

Webex

Use Cisco WebEx Meeting Center like a pro-fast.

Use this guide to get up to speed quickly with Cisco WebEx[™] Meeting Center. Discover how easy it is to meet with anyone, anywhere in real time over the web. With new, enhanced, highquality video, it's even more like you're meeting face to face—but a whole lot more convenient.



WebEx Meeting Center ata-glance

Manage meeting activity without distracting attendees. See attendees in list view, or in high-quality video thumbnails. Switch to Full-Screen video mode to focus only the current speaker —and let Active Speaker technology automatically switch the video image to the person who's speaking. Chat, manage video, and control audio behind the scenes.

- A Participants panel (in video mode)
- B Chat panel
- **C** Recorder panel
- D Full-Screen video mode
- E Active Speaker window
- F Self-View window
- G Participants (in video mode)

Schedule a meeting



- **1** Go to your WebEx site. e.g. yourcompanyname.webex.com
- 2 Select Host Log In and enter your user name and password.
- Select the Meeting Center tab and click
 Schedule Meeting (It's under Host
 Meetings in the left navigation bar).
- 4 Enter the meeting details and click Schedule Meeting.

				chody csce concurs			 Click the My WebEx button in the to navigation bar. Locate your meeting under the My
Sty Moetings Productivity Tools Setup My Weekspaces My Computers Wy Files	My WebEx Meetings				Welcome, Michael Kuan		WebEx Meetings section.
	Daily Overly Monthly All Meetings Institute Seatons Sea.						3 Click Start.
Why Contacts	The meetings you are invited to 💌 🔲 Show past meetings						
1 My Profile	Time -	Topic	Heat	Ouration	0 0 0		
My Reports	 8:00 am 	Dress Rehearsal 2 Bidge		12 hours	🗯 dain	:	
Training Training	9.00 am						
Report Issues	 10:00 am 10:22 am 	hetwork Engineering Team Lend	Jenny Hucker Kunn Thour Stat				
Change Passwood	 10.30 am 	Web Services Weekly Staff Mee	Brad Day	1 hour 30 mins	- Auin		
	10:53 am	Lookilty Study, Sto Novigation	Greg Smith	2 hours			
	• 10:56 am	G1 Sales Forecest	Melanie Kim	2 hours	- dain		
	10:69 am	MacSidim	Shannon Sullivan	1 hour		1	

Share a presentation, document, or desktop Α С D Ε From the Quick Start window, you can: A Join an audio conference from any phone, 🖶 Re or from your computer. Topic: International Sales Meetin **B** Use the pull-down menu to select whether to share your desktop, application, presentation, document, or even a web browser. **C** Invite new participants to join a meeting Share My Deski in progress, or remind invitees to join the meeting. **D** Record a meeting for later playback, or for archival purposes. End Heeting E Chat with a meeting participant privately, A Meeting number: 345 554 474 0 6 44 or send a message to the whole group. В

Additional resources

Tap into these resources to learn all the things you can do with WebEx Meeting Center. Master the most frequently used features or brush up on your presentation skills.

MyResources myresources.webex.com: Helpful resources to manage your account and access support services.

Cisco WebEx University university.webex.com: A wide range of instructor-led and self-paced training sessions to get you on track fast.

"How do I?" video tutorials howdoi.webex.com: Find quick answers from more than fifty 3-minute videos.