

## It's easy to schedule, start and share using WebEx Meeting Center.

Use web meetings to present information, share applications and collaborate on projects with colleagues, customers and partners around the globe. Take care of business more efficiently than with back-and-forth emails. Meet project deadlines and maximise your resources by bringing people together without the time and expense of travel. It's easy with Cisco WebEx Meeting Center.

### Start using Cisco WebEx Meeting Center today.

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.

Write in your access info and keep this guide in a handy place.

**Your site:**

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**Your user name:**

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**Your password:**

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**Your teleconferencing information:**

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**Your site administrator:**

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### Get the most out of WebEx with these resources.

**Learn how to use WebEx like a pro at <http://university.webex.com>**

Get up to speed fast and gain expertise with all the features of your WebEx application. Visit WebEx University for access to a wealth of learning resources many available at no charge to you. You'll find:

- A full schedule of live, online classes.
- An extensive catalogue of self-paced training.
- Quick "How do I...?" tutorials on a variety of topics.

Take as many classes as you like, as often as you like. And, be sure to ask us about private training.

**Get fast resolution to technical issues at [www.webex.com/go/getsupport](http://www.webex.com/go/getsupport)**

Need help? Don't worry. World-class technical support is included with your WebEx solution. Visit our support site to access the WebEx knowledge base, review FAQs, find downloads, submit a support ticket, access billing information and find international support phone numbers.



Misplaced your password?

Contact us at:

**[www.webex.com/go/password](http://www.webex.com/go/password)**  
and we'll email it to you right away.

## 1. Schedule or set up your meeting.

- On your WebEx Meeting Center home page click on **Schedule a Meeting** under **Host a Meeting** in the left nav.
  - 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 time zones) and duration.
  - Specify recurrence of the meeting.
- Select **Audio** options.
  - Choose from Integrated VoIP, WebEx Teleconference, personal conference number or other service. Attendees can dial in or receive call back.
- Invite attendees.
  - Add from the address book or type in addresses.
- Specify meeting details.
  - Registration, agenda and welcome, meeting options, attendee privileges, and review.

## 2. Start your meeting.

- Go to **My WebEx**.
- Under the **My WebEx Meetings** section, locate your meeting. Click the meeting title and click the **Start Now** button.
- Click **Start** to the right of the **Topic**.
  - 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 **Audio Conference** dialogue box.
  - If you chose the VoIP option, you may change the Internet Phone options in the **Internet Phone Options** dialogue box or click **OK** to accept the default settings.
  - Your meeting is now live.

## 3. Share a presentation, document or desktop.

- Select **Present a Document** option in the **Quick Start** window.
  - Make annotations, use a pointer to emphasise text or graphics, save it to a file, print it, display it in different views or synchronise all participants' displays with the display in your content viewer.
  - At any time, you can grant attendees privileges that allow them to annotate, save, print and display different views of shared presentations or documents.
- Change the sharing option to **Share an 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.



**Step 1.3:** Schedule single or recurring meetings across multiple time zones using a simple wizard.



**Step 2.2:** Launch or join meetings by clicking a link.



**Step 3.1:** Share presentations and applications with integrated live audio, video, and data.