WebEx Meeting Participant Tutorial
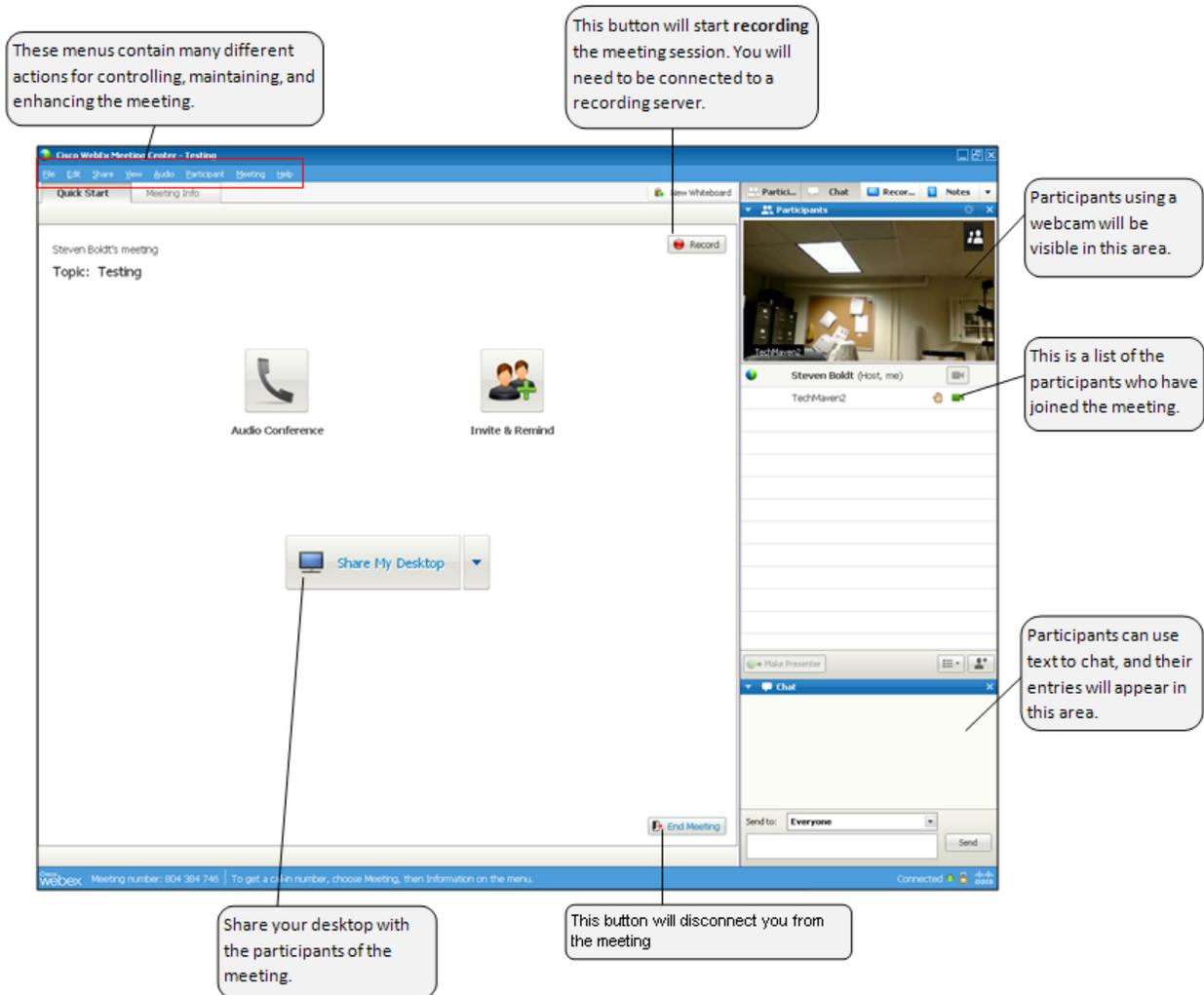Go to uww.webex.com

What is a WebEx Meeting?

WebEx Meeting Center is virtual conferencing software that allows its users to collaborate in an online environment as opposed to face-to-face. Meeting Center conveniently works inside your web browser with no program to download, install, or configure. Meeting Center can be used for audio-only calls (like the traditional conference call), visual meetings via webcams, and for presentations—you can share anything that is displayed on your screen for everyone in the meeting to view. We will be using WebEx Meeting Center in this course, so it is important that you familiarize yourself with its interface and features.

How do I join a WebEx Meeting?

1. You will be sent an email with meeting information such as date, time, and who initiated the meeting. If the meeting has a required password, it will be included in this email.

2. Click the link in the email to go to the WebEx website.

3. On the right-hand side of the screen, you will see an area to log in. Type your name (e.g., John D.) and your email address and press **"Join."**

4. A separate window will pop up and prompt you for your choice of audio. You may either use a phone or your computer for audio.

5. If you choose to join the conference using a phone, you will need to call into the meeting. Dial the number given under step 1, and then use the access code and Attendee ID to connect when prompted.

6. If you choose to use your computer for audio, click **"Call Using Computer."** You will have the opportunity to test your microphone and headset/speakers before connecting to the conference.

What are some of the features in the WebEx Meeting Center?

When you are connected, you will see the following interface. Some of the controls and options are available only to the presenter.

These menus contain many different actions for controlling, maintaining, and enhancing the meeting.

This button will start **recording** the meeting session. You will need to be connected to a recording server.

Participants using a webcam will be visible in this area.

This is a list of the participants who have joined the meeting.

Participants can use text to chat, and their entries will appear in this area.

Share your desktop with the participants of the meeting.

This button will disconnect you from the meeting

Can I privately chat with the host/presenter if I have a question?

Absolutely! This is how:

1. Under the Chat Window, click the drop-down box. Here you can select who can view your message.

2. Click on the name of the person you'd like to privately chat with.

3. Type your message and press send.

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Note: Private chats are displayed in the same box as public chats, but only those involved with the private chat will see your message.

How do I use Video Chat?

1. Click **"Video"** on the Options toolbar. A **"Video"** window will then pop up.

2. If your webcam/external camera is working, you should see yourself in a video box at the bottom with an option to "Send Video." No one sees you unless you choose to press **"Send Video."**

3. Also displayed here will be streaming videos of all of the other meeting participants who chose to send video.

How do I respond to a poll?

Sometimes, the meeting initiator or presenter will poll the attendees on one or more questions. When this happens, the Poll Window will open on the right-hand side of your screen:
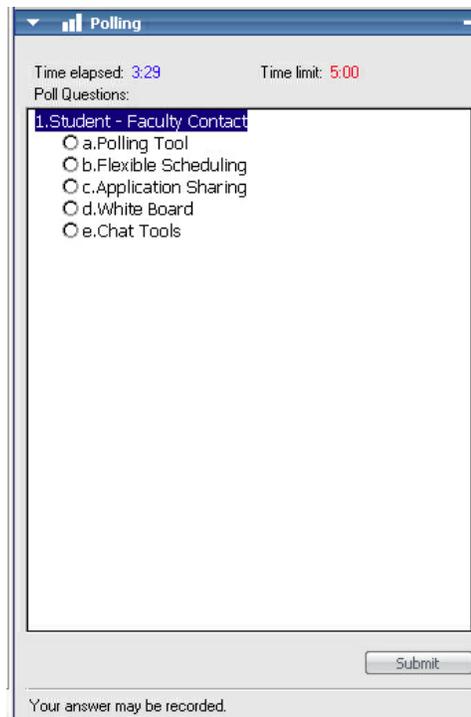
Near the top of the Poll Window is elapsed time (the time that has passed since the presenter opened the poll) as well as the time limit for the poll. To answer, simply select the bubbles next to the response(s) desired and press **"Submit."** You may be allowed to view the poll response once the poll has expired.

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Can I "share" documents, presentations, etc.?

In the WebEx Meeting Center, you may be permitted by the meeting initiator to "share" your own documents, presentations, etc. This permission depends on your "role" within the meeting--if you are a host, presenter, or simply an attendee in the meeting. If you are a presenter or a host, you may click **"Share"** on the top menu and select the item you would like to share.

Presentation or Document:

If you choose to share a presentation or document, it will show up in the Presentation Window. You may then narrate your presentation. While sharing a presentation or document, you may use the tools on the toolbar to draw or emphasize text and graphics. The tools are access from the share menu and look like this:

Application

Sharing an application may be useful for editing a document as a group or demonstrate how to use an application that is on your computer. Just like presentations or documents, you may use annotation tools to draw on the application and emphasize certain aspects.

Desktop

Sharing a desktop is similar to sharing an application except attendees can see all aspects of your desktop, including mouse movements.

Whiteboard

Whiteboard provides a blank space for you to write or draw. You may copy and paste images into the whiteboard, save it, print it, and even draw on it simultaneously with other meeting attendees.

I still need help with WebEx. Where do I go for more information?

Visit **http://bit.ly/LGBTkH** for more Meeting Center help, including more uses for its features, more in-depth instructions on sharing within a meeting, and troubleshooting with video, audio, or connection problems.

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