This guide covers the basic functions you will use to schedule or attend a Meeting Center session from your Windows computer. Also included here are instructions for using the most common tools available during your sessions.

The Meeting Center Schedulers

You can schedule a WebEx meeting using either the Advanced Scheduler or the Quick Scheduler, both of which are available after you log in to your WebEx site.

The Advanced Scheduler lets you add more information about your meeting, while the Quick Scheduler is often used to start a meeting on short notice.

To open and use the Advanced Scheduler:

1. Click **Host a Meeting > Schedule a Meeting** on the left navigation bar of your WebEx Meeting Center site. *Your site might be configured for the Quick Scheduler to open.*
2. Click **Advanced Scheduler**. *The Advanced Scheduler opens on the Required Information page.*

3. Select a **Meeting type** and enter a **Meeting topic**, then enter and confirm the password.
4. Click **Start** if you want the meeting to begin immediately, or click each of the links on the right-hand side of the page and complete the information.
5. Click **Schedule Meeting** when you are done entering the additional information.

To open and use the Quick Scheduler:

1. Click Host a **Meeting > Schedule a Meeting** on the left navigation bar of your WebEx Meeting Center site.
2. Click **Quick Scheduler**. *The Quick Scheduler opens on the Schedule a Meeting Page.*

6. Select a **Meeting type** and enter a **Meeting topic**, then enter and confirm the password.
7. Specify the Date, Time, and Duration.
8. Enter the Attendees.
9. Click **Start**.

Start a Meeting

The host will start a scheduled meeting. Hosts can also start an unscheduled meeting and then invite other participants to join.

To start a scheduled meeting:

1. Log in to your organization's Meeting Center site and click **My WebEx** on the top navigation bar. *A list of meetings appears.*

2. Select the meeting from the list and click **Start**. *The Meeting window opens.*

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To start an instant meeting:

On your WebEx site, click **One-Click Meeting** on the left navigation bar. *The meeting window opens, and you can then invite participants.*

Join a Meeting

When hosts schedule meetings, they send an email to invited attendees with the information on how to join. The meeting can also be joined from your WebEx site.
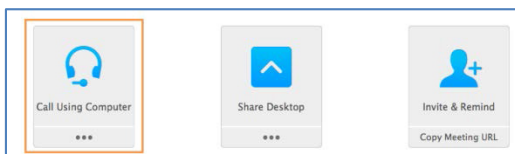
To join a meeting:

From an email	1. Open your invitation message, and then click the link to join the meeting. *The Meeting Information page appears.* 2. Under Join Meeting Now, enter your name, email address, and the meeting password. 3. Click **Join Now**. *You are connected to the meeting.*
From a WebEx site	1. Open a web browser and navigate to the WebEx site. 2. Click **Browse Meetings** under Attend a Meeting on the left navigation bar. *A list of meetings appears.* **Note**: To join an unlisted meeting, in the left navigation bar, click **Unlisted Meeting**. Enter the meeting number, then click **Join Now**. 3. Click the name of the meeting. *The Meeting Information page appears.* 4. Enter your name, email address, and the meeting password. 5. Click **Join Now**.

Connect to the Audio Conference

You can connect to the audio conference with a telephone, or with a computer through VoIP (Voice over Internet Protocol).

After you join a meeting, click the audio panel to connect using the previous method you used, or click the dots (...) to display more choices.

To connect by phone to the audio:

Select…	Then…
Call Me	1. Select the check box **Remember phone number on this computer** if you would like to store this number for future meetings 2. Click **Call Me**. *You will receive a call and may be prompted to press 1 to connect.*
I Will Call In	1. Dial the phone number listed, enter the meeting access code, and enter your attendee ID #. 2. Close the window.
Call Using Computer	1. Click **Call Using Computer**. *You are connected to the audio conference.* 2. Adjust your speaker and microphone settings as needed.

Navigate the Meeting Window

The meeting window is similar to a conference room where people meet in person. This is also where the meeting is managed and material is shared. The menu items at the top of the page allow access to additional Meeting Center functions.
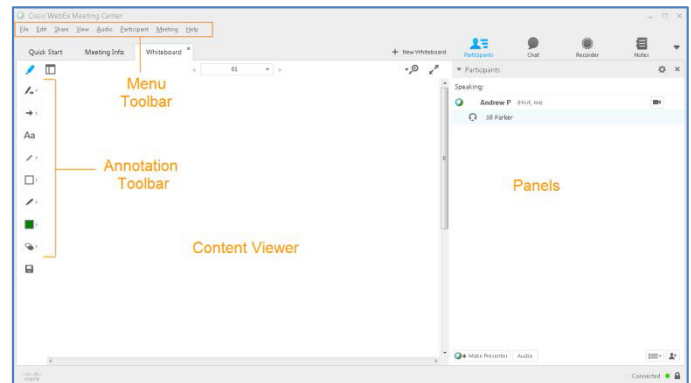
Content Viewer: Displays presentations, documents, video files, whiteboards, and Web content.

Panels: Provides areas for chat, polling, Q&A, names of participants, and the recorder.

Menu Toolbar: Allows access to Meeting Center tools and functions.

Annotation Toolbar: Lets participants annotate files and whiteboards shared during a meeting.

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Use the Participants Panel

Icons in and below the Participants panel let you control your audio and video, as well as to interact with other attendees. If you are the meeting host, some functions are available by right-clicking with your mouse.
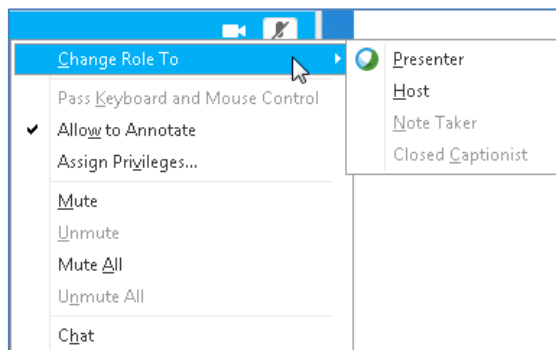
In the Participants panel:

Click this…	To do this…
📹 📹	Start/stop sending your video.
🎤 🎤	Mute/unmute your audio.
👥	Switch to full-screen video.

On the icon bar beneath the Participants panel:

| Click this…	To do this…
Make Presenter	Make the selected participant the presenter.
Raise Hand	Raise/lower your hand.
Audio	Control your audio connection.
≡▾	Change how participants appear on your screen (List or Video view).
⚙	Set the video options from your computer.
👤+	Invite and remind others to join (available to the host only).

With the computer mouse:

If you are the host, you can also right-click a participant's name to display some functions.

Change Role To ▸	Presenter
	Host
Pass Keyboard and Mouse Control	Note Taker
✓ Allow to Annotate	Closed Captionist
Assign Privileges…	
Mute	
Unmute	
Mute All	
Unmute All	
Chat	

Share Content

You can access options for sharing content during your meeting from the **Share** menu or from the sharing panel on the Quick Start tab.
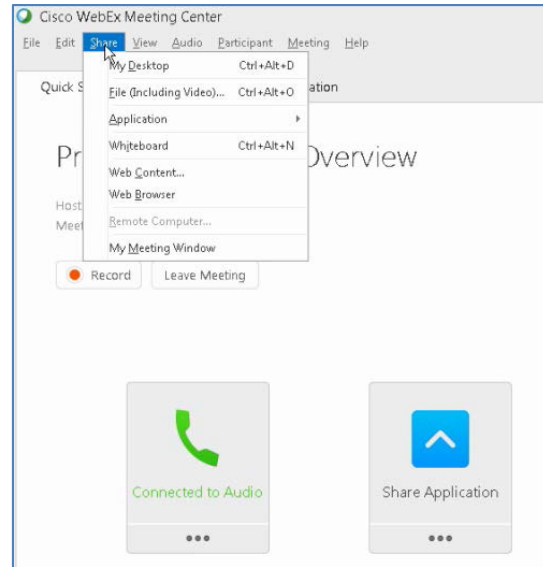
Select…	To share…
My Desktop	Your computer's desktop. *All open applications and icons on your desktop are visible to other participants.*
File (including Video)…	A file on your computer in the Content Viewer. Use this option to share a presentation, such as a PowerPoint file.
Application	An application on your computer. *Meeting attendees can view the application even if not installed on their computers.*
Whiteboard	A whiteboard and annotation tools. You must grant annotation privileges to other participants to give access to the tools.
Web Content	A website that attendees can navigate in the Content Viewer. Use this option to let participants fill out a form individually, for example.
Web Browser	A website that you can navigate while attendees watch you.
My Meeting Window	Your host view of the entire meeting window. Close any private chat conversations before sharing your meeting window.

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Use Annotation Tools

You can give participants access to annotation tools when you schedule your meeting, or while the meeting is in progress.

- To show or hide annotation tools, click **Show-Hide** ✏️ .
- To enable or disable annotation privileges, click **Allow to Annotate** ✎ , then select a participant's name.
- Click an annotation tool to turn it on. Click again to turn the tool off.

Select...	To do this...
→	Use the pointer to draw attention to specific points on the screen. Color is assigned when joining a session. Click, then select **Name Pointer** or **Laser Pointer**.
Aa	Use the text tool to add text. After typing, click to display the text to participants. Change the color by selecting from the color palette.
/	Use the line tool to draw straight lines. Change the color by selecting from the color palette. Click, then select a line type. Drag your mouse to draw.
▢	Use the shape tool to draw squares, rectangles, ovals or circles, and to add check or X marks. Change the color by selecting from the color palette. Click, then select a shape or mark type.
✏	Use the pen tool to draw freehand. Change the color by selecting from the color palette. Click, then select Pen or Pencil.
■	Click to open the color palette, then select a color for the text, line, shape or pen tools. The selected color is used the next time you select the tool.
◕	Click to select the tool, then click on the annotation you want to erase. Or, click and select an option to clear pointers or annotations.
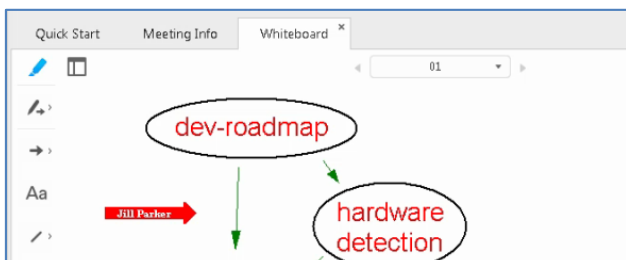
Use Video

Participants can share and view their video during a meeting.

To start and stop your video

Click the camera icon (📹) in the Participants panel. The icon turns green, and your video feed appears at the top of the Participants panel. Click the camera icon again to stop your video.

Video options

You can control video settings, as well as switch between cameras connected to your computer, by clicking the Set Video Options icon (⚙) beneath the Participants panel.

Video view and list view

To see the thumbnail images of other panelists' video, click the view icon (☰▾), then select **Video View**.
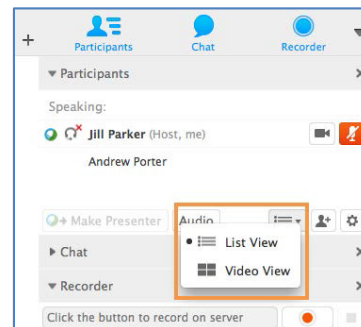
Full Screen Mode

You can expand the video image to full-screen mode by clicking the active speaker icon (👥) on the Participants panel. To leave full-screen mode, click **Exit Full-Screen View**. To end your video while in full-screen mode, click **Stop My Video**.

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Use the Recorder

The Network-Based Recorder captures screen activity and audio on a WebEx recording server. The server processes your recorded data, and then sends the recording file to your personal recordings folder on your WebEx service site.

Recorded files are saved in the Advanced Recording Format (.arf), a proprietary WebEx format.

To use the recorder:

1. Start your meeting.
2. If the Quick Start page is displayed, click **Record**. Or, on the **Meeting** menu, select **Start Recording**.
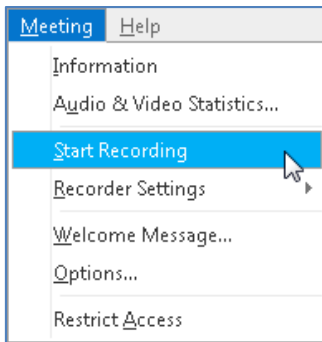
> **Note**: The Recorder panel can also be opened by clicking the Recorder icon ( ) from the icon tray above the Participants panel.

3. Once a connection is established, the Recorder panel opens and recording begins.
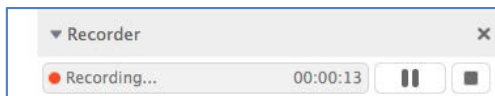
4. Click the **Pause** button ( ) when you want to stop recording briefly, and click it again to re-start.
5. Click the **Stop** button ( ) to end the recording completely. *You are prompted to confirm that you want to stop recording.*

   > **Note**: A new recording is created each time you stop recording and start again. If you pause and resume recording using the **Pause** button, only one recording is created.
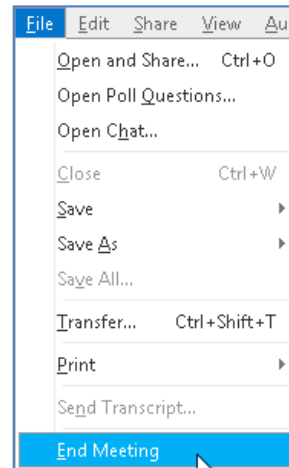
6. Navigate to **My WebEx>My Files>My Recordings** to access your recordings after the meeting ends.
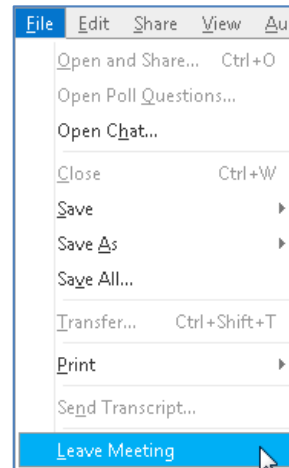
End or Leave a Meeting

Only the host can end a meeting, while attendees can leave a meeting at any time before it ends.

1. Select the appropriate option from the File menu.

Host's View

Attendee's View

2. Click **End Meeting** or **Leave Meeting** to confirm.

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