh 	Refresh the information in the meeting list.

About the My WebEx Meetings page - Daily tab

How to access this tab

On your WebEx service Web site, click **My WebEx** > **My Meetings** > **Daily** tab.

Options on this tab

Option	Description
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your WebEx service Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your WebEx service Web site.
Date	The date for the daily list of meetings. The default is the current date.
	Click the **Previous Day** icon to display a list of meetings for the previous day.
	Click the **Next Day** icon to display a list of meetings for the next day.

Option	Description
The meetings you host	Shows a list all of the online meetings or Personal Conference meetings that you are hosting.
The meetings you are invited to	Shows a list all of the meetings or Personal Conference meetings to which you have been invited.
Show past meetings	Select to include concluded meetings in the list of meetings.
	The **Ascending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in ascending order.
	The **Descending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in descending order.
Time	The starting time for each scheduled meeting. Click the box next to a meeting start time to select that meeting. Click the box next to the **Time** column heading to select or clear all meetings in the list.
Topic	The topic for a meeting that you are hosting. Click the topic name to get information about that meeting. If you are the alternate host for a Meeting, the topic appears in italics.
Type	Indicates the type of online meeting that you are hosting. Available meeting types depend on the configuration of your WebEx service Web site.
	Indicates that the live meeting is in process.

Status	The status of the meeting.
	▪ **Start:** You can start this meeting that you are hosting at any time by clicking the link.
	▪ **Join | End:** (for hosts) For a meeting in progress that you are hosting, you can join or end the meeting. Appears if you left a meeting, or you allowed participants to join the meeting before its starting time and participants have already joined the meeting.
	    ☐ **Join:** Lets you join the meeting in progress.
	    ☐ **End:** Ends the meeting.
	▪ **Join:** (for attendees) The meeting that you are invited to has started, and you can now join the meeting.
	▪ **Registration:** (for attendees) The meeting that you are invited to requires registration. To display a page on which you can register to attend the meeting, click the link. (Does not apply to sales meetings or support sessions.)

Delete	Cancels any meetingsthat are currently selected in the list. If you click this link, a message appears, allowing you to confirm

Option	Description
	that you want to cancel the meeting. Another message appears, allowing you to inform any invited attendees that you canceled the meeting. (Does not apply to support sessions.)

About the My WebEx Meetings page - Weekly tab

How to access this tab

On your WebEx service Web site, click **My WebEx** > **My Meetings** > **Weekly** tab.

Options on this tab

Option	Description
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your WebEx service Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your WebEx service Web site.
Week link	The beginning and ending date for the weekly list of meetings.
	Click the **Previous Week** icon to display a list of meetings for the previous week.
	Click the **Next Week** icon to display a list of meetings for the next week.
	Click the **Calendar** icon to open the Calendar window for the current month. Click on any date to open its schedule in the Daily view.
The meetings you host	Shows a list all of the online meetings or Personal Conference meetings that you are hosting.
The meetings you are invited to	Shows a list all of the meetings or Personal Conference meetings to which you have been invited.
Show past meetings	Select to include concluded meetings in the list of meetings.
Day link Friday	Opens the Daily view, which shows the scheduled meetings for the selected day.

Option	Description
	The **Ascending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in ascending order.
	The **Descending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in descending order.
	The **Expand** button appears next to a Day link. Click this button to expand and display the list of meetings for that day.
	The **Collapse** button appears next to a Day link. Click this button to collapse and hide the list of meetings for that day.
Time	The starting time for each scheduled meeting. Click the box next to a meeting start time to select that meeting. Click the box next to the **Time** column heading to select or clear all meetings in the list.
Topic	The topic for a meeting that you are hosting. Click the topic name to get information about that meeting. If you are the alternate host for a Meeting, the topic appears in italics.
Type	Indicates the type of online meeting that you are hosting. Available meeting types depend on the configuration of your WebEx service Web site.
	Indicates that the live meeting is in process.

Status	The status of the meeting.
	▪ **Start:** You can start this meeting that you are hosting at any time by clicking the link.
	▪ **Join | End:** (for hosts) For a meeting in progress that you are hosting, you can join or end the meeting. Appears if you left a meeting, or you allowed participants to join the meeting before its starting time and participants have already joined the meeting.
	    □ **Join:** Lets you join the meeting in progress.
	    □ **End:** Ends the meeting.
	▪ **Join:** (for attendees) The meeting that you are invited to has started, and you can now join the meeting.
	▪ **Registration:** (for attendees) The meeting that you are invited to requires registration. To display a page on which you can register to attend the meeting, click the link. (Does not apply to sales meetings or support sessions.)

Delete	Cancels any meetingsthat are currently selected in the list. If you click this link, a message appears, allowing you to confirm that you want to cancel the meeting. Another message appears, allowing you to inform any invited attendees that you

Option	Description
	canceled the meeting. (Does not apply to support sessions.)

About the My WebEx Meetings page - Monthly tab

How to access this tab

On your WebEx service Web site, click **My WebEx** > **My Meetings** > **Monthly** tab.

Options on this tab

Option	Description
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your WebEx service Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your WebEx service Web site.
Month	The month for the monthly calendar of meetings. The default is the current month.
	Click the **Previous Month** icon to display a list of meetings for the previous month.
	Click the **Next Month** icon to display a list of meetings for the next month.
	Click the **Calendar** icon to open the Calendar window for the current month. Click on any date to open its schedule in the Daily view.
Week Number link Week 10	Opens the Weekly view, which shows the scheduled meetings for each day of the selected week.
Day link 8	Opens the Daily view, which shows the scheduled meetings for the selected day.

Option	Description
The meetings you host	Shows a list all of the online meetings or Personal Conference meetings that you are hosting.
The meetings you are invited to	Shows a list all of the meetings or Personal Conference meetings to which you have been invited.
Show past meetings	Select to include concluded meetings in the list of meetings.
Topic	The topic for a meeting that you are hosting. Click the topic name to get information about that meeting. If you are the alternate host for a Meeting, the topic appears in italics.
	Indicates that the live meeting is in process.

About the My WebEx Meetings page - All Meetings tab

How to access this tab

On your WebEx service Web site, click **My WebEx** > **My Meetings** > **All Meetings** tab.

Options on this tab

Option	Description
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your WebEx service Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your WebEx service Web site.
Date	The date for the daily list of meetings. The default is the current date.
	Click the **Previous Day** icon to display a list of meetings for the previous day.
	Click the **Next Day** icon to display a list of meetings for the next day.
Search for meetings by date, host, topic, or words in the agenda	Allows you type or select a date range to search for meetings, or allows you to type text to search in host names, topics, or agendas. Click **Search** to start the search.

Option	Description
	Click the **Calendar** icon to open the Calendar window. Click on any date to select that date as part of your search criteria.
The meetings you host	Shows a list all of the online meetings or Personal Conference meetings that you are hosting.
The meetings you are invited to	Shows a list all of the meetings or Personal Conference meetings to which you have been invited.
Show past meetings	Select to include concluded meetings in the list of meetings.
	The **Ascending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in ascending order.
	The **Descending Sort** indicator appears next to a column heading, and the meetings are sorted by the column, in descending order.
Time	The starting time for each scheduled meeting. Click the box next to a meeting start time to select that meeting. Click the box next to the **Time** column heading to select or clear all meetings in the list.
Topic	The topic for a meeting that you are hosting. Click the topic name to get information about that meeting. If you are the alternate host for a Meeting, the topic appears in italics.
Type	Indicates the type of online meeting that you are hosting. Available meeting types depend on the configuration of your WebEx service Web site.
	Indicates that the live meeting is in process.

Status	The status of the meeting.
	▪ **Start:** You can start this meeting that you are hosting at any time by clicking the link.
	▪ **Join | End:** (for hosts) For a meeting in progress that you are hosting, you can join or end the meeting. Appears if you left a meeting, or you allowed participants to join the meeting before its starting time and participants have already joined the meeting.
	  □ **Join:** Lets you join the meeting in progress.
	  □ **End:** Ends the meeting.
	▪ **Join:** (for attendees) The meeting that you are invited to has started, and you can now join the meeting.
	▪ **Registration:** (for attendees) The meeting that you are invited to requires registration. To display a page on which you can register to attend the meeting, click the link. (Does not apply to sales meetings or support sessions.)

Option	Description
Delete	Cancels any meetingsthat are currently selected in the list. If you click this link, a message appears, allowing you to confirm that you want to cancel the meeting. Another message appears, allowing you to inform any invited attendees that you canceled the meeting. (Does not apply to support sessions.)

Maintaining Your Personal Meeting Room Page

About your Personal Meeting Room page

Your user account includes a Personal Meeting Room page on your WebEx service Web site. Users who visit your page can:

- View a list of online meetings that you are hosting, either scheduled or in progress.
- Join a meeting in progress.
- View your personal folders and upload or download files to or from your folders, depending on the settings you specify for your folders.

You can customize your Personal Meeting Room page by adding images and text to it.

To provide users with access to your Personal Meeting Room page, you must provide them with your Personal Meeting Room URL.

Tip: Add your Personal Meeting Room URL to your business cards, your email signature, and so on.

Viewing your Personal Meeting Room page

You can view your Personal Meeting Room page at any time, by going to the link for the page. The link for your Personal Meeting Room page is available on your:

- My WebEx Meetings page
- My WebEx Profile page

To view your Personal Meeting Room page:

1. Log in to your WebEx service Web site, and then click **My WebEx**.

   The My WebEx Meetings page appears.

2. Click the **Go to My Personal Meeting Room** link.

   Alternatively, in My WebEx, click **My Profile**, and then click the **Personal Meeting Room URL** link in the **Personal Meeting Room** section.

   Your Personal Meeting Room page appears. The following is an example of a Personal Meeting Room page.

Tip: Add your Personal Meeting Room URL to your business cards, your email signature, and so on.

Setting options for your Personal Meeting Room page

You can add the following to your Personal Meeting Room page:

- An image (for example, you can add a picture of yourself or your company's product).
- A custom banner image to the header area of your Personal Meeting Room page, if your user account has the “branding” option. For example, you can add your company's logo.
- A welcome message. For example, you can provide a greeting; instructions on joining an online session; information about yourself, your product, or your company.

At any time, you can replace or delete images and text that you add.

To add an image to your Personal Meeting Room page:

1. If you have not already done so, log in to your WebEx service Web site.
2. On the navigation bar at the top of the page, click **My WebEx**.

3 Click **My Profile**.

The My WebEx Profile page appears.

4 Under **Personal Meeting Room**, specify options for your page.

5 At the bottom of the My WebEx Profile page, click **Update**.

Sharing files on your Personal Meeting Room page

You can share folders on your My WebEx Files: Folders page so that they appear on the **Files** tab on your Personal Meeting Room page. For any folder that you share, you can specify whether users can download files from or upload files to the folder.

To share files on your Personal Meeting Room page:

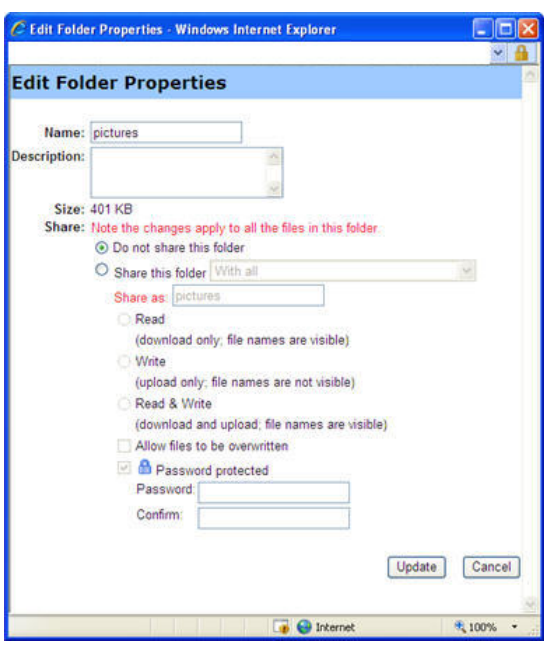
1 Open the My WebEx Files page.

2 Under **Name**, locate the folder in which you want to share files.

3 If the file or folder is in a closed folder, click the folder to open it.

4 Click the **Properties** icon for the folder in which you want to share files.

The Edit Folder Properties window appears.



5 Specify sharing options for the folder.

6 Click **Update**.

Maintaining files in your personal folders

About maintaining files in your folders

Your user account includes personal storage space for files on your WebEx service Web site.

In your personal storage space, you can:

- Create folders to organize your files.
- Edit information about any file or folder in your personal folders.
- Move or copy a file or folder to a different folder.
- Share a folder so it appears on your Personal Meeting Room page.

Tip:

- You can use this storage space to access important information when you are away from the office. For example, if you are on a business trip and want to share a file during an online session, you can download the file in your personal folders to a computer, and then share the file with attendees.
- If you share a folder, visitors to your Personal Meeting Room page can upload files to or download them from the folder. For example, you can use your personal folders to exchange documents that you share in your sessions, archive recorded meetings, and so on.

Opening your personal folders, documents, and files

To store files on your WebEx service Web site, or to access files that you stored, you must open your personal folders.

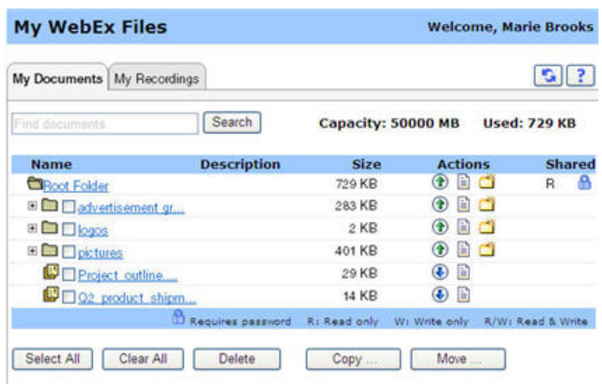
To open your personal folders:

1 Log in to your WebEx service Web site, and then click **My WebEx**.

2 Click **My Files**.

The My WebEx Files page appears, showing your personal folders and files. Depending on the settings for your WebEx Service Web site, you may see different categories of folders and files, and you can click on the heading links to see each category:

- **My Documents**
- **My Recordings**
- **My Event Recordings** (available only in Event Center)
- **My Training Recordings** (available only in Training Center)



Adding new folders to your personal folders

To organize your files on your WebEx service Web site, you can create folders in your personal storage space for files.

To create new folders:

1. Open the My Documents page.
2. Under **Action**, click the **Create Folder** button for the folder in which you want a new folder.

   The Create Folder window appears.
3. In the **Folder Name** box, type a name for the folder.
4. Optional. In the **Description** box, type a description to help you to identify the folder's contents.
5. Click **OK**.

Uploading files to your personal folders

To store files in your personal folders on your WebEx service Web site, you must upload them from your computer or a local server.

You can upload:

- Up to three files at once
- Any file that is less than 5076K

The amount of space available for storing files is determined by your site administrator. If you require more disk space, contact your site administrator.

To upload files to your personal folders:

1. Open the My Documents page.
2. Locate the folder in which you want to store the file.
3. Under **Action** for the folder, click the **Upload** button for the folder in which you want to store the file.

   The Upload File window appears.
4. Click **Browse**.

   The Choose File dialog box appears.
5. Select the file that you want to upload to your folder.
6. Click **Open**.

   The file appears in the **File name** box.
7. Optional. In the **Description** box, type a description to help you to identify the file.
8. Optional. Select up to two additional files to upload.
9. Click **Upload**.

   The files are uploaded to the folder that you selected.
10. Once you are finished uploading files, click **Finish**.

Moving or copying files or folders in your personal folders

You can move one or more files or folders to another folder on your WebEx service Web site.

To move or copy a file or folder:

1. Open the My Documents page.
2. Locate the file or folder that you want to move.
3. Select the check box for the file or folder that you want move.

   You can select multiple files or folders.
4. Click **Move** or **Copy**.

   The Move/Copy File or Folder window appears, showing a list of your folders.
5. Select the option button for the folder in which you want to move or copy the file or folder.
6. Click **OK**.

Editing information about files or folders in your personal folders

You can edit the following information about a file or folder in your personal folders on your WebEx service Web site:

- Name
- Description

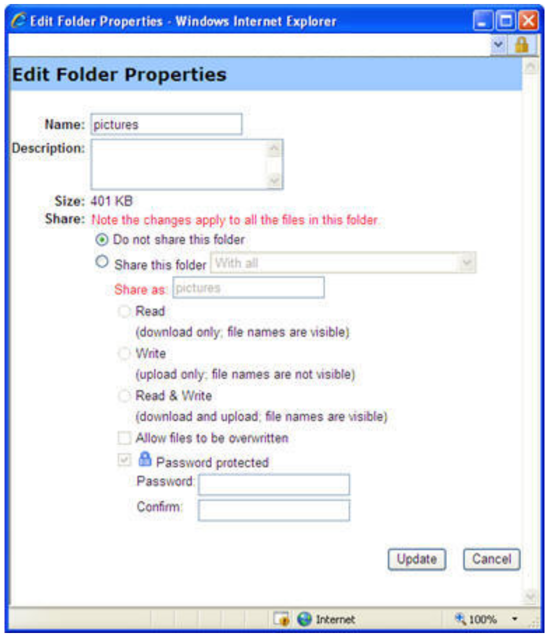
You can also specify sharing options for folders that appear on your Personal Meeting Room page.

To edit information about a file or folder:

1. Open the My Documents page.
2. Locate the file or folder for which you want to edit information.
3. Click the **Properties** icon for the file or folder for which you want to edit information.

   The Edit File Properties or Edit Folder Properties window appears.



- In the **Description** box, type a new name for the file or folder.
- In the **Name** box, type a new name for the file or folder.

4 Click **Update**.

Searching for files or folders in your personal folders

In your personal folders on your WebEx service Web site, you can quickly locate a file or folder by searching for it. You can search for a file or folder by text that appears in either its name or description.

To search for a file or folder:

1 Open the My Documents page.

2 In the **Search For** box type all or part of the file's name or description.

3 Click **Search**.

A list of any files or folders that contain the search text appears.

Downloading files in your personal folders

In your personal folders on your WebEx service Web site, you can download any files to your computer or a local server.

1. Open the My Documents page.
2. Locate the file that you want to download.
3. Under **Action**, click the **Download** button for the file that you want to download.

   The File Download dialog box appears.
4. Follow any instructions that your Web browser or operating system provides to download the file.

Deleting files or folders in your personal folders

You can delete files or folders in your personal folders on your WebEx service Web site.

To delete a file or folder:

1. Open the My Documents page.
2. Under **Name**, locate the file or folder that you want to delete.
3. Select the check box for the file or folder that you want delete.

   You can select multiple files or folders.
4. Click **Delete**.

About the My WebEx Files > My Documents page

How to access this page

On your WebEx service Web site, click My **WebEx Files** > **My Documents**.

What you can do here

- Store files that you use in your online sessions or that you want to access when away from your office.
- Specify in which folders that visitors to your Personal Meeting Room can download or upload files.

Options on this page

Link or option	Description
Capacity	The storage space available for your files, in megabytes (MB).
Used	The amount of storage space that your files occupy, in megabytes (MB). Once this value exceeds your capacity, you can no longer store files until you remove existing files from your folders.
Search for	Lets you locate a file or folder by searching for it. You can search for a file or folder by text that appears in either its name or description. To search for a file or folder, type all or part of its name or description in the box, and then click **Search**.
	Click this button to refresh the information on the page.
Name	The name of the folder or file. Click a folder or file name to open the Folder Information page or File Information page. From the Information page, you can access the properties of a folder or file.  Indicates that the item is a folder. Click the image to display the contents of the folder.  Indicates that the item is a file.
Path	The folder hierarchy for the folder or file. The **Root** folder is the top-most folder in which all other folders and files reside.
Size	The size of the folder or file, in kilobytes (KB).
Actions	Click the icons to perform an action on the folder or file that is associated with it.  **Upload file:** Available only for files. Click this icon to open the File Upload page, on which you can select up to three files at a time to upload to a specified folder.  **Download file:** Available only for files. Click this icon to download the file associated with it.  **Edit File Properties** or **Edit Folder Properties:** Click this icon to open the Edit File Properties page or Edit Folder Properties page, on which you can edit information about the file or folder, respectively.  **Create Folder:** Available for folders only. Click this icon to open the Create Folder page on which you can create a new folder in your personal storage space.
Shared	Specifies the sharing settings for a folder; that is, how others who visit your Personal Meetings Room can access your folder and its files.

Link or option	Description
	R — **Read only:** Visitors to your Personal Meeting Room can view the list of files in the folder and download the files. **W** — **Write only:** Visitors to your Personal Meeting Room can upload files to the folder, but they cannot view the files in it. **R / W** — **Read and write:** Users can view files in the folder, download files from the folder, and upload files to the folder.  **Password Protected:** Indicates that the folder is password protected. Visitors to your Personal Meeting Room must provide the password you specify to access the folder.
Select All	Selects the check boxes for all the folders and files that are visible in the list. You can then click the **Copy** or **Move** button or click the **Delete** link to perform an action on the selected folders or files.
Clear All	Clears the check boxes for all the folders and files that are selected in the list.
Delete	Deletes the selected folders and files from the list.
Copy	Opens a page on which you can copy the selected folder or file to another folder.
Move	Opens a page on which you can move the selected folder or file to another folder.

About the Edit Folder Properties page

How to access this page

On your WebEx service Web site, click **My WebEx** > **My Files** > **Properties** icon for folder.

What you can do here

Specify a name, a description, and sharing options for a folder that you created in your personal folders.

Options on this page

Use this option…	To…
Name	Enter the name of the folder.
Description	Enter the description of the folder.
Share	Specify who can access this folder. ▪ **Do not share this folder:** This folder does not appear on your Personal Meeting Room page. Thus, visitors to your page cannot view the folder or access any files in it. ▪ **Share this folder:** This folder appears on your Personal Meeting Room. The drop-down list specifies which users can access the folder, as follows: ☐ **With all:** All visitors to your Personal Meeting Room can access this folder. ☐ **With users with host or attendee accounts:** Only visitors to your Personal Meeting Room who have either a host account or an attendee account on your WebEx service Web site can access this folder. ☐ **With users with host accounts only:** Only visitors to your Personal Meeting Room who have a host account on your WebEx service Web site can access this folder.
Share as	Enter the name for the folder that will appear on your Personal Meeting Room page.
Read	Let visitors to your Personal Meeting Room view the list of files in the folder and download the files.
Write	Let visitors to your Personal Meeting Room upload files to the folder but does not allow them to view the files in it.
Read & write	Let users view files in the folder, download files from the folder, and upload files to the folder.
Allow files to be overwritten	Let users upload a file with the same name as an existing file in the folder and replace the existing file. If this option is not selected, users cannot overwrite any files in the folder.

Use this option…	To…
Password protected	Let only visitors to your Personal Meeting Room who know the password view the list of files in the folder, download files from the folder, or upload files to the folder, depending on the read/write settings for the folder. **Password:** The password that visitors to your Personal Meeting Room must provide to access the folder. **Confirm:** If you specified a password, type it again to verify that you typed it correctly.
Update	Save any changes that you made to folder's properties, and then closes the Edit Folder Properties window.
Cancel	Close the Edit Folder Properties window, without saving any of the changes that you made.

Opening the My Recordings Page

To upload or maintain recordings, you must do so from the My Recordings page on your WebEx service Web site.

To open the My Recordings page:

1. Log in to your WebEx service Web site, and then click **My WebEx**.
2. Click **My Files** > **My Recordings**.

   The My Recordings page appears, showing your recording files.

Uploading a recording file

If you recorded a meeting using the integrated or standalone WebEx Recorder, you can upload the recording file, with a **.wrf** extension, from your local computer to the My Recordings page.

Note: If you recorded a meeting using the WebEx Network-Based Recorder (NBR), the WebEx server automatically uploads the recording file, with an **.arf** extension, to the appropriate tab on the My Recordings page once you stop the Recorder. You do not need to upload it yourself.

To upload a recording file:

1. Go to the My Recordings page.
2. Click **Add Recording**.
3. On the Add Recording page, enter information and specify options.

4 Click **Save**.

Editing information about a recording

You can edit information about a recording at any time.

To edit information about a recording:

1 Go to the My Recordings page.

2 Click the following icon for the recording that you want to edit.

The Edit Recording page appears.

3 Make your changes.

4 Click **Save**.

Sending an email to share a recording

You can send an email one or more people to share your recording with them.

To send an email to share a recording with others:

1 Go to the My Recordings page.

2 Click the appropriate link for your recording type:

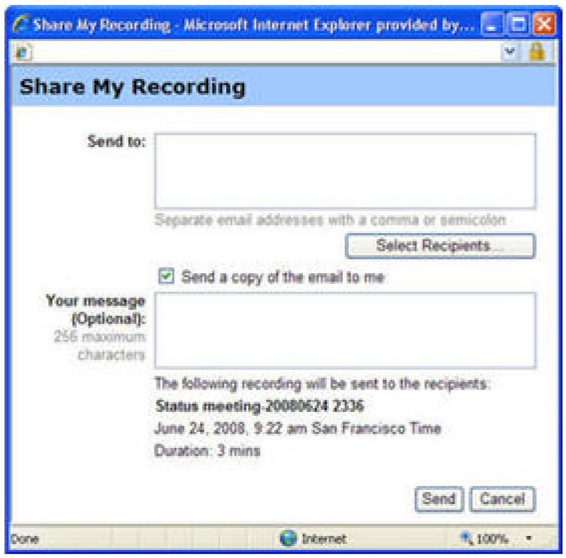
- **Meetings**
- **Events**
- **Sales Meetings**
- **Training Sessions**
- **Miscellaneous**

3 Open the Share My Recording window:

- Click the following icon for the recording that you want to share with others.

- Click the linked name of the recording you want to share. On the Recording Information page, click **Send Email**.

The Share My Recording window appears.



4 Select recipients for your email:

- Click **Select Recipients** to select contacts from your Contacts list.
- Type email addresses in the **Send to** list, separated by commas.

5 (Optional) Type a message in the **Your message** box.

6 Click **Send**.

Your email message will be sent to the selected recipients, and will include information about the recording and a link to play it.

About the Add/Edit Recording page

How to access this page

If you are adding a recording...

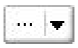
1 On your WebEx service Web site, click **My WebEx** > **My Files** > **My Recordings**.

2 Click **Add Recording**.

If you are editing information about a recording...

1 On your WebEx service Web site, click **My WebEx** > **My Files** > **My Recordings**.

2 Click the More button in the row of the recording that you want to edit.



3 Click **Modify**.

What you can do here

- Edit general information about a recording, including the topic and description.
- Require a password to play or download the recording.

Options on this page

Use this option....	To....
Topic	Specify the topic of the recording.
Description	Provide a description of this recording.
Recording file	Click **Browse** to select the recording file that resides on your local computer.
Duration	Specify the duration of the recording.
File size	Displays the size of the recording file (available only when editing recording information).
Set password	Set an optional password that users must provide to view the recording.
Confirm password	Confirm the password that users must provide to view the recording.

Playback control options

<table>
<tr><th>Use this option....</th><th>To....</th></tr>
<tr><td>Panel Display Options</td><td>Determines which panels are displayed in the recording when it is played back. You can select any of the following panels to be included the recording playback:
▪ Chat
▪ Q & A
▪ Video
▪ Polling
▪ Notes
▪ File Transfer
▪ Participants
▪ Table of Contents
Panel display options do not modify the panel display in the actual recording that is stored on the WebEx network.</td></tr>
<tr><td>Recording Playback Range</td><td>Determines how much of the recording is actually played back. You can select either of the following:
▪ Full playback: Plays back the full length of the recording. This option is selected by default.
▪ Partial playback: Plays back only part of the recording based on your settings for the following options:
□ Start: X min X sec of the recording: Specifies the time to start playback; for example, you can use this option if you would like to omit the "dead time" at the beginning of the recording, or if you would like to show only a portion of the recording.
□ End: X min X sec of the recording: Specifies the time to end playback; for example, you can use this option if you would like to omit the "dead time" at the end of the recording. You can not specify an end time greater than the length of the actual recording.
The partial playback range you specify does not modify the actual recording that is stored on the server.</td></tr>
<tr><td>Include NBR player controls</td><td>Includes full Network Recording Player controls, such as stop, pause, resume, fast forward, and rewind. This option is selected by default. If you would like to prevent viewers from skipping portions of the recording, you can turn off this option to omit Network Recording Player controls from the playback.</td></tr>
</table>

About the Recording Information page

How to access this page

On your WebEx service Web site, click **My WebEx** > **My Files** > **My Recordings** > *[recording type]* > *[topic of a recording]*.

What you can do here

- View information about the recording.
- Play back the recording.
- Send an email to share the recording with others.
- Download the recording.
- Enable or disable the recording
- Open the Edit Recording page on which you can edit information about a recording.

Options on this page

Option	Description
Topic	The name of the recording. You can edit the topic at any time.
Create time	The time and date the recording was created.
Duration	The length of the recording.
Description	A description of the recording.
File size	The file size of the recording.
Create time	The date and time at which the recording was created.
Status	The status of the recording. The possible options are **Enable** or **Disable**.
Password	Indicates whether a user must provide a password to view the recording.
Stream recording link	Clicking the link lets you play the recording (available only for recording files with the **.arf** extension that were recorded by NBR).
Download recording link	Clicking the link lets you download the recording.

Option	Description
Play Now	Clicking the button lets you play the recording (available only for recording files with the **.arf** extension that were recorded by NBR). If you want to download the recording, you can also click the link for downloading under **Play Recorded a meeting Now**.
Send Email	Clicking the button opens the Share My Recording window, which allows you to send an email message to selected recipients, inviting them to play your recording. If you want to send the email with your local email client instead, click the link for using the email client under **Share My Recording**.
Modify	Clicking the button opens the Edit Recording page.
Delete	Clicking the button deletes the recording.
Disable	Clicking the button disables the recording everywhere it is published on your WebEx Service Web site (available only for enabled recordings).
Enable	Clicking the button enables the recording everywhere it is published on your WebEx Service Web site (available only for disabled recordings).
Back to List	Clicking the button returns you to the recording list.

About the My WebEx Files > My Recordings page

How to access this page

Log in to your WebEx service Web site, and then click **My WebEx**. From the left navigation bar, click **My Files** > **My Recordings**.

What you can do here

Manage, upload, and maintain your recording files.

Options on this page

View different categories of recordings:

- Meetings

- Events
- Sales Meetings
- Training Sessions
- Miscellaneous

About the My WebEx Files > My Recordings > Meetings page

How to access this page

Log in to your WebEx service Web site, and then click **My WebEx**. From the left navigation bar, click **My Files** > **My Recordings** > **Meetings**.

What you can do here

Manage, upload, and maintain recording files of meetings you host.

Options on this page

Option	Description
	Refreshes the information on the page.
Search	Allows you type text to search for within recording names. Click **Search** to start the search.
You are currently using *X* **% of** *Y* **GB**	The percentage of available personal storage space on your WebEx Service Web site that is being used by your recordings. This field appears only if your site administrator has turned on the option to show personal recording storage allocation usage. If this field does appear, and you exceed your personal storage allocation, you will not be able to record meetings until some recordings are deleted or the storage allocation is increased by your system administrator.
Site storage *X* **% of** *Y* **GB**	The percentage of total available storage space on your WebEx Service Web site that is being used by all recordings on your site. If your site exceeds its storage allocation, users will not be able to record meetings until recordings are deleted or the storage allocation is increased by your system administrator.
	Indicates a disabled recording.
Topic	The name of the recording. If you record a meeting on the server, the WebEx server automatically uploads the recording to this page. In this case, the topic of the recording is the topic of

Option	Description
	the meeting. You can edit the topic at any time.
Size	The size of the recording.
Create Time/Date	The date and time the recording was created.
Duration	The length of the recording.
Format	The format of the recording file. A recording file can be in WebEx Advanced Recording Format (ARF) or WebEx Recording Format (WRF). You can also store recording files that are in Windows Media Audio/Video (WMV) or Shockwave Flash Object (SWF) format.
	Lets you play the recording (available only for recording files with an **.arf** extension that were recorded by the Network-Based Recorder). If playback of the file requires a password, you must provide the password.
	Lets you send an email to share this recording with others.
...	Displays a menu with more options for your recording: ▪ **Download:** Lets you download the recording to your local computer. If downloading the file requires a password, you must provide the password. ▪ **Modify:** Lets you edit information of the recording.. ▪ **Disable:** Lets you disable the recording in all locations. ▪ **Delete:** Lets you delete the recording from this page.
Add Recording	Lets you upload a new recording.
	Indicates that a recording is password-protected.

About the My WebEx Files > My Recordings > Miscellaneous page

How to access this page

Log in to your WebEx service Web site, and then click **My WebEx**. From the left navigation bar, click **My Files** > **My Recordings** > **Miscellaneous**.

What you can do here

Manage, upload, and maintain recording files of meetings you host.

Options on this page

Option	Description
	Refreshes the information on the page.
Search	Allows you type text to search for within recording names. Click **Search** to start the search.
You are currently using *X* **% of** *Y* **GB**	The percentage of available personal storage space on your WebEx Service Web site that is being used by your recordings. This field appears only if your site administrator has turned on the option to show personal recording storage allocation usage. If this field does appear, and you exceed your personal storage allocation, you will not be able to record meetings until some recordings are deleted or the storage allocation is increased by your system administrator.
Site storage *X* **% of** *Y* **GB**	The percentage of total available storage space on your WebEx Service Web site that is being used by all recordings on your site. If your site exceeds its storage allocation, users will not be able to record meetings until recordings are deleted or the storage allocation is increased by your system administrator.
	Indicates a disabled recording.
Topic	The name of the recording. If you record a meeting on the server, the WebEx server automatically uploads the recording to this page. In this case, the topic of the recording is the topic of the meeting. You can edit the topic at any time.
Size	The size of the recording.
Create Time/Date	The date and time the recording was created.
Duration	The length of the recording.
Format	The format of the recording file. A recording file can be in WebEx Advanced Recording Format (ARF) or WebEx Recording Format (WRF). You can also store recording files that are in Windows Media Audio/Video (WMV) or Shockwave Flash Object (SWF) format.
	Lets you play the recording (available only for recording files with an **.arf** extension that were recorded by the Network-Based Recorder). If playback of the file requires a password, you must provide the

Option	Description
	password.
	Lets you send an email to share this recording with others.
	Displays a menu with more options for your recording: ▪  **Download:** Lets you download the recording to your local computer. If downloading the file requires a password, you must provide the password. ▪  **Modify:** Lets you edit information of the recording. ▪  **Disable:** Lets you disable the recording in all locations. ▪  **Delete:** Lets you delete the recording from this page.
	Indicates that a recording is password-protected.

Maintaining contact information

About maintaining contact information

You can maintain a personal online address book, in which you can add information about contacts and create distribution lists. When scheduling a meeting or starting an instant meeting, you can quickly invite any contacts or distribution lists in your personal address book. You can also invite contacts in the Company Address Book for your WebEx service Web site, if one is available.

You can add contacts to your personal address book in any of the following ways:

- Specify information about contacts one at a time.
- Import contact information from your Microsoft Outlook contacts.
- Import contact information from a comma-separated/comma-delimited values (CSV) file.

You can also edit or delete the information about any contact or distribution list in your personal address book.

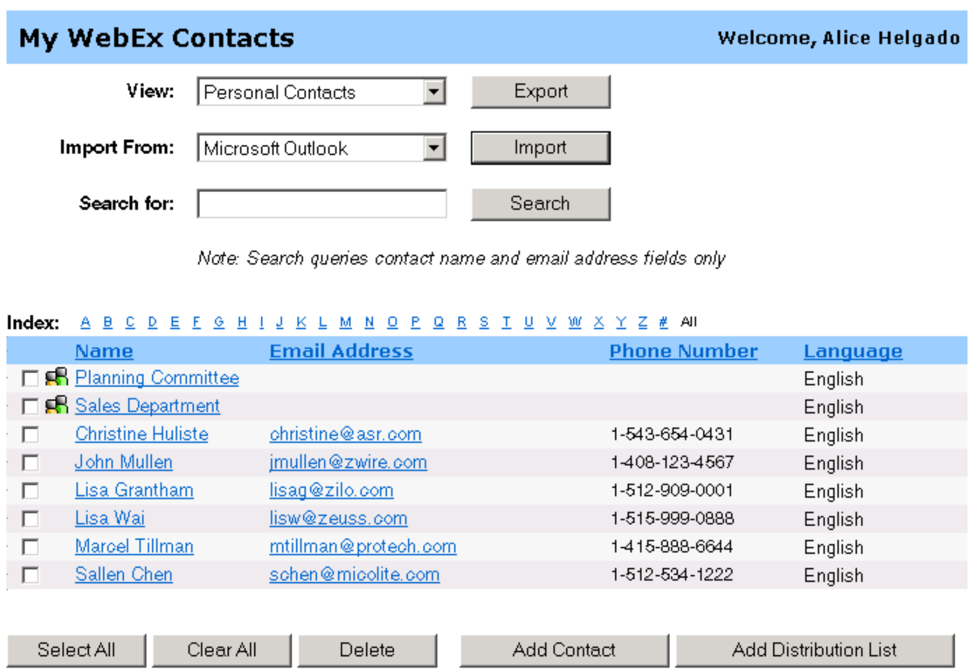
Opening your address book

You can open your personal address book on your WebEx service Web site, to view or maintain information about your contacts.

To open your address book:

1. Log in to your WebEx service Web site.
2. On the navigation bar at the top of the page, click **My WebEx**.
3. Click **My Contacts**.

   The My WebEx Contacts page appears.



4. In the **View** drop-down list, select one of the following contact lists:
   - **Personal Contacts:** Includes any individual contacts or distribution lists that you added to your personal address book. If you have a Microsoft Outlook address book or contacts folder, you can import its contacts to this list of contacts.
   - **Company Address Book:** Your organization's address book, which includes any contacts that your site administrator has added to it. If your organization

uses a Microsoft Exchange Global Address List, your site administrator can import its contacts to this address book.

Adding a contact to your address book

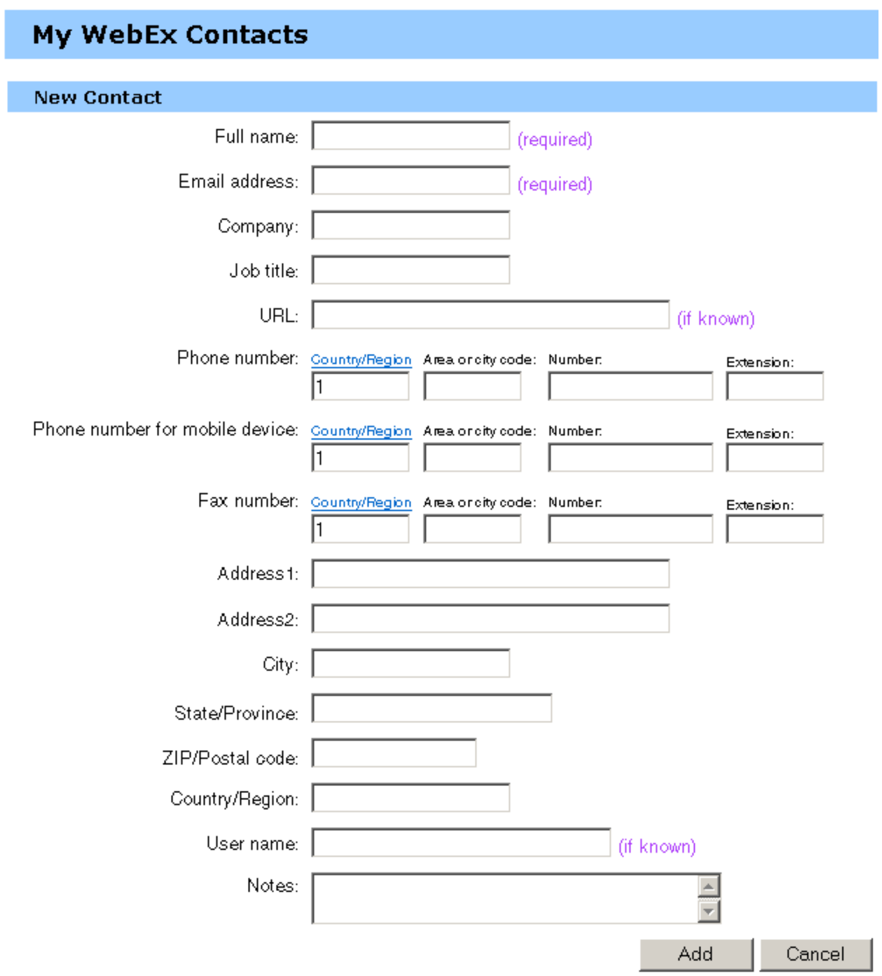
You can add contacts to your personal address book, one at a time.

To add a contact to your personal address book:

1. Open your personal address book.
2. In the **View** drop-down list, select **Personal Contacts**.

   A list of contacts in your Personal Contacts list appears.
3. Click **Add Contact**.

   The Add Contact page appears.



4 Provide information about the contact.

5 Click **Add**.

Note:

- You cannot add contacts to your Company Address Book.
- If you want to add multiple contacts, you can them all at once, instead of adding one contact at a time.

About the New/Edit Contact page

How to access this page

On your WebEx service Web site, click **My WebEx** > **My Contacts** > **Add Contact** or [*check box for contact*] > **Edit**.

What you can do here

Enter information about a new or existing contact for your personal address book.

Options on this page

Use this option...	To...
Full name	Enter the contact's first and last name.
Email address	Enter the contact's email address.
Language	Set the language in which any email messages that you send to the contact using your WebEx service site appear. Available only if your WebEx service Web site can be displayed in two or more languages.
Company	Enter the company or organization for which the contact works.
Job title	Enter the contact's position in a company or organization.
URL	Enter the URL, or Web address, for the contact's company or organization.
Phone number/Phone number for mobile device/Fax number	Enter the contact's phone numbers. For each number, you can specify the following:

Use this option...	To...
Country Code	Specify the number that you must dial if the contact resides in another country. To select a different country code, click the link to display the display the Country Code window. From the drop-down list, select the country in which the contact resides.
Area or city code	Enter the area or city code for the contact's phone number.
Number	Enter the phone number.
Extension	Enter the extension for the phone number, if any.
Address 1	Enter the contact's street address.
Address 2	Enter additional address information, if necessary.
State/Province	Enter the contact's state or province.
ZIP/Postal code	Enter the contact's ZIP or postal code.
Country	Enter the country in which the contact resides.
Username	Enter the username with which the user logs in to your WebEx service Web site, if the contact has a user account.
Notes	Enter any additional information about the contact.

Importing contact information in a file to your address book

You can add information about multiple contacts simultaneously to your personal address book, by importing a comma-separated values (CSV) file. A CSV file has the **.csv** file extension; you can export information from many spreadsheet and email programs in CSV format.

To create a CSV file:

1. Open your address book.
2. In the **View** drop-down list, ensure that **Personal Address Book** is selected.
3. Click **Export**.
4. Save the **.csv** file to your computer.
5. Open the **.csv** file that you saved in a spreadsheet program, such as Microsoft Excel.
6. Optional. If contact information exists in the file, you can delete it.
7. Specify information about the new contacts in the **.csv** file.

Important: If you add a new contact, ensure that the UID field is blank.

8 Save the **.csv** file. Ensure that you save it as a **.csv** file.

To import a CSV file containing new contact information:

1. Open your address book.
2. In the **View** drop-down list, ensure that **Personal Contacts** is selected.
3. In the **Import From** drop-down list, select **Comma Delimited Files**.
4. Click **Import**.
5. Select the **.csv** file in which you added new contact information.
6. Click **Open**.
7. Click **Upload File**.

   The View Personal Contacts page appears, allowing you to review the contact information you are importing.
8. Click **Submit**.

   A confirmation message appears.
9. Click **Yes**.

Note: If an error exists in any new or updated contact information, a message appears, informing you that no contact information was imported.

About the Contact Information CSV template

How to access this template

On your WebEx service Web site, click **My WebEx** > **My Contacts** > **View** > **Personal Address Book** > **Export**.

What you can do here

Specify information about multiple contacts, which you can then import to your personal address book.

Fields in this template

Option	Description
UUID	A number that your WebEx service site creates to identify the contact. If you add a new contact to the CSV file, you must leave this field blank.
Name	Required. The contact's first and last name.
Email	Required. The contact's email address. The email address must be in the following format: **name@company.com**
Company	The company or organization for which the contact works.
JobTitle	The contact's position in a company or organization.
URL	The URL, or Web address, for the contact's company or organization.
OffCntry	The country code for the contact's office phone-that is, the number that you must dial if the contact resides in another country.
OffArea	The area or city code for the contact's office phone number.
OffLoc	The contact's office phone number.
OffExt	The extension for the contact's office phone number, if any.
CellCntry	The country code for the contact's cellular or mobile phone-that is, the number that you must dial if the contact resides in another country.
CellArea	The area or city code for the contact's cellular or mobile phone number.
CellLoc	The contact's cellular or mobile phone number.
CellExt	Thee extension for the contact's cellular or mobile phone number, if any.
FaxCntry	The country code for the contact's fax number-that is, the number that you must dial if the contact resides in another country.
FaxArea	The area or city code for the contact's fax number.
FaxLoc	The contact's fax number.
FaxExt	The extension for the contact's fax machine, if any.
Address 1	The contact's street address.
Address 2	The additional address information, if necessary.
State/Province	The contact's state or province.

Option	Description
ZIP/Postal	The contact's ZIP or postal code.
Country	The country in which the contact resides.
Username	The user name with which the user logs in to your WebEx service Web site, if the contact has a user account.
Notes	Any additional information about the contact.

Importing contact information from Outlook to your address book

If you use Microsoft Outlook, you can import the contacts that you maintain in your Microsoft Outlook address book or folder to your personal address book on your WebEx service Web site.

To import contacts from Outlook to your personal address book:

1. Open your address book.
2. In the **View** drop-down list, select **Personal Contacts**.
3. In the Import from drop-down list, select **Microsoft Outlook**.
4. Click **Import**.

   The Choose Profile dialog box appears.
5. In the **Profile Name** drop-down list, select the Outlook user profile that includes the contact information that you want to import.
6. Click **OK**.

Note:

- When you import contacts in Outlook, your WebEx service Web site retrieves contact information from the Outlook address book or folder in which you have chosen to keep personal addresses. For information about keeping personal addresses in Outlook, refer to Microsoft Outlook Help.
- If your personal address book already includes a contact who is also in your Outlook contacts list, the contact is *not* imported. However, if you change the contact's email address in your personal address book, importing the contact from Outlook creates a *new contact* in your personal address book.

Viewing and editing contact information in your address book

In your personal address book, you can view and edit information about individual contacts in your Personal Contacts list. You can view, but not edit, information about contacts in your Company Address Book.

To view or edit contact information:

1. Open your address book.
2. In the **View** drop-down list, select *one* of the following:
   - **Personal Contacts**
   - **Company Address Book**

   A list of contacts appears.
3. Locate the contact whose information you want to view or edit.
4. Under **Name**, select the contact whose information you want to view or edit.
5. Do *one* of the following:
   - If the contact is in your Personal Contacts list, click **Edit**.
   - If the contact is in your Company Address Book, click **View Info**.

   Information about the contact appears.
6. Optional. If the contact is in your Personal Contacts list, edit the information that you want to change on the Edit Contact's Information page.
7. Click **OK**.

Finding a contact in your personal address book

You can quickly locate a contact in your personal address book, using one of several methods.

To search for a contact in your address book:

1. Open your address book.
2. In the **View** drop-down list, select a contacts list.
3. Do *any* of the following:

- In the **Index**, click a letter of the alphabet to display a list of contacts whose names begin with that letter. For example, the name **Susan Jones** appears under **S**.
- To search for a contact in the list you are currently viewing, type text that appears in either the contact's name or email address in the **Search for** box, and then click **Search**.
- If the entire list of contacts does not fit on a single page, view another page by clicking the links for the page numbers.
- Sort your personal contacts or company address book by name, email address, or phone number by clicking the column headings.

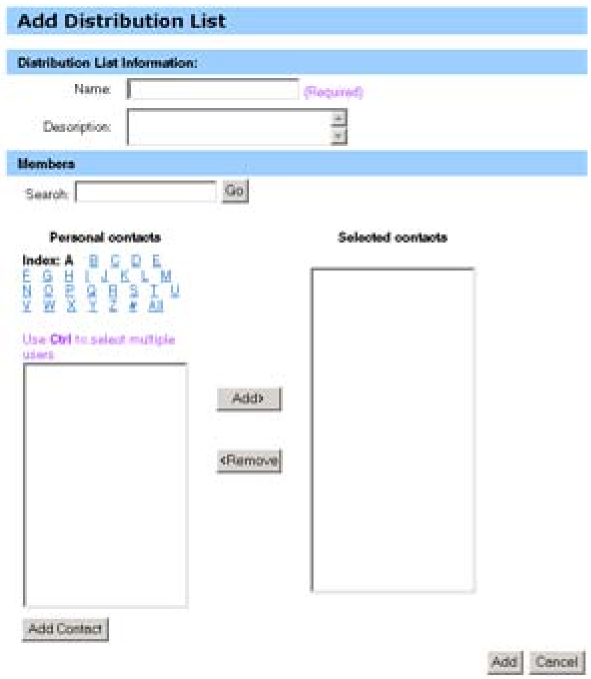
Creating a distribution list in your address book

You can create distribution lists for your personal address book. A distribution list includes two or more contacts for which you provide a common name and appears in your Personal Contacts list. For example, you can create a distribution list named **Sales Department**, which includes contacts who are members of your Sales Department. If you want to invite members of the department to a meeting, you can select the group rather than each member individually.

To create a distribution list:

1. Open your address book.
2. Click **Add Distribution List**.

   The Add Distribution List page appears.



3 In the **Name** box, type the name of the group.

4 Optional. In the **Description** box, type descriptive information about the group.

5 Under **Members**, locate the contacts that you want to add to the distribution list, by doing any of the following:

- Search for a contact, by typing all or part of the contact's first or last name in the **Search** box.
- Click the letter that corresponds to the first letter of the contact's first name.
- Click **All** to list all contacts in your Personal Contacts list.

6 Optional. To add a new contact to your Personal Contacts list, under **Members**, click **Add Contact**.

7 In the box on the left, select the contacts that you want to add to the distribution list.

8 Click **Add** to move contacts you selected to the box on the right.

9 After you finish adding contacts to the distribution list, click **Add** to create the list.

In your Personal Contacts list, the **Distribution List** indicator appears to the left of the new distribution list:

Editing a distribution list in your address book

You can add or remove contacts from any distribution list that you have created for your personal address book. You can also change a group's name or descriptive information.

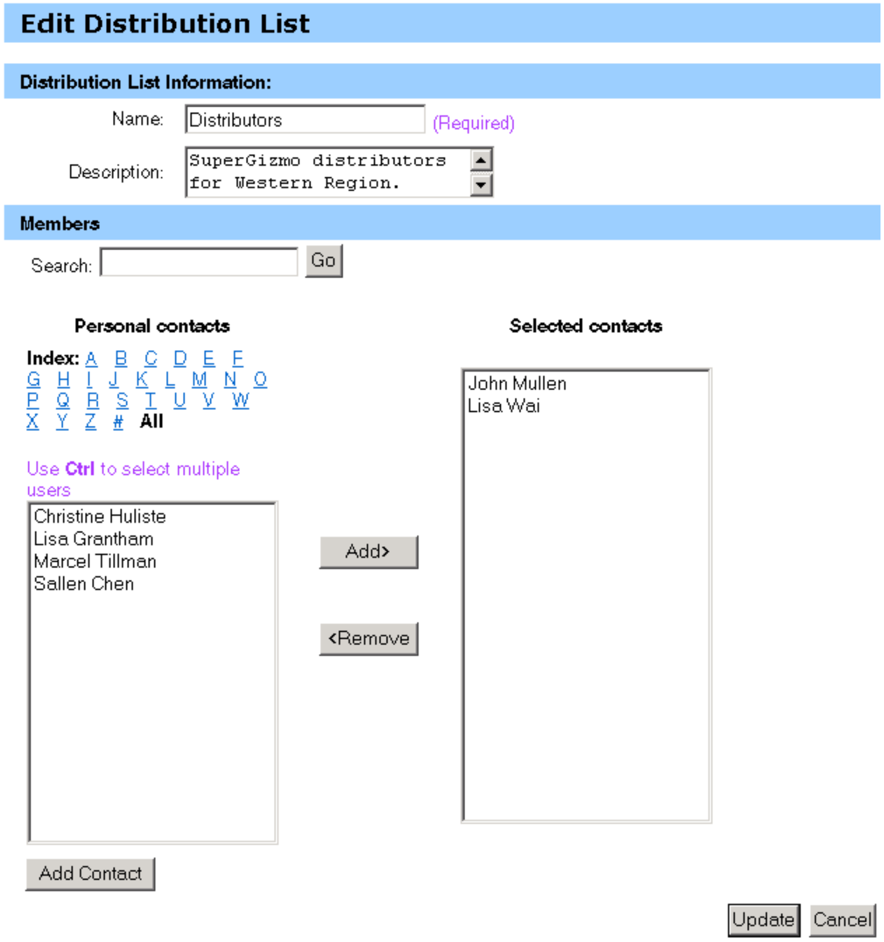
To edit a distribution list:

1. Open your address book.
2. In the **View** drop-down list, select **Personal Contacts**.

   A list of the contacts in your Personal Contacts list appears, including any distribution lists that you have created. The **Distribution List** indicator appears to the left of a distribution list:

   Under **Name**, select the name of the distribution list. The Edit Distribution List page appears.



3 Edit information about the distribution list.

4 Click **Update**.

About the Add/Edit Distribution List page

How to access this page

On your WebEx service Web site, click **My WebEx** > **My Contacts** > **Add Distribution List.** Or, select distribution list in Personal Contacts list.

What you can do here

Add contacts to your distribution list or remove contacts from your distribution list.

Options on this page

Use this option…	To…
Name	Enter the name of the distribution list. For example, if you want to add a distribution list that includes members of your company's sales department, you might name the list **Sales Department**.
Description	Optionally enter descriptive information about the distribution list, to help you identify it later.
Search	Find a contact, by typing all or part of the contact's first or last name.
Index	Find a contact, by clicking the letter that corresponds to the first letter of the contact's first name. To list contacts for which you identified with a number, click **#**. To list all contacts in your Personal Contacts list, click **All**.
Add>	Add a one or more selected contacts to your distribution list.
<Remove	Remove one or more selected contacts from your distribution list.
Add Contact	Add a new contact to your Personal Contacts list and add the contact to your distribution list.
Add	Add a new distribution list to your Personal Contacts list.
Update	Update an existing distribution list that you have edited.

Deleting contact information in your address book

You can delete any contact or distribution lists that you have added to your personal address book.

To delete a contact or contact group:

1. Open your address book.
2. In the **View** drop-down list, select **Personal Contacts**.
3. In the list that appears, select the check box for the contact or distribution list that you want to delete.
4. Click **Delete**.

   A message appears, asking you to confirm the deletion.

5 Click **OK**.

Maintaining your user profile

About maintaining your user profile

Once you obtain a user account, you can edit your user profile at any time to do the following:

- Maintain personal information, including your:
  - Full name
  - Username (if your site administrator provides this option)
  - Password
  - Contact information (including your street address, email address, and phone numbers)
  - Tracking codes that your organization uses to keep records of your meetings (such as project, department, and division numbers)
- Specify whether to display links to your company's partner sites in the My WebEx navigation bar, if your site administrator set up partner links.
- Manage any scheduling templates that you saved.
- Set options for your Personal Meeting Room options, including the images and welcome message that appear on the page.
- Set default options for your online sessions, including:
  - The default session type that you want to use, if your account includes multiple session types.
  - Whether your scheduled meetings are automatically removed from your list of meetings once the meeting ends.
  - Whether the Quick Start page appears in the content viewer once you start a meeting.
  - The users who can schedule meetings on your behalf.
- Set Web site preferences, including:
  - The home page that appears when you access your WebEx service Web site.

- The time zone in which meeting times appear.
- The language in which your Web site displays text, if your site includes multiple languages.
- The locale (the format in which your Web site displays dates, times, currency values, and numbers).

About the My WebEx Profile page

How to access this template

On your WebEx service Web site, click **My WebEx** > **My Profile**.

What you can do here

Manage the following:

- Account information
- Personal information
- Partner integration options
- Scheduling templates (does not apply to Support Center)
- Personal Meeting Room information
- Meeting options
- Web page preferences, including your home page and language
- Support Center CSR Dashboard options (Support Center only)

Personal Information options

Use this option...	To...
Username	Specify the username for your account. You can change this name only if the administrator for your WebEx service Web site provides this option. **Tip:** If you need to change your username, but cannot edit it on this page, ask your site administrator to change your username or create a new account for you.

Use this option…	To…
Change Password	▪ **Old password:** Type the old password for your account. ▪ **New password:** Specify the new password for your account. A password: ☐ Must contain at least four characters ☐ Can consist of a maximum of 32 characters ☐ Can include any letters, numbers, or special characters, but not spaces ☐ Is case sensitive ▪ **Retype New password:** Verify that you typed your password correctly in the **New password** box.
Call-in authentication	If enabled by your site administrator, allows you to be authenticated and placed into the correct teleconference without needing to enter a meeting number whenever you dial into any CLI (caller line identification) or ANI (automatic number identification) enabled teleconference. Selecting this option for a phone number in your user profile maps your email address to that phone number. Caller authentication is available only if you have been invited to a CLI/ANI enabled teleconference by email during the meeting scheduling process. Caller authentication is not available if you are dialing in to a CLI/ANI enabled teleconference.
Call-back	When selected for a phone number in your user profile, allows you to receive a call from the teleconferencing service if it is using an integrated call-back feature. If your site includes the international call-back option, participants in other countries receive a call back. For more information about this option, ask your site administrator.
PIN	If enabled by your site administrator, allows you specify a call-in authentication PIN to prevent “spoofers” from using your number to dial into a teleconference. If your site administrator sets the authentication PIN as mandatory for all accounts using call-in authentication on your site, you must specify a PIN number or caller authentication will be disabled for your account. This option is available only if you have selected the **Call-in authentication option** for at least one of the phone numbers in your profile. The PIN can also be used to provide a secondary level of authentication for calls where the host is using the phone and may need to invite additional attendees.
Other personal information options	Enter any personal information that you want to maintain in your profile.

Partner integration options

Your site administrator can set up custom links to the Web sites of your company's partners, and then display the links on the My WebEx navigation bar. For example, if your company uses another company's Web site to provide a service, your site administrator can provide a link to that company's site in your My WebEx navigation bar. You can then show or hide that link.

Use this option....	To....
Display partner links in My WebEx	Shows or hides partner site links in the My WebEx navigation bar.

Calendar Work Hours options

Use these options to specify working hours to use with scheduling calendars.

Use this option...	To...
Start time	Select the start time for your daily work calendar.
End time	Select the end time for your daily work calendar.

Scheduling template options

Use these options to manage scheduling templates that you set up using the scheduling options on your site.

Use this option...	To...
Get Info	Shows the settings you set for the selected template.
Edit	Opens the scheduling options on your site for the selected template.
Delete	Removes the selected template from your profile.
Select All	Selects all the scheduling templates, allowing you to delete them all at once.

Personal Meeting Room options

Use this option...	To...
Personal Meeting Room URL	Go to your Personal Meeting Room page. You can click the URL from the My Profile page to preview your current Personal Meeting Room page. Your Personal Meeting Room page shows online sessions that you scheduled and any in-progress sessions that you are currently hosting. Users to whom you provide your personal URL can use this page to join any meeting that you are hosting. They can also download files in any folders that you share.
Welcome Message	Enter the message that appears on your Personal Meeting Room page. A message can be a maximum of 128 characters, including spaces and punctuation. To specify a message, type it in the box, and then click **Update**.
Upload Image	Upload an image file from your computer or another computer on your network to your Personal Meeting Room page. For example, you can upload a picture of yourself, your company's logo, or a picture of your company's product. Visitors to your page can see the image that you upload. The image can be an maximum of 160 pixels wide. If you upload a larger image, its width is automatically reduced to 160 pixels. However, the image's aspect ratio is maintained. **Browse:** Lets you locate an image. **Upload:** Uploads the image that you selected. **Current Image:** Displays the image that currently appears on your Personal Meeting Room page. **Delete:** Removes the current image from your Personal Meeting Room page. This button is available only if you have uploaded an image for the page.
Customize branding of header area	Upload a banner image to the non-scrolling header area for your Personal Meeting Room page. For example, you can upload your company's logo or an advertisement. Visitors to your page can see the image that you upload. Available only if your site administrator has turned on this option for your account. The image can be a maximum of 75 pixels high. If you upload a larger image, its height is automatically reduced to 75 pixels. However, the image's aspect ratio is maintained. **Browse:** Lets you locate a banner image. **Upload:** Uploads the banner image that you selected. **Current Image:** Displays the banner image that currently appears on your Personal Meeting Room page.

Use this option…	To…
	Delete: Removes the current banner image from your Personal Meeting Room page. This button is available only if you have uploaded an image for the page.

Productivity Tools Options

Use this option....	To....
Automatically download Productivity Tools when logging in to the WebEx service site	Specify that WebEx Productivity Tools should be downloaded automatically when you log in to the WebEx service site. If this option is turned off, you can still download Productivity Tools manually.

Session Options

Use this option…	To…
Automatically delete meetings from My Meetings when completed	Specify that once a scheduled meeting ends, the meeting is automatically removed from your list of scheduled meetings on the My Meetings page, if the scheduled starting time has passed. If you do not select this option, the meeting remains on your list of meetings until you delete it. You can change this default setting when scheduling a meeting. Applies only to meetings and sales meeting. Does not apply to events, support sessions, or training sessions.
Default session type	Specify the default session type that you host, if your user account lets you host different types of online sessions. For more information about session types, ask the site administrator for your WebEx service. You can change this default setting when scheduling a meeting.

Use this option…	To…
Quick Start	Specify whether the Quick Start page appears in the content viewer once you start a meeting. The Quick Start lets you start sharing activities quickly, as an alternative to starting them from a menu or toolbar. ▪ **Show Quick Start to host and presenter:** The Quick Start appears in the content viewer for the host and presenter. ▪ **Show Quick Start to attendees:** The Quick Start appears in the content viewer for attendees. Select this option only if you intend to let attendees share information during your meetings. You can change this default setting when scheduling a meeting.
Scheduling permission	Type the email addresses for any users whom you want to let schedule meetings for you. Separate email addresses with either a comma or a semicolon. **Select From Host List:** Open the Select Host page, which contains a list of all users who have accounts on your WebEx service Web site. On this page, you can select users whom you want to let schedule meetings for you.

Web page preferences options

Use this option…	To…
Home page	Set the first page that appears when you access your WebEx service Web site.
Time zone	Set the time zone in which you reside. If you select a time zone for which daylight saving time (DST) is in effect, your WebEx service Web site automatically adjusts its clock for daylight saving time. **Note:** The selected time zone appears: ▪ Only on your view of your WebEx service Web site, not other users' views. ▪ In all meeting invitations that you send using your WebEx service Web site.
Language	Set the language in which your WebEx service Web site displays text. **Note:** The languages that appear in this list are limited to the languages that have been set up for your Web site.
Locale	Set the format in which your Web site displays dates, times, currency values, and numbers.

Editing your user profile

Once you obtain a user account, you can edit your user profile at any time to change account login information, contact information, and other options available for your account.

To edit your user profile:

1. Log in to your WebEx service Web site.
2. On the navigation bar, click **My WebEx**.
3. Click **My Profile**.
4. Edit the information on the page.
5. When you are finished editing your user profile, click **Update**.

Managing scheduling templates

About managing scheduling templates

Scheduling templates let you save the options you set for a meeting for later use. Once you save a scheduling template, you can use it to quickly schedule another meeting, instead of setting the same options again. If you saved a scheduling template using the **Save As Template** option when scheduling a meeting, you can manage the template, as follows:

- View the options you set in the template.
- Edit the options you set in the template.
- Delete the template.

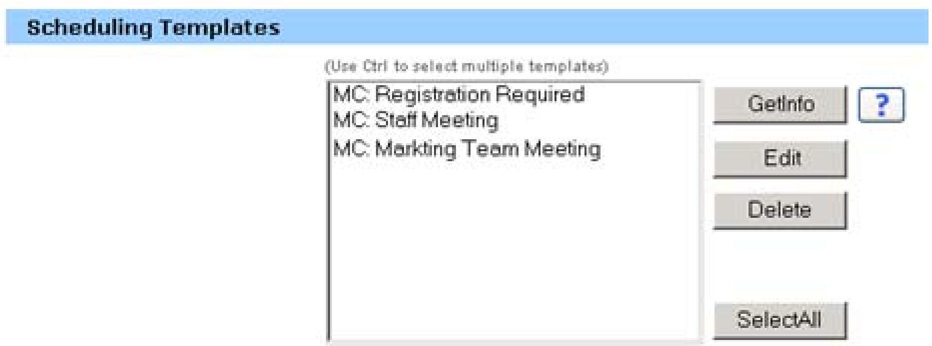
Managing scheduling templates

You can view, edit, or delete any scheduling templates that you saved.

To manage scheduling templates:

1. Log in to your WebEx service Web site.
2. On the navigation bar, click **My WebEx**.
3. Click **My Profile**.

   The My Profile page appears.
4. Under **Scheduling Templates**, select a template in the list.



Option	Description
Topic	The name of the recording. You can edit the topic at any time.
Create time	The time and date the recording was created.
Duration	The length of the recording.
Description	A description of the recording.
File size	The file size of the recording.
Create time	The date and time at which the recording was created.
Status	The status of the recording. The possible options are **Enable** or **Disable**.
Password	Indicates whether a user must provide a password to view the recording.
Stream recording link	Clicking the link lets you play the recording (available only for recording files with the **.arf** extension that were recorded by NBR).
Download recording link	Clicking the link lets you download the recording.

Option	Description
Play Now	Clicking the button lets you play the recording (available only for recording files with the **.arf** extension that were recorded by NBR). If you want to download the recording, you can also click the link for downloading under **Play Recorded a meeting Now**.
Send Email	Clicking the button opens the Share My Recording window, which allows you to send an email message to selected recipients, inviting them to play your recording. If you want to send the email with your local email client instead, click the link for using the email client under **Share My Recording**.
Modify	Clicking the button opens the Edit Recording page.
Delete	Clicking the button deletes the recording.
Disable	Clicking the button disables the recording everywhere it is published on your WebEx Service Web site (available only for enabled recordings).
Enable	Clicking the button enables the recording everywhere it is published on your WebEx Service Web site (available only for disabled recordings).
Back to List	Clicking the button returns you to the recording list.

Generating Reports

About generating reports

If your user account includes the reports option, you can view the following reports:

Note:
- For some reports, if you click on the report link within 15 minutes after the meeting

ends, you will see a preliminary version of that report. The preliminary report provides quick access to data before the final, more accurate data is available. The preliminary report contains only a subset of the information that is available in the final report.

- When the final, more accurate data is available, which is usually 24 hours after the meeting ends, the preliminary report is replaced by the final report.
- You can download both preliminary reports and final reports as comma-separated values (CSV) files.

General Meeting Usage reports

These reports contain information about each online session that you host. You can view the following reports:

- **Summary Usage report:** Contains summary information about each meeting including topic, date, start and end time, duration, number of attendees you invited, number of invited attendees who attended, and type of voice conference you used.

  Note: Initially, this report appears as a Preliminary Usage Summary Report, but after the final, more accurate usage data is available, it is replaced by the Final Usage Summary Report.

- **Summary Usage report CSV (comma-separated values) file:** Contains additional details about each meeting, including the minutes that all participants were connected to the meeting and tracking codes.
- **Session Detail report:** Contains detailed information about each participant in a meeting, including the time the participant joined and left the meeting, the attentiveness during the meeting, and any information that the attendee provided.

  Note: Initially, this report appears as a Preliminary Session Detail Report, but after the final, more accurate session detail data is available, it is replaced by the Final Session Detail Report.

Generating reports

You can generate usage reports that provide information about each online meeting that you have hosted on your site.

You can export or download the data to a comma-separated values (CSV) file which you can then open in a spreadsheet program such as Microsoft Excel. You can also print reports in a printer-friendly format.

To generate a report:

1. Log in to your WebEx service Web site, and then click **My WebEx**.
2. Click **My Reports**.

The My Reports page appears.

3 Choose the type of report you want to generate.

4 Specify your search criteria, such as a date range for which you want to view report data.

5 Click **Display Report**.

6 To change the order in which report data is sorted, click the column headings.

The report data is sorted by the column that has an arrow next to the column heading. To reverse the sort order, click the column heading. To sort using another column, click that column's heading.

7 Do *one* of the following, as appropriate:

- If you are viewing a general meeting usage report and want to display the report in a format that is suitable for printing, click **Printer-Friendly Format**.

8 If you are viewing the usage report for an a meeting and want to view the content in the report, click the link for the meeting name.

9 To export the report data in comma-separated values (CSV) format, click **Export Report** or **Export**.

10 If available, click links on the report to display more details.