

Use WebEx Meeting Centre like a pro, fast. Now with high-quality video.

Cisco WebEx Meeting Centre
Getting Started Guide

Cisco WebEx™ Meeting Centre at-a-glance

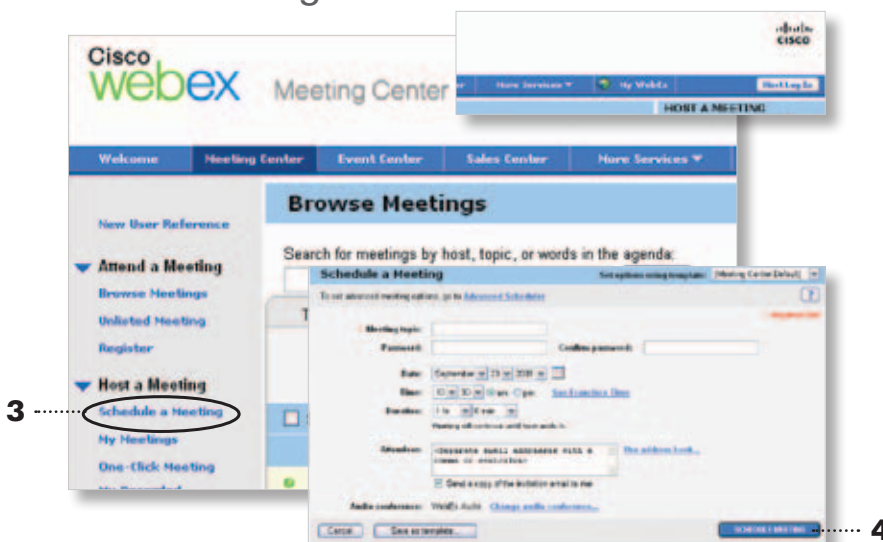


Manage meeting activity without distracting attendees. See the attendees in list view or in high-quality video thumbnails. Switch to the Full-Screen video mode to focus on the current speaker – and let Active Speaker technology automatically change the video image to the person who's speaking. Chat, manage video and control audio – behind the scenes.*

- A** Participants' panel (in video mode)
- B** Chat panel
- C** Recorder panel
- D** Full-Screen video mode
- E** Active Speaker window
- F** Self-View window
- G** Participants (in video mode)

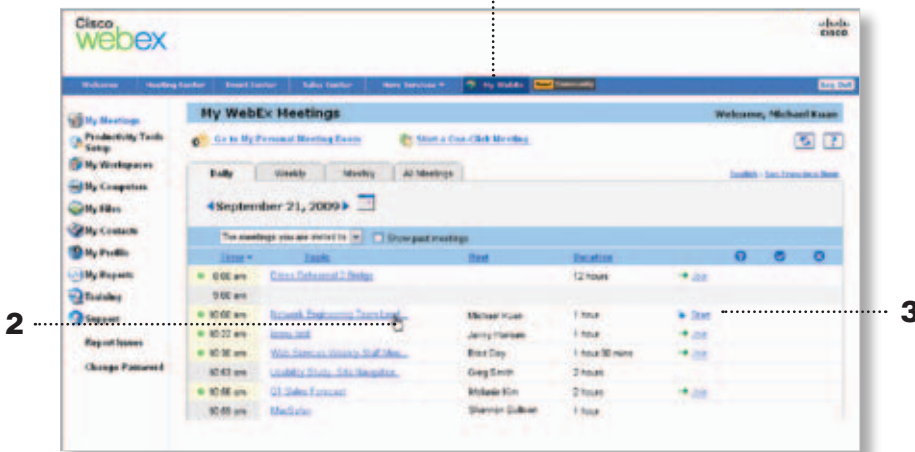
*If you don't use integrated audio, the Active Speaker window will follow the active presenter.

Schedule a meeting



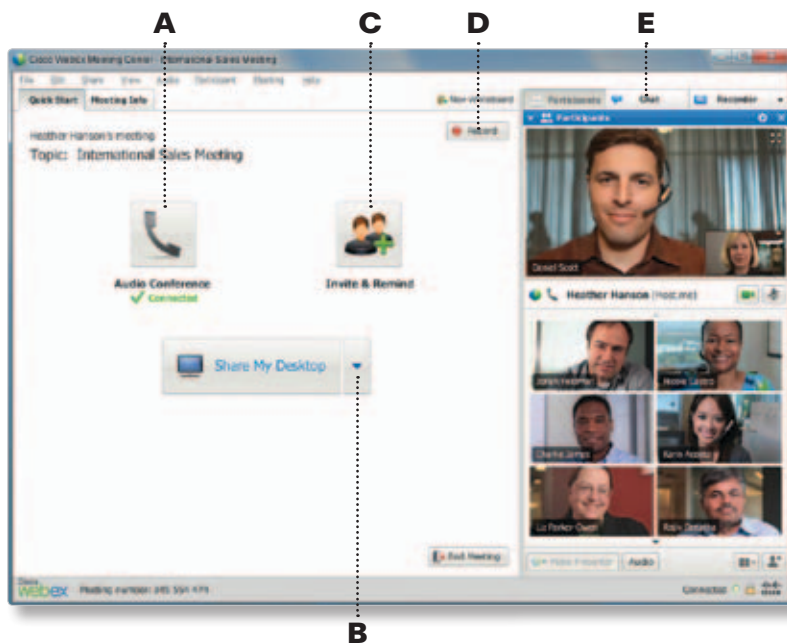
- 1** Go to your WebEx® site. e.g. yourcompanyname.webex.com
- 2** Select **Host Log In** and enter your user name and password.
- 3** Select the **Meeting Centre** tab and click on **Schedule Meeting** (It is beneath **Host Meetings** in the left navigation bar).
- 4** Enter the meeting details and click on **Schedule Meeting**.

Start your meeting



- 1 Click on the **My WebEx** button in the top navigation bar.
- 2 Locate your meeting under the **My WebEx Meetings** section.
- 3 Click on **Start**.

Share a presentation, document or your desktop



From the **Quick Start** window:

- A** Join an audio conference from a phone or from your computer.
- B** Use the pull-down menu to select whether to share your desktop, application, presentation, document or even a web browser.
- C** Invite new participants to join a meeting in progress or remind invitees to join the meeting.
- D** Record a meeting for later playback or for archival purposes.
- E** Chat with a meeting participant privately or send a message to the whole group.

Additional resources

Tap into these resources to learn all the things that you can do with WebEx Meeting Centre. Master the most frequently-used features or brush up on your presentation skills.

MyResources myresources.webex.com: Helpful resources to manage your account and access support services.

Cisco WebEx University university.webex.com: A wide range of instructor-led and self-paced training sessions to get you on track fast.

"How do I?" video tutorials howdoi.webex.com: Find quick answers from more than fifty 3-minute videos.

