

WebEx at Wake Forest University

Guide Contents

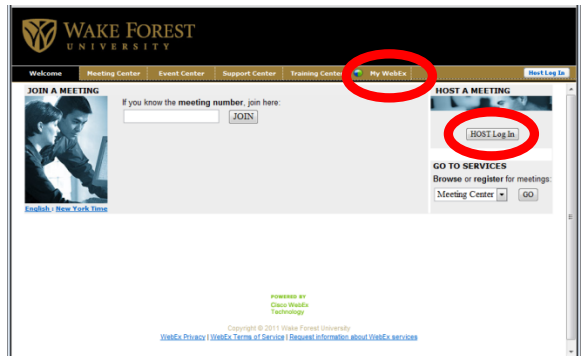
Login to WebEx	1
WebEx Meeting Center	1
WebEx Training Center	3
WebEx Event Center	5
WebEx Connect	7

Login to WebEx

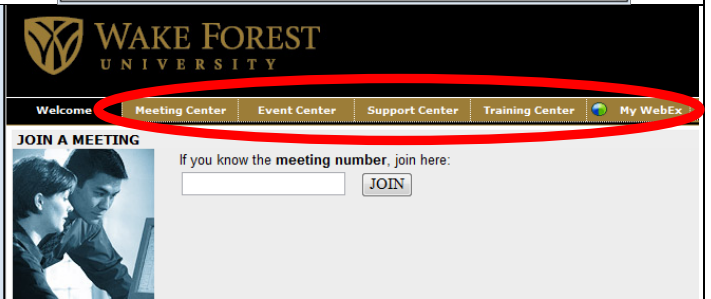
To go to WebEx, using Firefox or Internet Explorer, browse to <http://wfu.webex.com>.

To log in, click the **My WebEx** tab or the Host Log In button. When prompted, enter your current **WFU username** and **password**.

Click **Login**.



WebEx contains four centers, including **Meeting Center**, **Event Center**, **Support Center** and **Training Center**. To go to any of the centers, simply click the corresponding tab at the top of the WebEx page.



WebEx Meeting Center

Using **WebEx Meeting Center**, users can schedule, host, and attend meetings with ease and efficiency. Meeting Center also allows users to share desktops and applications, collaborate on files, write on a common whiteboard, and more.

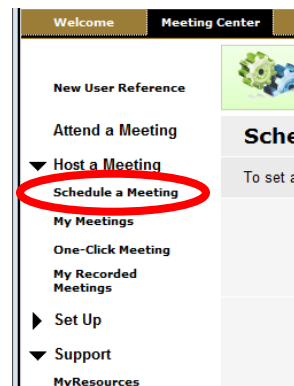
To set up a meeting, click the **Meeting Center** tab.

Click the **Schedule a Meeting** link, located under the **Host a Meeting** link.

Enter a topic or title for the meeting in the **Meeting Topic** field.

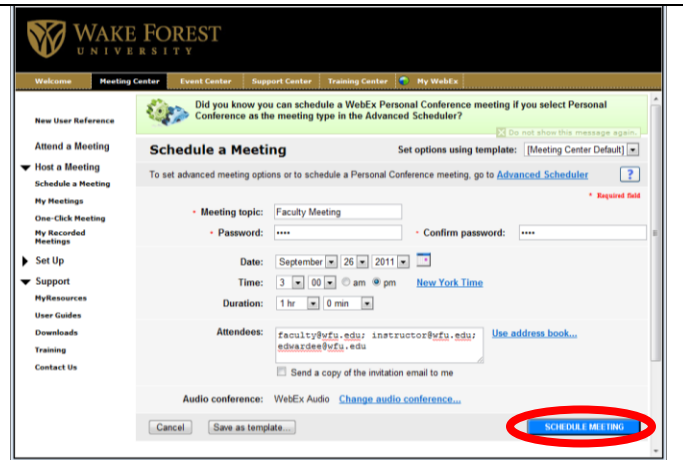
Enter a **password** for the meeting.

Enter the meeting **Date, Time**, and **Duration**.



Enter email addresses of all attendees to be invited in the **Attendees** field.

When finished, click **Schedule Meeting**. (If you have scheduled the meeting for a time within the next several minutes, this button will read **Start Now**.)



A summary of the scheduled meeting is then provided.

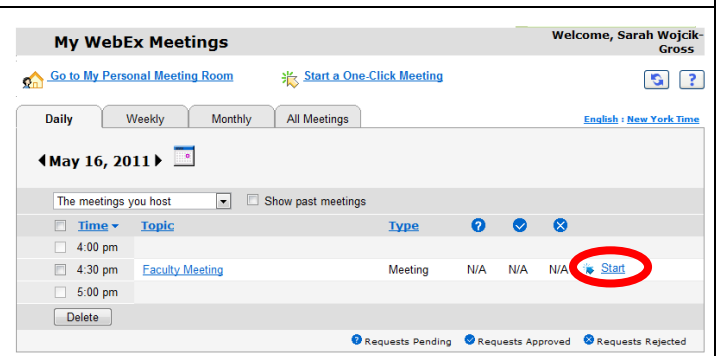
Click **Add to My Calendar** to add this meeting to your calendar, click **Edit** to modify the scheduled meeting, or click **OK** to continue.



A message regarding the scheduled meeting will appear in your e-mail inbox. The meeting may be started by clicking the link in the email or from WebEx.

To begin the scheduled meeting from WebEx, click the **My WebEx** tab.

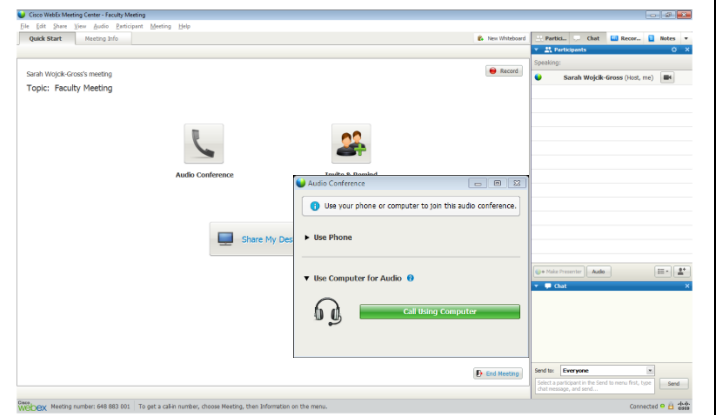
Click the **Start** link next to your scheduled meeting.



The WebEx meeting window now appears. To host the meeting by phone, click **Use Phone**. To host the meeting using your computer's microphone, click **Call Using Computer**.

You are now ready to hold your meeting.

At the end of your meeting, click the **End Meeting** button in the lower right corner of the meeting screen, or click **File**, then click **End Meeting**.



To learn more about using WebEx Meeting Center and its features, visit:

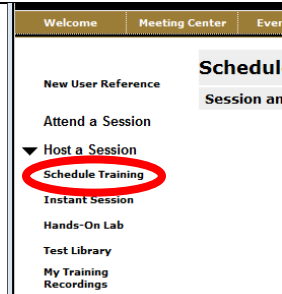
<http://support.webex.com/SelfServiceWeb/Howdoi.jsp?root=support&parent=helpSupport&child=hwDoI&hdiLang=en>.

WebEx Training Center

Using **WebEx Training Center**, users can schedule, host, and attend interactive and highly efficient training sessions regardless of the actual distance between host and attendees. Training Center allows the trainer to share the desktop, files, have attendees write on a common whiteboard, poll and quiz attendees, and more.

To set up a training session, click the **Training Center** tab.

Click the **Schedule Training** link, located under the **Host a Session** link.



Enter a topic or title for the training in the **Topic** field.

Enter a **password** for the meeting. At this point, you may choose to begin the session immediately, or continue entering additional setting information.

Select your preferred audio conference type. Selecting **WebEx Audio** allows the trainer and the attendees to choose to use a telephone call-in method or their computer's microphone and speakers to connect at the beginning of the session. If selecting WebEx Audio, check the box next to **Display toll-free number** and **Display global call-in numbers**. Selecting **Use VoIP only** allows attendees to connect using their computers only. Select this option only if you know that all invited attendees have computers with microphones and speakers.

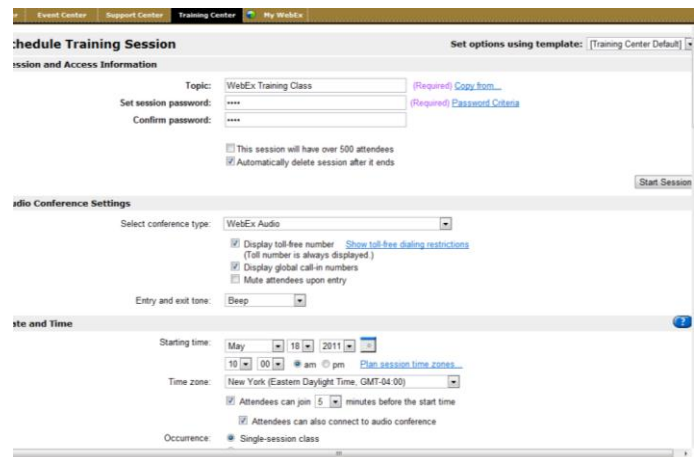
Enter the meeting **Date**, **Time**, and **Time Zone** of the training session. Select the **Occurrence** accordingly. Set the **estimated duration**.

If you wish to require attendees to register for this session, set the **Registration** accordingly.

To invite attendees, click the **Invite Attendees...** box. Enter the attendee's name and email address accordingly. Then click **Add Attendee**. To invite additional Presenters, repeat these steps for any presenters you wish to invite by clicking the **Invite Presenters...** box.

Select and enter any additional session settings as you wish, including breakout Session settings, email options, course materials, etc.

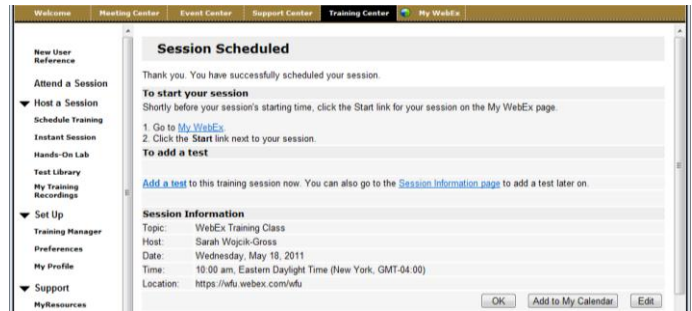
When finished, click **Schedule**. Click **Start Session** if you wish to begin immediately.



A summary of the scheduled session is then displayed.

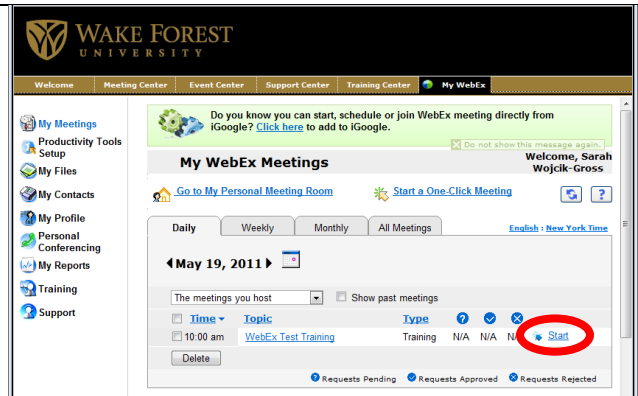
Click **Add to My Calendar** to add this session to your calendar, click **Edit** to modify the scheduled session, or click **OK** to continue.

A message regarding the scheduled meeting will appear in your e-mail inbox. The meeting may be started by clicking the link in the email or from WebEx.

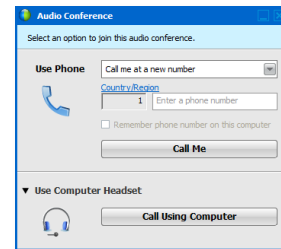


To begin the scheduled training session from WebEx, click the **My WebEx** tab.

Click the **Start** link next to your scheduled meeting.



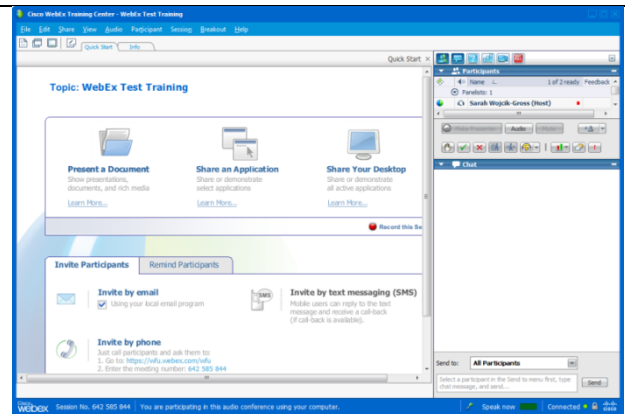
When entering the training session, you will be presented with an **Audio Conference** option box. Choose **Call Me** if you'd like to teleconference in to the session, or choose **Call Using Computer** if you wish to use your computer's microphone and speakers.



You are now ready to hold your training session. Note that attendee names will appear on the right panel.

From the menus across the top of the screen, notice that you can record the session, share a presentation, share files, share your desktop, share applications, use a common whiteboard, chat with and poll your attendees, and much more.

At the end of the session, click **File**, then click **End Training Session**.



To learn more about using WebEx Training Center, visit:

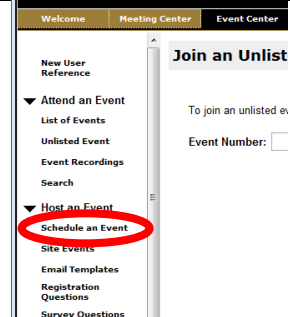
<http://support.webex.com/SelfServiceWeb/Howdoi.jsp?root=support&parent=helpSupport&child=hwDol&hdiLang=en>.

WebEx Event Center

Using WebEx Event Center, users can schedule, host, and attend events regardless of the actual distance between host and attendees. Event Center offers a perfect platform for talking to a large audience with little to no interaction. If you're marketing or pitching something to a large group, Event Center is for you.

To set up an event, click the **Event Center** tab.

Click the **Schedule Event** link, located under the **Host an Event** link.



Complete all fields with an asterisk. All additional fields are optional. You may choose to accept all default settings, or you may customize the event settings.

Leave **Event type** at **Event 1000**. Enter an **Event name**.

Choose **Listed** or **Unlisted**. (**Listed** means this event will be open to anyone who has access to wfu.webex.com. **Unlisted** means this event will not be listed on wfu.webex.com.)

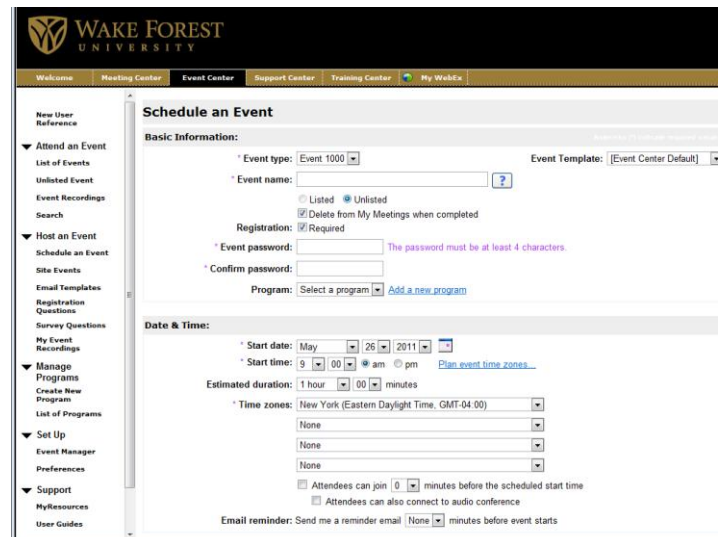
Create and enter an **Event password**, at least 4 characters long.

Enter a **Start date** and **Start time**, as well as the **Estimated duration** of the event. Enter as many **Time zones** as you'd like. These will be displayed for those attending events in other time zones.

Check the box next to **Attendees can join...** if you'd like your attendees to be able to join the event before the scheduled start time. Enter a time.

Select a **Teleconference** option. Choose **WebEx Teleconference Service** if you'd like your attendees to call in or receive a call back. Choose **Integrated VoIP** if you'd like your attendees to use their computers' microphone and speakers for teleconferencing during the event. At this point, you may schedule your event by clicking the **Schedule This Event** button. If you prefer to customize the event further, you may do so.

Enter and select **Event Description and Options** as you wish.



WAKE FOREST UNIVERSITY

Welcome Meeting Center **Event Center** Support Center Training Center My WebEx

New User Reference

Attend an Event
List of Events
Unlisted Event
Event Recordings
Search

Host an Event
Schedule an Event
Site Events
Email Templates
Registration
Questions
Survey Questions

Join an Unlist

To join an unlisted e
Event Number:

Schedule an Event

Basic Information:

* Event type: Event 1000 Event Template: [Event Center Default]

* Event name: ?

Listed Unlisted

Delete from My Meetings when completed

Registration: Required

* Event password: The password must be at least 4 characters.

* Confirm password:

Program: Select a program Add a new program

Date & Time:

* Start date: May 26 2011

* Start time: 9:00 am Plan event time zones

Estimated duration: 1 hour 00 minutes

* Time zones: New York (Eastern Daylight Time, GMT-04:00)

None

None

None

Attendees can join 0 minutes before the scheduled start time

Attendees can also connect to audio conference

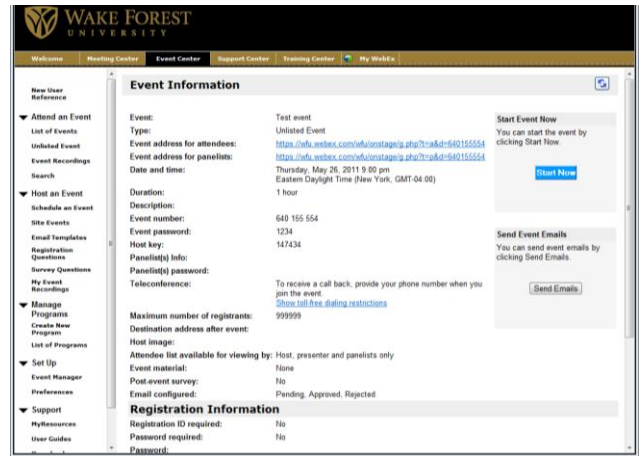
Email reminder: Send me a reminder email None minutes before event starts

Create an **Attendee invitation list** and set up **Registration** as you'd like.

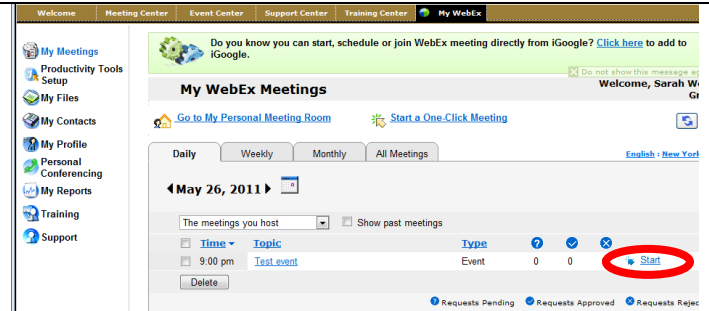
Presenters and Panelists can be entered and invited for your event.

Email Messages, including invitations, reminders and follow-ups can be created and set up as well.

When finished, click the **Schedule This Event** button. An Event confirmation is then displayed and you may be prompted to send event emails to the host, panelist, attendees and vendors.



When ready to begin the event, either return to **Event Center**, then click **Site Events** to locate your Event, then click **Start**, or click the **My WebEx** link to locate the event. Click the **Start** link to the right of the listed event, or from your event confirmation that will arrive via email, click the provided link to begin the event.

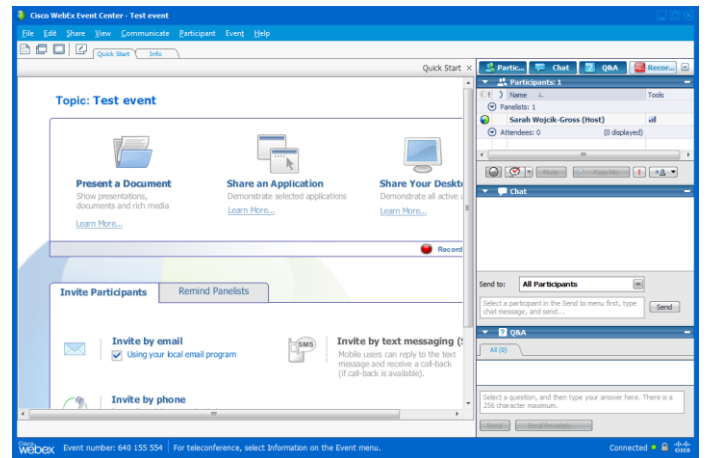


When entering the training session, you will be presented with an audio option box, depending on the audio preference you chose when setting up the event. Select your preferred audio method.

You are now ready to hold your event. Note that attendee names will appear on the right panel as they arrive.

From the menus across the top of the screen, notice that you can record the event, share a presentation, applications, or your desktop. You can share a whiteboard, show videos, chat with your attendees, and much more.

At the end of your event, click **File**, then **End Event**.



To learn more about using WebEx Event Center, visit:

<http://support.webex.com/SelfServiceWeb/Howdoi.jsp?root=support&parent=helpSupport&child=hwDoI&hdiLang=en>.

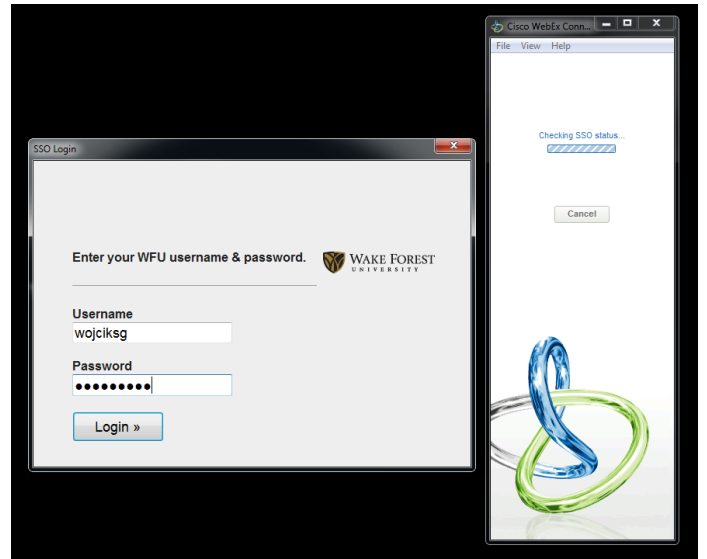
WebEx Connect

Similar to other instant chat clients, WebEx Connect offers the ability to instantly see contacts' availability, their contact information, and, of course, the ability to immediately chat with contacts. What sets Connect apart from other chat clients is that users can also video chat and begin full WebEx meetings from inside a live chat.

To open Connect:





- Click the **Start** menu
- In the Start menu Search box, type **Connect**. Cisco WebEx Connect will appear as an option.
- Click **Cisco WebEx Connect**.

When the Cisco WebEx Connect and WFU Login boxes appear, enter your current **WFU username** and **password**. Click **Login**. You are now ready to instantly connect with your contacts.



To view information about a contact, hover your mouse over their name to view phone number, email address, and photo (if provided). Click **View Profile** link to view their entire WebEx profile.

WebEx Connect also allows users to:

-  Click the **Start Chat** button to begin a chat with this contact.
-  Click the **Start Call** button to begin a call to this contact.
-  Click the **Start Meeting** button to begin a WebEx meeting with this person.
-  Click the **Share your Desktop** button to share your desktop with this person.

