

Web

Conferencing



WebEx

Quick Start Guide

You're set to meet with anyone, anywhere in real time over the web. Make presentations. Review documents. Demonstrate any application. Share anything on your desktop. Or pass control and let someone else be the presenter.

You'll be able to work together like you do in person—and accomplish more in less time than ever before.

SCHEDULE OR SET UP YOUR MEETING

Basic Steps

On your WebEx home page click on **Schedule a Meeting** under **Host a Meeting** in the left navigation.

- Use Advanced Scheduler to enter detailed information or select Quick Scheduler to start a meeting right away.

Specify the meeting topic.

- Choose calendar listing or private.
- Set and confirm the meeting password.

Set meeting date, time and duration.

- Specify recurrence of the meeting.

Select Audio options.

- Choose integrated Whygo's teleconferencing or other. Attendees can dial in or receive call back.

Invite attendees.

- Add from the address book or type in addresses.

Specify meeting details.

- Registration, meeting options, attendee privileges.



Why fly if you... can't?

Web

Conferencing



START YOUR MEETING

Go to MyWebEx button

Locate your meeting in the Scheduled tab.

Click Start in the Status column.

- Depending on the audio option that you selected during meeting setup, you may be prompted to dial in or enter your phone number for a call back.
- If you chose the teleconference option, follow instructions in the Join Teleconference dialog box.
- Your meeting is now live.

SHARE A PRESENTATION, DOCUMENT OR DESKTOP

Select Present a Document option in the QuickStart window.

- Make annotations, use a pointer to emphasize text or graphics, save it to a file, print it, display it in different views or synchronize all participants' displays with the display in your content viewer.
- At any time, you can grant attendee privileges that allow them to annotate, save, print and display different views of shared presentations or documents.

Change the sharing option to Share Application.

- Control attendees' view, annotate the application, let an attendee control or annotate the application remotely.

Use your floating icon tray to keep track of the meeting logistics. Select Share Your Desktop.

- Give all attendees complete view of your desktop including any applications, windows, and file directories that are currently open.

Record your meeting for reference or reuse.



Why fly if you... can't?