MeetingCenter

Getting Started Guide

For more information:
877.333.2666
www.intercall.ca

This guide introduces MeetingCenter™, powered by WebEx™ ,and provides basic information about using its many features. Refer to the table below to locate the feature or task you want to learn about. Feature descriptions and step-by-step procedures are grouped under the larger meeting task you are performing, such as scheduling a meeting, sharing information, or housekeeping and management tasks (for example, muting and unmuting microphones).

For more in-depth detail about a particular feature, consult the online Help on your MeetingCenter Web site.

Set Up Tasks

OBTAINING A USER ACCOUNT

Once you obtain a user account, you can host meetings using your meeting service. You need not obtain a user account to attend meetings.

You can obtain a user account in one of two ways:

- The site administrator for your MeetingCenter Web site can create a user account for you.
- If your site administrator has made the signup feature available, you can sign up for an account on your MeetingCenter Web site at any time.

To obtain a user account using the signup feature:

1. Go to your MeetingCenter Web site. Your address for your site is usually in the following format:
   <your_company> .webex.com
2. On the navigation bar, expand Set Up.
3. Click New Account.
4. Provide the required information, and then click Sign Up Now.

LOGGING IN AND OUT

You must log in to your MeetingCenter Web site to schedule and start your meetings and access your account features. Your site administrator provides you with your user name and default password for your account.

Note: You do not need to log in to your site to attend a meeting, unless the meeting host specifies that all attendees must have a user account.

This option is available only if your site has the self-registration feature.

To log in to MeetingCenter:

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1. Go to your MeetingCenter Web site. The address for your site is usually in the following format:
   <your_company>.webex.com
2. On the navigation bar, click Log In.
3. Provide your user name and password.
4. Optional. To automatically log in to MeetingCenter whenever you access it, click the Remember user name and password check box.
5. Click Log In.

To log out from MeetingCenter:

To log out from your MeetingCenter Web site, on the navigation bar at the top of the page, click Log Out.

IF YOU HAVE FORGOTTEN YOUR USER NAME OR PASSWORD

If you have forgotten either your user name or password, you can quickly obtain it.

To obtain your user name or password:

1. On the navigation bar, click Log In.
2. On the Log In page, click Login Assistance.
3. Provide your email address, and then click OK.

Your MeetingCenter Web site immediately sends you an email message containing your account information.

SETTING UP MEETING MANAGER FOR WINDOWS

Meeting Manager is a software program that you install on your computer and use when participating in a meeting. Meeting Manager provides the options that you use to share information—such as presentations and applications—send chat messages, send and receive live video, take notes, record a meeting, and so on.

The Meeting Manager software provides the work space for your meeting.

SYSTEM REQUIREMENTS

Your system must meet these requirements for installing Meeting Manager for Windows:

+ Microsoft Windows 95, 98, ME (Millennium Edition), XP, NT, 2000, or Windows Server 2003
+ Intel or AMD 400 MHz processor
+ 128 MB RAM (64 MB recommended)
+ Microsoft Internet Explorer 5 or 6, Netscape 7, Mozilla 1.6, or Firefox 1.0
+ JavaScript and cookies enabled on the Web browser
+ 56K or faster Internet connection

If you want to share a presentation that was created using Microsoft® PowerPoint 2002 for Windows XP, an Intel Celeron or Pentium 500 MHz or faster processor is highly recommended. However, you cannot share other types of presentation or documents unless you either:

+ Sign in to your computer as an administrator before starting or joining a meeting for the first time, or
+ Have a Windows NT or 2000 administrator set up your computer for you.

Subsequently starting or joining an event does not require administrator privileges.

To set up Meeting Manager for Windows:

1. On the navigation bar, expand Set Up, and then click Meeting Manager. The Set Up page appears.
2. Click Set Up.
3. If a security dialog box appears, do one of the following:
   - If you are installing Meeting Manager on Microsoft Internet Explorer, click Yes.
   - If you are installing Meeting Manager on Netscape Navigator, click
   - Grant. Setup continues. A progress message box appears, indicating the progress of setup.
   - Once setup is complete, the Setup Complete page appears.

4. Click OK.

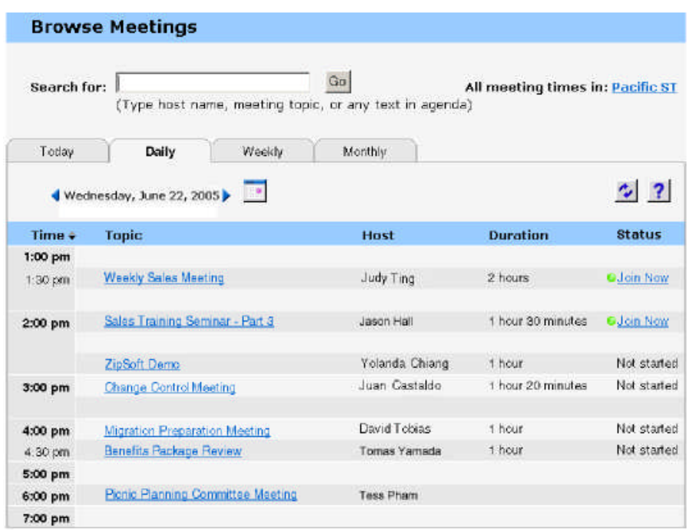
You can now start, schedule, or join a meeting.

BROWSE MEETINGS PAGE (MEETING CALENDAR)

* The Calendar is only available with a branded URL, not on MeetingCenter.net
The Browse Meetings page includes a meeting calendar, which provides daily, weekly, and monthly views of all scheduled or in-progress meetings on your site, as well as a list of all meetings being hosted on the current date. Using the calendar, participants can:

+ search for a meeting
+ obtain information about a meeting
+ register for a meeting
+ join a meeting

The following figure shows the Daily view of the Browse Meetings page.



InterCall

JOINING A MEETING

If a meeting host invites you to a meeting, you receive an invitation email message that includes information about the meeting, instructions for joining the voice conference, and a link that you can click to join the meeting. Join the web conference first if you would like the system to dial out to you (this only works if the leader of the cal has this option enabled).

To join a meeting from an invitation email message:

1. Click the link in the message to join the meeting.
2. On the Meeting Information page that appears, click Join Now.

Hint***If you join using this email invitation link it will automatically populate your password

This example of a meeting invitation shows the level of detail included:

Click on this link to join the meeting.

Kathryn MacLaury has invited you to join a meeting on the Web,using WebEx.

TOPIC: kmaclaury's meeting
DATE: Friday,June 10, 2005
TIME: 2:15 PM, Pacific Daylight Time (GMT -07:00, San Francisco).
MEETING NUMBER: 094 357 711
PASSWORD: baboo1
TELECONFERENCE: Call in tollfree phone number (US/Canada): 1-408-904-1700
Call in phone number (US/Canada): 1-408-904-1700
Please click the link below to see more information, or to join the meeting.

Here's what to do:
1. At the meeting's starting time, either click the following link or copy and paste it into your Web browser:
https://got21.webex.com/t21docs/j.php?ED=82504377&UID=594312
2. Enter your name, your email address, and the meeting password (if required), and then click Join.
3. If the meeting includes a teleconference, follow the instructions that automatically appear on your screen.

That's it! You're in the web meeting!

WebEx will automatically setup Meeting Manager for Windows the first time you join a meeting. To save time, you can setup prior to the meeting by clicking this link:
https://got21.webex.com/t21docs/meetingcenter/mcsetup.php

For Help or Support:
Go to https://got21.webex.com/t21docs/mc click Assistance, then Click Help or click Support.

To contact Kathryn MacLaury , email: kathryn.maclaury@webex.com

To add this meeting to your calendar program (for example Microsoft Outlook), click this link:
https://got21.webex.com/t21docs/j.php?ED=82504377&UID=594312&ICS=MI

The host requests that you check for compatibility of rich media players for Universal Communications Format (UCF) before you join the session. UCF allows you to view multimedia during the session. To check now, click the following link:
https://got21.webex.com/t21docs/systemdiagnosis.php

http://www.webex.com
We've got to start meeting like this(TM)

Tip: A meeting invitation also includes a link that you can click to add the meeting to any calendar program that supports the iCalendar format, such as Microsoft Outlook or Lotus Notes.

You can also join a meeting directly from your MeetingCenter Web site or from the host's Personal Meeting Room page (available on branded sites). The steps for joining a meeting from your site differ, depending on whether the meeting is listed or unlisted— that is, whether or not the meeting appears on the public meeting calendar and the host's Personal Meeting Room page.

Once you join a meeting, instructions for joining the voice conference automatically appear on your screen

NOTES:

- To participate in a meeting, you must use Meeting Manager. If you have not yet set up Meeting Manager on your computer, you can do so before joining a meeting to avoid a delay. Otherwise, once you join a meeting, your MeetingCenter Web site automatically sets up Meeting Manager on your computer. For more information about setting up Meeting Manager on your computer, see "Setting up Meeting Manager for Windows."

+ You need not have a user account or log in to your site to join a meeting, unless the host has specified that all meeting participants must have a user account.

Scheduling Tasks

TYPES OF MEETINGS

Using MeetingCenter, you can set up:

+ *Scheduled* meetings (using either the Quick Scheduler or the Advanced Scheduler)
+ *Audio Only* meetings
+ *One-Click Meetings*

When setting up any type of meeting, you can specify that it is either *listed* or *unlisted.*

Meeting Type	Description
Scheduled (using Quick Scheduler)	A meeting that you schedule for a specific date and time. You can also: + Specify voice conferencing options + Send invitations to participants + Set up and include an integrated voice conference in your meeting
Scheduled (using the Advanced Scheduler)	In addition to the options you set up using the Quick Scheduler, the Advanced Scheduler allows you to: + Specify a recurrence pattern for the meeting + Schedule and start a meeting for another user who has granted you scheduling permission + Require attendees to register for a meeting, which lets you collect information from attendees and enhances the security of your meeting + Choose which default meeting privileges you want attendees to have + Choose which meeting options you want to turn on or off, such as chat, notes, video, and so on + Allow attendees join the meeting before its scheduled starting time. Choose a presentation or document to share automatically once a participant joins the meeting
Audio Only	Set up a meeting that is simply a teleconference. You send invitations to attendees and they can add this teleconference to their calendars. You can set up a personal teleconference account and utilize your Reservation-less plus account or an Operator assisted call and add it to the calendar.
One-Click	An instant meeting that you set up in advance, using the One-Click Meeting Setup Wizard. When setting up a One-Click Meeting, you can:

	+ Specify voice conferencing options + Choose which default meeting privileges you want attendees to have + Choose which meeting options you want to turn on or off, such as chat, notes, video, and so on You can start the meeting at any time, as often as you want, by clicking the One-Click Meeting link on the MeetingCenter navigation bar. If you also install the WebEx One-Click program, you can start a One-Click Meeting from the WebEx One-Click panel on your computer's desktop, or by clicking a One-Click Meeting shortcut on your computer
Listed	A meeting that appears on your MeetingCenter Web site's meeting calendar and your Personal Meeting Room page. Because these pages are publicly accessible, visitors can view lists of meetings on these pages.
Unlisted	A meeting that does not appear on any pages on your MeetingCenter Web site. To join an unlisted meeting, attendees must provide the meeting number. Your meeting service automatically generates a unique meeting number for each meeting that you host.

USING THE QUICK SCHEDULER

Whether you want to start your meeting right now, or schedule it for a time in the future, MeetingCenter provides an easy-to-use tool to set it up. You can even schedule a teleconference and invite your colleagues to join by phone.

The one-page Quick Scheduler is a snap to use. You have your meeting scheduled in no time.

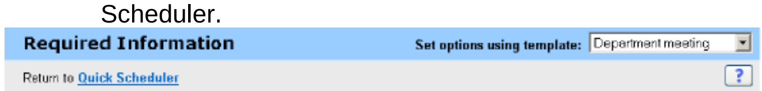
To schedule a meeting using the Quick Scheduler:

1. Log in to your MeetingCenter Web site.

2. On the left navigation bar, click Host a Meeting> Schedule a Meeting.

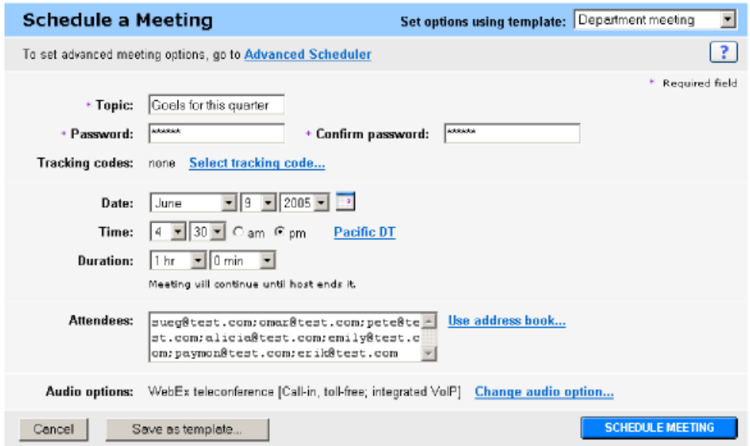
Depending on how your administrator set up your site, you see the Advanced Scheduler or the Quick Scheduler.

3. If you see the Advanced Scheduler, click the link in the title bar to view the Quick Scheduler.



Click here to display the Quick Scheduler

4. On the Quick Scheduler page, enter the details about your meeting. For details, see Quick Scheduler options, next.



5 Schedule or start your meeting.

If you scheduled the meeting time for the current time, you see the Start Now button. If your meeting is set for a time in the future, you see the Schedule Meeting button.

Scheduled meetings display on your meeting calendar and personal meeting page.

Quick Scheduler Options

Only a few pieces of information are required; you can set as many other options as you want.

Use this Option…	To…
Choose a Template/ Set options using	Select a template and use the settings saved in that template for this meeting. You can save time by using a template that includes the list of attendees you want to invite, a presentation you want to show before the meeting starts, and other options you have used in a previous meetings and saved as a template. For more details about creating and editing templates, consult online Help.

Topic	Enter the topic or a name for the meeting.
Tracking codes	Identify your department, project, or other information that your organization wants to associate with your meetings. Tracking codes can be optional or required, depending on how your site administrator set them up. If your site administrator requires you to select a code from a predefined list, a list of codes appears. Select a code from the list on the left. Then do one of the following in the box on the right: + If a list of codes appears, select a code from the list. + Type a code in the box.
Password Confirm Password	Require participants to enter the password you set to join your meeting. Your site may require that all passwords comply with security criteria, such as a minimum length and a minimum number of letters, numbers or special characters. A password: + Can contain a maximum of 16 characters. + Cannot contain spaces or any of the following characters: \ ` “ / & < > == [ ] Each participant that you invite to your meeting receives an invitation email message that includes the password, unless you request that passwords do not appear in email invitations.
Date	Set the date you want the meeting to occur. Select the month, day, and year in the drop-down lists. Or, you can click the Calendar icon, and then select a date.
Time	Set the meeting's starting time and the time zone. To select another time zone, click the time zone link. Important The time zone you select does not affect the time zone setting for the meeting calendar on the Browse Meetings page. You and each attendee can select the time zone for your view of the calendar independently, using the Your time zone option on the Preferences page. To access this page, on the navigation bar, click Set Up > Preferences.
Duration	Enter the length of time you estimate that the meeting will continue. The meeting does not end automatically after the duration that you set.
Attendees	Enter the email addresses of the attendees you want to invite to your meeting. You can type the addresses, separating them with a comma or semicolon or you can click Select Attendees to choose attendees from your address book.
Audio Options	The default settings display. To select a different option, click Change audio option.

USING THE ADVANCED SCHEDULER

If you use the Advanced Scheduler, you can specify several options to provide security for and to customize your meeting.

You can click the Start Now button at any time to start your meeting. If you have questions about the information requested on a page, click the Help button, located in the upper-right corner of the page, for details.

To schedule a meeting using the Advanced Scheduler:

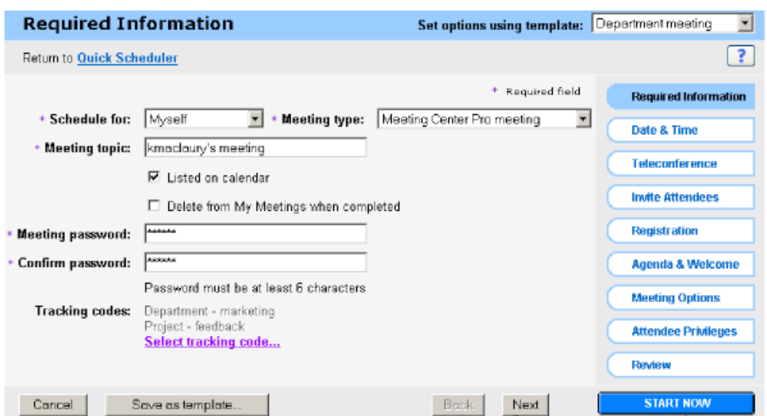
1. Log in to your MeetingCenter Web site.
2. On the left navigation bar, click Host a Meeting> Schedule a Meeting.

Depending on how your administrator set up your site, you see the Advanced Scheduler or the Quick Scheduler.

3. If you see the Quick Scheduler, click the link in the title bar to view the Advanced Scheduler.
4. On the Required Information. page, type the details that are required.

You can choose other options, such as removing this meeting from your meeting calendar after the meeting is over.

For an overview of this page and the information requested, click the Help button in the upper-right corner of the page.



Click Next to move to the next page in the scheduler

Click Start Now to start this meeting immediately

5. Start your meeting or add more scheduling details.
   - To start your meeting, click Start Now.
   - To add more options, click Next or click a link to another page in the scheduler. Then click Start Now or Schedule Meeting.
   -

SETTING UP AND STARTING A ONE-CLICK MEETING

Using the One-Click Meeting Setup Wizard, you can specify options for an unscheduled meeting, and then start the meeting at any time, by clicking the One-Click Meeting link on your MeetingCenter navigation bar. If you also install the WebEx One-Click program, you can start your One-Click Meeting from the WebEx One-Click panel, or by clicking one of your One-Click shortcuts, which appear on:

+ Your Web browser toolbar (Internet Explorer only)
+ The WebEx menu in Microsoft Office applications
+ The right-click menu for files and applications on your desktop

To set up a One-Click Meeting:

1. Log in to your MeetingCenter Web site.
2. On the top navigation bar, click My WebEx.
3. Click the One-Click Meeting tab.
4. Use the One-Click Meeting Setup Wizard to specify information about the meeting.
5. Click Finish.
   - The Download One-Click screen appears.
6. Optionally install WebEx One-Click:
   - Click Download One-Click.
   - Save the WebEx One-Click installation program to your computer, and then run it.
   - Follow the instructions in the installation program.

To start a One-Click Meeting from your MeetingCenter Web site:

1. Log in to your MeetingCenter Web site.
2. On the left navigation bar, click Host a Meeting > One-Click Meeting.

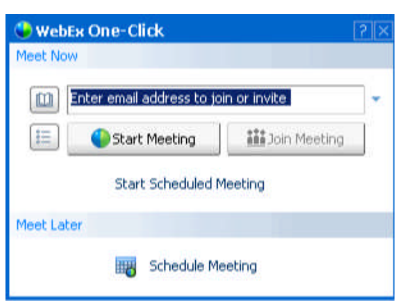
To start a One-Click Meeting using the WebEx One-Click panel:

1. Click the WebEx One-Click icon on either your desktop or taskbar.

Desktop icon

Taskbar icon

2. On the WebEx One-Click panel, click Start Meeting.



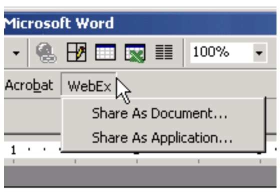
To start a One-Click Meeting using a One-Click shortcut:

Click one of these One-Click Meeting shortcuts, which the WebEx One-Click installation program set up on your computer:

+ Web browser button

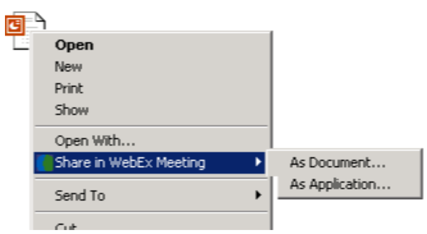
A Start One-Click Meeting button appears on the toolbar on your Internet Explorer Web browser.

+ WebEx menu in Microsoft Office applications



One-Click Meeting commands appear on a WebEx menu in your Microsoft Office applications. These commands let you automatically share in a meeting the application or any document that is open in the application.

+ Shortcut (right-click) menu for document files and applications



One-Click Meeting commands appear on the shortcut menu when you right-click the icon for any application or document file. These commands let you automatically share the application or document in the meeting.

To edit One-Click Meeting settings:

1. Log in to your MeetingCenter Web site.
2. On the navigation bar, click My WebEx.
3. Click the One-Click Meeting tab.
4. Use the One-Click Meeting Setup Wizard to set new options.

Sharing – the Core of your Meeting

SHARING OPTIONS

MeetingCenter provides you with a variety of options for sharing information in a meeting. The following table describes the advantages and disadvantages among these options.

Sharing Option	Advantages	Disadvantages
Presentation and Document Sharing	+ Is faster and more bandwidth efficient than application or desktop sharing. + Is ideal for sharing	+ Does not let you edit the content during the meeting.

	presentations or documents that you do not want to edit during the meeting. + Lets you and participants annotate content.	
Application Sharing	+ Lets you edit the content of any presentation or document open in the application. + Lets you grant attendees control of the application. + Is ideal for software demonstrations. + Lets you and attendees annotate the application and documents that are open in it.	+ Requires more bandwidth than presentation or document sharing.
Desktop Sharing	+ Lets you quickly share multiple applications at once. + Lets you show any part of your desktop, including file directories. + Lets you grant attendees control of your desktop, access files, and run applications. + Lets you and attendees annotate your desktop and any applications.	+ Requires the most bandwidth among sharing options. + Lets an attendee with remote control access any part of your computer and modify any files, which may be a security concern.
Web Browser Sharing	+ Lets you guide attendees to various Web pages and sites on the Web. + Lets you grant attendees control of your Web browser. + Lets you and attendees annotate Web pages.	+ Does not display media effects or transmit sounds on Web pages. + Does not let attendees interact with Web pages independently.
Web Content Sharing	+ Displays media effects and transmits sounds on Web pages. + Lets attendees interact with Web pages independently.	+ Does not let you guide participants to other Web pages.

SHARING DOCUMENTS AND PRESENTATIONS

You can share one or more presentations or documents you have created using word processing, presentation, or graphics programs. Document and presentation sharing is ideal for presenting information that you do not need to edit during the meeting, such as a slide presentation.

Attendees view the shared document or presentation in their content viewers.

They do not need to have the applications used to create the documents available on their computers. Attendees can also view any animation and transition effects on shared Microsoft PowerPoint slides.

Once a meeting starts, you can open a document or presentation to share. You do not need to select it or "load" it before the meeting.

While sharing a document or presentation, you can:

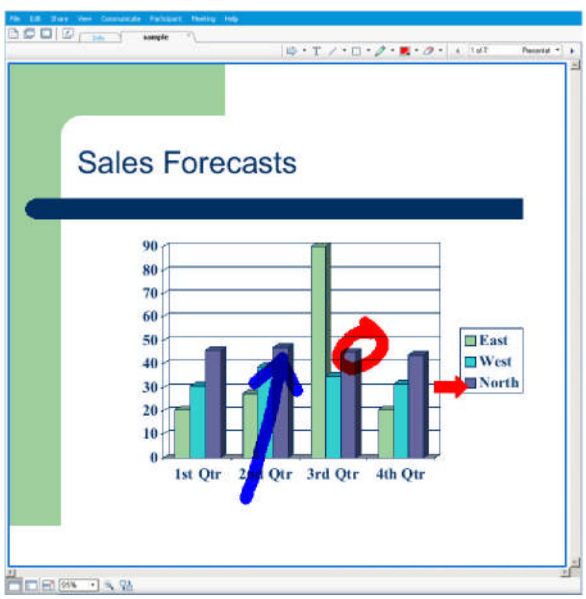
- Make annotations
- Use a pointer to emphasize text or graphics
- Save it to a file
- Print it
- Display it at various magnifications, in miniature (thumbnails), and in a full-screen view
- Synchronize all participants' displays with the display in your content viewer

At any time during a meeting, you can grant attendees privileges that allow them to annotate, save, print, and display different views of shared presentations or documents.

To share a document or presentation:

1. On the Share menu, choose Presentation or Document. The Share Presentation or Document dialog box appears.
2. Select the document or presentation that you want to share.
3. Click Open.

The shared document or presentation appears in the content viewer, as in the example below:



TIP: For tips that can help you to share documents and presentations more effectively, see "Tips for sharing software" on page 20.

InterCall

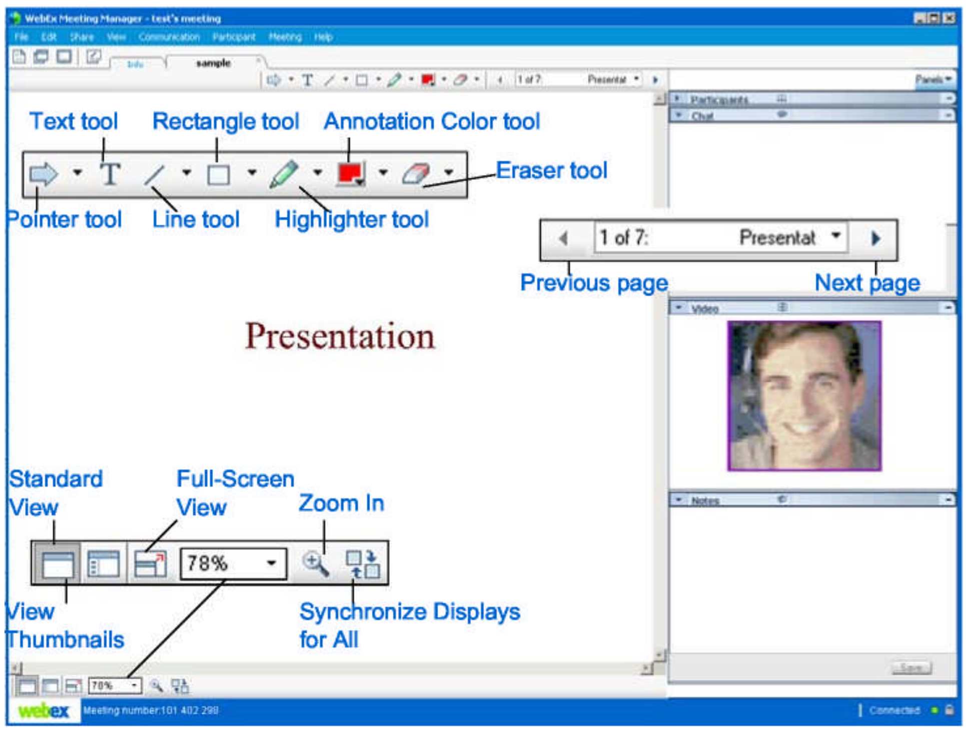
ACCESSING TOOLS FOR SHARING

As you start sharing documents and applications during your meeting, tools are available at your fingertips.

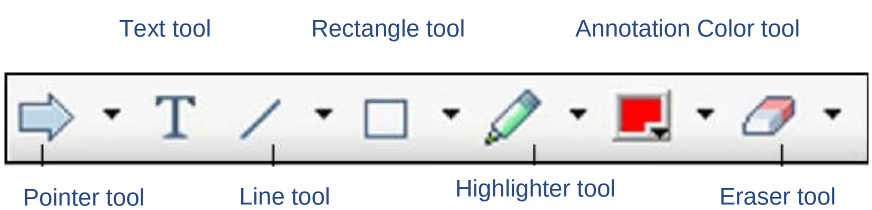
In this example, the host has opened a presentation to share with meeting participants.

Notice the changes in the window. You now have access to:

- Annotation tools for highlighting and referring to elements in the presentation or application you are sharing
- View tools for displaying document and presentations in different ways, such as showing thumbnails of the pages
- Previous and Next buttons, for moving around in a document

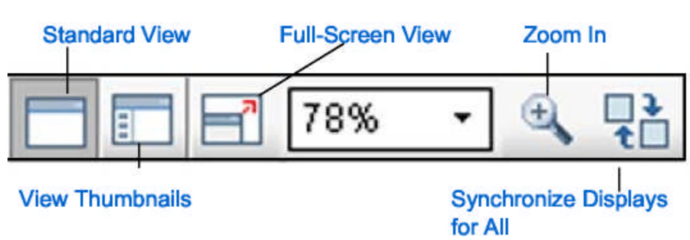


ANNOTATION TOOLS



Tool	Description
Pointer	Lets you point out text and graphics on shared content. The pointer displays an arrow with your name and annotation color. To display the laser pointer, which lets you

	point out text and graphics on shared content using a red “laser beam,” click the downward-pointing arrow. Clicking this button again and then clicking the Close button turns off the pointer tool.
Text	Lets you type text on shared content. Attendees can view the text you have entered after you type it and click your mouse in the content viewer, outside the text box. To change the font, on the Edit menu, choose Font. Clicking this button again and then clicking the Close button turns off the text tool.
Line	Lets you draw lines and arrows on shared content. For more options, click the downward-pointing arrow. Clicking this button again and then clicking the Close button turns off the LIne tool.
Rectangle	Lets you draw shapes, such as rectangles and ellipses on shared content. For more options, click the downward-pointing arrow. Clicking this button again and then clicking the Close button turns off the Rectangle tool.
Highlighter	Lets you highlight text and other elements in shared content. For more options, click the downward-pointing arrow. Clicking this button again and then clicking the Close button turns off the Highlighter tool.
Annotation Color	Displays the Annotation Color palette, Select a color to annotate shared content. The Annotation Color palette closes.
Eraser	Erases text and annotations or clears pointers on shared content. To erase a single annotation, click it in the viewer. For more options, click the downward-pointing arrow. Clicking this button again and then clicking the Close button turns off the eraser tool.



VIEW TOOLS

Tool	Description
Standard View / View Thumbnails	Clicking Standard View displays the shared content as you would normally view it. To display thumbnails, or miniatures, of shared pages, slides, or whiteboards to the side of the content, click View Thumbnails. This tool helps you locate a page or slide quickly. Click Standard View to return to normal viewing of the shared content.
Full-Screen View	Displays shared content in a full-screen view. Helps you to ensure that participants can view all activity on your screen. Also helps to prevent participants from viewing or using other applications on their screens during a presentation. Click ESC to return to the content viewer.
Zoom In / Zoom Out	Lets you display shared content at various magnifications. Click this button, and then click the page, slide, or whiteboard to change its magnification. For more magnification options, click the downward-pointing arrow.
Synchronize Displays for All	For presenters, synchronizes all participants' displays with your display. Helps to ensure that all participants are viewing the same page or slide, at the same magnification, as in your display.

Sharing whiteboards

Sharing a whiteboard allows you to draw objects and type text that all attendees can see in their content viewers. You can also use a pointer to emphasize text or graphics on a whiteboard.

While sharing whiteboard, you can:

+ Display it at various magnifications, in miniature (thumbnails), and in a full-screen view
+ Save it
+ Print it
+ Synchronize attendee's displays with the display in your content viewer

If you grant annotation privileges to attendees, you and attendees can draw and type on a whiteboard simultaneously. You can also allow attendees to save, print, and display different views of shared whiteboards.

To share a whiteboard:

On the Share menu, choose Whiteboard.

When sharing a whiteboard:

+ You can add multiple pages to a shared whiteboard. For details, consult the users' guide or online Help.

You can share multiple whiteboards. For each whiteboard that you share, Meeting Manager creates a new Whiteboard tab in the content viewer.

SHARING MULTIMEDIA IN A WEBEX MEETING

During a meeting, you can share the following types of media files in the content viewer:

+ WebEx Recording Format (WRF) files
+ video files
+ audio files
+ Flash movie and interactive Flash files
+ Web pages

You can share media files in either of two ways:

+ In a Microsoft PowerPoint presentation—You can share media files that play on Microsoft PowerPoint slides. Using the WebEx Universal Communications Toolkit, a plug-in for Microsoft PowerPoint, you can insert UCF media objects into your slides. Depending on the options you choose in the toolkit, the media object can either:
  - link to a media file that resides on your computer, another computer on your local network, or a remote server
  - contain a media file as part of your presentation file

  You can download the Universal Communications Toolkit from your meeting service Web site. For information about using the Universal Communications Toolkit, refer to the guide Getting Started with WebEx Universal Communications Toolkit, which is available on your MeetingCenter Web site.

+ As a standalone file—You can share a media file directly in the content viewer. Meeting Manager creates a UCF media object for the file automatically, which appears in the content viewer.

A UCF media object contains options and controls that you can use to display or manipulate its associated media file.

For more information about how UCF works, consult the MeetingCenter User's Guide or online Help.

GRANTING DOCUMENT, PRESENTATION, AND WHITEBOARD SHARING PRIVILEGES

By default, only the presenter can share a document, presentation, or whiteboard during a meeting. However, you can allow all attendees or individual attendees to share their own presentations or documents or interact with pages, slides, and whiteboards that others share. You can also remove these sharing privileges from attendees at any time.

To specify attendee privileges for shared content in the content viewer:

1. In the Meeting window, on the Participant menu, choose Assign Privileges. The Attendee Privileges dialog box appears.

2. Do one of the following:

- To grant privileges to or remove them from all attendees at once, in the pane on the left, select All Attendees.
- To grant privileges to or remove them from an individual attendee, in the pane on the left, expand All Attendees, and then select the attendee's name.

3. On the Participants tab, under Document, select or clear the check boxes for any of the following sharing privileges that you want to grant to or remove from all attendees, respectively:
   - Save
   - Print
   - Annotate

4. On the Participants tab, under View, select or clear the check boxes for any of the sharing privileges that you want to grant to or remove from all attendees, respectively:
   - Thumbnails
   - Any page
   - Any document

5. On the Participants tab, under Meeting, select or clear the Share documents check box to grant to or remove the privilege from all attendees, respectively.
6. Click Assign.

SHARING SOFTWARE

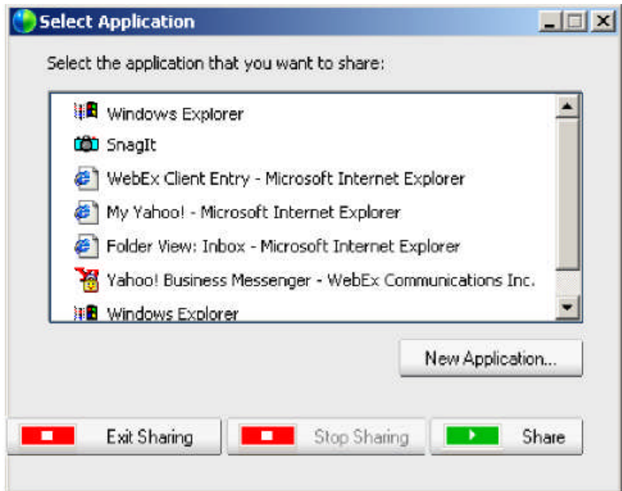
When you share software, attendees can follow all actions that you take. You can also annotate the software, or let an attendee annotate it or control it remotely.

+ You can share these types of software with attendees:
+ Applications on your computer
+ Your computer's desktop
+ Web browsers
+ Remote computers, if you installed the Access Anywhere Agent on the computer

To share an application:

1. On the Share menu, choose Application.

The Share Application dialog box appears, showing a list of all applications currently running on your computer.



2. Optional. To view a list of applications that are installed on your computer, but not currently running, click View Application.
   Use this option to locate an application you want to share, but are not currently using.

3. In the list, select the application that you want to share.
4. Click Share.
   Your application appears in a sharing window on attendees' screens.

LETTING AN ATTENDEE REMOTELY CONTROL SHARED SOFTWARE

While sharing the following types of shared software, you can let an attendee control it remotely:

- Application
- Desktop
- Web browser

An attendee who has remote control of shared software can interact with it completely. While an attendee is remotely controlling your shared software, your mouse pointer is inactive. At any time, however, you can reassume control of a shared application and regain use of your mouse pointer.

While you are sharing software, any attendee can send a request to control the software remotely. You can then grant control to the attendee. Alternatively, you can automatically grant control of shared software to any attendee who requests remote control.

You can stop an attendee from remotely controlling shared software at any time.

To let an attendee remotely control shared software:

1. Do either of the following:

   - On the title bar of a window that you are sharing, on the Sharing menu, point to Allow to Control Remotely.

- In the lower-right corner of your computer's desktop, on the Sharing menu, point to Allow to Control Remotely.

2 Select the name of the attendee whom you want to control the software.

SHARING YOUR DESKTOP

Desktop sharing lets you show all meeting attendees your computer's entire desktop—including any applications and windows that are currently open— and all the actions that you take with your desktop. Desktop sharing can be useful for technical support. For example, you can allow a technical support representative to access your computer and fix a problem as you watch.

While sharing your desktop, you can:

+ Control attendees' views of your desktop.
+ Annotate your desktop, using a highlighter tool.
+ Let an attendee control your desktop remotely. For example, you can let an attendee edit a document on your computer.
+ Let an attendee annotate your desktop remotely.

To share your desktop:

On the Share menu, choose Desktop.

Your desktop appears in a sharing window on attendees' screens.

To allow an attendee to control your desktop remotely:

1 On the title bar of an application you are sharing, on the Sharing menu, point to Allow to Control Remotely.
2 Select an attendee to control your desktop.

SHARING A REMOTE COMPUTER

* This is not available on every site, if this is not on your site and you would like this feature please speak to your meeting consultant.

TIPS FOR SHARING SOFTWARE

These tips can help you share software more effectively:

+ To improve the readability of shared software, attendees can use the sizing options on the View menu.

+ To improve the quality of attendees' views of a shared software, ensure that both your monitor display and attendees' monitor displays are set to the same color depth for example, 16-bit color.

+ Application sharing only: To save time during a meeting, begin sharing one or more applications before the meeting's starting time, and then minimize their windows. At the appropriate time during the meeting, you can then quickly begin sharing an application by restoring its window, without waiting for the application to start.

+ To improve the performance of software sharing, close all applications that you do not need to use or share. Also, close any applications that use bandwidth, such as instant messaging or chat programs, and programs that receive streaming audio or video from the Web.

+ Application and Web browser sharing only: Avoid covering a shared application or Web browser with another window on your computer's desktop. Doing so prevents attendees from viewing the area of the application or browser that the other window covers. Instead, a crosshatched pattern appears in the covered area on attendees' screens.

+ You can switch your display between shared software and the Meeting window. To conserve bandwidth, pause software sharing before you return to the Meeting window, and then resume sharing once you return to the shared application.

+ Use a dedicated, high-speed Internet connection when sharing software. Attendees using dial-up Internet connections may notice a delay in viewing or controlling shared software. If you want to share a Microsoft Word, Excel, or other document, you can improve the meeting experience for these attendees by using document sharing instead of application sharing.

TRANSFERRING FILES DURING A MEETING

As a presenter, you can publish files that reside on your computer during a meeting. For example, you can provide attendees with a document, a copy of your presentation, an application, and so on. Published files appear in each attendee's Meeting window, allowing them to download the files to their computers.

To transfer files during a meeting:

1. On the File menu, choose Transfer. The File Transfer window appears.
2. Click Share File.
3. Select the file that you want to publish, and then click Open.
4. Optional. Repeat steps 2 and 3 to publish additional files. The files appear in the File Transfer window in each participant's Meeting window

RECORDING A MEETING

For details about using InterCall's WebEx Recorder to record on-screen activity in a meeting and capture audio in a voice conference, refer to the InterCall WebEx Recorder and Player User's Guide found on your resources page.

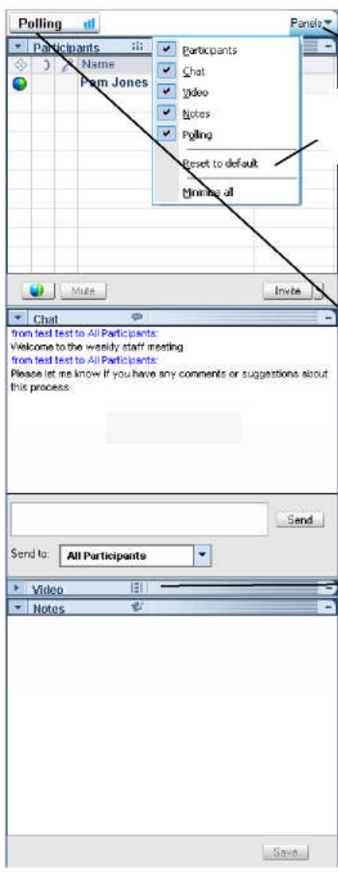
Interacting with Attendees

WORKING WITH THE PANELS

Using the panels on the right side of the Meeting window, you can chat with attendees, poll them, send video. These panels are very flexible. You can expand, close, or minimize them quickly and easily. You can also reduce the panels to icons, providing greater space for sharing documents, applications, and other items with meeting participants.

PANEL OVERVIEW

Your service selects which panels display initially.

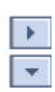


To display the Select Panel menu, click Panels.

You can minimize all the panels at once using the Minimize All command.

In this example, the Polling panel is minimized. Click Polling in the icon tray to restore it.

The Video panel is collapsed. Use the icon on the left side of the panel title bar to collapse or expand a panel.

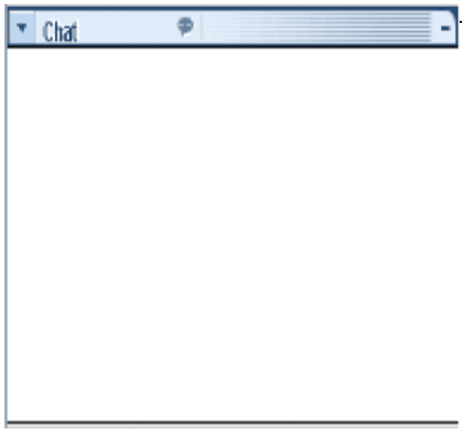


MINIMIZING AND RESTORING PANELS

Minimizing and restoring panels has no effect on attendees' displays.

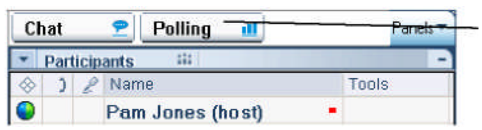
To minimize a panel:

Click the Minimize icon on the title bar of the panel you want to minimize.



Click the Minimize icon to minimize this panel

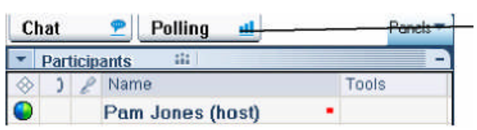
The panel no longer displays. It appears as an icon on the icon tray at the top of the panels.



Minimized panels

To restore a minimized panel:

Click its icon on the icon tray.



Click to restore.

To minimize all panels:

1 On the icon tray, click Panels.

The Select Panel menu displays.

2 On the Select Panel menu, choose Minimize All.

The open panels shrink to icons on the icon tray.

To restore all minimized panels:

The Restore All command quickly restores all panels you have minimized using the Minimize All command.

1 In the icon tray, click Panels.

The Select Panel menu displays.

2 On the Select Panels menu, choose Restore All.

Minimized panels now display.

EXPANDING AND COLLAPSING PANELS

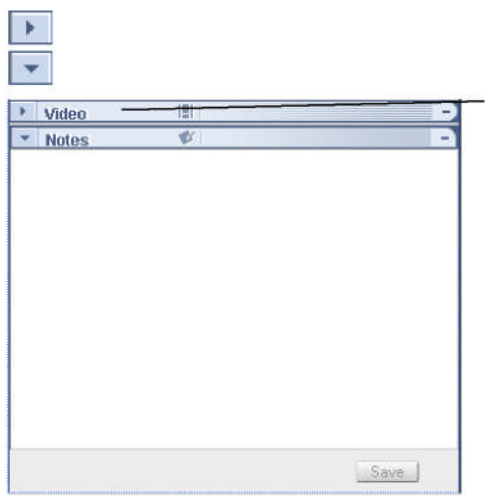
Expanding and collapsing panels has no effect on the attendees' displays.

To collapse a panel:

Click the icon in the upper left corner of a panel to collapse it.

The panel collapses, leaving just the title bar visible.

Use the icon on the left side of the panel title bar to collapse or expand a panel.



The Video panel is collapsed

To expand a panel:

If a panel is collapsed (you only can see its title bar), click the icon in the left corner of the title bar to expand it.

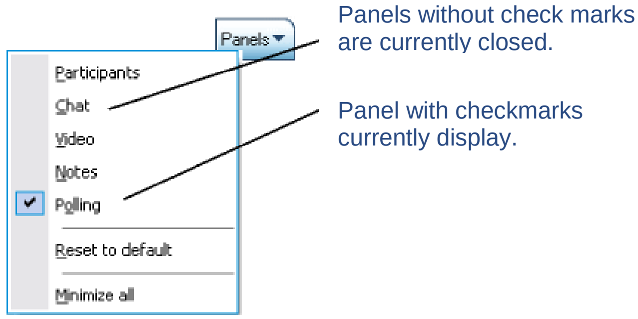
OPENING AND CLOSING PANELS

You can hide a panel completely so it will not display as an icon on the icon tray. If you close a panel, that panel also closes for attendees. It remains closed for all attendees until you open the panel again.

To close a panel:

1 On the icon tray above the panels, click Panels.

The Select Panel menu displays.



2 On the Select Panel menu, click to remove the check mark next to the panel you want to close.

The panel no longer displays and it is not available as an icon on the icon bar.

If you close the last remaining panel, the large panel area on the right side of the screen disappears. You still have access to the panels through the Select Panel menu, available by clicking the Select Panel button.

To open a panel:

1 On the icon tray above the panels, click Panels.

The Select Panel menu displays.

2 On the Select Panel menu, click to place a check mark next to any panel you want to open. The panel or panels you selected display.

This panel is now available for all attendees.

Resetting the panels

You can return the panels to the display settings that were preset by your service.

1 On the icon tray above the panels, click Panels.

The Select Panel menu displays.

2 On the Select Panel menu, choose Reset to Default.

The panels return to the display settings originally selected by your service. The size, order, and location of the panels are reset to their original settings.

ACCESSING PANEL OPTIONS

You can easily access the options related to any panel. Simply right-click in the panel title bar to see a menu of commands related to the panel.

Panel	Options
Participants	**Sound Alerts:** Lets you choose a sound to play when a participant: + Joins a meeting + Leaves a meeting + Selects the Raise Hand button on the Participants panel. **Attendee Privileges:** Displays the Participant Privileges dialog box. For details about privileges, see Participant roles and privileges.
Chat	**Sound Alerts:** Lets you choose the kinds of chat messages for which you want a sound to play. Select a sound from the drop-down list or click Browse to find a sound in a different location on your computer. **Attendee Privileges:** Displays the Participant Privileges dialog box. For details about privileges, see Participant roles and privileges.
Video	**Single-point video:** Lets only the presenter on one participant send live video during the meeting. • **Multipoint video:** This. Lets the presenter and participants support up to 6 video windows in Multi-Point Video Panel with an improved User-Interface. • Enhanced Video privacy - Users are able to have their video window open and view others while not allowing others to see them. option uses more resources on your computer and bandwidth for your Internet connection, which may affect the performance of Meeting Manager **Video Options:** Displays the Meeting Options dialog box, where you can set video options as well as other options you want to make available during the meeting.
Notes	**Notes:** Displays the Meeting Options dialog box, where you can set note-taking options as well as other options + **Allow all participants to make notes:** Lets all participants take their own notes during the meeting, and save them to their computers. + **Single note taker:** Lets only one participant take notes during the meeting. By default, the host is the note-taker, but can designate another participant as the note-taker during the meeting. A note-taker can publish notes in all participants' Meeting windows at any time during the meeting. The host can send a transcript of the notes to participants at any time. **Enable closed captioning:** Lets one participant—the closed captionist—transcribe notes during the meeting.

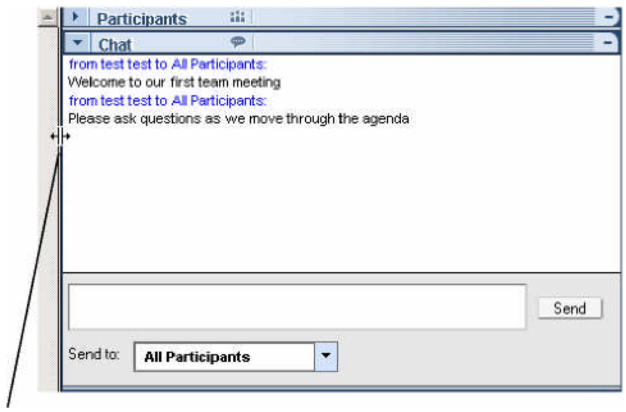
RESIZING THE CONTENT VIEWER AND PANELS AREA

You can control the size of the content viewer by making the panel area narrower or wider.

To change the size of the content viewer and panels:

Click the dividing line between the content viewer and the panels.

- Drag the line to the left to make the area devoted to the panels wider.
- Drag the line to the right to make the content viewer larger.



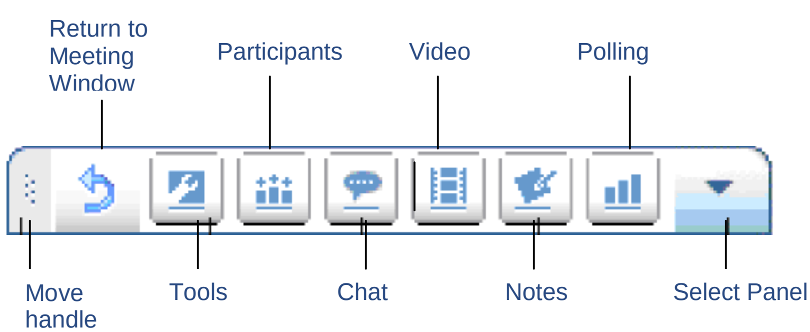
Drag this line to the right or left to change the size of the content viewer and panels area

For details about hiding, minimizing, and closing the panels, see Panels and full-screen view, next.

PANELS AND FULL-SCREEN VIEW

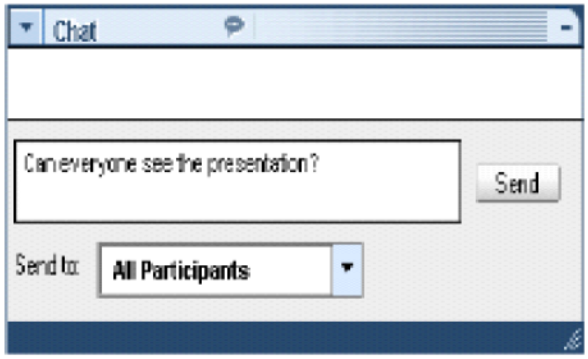
While you are viewing or remotely controlling a shared application, desktop, or Web browser, or viewing a shared remote computer, a presenter can switch between a standard window and full-screen view.

In full-screen view, you access the panels on a floating icon tray located in the lower right corner of your screen.



To display a panel in full-screen view:

Click its icon on the floating icon tray. For example, to display the Chat panel, click the Chat icon.



The panel “floats” on top of the shared document, presentation, web browser or other shared item. You can drag the panel to move it.

To open all panels in full-screen view:

You can have all panels float on top of the shared document, presentation, web browser, or other shared item.

1. On the floating icon tray, click the Select Panel button.

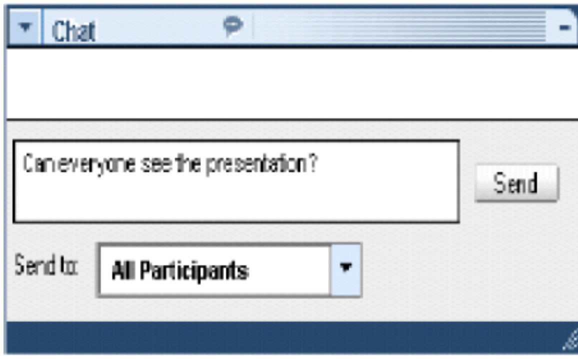
   It is the last button on the floating icon tray.

2. On the Select Panel menu, choose Float All Panels.

   All panels display, even those you had minimized previously.

What you can do

Resize individual panels using the Resize Control in the bottom right corner of any floating panel.



Drag the Resize Control to change the size of the panel

To organize the floating panels:

As you reopen the panels to jot a few notes or chat with a participant, you may find you need to arrange the panels.

1 On the floating icon tray, click the Select Panel button.

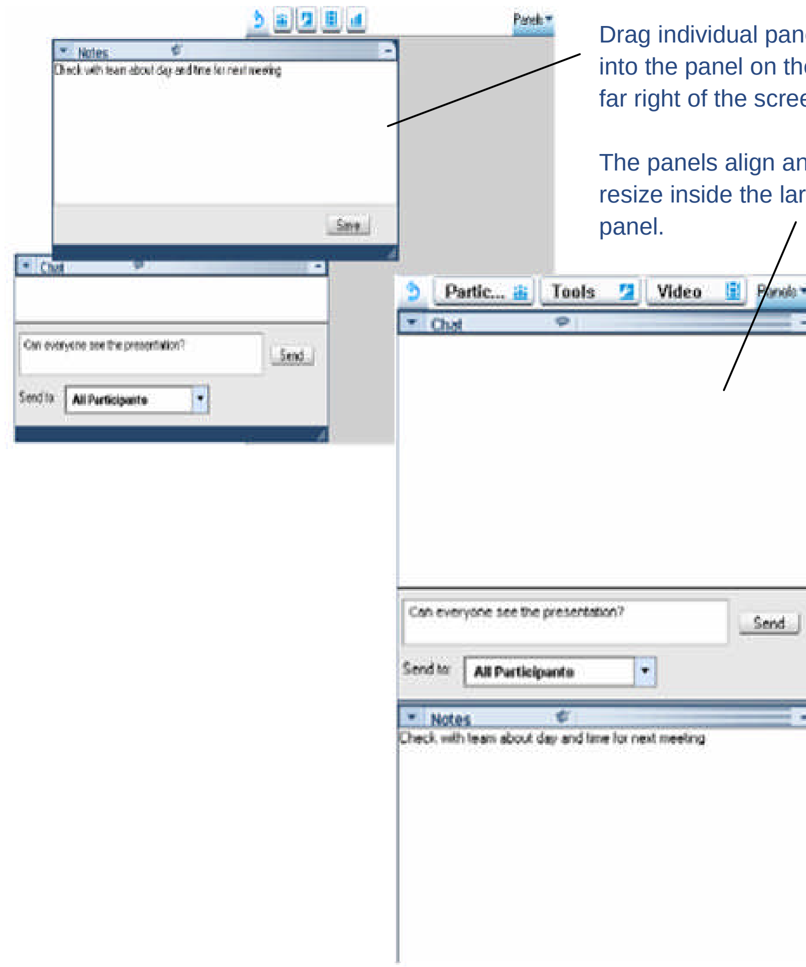
It is the last button on the floating icon tray.

2 On the Select Panel menu, choose Open Right Panel.

An empty panel appears on the right side of the screen.

The icon tray now resides at the top of the right panel.

What you can do
Drag any floating panels into this larger panel. Panels resize to fill the space.



Drag individual panels into the panel on the far right of the screen.

The panels align and resize inside the larger panel.

+ Drag the panel out of the larger panel to "float" it.

+ Switch between full-screen view and standard view.

After you return to standard view, all panels (those that are floating and those that you have minimized) return to their preset locations in the right panel.

SHARING AND FULL-SCREEN VIEW

In full-screen view, you have access to sharing and viewing options from the Select Panel menu.

If you are sharing a document

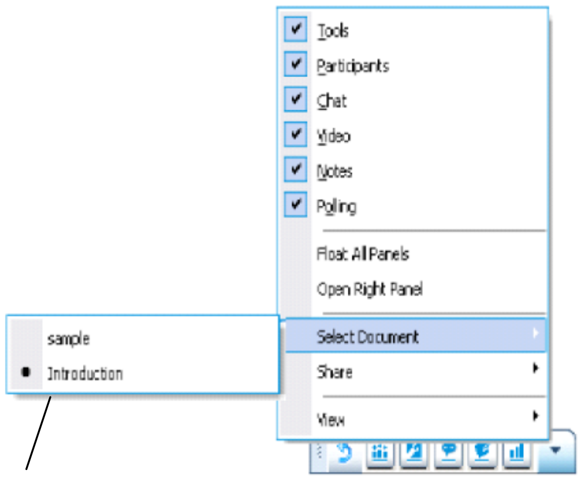
If you have already opened several documents, you can switch to share any of these documents.

To display a different document:

1 On the floating icon tray, click the Select Panel button. It is the last button on the floating icon tray.

2 On the Select Panel menu, choose Select Document. You see a list of documents that are currently open in this meeting.

3 Select the document you want to share.



Select a different document to share.

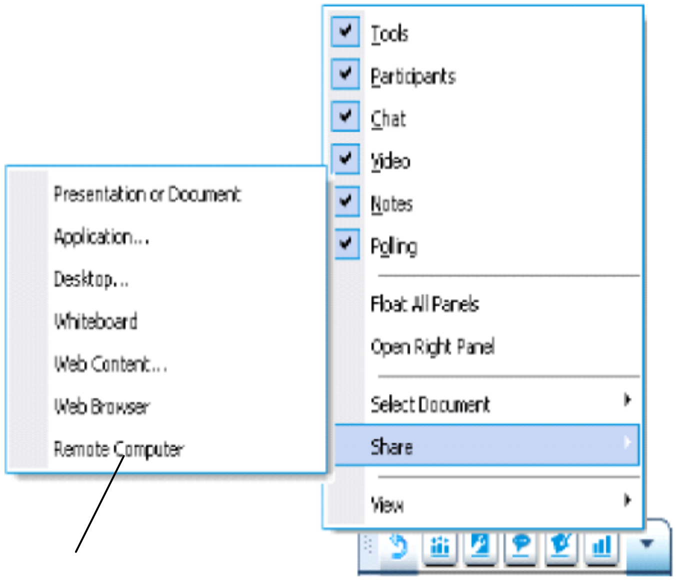
To select another sharing option:

1 In the floating icon tray, click the Select Panel button.

It is the last button on the floating icon tray.

2 On the Select Panel menu, choose Share.

You see the list of sharing commands.



Sharing commands

3 Choose the kind of sharing you want to do.

For details about these options, see Sharing documents and presentations and Sharing software.

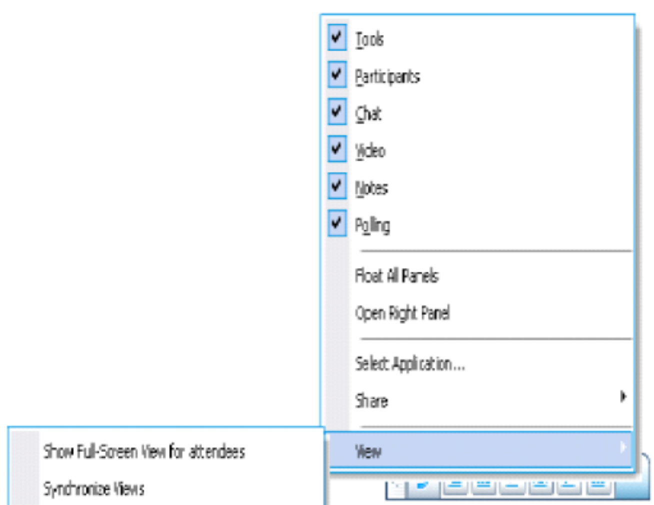
To resize the display of attendees to match your display:

1 On the icon tray above the panels, click the Select Panel button.

It is the last button on the floating icon tray.

2 On the Select Panel menu, choose View > Synchronize Views.

All attendees’ displays now match your display.



Synchronize Views command

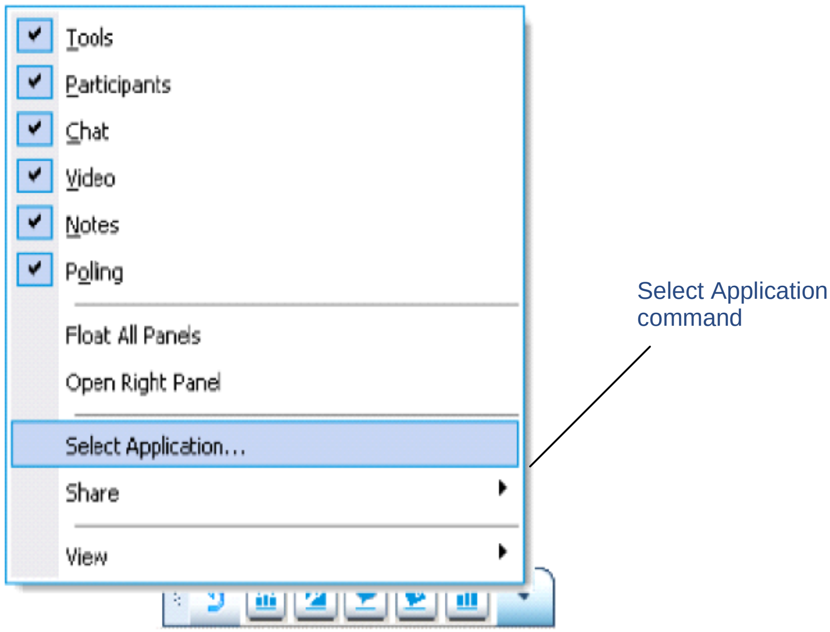
If you are sharing an application

To display a different document:

1 On the floating icon tray, click the Select Panel button.

It is the last button on the floating icon tray.

2 On the Select Panel menu, choose Select Application.



The Share Application dialog displays.

3 Select the application you want to share. Or click New Application to open an application not already running on your desktop.

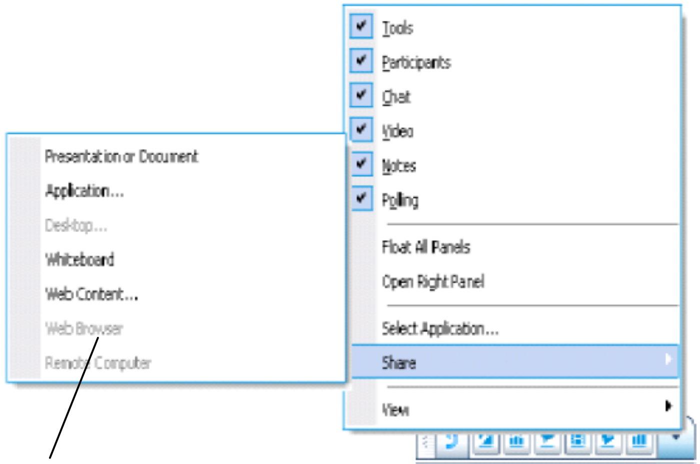
To select another sharing option:

1 On the floating icon tray, click the Select Panel button.

It is the last button on the floating icon tray.

2 On the Select Panel menu, choose Share.

You see the list of sharing commands.



Sharing commands

3 Choose the kind of sharing you want to do.

For details about these options, see Sharing documents and presentations, and Sharing software.

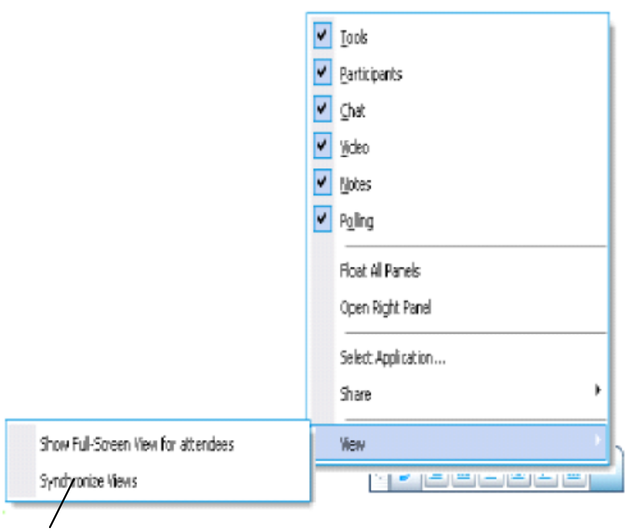
To resize the display of attendees to match your display:

1 On the floating icon tray, click the Select Panel button.

It is the last button on the floating icon tray.

2 On the Select Panel menu, choose View > Synchronize Views.

All attendees' displays now match your display.



Choose Synchronize Views

If you are sharing a desktop

To select another sharing option:

1. On the floating icon tray, click the Select Panel button.

   It is the last button on the floating icon tray.

2. On the Select Panel menu, choose Share.

   You see the list of sharing commands.

3. Choose the kind of sharing you want to do. For details about these options, see Sharing documents and presentations and Sharing software.

To resize the display of attendees to match your display:

1. On the floating icon tray, click the Select Panel button.
   It is the last button on the floating icon tray.

2. On the Select Panel menu, choose View > Synchronize Views.

   All attendees' displays now match your display.

PANEL ALERTS

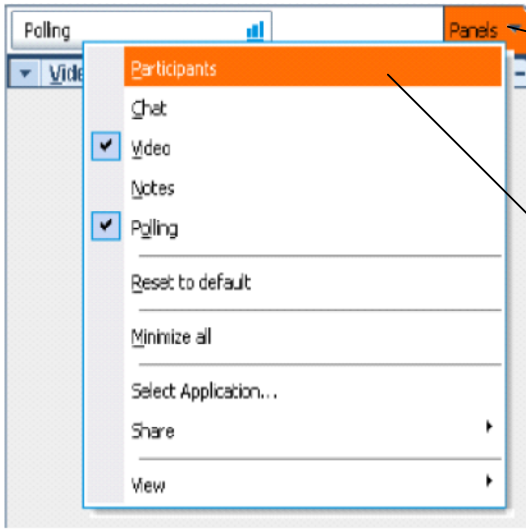
If you have closed, minimized, or collapsed any panels, you will see an alert if a panel you no longer can see requires your attention.

Some reasons for seeing alerts:

+ A participant arrives or leaves a meeting
+ A Raise Hand indicator appears in the Participants list
+ The note taker publishes notes
+ An attendee sends a chat message
+ A poll opens or closes
+ Poll answers are received

ALERTS FOR CLOSED PANELS

If you have closed a panel, the Panels button changes color to alert you to a change. For example, if a participant leaves your meeting, and you have closed the Participants panel, the Select Panel menu button turns into an alert.



Panels button changes color to alert you. In this example, a participant has left the meeting. The Participants panel is closed, so an alert is sent.

The panel requiring attention is highlighted.

ALERTS FOR MINIMIZED PANELS

If you have minimized a panel, the icon representing that panel alerts you of a change.

The Chat icon changes color to let you know you have a new chat message.

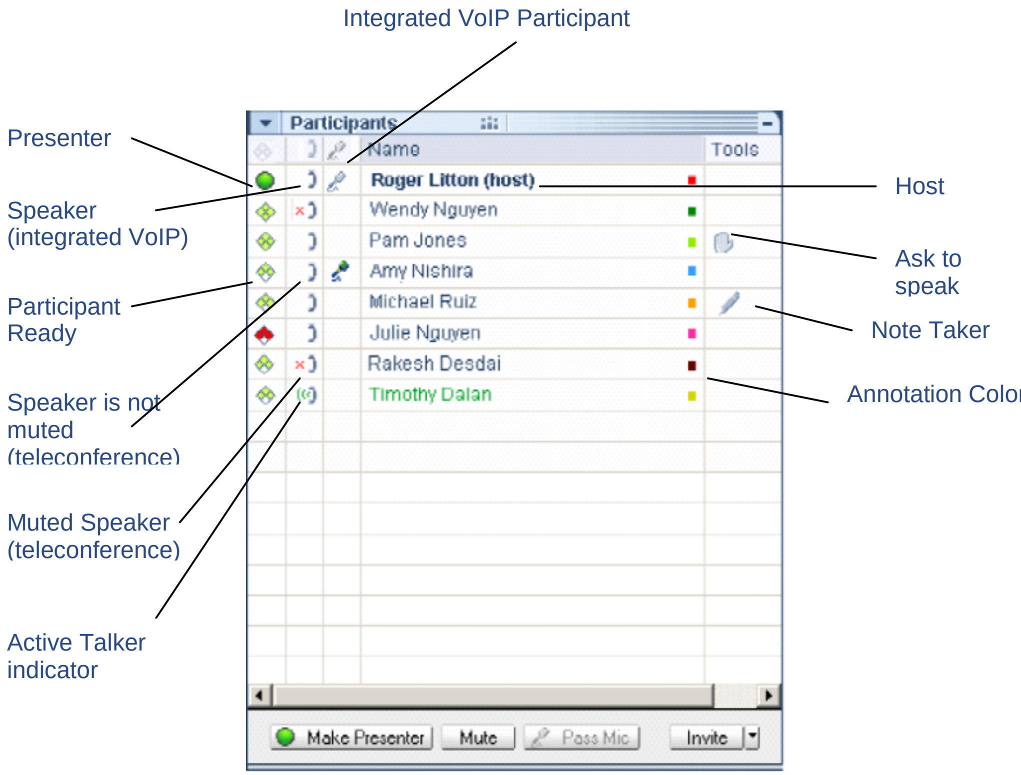
ALERTS FOR COLLAPSED PANELS

If you have collapsed a panel, the Expand/Collapse icon changes color when you need to pay attention to that panel.

The icon changes color to let you know you should check the contents of this panel.

Understanding the Participants Panel

In addition to the list of people currently attending your meeting, the Participants panel provides other information about the attendees.



The following table describes the possible indicators that may appear in the participant list.

Indicator	Indicator Name	Description
(host)	Host indicator	Indicates the meeting host.
	Presenter indicator	Indicates the current presenter.
	Annotation Color indicator	Indicates the color with which the participant can annotate shared content. Participants can select another color with which to make annotations, but their assigned colors in the participant list remain the same.
	Participant Ready indicator	Indicates that the participant's content viewer is displaying the page, slide, or whiteboard that the presenter is sharing. Can appear in different states, each of which indicates the percentage of the content that has loaded in the participant's content viewer.
	Speaker indicator for teleconference	In an integrated teleconference, indicates that the participant is connected to the teleconference and his or her microphone is not muted—that is, the participant can speak.

	Muted Speaker indicator for teleconference	In an integrated teleconference, indicates that the participant is connected to the teleconference but his or her microphone is muted.
	Ask to Speak indicator	In the host’s and presenter's participant list only, indicates that the participant has clicked the Raise Hand button.
	Note Taker indicator	Indicates the single note taker for the meeting, if the host designated a note taker.

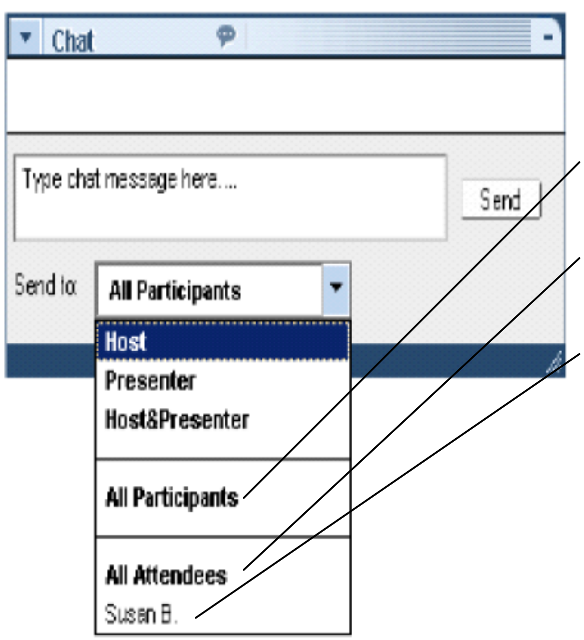
SENDING A CHAT MESSAGE TO PARTICIPANTS

Chat is useful if you want to:

+ Communicate with a participant during a meeting that does not include a voice conference
+ Send a private message to another participant
+ Send brief information to all participants
+ Ask a question but do not want to interrupt the presenter

To send a chat message:

1. In the Meeting window, open the Chat panel.
2. Type a message in the Chat box.
3. In the Send to drop-down list, select the recipients of the message.



Select the recipients of your chat message.

To send a message to everyone, including the host, presenter, and attendees, choose All Participants

To send to everyone except the host and panelists, choose All Attendees.

To send a chat message to a particular participant, select the name in the list.

4 Click Send.

The recipients receive the chat message in their chat viewer.

ABOUT TAKING NOTES

During a meeting, one or more meeting participants with access to the notes feature can take notes on the Notes or Closed Caption panel in the Meeting window. Only one participant transcribes closed captions.

If all participants with access take notes, they cannot publish their notes to others during the meeting. However, participants can save their notes at any time during the meeting.

If only a single participant can take notes or perform closed captioning, the meeting host can select the single note taker or closed caption provider during the meeting. A single note taker can publish notes at any time during the meeting or send a meeting transcript containing the notes to all participants. A closed caption provider can publish captions in real-time during the meeting and can also send a transcript containing the captions to all participants.

TAKING PERSONAL NOTES

If the meeting host or presenter has selected the option to allow participants to take personal notes, you can type your notes on the Notes panel in the Meeting window.

To take personal notes:

1 In the Meeting window, open the Notes panel.
2 Type your notes in the box.

Note: You can save your notes to a text file on your computer. For details, see Saving notes to a file.

TAKING PUBLIC NOTES (MEETING MINUTES)

If the meeting host has designated you as the single note taker for a meeting, you can type notes on the Notes panel in your Meeting window. Your notes are not visible to other meeting participants until you publish them. You can publish your notes at any time during the meeting, or you can send your notes in a meeting transcript to all participants.

To take public notes:

1 In the Meeting window, open the Notes panel.
2 Type your notes in the box.
3 Optional. To publish your notes, so they appear in each participant's Notes panel, click Publish.

Note: For details about sending public notes in a meeting transcript, see Sending a meeting transcript to participants.

SAVING NOTES TO A FILE

If you are taking personal or public notes or closed captions during a meeting you can save your notes to a text file on your computer. You can also save any notes or closed captions that another note taker or publishes on your Notes or Closed Caption panel.

Once you save new notes to a file, you can save changes to the notes or save a copy of the notes to another file.

To save new notes:

1. In the Meeting window, perform either task:
   - On the Notes or Closed Caption panel, click Save.
   - On the File menu, point to Save, and then choose Notes or Closed Closed Captions.

   The Save Notes As dialog box appears.

2. Choose a location at which to save the file.
3. Type a name for the file.
4. Click Save.

Meeting Manager saves the file at the location you chose. Its file name has a .txt extension.

To save changes to notes:

In the Meeting window, do *either* of the following:

+ On the Notes or Closed Captions panel, click Save.
+ On the File menu, point to Save, and then choose Notes or Closed Captions.

Meeting Manager saves the file at the location you chose. Its file name has a .txt extension.

To save a copy of notes to another file:

1. In the Meeting window, on the File menu, point to Save As, and then choose Notes. The Save Notes As dialog box appears.
2. Do either or both of the following:
   - Type a new name for the file.
   - Choose a new location at which to save the file.

3. Click Save.

   Meeting Manager saves the file at the location you chose. Its file name has a .txt extension.

Tip: Alternatively, you can save all of the following meeting information to files at once:

+ shared presentations or documents
+ chat messages
+ poll questionnaire
+ poll results
+ notes

To save all information at once, on the File menu, choose Save All. In this case, Meeting Manager uses the default file names for the files. Thus, if you have already saved a file using another name, Meeting Manager does not overwrite that file.

SETTING UP VIDEO

If a video camera is attached to your computer, you can send live video to meeting participants. Live video lets other participants see you, an object under discussion, and so on. All participants can view live video that you send, without the need for video equipment installed on their computers.

To set up video, you must connect a video camera—also called a webcam— to your computer. Once you start or join a meeting, Meeting Manager automatically detects your video camera.

Generally, Meeting Manager is compatible with any video camera that connects to your computer's USB or parallel port. The quality of the video image can vary, depending on the quality of the video camera that you use. For a list of video cameras that are known to be compatible with your Meeting Manager software, refer to the Frequently Asked Questions (FAQ) page on your meeting service Web site. You can access this page from your site’s Support page.

SENDING LIVE VIDEO

If the single-point video option is turned on, only the presenter or another participant selected by the presenter can send live video. If the multipoint video option is turned on, up to six participants whose computers have a video camera can send video. Only the presenter or another participant selected by the presenter can send live video.

To send live video:

In the Meeting window, display the Video panel on the right side of the Meeting window. For details about using the panels, see Working with the panels.

Meeting Manager begins sending live video immediately. To send live video, you must connect a video camera to your computer.

For details, see consult the documentation that accompanied your camera.

POLLING ATTENDEES

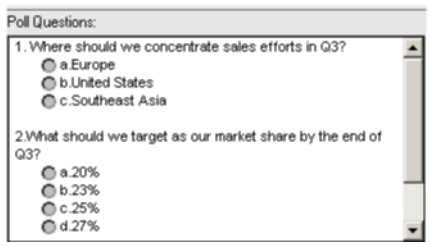
During a meeting, you can poll attendees by providing a questionnaire with multiple-choice answers. Taking a poll can be useful for gathering feedback from attendees, allowing attendees to vote on a proposal, testing attendees' knowledge of a topic, and so on.

To take a poll, you must first prepare a poll questionnaire. You can prepare a questionnaire at any time during a meeting. Or, to save time during a meeting, you can prepare a questionnaire before the meeting starts, save it, and then open it during the meeting.

Once attendees complete a poll, you can view the results and share them with attendees. You can also save the results of a poll for viewing outside of a meeting.

PREPARING A POLL QUESTIONNAIRE

During a meeting, you can prepare a poll questionnaire that includes multiple-choice answers. Once you complete a questionnaire, attendees can respond to it during a meeting.



Sample poll questions

SENDING A MEETING TRANSCRIPT TO PARTICIPANTS

As a meeting host, single note taker, or closed captionist, you can send a transcript of a meeting in an email message to all participants at any time before the meeting ends. The transcript, which Meeting Manager creates automatically, contains the following information:

- meeting topic
- meeting number
- meeting starting and ending times
- the list of all participants
- the meeting agenda
- any public notes or closed captions that you took during the meeting, if you saved them to a file

You can optionally attach any of the following files to the transcript message, if you saved them during the meeting:

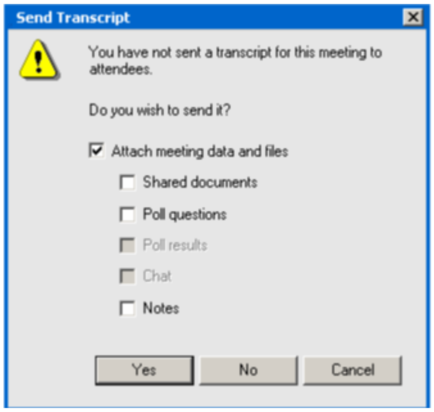
- shared documents
- poll questionnaire
- poll results
- chat messages
- public notes or closed captions

For security purposes, each transcript email message that a participant receives does not display the email addresses for other participants.

Important: To receive a transcript email message, a participant must provide his or her email address when joining the meeting.

To send a meeting transcript to participants:

1 On the File menu, choose Send Transcript.
2 (Optional) To include any files or other data shared or presented in the meeting, select the “Attach meeting and data files” check box.



3 (Optional) Select the check box for any files that you want to attach to the transcript email message, and then click OK.
4 In the new email message that appears, review the content and make any necessary changes.
5 Send the transcript email message.

Managing Meetings

PARTICIPANT ROLES AND PRIVILEGES

Each participant in an online meeting has one of the following roles: host, presenter, or attendee. These roles determine which options you can use on your MeetingCenter Web site and in Meeting Manager.

Role	Responsibilities and options
Host	A meeting host must have a user account on your MeetingCenter Web site. A host can schedule, start, and control a meeting; and assign meeting roles to other participants. Initially, the host is also the presenter; however, the host can make any participant the presenter during the meeting.
Presenter	Only one participant at a time can be the presenter, but participants can take turns being the presenter during a meeting. A presenter can: + Share and annotate presentations, documents, and whiteboards + Share software, and grant remote control of shared software to participants + Assign meeting privileges to other participants + Turn various meeting options on or off + Poll participants + Transfer files to participants + Send live video, and select which participants can send video
Attendee	Attendee A meeting attendee participates in a meeting but generally does not present information. Attendees can view shared information and interact with it, if the presenter assigns the

appropriate privileges to them. An attendee can also perform other tasks, such as recording a meeting, if he or she has the appropriate privileges.

ABOUT GRANTING PRIVILEGES TO ATTENDEES

Once a meeting starts, all meeting attendees automatically receive privileges:

+ If the host scheduled the meeting and specified attendee privileges, attendees receive those privileges.
+ If the host scheduled the meeting but did not specify attendee privileges, attendees receive the default privileges.
+ If the host started an instant meeting, attendees receive the default privileges.

You can grant or remove privileges for the following meeting activities:

+ Document sharing, including privileges for saving, printing, and annotating shared content in the content viewer
+ Viewing miniatures, or thumbnails, of pages, slides, or whiteboards in the content viewer
+ Zooming in and out on pages, slides, and whiteboards in the presentation viewer
+ Viewing Any page, slide, or whiteboard in the content viewer, regardless of the content that the presenter is viewing
+ Controlling full-screen view of pages, slides, or whiteboards in the content viewer Viewing the participant list
+ Chatting with participants
+ Recording a meeting
+ Requesting remote control of shared applications, desktops, or Web browsers
+ Contacting the operator for a teleconference privately, if your meeting service includes the private operator option

GRANTING ATTENDEE PRIVILEGES DURING A MEETING

During a meeting, you can grant privileges to or remove them from all attendees at once or an individual attendee.

To specify attendee privileges during a meeting:

1. In the Meeting window, on the Participant menu, choose Participant Privileges. The Attendee Privileges dialog box appears.
2. Perform either task:

   - To grant privileges to or remove them from all attendees at once, in the pane on the left, select All Attendees.
   - To grant privileges to or remove them from an individual attendee, in the pane on the left, expand All Attendees, and then select the attendee's name.

3. Specify attendee privileges:

   - To grant a privilege to attendees, select its check box.
   - To grant all privileges to attendees, select the Assign all privileges check box.
   - To remove a privilege from attendees, clear its check box.
   - To reset to the preset meeting privileges, click Reset to Meeting Defaults.

4 Click Assign.

Controlling a meeting

As a meeting host, you can control many aspects of an online meeting.

INVITING ATTENDEES TO A MEETING IN PROGRESS

Once you start a meeting, you can invite additional attendees to the meeting. You can invite attendees by phone, email, or instant message.

Tip: If the Quick Start option is turned on, you can invite attendees from the Quick Start tab as well as from the Participant menu

To invite an attendee by email to a meeting in progress:

1. On the Participant menu, point to Invite, and then choose By Email.
2. Type the attendee's email address.
3. Click Send Invitation.

Each person that you invite receives an invitation email message that contains information about the meeting—including the password—and a link that the attendee can click to join the meeting.

DESIGNATING A PRESENTER

As a meeting host, you are initially the presenter as well. However, you can designate any attendee as the presenter. You can also reclaim the presenter role or change the presenter at any time.

To designate a presenter:

1. In the participant list on the Participants tab, select the name of the attendee whom you want to designate as the presenter.
2. Below the participant list, click Presenter.

TRANSFERRING THE HOST ROLE

As a meeting host, you can transfer the host role—and thus all control of the meeting—to an attendee.

To transfer the host role:

1. In the participant list on the Participants tab, select the name of the attendee to whom you want to transfer the host role.

2. On the Participant menu, point to Make, and then choose Host.

EXPELLING A PARTICIPANT

You can remove, or expel, a participant from a meeting at any time.

To expel a participant:

1. In the participant list on the Participants tab, select the name of the participant whom you want to expel.
2. On the Participant menu, choose Expel.

LOCKING AND UNLOCKING A MEETING

Once you start a meeting, you can restrict access to it, or "lock" it. This option prevents anyone else from joining the meeting. You can unlock a meeting at any time.

To lock a meeting:

On the Meeting menu, choose Restrict Access.

To unlock a meeting:

On the Meeting menu, choose Restore Access.

ENDING A MEETING

Once you end a meeting, the Meeting window closes on all participants' screens. If the meeting includes an integrated voice teleconference, the conference also ends.

To end a meeting:

1. On the File menu, choose End Meeting.
2. In the confirmation message that appears, click Yes.

VIEWING USAGE REPORTS

If your MeetingCenter Web site includes the reports option, you can view the following types of usage reports:

+ **Meeting Usage report**—Contains detailed information about each meeting that you host, including information about each participant.

+ **Access Anywhere Usage report**—Contains detailed information about the computers that you access remotely and your Access Anywhere sessions, if your site or account includes the Access Anywhere option.

To view a usage report:

1. Log in to your MeetingCenter Web site.
2. On the navigation bar, click My WebEx.
3. Click My Reports.
4. Select the type of report you want to view.

5. Specify a range of dates for which you want to view a report and how you want data sorted in the report.
6. Click Display Report.