

## WebEx Meeting Center Scheduling Guide

There are a variety of features available to you when you are scheduling a meeting. The following list provides details of common features. The most convenient way to schedule is by using the Productivity Tools and Outlook. However, scheduling through the WebEx site will give you more detailed control of privileges for participants and meeting options. You are able to schedule meetings through Outlook and then edit via the website.

Feature	Benefit	Recommended Usage
Entry & Exit Tones	Allows or disallows tones or “announcing names” as attendees join the meeting.	Turning tones off for large events prevents unwanted distraction. Tones or announcing names are good for smaller meetings.
List/Unlist on WebEx site	Attendees can browse meetings on webpage.	If registration is required, this is a convenient way for attendees to register for the meetings they want to attend.
Registration	Allows you to collect data from meeting participants prior to the meeting.	Use in external meetings to learn about the attendees. You can “automatically accept” registrations to streamline the process.
Alternate Host	Allows you to designate an attendee as an alternate host. This attendee must also have a WebEx host account.	Use as a backup if you are unable to join your meeting on time or at all. If you join later, the alternate host must grant you the host role or you can “reclaim the host role” from the participant dropdown menu.
Automatically Share	Allows you to upload information for attendees to view prior to the host joining the meeting.	Many uses: upload background information or the meeting agenda. Files must be converted to UCF format and uploaded to your WebEx site.
Meeting Options	Allows you to restrict or permit various activities during the meeting.	Make changes to default settings if you want to permit Closed Captioning or assign a note taker for example. Access via the WebEx site.
Attendee Privileges	Allows you to restrict or permit various activities for attendees.	Make changes to default settings for attendees. Allow attendees to annotate on documents or restrict chat are examples. Access via the WebEx site.

Notes:

## WebEx Meeting Center Hosting Guide

There are a variety of features available to you when you are hosting a meeting. The following list provides details of several common features.

Feature	Benefit	Recommended Usage
Share Desktop	Allows presenter to share entire desktop. Whatever is open on the screen is seen by all.	Allows you to easily share several applications without having the manually switch back and forth.
Share File	Share files with attendees and allow them to annotate, print, and save without the source application.	When you want to share information that you do not need to edit during the meeting. Share almost any file that can be printed.
Share Application	Share specific application. Other applications cannot be seen like when you are sharing your desktop.	Make changes to documents. Attendees can annotate on the document, but only the presenter can make changes.
Share Web Content	Brings a webpage into the WebEx interface as another tab and is interactive- attendees can navigate the site as if they were actually at the web site.	Guiding attendees through an online form or directing attendees to a specific site.
File Transfer	Presenter can publish files for attendees to download via the File Transfer dialog box.	Use this feature to make files available to attendees in real time to avoid distributing them later via email.
Chat	Communicate non-verbally.	Use as a way to conduct Q&A with a dedicated participant.
Polling	Allows you to collect feedback or conduct voting. Share results during the meeting. Polls can be saved for re-use.	Conduct a survey; gather feedback; test knowledge, etc. Polls can be created before or during the meeting.
Notes	Assign a public note taker or allow individuals to take notes.	Each participant can type, print, and save own notes. OR set a single person to take and distribute notes.
Closed Captioning	Allows deaf or hard of hearing attendees to participate. ADA requirements.	Can also be used for participants who use English as a second language.
Whiteboard	Draw/display objects, type text, and use the pointer tool.	Collaborate when you need a blank space to draw and annotate. Copy and paste screenshots and other graphics rather than sharing your desktop or application. Brainstorm.
Mute	Mute individuals or all attendees.	Mute on entry for large events. Unmute when participants raise their hand.

Notes: