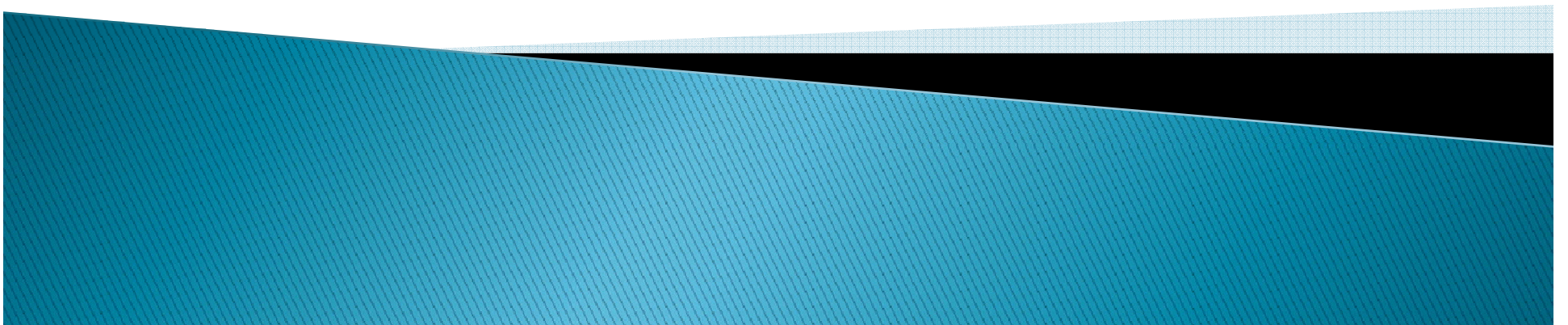


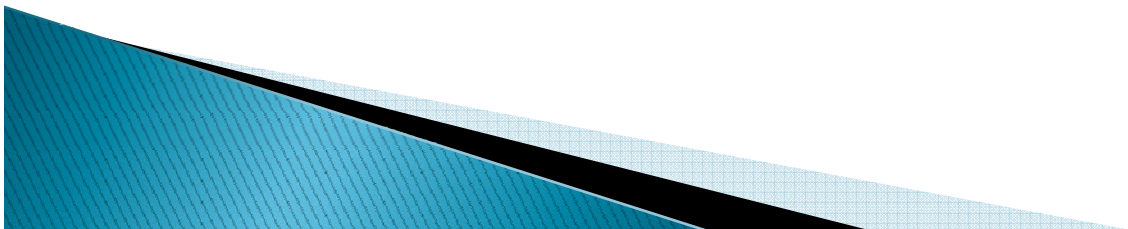
# Online Meeting Center Powered By WebEx

Basic Tutorial



# Introduction

- ▶ If the host INUP holds a meeting to review your Project proposal, you will receive an invitation Email to join the meeting with date and time
- ▶ Before installing the meeting centre, ensure that your computer meets the system requirements. The details are provided in the next slide)



# WebEx System Configuration

## End User System Configuration

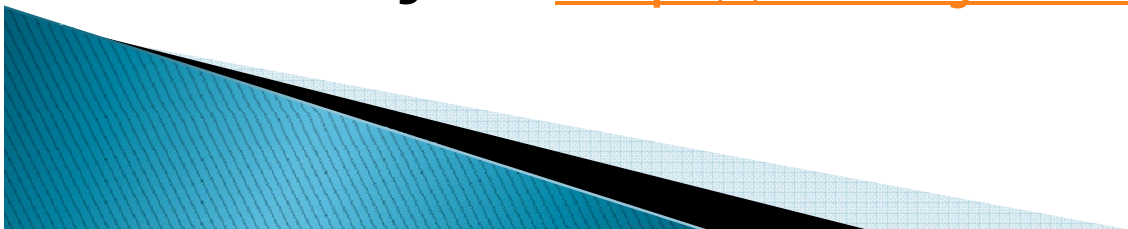
### Browser Configuration:

- ▶ Internet Explorer 6/7/8/9 (Win7 only)
- ▶ Firefox 3.x, 4 (32-bit)
- ▶ Chrome 9, 10

### System Configuration:

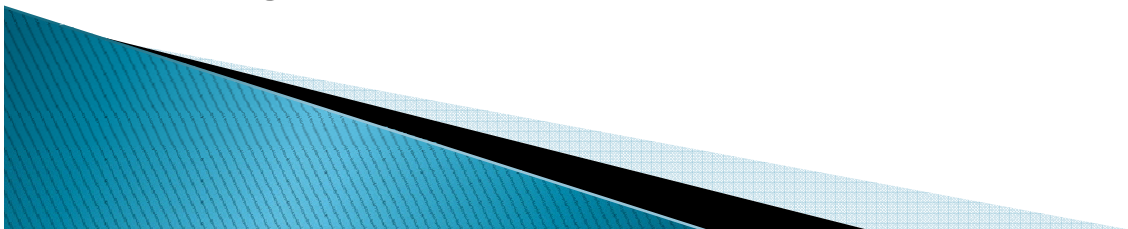
- ▶ JavaScript and cookies enabled
- ▶ **Requires Sun Java 5 or higher**
- ▶ Recommend ActiveX be enabled for Internet Explorer
- ▶ Intel or AMD processor (1GHz or faster)
- ▶ At least 512 MB RAM (at least 2 GB RAM for Vista)
- ▶ Netbooks running Windows XP also supported

Download Java: <http://www.java.com/en/download/>



# How to join meeting from Email invitation

- ▶ Open your email invitation and Click the meeting link in your invitation email message, and then click **Join Now**.
- ▶ When joining a meeting, you may need to enter some details on the **Join Meeting** page:
- ▶ **Your name:** Enter the name you want attendees to use to identify you during the meeting.
- ▶ **Email address:** Enter your email address, in this format: name@your\_company—for example, [msmith@company.com](mailto:msmith@company.com).
- ▶ **Meeting password:** Enter the meeting password. The meeting host may have included the password in the email invitation or, for security reasons, provided it to you in another way. If the meeting does not require a password, the text box does not appear on this page.



# Introduction About WebEx IDE



1. Select an audio device

2. Invite or remind people

3. Share your desktop

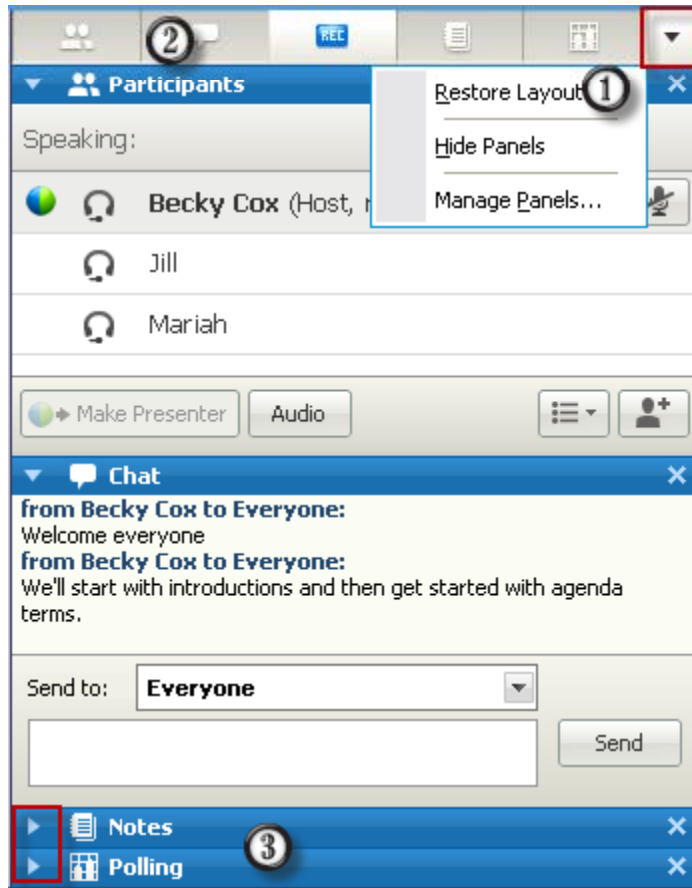
4. Share content from a file, application, or browser

5. Share a whiteboard

6. Record the meeting

*7. Interact with other participants*

# Introduction IDE



1.To display the Panels menu, on the icon tray,select the down arrow.

2.Select an icon from the icon tray to open or close a panel.

3.In this example, the Notes and Polling panels are collapsed. Select the arrow on the title bar to expand or collapse the panel.

**Tip:** To access panel options, right-click in the panel title bar.

**Note:**

# Accessing panels from the Meeting Controls Panel



## Controls

- 1 Displays icons for working with attendees
- 2 Displays a maximum of 4 panel icons. You can open any remaining panels from the menu that appears when you select the down arrow.



Stops sharing and returns to the Meeting window



Provides access to meeting controls and panels that are not usually displayed on the Meeting Controls Panel, such as Polling and Notes.



Displays the Participants panel



Displays the Chat panel



Displays the Annotation Tools panel



Displays the Recorder panel



# How to Join The Audio conference



- 1) Use Phone: Follow the directions to call in to the meeting.
- 2) Use Computer for Audio: Select the arrow, then choose Call using Computer.



- 1) Open the Audio Conference dialog box from the Quick Start page, your Participants panel, or the Audio menu.
- 2) Call the number in the Use Phone area and enter the access code and attendee ID, as directed by the automated operator. After you are connected by phone, your computer connection is dropped automatically.



# Invite the participants Via Phone Number

To invite a contact by phone to the meeting audio conference: Do either of the following:

- ▶ On the Participant menu, choose Invite > By Phone.
- ▶ At the bottom of the Participants panel, click the Invite drop-down list and choose Invite By Phone.
- ▶ The Invite By Phone dialog box appears.



Enter the invitee name and phone number, including country and area code, and click **Call**:

- The audio conferencing service calls the invitee. When the connection is made, the Status display changes from Ready to Connected.
- The Conference button appears and becomes available on the Invite By Phone dialog box, allowing you to invite another participant

# How To Use Toll free Number

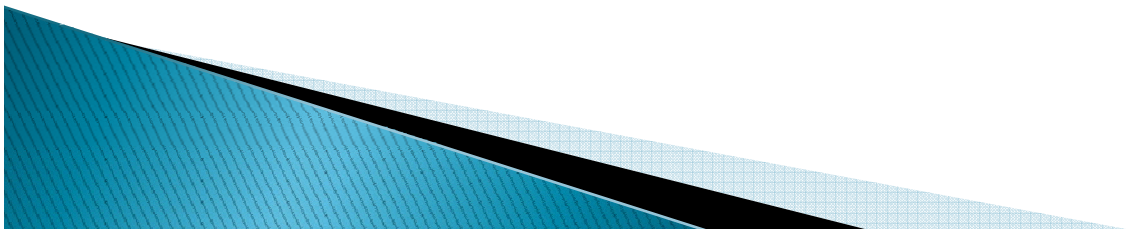
- Toll free call option is available for teleconference. You need to select the toll free number as per your requirement.
- Enter the access code
- Enter Attendee ID



# How to share the Presentation

To share a document or presentation:

- ▶ On the Share menu, choose Presentation or Document. The Share Presentation or Document dialog box appears.
- ▶ Select the document or presentation that you want to share.
- ▶ Click Open.



# How to Share your Desktop

To share your desktop:

- ▶ On the Share menu, choose Desktop.
- ▶ Your desktop appears in a sharing window on attendees' screens.

To allow an attendee to control your desktop remotely:

- ▶ On the title bar of an application you are sharing, on the Sharing menu, point to Allow to Control Remotely.
- ▶ Select an attendee to control your desktop.

