



Cisco WebEx Meeting Center Getting Started Guide - Attendees



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Malaysia

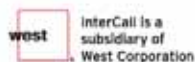
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AAP/EDE

This guide introduces Cisco WebEx™ Cisco WebEx Meeting Center™, provided by InterCall, provides basic information about using its many features. Refer to the table below to locate the feature or task you want to learn about. Feature descriptions and step-by-step procedures are grouped under the larger meeting task you are performing, such as scheduling a meeting, sharing information, or housekeeping and management tasks (for example, muting and un-muting microphones).

Set Up Tasks

Setting Up Meeting Manager For Windows

Meeting Manager is a software program that you install on your computer and use when participating in a meeting. Meeting Manager provides the options that you use to share information—such as presentations and applications—send chat messages, send and receive live video, take notes, record a meeting, and so on.

The Meeting Manager software provides the work space for your meeting.

System Requirements

Your system must meet these requirements for installing Meeting Manager for Windows:

- + Microsoft Windows 95, 98, ME (Millennium Edition), XP, NT, 2000, or Windows Server 2003
- + Intel or AMD 400 MHz processor
- + 128 MB RAM (64 MB recommended)
- + Microsoft Internet Explorer 5 or 6, Netscape 7, Mozilla 1.6, or Firefox 1.0
- + JavaScript and cookies enabled on the Web browser
- + 56K or faster Internet connection

If you want to share a presentation that was created using Microsoft® PowerPoint 2002 for Windows XP, an Intel Celeron or Pentium 500 MHz or faster processor is highly recommended. However, you cannot share other types of presentation or documents unless you either:

- + Sign in to your computer as an administrator before starting or joining a meeting for the first time, or
- + Have a Windows NT or 2000 administrator set up your computer for you.

Subsequently starting or joining an event does not require administrator privileges.

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.
 - Once setup is complete, the Setup Complete page appears.
- 4 Click OK.

As an Attendee, you can now join a meeting.

Joining a Meeting

If a meeting host invites you to a meeting, you receive an invitation email message that includes information about the meeting, instructions for joining the voice conference, and a link that you can click to join the meeting. Join the web conference first if you would like the system to dial out to you (this feature is only available if the leader of the call has this option enabled).

To join a meeting from an invitation email message:

- 1 Click the link in the message to join the meeting.
- 2 On the Meeting Information page that appears, click Join Now.

Hint***If you join using this email invitation link it will automatically populate your password

This example of a meeting invitation shows the level of detail included:

Click on this link to join the meeting.

```
Kathryn MacLaury has invited you to join a meeting on the Web, using WebEx.

TOPIC: kmacLaury's meeting
DATE: Friday, June 10, 2005
TIME: 2:15 PM, Pacific Daylight Time (GMT -07:00, San Francisco ).
MEETING NUMBER: 094 357 711
PASSWORD: babool
TELECONFERENCE: Call in tollfree phone number (US/Canada): 1-800-904-1700
Call in phone number (US/Canada): 1-408-904-1700
Please click the link below to see more information, or to join the meeting.

Here's what to do:
1. At the meeting's starting time, either click the following link or copy and paste it into your Web browser:
https://got21.webex.com/j21docs/j.php?ED=8250437&UID=594312
2. Enter your name, your email address, and the meeting password (if required), and then click Join.
3. If the meeting includes a teleconference, follow the instructions that automatically appear on your screen.

That's it! You're in the web meeting!

WebEx will automatically setup Meeting Manager for Windows the first time you join a meeting. To save time, you can setup
prior to the meeting by clicking this link:
https://got21.webex.com/j21docs/meetingcenter/mcssetup.php

For Help or Support:
Go to https://got21.webex.com/j21docs/mc click Assistance, then Click Help or click Support.

To contact Kathryn MacLaury , email: kathryn.maclaury@webex.com

To add this meeting to your calendar program (for example Microsoft Outlook), click this link:
https://got21.webex.com/j21docs/j.php?ED=8250437&UID=594312&CS=M

The best requests that you check for compatibility of rich media players for Universal Communications Format (UCF) before
you join the session. UCF allows you to view multimedia during the session. To check now, click the following link:
https://got21.webex.com/j21docs/systemdiagnosis.php

http://www.webex.com
We've got to start meeting like this! (TM)
```

Tip: A meeting invitation also includes a link that you can click to add the meeting to any calendar program that supports the iCalendar format, such as Microsoft Outlook or Lotus Notes.

You can also join a meeting directly from your Cisco WebEx Meeting Center Web site or from the host's Personal Meeting Room page (available on branded sites). The steps for joining a meeting from your site differ, depending on whether the meeting is listed or unlisted— that is, whether or not the meeting appears on the public meeting calendar and the host's Personal Meeting Room page.

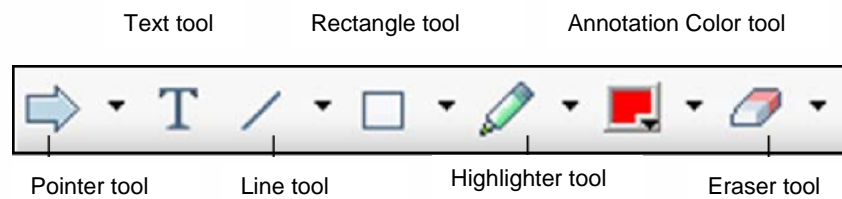
Once you join a meeting, instructions for joining the voice conference automatically appear on your screen

Notes:

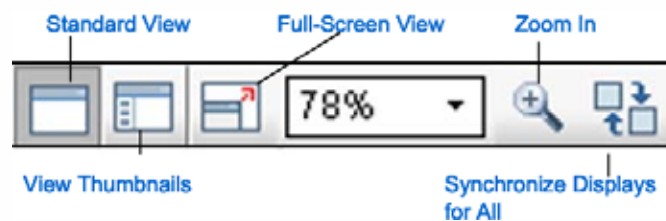
- + To participate in a meeting, you must use Meeting Manager. If you have not yet set up Meeting Manager on your computer, you can do so before joining a meeting to avoid a delay. Otherwise, once you join a meeting, your Cisco WebEx Meeting Center Web site automatically sets up Meeting Manager on your computer. For more information about setting up Meeting Manager on your computer, see “Setting up Meeting Manager for Windows.”
- + You need not have a user account or log in to your site to join a meeting, unless the host has specified that all meeting participants must have a user account.

During a Meeting

Annotation Tools



View Tools



Letting An Attendee Remotely Control Shared Software

While sharing the following types of shared software, you can let an Attendee control it remotely:

- + Application
- + Desktop
- + Web browser

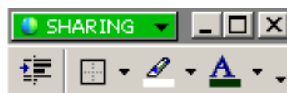
An Attendee who has remote control of shared software can interact with it completely. While an Attendee is remotely controlling your shared software, your mouse pointer is inactive. At any time, however, you can reassume control of a shared application and regain use of your mouse pointer.

While you are sharing software, any Attendee can send a request to control the software remotely. You can then grant control to the Attendee. Alternatively, you can automatically grant control of shared software to any Attendee who requests remote control.

You can stop an Attendee from remotely controlling shared software at any time.

To let an Attendee remotely control shared software:

- 1 Do either of the following:
 - On the title bar of a window that you are sharing, on the Sharing menu, point to Allow to Control Remotely.



- In the lower-right corner of your computer's desktop, on the Sharing menu, point to Allow to Control Remotely.



- 2 Select the name of the Attendee whom you want to control the software.

Transferring Files During A Meeting

As a Presenter, you can publish files that reside on your computer during a meeting. For example, you can provide Attendees with a document, a copy of your presentation, an application, and so on. Published files appear in each Attendee's Meeting window, allowing them to download the files to their computers.

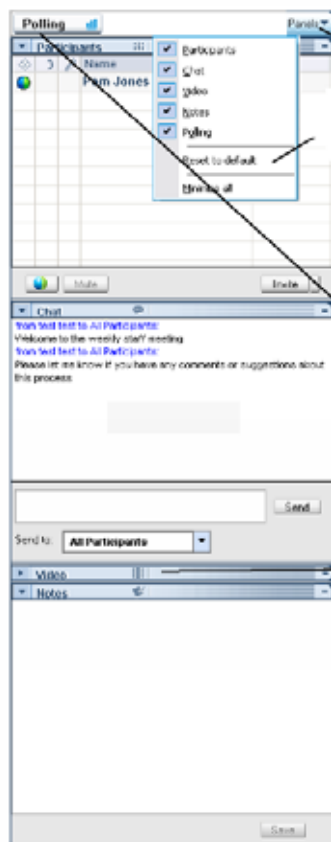
To transfer files during a meeting:

- 1 On the File menu, choose Transfer. The File Transfer window appears.
- 2 Click Share File.
- 3 Select the file that you want to publish, and then click Open.
- 4 Optional. Repeat steps 2 and 3 to publish additional files. The files appear in the File Transfer window in each participant's Meeting window

Interacting during a Meeting

Panel Overview

The meeting service and options selects which panels display initially.



To display the Select Panel menu, click Panels.

You can minimize all the panels at once using the Minimise All command.

In this example, the Polling panel is minimized. Click Polling in the icon tray to restore it.

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

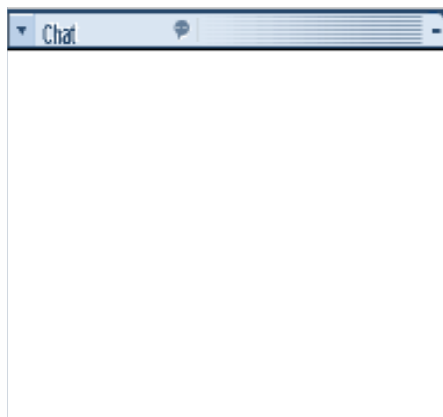


Minimising And Restoring Panels

Minimising and restoring panels has no effect on Attendees' displays.

To minimise a panel:

Click the Minimise icon on the title bar of the panel you want to minimise.



Click the Minimize icon to minimize this panel

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



Minimized panels display as icons.

To restore a minimised panel:

Click its icon on the icon tray.



Click to restore.

To minimise all panels:

- 1 On the icon tray, click Panels.

The Select Panel menu displays.

- 2 On the Select Panel menu, choose Minimise All.

The open panels shrink to icons on the icon tray.



To restore all minimised panels:

The Restore All command quickly restores all panels you have minimised using the Minimise All command.

- 1 In the icon tray, click Panels.

The Select Panel menu displays.

- 2 On the Select Panels menu, choose Restore All.

Minimised panels now display.

Expanding And Collapsing Panels

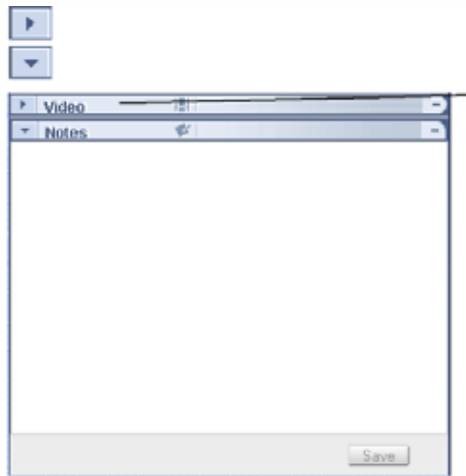
Expanding and collapsing panels has no effect on the Attendees' displays.

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:

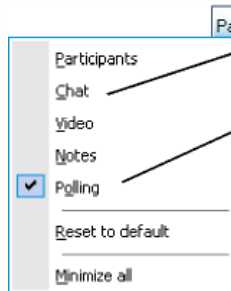
If a panel is collapsed (you only can see its title bar), click the icon in the left corner of the title bar to expand it.

Opening And Closing Panels

You can hide a panel completely so it will not display as an icon on the icon tray. If you close a panel, that panel also closes for Attendees. It remains closed for all Attendees until you open the panel again.

To close a panel:

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



The Select Panel menu displays.

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Panels without check marks are currently closed.

Panel with checkmarks 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 Select Panel 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.

Panel Alerts

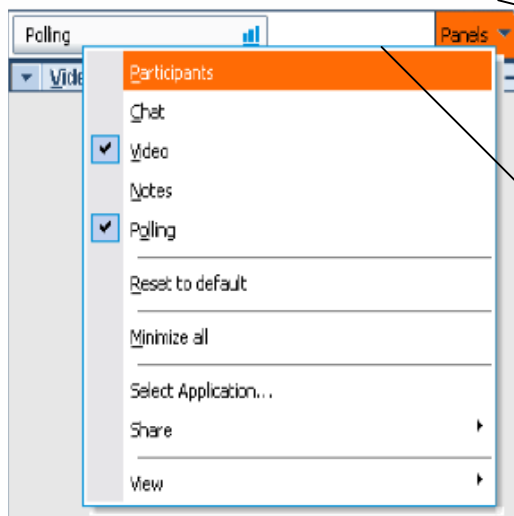
If you have closed, minimised, or collapsed any panels, you will see an alert if a panel you no longer can see requires your attention.

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 colour 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.

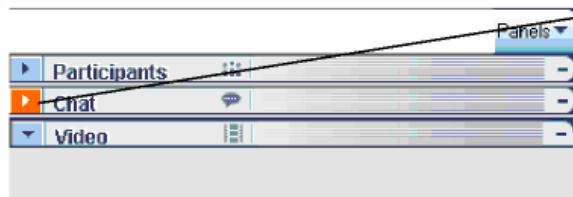


Panels button changes color to alert you. In this example, a participant has left the meeting. The Participants panel is closed, so an alert is sent.

The panel requiring attention is highlighted.

Alerts For Minimised Panels

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



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

Alerts For Collapsed Panels

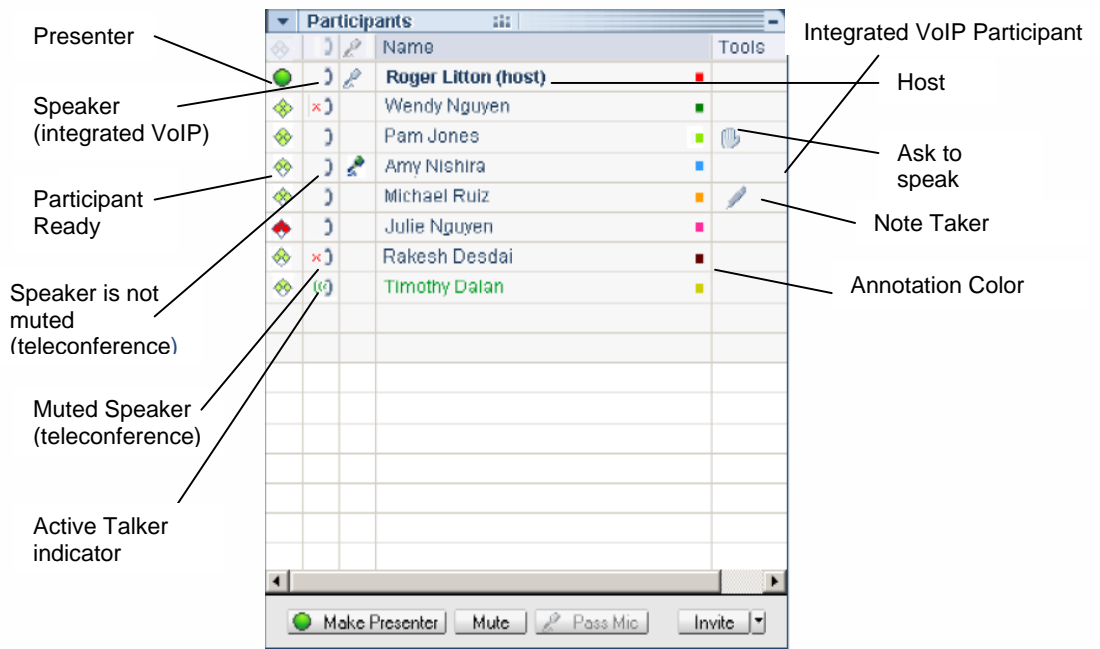
If you have collapsed a panel, the Expand/Collapse icon changes colour when you need to pay attention to that panel.



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



Understanding the Participants Panel

In addition to the list of people currently attending your meeting, the Participants panel provides other information about the Attendees.



The following table describes the possible indicators that may appear in the participant list.

Indicator	Indicator Name	Description
(Host)	Host indicator	Indicates the Meeting Host.
	Presenter indicator	Indicates the current Presenter.
	Annotation Colour indicator	Indicates the colour with which the participant can annotate shared content. Participants can select another colour with which to make annotations, but their assigned colours in the participant list remain the same.
	Participant Ready indicator	Indicates that the participant's content viewer is displaying the page, slide, or whiteboard that the Presenter is sharing. Can appear in different states, each of which indicates the percentage of the content that has loaded in the participant's content viewer.
	Speaker indicator for teleconference	In an integrated teleconference, indicates that the participant is connected to the teleconference and his or her microphone is not muted—that is, the participant can speak.
	Muted Speaker indicator for teleconference	In an integrated teleconference, indicates that the participant is connected to the teleconference but his or her microphone is muted.

	Ask to Speak indicator	In the Host's and Presenter's participant list only, indicates that the participant has clicked the Raise Hand button.
	Note Taker indicator	Indicates the single note taker for the meeting, if the Host designated a note taker.

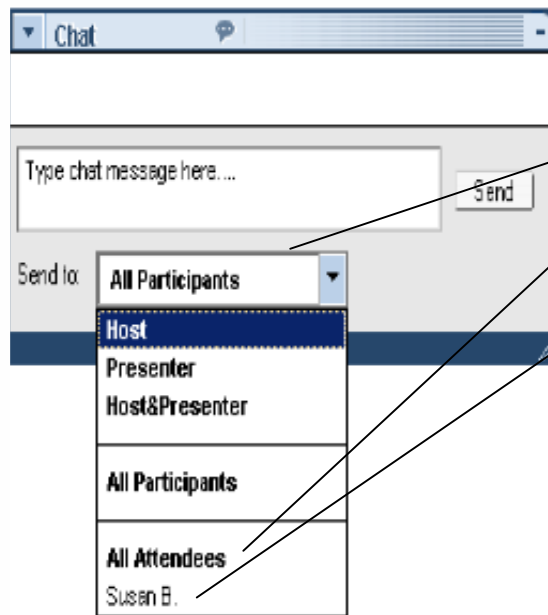
Sending A Chat Message To Participants

Chat is useful if you want to:

- + Communicate with a participant during a meeting that does not include a voice conference
- + Send a private message to another participant
- + Send brief information to all participants
- + Ask a question but do not want to interrupt the Presenter

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.



Select the recipients of your chat message.

To send a message to everyone, including the Host, Presenter, and Attendees, chooses All Participants

To send to everyone except the Host and panelists, choose All Attendees.

To send a chat message to a particular participant, select the name in the list.

- 4 Click Send.

The recipients receive the chat message in their chat viewer.

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 transcribes closed captions.

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.

If only a single participant can take notes or perform closed captioning, the Meeting Host can select the single note taker or closed caption provider 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. A closed caption provider can publish captions in real-time during the meeting and can also send a transcript containing the captions to all participants.

Taking Personal Notes

If the Meeting Host or Presenter has selected the option to allow participants to take personal notes, you can type your notes on the Notes panel in the Meeting window.

To take personal notes:

- 1 In the Meeting window, open the Notes panel.
- 2 Type your notes in the box.

Note: You can save your notes to a text file on your computer. For details, see [Saving notes to a file](#).

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: For details about sending public notes in a meeting transcript, see [Sending a meeting transcript to participants](#).

Saving Notes To A File

If you are taking personal or public notes 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 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, perform either task:
 - On the Notes or Closed Caption panel, click Save.
 - On the File menu, point to Save, and then choose Notes or Closed Captions.

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* of the following:

- + On the Notes or Closed Captions panel, click Save.
- + On the File menu, point to Save, and then choose Notes or Closed Captions.

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 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 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 Live Video

If the single-point video option is turned on, 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. Only the Presenter or another participant selected by the Presenter can send live video.

To send live video:

In the Meeting window, display the Video panel on the right side of the Meeting window. For details about using the panels, see *Working with the panels*.

Meeting Manager begins sending live video immediately. To send live video, you must connect a video camera to your computer.

For details, see consult the documentation that accompanied your camera.

Ending or leaving a meeting

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

To end a meeting:

- 1 On the File menu, choose End Meeting.
- 2 In the confirmation message that appears, click Yes.