NET CONFERENCING

Advanced and Customized Net Conference With Cisco WebEx Meeting Center Participant Quick Tips

Participant Quick Tips for WebEx Meeting Center provides tips that you can use to effectively join and participate in a web meeting. This guide assumes that you are already familiar with the basics of WebEx Meeting Center. It does not provide detailed instructions for using WebEx Meeting Center. To obtain detailed instructions for using the options and features that this guide describes, refer to the online **Help** on your WebEx Meeting Center Web site or the other Reference materials on e-meetings and MyMeetings.

How to Join a Net Conference using WebExMeetingCenter:
There are several ways you may join a WebEx Meeting Center meeting.

- Microsoft® Outlook® Calendar
- WebExMeetingCenter homepage
- WebEx Meet Now

- **Joining a meeting via Microsoft Outlook Calendar:**
  o Participants join the WebEx Meeting Center meeting by clicking the link embedded in their Outlook Calendar entry.
  o Click the meeting link in your invitation email message, and then
  o Click **Join Now**.
  o When joining a meeting, you may need 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.com— for example, 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.
  o To join the audio conference portion of the call, you may either dial the telephone number in the email and/or console page or you may have the audio bridge dial back out to you after you enter the meeting console

From: Steve   com]
Required:
Optional:
Subject: Testing Meeting

Location: https://vnc-plugins-demo-t29-13-34.webex.com/vnc-plugins-demo-t29-13-34
When: Thursday, August 20, 2015 5:14 PM-6:14 PM.
Description:

Join WebEx meeting
Meeting number: 628 30:
Meeting password: 1234

Join by phone
Call-in toll-free number (Verizon): 1-866·   (US)
Call-in number (Verizon): +44-0808·   i (United Kingdom)
Show global numbers
Attendee access code: 864

Can't join the meeting? Contact support.

Joining a meeting via the WebEx Meeting Center Homepage:
You may join a meeting from the WebEx Meeting Center Homepage.

- o **For Advanced Net Conference users:**
    - Go to your WebEx Meeting Center homepage
    - Click **Attend a Meeting**
    - Enter the **Meeting Number**
    - Click **Join**

Joining a meeting via Meet Now:
       To open the Meet Now panel:
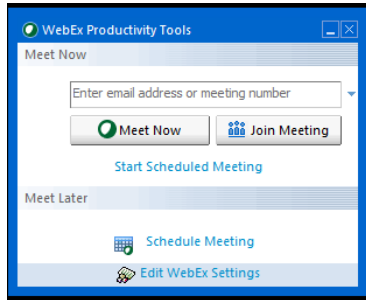- Double-click the WebEx Meet Now icon on your desktop.
    OR

- Right-click the WebEx Meet Now icon in taskbar, and then click **Open Meet Now**.

Note: If you did not specify the option to remember your user name and password, enter the required WebEx account information in the Account tab of the WebEx Settings dialog box, and then click **OK.**
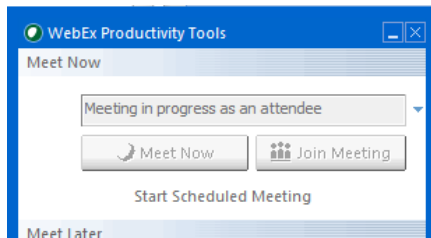
Joining an in-progress meeting from Meet Now:

To join a meeting from your WebEx Productivity Tools panel:
- Open your WebEx Meet Now panel.
- Enter either the host's email address or the meeting number in the text box
- Click **Meeting Now**.

- Depending on the host's settings, either wait for the host's approval or enter the password for joining the meeting.
- Once you join the meeting, the controls on your WebEx Meet Now panel become unavailable. You cannot start a meeting or join another meeting from the panel. The following figure shows an example.

Note: If your site administrator turns off the Meet Now meeting function for unlisted meetings for security reasons, you cannot join an unlisted meeting from the Meet Now panel. In this case, join an unlisted meeting by providing the meeting number on your WebEx service site or at the meeting URL provided by your host.
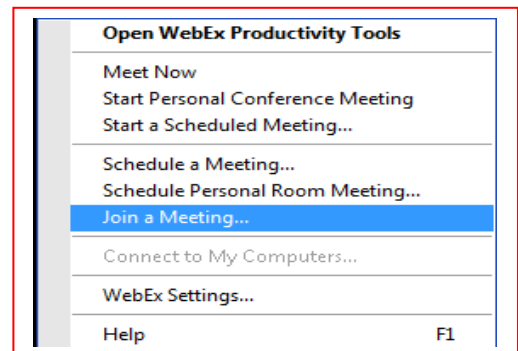
Joining a meeting from the WebEx Meet Now taskbar menu
You can use the WebEx Meet Now taskbar menu to join an instant meeting or scheduled meeting.

To join a meeting from the WebEx Meet Now menu:
- Right-click the **Meet Now** icon in your Windows taskbar.
- The WebEx Meet Now taskbar menu appears.
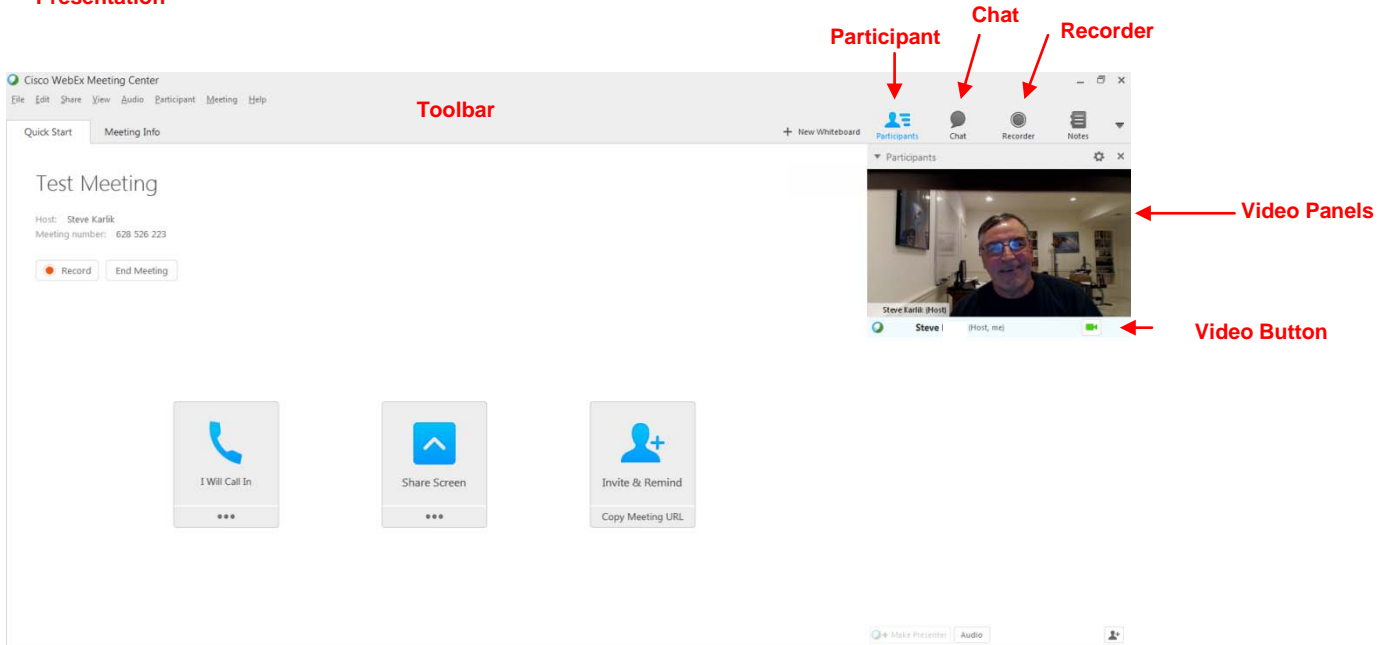- Choose **Join a Meeting**.

- The Join Meeting dialog box opens and shows a list of meetings you are invited to for the current day.
- **(Optional)** Select a different date to show the meetings for that date, or select **Weekly** or **Monthly** to show the meetings for that week or month.
- **(Optional)** If you want to view all the meetings you are invited to, click **All Meetings** to see the complete list of meetings on your WebEx service site.
- In the box below the list of meetings, enter your email address, mobile phone number, or the meeting number.
- Click **Join**.

The WebEx Meeting Center Console

The console is an easy interface that uses the familiar Microsoft Windows® menus to make participating in a meeting very intuitive. You have tools available to you in the console to allow you to communicate with the leader or other participants.

Presentation

Participant   **Chat**   **Recorder**

Toolbar

Video Panels

Video Button

Join Teleconference

Leaders and Participants may join the audio portion of the meeting multiple ways. They may:

- **Call into** the Instant Meeting audio bridge.
- Enter their phone number to receive a **call back.**

▪ **Call into the Instant Meeting audio conference** - When participants enter the meeting console the dial-in numbers will display on the Info tab and in the Meeting Information section. In addition to toll and toll free, global numbers are available as well. Dial In User Merge is also supported as a dial in option which merges the user's audio and net identities within the participant panel. Please refer to the **Dial In User Merge User Guide** for more.

Testing Meeting

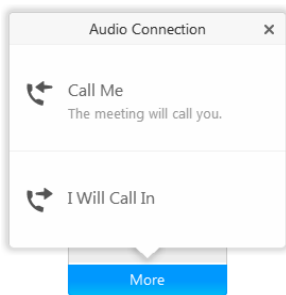|	
Host:	Steve
Audio connection:	Call-in toll-free number (Verizon) 1-866-692-____ (US) Call-in number (Verizon) +44-0808-238-____ (United Kingdom) View global numbers
Host access code:	550 798
Attendee access code:	864 527
Attendee ID:	#30 3 #
Meeting number:	622 835
Host key:	839246

- ▪ **Dial Back:** Leaders and participants may enter their number to receive a call from the conference service. This synchronizes the audio and net sessions so that each user is identified by name in the participants panel. This also enables the active speaker functionality. (see Telephone: Identify Active Speaker section.)

Press 1 to Join Audio:

- If the Site Administrator has the **Press *1** feature turned on for your site, participants will be asked to enter a *1 to join the audio portion of the conference if they are joining the audio by having the audio bridge dial out to them. This will prevent voicemail boxes from being added into the audio conference by mistake.
- The pop up window for the Join Teleconference will indicate **press 1** however the audio command will tell participant to **Press *1**.
- Please follow the *audio instruction* to **Press *1** and disregard the **Press 1** instruction in the pop up window within the WebEx console.
- A future release of WebEx will allow the text within the **Join Teleconference** window to be customized.

Note: The Host/Leader will **not** be prompted to press *1. If the Leader has selected the option to allow the first participant to become the presenter, they will also not be required to Press *1 to enter the audio portion of the call.
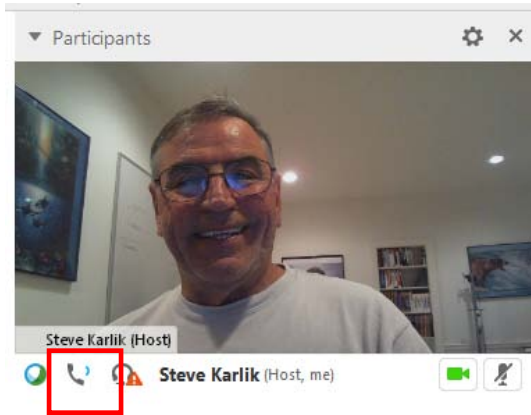
Site Admin setting:
When the Site Administrator selects **Off** for the Press 1 feature, participants must enter *1 to join the audio portion of the call when the audio bridge dials out to them.

Telephony: Identify Active Speaker

- The active speaker icon reacts to sounds during a live call, informing leaders who are currently speaking, even allowing them to mute callers who may have background noises that could be interrupting the flow of the call. This feature also lets leaders identify the party speaking, allowing them to address parties by name.
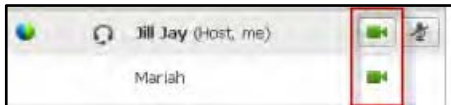

Sending and Receiving Video

If a video camera is installed on your computer, you can send video. Other participants can see you, or whatever you focus your webcam on. To see video, participants do not need to have a webcam installed on their computers.
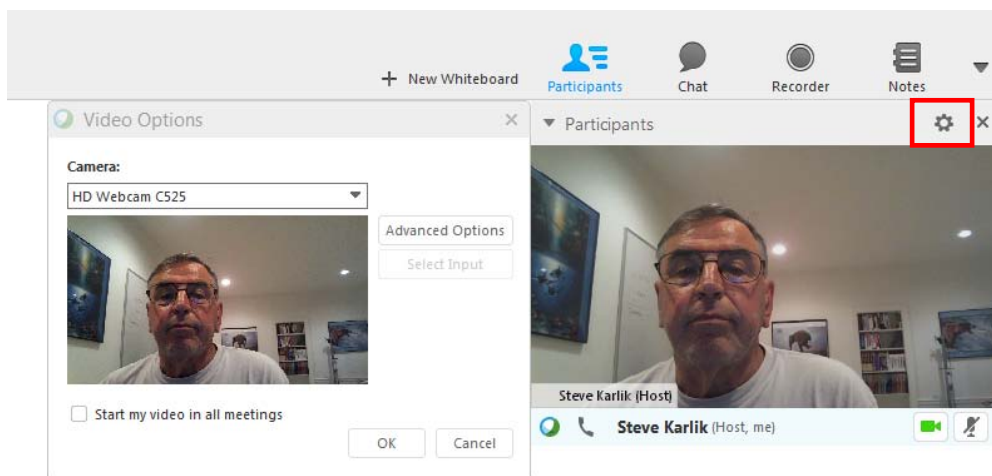
WebEx Meeting Center and Training Center support high-definition (HD) video with up to 720p resolution. Other WebEx services, such as Event Center and Support Center, support high-quality video with up to 360p resolution. The Cisco technology automatically adjusts video to the highest quality for each participant according to the computer capabilities and network bandwidth.

Your administrator can set video options at the site level. A meeting host can set video options on the scheduler as well as in the meeting. If your site or meeting is not set up to use HD or high-quality video, standard video is used.

To start or stop sending video, select the video icon beside your name. The icon turns green when you are sending video.

If you have a High Definition camera and you select the video icon, a one-time notification indicating **You are ready to send HD video to other participants** displays.

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Video settings may be adjusted by selecting the "wheel" icon to in the upper right hand section of your video screen.

After you start sending video, you can perform the following tasks depending on your role.

Role	Tasks
Host	What you can do: ▪ Start or stop sending video at will. ▪ Lock focus on one participant. ▪ View everyone who is sending video on one big screen. ▪ List participants or show thumbnails. ▪ Set webcam options.
Participant	What you can do: ▪ Start or stop sending video at will. ▪ View everyone who is sending video on one big screen. ▪ List participants or show thumbnails. ▪ Set webcam options

Minimum system requirements

To send or receive video with a resolution of 360p, ensure that your system meets the following minimum requirements:
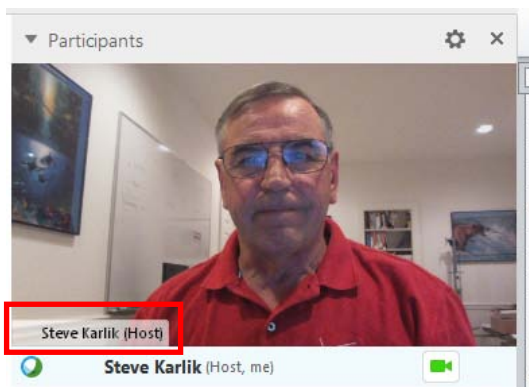
Action	What you need
Send	▪ A webcam capable of producing high-quality video. WebEx supports most webcams of this type ▪ A computer with at least 1 GB of RAM and a dual-core processor ▪ A fast network connection
Receive	▪ A computer with at least 1 GB of RAM and a dual-core processor ▪ A fast network connection

Desktop Video Options

- Multipoint video is the default setting and up to 6 video windows may be displayed at one time.
- The Presenter can lock the video and participants may pause their own video.
- Each participant may select their Session Options and Personal Options to adjust their bandwidth settings and resolution.
- Each webcam is different and you should follow the manufacturer's instruction for use however, in general, make sure it is plugged in and turned on before the net conference session begins.
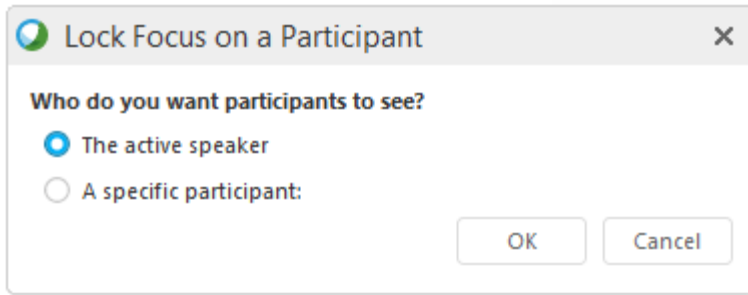
Setting the video for the main display:

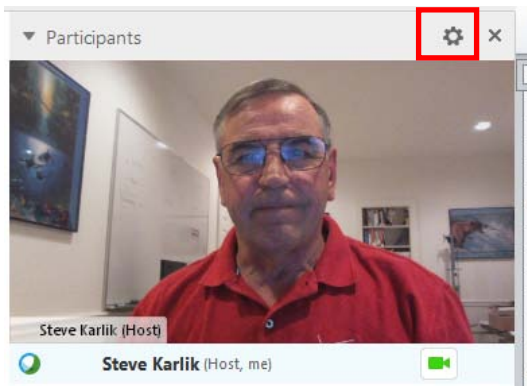Select the name tag on the main display.

In the Lock Focus on a Participant dialog box, select one of the following:

- **The active speaker.** This is the default. The display focuses on the current speaker and changes as the speaker changes.
- **A specific participant.** The display focuses on only the specific participant that you select.

Setting webcam options:

Usually, you can set options for general settings, such as contrast, sharpness, and brightness, but options can vary depending on your web camera.

Video Full Screen Mode (Active Talker)

- Click the Full Screen Icon.

- The active speaker (or a specific participant) is shown in the main display with all other participant videos arranged in a row beneath.

- To return to the view where you see everyone who is sending video, select this icon in the upper-right corner of your screen

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Floating Icon Tray in Video Full Screen Mode

Meeting participants have access the Floating Icon Tray in full video mode making it easy to use the all the common WebEx functions. The Floating Icon Tray automatically displays at the top of the video screen.

Note: There are additional video instructions in the Cisco WebEx Meeting Center Guide.

Instant Meeting Service Touchtone

In addition to the audio controls available from the WebEx Meeting Center console, you may also use the Verizon Instant Meeting touchtone commands on your phone to control the audio portion of the call.

*0 Operator Assistance. Leaders or participants can press *0 for operator assistance.
*1 Help Menu. A pre-recorded message is played privately, listing the touchtone features available to the leader or participant.
*6 Self Mute/Unmute. The leader and/or participants may mute/unmute their own line.

Leaving a meeting

You can leave a meeting at any time. Meeting Manager disconnects you from the conference automatically once you leave the meeting.

- To leave a meeting:
  - In the Meeting window, on the **File** menu, choose **Leave Meeting**.
  - A confirmation message appears, in which you can verify that you want to leave the meeting.
  - Click **Yes**.
  - The Meeting window closes.

Contact Us

If you would like technical assistance with Net Conferencing, please contact us at:
https://www.mymeetings.com/custom/res/content/resNumbers.php.

Our e-mail address is **nettech@verizon.com**.