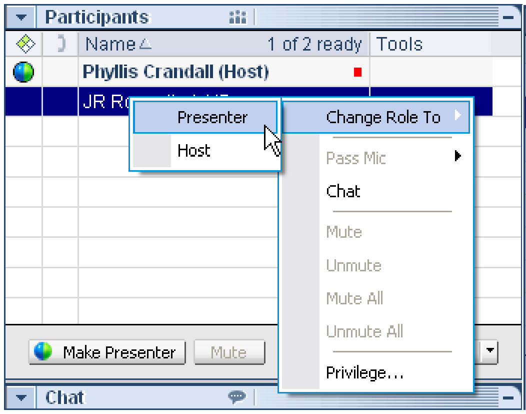
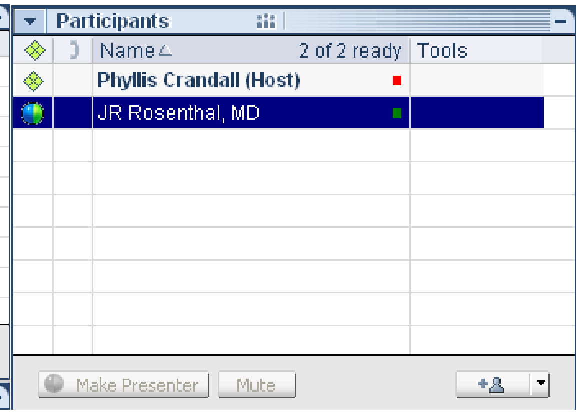
Webex How To…

<table>
<tr>
<td>Pass the Ball
(make someone else the presenter)</td>
<td>




1. Right-click on name of person you want to make the presenter
2. Choose **Change Role To** > **Presenter**
3. The ball has been passed and the new presenter is now able to share files.
4. To re-claim the ball, the host right-clicks on his/her name and chooses **Change Role To** > **Presenter**
5. The host has reclaimed the ball.
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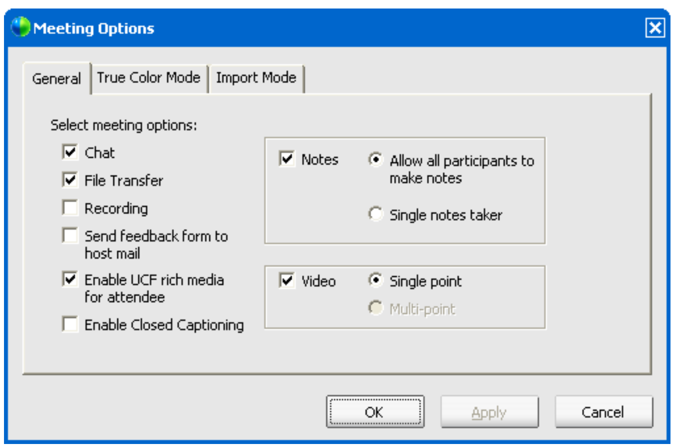
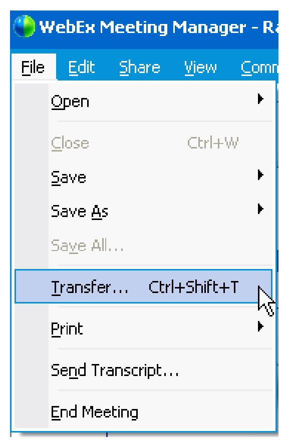
<tr>
<td>Allow Attendees to Download Files</td>
<td>




1. Under **Meeting** > **Options**, make sure **File Transfer** is checked (General tab)
2. Click **OK**.
3. Go to **File** > **Transfer**
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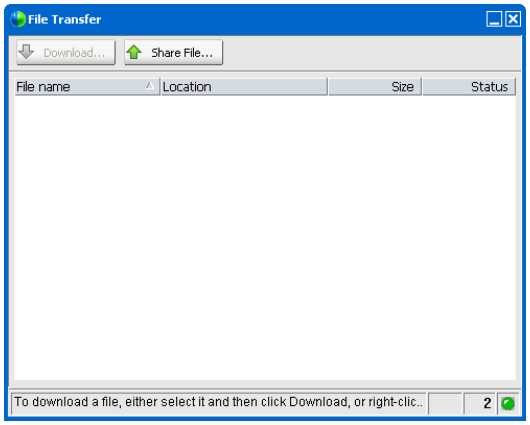
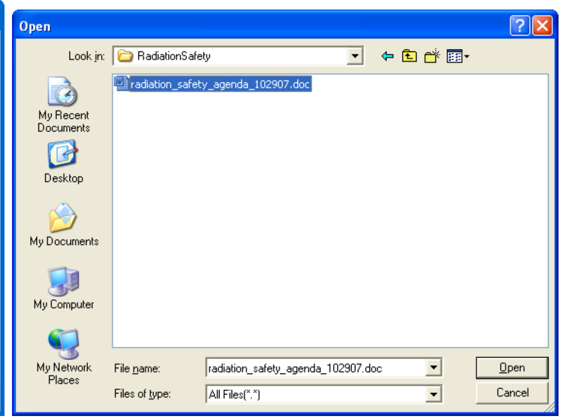
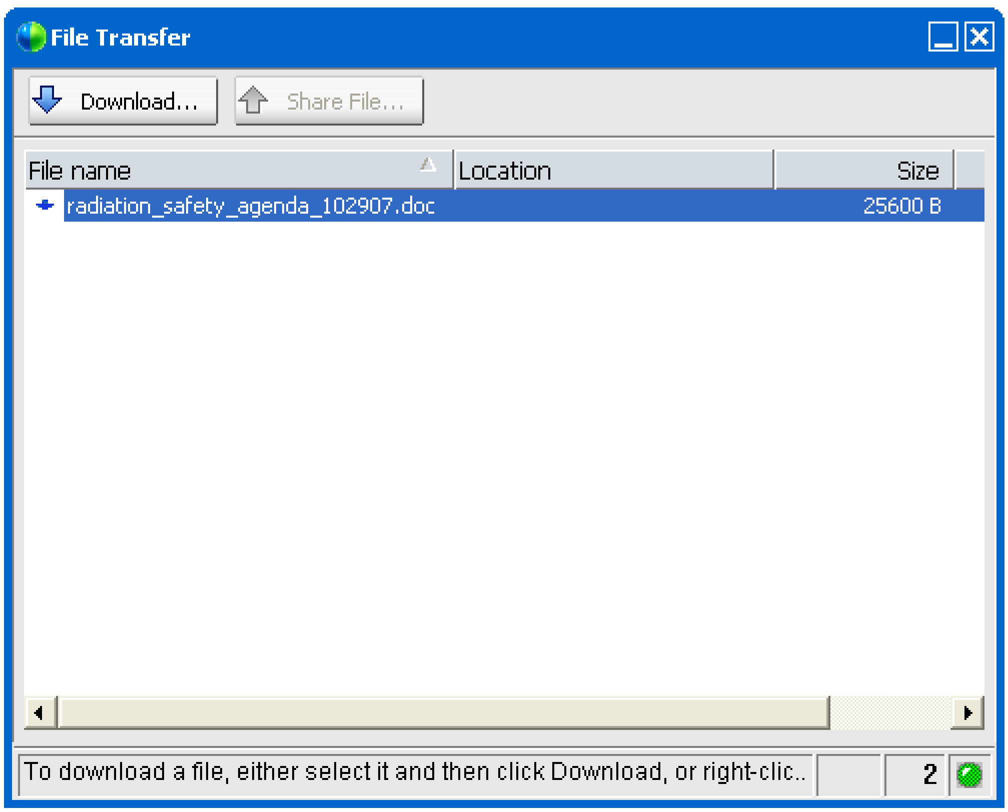




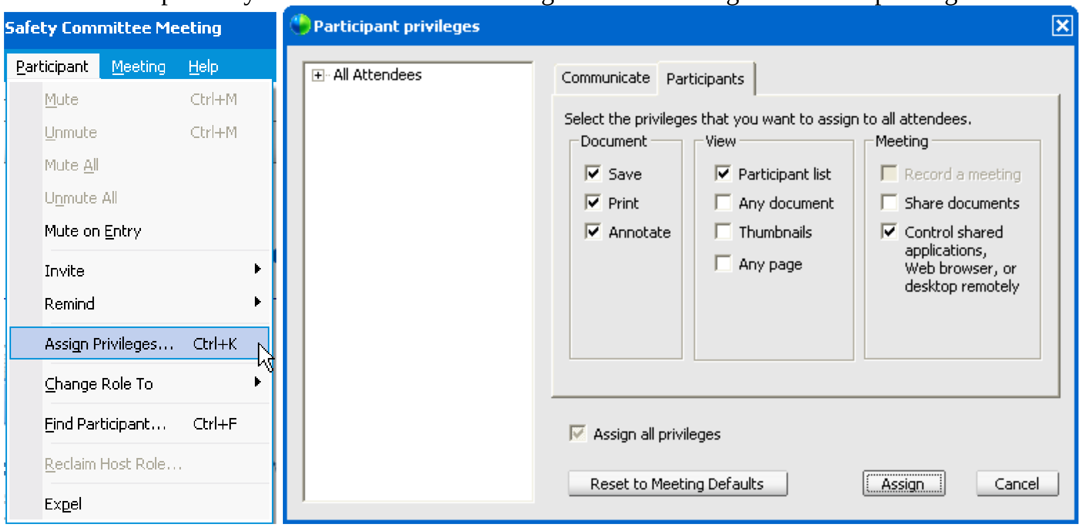
4. Click on **Share File.**
5. Locate the file on your computer you want to transfer and click **Open**.

Meeting attendees will see a window that enables them to choose files to download to their computer:



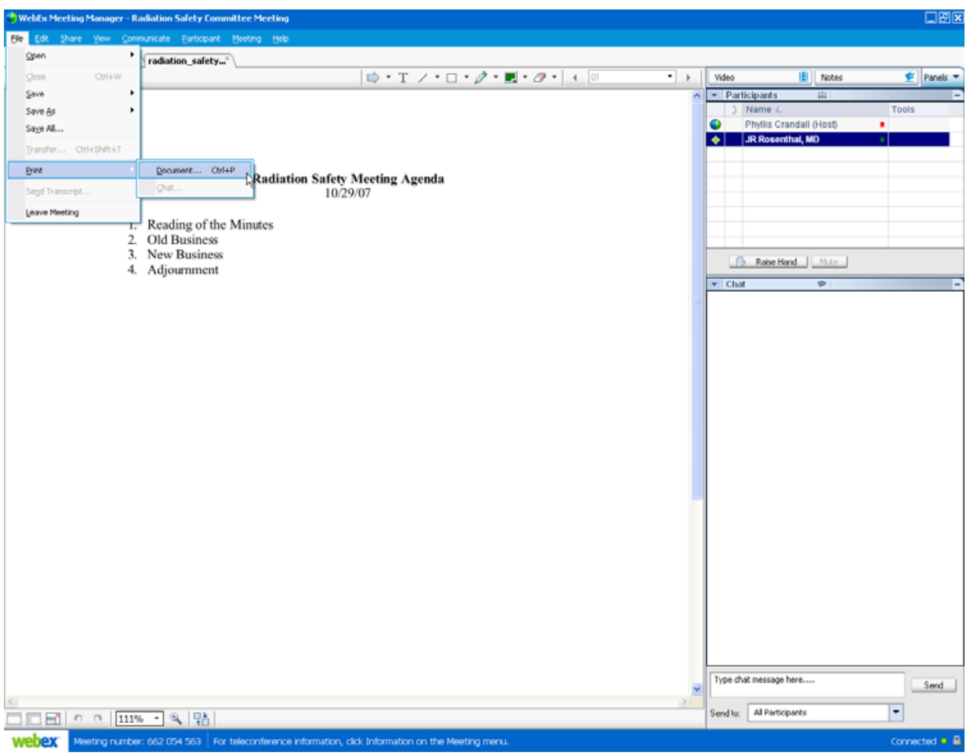
Allowing Meeting Attendees to Print Shared Documents

Attendees can print any files that are shared as long as the Host assigns them this privilege.



1. Go to **Participant** > **Assign Privileges.**
2. Click on the Participants tab then assign necessary privileges (i.e. **Save**, **Print**, **Annotate**).
3. Click **Assign.**

Meeting Attendees will then be able to print any document that you share with them:



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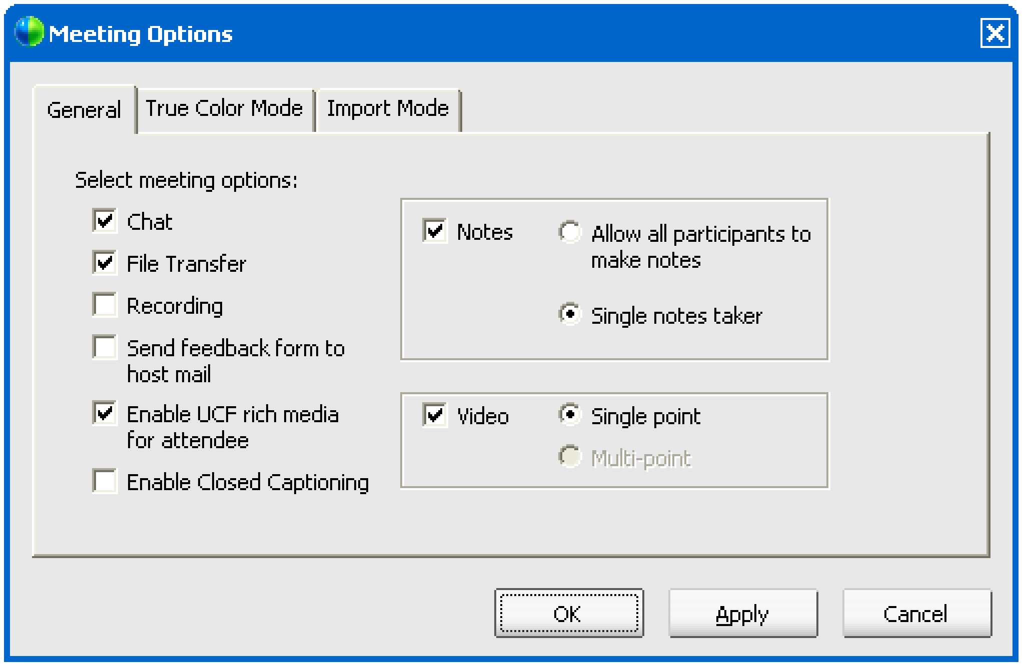
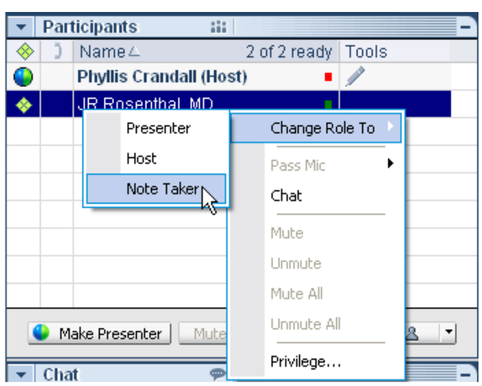
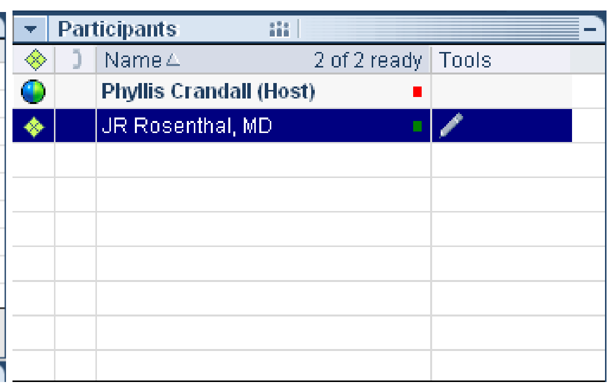
<td>Note-Taking</td>
<td>
You can send a transcript at the end of the meeting that contains shared documents and notes. However, in order to include notes, you must assign a single note-taker.



1. Under Meeting > Options, make sure Notes is checked (General tab) and select Single notes taker.

This will automatically make the host the Note Taker. <u>If you wish to assign the role to another attendee</u>:





1. Right-click on name of person you want to make the Note Taker.
2. Choose Change Role To > Note Taker.
3. A pencil appears next to the attendee’s name, and the notes panel on their screen will show in orange:
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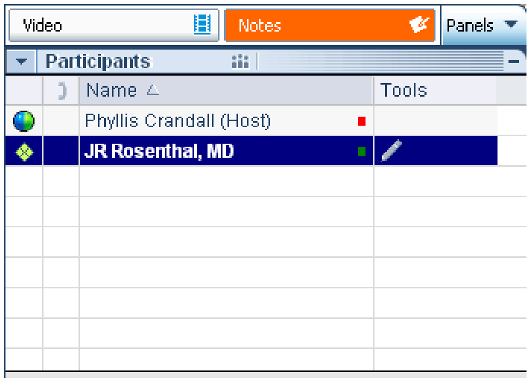
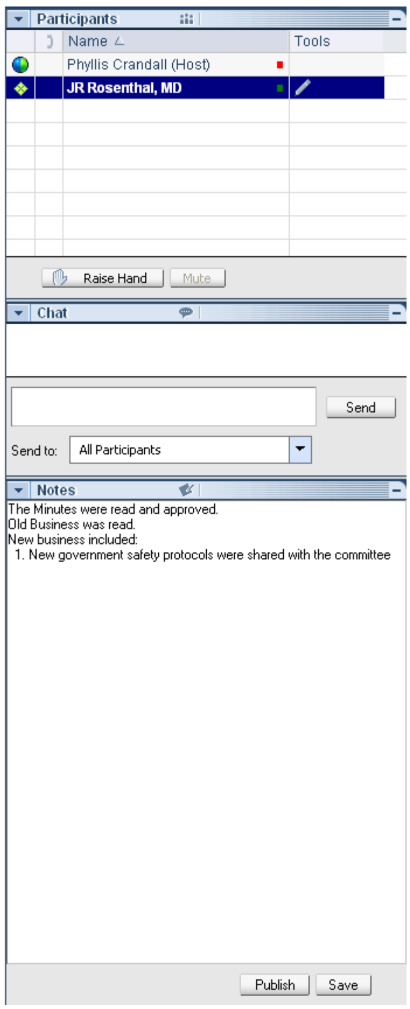


When they click on the orange Notes button, the notes panel will maximize and they can begin to type the meeting notes:



When the Note Taker clicks Publish, the notes will appear for the rest of the meeting attendees.

Before the meeting ends, the Note Taker should click Save so that the updated notes can be included in the meeting transcript.

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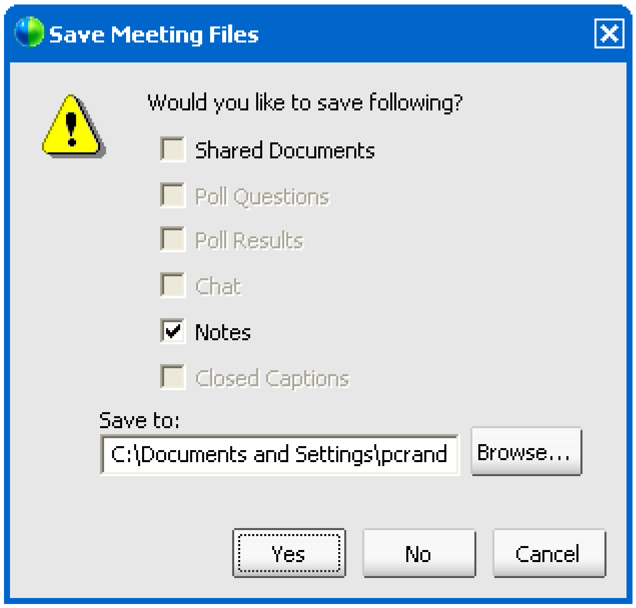
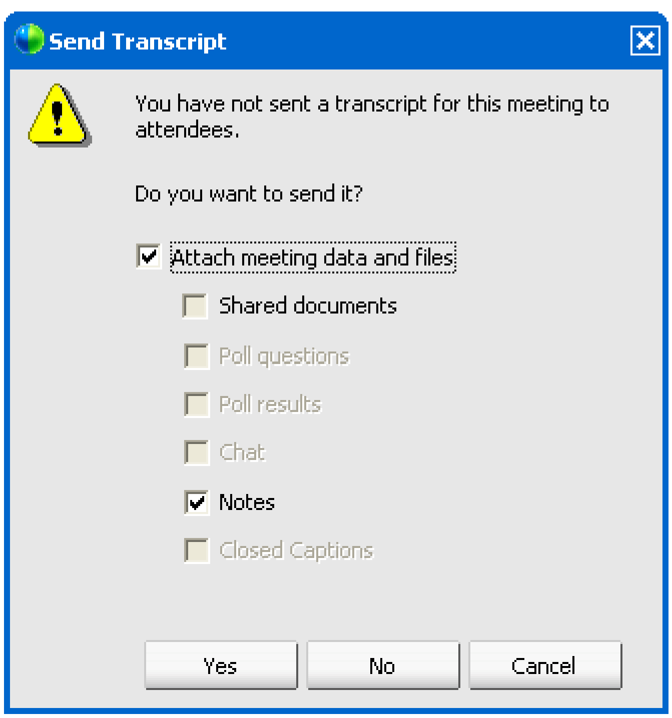
<tr>
<td>Sending a transcript of the notes at the end of the meeting</td>
<td>
When the host ends the meeting, a dialogue box will appear asking if you would like to save the meeting files.

1. Select **Notes**. << NOTE: Do not choose “Shared Documents” because your attendees will not be able to open the file in this format. See step 4 in this section for instructions on how to attach shared documents>>



It will then ask you if you want to send a transcript.

2. Make sure **Attach meeting data and files** and **Notes** are all checked.
3. Click Yes.



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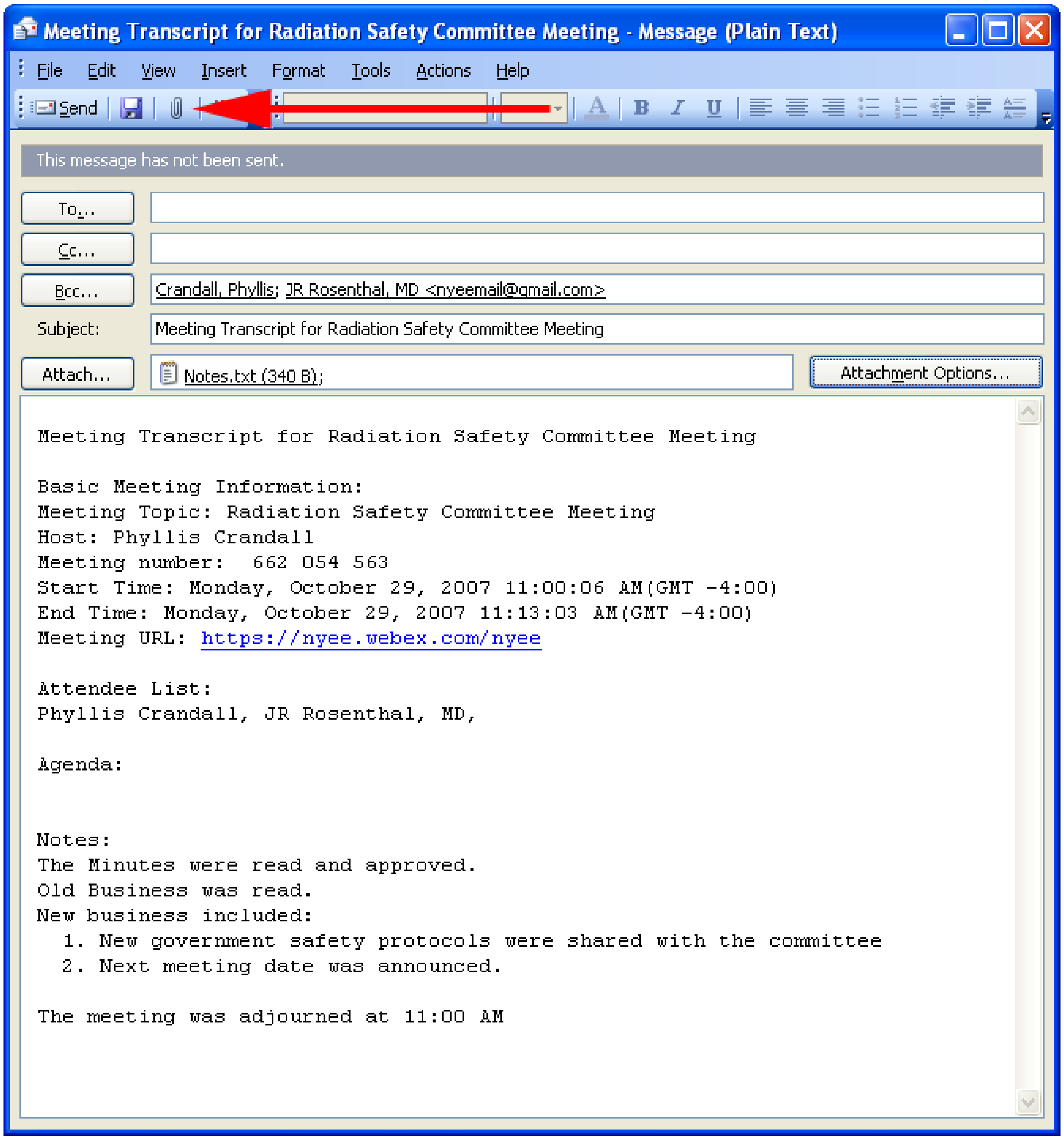

An Outlook window, with the Notes attached, will open as a new message to your meeting attendees.

4. Click the paperclip icon to attach files that you shared during your session.
5. Click **Send**.