WebEx™ Meeting Center Users Guide for Windows

This guide contains the basics for starting and moderating a WebEx™ web conference. It is intended to ensure you have everything you need to get started and conduct your first WebEx conference.

If you need additional assistance getting started, or if you do not have an account, please contact ConferencePlus™ at **1 800 866 0888.**

3 Ways to Launch Your Web Conference

+ **Presenter Invitation.** A link to your WebEx conference is included on your presenter invitation. Simply click on this link. Your browser will open and launch the ConferencePlus Meeting Center page. In Meeting Center, accept the terms and conditions and click on "Start". Your WebEx conference will launch and you are ready to go!

+ **MyAccount Dashboard.** If you have access to MyAccount Dashboard you can launch your stand alone WebEx conferences, or those that are associated with a ConferenceAnytime™ subscription or a ConferencePasscode™ call. Simply login to your MyAccount Dashboard and click on the "Start Web" icon associated with the desired conference and your WebEx conference will be launched.

+ **Meeting Center.** You may launch your WebEx conference from the ConferencePlus Meeting Center.

  - Go to http://www.conferenceplus.com

  - In *Meeting Center,* click on Moderator/Host. You will be taken to a Moderator Sign-In page.

  - Enter your Dial-In Number, Passcode and Moderator Code and click on the "Sign In" button. This will take you to the *Start a Conference* page.

  - In the *Start WebPlus* box, accept the terms and conditions and click on "Start". Your WebEx conference will be launched.

Presenter Controls

After you have successfully launched your WebEx conference, you are ready to begin moderating your meeting. The following provides a brief overview of the WebEx menu items and conference controls.

Drop Down Menus

File. Open, Close, Save, Save As, Save All, Transfer, Print, Send Transcript, End Meeting.

Edit. Undo, Redo, Add Page, Paste As New Page, Annotate On, Clear, Font, Preferences.

Share. Presentation or Document, Application, Desktop, Whiteboard, Web Content, Web Browser, Remote Computer, My Meeting Manager.

View. Full Screen, Thumbnails, Rotate Page Left, Rotate Page Right, Zoom In, Zoom Out, Zoom By, Fit In Viewer, Fit To Width, Automatically Advance Pages, Synchronize For All, Open Quick Start, Show Quick Start to Attendees, Panels.

Communicate. Join Teleconference, Audio Set Up Wizard, Internet Phone.

Participant. Mute, Unmute, Mute All, Unmute All, Mute on Entry, Invite, Remind, Assign Privileges, Change Role To, Find Participant, Reclaim Host Role, Expel.

Meeting. Information, Start Recording, Recorder Settings, Welcome Message, Options, Restrict/Restore Access.

Help. Meeting Manager Help, About Meeting Manager, Verify Rich Media Player.

Panel Options

Participants Panel. Identifies who is in the meeting and who is the presenter.

Make Presenter. Select an attendee and click here to let the attendee share.

Chat. Type your chat comments here.

Send To. Select an attendee for private chat. (Attendees see different options as appropriate.)

Send. Click to submit your chat comments.

Notes. Take and save meeting notes.

Polling Panel. Click to set up questions and collect answers.

Video Panel. Click to see live video from the presenter's video camera.

Importing Documents and Presentations

(For presenters and participants who have the "Share Documents" privilege.)

Before you share a document or presentation, you can choose one of the following import modes:

Universal Communications Format (UCF) – UCF is the default mode. It 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 – 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.

To choose an import mode for shared documents and presentations:

+ In the Meeting window, on the main toolbar, choose *Meeting* then *Options*.

+ The *Meeting Options* dialog box will appear.

+ Click the *Import Mode* tab.

+ The *Import Mode* tab options will appear.

+ Select either *Universal Communications Format* or *Printer driver*.

+ Click Apply and *OK*.

Note

+ Changing the import-mode does not affect any documents or presentations that you are currently sharing. To apply a new import mode to a shared document or presentation, you must close it first, and then share it again.

Sharing a Document or Presentation

(For presenters and participants who have the "Share Documents" privilege.)

You can share a document or presentation that resides on your computer. Participants can view a shared document or presentation in their content viewers.
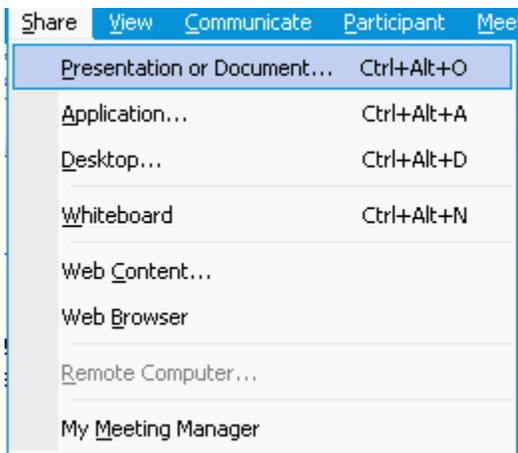
To share a document or presentation:

+ In the Meeting window, do either of the following:

  • On the toolbar, click on the *Share Presentation or Document* button.

  Or

  • On the main toolbar, choose *Share* then *Presentation or Document*.

+ The *Share Presentation or Document* dialog box appears.

+ Select the document or presentation that you want to share.

+ Click *Open***.**

Meeting Manager first opens the document or presentation, and then displays it in your content viewer. Participants can then view the document or presentation in their content viewers.

If you share a Microsoft PowerPoint presentation, Meeting Manager automatically displays the *Presentations* tab in the *Meeting Options* dialog box, on which you can choose whether or not to display animations and slide transitions.

+ To ensure that all participants can view the entire page or slide in their content viewer, click the *Synchronize* button located on the bottom toolbar.

+ To display a different page or slide, do one the following:

- To display the next page or slide, click the *Next* button.

- To display the previous page or slide, click the *Previous* button.

If you are sharing Microsoft PowerPoint slides that include animations, do the following to display different slides and their animations:

To display the next slide or animation, press the Up Arrow, Right Arrow, or Spacebar on your computer's keyboard.

To display the previous slide or animation, press the Down Arrow or Left Arrow on your computer's keyboard.

Notes

+ If you open another document or presentation, Meeting Manager adds another tab to top of the content viewer. You can display different documents or presentations by clicking the tabs.

+ If you select an HTML document to share, a message appears. Click *OK* to open the document in a Web browser window. Then print the document using the ActiveTouch Document Manager, which appears in your list of printers. The document then appears in the content viewer.

+ If Meeting Manager cannot determine the application with which a document or presentation was created, you must manually open the document outside of the Meeting window. Then print the document using the ActiveTouch Document Loader, which appears in your computer's list of printers. The document then appears in the content viewer.

Sharing an Application

(For presenters only)

You can share any application on your computer with meeting participants. Participants can view your application and all the actions that you take with it.

To share an application:

+ In the Meeting window, on the main toolbar, choose *Share* then *Application***.**

+ The *Share Application* dialog box appears, showing a list of all applications currently running on your computer.

+ To view additional applications, click on the *New Applications* button.

+ In the list, select the application that you want to share.

+ Click *Share***.**

The Meeting window minimizes on your computer. If the application is not already running, it starts automatically.

Your application appears in a sharing window on participants' screens.

Note

+ While sharing an application, you can return to the Meeting window, causing all participants to return to their Meeting windows automatically.

Sharing Additional Applications

(For presenters only)

While sharing an application, you can share additional applications at any time. Meeting participants can view all shared applications simultaneously.

Tip. Alternatively, you can share multiple applications by sharing your computer's desktop. For details, see "Sharing Your Desktop" below.

To share additional applications:

+ Do any of the following:

  - In the Meeting window, on the main toolbar, choose *Share* then *Application*.

  - On the title bar of the application that you are currently sharing, click the *Sharing* button.   Then, on the menu that appears, choose *Share Application*.

  Or

  - click the *Application Share* button on your computers lower toolbar.
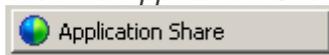
+ The *Share Application* dialog box appears, showing a list of all applications that are currently running on your computer.

+ To view additional applications, click on the *New Application* button.

+ In the list, select the application that you want to share.

+ Click *Share*. If the application is not already running, it starts automatically.

Caution. If you close the Share Application dialog box, all application sharing stops. Instead, minimize the dialog box to continue sharing the current application.

Sharing Your Desktop

(For presenters only)

You can share your computer's desktop with meeting participants. All participants can view your entire desktop - including any applications and windows that are currently open - and all the actions that you take with your desktop.

To share your desktop:

+ In the Meeting window, on the main toolbar, choose *Share* then *Desktop*.

+ The *Share Desktop* dialog box appears.

+ Optional - To allow a participant to control your desktop remotely, click the *Sharing* button. In *Allow to control remotely*, select the name of the participant.

+ Click *OK*.

+ The Meeting window minimizes on your computer. And your computer's entire desktop appears in a full-screen view on participants' screens.

Sharing a Web Browser

(For presenters only)

You can share a web browser with meeting participants allowing them to view all web pages that you access and all the actions that you take with a web page.

To share a web browser:

+ In the Meeting window, on the main toolbar, choose *Share* then *Web Browser*.

+ The Meeting window minimizes on your computer, and your default web browser opens.

+ Your web browser appears in a sharing window on participants' screens.

+ Participants will view all your actions as you navigate with your browser,

Notes

+ During Web browser sharing, participants cannot view or experience any multimedia effects on a web page, such as Flash animations and streaming audio and video. To share web content that contains multimedia affects, use web content sharing instead.

+ While sharing a web browser, you can return to the Meeting window, causing all participants to return to their Meeting windows automatically.

+ Participants can view any new web browser windows that you open. Thus, participants can view several web pages simultaneously.

If you wish to receive more in-depth training for WebEx™ Meeting Center, please contact ConferencePlus at **1 800 866 0888** to arrange a live training session.

simplify

ConferencePlus believes that conferencing should not only change the way you do business – it should improve your business processes by increasing productivity and simplifying your business day. We are dedicated to making you and your organization look good by providing audio, web and videoconferencing services that help you maximize every meeting opportunity – anywhere, at any time. Our goal is to ensure that each event is a productive, positive, "no surprises" experience.

audio   web   video