

# OWN IT

## Getting Started with Meeting Center

WebEx T30  
2016

# Course Goal

You will be able to successfully conduct interactive meetings easily and effectively using the collaborative tools, while combining audio conferencing and data-sharing

# Objectives

## Table of Contents

Scheduling Meetings from Your WebEx Microsite

Installing and Utilizing the WebEx Productivity Tools

Navigating the Meeting Room & Managing Attendees

Presenting Content to Your Attendees

Special Features

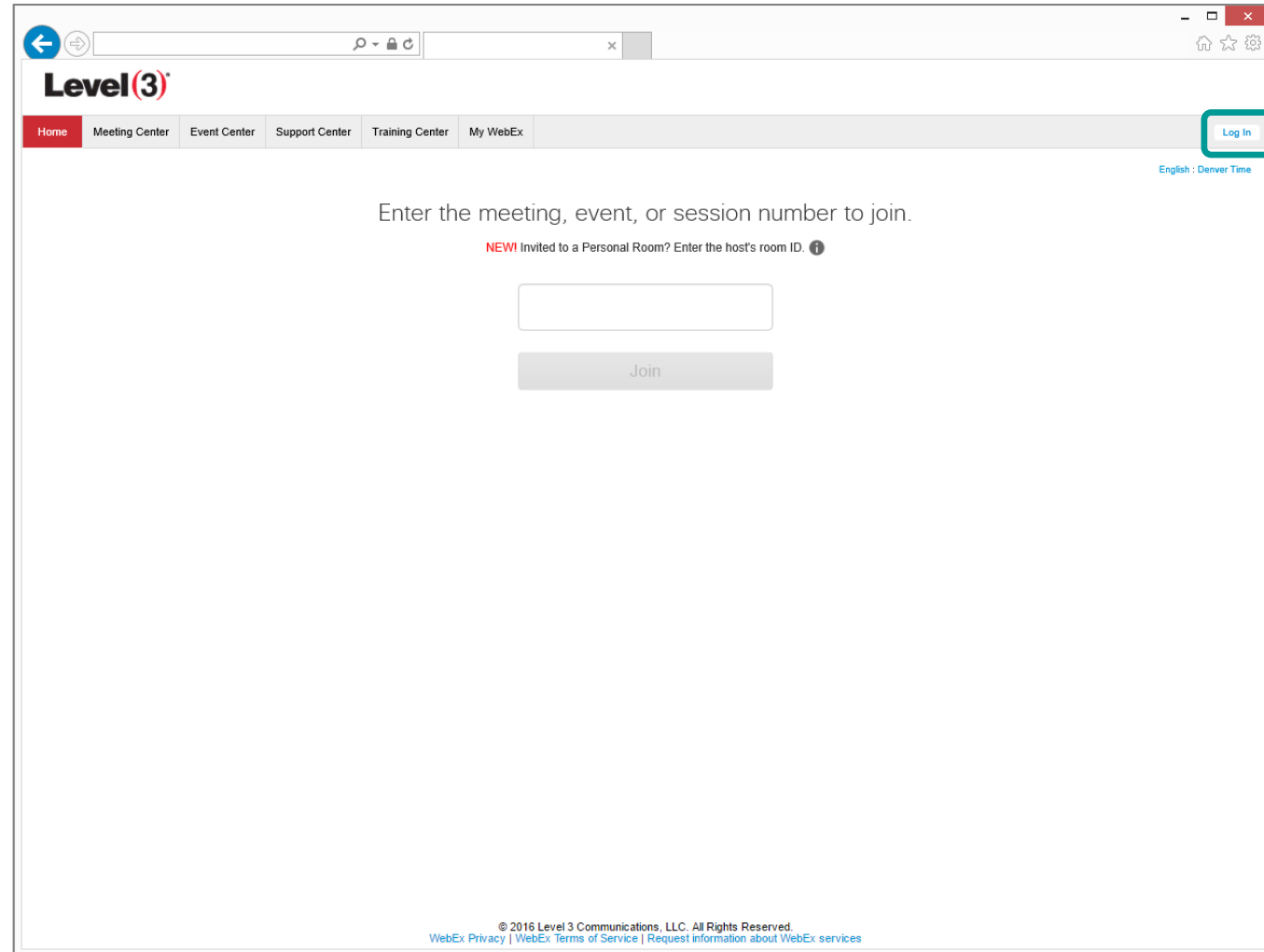
Summary

# Logging into Your Microsite

From Your WebEx Microsite

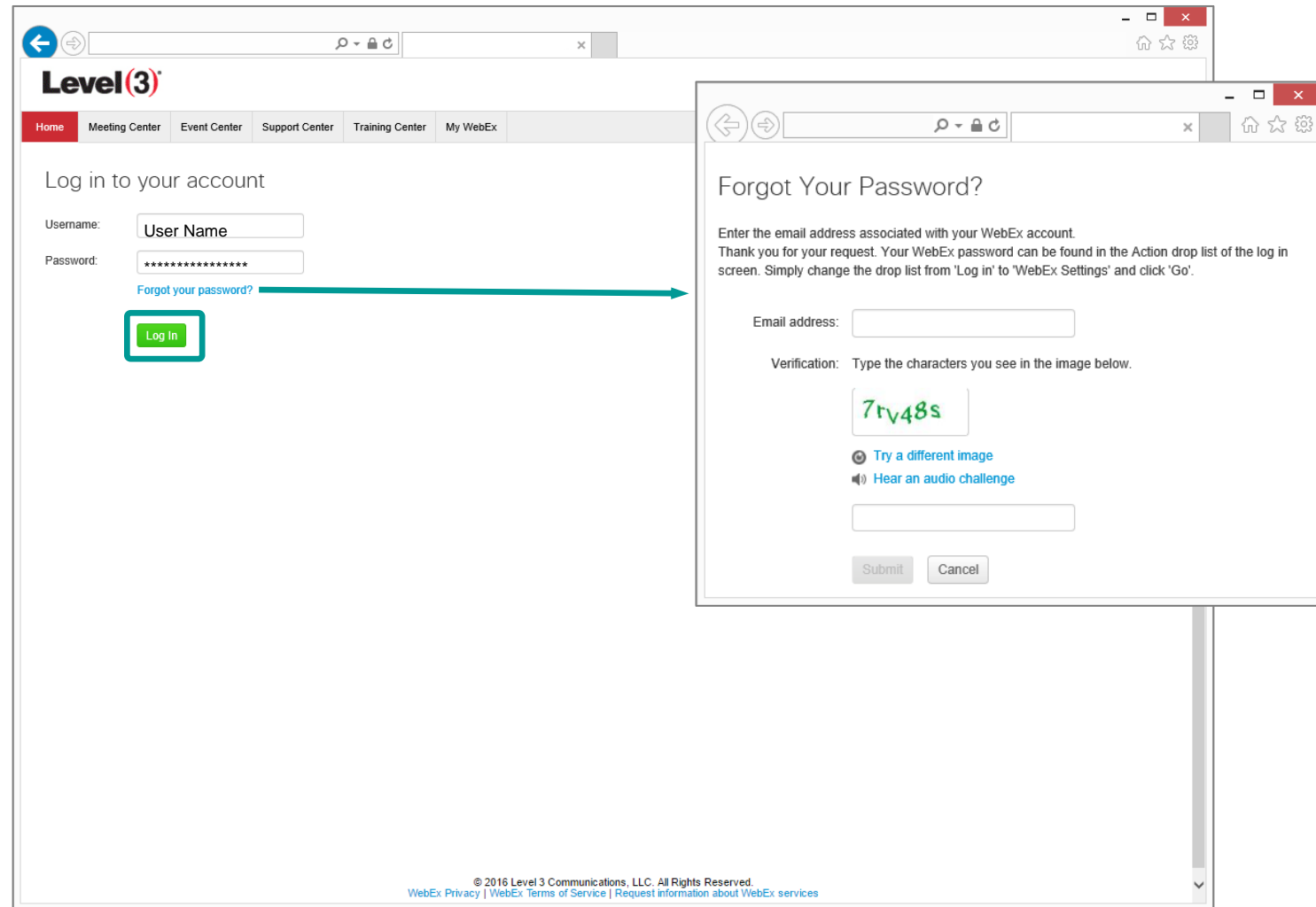
# Schedule Meetings

## Logging into Your Microsite



# Schedule Meetings

## Logging into Your Microsite



# Schedule Meetings

My Personal Room

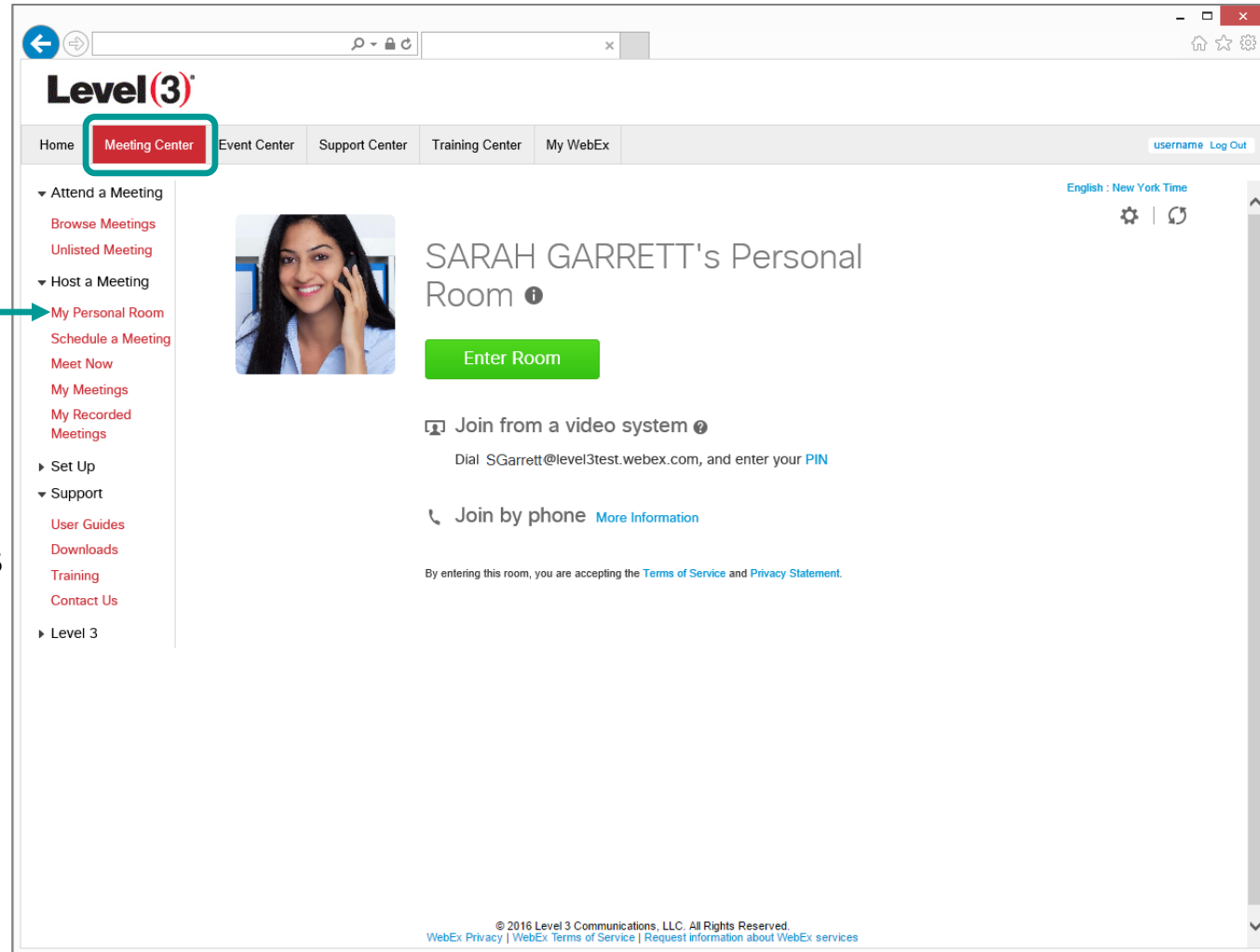
# Schedule Meetings

## My Personal Room – Invite

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees

- Copy and Share
- Send Email Message





# Schedule Meetings

## My Personal Room – Invite

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees

- Copy and Share
- Send Email Message

The screenshot displays the Level 3 Meeting Center interface. The navigation bar at the top includes 'Home', 'Meeting Center' (highlighted), 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The main content area shows 'SARAH GARRETT's Personal Room' with a profile picture of Sarah Garrett. A green 'Enter' button is present, and a tooltip displays the meeting URL 'https://level3test.webex.com/meet/SGar' and 'Meeting Number: 000 000 000'. A blue 'Invite' button is also visible. The left sidebar contains a menu with options like 'Attend a Meeting', 'Host a Meeting', 'Set Up', and 'Support'. The footer contains copyright information: '© 2016 Level 3 Communications, LLC. All Rights Reserved. WebEx Privacy | WebEx Terms of Service | Request information about WebEx services'.

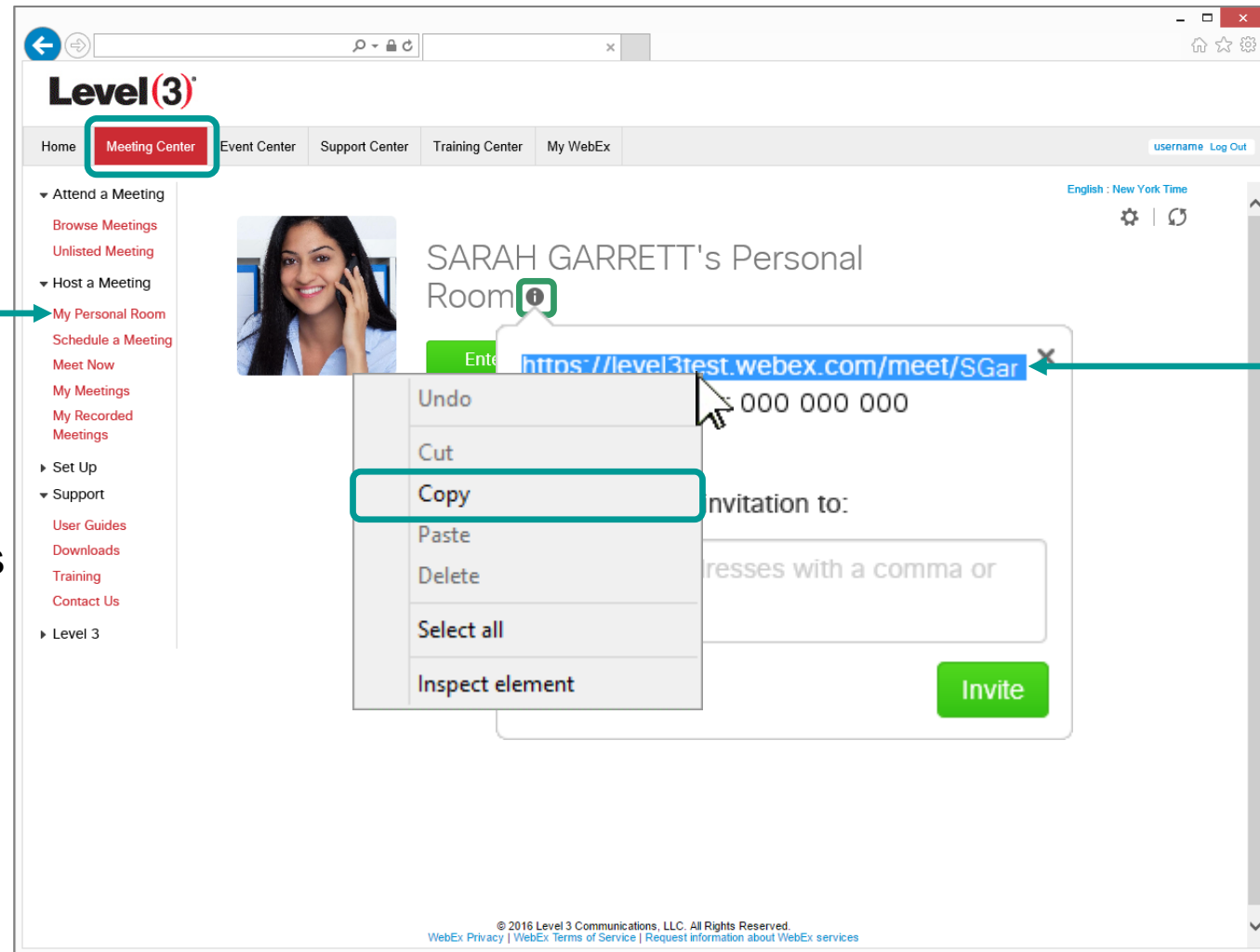
# Schedule Meetings

## My Personal Room – Invite with Link

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees

- Copy and Share
- Send Email Message



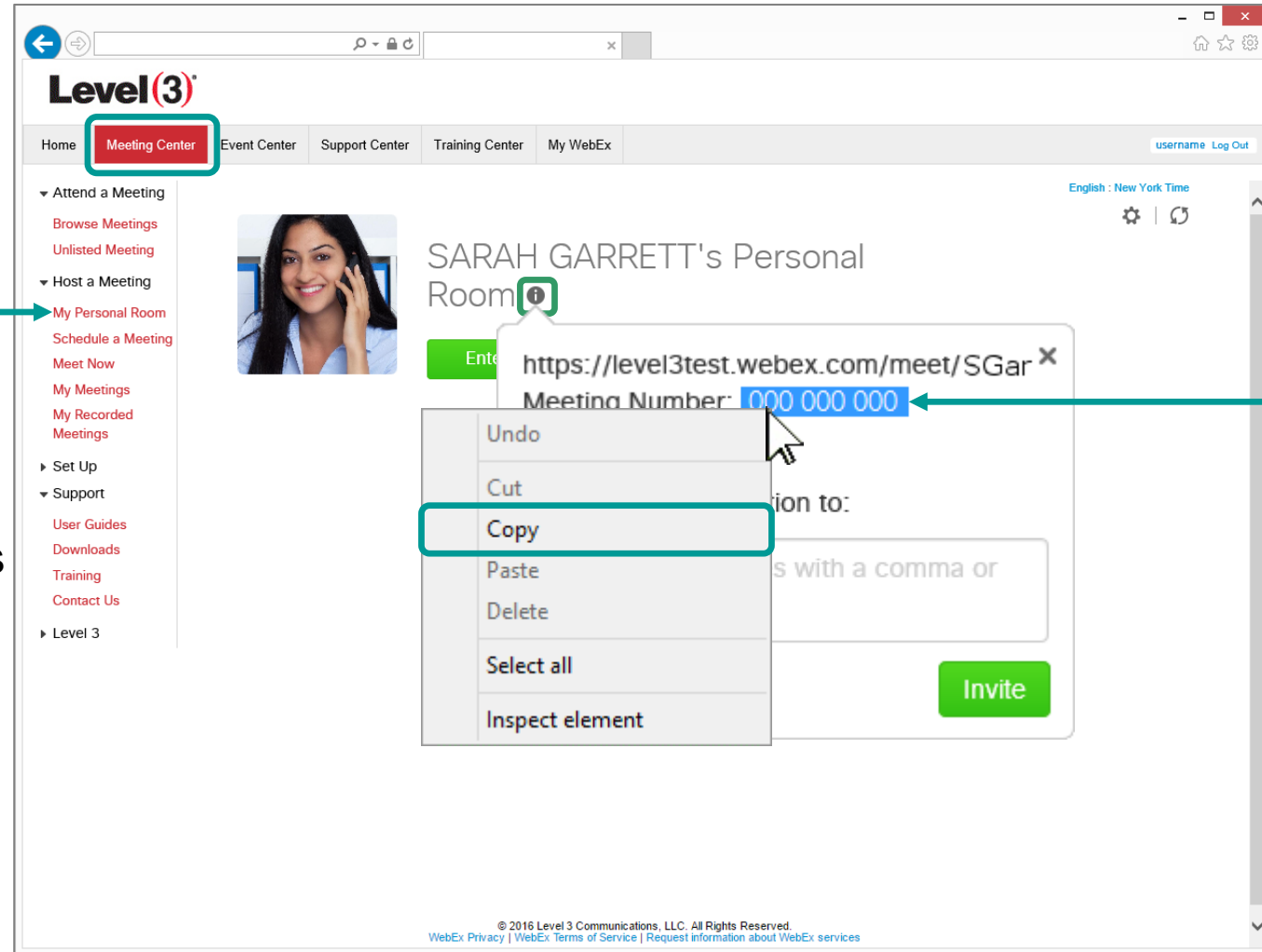
Hover and right click to copy room link

# Schedule Meetings

## My Personal Room – Invite with Meeting Number

A static URL meeting room environment that is available to you 24/7

- 2 ways to invite Attendees
- Copy and Share
  - Send Email Message



Hover and right click to copy meeting number

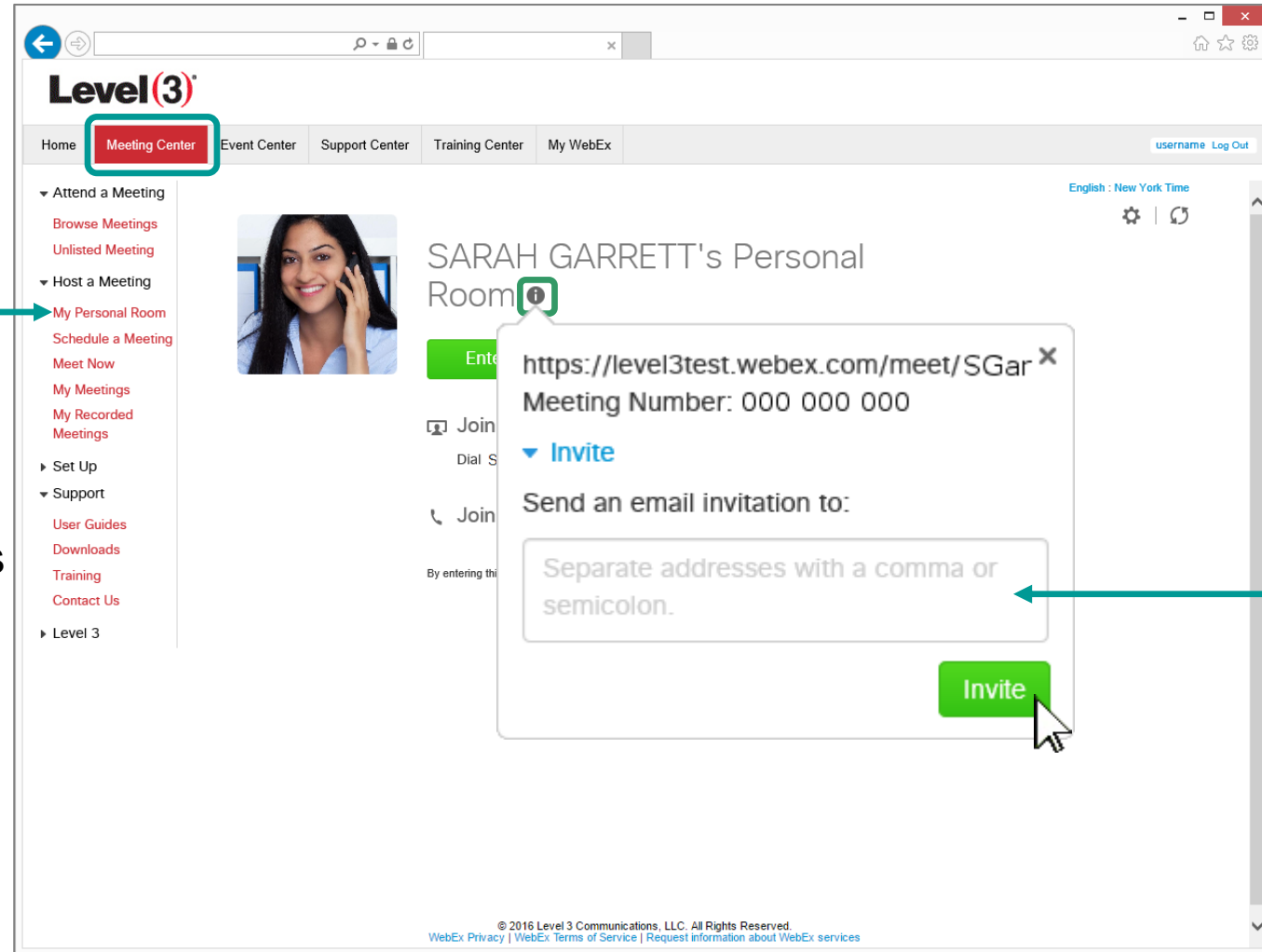
# Schedule Meetings

## My Personal Room – Invite with Emails

A static URL meeting room environment that is available to you 24/7

2 ways to invite Attendees

- Copy and Share
- Send Email Message

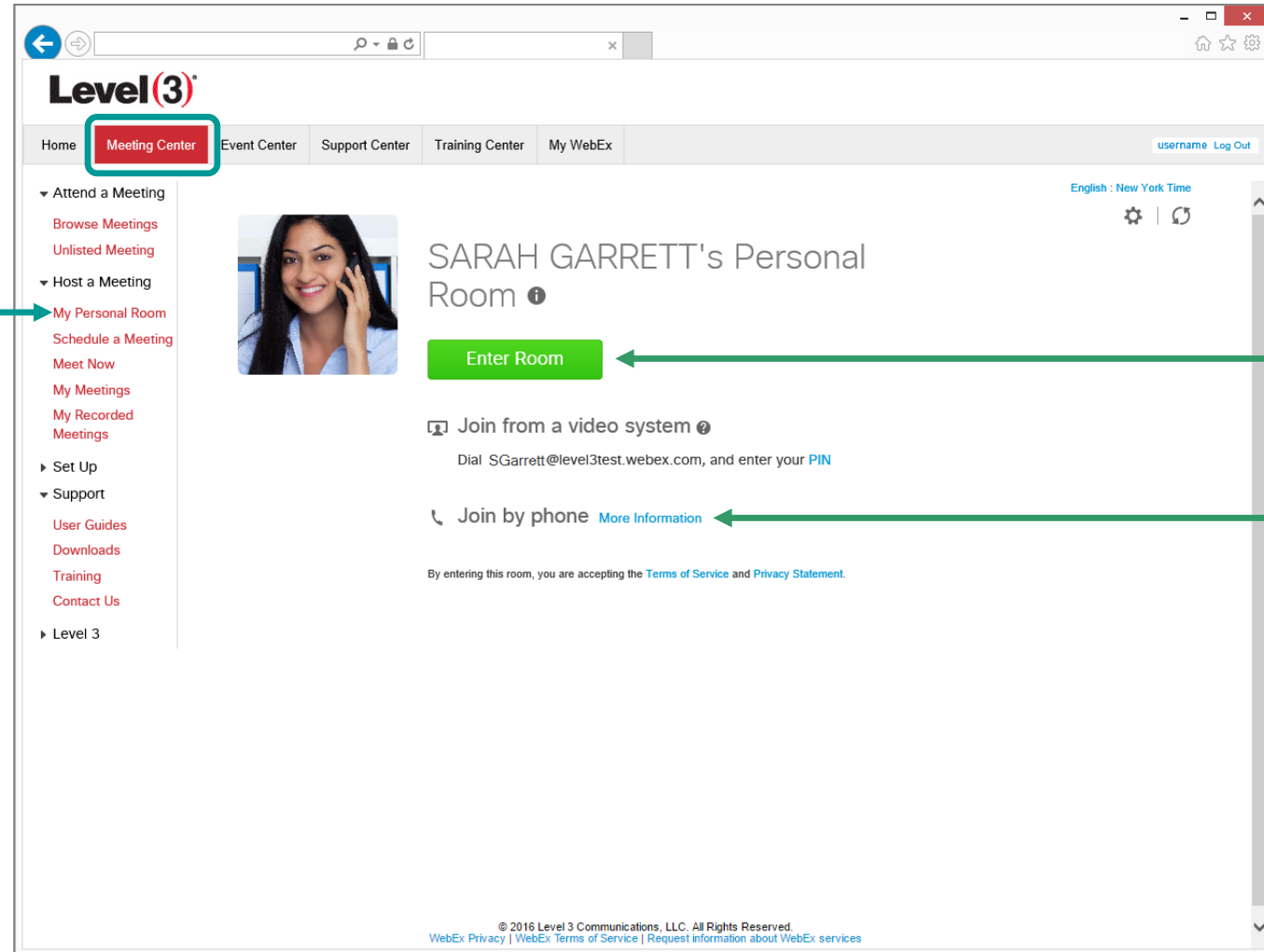


Send emails via WebEx

# Schedule Meetings

## My Personal Room – Enter Your Room

A static URL meeting room environment that is available to you 24/7



Enter your room

Dial-in instructions

# Schedule Meetings

Scheduled Meetings

# Schedule Meetings

## Accessing Schedule a Meeting

The screenshot displays the Level 3 web interface. At the top, the Level 3 logo is visible. Below it, a navigation bar contains links for Home, Meeting Center (highlighted with a red box), Event Center, Support Center, Training Center, and My WebEx. A user is logged in as 'username' with a 'Log Out' option. The left sidebar menu is expanded to show 'Attend a Meeting' options: 'Browse Meetings', 'Unlisted Meeting', 'Host a Meeting', 'My Personal Room', 'Schedule a Meeting' (indicated by a blue arrow), 'Meet Now', 'My Meetings', and 'My Recorded Meetings'. Below this are 'Set Up', 'Support' (with sub-links for User Guides, Downloads, Training, and Contact Us), and 'Level 3'. The main content area shows 'SARAH GARRETT's Personal Room' with a profile picture of Sarah Garrett and a green 'Enter Room' button. Below the room name are options to 'Join from a video system' (with dial-in instructions: 'Dial SGarrett@level3test.webex.com, and enter your PIN') and 'Join by phone' (with a 'More Information' link). A disclaimer at the bottom states: 'By entering this room, you are accepting the Terms of Service and Privacy Statement.' The footer contains copyright information: '© 2016 Level 3 Communications, LLC. All Rights Reserved. WebEx Privacy | WebEx Terms of Service | Request information about WebEx services'.

# Schedule Meetings

## Quick Scheduler

The screenshot displays the 'Schedule a Meeting' page in the Level 3 WebEx interface. The page includes a sidebar with navigation links and a main form area. The form fields are as follows:

- Meeting topic:** [Text input field]
- Password:** [Text input field with a lock icon]
- Date:** [Date picker showing 04/15/2020]
- Time:** [Time picker showing 10:10 am]
- Duration:** [Duration picker showing 1 hr 0 min]
- Attendees:** [Text input field with placeholder '<Separate email addresses with a comma or semicolon>']

Below the form, there are checkboxes for 'Send a copy of the invitation email to me' and 'Audio options: WebEx'. At the bottom, there are buttons for 'Schedule Meeting' (in green) and 'Cancel'.

A dropdown menu titled 'Set options using template:' is open, showing the following options:

- [Meeting Center Default] (selected)
- My Templates --
- Weekly Meeting
- Standard Templates --
- [Meeting Center Default]

A green arrow points to the dropdown menu.

Quick Scheduler template options are the fastest way to schedule meetings on the WebEx site



# Schedule Meetings

## Advanced Scheduler – Accessing

To create a customized template, use the Advanced Scheduler

The screenshot displays the Level 3 Meeting Center interface. The top navigation bar includes 'Home', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The 'Meeting Center' tab is active. The main content area is titled 'Schedule a Meeting' and features a sidebar on the left with options like 'Attend a Meeting', 'Host a Meeting', and 'Set Up'. The main form includes fields for 'Meeting topic', 'Password', 'Date', 'Time', 'Duration', and 'Attendees'. A red box highlights the text 'To set advanced meeting options, go to Advanced Scheduler'. At the bottom, there are buttons for 'Schedule Meeting' and 'Cancel'.

# Schedule Meetings

## Advanced Scheduler – Required Information

By checking this option, your meeting will be listed on the public calendar and its details can be viewed by anyone.

We recommend that you secure your meeting by adding a password

The screenshot displays the 'Required Information' page in the Level 3 Meeting Center. The page title is 'Required Information' and it includes a 'Return to Quick Scheduler' link. The form contains the following elements:

- A 'Meeting topic' field with a red asterisk indicating it is a required field.
- A 'Listed on public calendar' checkbox, which is checked. A green arrow points to this checkbox from the text on the left.
- A 'Meeting password' field with a red asterisk and a lock icon, indicating it is a required field.
- A 'Save as template' link.
- A green 'Schedule Meeting' button, a grey 'Next' button, and a grey 'Cancel' button.

The right-hand menu shows the following steps:

- 1 Required Information
- 2 Date & Time
- 3 Teleconference
- 4 Invite Attendees
- 5 Registration
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

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# Schedule Meetings

## Advanced Scheduler – Date & Time

The screenshot shows the 'Date & Time' configuration page in the Level 3 Meeting Center. The page is part of a web browser window with the Level 3 logo and navigation tabs (Home, Meeting Center, Event Center, Support Center, Training Center, My WebEx). The 'Meeting Center' tab is active, and the user is logged in as 'username'. The page title is 'Date & Time' and it includes a 'Return to Quick Scheduler' link. The configuration options are as follows:

- Meeting date: 02/27/2015
- Meeting time: 10:25 am (radio buttons for am/pm are present)
- Time zone: New York Time | Plan meeting time zones
- Attendees can join: 5 minutes before start time (checkbox is unchecked)
- Attendees can also connect to audio conference (checkbox is unchecked)
- Estimated duration: 1 hr 0 min
- Email reminder: 15 minutes before meeting starts
- Recurrence: None (radio buttons for Daily, Weekly, Monthly, Yearly are present)

On the right side, there is a vertical list of steps: 1 Required Information, 2 Date & Time (highlighted), 3 Teleconference, 4 Invite Attendees, 5 Registration, 6 Agenda & Welcome, 7 Meeting Options, 8 Attendee Privileges, 9 Review. A red asterisk indicates a required field. At the bottom, there is a 'Save as template' link and buttons for 'Schedule Meeting', 'Back', 'Next', and 'Cancel'. The footer contains copyright information for Level 3 Communications, LLC.

# Schedule Meetings

## Advanced Scheduler – Teleconference

The screenshot shows the Level 3 web interface for scheduling teleconferences. The page title is "Teleconference Settings". The navigation menu includes "Home", "Meeting Center", "Event Center", "Support Center", "Training Center", and "My WebEx". The "Meeting Center" tab is active. The left sidebar contains sections for "Attend a Meeting", "Host a Meeting", "Set Up", "Support", and "Level 3". The main content area is titled "Teleconference Settings" and includes a "Return to Quick Scheduler" link. The "Teleconference:" section has three radio buttons: "WebEx" (selected), "Attendees call in", and "Attendees receive call back (call-in is also available)". There are two checked checkboxes: "Allow access to teleconference via global numbers" and "Account 1". A text box displays "Conference dial-in number: 1-8885550000", "Chairperson Passcode: 1234", and "Access Code: 9998887". Below this is an "Edit" button. The "Entry and exit tone:" section has a dropdown menu set to "Beep". At the bottom, there are buttons for "Save as template", "Schedule Meeting", "Back", "Next", and "Cancel". A "Required field" indicator is visible. A vertical navigation pane on the right lists steps: 1. Required Information, 2. Date & Time, 3. Teleconference (highlighted), 4. Invite Attendees, 5. Registration, 6. Agenda & Welcome, 7. Meeting Options, 8. Attendee Privileges, and 9. Review. The footer contains copyright information: "© 2016 Level 3 Communications, LLC. All Rights Reserved. WebEx Privacy | WebEx Terms of Service | Request information about WebEx services".

# Schedule Meetings

## Advanced Scheduler – Invite Attendees

Additional security  
features are available

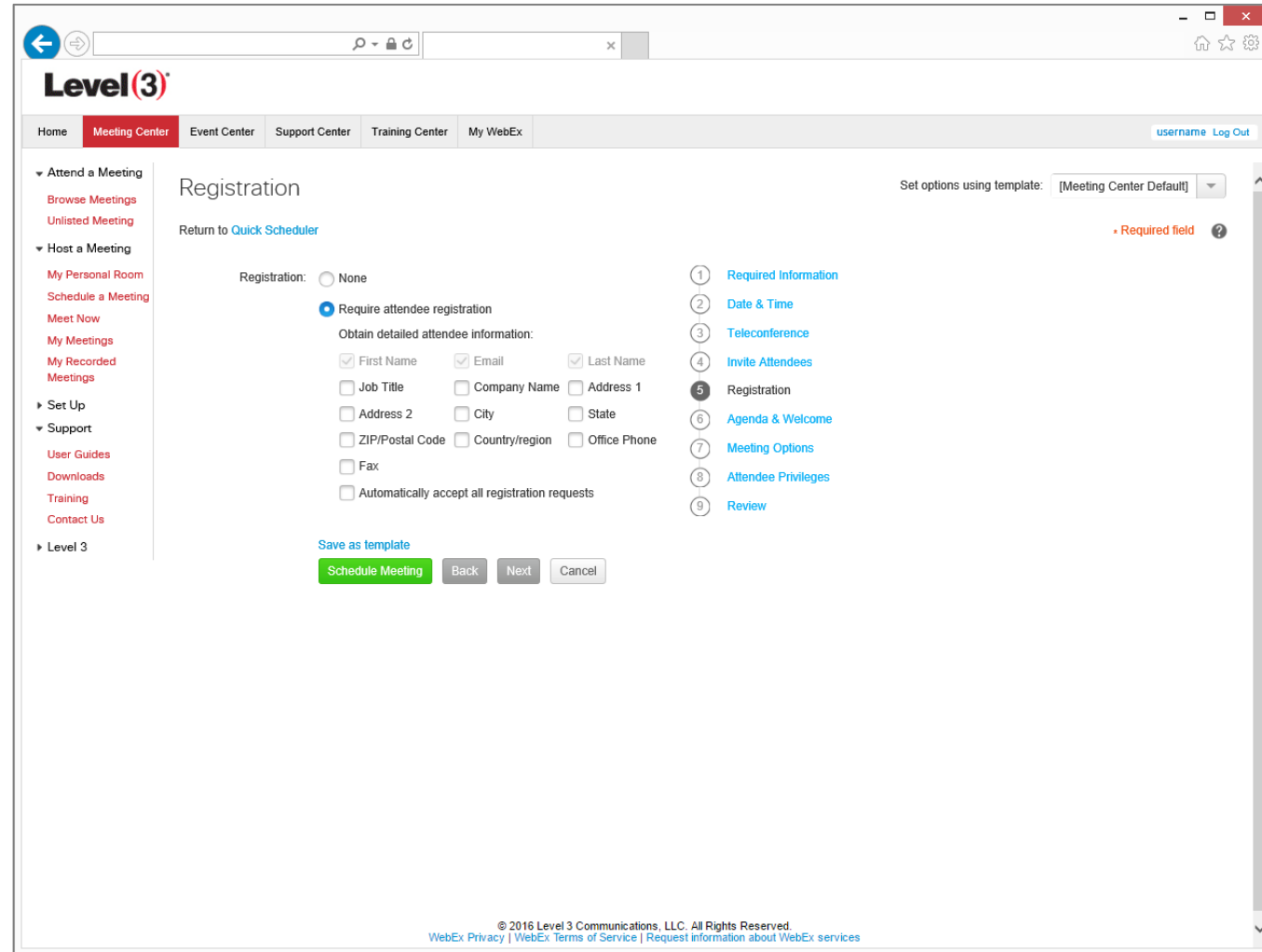
The screenshot displays the 'Invite Attendees' interface within the Level 3 Meeting Center. The page includes a navigation menu on the left with options like 'Attend a Meeting', 'Host a Meeting', 'Set Up', and 'Support'. The main content area features a form for entering attendee email addresses, a 'Security' section with checkboxes for 'Exclude password from email invitation' and 'Require attendees to have an account on this Website in order to join this meeting', and a 'Schedule Meeting' button. A red box highlights the 'Security' section. The page also includes a 'Required field' indicator and a 'Save as template' link. The footer contains copyright information for Level 3 Communications, LLC.

# Schedule Meetings

## Advanced Scheduler – Registration

The conference must meet the following requirements in order to require Registration:

- Password protected
- “Attendees join before Host” must be disabled
- No Recurrence



# Schedule Meeting

## Advanced Scheduler – Agenda & Welcome

Information in the Agenda will show up in the following locations:

- When Participants first enter their name & email to join the meeting
- Inside the meeting room on the Meeting Info tab

The screenshot displays the Level 3 WebEx interface for configuring a meeting's agenda and welcome screen. The main window is titled "Agenda & Customizable Welcome" and includes a sidebar with navigation options like "Attend a Meeting", "Host a Meeting", and "Support". The main content area has a "Schedule Meeting" button highlighted in green. A "Browse" button is circled in blue, with a red arrow pointing to a secondary dialog box titled "Add/Select Presentation". This dialog box shows a file selection interface with a table of folders and files, and an "Upload" button. A vertical list of numbered steps (1-9) is visible on the right side of the main window, with step 6, "Agenda & Welcome", highlighted in black.

Level(3)  
Home Meeting Center Event Center Support Center Training Center My WebEx

Attend a Meeting  
Browse Meetings  
Unlisted Meeting

Host a Meeting  
My Personal Room  
Schedule a Meeting  
Meet Now  
My Meetings  
My Recorded Meetings

Set Up

Support  
User Guides  
Downloads  
Training  
Contact Us

Level 3

Agenda & Customizable Welcome  
Return to Quick Scheduler

Agenda:

Info tab templates: Default Information Tab

Automatically share presentation or document once a participant joins the meeting:  
 Start automatically  Continuous play  
Advance page every 30 seconds

Allow participants to control presentation or document

Save as template  
**Schedule Meeting** Back Next Cancel

1 Required Information  
2 Date & Time  
3 Teleconference  
4 Invite Attendees  
5 Registration  
6 Agenda & Welcome  
7 Meeting Options  
8 Attendee Privileges  
9 Review

Add/Select Presentation

Upload a file to My Folders:

Select	Name	Description	Size
<input checked="" type="radio"/>	Root Folder	Root Folder	0 KB

Uploading to: Root/

NOTE: You can upload only UCF files to share automatically. To convert a file to UCF, refer to Help.

File name:  Browse... Upload

Select a presentation or document to share automatically:

Select	Name	Description	Size
<input type="radio"/>	Root Folder	Root Folder	0 KB

Done Cancel

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# Schedule Meeting

## Advanced Scheduler – Meeting Options

Meeting Options can be changed once inside the conference by the Presenter

The screenshot shows the 'Meeting Options' configuration page in the Level 3 WebEx interface. The page is titled 'Meeting Options' and includes a navigation menu on the left with options like 'Attend a Meeting', 'Host a Meeting', 'Set Up', and 'Support'. The main content area is titled 'Meeting Options' and features a 'Set options using template:' dropdown menu set to '[Meeting Center Default]'. Below this, there is a section for 'Meeting options:' with various checkboxes and radio buttons. The options are: Chat (checked), Video (checked), Turn on high-quality video (checked), Turn on high-definition video (checked), View video thumbnails (checked), Notes (checked), Allow all participants to take notes (selected), Single note taker (unselected), Enable closed captioning (unchecked), File transfer (checked), and Enable UCF rich media for attendees (checked). At the bottom, there is a 'Save as template' link and a 'Schedule Meeting' button, along with 'Back', 'Next', and 'Cancel' buttons. A vertical navigation pane on the right side of the page lists numbered steps: 1. Required Information, 2. Date & Time, 3. Teleconference, 4. Invite Attendees, 5. Registration, 6. Agenda & Welcome, 7. Meeting Options (highlighted), 8. Attendee Privileges, and 9. Review. A 'Required field' indicator is visible next to the template dropdown.



# Schedule Meeting

## Advanced Scheduler – Attendee Privileges

Attendee Privileges can be changed once inside the conference by the Presenter

The screenshot shows the Level 3 WebEx interface for configuring meeting attendee privileges. The page title is "Attendee Privileges" and it includes a navigation menu on the left with options like "Attend a Meeting", "Host a Meeting", "Set Up", "Support", and "Level 3". The main content area is titled "Attendee Privileges" and contains a section "Select privileges that you want attendees to have when meeting begins:". Below this, there is a list of "Privileges:" with checkboxes for "Save", "Print", "Annotate", "View participant list", "View thumbnails", "Control applications, web browser or desktop remotely", "View any document", "View any page", and "Contact operator privately". The "View participant list" and "Control applications, web browser or desktop remotely" options are checked. Below the list, there is a section "Participate in private chat with:" with checkboxes for "Host", "Presenter", and "Other participants", all of which are checked. At the bottom of the main content area, there are buttons for "Save as template", "Schedule Meeting", "Back", "Next", and "Cancel". On the right side of the page, there is a sidebar with a list of numbered steps: 1. Required Information, 2. Date & Time, 3. Teleconference, 4. Invite Attendees, 5. Registration, 6. Agenda & Welcome, 7. Meeting Options, 8. Attendee Privileges (highlighted with a black circle), and 9. Review. The "Attendee Privileges" step is also marked as a "Required field".

# Schedule Meeting

## Advanced Scheduler – Review (Template)

Optional: Once you've customized your meeting, click **[Save as template]**

The screenshot shows the Level 3 Meeting Center interface. The main window is titled "Review" and contains a list of meeting settings. A "Save as template" dialog box is open in the foreground, showing a list of existing templates with "Weekly Meeting" selected. The dialog box has a "Template name:" field and "Save" and "Cancel" buttons. A red arrow points from the "Save as template" button in the main window to the dialog box. The main window also has a "Schedule Meeting" button and "Back" and "Cancel" buttons.

Level(3) Meeting Center

Home Meeting Center Event Center Support Center Training Center My WebEx

Attend a Meeting  
Browse Meetings  
Unlisted Meeting

Host a Meeting  
My Personal Room  
Schedule a Meeting  
Meet Now  
My Meetings  
My Recorded Meetings

Set Up

Support  
User Guides  
Downloads  
Training  
Contact Us

Level 3

Review

Return to [Quick Scheduler](#)

1) Required Information:  
<Schedule for> Myself  
<Meeting type> Meeting Center Pro 200  
<Meeting topic> Employee Review  
<Listed on public calendar> Yes  
<Delete from My Meetings when completed> No

2) Date & Time:  
<Meeting date> Wednesday, April 15, 2026

1) Required Information  
2) Date & Time  
3) Teleconference  
4) Invite Attendees  
5) Registration  
6) Agenda & Welcome  
7) Meeting Options  
8) Attendee Privileges  
9) Review

Save as template

Schedule Meeting Back Cancel

Save as template

To save your current settings to an existing template (to overwrite), choose it from the list.

Weekly Meeting

Template name:

Save Cancel

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# Schedule Meeting

## Advanced Scheduler – Review (Schedule Meeting)

Optional: Once you've customized your meeting, click **[Schedule Meeting]**

The screenshot shows the Level 3 Meeting Center interface. The main heading is "Review". Below it, there is a "Return to Quick Scheduler" link. A dropdown menu is open, showing the following details:

- 1) Required Information:
  - <Schedule for> Myself
  - <Meeting type> Meeting Center Pro 200
  - <Meeting topic> Employee Review
  - <Listed on public calendar> Yes
  - <Delete from My Meetings when completed> No
- 2) Date & Time:
  - <Meeting date> Wednesday, April 15, 2020

At the bottom of the dropdown, there are three buttons: "Schedule Meeting" (highlighted with a green box), "Back", and "Cancel".

On the right side of the page, there is a vertical list of steps: 1) Required Information, 2) Date & Time, 3) Teleconference, 4) Invite Attendees, 5) Registration, 6) Agenda & Welcome, 7) Meeting Options, 8) Attendee Privileges, and 9) Review. The "Review" step is currently selected.

At the top right, there is a "Set options using template:" dropdown menu set to "[Meeting Center Default]".

At the bottom of the page, there is a copyright notice: "© 2016 Level 3 Communications, LLC. All Rights Reserved. WebEx Privacy | WebEx Terms of Service | Request information about WebEx services".

# Schedule Meeting

## Advanced Scheduler – Scheduled Meeting Summary

From this page you can do the following to your meeting:

- Start
- Edit
- Cancel
- Add to your calendar

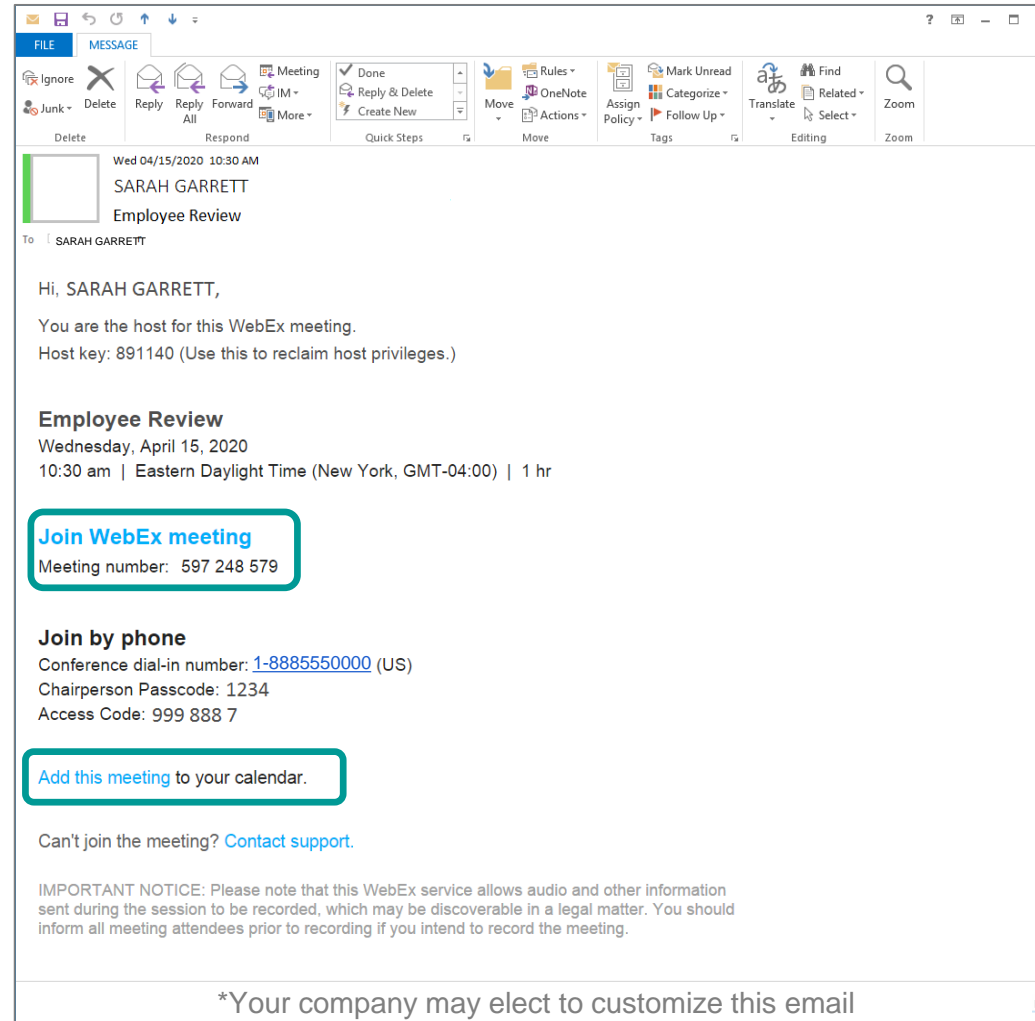
The screenshot displays the Level 3 WebEx interface for a scheduled meeting. The meeting title is "Employee Review" and it is scheduled for Wednesday, April 15, 2020, at 10:30 am Eastern Daylight Time (GMT-04:00) for a duration of 1 hour. The meeting status is "Not started". The host is "LEVEL 3 TRAINER". The interface includes a navigation menu on the left with options like "Attend a Meeting", "Host a Meeting", "Set Up", and "Support". The main content area shows meeting details such as the meeting number (000 000 000), meeting link, host key (687962), video address, audio connection, chairperson passcode (1234), access code (999 888 7), and agenda (2Q Employee Review). A green "Start" button is prominently displayed at the bottom of the meeting details. A teal box highlights the "Edit", "Cancel meeting", and "Add to my calendar" links. Another teal box highlights the "Start" button. At the bottom, there is a disclaimer: "By joining this meeting, you are accepting the Cisco WebEx Terms of Service and Privacy Statement."

# Schedule Meeting

## Meeting Invitation – Host Copy

Click **[Join WebEx meeting]** to start your meeting as the Host

Add this meeting to your email calendar



The screenshot shows an Outlook email interface. The email is from Sarah Garrett, dated Wednesday, April 15, 2020, at 10:30 AM. The subject is "Employee Review". The body of the email contains the following text:

Hi, SARAH GARRETT,

You are the host for this WebEx meeting.  
Host key: 891140 (Use this to reclaim host privileges.)

**Employee Review**  
Wednesday, April 15, 2020  
10:30 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

**Join WebEx meeting**  
Meeting number: 597 248 579

**Join by phone**  
Conference dial-in number: [1-8885550000](tel:1-8885550000) (US)  
Chairperson Passcode: 1234  
Access Code: 999 888 7

**Add this meeting** to your calendar.

Can't join the meeting? [Contact support.](#)

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. You should inform all meeting attendees prior to recording if you intend to record the meeting.

\*Your company may elect to customize this email

# Schedule Meeting

## Meeting Invitation (Registration) – Attendee Copy

Register for the Meeting

The image shows a screenshot of an email client window. The email is from SARAH GARRETT to Edmond Leclair, dated Wednesday, April 15, 2020, at 10:30 AM. The subject is "Employee Review". The body of the email contains the following text:

Hi, Lilli Krüger,  
SARAH GARRETT invites you to a WebEx meeting that requires registration.

**Employee Review**  
Wednesday, April 15, 2020  
10:30 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

[Register](#)

After your request has been approved, you'll receive instructions for joining the meeting.

Can't register? Contact support.

\*Your company may elect to customize this email

Overlaid on the right side of the email is a browser window showing the "Register for Employee Review" form. The form includes the following fields:

- First name:
- Last name:
- Email address:
- Job title:
- Company:
- Address 1:
- Address 2:
- City:
- State:
- ZIP/Postal Code:
- Country/region:
- Phone number: Country/Region (dropdown with '1' selected) and Number (with area/city code) (input)
- Fax number: Country/Region (dropdown with '1' selected) and Number (with area/city code) (input)

At the bottom of the form, there is a checked checkbox for "Remember me" and a link for "Clear my information". A green "Register Now" button is located at the bottom right of the form.

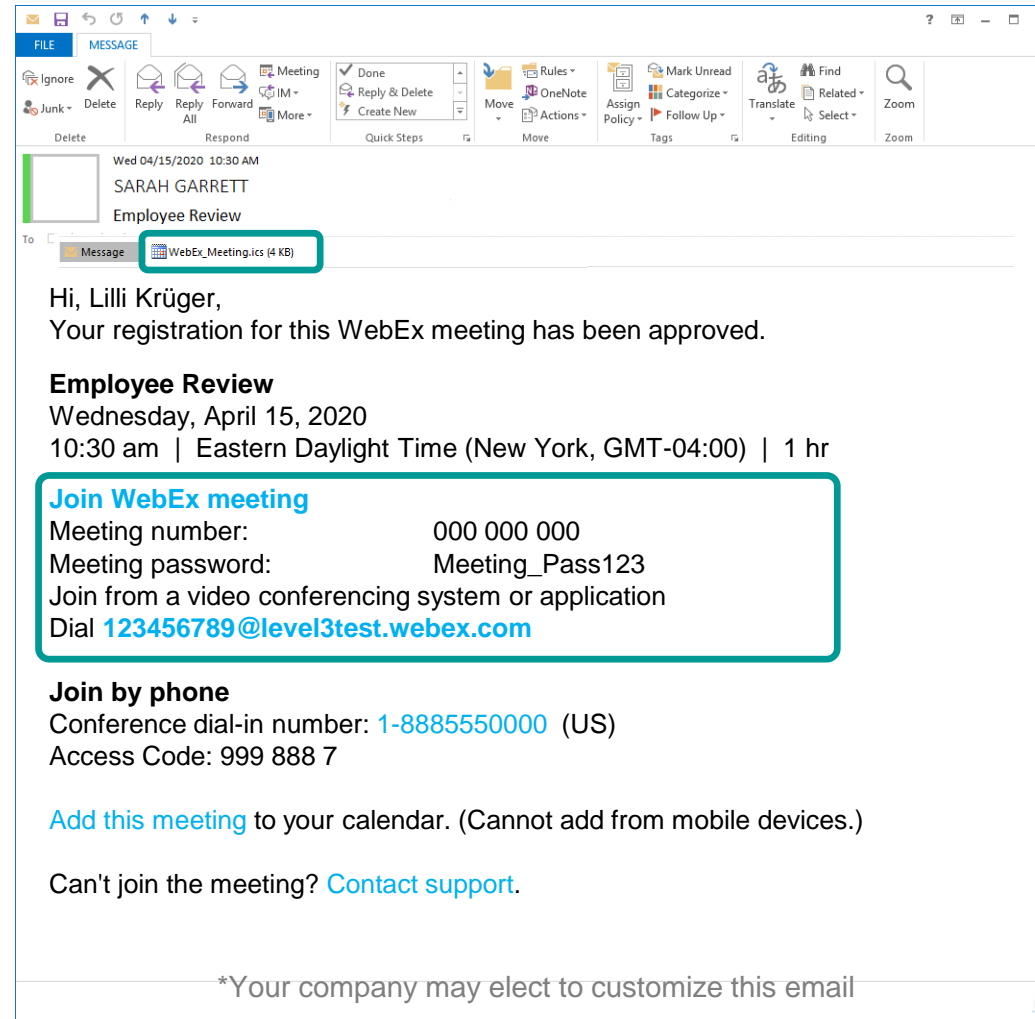
# Schedule Meeting

## Meeting Invitation – Attendee Copy

Click the attached  
**[WebEx\_Meeting.ics]** file  
to add to your calendar

Join the meeting

Audio Instructions



# Schedule Meeting

## My Meetings – Start, Manage, and Approve Registration

- Click the meeting Topic to:
- Edit or Cancel Meeting
  - Manage Registration
  - Add to your Calendar
  - View more info like
    - Meeting Number
    - Password
    - Audio Connection
    - Direct Link
    - Host Key

Time	Topic	Type	Registration Status
10:00 am			
10:30 am	Employee Review	Meeting	2 Pending, 3 Approved, 1 Rejected
11:00 am			

Click the number links to manage registration

- ⓪ Pending
- ✔ Approved
- ✘ Rejected

Click **[Start]** to initiate your meeting anytime as the Host



# WebEx Productivity Tools

WebEx Productivity Tools provide integration with other programs on your computer including Word, PowerPoint, and some internet browsers. You can schedule, start, and join online meetings instantly from your desktop icon without having to login to your WebEx Microsite.

# WebEx Productivity Tools

## Download and Setup

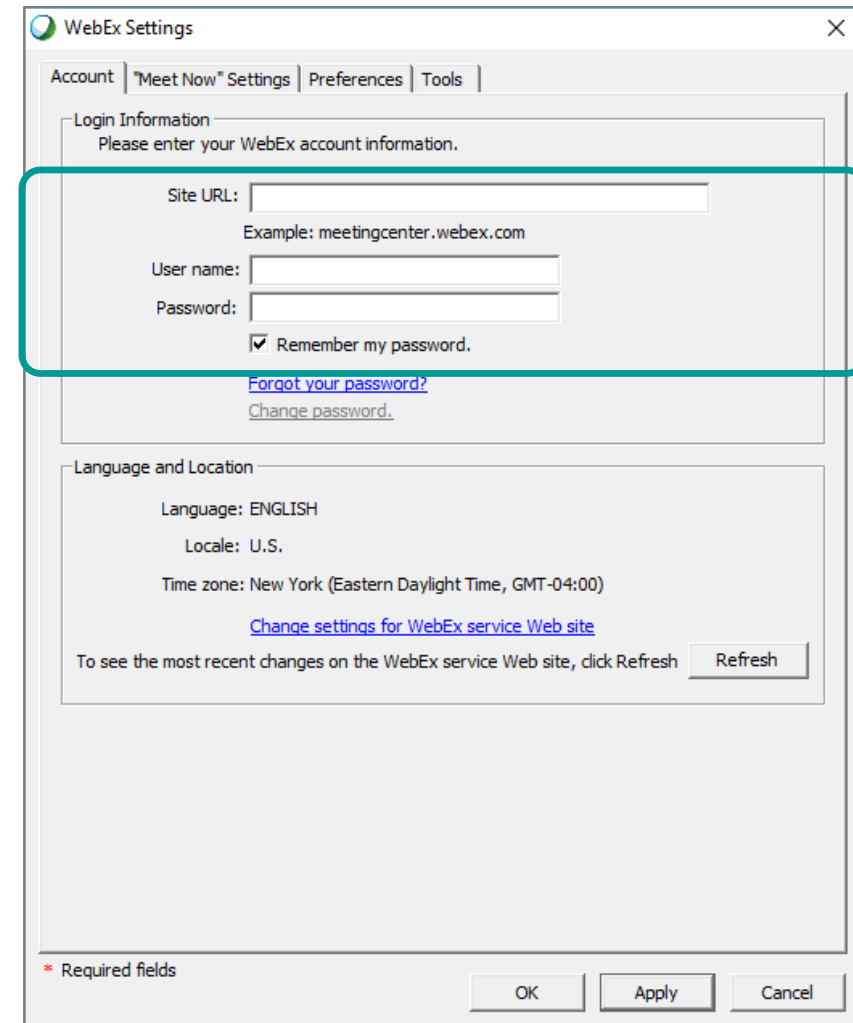
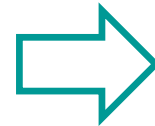
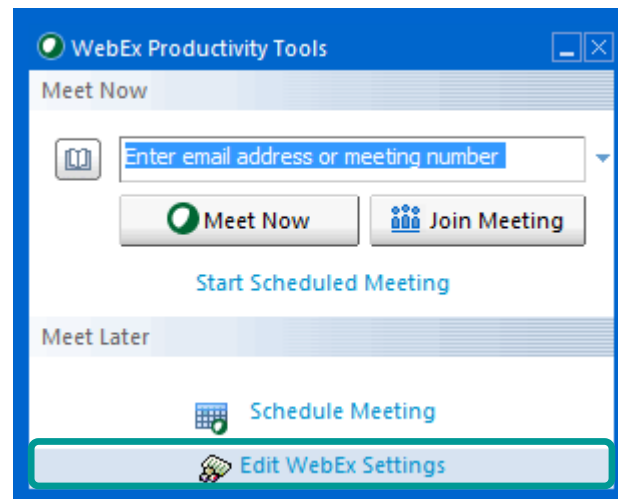
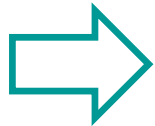
The screenshot displays the Level 3 WebEx Meeting Center interface. The top navigation bar includes 'Home', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The left sidebar contains a tree view with 'Downloads' selected. The main content area is titled 'Meeting Center: Downloads' and features several sections:

- Productivity Tools:** A section with a 'Windows' dropdown menu and a green 'Download' button.
- Meeting Center Application:** A section with a 'Windows (for Internet Explorer)' dropdown menu and a green 'Download' button. A note below states: 'Note: You must have administrator privileges on your computer to use this installer.'
- Recorder and Players:** A section providing information on recording and playback.

On the right side of the page, there are sections for 'About Meeting Center' (listing service, page, application, and API versions), 'Release Notes', 'FAQs', and 'Feedback'.

# WebEx Productivity Tools

## Download and Setup



# WebEx Productivity Tools

## Download and Setup – Instant Meetings

Personal Room

The screenshot shows the 'WebEx Settings' dialog box with the 'Meet Now' tab selected. The 'Meeting Information' section is expanded, showing the following settings: Meeting template: MC: Meeting Cent; Meeting type: Meeting Center Pro Meeting;  Use my Personal Room for instant meetings; Meeting Topic: SARAH GARRETT's Personal Room; Meeting password: (empty); List on public calendar: ; Ask for my approval when someone joins: . The 'Audio Connection' section shows 'WebEx Audio - Account 1' selected, with conference dial-in number 1-8005550000 (US), host access code 1234, and attendee access code 9998887. Checkboxes for 'Participants receive call back' and 'Allow access to global numbers' are checked. The 'Entry and exit tone' is set to 'No Tone'. The 'Tracking code' is set to 'None'. A green arrow points to the 'Use my Personal Room for instant meetings' checkbox, and another green arrow points to the 'Meeting Topic' field.

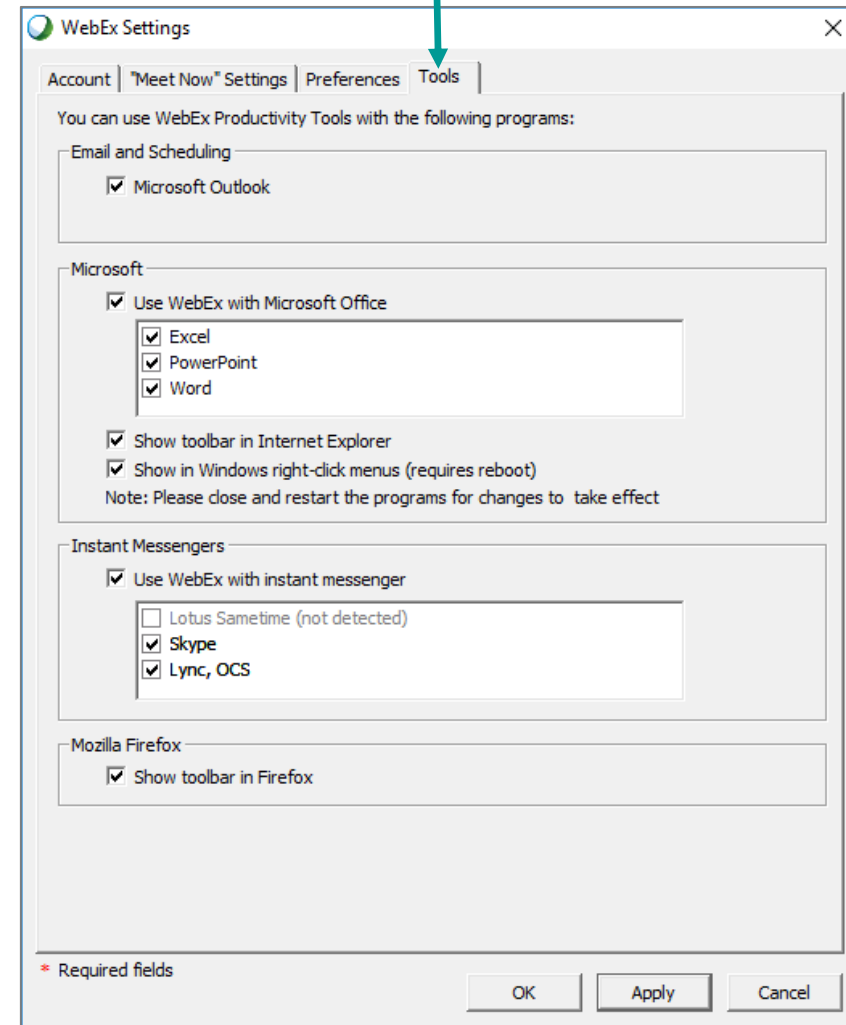
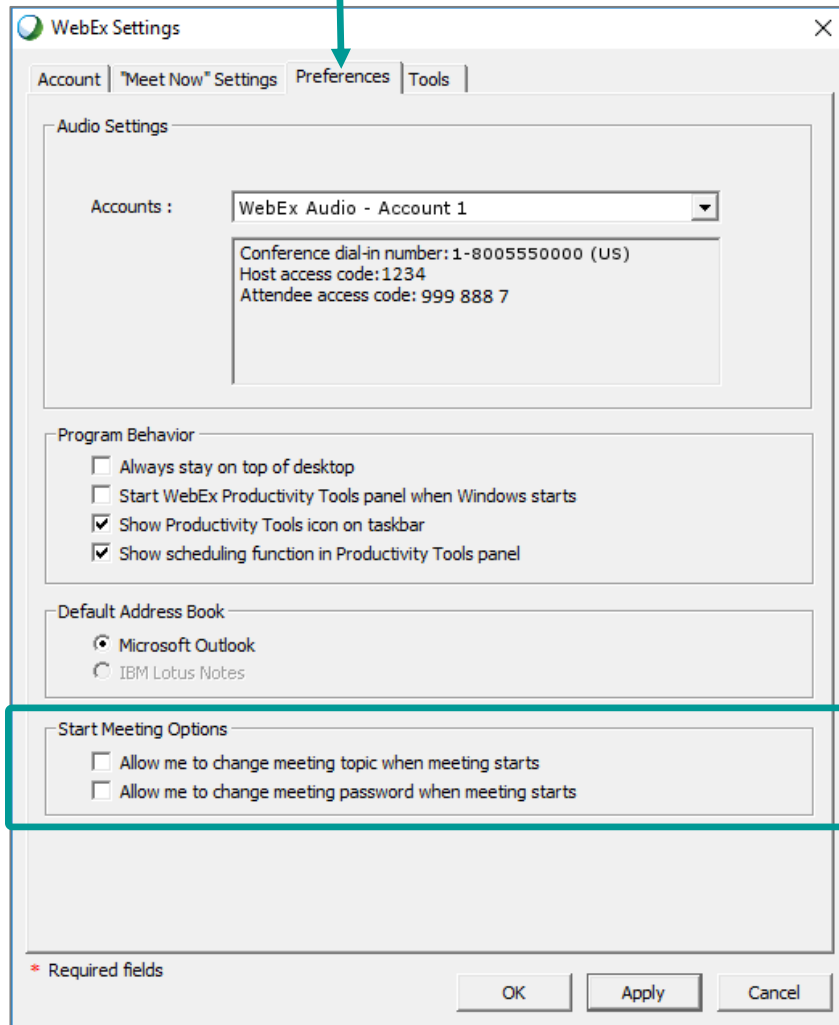
or

Customized Instant Meeting

The screenshot shows the 'WebEx Settings' dialog box with the 'Meet Now' tab selected. The 'Meeting Information' section is expanded, showing the following settings: Meeting template: MC: Meeting Cent; Meeting type: Meeting Center Pro Meeting;  Use my Personal Room for instant meetings; Meeting Topic: (empty); Meeting password: (empty); List on public calendar: ; Ask for my approval when someone joins: . The 'Audio Connection' section shows 'WebEx Audio - Account 1' selected, with conference dial-in number 1-8005550000 (US), host access code 1234, and attendee access code 999 888 7. Checkboxes for 'Participants receive call back' and 'Allow access to global numbers' are checked. The 'Entry and exit tone' is set to 'No Tone'. The 'Tracking code' is set to 'None'. A teal box highlights the 'Meeting Topic' and 'Meeting password' fields.

# WebEx Productivity Tools

## Download and Setup – Preferences and Tools



“Customized Instant Meeting” under Instant Meetings must be used to have access to “Start Meeting Options”

# WebEx Productivity Tools

## Address Book

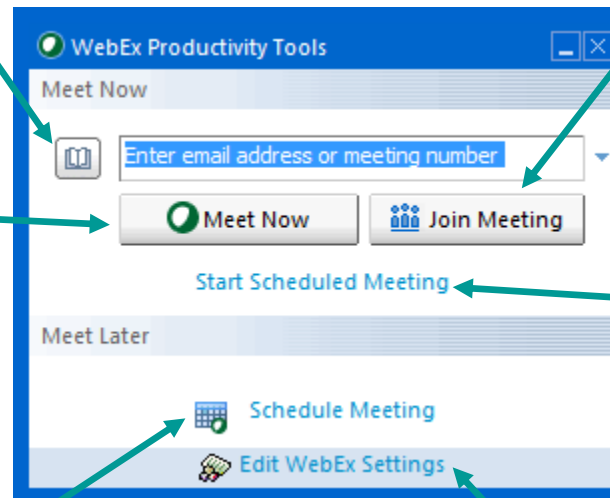
Access to your corporate address book

## Join Meeting

Add an email address or meeting number above to join a conference (must be on the same WebEx site)

## Meet Now

Instantly jump into your Meeting Center session without having to schedule



## Start Scheduled Meeting

Opens a dialog box with a list of all your meetings for that day. Click on a meeting to join it instantly

## Schedule Meeting

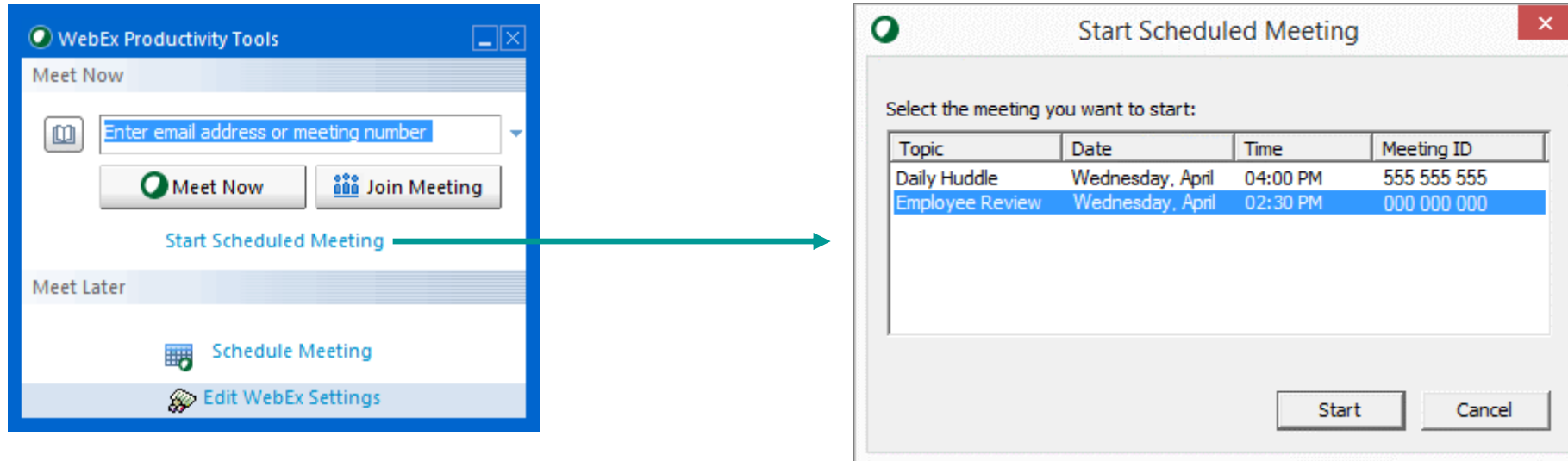
Opens Outlook and allows you to schedule a WebEx event, utilizing your corporate address book

## Edit WebEx Settings

Customize your WebEx Productivity Tools experience

# WebEx Productivity Tools

## Start Scheduled Meeting



# WebEx Productivity Tools

## Scheduling in Outlook

The screenshot shows the Outlook calendar interface. The ribbon at the top includes 'File', 'Home', 'Send / Receive', 'Folder', and 'View'. The 'Folder' tab is active, and the 'Schedule Meeting' button is highlighted with a green circle and a green arrow. Below the ribbon, there are various calendar view options: 'New Appointment Meeting', 'New Meeting Items', 'Meet Now', 'Schedule Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Calendar Online', and 'Calendar Permissions'. The main area displays a calendar for 'April 12 - 18, 2020' in 'Washington, D.C.'. The calendar shows a grid with days of the week and dates. The 'Calendar' tab is selected, and the 'Calendar - Ewan Cartwright' calendar is visible. The bottom status bar shows 'Items: 5' and a zoom level of '110%'.



# WebEx Productivity Tools

## Scheduling in Outlook (Audio Only)

The screenshot shows the Outlook Meeting ribbon with the 'Add WebEx Meeting' button highlighted. A 'WebEx Settings' dialog box is open, displaying the following information:

**WebEx Settings**

To schedule an Audio Meeting, select your Audio Conference Provider below.

**Audio Conference**

Conference Type: WebEx Account 1

Conference dial-in number: 1-8885550000  
Chairperson Passcode: 1234  
Access Code: 9998887

Buttons: Switch to WebEx Meeting, OK, Cancel

The background shows the Outlook interface with the Meeting ribbon and a Room Finder pane on the right.

# WebEx Productivity Tools

## Scheduling in Outlook (Audio Only)

The screenshot shows the Outlook 'Meeting' ribbon with various options like 'Add WebEx Meeting', 'Appointment Assistant', 'Meeting Notes', and 'Room Finder'. The 'Room Finder' pane on the right displays a calendar for April 2020 and a list of room suggestions. The main body of the meeting invitation contains the following text:

– Do not delete or change any of the following text. –  
A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.

# WebEx Productivity Tools

## Scheduling in Outlook (Audio Only) – Host/Attendee Email

The screenshot shows the Outlook 'Meeting' ribbon with the 'Add WebEx Meeting' button highlighted. Below the ribbon, the meeting invitation form is visible, including fields for 'To...', 'Subject', 'Location', 'Start time', and 'End time'. The main body of the email contains the following text:

– Do not delete or change any of the following text. –  
A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.

SARAH GARRETT invites you to attend an audio conference.

Conference dial-in number:1-8885550000  
Access Code: 9998887

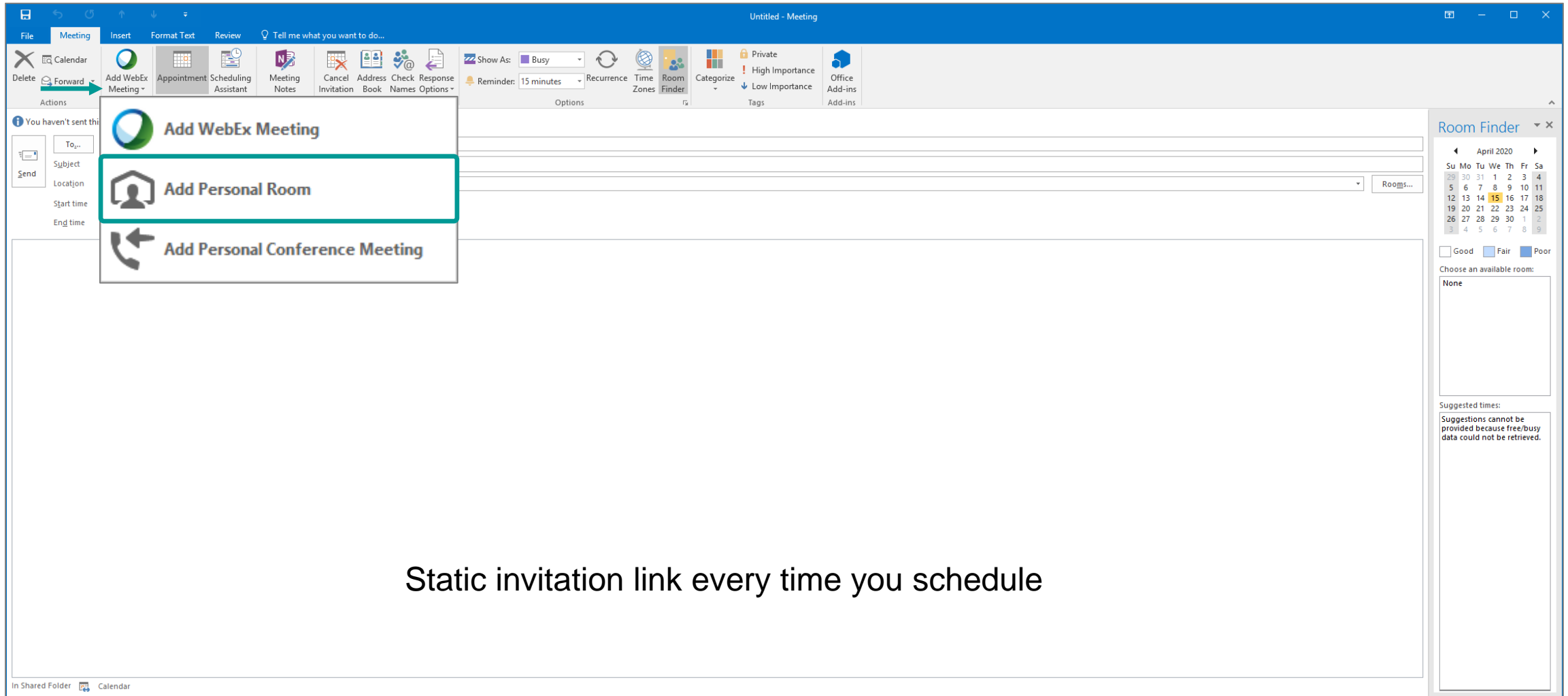
Hosts, to get your host access information, go to Preferences in WebEx Productivity Tools or go to the Preferences page on your WebEx site:  
<https://level3test.webex.com/mw0401lsp12/mywebex/preference.do?siteurl=level3test>

\*Your company may elect to customize this email

The right-hand pane shows a 'Room Finder' calendar for April 2020, with a table of dates and a 'Choose an available room:' section.

# WebEx Productivity Tools

## Scheduling in Outlook (Personal Room)



Static invitation link every time you schedule

# WebEx Productivity Tools

## Scheduling in Outlook (Personal Room)

The screenshot shows the Outlook Meeting tab interface. The ribbon includes options like Calendar, Add WebEx Meeting, Appointment, Scheduling Assistant, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), Recurrence, Time Zones, Room Finder, Categorize, Private, High/Low Importance, and Office Add-ins. The meeting details are as follows:

- To: Edmond Leclair; Jiro Ito; Lilli Krüger; Maura Coughlin; Ofelia Delgado; Tobias Rynell;
- Subject: SARAH GARRETT's Personal Room
- Location: (Provide your own "Location")
- Start time: Wed 04/15/2020, 8:00 AM
- End time: Wed 04/15/2020, 9:00 AM

The Room Finder pane on the right shows a calendar for April 2020 with a message: "Choose an available room: None". Below it, a note states: "Suggested times: Suggestions cannot be provided because free/busy data could not be retrieved."

-- Do not delete or change any of the following text. --  
A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.

Static invitation link every time you schedule

# WebEx Productivity Tools

## Scheduling in Outlook (Personal Room) – Host Invite

The screenshot shows the Outlook 'Meeting' ribbon with the following options: Delete, Forward, Add WebEx Meeting, Appointment, Scheduling Assistant, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), Reminder (15 minutes), Recurrence, Time Zones, Room Finder, Categorize, Private, High Importance, Low Importance, and Office Add-ins.

**Meeting Invitation Details:**

- To: Edmond Leclair; Jiro Ito; Lilli Krüger; Maura Coughlin; Ofelia Delgado; Tobias Rynell;
- Subject: SARAH GARRETT's Personal Room
- Location: (Provide your own "Location")
- Start time: Wed 04/15/2020 8:00 AM
- End time: Wed 04/15/2020 9:00 AM

**Room Finder Sidebar:**

- Calendar view for April 2020.
- Legend: Good (Green), Fair (Yellow), Poor (Red).
- Choose an available room: None.
- Suggested times: Suggestions cannot be provided because free/busy data could not be retrieved.

**Meeting Invitation Text:**

-- Do not delete or change any of the following text. --

Join me now in my Personal Room.

[Join WebEx meeting](#)  
<https://level3test.webex.com/join/SGarrett> | 000 000 000

[Join from a video conferencing system or application](#)  
Dial [SGarrett@level3test.webex.com](mailto:SGarrett@level3test.webex.com)

If you are the host, you can also enter your host PIN in your video conferencing system or application to start the meeting.

[Join by phone](#)  
1-8885550000 Conference dial-in number  
Access Code: 999 888 7  
[Show global numbers](#)

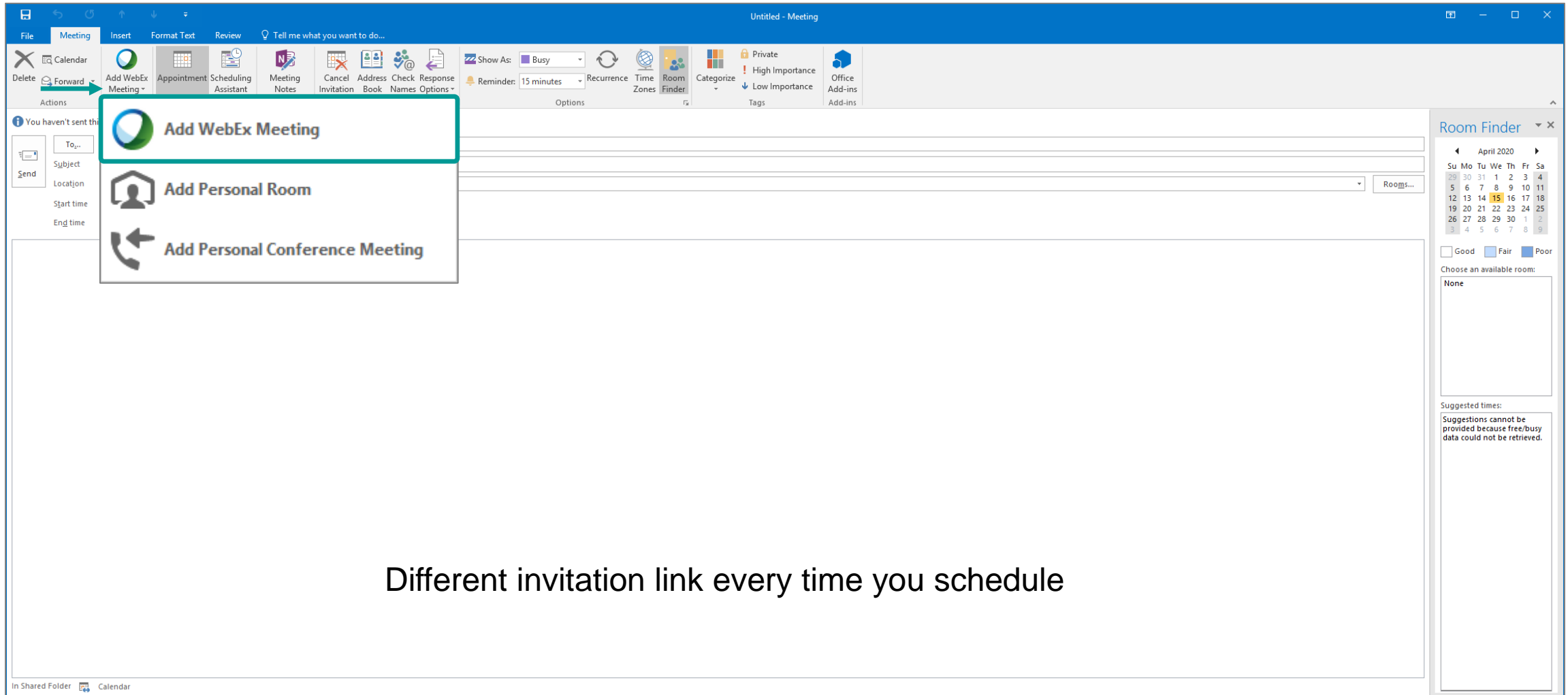
Can't join the meeting? [Contact support.](#)

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

\*Your company may elect to customize this email

# WebEx Productivity Tools

## Scheduling in Outlook (WebEx + Audio)



The screenshot shows the Microsoft Outlook interface with the 'Meeting' ribbon selected. A dropdown menu is open under the 'Add WebEx Meeting' button, showing three options: 'Add WebEx Meeting', 'Add Personal Room', and 'Add Personal Conference Meeting'. The 'Add WebEx Meeting' option is highlighted with a red box. The background shows the Outlook ribbon with various options like 'Appointment', 'Scheduling Assistant', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Reminder', '15 minutes', 'Recurrence', 'Time Zones', 'Room Finder', 'Categorize', 'Private', 'High Importance', 'Low Importance', and 'Office Add-ins'. On the right side, there is a 'Room Finder' pane showing a calendar for April 2020 and a 'Choose an available room:' section with a 'None' option. Below the room finder, there is a message: 'Suggestions cannot be provided because free/busy data could not be retrieved.'

Different invitation link every time you schedule

# WebEx Productivity Tools

## Scheduling in Outlook (WebEx + Audio)

WebEx Settings

Meeting Information

Meeting template: MC: Weekly Meeting

Service type: Meeting Center Pro 200

Meeting password:

Exclude password from email invitation

List on public calendar

Attendees can join meeting 5 minutes before starting time

Audio & Tracking | Registration | Resources

Audio Conference

Conference type: WebEx - Account 1

Conference dial-in number: 1-8885550000

Chairperson Passcode: 1234

Access Code: 9998887

Participants receive call back

Allow access to global numbers

Attendees can also join teleconference before starting time

Entry & exit tone: Beep

\* Required fields

OK Cancel

WebEx Settings

Meeting Information

Meeting template: MC: Weekly Meeting

Service type: Meeting Center Pro 200

Meeting password:

Exclude password from email invitation

List on public calendar

Attendees can join meeting 5 minutes before starting time

Audio & Tracking | Registration | Resources

Attendees can register prior to join a meeting by entering their name and email address. This allows you to accept or deny entry into your meeting.

Require attendee registration

Automatically accept all registrations

\* Required fields

OK Cancel

WebEx Settings

Meeting Information

Meeting template: MC: Weekly Meeting

Service type: Meeting Center Pro 200

Meeting password:

Exclude password from email invitation

List on public calendar

Attendees can join meeting 5 minutes before starting time

Audio & Tracking | Registration | Resources

Info tab templates: Default Information Tab

Alternate host:

- Edmond Leclair
- Jiro Ito
- Lilli Krüger

Automatically play the presentation before the host joins the meeting:

Upload...

\* Required fields

OK Cancel



# WebEx Productivity Tools

## Scheduling in Outlook (WebEx + Audio)

The screenshot shows the Outlook 'Meeting' ribbon with various options like 'Add WebEx Meeting', 'Appointment Assistant', and 'Room Finder'. The main window displays a meeting invitation form with the following fields:

- To: Edmond Leclair; Jiro Ito; Lilli Krüger; Maura Coughlin; Ofelia Delgado; Tobias Rynell;
- Subject: (Provide your own "Subject")
- Location: (Provide your own "Location")
- Start time: Wed 04/15/2020 8:00 AM
- End time: Wed 04/15/2020 9:00 AM

The main body of the invitation contains the following text:

-- Do not delete or change any of the following text. --  
A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.

The 'Room Finder' pane on the right shows a calendar for April 2020 and a list of suggested rooms, which is currently empty. The pane also includes a 'Choose an available room:' section and a 'Suggested times:' section with a note: 'Suggestions cannot be provided because free/busy data could not be retrieved.'

# WebEx Productivity Tools

## Scheduling in Outlook (WebEx + Audio) – Host/Attendee Email

The screenshot shows the Outlook 'Meeting' ribbon with various options like 'Add WebEx Meeting', 'Appointment Assistant', and 'Room Finder'. The meeting invitation form is filled with the following details:

- To: Edmond Leclair; Jiro Ito; Lilli Krüger; Maura Coughlin; Ofelia Delgado; Tobias Rynell;
- Subject: (Provide your own "Subject")
- Location: (Provide your own "Location")
- Start time: Wed 04/15/2020, 8:00 AM
- End time: Wed 04/15/2020, 9:00 AM

The main body of the email contains the following text:

-- Do not delete or change any of the following text. --

[Join WebEx meeting](#)  
Meeting number: 590 579 346

**Join by phone**  
Conference dial-in number: 1-8885550000 (US)  
Access Code: 999 888 7

Need the host key? [Go here.](#)

Can't join the meeting? [Contact support.](#)

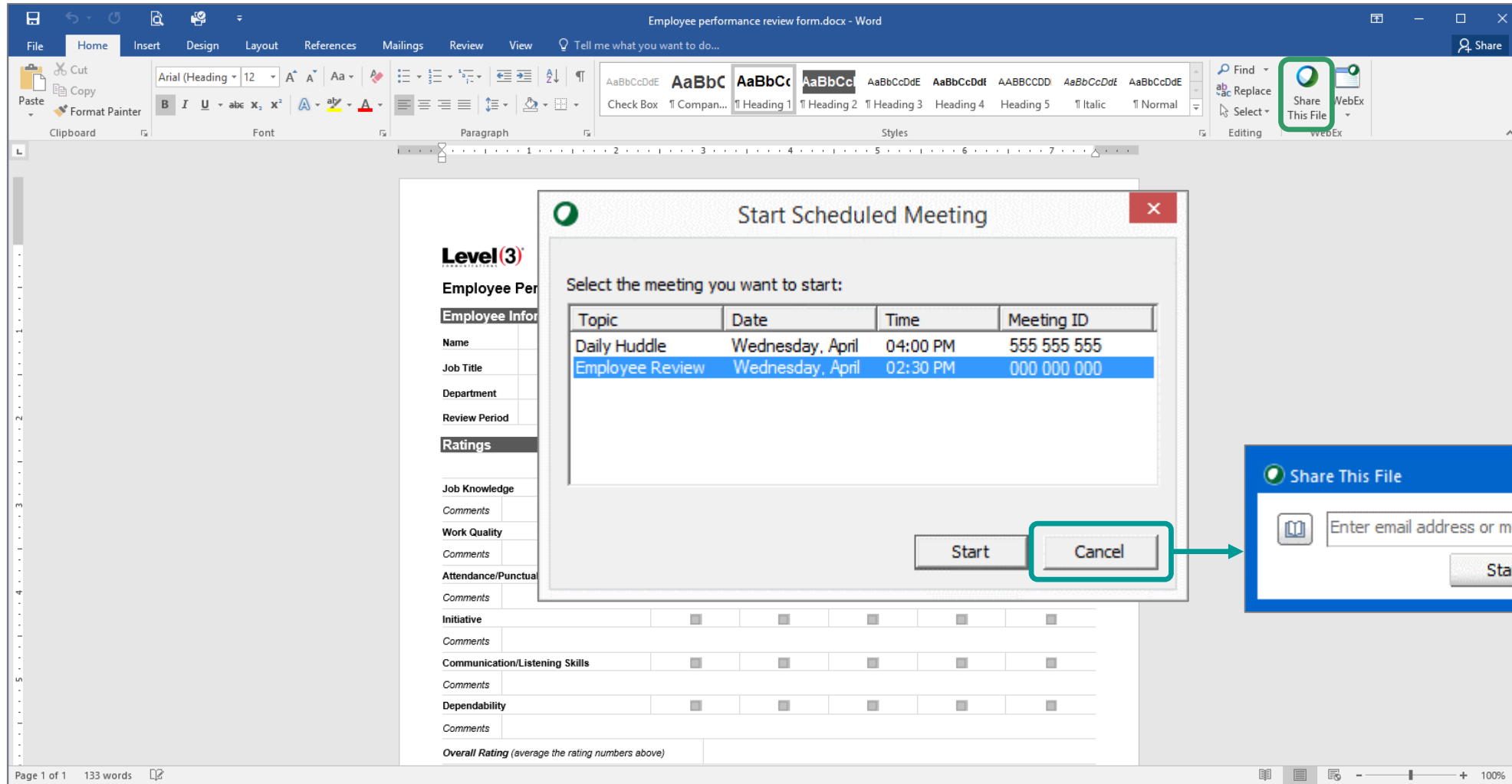
IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session..

\*Your company may elect to customize this email

The Room Finder sidebar on the right shows a calendar for April 2020 with the 14th highlighted. Below the calendar are options for room quality (Good, Fair, Poor) and a message: 'Suggestions cannot be provided because free/busy data could not be retrieved.'

# WebEx Productivity Tools

## Productivity Tools – Share This File



Select a Scheduled Meeting

Or

Click [**Cancel**] to start an Instant Meeting

# WebEx Productivity Tools

## Productivity Tools – Access to WebEx Features

The screenshot displays the Microsoft Word interface with the WebEx menu open. The document content includes the following sections:

**Level(3)**  
**Employee Performance Review**

**Employee Information**

Name		Employee ID	
Job Title		Date	
Department		Manager	
Review Period			

**Ratings**

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

# Navigating the Meeting Room & Managing Attendees

Designed to acquaint the user with the landscape of the meeting room and highlight the tools and privileges available to control attendee interactions while in a session.

# Inside the Meeting Manager

## Quick Start Tab

The screenshot shows the Cisco WebEx Meeting Center interface. The main window is titled "Cisco WebEx Meeting Center" and has a menu bar with "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". Below the menu bar, there are two tabs: "Quick Start" (highlighted with a green border) and "Meeting Info". The "Quick Start" tab contains the following elements:

- Meeting title: "Employee Review"
- Host: "LEVEL 3 TRAINER"
- Meeting number: "594 150 124"
- Buttons: "Record" and "End Meeting"
- Three large icons at the bottom: "Connect to Audio", "Share Screen", and "Invite & Remind" (with "Copy Meeting URL" below it).

Annotations in the image include:

- A green rounded rectangle around the "Quick Start" tab and its content, with the text: **Quick Start Tab**  
Access to WebEx sharing, recording, audio, and quickly inviting participants. This area is also known as the 'Content Viewer'.
- A purple rounded rectangle around the "Participants" panel on the right, with the text: **Participant Panel**  
View and manage users in the conference.
- A yellow rounded rectangle around the "Chat" panel at the bottom right, with the text: **Chat Panel**  
Communicate publicly or privately with Participants.

The "Participants" panel on the right shows a list of participants: SARAH GARRETT (Host, me), Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, and Ofelia Delgado. The "Chat" panel at the bottom right shows a "Send to:" dropdown menu set to "Everyone" and a "Send" button.

# Inside the Meeting Manager

## Quick Start Tab

The screenshot displays the Cisco WebEx Meeting Center interface. The top menu bar includes 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. Below the menu, there are tabs for 'Quick Start' and 'Meeting Info', with 'Meeting Info' being the active tab. The main content area is titled 'Employee Review' and contains the following meeting details:

- Host: SARAH GARRETT
- URL: level3test.webex.com/meet/SGarrett
- Meeting number: 000 000 000
- Video address: SGarrett@level3test.webex.com
- Audio connection: Conference dial-in number 1-8885550000 (US) with a link to [View global numbers](#)
- Access Code: 999 888 7
- Attendee ID: #4 2#

A callout box with a teal border highlights the 'Meeting Info Tab' and contains the text: 'Meeting Info Tab Provides information about your meeting, like: dial in numbers, global numbers, meeting number, and access code'. The right sidebar shows a 'Participants' list with the following members: SARAH GARRETT (Host, me), Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, Ofelia Delgado, Call-in User\_1, and Tobias Rynell. Below the participants list is a 'Chat' section with a 'Send to: Everyone' dropdown and a 'Send' button. The bottom right corner of the interface shows a 'Connected' status indicator.

# Inside the Meeting Manager

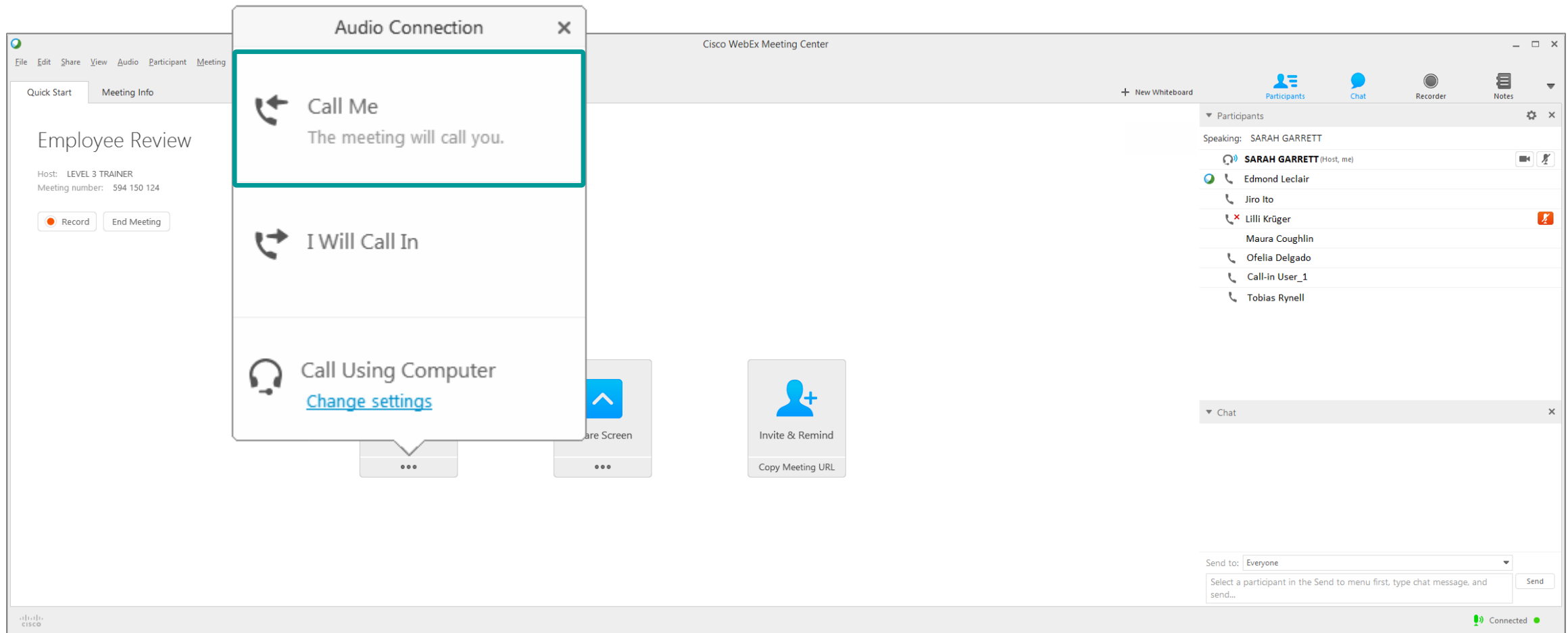
## Joining Audio

The screenshot displays the Cisco WebEx Meeting Center interface. At the top, the title bar reads "Cisco WebEx Meeting Center". Below it, a menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". The main content area is titled "Employee Review" and shows meeting details: "Host: LEVEL 3 TRAINER" and "Meeting number: 594 150 124". There are "Record" and "End Meeting" buttons. In the center, three large icons are visible: "Connect to Audio" (with a red box around its bottom menu), "Share Screen", and "Invite & Remind". The right sidebar contains a "Participants" list with names like SARAH GARRETT, Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, Ofelia Delgado, Call-in User\_1, and Tobias Rynell. Below that is a "Chat" section with a "Send to: Everyone" dropdown and a "Send" button. The bottom status bar shows "Connected" with a green indicator.



# Inside the Meeting Manager

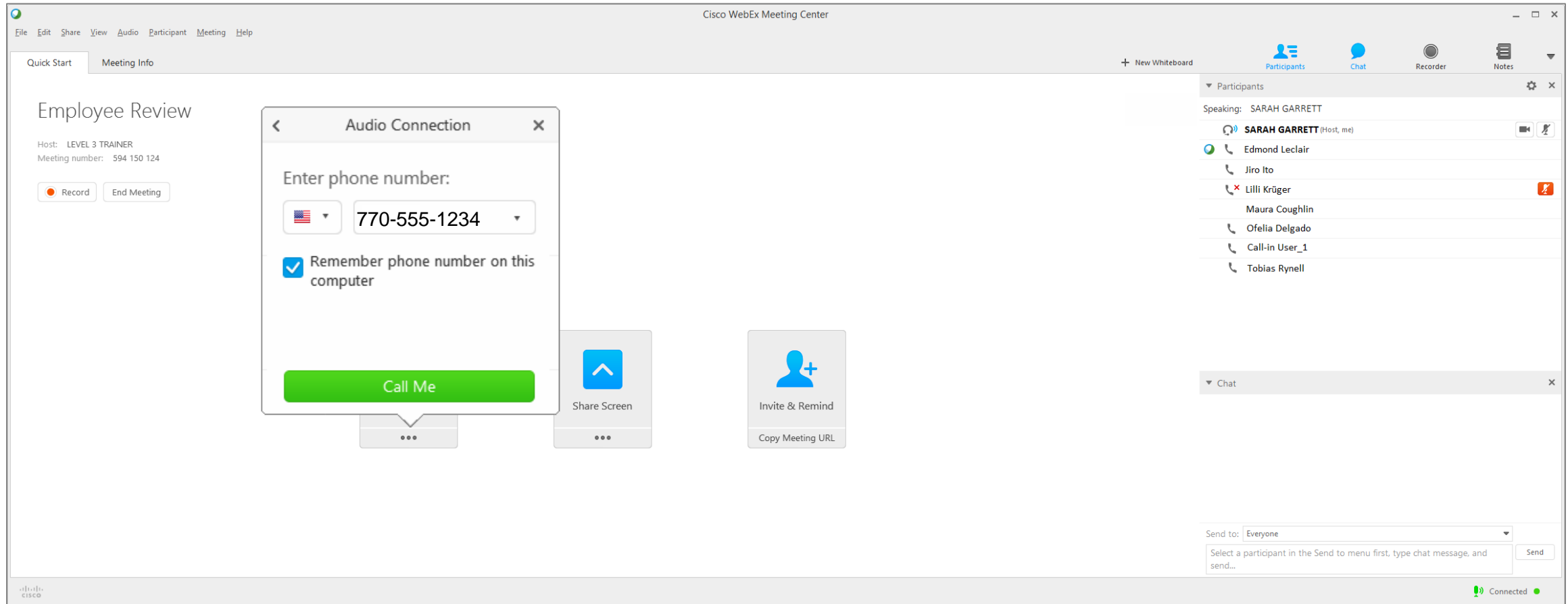
## Joining Audio – Call Me



You must use a direct phone number in order for the system to call you

# Inside the Meeting Manager

## Joining Audio – Call Me



Phone connections will appear next to your name

# Inside the Meeting Manager

## Joining Audio – I Will Call In

The screenshot displays the Cisco WebEx Meeting Center interface. A central dialog box titled "Audio Connection" is open, offering three options: "Call Me" (with a left-pointing arrow icon), "I Will Call In" (with a right-pointing arrow icon, highlighted by a red box), and "Call Using Computer" (with a headset icon and a "Change settings" link). The background interface shows a meeting titled "Employee Review" with host "LEVEL 3 TRAINER" and meeting number "594 150 124". The top right features navigation icons for "Participants", "Chat", "Recorder", and "Notes". The right sidebar lists participants: "SARAH GARRETT (Host, me)", "Edmond Leclair", "Jiro Ito", "Lilli Krüger", "Maura Coughlin", "Ofelia Delgado", "Call-in User\_1", and "Tobias Rynell". At the bottom right, there is an "Invite & Remind" button and a "Copy Meeting URL" button. The bottom status bar shows "Connected" with a green indicator.

# Inside the Meeting Manager

## Joining Audio – I Will Call In

The screenshot displays the Cisco WebEx Meeting Center interface. A central window titled "Audio Connection" provides the following instructions:

1. Call  
+1-888-555-0000 (US Toll free)  
+1-770-555-0000 (US Toll)  
[All global call-in numbers](#)
2. Enter this access code:  
777 888 9#
3. Enter your Attendee ID:  
3 #

The main interface shows a meeting titled "Employee Review" with host "LEVEL 3 TRAINER" and meeting number "594 150 124". The participant list on the right includes:

- Speaking: SARAH GARRETT
- SARAH GARRETT (Host, me)
- Edmond Leclair
- Jiro Ito
- Lilli Krüger
- Maura Coughlin
- Ofelia Delgado
- Call-in User\_1
- Tobias Rynell

Buttons for "Share Screen", "Invite & Remind", and "Copy Meeting URL" are visible at the bottom of the interface.

Phone connections will appear as **'Call-In User\_#'**

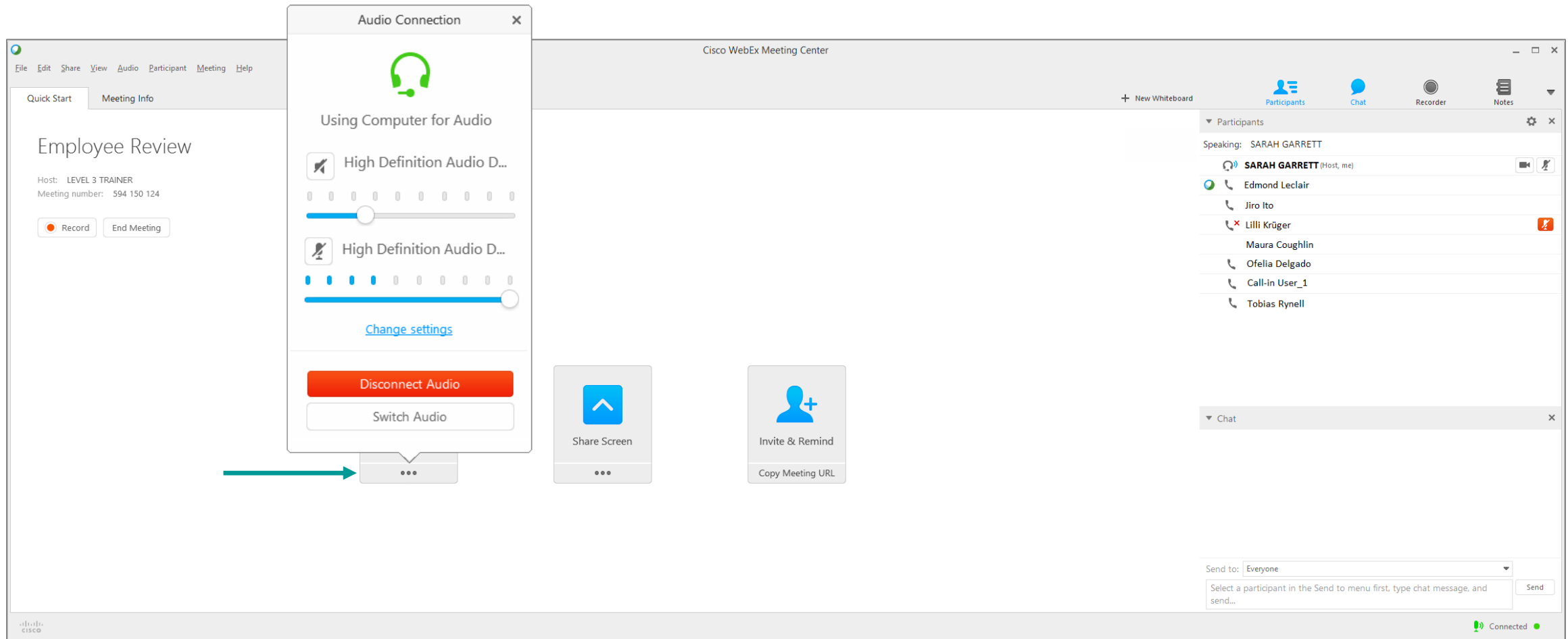
# Inside the Meeting Manager

## Joining Audio – Call Using Computer

The screenshot displays the Cisco WebEx Meeting Center interface. A modal dialog box titled "Audio Connection" is open, showing three options: "Call Me", "I Will Call In", and "Call Using Computer". The "Call Using Computer" option is highlighted with a red border and includes a link to "Change settings". The background interface shows a meeting titled "Employee Review" with host "LEVEL 3 TRAINER" and meeting number "594 150 124". The participants list includes Sarah Garrett (Host), Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, Ofelia Delgado, Call-in User\_1, and Tobias Rynell. The interface also features a "Participants" panel, a "Chat" panel, and a "Recorder" icon.

# Inside the Meeting Manager

## Joining Audio – Call Using Computer



Disconnect or control audio levels (including microphone)

# Inside the Meeting Manager

## Roles Inside the Meeting

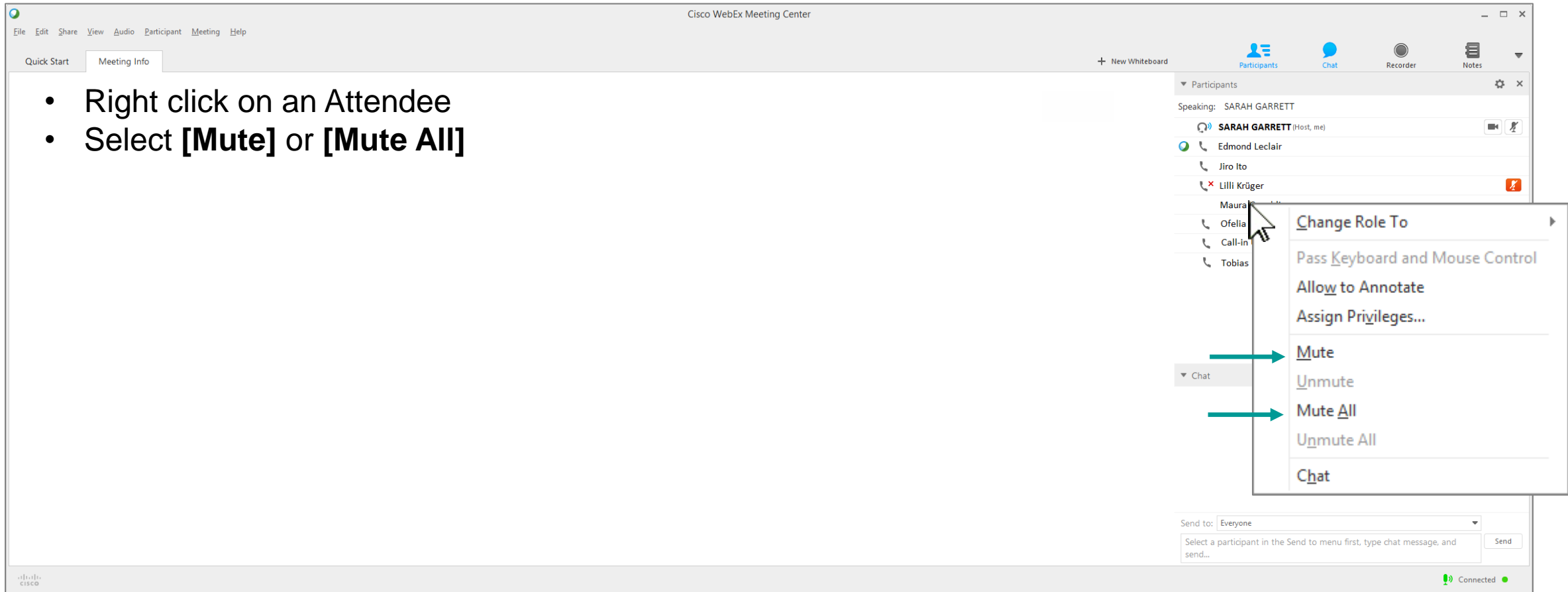
HOST	PRESENTER	ATTENDEE
Schedules and facilitates sessions	Designated by Host	Can become a Presenter
Invites attendees before or during sessions	Controls what others see in the content viewer	Raise hand
Starts and ends sessions	Shares files and web content	Participate in polls
Can make someone else the Presenter or Host	Demonstrates live applications or desktop	Can be given remote control of a Presenter's application, desktop or browser*
Expels attendees if necessary	Sets attendee privileges	Take notes*
Can Restrict Access to the session	Conducts polls	Record the meeting locally*

*\*Presenter must grant access*

# Inside the Meeting Manager

## Attendees & Audio – Right Click

- Right click on an Attendee
- Select **[Mute]** or **[Mute All]**

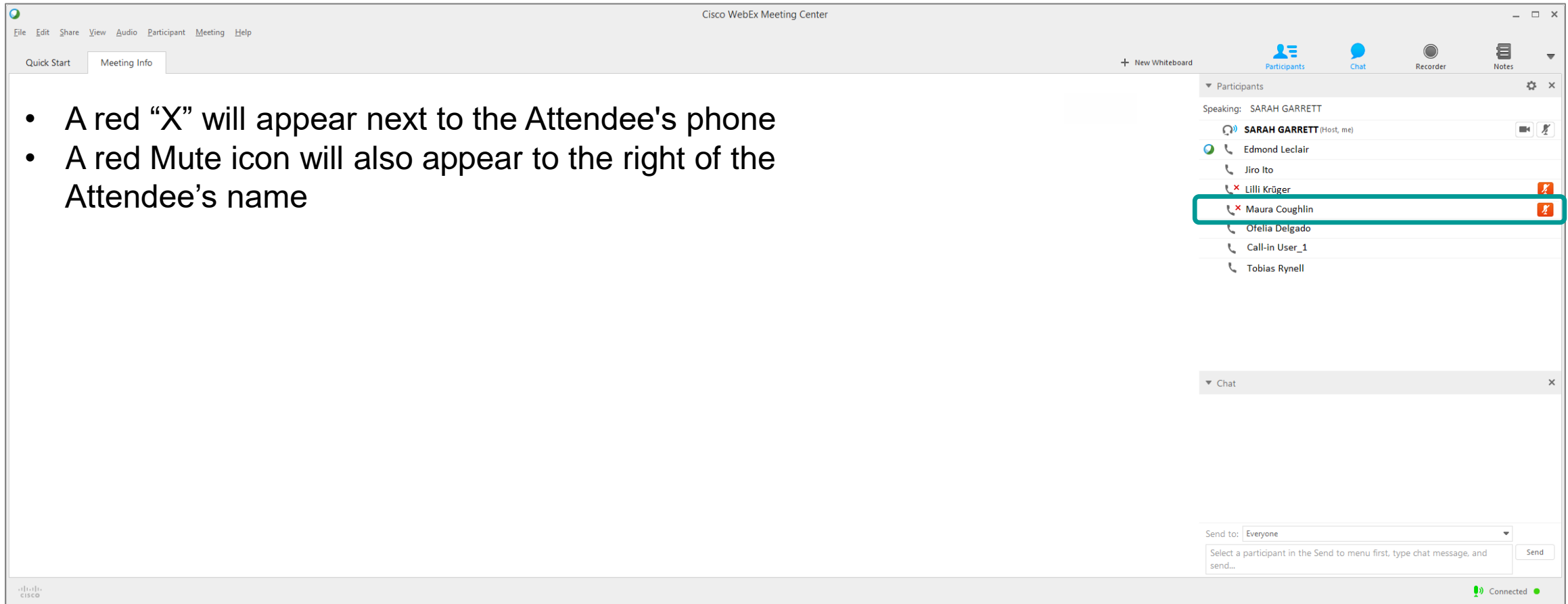




# Inside the Meeting Manager

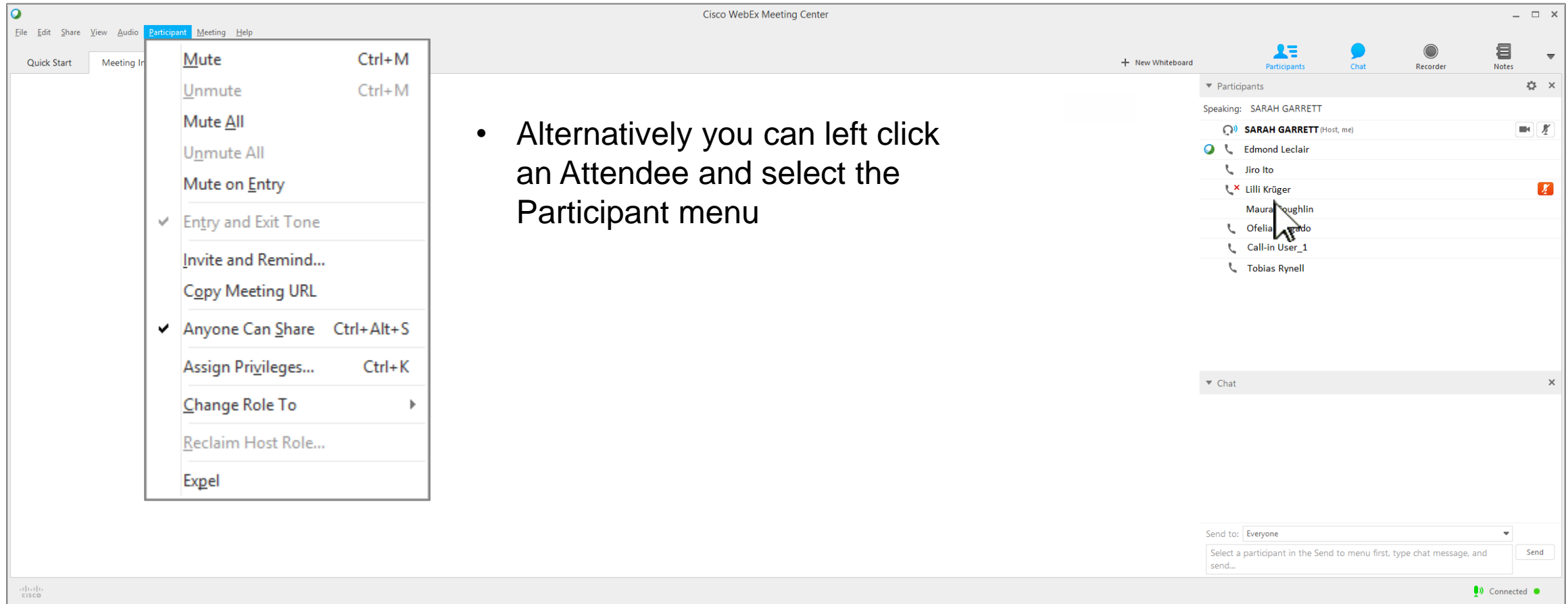
## Attendees & Audio – Right Click

- A red “X” will appear next to the Attendee's phone
- A red Mute icon will also appear to the right of the Attendee’s name



# Inside the Meeting Manager

## Attendees & Audio – Left Click



The screenshot displays the Cisco WebEx Meeting Center interface. The 'Participant' menu is open, showing options such as Mute, Unmute, Mute All, Unmute All, Mute on Entry, Entry and Exit Tone, Invite and Remind..., Copy Meeting URL, Anyone Can Share, Assign Privileges..., Change Role To, Reclaim Host Role..., and Expel. The 'Participants' panel on the right lists attendees: SARAH GARRETT (Host, me), Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Loughlin, Ofelia Prado, Call-in User\_1, and Tobias Rynell. A mouse cursor is hovering over Maura Loughlin. The 'Chat' panel is also visible at the bottom right.

- Alternatively you can left click an Attendee and select the Participant menu

# Inside the Meeting Manager

## Passing Rights

- Right click on an Attendee
- Select **[Change Role To]**
- Select Presenter, Host, Note Taker, or Closed Captionist
  - **Presenter:** *the only one that can share content inside the conference*
  - **Host:** *there must be a Host inside the conference in order for the meeting to continue*
  - **Note Taker:** *one person will be assigned the ability to create notes, these notes may be shared with the conference and saved*
  - **Closed Captionist:** *one person will type and publish text of the spoken conference for the hearing impaired*

The screenshot displays the Cisco WebEx Meeting Center interface. The top menu bar includes 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. Below the menu bar, there are tabs for 'Quick Start' and 'Meeting Info'. The main area shows a list of participants: SARAH GARRETT (Host, me), Edmond Leclair, Jiro Ito, and Lilli Krüger. A context menu is open over the participants list, showing options: 'Change Role To', 'Pass Keyboard and Mouse Control', 'Allow to Annotate', 'Assign Privileges...', 'Mute', 'Unmute', 'Mute All', 'Unmute All', and 'Chat'. The 'Change Role To' sub-menu is also visible, listing roles: 'Presenter', 'Host', 'Note Taker', and 'Closed Captionist'. At the bottom, there is a 'Send to:' dropdown menu set to 'Everyone' and a 'Send' button.

# Presenting Content to Your Attendees

Organize meeting related information and activities in one centralized place. Share easily and work together effectively while showing content from your computer.

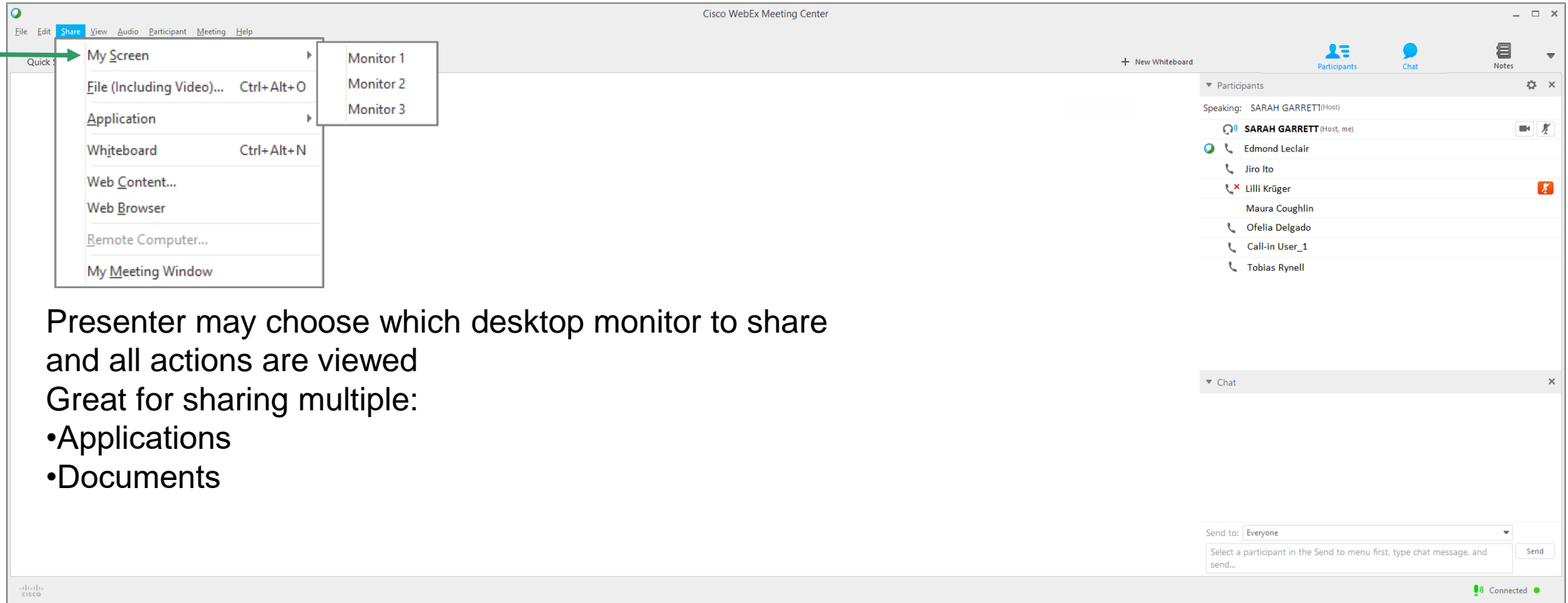
# Sharing Content

## Overview

Sharing Option	Best Practice
My Screen	Share multiple applications at once Select any monitor
Application or Web Browser	Share one application while hiding others on your desktop Demonstrate or make changes to live programs (like Excel, Word or Proprietary software)
File (Including Video)...	Share a file or a video clip Load multiple documents (viewed as individual tabs)
Web Content	Share a live website Participants can 'Surf' independently

# Sharing Content

## My Screen



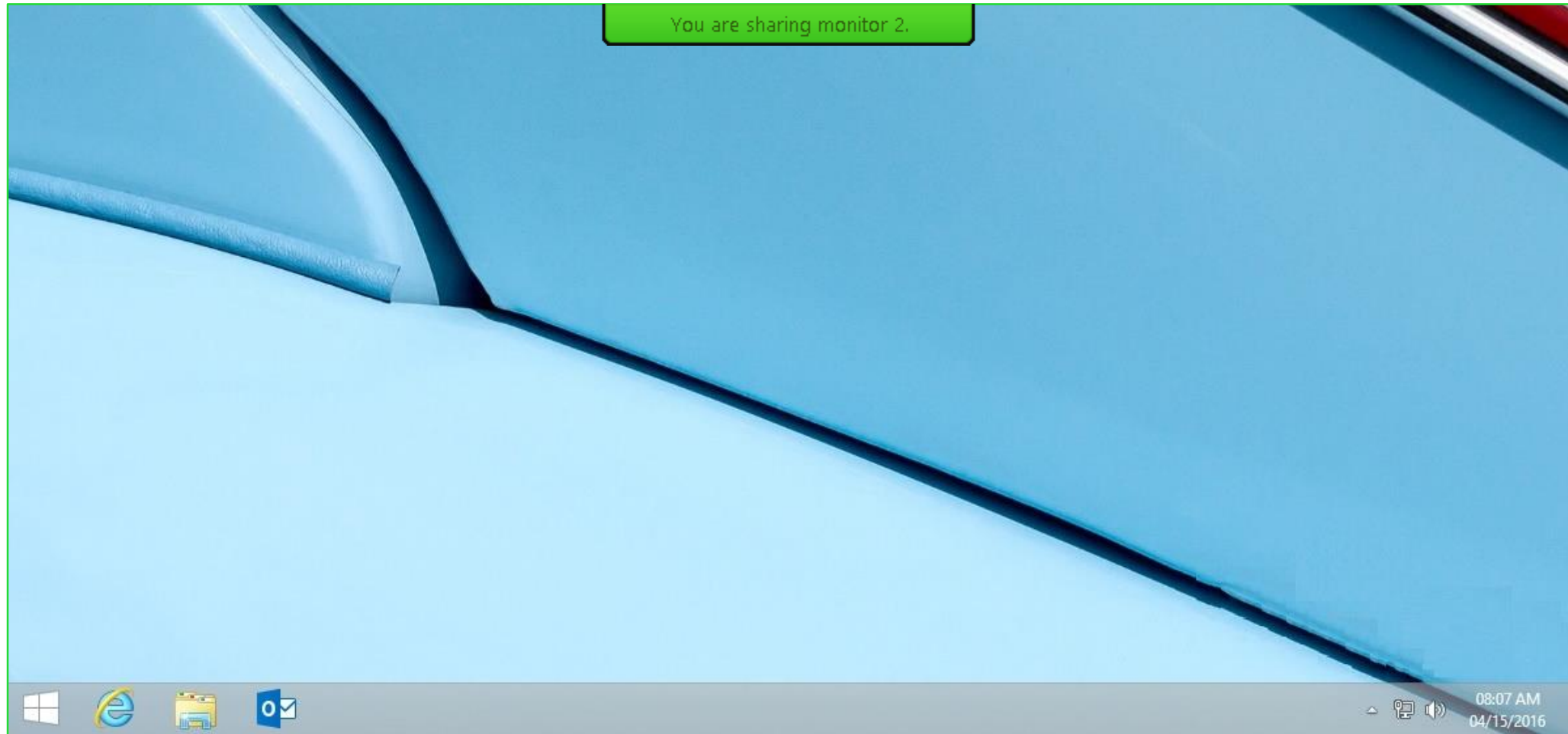
The screenshot shows the Cisco WebEx Meeting Center interface. The 'Share' menu is open, and 'My Screen' is selected. A sub-menu is displayed, allowing the user to choose which desktop monitor to share: Monitor 1, Monitor 2, or Monitor 3. Other options in the 'Share' menu include 'File (Including Video)...', 'Application', 'Whiteboard', 'Web Content...', 'Web Browser', 'Remote Computer...', and 'My Meeting Window'. The interface also shows a 'Participants' list on the right side, including Sarah Garrett (Host), Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, Ofelia Delgado, Call-in User\_1, and Tobias Rynell. A 'Chat' window is also visible at the bottom right.

Presenter may choose which desktop monitor to share  
and all actions are viewed  
Great for sharing multiple:

- Applications
- Documents

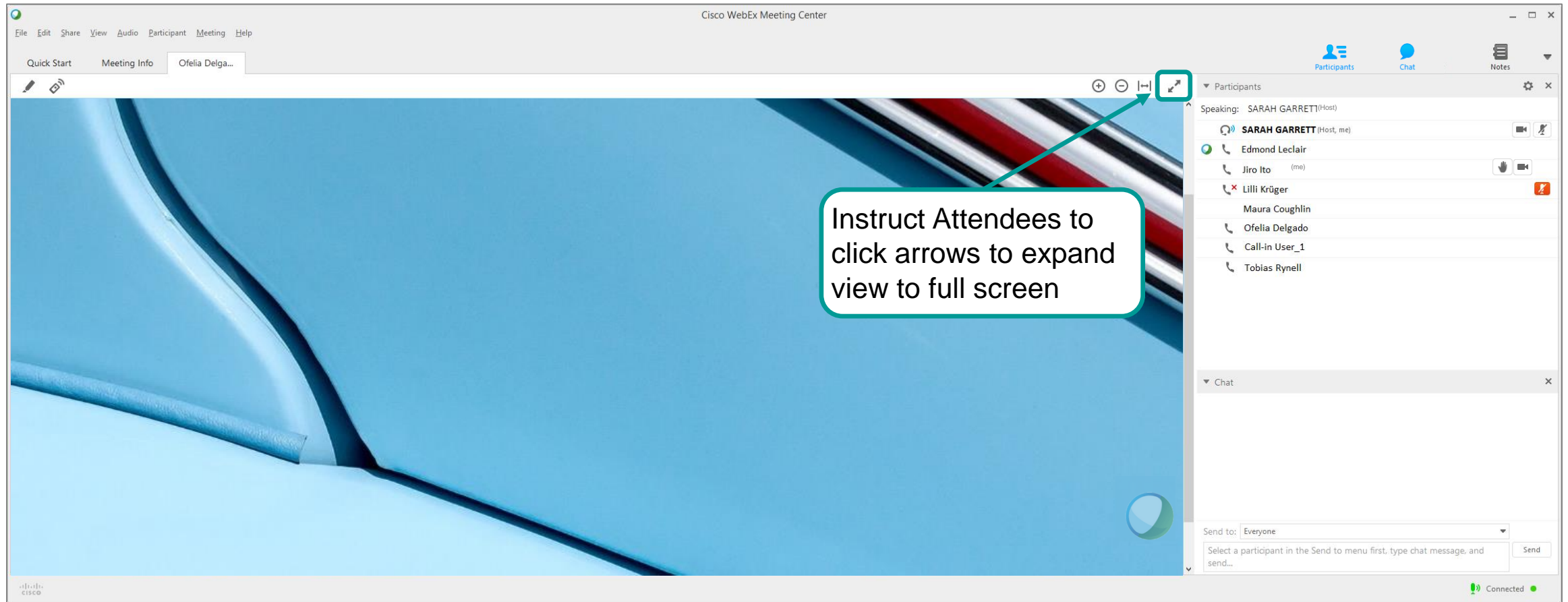
# Sharing Content

## My Screen – Presenter View



# Sharing Content

## My Screen – Attendee View





# Sharing Content

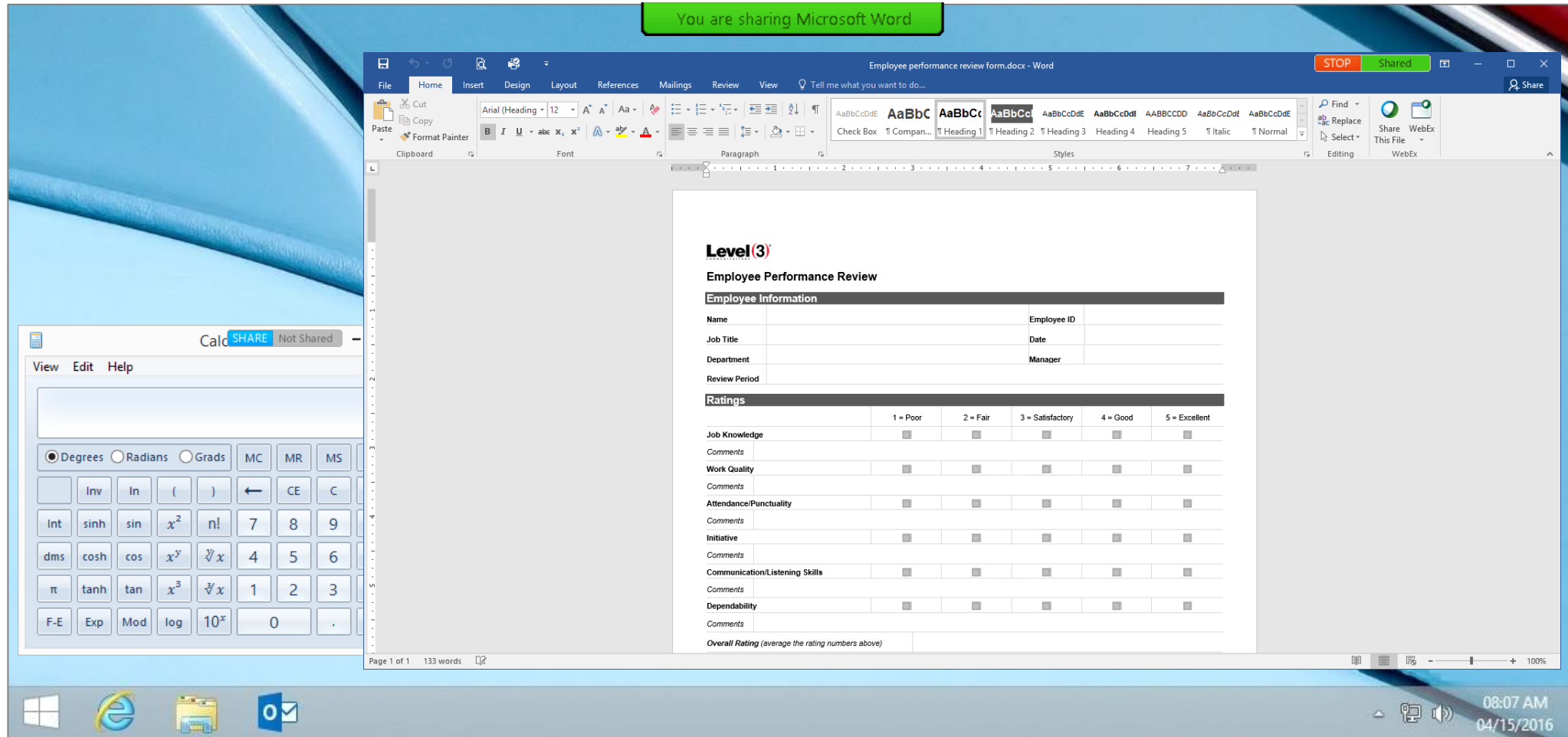
## Application

The screenshot displays the Cisco WebEx Meeting Center interface. The 'Share' menu is open, showing options like 'My Screen', 'File (Including Video)...', 'Application', 'Whiteboard', 'Web Content...', 'Web Browser', 'Remote Computer...', and 'My Meeting Window'. The 'Application' option is highlighted. A secondary window titled 'Running Application:' lists various programs currently running on the computer, including Microsoft PowerPoint, Adobe Reader, Microsoft Outlook, Notepad, Paint, Microsoft Excel, and Internet Explorer. The 'Other Application...' option at the bottom of this list is highlighted with a red box. An arrow points from this box to the 'Other Application' dialog box, which is open and shows a list of installed applications such as On-Screen Keyboard, OneDrive for Business, OneNote 2013, Outlook 2013, PC settings, Paint, People, Photos, PowerPoint 2013, and Publisher 2013. The 'Share' button is visible at the bottom of this dialog. On the right side of the main interface, the 'Participants' list is visible, showing the current speaker as SARAH GARRETT (Host, me) and other participants like Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, Ofelia Delgado, Call-in User\_1, and Tobias Rynell. The 'Chat' window is also visible at the bottom right.

- Currently **[Running Applications]** will automatically show in the drop down list.
- Click **[Other Application...]** to view and share programs installed on your computer

# Sharing Content

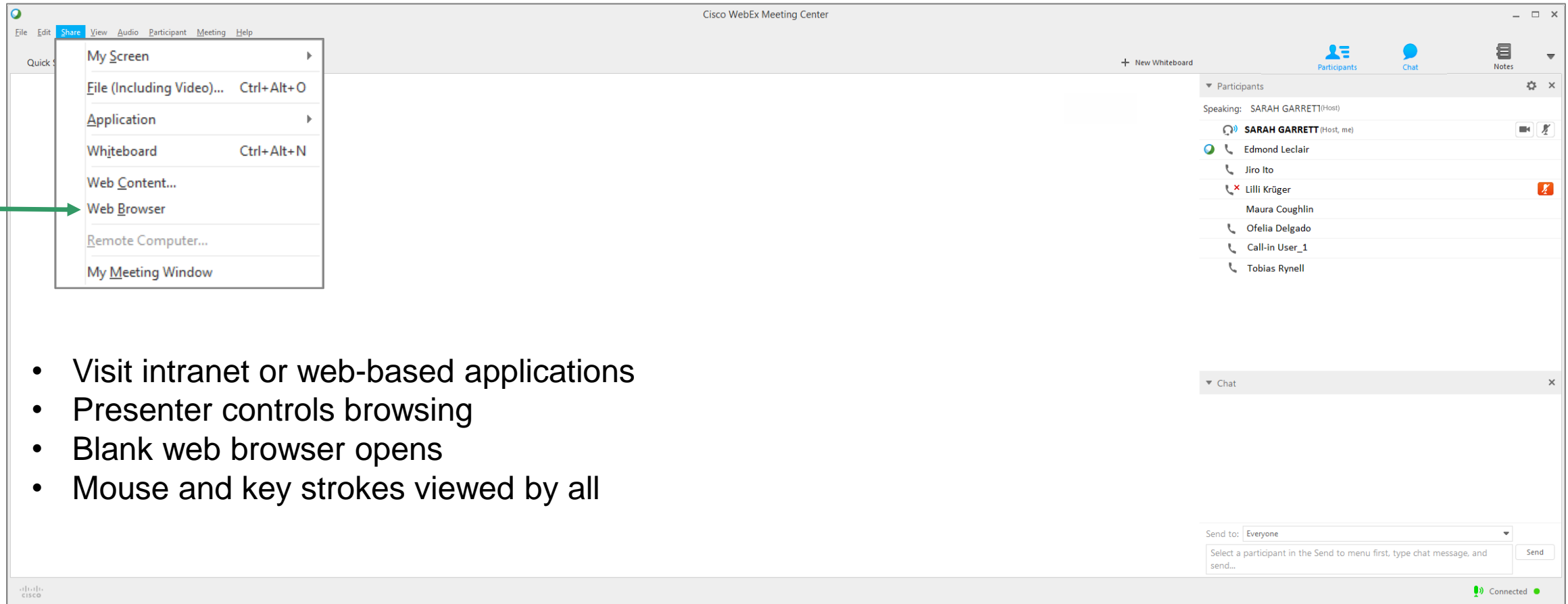
## Application – Presenter View



Attendees can only view the selected application

# Sharing Content

## Web Browser

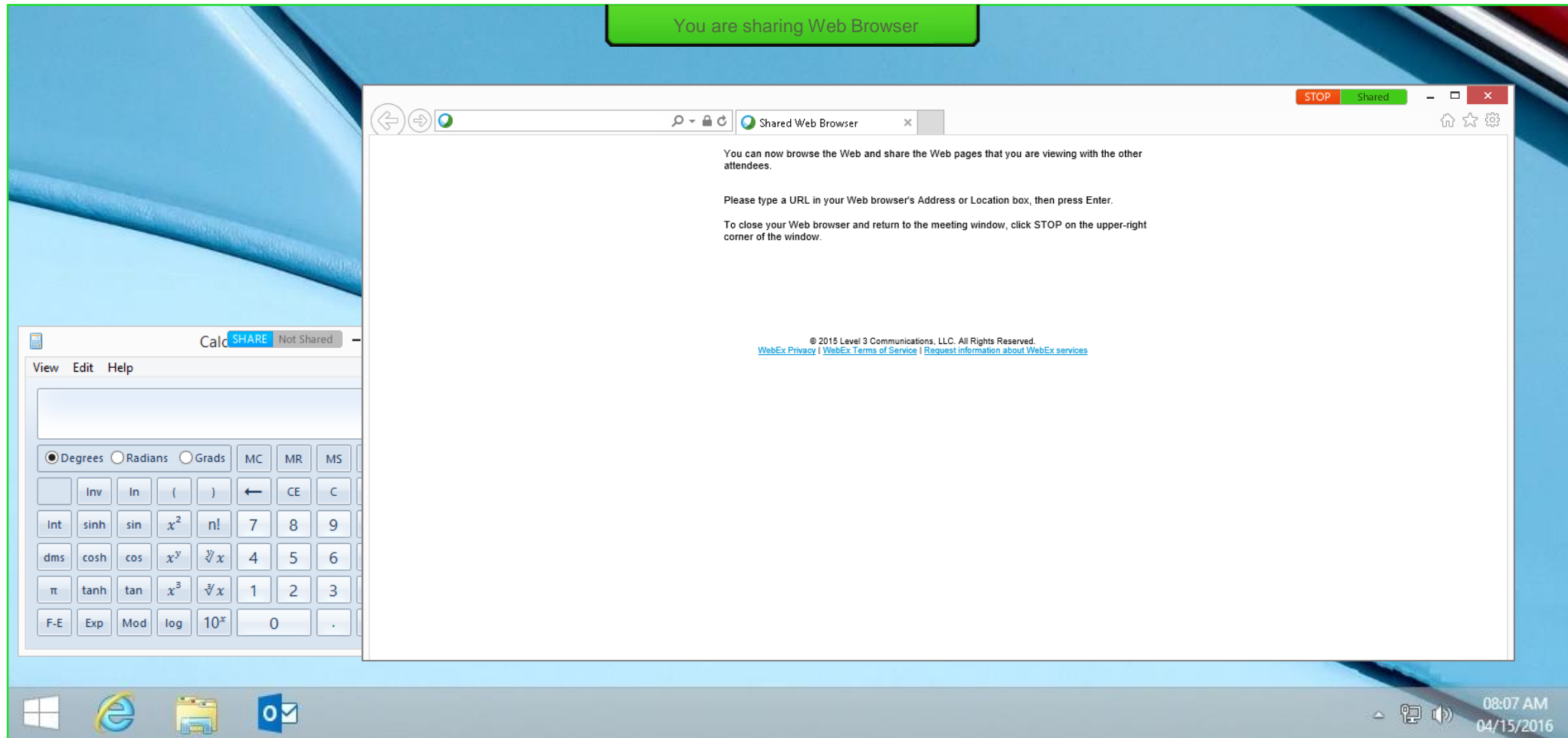


The screenshot displays the Cisco WebEx Meeting Center interface. The 'Share' menu is open, showing options: My Screen, File (Including Video)... (Ctrl+Alt+O), Application, Whiteboard (Ctrl+Alt+N), Web Content..., Web Browser (highlighted with a green arrow), Remote Computer..., and My Meeting Window. The right sidebar shows a list of participants: SARAH GARRETT (Host, me), Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, Ofelia Delgado, Call-in User\_1, and Tobias Rynell. A chat window is also visible at the bottom right.

- Visit intranet or web-based applications
- Presenter controls browsing
- Blank web browser opens
- Mouse and key strokes viewed by all

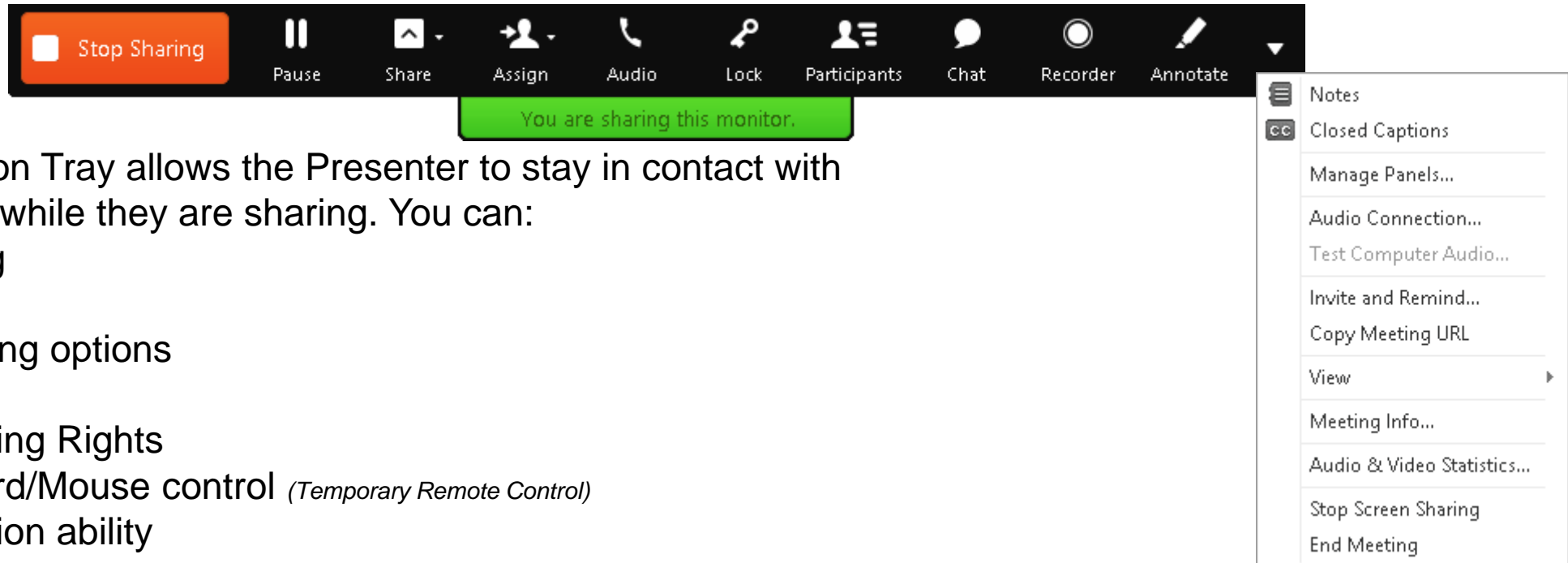
# Sharing Content

## Web Browser – Presenter View



# Sharing Content

## Floating Icon Tray

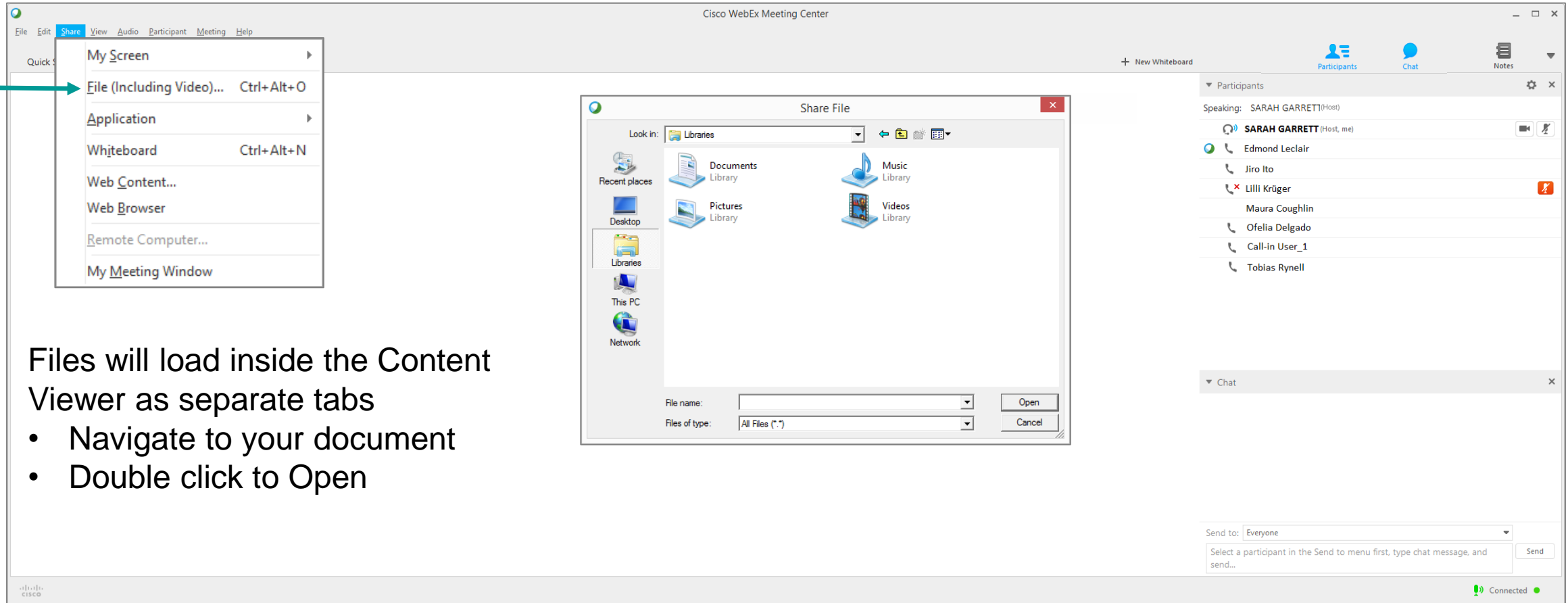


The Floating Icon Tray allows the Presenter to stay in contact with the conference while they are sharing. You can:

- Stop Sharing
- Pause
- Switch Sharing options
- Assign:
  - Presenting Rights
  - Keyboard/Mouse control (*Temporary Remote Control*)
  - Annotation ability
- View Audio
- Lock (*Personal Room only*)
- View the following Panels:
  - Participants
  - Chat
  - Recorder (*Host only*)

# Sharing Content

## File (Including Video)...



Files will load inside the Content Viewer as separate tabs

- Navigate to your document
- Double click to Open

Keyboard shortcut: Ctrl+Alt+O

# Sharing Content

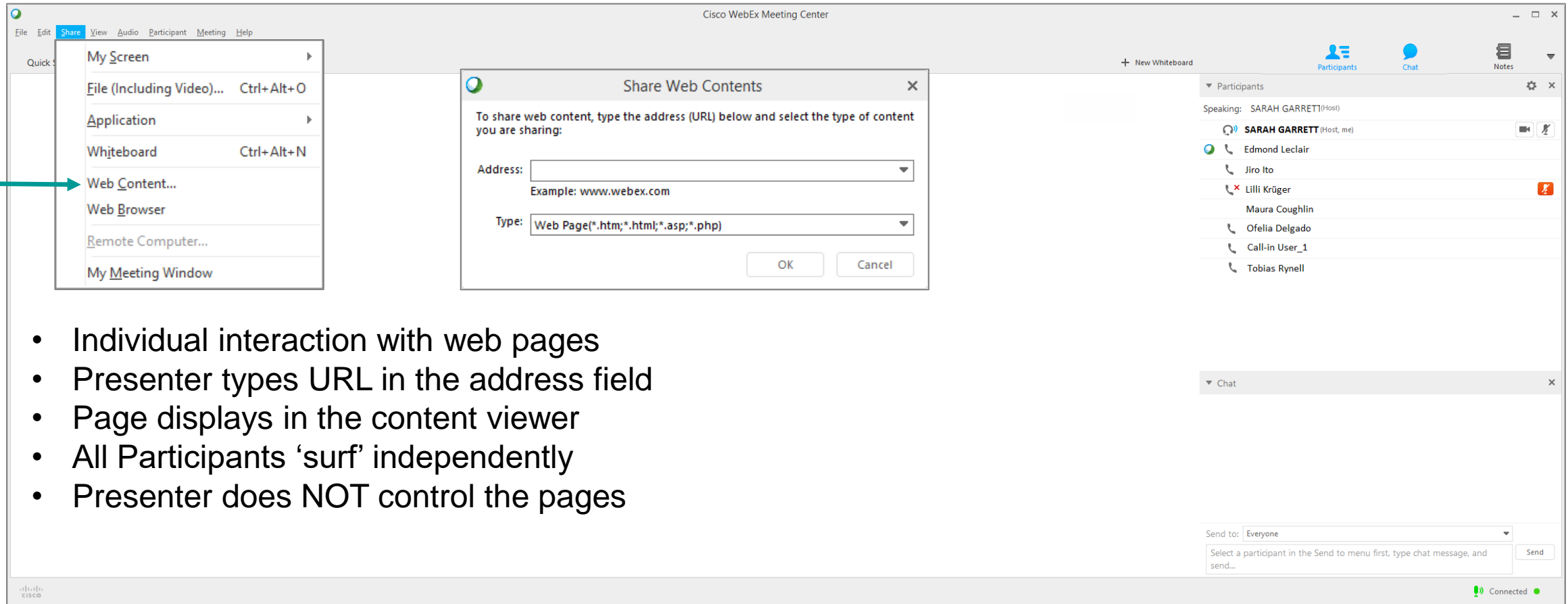
## File (Including Video)...

The screenshot displays the Cisco WebEx Meeting Center interface. The main content area shows a presentation slide with a blue and white geometric pattern and the text "TITLE PAGE | subtitle". The interface includes a top menu bar with "Audio", "Participant", "Meeting", and "Help". Below the menu is a toolbar with "Quick Start", "Meeting Info", and "Presentation" tabs. A vertical toolbar on the left contains various drawing and editing tools. A "Thumbnail View" panel on the left shows a list of seven slides, with the first slide highlighted. A "Navigation" bar at the top center shows a slide number "01" with navigation arrows. A "View Options" panel on the right contains icons for zooming and other view adjustments. On the far right, a "Participants" panel lists several users, including "SARAH GARRETT (Host, me)", "Edmond Leclair", "Jiro Ito", "Lilli Krüger", "Maura Coughlin", "Ofelia Delgado", "Call-in User\_1", and "Tobias Rynell". Below the participants list is a "Chat" panel with a "Send to:" dropdown set to "Everyone" and a "Send" button. The bottom status bar shows "Connected" with a green indicator.

Keyboard shortcut: Ctrl+Alt+O

# Sharing Content

## Web Content...



The screenshot displays the Cisco WebEx Meeting Center interface. The 'Share' menu is open, with 'Web Content...' selected. A 'Share Web Contents' dialog box is shown in the center, prompting the user to enter a URL and select a content type. The dialog box contains the following text: 'To share web content, type the address (URL) below and select the type of content you are sharing:'. Below this text is an 'Address:' field with a dropdown arrow and an example 'www.webex.com'. Below the address field is a 'Type:' field with a dropdown arrow and the value 'Web Page(\*.htm;\*.html;\*.asp;\*.php)'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background interface shows a list of participants, including Sarah Garrett (Host), Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, Ofelia Delgado, Call-in User\_1, and Tobias Rynell. A chat window is also visible at the bottom right.

- Individual interaction with web pages
- Presenter types URL in the address field
- Page displays in the content viewer
- All Participants 'surf' independently
- Presenter does NOT control the pages



# Sharing Content

## Web Content...

Cisco WebEx Meeting Center

File Edit Share View Audio Participant Meeting Help

Quick Start Meeting Info conferencing...x

+ New Whiteboard

Participants Chat Notes

CUSTOMER CENTER RESOURCES CONTACT US ENGLISH

**Level(3)** SOLUTIONS PRODUCTS GLOBAL REACH

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Have a question about Level 3 Collaboration Services? We've got answers. Here's how to get in touch. **CUSTOMER SERVICE**

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Audio and Web Events Video Webcasting Connect Tools

**LEVEL 3SM READY-ACCESS** **LEVEL 3SM WEB MEETING**

Speaking: SARAH GARRETT (Host)

- SARAH GARRETT (Host, me)
- Edmond Leclair
- Jiro Ito
- Lilli Krüger
- Maura Coughlin
- Ofelia Delgado
- Call-in User\_1
- Tobias Rynell

Chat

Send to: Everyone

Select a participant in the Send to menu first, type chat message, and send... **Send**

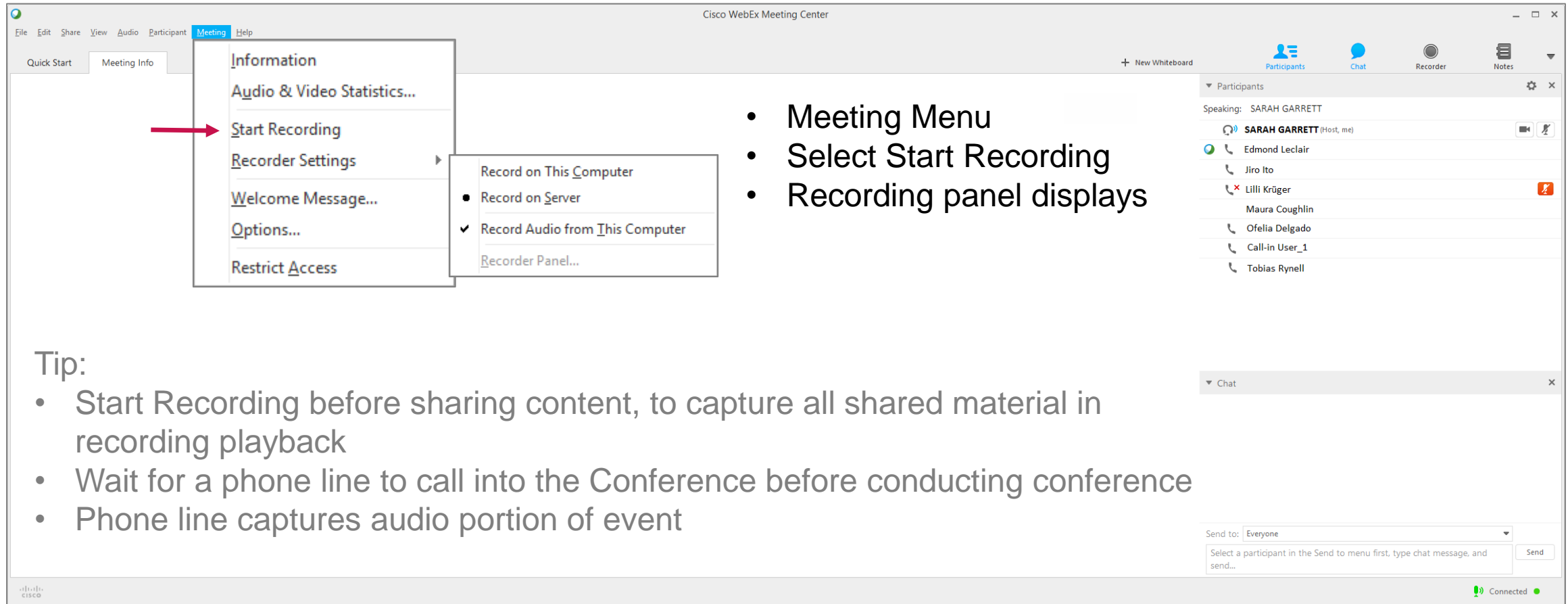
Connected

# Special Features

Managing your Recording and Video Integration

# Special Features

## Recording on Server



The screenshot shows the Cisco WebEx Meeting Center interface. The 'Meeting' menu is open, and a red arrow points to the 'Start Recording' option. A sub-menu is displayed for 'Start Recording', showing options: 'Record on This Computer', 'Record on Server', 'Record Audio from This Computer' (which is checked), and 'Recorder Panel...'. The interface also shows a 'Participants' panel on the right with a list of attendees and a 'Chat' panel at the bottom.

- Meeting Menu
- Select Start Recording
- Recording panel displays

Tip:

- Start Recording before sharing content, to capture all shared material in recording playback
- Wait for a phone line to call into the Conference before conducting conference
- Phone line captures audio portion of event

# Special Features

## Recording on Server

The screenshot shows the Cisco WebEx Meeting Center interface. The top menu includes File, Edit, Share, View, Audio, Participant, Meeting, and Help. Below the menu are tabs for Quick Start and Meeting Info. On the right side, there are icons for + New Whiteboard, Participants, Chat, Recorder, and Notes. The main content area on the right is divided into three sections: Participants, Chat, and Recorder. The Recorder section is highlighted with a red box and shows a recording progress bar at 00:00:53 with a play/pause button and a stop button. The Participants list includes Sarah Garrett (Host, me), Edmond Leclair, Jiro Ito, Lilli Krüger, Maura Coughlin, Ofelia Delgado, Call-in User\_1, Call-in User\_2, and Tobias Rynell. A yellow callout box at the bottom left contains the text "Meeting Recording has resumed."

- Recording panel displays
- Additional audio line joins
  - This audio line will record the audio portion of the conference
- Pause/Stop
- Stopping the recording will stop the current file. Any new recordings in the current conference will save as a new file

# Special Features

## Recording on Server – Access

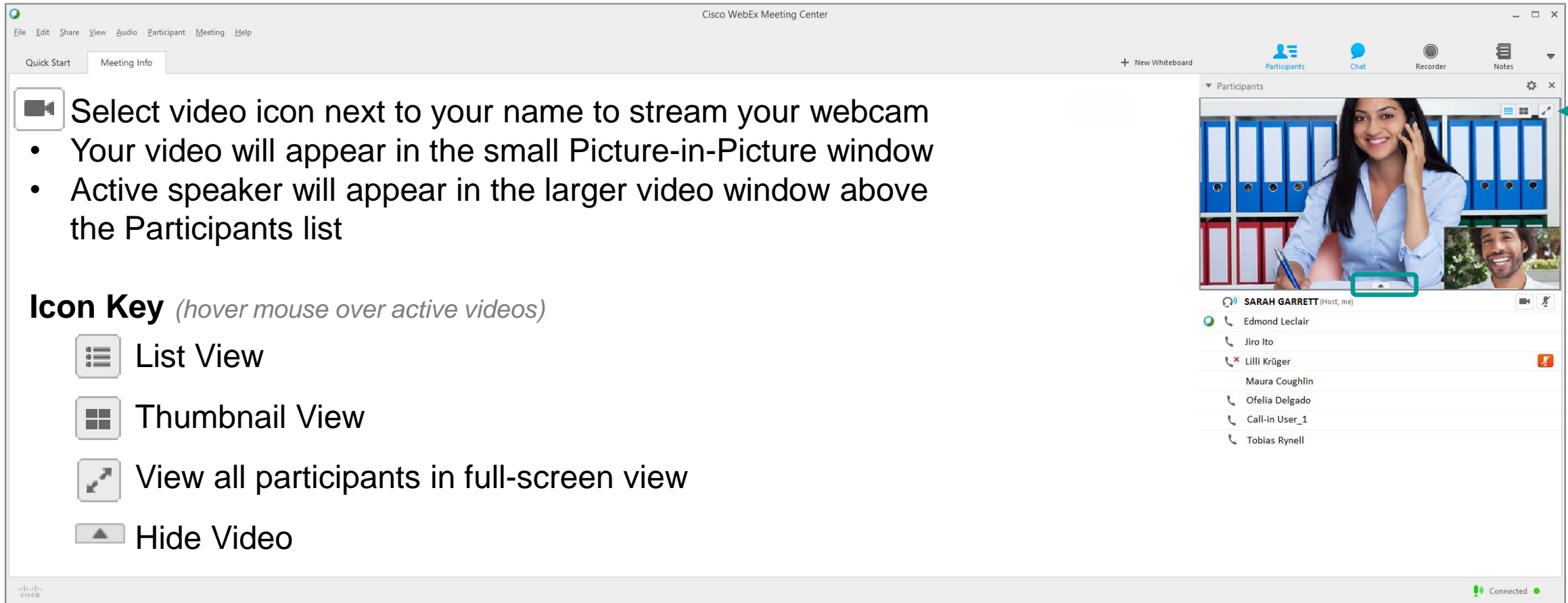
The screenshot shows the Level 3 My WebEx Files interface. The left sidebar contains navigation links: My Meetings, My Personal Room, My Files (highlighted with a green arrow), My Contacts, My Profile, Preferences, My Reports, Training, and Support. The main content area is titled "My WebEx Files" and includes a "My Recordings" tab (circled in green). Below the tab is a search bar and a table of recordings. The table has columns for Topic, Size, Create Time, Duration, and Format. Three recordings are listed:

Topic	Size	Create Time	Duration	Format
<a href="#">SARAH GARRETT's Personal Room-20150313.1757-1</a>	158.0KB	4/15/16 2:05 pm	21 minute	ARF
<a href="#">Employee Review-20150311.1402-1</a>	2.29MB	4/15/16 10:10 am	44 minutes	ARF
<a href="#">SARAH GARRETT's Personal Room-20150213.1402-1</a>	1.05MB	3/6/15 9:06 am	52 minutes	ARF

Below the table, there is an "Add recording" button, a "Disabled" status indicator, and a "Password required" icon. A note states: "\*Multiple uses of the same recording are counted only once in storage totals." A context menu is open over the table, showing options: Download, Modify, Disable, and Delete.

# Special Features





## Video Integration – Shared Video (Participant List)



Select video icon next to your name to stream your webcam

- Your video will appear in the small Picture-in-Picture window
- Active speaker will appear in the larger video window above the Participants list

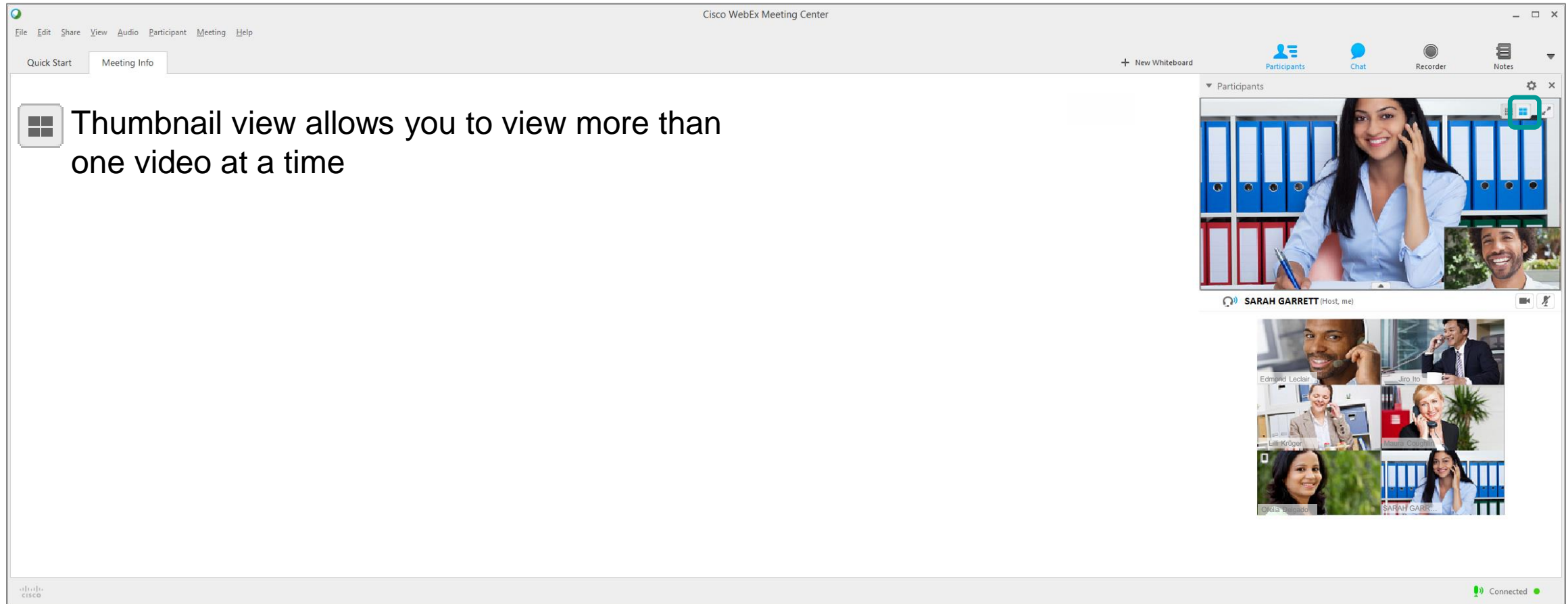
**Icon Key** (*hover mouse over active videos*)

-  List View
-  Thumbnail View
-  View all participants in full-screen view
-  Hide Video

# Special Features

## Video Integration – Shared Video (Thumbnail View)

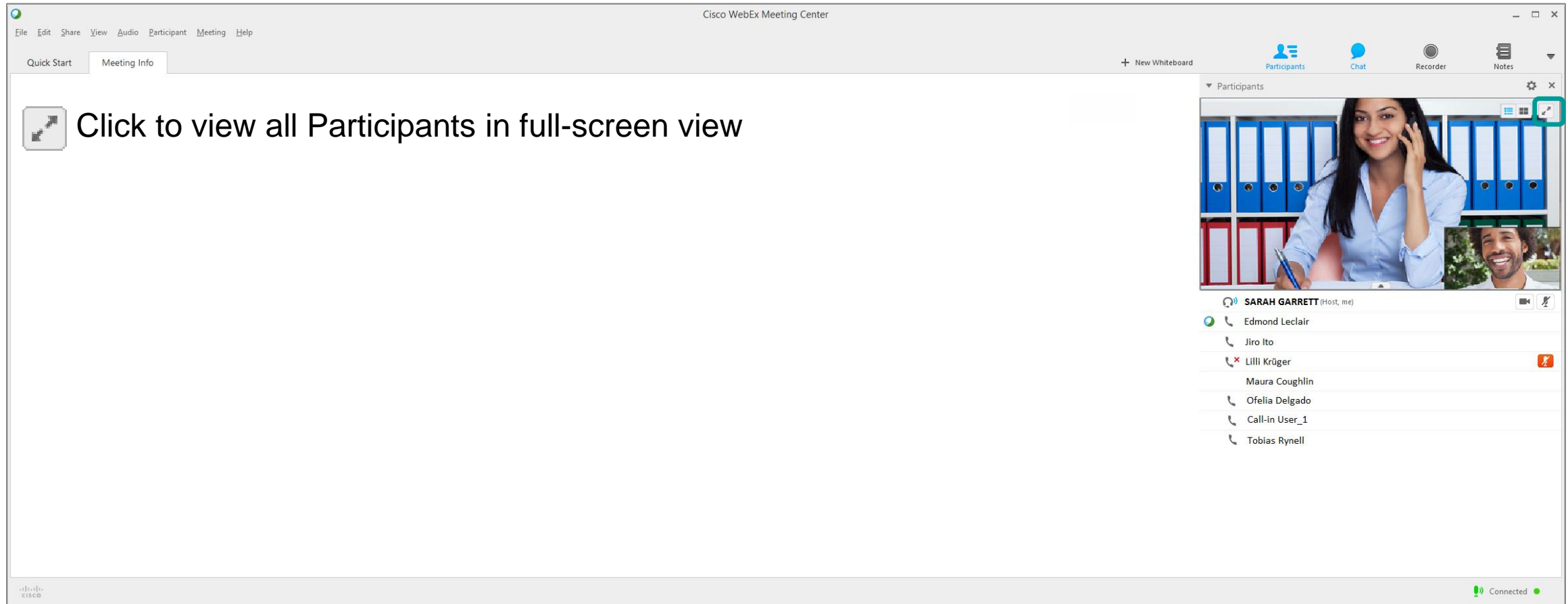
Thumbnail view allows you to view more than one video at a time



The screenshot displays the Cisco WebEx Meeting Center interface. The main window title is "Cisco WebEx Meeting Center". The top menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". Below the menu bar, there are tabs for "Quick Start" and "Meeting Info". On the right side, there are icons for "New Whiteboard", "Participants", "Chat", "Recorder", and "Notes". The main content area shows a large video thumbnail of Sarah Garrett, labeled "SARAH GARRETT (Host, me)". Below this, there is a grid of smaller video thumbnails for other participants: Edmund Leclair, Jiro Ito, Lilli Kröger, and Sarah Garrett. The bottom right corner shows a "Connected" status with a green dot.

# Special Features

## Video Integration – Shared Video (Full-Screen View)



The screenshot displays the Cisco WebEx Meeting Center interface. The main window title is "Cisco WebEx Meeting Center". The top menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". Below the menu bar, there are tabs for "Quick Start" and "Meeting Info". On the right side, there are icons for "New Whiteboard", "Participants", "Chat", "Recorder", and "Notes".

The central area of the interface shows a large video player. A text overlay on the left side of the video player reads: "Click to view all Participants in full-screen view". The video player itself shows a woman in a blue shirt talking on a phone, with a smaller video thumbnail of a man in the bottom right corner. A red box highlights the "Full Screen" icon in the top right corner of the video player.

Below the video player, there is a "Participants" list. The list includes the following names and status:

- SARAH GARRETT (Host, me) - Video icon, Mute icon
- Edmond Leclair - Video icon
- Jiro Ito - Video icon
- Lilli Krüger - Video icon, Mute icon
- Maura Coughlin - Video icon
- Ofelia Delgado - Video icon
- Call-in User\_1 - Video icon
- Tobias Rynell - Video icon

The bottom right corner of the interface shows a "Connected" status with a green dot.



# Special Features

## Video Integration – Shared Video (Full-Screen View)

The image shows a video conference interface with a large central video feed of a woman in a light blue shirt talking on a phone. Below the main video is a grid of smaller video feeds for other participants: Edmond Leclair, Jiro Ho, Lilli Krüger, Maura Coughlin, and Ofelia Delgado. A chat window is open on the left side, showing a message input field and a 'Send' button. The interface includes several callout boxes with arrows pointing to specific features:

- Exit Full-Screen**: Points to a small 'x' icon in the top right corner of the main video frame.
- Expand active speaker view**: Points to a small square icon in the top right corner of the main video frame.
- Your video**: Points to a small thumbnail of the user's own video feed in the bottom right corner of the main video frame.
- Stop your video**: Points to a 'Stop My Video' button located next to the user's video thumbnail.
- Click to chat**: Points to a chat icon in the bottom left corner of the main video frame.
- Unread chat**: Points to a small orange notification icon next to the chat icon.
- View other video feeds**: Points to a small square icon in the bottom right corner of the main video frame.

# Special Features

## Video Integration – Shared Video (Expanded Active Speaker View)



Minimize active speaker view

# Summary

## Overview and Support

# Summary

## Overview

Topics	Sub-Topics	
Scheduling meetings from Your WebEx Microsite	Quick Scheduler	Meeting Templates
	Advanced Scheduler	Starting a Conference
Installing and Utilizing the WebEx Productivity Tools	Installation	Scheduling in Outlook
	Features	Sharing Documents
Navigating the Meeting Room & Special Features	Managing Audio	Recording
	Passing Rights	Video Integration
Presenting Content to Your Attendees	Desktop Sharing	File (Including Video)...
	Application Sharing	Web Content

# Summary

## 24/7 Customer Care Support

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North America Toll	+1 (303) 389 - 4018
Worldwide Customer Care for Ready-Access	conf.cfer.com

**Thank You**