

Design for Learning WebEx Meeting Center Quick Start Guide

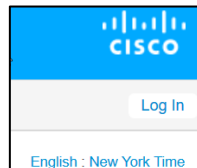
Moderating a Meeting

1. This guide is for use with desktop or laptop computer browsers. If you are using a mobile device, you'll need to download the WebEx Meetings app for iOS or Android.

2. **Begin at least 10 minutes** before meeting start time in case you need to troubleshoot problems

1. Visit <https://sclcm meetings.webex.com/mw3000/mywebex/default.do?siteurl=sclcm meetings> and **login** on the upper right.

- a. **Login:** dharris
- b. **Password:** Ncayuga108



3. Click **My Meetings** in the left menu under **Host a Meeting**.

4. Find your meeting and **click the green button to "Start"**

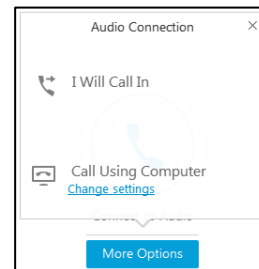


- a. If all you see is a button to **JOIN**, then you are in the wrong place!

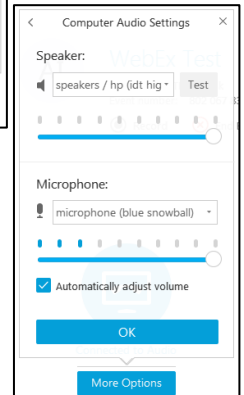
5. If you get a pop up asking you to enable the **WebEx add-on**, select "Allow" and then "Allow and Remember."



6. Once the meeting has loaded in a separate window, connect audio by clicking "**Call Using Computer**," which is the first option of three in the main window.

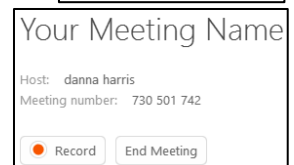


7. **Test Audio** by choosing "...or "more" and click the link to "change settings". First, click the "Test" buttons for speaker, then talk to see if the volume meter moves under microphone.



8. To **show visual materials**, either open them on your desktop and choose "Share screen" or under "more options" choose to "share file" to load it directly into WebEx.

9. To **record a meeting**, click the "Record" button in the upper right under your meeting information. These recordings are available in the "My WebEx" tab in the "Meeting Center" under "My Files" in the "My Recordings" tab shortly after you end the meeting.



10. There are many other options in WebEx, but to simply hold a meeting with yourself as the single presenter, this is all you need.

11. When the meeting is over, choose to "**End Meeting**" in the upper right under your meeting information.

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The screenshot displays the Cisco WebEx Meeting Center interface. At the top, the title bar reads "Cisco WebEx Meeting Center" with a menu bar containing "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". Below the title bar, the "Quick Start" tab is active, showing "Meeting Info" and "Whiteboard" sub-tabs. The main content area displays "Test meeting" with host information: "Host: danna harris" and "Meeting number: 736 401 512". Below this, there are "Record" and "End Meeting" buttons. A red box highlights the "Whiteboard" tab in the top navigation bar, with an arrow pointing to it and the text "Click '+ Whiteboard' to open a Whiteboard tab". Another red box highlights the "Participants", "Chat", "Recorder", and "Notes" icons in the bottom right corner, with an arrow pointing to them and the text "Click these buttons to open panels below". The bottom right corner also features a "New Whiteboard" button. The bottom left corner contains three large buttons: "Connect and test Audio connection" (with a headset icon and "Call Using Computer" sub-button), "Share full screen Upload document" (with a share icon and "Share Screen" sub-button), and "Invite & Remind" (with a person icon and "Copy Meeting URL" sub-button). The bottom right corner shows a "Speaking:" section with "danna harris (Host, me)" and a video icon. Below this are panels for "Participants", "Chat", "Recorder", and "Notes". The "Recorder" panel includes a "Send to:" dropdown set to "Everyone", a "Send" button, and a "Select button to record on server" dropdown. The "Notes" panel includes a "Save" button. The bottom left corner shows the Cisco logo and "Connected" status.

Quick Start Meeting Info Whiteboard + New Whiteboard

Test meeting

Host: danna harris
Meeting number: 736 401 512

Record End Meeting

Click "+ Whiteboard" to open a Whiteboard tab

Click these buttons to open panels below

Participants Chat Recorder Notes

Speaking: danna harris (Host, me)

Participants Chat Recorder Notes

Send to: Everyone

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

Send

Recorder

Select button to record on server

Notes

Save

Connect and test Audio connection
Call Using Computer

Share full screen Upload document
Share Screen

Invite & Remind
Copy Meeting URL

Connected