WebEx Meeting Center User's Guide

Version 8

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About setting up Meeting Manager

To participate in a meeting, you must set up Meeting Manager software 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 Meeting Manager at any time before scheduling, starting, or joining a meeting.

Setting up Meeting Manager

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System requirements for Meeting Manager 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 Meeting Center site.
2. On the Meeting Center navigation bar, click **Support**>**User Guides**.
3. On the right side of the page, under **Release Notes and FAQs,** click the link for release notes.

If you need to change your browser settings

In most cases, your Web browser is set up properly for Meeting Manager. However, if you are unsure whether your Web browser's settings are correctly configured, or you encounter problems when setting up Meeting Manager, you can set up your Web browser according to the following instructions.

To set up Internet Explorer 6.x:

1. On the **Tools** menu, choose **Internet Options**.

   The Internet Options dialog box appears.
2. Click the **Security** tab.
3. Ensure that the **Internet** zone is selected.
4. Click **Custom Level.**

   The Security Settings dialog box appears.
5. In the **Reset to** drop-down list, ensure that **Medium** is selected.

   If **Medium** is not already selected, select it, and then click **Reset**.
6. Click **OK** to return to the **Security** tab.
7. Click **OK** to close the Internet Options dialog box.

To set up Netscape Navigator 7.x:

1. On the **Edit** menu, choose **Preferences**.
2. Click **Advanced**.

   The Advanced dialog box appears
3. Ensure that the following options are selected:
   - **Enable Java**

- **Enable JavaScript**
- **Accept all cookies**

4 Click **OK**.

Setting up Meeting Manager for Windows

Before installing Meeting Manager, ensure that your computer meets the minimum system requirements. For details, see *System requirements for Meeting Manager for Windows* on page 2.

If you are not using the Windows operating system, please refer to our FAQ, which includes information about setting up Meeting Manager 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>User Guides**.
2. On the **User Guides** 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 Manager 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, do *one* of the following:
   - If you are installing Meeting Manager on Microsoft Internet Explorer, click **Yes**.
   - If you are installing Meeting Manager on Netscape Navigator, click **Grant**.

     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. For details, see *Checking your system for UCF Compatibility* on page 5.

Uninstalling Meeting Manager

If you want to...	See...
get an overview of removing Meeting Manager from your computer	*Uninstalling Meeting Manager* on page 4
remove Meeting Manager for Windows	*Uninstalling Meeting Manager for Windows* on page 4

Uninstalling Meeting Manager for Windows

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

1. Do *one* of the following:
   - For Windows 98, 2000, ME, or NT: 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 meetings

To take advantage of the many features available in meetings, 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) More...
- Set up and install WebEx AIM Pro Business Edition (to integrate a special business version of IM with your meeting) More...
- Share a remote computer More...

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**, the 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 AIM Pro

Use WebEx AIM Pro, the instant messenger for business users to send secure instant messages, invite or remind participants, and manage meetings. AIM Pro 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 AIM Pro:

1 Log in to your WebEx 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 AIM Pro Business Edition.

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

About sharing a remote computer

Use remote computer sharing to show all meeting attendees a remote computer. Depending on how you set up the remote computer, you can show the entire desktop or just specific applications. Use remote computer sharing to show attendees an application or file that is available only on a remote computer.

Attendees can view your remote computer, including all your mouse movements, in a sharing window on their screens.

You can share a remote computer during a meeting for which you are the presenter, if:

- You have installed the Access Anywhere Agent on the remote computer
- You logged in to your Meeting Center Web site before joining the meeting, if you are not the original meeting host

For information about setting up a computer so you can access it remotely, refer to the *Access Anywhere User's Guide*.

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Joining a Meeting

If you want to...	See...
get an overview of joining a meeting	*About joining a meeting* on page 7
join a meeting from an instant message	*Joining a meeting from an instant message* on page 7
join a meeting from an email invitation	*Joining a meeting from an email invitation* on page 8
join a meeting from the meeting calendar	*Joining a meeting from the meeting calendar* on page 9
join a meeting from the host's personal meeting page	*Joining a meeting from the host's personal page* on page 10
join a meeting if the meeting is not listed on the calendar or on the host's personal meeting page	*Joining a meeting using the meeting number* on page 10
register for a meeting	*Registering for a meeting* on page 12
obtain information about a meeting, such as its agenda and meeting number	*Obtaining information about a scheduled meeting* on page 14
add a scheduled to your calendar program, such as Microsoft Outlook	*Adding a meeting to your calendar program* on page 16

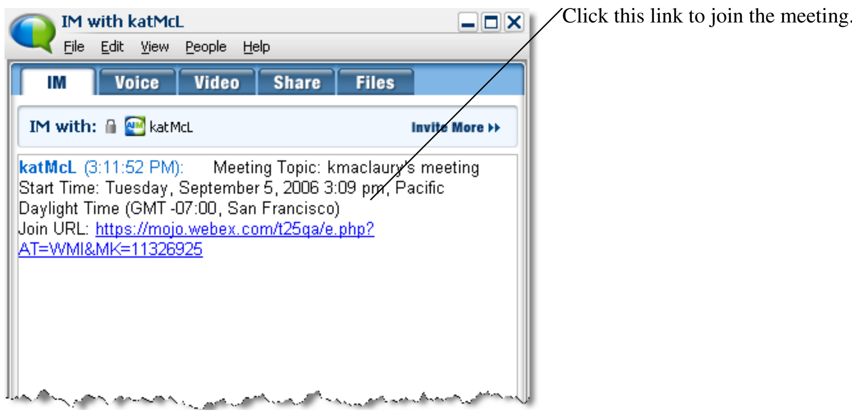
About joining a meeting

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 in an instant message or paste into an email message.

If the host has given you just the meeting number, you have a couple of ways to join the meeting. For details, see *Joining a meeting using the meeting number* on page 10.

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.

If the meeting requires registration, a **Register** button appears on the page. If you have not yet registered for the meeting, you must do so before you can join it. For more information, see *Registering for a meeting* on page 12.

3 Click **Join Now**.

The Meeting window appears.

Joining a meeting 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 user name 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.

If the meeting requires registration, a **Register** button appears on the page. If you have not yet registered for the meeting, you must do so before you can join it. For more information, see *Registering for a meeting* on page 12.

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. For details, see *Joining a meeting from the meeting calendar* on page 9 or *Joining a meeting from the host's personal page* on page 10

Joining a meeting from the meeting 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**. For more information about calendar views, see *Viewing the meeting calendar* on page 20.
  - Sort a meeting list by clicking the column headings. For details, see *Sorting the meeting calendar* on page 22**.**
  - View a list of meetings for another date. For details, see *Selecting a date on the meeting calendar* on page 20.
  - Search for a meeting. For details, see *Searching for a meeting on the meeting calendar* on page 22.

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

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

  If the meeting requires registration, a **Register** button appears on the page. If you have not yet registered for the meeting, you must do so before you can join it. For more information, see *Registering for a meeting* on page 12.

5 Click **Join Now**.

  The Meeting window appears.

Tip

- You can obtain detailed information about a selected meeting or its agenda before joining it. For details, see *Obtaining information about a scheduled meeting* on page 14.

- 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.

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.

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

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

If the meeting requires registration, a **Register** button appears on the page. If you have not yet registered for the meeting, you must do so before you can join it. For more information, see *Registering for a meeting* on page 12.

5 Click **OK**.

The Meeting window appears.

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, see *Joining a meeting from your Meeting Center Web site using the meeting number* on page 11
- 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 meeting from the host's personal page using the meeting number* on page 11

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

f 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.

   If the meeting requires registration, a **Register** button appears on the page. If you have not yet registered for the meeting, you must do so before you can join it. For more information, see *Registering for a meeting* on page 12.

5 Click **Join Now.**

   The Meeting window appears.

Joining 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.

   If the meeting requires registration, a **Register** button appears on the page. If you have not yet registered for the meeting, you must do so before you can join it. For more information, see *Registering for a meeting* on page 12.

5 Click **Join Now**.

   The Meeting window appears.

Registering for a meeting

If you want to...	See...
get an overview of registering for a meeting	*About registering for a meeting* on page 12
register for a meeting from an invitation email message	*Registering from an email message* on page 12
register for a meeting from the meeting calendar on your Meeting Center Web site	*Registering from the meeting calendar* on page 13
register for a meeting from the host's Personal Meeting Room page	*Registering from the host's personal page* on page 14

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

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 displays a list of meetings that require registration for the current date. Only meetings that require registration appear on this calendar.

2. On the meeting calendar, locate the meeting for which you want to register.

   To locate a meeting quickly, you can:

   - Sort the list of meetings by clicking the column headings. For details, see *Sorting the meeting calendar* on page 22.
   - Display the list of meetings for another date. For details, see *Selecting a date on the meeting calendar* on page 20.
   - Search for a meeting. For details, see *Searching for a meeting on the meeting calendar* on page 22.

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. For details, see *Obtaining information about a scheduled meeting* on page 14.
- 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

If you want to...	See...
get an overview of obtaining information about a scheduled meeting	*About obtaining meeting information* on page 15
obtain meeting information from an invitation email message	*Obtaining information from an email message* on page 15
obtain meeting information from the host's Personal Meeting Room page	*Obtaining information from the host's personal page* on page 16

About obtaining meeting information

Before joining or registering for 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

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

If you want to...	See...
get an overview of adding a scheduled meeting to your calendar program	*About adding a meeting to your calendar program* on page 16
add a scheduled meeting to your calendar program	*Adding a meeting to your calendar program* on page 17

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.

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Using the Calendar

If you want to...	See...
get an overview of using the calendar	*About the meeting calendar* on page 19
view the meeting calendar	*Viewing the meeting calendar* on page 20
select a date on the meeting calendar	*Selecting a date on the meeting calendar* on page 20
search for a meeting on the meeting calendar	*Searching for a meeting on the meeting calendar* on page 22
sort the meeting calendar	*Sorting the meeting calendar* on page 22
refresh the meeting calendar	*Refreshing the meeting calendar* on page 23
select a language and time zone on the meeting calendar	*Selecting a language and time zone on the meeting calendar* on page 23
register for a meeting from the meeting calendar	*Registering for a meeting from the meeting calendar* on page 24

About the meeting calendar

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

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 list of meetings for today's date only or for an entire month. You can also view a list of only those meetings that require registration.

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

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 Browse Meetings page appears, displaying the meeting calendar.

3 Click *one* of the tabs to navigate to different views of the meeting calendar:

You can choose **Today, Daily, Weekly,** or **Monthly**.

You can also view a list that includes past meetings, and 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, 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

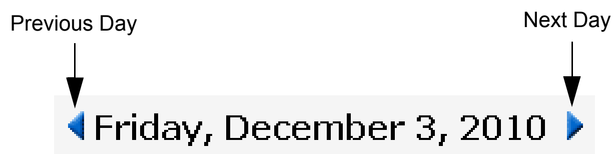
You can view a list of scheduled meetings for any date on the meeting calendar.

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. For details, see *Viewing the meeting calendar* on page 20.

2 On the **Daily** view on the Browse Meetings page, or on the Register for a Meeting page, do *one* of the following:

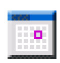
- To display a list of meetings for the previous day, click the **Previous Day** button.
- To display a list of meetings for the next day, click the **Next Day** button.



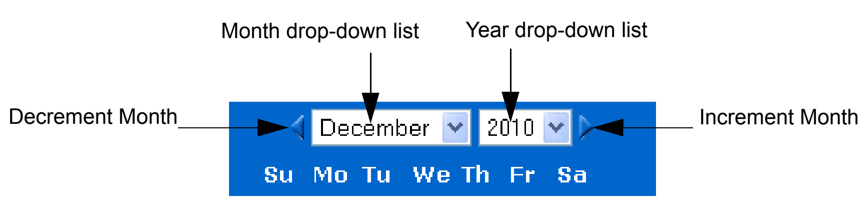
For details about the options on the **Daily** view, see *About the Daily view* on page 26.

To display a list of meetings for a specific date, using the Today, Daily, or Weekly view:

1. If you have not already done so, open the meeting calendar. For details, see *Viewing the meeting calendar* on page 20.
2. On the **Today**, **Daily**, or **Weekly** tab on the Browse Meetings page, or on the Register for a Meeting page, click the **Calendar** icon.

   The Calendar window appears, showing the calendar for the current month.
3. Optional. Do *any* of the following:
   - To view the calendar for the previous month, click the **Decrement Month** button.
   - To view the calendar for the next month, click the **Increment Month** button.
   - 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.

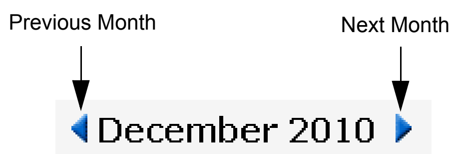
4. Click the date for which you want to view a list of meetings.

   The Daily view for the date that you selected appears.

   For details about the options on the view tabs, see *About the Today view* on page 25, *About the Daily view* on page 26, or *About the Weekly view* on page 28.

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. For details, see *Viewing the meeting calendar* on page 20.
2. Click the **Monthly** tab.
3. Optional. Do *either* of the following:
   - To view the Monthly view for the previous month, click the **Previous Month** button.
   - To view the Monthly view for the next month, click the **Next Month** button.



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 iconappears have at least one scheduled meeting.

For details about the options on the **Monthly** view, see *About the Monthly view* on page 29.

Searching for a meeting on the meeting calendar

On the meeting calendar, you can locate a meeting by searching for text in the host's name, 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. For details, see *Viewing the meeting calendar* on page 20.
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	Sorts the meeting list alphabetically by host 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* on page 20.
2. In a list of meetings on the **Today**, **Daily**, or **Weekly** tab on the Browse Meetings page, or on the Register for a Meeting page, click the column heading by which you want to sort the meetings.

   The **Ascending Sort** indicator appears, and the meetings are sorted by the column, in ascending order.

   The **Descending Sort** indicator appears, and the meetings are sorted by the column, in descending order.

Refreshing the meeting calendar

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

To refresh the public meeting calendar:

1. If you have not already done so, open the meeting calendar. For details, see *Viewing the meeting calendar* on page 20.
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. For details, see *Viewing the meeting calendar* on page 20.
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. For details, see *Viewing the meeting calendar* on page 20.
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's 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 only meetings that require registration. Each page of the meeting calendar lists all of the meetings occurring on a given day that require registration, except unlisted meetings.

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.
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.

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. For details, see *Sorting the meeting calendar* on page 22.

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 check box	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	Lists the host 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 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.
	Indicates that this is an Audio Only 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. For details, see *Sorting the meeting calendar* on page 22.

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 check box	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	Lists the host 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 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.

Option	Description
	Indicates that this is an Audio Only 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. For details, see *Sorting the meeting calendar* on page 22.

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.

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.
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	Lists the host 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 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.
	Indicates that this is an Audio Only 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.

Option	Description
	Click the **Refresh** icon at any time to display the most current view of the month's 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.
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.
- Display meetings that require registration.
- Sort the search results.
- Select a language for your Meeting Center Web site.
- Select a time zone for your Meeting Center Web site.

The meeting information displayed in the search results can be sorted by clicking the column headings. For details, see *Sorting the meeting calendar* on page 22.

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 view of the month's 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 check box	Select to include concluded meetings in the search results.

Option	Description
Show only meetings that require registration check box	Select to display only those meetings that require registration in the search results.
Navigation links	Click 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 meetings name. Click the topic name to get meeting information.
Host	Lists the host for the meeting.
Duration	Lists the meeting duration.
	Indicates that the live meeting is in process.
Join link 	Click the link to join the meeting 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.
	Indicates that this is an Audio Only meeting.
Start link 	(Host only) Click to start your meeting.
End link 	(Host only) Click to end your meeting.

4

Scheduling a Meeting

If you want to...	See...
get an overview of scheduling a meeting	*Choosing the scheduler that works for you* on page 33
allow another user to schedule meetings for you	*Allowing another user to schedule meetings for you* on page 39
use the Quick Scheduler to start a meeting quickly	*Using the Quick Scheduler* on page 34
use the Advanced Scheduler to include an agenda and other options in your meeting	*Using the Advanced Scheduler* on page 39
set up a meeting that recurs on a regular basis	*Setting up a recurring meeting* on page 73
start a scheduled meeting	*Starting a scheduled meeting* on page 77
edit details for a scheduled meeting	*Editing a scheduled meeting* on page 76
cancel a scheduled meeting	*Canceling a scheduled meeting* on page 78

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. For details, see *Using the Quick Scheduler* on page 34.

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* on page 39

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. For details, see:

- *Setting up a recurring meeting* on page 73
- *Using meeting templates* on page 70

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.

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. For information about the fields on this page, see *About the Quick Scheduler page* on page 35.
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.**

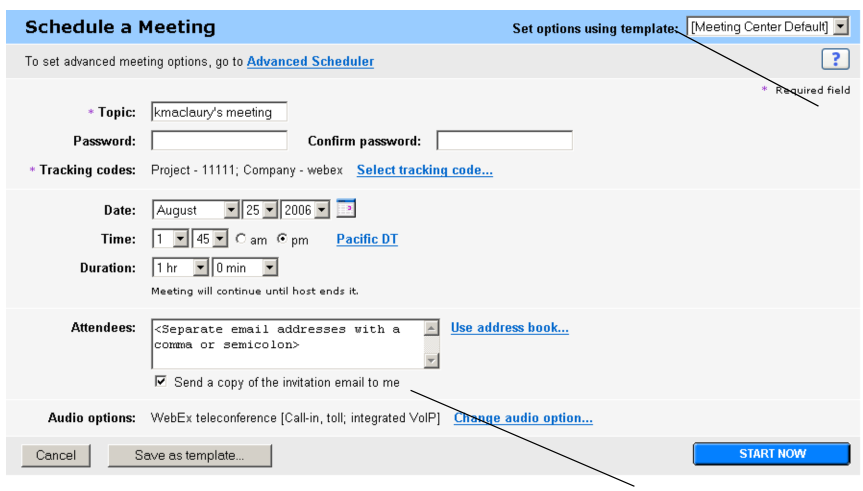
The Meeting Scheduled page appears, confirming that the meeting is scheduled. You also receive a confirmation email message that includes information about the scheduled meeting.

About the 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.

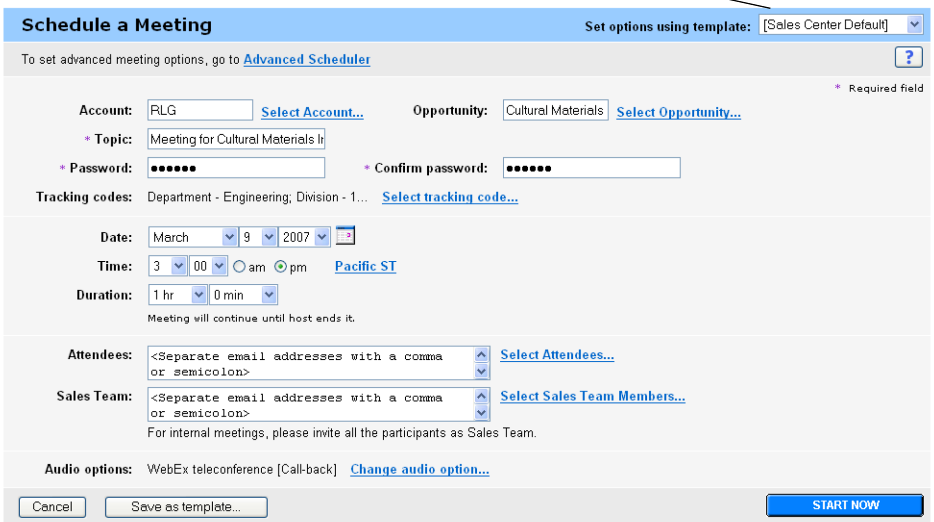


Choose a meeting template, if you want to use settings you have applied previously and

You can go to your address book, time zone settings, audio options page to make changes to these settings.

Select this check box to receive a copy of the email invitation sent to attendees

Choose a meeting template, if you want to use settings you have applied previously and saved in a



Click the links to change settings, such as the account and opportunity you want to assign, the time zone, or audio options available in this meeting.

What you can do here

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

Use this option...	To...
Choose a Template/ Set options using	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
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.

Use this option...	To...
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. Select the "Send a copy of the email invitation to me" check box to receive a copy of the invitation. Later, you can forward this email invitation, if you find you have forgotten to invite someone.
Audio options	The default settings appear. To select a different options, click **Change audio option.**

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. For details about granting scheduling permission to another user, see *Allowing another user to schedule meetings for you* on page 39.

Note If you use Microsoft Outlook 2000 or a later version, you can schedule, start, and join online meetings 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* on page 42.
- **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* on page 42
- **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. For details, see *How can I enhance meeting security?* on page 56
- **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 *How can I enhance meeting security?* on page 56
- **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. For more information, see *About the Registration page* on page 56.

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.

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**.

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 list of meetings.

   For details, see *About the Required Information page* on page 42.

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.

   For details, see *About the Date & Time page* on page 45.

3. Click **Audio Conference**.

   Set up an audio conference for the meeting. Select the type of voice conference (call back or call in). Also, you can include VoIP as well as the traditional teleconference.

   For details, see *About the Audio Conference Settings page* on page 48.

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* on page 53.

5. Click **Registration**.

   If you want to have participants register for the meeting, select information to be requested on registration page.

   For details, see *About the Registration page* on page 56.

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.

For details, see *About the Agenda & Welcome page* on page 59.

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.

For details, see *About the Meeting Options page* on page 63.

8 Click **Attendee Privileges**.

Select the privileges attendees have during the meeting.

For details, see *About the Attendee Privileges Page* on page 67.

9 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.

For details, see *About the Review page* on page 69.

10 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.

For more details about using meeting templates, see *Using meeting templates* on page 70.

11 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

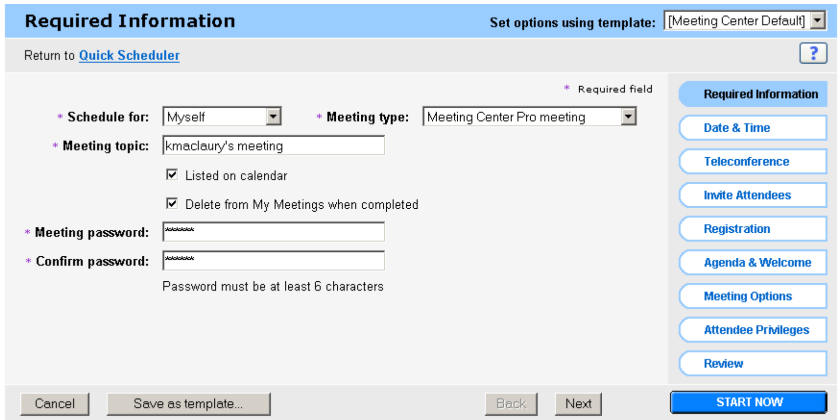
Scheduling a meeting can be done in one click, or you can take a bit of time and set up teleconferencing options, invite attendees, assign privileges, and select other options in advance of the meeting. If you have questions about any options or how to complete the information requested on any page in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

If you want to...	See...
learn about meeting types, listed and unlisted meetings, meeting passwords	*About the Required Information page* on page 42
set the day and time for a meeting or set up a recurring meeting	*About the Date & Time page* on page 45
set up an audio conference with VoIP or voice teleconferencing or both	*About the Audio Conference Settings page* on page 48
invite attendees in advance and set security measures	*About the Invite Attendees page* on page 53
require attendees to register for a meeting	*About the Registration page* on page 56
create an agenda and select a presentation to share while attendees wait for the meeting to start	*About the Agenda & Welcome page* on page 59
set options for participants, such as allowing them to chat, transfer files, and take notes	*About the Meeting Options page* on page 63
set privileges for attendees, such as allowing them to view a list of meeting participants, control another computer or a Web browser remotely	*About the Attendee Privileges Page* on page 67
review all meeting details	*About the Review page* on page 69

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. For information about listed and unlisted meetings, see *About joining a meeting* on page 7.
- 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...
Choose a Template/ **Set options using**	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
Schedule for	Schedule a meeting on someone else's behalf. Select that person's name in the drop-down list. You see this option if you have permission to perform this task for at least one other user and only after that user has granted you permission, by using the **Scheduling permission** option on his or her My Profile page.

Use this option...	To...
Meeting type	Select the type of meeting you want to host. Some Meeting Center sites have set up custom meeting types, which your site administrator creates. For information about which features are available for a meeting type, ask your site administrator. (Optional for some organizations.)
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 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.

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 meetings. Tracking codes can be optional or required, depending on how your site administrator sets them up.

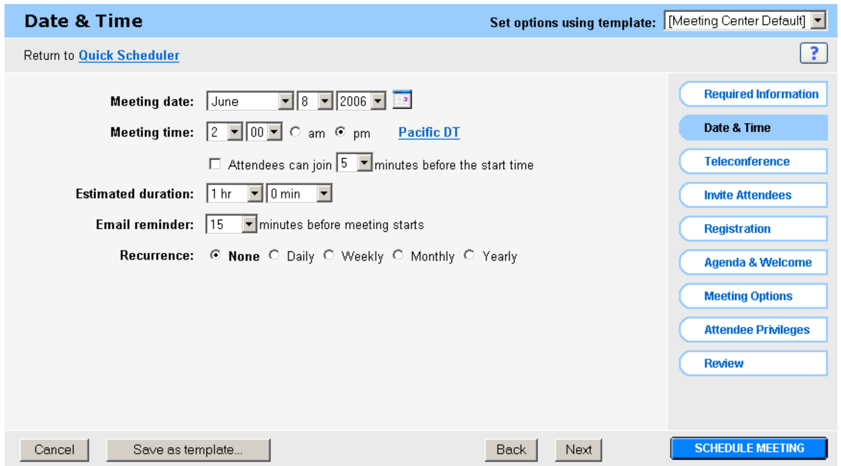
How can I learn about the fields on the Required Information page?

Click the Help link in the top right corner of the Required Information page, or review *About the Required Information page* on page 42.

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

Use this option...	To...
Choose a Template/ Set options using	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
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 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**

<table>
<tr><th>Use this option...</th><th>To...</th></tr>
<tr><td>Attendees can join [x] minutes before the starting time</td><td>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

For more information about starting a meeting, see Starting a scheduled meeting on page 77.</td></tr>
<tr><td>Attendees can also connect to the WebEx teleconference</td><td>If you allow attendees to join the meeting before the scheduled starting time, you can also allow attendees to join in a teleconference before the meeting starts.

You set up the teleconference on the next page.</td></tr>
<tr><td>Estimated duration</td><td>Enter the length of time you estimate that the meeting will continue. The meeting does not end automatically after the duration that you set.</td></tr>
<tr><td>Email reminder</td><td>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.</td></tr>
<tr><td>Recurrence</td><td>Set the recurrence pattern for this meeting.</td></tr>
<tr><td></td><td>None: Specifies that the meeting does not recur.</td></tr>
<tr><td></td><td>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 pass.

■ 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.</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td></td><td>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</td></tr>
</table>

Use this option...	To...
	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.

How can I learn about the fields on the Date & Time page?

Click the Help link in the top right corner of the Date & Time page, or review *About the Date & Time page* on page 45.

About the Audio Conference Settings page

How to access this page:

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

What you can do on this page

- Include a VoIP (voice over Internet Protocol) session
- Choose the telephony service you want to use in the meeting you are scheduling

  If you choose WebEx Audio, you can set other options, such as whether meeting participants call in to the meeting or receive a call back and if the participants use a toll or toll-free number.
- Choose the sound that plays when participants enter or leave the meeting.

  For instance, you can hear a "beep" or have the name of the participant announced.

Options on this page

Use this option...	To...
Choose a Template/ Set options using	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
Use VoIP only	Indicate whether you want to set up VoIP only for the meeting. Notes: ■ You must start VoIP after you start the meeting. For details, see *Starting or joining an Integrated VoIP conference* on page 146. ■ Only participants whose computers meet the system requirements for VoIP can participate in the conference.
Audio Conference	Select the type of audio conference you would like to use:

Use this option...	To...
	WebEx Audio: Specifies that the meeting includes an integrated audio conference. If you select this option, choose one of the following types of audio conferences: ■ **Display toll-free number:** If attendees call in to the conference, they can call a toll-free number. **Toll number is always displayed:** Attendees have the option of using the toll number that appears. ■ Allow access to the audio conference via global call-in numbers: This option provides a list of numbers—such as toll-free or local numbers—that attendees in other countries can call to join the audio conference. For more details, *click here*. **Enable teleconference CLI authentication when participants call in** CLI (caller line identification) is a form of caller ID, a telephony intelligent service that transmits a caller's telephone number before the call is answered. If you use WebEx audio conferencing, you can help participants join the meeting more quickly, if participants have: ❑ a WebEx host account ❑ saved their phone numbers in their WebEx profiles **Note** This option is not available for Cisco Unified MeetingPlace users.
	WebEx Personal Conference Number: Displays the personal teleconference accounts you have set up in the My Profile area of My WebEx. Select the account you want to use for your meeting. A maximum of three accounts appears. Click **Edit** to make changes, such as updating the subscriber or attendee access code. **Note** If you have not yet set up any accounts, click **Create Personal Conference Number** to get started. This option is not available for Cisco Unified MeetingPlace users.
	Other teleconferencing service: Specifies that the meeting includes a teleconference that another service provides. ■ **Instructions:** Provides space for you to type instructions for joining the teleconference. **Note** Instructions for any conferencing option that you select automatically appear: ■ On the Meeting Information page on your site, which participants can view before you start the meeting ■ In invitation email messages, if you invite participants using the Schedule a Meeting page options ■ On the **Info** tab, which appears in the content viewer in the Meeting window

Use this option...	To...
	Cisco Unified MeetingPlace audio conferencing: Specifies that the meeting include an integrated audio conference. If you select this option, choose the type of conference: ■ **Attendees call in:** Select if you want customers to dial a number to join ■ **Attendees receive call back:** Select if you want customers to type in a phone number and receive a call back from the conferencing service. **Tip** A participant must have a direct phone line to receive a call from the conferencing service. However, a participant without a direct phone line can join an audio conference by dialing a call-in number, which is always available in the meeting window.
	None: Specifies that the meeting does not include a teleconference, or the meeting includes a teleconference for which you will provide information for participants using a method other than your meeting service.
Entry & exit tone	Select the sound you would like all participants to hear when an attendee joins or leaves the meeting: ■ **Beep:** A simple tone plays ■ **Announce name:** Upon joining the conference, a participant records his or her name, which is then played in the conference. ■ **No Tone:** No alert plays

Questions about setting up an audio conference

What kinds of audio conferencing are available?

- **WebEx audio conference**—you can use either your telephone or a headset connected to your computer as your audio device for participating in a meeting:
  - **Computer conference**—you can use VoIP (Voice over Internet Protocol), an Internet-based telephony service. Any participant whose computer has a supported sound card can join the conference.
  - **Telephone conference**—you can use your telephone to receive a call back, or you can dial in to join the conference.

  If you are a host, you can invite up to 500 attendees to participate in the audio conference. Participants can choose how they want to join the audio conference.

  If your site includes the international call-back option, participants in other countries can receive a call back. For more information about this option, ask your meeting administrator.

- **Third-party or internal teleconference**—Any conferencing service other than the WebEx Audio conferencing service. You can use any third-party conferencing service or internal conferencing system, and provide instructions for joining the audio conference when setting up a meeting. Your instructions automatically appear in a message box when a participant joins the meeting.

- **Use VoIP Only**—A voice conference in which participants use computers with audio capability to communicate over the Internet rather than the telephone system.

What are the system requirements for a computer conference?

To include a computer conference, sometimes called VoIP (voice over Internet protocol), ensure that your computer meets the following system requirements:

- A supported sound card

  For a current list of supported sound cards, refer to the Frequently Asked Questions page on your Meeting Center Web site. You can access this page from your site's Support page.

- Speakers or headphones
- Microphone, if you want to speak during the conference

Tip For better audio quality and greater convenience, use a computer headset with a high-quality microphone.

When should I select "Use VoIP Only?"

- Your meeting includes remote attendees who do not want to be charged for long-distance phone calls.
- Your meeting will not involve much interaction—for example, attendees will listen to a presentation instead of engage in a discussion.
- You want to minimize the voice conferencing costs for the meeting.

Check that your computer has the minimum system requirements for VoIP. For details, see *About the Audio Conference Settings page* on page 48.

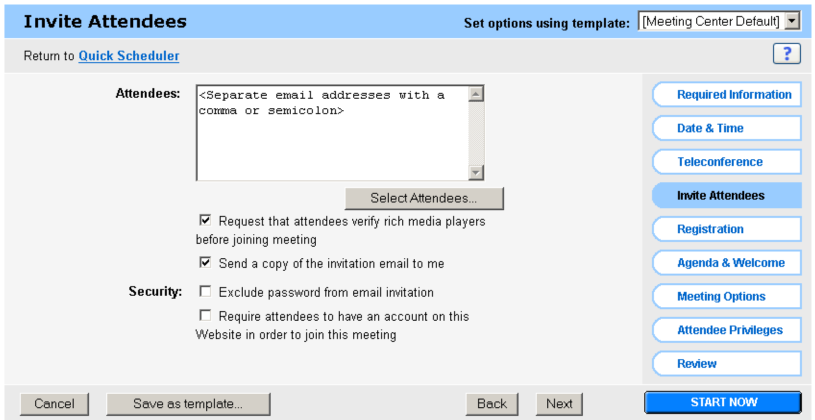
How can I learn about the fields on the Audio Conference Settings page?

Click the Help link in the top right corner of the Audio Conference Settings page, or review *About the Audio Conference Settings page* on page 48.

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.
- Include a request for attendees to verify that their computers can play Universal Communications Format (UCF) media files
- Enhance meeting security by choosing options for email messages and joining the meeting

Options on this page

Use this option...	To...
Choose a Template/ Set options using	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
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.

Use this option...	To...
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, you can simply forward this email message to them.
Select Attendees/Edit Attendees	Open 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.

What 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
- Audio conference information, if your meeting includes an integrated conference
- The meeting number, which the attendee must provide if your meeting is unlisted

Once you start a scheduled meeting, you can invite additional attendees. For details, see *Inviting attendees to a meeting in progress* on page 120.

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.

Why should I request that attendees to 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. For details, see *Why should I request that attendees to check their systems for UCF compatibility?* on page 55.

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* on page 53.

How can I enhance meeting security?

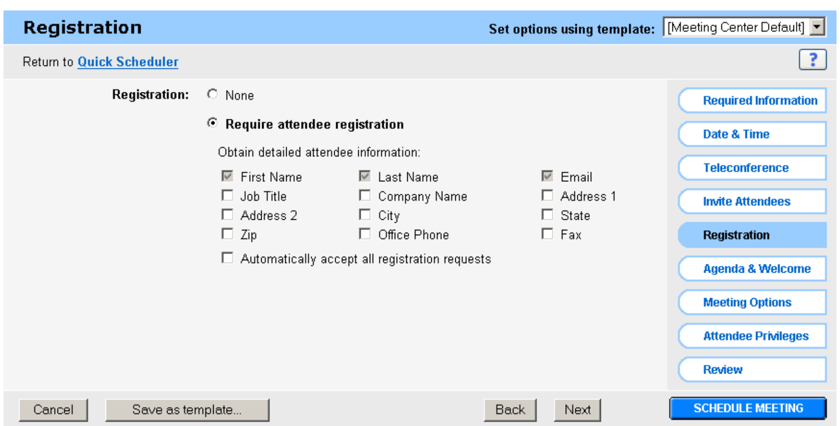
When scheduling a meeting, you can require all attendees to have a user account on your site. If you include this requirement (an option on the **Invite Attendees** page), attendees must log in to your Meeting Center Web site to attend the meeting, which enhances meeting security.

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 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.

Use this option...	To...
Choose a Template/ Set options using	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
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 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.**

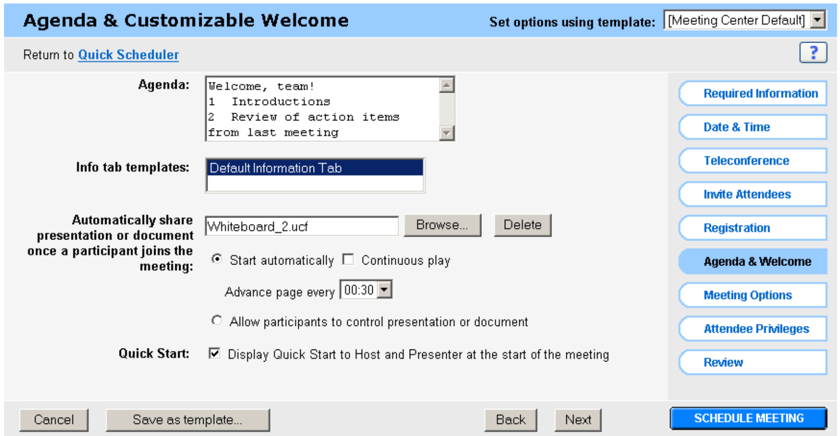
How can I learn about the fields on the Registration page?

Click the Help link in the top right corner of the Registration page, or review *About the Registration page* on page 56.

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.

Use this option...	To...
Choose a Template/ Set options using	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
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 ■ Conference phone numbers ■ Host key (if you are the host) You can choose another template only if your site administrator has provided one or more customized Info tab templates for your meeting service.

Use this option...	To...
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.
■ **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.

Questions about setting the meeting agenda and welcome

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, conference 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.

Why would I want to 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). For information about creating UCF files, review the *Getting Started with WebEx Universal Communication Toolkit*, available on your Meeting Center Web site; click **Support** > **User Guides** from the Welcome page.
- 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 share 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. For more information about creating UCF multimedia presentations, refer to the guide *Getting Started with WebEx Universal Communications Toolkit*, which is available on your Meeting Center Web site.
- 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. For more information about setting this option for a UCF media file, refer to the guide *Getting Started with WebEx Universal Communications Toolkit*, which is available on your Meeting Center Web site.

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. For detailed instructions, see *Editing a scheduled meeting* on page 76.

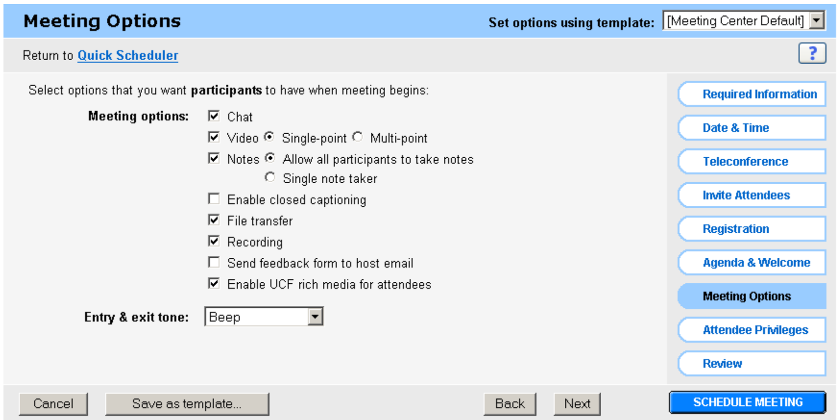
How can I learn about the fields on the Agenda & Welcome page?

Click the Help link in the top right corner of the Agenda & Welcome page, or review *About the Agenda & Welcome page* on page 59.

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 here

- Select which options are available during the meeting.
- Decide whether you want to receive feedback forms that participants fill out at the end of the meeting.

  Your site administrator determines whether the Feedback form appears after each meeting. If the form does not appear after a meeting, your site administrator has turned off this option for your meeting service.
- Specify whether attendees can share UCF rich media files.
- Select alerts that sound when a participant joins or leaves the teleconference, if you use integrated teleconferencing.

Options on this page

Use this option...	To...
Choose a Template/ **Set options using**	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
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.

Use this option...	To...
	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 WebEx Communications.
	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.
	Enable closed captioning: Lets one participant—the closed captionist—transcribe notes during the meeting. Closed captioning is useful if hearing-impaired participants are attending the meeting. By default, the host is the closed captionist, but can designate another participant as the closed captionist during the meeting. Meeting Manager publishes closed captions in all participants' Meeting windows once the closed captionist presses the **Enter** key on his or her keyboard. Thus, notes are usually published one line at a time. The host can send a transcript of the closed captions to participants at any time.
	File transfer: Specifies that the presenter can publish files and attendees can download them during a meeting.
	Recording: Specifies that recording options are available during a meeting—that is, the host and presenter can record the meeting, and attendees can record the meeting if they have recording privileges.
	Send feedback form to host: Sends all Feedback forms that any participants fill out to the host's email address. The Feedback form automatically appears on each participant's screen after the meeting ends. **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

Why would I want to include a feedback form?

Once you end a meeting, a feedback form appears in each participant's Web browser. On the form, participants can provide their comments about your meeting or meeting service. You can have the completed feedback forms sent to your email address.

Note Your site administrator determines whether the feedback form appears after each meeting. If the form does not appear after a meeting, your site administrator has turned off this option for your meeting service.

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. For more information about setting up an integrated teleconference, see *About the Audio Conference Settings page* on page 48.

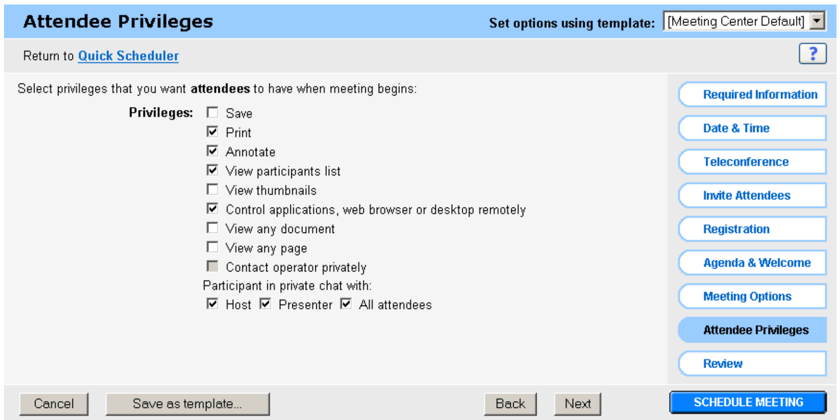
How can I learn about the fields on the Meeting Options page?

Click the **Help** link in the top right corner of the Meeting Options page, or review *About the Meeting Options page* on page 63.

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

With this privilege...	Attendees can...
Choose a Template/ Set options using	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 meetings and saved as a template. For more details about creating and editing templates, see *Using meeting templates* on page 70.
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.

With this privilege...	Attendees can...
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.

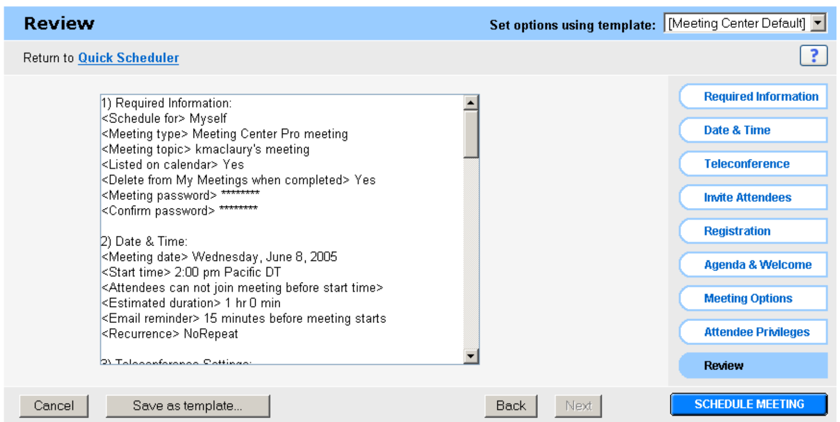
How can I learn about the fields on the Attendee Privileges page?

Click the Help link in the top right corner of the Attendee Privileges page, or review *About the Attendee Privileges Page* on page 67.

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.

  For more details about creating and editing templates, see *Using meeting templates* on page 70

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

Saving time when scheduling meetings

If you want to...	See...
use a template with preset options when scheduling your meeting	*Using an existing meeting template for scheduling a meeting* on page 70
use a template with preset options and save your changes to the template	*Using an existing meeting template and overwriting the template settings* on page 71

If you want to...	See...
use a template with preset options and save the changes in a new template	*Using an existing meeting template and saving the changes in a new template* on page 72
set up a recurring meeting	*Setting up a recurring meeting* on page 73

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. For details, see *Using an existing meeting template for scheduling a meeting* on page 70.

- 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. For details, see *Using an existing meeting template and overwriting the template settings* on page 71.

- 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.

  For details, see *Using an existing meeting template and saving the changes in a new template* on page 72.

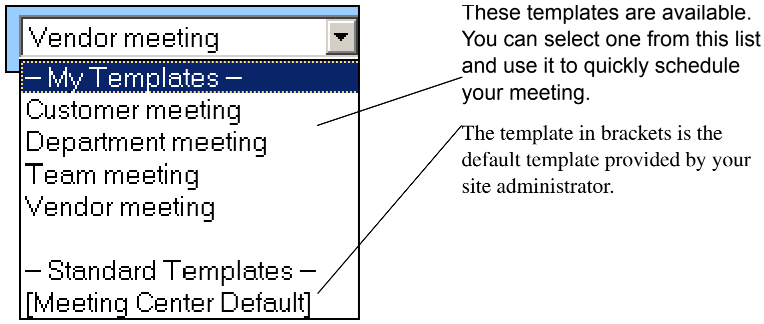
Using an existing meeting template for scheduling a meeting

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.



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.

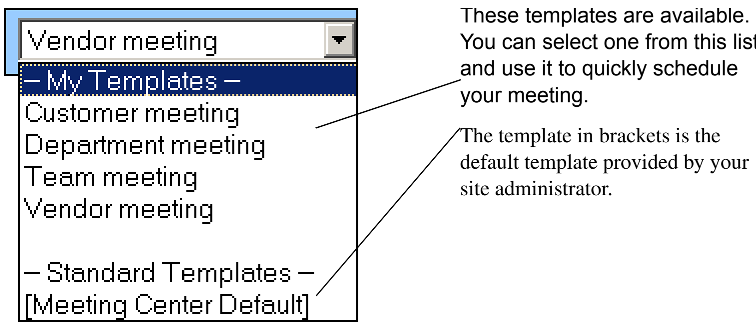
1 Log in to your Meeting Center Web site.

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.



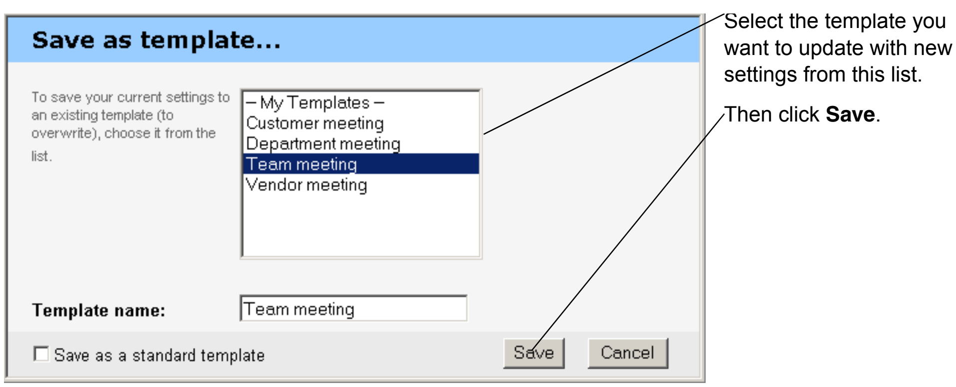
5 Make changes to the details on any page.

For example, you can add or remove attendees, change the meeting time, add a multimedia document to display before the meeting starts. For details about fields on each page, see *Page-by-page guide to the Advanced Scheduler* on page 42.

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.**

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

You may host a series of meetings 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.

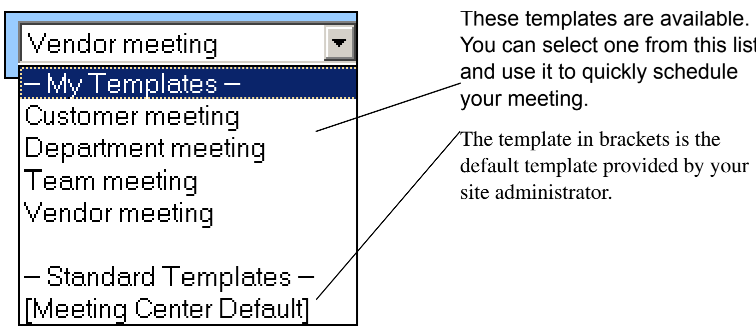
1 Log in to your Meeting Center Web site.

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.

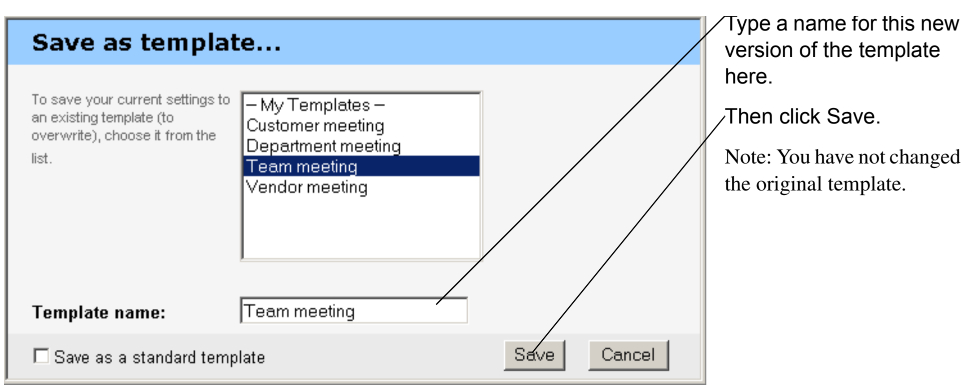


5 Make changes to the details on any page.

For example, you can add or remove attendees, change the meeting time, add a multimedia document to display before the meeting starts. For details about fields on each page, see *Page-by-page guide to the Advanced Scheduler* on page 42.

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 meetings that occur 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 a series of meetings.

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 recurring meetings.

5 Add other details about your recurring meeting. For details information about the other pages in the Advanced Scheduler, see *Page-by-page guide to the Advanced Scheduler* on page 42.

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 pass. ■ **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

Option	Description
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.

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.

If you want to...	See...
add a scheduled meeting to your calendar	*Adding a scheduled meeting to your calendar program* on page 75
make changes to a scheduled meeting	*Editing a scheduled meeting* on page 76
start a scheduled meeting	*Starting a scheduled meeting* on page 77
cancel a scheduled meeting	*Canceling a scheduled meeting* on page 78

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 meeting item 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 its 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 list of meetings 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* on page 39.
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 list of meetings 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 a list of any meetings that you have scheduled.

3 In the list of meetings, 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* on page 39.

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

Meetings do not start automatically at scheduled times. If, when scheduling the meeting, you did not select the option that allows participants can 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 list of meetings 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 user name 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 list of meetings 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 a list of any meetings that you have scheduled.

3 In the list of meetings, 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.

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 list of meetings.

You can cancel a meeting from the confirmation email message that you received after you scheduled the meeting or from your list of meetings 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 list of meeting 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 a list of any meetings that you have scheduled.

3 In the list of meetings, 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.

5

Scheduling an Audio Only meeting

If you want to...	See...
Schedule an Audio Only meeting	*Setting up an Audio Only meeting* on page 81
Make changes to the meeting you have scheduled	*Editing an Audio Only meeting* on page 83
Start your Audio Only meeting	*Managing and maintaining your scheduled meetings* on page 83
Cancel your Audio Only meeting	*Canceling an Audio Only meeting* on page 85

About Audio Only meetings

If you do not need to share a presentation, document, or application with meeting attendees, you can set up an Audio Only meeting. As in any teleconference, your phone is the only means of communicating with attendees; no chatting or drawing on the whiteboard.

When you invite attendees, you assign them speaking privileges, so you control who can speak.

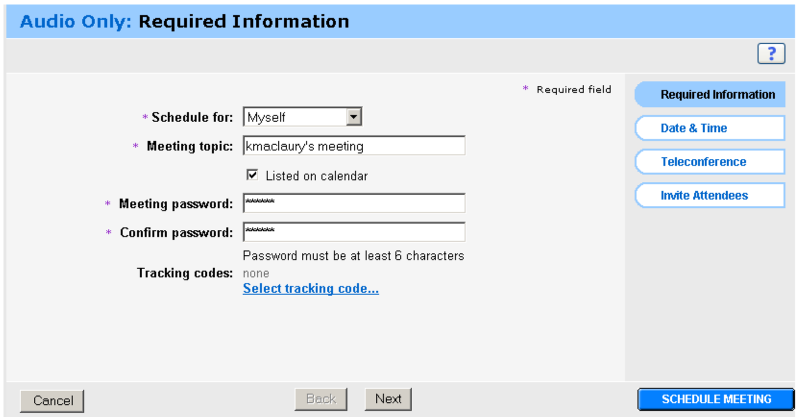
Setting up an Audio Only meeting

1. Log in to your Meeting Center Web site.
2. On the left navigation bar, click **Host a Meeting**> **Audio Only**.

   The Audio Only Scheduler displays.
3. On the **Required Information.** page, type the details that are required.

You can choose other options, such as removing this meeting from your meeting calendar after the meeting is over.

For an overview of this page and the information requested, click the **Help** button in the upper-right corner of the page.



4 Schedule your meeting now, or add more details.

- To schedule your meeting with these details, click **Schedule Meeting**.
- To add more options, click **Next** or click a link to another page in the scheduler. After you have added the details you need, click **Schedule Meeting**.

Starting an Audio Only meeting

Meetings do not start automatically at scheduled times. To start a Audio Only meeting, dial the number listed in the confirmation email or on the Audio Only Meeting Information page.

To access the Audio Only Meeting Information page:

1 Log in to your Meeting Center 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 Topic or Display Info link for your Audio Only meeting.

The Audio Only Meeting Information page displays.

Under Teleconference, look for the valid phone number or numbers for your teleconference. You'll also find the meeting number, password, and host key.

Managing and maintaining your scheduled meetings

If you want to...	See...
add a scheduled meeting to your calendar	*Adding a scheduled meeting to your calendar program* on page 83
make changes to a scheduled meeting	*Editing an Audio Only meeting* on page 83
start a scheduled meeting	*Managing and maintaining your scheduled meetings* on page 83
cancel a scheduled meeting	*Canceling an Audio Only meeting* on page 85

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 Choose either method:

- On the Audio Only 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 meeting item 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 an Audio Only meeting

Once you schedule a meeting, you can make changes to it at any time before you start it—including its 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 containing the new details about the meeting. Attendees removed from the attendee list receive an email message letting them know that they are no longer asked to attend.

If you are logged in, you can edit meeting details from the confirmation email message that you received after you scheduled the meeting or from your list of meetings in My WebEx.

To edit a meeting from the confirmation email message:

1. Open your confirmation email message, and then click the link to view your meeting information.

   The Audio Only Meeting Information page appears.

2. Click **Edit**.
3. Make changes to the meeting details.

   For details about the information requested on any page, click the **Help** button in the upper-right corner of the page.

4. 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.

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

   The Audio Only Meeting Information page appears.

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

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

To edit a scheduled meeting from your list of meetings 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 a list of any meetings that you have scheduled.

3. In the list of meetings, under **Topic**, click the topic for the meeting.
4. Click **Edit**.
5. Make changes to the meeting details.

   For details about the options on each page, click the Help button in the upper-right corner of the page.

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.

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

Canceling an Audio Only meeting

You can cancel any Audio Only meeting you have scheduled. Once you cancel an Audio Only meeting, you can choose to send a cancellation email message to all attendees whom you invited to the meeting. The meeting is removed automatically from your list of meetings in My WebEx.

If you are logged in, you can cancel an Audio Only meeting from the confirmation email message that you received after you scheduled the meeting or from your list of meetings in My WebEx.

To cancel an Audio Only meeting from a confirmation email message:

1. Open your confirmation email message, and then click the link to view your meeting information.

   The Audio Only Meeting Information page appears.

2. 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.

3. 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.

4. 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 list of meeting 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 a list of any meetings that you have scheduled.

3. In the list of meetings, under **Topic,** click the topic for your Audio Only 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, on the Meeting Deleted page, click **Remove From My Calendar** to remove the meeting from your calendar.

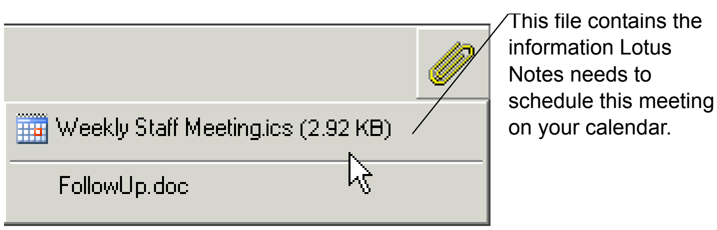
Adding a meeting to your Lotus Notes calendar

You need to move your meeting invitation from your Lotus Notes inbox to your calendar

1 Open the meeting invitation.

2 Right-click the icon to view attachments to this message.

3 On the list of attachments, select the file in iCalendar format (*.ics).

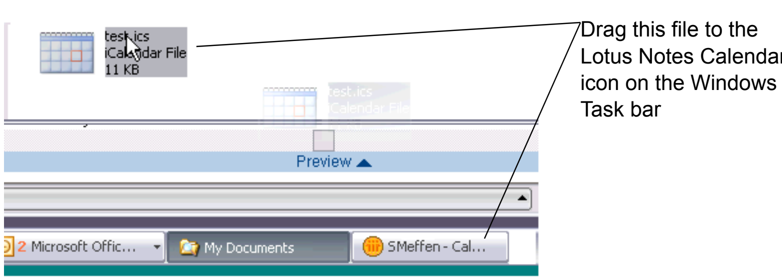


4 Save this file.

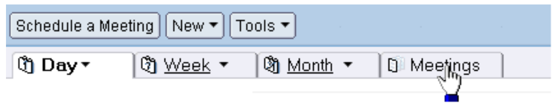
Saving it to your desktop provides easy access to it. Also, give the file a memorable name, such as `Project Kickoff.ics`, or `Weekly Team Meeting.ics`.

5 Display your Lotus Notes calendar.

6 Drag the file you just saved to your **Lotus Notes Calendar** icon on the Windows Taskbar.

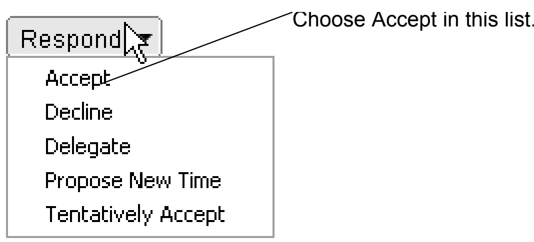


7 In Lotus Notes calendar, select the **Meetings** tab.



8 Display the invitation you just dragged to the Lotus Notes Calendar icon.

9 On the **Respond** menu, choose **Accept**.



Review your Lotus Notes calendar. The invitation you just accepted now displays as an entry in your calendar.

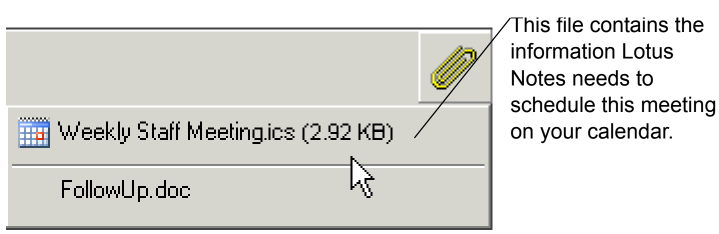
Updating a meeting on your Lotus Notes calendar

If you receive an email message that includes an update to a meeting you have scheduled on your Lotus Notes calendar, you can easily update your calendar with the latest details.

1 Open the updated meeting invitation.

2 Right-click the icon to view attachments to this message.

3 On the list of attachments, select the file in iCalendar format (*.ics).



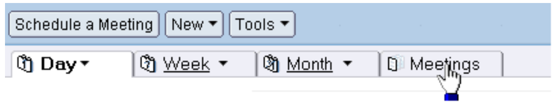
4 Save this file.

Saving it to your desktop provides easy access to it. Also, give the file a memorable name, such as `Updated Team Meeting.ics`, or `New time Project Kickoff.ics`.

5 Display your Lotus Notes calendar.

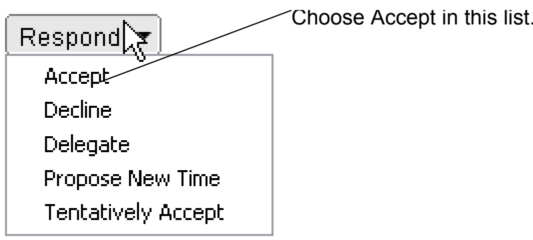
6 Drag the file you just saved to your Lotus Notes Calendar icon on the Windows Taskbar.

7 In Lotus Notes calendar, select the **Meetings** tab.



8 Display the updated invitation you just dragged to the Lotus Notes Calendar icon.

9 On the **Respond** menu, choose **Accept**.



Review your Lotus Notes calendar. The updated invitation you just accepted now displays as in your calendar.

6

Setting Up a One-Click Meeting

If you want to...	See...
get an overview of starting a One-Click Meeting from your WebEx service Web site	*About setting up a One-Click Meeting* on page 89
specify settings for your One-Click Meeting	*Setting up your One-Click Meeting on the Web* on page 90
install WebEx One-Click, which includes the One-Click panel and One-Click shortcuts	*Installing the WebEx One-Click Desktop Version* on page 93
start a One-Click Meeting from your WebEx service Web site	*Starting a One-Click Meeting* on page 95
remove WebEx One-Click, including all One-Click shortcuts, from your computer	*Removing WebEx One-Click* on page 98

Note If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.

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. For more information about the web version, refer to the *WebEx One-Click User's Guide*.
- **Desktop version:** if this feature is enabled by your site administrator, allows you to start and join meetings and send meeting invitations without logging in to your Meeting Center site or navigating Web pages. For more information about

the desktop version, refer to the *WebEx One-Click User's Guide*, which is available on the Support page of your Meeting Center web site.

Note If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.

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.

Note If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.

To set up your One-Click Meeting:

1. Log in to your Meeting Center Web site.
2. Click **My WebEx** > **One-Click Setup** (on the left navigation bar).

   The One-Click Setup page appears.

   On this screen, you can also download WebEx One-Click to install the WebEx One-Click panel and One-Click shortcuts. For details, see *Installing the WebEx One-Click Desktop Version* on page 93.
3. Click **Set Up Now.**
4. Specify the meeting information and settings on the page.

   For details about the options on the One-Click Settings page, see *About the One-Click Settings page* on page 91.
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** > **One-Click Setup** > **Edit Settings.**

About the One-Click Settings page

Note If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.

How to access this page:

On your Meeting Center Web site, do *one* of the following:

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

Note If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.

What you can do here:

- Set options for your One-Click Meeting
- Download the desktop version of WebEx One-Click. For details, refer to the *WebEx One-Click User's Guide*, which is available on the Support page of your Meeting Center web site.

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.
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.

Use this option...	To...
Confirm password	Type the password again to prevent typing errors.
Listed on calendar	Specify that the meeting appears on the calendar on your site.

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 the type of audio conference you would like to use:
Use VoIP Only	Specify that the meeting includes only Integrated VoIP, which allows meeting participants to use computers with audio capability to communicate over the Internet rather than the telephone system.
MeetingPlace audio conferencing	Specifies that the meeting includes a Cisco Unified MeetingPlace audio conference. Call one of the listed numbers and follow the instructions that you hear on the phone. Select **Attendees receive call back** if your site includes an integrated call-back teleconference, in which participants provide their phone numbers and receive a call back. **Note** This option is only available for Cisco Unified MeetingPlace users.

Use this option...	To...
WebEx teleconferencing	Specifies that the meeting includes an integrated teleconference. If you select this option, select one of the following options: ■ **Display toll-free number:** Select if your site provides toll-free call-in teleconferencing, in which both a toll-free number and a toll number are available. If your participants dial a toll-free call-in number, your organization assumes the charges for the calls. Otherwise, participants assume the charges for their calls. ■ **Attendees receive call back:** Select if your site includes an integrated call-back teleconference, in which participants provide their phone numbers and receive a call back. ■ **Integrated VoIP:** Meeting participants will use computers with audio capability to communicate over the Internet rather than the telephone system. **Note** ■ After you start the meeting, you must start an Integrated VoIP conference so that other participants can join the VoIP conference. ■ Only participants whose computers meet the system requirements for Integrated VoIP can participate in the conference.
Teleconferencing Service	Available only if your site has the Personal Conference Number (PCN) option. Select the PCN account that you want to use for your meeting. For more information about PCN, see the My WebEx section in the documentation for your service
Other teleconference service	Specifies that the meeting includes a teleconference that another service provides, such as a third-party teleconferencing service or internal teleconferencing system, such as a PBX (private branch exchange). In the text box, type instructions for joining the teleconference.
None	Specify that the meeting does not include either teleconference or Integrated VoIP.

Installing the WebEx One-Click Desktop Version

If your site administrator has enabled you to download the WebEx One-Click desktop version, you can start a One-Click Meeting using the WebEx One-Click panel or a One-Click shortcut.

Note If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.

Before installing WebEx One-Click, ensure that your computer meets the following minimum system requirements:

- Windows 2000 or XP
- Intel x86 (Pentium 400MHZ +) or compatible processor
- Microsoft Internet Explorer 6, Mozilla 1.6, Netscape 7.x, or Firefox 1.0
- JavaScript and cookies enabled in the browser

To install WebEx One-Click:

1. Log in to your Meeting Center Web site.
2. Click **My WebEx** > **One-Click Setup** (on the left navigation bar).

   The One-Click Setup page appears.
3. Click **Download.**

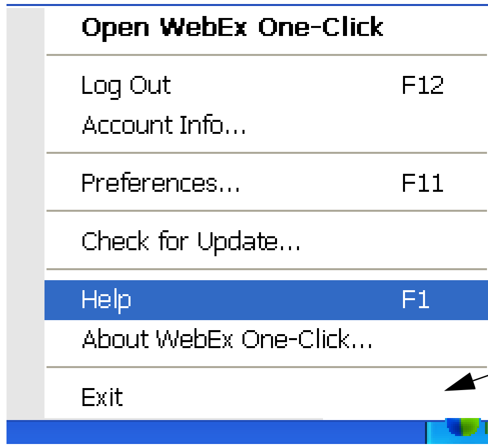
   The File Download dialog box appears.
4. Save the installation program to your computer.

   The name of the installation file has a `.msi` extension.
5. Run the installation file and follow the instructions.

   Once you complete installation, log in using your WebEx account information and then verify your One-Click settings.

   The WebEx One-Click panel appears. For instructions about using the One-Click panel and shortcuts, see the *WebEx One-Click User's Guide*.

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



To learn about using the desktop version of WebEx One-Click, right-click the WebEx One-Click icon on the taskbar of your desktop, and then choose **Help**.

Tip For instructions on using the WebEx One-Click panel, refer to the *WebEx One-Click User's Guide*, which is available on the Support page of your Meeting Center web site.

Starting a One-Click Meeting

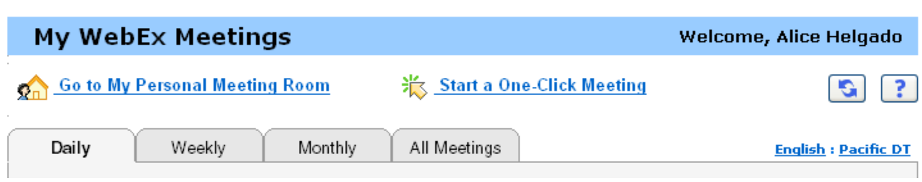
Before you start a One-Click Meeting from your Meeting Center Web site, ensure that you set up One-Click settings. For details about setting up One-Click settings, see *Setting up your One-Click Meeting on the Web* on page 90.

Note If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.

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

1 Log in to your Meeting Center Web site.

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



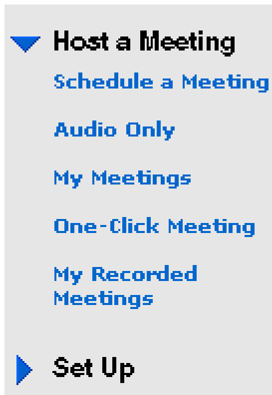
Your meeting starts.

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:

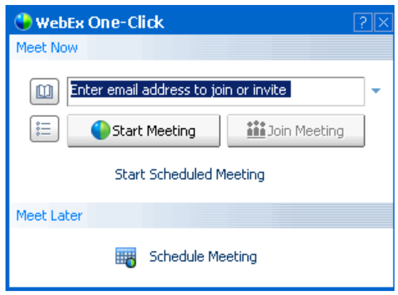
1 Open your WebEx One-Click panel by doing *any* of the following:

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

- Go to **Start** > **Programs** > **WebEx** > **WebEx One-Click** > **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**.

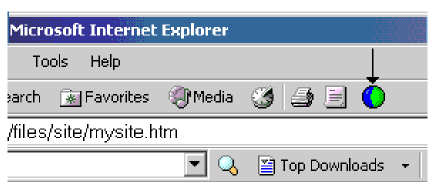
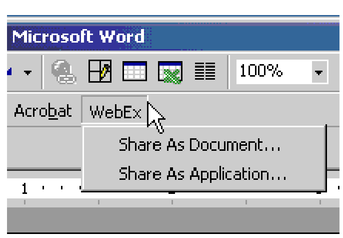
2 On the WebEx One-Click panel, click **Start Meeting**.

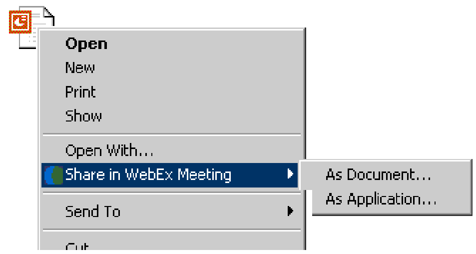


Tip For instructions on using the WebEx One-Click panel, refer to the *WebEx One-Click User's Guide.*

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

Click one of the following shortcuts:

Shortcut	Description
	**Web browser shortcut:** Click this icon to start your meeting. **Note** If you previously customized your Internet Explorer toolbar, the shortcut button does 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**.
	**Microsoft Office shortcut:** On the **WebEx** menu in any Microsoft Office application, choose a sharing option: ■ **Share as Document:** Starts the meeting and automatically shares the document. This option lets you share the document as a presentation in the content viewer. ■ **Share as Application:** Starts the meeting and automatically shares the application you are using. This option lets you work in the application during the meeting.

Shortcut	Description
	**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**. Choose a sharing option: ■ **As Document:** Starts the meeting and automatically shares the document in the meeting content viewer. This option lets you share the document as a presentation in the content viewer. If you right-clicked an application icon, this option is not available. ■ **As Application:** Starts the meeting and automatically shares the application. This option lets you work in the application during the meeting.

- 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 uninstall any of the shortcuts at any time from the WebEx One-Click panel.
- For instructions on using the WebEx One-Click shortcuts, refer to the *WebEx One-Click User's Guide.*

Removing WebEx One-Click

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

Note If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.

To uninstall WebEx One-Click:

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

7

Understanding the Meeting Window

The Meeting window displays the content viewer on the left side, where the Presenter shares documents, applications, and other items. The right side of the window contains panels, which you can display or hide as you need them. For example, you may want to send a quick chat message to another participant. You can minimize or close the Chat panel after your exchange to reduce the clutter or provide more space for another panel. Panels are just a click away, so you can open a panel quickly. If you've closed or minimized a panel and it needs your attention, you receive an alert.

This chapter gives you a quick overview of the Meeting window the elements that compose it.

If you want to...	See...
get an overview of the Meeting window, including menus and tools	*A quick tour of the Meeting window* on page 99
understand panels	*Working with panels* on page 104
manage or access panels during full-screen activity	*Accessing panels in full-screen view* on page 110
find out when something changes in a panel that you have closed or minimized	*Viewing Panel alerts* on page 116

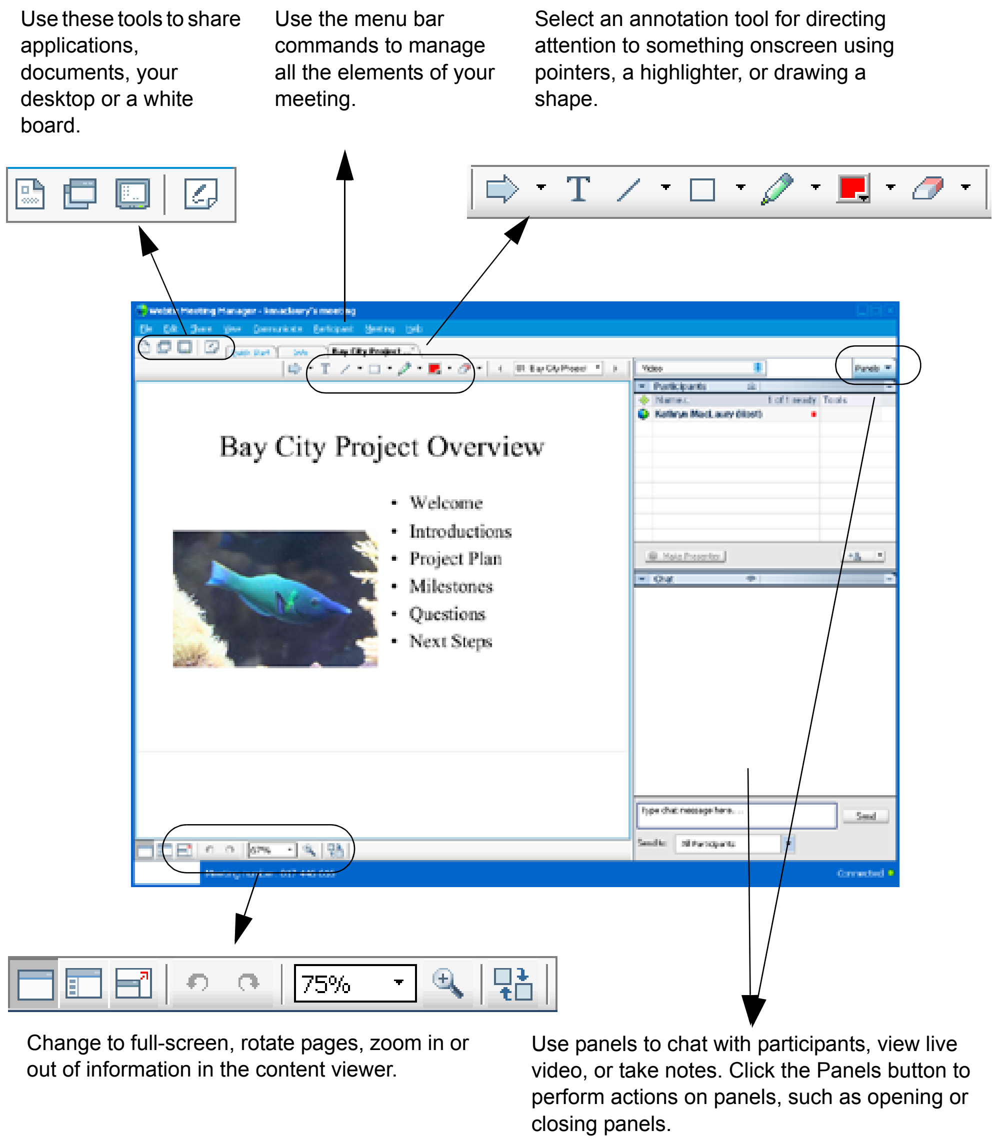
A quick tour of the Meeting window

The Meeting window provides the online environment where meeting participants interact.

You share or view documents, presentations, desktops, and Web content using the tools in the Meeting window. You can also chat, take notes, and perform other meeting management tasks.

These features help control the meeting:

- Sharing icons in the upper left corner provide easy access to presentations, documents, applications, desktops, or whiteboards that are shared.
- Documents and whiteboards that are open appear as tabs at the top of the Meeting window
- Panels appear on the right side of the Meeting window. You manipulate panels using a mouse; click to open, close, and minimize them
- The content viewer displays one or more documents, presentations, applications, and whiteboards that are shared during the meeting. Document tabs at the top of the viewer allow you to switch among multiple shared documents, presentations, and whiteboards.
- Viewing icons in the bottom left corner help you to view content in standard, thumbnail, full screen, or rotated view in the content viewer. You can zoom in or out of a view or synchronize your display.



Using menus and tools

You can perform most tasks in the content viewer using menus and tool bars.

If you want to...	See...
learn how to manage your meeting with menus	*Understanding the menu bar* on page 102
understand how to use meeting tools for sharing information	*Sharing information* on page 102
change the view in the content viewer	*Changing views* on page 103
learn how to annotate information in the content viewer	*Using annotation tools* on page 104

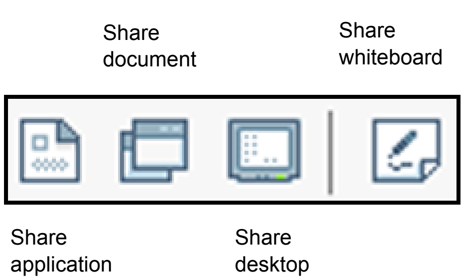
Understanding the menu bar

A menu bar appears at the top of the Meeting window:

Menu	Description
File	Provides commands for saving, opening, transferring, or printing files during a meeting; and ending or leaving a meeting.
Edit	Provides commands for editing shared content in the content viewer.
Share	Provides commands for sharing documents, presentations, and whiteboards. In addition, hosts or presenter can share applications, Web browsers, desktops, remote computers, multimedia Web pages, and whiteboards.
View	Provides commands for displaying information in the content viewer on your screen. In addition, hosts or presenters can display information in the content viewer of attendees' screens.
Communicate	Provides commands for a host to set up a teleconference and a participant to join a teleconference, and other audio features.
Participant	■ Host: Provides commands pertaining to participants, such as inviting a participants to a meeting, assigning roles and privileges, providing remote control, controlling participants' audio, and so on. ■ Participant: Provides commands, such as finding a participant.
Meeting	Provides commands pertaining to the meeting, such as viewing meeting information. In addition, hosts or presenters can restrict access to the meeting.
Help	Provides information about the product

Sharing information

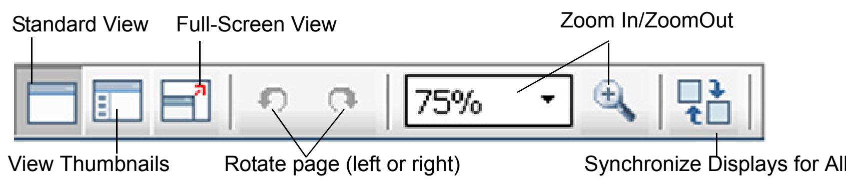
You can open a document, whiteboard, desktop, or application to share by clicking the sharing icons in the upper left corner:



Tool	Description
Share Document	Share a document or presentation that resides on your computer. Participants view the shared document or presentation in their content viewers.
Share Application	Share any application on your computer with meeting attendees. Attendees can view the shared application in a sharing window on attendees' screens.
Share Desktop	Share your computer desktop with meeting attendees, including any applications, windows, and file directories that are currently open. Attendees can view the shared desktop in a sharing window on attendees' screens
Share Whiteboard	Share a whiteboard on which you can draw and write. Attendees can view a shared whiteboard in their content viewers.

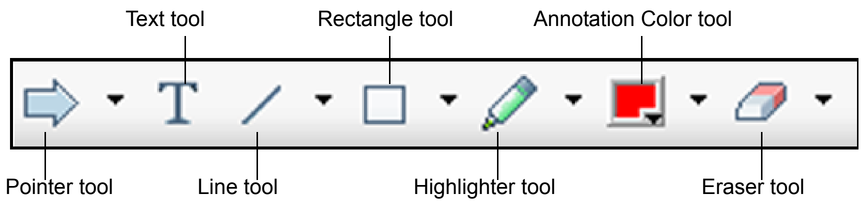
Changing views

You can switch views in the content viewer by clicking the viewing icons in the bottom left corner:



Tool	Description
Standard View/ **View Thumbnails**	Displays the shared content as you would normally view it. Displays thumbnails, or miniatures, of shared pages, slides, or whiteboards to the side of the content,. This tool helps you locate a page or slide quickly. Click **Standard View** to return to normal viewing of the shared content.
Full-Screen View	Displays shared content in a full-screen view. Helps you 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 Left **Rotate Page Right**	Lets you rotates the content of the viewer to the left or right.
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.
Sync Display with Presenter	Synchronize your onscreen display with the presenter's display. This command is useful if your attention has been drawn elsewhere for a time and you need to catch up with the meeting's presenter.
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

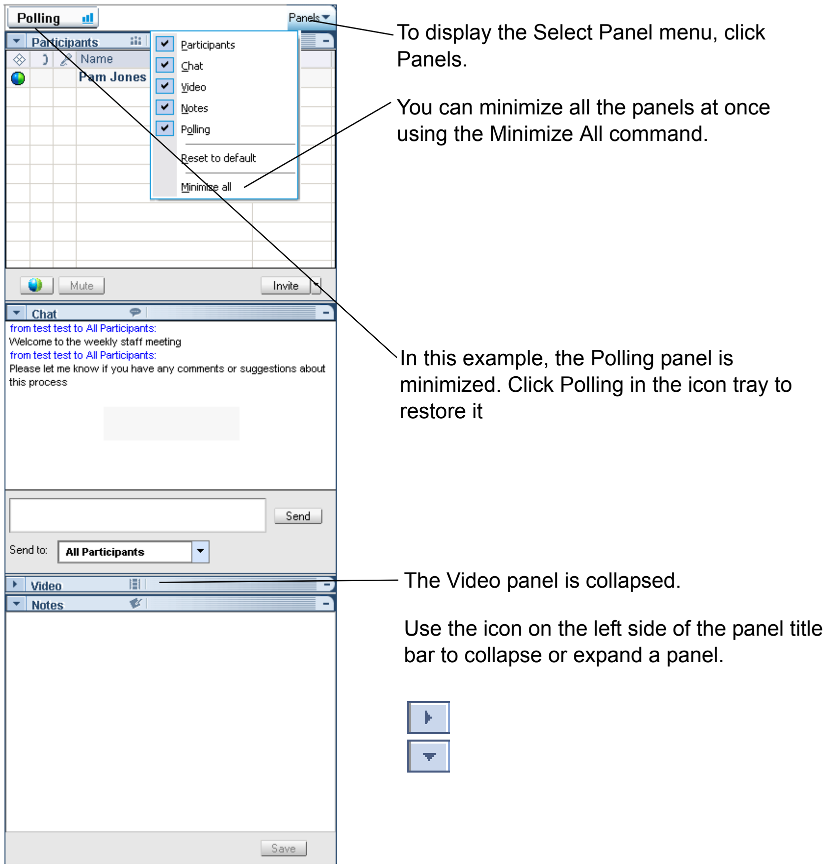


Tool	Description
Pointer	Lets you point out text and graphics on shared content. The pointer displays an arrow with your name and annotation color. To display the laser pointer, which lets you point out text and graphics on shared content using a red "laser beam," click the downward-pointing arrow. Clicking this button again turns off the pointer tool.
Text	Lets you type text on shared content. Attendees 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.
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.

Working with panels

The panels on the right side of the sharing window are very flexible. You can expand, close, or minimize them quickly and easily. You can also reduce the panels to icons, providing greater space for sharing documents, applications, and other items with meeting participants.

Your service selects which panels display initially.

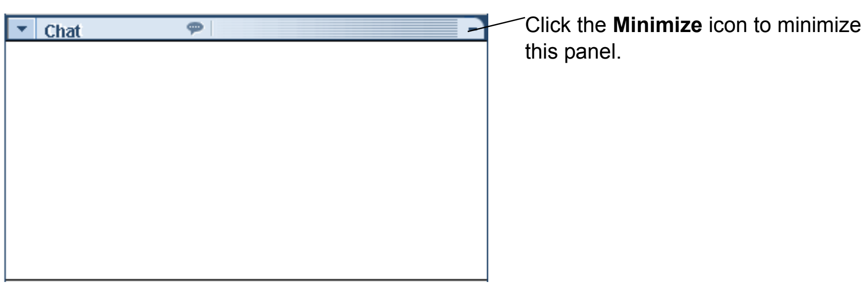


Minimizing and restoring panels

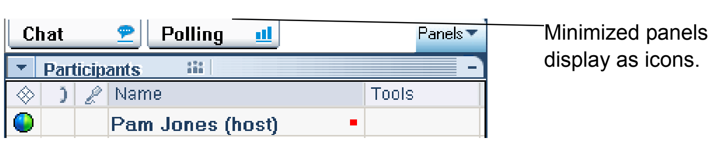
Minimizing or restoring panels has no effect on attendees' displays.

To minimize a panel:

Click the **Minimize** icon on the title bar of the panel you want to minimize.

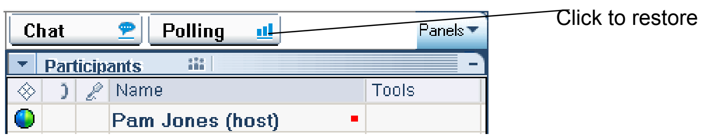


The panel no longer displays. It appears as an icon on the icon tray at the top of the panels.



To restore a minimized panel:

Click its icon on the icon tray.



To minimize all panels:

1 On the icon tray, click **Panels**.

   The **Select Panel** menu displays.

2 On the **Select Panel** menu, choose **Minimize All**.

   The open panels shrink to icons on the icon tray.

To restore all minimized panels:

The **Restore All** command quickly restores all panels you have minimized using the **Minimize All** command.

1 In the icon tray, click **Panels**.

   The **Select Panel** menu displays.

2 On the **Select Panels** menu, choose **Restore Panels**.

   Minimized panels now display.

Expanding and collapsing panels

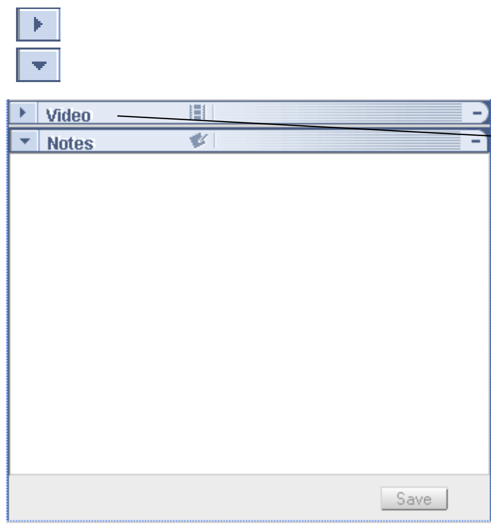
Expanding and collapsing panels has no effect on the attendees' displays.

To collapse a panel:

Click the icon in the upper left corner of a panel to collapse it.

The panel collapses, leaving just the title bar visible.

Use the icon on the left side of the panel title bar to collapse or expand a panel.



The **Video** panel is collapsed.

To expand a panel:

If a panel is collapsed (you only can see its title bar), click the icon in the left corner of the title bar to expand it.

Opening and closing panels

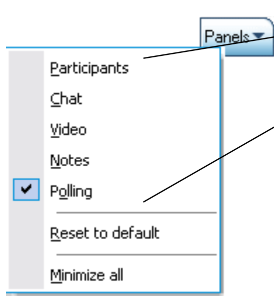
You can hide a panel completely so it will not display as an icon on the icon tray.

Important If the meeting host closes a panel, that panel also closes for attendees. It remains closed for all attendees until the host opens the panel again.

To close a panel:

1 On the icon tray above the panels, click **Panels**.

The **Select Panel** menu displays.



Panels without check marks are currently closed.

Panels with check marks currently display.

2 On the **Select Panel** menu, click to remove the check mark next to the panel you want to close.

The panel no longer displays and it is not available as an icon on the icon bar.

If you close the last remaining panel, the large panel area on the right side of the screen disappears. You still have access to the panels through the **Select Panel** menu, available by clicking the **Panels** button.

To open a panel:

1 On the icon tray above the panels, click **Panels**.

The **Select Panel** menu displays.

2 On the **Select Panel** menu, click to place a check mark next to any panel you want to open.

The panel or panels you selected display. This panel is now available for all attendees.

Resetting the panels

You can return the panels to the display settings that were preset by your service.

1 On the icon tray above the panels, click **Panels**.

The **Select Panel** menu displays.

2 On the **Select Panel** menu, choose **Reset to Default**.

The panels return to the display settings originally selected by your service. The size, order, and location of the panels are reset to their original settings.

Accessing panel options

You can easily access the options related to any panel. Simply right-click in the panel title bar to see a menu of commands related to the panel. In addition, you can manipulate the panels, such as collapsing, minimizing, and closing them using the commands on the panel options menus.

Panel	Options
Participants	**Sound Alerts:** Lets you choose a sound to play when a participant: ■ Joins a meeting ■ Leaves a meeting ■ Selects the **Raise Hand** button on the **Participants** panel. **Attendee Privileges:** Displays the Participant Privileges dialog box. For details about these privileges, see *About granting privileges to attendees* on page 133.

<table>
<tr><th>Panel</th><th>Options</th></tr>
<tr><td>Chat</td><td>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.

Attendee Privileges: Displays the Participant Privileges dialog box. For details about these privileges, see</td></tr>
<tr><td>Video</td><td>Single-point video: Lets only the presenter and one participant send live video during the meeting.

Multipoint video: Lets the presenter and up to five other participants send live video during the meeting. This option uses more resources on your computer and bandwidth for your Internet connection, which may affect the performance of Meeting Manager.

Video Options: Displays the Meeting Options dialog box, where you can set video options as well as other options you want to make available during the meeting.

■ Video frame rate: Using the slider, adjust the number of video frames per second that your camera sends. Or type a number in the box. You can specify a rate of 0 to 30 frames per second. A higher frame rate produces faster video, but uses more resources on your computer and bandwidth for your Internet connection

■ Video resolution: Select the resolution of the video image that your camera sends. A higher resolution produces clearer video images, but uses more resources on your computer and bandwidth for your Internet connection.

■ Capture device: If more than one video camera is attached to your computer, select which camera you want to use in the drop-down list.

Allow others to remotely control my cam—Available only if your video camera has remote control capability. Specifies that the presenter can remotely control your video camera that is, move the camera left, right, up, or down.

■ Advanced Properties: Displays additional options specific to your webcam. For details, consult the documentation that accompanied your webcam</td></tr>
<tr><td>Notes</td><td>Notes: Displays the Meeting Options dialog box, where you can set note-taking options as well as other options

■ 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.

■ Closed captions: Lets only one participant—the closed captionist—take notes during the meeting.</td></tr>
</table>

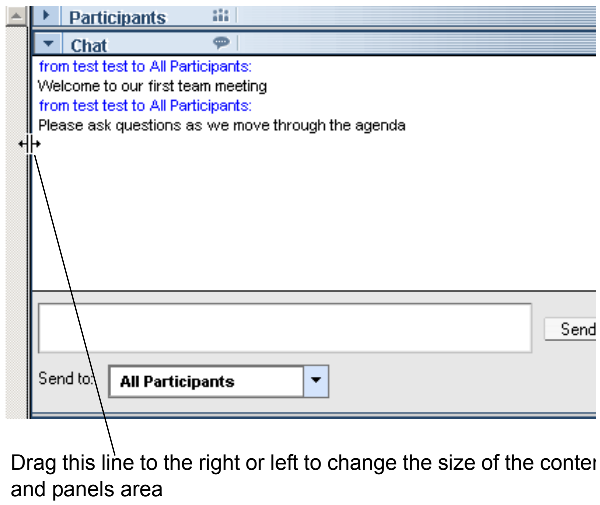
Resizing the content viewer and panels area

You can control the size of the content viewer by making the panel area narrower or wider.

To change the size of the content viewer and panels:

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

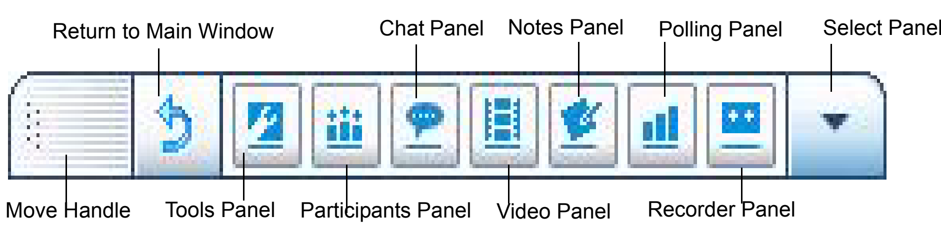
- Drag the line to the left to make the area devoted to the panels wider.
- Drag the line to the right to make the content viewer larger.



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

Accessing panels in full-screen view

While you are viewing a document or remotely controlling a shared application, desktop, or Web browser, or viewing a shared remote computer, a presenter can switch between a standard window and full-screen view. In full-screen view, you access the panels on a floating icon tray located in the lower right corner of your screen.



Tip Use the **Move Handle** to move the floating icon tray to another spot on the desktop.

To display a panel in full-screen view:

Click its icon on the floating icon tray. For example, to display the **Chat** panel, click the **Chat** icon.

The panel "floats" on top of the shared document, presentation, web browser or other shared item. You can drag the panel to move it.

To open all panels in full-screen view:

You can have all panels float on top of the shared document, presentation, web browser, or other shared item.

1 On the floating icon tray, click **Panels**.

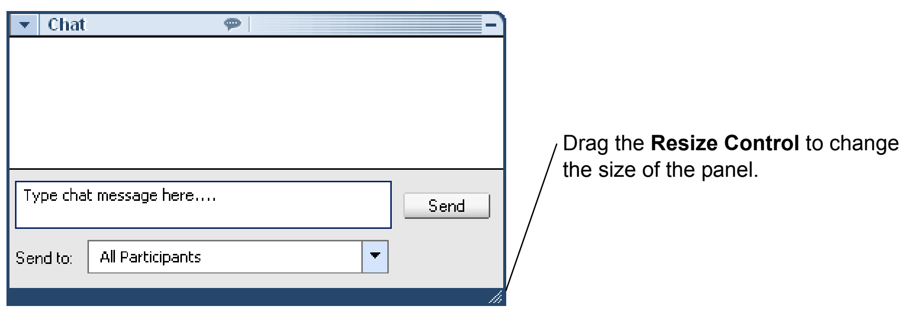
   It is the last button on the floating icon tray.

2 On the Select Panel menu, choose **Float All Panels**.

   All panels display, even those you had minimized previously.

What you can do

Resize individual panels using the **Resize Control** in the bottom right corner of any floating panel.



To organize the floating panels:

As you reopen the panels to jot a few notes or chat with a participant, you may find you need to arrange the panels.

1 On the floating icon tray, click **Panels**.

   It is the last button on the floating icon tray.

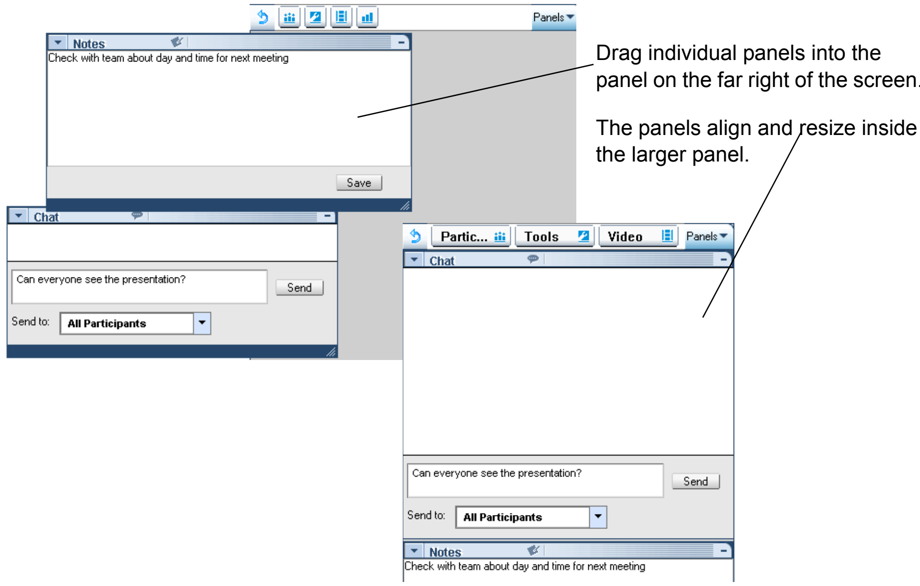
2 On the **Select Panel** menu, choose **Open Right Panel**.

   An empty panel appears on the right side of the screen.

   The icon tray now resides at the top of the right panel.

What you can do

- Drag any floating panels into this larger panel. Panels resize to fill the space.



- Drag the panel out of the larger panel to “float” it.
- Switch between full-screen view and standard view.

  After you return to standard view, all panels (those that are floating and those that you have minimized) return to their preset locations in the right panel.

Sharing in full-screen view

Host and Presenter only

In full-screen view, you have access to sharing and viewing options from the **Select Panel** menu.

If you are sharing a document

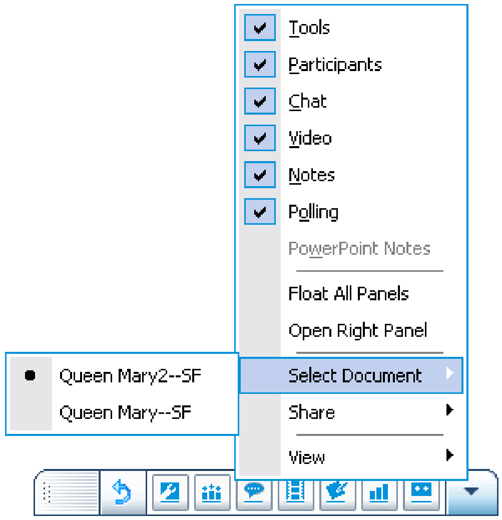
If you have already opened several documents, you can switch to share any of these documents.

To display a different document:

1. On the floating icon tray, click **Panels**.

   It is the last button on the floating icon tray.
2. On the **Select Panel** menu, choose **Select Document**.

   You see a list of documents that are currently open in this meeting.
3. Select the document you want to share.



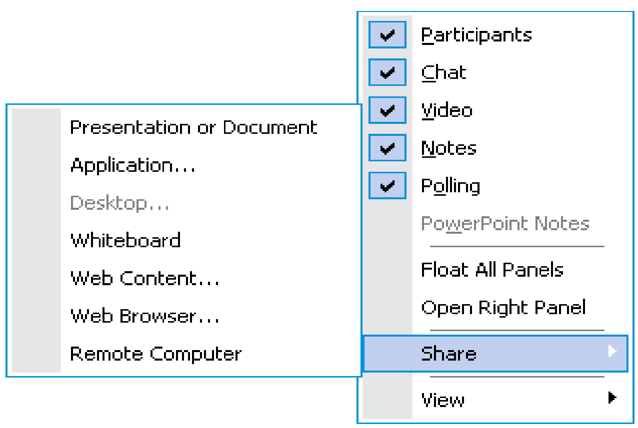
To select a sharing option:

1 In the floating icon tray, click **Panels**.

It is the last button on the floating icon tray.

2 On the **Select Panel** menu, choose **Share**.

You see the list of sharing commands.



3 Choose the kind of sharing you want to do.

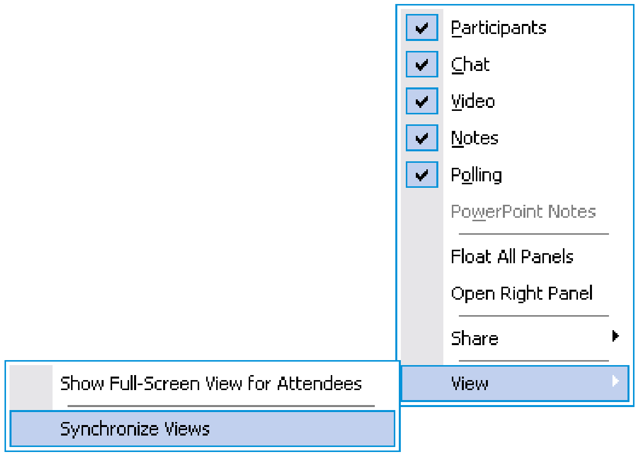
To resize the display of attendees to match your display:

1 On the icon tray above the panels, click **Panels**.

It is the last button on the floating icon tray.

2 On the **Select Panel** menu, choose **View** > **Synchronize Views**.

All attendees' displays now match your display.



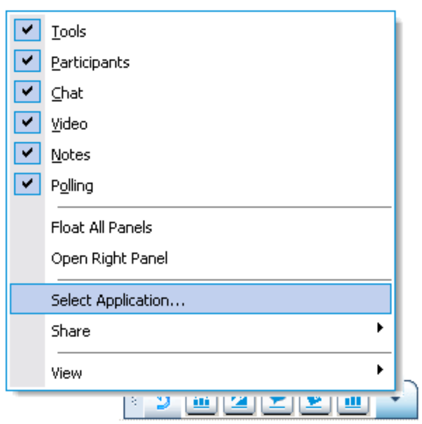
If you are sharing an application

To display a different application:

1. On the floating icon tray, click the **Select Panel** button.

   It is the last button on the floating icon tray.

2. On the **Select Panel** menu, choose **Select Application**.



   The Share Application dialog displays.

3. Select the application you want to share. Or click **New Application** to open an application not already running on your desktop.

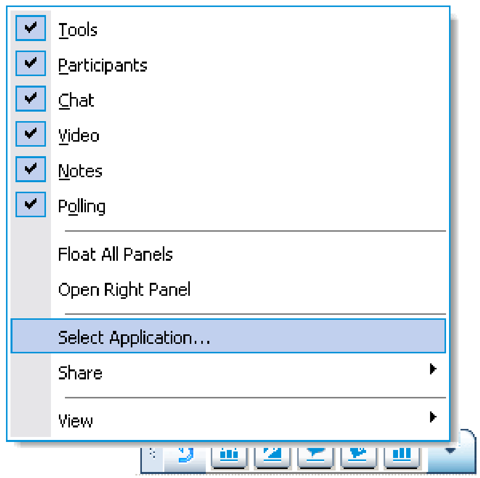
To select another sharing option:

1. On the floating icon tray, click the **Select Panel** button.

   It is the last button on the floating icon tray.

2. On the **Select Panel** menu, choose **Share**.

   You see the list of sharing commands.



3 Choose the kind of sharing you want to do.

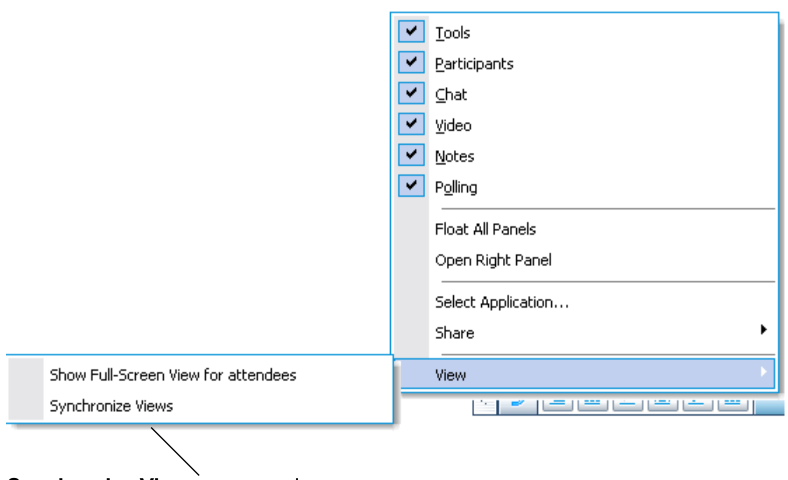
To resize the display of attendees to match your display:

1 On the floating icon tray, click the **Select Panel** button.

It is the last button on the floating icon tray.

2 On the **Select Panel** menu, choose **View** > **Synchronize Views**.

All attendees' displays now match your display.



Synchronize Views command

If you are sharing a desktop

To select another sharing option:

1 On the floating icon tray, click **Panels**.

It is the last button on the floating icon tray.

2 On the **Select Panel** menu, choose **Share**.

You see the list of sharing commands.

3 Choose the kind of sharing you want to do.

To resize the display of attendees to match your display:

1 On the floating icon tray, click **Panels**.

It is the last button on the floating icon tray.

2 On the **Select Panel** menu, choose **View** > **Synchronize Views**.

All attendees' displays now match your display.

Viewing Panel alerts

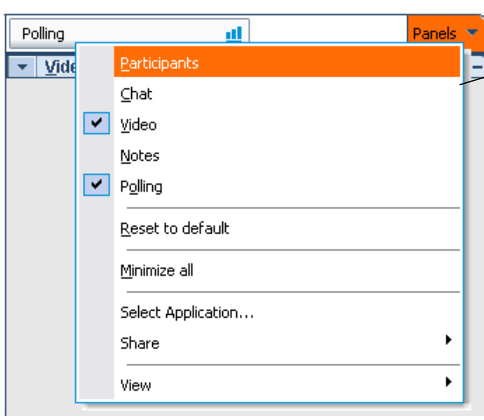
If you have closed, minimized, or collapsed any panels, you will see an alert if a panel you no longer can see requires your attention.

Some reasons for seeing alerts:

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

Alerts for closed panels

If you have closed a panel, the **Panels** button changes color to alert you to a change. For example, if a participant leaves your meeting, and you have closed the Participants panel, the Select Panel menu button turns into an alert.

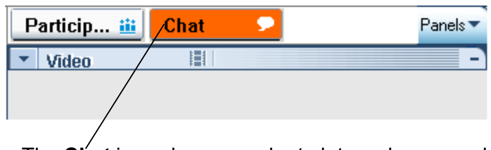


Panels button changes color to alert you.

In this example, a participant has left the meeting. The Participants panel is closed, so

Alerts for minimized panels

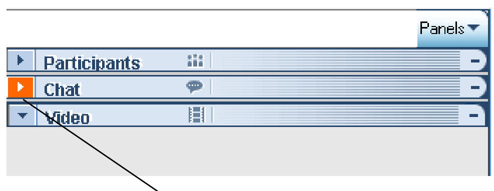
If you have minimized a panel, the icon representing that panel alerts you of a change.



The **Chat** icon changes color to let you know you have a new chat message.

Alerts for collapsed panels

If you have collapsed a panel, the **Expand/Collapse** icon changes color when you need to pay attention to that panel.



The icon changes color to let you know you should check the contents of this panel.

8

Managing Meetings

If you want to...	See...
invite others to a meeting that is already in progress	*Inviting attendees to a meeting in progress* on page 120
choose a participant to present documents or other information to meeting attendees	*Designating a presenter* on page 123
appoint another participant as meeting host	*Transferring the host role to another attendee* on page 124
stop attendees from joining a meeting in progress	*Editing a message or greeting during a meeting* on page 126
distribute details about a meeting	*Sending a meeting transcript to participants* on page 128
stop the meeting	*Ending a meeting* on page 129

About managing meetings

You can run a seamless and smooth meeting, using the features available in Meeting Center. For instance, you can:

- Invite others, including coworkers, prospective clients, subject matter experts, or managers to join a meeting that has already started
- Ask another participant to host the meeting, if you need to leave unexpectedly; you can rejoin later and reclaim the host role
- Ask another participant to present materials, such as a presentation, file, spreadsheet or other document.
- Control access to the meeting
- Distribute meeting notes
- Send a meeting transcript

Inviting attendees to a meeting in progress

After you start a meeting, you can invite additional attendees to the meeting. You can use either of these methods:

- Instant message, using WebEx AIM Pro
- Email message, using your email client

Inviting attendees by instant message to a meeting in progress

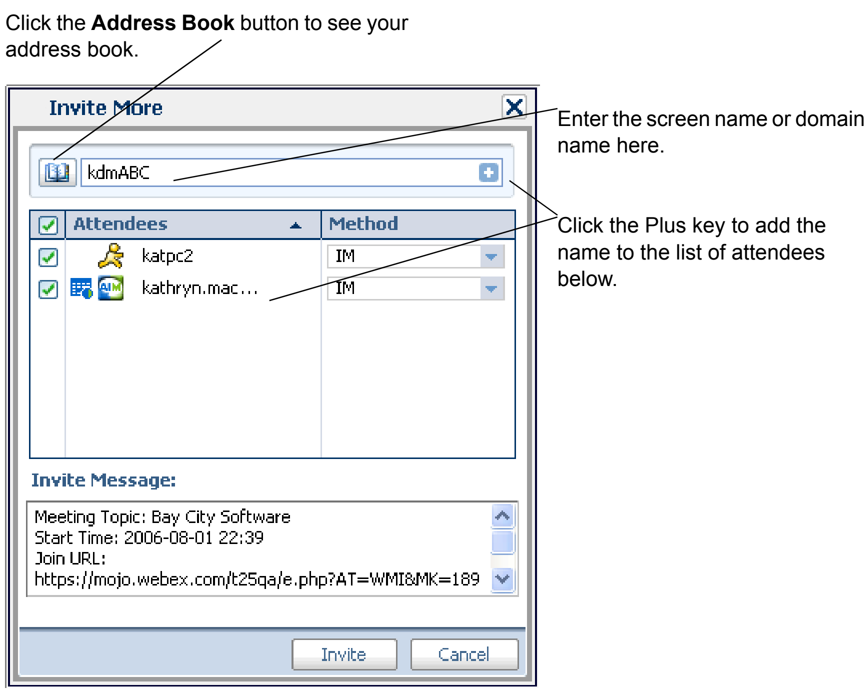
If you have WebEx AIM Pro installed, you can invite attendees by IM to a meeting in progress.

Note Start WebEx AIM Pro if it is not currently running.

To invite attendees to a meeting in progress:

1 In the Meeting window, on the **Participant** menu, choose **Invite** > **By IM**.

The Invite More dialog box appears.



2 Type a attendees's screen name or domain name the text box. and click the **Plus** button.

To quickly find the screen names, click the **Address Book** button to open your address book.

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

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

4 Click **Invite**.

Each attendee receives an IM message, which includes:

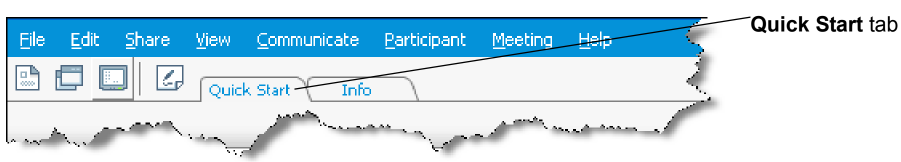
- A link that the attendee can click to join the meeting
- Meeting topic
- Meeting start time

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

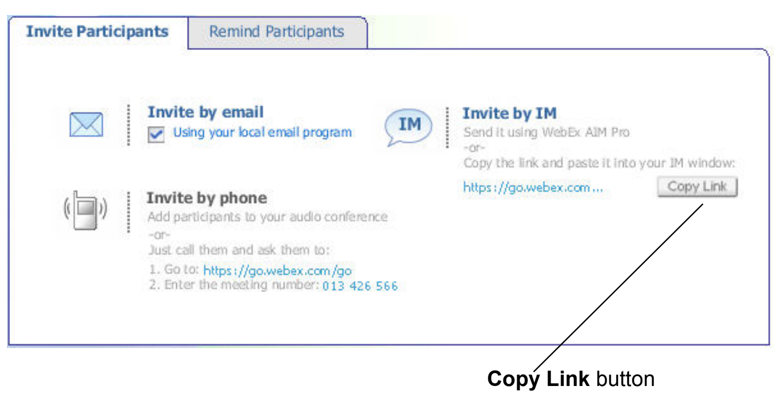
To send the meeting link using other IM services:

If you do not have WebEx AIM Pro installed and use a different IM service, you can copy the link and send it to attendees.

1 In the meeting window, select the Quick Start tab.



2 On the Quick Start tab, select the **Invite Participants** tab.



3 Click **Copy Link** to copy the meeting URL.

4 Paste the URL in an IM message and send the message.

Inviting attendees 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 invitee can click to join the meeting.

You have two options for sending an email invitation:

- Have WebEx send the message to the participants.

  Your name does not appear as the sender of the message in message "From" box. For details, see *To invite attendees to a meeting in progress using WebEx:* on page 122.

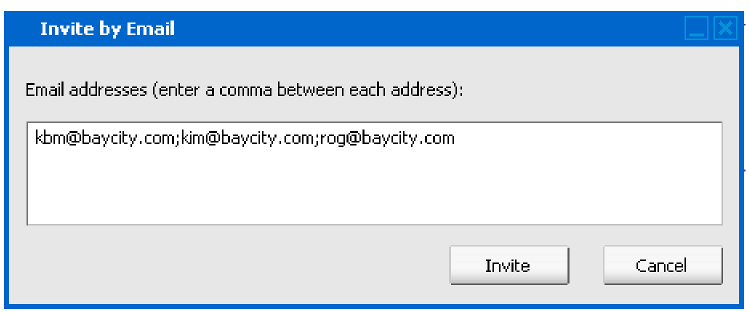
- You send the message to participants using your own email program (MS Outlook or Lotus Notes only).

Your name appears in the "From" text box. For details, see *To invite attendees to a meeting in progress using your local email program:* on page 123.

To invite attendees to a meeting in progress using WebEx:

1. In the Meeting window, on the **Participant** menu, choose **Invite** > **By Email**>**Use WebEx**.

   The Invite by Email dialog box appears.



2. Type each attendee's email address in the text box.

   Separate the email addresses with commas. Do not include spaces between the addresses.

3. Click **Invite**.

   Each attendee receives an invitation email message, which includes:

   - A link that the attendee can click to join the meeting
   - 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 and he or she joins the meeting from your meeting service Web site, instead of clicking the link in the email message

Tip If you invite attendees by another means, such as by phone, and your meeting requires a password, remember to provide the password to attendees.

To invite attendees to a meeting in progress using your local email program:

1. In the Meeting window, on the **Participant** menu, choose **Invite** >**Use Your Local Email Program**.

   You see a new email message with information about your meeting.

   - A link that the attendee can click to join the meeting
   - 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 and he or she joins the meeting from your meeting service Web site, instead of clicking the link in the email message.
2. In the To: box, type the email address of each person you want to invite.
3. Click **Send**.

Tip If you invite attendees by another means, such as by phone, and your meeting requires a password, remember to provide the password to attendees.

Designating a presenter

As the meeting host, you are initially the presenter as well. However, during a meeting, you can designate any meeting attendee as the presenter. You can also reclaim the presenter role or change the presenter at any time.

Caution Changing the presenter discontinues any application or Web browser sharing session currently in progress. However, any documents, presentations, or whiteboards that the current presenter is sharing remain in the content viewer. Also, any poll that the current presenter opened remains on the Polling tab.

To designate a presenter:

1. In the Meeting window, in the participant list on the Participants tab, select the name of the attendee whom you want to designate as the presenter.

2 Do *either* of the following:

- On the **Participants** panel, click **Make Presenter**.

- On the **Participant** menu, choose **Change Role To> Presenter**.

  The green presenter indicator appears to the left of the attendee's name.

To reclaim the presenter role:

On the **Participants** panel, select your name, and then click **Make Presenter**.

Transferring the host role to another attendee

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. You can reclaim the host role at any time.

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 the 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 attendee whom you selected.

5 Click **OK**.

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

Reclaiming the host role

To take over the role of meeting host:

If an attendee 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—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:

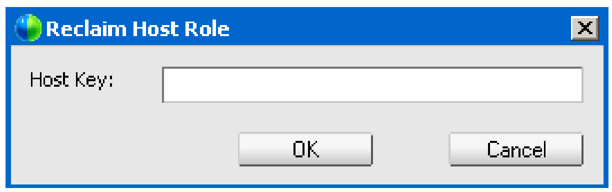
1. In the Meeting window, open the Participants panel.

   For details about using the panels, see *Working with panels* on page 104.

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 attendee, 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

During a meeting, you can obtain 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

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.

Editing a message or greeting during a meeting

When scheduling a meeting, you can create a message or greeting for attendees, and optionally specify that the message or greeting automatically appears in attendees' session 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 attendee 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 attendee 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 Attendees 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 attendees 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**.

   Attendees can no longer join the meeting.

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

Removing an attendee from a meeting

The meeting host can remove an attendee from a meeting at any time.

To remove an attendee from a meeting:

1. In the Meeting window, open the Participants panel.

   For details about using the panels, see *Working with panels* on page 104.

2. Select the name of the attendee 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 attendee from the meeting.

4. Click **Yes**.

   The attendee is removed from the meeting.

Tip To prevent an expelled attendee from rejoining a meeting, you can restrict access to the meeting. For details, see *Editing a message or greeting during a meeting* on page 126.

Leaving a meeting

You can leave a meeting at any time. If you are participating in either a call-back teleconference or an Internet phone 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 attendee before leaving the meeting. For more information, see *Transferring the host role to another attendee* on page 124.

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 all participants
- 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
- Poll questionnaire
- Poll results
- Chat
- 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.

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 attendees. If the meeting includes an integrated voice teleconference, the conference also 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 a save 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 attendee. For more information, see the following topics: *Transferring the host role to another attendee* on page 124 and *Leaving a meeting* on page 127.

9

Assigning Sounds to Participant Actions

If you want to ...	See ...
get an overview of specifying sound preferences for Meeting Manager	*About assigning sounds to participant actions* on page 131
assign sounds to specific actions that participants take during a meeting	*Assigning sounds to participant actions* on page 131

About assigning sounds to participant actions

Host only

During a meeting, you can specify sound alerts to play when participants take specific actions, such as joining or leaving the meeting.

Meeting Manager saves your sound preferences on your computer. However, if you start or join a meeting on another computer, you must specify your preferences again.

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 In the Meeting window, on the **Edit** menu, choose **Preferences**.

The Preferences dialog box appears.

2 Click the **Participants** tab.

3 Under **When a participant**, select the check box for each action for which you want to play a sound.

4 Do *one* of the following:

- In the drop-down list for each selected action, choose a sound to play.

  By default, the drop-down list contains the names of all sound files that reside at the default location on your computer.

- Click **Browse**, and then select a sound file that resides in another folder.

5 Optional. To play the currently selected sound, click the following button.

6 Click **Apply** > **OK.**

Note

- The **Media** folder is the default location on your computer for sound files.
- You can copy other sound files to the **Media** folder, or any other directory, to make them available in the Preferences dialog box.
- Sound files must have a `.wav` extension.

10

Assigning Privileges during a Meeting

If you want to...	See...
get an overview of privileges	*About granting privileges to attendees* on page 133
specify particular privileges for meeting attendees	*Granting attendee privileges during a meeting* on page 134

About granting privileges to attendees

Once a meeting starts, all meeting attendees automatically receive privileges:

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

You can grant or remove privileges for the following meeting activities:

- Document sharing, including privileges for saving, printing, and annotating shared content in the content viewer
- Viewing miniatures, or thumbnails, of pages, slides, or whiteboards in the content viewer
- Zooming in and out on pages, slides, and whiteboards in the presentation viewer
- Viewing any page, slide, or whiteboard in the content viewer, regardless of the content that the presenter is viewing
- Controlling full-screen view of pages, slides, or whiteboards in the content

viewer

- Viewing the participant list
- Chatting with participants
- Recording a meeting
- Requesting remote control of shared applications, desktops, or Web browsers
- Contacting the operator for a teleconference privately, if your meeting service includes the private operator option

Granting attendee privileges during a meeting

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

To specify attendee privileges during a meeting:

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

   The Attendee Privileges dialog box appears.

2. Do *one* of the following:
   - To grant privileges to or remove them from all attendees at once, in the pane on the left, select **All Attendees**.
   - To grant privileges to or remove them from an individual attendee, in the pane on the left, expand **All Attendees**, and then select the attendee's name.

3. Specify attendee privileges, as follows:
   - To grant a privilege to attendees, select its check box.
   - To grant all privileges to attendees, select the **Assign all privileges** check box.
   - To remove a privilege from attendees, clear its check box.
   - To reset to the preset meeting privileges, click **Reset to Meeting Defaults**.

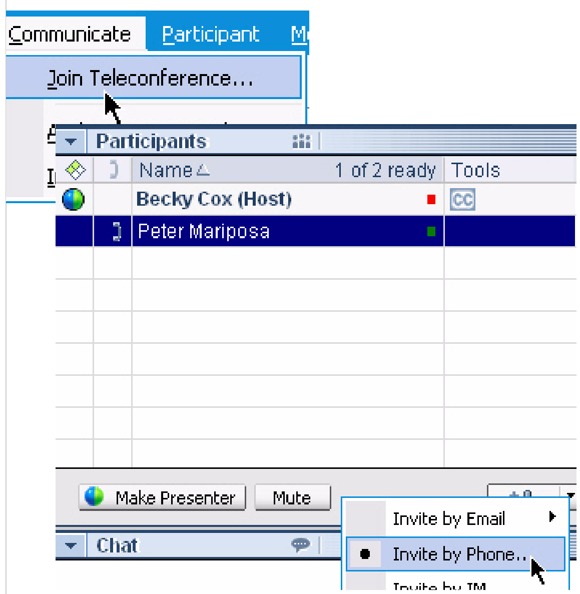
4. Click **Assign**.

11

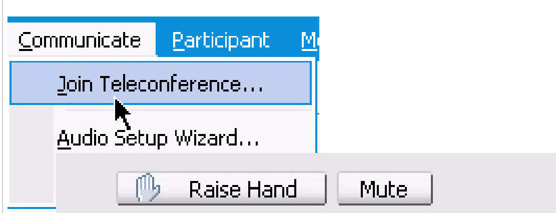
Using Teleconferencing

An integrated teleconference can be either a call-in teleconference or call-back teleconference.

Your user role in a teleconference determines your level of participation. 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.

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


</td><td>Start and manage a teleconference:

start the conference More...
invite participants More...
use caller identification to start or join teleconferences More...
mute or unmute one or more microphones More...
</td></tr>
<tr><td>Participant</td><td>


</td><td>Participate in a teleconference:

Join, rejoin, or leave a conference More...
Mute or unmute your microphone More...
Ask to speak More...
</td></tr>
</table>

Note If you set up another type of teleconference—such as that of a third-party teleconferencing service—you must manage the conference using the options that service provides.

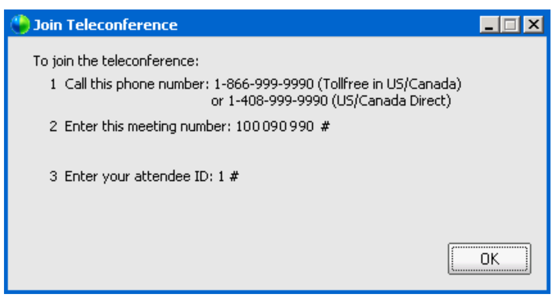
Starting a teleconference during a meeting

If you did not select a teleconferencing option when you set up your meeting, you can start a call-in teleconference at any time during the meeting.

To start a call-in teleconference during a meeting:

On the **Communicate** menu, choose **Join Teleconference**.

The Join Teleconference dialog box appears. For example:



Follow the instructions to start a call-in teleconference.

Using caller authentication to start or join a dial-in teleconference

Host only

CLI (caller line identification), or ANI (automatic number identification), is a form of caller ID, a telephony intelligent service that transmits a caller's telephone number before the call is answered. Any dial-in caller with a host site account can be authenticated and placed into the correct teleconference without needing to enter a meeting number.

If you have a host account, and your site is enabled for ANI/CLI, you can

- schedule a meeting with dial-in ANI/CLI teleconferencing authentication.
- be authenticated whenever you dial into any ANI/CLI enabled teleconference to which you have been invited by email. Call-in authentication is established by mapping your email address to a phone number in your user profile.
- specify a call-in authentication PIN to prevent "spoofers" from using your

number to dial into a teleconference

To schedule a teleconference with ANI/CLI authentication:

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. Click **Change audio options**.

   The Audio Options dialog box appears.
5. Select the **Enable teleconference CLI authentication when participants call in** checkbox.
6. Select the **Attendees call in** radio button.

Note Caller authentication will *only* be available to participants if they are invited to a CLI/ANI enabled teleconference by email during the meeting scheduling process. Any participant invited to the teleconference once it has begun cannot use caller authentication.

Specifying call-in authentication for your host account

If you have a host account, and your site is enabled for ANI/CLI, you can set CLI/ANI authentication for any phone number listed in your user profile. Your call will be authenticated by mapping your email address against specified phone numbers in your profile whenever you dial into a ANI/CLI enabled teleconference to which you have been invited by email.

Note Caller authentication will *only* be available if you have been invited to a CLI/ANI enabled teleconference by email during the meeting scheduling process. Caller authentication will not be available if you are dialing in to a CLI/ANI enabled teleconference:

- from an invitation other than email.
- from an email invitation originated during the meeting.

To specify call-in authentication for your host account:

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 **Personal Information**, select the **Call-in authentication** checkbox beside any phone number for which you want dial-in authentication.

5 Click **Update**.

Using a call-in authentication PIN

If you have a host account, and your site is enabled for ANI/CLI teleconferences, you can use 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, then you must specify a PIN number or caller authentication will be disabled for your account.

To specify a call-in authentication PIN:

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 **Personal Information**, in the **Call-in authentication PIN:** text box, enter a 4-digit PIN number of your choosing.

5 Click **Update**.

Inviting a participant to join a teleconference

Host only

If you have set up a call-back teleconference, you can invite people who are not participants in your online meeting to join the teleconference.

To invite a participant to a teleconference:

Do *either* of the following:

- On the **Participant** menu, choose **Invite** > **By Phone**.
- On the Participants panel, click the **Invite** drop-down list and choose **Invite By Phone**.

The Invite By Phone dialog box appears.

Enter the required information, including name, country and area code, and click **Call**:

- The teleconferencing service calls the participant. When the connection is made, the Status display changes from *Ready* to *Connected*.
- The Conference button becomes available on the Invite By Phone dialog box, allowing you to invite another participant.

Joining or leaving a teleconference

Participant

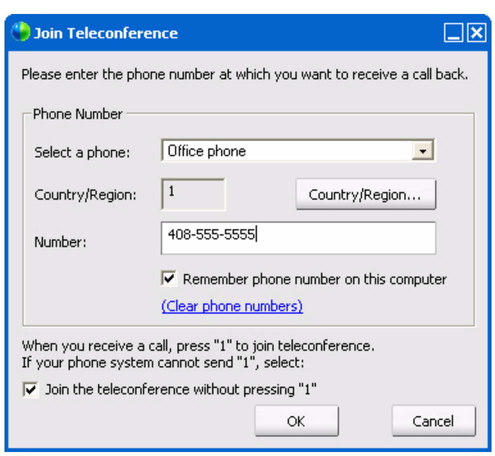
Once you join a meeting, instructions for joining the teleconference automatically appear on your screen. The instructions differ, depending on whether the host set up a call-back teleconference or a call-in teleconference.

During a meeting, you can leave a teleconference without leaving the meeting. You can also rejoin the teleconference at any time.

Once you join a teleconference, the **Teleconference** indicator appears to the left of your name on the Participants panel.

To join a call-back teleconference:

In a call-back teleconference, provide your phone number, and the automated system will call you and add you to the teleconference.

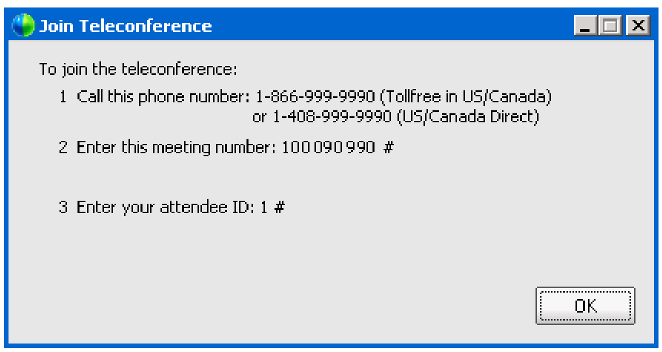


Tip

- Select the **Remember phone number on this computer** checkbox if you want this number to be entered automatically each time you join a teleconference.
- If you are unable to join a call-back conference, you can dial the backup call-in number instead. This number appears in your invitation email message, if you received one; on the **Info** tab in your Meeting window; or in the status bar at the bottom of your Meeting window.

To join a call-in teleconference:

In a call-in teleconference, dial the appropriate number to join the teleconference.



Note If the global call-in numbers option is available, a list of international phone numbers appears on the Join Teleconference dialog box. Dial the appropriate number for your location, and then click **OK** to close the dialog box. For a list of toll-free calling restrictions by country, see www.webex.com/pdf/tollfree_restrictions.pdf.

To display teleconference instructions during a meeting:

On the **Communicate** menu, choose **Join Teleconference**.

To rejoin a teleconference:

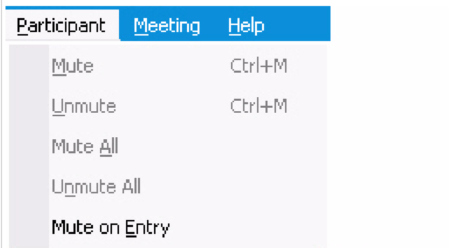
On the **Communicate** menu, choose **Join Teleconference**.

To leave a teleconference:

On the **Communicate** menu, choose **Leave Teleconference**.

Muting and unmuting microphones in a teleconference

The following table illustrates how to quickly mute and unmute microphones in a teleconference depending on your user role. If you want detailed instructions, click “More” by the task description.

<table>
<tr><th>Role</th><th>Fast track</th><th>Task description:</th></tr>
<tr><td>Host</td><td>
</td><td>You can:
■ mute all attendees’ microphones automatically when they join a meeting More...
■ mute or unmute a specific participant’s microphone More...
■ mute or unmute all attendees’ microphones simultaneously at any time during a meeting More...</td></tr>
<tr><td>Participant</td><td>
</td><td>mute or unmute your own microphone at any time More...</td></tr>
</table>

Muting participants’ microphones automatically when they join a meeting

Host only

In a teleconference, you can automatically mute all participants' microphones as they join the meeting. You can then allow specific participants to speak by unmuting their microphones.

To mute all participants' microphones when they join the meeting:

On the **Participant** menu, choose **Mute on Entry**.

Once a participant joins the meeting, the **Muted** indicator appears to the left of the participant’s name. For example:

Note Participants for whom you have muted microphones can request to speak at any time during a meeting, by clicking **Raise Hand** on their Participant panels.

Muting and unmuting a specific participant's microphone

Host only

In a teleconference, you can mute or unmute a specific participant's microphone, including the microphone for:

- An attendee
- The presenter

To mute or unmute a specific participant's microphone:

1. On the Participants panel, select one or more participants for whom you want to mute or unmute microphones.

   To select multiple attendees, hold down the **Ctrl** key on your keyboard.

2. On the Participants panel, click **Mute** or **Unmute** to control each participant's microphone.

The indicator beside the attendee's name changes state when you mute or unmute the attendee's microphone.

Note Attendees for whom you have muted microphones can request to speak at any time during a meeting, by clicking **Raise Hand** on their Participant panels.

Muting and unmuting all attendees' microphones simultaneously

Host only

During a teleconference, you can mute or unmute all attendees' microphones simultaneously.

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

To mute all attendees' microphones	To unmute all attendees' microphones
■ using your phone keys, press "##" ■ on the **Participant** menu, choose **Mute All**	■ using your phone keys, press "99" ■ on the **Participant** menu, choose **Unmute All**

The indicator to the left of each participant's name changes state:

Note Participants for whom you have muted microphones can request to speak at any time during a meeting, by clicking **Raise Hand** on their Participant panels.

Muting and unmuting your microphone in a teleconference

Participant

In a teleconference, you can mute or unmute your microphone at any time. However, if the host has muted your microphone, you cannot unmute it.

To mute or unmute your microphone:

1 On the Participants panel, select your name.

2 Click **Mute** or **UnMute**.

The indicator to the left of your name changes state.

Asking to speak in a teleconference

Participant

If the host has muted your microphone during a teleconference, you can ask the host to unmute your microphone so that you can speak. You can cancel a request to speak at any time.

To ask to speak		result
click **Raise Hand** On the Participants' panel		The **Raised Hand** indicator appears on the Participant panel for the host and presenter.

To cancel a request to speak		result
click **Lower Hand** On the Participants' panel		The **Raised Hand** indicator is removed from the Participant panel for the host and presenter.

Determining who is speaking in a teleconference

Participant

During a teleconference, you can quickly determine which participants are speaking. When a participant speaks, the **Teleconference** indicator on the Participants panel animates. For example:

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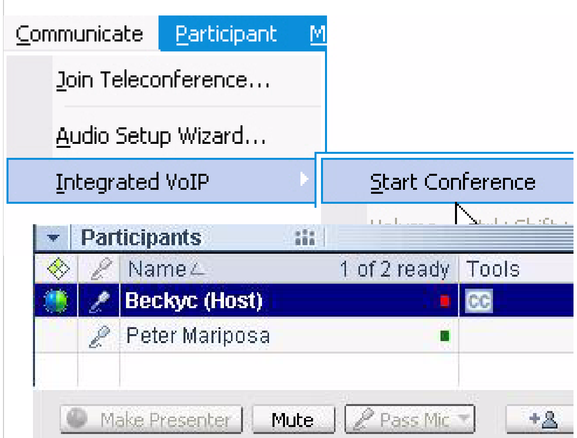
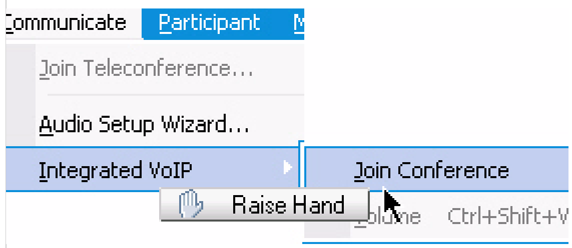
Using Integrated VoIP Conferences

You can use an Integrated VoIP conference (VoIP powered by GIPS) in addition to, or instead of, a teleconference. This option allows participants to speak to each other using voice over IP (VoIP)—an Internet–based telephony service—rather than the telephone system. Integrated VoIP conferences are useful if:

- Attendees are located a great distance away and do not want to incur long distance phone charges
- The meeting is a presentation rather than a discussion and does not involve interaction among attendees

Your user role in an Integrated VoIP conference determines your level of participation. 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 a task description.

Role		What you can do:
host		Start and manage a VoIP conference: ■ set conference options **More...** ■ start or end a conference **More...** ■ Allow a participant to speak **More...** ■ mute or unmute participant microphones **More...** ■ Mute or unmute your microphone **More...**

Role		What you can do:
participant		Participate in a VoIP conference: ■ Join or leave a conference **More...** ■ Mute or unmute your microphone **More...** ■ Ask to speak **More...**

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

Starting or joining an Integrated VoIP conference

Once a host starts an Integrated VoIP conference, any participant whose computer has a supported sound card can join the conference. Up to seven participants can speak at a time in an Integrated VoIP conference. The host determines who can speak by passing the microphone to a participant.

A host can end an Integrated VoIP conference at any time.

To start or end an Integrated VoIP conference:

On the **Communicate** menu, choose **Integrated VoIP** > **Start Conference** or **End Conference**.

To join or leave an Integrated VoIP conference, do one of the following:

- Click **Yes** to join the conference when the Join Integrated VoIP message appears on your screen.
- On the **Communicate** menu, choose **Integrated VoIP** > **Join Conference** or **Leave Conference** respectively.

During a meeting, you can leave an Integrated VoIP conference without leaving the meeting. You can also rejoin the conference at any time.

To rejoin an Integrated VoIP conference:

On the **Communicate** menu, choose **Integrated VoIP** > **Join Conference**.

Tip

- Before starting or joining an Integrated VoIP conference, use the Audio Setup Wizard to fine-tune your computer's settings for Integrated VoIP. For details, see *Setting Integrated VoIP conference options* on page 151.

- As a participant, at any time during an Integrated VoIP conference, you can ask the meeting host to pass the microphone to you. For details, see *Asking to speak in an Integrated VoIP conference* on page 147.

Asking to speak in an Integrated VoIP conference

Participant only

During an Integrated VoIP conference, you can indicate to the meeting host that you want to speak. You can cancel a request to speak at any time.

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 in an Integrated VoIP conference

Host only

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

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

To allow a participant to speak in an Integrated VoIP conference:

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

The **Integrated VoIP** indicator appears to the left of the participant's name on the Participants panel. For example:

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

Note A panelist or attendee can request to speak at any time during a meeting, by clicking **Ask for Mic** on the Participants panel.

Meeting Manager then places the panelist or attendee in the speaker queue. For more information, see *Understanding the speaker queue for Integrated VoIP* on page 150.

Speaking in an Integrated VoIP conference

If you are a current speaker in an Integrated VoIP conference, the method by which you speak depends on the speaker setup option that is currently selected for your Integrated VoIP session:

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

  Simply speak into your microphone.

- **Headset:** If this option is selected, the following appears in the bottom-right corner of your Meeting window:

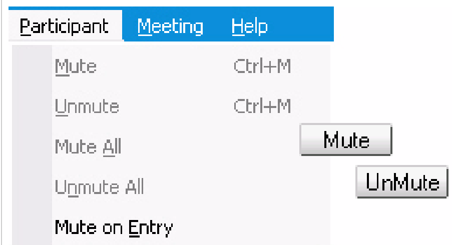
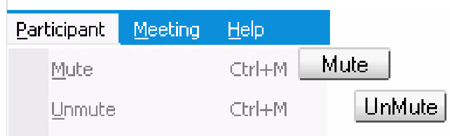
  

  Press the **Ctrl** key on your keyboard while speaking. Pressing this key mutes your speakers, thereby preventing your voice from echoing in the conference.

Tip Before you join an Integrated VoIP conference, you can use the Audio Setup Wizard to select your speaker setup. For details, see *Setting Integrated VoIP conference options* on page 151.

Muting and unmuting microphones in an Integrated VoIP conference

The following table illustrates how to quickly mute and unmute microphones in a conference depending on your user role. If you want detailed instructions, click "More" by the task description.

Role		What you can do
Host		■ mute or unmute your own microphone at any time **More...** ■ mute all attendees' microphones **More...** ■ mute or unmute a specific participant's microphone **More...**
Participant		mute or unmute your own microphone at any time **More...**

Muting and unmuting participant microphones

Host

In an Integrated VoIP conference, you can mute or unmute one or more participant microphones.

To mute or unmute a specific participant's microphone:

1. On the Participants panel, select the participant for whom you want to mute or unmute the microphone.
2. Click **Mute** or **Unmute** to control the participant's microphone

   The **Muted** or **Unmuted** indicator appears to the left of the participant's name. For example:

The indicator beside the attendee's name changes state when you mute or unmute the attendee's microphone.

Note If a participant is a current speaker in an Integrated VoIP conference and you have *not* muted his or her microphone, that participant can mute or unmute his or her own microphone independently.

To mute or unmute all participant microphones at time of joining:

On the **Participant** menu, choose **Mute on Entry.**

To mute or unmute all participants' microphones during a meeting:

On the **Participant** menu, choose **Mute All or Unmute All, respectively.**

Muting and unmuting your microphone

If you are the current speaker in an Integrated VoIP conference, you can mute or unmute your microphone at any time. However, if the host has muted your microphone, you cannot unmute it.

To mute or unmute your microphone:

1 On the Participants panel, select your name.

2 Click **Mute** or **Unmute**.

The indicator to the left of your name changes state.

Understanding the speaker queue for Integrated VoIP

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

Once a participant requests to speak, Meeting Manager places the participant in the speaker queue, as indicated by a number to the right of the Integrated VoIP symbol. For example:

The number next to a participant's name indicates that participant's position in the speaker queue.

The speaker queue lets you keep track of the order in which participants have requested to speak. To let a participant speak, the host can pass the microphone to the participant. For details, see *Allowing a participant to speak in an Integrated VoIP conference* on page 147.

Once the host passes the microphone to a participant, Meeting Manager removes the participant from the speaker queue, and then renumbers the remaining participants. For example, speaker 2 in the queue becomes speaker 1.

Setting Integrated VoIP conference options

- Use the Audio Setup Wizard to
  - specify your audio equipment and set optimal volume levels. You can specify whether you are using speakers and a separate microphone, or a headset with an integrated microphone
  - ensure that your microphone and speakers are set to their optimal volume levels.
- Use the Volume dialog box to adjust the volume for your speakers or microphone at any time.

To set Integrated VoIP conference options:

1. On the **Communicate** menu, choose one of the following:
   - **Audio Setup Wizard**
   - **Integrated VoIP** > **Volume**

   A wizard or dialog box appears.
2. Follow the directions to specify your settings.

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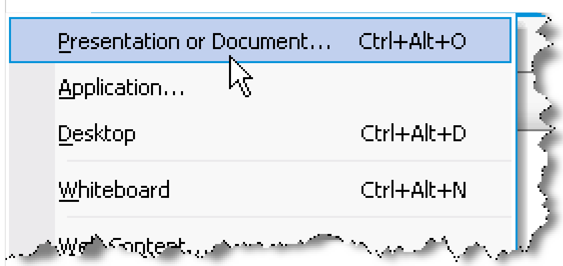
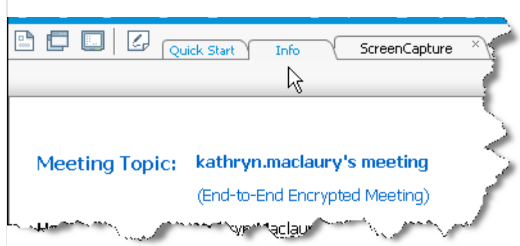
Sharing Presentations, Documents, and Whiteboards

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.

Role		Task description:
Host		Start and control sharing a document or presentation ■ learn about tools for sharing More... ■ start sharing More... ■ assigning sharing privileges to attendees More... ■ save a document More...
Attendee		View and interact with shared documents and presentations ■ display slides or pages More... ■ use tools to annotate a document More... ■ synchronize your view with the host More...

Granting sharing privileges to attendees

By default, only the presenter can share a document, presentation, or whiteboard during a meeting. However, you can allow all attendees or individual attendees to share their own presentations or documents or interact with pages, slides, and whiteboards that others share. You can also remove these sharing privileges from attendees at any time.

To specify attendee privileges for shared content in the content viewer:

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

   The Attendee Privileges dialog box appears.

2. Do *one* of the following:
   - To grant privileges to or remove them from all attendees at once, in the pane on the left, select **All Attendees.**
   - To grant privileges to or remove them from an individual attendee, in the pane on the left, expand **All Attendees**, and then select the attendee's name.

3. Click the **Participants** tab; then, under **Document**, select or clear the check boxes for any sharing privileges you want to grant to or remove from all or selected attendees:
   - **Save**
   - **Print**
   - **Annotate**

4. Under **View**, select or clear the check boxes for any sharing privileges that you want to grant to or remove from all or selected attendees:
   - **Participant list**
   - **Any document**
   - **Thumbnails**
   - **Any page**

5. Under **Meeting**, select or clear the check boxes to grant to or remove these privileges from all or selected attendees:
   - **Record a meeting**
   - **Share documents**
   - **Control shared applications, or web browser, or desktop remotely**

6. Click **Assign**.

Note

- A meeting host can also grant sharing privileges to attendees when scheduling a meeting.

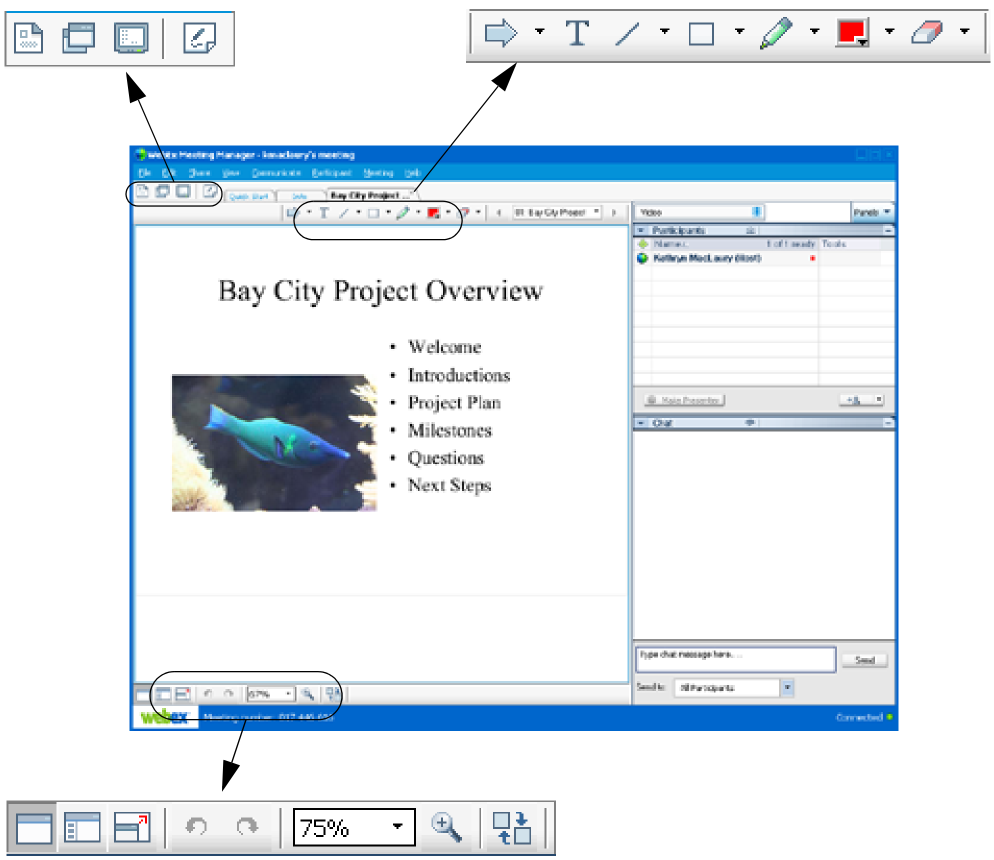
- Attendees with sharing privileges cannot share UCF multimedia presentations or standalone UCF media files, unless the meeting host selects this option when scheduling a meeting.

Content viewer tools

The tools on the content viewer toolbar allow you to share and perform actions on presentations, documents, and whiteboards.

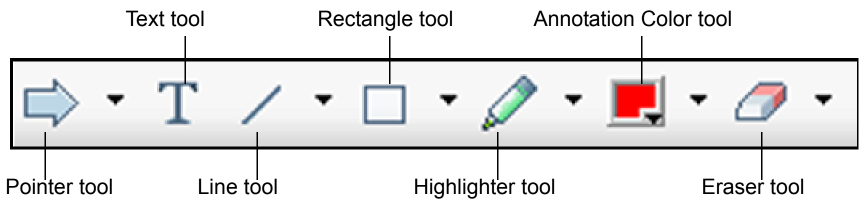
Use these tools to share applications, documents, your desktop or a white board. For details, see *Annotation tools* on page 156.

Select an annotation tool for directing attention to something onscreen using pointers, a highlighter, or drawing a shape. For details, see *Annotation tools* on page 156.



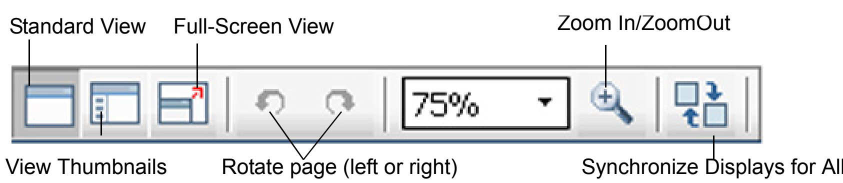
Change to full-screen, rotate pages, zoom in or out using these tools. For details, see *Annotation tools* on page 156.

Annotation tools



Tool	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. Attendees 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.
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.

View tools



Tool	Description
Standard View/ View Thumbnails	Clicking **Standard View** displays the shared content as you would normally view it. To display thumbnails, or miniatures, of shared pages, slides, or whiteboards to the side of the content, click **View Thumbnails**. This tool helps you locate a page or slide quickly. Click **Standard View** to return to normal viewing of the shared content.
Full-Screen View	Displays shared content in a full-screen view. Helps you 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.
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.

Sharing presentations or documents

You can share almost any type of document or presentation that you can print from your computer. Attendees view shared documents presentations in their content viewers, without the need for the application with which it was created. Attendees can also view any animation and transition effects on shared Microsoft PowerPoint slides.

After a meeting starts, you can open a document or presentation to share. You do not need to select it or “load” it before the meeting.

Document and presentation sharing is ideal for presenting information that you do not need to edit during the meeting, such as a slide presentation

While sharing a document or presentation, you can:

- Make annotations More...
- Use a pointer to emphasize text or graphics More...
- Save it to a file More...
- Print it More...
- Display it at various magnifications, in miniature (thumbnails), and in a full-screen view More...
- Synchronize all participants’ displays with the display in your content viewer More...

At any time during a meeting, you can grant attendees 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.

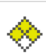
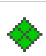
2. Select the document or presentation that you want to share.
3. Click **Open**.

   The shared document or presentation appears in the content viewer.

Tip For tips that can help you to share documents and presentations more effectively, see *Tips for sharing documents and presentations* on page 159.

Determining whether participants can view a page or slide

When sharing a document or presentation, you can check the **Participant Ready** indicator to determine whether the page or slide currently displayed in your content viewer is visible to other participants. This indicator is especially useful if you are sharing a UCF media file on a slide, and want to wait until the file loads in all participants' content viewers before you play it.

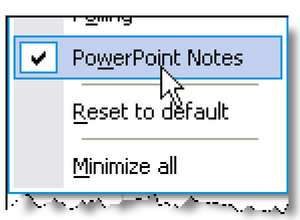
	25% of the page or slide has loaded in the participant's content viewer.
	50% of the page or slide has loaded in the participant's content viewer.
	75% of the page or slide has loaded in the participant's content viewer.
	100% of the page or slide has loaded in the participant's content viewer.

Note If the **Participant Ready** indicator does not appear to the left of a participant's name in the participant list, the page, slide, or whiteboard in your content viewer is not displayed in the participant's content viewer. For example, the participant may be viewing another slide in your presentation. In this case, you can synchronize all participant's displays with your display. For details, see *Synchronizing attendees' views of slides, pages, or whiteboards* on page 170.

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.
  - Limit the number of a slides in a presentation to fewer than 30. If you want to share more slides, create a separate presentation file for each set of 20 to 30 slides.
  - Keep the size of the presentation file smaller than 5MB.
- To save time during a meeting, begin sharing the document or presentation before the meeting's starting time. That way, after attendees join the meeting, they can begin viewing your presentation.
- To improve the speed at which shared pages or slides appear in attendees' 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. For details, see *Saving a presentation, document, or whiteboard* on page 174.
- 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.



Choosing an import mode for document or presentation sharing

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.

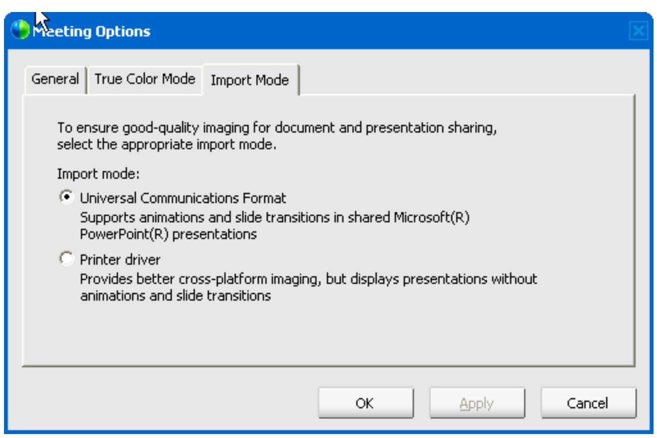
To choose an import mode for shared documents and presentations:

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**.
4. Click **OK**.

Closing shared documents and presentations

You can close any presentations or documents that you are sharing in your content viewer.

To close a shared document or presentation:

1. In the content viewer, select the tab for the document or presentation that you want to close.
2. On the **File** menu, choose **Close**.

   If you have not yet saved any annotations that you made on the document or presentation, a message appears, allowing you to save it.

Sharing a whiteboard

Sharing a whiteboard allows you to draw objects and type text that all attendees can see in their content viewers. You can also use a pointer to emphasize text or graphics on a whiteboard.

While sharing whiteboard, you can:

- Display it at various magnifications, in miniature (thumbnails), and in a full-screen view More...
- Save it
- Print it
- Synchronize attendees's displays with the display in your content viewer More...

If you allow attendees to annotate slides and pages, you and attendees can draw and type on a whiteboard simultaneously. You can also allow attendees to save, print, and display different views of shared whiteboards. For details, see *Granting sharing privileges to attendees* on page 154.

Starting whiteboard sharing

You can share a whiteboard on which you can draw and write. Attendees 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. For details, see *Adding new* *pages or slides* on page 166.

- You can share multiple whiteboards. For each whiteboard that you share, Meeting Manager creates a new **Whiteboard** tab in the content viewer.

Closing a shared whiteboard

You can close any whiteboards that you are sharing in your content viewer.

To close a shared whiteboard:

1. In the content viewer, select the tab for the whiteboard you want to close.
2. On the **File** menu, choose **Close**.

   If you have not yet saved any annotations that you made on the whiteboard, a message appears, allowing you to save it.

Navigating presentations, documents, or whiteboards

When sharing a document, presentation, or whiteboard, you can:

- Navigate slides, pages, or whiteboards using the toolbar More...
- Advance pages or slides automatically, at an interval of time that you specify More...
- Perform animations and slide transitions in a presentation More...
- Use keys on your computer's keyboard to navigate a presentation and display animations on the slides More...

Navigating slides, pages, or whiteboards using the toolbar

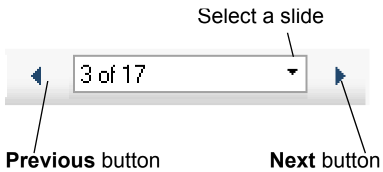
You can navigate to different pages, slides, or whiteboard "pages" in the content viewer. Each document, presentation, or whiteboard being shared appears on a tab at the top of the content viewer.

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, click the **Next Tab** button to cause the next tab to scroll into view.

2 On the toolbar, click a button to change the page or slide you are viewing.



- To display the next page or slide, click the **Next** button.
- To display the previous page or slide, click the **Previous** button.
- To display any page or slide, select it in the **Go To** drop-down list.

  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. For details, see *Viewing thumbnails of slides, pages, or whiteboards* on page 169.
- You can advance pages or slides automatically at a time interval that you specify. For details, see *Advancing pages or slides automatically* on page 163.
- You can also use the keys on your computer's keyboard to display different pages or slides and perform animations and slide transitions. For details, see *Using keyboard shortcuts to control a presentation* on page 165.
- If you your presentation includes animations or slide transitions, you can use the toolbar or keyboard shortcuts to perform them. For details, see *Animating and adding effects to shared slides* on page 164.

Advancing pages or slides automatically

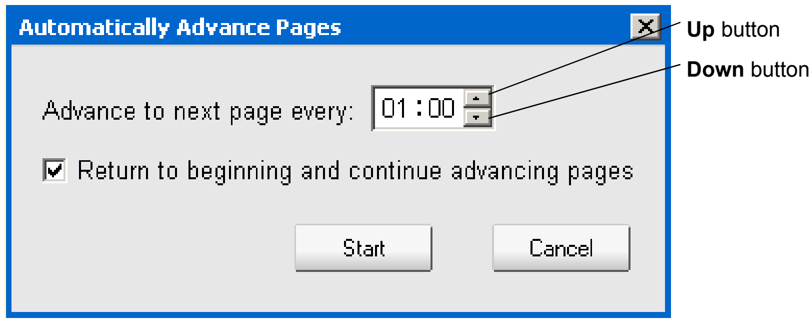
When sharing a document or presentation in the content viewer, you can automatically advance pages or slides at a specified interval. Once you start automatic page or slide advancement, you can stop it at any time.

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 In the **Advance to next page every** box, specify an interval of time at which to advance pages or slides, by selecting the minutes or seconds, and then doing either of the following:

- Type a time.
- Click the **Up** button to increase the number or click the **Down** button to decrease the number.

4 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.

5 Click **Start**.

6 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 information about choosing an import mode, see *Sharing a document or presentation* on page 158.

- 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.

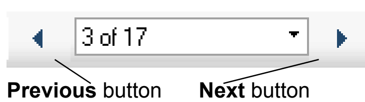
- Alternatively, use the keys on your computer keyboard to show animations and slide transitions in a PowerPoint slide presentation. For details, see *Using keyboard shortcuts to control a presentation* on page 165.
- If at least one meeting participant is using the Java Meeting Manager, animations and 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, click the Previous or Next button to move through your presentation.



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**

To...	Press...
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. For information about choosing an import mode, see *Choosing an import mode for document or presentation sharing* on page 160.

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**
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 More...
- Paste images that you copy to your computer's clipboard into a new page or slide in a shared document, presentation, or whiteboard More...

Adding new pages or slides

When sharing a document, presentation, or whiteboard in the content viewer, you can add a new, blank page or slide 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. On the **Edit** menu, choose **Add Page**.

   A new page appears in the content viewer, at the end of the currently selected document, presentation, or whiteboard.

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 Page Image**.

   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:

- View slides, pages, or whiteboards at various magnifications.
- View slides, pages, or whiteboards in miniature.
- Display a full-screen view of a page, slide, or whiteboard.
- Synchronize all participants’ views of a page or slide with the view that appears in your content viewer

Zooming in and out on slides, pages, or whiteboards

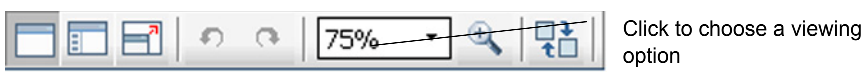
Using the tools on the content viewer toolbar, you can:

- 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 on a page, slide, or whiteboard:

Do *one* of the following on the content viewer toolbar:

- To zoom in or out incrementally, click the downward pointing arrow to the left of the **Zoom In/Zoom Out** button, and then choose **Zoom In** or **Zoom Out**. To continuing zooming in or out, click the **Zoom In/Zoom Out** button.



- To zoom in to a specific area, click the downward-pointing arrow to the right of the **Zoom In** button, and then drag your mouse to the area. Release your mouse button.
- To zoom in or out to a preset percentage, click 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 to fit the content viewer:

1 On the toolbar, click the downward-pointing arrow to the right of the **Zoom In/Zoom Out** button.

2 On the menu that appears, choose **Fit to Viewer**.

To adjust the size of a page, slide, or whiteboard to fit its width in the content viewer:

1 On the toolbar, click the downward-pointing arrow to the right of the **Zoom In/Zoom Out** button.

2 On the menu that appears, choose **Fit to Width**.

To turn off the zoom tool:

On the toolbar, click the **Zoom In/Zoom Out** button.

Controlling full-screen view of slides, pages, or whiteboards

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, attendees' screens automatically display a full-screen view as well. However, attendees can control full-screen view independently in their Meeting windows.

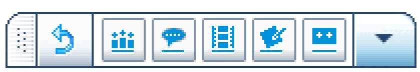
To display a full-screen view:

On the toolbar, click the **Full-Screen View** button.

Full-Screen View

To return to a normal view:

On the floating icon tray, click **Return to Main Window**.



Return to Main Window

Viewing thumbnails of slides, pages, or whiteboards

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.

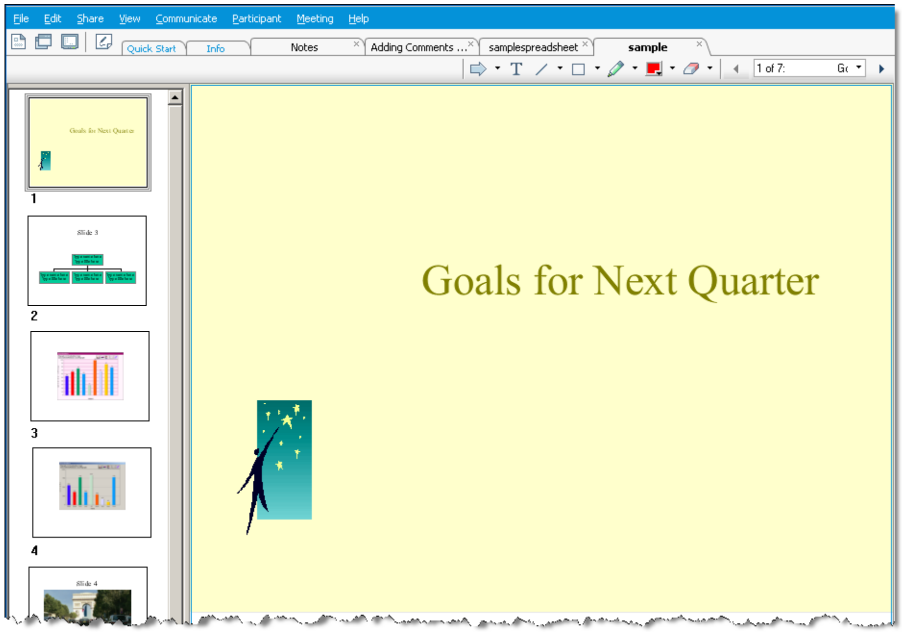
To view thumbnails of slides, pages, or whiteboards:

1 In the content viewer, select the tab for the document, presentation, or whiteboard for which you want to view miniatures.

2 On the toolbar, click the **View Thumbnails** button.

View Thumbnails

Thumbnails of all pages or slides in the selected document, presentation, or whiteboard appear in the thumbnail viewer, in the left column.



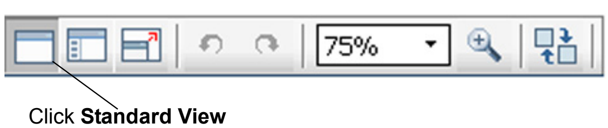
3 Optional. To display any page or slide in the content viewer, double-click its miniature in the thumbnail viewer.

4 Optional. To control the size of the thumbnail viewer, drag the right edge of the viewer to the right or left.

Note Attendees 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 toolbar, click the **View Thumbnails** button again.



Synchronizing attendees' views of slides, pages, or whiteboards

You can synchronize the display of a shared page, slide, or whiteboard in all attendees' content viewers with the display in your viewer. Once you synchronize displays, the page, slide, or whiteboard in attendees' content viewers appears at the same magnification as in your content viewer.

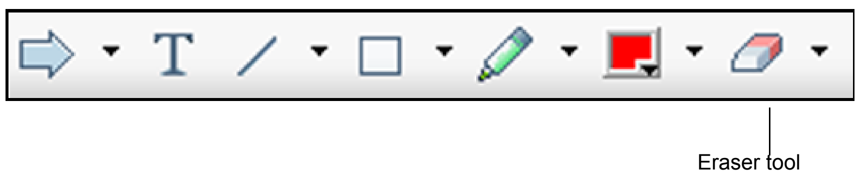
To synchronize attendees' views of slides, pages, or whiteboards:

On the content viewer toolbar, click the **Synchronize Displays** button.

Clearing annotations on slides, pages, or whiteboards

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 annotation you have made



To clear all annotations on a shared page, slide, or whiteboard:

1 On the toolbar, click the downward-pointing arrow to the right of the **Eraser Tool** icon.

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 toolbar, click the downward-pointing arrow to the right of the **Eraser Tool** icon.

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.

Your mouse pointer changes to an eraser.

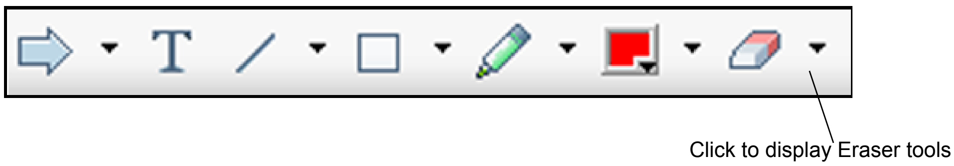
2 Click the annotation you want to clear.

To turn off the eraser tool:

On the toolbar, click the **Eraser Tool** icon.

Clearing pointers on slides, pages, or whiteboards

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 attendees' pointers.



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.

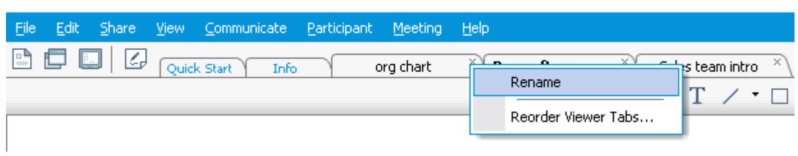
2 Choose **Clear My Pointer**.

Renaming the tab for a presentation, document, or whiteboard

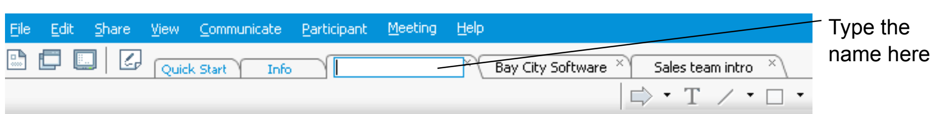
As you are sharing an item, such as a presentation, in the content viewer, you can easily change its name on the tab. Later, when you end the meeting, you can save the document, presentation, or whiteboard with this new name.

To rename a tab in the content viewer:

1 Right click the tab name you want to change.



2 Enter the new name on the tab.



3 Press **Enter** or click outside the tab.

This tab displays the new name.

Tip You can also click the tab name to select it.

This feature is handy if participants have used the annotation tools to make comments and notes or highlight elements in your document. You can save your document with the annotations as a new document, separate from your original.

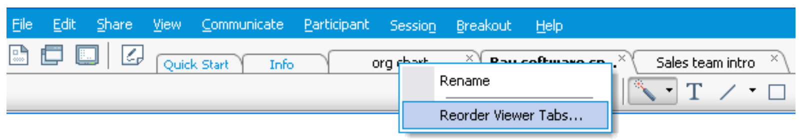
Of course, you can still use the **Save As** command on the **File** menu to save the document at the end of your meeting. Changing the name on the tab itself allows others to see the name you are giving the file. Also, you are making the change at the moment that action is meaningful, rather than at the end of the meeting.

Reordering the tabs for documents, presentations, and whiteboards

The tabs in the content viewer are arranged in the order you open them. That order may not be the most logical way to display them. You can easily move the tabs, so the most current and important items are visible.

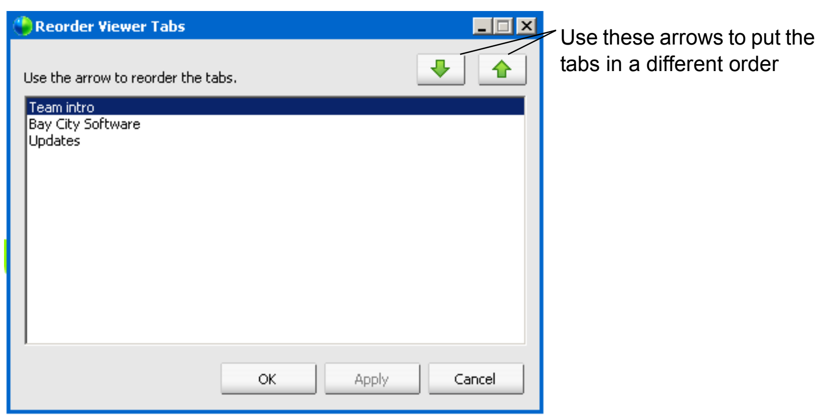
To reorder the tabs in the content viewer:

1 Right-click any tab.



2 In the Reorder View Tabs dialog box, use the arrows change the order of the tabs.

Moving a tab up in the order moves that tab to the left in the content viewer.



3 Click **OK**.

Tip To quickly move a tab to the left or right, select the tab and use a drag and drop operation to move it.

Saving, opening, and printing presentations, documents, or whiteboards

Meeting participants (hosts, presenters, and attendees with privileges) can access and print documents, presentations, and whiteboards shared in a meeting. For example, you can:

- save a shared presentation More...
- open a saved document More...
- print a whiteboard More...

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 a `.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:

1. 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.

3 Click **Save**.

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 attendees 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** > **Document**.

   The Open 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 attendees 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 attendee...

If you are attending 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 More...
- synchronize your view with the host's view More...
- save shared documents More...
- open shared documents More...
- print shared documents More...

Displaying pages, slides, or whiteboards

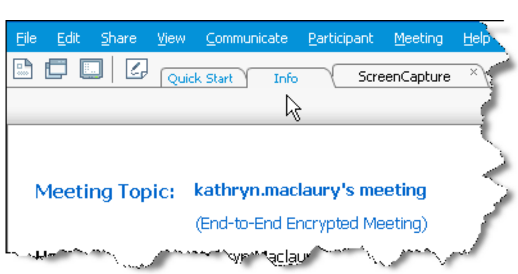
For attendees

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 a 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 you have more tabs than can be displayed on the content viewer, click the down-arrow button at the end of the tabs to view the list of other tabs.



Click a tab to view a different document.

To return to the document or page the host is viewing, you can synchronize your view More...

2 On the toolbar, click a button to change the page or slide you are viewing:

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

To move forward and back between pages, click the left and right arrows.

To select any page or slide, select it in the Got To drop-down list.

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:

In the Meeting window, on the toolbar, click the **Synchronize My Display** button.

Synchronize My Display button

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Sharing Web Content

If you want to...	See...
get an overview of sharing Web content	*About sharing Web content* on page 179
share Web content with meeting participants	*Sharing Web content* on page 180
understand the differences between sharing a browser and sharing Web content	*Differences between sharing Web content and sharing a Web browser* on page 180

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. For more information, see *Differences between sharing Web content and sharing a Web browser* on page 180.

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.

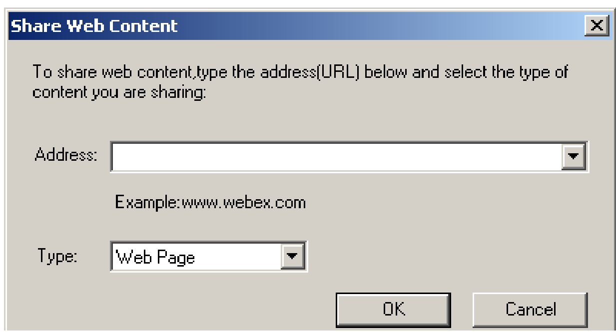
Sharing Web content

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.
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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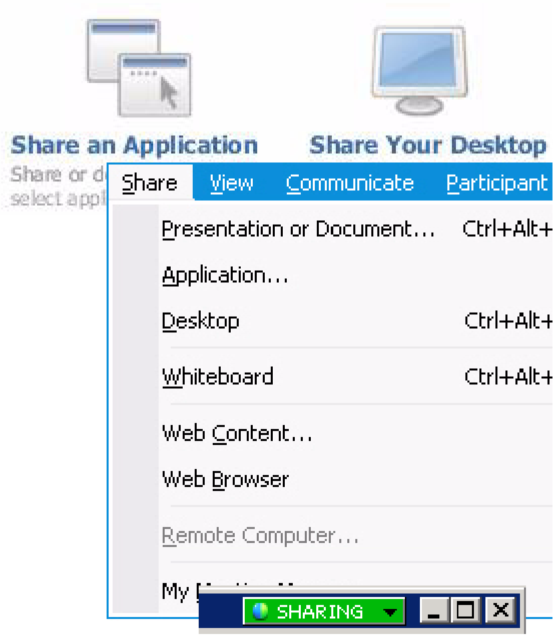
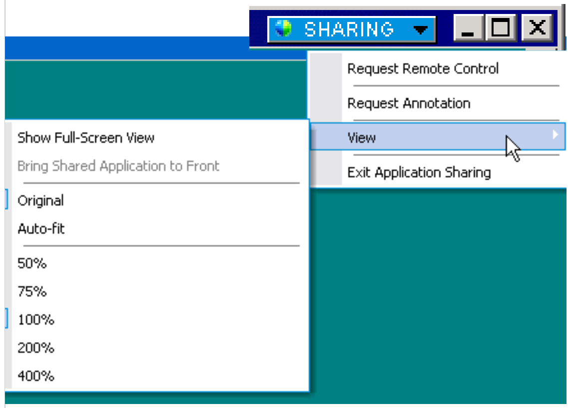
Sharing Software

Your user role in a meeting determines your level of participation in sharing software. 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.

Role		Task description:
Host or Presenter		Share software: ■ Share applications **More...** ■ Share your desktop **More...** ■ Share a Web browser **More...** ■ Share a remote computer **More...** ■ Control views of shared software **More...** ■ Annotate shared software **More...** ■ Let an attendee control your shared software **More...**

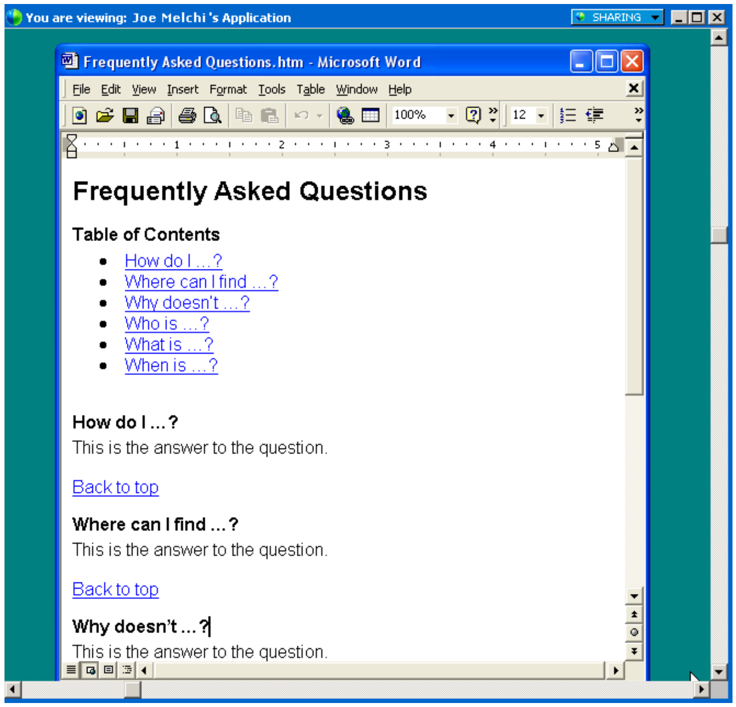
<table>
<tr><th>Role</th><th></th><th>Task description:</th></tr>
<tr><td>Attendee</td><td>
</td><td>View and work with shared software:

Control your view of shared software More...
Request control of shared software More...
Annotate shared software More...
Switch views between the sharing window and the Meeting window More...
Stop participating in software sharing More...
</td></tr>
</table>

If a presenter shares one of the following types of software during a meeting, it appears in a sharing window that automatically opens on all attendees' screens:

- Application
- Computer's desktop
- Web browser
- Applications or the desktop on a remote computer, if the presenter installed the Access Anywhere Agent on the computer

The following is an example of a sharing window in which the presenter is sharing a Microsoft Word document:



Attendees can view all actions that the presenter takes with the shared software.

Sharing applications

If you want to...	See...
start sharing an application	*Starting application sharing* on page 186
share multiple applications simultaneously	*Sharing multiple applications* on page 186
stop sharing an application	*Stopping application sharing for all participants* on page 188
control views of shared applications	*Controlling views of shared software* on page 201
annotate a shared application	*Annotating Shared Software* on page 209
let an attendee annotate a shared application	*Letting an attendee annotate shared software* on page 213
let an attendee remotely control a shared application	*Letting an attendee remotely control shared software* on page 218
share graphics-intensive applications	*Sharing applications with detailed color* on page 220
learn how to share applications effectively	*Tips for Sharing Software* on page 221

The presenter uses application sharing to show all meeting attendees one or more applications on the presenter's computer. Application sharing is useful for demonstrating software or editing documents during a meeting.

Attendees can view the shared application, including all mouse movements, in a sharing window on their screens. Attendees need *not* run the application that you are sharing on their computers.

Starting application sharing

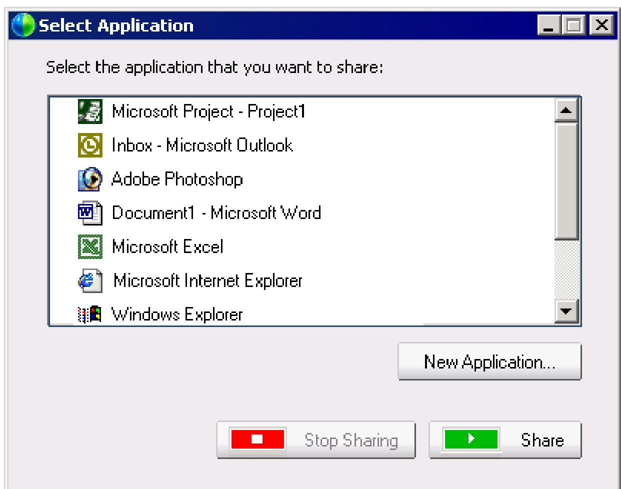
Host or Presenter only

You can share any application on your computer with meeting attendees.

To share an application:

1. On the **Share** menu, choose **Application**.

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



2. Do *one* of the following:
   - If the application you want to share is currently running, select it in the list, and then click **Share**.
   - If the application you want to share is not currently running, click **New Application**. The New Application dialog box appears, showing a list of all applications on your computer. Select the application, and then click **Share**.

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

Tip For tips that can help you to share applications more effectively, see *Tips for Sharing Software* on page 221.

Sharing multiple applications

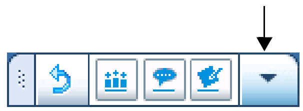
Host or Presenter only

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 attendees' screens.

To share an additional application:

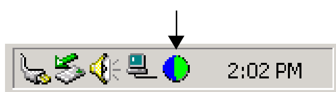
1 Do *one* of the following:

- On the icon tray, click the **Select Panel** button.



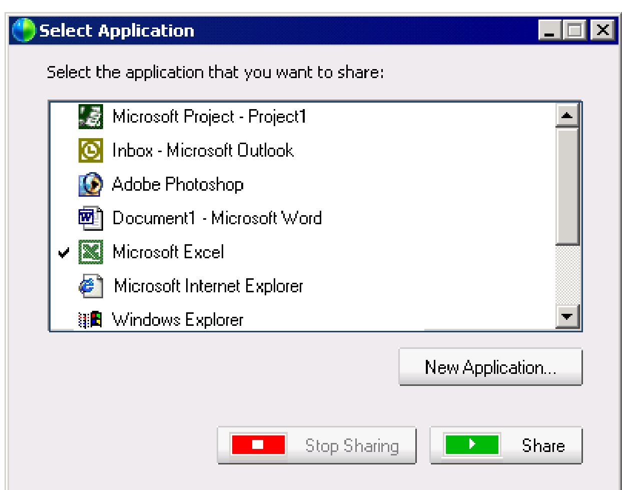
- On the title bar of the application that you are currently sharing, click the **Sharing** menu.

- In the lower-right corner of your computer's desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Share Application**.

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



3 Do *one* of the following:

- If the application you want to share is currently running, select it in the list, and then click **Share**.
- If the application you want to share is not currently running, click **New Application**. The New Application dialog box appears, showing a list of all applications on your computer. Select the application, and then click **Share**.

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

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

Tip Alternatively, you can share multiple applications by sharing your computer's desktop. For details, see *Sharing your desktop* on page 190.

Stopping application sharing for all participants

Host or Presenter only

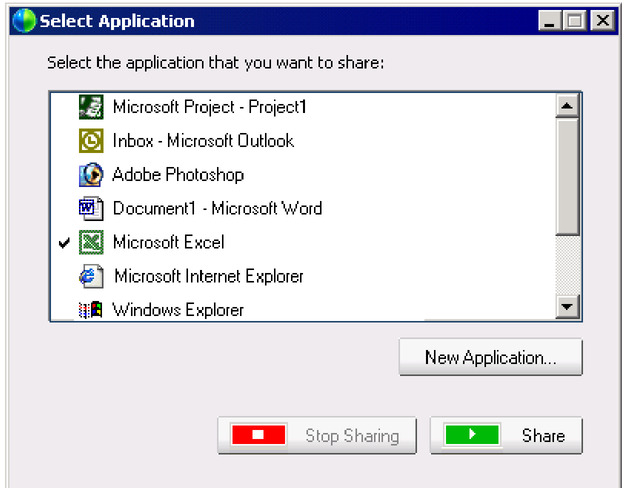
You can stop sharing an application at any time. Once you stop sharing an application, attendees can no longer view it.

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:

1 On the title bar of the application that you are currently sharing, on the **Sharing** menu, choose **Share Application**.

The Share Application dialog box appears. A check mark appears to the left of each application that you are currently sharing. For example:



2 In the list of applications, select the application that you no longer want to share to highlight it.

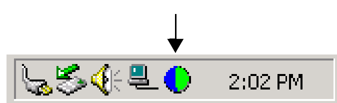
3 Click **Stop Sharing**.

To stop all application sharing:

1 Do *either* of the following:

- On the title bar of the application that you are currently sharing, click the **Sharing** menu.

- In the lower-right corner of your computer's desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Exit Application Sharing**.

Tip You can temporarily pause application sharing, rather than stopping application sharing. For details, see *Pausing and resuming software sharing* on page 202.

Sharing your desktop

If you want to...	See...
start sharing your desktop	*Starting desktop sharing* on page 190
stop sharing your desktop	*Stopping desktop sharing* on page 191
control views of a shared desktop	*Controlling views of shared software* on page 201
annotate a shared desktop	*Annotating Shared Software* on page 209
let an attendee annotate a shared desktop	*Letting an attendee annotate shared software* on page 213
let an attendee remotely control a shared desktop	*Letting an attendee remotely control shared software* on page 218
share graphics-intensive applications during desktop sharing	*Sharing applications with detailed color* on page 220
learn how to share desktops effectively	*Tips for Sharing Software* on page 221

The presenter uses desktop sharing to show all meeting attendees his or her entire computer desktop—including any applications, windows, and file directories that are currently open. The presenter can use desktop sharing to share several applications simultaneously or to share other areas of the computer, such as file directories.

Attendees can view the presenter's shared desktop, including all mouse movements, in a sharing window on their screens.

Starting desktop sharing

Host or Presenter only

You can share your computer's desktop with meeting attendees.

To share your desktop:

On the **Share** menu, choose **Desktop**.

Your desktop appears in a sharing window on attendees' screens.

Note If your desktop has any background images or patterns, or wallpaper, your Meeting Manager software may remove them from attendees' views to improve the performance of desktop sharing.

Tip For tips that can help you to share your desktop more effectively, see *Tips for Sharing Software* on page 221.

Stopping desktop sharing

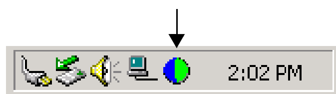
You can stop desktop sharing at any time.

To stop desktop sharing.

1 Do *either* of the following:

- On the title bar of any open window, click the **Sharing** menu.

- In the lower-right corner of your computer's desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Exit Desktop Sharing**.

Tip You can temporarily pause desktop sharing, rather than stopping desktop sharing. For details, see *Pausing and resuming software sharing* on page 202.

Depending on your role, the following occurs:

- If you are the host or presenter, desktop sharing stops for all attendees.
- If you are an attendee, desktop sharing stops for just you.

Sharing a Web browser

If you want to...	See...
start sharing a Web browser	*Starting Web browser sharing* on page 192
stop sharing a Web browser	*Stopping Web browser sharing* on page 192
control views of a shared Web browser	*Controlling views of shared software* on page 201
annotate a shared Web browser	*Annotating Shared Software* on page 209
let an attendee annotate a shared Web browser	*Letting an attendee annotate shared software* on page 213
let an attendee control a shared Web browser	*Letting an attendee remotely control shared software* on page 218
learn how to share Web browsers effectively	*Tips for Sharing Software* on page 221

A presenter uses Web browser sharing to show all meeting attendees all Web pages that he or she accesses in a browser. Web browser sharing is useful for showing attendees Web pages on the Internet, or the presenter's private intranet or computer.

Attendees can view the presenters Web browser, including mouse movements, in a sharing window on their screens.

Letting an attendee annotate shared software

Starting Web browser sharing

Host or Presenter only

You can share a Web browser with meeting attendees.

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 Attendees can view any new Web browser windows that you open. Thus, attendees can view several Web pages simultaneously.

Letting an attendee annotate shared software

Stopping Web browser sharing

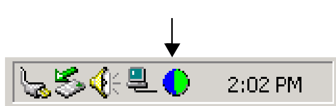
You can stop sharing a Web browser at any time.

To stop Web browser sharing:

1 Do *either* of the following:

- On the title bar of the browser that you are sharing, click the **Sharing** menu.

- In the lower-right corner of your computer's desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Exit Web Browser Sharing**.

Tip You can temporarily pause Web browser sharing, rather than stopping Web browser sharing. For details, see *Pausing and resuming software sharing* on page 202.

Sharing a remote computer

If you want to...	See...
start sharing a remote computer	*Starting remote computer sharing* on page 193
stop sharing a remote computer	*Stopping remote computer sharing* on page 195
control views of a shared remote computer	*Controlling views of shared software* on page 201
manage settings on a remote computer while sharing it	*Managing a shared remote computer* on page 196

A presenter uses remote computer sharing to show all meeting attendees a remote computer. Depending on how set up the remote computer is set up, the presenter can show the entire desktop or just specific applications. Remote computer sharing is useful to show attendees an application or file that is available only on a remote computer.

Attendees can view the remote computer, including all the presenter's mouse movements, in a sharing window on their screens.

As presenter, you can share a remote computer during a meeting if:

- You have installed the Access Anywhere Agent on the remote computer
- You logged in to your Meeting Center Web site before joining the meeting, if you are not the original meeting host

For information about setting up a computer for remote access, refer to the *Access Anywhere User's Guide*.

Starting remote computer sharing

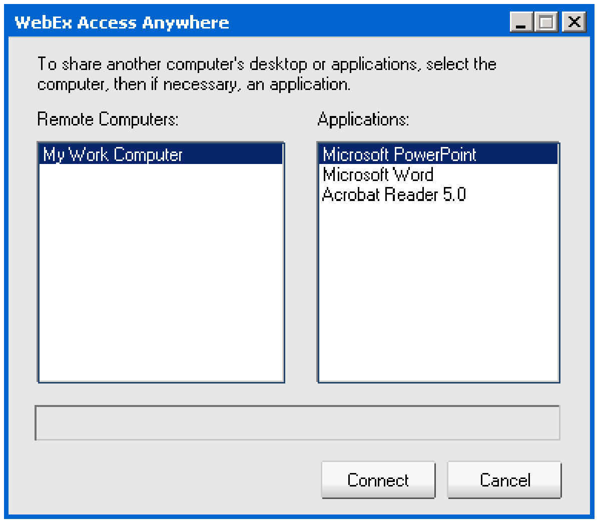
Host or Presenter only

If you have already set up a computer for Access Anywhere, you can share the computer during a meeting.

To share a remote computer:

1 On the **Share** menu, choose **Remote Computer**.

The Access Anywhere dialog box appears.



2 Under **Remote Computers**, select the computer that you want to share.

3 Under **Applications**, select an application that want to share.

If you set up the remote computer so you can access its entire desktop, the option **Desktop** appears under Applications.

4 Click **Connect**.

Depending on the method of authentication that you specified when setting up the computer for Access Anywhere, *one* of the following occurs:

- If you chose access code authentication, a dialog box appears, in which you must provide the access code that you specified when setting up the remote computer.
- If you chose phone authentication, you receive a phone call at the number that you specified when setting up the remote computer.

5 Do *one* of the following:

- If you chose access code authentication, type your access code in the box, and then click **OK**.
- If you chose phone authentication, provide your pass code by following the voice instructions.

Note

- If you are not the original meeting host, you must log in to your Meeting Center Web site before joining a meeting in which you want to share a remote computer. If you are already in a meeting, but did not log in to your site, you must leave the meeting, log in to your site, and then rejoin the meeting.
- If a password-protected screen saver is running on the remote computer, your meeting service automatically closes it once you provide your access code or pass

code.

- If the remote computer is running Windows NT or 2000, and you must log in to the computer, send a **Ctrl+Alt+Del** command to the computer.
- If you set up the remote computer so you can access multiple applications, you can share additional applications simultaneously.

Sharing additional applications on a shared remote computer

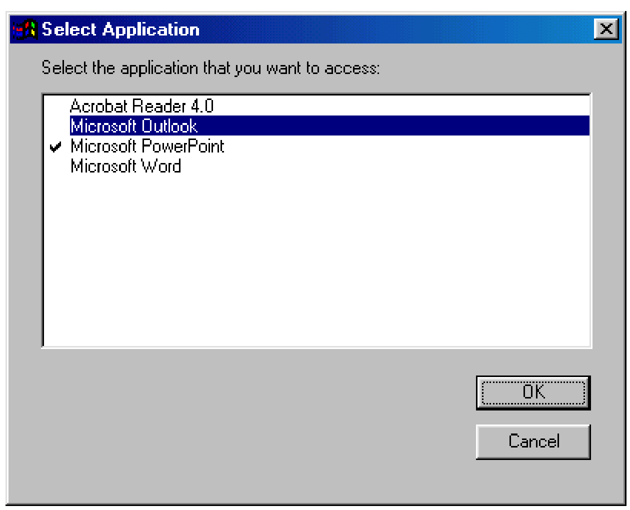
Host or Presenter only

While sharing a remote computer on which you have specified that you can access only specific applications rather than its entire desktop, you can share additional applications on the remote computer. Meeting attendees can view all shared applications simultaneously.

To share an additional application on a shared remote computer:

1 On the title bar of the Access Anywhere window, on the **Access Anywhere** menu, choose **Share Remote Application**:

The Select Application dialog box appears.



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

3 Click **OK**.

Stopping remote computer sharing

Host or Presenter only

You can stop sharing a remote computer during a meeting at any time. Once you stop sharing a remote computer, the Access Anywhere Server disconnects your local computer from the remote computer. The remote computer remains logged into the Access Anywhere Server, so you can access it again at any time.

Before you stop remote computer sharing:

To ensure your privacy and the security of your remote computer, do *one* of the following:

- Close any applications that you started during the sharing session.
- If the remote computer is running Windows NT or 2000, and you have administrator rights on the computer, log off from or lock the computer. To access these options on the computer, send a **Ctrl+Alt+Del** key combination to the remote computer. For details, see Sending a *Sending a Ctrl+Alt+Del command to a shared remote computer* on page 200.
- Specify a screen saver password, and set the screen saver to appear after short period of inactivity—for example, 1 minute.
- Shut down the computer, if you do not plan to access it again remotely.

To stop remote computer sharing:

1. On the title bar of the Access Anywhere window, click the **Access Anywhere** menu.

2. Do *one* of the following
   - If you are sharing the remote computer's entire desktop, choose **Stop Remote Desktop Sharing**.
   - If you are sharing an application on the remote computer, choose **Stop Remote Application Sharing**.

Managing a shared remote computer

Host or Presenter only

If you want to...	See...
reduce the screen resolution on a shared remote computer so you can view its contents without scrolling	*Reducing the screen resolution for a shared remote computer* on page 197
adjust the size of the view of a shared remote computer, including zooming in to and out from the view and scaling the view to fit the sharing window	*Adjusting the size of the view of a shared remote computer* on page 198

If you want to...	See...
lock a shared remote computer's keyboard and mouse	*Disabling and enabling the keyboard and mouse during on a shared remote computer* on page 199
make the screen on a shared remote computer blank, so no one at the computer's location can view it	*Hiding the contents on a shared remote computer's screen* on page 199
send a **Ctrl+Alt+Del** command to a Windows 2000 or NT computer, to display the Windows Security dialog box	*Sending a Ctrl+Alt+Del command to a shared remote computer* on page 200
display an application window that is hidden behind another window on a shared remote computer	*Bringing an application to the front on a shared remote computer* on page 200

While sharing a remote computer during a meeting, you can manage the remote computer by setting options and sending commands.

Options that you can set:

- Disable or enable the keyboard and mouse on the remote computer.
- Reduce the screen resolution on the remote computer to match that of your computer, or restore the resolution on the remote computer.
- Adjust the size of the view of the remote computer that appears in the sharing window, including zooming in to and out from the view and scaling the view to fit the sharing window
- Hide or display the contents on the remote computer's screen at the remote location.

Note Any changes that you make to options affect the remote computer only during the current sharing session. The changes do not affect the default options that you set for the remote computer in the Access Anywhere Agent preferences.

Commands that you can send:

- A **Ctrl+Alt+Del** key combination, which allows you to access options to log in to, log out from, lock, or unlock a Windows NT or 2000 computer.
- A command to bring remote applications to the front of your screen, if they are either behind other applications or minimized.

Reducing the screen resolution for a shared remote computer

Host or Presenter only

While sharing a remote computer, you can reduce the screen resolution on the remote computer. This option helps to prevent the need to scroll while viewing the desktop or applications on the remote computer. The reduced screen resolution also appears in all attendees' sharing windows. You can return a remote computer's screen resolution to its original setting at any time during a remote access session.

To reduce the screen resolution on a remote computer:

On the title bar of the Access Anywhere window, on the **Access Anywhere** menu, choose **Remote Computer** > **Reduce Screen Resolution to Match This Computer**.

A check mark next to the command indicates that the screen resolution is reduced. If no check mark appears, the screen resolution is at its original setting.

Note

- If you reduce the screen resolution a remote computer during a sharing session, the Access Anywhere Agent restores the resolution to its original setting once you end the session.
- You can specify whether or not the remote computer's screen resolution is reduced automatically once you connect to the computer remotely. For details, refer to the *Access Anywhere User's Guide*.

Adjusting the size of the view of a shared remote computer

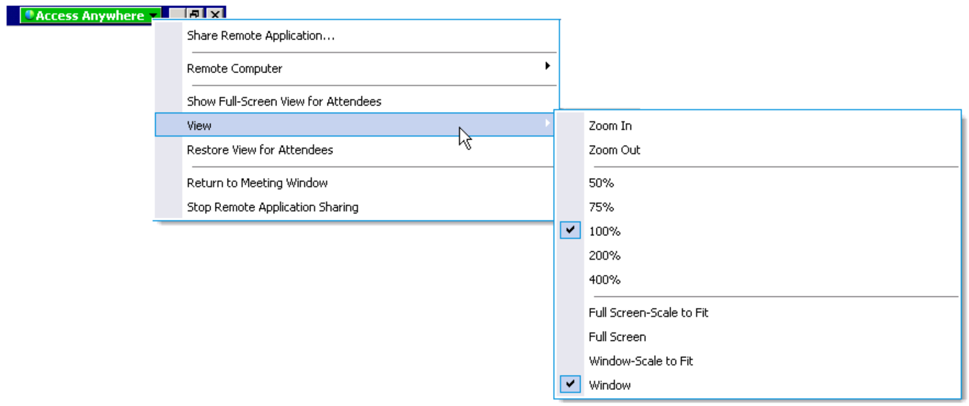
Host or Presenter only

While sharing a remote computer, you can adjust the size of the shared view by doing any of the following:

- Select a preset percentage at which to view the remote computer.
- Zoom in to and out from the remote computer in increments.
- Scale the remote computer view to fit the sharing window in which it appears.

To adjust the size of the view of a shared remote computer:

On the title bar of the Access Anywhere window, on the **Access Anywhere** menu, choose **View**, and then choose a display option.



Disabling and enabling the keyboard and mouse during on a shared remote computer

Host or Presenter only

While sharing a remote computer, you can disable the keyboard and mouse on the remote computer, thereby preventing anyone from using the computer while you are accessing it remotely. You can re-enable a remote computer's keyboard and mouse at any time.

To disable or enable a remote computer's keyboard and mouse:

On the title bar of the Access Anywhere window, on the Access Anywhere menu, choose **Remote Computer** > **Disable Keyboard and Mouse.**

A check mark next to the command indicates that the keyboard and mouse are disabled. If no check mark appears, the keyboard and mouse are enabled.

Note

- If you disable a remote computer's keyboard and mouse during a sharing session, the Access Anywhere Agent re-enables them once you end the session.
- You can specify whether or not the remote computer's keyboard and mouse are disabled automatically once you connect to the computer remotely. For details, refer to the *Access Anywhere User's Guide*.

Hiding the contents on a shared remote computer's screen

Host or Presenter only

While sharing a remote computer, you can make a remote computer's screen blank, thereby preventing anyone at the remote computer's location from viewing the contents of the screen. If the contents on a remote computer's screen are hidden, you can display them at any time.

To hide or display the contents on a remote computer's screen:

On the title bar of the Access Anywhere window, on the Access Anywhere menu, choose **Remote Computer** > **Make Screen Blank.**

A check mark next to the command indicates that the contents on the remote computer's screen are not visible. If no check mark appears, the contents on the remote computer's screen are visible.

Note

- If you make a remote computer's screen blank during a sharing session, the Access Anywhere Agent displays the contents on the screen once you end the session.
- You can specify whether or not a remote computer's screen becomes blank automatically once you connect to the computer remotely. For details, refer to the *Access Anywhere User's Guide*.

Sending a Ctrl+Alt+Del command to a shared remote computer

Host or Presenter only

While sharing a remote computer that is running Windows NT or 2000, you can send an **Ctrl+Alt+Del** command to the computer to access options that let you:

- Log in to the computer
- Log out from the computer
- Lock the computer
- Unlock the computer

To send a Ctrl+Alt+Del command to a shared remote computer:

On the title bar of the Access Anywhere window, on the Access Anywhere menu, choose **Remote Computer** > **Send Ctrl+Alt+Del**.

Bringing an application to the front on a shared remote computer

Host or Presenter only

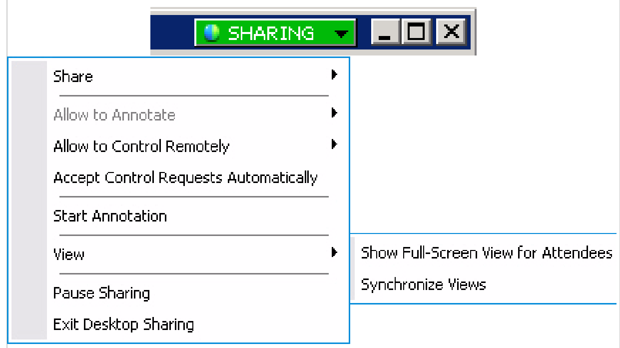
While sharing a remote computer, you can restore a remote application that is minimized, or display a remote application that is behind another window that you cannot control. This option is available only if you set up a remote computer so you can access specific applications rather than the entire desktop.

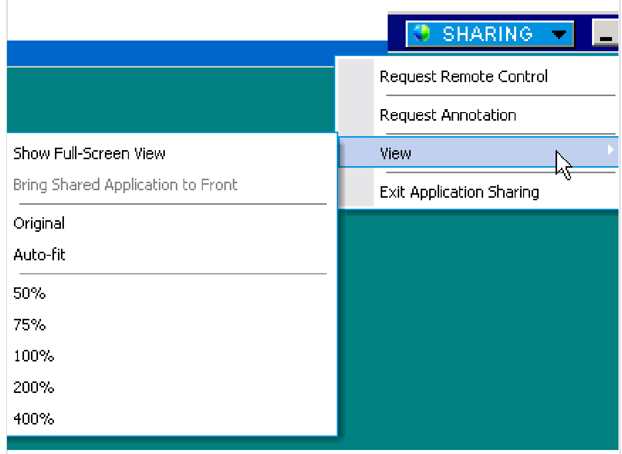
To bring a remote application to the front:

On the title bar of the Access Anywhere window, on the Access Anywhere menu, choose **Remote Computer** > **Bring Shared Application to Front.**

The application that you are accessing remotely appears in the Access Anywhere window.

Controlling views of shared software

<table>
<tr><th>Role</th><th></th><th>Task description:</th></tr>
<tr><td>Host or Presenter</td><td>
</td><td>

Pause or resume sharing More...
Control full-screen view of shared software More...
Synchronize views More...
Return to the Meeting window More...
Return attendees to the software sharing window More...
</td></tr>
<tr><td>Participant</td><td>
</td><td>

Control your view of shared software More...
Switch views between the sharing window and the Meeting window More...
Close your sharing window More...
</td></tr>
</table>

The presenter can control attendees's views of the following types of shared software:

- Applications
- Desktop
- Web browser
- Remote computer

Attendees 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 of the following types of shared software:

- Application
- Desktop
- Web browser

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.

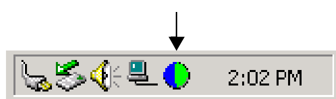
You can resume sharing to restore attendees' views of shared software at any time.

To pause software sharing:

1 Do *either* of the following:

- In the title bar of a window that you are sharing, click the **Sharing** menu.

- In the lower-right corner of your desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Pause Sharing**.

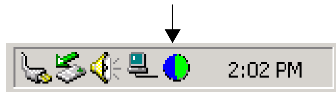
The **Sharing** menu on the title bar of shared windows indicates that sharing is paused.

To resume software sharing:

1 Do *either* of the following:

- In the title bar of a window that you are sharing, click the **Sharing** menu.

- In the lower-right corner of your desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Resume Sharing**.

Controlling full-screen view of shared software

Host or Presenter only

You can switch attendees' views of the following types of shared software between a standard window and a full-screen view:

- Application
- Desktop
- Web browser
- Remote computer

A full-screen view of shared software fits attendees' entire screens and does not include a title bar or scroll bars.

Attendees can override your setting to control full-screen view or to zoom in or out on the shared software on their computers.

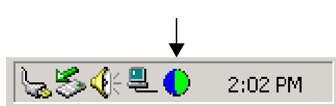
To display shared software in a full-screen view:

1 Do *either* of the following:

- In the title bar of a window that you are sharing, click the **Sharing** menu.

  If you are sharing a remote computer, the **Access Anywhere** menu appears instead of the **Sharing** menu.

- In the lower-right corner of your desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Views** > **Show Full-Screen View for Attendees.**

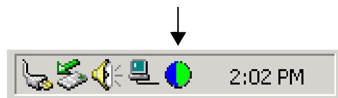
To display shared software in a standard window:

1 Do *either* of the following:

- In the title bar of a window that you are sharing, click the **Sharing** menu.

If you are sharing a remote computer, the **Access Anywhere** menu appears instead of the **Sharing** menu.

- In the lower-right corner of your desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Views** > **Restore View for Attendees**.

Synchronizing views of shared software

Host or Presenter only

While sharing the following types of software, you can synchronize all attendees' views of the software with your view:

- Application
- Desktop
- Web browser

Synchronizing views of shared software ensures that the sharing window appears as the active window on attendees' screens. For example, if an attendee has minimized the sharing window, or moved another window on top of it, the sharing window becomes the active window when you synchronize views.

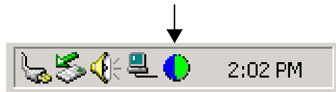
Note Synchronizing views has no effect on the size in which the shared software appears on attendees' screens. Attendees can control the size of their views independently.

To synchronize your view with attendees:

1 Do *either* of the following:

- In the title bar of a window that you are sharing, click the **Sharing** menu.

- In the lower-right corner of your desktop, click the **Sharing** menu.



2 On the menu that appears, choose **View** > **Synchronize Views**.

Controlling your view as an attendee

Attendee only

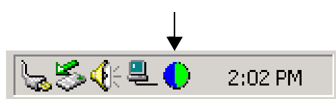
When viewing or remotely controlling shared software, you can specify the following options, which determine how shared software appears on your screen:

- 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:

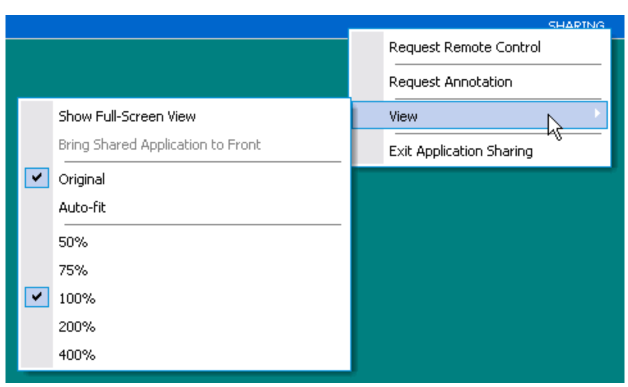
1 Do *either* of the following:

- In the lower-right corner of your desktop, click the **Sharing** menu.



- In the title bar of the sharing window, click the **Sharing** button.

2 On the menu that appears, choose **View**, then choose an option for viewing the shared software.



Tip To quickly switch between a standard window and a full-screen view of shared software, double-click the shared software.

Returning to the Meeting window while sharing software

When sharing the following types of software, you can return to the Meeting window at any time without stopping your sharing session:

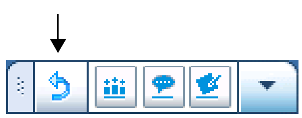
- Application
- Web browser
- Remote computer

You can quickly return to your sharing session at any time, without having to restart it.

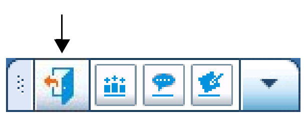
When sharing your desktop, you can also return to the Meeting window; however, your desktop sharing session stops automatically. To return to desktop sharing, you must start desktop sharing again.

To display the Meeting window while sharing software:

On the floating icon tray, click the **Return to Main Window** icon.



If you are sharing your desktop, click the **Exit and Return to Main Window** icon.



Depending on your role, the following occurs:

- If you are the host or presenter, your Meeting window is displayed on all attendees' screens
- If you are an attendee, the Meeting window displays on your screen only; all other attendees' views remain the same.

Closing your attendee sharing window

Attendee 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 In the sharing window, click the **Sharing** button.

2 On the menu that appears, choose the appropriate option:

- **Exit Application Sharing**
- **Exit Web Browser Sharing**
- **Exit Desktop Sharing**
- **Exit Remote Application Sharing**
- **Exit Remote Desktop Sharing**

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, click the appropriate sharing option:

- **Application**
- **Desktop**
- **Web Browser**
- **Remote Computer**

Returning attendees to the software sharing window

Host or Presenter only

If you are viewing the Meeting window while sharing one of the following types of shared software, you can return attendees to the sharing window at any time:

- Application
- Web browser
- Remote computer

You cannot return to a desktop sharing session from the Meeting window. If you share your desktop and then return to the Meeting window, desktop sharing automatically stops. However, you can start sharing your desktop again.

To display the software sharing window on attendees' screens:

In the Meeting window, on the **Share** menu, do one of the following, as appropriate:

- To return attendees to a shared application, choose the application.
- To return attendees to a shared Web browser, choose **Web browser**.
- To return attendees to a shared remote computer, choose **Remote Computer**.

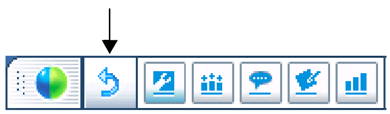
Switching your attendee view

Attendee 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 floating icon tray, click the **Return to Meeting window** icon.

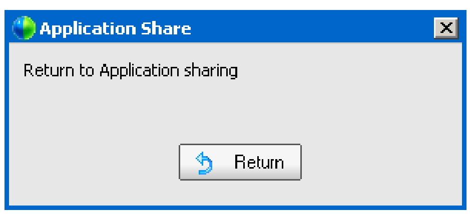


The Meeting window then appears.

To return to a sharing window:

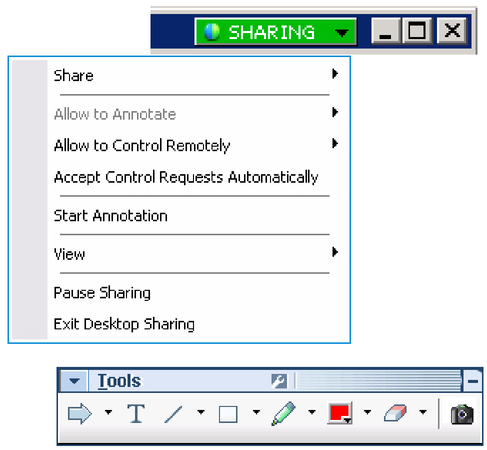
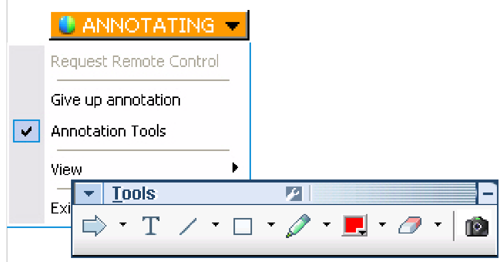
Do *either* of the following:

- In the Application Share dialog box, which appears in the Meeting window, click **Return**.



- In the Meeting window, on the **Sharing** menu, click the appropriate sharing option:
  - **Application**
  - **Desktop**
  - **Web Browser**
  - **Remote Computer**

Annotating Shared Software

Role		Task description:
Host or Presenter		■ Start or stop annotation mode **More...** ■ Use annotation tools **More...** ■ Remove or clear pointers **More...** ■ Change the annotation color **More...** ■ Let an attendee use annotation **More...** ■ Stop annotation for an attendee **More...** ■ Save annotations **More...**
Participant		■ Ask for permission to use annotation **More...** ■ Use annotation tools **More...** ■ Remove or clear pointers **More...** ■ Change the annotation color **More...** ■ Save annotations **More...** ■ Give up annotations **More...**

You can annotate the following types of shared software during a meeting, using a highlighter or another annotation tool:

- Application
- Desktop
- Web browser

All meeting participants can see annotations in their sharing windows.

Starting and stopping annotation

Host or Presenter only

When you are sharing any of the following types of software, you can make annotations on the software.

- Application
- Desktop
- Web browser

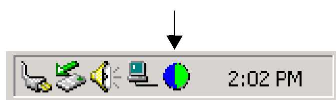
Attendees can see all your annotations.

To start annotating shared software:

1 Do *either* of the following:

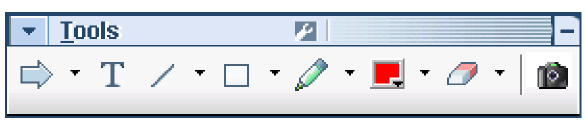
- In the title bar of a window that you are sharing, click the **Sharing** menu.

- In the lower-right corner of your desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Start Annotation**.

The Tools panel appears.



The **Annotating** menu also appears on your screen.

3 Select a tool for making annotations.

4 For details about annotation tools, see *Using annotation tools* on page 211.

Note

- You can let one or more attendees annotate the shared software. For details, see *Letting an attendee annotate shared software* on page 213.
- Once you or an attendee makes annotations, you can save an image of the software, including the annotations. Fore details, see *Taking a screen capture of annotations on shared software* on page 216.

To stop making annotations on shared software and return your mouse to a normal pointer, you must stop annotation mode.

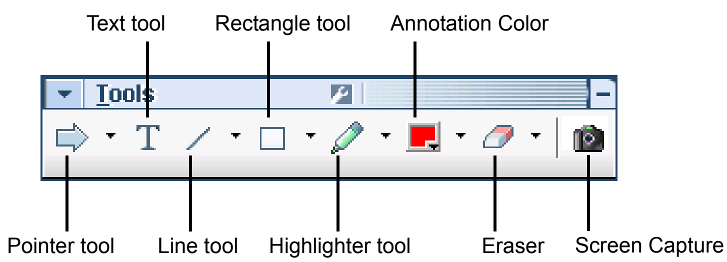
To stop annotation mode:

1 Click the **Annotating** menu.

2 On the menu that appears, choose **Stop Annotation.**

Using annotation tools

If, while sharing software, you are the presenter or the presenter grants annotation control to you, you can use the Annotation panel that appears to make annotations. The Annotation panel provides a variety of tools for annotating a shared desktop or application.



Tool	Description
Pointer	Lets you point out text and graphics on shared software. 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.
Line	Lets you draw lines and arrows on shared software. For more options, click the downward-pointing arrow. Clicking this button again closes the Line tool.
Rectangle	Lets you draw shapes, such as rectangles and ellipses on shared software. 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 software. For more options, click the downward-pointing arrow. Clicking this button again closes the Highlighter tool.

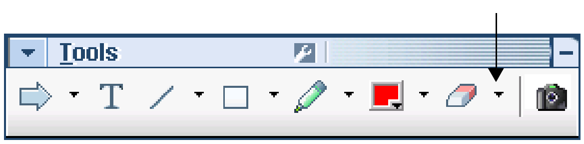
Tool	Description
Annotation Color	Displays the Annotation Color palette, on which you can select a color to annotate shared software. Clicking this button again closes the Annotation Color palette. **Note** The annotation color that you choose does not affect the color for your pointer.
Eraser	Erases text and annotations or clears pointers on shared software. To erase a single annotation, click it on the shared software. For more options, click the downward-pointing arrow. Clicking this button again turns off the eraser tool.
Screen Capture	Saves an image of the shared software, including annotations, to a WebEx Universal Communications Format (`.ucf`) file, which you can open on your computer or the content viewer in a meeting.

Clearing annotations and pointers on shared software

If you are the presenter, you can clear	If you are an attendee, you can clear
all annotations made by participants	annotations made by you
just annotations you have made	pointers added by you
all pointers added by participants	
just your own pointers	

To clear annotations or pointers:

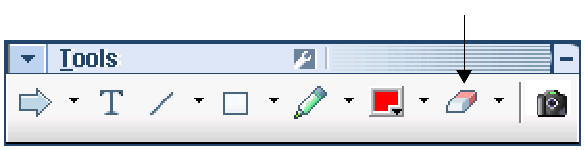
1 On the Tools panel, click the downward-pointing arrow to the right of the **Eraser** button.



2 Choose an option to clear annotations or pointers.

To clear specific annotations:

1 On the Tools panel, click the **Eraser** button.



Your mouse pointer changes to an eraser.

2 On the shared software, click the annotations that you want to clear.

To turn off the eraser tool:

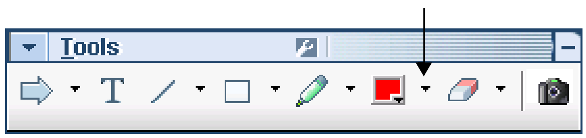
On the Tools panel, click the **Eraser Tool** button.

Selecting a color for annotating shared software

If you are annotating shared software, you can select a different color for making annotations.

To select a color for annotating shared software:

1 On the Tools panel, click the downward-pointing arrow to the right of the **Annotation Color** button.



The Annotation Color palette appears.

2 Click the color that you want to use.

Note Once you join a meeting, you receive a default annotation color, which appears to the right of your name on the **Participants** tab.

Letting an attendee annotate shared software

Host or Presenter only

You can let one or more meeting attendees annotate the following types of shared software:

- Application
- Desktop
- Web browser

You can let multiple attendees annotate shared software simultaneously.

To grant annotation control to an attendee, you must start annotation mode. For details, see *Starting and stopping annotation* on page 209.

To let an attendee annotate shared software:

1 Click the **Annotating** menu.

2 On the menu that appears, do *one* of the following:

- To let only specific attendees annotate shared software, choose **Allow to Annotate** > [***name of the attendee***]. To let another attendee also annotate the software simultaneously, repeat this step.
- To let all attendees annotate the software simultaneously, choose **Allow to Annotate** > **All Attendees**.

Note

- If an attendee is remotely controlling shared software, the attendee cannot annotate it until you start annotation mode.
- You can stop an attendee from annotating shared software at any time. For details, see *Stopping an attendee from annotating shared software* on page 215.
- If an attendee requests to annotate shared software, a request message appears next to your mouse pointer. On the **Allow to Annotate** menu, the name of the attendee who requested annotation appears on an orange background.

Requesting annotation control of shared software

Attendee only

If a presenter is sharing the following types of shared software, you can ask the presenter to grant annotation control to you:

- Application
- Desktop
- Web browser

Once you have annotation control, 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.

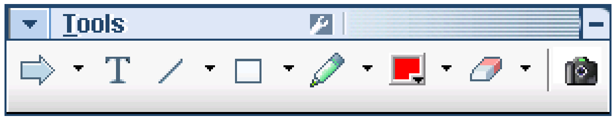
To request annotation control of shared software:

1 In the title bar of the sharing window, click the **Sharing** button.

2 On the menu that appears, choose **Request Annotation**.

A request message appears on the presenter's screen.

Once the presenter grants annotation control to you, the Annotation panel appears:



Your mouse pointer becomes a highlighter tool.

3 To make annotations, drag your mouse.

4 Optional: Choose another annotation tool. For details, see *Using annotation tools* on page 211.

Note If you are remotely controlling shared software, the presenter must reassume control, and then turn on annotation mode. You and the presenter can then annotate the shared software simultaneously.

Giving up annotation control

Attendee only

If the presenter has granted annotation control to you, you can stop making annotations at any time.

To stop making annotations:

1 In the sharing window, click the **Sharing** button.

2 On the menu that appears, choose **Give up Annotation**.

Stopping an attendee from annotating shared software

Host or Presenter only

If a meeting attendee is annotating shared software, you can stop the attendee from making annotations.

To stop an attendee annotating shared software:

1 Click the **Annotating** menu.

2 On the menu that appears, choose **Allow to Annotate**. &&&?

On the menu that appears, a check mark appears next to the name of any attendee who can annotate the shared software.

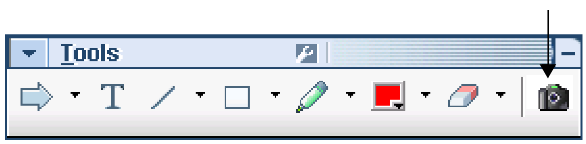
3 Choose the name of the attendee to cancel the selection.

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 a `.ucf` file on your computer desktop or in the content viewer in a meeting.

To take a screen capture of annotations on shared software:

1 On the Tools panel, click **Screen Capture** button.



The Save As dialog box appears.

2 Choose a location at which to save the file, and then click **Save**.

Note The file you save is an image of your entire desktop.

Granting attendees control of shared software

If you want to...	See...
Ask to control the software	*Requesting remote control of shared software* on page 217
Grant an attendee control of the software	*Letting an attendee remotely control shared software* on page 218
Automatically grant attendees control of the software	*Automatically letting attendees remotely control shared software* on page 218
Stop an attendee from controlling the software	*Stopping remote control of shared software* on page 219

While sharing the following types of software, the presenter can let an attendee control it remotely:

- Application
- Desktop
- Web browser

An attendee who has remote control of shared software can interact with it completely. While an attendee is remotely controlling shared software, the presenter's mouse pointer is inactive. At any time, however, the presenter can take back control of a shared application and regain the use of his or her mouse pointer.

Any attendee can send a request to control the software remotely. The presenter can then grant control to the attendee. Alternatively, the presenter can automatically grant control of shared software to any attendee who requests remote control.

The presenter can stop an attendee from remotely controlling shared software at any time.

Caution An attendee 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

If the presenter is sharing the following types of software, you can ask the presenter to grant remote control to you:

- Application
- Desktop
- Web browser

Once you assume remote control of shared software, you can interact with it completely.

To request remote control of shared software:

1. In the sharing window, click the **Sharing** button.

2. On the menu that appears, choose **Request Remote Control**.

A remote-control 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. For details, see "Requesting annotation control of shared software" on page 214.

Letting an attendee remotely control shared software

Host or Presenter only

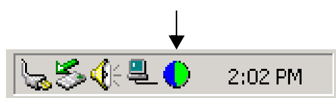
If you are sharing software, you can let an attendee control it remotely.

To let an attendee remotely control shared software:

1 Do *either* of the following:

- In the title bar of a window that you are sharing, click the **Sharing** menu.

- In the lower-right corner of your desktop, click the **Sharing** menu.



2 On the menu that appears, choose **Allow to Control Remotely** > [***name of attendee***].

Automatically letting attendees remotely control shared software

Host or Presenter only

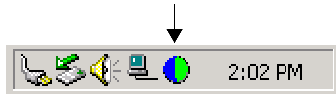
While sharing software, you can automatically grant control of the software to an attendee who requests control. In this case, an attendee who requests remote control automatically takes control of the software that you are sharing. While automatic remote control is turned on, any attendee can take control away from any other attendee by requesting remote control.

To automatically let attendees control shared software:

1 Do *either* of the following:

- In the title bar of a window that you are sharing, click the **Sharing** menu.

- In the lower-right corner of your desktop, click the **Sharing** menu.



2. On the menu that appears, choose **Accept Control Requests Automatically**.

To stop letting attendees control shared software automatically:

1. Do *either* of the following:
   - On the title bar of a window that you are sharing, click the **Sharing** menu.
   - In the lower-right corner of your computer's desktop, click the **Sharing** menu.
2. On the menu that appears, choose to **Accept Control Requests Automatically** to cancel the selection.

Stopping remote control of shared software

Host or Presenter only

While an attendee 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 an attendee to take control at any time.
- Prevent an attendee from further controlling shared software.

To take back control a shared software temporarily:

On your computer's desktop, click your mouse.

You can now control the shared software.

The attendee who was controlling the shared software can take back control at any time by clicking his or her mouse.

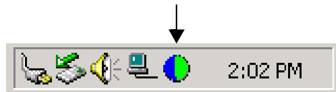
To prevent an attendee from further controlling a shared software:

1. On your computer's desktop, click your mouse.

   You can now control the shared software.
2. Do *either* of the following:
   - In the title bar of a window that you are sharing, click the **Sharing** menu.

   - In the lower-right corner of your desktop, click the **Sharing** menu.



3 On the menu that appears, choose **Allow to Control Remotely**.

A menu appears, containing a list of all attendees in the meeting. A check mark appears to the left of the attendee who has remote control.

4 Choose the attendee's name to cancel the selection.

Sharing applications with detailed color

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 attendees' 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 **MeetingOptions**.

The Meeting Options dialog box appears.

3 Click the **True Color Mode** tab.

4 Select **Enable True Color mode.**

5 Select one of the following options:

- **Better imaging**
- **Better performance**

6. Click **OK** or **Apply**.

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 attendees 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. For details, see *Returning to the Meeting window while sharing software* on page 206.
- 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. For details, see *Sharing applications with detailed color* on page 220.
- *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 attendees' 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. For details, see *Pausing and resuming software sharing* on page 202.
- 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 attendees 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 attendees by using document sharing instead of application sharing.

16

Using Chat

About using chat

You can send and receive chat messages to and from meeting participants. All chat messages that you send or receive appear on the Chat panel in the Meeting window.

Chat is useful if you want to:

- Communicate with other participants during a meeting that does not include an audio conference
- Send a private message to another participant
- Send brief information to all participants or a specific group of participants
- Ask a question but do not want to interrupt the presenter

Note During a meeting, the presenter can specify chat privileges for all participants. These privileges determine to whom participants can send chat messages.

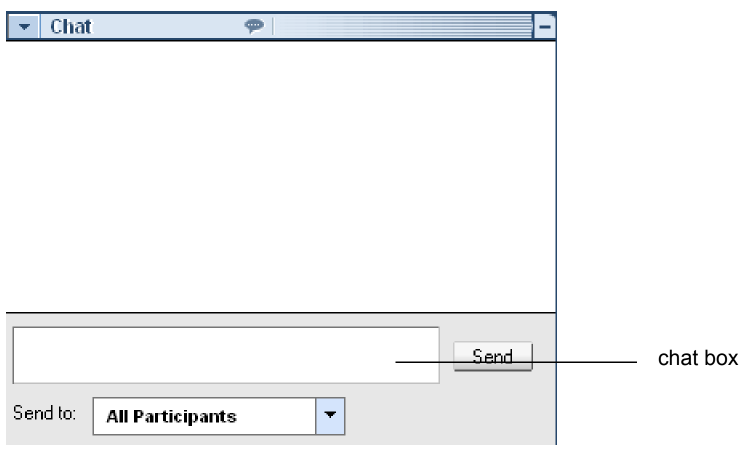
Sending chat messages

Depending on the chat privileges that the meeting host has granted to participants, you can send a chat message to:

- Only the host
- Only the presenter
- Only the host and the presenter
- All attendees at once, not including the meeting host, the panelists, and the presenter
- All participants at once, including all attendees, the meeting host, the panelists, and the presenter
- Another participant, privately

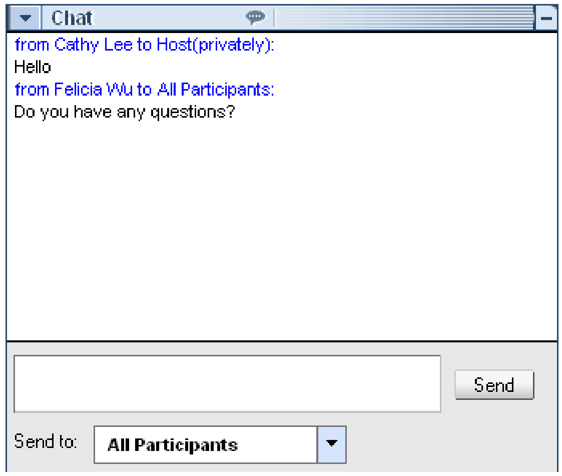
To send a chat message:

1. In the Meeting window, open the Chat panel.
2. Type a message in the chat box.



3. In the **Send to** drop-down list, select the recipients of the message.
4. Click **Send**.

   The recipients receive the chat message on their Chat panels. The following figure shows an example.



Note If you join a meeting in progress, you can see only the chat messages that attendees send after you join the meeting.

Assigning sounds to incoming chat messages

You can assign a sound to play when you receive a chat message. Specifically, you choose to play a sound for one of the following 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

Meeting Manager saves your sound preferences on your computer. However, if you start or join a meeting on another computer, you must specify your preferences again.

To assign sounds to incoming chat messages:

1. Do *either* of the following:
   - On the Chat panel, right-click the Chat title bar, and then choose **Sound Alerts.**
   - In the Meeting window, on the **Edit** menu, choose **Preferences.**

   The Preferences dialog box appears.
2. Click the **Chat** tab.

   The **Chat** tab options appear.
3. Select **Play the selected sound.**

4 In the drop-down list, choose the occasion for which you want to assign a sound.

5 Select a sound to play. You can do *either* of the following:

- Select a sound in the **Sound** drop-down list.

  This list contains the names of all sound files that reside at the default location on your computer.

- Click **Browse**, and then select a sound file that resides in another folder.

6 Optional. To play the currently selected sound, click the button.

7 Click **OK**.

Note

- The default location on your computer for sound files is standard, and is based on your computer's operating system. On a computer running Windows, the default location is the **Media** folder.
- You can copy other sound files of the appropriate types to the default location, or any other directory, to make them available in the Preferences dialog box.
- On a computer running Windows, you can play any .wav file.

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.

Note If no chat messages appear on your Chat panel, this Chat option is unavailable.

Saving chat messages

If you want to ...	See ...
get an overview of saving chat messages	*About saving chat messages* on page 227
save new chat messages	*Saving chat messages* on page 227
save changes to a chat file	*Saving changes to a chat file* on page 227
save a copy of a chat file	*Creating a copy of previously saved chat messages* on page 228

About 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.

Saving chat messages

You can save chat messages you have sent or received to a new chat file.

To save new chat messages:

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.

   By default, the name of the previous chat file you saved displays. You can save all chat messages in your current meeting to this existing file, or save them to a new file.
4. Click **Save**.

   Meeting Manager saves the chat messages in a `.txt` file at the location you selected.

Note If no chat messages appear on your Chat panel, this option is unavailable.

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:

In the Meeting window, on the **File** menu, choose **Save**> **Chat**.

Meeting Manager saves the changes to the existing chat file.

Note If no chat messages appear on your Chat panel, this option is unavailable.

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. Its file name has a `.txt` extension.

Opening a chat file during a meeting

If you saved chat messages to a file, you can display those chat messages on your Chat panel by opening the file.

To open a chat file:

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.

Tip The names of chat files have a `.txt` extension.

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.

17

Polling Attendees

If you want to ...	See ...
get an overview of polling attendees	*About polling attendees* on page 231
prepare a poll questionnaire	*Preparing a poll questionnaire* on page 231
take a poll during a meeting	*Opening a poll* on page 235
view or share poll results during a meeting	*Viewing and sharing poll results* on page 235
save or open your poll questionnaires and poll results	*Saving and opening poll questionnaires and results* on page 237

About 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.

To conduct a poll, you must first prepare a poll questionnaire. You prepare a questionnaire during a meeting. To save time during a meeting, you can prepare a questionnaire by starting the meeting earlier than the scheduled time, save it, and then open it during the actual meeting.

Once you close a poll, you can view the results and share them with attendees. You can also save the results of a poll for viewing outside a meeting.

Preparing a poll questionnaire

If you want to ...	See ...
get an overview of preparing a poll questionnaire	*About preparing a poll questionnaire* on page 232

If you want to ...	See ...
compose a questionnaire	*Creating poll questions and answers* on page 232
edit your poll questions or answers	*Editing a questionnaire* on page 233
display a timer when a poll is in progress	*Displaying a timer during polling* on page 234

About preparing a poll questionnaire

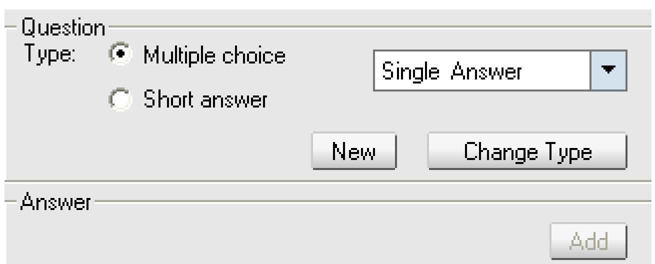
Presenter only

On the Polling panel, you can create a poll questionnaire that includes multiple-answer, single-answer, or text questions. You can also specify options for displaying a timer during polling and poll results. Once you complete a questionnaire, you can open the poll at any time during a meeting.

Creating poll questions and answers

Presenter only

You can create a questionnaire at any time after you start a meeting. The following figure shows a portion of the Polling panel, which offers the tools you use to compose a questionnaire.



To create a questionnaire:

1 Open the Polling panel.

For more information, see *Working with panels* on page 104.

2 In the **Question** section, select the type of question you want to create by doing *one* of the following:

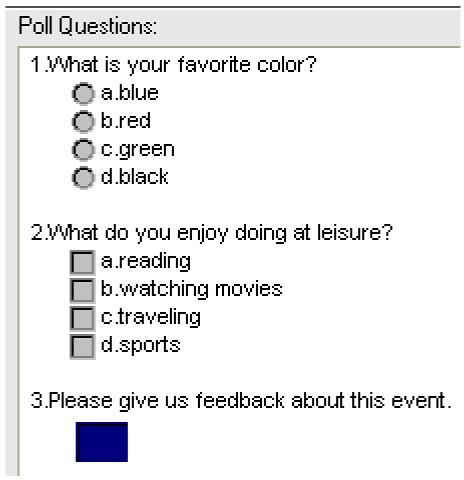
- To create a multiple-answer question, select **Multiple choice**, and then choose **Multiple Answers** in the drop-down list.
- To create a single-answer question, select **Multiple choice**, and then choose **Single Answer** in the drop-down list.
- To create a text question, select **Short answer**.

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.

The following figure shows an example of a poll questionnaire.



Tip While you are creating a poll questionnaire, Meeting Center automatically saves it every two minutes to the WebEx folder in the My Documents folder on your computer. If you ever lose your poll questionnaire, you can easily recover it in the designated folder.

Editing a questionnaire

Presenter only

You can change the type of a question and edit, rearrange, or delete the questions and answers.

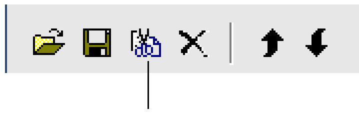
To change the type of a question:

1. Select the question by clicking it, and then select the new type of question in the Question section.

   For more information about the different types of questions, see *Creating poll questions and answers* on page 232.
2. Click **Change Type**.

To edit any question or answer that you typed:

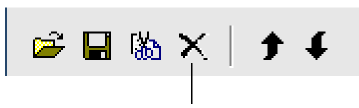
1. Select the question or answer by clicking it, and then click the **Edit** icon.



2. Make your changes.

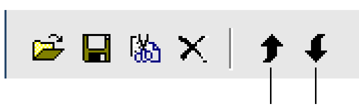
To delete a question or an answer:

Select the question or answer by clicking it, and then click the **Delete** icon.



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

Presenter only

You can specify that a timer displays for attendees and yourself when a poll is in progress.

To display a timer:

1. Click **Options** at the bottom of your 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

Presenter only

After you finish preparing a poll questionnaire, you can open the poll.

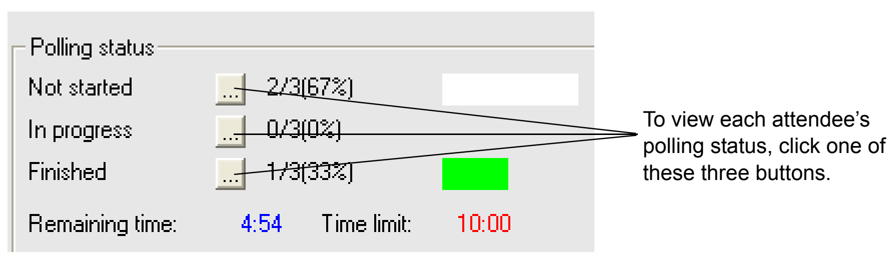
If you prepared your questionnaire in advance and saved it, you must first open it on the Polling panel. For details, see *Opening a poll questionnaire file* on page 239.

To open a poll:

1. Open the Polling panel.
2. Click **Open Poll**.

   The questionnaire appears on attendees' Polling panels. Attendees can now fill out the questionnaire.

   As attendees answer the questions, you can watch the polling status on your Polling panel. The following figure shows an example.



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. For details, see *Viewing and sharing poll results* on page 235.

Viewing and sharing poll results

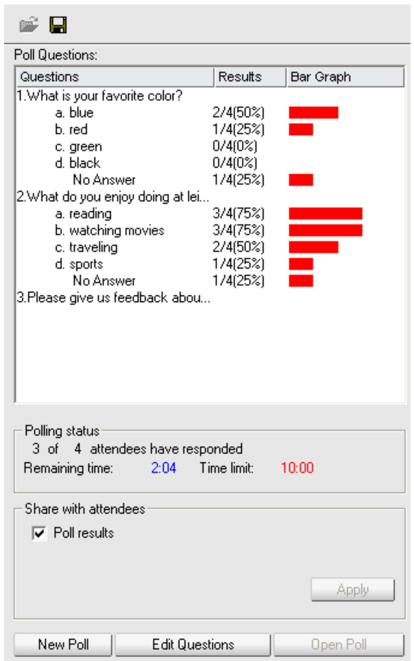
If you want to ...	See ...
view and understand poll results	*Viewing poll results* on page 235
share poll results with attendees after you close a poll	*Sharing poll results with attendees* on page 236

Viewing poll results

Presenter only

Once you close a poll, you can view the complete results of the poll and share them with attendees.

The following figure shows an example of your Polling panel after you close a 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.



Note 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.

Sharing poll results with attendees

Presenter only

After you close a poll, you can share the poll results with attendees.

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 appear on your Polling panel.

Saving and opening poll questionnaires and results

If you want to ...	See ...
save a poll questionnaire to a file	*Saving a poll questionnaire* on page 237
save poll results to a file	*Saving poll results* on page 238
open a poll questionnaire during a meeting	*Opening a poll questionnaire file* on page 239
open poll results on your computer	*Opening a poll results file* on page 239

Saving a poll questionnaire

Presenter only

Once you create a poll questionnaire, you can save it as an `.atp` file. You can open the file for use in any meeting. For more information about preparing a poll questionnaire, see *Creating poll questions and answers* on page 232.

If you make changes to a poll questionnaire after you save it, you can either save the changes to the same file or save a copy of the questionnaire to another file.

To save a new 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.

To save changes to a poll questionnaire that you previously saved:

On the **File** menu, choose **Save** > **Poll Questions**.

Meeting Manager saves the changes to the existing poll questionnaire file.

To save a copy of a poll questionnaire:

1. On the **File** menu, choose **Save As** > **Poll Questions**.

   The Save Poll Questions 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.
3. Click **Save**.

Meeting Manager saves the poll questionnaire to a file at the location you specified. The names of poll questionnaire files have an `.atp` extension.

Saving poll results

Presenter only

If you conduct a poll and then share its results, you can save the results to a text, or `.txt`, file.

Once you save poll results to a file, you can save changes to the poll results or save a copy of the results to another file.

Tip Meeting Center automatically saves poll results every two minutes to the WebEx folder in the My Documents folder on your computer. If you ever lose your poll results, you can easily recover them in the designated folder. Meeting Center saves both group and individual results.

To save new poll results:

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. Choose a location at which to save the file.
4. Type a name for the file.
5. Click **Save**.

   Meeting Manager saves the poll results to a file at the location you specified. The names of poll results files have a `.txt` extension.

To save changes to poll results that you previously saved:

On the **File** menu, choose **Save** > **Poll Results**.

Meeting Manager saves the changes to the existing poll results file.

To save a copy of a poll results:

1. On the **File** menu, choose **Save As** > **Poll Results**.

   The Save Poll Results 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.
3. Click **Save**.

Meeting Manager saves the poll results to a file at the location you specified. The names of poll results files have a `.txt` extension.

Opening a poll questionnaire file

Presenter only

If you saved a poll questionnaire to a file, you can display the questionnaire during a meeting by opening the file.

Note You can open a poll questionnaire file, which has an `.atp` extension, only when a meeting is in progress.

To open a poll questionnaire file:

1. On the **File** menu, choose **Open** > **Poll Questions**.

   The Open Poll Questions dialog box appears.

2. Select the poll questionnaire file that you want to open.

   Note The names of poll questionnaire files have an `.atp` extension.

3. Click **Open**.

   The poll questionnaire appears on your Polling panel. You can now open the poll to meeting attendees.

Opening a poll results file

Presenter only

If you saved poll results to a file, you can open the file on your computer.

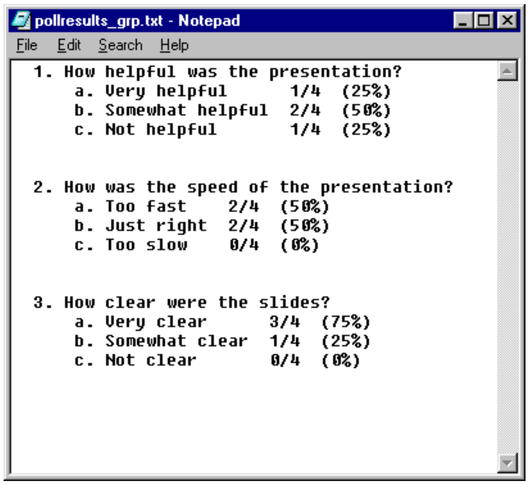
To open a poll results file on your computer:

Double-click the saved file, which has a *.txt* extension.

The poll results file opens in your default text editor.

For each question, the poll results show the number and percentage of attendees who chose each answer and the total number of attendees in the meeting.

The following figure shows an example of poll results in the text format.


pollresults_grp.txt - Notepad
File Edit Search Help
1. How helpful was the presentation?
a. Very helpful 1/4 (25%)
b. Somewhat helpful 2/4 (50%)
c. Not helpful 1/4 (25%)
2. How was the speed of the presentation?
a. Too fast 2/4 (50%)
b. Just right 2/4 (50%)
c. Too slow 0/4 (0%)
3. How clear were the slides?
a. Very clear 3/4 (75%)
b. Somewhat clear 1/4 (25%)
c. Not clear 0/4 (0%)

18

Transferring and Downloading Files During a Meeting

If you want to...	See...
get an overview of transferring and downloading files during a meeting	*About transferring and downloading files during a meeting* on page 241
publish files during a meeting	*Publishing files during a meeting* on page 241
download files during a meeting	*Downloading Files During a Meeting* on page 242

About 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.

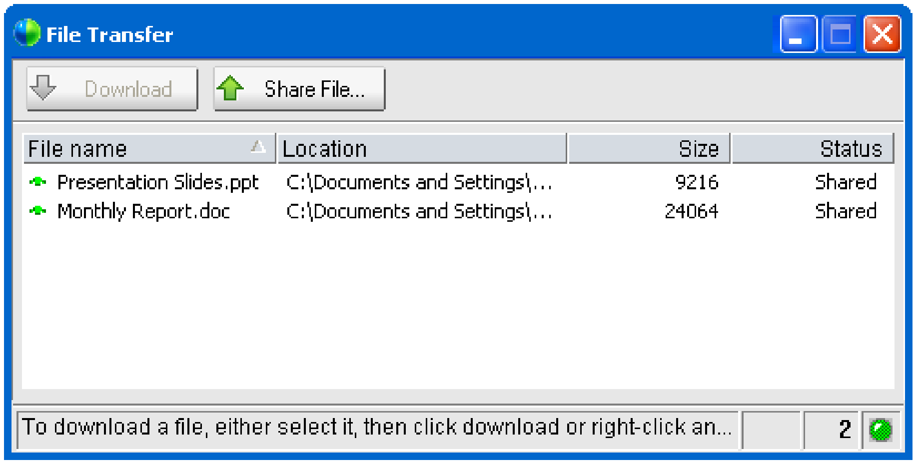
Publishing files during a meeting

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 Session 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 attendee Meeting windows in which the File Transfer window is open, including your own, 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.

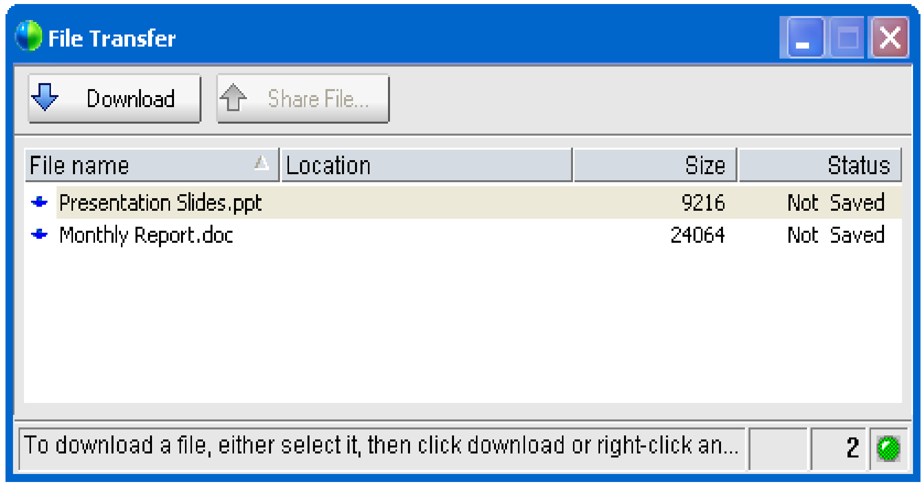
Meeting Manager closes the File Transfer window in each attendee's Session window.

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.

19

Managing and Taking Notes

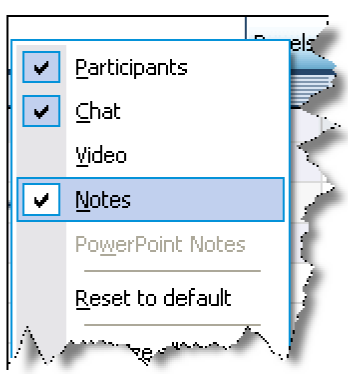
When scheduling a meeting, the host can specify the default note-taking options that take effect once the meeting starts. During a meeting, the presenter can change the default note-taking options at any time.

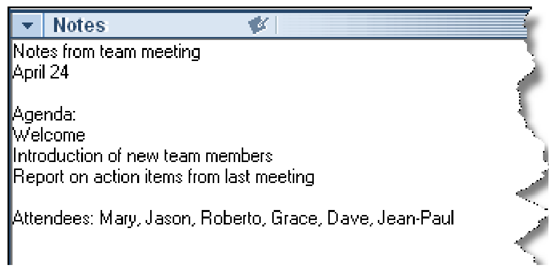
You can choose how to handle meeting notes:

- All participants with access can take private notes.
- Only one participant takes notes or meeting minutes.

Note The notes feature is not available on the Mac.

- Only one participant performs closed captioning.

Role		Task description:
Host		If the Notes panel is closed, click **Panels** and then select **Notes**. ■ set up options for taking notes in a meeting More... ■ select a participant as closed captionist More... ■ choose one person to take notes More...

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 More... ■ take personal notes during a meeting More... ■ provide closed captions for a meeting More... ■ saving notes to a file Select a participant as closed captionist More...

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 can perform closed captioning.

To specify note-taking options:

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. Select the note-taking option you want.

   - To turn the notes option on or off, select or clear the **Notes** check box.
   - To turn the closed captioning option on or off, select or clear the **Enable Closed Captioning** check box.

3. Click **OK**.

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 to be the note taker or closed captionist, respectively. 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:

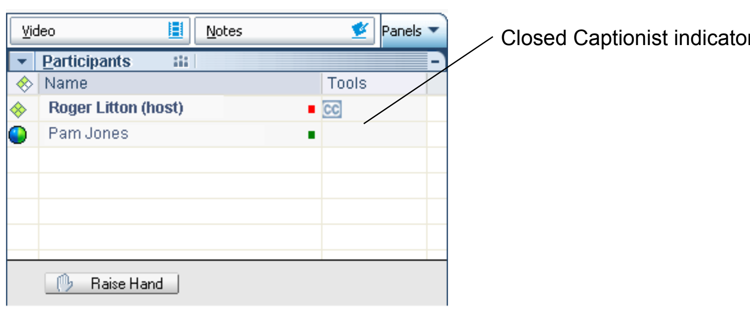
1. In the Meeting window, in the participant list, select the participant you want to designate as note taker.
2. On the **Participants** panel, right-click and point to **Make**. Then choose **Note Taker**.

   A pencil indicator appears to the left of the participant's name in the participant list.

To designate a closed captionist:

1. In the Meeting window, in the participant list, select the participant you want to designate as closed captionist.
2. On the **Participant** panel, right-click and point to **Make**. Then choose **Closed Captionist**.

   A closed caption indicator appears to the left 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** panel or **Closed Caption** panel, respectively. However, the new note taker or closed captionist cannot edit the exiting notes or closed captions.

- For information about selecting a note-taking option during a meeting, see *Specifying note-taking options for a meeting* on page 246.

Enabling the 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. In the Meeting window, on the Meeting menu, choose Options.

   The Meeting Options dialog box appears, with the **General** tab selected by default.

2. To turn the closed caption option on or off, select or clear the **Enable closed captioning** check box, respectively.

To display the Closed Captions panel:

1. Click **Panels**.

   This button is located in the upper right corner of the Meeting window.

2. From the Select Panel drop-down list, choose **Closed Captions**.

   The **Closed Captions** panel displays.

The host is selected by default as closed captionist. This icon appears in the Tools column next to the host's name:

To select another participant to transcribe, right-click that participant's name on the participant list. Then click **Make** > **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 with access 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.

Note The notes feature is not available on the Mac.

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.

   For details about using the panels, see *Working with panels* on page 104.

2. Type your notes in the box.

Note You can save your notes to a text file on your computer. For details, see *Saving notes to a file* on page 251.

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 f the **Notes** panel is not selected on a participant's Meeting window once you publish notes, the participant is sees an alert.
For information about selecting a note-taking option during a meeting, see *Specifying note-taking options for a meeting* on page 246.
For details about sending public notes in a meeting transcript, see *Sending a meeting transcript to participants* on page 252.

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.

   Click Panels in the upper-right corner of the Meeting window. Select Closed Captions on the drop-down menu.

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.
- You can save your captions to a text file on your computer. For details, see *Saving notes to a file* on page 251.
- For details about sending closed captions in a meeting transcript, see *Sending a meeting transcript to participants* on page 252.

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 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** panel 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** panel 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. Its file name has a `.txt` extension.

Tip Alternatively, you can save all of the following meeting information to files at once:

- Shared presentations or documents
- Chat messages
- Poll questionnaire
- Poll results
- Notes

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 all participants
- 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
- Poll questionnaire
- Poll results
- Chat
- 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.

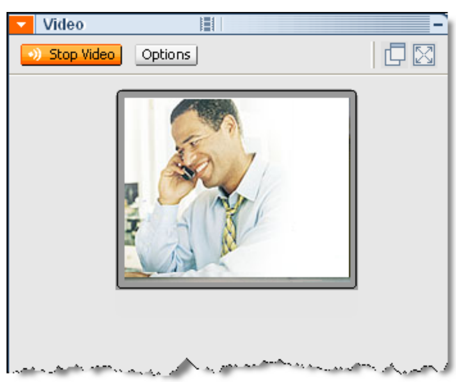
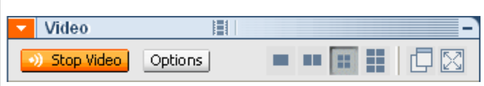
Note

- 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.
- 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.

20

Sending and Viewing Video

If a video camera is attached to your computer, you can broadcast live video to meeting participants. Live video lets other participants see you, an object under discussion, and so on. All participants can view live video that you send, without the need for video equipment installed on their computers.

Participant is...		Tasks
Sending video		If the Video panel is closed, click **Panels** and then select **Video** ■ Get an overview of sending live video More... ■ Send video to meeting attendees More... ■ Set video options More... ■ Securing your privacy in a meeting with live video More...
Viewing video		Participants have several ways to control video images Viewing video in a floating window More... Viewing multiple video images More... Zooming in and out on video images More... Viewing video in full screen More...

Setting up video

To set up video, you must connect a video camera—also called a webcam—to your computer. After you start or join a meeting, Meeting Manager automatically detects your video camera.

Generally, Meeting Manager is compatible with any video camera that connects to your computer's USB or parallel port. The quality of the video image can vary, depending on the quality of the video camera that you use.

Important After you install your webcam software, check that your webcam is operating properly. Then close the software program you installed with your webcam before starting or joining a meeting. WebEx does not need this software program running during meetings and leaving this program running could interfere with the video features in your meeting.

Sending live video

To send live video, you must connect a video camera to your computer. For details, see *Setting up video* on page 256.

If the single-point video option is turned on (one video image appears), only the presenter or another participant selected by the presenter can send live video.

If the multipoint video option is turned on, up to six participants whose computers have a video camera can send video.

Note If you do not have a video camera, you can still view video sent by other meeting attendees.

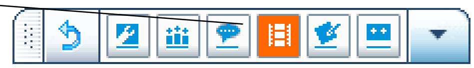
To send live video:

1. In the Meeting window, open the Video panel.
2. Click **Send Video** to start broadcasting live video.

If you are sending video and at least one participant is viewing the video, you see an orange indicator on the video panel or floating icon tray (if you are sharing in full-screen).

If the Video panel is open and you are sending video, you see an orange indicator.

If you are in full-screen mode, you see this indicator



Using multipoint video

With multipoint video, you can allow up to six participants with video cameras attached to their computers to send live video during a meeting.

To select participants to send live video:

1. Make sure the video option for your meeting set to multipoint.

   On the Meeting menu, choose **Options**>**General**. Then select Multipoint.

2. In the Meeting window, display the **Video** panel.

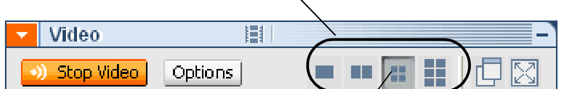
   If the panel is closed, click the **Panels** button and then on the **Select Panel** menu, choose **Video**.

   If the panel is minimized, click its icon in the icon tray.

3. Click the icon for the number of video displays you want to display.

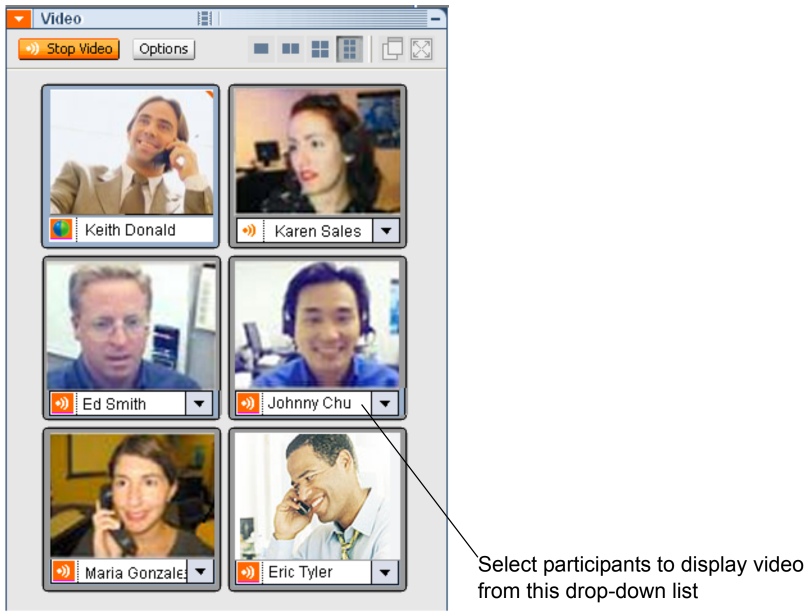
   You can display video from up to six meeting participants (with webcams) at one time.

Click to select the number of video displays you want to see: one, two, four or six.



For example, click here to see four displays.

4. In the drop-down list below the video image, select a participant.



Specifying video camera options

While sending live video during a meeting, you can specify:

- Quality of the video image—that is, how “fast” images appear to participants
- Resolution of the video image
- Which video camera you want to use, if multiple cameras are attached to your computer

If more than one camera is attached to your computer, you can also select the video camera that you want to use.

To specify video camera options:

1 In the Meeting window, on the **Video** panel, click **Options**.

The Video Options dialog box appears.

2 Specify the options that you want.

For details about the options on the Video Options dialog box, see *About video options* on page 259.

3 Click **OK**.

About video options

You can change the quality of the video image by adjusting the number of frames per second and changing the video resolution. Use the Video Options dialog box to easily make changes.

To access the Video Options dialog box: In the Meeting window, open the **Video** panel, and then click **Options**.

Session Options **Note** These options appear only for presenters if the multipoint video option is turned on.	
■ **Congestion control**	Control the amount of video data that other participants' video cameras can send during a meeting Move the slider up or down to adjust the following for all other participants' video cameras: ■ **Maximum resolution—**The resolution of the video image that participants' cameras send. A higher resolution produces clearer video images, but uses more resources on the computers of participants who are sending video images, and uses more bandwidth for all participants' Internet connections. ■ **Frames-per-second—**A higher frame rate produces faster video, but uses more resources on the computers of participants who are sending video images, and uses more bandwidth for all participants' Internet connections.
Personal Options	
■ **Video frame rate**	Using the slider, adjust the number of video frames per second that your camera sends. Or type a number in the box. For single-point video, you can specify a rate of 0 to 10 frames per second. For multipoint video, you can specify a rate of 0 to 30 frames per second. A higher frame rate produces faster video, but uses more resources on your computer and bandwidth for your Internet connection.
■ **Video resolution**	Select the resolution of the video image that your camera sends. A higher resolution produces clearer video images, but uses more resources on your computer and bandwidth for your Internet connection.
■ **Capture device**	If more than one video camera is attached to your computer, select which camera you want to use in the drop-down list. **Allow others to remotely control my cam**—Available only if your video camera has remote control capability. Specifies that the presenter can remotely control your video camera that is, move the camera left, right, up, or down.

Securing your privacy in a meeting with live video

If your camera is sending video and you need to stop the transmission for any reason, you have two options: closing the **Video** panel or stopping the video until you are ready to send video again.

To close the Video panel:

1. On the icon tray above the panels, click **Panels**.

   The **Select Panel** menu displays.

2. On the **Select Panel** menu, click to remove the check mark next to the **Video** panel.

To reopen the Video panel:

1. On the icon tray above the panels, click **Panels**.

   The **Select Panel** menu displays.

2. On the **Select Panel** menu, choose **Video**.

   The **Video** panel reopens.

To stop sending live video

If you are viewing video in full screen, click View Meeting Window. The control for sending and stopping video transmission is on the Video panel in the Meeting window.

1. In the meeting window, open the Video panel.
2. Click **Stop Video**.

To resume sending live video:

1. In the meeting window, open the Video panel.
2. Click **Stop Video**.

Transmitting live video resumes on all participants' screens.

Limiting bandwidth usage and network congestion

You can control the network congestion and bandwidth consumption that sending and viewing multipoint video might cause. The video options for a presenter include a Congestion Control setting, which you can change at any time during your meeting. This option is preset to Medium, for an adjustable maximum frame rate of 15 fps (frames per second) for all attendees. A setting of Maximum increases the maximum adjustable frame rate to 30 fps.

To control network congestion (presenters only):

1. In the Meeting window, on the **Video** panel, click **Options**.

   The Video Options dialog box appears.

2 Select the Session Options tab.

3 Move the slider switch down to limit bandwidth consumed and reduce the frame rate.

4 Click **OK**.

To raise or limit the video frame rate and video resolution (any meeting attendee):

1 In the Meeting window, on the **Video** panel, click **Options**.

The Video Options dialog box appears.

2 Optional. Change the video frame rate.

Limiting the frame rate reduces the number of video frames transported. Increasing the frame rate speeds up this transmission rate. A faster bandwidth requires more bandwidth.

3 Optional. Change the video resolution.

Video resolution is measured in pixels. The higher the number of pixels transmitted, the greater the resolution (and bandwidth consumed).

4 Click **OK**.

Viewing live video

In the Meeting window, open the **Video** panel. Meeting Manager begins sending video immediately.

Note

- If the multipoint video option is turned on for the meeting, you can view up to six video images at once on your **Video** panel. For details, see *Viewing multiple video images* on page 262.
- You can view video in a floating video window. For details, see *Viewing live video in a floating window* on page 261.

Viewing live video in a floating window

You can view live video in a floating window, which you can place anywhere on your computer's screen. The floating window remains on top of the Meeting window and any other windows that are open on your screen. This option lets you view video continuously in a meeting, even when you are not viewing the **Video** panel.

If you are sending live video and you view your own video in the floating video window, Meeting Manager sends your video continuously in a meeting, even if you are not viewing the **Video** panel.

To view live video in a floating window:

1. In the Meeting window, open the **Video** panel.
2. Select the video images you want to view in a floating window and then click the **Undock** button.

Viewing multiple video images

If the multipoint video option is turned on for a meeting, you can view up to six video images at once on your **Video** panel. You can also select which participants from whom you want to receive video images.

System requirements for viewing multiple video images

Some network and system requirements are more stringent when using multiple video images in a meeting than for single point video. Make sure you and those viewing the video have equipment that meet these added requirements:

- CPU with at least 1.7 GHz of computing power
- 128 MB RAM
- T1 network connection

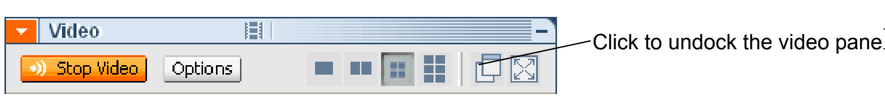
Note Asynchronous DSL and cable modem connections may not provide enough bandwidth to run multi-point video.

Zooming in or out on live video

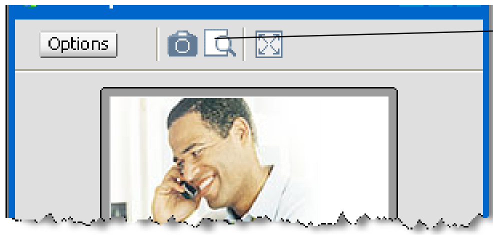
When viewing live video, you can zoom in or out on the video image.

To zoom in or out on live video:

1. In the Meeting window, open the **Video** panel.
2. Select the image you want to enlarge or reduce. then click the **Undock** button.



3 In the floating video window, click the **Zoom** button, and then select a zoom option.



Click the Zoom button to enlarge or reduce the size of the video image

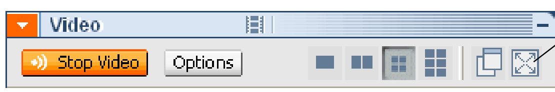
Controlling full-screen view of live video

When viewing live video, you can switch your display of video between the **Video** panel, the floating video window, and a full-screen view. A full-screen view of video fits your entire screen and does not include a title bar or scroll bars.

To display a video image in a full-screen view:

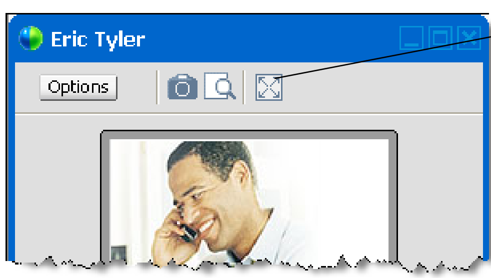
Do *one* of the following:

- If you are viewing video on the **Video** panel, click the **Full Screen** button.



Full Screen button

- If you are viewing video in a floating video window, click the **Zoom** button and then select **Full Screen**.



Full Screen button

To return to standard view from full view:

Click **View Meeting Window.**

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Managing Video

If you want to...	See...
get an overview of managing live video	*About managing live video* on page 265
select video options for a meeting	*Specifying video options during a meeting* on page 266
select a participant who can send live video	*Selecting a participant to send live video* on page 268
take a screen capture of live video and paste it in the content viewer	*Taking screen captures of live video* on page 269
stop or start sending video at any time during the meeting	*Stopping or starting live video* on page 265

About managing live video

As the presenter, you can manage video for a meeting using these methods:

- Turn the video option on or off. More...
- Display only one video window or up to six video windows. More...
- Protect privacy by stopping or starting video at will. More...
- Take a screen capture of live video and paste it into the content viewer. More...
- Select a participant who can send live video. More...

Stopping or starting live video

When a participant joins a meeting with video, and he or she has a functioning webcam, the following occurs:

- If the participant is the presenter, the video camera immediately begins sending live video when the presenter joins the meeting.

- If the participant joins the meeting as an attendee, the video camera is on, but is not transmitting images, thus avoiding a potentially embarrassing situation in which images are being transmitted without the attendee's awareness or consent.

If your camera is sending video and you want to stop the transmission for any reason, you have two options: close the Video panel or stop sending video until you are ready to send video again.

To close the Video panel:

1 On the icon tray above the panels, click **Panels**.

The **Select Panel** menu displays.

2 On the **Select Panel** menu, click to remove the check mark next to **Video**.

To reopen the Video panel:

1 On the icon tray above the panels, click **Panels**.

The **Select Panel** menu displays.

2 On the **Select Panel** menu, choose **Video**.

The **Video** panel reopens.

To stop sending live video:

If you are viewing video on the **Video** panel or in a floating video window, click **Stop Video**.

The video image pauses on all participants' screens except yours.

To resume sending live video:

If you are viewing video on the **Video** panel or in a floating video window, click **Send Video**.

The live video image resumes on all participants' screens.

Specifying video options during a meeting

During a meeting, you can turn the video option on or off. If you turn the video option off, neither you nor participants can send video images during the meeting.

You can also specify whether you want to use single point video, in which only one participant can send video images; or multi-point video, in which up to six participants can send live video images.

To specify video options:

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 To turn the video option on or off, select or clear the **Video** check box, respectively.

3 Select the video option you want.

- **Single point:** Lets only the presenter or one participant send live video during the meeting.
- **Multi-point:** Lets the presenter and up to five other participants send live video during the meeting. This option uses more resources on your computer and bandwidth for your Internet connection, which may affect the performance of Meeting Manager.

4 Click **OK**.

Using multi-point video

With multi-point video, you can allow up to six participants with video cameras attached to their computers to send live video during a meeting. Each video image appears as a thumbnail window on the video panel.

Note Older computers may not have the screen space, Internet bandwidth, or CPU resources required to support video from six webcams simultaneously.

To select participants to send live video:

1 Make sure the video option for your meeting is set to multi-point.

For details, see *Specifying video options during a meeting* on page 266.

2 In the Meeting window, display the **Video** panel.

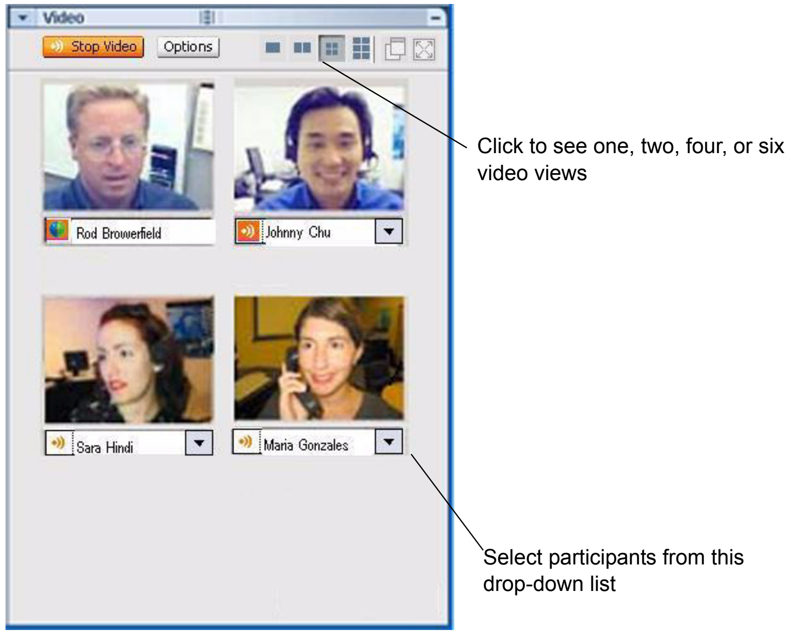
If the panel is closed, click the **Panels** button and then on the **Select Panel** menu, choose **Video**.

If the panel is minimized, click its icon in the icon tray.

3 Click the icon for the number of video views you want to display.

You can display video from up to six participants (with webcams) at one time.

4 In the drop-down list below each video image, select a participant.



About managing live video

Selecting a participant to send live video

Taking screen captures of live video

Stopping or starting live video

Selecting a participant to send live video

You can allow another participant with a video camera attached to his or her computer to send live video during a meeting.

To select a participant to send live video:

1. In the Meeting window, open the **Video** panel.
   - If the panel is closed, click the **Panels** button and then on the **Select Panel** menu, choose **Video**.
   - If the panel is minimized, click its icon in the icon tray.
2. In the drop-down list below the video image, select a participant.
3. Ask the participant to click **Send Video** on his or her Video panel.

   The participant's video camera begins sending live video.

Taking screen captures of live video

You can take a snapshot of any video image on your **Video** panel, and then paste it on a shared whiteboard in the content viewer.

To take a snapshot of live video:

1 On the **Video** panel, click the **Undock the video panel** button.

2 In the floating video window, click the **Capture a screenshot** button.

3 If you are not already sharing a whiteboard, on the **Share** menu, choose **Whiteboard.**

4 On the **Edit** menu, choose **Paste As New Page.**

The screen capture of the video image appears on the shared whiteboard.

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Using My WebEx

If you want to...	See...
get an overview of My WebEx	*About My WebEx* on page 272
set up a user account on your Meeting Center Web site	*Obtaining a user account* on page 273
log in to or out from My WebEx	*Logging in to and out of the Meeting Center site* on page 273
use your list of meetings	*Using your list of meetings* on page 274
set up a One-Click Meeting and install WebEx One-Click, which lets you start the meeting instantly from the One-Click panel or a shortcut on your computer	*Setting Up a One-Click Meeting* on page 89
view or set options for your Personal Meeting Room page	*Maintaining Your Personal Meeting Room Page* on page 283
set up or access remote computers, using Access Anywhere	*Using Access Anywhere (My Computers)* on page 287
add, edit, or delete files in your personal storage space for files	*Maintaining files in your personal folders* on page 287
add, edit, or delete information about your contacts in your online address book	*Maintaining contact information* on page 304
change information or settings in your user profile, including personal information and preferences	*Maintaining your user profile* on page 316
manage the scheduling templates you saved	*Managing scheduling templates* on page 322
set up your personal conference numbers (PCN) accounts, which you can use to set up a teleconference for online meetings or audio-only meetings	*Maintaining personal conference numbers* on page 324
generate reports about online sessions	*Generating reports* on page 330

About My WebEx

My WebEx is an area on your Meeting Center 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.
- **One-Click Meetings:** *Optional feature.* Lets you set up a meeting that you can quickly start at any time, as often as you want. If you install WebEx One-Click, you can start your One-Click Meeting right from your desktop, using the WebEx One-Click panel or one of the One-Click Meeting shortcuts.
- **Personal Meeting Room:** *Optional feature.* A page on your Meeting Center 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.
- **Access Anywhere:** *Optional feature*. Lets you access and control a remote computer from anywhere in the world. For more information about Access Anywhere, refer to the guide *Getting Started with Access Anywhere*, which is available on your Meeting Center Web site.
- **File storage:** Lets you store files in personal folders on your Meeting Center 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.
- **Address book:** Lets you keep information about your personal contacts on your Meeting Center 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 user name, 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.
- **Personal conference numbers:** *Optional feature*. Lets you create personal conference number (PCN) accounts, which you can use to set up a teleconference for your online meetings or scheduled audio-only meetings. You can also use your PCN account to start an instant audio-only meeting from any phone.
- **Web site preferences:** Lets you specify the home page for your Meeting Center 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 meetings on the Web.

You can obtain a user account in one of two ways:

- The site administrator for your Meeting Center 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 meetings immediately.
- If your site administrator has made the self-registration feature available, you can sign up for an account on your Meeting Center Web site at any time.

To obtain a user account using the self-registration feature:

1. Go to your Meeting Center 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 user name and password.

Note Once you obtain a user account, you can edit your user profile to change your password and provide additional personal information. You can also specify site preferences, such as your default home page and time zone. For details, see *Maintaining your user profile* on page 316.

Logging in to and out of the Meeting Center site

To manage your online meetings maintain your user account, you must log in to your Meeting Center Web site. If you do not yet have a user account, see *Obtaining a user account* on page 273.

To log in to your Meeting Center site:

1. Go to your Meeting Center Web site.
2. In the upper-right corner of the page, click **Log In**.

   The Log In page appears.
3. Enter your user name 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 user name or password, click **Login Assistance**. Provide your email address, and then click **OK**. You receive an email message containing your user name and password.

To log out from your Meeting Center site:

In the upper-right corner of the page, click **Log Out**.

Using your list of meetings

If you want to...	See...
get an overview of your list of meetings	*About your list of meetings* on page 274
open your list of meetings	*Opening your meetings list* on page 275
maintain your list of meetings	*Maintaining your scheduled meetings list* on page 276

About your list of meetings

On your Meeting Center 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.
- Any audio-only meetings that you scheduled (if your site and account have the Audio-Only Meetings option enabled).
- A list of meetings on your site to which you are invited.
- An option to start a One-Click Meeting. For details, see *Setting Up a One-Click Meeting* on page 89.

Tip You can specify that your My WebEx Meetings page is the home page that appears once you log in to your Meeting Center Web site. For details, see *Maintaining your user profile* on page 316.

Opening your meetings list

You can open your personal list of scheduled meetings on your Meeting Center Web site to:

- Start a meeting
- Modify a meeting
- Cancel a meeting

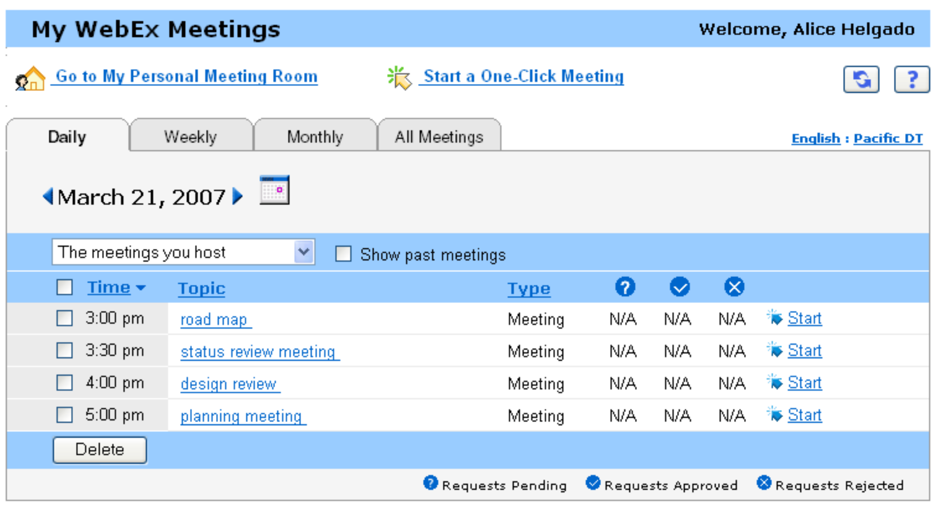
You can open your personal list of meetings to which you are invited to:

- Obtain information about a meeting
- Join a meeting in progress

To open your meetings list:

1 Log in to your Meeting Center 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 WebEx 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 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 Meeting Center Web site. For details, see *Maintaining your user profile* on page 316.

Maintaining your scheduled meetings list

Once you schedule a meeting, it appears in your meetings list on your My Meetings page. For more information, see *Opening your meetings list* on page 275.

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 the following 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.

For details about the options on the My WebEx Meetings page, see *About the My WebEx Meetings page* on page 276.

About the My WebEx Meetings page

How to access this page

On your Meeting Center Web site, click the **My WebEx** tab.

What you can do here

Access the following:

- A link to your personal meeting room
- A link to start a One-Click Meeting
- 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

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.
Start a One-Click Meeting	Start a One-Click Meeting based on settings you have specified in **One-Click Setup**. For details, see *Setting Up a One-Click Meeting* on page 89. **Note** If you are using the new WebEx Productivity Tools, there are updates for this feature. For more information, refer to the *WebEx One-Click User's Guide*, which is available from User Guides page in the Support section.
Daily	View a list all of the meetings for the specified day. For details, see *About the My WebEx Meetings - Daily tab* on page 277.
Weekly	View a list all of the meetings for the specified week. For details, see *About the My WebEx Meetings - Weekly tab* on page 279.
Monthly	View a list all of the meetings for the specified month. For details, see *About the My WebEx Meetings - Monthly tab* on page 281
All Meetings	View a list all meetings, or search for meetings by date, host, topic, or words in the agenda. For details, see *About the My WebEx Meetings - All Meetings tab* on page 281
Refresh 	Refresh the information in the meeting list.

About the My WebEx Meetings - Daily tab

How to access this tab

On your Meeting Center Web site, click **My WebEx** > **My Meetings** > **Daily** tab.

Options on this tab

Option on Daily tab	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.
Date	The date for the daily list of meetings. The default is the current date.

Option on Daily tab	Description
	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.
The meetings you host	Shows a list all of the online meetings or audio-only meetings that you are hosting.
The meetings you are invited to	Shows a list all of the 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 Meeting Center Web site.
	Indicates that the live meeting is in process.
Requests Pending	Applies only to meetings that require registration and indicates the number of registration requests that are pending—that is, requests that you have neither accepted nor rejected. Click the link for the number to open a page on which you can view details about and accept or reject each registration request.
Requests Accepted	Applies only to meetings that require registration and indicates the number of registration requests that you have accepted. Click the link for the number to open a page on which you can view details about each accepted registration request.
Requests Rejected	Applies only to meetings that require registration. The number of registration requests that you have rejected. Click the link for the number to open a page on which you can view details about each rejected registration request.

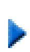
Option on Daily tab	Description
Status	The status of the meeting. ■ **Start:** You can start this meeting that you are hosting at any time by clicking the link. ■ **Join | End:** For a meeting in progress that you are hosting, you can join or end the meeting. Appears if you left a meeting, or you allowed 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:** The meeting that you are invited to has started, and you can now join the meeting. ■ **Registration:** 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. (Applies to meetings , events and training sessions only.)
Delete	Cancels any meetings that 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.

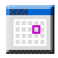
About the My WebEx Meetings - Weekly tab

How to access this tab

On your Meeting Center Web site, click **My WebEx** > **My Meetings** > **Weekly** tab.

Options on this tab

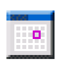
Option on Weekly tab	Description
	Click the **Refresh** icon at any time to display the most current list of meetings.
Language link	Click to open the Preferences page, where you can select the language setting for your Meeting Center Web site.
Time zone link	Click to open the Preferences page, where you can select the time zone setting for your Meeting Center Web site.
Week	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.

Option on Weekly tab	Description
	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 audio-only meetings that you are hosting.
The meetings you are invited to	Shows a list all of the 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.
	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 Meeting Center 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 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:** The meeting that you are invited to has started, and you can now join the meeting. ■ **Registration:** 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. (Applies to meetings , events and training sessions only.)

About the My WebEx Meetings - Monthly tab

How to access this tab

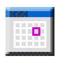
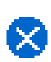
On your Meeting Center Web site, click **My WebEx** > **My Meetings** > **Monthly** tab.

Option on Monthly tab	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.
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 	Opens the Weekly view, which shows the scheduled meetings for each day of the selected week.
Day link 	Opens the Daily view, which shows the scheduled meetings for the selected day.
The meetings you host	Shows a list all of the online meetings or audio-only meetings that you are hosting.
The meetings you are invited to	Shows a list all of the 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 - All Meetings tab

How to access this tab

On your Meeting Center Web site, click **My WebEx** > **My Meetings** > **All Meetings** tab.

Option on All Meetings tab	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.
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.
	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 audio-only meetings that you are hosting.
The meetings you are invited to	Shows a list all of the meetings to which you have been invited.
Show past meetings	Select to include concluded meetings in the list of meetings.
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 Meeting Center Web site.
 **Requests Pending**	Applies only to meetings that require registration and indicates the number of registration requests that are pending—that is, requests that you have neither accepted nor rejected. Click the link for the number to open a page on which you can view details about and accept or reject each registration request.
 **Requests Accepted**	Applies only to meetings that require registration and indicates the number of registration requests that you have accepted. Click the link for the number to open a page on which you can view details about each accepted registration request.
 **Requests Rejected**	Applies only to meetings that require registration. The number of registration requests that you have rejected. Click the link for the number to open a page on which you can view details about each rejected registration request.
	Indicates that the live meeting is in process.

Option on All Meetings tab	Description
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 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:** The meeting that you are invited to has started, and you can now join the meeting. ■ **Registration:** 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. (Applies to meetings , events and training sessions only.)
Delete	Cancels any meetings that 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.

Maintaining Your Personal Meeting Room Page

If you want to...	See...
get an overview of your Personal Meeting Room page	*About your Personal Meeting Room page* on page 283
access your Personal Meeting Room page	*Viewing your Personal Meeting Room page* on page 284
add images and text to your Personal Meeting Room page	*Setting options for your Personal Meeting Room page* on page 285
share files on your Personal Meeting Room page	*Sharing files on your Personal Meeting Room page* on page 286

About your Personal Meeting Room page

Your user account includes a Personal Meeting Room page on your Meeting Center 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. For more information, see *Viewing your Personal Meeting Room page* on page 284.

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 Meeting Center 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 Meeting Center Web site. For details, see *Logging in to and out of the Meeting Center site* on page 273.
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**.

6 For details about the options for your Personal Meeting Room page, see *About the My WebEx Profile page* on page 318.

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.

For more information about your Personal Meeting Room page, see *About your Personal Meeting Room page* on page 283.

To share files on your Personal Meeting Room page:

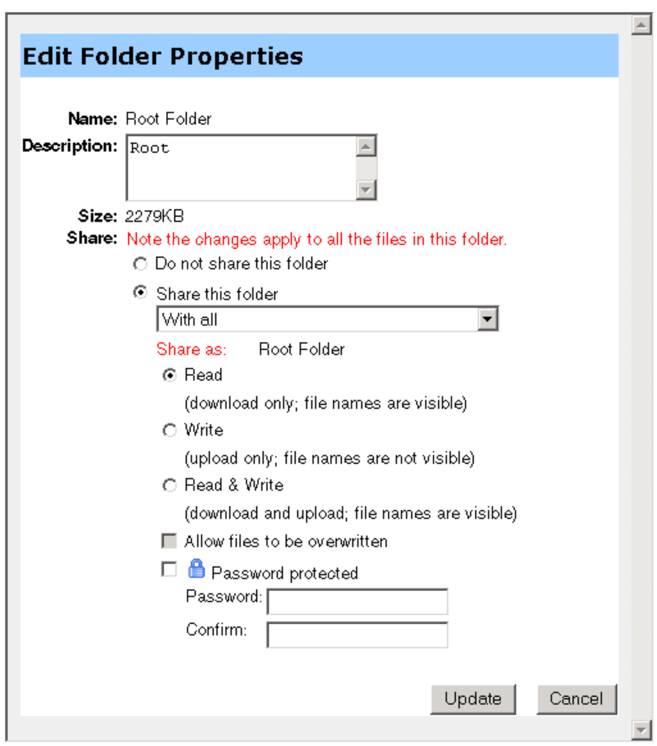
1 Open the My WebEx Files page. For details, see *Opening your personal folders, documents, and files* on page 288.

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**.

For details about sharing options, see *About the Edit Folder Properties page* on page 295.

Using Access Anywhere (My Computers)

For information about and instructions for using Access Anywhere to set up and access a remote computer, please refer to the guide *Getting Started with WebEx Access Anywhere*. This guide is available on the Support page on your Meeting Center Web site.

Maintaining files in your personal folders

If you want to...	See...
get an overview of your personal storage space for files	*About maintaining files in your folders* on page 287
open your personal storage space for files	*Opening your personal folders, documents, and files* on page 288
create new folders to organize your files	*Adding new folders to your personal folders* on page 289
upload files to your personal folders	*Uploading files to your personal folders* on page 289
move or copy files or an entire folder to another folder	*Moving or copying files or folders in your personal folders* on page 290
change information about files or folders, including their names or descriptions	*Editing information about files or folders in your personal folders* on page 291
search for files or folders in your personal storage space for files	*Searching for files or folders in your personal folders* on page 292
download files in your personal storage space to your computer	*Downloading files in your personal folders* on page 292
share, or publish, files in your personal folders on your Personal Meeting Room, so others can access them	*Sharing files on your Personal Meeting Room page* on page 286
remove files or folders from your personal folders	*Deleting files or folders in your personal folders* on page 293

About maintaining files in your folders

Your user account includes personal storage space for files on your Meeting Center 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. For more information about your Personal Meeting Room, see *About your Personal Meeting Room page* on page 283.

Opening your personal folders, documents, and files

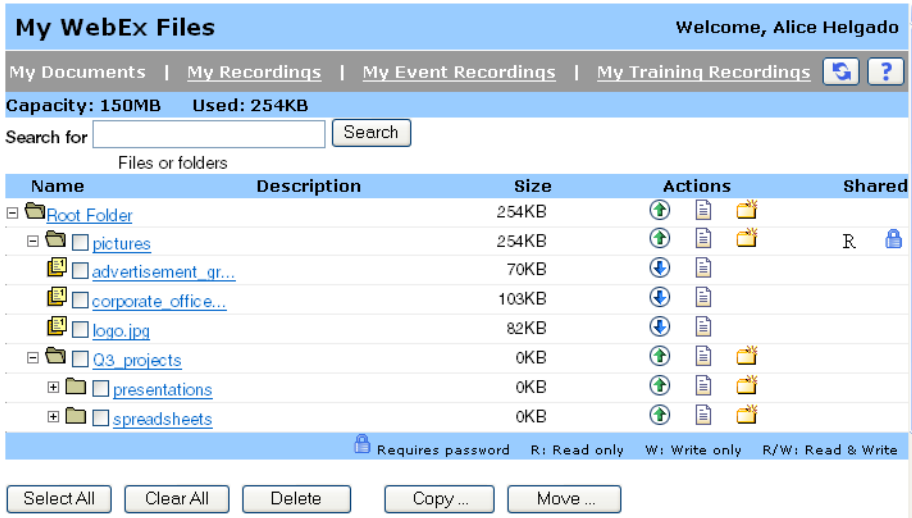
To store files on your Meeting Center Web site, or to access files that you stored, you must open your personal folders.

To open your personal folders:

1. Log in to your Meeting Center 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 Meeting Center 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)



For details about the My WebEx Files page, see *About the My WebEx Files > My Documents page* on page 293 and *About the My WebEx Files > My Recordings page* on page 298.

Adding new folders to your personal folders

To organize your files on your Meeting Center Web site, you can create folders in your personal storage space for files.

To create a new folders:

1 Open the My Documents page. For details, see *Opening your personal folders, documents, and files* on page 288.

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 Meeting Center 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. For details, see *Opening your personal folders, documents, and files* on page 288.
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 Meeting Center Web site.

To move or copy a file or folder:

1. Open the My Documents page. For details, see *Opening your personal folders, documents, and files* on page 288.
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 Meeting Center Web site:

- Name
- Description

You can also specify sharing options for folders that appear on your Personal Meeting Room page. For more information, see *Sharing files on your Personal Meeting Room page* on page 286.

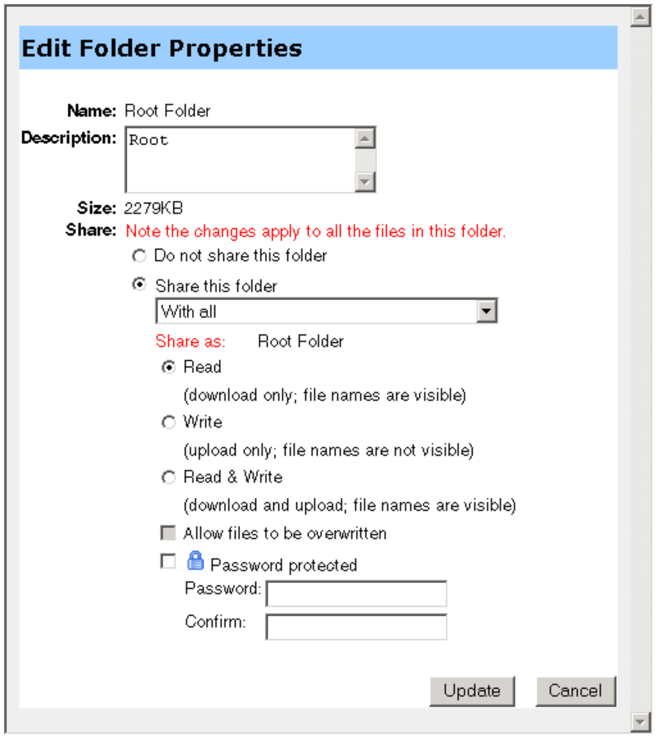
To edit information about a file or folder:

1 Open the My Documents page. For details, see *Opening your personal folders, documents, and files* on page 288.

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 Meeting Center 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. For details, see *Opening your personal folders, documents, and files* on page 288.
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 Meeting Center Web site, you can download any files to your computer or a local server.

1 Open the My Documents page. For details, see *Opening your personal folders, documents, and files* on page 288.

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 Meeting Center Web site.

To delete a file or folder:

1 Open the My Documents page. For details, see *Opening your personal folders, documents, and files* on page 288.

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 Meeting Center 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).

Link or option	Description
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**.
Refresh	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.

Link or option	Description
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. **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 Meeting Center 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.

Use this option...	To...
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 Meeting Center 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 Meeting Center 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.
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 Meeting Center Web site or the My Recorded Meetings page in Meeting Center.

To open the My Recordings page:

1. Log in to your Meeting Center Web site, and then click **My WebEx**.
2. Click **My Files** > **My Recordings**.

   The My Recordings page appears, showing your recording files.

Note In Meeting Center, you can also view your recordings in the My Recorded Meetings page. To view this page, from the left navigation bar, click **My Recorded Meetings**. For details about the My Recorded Meetings page, see *About the Add/Edit Recorded Meeting Page* on page 301.

For details about the My Recordings page, see *About the My WebEx Files > My Recordings page* on page 298.

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 or the My Recorded Meetings page.

For instructions on publishing a recording, see *Editing information about a recording* on page 298.

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 My Recordings page and the My Recorded Meetings page once you stop the Network-Based Recorder. You do not need to upload it yourself.

To upload a recording file:

1. Go to the My Recordings page or the My Recorded Meetings page. For details, see *Opening the My Recordings page* on page 296.
2. Click **Add Recording**.
3. On the Add Recording page or the Add Recorded Meeting page, enter information and specify options.

   For details about what you can do with each option on Add/Edit Recording page, see *About the Add/Edit Recording page* on page 300. For details about what you can do with each option on the Add/Edit Recorded Meetings page, see *About the Add/Edit Recorded Meeting Page* on page 301.
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 or the My Recorded Meetings page. For details, see *Opening the My Recordings page* on page 296.

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

The Edit Recording page or Edit Recorded Meeting page appears.

3 Make your changes.

For details about what you can do with each option on the Edit Recording page, see *About the Add/Edit Recording page* on page 300. For details about what you can do with each option on the Edit Recorded Meetings page, see *About the Add/Edit Recorded Meeting Page* on page 301.

4 Click **Save**.

About the My WebEx Files > My Recordings page

How to access this page

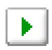
Log in to your Meeting Center Web site, and then click **My WebEx**. From the left navigation bar, click **My Files** > **My Recordings**.

What you can do here

Manage, upload, and maintain your recording files.

Options on this page

Option	Description
Personal Storage	The percentage of available personal storage space on your Meeting Center Web site that is being used by your recordings.
	Refreshes the information on the page.
	Indicates a disabled recording.
Topic	The name of the recording.
Size	The size of the recording.
Create Time	The date and time the recording was created.
Duration	The length of the recording.

Option	Description
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.
Add Recording	Lets you upload a new recording. For details, see *Uploading a recording file* on page 297 and *About the Add/Edit Recording page* on page 300.
	Lets you play the recording (available only for recording files with an `.arf` extension that were recorded by NBR). If playback of the file requires a password, you must provide the password.
	Lets you download the recording to your local computer. If downloading the file requires a password, you must provide the password.
	Lets you edit information of the recording. For details, see *About the Add/Edit Recording page* on page 300.
	Lets you delete the recording from this page.

About the My Recorded Meetings page

How to access this page

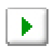
Log in to your Meeting Center Web site. From the left navigation bar, click **My Recorded Meetings**.

What you can do here

Manage, upload, and maintain your recordings of Meeting Center meetings.

Options on this page

Option	Description
	Refreshes the information on the page.
Search	Allows you type text to search for within meeting recording names. Click **Search** to start the search.
	Indicates a disabled recording.
Topic	The name of the recording.
File Size	The size of the recording file.
Create Time	The date and time the recording was created.

Option	Description
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.
Add Recording	Lets you upload a new recording. For details, see *Uploading a recording file* on page 297 and *About the Add/Edit Recorded Meeting Page* on page 301.
	Lets you play the recording (available only for recording files with an `.arf` extension that were recorded by NBR). If playback of the file requires a password, you must provide the password.
	Lets you download the recording to your local computer. If downloading the file requires a password, you must provide the password.
	Lets you edit information of the recording. For details, see *About the Add/Edit Recorded Meeting Page* on page 301.
	Lets you delete the recording from this page.

About the Add/Edit Recording page

How to access this page

If you are adding a recording...

1 On your Meeting Center Web site, click **My WebEx** > **My Files** > **My Recordings**.

2 Click **Add Recording**.

If you are editing information of a recording...

1 On your Meeting Center Web site, click **My WebEx** > **My Files** > **My Recordings**.

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

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.

About the Add/Edit Recorded Meeting Page

How to access this page

If you are adding a recording...

1 On your Meeting Center Web site, from the left navigation bar, click **My Recorded Meetings**.

2 Click **Add Recording**.

If you are editing information of a recording...

1 On your Meeting Center Web site, from the left navigation bar, click **My Recorded Meetings**.

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

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

<table>
<tr><th>Use this option....</th><th>To....</th></tr>
<tr><td>Topic</td><td>Specify the topic of the recording.</td></tr>
<tr><td>Description</td><td>Provide a description of this recording.</td></tr>
<tr><td>Recording file</td><td>I will provide URL—Specify the Web address, or URL, at which the recording resides on a publicly accessible Web server, such as your organization's Web site.
Enter a URL in the box.
Use the file on my local machine—Select a recording file that resides on your local computer.
Click Browse to select the file.
Use a file that is already on the WebEx network—Specify a recording file that resides on the My Recordings page (in My WebEx), which lists the following types of recordings:
all the network-based recordings (ARF format) that you made during an event
other recordings (WRF format) that you upload to the page
Click Look Up to browse and select a recording from the My Recordings page. If you cannot find a certain recording, it may have been removed or used on the My Training Recordings page, if your site includes the training service.</td></tr>
<tr><td>Duration</td><td>Specify the duration of this recording.</td></tr>
<tr><td>File size</td><td>Displays the size of the recording. (Available only when editing recording information.)</td></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>
</table>

<table>
<tr><th>Use this option....</th><th>To....</th></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 WebEx network.
</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>
<tr><td>Set password</td><td>Set an optional password that users must provide to view the recording.</td></tr>
<tr><td>Confirm password</td><td>Confirm the password that users must provide to view the recording.</td></tr>
</table>

About the Recording Information page

How to access this page

On your Meeting Center Web site, click **My WebEx** > **My Files** > **My Recordings** > *[topic of a recording]*, or 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 a recording.
- Open the Edit Recording Information page or Edit Recorded Meetings 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.

Option	Description
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.
Properties	Clicking the button opens the Edit Recording page. For details about the page, see *About the Add/Edit Recording page* on page 300 or *About the Add/Edit Recorded Meeting Page* on page 301.
Playback	Clicking the button lets you play the recording (available only for recording files with the `.arf` extension that were recorded by NBR).
Download	Clicking the button lets you download the recording.
Disable	Clicking the button disables the recording everywhere it is published on your Meeting Center Web site. (Available only for enabled recordings.)
Enable	Clicking the button enables the recording everywhere it is published on your Meeting Center Web site. Available only for disabled recordings.)
Re-assign	Clicking the button opens the Re-Assign Recording page, which allows you to re-assign the recording to another host.
Go Back	Clicking the button returns you to the My Recordings page or the My Recorded Meetings page.

Maintaining contact information

If you want to...	See...
get an overview of your personal address book	*About maintaining contact information* on page 305
open your personal address book	*Opening your address book* on page 305
add a new contact to your personal address book	*Adding a contact to your address book* on page 306

If you want to...	See...
add multiple contacts to your address book at once	*Importing contact information in a file to your address book* on page 308
add contacts in Microsoft Outlook to your personal address book	*Importing contact information from Outlook to your address book* on page 311
view or change information about contacts in your personal address book	*Viewing and editing contact information in your address book* on page 311
find a contact in your personal address book	*Finding a contact in your personal address book* on page 312
combine multiple contacts into a single distribution list	*Creating a distribution list in your address book* on page 313
edit information about a distribution list	*Editing a distribution list in your address book* on page 314
delete a contact or distribution list	*Deleting contact information in your address book* on page 316

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, 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 Meeting Center 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.

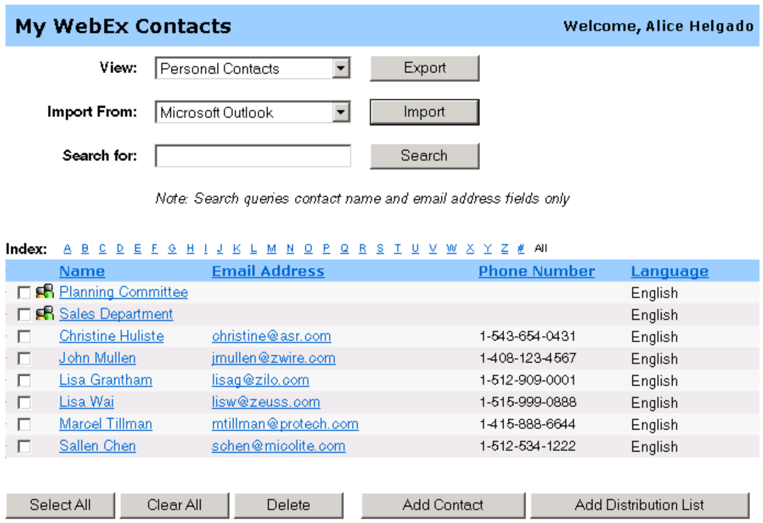
Opening your address book

You can open your personal address book on your Meeting Center Web site, to view or maintain information about your contacts.

To open your address book:

1. Log in to your Meeting Center Web site. For details, see *Logging in to and out of the Meeting Center site* on page 273.
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:

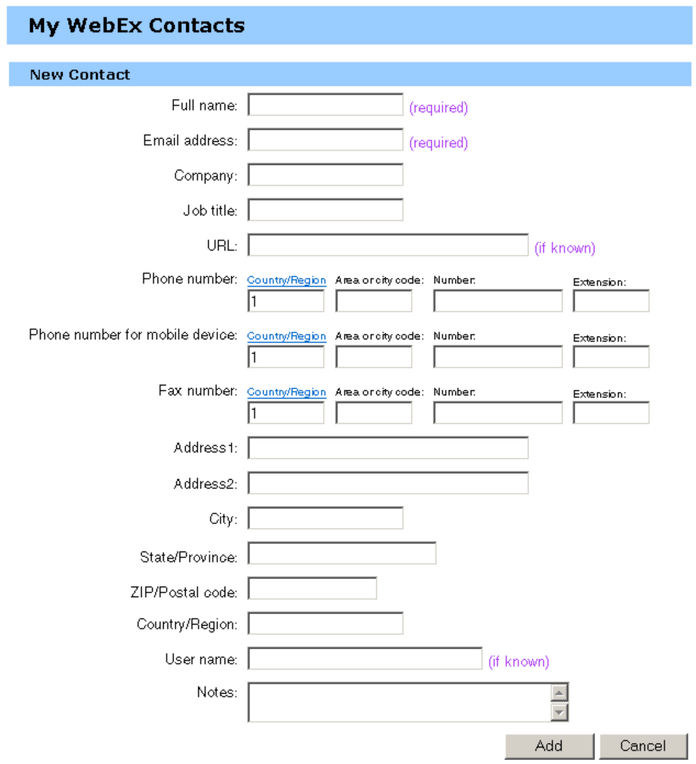
1 Open your personal address book. For details, see *Opening your address book* on page 305.

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**.

For descriptions of the information and options on the New Contact page, see *About the New/Edit Contact page* on page 307.

Note You cannot add contacts to your Company Address Book.

Tip If you want to add multiple contacts, you can them all at once, instead of adding one contact at a time. For details, see *Importing contact information in a file to your address book* on page 308.

About the New/Edit Contact page

How to access this page

On your Meeting Center 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 Meeting Center site appear. Available only if your Meeting Center 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:
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.
User name	Enter the user name with which the user logs in to your Meeting Center 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. For details, see *Opening your address book* on page 305.
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.

   For information about the fields in the `.csv` file, see *About the Contact Information CSV template* on page 310.
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. For details, see *Opening your address book* on page 305.
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 Meeting Center 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 Meeting Center 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 Meeting Center 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 Meeting Center Web site.

To import contacts from Outlook to your personal address book:

1. Open your address book. For details, see *Opening your address book* on page 305.
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 Meeting Center 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. For details, see *Opening your address book* on page 305.
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. For details about locating a contact, see *Finding a contact in your personal address book* on page 312.
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.

   For descriptions of the information and options of the Edit Contact's Information page, see *About the New/Edit Contact 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. For details, see *Opening your address book* on page 305.
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.

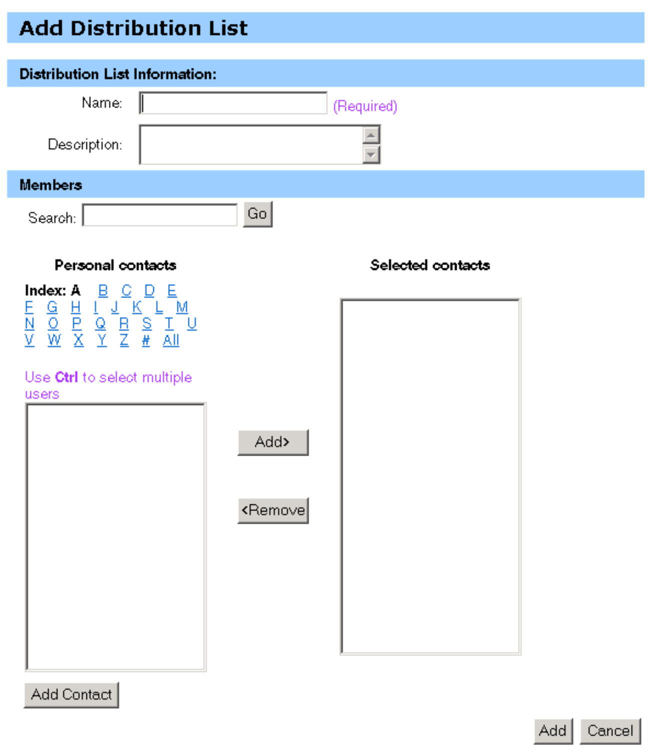
Creating a distribution list in your address book

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. For details, see *Opening your address book* on page 305.
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.

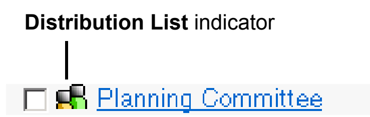
6 Optional. To add a new contact to your Personal Contacts list, under **Members**, click **Add Contact**.

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:



For descriptions of the information and options on the Add Distribution List page, see *About the Add/Edit Distribution List page* on page 315.

Editing a distribution list in your address book

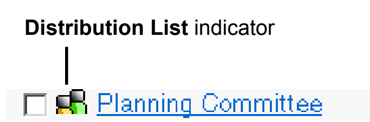
You can add or remove contacts from any distribution list that you have created for your personal address book. You can also change a group's name or descriptive information.

To edit a distribution list:

1 Open your address book. For details, see *Opening your address book* on page 305.

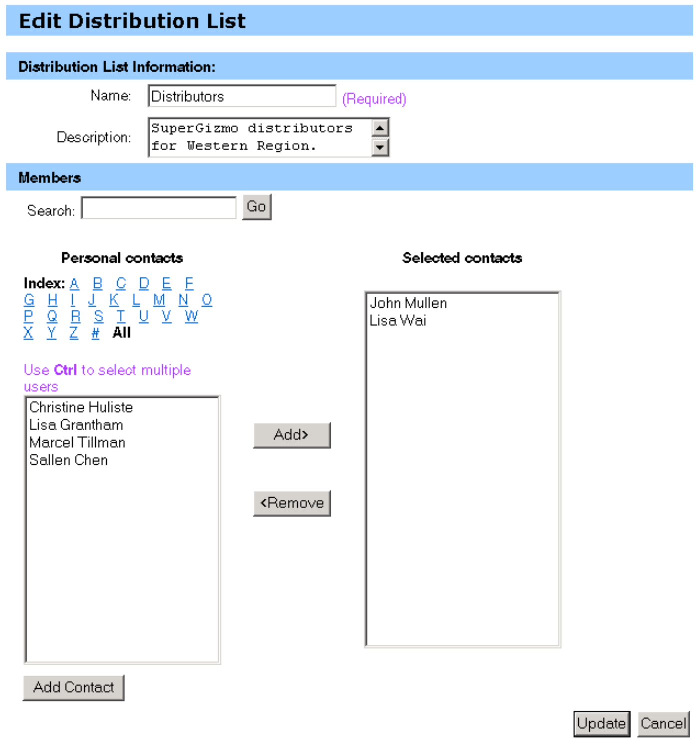
2 In the **View** drop-down list, select **Personal Contacts**.

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:



3 Under **Name**, select the name of the distribution list. the check box for the group

The Edit Distribution List page appears.



4 Edit information about the distribution list.

5 Click **Update**.

For descriptions of the information and options on the Edit Distribution List page, see *About the Add/Edit Distribution List page* on page 315.

About the Add/Edit Distribution List page

How to access this page

On your Meeting Center Web site, click **My WebEx** > **My Contacts** > **Add Distribution List.** Or, select distribution list in Personal Contacts list.

What you can do here

Enter information about a new or existing distribution list for your personal address book.

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`.

Use this option...	To...
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. For details, see *Opening your address book* on page 305.
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

If you want to...	See...
get an overview of maintaining your user profile	*About maintaining your user profile* on page 317
edit your user profile	*Editing your user profile* on page 317

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
  - User name (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
  - Whether your scheduled meetings are automatically removed from your list of meetings once the meeting ends
  - The default session type that you want to use, if your account includes multiple session types
  - 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 Meeting Center 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)

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 Meeting Center Web site. For details, see *Logging in to and out of the Meeting Center site* on page 273.
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**.

For descriptions of the information and options on the My Profile page, see *About the My WebEx Profile page* on page 318.

About the My WebEx Profile page

How to access this template

On your Meeting Center Web site, click **My WebEx** > **My Profile**.

What you can do here

Manage the following:

- Account information
- Personal information
- Partner integration options
- Scheduling templates
- Personal Meeting Room information
- Productivity Tool information (for new Productivity Tools users only)
- Session options
- Web page preferences, including your home page and language

Personal information options

Use this option....	To....
User name	Specify the user name for your account. You can change this name only if the administrator for your Meeting Center Web site provides this option. **Tip** If you need to change your user name, but cannot edit it on this page, ask your site administrator to change your user name or create a new account for you.

Use this option....	To....
Password	Specify the 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
Confirm password	Verify that you typed your password correctly in the **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.
Call-in authentication 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.
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.

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. 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.

Use this option....	To....
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 an 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. **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

For new Productivity Tools users only

Use this option....	To....
Automatically download Productivity Tools when logging in to 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.

For more information about WebEx One-Click and Productivity Tools, refer to the WebEx One-Click User's Guide, which is available from the User Guide page in the Support section.

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.
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 Meeting Center Web site. On this page, you can select users whom you want to let schedule meetings for you.

Web page preferences

Use this option....	To....
Home page	Set the first page that appears when you access your Meeting Center 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 Meeting Center Web site automatically adjusts its clock for daylight saving time **Note** The selected time zone appears: ■ Only on your view of your Meeting Center Web site, not other users' views ■ In all meeting invitations that you send using your Meeting Center Web site
Language	Set the language in which your Meeting Center 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.

Managing scheduling templates

If you want to...	See...
get an overview of managing your scheduling templates	*About managing scheduling templates* on page 323

If you want to...	See...
view, edit, or delete a scheduling template	*Managing scheduling templates* on page 323

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.

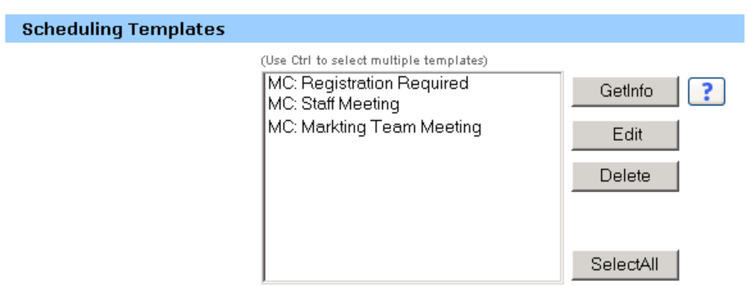
Managing scheduling templates

You can view, edit, or delete any scheduling templates that you saved.

To manage scheduling templates:

1. Log in to your Meeting Center Web site. For details, see *Logging in to and out of the Meeting Center site* on page 273.
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.



5. Click one of the following buttons to perform an action on the template:
   - **Get Info:** Shows the options you set in the template.
   - **Edit:** Opens the scheduling options on your site.
   - **Delete:** Removes the template from your profile.

Viewing MeetingPlace audio conference numbers

You can view your Cisco Unified MeetingPlace account information from the My Audio page in My WebEx. Along with your telephone numbers, your Cisco Unified MeetingPlace profile number is displayed here.

When the directory service integration is enabled for your site, an Edit MeetingPlace Profile link will be available from the My Audio page. Click this link to launch a MeetingPlace site in a new browser, where you can edit your MeetingPlace profile.

About the My Audio page for Cisco Unified MeetingPlace users

How to access this page

On your Meeting Center Web site, click **My WebEx** > **My Audio**.

What you can do here

- View phone numbers for your Cisco Unified MeetingPlace account
- View your Cisco Unified MeetingPlace profile number
- Navigate to your MeetingPlace site, where you can edit your MeetingPlace profile (directory integration service only)

Maintaining personal conference numbers

If you want to...	See...
get an overview of maintaining your personal conferencing number (PCN) accounts	*About maintaining personal conference number accounts* on page 324
add or edit a PCN account to obtain conferencing numbers or specify access codes	*Adding or editing a personal conference number account* on page 325
use your PCN account	*Using your personal conference numbers* on page 328
delete a PCN account	*Deleting a personal conference number account* on page 330

About maintaining personal conference number accounts

If your Meeting Center Web site includes the Personal Conference Number (PCN) option, you can create up to three PCN accounts. When scheduling an online meeting or an audio-only meeting, you can select a PCN account to use for your teleconference. You can also use your PCN account to start an instant teleconference from any phone, without scheduling it first.

Your PCN account also specifies the access code that you want to use to start the teleconference, and the access codes that you want attendees to use to join the teleconference.

You can delete a personal teleconferencing account at any time.

Adding or editing a personal conference number account

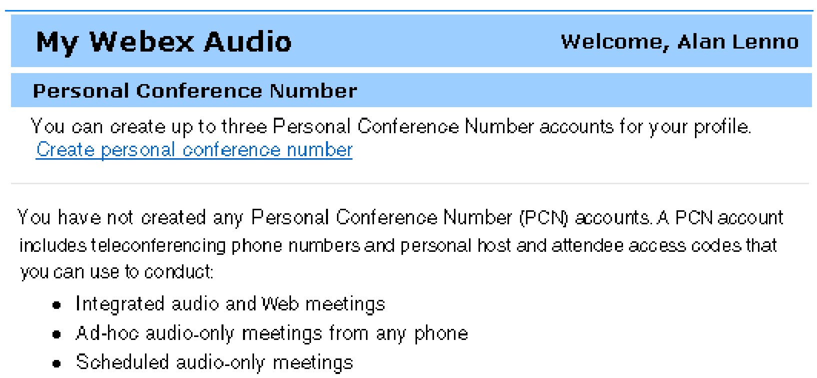
You can add up to three personal conference number (PCN) accounts. You can edit a PCN account at any time to change the following:

- The access code that you want to use to start a teleconference
- The access codes that you want participants to use to join the teleconference

To add or edit a PCN account:

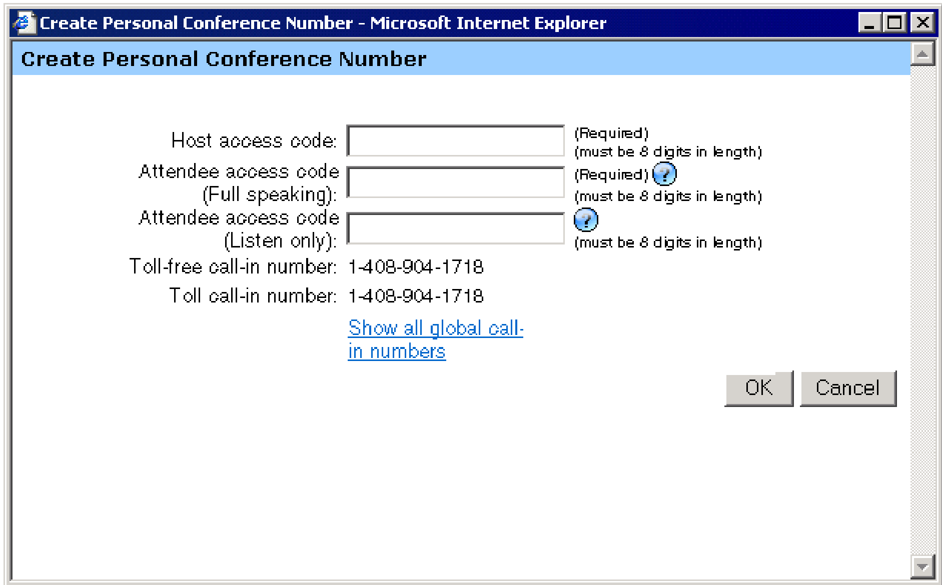
1. Log in to your Meeting Center Web site, and then click **My WebEx.**
2. Click **My Audio.**

   The My Audio page appears.



3. Click **Create personal conference number** or, if you have already added an account, click **Edit.**

   The Create/Edit Personal Conference Number page appears.



4 Edit the information on the page.

5 When you are finished add or editing the account, click **OK** or **Update**.

For descriptions of the information and options on the My Audio page, see the topic *About the My Audio page* on page 326.

For descriptions of the information and options on the Create/Edit Personal Conference Number page, see the topic *About the Create/Edit Personal Conference Number page* on page 327.

About the My Audio page

How to access this page

On your Meeting Center Web site, click **My WebEx** > **My Audio**.

What you can do here

- Add, edit, or delete a personal conference number (PCN) account.
- View information about your existing PCN accounts.

Options on this page

Use this option....	To....
Create personal conference number	Open the Create Personal Conference Number page, on which you can obtain a personal conference number (PCN) account. Appears only if you have not yet added the maximum of three accounts. With a PCN account, you can use the same conference numbers for all your meetings, including audio-only meetings that you schedule on your Meeting Center Web site or that you start instantly from a phone. A PCN account also lets you specify the access codes that you want to use to start the teleconference, and the access codes that you want attendees to use to join the teleconference. For details about the information in a personal teleconferencing account, see *About the Create/Edit Personal Conference Number page* on page 327.
Account [x]	View information about each of your personal conference number (PCN) accounts. **Default account:** Indicates that the PCN account is the default account that is selected when you schedule a audio-only meeting. **Set as default:** If you set up more than one PCN account, you can click this link to specify which account is your default account.
Edit	Open the Edit Personal Conference Number page, on which you can change the access codes for your PCN account. For details about the information in a PCN account, see *About the Create/Edit Personal Conference Number page* on page 327.
Delete	Delete the personal conference number (PCN) account from your user profile. **Important** If you delete a PCN account that you have already selected for a scheduled a meeting, you must edit the meeting to select another PCN account or voice-conferencing option.

About the Create/Edit Personal Conference Number page

How to access this page

On your Meeting Center Web site, click **My WebEx** > **My Audio** > **Create personal conference number** or **Edit**.

What you can do here

Specify the teleconference access codes for that you must provide to start a teleconference or that attendees must provide to join the teleconference.

Use this option...	To...
Host access code	Specify the access code that *you* must enter when you start a teleconference, either as part of an online meeting or for a audio-only meeting. This code must be 8 digits in length.
Attendee access code (Full speaking)	Specify the access code that attendees with full-speaking access must enter to join the teleconference. Attendees with full-speaking access have permission to speak during the teleconference. You can specify which attendees have full-speaking access when inviting them to your online meeting or audio-only meeting. You can mute and unmute attendees' microphones with full-speaking access at any time. Attendees can also mute and unmute their own microphones. This code must be 8 digits in length.
Attendee access code (Listen only)	Specify an access code that attendees with listen-only access must enter to join the teleconference. *Applies only to audio-only meetings (standalone teleconferences).* Attendees with listen-only access cannot speak during the teleconference. You can specify which attendees have listen-only speaking access when inviting them to your online meeting or audio-only meeting. Attendees can request to speak at any time during the meeting. You can allow an attendee with listen-only access to speak by unmuting his or her microphone. This code must be 8 digits in length.
Phone numbers	View the phone numbers that you and attendees call to join the teleconference. The phone numbers that are available depend on the options that your WebEx service includes and the options that your site administrator selected for your user account. If your user account has the global call-in numbers option, the **Show all global call-in numbers** link appears. This option provides a list of numbers—such as toll-free or local numbers—that attendees in other countries can call to join the teleconference.

Using your personal conference numbers

Once you add a personal conference number (PCN) account, the account information provides the call-in numbers and access codes that you and attendees use to participate in a teleconference.

You can use your PCN account to:

- Provide teleconferencing for your online meetings
- Provide teleconferencing for your scheduled audio-only meetings
- Start an instant, unscheduled teleconference from any phone

To use your PCN account for an online meeting:

1 Simply select a PCN account when setting up teleconferencing options for your online meeting.

Once you start the meeting, information about the teleconference appears on all participants' screens.

2 Dial the appropriate call-in number.

3 Follow the voice instructions to provide your access code.

Attendees call the appropriate call-in number on their screens, and then enter the attendee access code.

To use your PCN account for a scheduled audio-only meeting:

1 When scheduling your meeting, select the **Teleconference-Only** session type.

2 Select a PCN account when setting teleconferencing options for the meeting.

3 At the scheduled time, dial the call-in number for your PCN account.

4 Follow the voice instructions to provide your access code.

Each invited attendee receives an email message containing the call-in number and the attendee access code that you assigned to him or her.

To use your PCN account to start an instant teleconference from any phone:

1 Dial the call-in number for your PCN account.

2 Follow the voice instructions to provide your access code.

Once you start your teleconference, attendees can join it, by dialing the call-in number and entering the access code that you provide to them.

Controlling an audio-only meeting

If you use your personal conference number (PCN) account to start an audio-only meeting (standalone teleconference), you and attendees can use the following keypad commands:

Host commands

To....	Enter...
Dial the phone number of a participant whom you want to add to the teleconference	***1**
Lock the teleconference, preventing anyone else from joining it	***5**
Unlock the teleconference	***5**
Mute your microphone	***6**
Unmute your microphone	***6**

To....	Enter...
Let participants continue the teleconference without the host	***8** *Then hang up your phone.*
Mute all attendees with full-speaking access	**##**
Unmute all attendees with full-speaking access	**99**
Play the participant count	***#**
Hear all keypad commands that you can use	******

Attendee commands

To...	Enter...
Mute your microphone	***6**
Unmute your microphone	***6**
Play the participant count	***#**
Hear all keypad commands that you can use	******

Deleting a personal conference number account

You can delete a personal conference number (PCN) account at any time.

To delete a PCN account:

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

2 Click **My Audio**.

The My Audio page appears, showing your PCN accounts.

3 Under the account that you want to delete, click **Delete**.

A confirmation message appears.

4 Click **OK**.

Generating reports

If you want to...	See...
get an overview of what reports you can generate from your Meeting Center Web site	*About generating reports* on page 330
generate usage reports that provide information about each session that you have hosted on your site	*Generating reports* on page 331

About generating reports

If your user account includes the reports option, you can view the following reports:

General Meeting Usage reports

These reports contains 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.
- **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 and any information that the attendee provided.

Access Anywhere usage report

This report shows information about the computers that you access remotely, including the date and start and end times for each session.

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 Meeting Center 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.

Note Only three months of report data is available.

Tip You can use wildcards, such as ? or *, when specifying a text string.

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**.
- 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.

8 To export the report data in comma-separated values (CSV) format, click **Export Report** or **Export**.

9 If available, click links on the report to display more details.

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