OWN IT

Getting Started with Meeting Center

WebEx T30
2016
Course Goal

You will be able to successfully conduct interactive meetings easily and effectively using the collaborative tools, while combining audio conferencing and data-sharing.
Objectives

Table of Contents

<table>
<thead>
<tr>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling Meetings from Your WebEx Microsite</td>
</tr>
<tr>
<td>Installing and Utilizing the WebEx Productivity Tools</td>
</tr>
<tr>
<td>Navigating the Meeting Room &amp; Managing Attendees</td>
</tr>
<tr>
<td>Presenting Content to Your Attendees</td>
</tr>
<tr>
<td>Special Features</td>
</tr>
<tr>
<td>Summary</td>
</tr>
</tbody>
</table>
Logging into Your Microsite
From Your WebEx Microsite
Schedule Meetings

Logging into Your Microsite
Schedule Meetings

Logging into Your Microsite

[Image of login interface with user name and password fields]
Schedule Meetings
My Personal Room
Schedule Meetings
My Personal Room – Invite

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees
• Copy and Share
• Send Email Message
Schedule Meetings

My Personal Room – Invite

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees
• Copy and Share
• Send Email Message
Schedule Meetings

My Personal Room – Invite with Link

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees
• Copy and Share
• Send Email Message

Hover and right click to copy room link
Schedule Meetings

My Personal Room – Invite with Meeting Number

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees
• Copy and Share
• Send Email Message

Hover and right click to copy meeting number
Schedule Meetings

My Personal Room – Invite with Emails

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees
• Copy and Share
• Send Email Message

Send emails via WebEx
Schedule Meetings

My Personal Room – Enter Your Room

A static URL meeting room environment that is available to you 24/7

Enter your room

Dial-in instructions
Schedule Meetings

Scheduled Meetings
Schedule Meetings

Accessing Schedule a Meeting
Quick Scheduler template options are the fastest way to schedule meetings on the WebEx site.
To create a customized template, use the Advanced Scheduler.
Schedule Meetings

Advanced Scheduler – Required Information

By checking this option, your meeting will be listed on the public calendar and its details can be viewed by anyone.

We recommend that you secure your meeting by adding a password.
Schedule Meetings

Advanced Scheduler – Date & Time
Schedule Meetings

Advanced Scheduler – Teleconference
Schedule Meetings

Advanced Scheduler – Invite Attendees

Additional security features are available.
Schedule Meetings

Advanced Scheduler – Registration

The conference must meet the following requirements in order to require Registration:

- Password protected
- “Attendees join before Host” must be disabled
- No Recurrence
Information in the Agenda will show up in the following locations:

- When Participants first enter their name & email to join the meeting
- Inside the meeting room on the Meeting Info tab
Meeting Options can be changed once inside the conference by the Presenter.
Schedule Meeting

Advanced Scheduler – Attendee Privileges

Attendee Privileges can be changed once inside the conference by the Presenter
Schedule Meeting

Advanced Scheduler – Review (Template)

Optional: Once you've customized your meeting, click [Save as template]
Schedule Meeting

Advanced Scheduler – Review (Schedule Meeting)

Optional: Once you’ve customized your meeting, click [Schedule Meeting]
Schedule Meeting

Advanced Scheduler – Scheduled Meeting Summary

From this page you can do the following to your meeting:

• Start
• Edit
• Cancel
• Add to your calendar
Schedule Meeting

Meeting Invitation – Host Copy

Click [Join WebEx meeting] to start your meeting as the Host

Add this meeting to your email calendar

*Your company may elect to customize this email
SARAH GARRETT invites you to a WebEx meeting that requires registration.

**Employee Review**

- **Wednesday, April 15, 2020**
- **10:30 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr**

After your request has been approved, you'll receive instructions for joining the meeting.

Can't register? Contact support.

*Your company may elect to customize this email*
Hi, Lilli Krüger,

Your registration for this WebEx meeting has been approved.

**Employee Review**

Wednesday, April 15, 2020
10:30 am  |  Eastern Daylight Time (New York, GMT-04:00)  |  1 hr

**Join WebEx meeting**

Meeting number: 000 000 000
Meeting password: Meeting_Pass123
Join from a video conferencing system or application
Dial 123456789@level3test.webex.com

**Join by phone**

Conference dial-in number: 1-8885550000 (US)
Access Code: 999 888 7

Add this meeting to your calendar. (Cannot add from mobile devices.)

Can't join the meeting? Contact support.

*Your company may elect to customize this email
Schedule Meeting

My Meetings – Start, Manage, and Approve Registration

Click the meeting Topic to:
- Edit or Cancel Meeting
- Manage Registration
- Add to your Calendar
- View more info like
  - Meeting Number
  - Password
  - Audio Connection
  - Direct Link
  - Host Key

Click the number links to manage registration

- Pending
- Approved
- Rejected

Click [Start] to initiate your meeting anytime as the Host
WebEx Productivity Tools

WebEx Productivity Tools provide integration with other programs on your computer including Word, PowerPoint, and some internet browsers. You can schedule, start, and join online meetings instantly from your desktop icon without having to login to your WebEx Microsite.
WebEx Productivity Tools

Download and Setup

Meeting Center: Downloads

Productivity Tools

WebEx Productivity Tools allow you to schedule, start, and use meetings quickly without going to your WebEx site. Simply select the webinar that has an add WebEx meeting to your Microsoft Outlook calendar option. The Windows version also supports integration with other programs, such as IBM Lotus Notes, Microsoft Office Communicator, Microsoft Lync, and so on.

Meeting Center Application

To start or join a meeting, you will need to download, install, and configure the WebEx Meeting Center application. The first time you join or start a meeting, the Meeting Center application will automatically be installed. However, you can also manually download and install it.

Windows (Internet Explorer)

Download

Note: You must have administrative privileges on your computer to use this install.

Recorder and Players

WebEx offers a variety of recorders and players that you can use to record, play, and edit recordings. To download and learn more about players or the editor, visit the Recording and Playback page.
WebEx Productivity Tools

Download and Setup

[Image of WebEx Productivity Tools]

[Image of WebEx Settings window]

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WebEx Productivity Tools

Download and Setup – Instant Meetings

- Personal Room
- Customized Instant Meeting

Or
WebEx Productivity Tools

Download and Setup – Preferences and Tools

"Customized Instant Meeting" under Instant Meetings must be used to have access to "Start Meeting Options"
WebEx Productivity Tools

**Address Book**
Access to your corporate address book

**Meet Now**
Instantly jump into your Meeting Center session without having to schedule

**Join Meeting**
Add an email address or meeting number above to join a conference (must be on the same WebEx site)

**Schedule Meeting**
Opens Outlook and allows you to schedule a WebEx event, utilizing your corporate address book

**Start Scheduled Meeting**
Opens a dialog box with a list of all your meetings for that day. Click on a meeting to join it instantly

**Edit WebEx Settings**
Customize your WebEx Productivity Tools experience
WebEx Productivity Tools

Start Scheduled Meeting
WebEx Productivity Tools

Scheduling in Outlook
WebEx Productivity Tools

Scheduling in Outlook (Audio Only)
WebEx Productivity Tools

Scheduling in Outlook (Audio Only)

---

Do not delete or change any of the following text.

A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.
SARAH GARRETT invites you to attend an audio conference.

Conference dial-in number: 1-8885550000
Access Code: 9998887

Hosts, to get your host access information, go to Preferences in WebEx Productivity Tools or go to the Preferences page on your WebEx site:
https://level3test.webex.com/mw0401sp12/mywebex/preference.do?siteurl=level3test

*Your company may elect to customize this email*
WebEx Productivity Tools

Scheduling in Outlook (Personal Room)

Static invitation link every time you schedule
WebEx Productivity Tools

Scheduling in Outlook (Personal Room)

-- Do not delete or change any of the following text. --
A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.

Static invitation link every time you schedule
Scheduling in Outlook (Personal Room) – Host Invite

-- Do not delete or change any of the following text. --

Join me now in my Personal Room.

Join WebEx meeting
https://level3test.webex.com/join/SGarratt | 000 000 000

Join from a video conferencing system or application
Dial SGarratt@level3test.webex.com
If you are the host, you can also enter your host PIN in your video conferencing system or application to start the meeting.

Join by phone
1-8885550010 Conference dial-in number
Access Code: 999 888 7

Show global numbers
Can’t join the meeting? Contact support.

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information contributing to this session to be recorded, which may be inflammable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, please contact your sponsor or do not join the session.

*Your company may elect to customize this email
WebEx Productivity Tools

Scheduling in Outlook (WebEx + Audio)

Different invitation link every time you schedule
Scheduling in Outlook (WebEx + Audio)
WebEx Productivity Tools

Scheduling in Outlook (WebEx + Audio)

--- Do not delete or change any of the following text. ---

A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.
WebEx Productivity Tools

Scheduling in Outlook (WebEx + Audio) – Host/Attendee Email

--- Do not delete or change any of the following text. ---

**Join WebEx meeting**

Meeting number: 590 579 346

Join by phone

Conference dial-in number: 1-8883350000 (US)

Access Code: 999 888 7

Need the host key? [Go here.]

Can’t join the meeting? [Contact support.]

**IMPORTANT NOTICE:** Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

*Your company may elect to customize this email*
Productivity Tools – Share This File

Select a Scheduled Meeting

Or

Click [Cancel] to start an Instant Meeting
WebEx Productivity Tools

Productivity Tools – Access to WebEx Features
Navigating the Meeting Room & Managing Attendees

Designed to acquaint the user with the landscape of the meeting room and highlight the tools and privileges available to control attendee interactions while in a session.
Inside the Meeting Manager

Quick Start Tab

Quick Start Tab
Access to WebEx sharing, recording, audio, and quickly inviting participants. This area is also known as the 'Content Viewer'.

Participant Panel
View and manage users in the conference.

Chat Panel
Communicate publicly or privately with Participants.
**Inside the Meeting Manager**

**Quick Start Tab**

- **Meeting Info Tab**
  - Provides information about your meeting, like: dial in numbers, global numbers, meeting number, and access code.

![Meeting Manager Interface](image-url)
Inside the Meeting Manager

Joining Audio
Inside the Meeting Manager

Joining Audio – Call Me

You must use a direct phone number in order for the system to call you.
Inside the Meeting Manager

Joining Audio – Call Me

Phone connections will appear next to your name
Inside the Meeting Manager

Joining Audio – I Will Call In

- **Call Me**
  The meeting will call you.

- **I Will Call In**

- **Call Using Computer**
  Change settings
Inside the Meeting Manager

Joining Audio – I Will Call In

1. Call
   +1-888-555-0000 (US Toll free)  
   +1-770-555-0000 (US Toll)
   All global call-in numbers

2. Enter this access code:
   777 888 9#

3. Enter your Attendee ID:
   3 #

Phone connections will appear as ‘Call-In User_#’
Inside the Meeting Manager

Joining Audio – Call Using Computer

Call Me
The meeting will call you.

I Will Call In

Call Using Computer
Change settings
Inside the Meeting Manager

Joining Audio – Call Using Computer

Disconnect or control audio levels (including microphone)
# Inside the Meeting Manager

## Roles Inside the Meeting

<table>
<thead>
<tr>
<th>HOST</th>
<th>PRESENTER</th>
<th>ATTENDEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedules and facilitates sessions</td>
<td>Designated by Host</td>
<td>Can become a Presenter</td>
</tr>
<tr>
<td>Invites attendees before or during sessions</td>
<td>Controls what others see in the content viewer</td>
<td>Raise hand</td>
</tr>
<tr>
<td>Starts and ends sessions</td>
<td>Shares files and web content</td>
<td>Participate in polls</td>
</tr>
<tr>
<td>Can make someone else the Presenter or Host</td>
<td>Demonstrates live applications or desktop</td>
<td>Can be given remote control of a Presenter’s application, desktop or browser*</td>
</tr>
<tr>
<td>Expels attendees if necessary</td>
<td>Sets attendee privileges</td>
<td>Take notes*</td>
</tr>
<tr>
<td>Can Restrict Access to the session</td>
<td>Conducts polls</td>
<td>Record the meeting locally*</td>
</tr>
</tbody>
</table>

*Presenter must grant access

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Inside the Meeting Manager

Attendees & Audio – Right Click

- Right click on an Attendee
- Select [Mute] or [Mute All]
Inside the Meeting Manager

Attendees & Audio – Right Click

• A red “X” will appear next to the Attendee’s phone
• A red Mute icon will also appear to the right of the Attendee’s name
Inside the Meeting Manager

Attendees & Audio – Left Click

- Alternatively you can left click an Attendee and select the Participant menu
Inside the Meeting Manager

Passing Rights

- Right click on an Attendee
- Select [Change Role To]
- Select Presenter, Host, Note Taker, or Closed Captionist
  - **Presenter:** the only one that can share content inside the conference
  - **Host:** there must be a Host inside the conference in order for the meeting to continue
  - **Note Taker:** one person will be assigned the ability to create notes, these notes may be shared with the conference and saved
  - **Closed Captionist:** one person will type and publish text of the spoken conference for the hearing impaired
Presenting Content to Your Attendees

Organize meeting related information and activities in one centralized place. Share easily and work together effectively while showing content from your computer.
# Sharing Content

## Overview

<table>
<thead>
<tr>
<th>Sharing Option</th>
<th>Best Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Screen</td>
<td>Share multiple applications at once</td>
</tr>
<tr>
<td></td>
<td>Select any monitor</td>
</tr>
<tr>
<td>Application or Web Browser</td>
<td>Share one application while hiding others on your desktop</td>
</tr>
<tr>
<td></td>
<td>Demonstrate or make changes to live programs (like Excel, Word or Proprietary software)</td>
</tr>
<tr>
<td>File (Including Video)…</td>
<td>Share a file or a video clip</td>
</tr>
<tr>
<td></td>
<td>Load multiple documents (viewed as individual tabs)</td>
</tr>
<tr>
<td>Web Content</td>
<td>Share a live website</td>
</tr>
<tr>
<td></td>
<td>Participants can ‘Surf’ independently</td>
</tr>
</tbody>
</table>
Sharing Content

My Screen

Presenter may choose which desktop monitor to share and all actions are viewed.
Great for sharing multiple:
• Applications
• Documents
Sharing Content

My Screen – Presenter View
Sharing Content

My Screen – Attendee View

Instruct Attendees to click arrows to expand view to full screen.
Sharing Content

Application

- Currently [Running Applications] will automatically show in the drop down list.
- Click [Other Application...] to view and share programs installed on your computer
Sharing Content

Application – Presenter View

Attendees can only view the selected application
Sharing Content

Web Browser

- Visit intranet or web-based applications
- Presenter controls browsing
- Blank web browser opens
- Mouse and key strokes viewed by all
Sharing Content

Web Browser – Presenter View
Sharing Content

Floating Icon Tray

The Floating Icon Tray allows the Presenter to stay in contact with the conference while they are sharing. You can:

• Stop Sharing
• Pause
• Switch Sharing options
• Assign:
  • Presenting Rights
  • Keyboard/Mouse control *(Temporary Remote Control)*
  • Annotation ability
• View Audio
• Lock *(Personal Room only)*
• View the following Panels:
  • Participants
  • Chat
  • Recorder *(Host only)*
Sharing Content

File (Including Video)...

Files will load inside the Content Viewer as separate tabs
• Navigate to your document
• Double click to Open

Keyboard shortcut: Ctrl+Alt+O
Sharing Content

File (Including Video)…”

Annotation

Navigation

Thumbnail View

View Options

Keyboard shortcut: Ctrl+Alt+O
Sharing Content

Web Content…

- Individual interaction with web pages
- Presenter types URL in the address field
- Page displays in the content viewer
- All Participants ‘surf’ independently
- Presenter does NOT control the pages
Sharing Content

Web Content…
Special Features
Managing your Recording and Video Integration
Special Features

Recording on Server

- Meeting Menu
- Select Start Recording
- Recording panel displays

Tip:
- Start Recording before sharing content, to capture all shared material in recording playback
- Wait for a phone line to call into the Conference before conducting conference
- Phone line captures audio portion of event
Special Features

Recording on Server

- Recording panel displays
- Additional audio line joins
  - This audio line will record the audio portion of the conference
- Pause/Stop
- Stopping the recording will stop the current file. Any new recordings in the current conference will save as a new file
# Special Features

## Recording on Server – Access

![Recording on Server Access](image)

<table>
<thead>
<tr>
<th>My WebEx Files</th>
<th>Meetings</th>
<th>Events</th>
<th>Training Sessions</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Recordings</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size</td>
<td>Create Time</td>
<td>Duration</td>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>168.0 MB</td>
<td>4/13/13 2:05 pm</td>
<td>21 minutes</td>
<td>AIF</td>
<td></td>
</tr>
<tr>
<td>2.39 MB</td>
<td>4/13/13 10:10 am</td>
<td>44 minutes</td>
<td>AIF</td>
<td></td>
</tr>
</tbody>
</table>

*Multiple users of the same recording are counted only once for storage and backup.*

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Special Features

Video Integration – Shared Video (Participant List)

- Select video icon next to your name to stream your webcam
  - Your video will appear in the small Picture-in-Picture window
  - Active speaker will appear in the larger video window above the Participants list

**Icon Key** *(hover mouse over active videos)*

- List View
- Thumbnail View
- View all participants in full-screen view
- Hide Video
Special Features

Video Integration – Shared Video (Thumbnail View)

Thumbnail view allows you to view more than one video at a time.
Special Features

Video Integration – Shared Video (Full-Screen View)

Click to view all Participants in full-screen view
Special Features

Video Integration – Shared Video (Full-Screen View)

- Exit Full-Screen
- Expand active speaker view
- Your video
- Stop your video
- Click to chat
- Unread chat
- View other video feeds
Special Features

Video Integration – Shared Video (Expanded Active Speaker View)

Minimize active speaker view
## Summary

### Overview

<table>
<thead>
<tr>
<th>Topics</th>
<th>Sub-Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling meetings from Your WebEx Microsite</td>
<td>Quick Scheduler</td>
</tr>
<tr>
<td></td>
<td>Advanced Scheduler</td>
</tr>
<tr>
<td>Installing and Utilizing the WebEx Productivity Tools</td>
<td>Installation</td>
</tr>
<tr>
<td></td>
<td>Features</td>
</tr>
<tr>
<td>Navigating the Meeting Room &amp; Special Features</td>
<td>Managing Audio</td>
</tr>
<tr>
<td></td>
<td>Passing Rights</td>
</tr>
<tr>
<td>Presenting Content to Your Attendees</td>
<td>Desktop Sharing</td>
</tr>
<tr>
<td></td>
<td>Application Sharing</td>
</tr>
</tbody>
</table>
## Summary

### 24/7 Customer Care Support

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>(888) 447 - 1119</td>
</tr>
<tr>
<td>North America Toll</td>
<td>+1 (303) 389 - 4018</td>
</tr>
<tr>
<td>Worldwide Customer</td>
<td>conf.cfer.com</td>
</tr>
<tr>
<td>Care for Ready-Access</td>
<td></td>
</tr>
</tbody>
</table>
Thank You