

My Meeting Room

QUICK START GUIDE FOR WEBEX MEETING CENTER™



1 SCHEDULE

1. Click on **Start Now** from the Host a Meeting menu, located in the navigation bar on the left.
2. ONE TIME SETUP STEP: Enter and save your audio information.
 - In the Audio options section, click **Change Audio** option.
 - Select Teleconference, Other teleconference service.
 - Enter in your audio information (toll free number, toll number, and passcode).
 - Click **OK**.
 - Click the **Save As Template** button.
 - Select a Template name, and click Save.
3. Quick Scheduler is the default. Use Advanced Scheduler to enter more detailed information.
4. Specify the meeting topic, date, and time.
5. Invite attendees.
6. Click the **Schedule Meeting** button for future events or **Start Now** for an immediate web session.

Your audio information is now saved and will populate future invitations automatically.

Tip: To use Outlook to invite participants, simply invite yourself as an attendee. You will receive an email with the participant information, which you can then forward within Outlook.

2 START

1. Click on **My Meetings** from the Host a Meeting menu, located in the navigation bar on the left.
2. Locate your meeting in the list, and click **Start** in the “Status” column to begin your meeting.

3 SHARE

1. The Quick Start window makes it easy to start interacting with participants. Simply click one of the two available choices:
 - Present a document – show a presentation
 - Share an application – share and demonstrate an individual program
 - Share your desktop – share and demonstrate all active programs on your computer

Tip: While hosting a meeting, the **Share** menu provides these same options.

For Customer Support during your conference call, simply press *0.

