



Cisco WebEx™ Meeting Center

Quick Start Guide

Schedule, start, and share using WebEx Meeting Center

Use web meetings to present information, share applications, and collaborate on projects with colleagues, customers, and partners around the globe. Take care of business more efficiently than with back-and-forth emails. Meet project deadlines and maximize your resources by bringing people together without the time and expense of travel. It's easy with Cisco WebEx Meeting Center.

Start using Cisco WebEx Meeting Center today

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.

Write in your access info—and keep this guide in a handy place.

Your WebEx site:	
Your user name:	
Your password:	
Your site administrator:	

Get fast resolution to technical issues by calling **Technical Support 24 x 7 at 877.812.4501 (toll free) or 706.643.6127 (outside US)** or via email at ciscowebxsup@meetingconnect.net.

SCHEDULE OR SET UP YOUR MEETING

- 1 On your WebEx Meeting Center home page click on Schedule a Meeting under Host a Meeting in the left nav.
 - Use Advanced Scheduler to enter detailed information or select Quick Scheduler to start a meeting right away.
- 2 Specify the meeting topic.
 - Choose calendar listing or private.
 - Set and confirm the meeting password.
- 3 Set meeting date, time (and time zones) and duration.
 - Specify recurrence of the meeting.

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Last modified on: 1/10/2011

Date & Time

Return to [Quick Scheduler](#)

Meeting date: September 12 2008

Meeting time: 3:00 am pm [San Francisco Time](#)
[Plan meeting time zones...](#)

Attendees can join 5 minutes before start time
 Attendees can also connect to WebEx Audio

Estimated duration: 1 hr 0 min

Email reminder: 15 minutes before meeting starts

Recurrence: None Daily Weekly Monthly Yearly

Cancel Save as template...

Schedule single or recurring meetings across multiple time zones using a simple wizard.

- 4 Select Audio options.
 - Choose Reservationless-Plus[®] audio conferencing to use integrated audio controls during your meeting.
- 5 Invite attendees.
 - Add from the address book or type in addresses.
- 6 Specify meeting details.
 - Registration, agenda and welcome, meeting options, attendee privileges, and review.

START YOUR MEETING

- 1 Go to My WebEx.
- 2 Under the My WebEx Meetings section, locate your meeting. Click the meeting title and click the Start Now button.

My WebEx Meetings Welcome

[Go to My Personal Meeting Room](#) [Start a One-Click Meeting](#)

Daily Weekly Monthly All Meetings English

September 12, 2008

The meetings you host Show past meetings

Time	Topic	Type	?	✓	✗	Start
5:00 pm	Customer Meeting	Meeting	N/A	N/A	N/A	Start

Delete

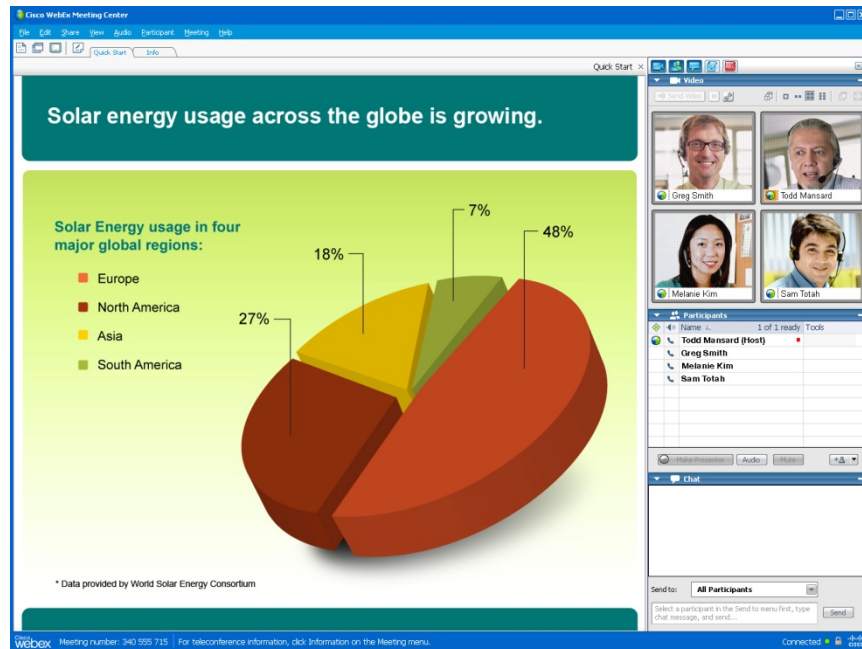
Requests Pending Requests Approved

Launch or join meetings by clicking a link.

- 3 Click Start to the right of the Topic.
 - 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.
- 4 Your meeting is now live.

SHARE A PRESENTATION, DOCUMENT, OR DESKTOP

- 1 Select the Share Document icon in the Quick Start window and select what you want to share with your attendees.
 - 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 attendees privileges that allow them to annotate, save, print and display different views of shared presentations or documents.



Share presentations and applications with integrated live audio, video, and data.

- 2 Change the sharing option to Share an Application.
 - Control attendees' view, annotate the application, let an attendee control or annotate the application remotely.
- 3 Use your floating icon tray to keep track of the meeting logistics. Select Share Your Desktop.
 - Give all attendees complete view of your desktop including any applications, windows, and file directories that are currently open.
- 4 Record your meeting for reference or reuse.