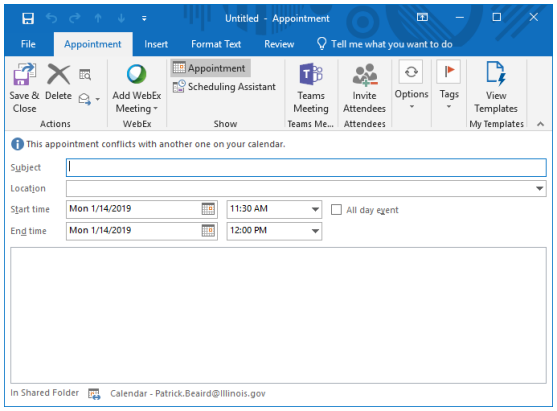
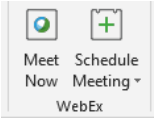
This guide covers the basic functions you will use to schedule or attend a Meeting Center session from your Windows computer. Also included here are instructions for using the most common tools available during a meeting session.

Schedule a Meeting

The Recommended Best Practice is to add a Webex session as needed when creating a New Appointment or Meeting within Outlook. Look for "Add Webex Meeting" during setup.



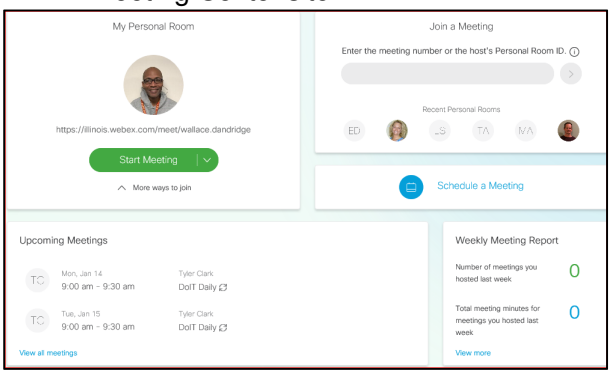
You may also open a new session immediately or schedule a meeting from the Outlook Inbox.



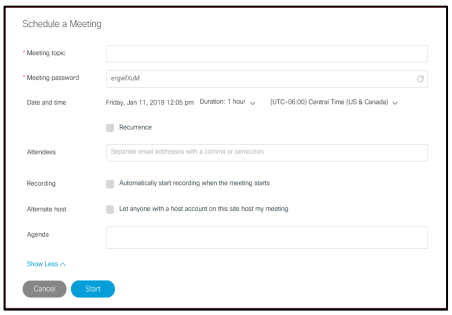
To Schedule a meeting via the portal:

You may also schedule a Webex meeting by logging into the portal via **Illinois.Webex.com**.

1. Click **Schedule a Meeting** on the right center of the home screen of your Webex Meeting Center site.



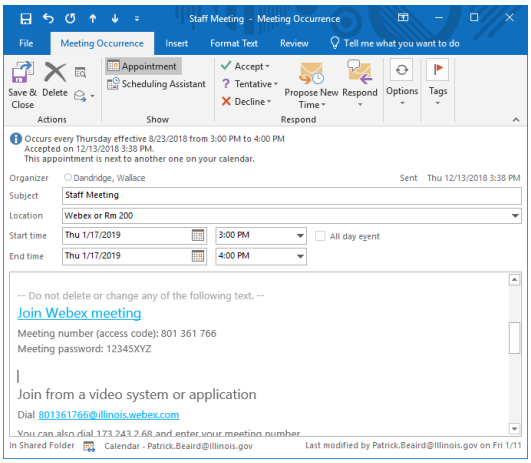
2. Enter a **meeting topic**, then enter and confirm the password and paste attendees into the **Attendees box**.



3. Click **Start** if you want the meeting to begin immediately, or click date and time drop down to schedule for later time.
4. Click **Show more** to create an **alternate host or to add an agenda.**

Start a Meeting

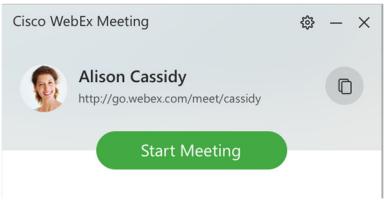
A scheduled meeting may be **Started** or **Joined** via the meeting detail within your Outlook Calendar.



The Host or Alternate-Host starts the scheduled meeting.

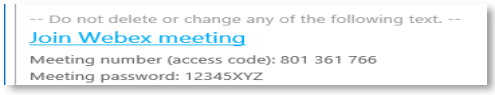
To start an Instant Meeting (Personal Room Meeting):

There are several ways to start an Instant or Personal Room meeting. You may open a session immediately from the Outlook Inbox or via the Webex Meeting Desktop popup featured below.



Join a Meeting

When hosts schedule meetings, they send a meeting invite with the information on how to join. The meeting can also be joined from your Webex site.



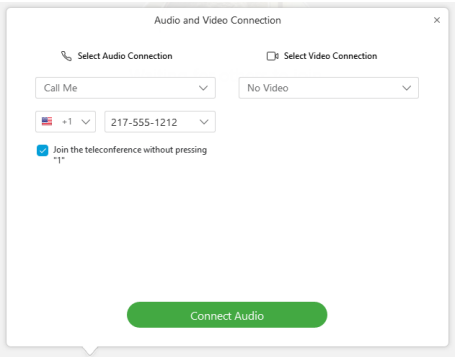
To join a meeting:

From an email meeting invite	1. Open your meeting from the Outlook Calendar or invitation message, and then click the link to join the meeting. *The Meeting Information page appears.* 2. Under **Join Webex Meeting** your name, email address, and the meeting password. 3. *You are connected to the meeting.*
From a Webex site	1. Open a web browser and navigate to the Webex site. 2. Click **Meetings** on the left navigation bar. *A list of meetings appears.* 3. Click **Start** to join the meeting. 4. Enter your name, email address if required.

Connect to the Audio Conference

You can connect to the audio portion of the conference with a telephone, or with a computer by selecting the option after joining the meeting. Best Practice is to use the "**Call-Me function**"

After you join a meeting you will be prompted to connect via one of several audio options through the Audio and Video Connection popup. While in the session, you may also access audio options the In-meeting controls.



Audio and Video Connection popup

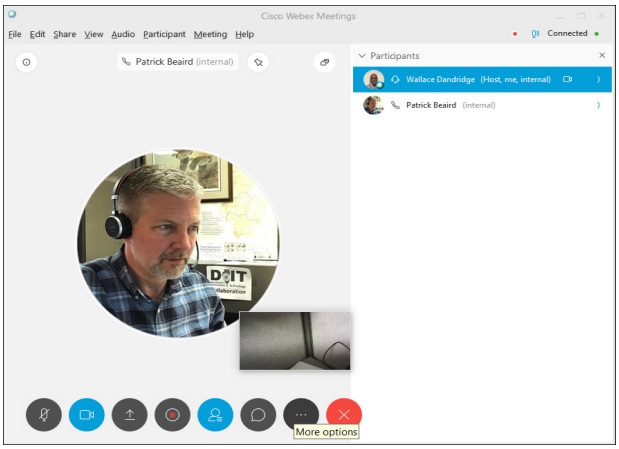
To connect to audio:

Select…	Then…
Call Me *(Best Practice)*	1. Select the check box **Remember phone number on this computer** if you would like to store this number for future meetings 2. Click **Call Me**. *You will receive a call and may be prompted to press 1 to connect.*
I Will Call In	1. Dial the phone number listed, enter the meeting access code, and enter your attendee ID #. 2. Close the window.
Call Using Computer	1. Click **Call Using Computer**. *You are connected to the audio conference.* 2. Adjust your speaker and microphone settings as needed.

Navigate the Meeting Window

The meeting window is like a conference room where people meet in person. This is also where the meeting is managed, and material is shared**. In-Meeting controls** and drop-down menu items allow access to Meeting Center functions.

In-Meeting Controls

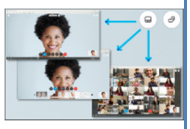


Content Viewer: Displays presentations, documents, video files, whiteboards, and Web content.
Panels: Provide areas for Participant Management, Chat, Polling, Q&A and Session Recording.

Use the Participants Panel

Icons in and below the Participants panel let you control your audio and video, as well as to interact with other attendees. If you are the meeting host, some functions are available by right-clicking with your mouse.

In the Participants panel:

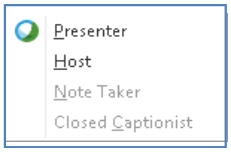
Click this…	To do this…
	Start/stop sending your video.
	Mute/unmute your audio by putting cursor on your name and clicking the mute button, it will turn red.
	Switch between video layouts to change the view experience during a meeting.

On the icon bar beneath the Participants panel:

Click this…	To do this…
	Make the selected participant the presenter. (Drag ball to another user).
	Raise/lower your hand.
	Control your audio connection.
	Change how participants appear on your screen (List or Video view).
	Set the video options from your computer.
	Invite and remind others to join (available to the host only).

With the Computer Mouse:

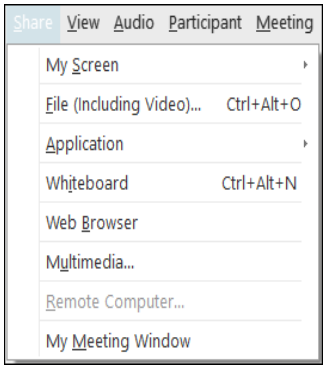
If you are the host, you can also right-click a participant's name to display some functions.



Share Content

You can access options for sharing content during your meeting via the **Share** button that is part of the In-Meeting Controls

or via the Share drop-down menu.



Select…	To share…
My Desktop	Your computer's desktop. *All open applications and icons on your desktop are visible to other participants.*
File (including Video) …	A file on your computer in the Content Viewer. Use this option to share a presentation, such as a PowerPoint file.
Application	An application on your computer. *Meeting attendees can view the application even if not installed on their computers.*
Whiteboard	A whiteboard and annotation tools. You must grant annotation privileges to other participants to give access to the tools.
Web Content	A website that attendees can navigate in the Content Viewer. Use this option to let participants fill out a form individually, for example.
Web Browser	A website that you can navigate while attendees watch you.
My Meeting Window	Your host view of the entire meeting window. Close any private chat conversations before sharing your meeting window.

Use Annotation Tools

You can give participants access to annotation tools when you schedule your meeting, or while the meeting is in progress.

- To show or hide annotation tools, click **Show-Hide** .
- To enable or disable annotation privileges, click **Allow to Annotate** , then select a participant's name.
- Click an annotation tool to turn it on. Click again to turn the tool off.

Select…	To do this…
	Use the pointer to draw attention to specific points on the screen. Color is assigned when joining a session. Click, then select **Name Pointer** or **Laser Pointer**.
Aa	Use the text tool to add text. After typing, click to display the text to participants. Change the color by selecting from the color palette.
	Use the line tool to draw straight lines. Change the color by selecting from the color palette. Click, then select a line type. Drag your mouse to draw.
	Use the shape tool to draw squares, rectangles, ovals or circles, and to add check or X marks. Change the color by selecting from the color palette. Click, then select a shape or mark type.
	Use the pen tool to draw freehand. Change the color by selecting from the color palette. Click, then select Pen or Pencil.
	Click to open the color palette, then select a color for the text, line, shape or pen tools. The selected color is used the next time you select the tool.
	Click to select the tool, then click on the annotation you want to erase. Or, click and select an option to clear pointers or annotations.

Use Video

Participants can share and view their video during a meeting.

To start and stop your video

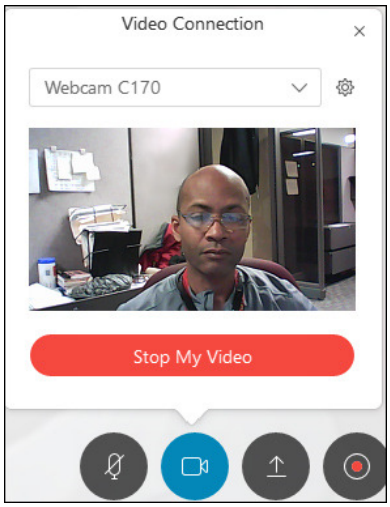
Click the camera icon in the In-Meeting controls. The icon turns green, and your video feed appears at the top of the Participants panel. Click the camera icon again to stop your video.

Video options

You can control video settings, as well as switch between cameras connected to your computer, by clicking the Set Video Options icon ( ) beneath the Participants panel.

Video view and list view

To see the thumbnail images of other panelists' video, click the view icon then select **Video View**.



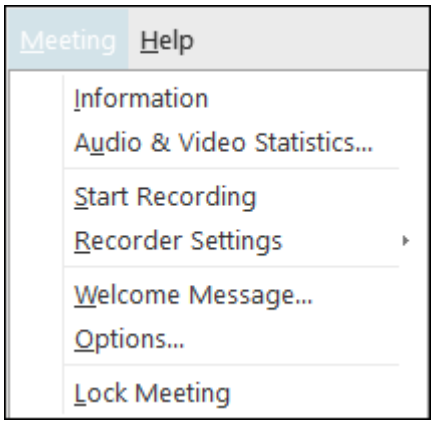
Use the Recorder

The Network-Based Recorder captures screen activity and audio on a Webex recording server. The server processes your recorded data, and then sends the recording file to your personal recordings folder on your Webex service site

Recorded files are saved in the Advanced Recording Format (MP4), a proprietary Webex format.

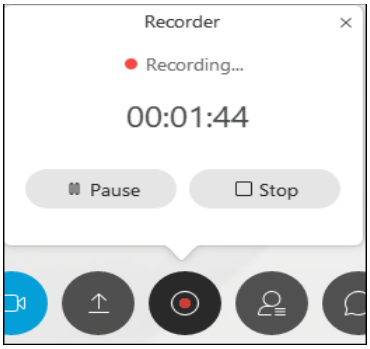
To use the recorder:

1. Start your meeting.
2. If the Quick Start page is displayed, click **Record**. Or, on the **Meeting** menu, select the **Start Recording icon.**



Note: The Recorder panel can also be opened by clicking the Recorder icon from the In-Meeting controls.

3. The Recorder panel opens, and you will be prompted to start the recording. Meeting recordings should be announced to all participants they are being recorded.



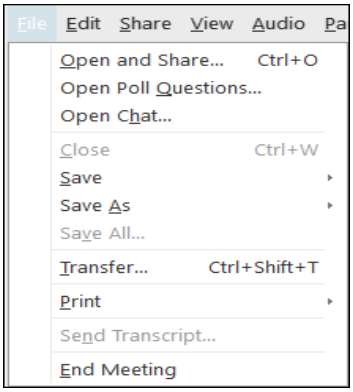
4. Click the **Pause** button when you want to stop recording briefly and click it again to re-start.
5. Click the **Stop** button to end the recording completely. *You are prompted to confirm that you want to stop recording.*

   Note: A new recording is created each time you stop recording and start again. If you pause and resume recording using the **Pause** button, only one recording is created.
6. Navigate to **Illinois.Webex.com>Recordings** to access your recordings after the meeting ends.

End or Leave a Meeting

Only the host can end a meeting, while attendees can leave a meeting at any time before it ends.

Click the red X within the In-Meeting Controls.

You may also select the **Leave** or **End Meeting** option from the File menu.

Host's View