

## Scheduling Tips

The following list of tips defines a variety of features that are available to you when you schedule your meeting.

Feature	Benefit	Recommended Usage
Registration	Allows you to collect data from meeting attendees.	Use in external meetings to learn more about attendees. You can also use the Automatically Accept feature to process registrations.
Schedule For	Allows you to designate another person to schedule meetings that you will host.	Use if you've delegated the the responsibility for scheduling your meeting(s) to someone else.
Unlisted Meeting	Allows you to omit your meeting from the calendar for additional security.	Use when you want additional security for your meeting – attendees need the meeting invite or meeting number to join.
Attendees can join XX minutes before start	Allows attendees to join meeting before the host joins.	Use in conjunction with Automatically Start. If the host has difficulty getting into the meeting, the attendees are not locked out.
Alternate Host	Allows you to designate an attendee as alternate host.	Use as backup in case you are unable to join your meeting on time. If the alternate host starts session and you join later, you must <b>reclaim the host role</b> .
Automatically Share...	Allows you to upload information for attendees to view before the host starts the meeting.	A variety of uses: upload background information or the meeting agenda. Files must be converted to UCF format and uploaded to your personal folders on your WebEx site (My WebEx, My Folders).
Quick Start	Allows both new and experienced users to instantly start sharing presentations, documents, applications and your desktop.	Use this feature if you plan to have multiple presenters share information or if your presenter is not familiar with other share buttons on toolbar.
Meeting Options	Allows you to restrict or permit various activities by attendees.	Make changes to default settings if you want to permit multi-point video, closed captioning or feedback sent via email to host.
Entry & Exit Tones	Allows or disallows tones or announcements as attendees join.	Depending on size and formality of meeting you may want to change default to either announce names or disable all tones.
Attendee Privileges	Allows you to restrict or permit various activities by attendees.	Make changes to the default changes on this page to allow attendees to print, save and ANNOTATE, or restrict chat privileges. Privileges can also be changed by presenter DURING the meeting.
My WebEx: My Files	Allows you to Upload files to a folder on your WebEx site for quick access during meetings or when away from your office.	If there will be multiple presentations during a meeting, upload presentation files to My Folders to open more quickly during session.



## Tools for Managing the Meeting

The following list of tips define a variety of features that are available to you when you are managing your meeting.

Feature	Benefit	Recommended Usage
Notes	Allows you to assign a public note taker or allow individuals to take notes.	Each person can type, print, and save their own notes. OR Set a single note taker or closed captionist and use File Transfer to distribute notes.
Chat	Allows all participants to communicate nonverbally. Side conversations will not disrupt the presenter.	Host can use Chat to welcome latecomers to a meeting as well as to communicate privately with unruly attendees or to answer questions. You can restrict Chat if attendees are distracted.
Poll	Allows you to collect feedback and share compiled results with participants during the session. Polls can be saved for re-use.	Use the Poll feature to allow participants to vote on a topic, conduct a survey, or test participants' knowledge. Polls can be created before or during the meeting.
Mute	Allows the Host to mute an individual or all attendee telephones or microphones during a meeting.	Mute all attendees to cut down on background noise. Ask attendees to use the raise hand feature to ask to speak. If you are hearing hold music during your meeting, the host can isolate and mute the individual to eliminate the disruption.
Whiteboard	Allows the presenter to use the whiteboard to draw/display objects, type text and use the pointer tool.	Use the Whiteboard for collaboration when you need a blank space to draw and annotate. Copy & paste screenshots and other graphics to the whiteboard rather than share your desktop or an application.
Share Web Browser Share Web Content	Allows two options for sharing web-based information: Share Web Content or a Share Web Browser with meeting participants.	Use Share Web Browser to guide participants to web sites and annotate pages. This feature does NOT transmit media effects or sound on web pages. Use Share Web Content to direct attendees to a specific site at the end of the meeting.
Share Application	Allows attendees to collaborate and modify documents inside an application. Allows Remote Control.	Use to create interaction. Allow Remote Control so attendees can edit information. Changes made with this feature alter the source document.
Share Presentation or Document	Allows presenter to share files with attendees and allows them to annotate, print, and save without the source application.	Use when you want to share a information that you do not need to edit during the meeting. Share almost any file that can be printed. Attendees can see PowerPoint animations and transitions.
Share Desktop	Allows presenter to give share multiple applications and quickly switch from one to another. Allows Remote Control.	Use when you are sharing several applications at once and need to quickly move from one to another. Allow Remote Control to allow an attendee access to your <b>entire computer</b> .
File Transfer	Allows presenter to publish files for attendees to download via the File Transfer dialog box.	Use this feature when you want to make files available to attendees during your meeting without distributing them via email.

