



Cisco WebEx Meeting Center Scheduling Guide



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Scheduling Tasks

Types of Meetings

Using Cisco WebEx™ WebEx Meeting Center™, you can set up:

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

When setting up any type of meeting, you can specify that it is either *listed* or *unlisted*.

Meeting Type	Description
Scheduled (using Quick Scheduler)	<p>A meeting that you schedule for a specific date and time. You can also:</p> <ul style="list-style-type: none"> + Specify voice conferencing options + Send invitations to participants + Set up and include an integrated voice conference in your meeting
Scheduled (using the Advanced Scheduler)	<p>In addition to the options you set up using the Quick Scheduler, the Advanced Scheduler allows you to:</p> <ul style="list-style-type: none"> + Specify a recurrence pattern for the meeting + Schedule and start a meeting for another user who has granted you scheduling permission + Require attendees to register for a meeting, which lets you collect information from attendees and enhances the security of your meeting + Choose which default meeting privileges you want attendees to have + Choose which meeting options you want to turn on or off, such as chat, notes, video, and so on + Allow attendees join the meeting before its scheduled starting time. <p>Choose a presentation or document to share automatically once a participant joins the meeting</p>
Audio Only	<p>Set up a meeting that is simply a teleconference. You send invitations to attendees and they can add this teleconference to their calendars. You can set up a personal teleconference account and utilize your Reservation-less plus account or an Operator assisted call and add it to the calendar.</p>
One-Click	<p>An instant meeting that you set up in advance, using the One-</p>

	<p>Click Meeting Setup Wizard. When setting up a One-Click Meeting, you can:</p> <ul style="list-style-type: none"> + Specify voice conferencing options + Choose which default meeting privileges you want attendees to have + Choose which meeting options you want to turn on or off, such as chat, notes, video, and so on <p>You can start the meeting at any time, as often as you want, by clicking the One-Click Meeting link on the Cisco WebEx Meeting Center navigation bar. If you also install the WebEx One-Click program, you can start a One-Click Meeting from the WebEx One-Click panel on your computer's desktop, or by clicking a One-Click Meeting shortcut on your computer</p>
Listed	A meeting that appears on your Cisco WebEx Meeting Center Web site's meeting calendar and your Personal Meeting Room page. Because these pages are publicly accessible, visitors can view lists of meetings on these pages.
Unlisted	A meeting that does not appear on any pages on your Meeting Center Web site. To join an unlisted meeting, attendees must provide the meeting number. Your meeting service automatically generates a unique meeting number for each meeting that you host.

Using The Quick Scheduler

Whether you want to start your meeting right now, or schedule it for a time in the future, Cisco WebEx Meeting Center provides an easy-to-use tool to set it up. You can even schedule a teleconference and invite your colleagues to join by phone.

The one-page Quick Scheduler is a snap to use. You have your meeting scheduled in no time.

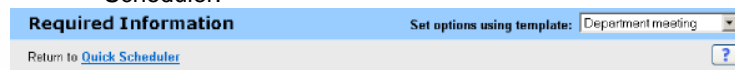
To schedule a meeting using the Quick Scheduler:

Log in to your Cisco WebEx Meeting Center Web site.

- 1 On the left navigation bar, click Host a Meeting> Schedule a Meeting.

Depending on how your administrator set up your site, you see the Advanced Scheduler or the Quick Scheduler.

- 2 If you see the Advanced Scheduler, click the link in the title bar to view the Quick Scheduler.



Click here to display the Quick Scheduler

- 3 On the Quick Scheduler page, enter the details about your meeting. For details, see Quick Scheduler options, next.

Schedule a Meeting
Set options using template: Department meeting

To set advanced meeting options, go to [Advanced Scheduler](#) ?

Topic: * Required field

Password: **Confirm password:**

Tracking codes: none [Select tracking code...](#)

Date: June 9 2005

Time: 4 30 am pm [Pacific DT](#)

Duration: 1 hr 0 min

Meeting will continue until host ends it.

Attendees: [Use address book...](#)

Audio options: WebEx teleconference [Call-in, toll-free, integrated VoIP] [Change audio option...](#)

Cancel
Save as template...
SCHEDULE MEETING

4 Schedule or start your meeting.

If you scheduled the meeting time for the current time, you see the Start Now button. If your meeting is set for a time in the future, you see the Schedule Meeting button.

Scheduled meetings display on your meeting calendar and personal meeting page.

Quick Scheduler Options

Only a few pieces of information are required; you can set as many other options as you want.

Use this Option...	To...
Choose a Template/ Set options using	<p>Select a template and use the settings saved in that template for this meeting.</p> <p>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.</p> <p>For more details about creating and editing templates, consult online Help.</p>

Topic	Enter the topic or a name for the meeting.
Tracking codes	<p>Identify your department, project, or other information that your organisation wants to associate with your meetings. Tracking codes can be optional or required, depending on how your site administrator set them up.</p> <p>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:</p> <ul style="list-style-type: none"> + If a list of codes appears, select a code from the list. + Type a code in the box.
Password Confirm Password	<p>Require participants to enter the password you set to join your meeting.</p> <p>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:</p> <ul style="list-style-type: none"> + Can contain a maximum of 16 characters. + Cannot contain spaces or any of the following characters: \ ` " / & < > == [] <p>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.</p>
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	<p>Set the meeting's starting time and the time zone. To select another time zone, click the time zone link.</p> <p>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.</p>
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	<p>Enter the email addresses of the attendees you want to invite to your meeting.</p> <p>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.</p>
Audio Options	The default settings display. To select a different option, click Change audio option.

Using The Advanced Scheduler

If you use the Advanced Scheduler, you can specify several options to provide security for and to customise your meeting.

You can click the Start Now button at any time to start your meeting. If you have questions about the information requested on a page, click the Help button, located in the upper-right corner of the page, for details.

To schedule a meeting using the Advanced Scheduler:

- + Log in to your Cisco WebEx Meeting Center Website.
- + On the left navigation bar, click Host a Meeting> Schedule a Meeting.

Depending on how your administrator set up your site, you see the Advanced Scheduler or the Quick Scheduler.

- + If you see the Quick Scheduler, click the link in the title bar to view the Advanced Scheduler.
- + 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.

Click Next to move to the next page in the scheduler

Click Start Now to start this meeting immediately

- 1 Start your meeting or add more scheduling details.
 - To start your meeting, click Start Now.
 - To add more options, click Next or click a link to another page in the scheduler. Then click Start Now or Schedule Meeting.

Setting Up And Starting A One-Click Meeting

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.

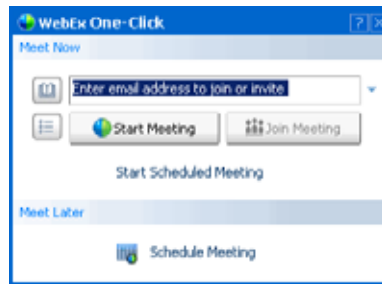


Desktop icon



Taskbar icon

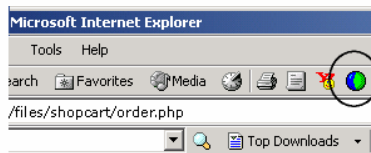
- 2 On the WebEx One-Click panel, click Start Meeting.



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

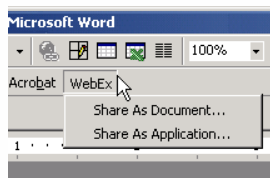
Click one of these One-Click Meeting shortcuts, which the WebEx One-Click installation program set up on your computer:

+ Web browser button



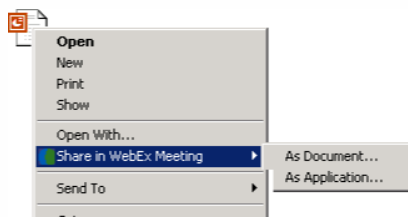
A Start One-Click Meeting button appears on the toolbar on your Internet Explorer Web browser.

+ 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.