

Net Conferencing User Guide:

Advanced and Customized Net Conference powered by Cisco WebEx Technology

Activating Advanced and Customized Net Conference (first time only)

- Go to <https://www.mymeetings.com/>
- Select the **Manage My Meetings** login link.
- Enter your login and password. (Note: If you do not have a **Manage My Meetings** login and password, click on the **Need to Register** link and simply follow the instructions.)
- Select the **NET CONFERENCE** tab.
- Click on the **Meeting Center Pro** link under **Advanced or Customized Net Conference Applications**.
- Save the URL to your favorites.

For future visits, you may continue to access Advanced and Customized Net Conference via, "Manage My Meetings," or go directly to the URL from your favorites and login:

- Advanced Net:** <https://mman.webex.com>
- Customized Net:** <https://<companyname>.webex.com>

The screenshot shows the MyMeetings web interface. At the top, there are navigation tabs: INSTANT MEETING SUBSCRIPTIONS, NET CONFERENCE (highlighted in red), RESERVED AUDIO CALLS, RESERVED VIDEO CONFERENCES, MY IDENTITY, and MESSAGES. Below the tabs, there is a section titled "Instant Net Conference" with instructions on how to start a meeting. A table lists a meeting with ID 74208, description "All Purpose Meeting", and type "WebEx". Below the table, there are links for "Meeting Center Pro" under both "Advanced Net Conferencing Applications" and "Customized Net Conferencing Applications". A red circle highlights the "Meeting Center Pro" link under "Advanced Net Conferencing Applications".

Meeting Center Home Page

From the homepage you will be able to set-up meeting preferences, obtain assistance and host a meeting. Each section offers three additional options to further customize your settings.

The screenshot shows the Meeting Center Home Page. The main heading is "Join an Unlisted Meeting". Below this, there is a form with a "Meeting number:" label and an input field, followed by a "Join Now" button. The sidebar on the left contains the following navigation options: "Attend a Meeting", "Host a Meeting" (with sub-options: "Schedule a Meeting", "My Meetings", "One-Click Meeting"), "Set Up" (with sub-options: "Meeting Manager", "Preferences", "My Profile"), and "Assistance" (with sub-options: "Help", "Support", "Training"). At the bottom, there is a "POWERED BY WebEx" logo and copyright information for Verizon.

Set Up

- Set-up** provides customization and report viewing options with features such as:
 - Meeting Manager** - allows you to view reports for past meeting events.
 - Preferences** - provides you with the ability to customize your preferences for your home page and time zone.
 - My Profile** - allows you customize your personal information, your welcome text and your audio conferencing information.

Preferences

- **Preferences settings:**
 - **Home Page** drop down selections include:
 - Join an Unlisted Meeting
 - My Scheduled Meeting
 - Start an Instant Meeting
 - **Time Zone**
 - **Language:**
 - English
 - Spanish
 - German
 - Korean
 - Simplified Chinese
 - Swedish
 - Japanese
 - Traditional Chinese
 - French
 - **Locale:**
 - US
 - Australia
 - Canada
 - French Canada
 - France
 - German
 - New Zealand
 - Sweden
 - Switzerland
 - UK

My Profile

- **My Profile allows you to setup your Audio (Instant Meeting) with WebEx:**
 - Scroll down to Teleconferencing Accounts
 - Click **Add teleconferencing account**
 - Enter your **Instant Meeting** audio conference subscription information
 - Toll-free call-in number, Toll call-in number, Host access code, Attendee access code
 - Note: If you do not have a toll number enter your toll-free number
 - Click **OK**

- Includes a **Quick Scheduler** and an **Advanced Scheduler** to schedule and start meetings
- To start, simply click on **Schedule a Meeting** under the **Host a Meeting** section.

Quick Scheduler:

- Enter:
 - Meeting topic
 - Password (must be at least 6 characters long.)
 - Date and time with time zone
 - Information for internal tracking
 - Names of invited participants
 - Select your audio information
 - Click **Change audio option** to setup audio settings
 - Click **START NOW**.

Schedule a Meeting [Meeting Center Default] ?

To set advanced meeting options, go to [Advanced Scheduler](#)

* Required field

* Topic:

* Password: * Confirm password:

Tracking codes: Billing Code - V375427 [Select tracking code...](#)

Date:

Time: am pm [Eastern DT](#)

Duration:

Meeting will continue until host ends it.

Attendees: [Use address book...](#)

Send a copy of the invitation email to me

Audio options: Teleconferencing Service [Change audio option...](#)

Audio Options (teleconference settings)

Integrated VoIP: No

Teleconference: Teleconferencing Service

Attendees call in

Attendees receive call back (call-in is also available)

Account 1

Toll-free call-in number: 1-866-819-1111
 Toll call-in number: 1-866-819 -1111
 Host access code: 131
 Attendee access code: 809

Other teleconference service

None

Meeting Confirmation

- After successfully scheduling your meeting with the **Quick Scheduler**, the confirmation window will appear.
- Confirm the details of your meeting and select **OK** or **Add to My Calendar**.
- The **Add to My Calendar** function will save the meeting information and automatically send the details via e-mail. Once the e-mail is opened, the meeting details will automatically populate your Outlook calendar.
- If upon receipt you determine there is an error in the meeting information, simply click on "Edit" to launch the Customized Scheduler and change the information you selected.
- Once you have saved the changes, you will return to this window and your meeting will appear in your **My WebEx** page.

Meeting Scheduled

Thank you. You have successfully scheduled your meeting.

To start your meeting

Shortly before your meeting's starting time, click the Start Now link for your meeting on the My WebEx page.

1. Go to [My WebEx](#) page.
2. Click the **Start Now** link next to your meeting.

Meeting Information

Topic: weekly
 Host: Ann
 Date: December 25, 2006
 Time: 3:45 pm, Central Standard Time (GMT -06:00, Chicago)
 Location: https://

OK Add to My Calendar Edit

Host and participant email

From: messenger@webex.com
 To: Den
 Cc:
 Subject: Meeting reminder: siniski's meeting

You are scheduled to host this online meeting.

Topic: siniski's meeting
 Date: Wednesday, October 1, 2008
 Time: 5:55 pm, Eastern Daylight Time (GMT -04:00, New York)
 Meeting Number: 748 280 514
 Meeting Password: test123
 Host Key: 231070

 To start the online meeting

 1. Go to <https://van.webex.com/van/j.php?ED>
 2. Log in to your account.
 3. Click "Start Now".
 4. Follow the instructions that appear on your screen.

 Teleconference information

 Provide your phone number when you join the meeting to receive a call back. Alternatively, you can call:
 Call-in toll-free number (Verizon): 1-866-819
 Call-in number (Verizon): 1-866-819
 Host access code: 131
 Attendee access code: 809.

Advanced Scheduler:

- Under the **Schedule a Meeting** tab click **Advanced Scheduler**.

Schedule a Meeting Set options using template: [Meeting Center Default]

To set advanced meeting options, go to **Advanced Scheduler** ?

* Topic: My Meeting * Required field

* Password: * Confirm password:

Tracking codes: none [Select tracking code...](#)

Date: December 7 2006

Time: 11:30 am pm [Central ST](#)

Duration: 1 hr 0 min
 Meeting will continue until host ends it.

Attendees: <Separate email addresses with a comma or semicolon> [Use address book...](#)

Audio options: None [Change audio option...](#)

Cancel Save as template... **START NOW**

- The **Advanced Scheduler** feature offers additional meeting options, including:
 - A required information field
 - Date and Time settings
 - Teleconference options
 - Invite attendees
 - Registration
 - Agenda and welcome options
 - Meeting options
 - Attendee privileges
 - Review

Required Information

- A meeting topic and password are required before you access the **Date & Time** page.
- You may also enter your internal tracking code.
- Until you change the date or time, the button on the bottom will continue to read **Start Now**.
- If you choose to click on the **Start Now** button, your meeting will start immediately.
- In order to schedule a meeting in the future, click on the **Date & Time** button on the right just below the **Required Information** button.

Required Information Set options using template: test456

Return to [Quick Scheduler](#) ?

* Meeting topic: weekly * Required field

Delete from My Meetings when completed

* Meeting password: ●●●●●●

* Confirm password: ●●●●●●

Password must be at least 6 characters

Tracking codes: Division - 123
[Select tracking code...](#)

Buttons: Required Information, Date & Time, Teleconference, Invite Attendees, Registration, Agenda & Welcome, Meeting Options, Attendee Privileges, Review

Buttons: Cancel, Save as template..., Back, Next, START NOW

Date & Time

- The **Date & Time** function allows you to enter the date and time of your meeting and an estimated duration. Set up functions include:
 - Recurrence - The option to have your meeting recur daily, weekly, monthly or yearly. The default is set to "None" for a one-time meeting.
 - Attendee join time - The option to select when you would like participants to be able to join the session. The default is set at five minutes.
 - E-mail reminder - Select for an e-mail reminder to be sent out to all participants.

Date & Time Set options using template: test456

Return to [Quick Scheduler](#) ?

Meeting date: December 25 2006

Meeting time: 8:15 am Central ST

Attendees can join 5 minutes before the start time

Estimated duration: 1 hr 0 min

Email reminder: 15 minutes before meeting starts

Recurrence: None Daily Weekly Monthly Yearly

Buttons: Required Information, Date & Time, Teleconference, Invite Attendees, Registration, Agenda & Welcome, Meeting Options, Attendee Privileges, Review

Buttons: Cancel, Save as template..., Back, Next, SCHEDULE MEETING

Teleconference

- Select the Teleconferencing Service radial button to use your Instant Meeting Audio Conference number for your meeting.
- If you haven't already set up your Instant Meeting number, either through **My Audio** or on a previous call, you will see an **Add teleconference account** button. Click on it.
- This will open another window where you can enter your audio information.

Teleconference Settings Set options using template: test456

Return to [Quick Scheduler](#) ?

Integrated VoIP: No Yes

Teleconference: None Teleconferencing Service

[Add teleconference account...](#)

Other teleconference service

Buttons: Required Information, Date & Time, Teleconference, Invite Attendees, Registration, Agenda & Welcome, Meeting Options, Attendee Privileges, Review

Buttons: Cancel, Save as template..., Back, Next, START NOW

- Enter your **Instant Meeting** number. You must enter your toll call-in number as well as the toll-free number. The host access code is the leader passcode and the attendee access code is the participant passcode. Click **OK** to save.
- This window will close and your account number will show on the Teleconference Settings tab.

Add Audio Instant Meeting #

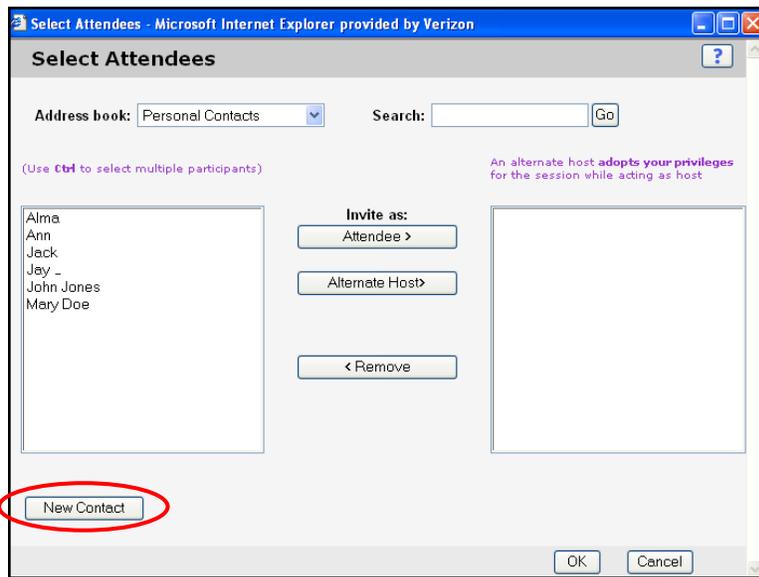
- Once you have entered your Instant Meeting Audio Conference number, either on this page or from My Audio, it will appear on the Teleconference Settings tab.
- **My Audio** also allows you to enter up to 3 different Instant Meeting numbers to be save as separate accounts. If you have more than one account entered, you may select it by clicking the radial button by the correct account. If the information is incorrect or needs to be updated, you may change it by clicking on the **Edit** button below the audio information.
- Once you have entered your audio information, click on **Next**.

Select the Instant Meeting number you would like to use

Invite Attendees

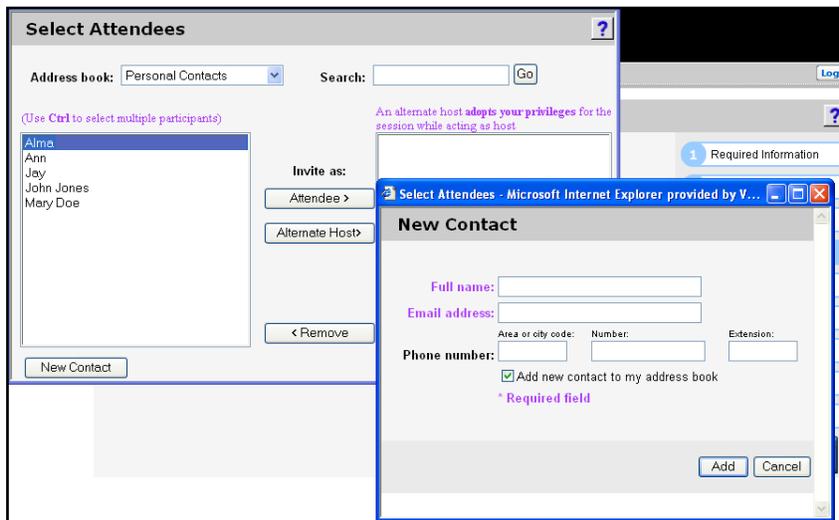
- Enter participant e-mail addresses in the “Attendees” window separating each using a comma or semicolon.
- To select from a pre-populated list, select the “Select Attendees” option.
- Other ways to invite participants include forwarding the confirmation link or via Outlook. These other options that you may choose include requiring each attendee to pre-verify their media players for a quality experience prior to joining your meeting, excluding the meeting password from being included in the e-mail invitation and requiring attendees to have an account on this website in order to join your meeting.
- After selecting the **Select Attendees** link, a new window will appear.

- **Select Attendees** link allows you to select pre-populated names and e-mail addresses, add new addresses, search for specific names, as well as invite an individual as a regular “attendee” or as an **Alternate Host**. To add a new contact, select the **New Contact** link at the bottom of the window.



▪ **New Contact**

- Once the **New Contact** window opens, you can create your own contact list by entering their name and e-mail address. You may also wish to add a phone number.
- Select the **Add** button to finish this process.
- After you have finished selecting your attendees, they will be sent an e-mail invitation that includes the meeting information and a direct link to the site.
- Once you have completed the **Invite Attendees** section, you may continue to **Registration** or click **Next**.



Registration

- The Registration section allows you to customize the information you request of your participants. When **None** is selected, participants are only asked for their first and last name and their e-mail address. Additional information you can request includes:
 - Job title
 - Company name
 - Address 1 & 2
 - City
 - State
 - Zip
 - Office phone number
 - Fax number
- Checking **Automatically accept all registration requests** will put all participants directly into the meeting after they enter the required fields. If this option is not selected, participants will be directed to the registration page from the e-mail link.
- Following your completion of the Registration page, proceed to the **Agenda & Welcome** page by clicking on the **Next** button on the bottom of the page or the **Agenda & Welcome** button on the right toolbar.

Registration Set options using template: test456

Return to [Quick Scheduler](#) ?

Registration: None
 Require attendee registration

Obtain detailed attendee information:

First Name Last Name Email
 Job Title Company Name Address 1
 Address 2 City State
 Zip Office Phone Fax
 Automatically accept all registration requests

Buttons: Required Information, Date & Time, Teleconference, Invite Attendees, **Registration**, Agenda & Welcome, Meeting Options, Attendee Privileges, Review, SCHEDULE MEETING

Buttons: Cancel, Save as template..., Back, Next

Registration – Accepting Attendees

- Once an attendee has registered, they will receive a confirmation e-mail and be instructed to wait for another e-mail from the leader with the meeting password. This allows the leader to select who should join the meeting. In order to approve registrants, leaders must go to their My Meetings account after clicking “My WebEx” page.
- On the My Meetings page the column with a “?” heading tracks pending registrations.
- The column with the “√” heading tracks the number of participants that have been accepted.
- The column with the “X” heading tracks the number of participants that have been rejected.
- If there registration is not set-up for that meeting it will say “N/A”.
- When the leader clicks on the number in a column, the leader is taken to the list of participants that fit that category.
- In order to approve a participant’s attendance, the leader must check the box in front of the participant’s name on the pending list. The participant will then be sent a link to join the meeting.

Registration Pending

Thank you for registering. Your registration information has been sent to the meeting host. Once the host accepts your registration, you will receive a confirmation message by email with the meeting password and instructions for how to join the meeting.

OK

Participant Message

Topic	Type	?	√	X	Starting Time	Status
Meeting	Meeting				One-Click Meeting	Start
<input type="checkbox"/> weekly	Meeting	N/A	N/A	N/A	December 25, 2006, 3:45 pm	Start
<input type="checkbox"/> weekly	Meeting	2	0	0	December 13, 2006, 7:45 pm	Start
<input type="checkbox"/> weekly	Meeting	2	0	0	December 13, 2006, 2:04 pm	Start
<input type="checkbox"/> weekly	Meeting	N/A	N/A	N/A	December 10, 2006, 5:00 pm	Start
<input type="checkbox"/> My Meeting	Meeting	0	0	0	December 10, 2006, 2:45 pm	Start

My Meetings Page

Registered Attendees: weekly

Name	Email address	Phone number	When registered	Request accepted
<input type="checkbox"/> Ann	ann@mci.com		12/13/06 4:19 pm	
<input type="checkbox"/> John Doe	j.doe@mci.com		12/13/06 4:20 pm	

Registration List

Agenda & Welcome

- The Agenda & Customizable Welcome page allows leaders to customize a message for attendees joining their meeting.
- Click on **Agenda** and add your message.
- This function can be used to inform participants of the meeting agenda, a welcome message or several other options you feel participants should be aware of prior to starting your meeting. Maximum character limit is 2500.
- Info Tab templates** - Provides information specific to the meeting, including the meeting number, phone information and the host key which appears to the host only. This information will be pulled from the schedule, leaders do not have to enter any information.
- Automatically share presentation** - Allows leaders to upload a presentation to be shown to participants as they join the meeting. This allows the leader to present some preliminary information to keep the audience interested as they join.
- (Note: Presentations must be uploaded and saved as a UCF file while in a prior WebEx meeting. In order to be able to save files in the UCF format, the leader must download the WebEx Universal Communications Format Toolkit. The link to download the UCF toolkit can be found on the Support page of this site. This toolkit will also allow the leader to create multimedia slides to be shared during the meeting.)
- The leader can select to have the presentation to start automatically when a participant joins or to allow participants to control the presentation. If the presentation starts automatically, the leader can choose continuous loop or stop playing when the presentation finishes.
- The leader may also decide how fast the slides should advance, though the slides will not appear to move to the leader when he joins. When the leader joins he will see a window that allows him to stop the slides from advancing when it is time to start the meeting.)

- **Quick Start** - An informational slide with short-cuts to share presentations, applications or the desktop. Participants do not see this slide.
- After making your selections, click on the **Next** button or select **Meeting Options** on the left of the page to proceed.

Meeting Options

- **Meeting Options** allows leaders to select which options will be on when the meeting begins. Once the meeting starts, the leader maintains the option to make changes. Meeting Options include the following:
 - Chat - Allows participant to type messages to the leader (host), the presenter (the one actively controlling the presentation) and other participants.
 - Video - Enables web cam integration for the meeting.
 - Notes - Opens a panel that can be used by a participant to take their own notes and save them to their own PC or for a single participant to take them for the group.
 - Enable closed captioning - Closed captioning is similar to Notes. Allows one individual the ability to type what is being said for the hearing impaired. These notes are published to participant's PCs each time the note-taker presses **Enter**.
 - File Transfer - Allows participants to download documents from the presenter's PC to their own.
 - Recording - Allows participants to start and stop a recording of the meeting that is saved on the PC of the person doing the recording.
 - Enable UCF rich media for attendees - Allows attendees to share UCF files during a meeting. The leader, when he is a presenter, may share UCF files even if this option is not selected.

Attendee Privileges

- On the **Attendee Privileges** page leaders can select which features will be on when the meeting begins. Once the meeting starts, the leader may change the features. A presenter can grant privileges to or remove them from participants during a meeting.
- The Attendee Privileges include:
 - Save - Participants may save any shared documents, presentations, or whiteboards that appear in their content viewers.
 - Print - Participants may print any shared documents, presentations, or whiteboards that appear in their content viewers.
 - Annotate - Participants may create marks on any material that appear in their content views using the toolbar that appears above the viewer. An attendee's annotations are visible to all participants.
 - View participant list - Participants may see the names of other participants.
 - View thumbnails - Participants see a mini version of the slides.
 - Control applications - Participants may request that the presenter give them control of the application.
 - View any document.
 - Participant in private chat with - Host (leader), Presenter, or all attendees

Attendee Privileges Set options using template: test456

Return to [Quick Scheduler](#) ?

Select privileges that you want **attendees** to have when meeting begins:

Privileges:

- Save
- Print
- Annotate
- View participants list
- View thumbnails
- Control applications, web browser or desktop remotely
- View any document
- View any page
- Contact operator privately

Participant in private chat with:

- Host
- Presenter
- All attendees

Buttons on the right:

- Required Information
- Date & Time
- Teleconference
- Invite Attendees
- Registration
- Agenda & Welcome
- Meeting Options
- Attendee Privileges**
- Review

Buttons at the bottom:

- Cancel
- Save as template...
- Back
- Next
- START NOW**

Review

- The Review page provides a snap shot view of the all items you selected for this meeting. Should you need to make changes, simply go back to the identified tab. To save these settings for future meetings, click **Save as template** on the button of the page or on the lower left of the screen. The template will appear on the first page and will eliminate the need to go through this process for most of your future meetings.
- Setups are complete.
- Click on the **Schedule Meeting** button.

Review Set options using template: test456

Return to [Quick Scheduler](#) ?

1) Required Information:
 <Schedule for> Myself
 <Meeting type> Meeting Center Pro Meeting
 <Meeting topic> weekly
 <Listed on calendar> No
 <Delete from My Meetings when completed> No
 <Meeting password> *****
 <Confirm password> *****
 <Tracking code> Division 123

2) Date & Time:
 <Meeting date> Monday, December 25, 2006
 <Start time> 9:00 am Central ST
 <Attendees can not join meeting before start time>
 <Estimated duration> 1 hr 0 min
 <Email reminder> 15 minutes before meeting starts
 <Recurrence> None

Buttons on the right:

- Required Information
- Date & Time
- Teleconference
- Invite Attendees
- Registration
- Agenda & Welcome
- Meeting Options
- Attendee Privileges
- Review**

Buttons at the bottom:

- Cancel
- Save as template...
- Back
- Next
- SCHEDULE MEETING**

Meeting Center Online Confirmation

- Above is a summary of your meeting. Check to be sure all the information is correct. Modifications can be made by going back to the scheduling tool. Once you have verified the information, select **OK** and you will be directed to a list of today's meetings.

Meeting Scheduled

Thank you. You have successfully scheduled your meeting.

To start your meeting
 Shortly before your meeting's starting time, click the Start Now link for your meeting on the My WebEx page.

1. Go to [My WebEx](#).
 2. Click the **Start Now** link next to your meeting.

Meeting Information

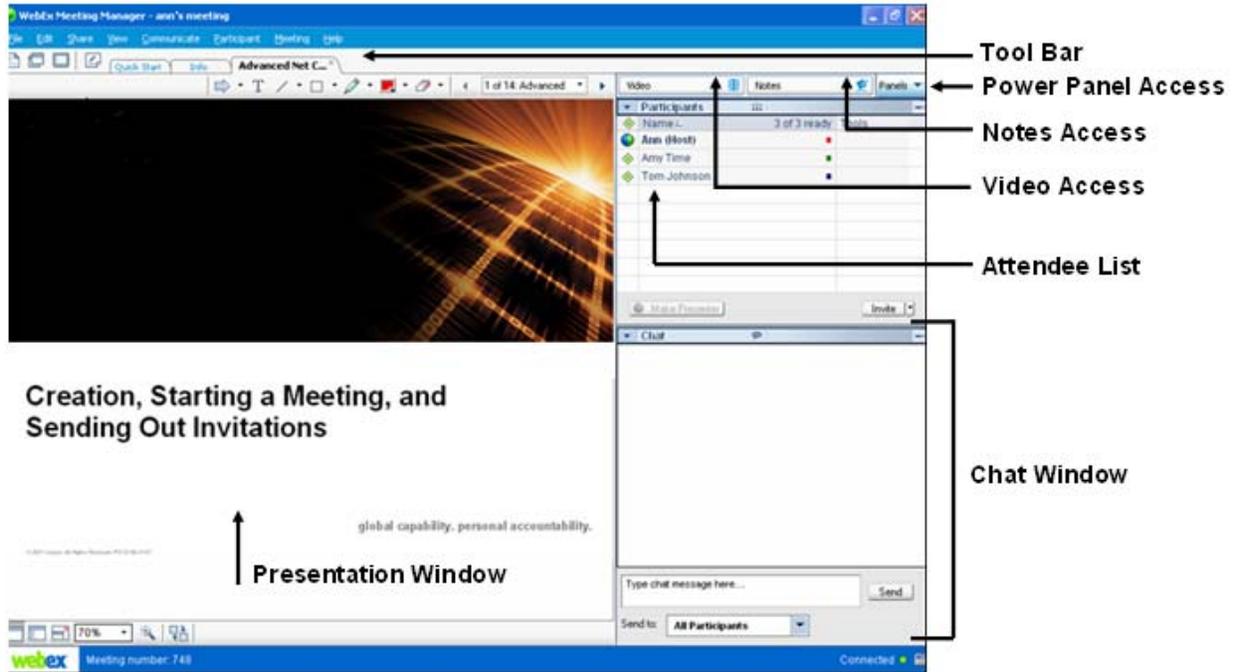
Topic:	ann meeting
Host:	Ann
Date:	Sunday, May 28, 2006
Time:	10:15 am, Central Daylight Time (GMT -05:00, Chicago)
Location:	https://test.webex.com.

Buttons at the bottom:

- OK
- Add to My Calendar
- Edit

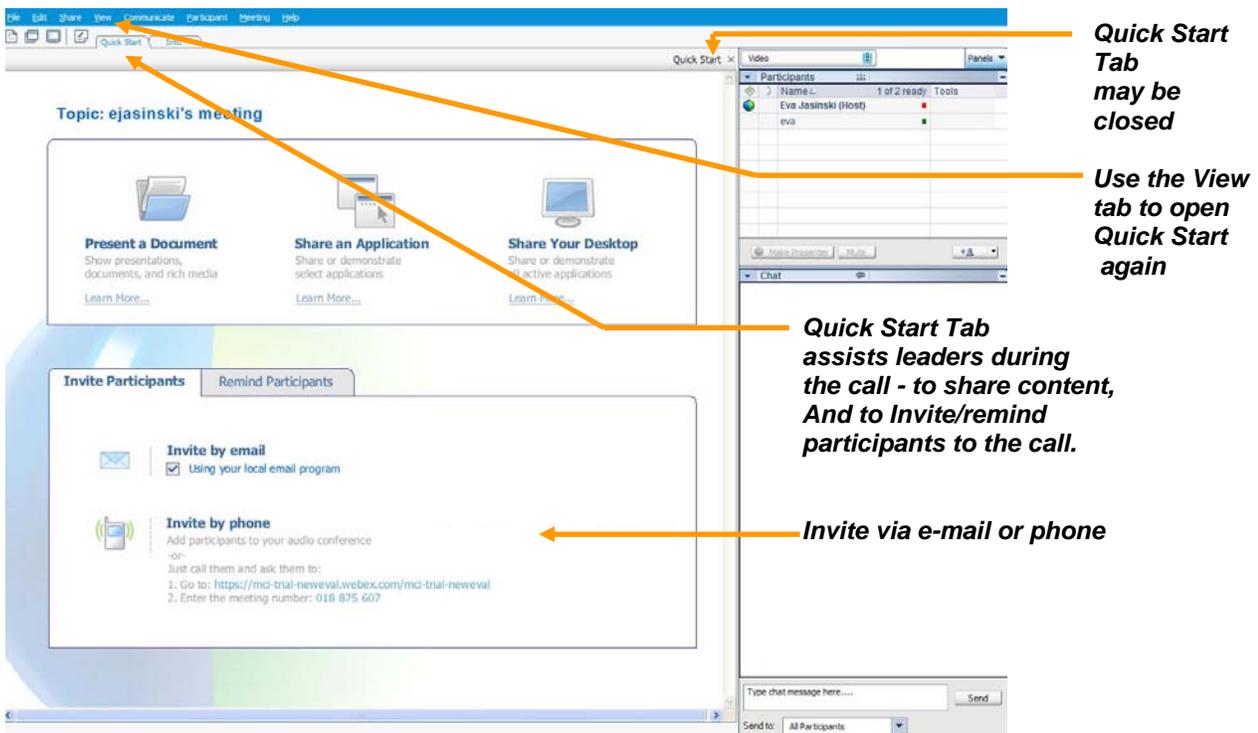
The Leader's Console

- The leader console is a clear and easy interface that uses the familiar Microsoft Windows menus to make controlling a meeting very intuitive. Leaders can select to have only those windows that are most important to them open during the meeting, showing them participants, chat, notes, or video. Simple tabs make it easy to flip from presentation to presentation.



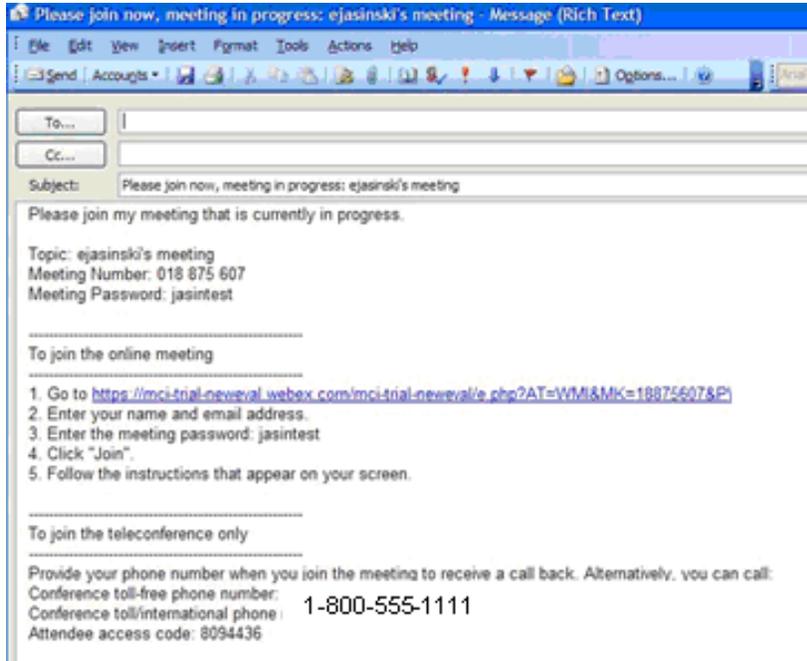
Quick Start

- The quick start page is displayed when presenters join a net conference giving them fast access to the functions they perform most.
- This page makes it even easier to share documents, applications, or your own desktop with participants.
- You may also send out a last minute invitation.
- Quick Start provides an easy to use graphical user interface to quickly share content with your audience. You may also use these features from the **Share** Drop down menu.
- Invite by email or invite by Phone. Or remind your participants to attend your Customized Net Conference via e-mail with Quick Start Remind. These features work the same way as they do under the **Invite Participants** tab.



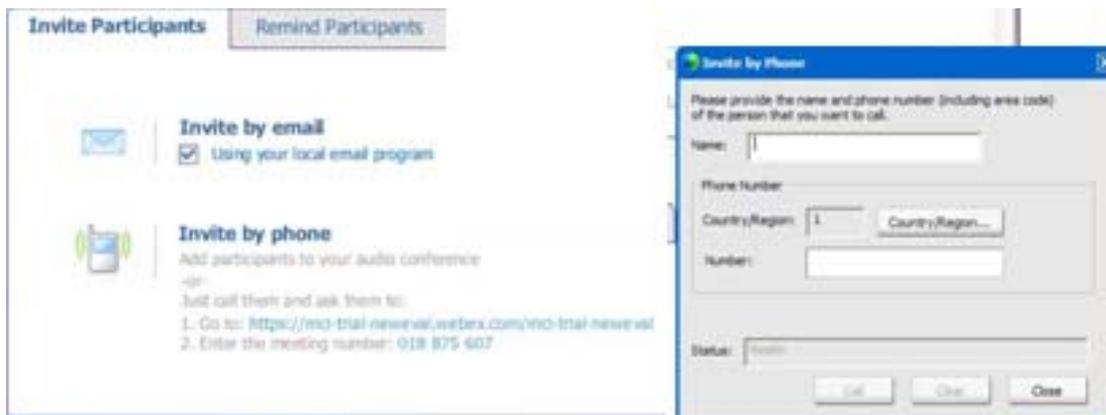
Invite by E-mail

- Invite your participants to your meeting via the Quick-start e-mail. This is a great function if someone inadvertently misplaced their previous invitation or if another attendee needs to join your meeting at the last minute. You may click to use your local e-mail application and the meeting information will populate into an e-mail template for easy distribution to your participants.
- The E-mail templates have been improved to be more user friendly and include instructions for new users and users trying to set up Microsoft Outlook or Lotus Notes integration.
- Enhanced distribution list options. When a leader goes to invite participants to a meeting, they can set-up the names in a distribution list. Once done, leaders can quickly sent out invitations to large groups.
- Leader have up to 6 types of e-mail templates generated automatically that may be forwarded to the meeting participants to notify them of the meeting.



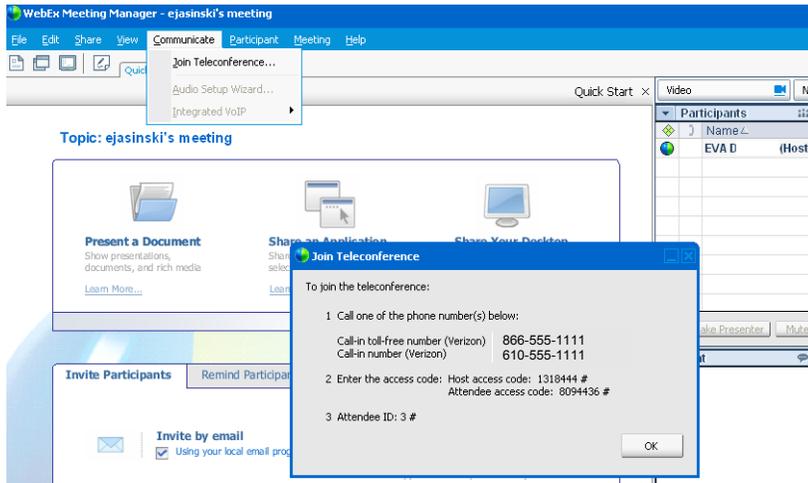
Quick-Start Invite by Phone

- Use the Quick-Start invite by phone to call out to a participant if they are to attend your Advanced or Customized Net Conference.



Join Teleconference

- Leaders and Participants may join the audio portion of the meeting multiple ways:
 - Call into the audio bridge – the Instant Meeting audio conference information will display for participants to call into the meeting.
 - Dial back – Leaders and participants may enter their phone number to receive a call back.
- Call into the meeting**

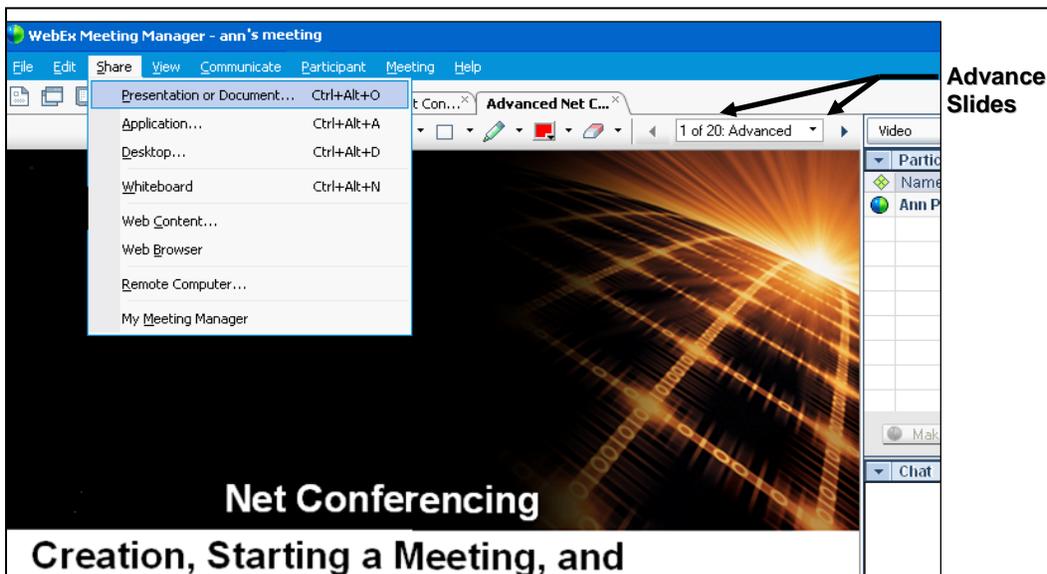


- Dial Back:**



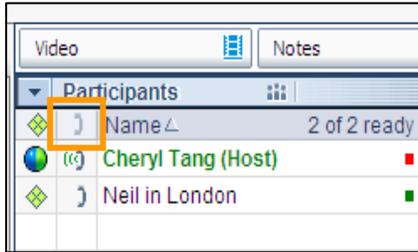
Meeting Center Sharing

- In order to import a presentation or document to be shown, or share an application to be worked on during the meeting, select the **Share** drop down-menu and make the appropriate selection.
- Select **Presentation or Document** or **Application**
- You will be prompted to choose the presentation or application from your PC.
- Once you have imported your presentation you may advance to the next slide using the right & left arrows or select a specific slide listed in the drop-down box.



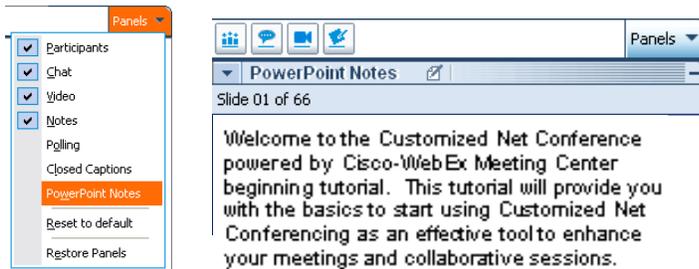
Telephony: Identify Active Speaker

- The active speaker icon reacts to sounds during a live call, informing leader's who is currently speaking even allowing them to mute callers who may have background noises that could be interrupting the flow of the call. This feature also lets leaders identify the party speaking, allowing them to address parties by name, even help take more detailed notes.



Powerpoints Notes Panel

- Speakers may view their notes discretely from the console when they Share a Presentation
- Available from the Panels drop down menu



Quick Tips for Presenting

- Upload the slides in advance
- Rehears the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees
- Use the Q&A tool to allow attendees to submit questions to maximize interaction
- Use the annotation tools to enhance the presentation

Contact Us

Call the Product Help Desk at 1-800-857-8777 (US Only) or 1-210-795-0369 for questions.