



Webex

Quick Start Guide

You're set to meet with anyone, anywhere in real time over the web. Make presentations. Review documents. Demonstrate any application. Share anything on your desktop. Or pass control and let someone else be the presenter.

You'll be able to work together like you do in person—and accomplish more in less time than ever before.

SCHEDULE OR SET UP YOUR MEETING

Basic Steps	Step Details
On your Meeting Visuals™ home page click on Schedule a Meeting under Host a Meeting in the left navigation.	+ Use Advanced Scheduler to enter detailed information or select Quick Scheduler to start a meeting right away.
Specify the meeting topic.	+ Choose calendar listing or private. + Set and confirm the meeting password.
Set meeting date, time and duration. Select Audio options .	+ Specify recurrence of the meeting. + Choose our integrated teleconferencing or other. Attendees can dial in or receive call back.
Invite attendees.	+ Add from the address book or type in addresses.
Specify meeting details.	+ Registration, meeting options, attendee privileges.

START YOUR MEETING

Basic Steps	Step Details
Go to MyWebEx™ button Locate your meeting in the Scheduled tab. Click Start in the Status column.	+ Depending on the audio option that you selected during meeting setup, you may be prompted to dial in or enter your phone number for a call back. + If you chose the teleconference option, follow instructions in the Join Teleconference dialog box. + Your meeting is now live.

WebEx™ and EventCenter™ are either registered trademarks or trademarks of WebEx Communications Inc. in the United States and other countries.

SHARE A PRESENTATION, DOCUMENT OR DESKTOP

Basic Steps	Step Details
Select Present a Document option in the QuickStart window.	<ul style="list-style-type: none">+ Make annotations, use a pointer to emphasize text or graphics, save it to a file, print it, display it in different views or synchronize all participants' displays with the display in your content viewer.+ At any time, you can grant attendee privileges that allow them to annotate, save, print and display different views of shared presentations or documents.
Change the sharing option to Share Application .	<ul style="list-style-type: none">+ Control attendees' view, annotate the application, let an attendee control or annotate the application remotely.
Use your floating icon tray to keep track of the meeting logistics. Select Share Your Desktop .	<ul style="list-style-type: none">+ Give all attendees complete view of your desktop including any applications, windows, and file directories that are currently open.
Record your meeting for reference or reuse.	

LEARN TO USE WEBEX LIKE A PRO

Go to <http://www.MeetingVisuals.com/training/index.htm>.

Our Support site provides you with WebEx knowledge base, lets you review FAQs and gives you access to downloads. You can even submit a support ticket.

You'll find an extensive catalog of Meeting Visuals courses. Take as many classes as you like, as often as you like.

And, be sure to ask us about private training!

NEED HELP?

Don't worry. World class technical support is included with your WebEx solution.

Get fast resolution to technical issues at 800.508.8758 or 706.634.4551.