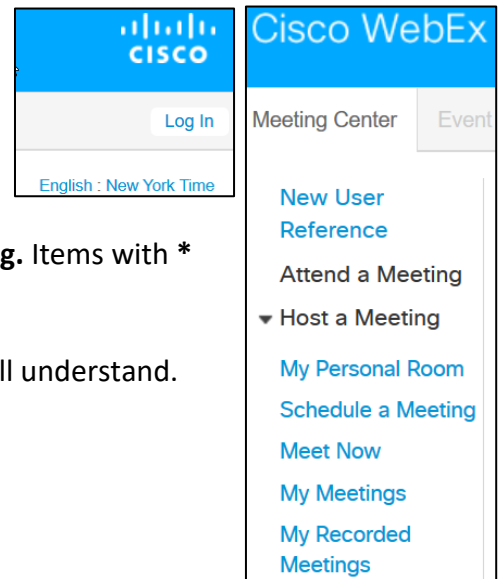


Design for Learning WebEx Meeting Center Quick Start Guide

Scheduling a Meeting

1. Visit <https://scrlcmeetings.webex.com/mw3000/mywebex/default.do?siteurl=scrlcmeetings> and **login** on the upper right (X out any popups for event add-ins like Outlook).

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



2. Click **Schedule a Meeting** in the left menu under **Host A Meeting**. Items with * are required.

- a. ***Meeting Topic:** Give your meeting a name everyone will understand.
- b. ***Password:** This is autofilled, just leave it.
- c. **Date:** The day your meeting is on.

- d. **Time:** When your meeting is. Make sure you pay attention to time zone. You must set this at least 15 minutes in advance of when you plan to use it.

- e. **Duration:** How long is the meeting expected to last.

- f. **Attendees:** Add the emails of people invited to your meeting, separated by a comma. Include yourself, as this account is not yours. You'll see what attendees see for invitations.

- g. **Send a copy of the invitation email to me:** leave unchecked

- h. **Audio Conference:** Leave as is if you want to use their computer audio instead of having to call in. This way you and attendees can do either.

- i. **Click button** to "Schedule Meeting."

Design for Learning WebEx Meeting Center Quick Start Guide

The screenshot displays the Cisco WebEx Meeting Center interface. At the top, the title bar reads "Cisco WebEx Meeting Center" with a menu including File, Edit, Share, View, Audio, Participant, Meeting, and Help. Below this, a "Quick Start" section contains "Meeting Info" and "Whiteboard" tabs. The "Meeting Info" tab shows the host "danna harris" and meeting number "736 401 512", with "Record" and "End Meeting" buttons. A "Test meeting" title is prominently displayed. A "Whiteboard" tab is also visible, with a "+ New Whiteboard" button. The bottom of the interface features a toolbar with icons for Participants, Chat, Recorder, and Notes. Below the toolbar are panels for Chat, Recorder, and Notes. The Recorder panel includes a "Send to" dropdown set to "Everyone" and a "Send" button. The Notes panel has a "Save" button. The interface is annotated with red boxes and arrows. A box around the "Whiteboard" tab and "+ New Whiteboard" button is labeled "Click '+' + Whiteboard' to open a Whiteboard tab". A box around the Participants, Chat, Recorder, and Notes icons is labeled "Click these buttons to open panels below". Arrows point from this box to the corresponding panels. Three other boxes highlight specific features: "Connect and test Audio connection" (with a headset icon and "Call Using Computer" button), "Share full screen Upload document" (with a share icon and "Share Screen" button), and "Invite & Remind Copy Meeting URL" (with a person icon and a plus sign).

Connect and test Audio connection
Call Using Computer

Share full screen Upload document
Share Screen

Invite & Remind Copy Meeting URL

Click '+' + Whiteboard' to open a Whiteboard tab

Click these buttons to open panels below

Host: danna harris
Meeting number: 736 401 512

Record End Meeting

Test meeting

Quick Start Meeting Info Whiteboard + New Whiteboard

Participants Chat Recorder Notes

Speaking: danna harris (Host, me)

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

Select button to record on server

Notes Save

Connected