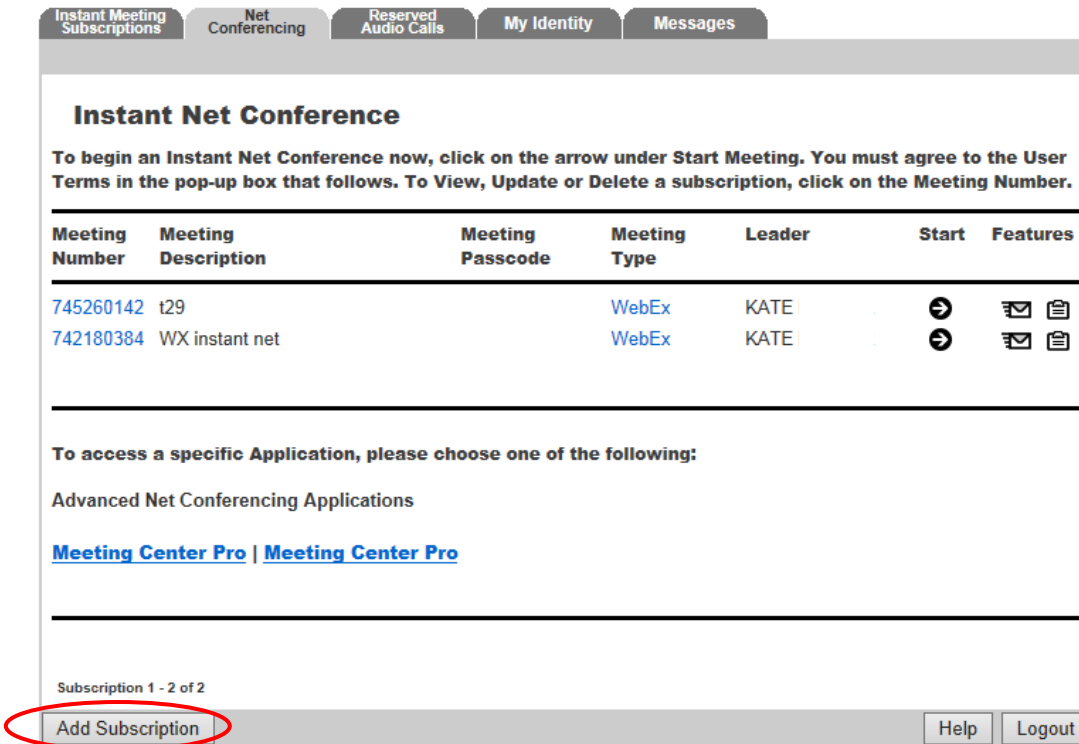


# Instant Net Conference with Cisco WebEx Meeting Center

## Setting up an Instant Net Conference Subscription (*first time only*)

- Go to <https://e-meetings.verizonbusiness.com>
- Select the **Manage My Meetings** login link.
- Enter your login and password. (Note: If you do not have a "Manage My Meetings" login and password, click on the **Need to Register** link and simply follow the instructions.)
- Select the **NET CONFERENCING** tab.
- Click on the **Add Subscription** link under Instant Net Conference Applications.



The screenshot shows the Verizon Business Meetings Management interface. At the top, there are navigation tabs: Instant Meeting Subscriptions, Net Conferencing, Reserved Audio Calls, My Identity, and Messages. The main content area is titled "Instant Net Conference" and includes instructions: "To begin an Instant Net Conference now, click on the arrow under Start Meeting. You must agree to the User Terms in the pop-up box that follows. To View, Update or Delete a subscription, click on the Meeting Number." Below this is a table with columns: Meeting Number, Meeting Description, Meeting Passcode, Meeting Type, Leader, Start, and Features. Two subscriptions are listed: 745260142 (t29) and 742180384 (WX instant net). Below the table, there is a section titled "To access a specific Application, please choose one of the following:" with a link for "Meeting Center Pro". At the bottom, there is a "Subscription 1 - 2 of 2" indicator and a red circle around the "Add Subscription" button, along with "Help" and "Logout" buttons.

Meeting Number	Meeting Description	Meeting Passcode	Meeting Type	Leader	Start	Features
745260142	t29		WebEx	KATE	→	✉ 📄
742180384	WX instant net		WebEx	KATE	→	✉ 📄

To access a specific Application, please choose one of the following:

Advanced Net Conferencing Applications

[Meeting Center Pro](#) | [Meeting Center Pro](#)

Subscription 1 - 2 of 2

**Add Subscription** Help Logout

## Complete the Subscription Form

- Select **WebEx** as the Meeting Type
- Enter the **Presenters Passcode** and a different password for the **Meeting Passcode** for your attendees.
- Click Proceed

**INSTANT NET CONFERENCE**  
Create Subscription

Please select your meeting type, meeting passcode and meeting description.  
Note: Bold fields are required. Meeting Passcode is case sensitive.

Will you be the Subscription Leader?  Yes  No  
Leader's Name:  [Search](#)

**Meeting Type:**  Powered by Live Meeting  Powered by WebEx®

Meeting Passcode\*:   
Meeting Description:

Please verify the following...

VZID:   
Leader Email Address\*:   
Contact Email Address\*:

**Proceed** [Go Back](#)

\*Your Meeting Passcode will remain constant for the life of your subscription. You may change your Meeting Passcode at any time by going to [Manage My Meetings](#).

### Invite Participants

- Your Instant Net subscription has been created and is ready for you to begin.
- Click the **Invite** icon for your Instant Net conference.

Meeting Number	Meeting Description	Meeting Passcode	Leader	Start	Features
7430	General Meeting	1234		➔	✉ 📄
7421	All Purpose Meeting			➔	✉ 📄

- Select Instant Meeting and Instant Net Conference
- Complete the **To** and **Subject** fields and click **Send**.

**Meeting Invitation**

Click on the Send button to e-mail the Instant Meeting and the Instant Net Conference join instructions to the addresses (separated by commas) specified in the "To:" field.

Invite Participants for:  Instant Meeting  Instant Net Conference

Meeting ID:

Meeting Description:

To:

Subject:

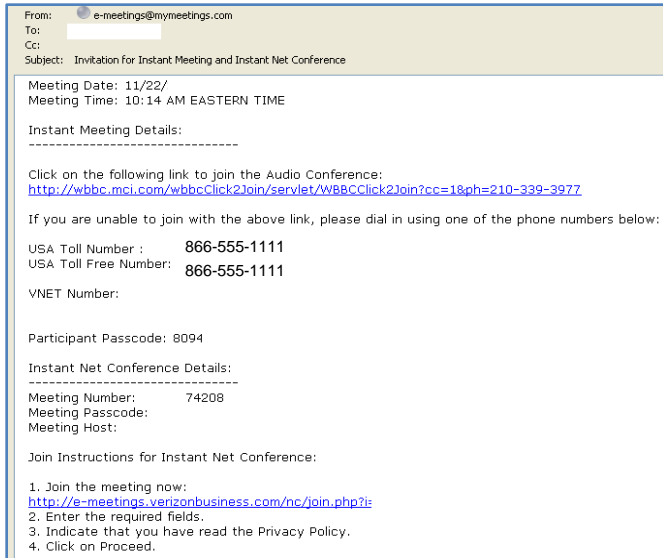
You are invited to join a meeting hosted by . Meeting details are listed below.

Meeting Date: 11/22/2008  
Meeting Time: 10:14 AM EASTERN TIME  
Instant Meeting Details:

**Send** [Go Back](#)

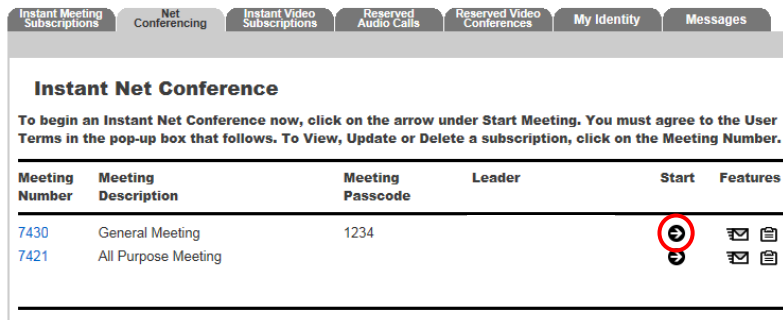
Participant receives your Email Invitation with the meeting information.



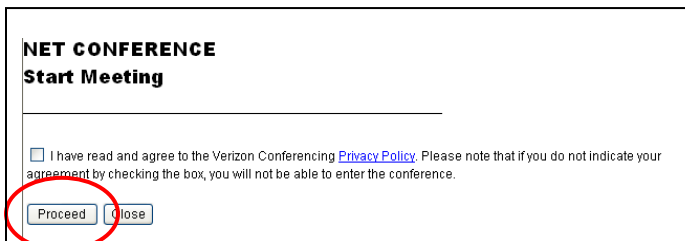


### How to Start an Instant Net Conference

- Go to <https://e-meetings.verizonbusiness.com>
- Select the **Manage My Meetings** login link.
- Enter your login and password.
- Click on the **Start meeting** arrow on the **Instant Net Conference** tab.

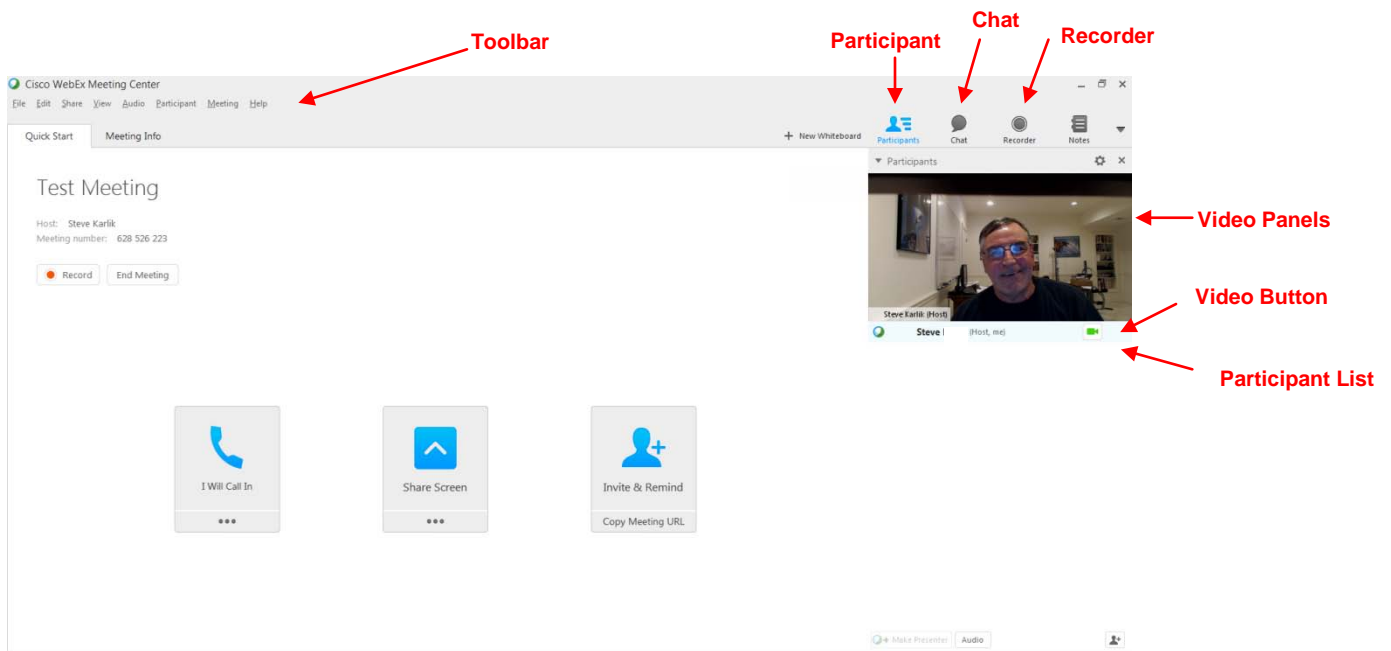


- Read and Agree to the Verizon Privacy Policy and click **Proceed**



## The WebEx Meeting Center Leader Console

The console is an easy interface that makes controlling a meeting very intuitive. Leaders can select to have only those windows that are most important to them open during the meeting, showing the participants, chat, notes, or video. Simple tabs make it easy to flip from presentation to presentation.



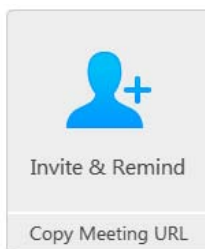
## Quick Start

Quick Start is displayed when presenters join a net conference giving them fast access to the functions they perform most. It is even easier to share documents, applications, or your own desktop with participants. You may also send out a last minute invitation. Quick Start provides an easy to use graphical user interface to quickly share content with your audience. You may also use these features from the Share drop down menu. Invite or remind participants by email.

## Invite and Remind

After you start your meeting, you may find that you forgot to invite a stakeholder or someone else who should be in the meeting.

- Select **Invite & Remind** on the Quick Start page.



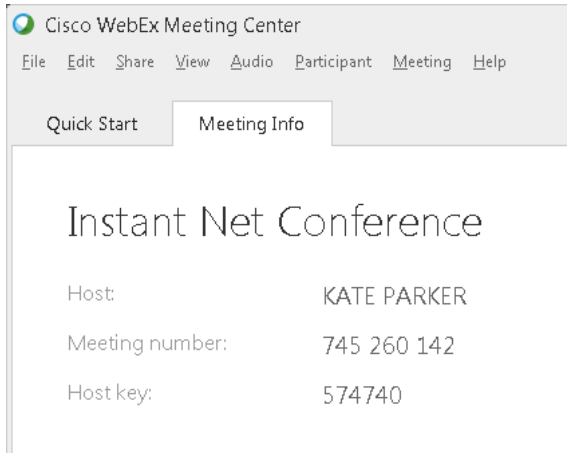
- The Invite and Remind dialog box appears. You can invite or remind someone to the meeting by :
  - **Email:** invite by WebEx or your own email.



## Join Teleconference

Leaders and Participants join the audio portion of the meeting by calling into the audio bridge. There is no audio integration or recording available with the WebEx Meeting for the Instant Net Conference service. If these features are required please use Advanced Net or Customized Net Conference.

- **Call into the meeting** - 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.



## Sharing files

File sharing is ideal for presenting information that you do not need to edit during the meeting, such as a video or slide presentation. Participants can :

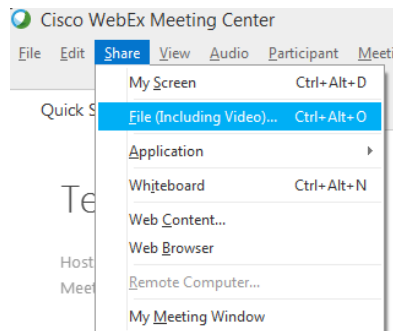
- View shared files in their content viewers without the need for the application with which it was created.
- View a media file, such as a video, without the need for special software or hardware.
- View any animation and transition effects on shared Microsoft PowerPoint slides.

After a meeting starts, you can open a presentation or document to share. You do not need to select it or "load" it before the meeting.

While sharing a file, you can:

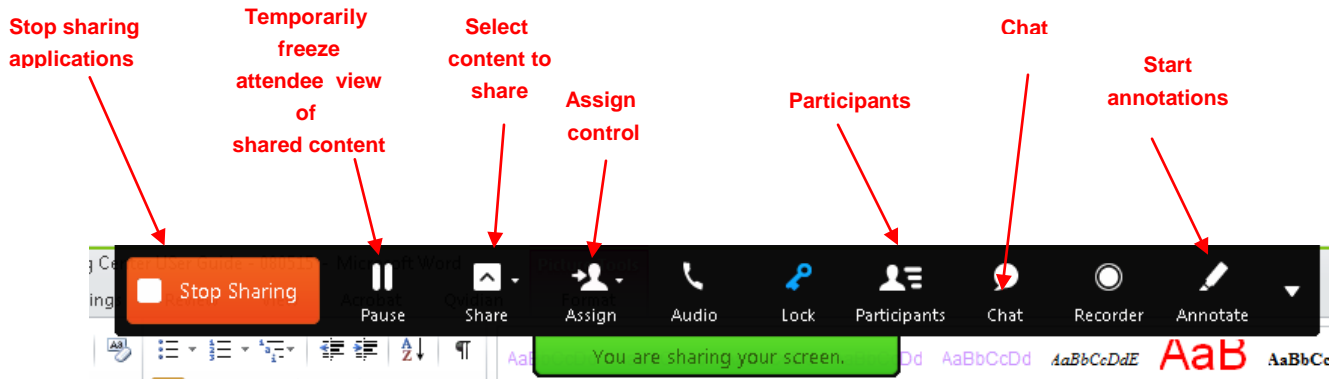
- Draw on the screen
- Use a pointer to emphasize text or graphics
- Print it
- Display it at various magnifications, in miniature (thumbnails), and in a full-screen view
- Synchronize all participants' displays with the display in your content viewer
- Save it to a file

At any time during a meeting, you can grant participants privileges that allow them to annotate, save, print, and display different views of shared content.



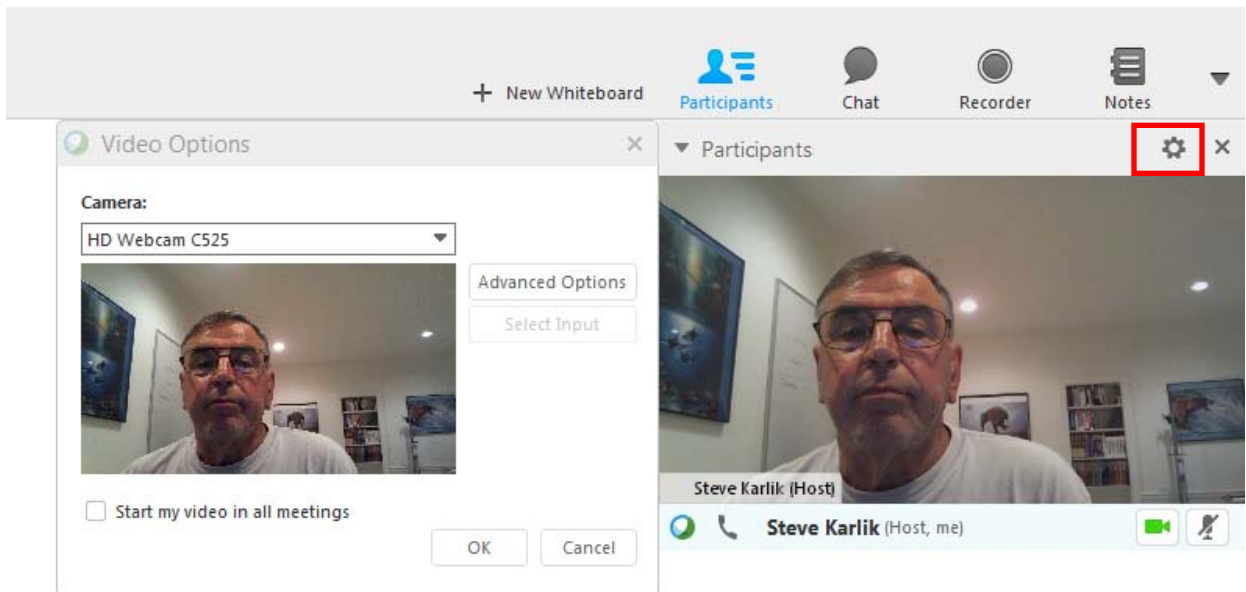
### Floating Icon Tray

The Floating Icon Tray appears when sharing an Application. It may be moved anywhere on the console. The tray includes:



### 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. There is no High Definition video available on the Instant Net Service. If the High Definition video feature is required, please use Advanced or Customized Net Conference.



### Reports

- Instant Net Conference provides two types of Self Service Reports - Participants List Reports & Net Conferencing Polling Reports
- Click on the **Reports** icon on the **NET CONFERENCING** tab of the **Manage my Meetings** page.



Instant Meeting Subscriptions | Net Conferencing | Instant Video Subscriptions | Reserved Audio Calls | Reserved Video Conferences | My Identity | Messages

### Instant Net Conference

To begin an Instant Net Conference now, click on the arrow under Start Meeting. You must agree to the User Terms in the pop-up box that follows. To View, Update or Delete a subscription, click on the Meeting Number.

Meeting Number	Meeting Description	Meeting Passcode	Leader	Start	Features
7430	General Meeting	1234		➔	📄 📁
7421	All Purpose Meeting			➔	📄 📁

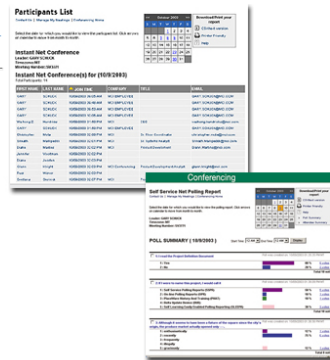
**Self-Service Reports**

» [Participants List Reports](#)

View your participant lists from your Net Conference or for any Audio Web Streaming, Audio Web Replay or Net Replay meetings. Email, print or save these lists for your further analysis.

» [Net Conferencing Polling Reports](#)

View all the polls conducted in your Net Conference, with participants' responses; navigate through the dates and save the reports into Excel for your further analysis.



**Participants List**

[Contact Us](#) | [Manage My Meetings](#) | [Conferencing Home](#)

Select the date for which you would like to view the participant list. Click arrows on calendar to move from month to month.

**Instant Net Conference**

Leader: STEPHEN  
 Timezone: ET  
 Meeting Number: 743065622

<< August 2015 >>

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Download/Print your report  
 No Data for this month.  
[Help](#)

**Quick Tips for Presenting**

- Upload the slides in advance
- Rehearse the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees
- Use the Q&A tool to allow attendees to submit questions to maximize interaction
- Use the annotation tools to enhance the presentation



## Contact Us

If you would like technical assistance with Net Conferencing, please contact us at <https://e-meetings.verizonbusiness.com/global/en/globalResNumbers.php>.

Our e-mail address is: [nettech@verizon.com](mailto:nettech@verizon.com).

[verizonenterprise.com](http://verizonenterprise.com)

© 2015 Verizon. All Rights Reserved.

The Verizon name and logo and all other names, logos, and slogans identifying Verizon's products and services are trademarks and service marks or registered trademarks and service marks of Verizon Trademark Services LLC or its affiliates in the United States and/or other countries. Microsoft Windows and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks and service marks are the property of their respective owners.

