Cisco WebEx Meeting Center Getting Started Guide

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This guide introduces 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

Logging In And Out

You must log in to your Cisco WebEx Meeting CenterWebsite to schedule and start your meetings and access your account features. Your site administrator provides you with your user name and default password for your account.

To log in to Cisco WebEx Meeting Center:

1. Go to your Cisco WebEx Meeting Center Website. The address for your site is usually in the following format: <your_company>.webex.com
2. On the navigation bar, click Log In.
3. Provide your user name and password.
4. Optional. To automatically log in to Cisco WebEx Meeting Center whenever you access it, click the Remember user name and password check box.
5. Click Log In.

To log out from Cisco WebEx Meeting Center:

To log out from your Cisco WebEx Meeting CenterWeb site, on the navigation bar at the top of the page, click Log Out.

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 a Host or Presenter, you can now schedule, start, or join a meeting.

Schedule a Meeting

Schedule Your Meetings

Using Meeting Center, you can set up:

- Scheduled meetings (using either the Quick Scheduler or the Advanced Scheduler)
- Audio Only meetings
- One-Click Meetings

Start a Meeting

Starting The Meeting As A Host Or Presenter

Using the One-Click Meeting Setup Wizard, you can specify options for an unscheduled meeting, and then start the meeting at any time, by clicking the One-Click Meeting link on your Cisco WebEx Meeting Center navigation bar. If you also install the WebEx One-Click program, you can start your One-Click Meeting from the WebEx One-Click panel, or by clicking one of your One-Click shortcuts, which appear on:

- Your Web browser toolbar (Internet Explorer only)
- The WebEx menu in Microsoft Office applications
- The right-click menu for files and applications on your desktop

To set up a One-Click Meeting:

1. Log in to your Cisco WebEx Meeting Center Web site.
2. On the top navigation bar, click My WebEx.
3. Click the One-Click Meeting tab.
4. Use the One-Click Meeting Setup Wizard to specify information about the meeting.
5. Click Finish.
   - The Download One-Click screen appears.

6. Optionally install WebEx One-Click:
   - Click Download One-Click.
   - Save the WebEx One-Click installation program to your computer, and then run it.
   - Follow the instructions in the installation program.

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

1. Log in to your Cisco WebEx Meeting Center Web site.
2. On the left navigation bar, click Host a Meeting > One-Click Meeting.

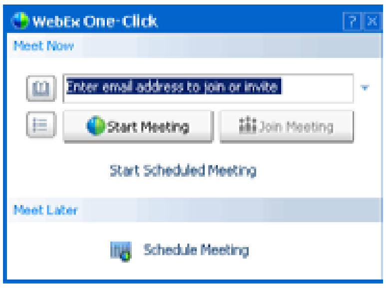
To start a One-Click Meeting using the WebEx One-Click panel:

1. Click the WebEx One-Click icon on either your desktop or taskbar.

Desktop icon

Taskbar icon

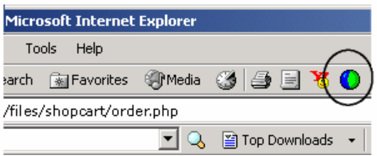
2. On the WebEx One-Click panel, click Start Meeting.



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

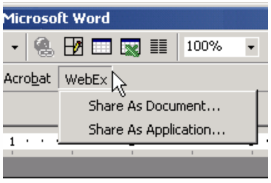
Click one of these One-Click Meeting shortcuts, which the WebEx One-Click installation program set up on your computer:

+ Web browser button



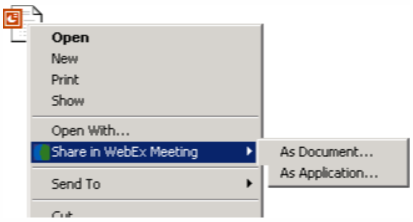
A Start One-Click Meeting button appears on the toolbar on your Internet Explorer Web browser.

+ WebEx menu in Microsoft Office applications



One-Click Meeting commands appear on a WebEx menu in your Microsoft Office applications. These commands let you automatically share in a meeting the application or any document that is open in the application.

+ Shortcut (right-click) menu for document files and applications



One-Click Meeting commands appear on the shortcut menu when you right-click the icon for any application or document file. These commands let you automatically share the application or document in the meeting.

To edit One-Click Meeting settings:

1. Log in to your Cisco WebEx Meeting Center Web site.
2. On the navigation bar, click My WebEx.
3. Click the One-Click Meeting tab.
4. Use the One-Click Meeting Setup Wizard to set new options.

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Running a Meeting – Sharing, the Core of your Meeting

Sharing Options

Cisco WebEx Meeting Center provides you with a variety of options for sharing information in a meeting. The following table describes the advantages and disadvantages among these options.

Sharing Option	Advantages	Disadvantages
Presentation and Document Sharing	+ Is faster and more bandwidth efficient than application or desktop sharing. + Is ideal for sharing presentations or documents that you do not want to edit during the meeting. + Lets you and participants annotate content.	+ Does not let you edit the content during the meeting.
Application Sharing	+ Lets you edit the content of any presentation or document open in the application. + Lets you grant Attendees control of the application. + Is ideal for software demonstrations. + Lets you and Attendees annotate the application and documents that are open in it.	+ Requires more bandwidth than presentation or document sharing.
Desktop Sharing	+ Lets you quickly share multiple applications at once. + Lets you show any part of your desktop, including file directories. + Lets you grant Attendees control of your desktop, access files, and run applications. + Lets you and Attendees annotate your desktop and any applications.	+ Requires the most bandwidth among sharing options. + Lets an Attendee with remote control access any part of your computer and modify any files, which may be a security concern.
Web Browser Sharing	+ Lets you guide Attendees to various Web pages and sites on the Web. + Lets you grant Attendees control of your Web	+ Does not display media effects or transmit sounds on Web pages. + Does not let

	browser. + Lets you and Attendees annotate Web pages.	Attendees interact with Web pages independently.
Web Content Sharing	+ Displays media effects and transmits sounds on Web pages. + Lets Attendees interact with Web pages independently.	+ Does not let you guide participants to other Web pages.

Sharing Documents And Presentations

You can share one or more presentations or documents you have created using word processing, presentation, or graphics programs. Document and presentation sharing is ideal for presenting information that you do not need to edit during the meeting, such as a slide presentation.

Attendees view the shared document or presentation in their content viewers. They do not need to have the applications used to create the documents available on their computers. Attendees can also view any animation and transition effects on shared Microsoft PowerPoint slides.

Once 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.

While sharing a document or presentation, you can:

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

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.

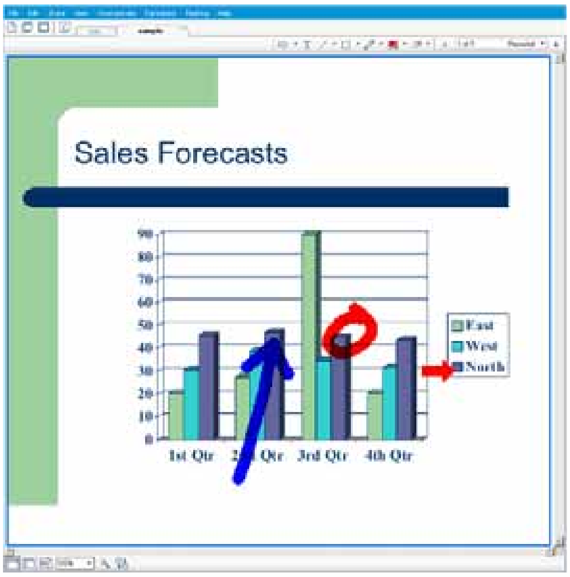
To share a document or presentation:

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, as in the example below:



TIP: For tips that can help you to share documents and presentations more effectively, see “Tips for sharing software” on page 20.

Accessing Tools For Sharing

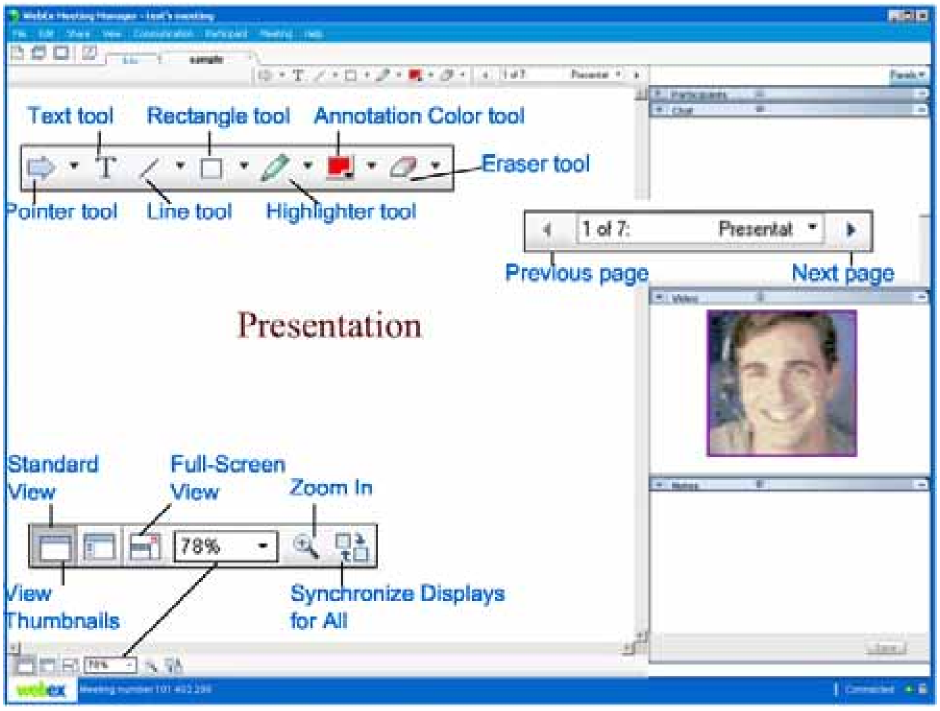
As you start sharing documents and applications during your meeting, tools are available at your fingertips.

In this example, the Host has opened a presentation to share with meeting participants.

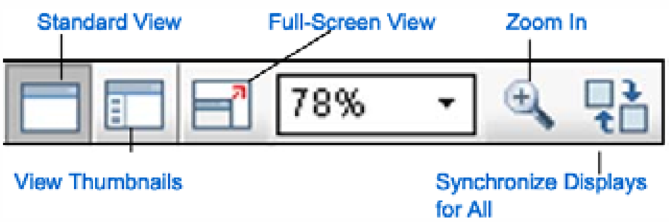
Notice the changes in the window. You now have access to:

- Annotation tools for highlighting and referring to elements in the presentation or application you are sharing
- View tools for displaying document and presentations in different ways, such as showing thumbnails of the pages
- Previous and Next buttons, for moving around in a document

Annotation Tools



View Tools



Sharing whiteboards

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 emphasise 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
- Save it
- Print it
- Synchronise Attendee’s displays with the display in your content viewer

If you grant annotation privileges to Attendees, 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.

To share a whiteboard:
On the Share menu, choose Whiteboard.

When sharing a whiteboard:

- You can add multiple pages to a shared whiteboard. For details, consult the users' guide or online Help.

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

Sharing Multimedia In A WebEx Meeting

During a meeting, you can share the following types of media files in the content viewer:

- WebEx Recording Format (WRF) files
- video files
- audio files
- Flash movie and interactive Flash files
- Web pages

You can share media files in either of two ways:

- In a Microsoft PowerPoint presentation—You can share media files that play on Microsoft PowerPoint slides. Using the WebEx Universal Communications Toolkit, a plug-in for Microsoft PowerPoint, you can insert UCF media objects into your slides. Depending on the options you choose in the toolkit, the media object can either:
  - link to a media file that resides on your computer, another computer on your local network, or a remote server
  - contain a media file as part of your presentation file

  You can download the Universal Communications Toolkit from your meeting service Web site. For information about using the Universal Communications Toolkit, refer to the guide Getting Started with WebEx Universal Communications Toolkit, which is available on your Cisco WebEx Meeting CenterWeb site.

- As a standalone file—You can share a media file directly in the content viewer. Meeting Manager creates a UCF media object for the file automatically, which appears in the content viewer.

A UCF media object contains options and controls that you can use to display or manipulate its associated media file.

For more information about how UCF works, consult the Cisco WebEx Meeting Center User's Guide or online Help.

Granting Document, Presentation, And Whiteboard Sharing Privileges

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 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. On the Participants tab, under Document, select or clear the check boxes for any of the following sharing privileges that you want to grant to or remove from all Attendees, respectively:
   - Save
   - Print
   - Annotate

4. On the Participants tab, under View, select or clear the check boxes for any of the sharing privileges that you want to grant to or remove from all Attendees, respectively:
   - Thumbnails
   - Any page
   - Any document

5. On the Participants tab, under Meeting, select or clear the Share documents check box to grant to or remove the privilege from all Attendees, respectively.
6. Click Assign.

Sharing Software

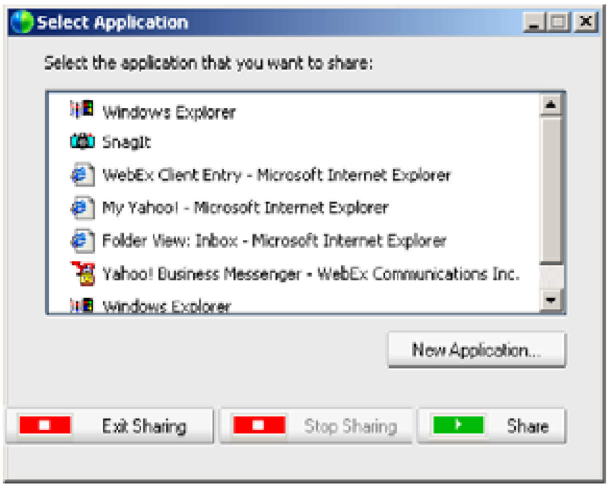
When you share software, Attendees can follow all actions that you take. You can also annotate the software, or let an Attendee annotate it or control it remotely.

+ You can share these types of software with Attendees:
+ Applications on your computer
+ Your computer's desktop
+ Web browsers
+ Remote computers, if you installed the Access Anywhere Agent on the computer

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 Optional. To view a list of applications that are installed on your computer, but not currently running, click View Application.
Use this option to locate an application you want to share, but are not currently using.

3 In the list, select the application that you want to share.
4 Click Share.
Your application appears in a sharing window on Attendees' screens.

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.

Sharing Your Desktop

Desktop sharing lets you show all your computer’s entire desktop—including any applications and windows that are currently open— and all the actions that you take with your desktop. Desktop sharing can be useful for technical support. For example, you can allow a technical support representative to access your computer and fix a problem as you watch.

While sharing your desktop, you can:

+ Control Attendees’ views of your desktop.
+ Annotate your desktop, using a highlighter tool.
+ Let an Attendee control your desktop remotely. For example, you can let an Attendee edit a document on your computer.
+ Let an Attendee annotate your desktop remotely.

To share your desktop:

On the Share menu, choose Desktop.

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

To allow an Attendee to control your desktop remotely:

1. On the title bar of an application you are sharing, on the Sharing menu, point to Allow to Control Remotely.
2. Select an Attendee to control your desktop.

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

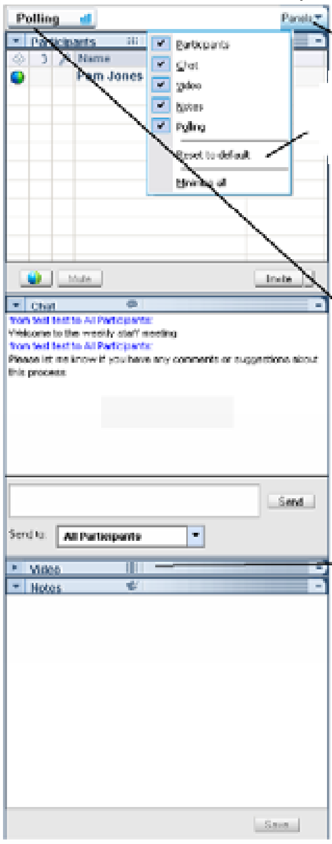
Interacting with Attendees

Working With The Panels

Using the panels on the right side of the Meeting window, you can chat with Attendees, poll them, send video. These panels are very flexible. You can expand, close, or minimise 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.

Panel Overview

Your service 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.

To organise 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 the Select Panel button.

   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.

Sharing And Full-Screen View

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 the Select Panel button. 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 another sharing option:

1. In the floating icon tray, click the Select Panel button.
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 the Select Panel button. It is the last button on the floating icon tray.

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

All Attendees' displays now match your display.

If you are sharing a 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.
   a. You see the list of sharing commands
3. Choose the kind of sharing you want to do. For details about these options, see Sharing documents and presentations and Sharing software.

To resize the display of Attendees to match your display:

1. On the floating icon tray, click the Select Panel button.
   a. It is the last button on the floating icon tray.
2. On the Select Panel menu, choose View > Synchronise Views.

All Attendees' displays now match your display.

Panel Alerts

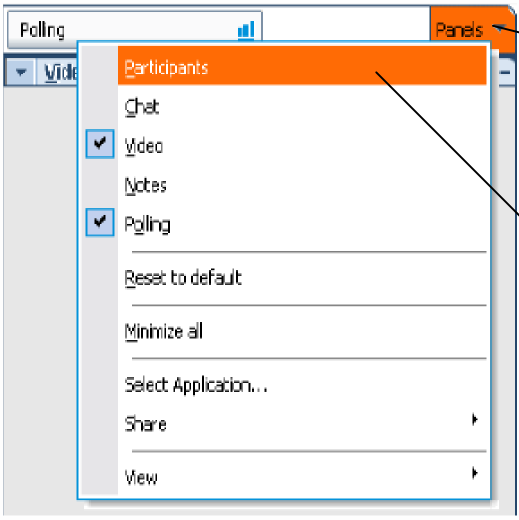
If you have closed, minimised, or collapsed any panels, you will see an alert if a panel you no longer can see requires your attention.

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.

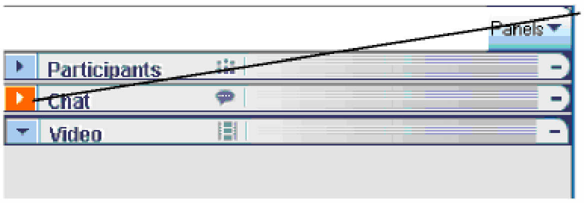


Panels button changes color to alert you. In this example, a participant has left the meeting. The Participants panel is closed, so an alert is sent.

The panel requiring attention is highlighted.

Alerts For Minimised Panels

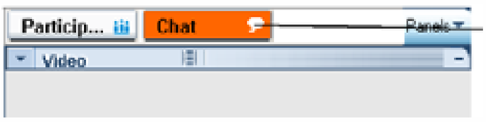
If you have minimised a panel, the icon representing that panel alerts you of a change.



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

Alerts For Collapsed Panels

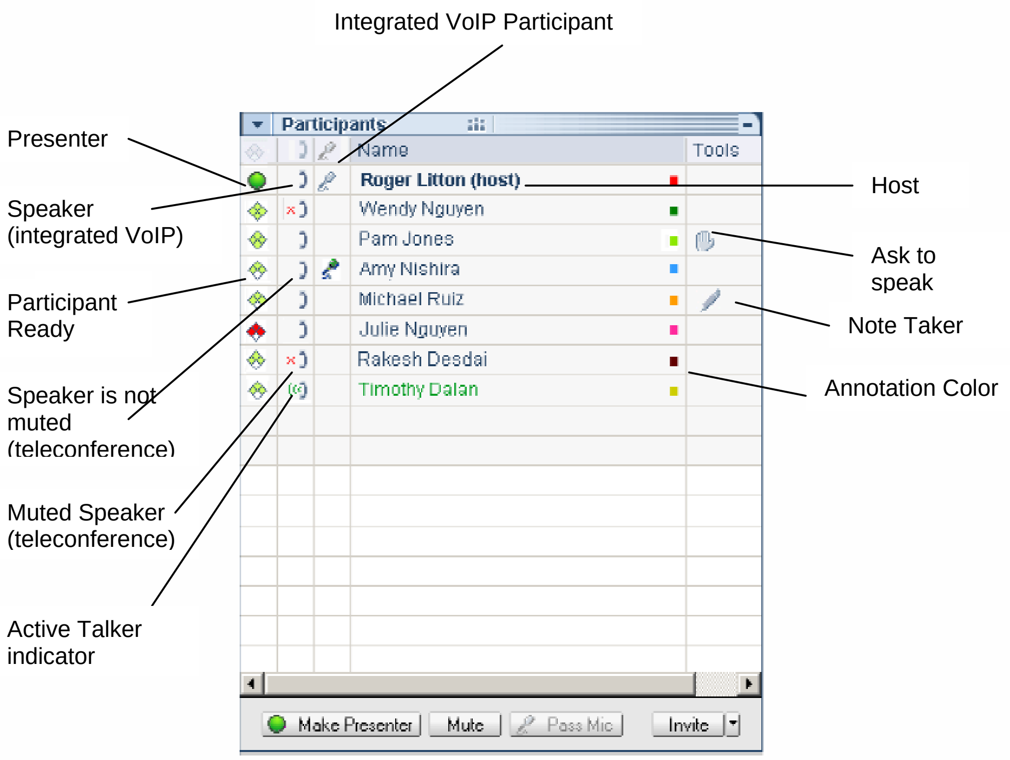
If you have collapsed a panel, the Expand/Collapse icon changes colour when you need to pay attention to that panel.



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.

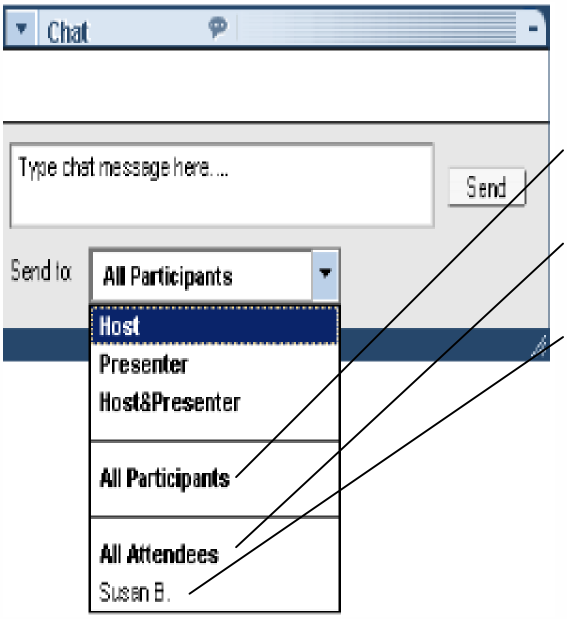


The following table describes the possible indicators that may appear in the participant list.

Sending A Chat Message To Participants

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 panellists, 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.

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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.

Setting Up Video

To set up video, you must connect a video camera—also called a webcam— to your computer. Once you start or join a meeting, Meeting Manager automatically detects your video camera.

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.

Polling Attendees

To take a poll, you must first prepare a poll questionnaire. You can prepare a questionnaire at any time during a meeting. Or, to save time during a meeting, you can prepare a questionnaire before the meeting starts, save it, and then open it during the meeting.

Once Attendees complete a poll, you can view the results and share them with Attendees. You can also save the results of a poll for viewing outside of a meeting.

Preparing A Poll Questionnaire

During a meeting, you can prepare a poll questionnaire that includes multiple-choice answers. Once you complete a questionnaire, Attendees can respond to it during a meeting.

Sample poll questions

Sending A Meeting Transcript To Participants

As a Meeting Host, single note taker, or closed captions, you can send a transcript of a meeting in an email message to all participants at any time before the meeting ends. The transcript, which Meeting Manager creates automatically, contains the following information:

- meeting topic
- meeting number
- meeting starting and ending times
- the list of all participants
- the meeting agenda
- any public notes or closed captions that you took during the meeting, if you saved them to a file

You can optionally attach any of the following files to the transcript message, if you saved them during the meeting:

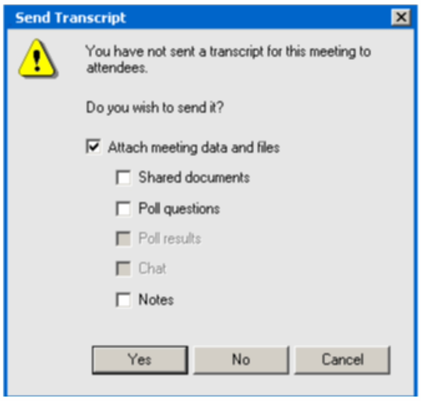
- shared documents
- poll questionnaire
- poll results
- chat messages
- public notes or closed captions

For security purposes, each transcript email message that a participant receives does not display the email addresses for other participants.

Important: To receive a transcript email message, a participant must provide his or her email address when joining the meeting.

To send a meeting transcript to participants:

1. On the File menu, choose Send Transcript.
2. (Optional) To include any files or other data shared or presented in the meeting, select the “Attach meeting and data files” check box.



3 (Optional) Select the check box for any files that you want to attach to the transcript email message, and then click OK.
4 In the new email message that appears, review the content and make any necessary changes.
5 Send the transcript email message.

Managing Meetings

Participant Roles And Privileges

Each participant in an online meeting has one of the following roles: Host, Presenter, or Attendee. These roles determine which options you can use on your Cisco WebEx Meeting CenterWeb site and in Meeting Manager.

Role	Responsibilities and options
Host	A Meeting Host must have a user account on your Cisco WebEx Meeting Center Web site. A Host can schedule, start, and control a meeting; and assign meeting roles to other participants. Initially, the Host is also the Presenter; however, the Host can make any participant the Presenter during the meeting.
Presenter	Only one participant at a time can be the Presenter, but participants can take turns being the Presenter during a meeting. A Presenter can: + Share and annotate presentations, documents, and whiteboards + Share software, and grant remote control of shared software to participants + Assign meeting privileges to other participants + Turn various meeting options on or off + Poll participants + Transfer files to participants + Send live video, and select which participants can send video
Attendee	Attendee A meeting Attendee participates in a meeting but generally does not present information. Attendees can view shared information and interact with it, if the Presenter assigns the appropriate privileges to them. An Attendee can also perform other tasks, such as recording a meeting, if he or she has the appropriate

privileges.

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 Participant Privileges. The Attendee Privileges dialog box appears.

2. Perform either task:

   - 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:

   - 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.

Controlling a meeting

As a Meeting Host, you can control many aspects of an online meeting.

Inviting Attendees To A Meeting In Progress

Once you start a meeting, you can invite additional Attendees to the meeting. You can invite Attendees by phone, email, or instant message.

Tip: If the Quick Start option is turned on, you can invite Attendees from the Quick Start tab as well as from the Participant menu

To invite an Attendee by email to a meeting in progress:

1. On the Participant menu, point to Invite, and then choose By Email.
2. Type the Attendee's email address.
3. Click Send Invitation.

Each person that you invite receives an invitation email message that contains information about the meeting—including the password—and a link that the Attendee can click to join the meeting.

Designating A Presenter

As a Meeting Host, you are initially the Presenter as well. However, you can designate any Attendee as the Presenter. You can also reclaim the Presenter role or change the Presenter at any time.

To designate a Presenter:

1. In the participant list on the Participants tab, select the name of the Attendee whom you want to designate as the Presenter.
2. Below the participant list, click Presenter.

Transferring The Host Role

As a Meeting Host, you can transfer the Host role—and thus all control of the meeting—to an Attendee.

To transfer the Host role:

1. In the participant list on the Participants tab, select the name of the Attendee to whom you want to transfer the Host role.

2. On the Participant menu, point to Make, and then choose Host.

Expelling A Participant

You can remove, or expel, a participant from a meeting at any time.

To expel a participant:

1. In the participant list on the Participants tab, select the name of the participant whom you want to expel.
2. On the Participant menu, choose Expel.

Locking And Unlocking A Meeting

Once you start a meeting, you can restrict access to it, or “lock” it. This option prevents anyone else from joining the meeting. You can unlock a meeting at any time.

To lock a meeting:
On the Meeting menu, choose Restrict Access.

To unlock a meeting:
On the Meeting menu, choose Restore Access.

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.

Viewing Usage Reports

If your Cisco WebEx Meeting CenterWeb site includes the reports option, you can view the following types of usage reports:

+ Meeting Usage report —Contains detailed information about each meeting that you host, including information about each participant.

+ Access Anywhere Usage report —Contains detailed information about the computers that you access remotely and your Access Anywhere sessions, if your site or account includes the Access Anywhere option.

To view a usage report:

1. Log in to your Cisco WebEx Meeting CenterWeb site.
2. On the navigation bar, click My WebEx.
3. Click My Reports.
4. Select the type of report you want to view.
5. Specify a range of dates for which you want to view a report and how you want data sorted in the report.
6. Click Display Report.