Cisco® WebEx
Quick Reference Guide

Getting Started

Download and Login
•Login in the username and password that was provided in your welcome email
The first time you join or start a meeting, Meeting Manager will automatically be installed; however you can also manually download and install it. To download the installer:
•Click Support
•Click Downloads
•Locate your operating system and click the correct link

Manage Your Preferences
Under **Set Up** you can access the **Meeting Manager, Preferences,** or **My Profile**
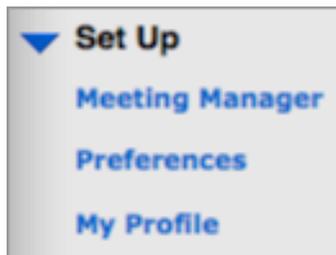
Have questions about your Cisco® WebEx account?

For Subscription / Business questions:
•   call 410.235.4092 or 877-621-8795 or
•   Email sales@expressconnectinc.com

For Technical Assistance (24x7):
•   Call 800-459-5680 or 719-785-9496 or
•   Email support@expressconnectinc.com

Meetings

Schedule a Meeting
•Under **Host a Meeting, click Schedule a Meeting**
•Fill in the Topic, Date, Time and Duration
•Add attendee email addresses
•Choose **Schedule Meeting**

Invite Attendees
Before a Meeting – Provide attendee email addresses when scheduling the meeting

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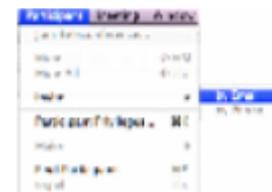
Promoting Participants
As the meeting host, you can designate any attendee as the presenter or change presenters at any time
•In the **Participant tab,** select the name of the attendee you wish to designate as presenter
•Click **Make Presenter**

Features

Share Presentations
To share a presentation or document:
•In the Share menu, choose **Presentation** or **Document**
•Select the presentation or document that you want to share
•Click **Open**
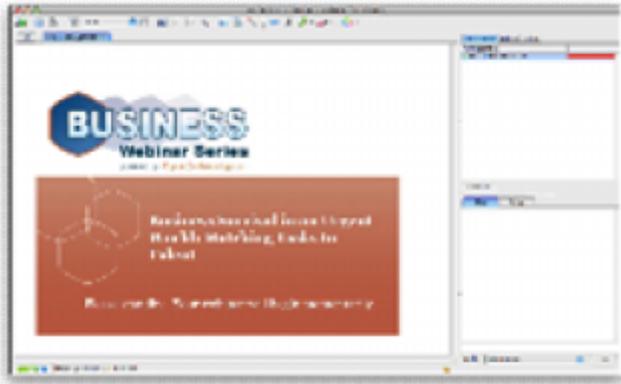
Share Applications
To share an application:
•In the Share menu, choose **Application**
•The Share Application dialog box appears, showing a list of all applications currently running on your computer. To view a list of additional applications, select New Application
•In the list, select the application that you want to share
•Click **Share**
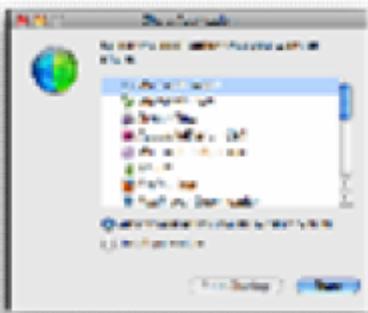
Share Your Desktop

To share your desktop:
•On the **Share menu,** choose **Desktop.** The Share Desktop dialog box appears
•To let an attendee control your desktop remotely, select the Sharing button at the top right control of your desktop with drop-down list, select the name of the attendee
•Click OK

Stop Sharing
•In the lower-right corner of your computer's desktop, click the **Exit and Return to the Main Menu** option from the blue floating menu

Share a Browser
To share a Web browser:
•On the Share menu, choose **Web Browser**. A new window for your default Web browser opens automatically
•Type in the URL of the Web page that you want to share
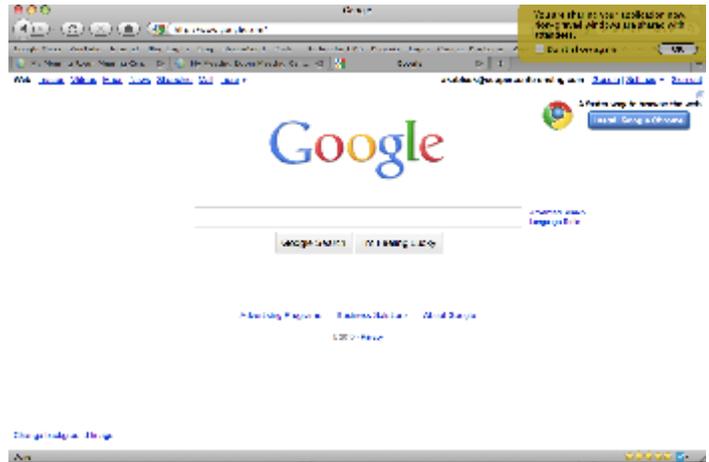
Sharing Webcam Video
You can share live Webcam video to meeting participants. All participants can view live video on the Video tab in the Meeting window or in a floating window. WebEx will automatically detect your webcam.
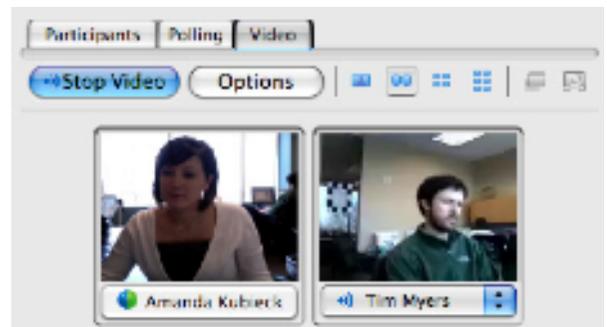
Using Chat
To send chat messages:
•Click the **Participants tab**
•In the Chat box, type a message
•In the Send to drop-down list, select the participant or participants to whom you want to send the message
To save chat messages:
•On the **File** menu**,** point to **Save**, and then choose **Chat**
•Choose a location at which to save the chat file, and then click **Save**

Features

Polling
To prepare a poll questionnaire:
•Click **Polling** then use the options on the tab to create a questionnaire

To open a poll:
•On the Polling tab, click **Open Poll**

To close a poll:
•On the Polling tab, click **Close Poll**

To share poll results with attendees:
•On the Polling tab, select the **Poll Results** check box

Saving and Opening Poll Questionnaires
Once you create a poll questionnaire, you can save it to a .atp file. You can then open the file for use in any meeting.

To save a poll questionnaire:
•On the File menu, point to **Save,** and then choose **Poll Questionnaire**
•Choose a location at which to save the file, and then click **Save**

To open a saved poll questionnaire:
•On the File menu, point to **Open,** and then choose **Poll Questionnaire**
•Choose the poll questionnaire file

Saving Poll Results
If you take a poll and share its results, you can save the results to a text (.txt) file in either of two formats:
•**Group results—**do not reveal which attendee chose each answer
•**Individual results—**reveal which attendee chose each answer

To save a poll results:
•On the File menu, point to **Save,** and then choose **Poll Results.** The Save Poll Results As dialog box appears
•In the **Save As** Type drop-down list, select an option
•Choose a location at which to save the file, and then click **Save**

Recording
Record a Meeting
•On the **Tools** menu
•Select **Meeting Recorder**
•Enter a file name to save your recording. Press **OK**
•Press red circle button to start recording
•Press black rectangular button to stop and sage recording
•Press || sign to pause, and red circle to restart

System Requirements

Component	Moderator Requirements	Participant Requirements
Operating System	Windows 2000, 32-bit XP, 2003 and 32-bit/64-bit Vista,32-bit/64-bit Windows 7, Mac OS X 10.4, 10.5, 10.6, Solaris 10/11, HP-UX 11.11	Windows 2000, 32-bit XP, 2003 and 32-bit/64-bit Vista,32-bit/64-bit Windows 7, Mac OS X 10.4, 10.5, 10.6, Solaris 10/11, HP-UX 11.11
Browser	Internet Explorer 6/7/8, Firefox 2/3/3.5, Safari 3/4	Internet Explorer 6/7/8, Firefox 2/3/3.5, Safari 3/4
Plug-in	JavaScript and cookies enabled, Recommend ActiveX be enabled for Internet Explorer	JavaScript and cookies enabled, Recommend ActiveX be enabled for Internet Explorer
Available Memory	At Least 512 MB RAM	At Least 512 MB RAM
Connection	Internet connection required	Internet connection required

Poll results table showing:
Question	Results
1. What are you mar...lans for Q1 in 2010	
a. Content Marketing	0(0%)
b. Email Marketing	0(0%)
c. Trade shows	0(0%)
d. Webinars	0(0%)
No Answer	0(0%)

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