

# Meeting Center 7

Foundations 1:  
Presenting  
Online



Participant Guide



# Meeting Center 7 Foundations 1:

Presenting Online

Participant Guide



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## Project Team

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# About the Course

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## Purpose

*Meeting Center 7 Foundations 1: Presenting Online* is a fundamental course for Meeting Center 7. This course gives you the knowledge and skills to start using Meeting Center 7 with confidence.

## Audience

The target audience for this course is new users of Meeting Center 7.

### Prerequisites

- Meeting Center: Jumpstart!* or equivalent skills.
- Basic understanding of computers and Windows operating system.
- Familiarity with the Internet.

## Logging In

To log in to the training session:

- 1 Open a browser window.
- 2 Navigate to <https://meetingcenter70.webex.com>.
- 3 Locate the course name and click on the link provided.





### Minimum System Requirements

- Microsoft Windows 2000 or XP.
- Intel Pentium 166 MHz or faster processor.
- 32 MB RAM (64 MB Recommended)
- Microsoft Internet Explorer 4.x or later, Netscape Communicator 4.x or later, or Firefox 1.5.
- JavaScript and cookies enabled on the Web browser; ActiveX enabled on Internet Explorer
- Internet connection (For the remote computer, a dedicated, broadband Internet connection, such as DSL, cable modem, ISDN, or T1 connection; for the local computer, at least a 56K connection)

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## Using this Manual

This course will include discussions, demonstrations of step-by-step procedures, and interactive exercises designed to give you hands-on practice. Throughout this guide, you will also find tips on best practices and notes containing additional information or cautions. The icons listed below identify the kind of information being presented.

CONVENTION	MEANING
	This icon indicates a discussion topic.
	This icon indicates a demonstration of a step-by-step procedure.
	This icon indicates an opportunity to practice what you have learned by completing an exercise.
	This icon indicates an opportunity to check your understanding by answering review questions.
Select <b>Menu Name</b> > <b>Menu Item</b>	This text indicates a navigation path to execute a command on the menu bar.
Click <b>Button Name</b>	This text indicates clicking on a button or icon.

### Participant Guide Overview

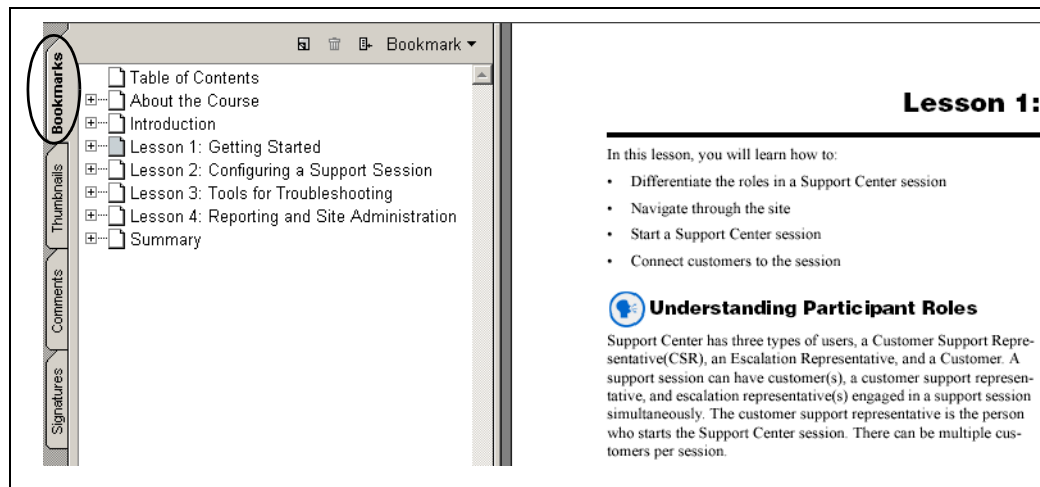
Whether you downloaded this participant guide before attending class or received it as a file transfer at the end of class, it will serve you as a valuable resource.

Using the bookmarks feature in this PDF document, you can easily navigate to the topics you want. You can also search for words or phrases throughout the manual. This document is designed to be printed double-sided. Below are a few pointers to help you use it efficiently.

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## To Navigate the Document

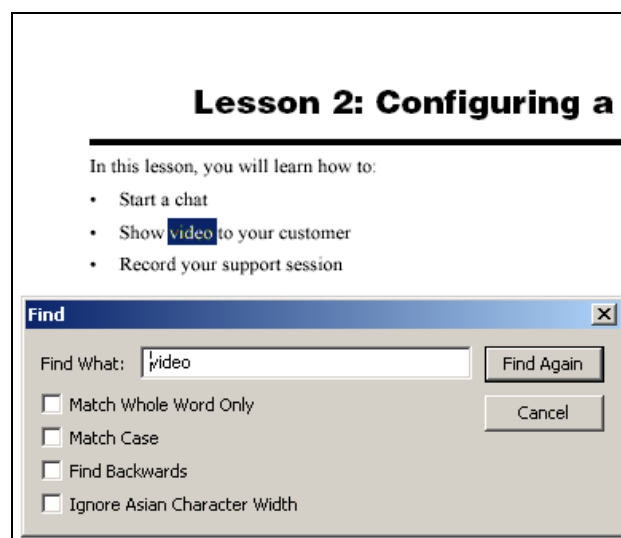
- 1 If the PDF did not open with the Bookmarks showing, click the Bookmarks tab.



- 2 To expand a topic, click on the + sign to the left of the heading.
- 3 To go to a topic, click on the words and you will be linked to that topic in the manual.

## To Search the Document

- 1 Click on the **Find** button on the Toolbar or from the **Edit** menu select **Find**.
- 2 Type in a word or phrase and click **Find**.
- 3 The word or phrase will be highlighted in your document. If this is not the occurrence you want, then click **Find Again**.







## Course Goals

*Meeting Center 7 Foundations 1: Presenting Online* provides you with the fundamental skills and knowledge you need to present online confidently using Meeting Center 7.



## Course Objectives

At the end of this course, you will be able to:

- Schedule a meeting.
- Set up telephony or Integrated VoIP communications.
- Use collaboration and communication tools.
- Use sharing features to give presentations and demonstrations.
- End a meeting.

How will we do it?

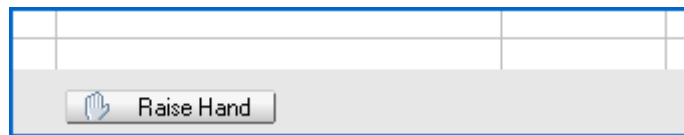
- 1 Presentation:** We will discuss the topics presented in the course.
- 2 Demonstration:** We will go through the steps to complete each task.
- 3 Hands-On Practice:** You will have the chance to practice what you have learned.

## Tools You Can Use!

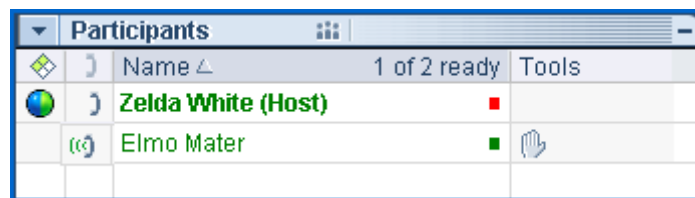
Throughout the session, you will have the chance to ask questions and participate in discussions and exercises. You will be using Raise Hand, Chat, and Annotation features.

## To Ask a Question

- 1 Click **Raise Hand**.



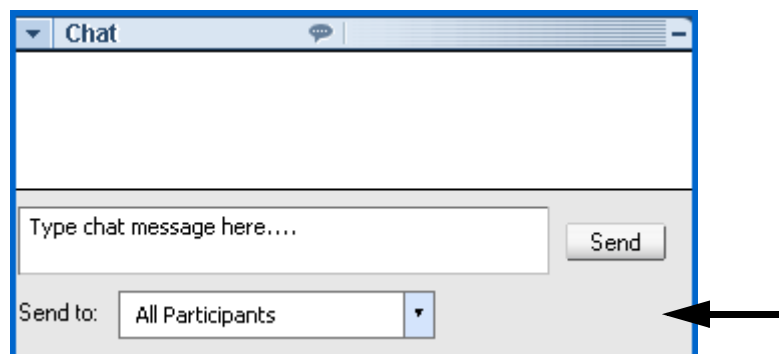
- 2 The Raise Hand icon will appear next to your name in the Participant's list for the Host and Presenter.



**Note:** The "Look Who's Talking" icon indicates the attendee who is currently speaking.

## OR

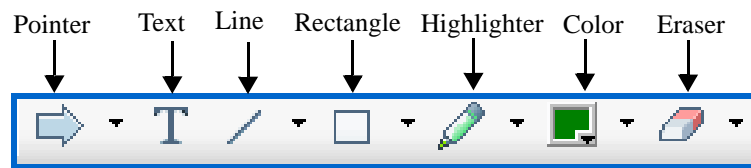
- 1 Type your question in the Chat box.



- 2 Click **Send**

## To Use Annotation Tools

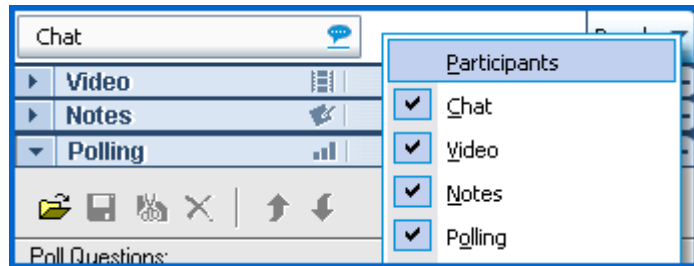
- 1 Select one of the annotation tools from the toolbar:




- 2 Use the selected tool to annotate on the presentation, document or whiteboard displayed in the content viewer.

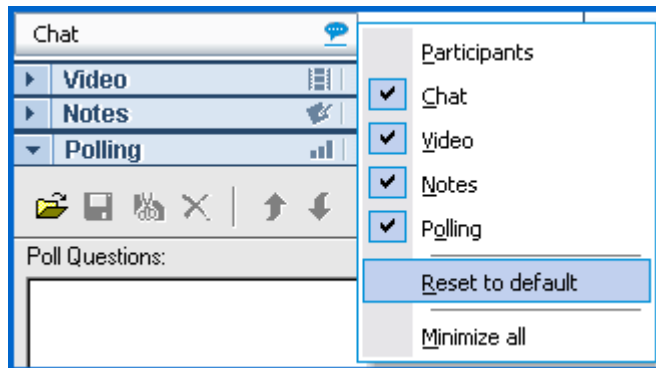
## To Use PowerPanels

To reopen a closed panel, click on the Select Panel button, and then click on the panel you want to reactivate. A check mark appears next to open panels.



You can also use this convenient way to return your panels to their original configuration:

- 1 Click **Panels**  .
- 2 Choose **Reset to Default** from the drop-down menu.



## Summary

Now that you know how to ask questions and participate using annotation tools and Power Panels, let's review the agenda and get started.

# Lesson 1: Getting Started

---

At the end of this lesson, you will be able to:

- Identify at least three ways you can use Meeting Center.
- Describe an online meeting lifespan.
- Identify Meeting Center roles.
- Identify Meeting Center window components.

## Why Meeting Center?

Communication is critical in today's business environment. To remain competitive, you must communicate with customers, partners, and employees in real-time, regardless of location. By integrating Meeting Center into your workday, you gain a critical advantage over your competitors by increasing your operational efficiency, and improving your business relationships.

Meeting Center saves you time and money by eliminating travel cost and out-of-office time. You can spontaneously share any document, presentation, or application from any computer with Internet access. Your online meetings can be even more effective than traditional face-to-face meetings because you can access any resource available on your computer.

### **Internal Uses**

- Project management
- Staff meetings
- Design reviews
- Distributed team meetings
- Sales pipeline reviews

### **External Uses**

- Sales demos or presentations
- Contract negotiations
- Customer needs analysis
- Press or analyst briefings
- Vendor or channel partner management



## The Meeting Lifespan

The lifespan of a Meeting Center online meeting is similar to the lifespan of a traditional meeting: you must perform the initial preparation tasks (such as scheduling the date and time), collaborate during the meeting, and distribute action items as follow-up. The milestones below illustrate the lifespan of a Meeting Center meeting and the basic tasks a meeting host will perform (tasks in bold indicate those that are performed using WebEx Meeting Center, italicized tasks are optional):

### Need to have a meeting

- 1 Decide on an agenda and who should attend
- 2 **Schedule a meeting**
- 3 Assemble materials for meeting
- 4 **Start Meeting Center meeting 20 min. before scheduled start**
- 5 **Assign attendee privileges**
- 6 **Share materials in Meeting Center**
- 7 *Record the meeting*

### Conduct the meeting

- 8 *Stop recording*
- 9 **End the meeting**
- 10 *Edit recording*
- 11 *Publish recorded meeting*



## Roles in a WebEx Meeting

While the host assumes responsibility for many tasks during a Meeting Center meeting, other participants also play a central role in the success of a meeting. There are four different roles in a WebEx meeting:

- **Host:** meeting coordinator
- **Presenter:** individual currently presenting in meeting
- **Note Taker:** individual assigned to take meeting minutes
- **Attendee:** all other participants without an assigned role

Let's take a closer look at the responsibilities and privileges of each role.



## Host Role

The host is responsible for coordinating and running the meeting. The host responsibilities include:

- Scheduling and starting a meeting
- Starting an impromptu meeting
- Starting a teleconference or Integrated VoIP conference
- Muting and unmuting lines
- Designating which participant speaks during an Integrated VoIP conference
- Designating a presenter
- Controlling access to a meeting
- Ending a meeting

Initially, the host is also the presenter. The host can pass the presenter role to another attendee during the meeting.



## Presenter Role

The presenter delivers the meeting content. During a single meeting, there may be multiple presenters. The presenter's responsibilities include:

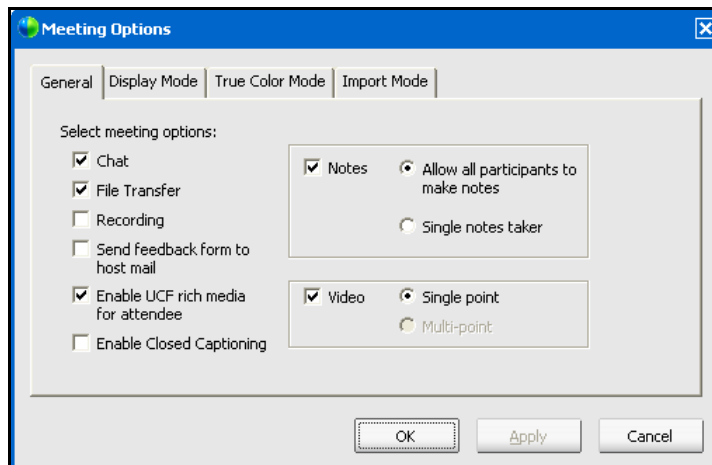
- Participating in a teleconference or Integrated VoIP conference
- Sharing applications, a Web browser, or the desktop
- Allowing participants remote control of applications, a Web browser, or the desktop
- Conducting polls
- Saving polls and poll results to a file
- Publishing files for download
- Sending live video
- Granting privileges to attendees
- Participating in chat
- Saving chat messages to a file

## Note Taker Role

When scheduling a meeting, the host can specify whether to allow all participants to take notes, or choose to designate a single note taker for the meeting. If the host chooses the latter option, the designated person assumes the role of Note Taker. The following note-taking options are available:

- all participants can take private notes
- only a single participant can take notes, or meeting minutes

The host can also set these options during the meeting, by navigating to **Meeting>Options**.



If all participants can take notes, they cannot publish their notes to all participants during the meeting; however, they may save their private notes at any time during the meeting.

If only a single participant takes notes, the meeting host can select the single note taker during the meeting. A single note taker can send a meeting transcript containing the notes to all participants at the end of the meeting.

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**Note:** A closed captionist can publish captions in real-time during the meeting and can also send a transcript containing the captions to all participants. This role is separate from the Note Taker role. To enable this option, select **Enable Closed Captioning** in the Meeting Options dialog box, then change a participant's role to Closed Captionist by right-clicking on the name in the Participants pane

---



## Attendee Role

The attendee is anyone attending the meeting who is not the host or presenter. Attendees can collaborate within the meeting based on privileges set by the presenter. The attendee responsibilities include:

- Joining a meeting
- Joining the teleconference

*If given the privilege, attendees can also:*

- Annotate applications, Web browsers, or the desktop
- Send and receive chat messages
- Save and print content

Share remote control of a shared application, Web browser, or desktop

.

## Pass the Ball

As the meeting host, you are initially the presenter. As host, you can designate any participant a presenter. This is called “passing the ball.” Documents, presentations, and whiteboards that the current presenter is sharing remain in the content viewer.

---

**Note:** Changing the presenter discontinues any application, desktop, remote computer, or Web browser sharing currently in session.

---

## To “Pass the Ball”

- 1 In the meeting window, in the participant list in the *Participants* panel, select the name of the person you want to become the presenter.
- 2 Click **Make Presenter**. *The WebEx ball icon appears next to the new presenter’s name, and he or she has presenter rights, such as being able to share documents or applications and assign privileges to other attendees.*



## Change Role to Note Taker

- 1 In the Meeting Center window, in the participant list on the *Participants Panel*, select the name of the attendee you want to designate note taker.
- 2 Right-click on the name and select **Change Role to> Note Taker** from the menu.

---

**Note:** This option is only available if the host has selected the Single Note Taker option for the meeting.

---

## The Meeting Center Window

The Meeting Center window provides a user interface with which meeting participants interact. The window provides tools for hosts, presenters, and attendees, such as sharing documents and applications, sending and receiving chat messages, taking and participating in polls, sending and receiving video, and so on.

### Menu Bar

The menu bar provides commands for displaying, configuring, and accessing specific Meeting Center features and tools.

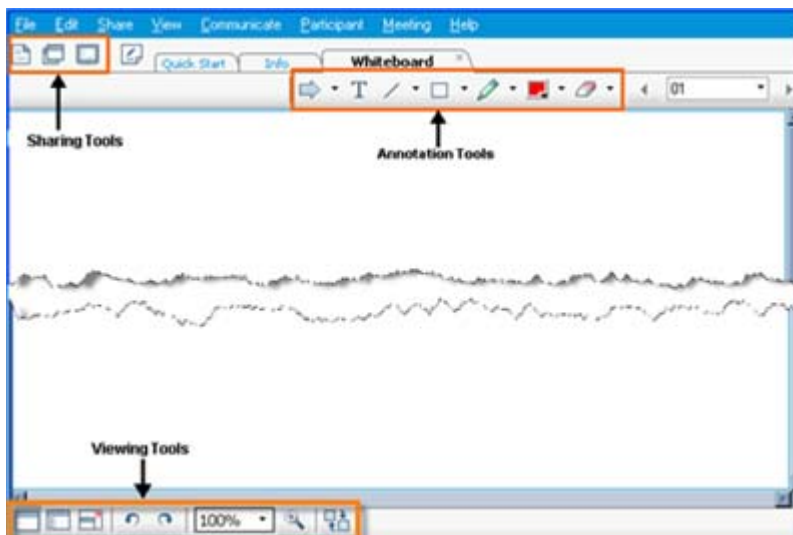














A horizontal menu bar with the following items: File, Edit, Share, View, Communicate, Participant, Meeting, Help.













### Toolbar

There are three toolbars that allow you to perform actions on shared documents, presentations, and whiteboards.

- Sharing Tools
- Annotation Tools
- Viewing Tools

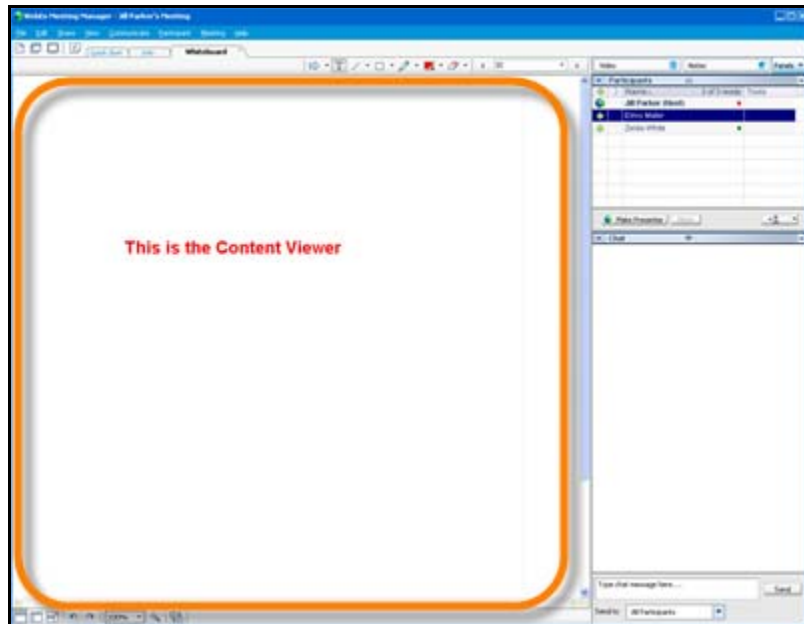


<b>Sharing Tools</b>	
Allow you to share a document, presentation, or whiteboard in the content viewer. Also allows you to share an application or your desktop.	
	Share Document or Presentation
	Share Application
	Share Desktop
	Share Whiteboard
<b>Navigation Tools</b>	
Allow you to go to advance slides or pages in a presentation or document.	
	<b>Previous</b> Displays previous page or slide in a document, presentation, or whiteboard.
	<b>Go To</b> Displays page count and Powerpoint slide titles. A drop-down list allows quick selection of any page or slide.
	<b>Next</b> Displays the next page or slide in a document, presentation, or whiteboard.
<b>Viewing Tools</b>	
Allow you to manipulate the display of the content viewer.	
	<b>View Thumbnails</b> Displays thumbnails of shared pages, slides, or whiteboards in the thumbnail viewer.
	<b>Full-Screen View/Content Viewer</b> Toggles shared content between full-screen view and the content viewer.
	<b>Rotate Document</b> Rotates page of shared document to left or right, to change view from portrait to landscape.
	<b>Zoom In/Zoom Out</b> Displays shared content at various magnifications.
	<b>Synchronize Displays</b> For presenters, synchronizes <i>all</i> attendees' displays with the presenter's display. For attendees with the privilege to view any page, synchronizes <i>their</i> display with the presenter's display.

<b>Annotation and Drawing Tools</b>	
Allow you to draw on shared content in the content viewer.	
	<b>Pointer Tool</b> Displays an arrow with your name and unique annotation color in the content viewer. Use to point out text and graphics on shared content.
	<b>Laser Pointer Tool</b> Displays a red "laser beam" in the content viewer. Use to point out text or graphic on shared content.
	<b>Text tool</b> Allows you to type on shared content in the content viewer.
 	<b>Line Tool:</b> Allows you to draw lines. Click on the down arrow to reveal the <b>Arrow tool</b> which allows you to draw two different arrow styles.
 	<b>Rectangle tool</b> Allows you to draw squares and rectangles. Click on the down arrow to reveal the <b>Shape tool</b> which allows you to draw circles, check marks and Xs.
 	<b>Highlighter tool:</b> Allows you to make broad strokes on the screen in the color of your choice. Click on the down arrow to reveal the <b>Pencil Tool</b> which allows you to draw a thin line in the color of your choice.
 	<b>Annotation Color:</b> Indicates the default color assigned at the start of the meeting. Click on the down arrow to reveal the <b>Annotation Color Palette</b> to choose a different annotation color.
 Clear my pointer Clear all pointers Clear all annotations	<b>Eraser Tool</b> Erases text, annotations, and pointers on shared content in the content viewer. Click on the down arrow to reveal clearing options

## Content Viewer

The content viewer displays the documents, presentations, and whiteboards that the presenter shares during a meeting. Each new item opens on a separate tab, allowing the presenter to switch back and forth between them.



## Summary

In this lesson, you were introduced to different ways to effectively use Meeting Center and you now understand how to implement Meeting Center into your daily work routine to save time and money. You also learned about the lifespan of an online meeting, and the tasks the host must perform throughout the meeting lifespan. You were also introduced to the four roles within a meeting: host, presenter, note taker, and attendee.

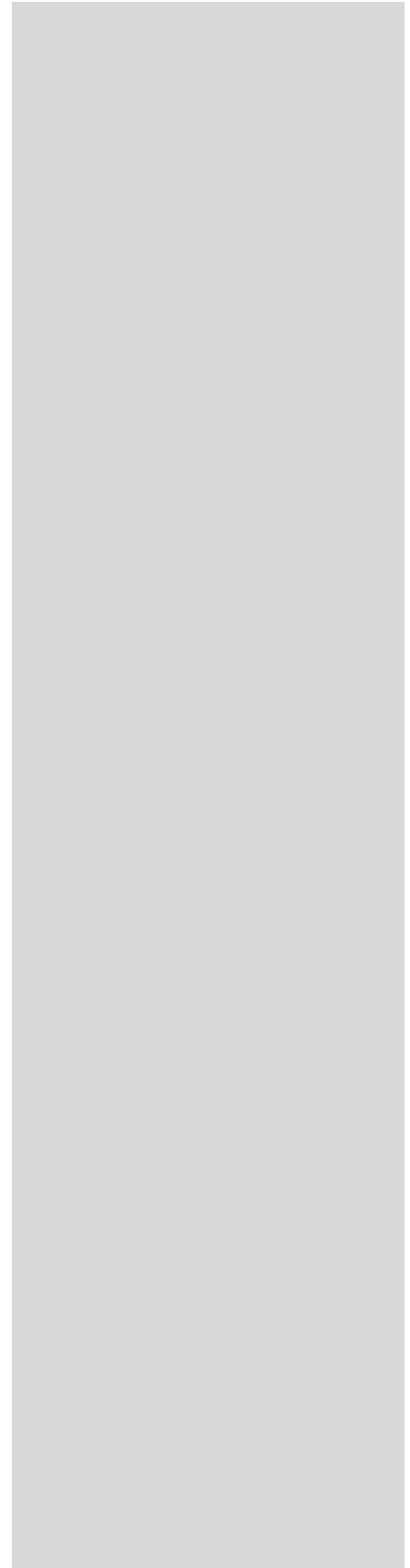
Lastly, you were introduced to the Meeting Center window. The window is broken down into four main components that allow attendees to interact with one another: the menu bar, the toolbar, tabs, and the content viewer.

Answer the review questions on the following page, then proceed to Lesson 2 where you will learn how to set up a meeting.



## Check Your Understanding

- 1 Which role in a WebEx meeting is responsible for scheduling and starting a meeting?
  - A. Host
  - B. Presenter
  - C. Attendee
  - D. None of the above
  
- 2 Which role in a WebEx meeting assigns participant privileges?
  - A. Host
  - B. Presenter
  - C. Attendee
  - D. None of the above



## Answers to Lesson 1

- 1** Which role in a WebEx meeting is responsible for scheduling and starting a meeting?
  - A. Host**
  - B. Presenter
  - C. Attendee
  - D. None of the above
  
- 2** Which role in a WebEx meeting assigns participant privileges?
  - A. Host
  - B. Presenter**
  - C. Attendee
  - D. None of the above

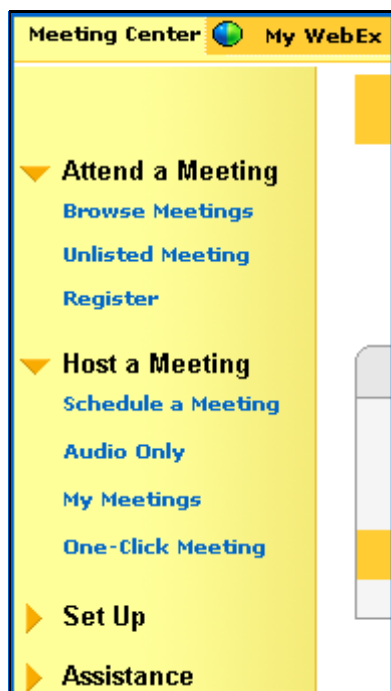
# Lesson 2: Setting Up Your Meeting

At the end of this lesson, you will be able to:

- Navigate and log in to your WebEx site.
- Schedule a meeting.
- Edit and cancel a scheduled meeting.
- Start and join a meeting.

## Your WebEx Site

The look of your WebEx site, and its features, is based on your site administrator's configuration and/or your organization's arrangement with WebEx. Every site has a left navigation bar, which you will use to access services on your Meeting Center site.



### **My WebEx**

Provides access to your scheduled meetings, remote computers, personal file storage, and reporting.

### **Attend a Meeting**

Allows you to browse publicly listed meetings, join unlisted meetings, and register for scheduled meetings.

### **Host a Meeting**

Allows you to schedule a meeting and view your scheduled meetings.

### **Set Up**

Provides links for installing Meeting Manager, setting preferences, and/or setting up as a new user.

### **Assistance**

Provides links to online help, support, and self-paced training and training registration.

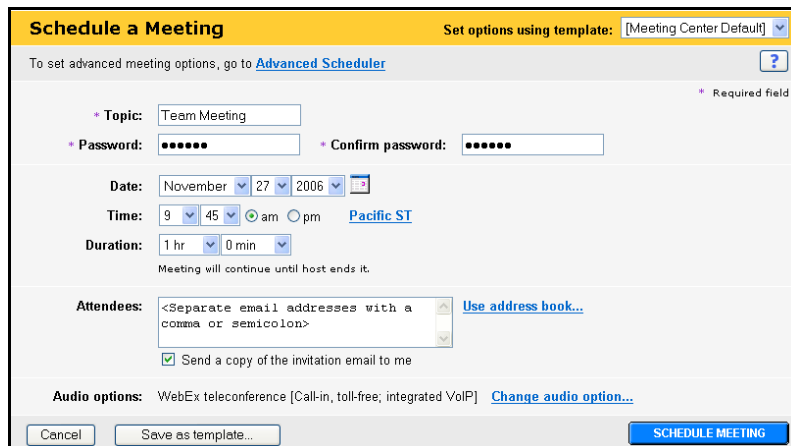
## Scheduling a Meeting

Scheduling a meeting allows you to set up a variety of different options for your meeting: topic, password, list/unlist, teleconferencing, invite attendees, remind attendees, date and time, meeting information, etc. You can schedule your meeting using the one page Quick Scheduler or the more detailed Advanced Scheduler.

**Note:** Depending on the options set by your site administrator, one of these pages will appear by default when you click Schedule a Meeting.

## To Schedule a Meeting in the Quick Scheduler

- 1 While logged in to your Meeting Center site, on the navigation bar, click **Host a Meeting** > **Schedule a Meeting**.
- 2 At the top of the page, click **Quick Scheduler** link.
- 3 Fill in the following fields:
  - **Topic**
  - **Password**
  - **Date**
  - **Time**
- 4 In the *Attendees* text box, enter the email addresses of the attendees you want to invite OR use the address book to enter invitees' addresses.



**Note:** By default the Send a copy of the email invitation to me check box is selected. Unless you clear this option, you will receive an email with the subject "Forward to attendees"; if you forget to invite an attendee, you can simply forward this email, which includes a link to join the meeting.

- If you set the meeting for the *current* date and time, click **Start Now** to start the meeting immediately.

**OR**

If you set the meeting for a *future* date and time, click **Schedule Meeting**.

- Click **OK** to confirm your meeting has been scheduled, or **Add to My Calendar** to add the meeting to your Microsoft Outlook calendar.

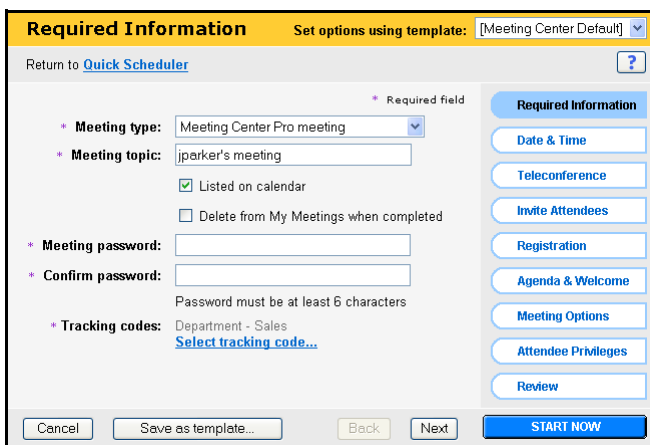
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**Note:** If you regularly schedule meetings with the same group of people with the same tracking codes, audio settings, and other meeting options, you can save these as a template. For more information on Save As Template, refer to the job aid *Meeting Templates*.

---

## To Schedule a Meeting Using the Advanced Scheduler

- While logged into your Meeting Center site, on the navigation bar, click **Host a Meeting > Schedule a Meeting**.



- Choose a Meeting type: *Meeting Center meeting* OR *Teleconference only meeting*.

---

**Note:** For more information about Teleconference only meetings, refer to the job aid *WebEx Audio: Teleconference Only*.

---

- If you do not want the meeting listed on the public calendar, clear the **Listed on calendar** check box.

4 Click **Next**. The *Date & Time* page is displayed.

5 Select the *Meeting date* and *Meeting time*. Verify that the correct Time Zone is listed.

6 Optionally, select one or both of the following options:

- *Attendees can join “x” minutes before the start time* - allows attendees to join the meeting before the host. Select 5, 10, or 15 minutes from the drop-down list.
- *Attendees can also connect to the WebEx teleconference* - if the above option is selected, attendees can also join the teleconference before the host.

---

**Note:** If these options are unavailable, they have not been enabled in site administration

---

7 Select an *Estimated Duration* for your meeting.

---

**Note:** Your meeting will *not* end automatically at the specified time. It will only end when you choose to end it.

---

8 Optionally, select a *Recurrence* pattern.

9 Click **Next**. *The **Teleconference Settings** page is displayed.*

10 Select teleconference option you want to use for your meeting.

**Note:** See Lesson 3 for detailed teleconferencing options.

11 Click **Next**. *The **Invite Attendees** page is displayed.*

12 Enter email addresses for the attendees you would like to invite in the *Attendees* text box. Type in each email address, separated by commas, or click **Select Attendees** to add or select contacts from your address book.


13 At this point, you have entered the necessary information to schedule your meeting. The remainder of the steps in the scheduling wizard are optional. Click **Schedule Meeting**.

14 On the *Meeting Scheduled* page, click **OK** to confirm that your meeting has been scheduled, or click **Add to My Calendar** to add the meeting to your Outlook or Lotus Notes calendar.

## Exercise: Schedule a Meeting

Practice scheduling a meeting by inviting a colleague to a meeting. Invite yourself to the meeting so you receive the same email as your colleague.

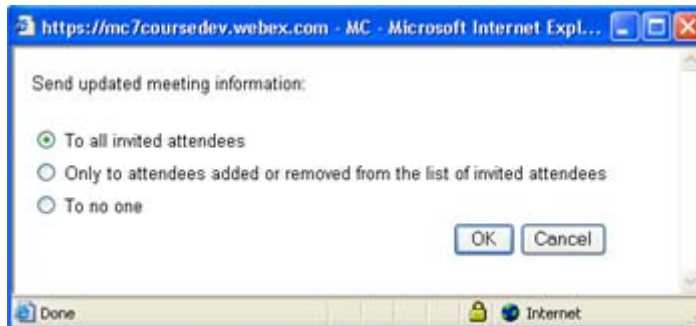
## To Edit a Scheduled Meeting

- 1 On the navigation bar, click **My WebEx**. 
- 2 Click the meeting topic for the meeting you want to edit. *The Meeting Information page appears.*

**Meeting Information: sarahr's meeting**

**Status:** Not started  
**Date:** Thursday, November 16, 2006  
**Starting time:** 12:55 pm, Pacific Standard Time (GMT -08:00, San Francisco)  
**Duration:** 1 hour  
**Meeting number:** 017 822 286  
**Meeting password:** 111111  
**Host key:** 741159  
**Teleconference:** Call-in toll-free number (US/Canada): 866-469-3239  
Call-in toll number (US/Canada): 650-429-3300  
[Show toll-free dialing restrictions](#)  
**Host:** Sarah Ryan-Roberts  
**Host's email address:** sarah.ryanroberts@webex.com

- 3 Click **Edit**. *The Advanced Scheduler page appears.*
- 4 Modify scheduling information and click **Save Meeting**.
- 5 Select whether to update invited attendees and then click **OK**.




Send updated meeting information:

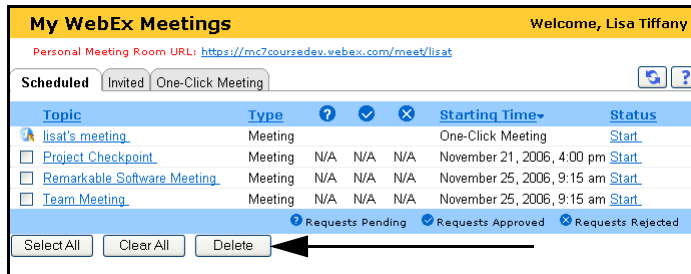
To all invited attendees

Only to attendees added or removed from the list of invited attendees

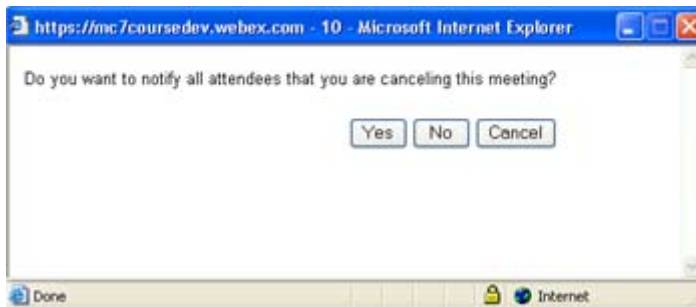
To no one

## To Cancel a Scheduled Meeting

- 1 On the navigation bar, click **My WebEx**. 
- 2 Select the check box next to the meeting you want to delete.
- 3 Click **Delete**.



- 4 Click **Yes** to notify all invited attendees of the cancellation, or click **No** to cancel the meeting without sending notification.




## Starting/Joining a Scheduled Meeting

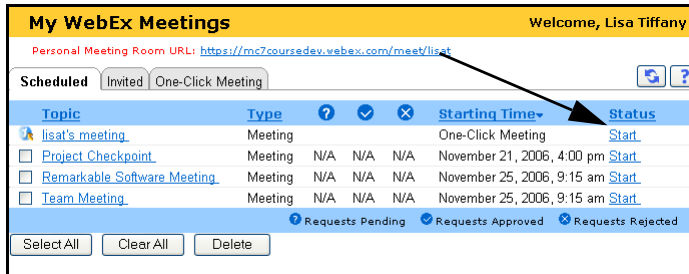
For a meeting to take place, the meeting must be started by the host. The host can navigate to his or her WebEx site and start a previously scheduled meeting.

Meetings can be listed or unlisted. A listed meeting appears in the public meeting calendar and unlisted meetings do not. If meeting attendees know the meeting password, they can join a listed meeting directly from the public meeting calendar. To join an unlisted meeting, they must enter the password and also the meeting number.

If invited by email, a link and optional password provides direct access to the meeting.

## To Start a Scheduled Meeting (Host)

- 1 On the navigation bar, click **My WebEx**. 
- 2 Select your meeting and then click **Start**. *The Meeting Center window opens and your attendees may begin to join.*

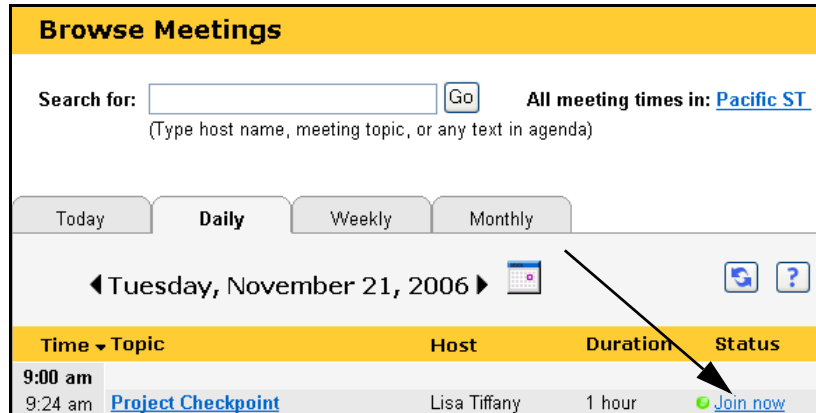


Topic	Type	Starting Time	Status
lisat's meeting	Meeting	One-Click Meeting	<a href="#">Start</a>
Project Checkpoint	Meeting	November 21, 2006, 4:00 pm	<a href="#">Start</a>
Remarkable Software Meeting	Meeting	November 25, 2006, 9:15 am	<a href="#">Start</a>
Team Meeting	Meeting	November 25, 2006, 9:15 am	<a href="#">Start</a>

## To Join a Scheduled Meeting (Attendees / Presenters)

### To Join a Listed Meeting:

- 1 Go to the WebEx Meeting Center site hosting the meeting.
- 2 Click **Attend a Meeting** > **Browse Meeting**.
- 3 Choose a meeting and click **Join Now**. *The Meeting Center window opens and you are connected to the meeting.*



Time	Topic	Host	Duration	Status
9:00 am				
9:24 am	<a href="#">Project Checkpoint</a>	Lisa Tiffany	1 hour	<a href="#">Join now</a>

- 4 Enter your *name*, *email address*, and *meeting password* (if required) and then click **OK**.

### To Join an Unlisted Meeting:

- 1 Go to the WebEx Meeting Center site hosting the meeting.
- 2 Click **Attend a Meeting > Unlisted Meeting**.
- 3 Enter the *Meeting Number* and then click **Join Now**. *The Meeting Center window opens and you are connected to the meeting.*

- 4 Enter your *name*, *email address*, and *Meeting password* (if required) and then click **OK**.

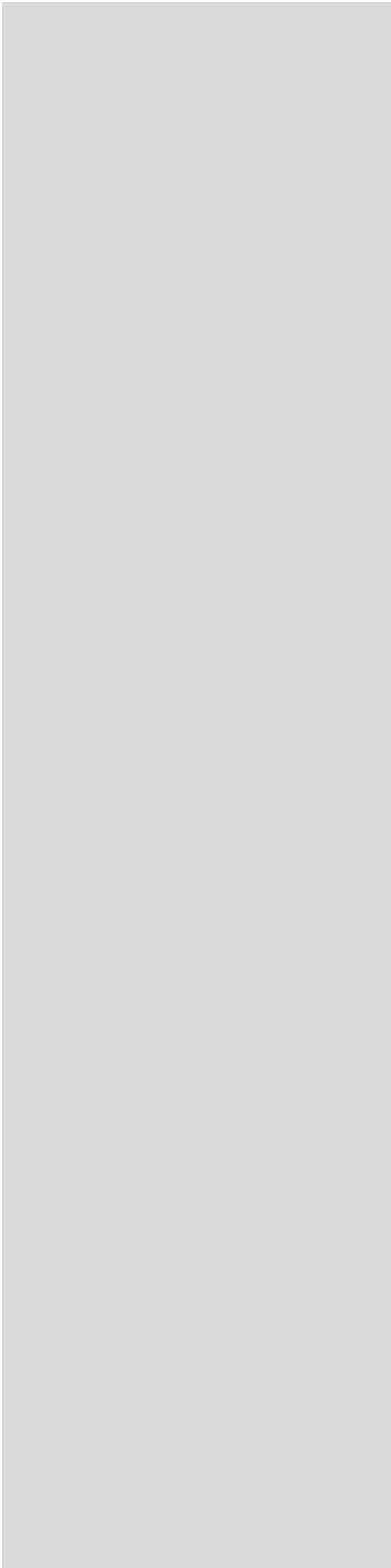
### Summary

In this lesson, you learned how to use the WebEx navigation bar to access your Meeting Center services, including the links to host or attend meetings.

You also learned how to schedule a meeting. When you schedule a meeting, you enter a variety of detailed information, invite attendees, and choose whether to list the meeting on the public calendar.

Finally, this lesson also demonstrated how to return to your WebEx site to edit or cancel meetings that you have scheduled.

Answer the review questions that follow, then continue on to Lesson 3 where we will cover the different audio options available for your meetings.





## Check Your Understanding

- 1 True or False: Once you schedule a meeting, you cannot make any changes to the time or date of the meeting.
  
- 2 Where can you access reports and update your profile?
  - A. Quick Scheduler
  - B. Welcome page
  - C. My WebEx

## Answers to Lesson 2

- 1 True or False:** Once you schedule a meeting, you cannot make any changes to the time or date of the meeting.

*You can update meeting options or change the date and time for a meeting, by clicking the meeting topic and clicking **Edit**.*

- 2** Where can you access reports and update your profile?

- A. Quick Scheduler
- B. Welcome page
- C. **My WebEx**

*You can access reports and your WebEx profile from the left navigation bar of the My WebEx page.*

# Lesson 3: Talking During Your Meeting

---

At the end of this lesson, you will be able to:

- Differentiate between a teleconference and an Integrated VoIP session.
- Differentiate between a call-back and call-in teleconference.
- Mute/unmute participants.
- Start an Integrated VoIP session.
- Designate a speaker during an Integrated VoIP session.
- End an Integrated VoIP session.



## Teleconference vs. Integrated VoIP

There are two different methods for incorporating audio into your WebEx meeting. The first method is *teleconferencing*, which simply uses telephones over a telephone network.

The second method is voice transmitted over the Internet using VoIP (Voice over Internet Protocol). This also known as *Integrated VoIP*, in which calls are made using a microphone and speakers connected to your computer.

It is also possible to communicate using dual mode, or a combination of both a teleconference and an Integrated VoIP session. However, this option is not ideal since attendees using phones can only communicate with other attendees using phones, and attendees using Integrated VoIP can only communicate with other attendees using Integrated VoIP.

When a meeting is scheduled or started, the host chooses from several teleconference options: *None*, *WebEx integrated teleconference*, or *Integrated VoIP* session. Choosing *None* allows the host to use a third-party conferencing solution.

## Integrated Teleconference

Integrated teleconferencing is recommended for online meeting teleconferences with up to 125 callers. There are two methods for connecting attendees to the teleconference: Call-back and Call-in.

The *call-back* teleconference requires attendees to provide their phone numbers when joining a meeting. The teleconferencing service calls the attendee at the number provided.

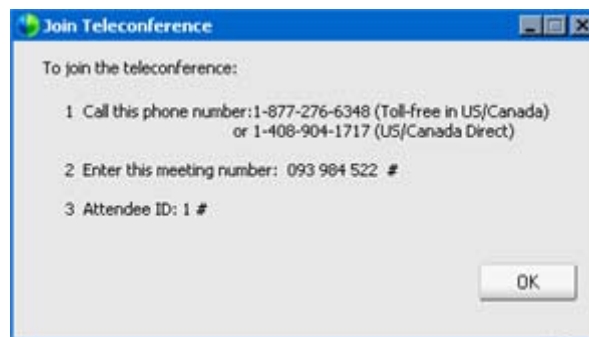



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**Note:** The attendee must have a direct phone line to receive a call-back from the teleconferencing service. You can also provide a call-in number to include attendees that cannot receive a call-back.

---

The *call-in* teleconference requires attendees to call a phone number when they join a meeting. A voice prompt instructs the attendee how to join by entering a meeting number and Attendee ID.



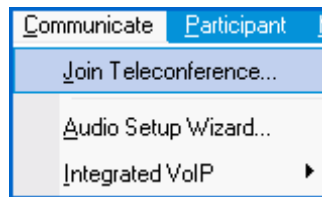
Although both methods connect attendees to the teleconference, the main difference is who incurs the cost. If using the *call-back* method, the host's organization assumes the charges for the attendees' calls. If using the *call-in* method, the attendee assumes the charge unless a toll-free number is provided.

## Joining and Leaving a Call-back Teleconference

### To Join a Call-back Teleconference:

- 1 In the Meeting Center window, select **Communicate > Join Conference**.

**Note:** When a meeting is started or joined, a “Join Teleconference” dialog box automatically displays. This is a backup method of joining a teleconference.



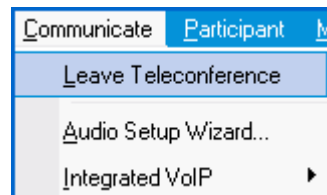
**Note:** If *Call-back* teleconferencing is not available, selecting **Communicate > Join Conference** displays *Call-in* information including the phone number, meeting number, and attendee ID.

- 2 Enter the phone number for the teleconferencing service to call.



### To Leave a Call-back Teleconference:

- In the Meeting Center window, select **Communicate > Leave Conference**.



## Mute / Unmute Lines

One of the advantages of using an integrated teleconference over a third-party solution is the ability to mute or unmute telephone lines.

Hosts can mute individual or all phone lines. This is a valuable feature to control the teleconference.

### Why mute a line(s)?

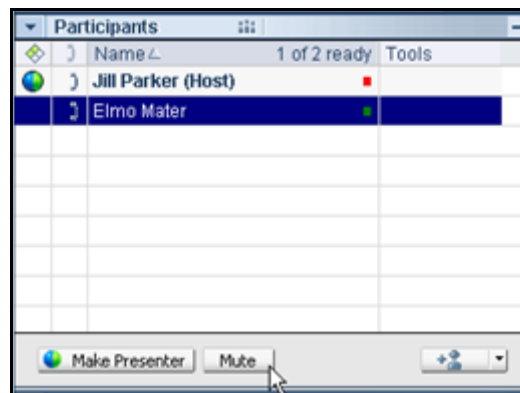
- Silence music playing from a call placed on hold
- Alleviate interruptions during a presentation
- Request attendees to *raise hand* in order to speak
- Keep order in the meeting and eliminating background noise

Participants also have the option to mute their own phone lines within the Meeting Center window.

## Muting / Unmuting Lines

### To Mute/Unmute as the Host:

- 1 In the Meeting Center window, in the *Participant List* on the *Participants Panel*, select an attendee to mute.
- 2 Click **Mute**. A red X appears next to the phone icon of the participant you selected.



- 3 To unmute, select an attendee's name and click **Unmute**. *The red X next to the phone icon of the participant you selected disappears.*




---

**Note:** To mute or unmute *all* participants choose **Participant > Mute All** or **Participant > Unmute All**.

---

### To Mute/Unmute as a Participant:

- 1 In the **Participant** panel, highlight your name and then click **Mute**. *A red X appears next to the phone icon. The **Mute** button changes to **UnMute**.*



- 2 To unmute, highlight your name and click **Unmute**. *The red X next to the phone icon by your name disappears.*

---

**Note:** The participant cannot unmute a line originally muted by the host.

---

## Integrated VoIP Session

If Integrated VoIP is selected when scheduling or starting a meeting, attendees connected to the Integrated VoIP session communicate with other Integrated VoIP attendees. However, an Integrated VoIP session can only accommodate up to seven speakers at a time. Once this limit has been reached, the meeting host determines which attendee can speak by “passing them the mic.”

Participants request to speak using the raise hand feature. When the host grants the request and designates them speaker, they simply speak into the microphone connected to their computer. Participants can join or leave the Integrated VoIP session during the meeting as desired. Before participating in an Integrated VoIP session, attendees should set up their sound card to ensure their microphones and speakers are adjusted are set to optimum volume levels.

---

**Note:** To adjust Integrated VoIP settings, within the Meeting Center window, select **Communicate > Integrated VoIP > Audio Setup Wizard**.

---

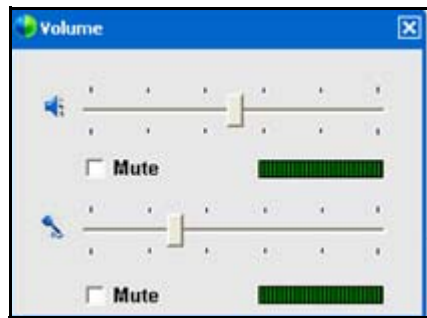
## Starting/ Ending Integrated VoIP (Host)

**To start the Integrated VoIP session:**

- 1 In the Meeting Center window, select **Communicate > Integrated VoIP > Start Conference**. *The VoIP conference is initiated and a microphone icon appears next to your name in the Participants panel.*



- Adjust volume control, then close the *Volume* window.




**To end the Integrated VoIP session:**

- In the Meeting Center window, select **Communicate > Integrated VoIP > End Conference**.

---

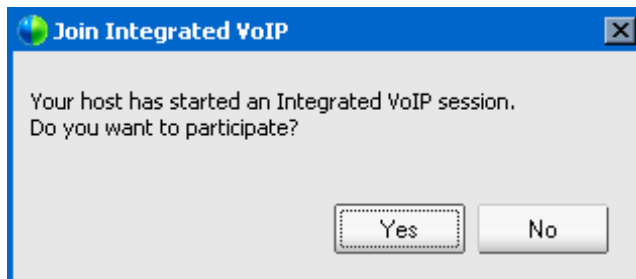
**Note:** Integrated VoIP is only available if *Integrated VoIP* was selected as a teleconferencing option when the meeting was scheduled or started.

---

 **To Join / Leave Integrated VoIP**

**To join an Integrated VoIP Session when entering a meeting:**

- On the *Join Integrated VoIP* message box, click **Yes**.




---

**Note:** The message box appears only if the Integrated VoIP session has been started by the host.

---

**To leave an Integrated VoIP session:**


- In the Meeting Center window, select **Communicate > Integrated VoIP > Leave Conference**.


**To join/rejoin an Integrated VoIP session:**

- In the Meeting Center window, select **Communicate > Integrated VoIP > Join Conference**.



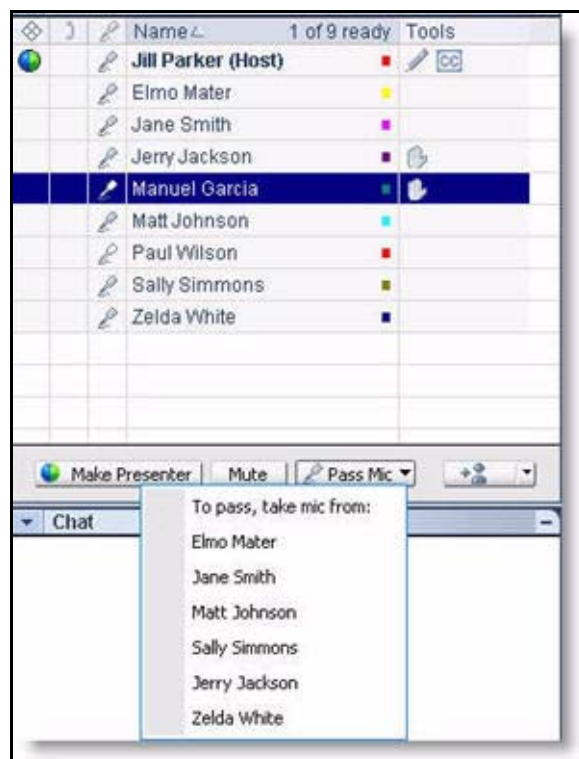
## To Pass the Microphone

A gray microphone  icon appears next to the names of participants who are able to speak in the conference.

A white microphone icon  indicates those who are connected with VoIP but are not currently able to speak in the conference. To allow those participants to speak, the host must pass the mic to them.

### To pass the microphone:

- 1 In the Meeting Center window, in the participant list on the *Participants* panel, select the attendee to whom you want to “pass” the microphone.
- 2 Click **Pass Mic** and then select the participant to take the microphone from. *The selected participant will now be able to speak in the conference.*



**Note:** Only seven attendees at a time can have access to a microphone. If you attempt to pass the mic to an attendee without a supported sound card, a message appears, informing you that you cannot pass the microphone to that attendee.

## Summary

In this lesson, you were introduced to the different ways you can communicate during your meeting. You learned how to set up, start, and end a teleconference and an Integrated VoIP session.

You learned that integrated teleconferencing, or WebEx teleconferencing service, allows you provide access to your meetings in two ways: call-back or call-in. Call-back calls your attendees at a provided number and call-in provides a number for attendees to call.

Lastly, you learned how to initiate and end an Integrated VoIP session. You also learned how to “pass the mic” to participants.

Answer the review questions that follow, and continue to Lesson 4 to learn about the sharing features you’ll use when presenting in online meetings.



## Check Your Understanding

- 1 The attendee incurs the cost of a call-back teleconference.  
  
True  
False
  
- 2 How many microphones can be assigned to attendees simultaneously?  
  
A. Two  
B. Seven  
C. Unlimited
  
- 3 How can an attendee request to speak in an Integrated VoIP session?  
  
A. Chat  
B. Telepathy  
C. Raise Hand  
D. Chat and Raise Hand

### Answers to Lesson 3

- 1** The attendee incurs the cost of a call-back teleconference.

True

**False**

*The host organization incurs the cost of call-back teleconferencing.*

- 2** How many microphones can be assigned to attendees simultaneously?

A. Two

**B. Seven**

C. Unlimited

- 3** How can an attendee request to speak in an Integrated VoIP session?

A. Chat

B. Telepathy

C. Raise Hand

**D. Chat and Raise Hand**

*Chat and Raise Hand features both get the presenter's attention; however, Raise Hand is recommended for convenience.*

# Lesson 4: Sharing During Your Meeting

At the end of this lesson, you will be able to share:

- A document or PowerPoint presentation
- An application
- Your desktop
- A Web browser
- Web content
- The WebEx Meeting Manager (the Meeting Center interface)



## Sharing Overview

Meeting Center provides you with many options for sharing information with participants in your meeting. The table below introduces the sharing features that are covered in this lesson.

Share Feature	Description
Presentation or Document	Present to participants using PPT slides or other documents.
Application(s)	Display an application to demonstrate software, edit documents, or conduct application training. You can allow participants to remotely control your shared application.
Desktop	Display your desktop to participants. You can allow participants to remotely control your desktop. This is useful for support issues. (Does not allow you to share the meeting window, see Share My Meeting Manager.)
Web Browser	Display your Web browser with meeting participants.
Web Content	Displays a Web page in the content viewer.
My Meeting Manager	Display the meeting window with participants; allows them to "look over your shoulder." This is useful for trainers.

## Most Common Sharing Features

The most used sharing features are:

- Share a Document or Presentation
- Share an Application
- Share your Desktop

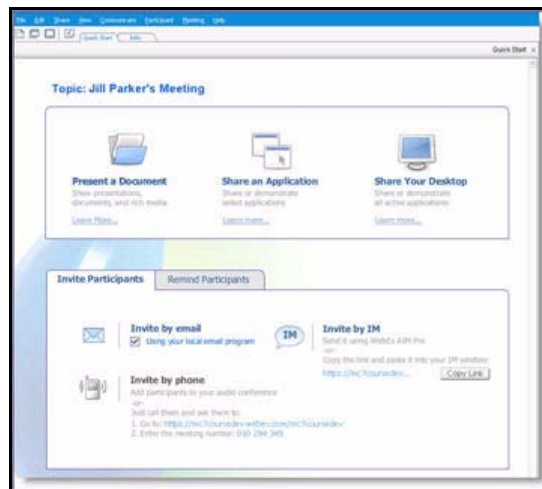
Because these features are used so often, Meeting Center has two quick and easy ways to start sharing: the *Quick Start* page and *tool-bar* icons.


## QuickStart

When you start your meeting, QuickStart will be open in your content viewer. It allows you to quickly start sharing documents, applications, and your desktop. Simply click on the share option you want and your meeting is off and running.

Another advantage to QuickStart is that it provides access to the help files so QuickStart acts as a tutorial for new hosts.

You can also invite additional attendees and remind attendees who have not joined the meeting yet. These Quick Start features are covered in the course *Meeting Center 7 Foundations 2: Creating Interaction*.



To close QuickStart, click on the X located on the right corner of the QuickStart Tab,  To open QuickStart, click on **View > Open QuickStart**.

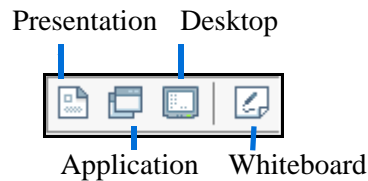
---

**Note:** QuickStart is only visible on the Host screen. To share QuickStart, click on **View, Show QuickStart to Attendees**.

---

## Share Tools

Another quick and easy way to initiate sharing is to use the Share icons located below the Menu bar.



## Sharing Presentations & Documents

Once a meeting starts, you can open a document or presentation to share. You do not need to select it or “upload” it before the meeting. The presentation or document loads into the content viewer.

You can share multiple presentations or documents that reside on your computer. Generally, you can share any document that you can print.

Navigate through presentations and documents by clicking the right or left facing arrows on the toolbar. You move through the pages and allow the participants to view your presentation or documents.


While sharing, you can also annotate, save, and print any pages or slides. You can also use a pointer to emphasize text or graphics on a page or slide.

---

**Note:** To expedite the sharing process, save presentations or documents as a \*.ucf (Universal Communications Format) file prior to the meeting.

---

## To Share a Presentation / Document

- 1 In the Meeting Center window, click the **Share Document icon** . Browse and select the file you want to share.
- 2 Click **Open**.
- 3 Use the navigation arrows in the toolbar to advance through the slides or pages of the shared document.




---

**Note:** Only the host has access to the navigation arrows.

---

## Exercise: Share a Presentation

During a practice session on your Meeting Center site, practice sharing various presentations and documents. Use the next and previous arrows to move between slides or pages. Experiment with using your pointer and other annotation tools.

## Sharing in Full Screen Mode

The Meeting Center 7 Floating Icon Tray allows all participants to access their PowerPanels while the meeting is in Full Screen View. There are buttons for the Participants, Chat, Video, and Notes Panels. When you open a panel, it “floats” on the screen and you can move it to any convenient place on the screen. The Floating Panels are unique to each participant’s screen, even when you share your Desktop, no-one else can see your panel activity.

---

**Note:** In Share Document or Presentation mode, the Annotation tools are accessed from the Floating Icon Tray.

---



The Floating Icon Tray will alert you when a Chat comes in or if there is a change on the participant panel, i.e., someone joins or leaves the meeting. The picture below indicates incoming chat.



## Sharing an Application

Sharing an application allows all meeting attendees to view all the actions that you take within an application, without the need to run the application on their computers. Participants can also view any animation effects in a shared application.


Application sharing is useful if you want to demonstrate software, edit documents during the meeting, train attendees in using an application, and so on.

While sharing an application, you can allow an attendee to control it remotely. For example, if you share a Microsoft Word document, you can allow an attendee to edit the document on your computer. You can also annotate an application or any document that you open in the application, and share annotation control with attendees.

During Application sharing, there will be a Sharing Indicator across the top of the screen. The Sharing Indicator helps attendees differentiate between their own screen and the one that is being shared.

 You are viewing: Elmo Mater's Application

## To Share an Application

- 1 In the Meeting Center window, select the **Share Application** icon . *The Share Application dialog box appears and displays all applications currently running on your computer.*



- 2 Select the application that you want to share and click **Share**.

- 3 If the application that you want to share is not listed, click **New Application**, then select the application that you want to share and click **Share**.
- 4 To share multiple applications, repeat steps 1-3.

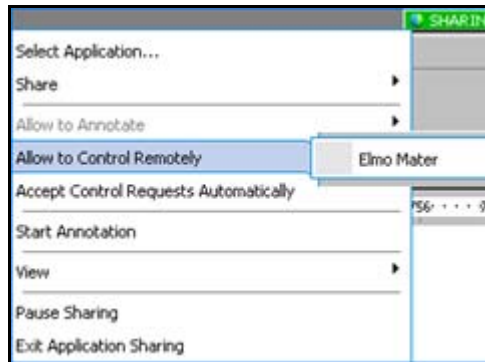
---

**Note:** It is more efficient to open the application that you want to share *before* clicking on the Share icon, since listing all of the applications on your computer can take a considerable amount of time.

---

### To Pass Remote Control:

- 1 Click the **Sharing** button in the upper right-hand corner.
- 2 Select **Allow to Control Remotely** > *Participant's Name*.



- 3 The participant you have selected can gain control of the application by clicking his or her left mouse button.

---

**Note:** If another application displays on top of the application you are currently sharing, participants will see a waffle (cross-hatch) screen display over the shared application.

---

### To Regain Control of the Application:

- 1 Click your left mouse button.
- 2 Select **Stop Remote Control**.

### To Stop Application Sharing

- 1 Click the **Sharing** button in the upper right-hand corner.
- 2 Select **Exit Application Sharing**.



## Exercise: Share an Application

Invite a colleague to a Meeting Center practice session. Practice using the **Share Application Icon** to share an application that is running on your computer with your colleague.

Practice granting remote control to your colleague. Practice taking back remote control. Practice stopping application sharing.



## Sharing a Desktop

Sharing your desktop allows all meeting participants to view your entire desktop, including any applications and windows that are currently open, and to see all actions that you take on your desktop. You can move seamlessly between windows and several applications without the need of going back to the share button to open a new application.

Desktop sharing gives you the ability to demonstrate what is happening on your computer just as if participants were looking over your shoulder. Desktop sharing also eliminates the possibility of participants viewing a waffle screen, which can happen when sharing applications.

---


**Note:** Desktop sharing does not include sharing the Meeting Window. See “Share the Meeting Manager” on page 51 for information on this topic.

---

Technical support professionals often use desktop sharing to troubleshoot computers. Troubleshooting may require updating drivers and moving between various applications.



## To Share Your Desktop

- 1 Click the **Share Desktop Icon**. 
- 2 Optionally, you may choose to share control of your desktop with another participant. Select the participant’s name from the drop-down list.

---

**Note:** If you share control of your desktop with another participant, that participant has full access to your operating system, all applications, and all files on your computer.

---

- 3 Click **OK**. *Your entire desktop, including all applications, is visible to participants. However your Floating Icon tray is not.*

---

**Note:** If your desktop uses background images or wallpaper, your Meeting Manager software may remove them from participants' views to improve the performance of desktop sharing.

---

### To Stop Desktop Sharing:

- 1 Click the **Sharing** button in the upper right-hand corner.
- 2 Select **Stop Desktop Sharing**.



### Exercise: Share a Desktop

Invite a colleague to a Meeting Center practice session. Practice using The **Share Desktop Icon** to share your desktop with your colleague.

Practice sharing your desktop and granting remote control to your colleague. Practice stopping desktop sharing.



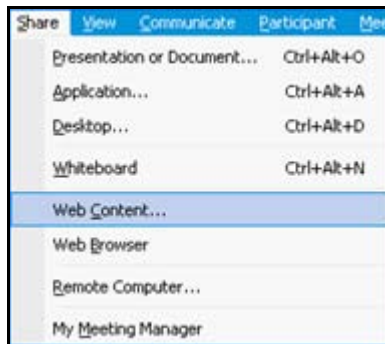
### Sharing Web Content

WebEx Meeting Center has two different features available for sharing Web pages in your meetings: *Share Web Browser* and *Share Web Content*. First, we will take a look at sharing Web content.

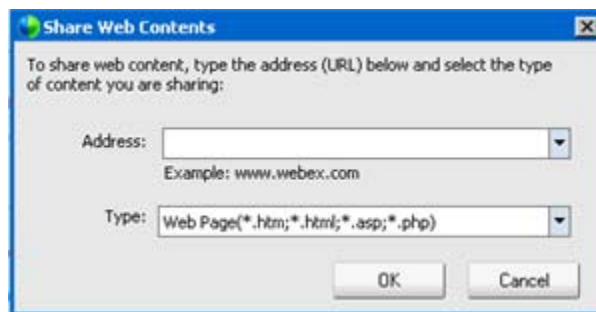
Sharing Web content is useful if you want all participants to fill out a Web-based form or survey, or interact with a Flash animation or other special features of a site.

## To Share Web Content

- 1 Select **Share > Web Content**.



- 2 Enter the desired Web address (URL) in the dialog box.



- 3 Click **OK**. The Web page will display in the content viewer.

## Exercise: Share Web Content

Invite a colleague to a Meeting Center practice session. Practice using **Share > Web Content** to allow your colleague navigate a Web page on their own. Ask them to describe the Web content they are viewing.

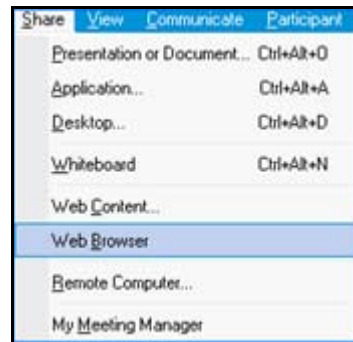
## Sharing a Web Browser

Sharing a Web browser allows meeting participants to view all Web pages you access and any interactions that happen within a Web page. You can take your meeting participants on a tour of your company's site or another Web site. The participants will follow along on their own computers as you navigate the site, just as if they were looking over your shoulder. You can also share a Web browser to demonstrate a Web-based application. If you are sharing a Web-based application, the presenter can conduct a guided demonstration as participants watch.

While you are sharing a Web browser, you can pause sharing or stop sharing at anytime.

## To Share a Web Browser

- 1 Select **Share > Web Browser**. *A new Web browser opens.*

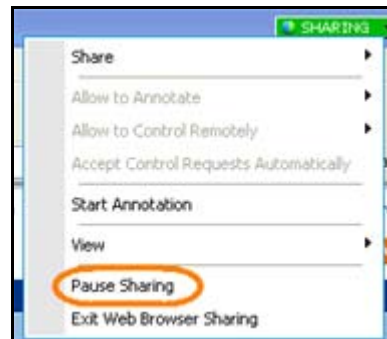


**Note:** The new Web browser will NOT automatically display your regular home page. Instead, the Web browser will display a generic page containing instructions on how to use Share Web Browser. It is strongly recommended that you clear your Web browser history before using Share Web Browser. Participants may be able to see your list of recently viewed pages as you type in the desired URL.

- 2 Type the desired URL in the address bar of the Web browser, and then press **Enter**.
- 3 The Web page will display for all participants. Navigate to the desired section of the Web page. Participants will follow along.

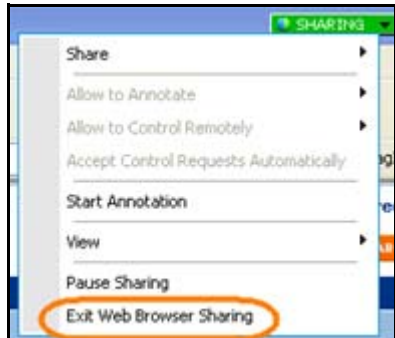
### To Pause Web Browser Sharing:

- 1 Click the **Sharing** button in the upper right-hand corner of the shared Web browser.
- 2 Select **Pause Sharing**.



## To Stop Web Browser Sharing:

- 1 Click the **Sharing** button.
- 2 Select **Exit Web Browser Sharing**.



### Exercise: Share Web Browser

Invite a colleague to a Meeting Center practice session. Practice using **Share > Web Browser** to take your colleague on a tour of your organization's Web site.

Practice using Pause Sharing. Select **Sharing > Pause Sharing**. Open up your Favorites or Bookmarks. Confirm with your colleague that he/she cannot see your Favorites or Bookmarks while sharing is paused. Select **Sharing > Resume Sharing**.

Practice using Stop Web Browser Sharing. Select **Sharing > Exit Web Browser Sharing**. Everyone will be returned to the Meeting window.



### Sharing the Meeting Manager

Sharing your Meeting Manager allows participants to view your meeting window, including participant and chat panels, as well as your content viewer. You can use this feature to take your meeting participants on a tour of your meeting window. The participants will follow along on their own computers as you navigate the screen, just as if they were looking over your shoulder. The difference between sharing your desktop and sharing the meeting window is one of privacy. Share Desktop keeps your Panels and Chat hidden, while Share Meeting Manager makes it less likely that you will accidentally display private chat or participant lists. Why share the meeting window at all? It is the perfect tool for teaching participants how to host meetings!

## Share Meeting Manager

### 1 Select **Share>My Meeting Manager**.



### 2 To end sharing, click the green Sharing button and then select **Exit Sharing**.

## Summary

In this lesson, you were introduced to the various ways you can share content with your meeting participants. You learned how and why to use Share Presentation or Document during a Meeting Center session.

You explored the uses for application sharing in a meeting, and learned how to grant remote control of an application to a participant. You also learned how to share your desktop and Meeting Manager with participants, and the difference between these two sharing options.

Additionally, you learned that there are two ways to share Web pages with your participants and the difference between Share Web Browser and Share Web Content.

Answer the review questions that follow, then proceed to Lesson 5 to learn how to end a meeting.

 Check Your Understanding

- 1 Which feature would you use to show a slide show?
  - A. Share Presentation or Document
  - B. Share Application
  - C. Share Desktop
  - D. Share Web Content
  - E. Share Web Browser
  - F. Share Meeting Manager
  
- 2 Which feature would you use to take participants on a tour of your organization's Web site?
  - A. Share Presentation or Document
  - B. Share Application
  - C. Share Desktop
  - D. Share Web Content
  - E. Share Web Browser
  - F. Share Meeting Manager
  
- 3 Which feature would you use to collaborate on a spreadsheet in real time?
  - A. Share Presentation or Document
  - B. Share Application
  - C. Share Desktop
  - D. Share Web Content
  - E. Share Web Browser
  - F. Share Meeting Manager
  
- 4 Which feature would you use to show participants how to manipulate flexible Panels?
  - A. Share Presentation or Document
  - B. Share Application
  - C. Share Desktop
  - D. Share Web Content
  - E. Share Web Browser
  - F. Share Meeting Manager

## Answers to Lesson 4

- 1** Which feature would you use to show a slide show?
  - A. **Share Presentation or Document**
  - B. Share Application
  - C. Share Desktop
  - D. Share Web Content
  - E. Share Web Browser
  - F. Share Meeting Manager
  
- 2** Which feature would you use to collaborate on a spreadsheet in real time?
  - A. Share Presentation or Document
  - B. **Share Application**
  - C. Share Desktop
  - D. Share Web Content
  - E. Share Web Browser
  - F. Share Meeting Manager
  
- 3** Which feature would you use to take participants on a tour of your organization's Web site?
  - A. Share Presentation or Document
  - B. Share Application
  - C. Share Desktop
  - D. Share Web Content
  - E. **Share Web Browser**
  - F. Share Meeting Manager
  
- 4** Which feature would you use to show participants how to manipulate flexible Panels?
  - A. Share Presentation or Document
  - B. Share Application
  - C. Share Desktop
  - D. Share Web Content
  - E. Share Web Browser
  - F. **Share Meeting Manager**

# Lesson 5: Ending Your Meeting

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At the end of this lesson, you will be able to:

- Publish files
- Grant publishing privileges to a participant
- Download files
- Save meeting files
- Send a meeting transcript
- End a meeting
- Leave a meeting



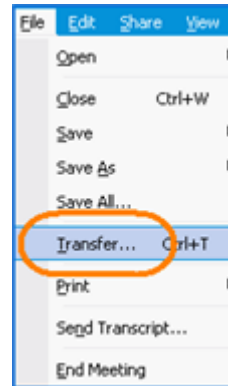
## Publishing Files For Transfer

You can transfer files that reside on your computer to meeting participants. Files are published for transfer and participants select and download files to their computers. Transferring a file is useful for providing participants access to a copy of the presentation, updated documents, or any other files that need to be exchanged.

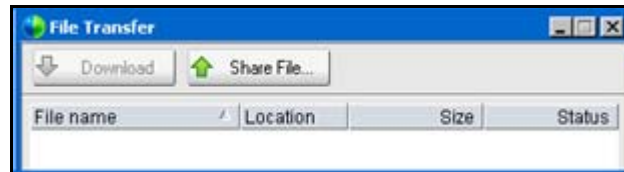
Published files reside only on the computers connected to the meeting, not on a server. The presenter can allow any participant to publish files to the *File Transfer* window. Published files are always protected from unauthorized access during a meeting.

## To Publish Files (Presenter)

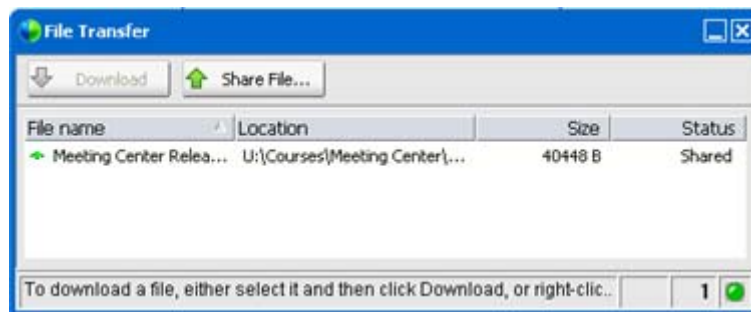
- 1 In the Meeting Center window, select **File > Transfer**.



- 2 In the *File Transfer* window, click **Share File**.

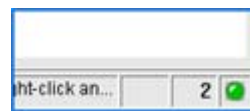


- 3 Browse and select a file you want to publish.
- 4 Click **Open**. *The file is added to the File Transfer window.*



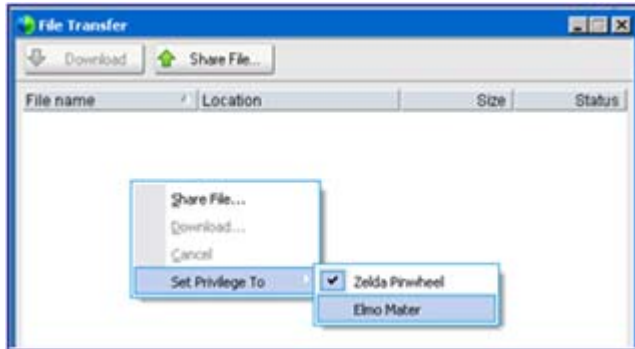
- 5 Repeat process to publish another file.

**Note:** The number in the bottom right-hand corner indicates how many participants have the File Transfer window open. When the number reads "1", you can assume that all participants have downloaded the files and closed the window. You are the "1."



## To Give Publish Privilege (Presenter)

- 1 In the Meeting Center window, select **File > Transfer**.
- 2 In the *File Transfer* window, right-click and select **Set Privilege To** and select a participant.

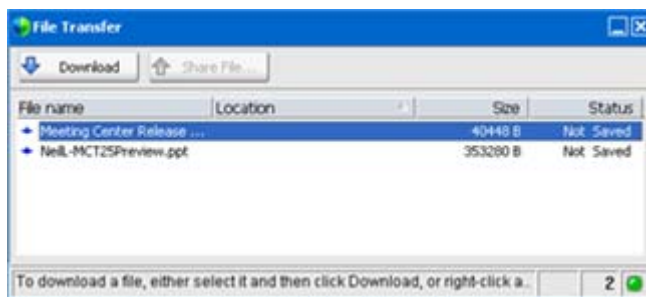


**Tip:** To reclaim the publish privilege, select yourself from the list.

**Note:** Files published by multiple participants are added to the list. For example, you can have a list of six files published by six different participants. A red arrow next to a file indicates that the file is published from your computer. You can download files that do not have a red arrow icon.

## To Download Files (Participant)

- 1 Select a file listed in the *File Transfer* window.
- 2 Click **Download**.



- 3 Browse to a location to save the file and then click **Save**.

**Note:** When the transfer is complete, the status of the file in the Status column updates to *Available*.

- 4 Repeat process to download another file.

## Ending and Leaving a Meeting

The host is responsible for ending a meeting. When a host ends a meeting, the meeting ends for all participants. The presenter (if not the host) and participants can leave a meeting at any time. The WebEx Meeting Manager automatically disconnects the participant from the conference once they have left the meeting.

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**Note:** If you are the meeting host, you can also leave without ending the meeting. To do so, you must first transfer the host role to another participant *before* leaving the meeting. Under the *Participants panel*, select a participant to make host, then select **Participant > Change Role To > Host**. You can learn more about transferring the host role in *Meeting Center Foundations 2: Creating Interaction*.

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## Saving Meeting Files

When the meeting is ended, the host is prompted to save the meeting files. The following files can be saved:

- Annotated documents
- Chat messages
- Poll questionnaire
- Poll results

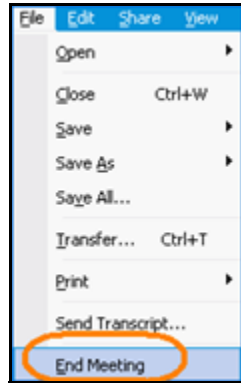
## Sending Meeting Transcript

When the meeting is ended, the host is prompted to send a meeting transcript to the meeting participants. An email message is sent with the meeting files attached. Each participant's email address is listed in the bcc: field of the email. The following files can be attached to the meeting transcript email:

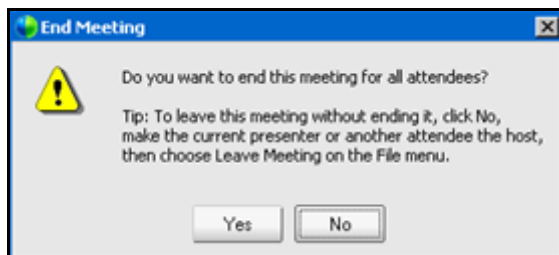
- Annotated documents
- Poll questionnaire
- Poll results
- Chat messages
- Notes

## To End a Meeting and Save Files (Host)

- 1 In the Meeting Center window, select **File > End Meeting**.



- 2 On the confirmation dialog box, click **Yes**. *You are prompted to save your meeting files.*



- 3 Select the check box next to each meeting file you want to save.

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**Note:** All participants are prompted to save chat when they leave a meeting. However, attendees can also *only* save annotated documents *if* given the privilege. Attendees cannot save polls or poll results.

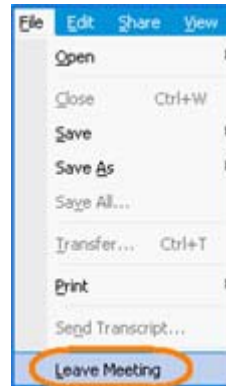
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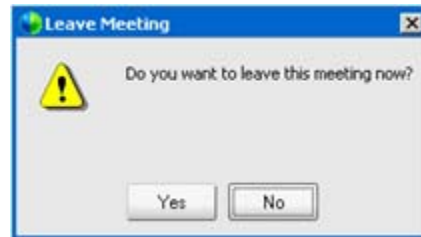
- 4 Click **Browse** and select a location to save the file.
- 5 Click **Save**.

## To Leave a Meeting (Participant)

- 1 In the Meeting Center window, select **File > Leave Meeting**.



- 2 On the confirmation dialog box, click **Yes**.



### Summary

In this lesson, you learned how to publish files, how to allow other participants to publish files, and how to download files. You also learned the difference between ending and leaving a meeting. Even though a host only has the option to end the meeting completely, the host can transfer the host role to another participant and leave without disrupting the meeting. You also learned how, as host, to save files created or used during the meeting and send a meeting transcript to participants.



## Check Your Understanding

- 1 Only a presenter can publish files for transfer.  
True  
False
  
- 2 The transfer window automatically closes after all attendees have downloaded published files.  
True  
False
  
- 3 What is the host *not* prompted to save at the end of a meeting?
  - A. Shared documents
  - B. Chat messages
  - C. Meeting recording
  - D. Poll results

## Answers to Lesson 5

- 1** Only a presenter can publish files for transfer.

True

**False**

*The presenter can allow any participant to publish files to the File Transfer window.*

- 2** The transfer window automatically closes after all attendees have downloaded published files.

True

**False**

*The number in the bottom right-hand corner indicates how many participants plus yourself have the File Transfer window open. When the number reads “1”, you can assume that all participants have downloaded the files, then you will need to close the window.*

- 3** What is the host *not* prompted to save at the end of a meeting?

A. Shared documents

B. Chat messages

**C. Meeting recording**

D. Poll results

*A recording is saved when it is manually stopped. Meeting Center prompts the host to save any of the following if used in the meeting: shared documents, chat, poll questionnaires and results.*

# Summary

## Course Review

You have completed Meeting Center 7 Foundations 1: Presenting Online. You now have the skills to run a successful Meeting Center session.

You now have the skills to do the following:

- Schedule a meeting.
- Set up telephony or Integrated VoIP communications.
- Use collaboration and communication tools.
- Use sharing features to give presentations and demonstrations.
- Transfer files.
- End a Meeting.

For additional support, check out the list of resources below.

## Post Training Support

### **Distributed Materials**

Refer to the following materials distributed by your WebEx instructor:

- PDF file of this Participant Guide
- Job aids

### **Additional Resources**

- WebEx University** offers live, interactive training sessions and self-paced training programs for all WebEx services. To view the course offerings, course schedule, and register for courses, visit: <http://university.webex.com>.
- WebEx Support** is available 24 hours a day, 7 days a week. For further assistance, please visit WebEx Support at <http://support.webex.com>



