WebEx Meeting Center Reference Guide
Creating, Hosting and Recording WebEx meetings using Meeting Center
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WebEx – Meeting Center Introduction

WebEx Meeting Center allows you to create and host online web-based meetings using your desktop, laptop, and smartphone or tablet devices. Using the voice and video features on your machine, you can schedule meetings in advance or create a quick one-click meeting on the go. Meeting center is feature rich, allowing full HD quality video so you can talk to your attendee’s face-to-face while sharing your computer desktop or individual applications during your presentation. You also have the ability to record and playback your meeting to use for future presentations.

Who can use WebEx Meeting Center?

All UW Whitewater staff and faculty have the ability to use WebEx Meeting Place to create, host and record meetings. Students are able to join WebEx meetings, but are not able to create or host meetings. To give a student, or other participant, the ability to “take control” during a WebEx meeting, give the student “presenter” rights after the meeting has started.

Log into WebEx

2. Click the Log In button, in the top right-hand corner of the calendar screen.
3. Enter your Net-ID user name and password, then click Login to continue.

NOTE: After logging into WebEx, you may be presented with the option to install the WebEx Productivity Tools application. You can install this now, or later, depending on your preferences. WebEx Productivity Tools will be covered later in this guide. Click the “DO NOT SHOW ON THIS COMPUTER AGAIN” box, at the bottom of the setup screen, if you do not wish to be prompted for this in the future.
Creating a WebEx Meeting

Schedule a Meeting:
To schedule a meeting that will take place a later date and time, please do the following:

1. From the main WebEx webpage, select **Meeting Center** from the top menu bar.
2. Select **Host a Meeting** from the left toolbar.
3. Select **Schedule a Meeting**.
4. Fill in the appropriate meeting information.
   - **Meeting Topic**: The name or topic of your meeting.
   - **Meeting Password**: Enter a password that will be required to log into the meeting. **NOTE**: It is important to require a meeting password to prevent unauthorized users from joining your meeting.
   - **Date**: The date of your scheduled meeting.
   - **Time**: The time of your meeting. Select the hour and minute as well as AM or PM. Select **Chicago Time** to configure a
different time zone for your meeting.

- **Duration:** Select how long your meeting will run.

- **Attendees:** Enter the email addresses of the people you would like to attend the meeting. **NOTE:** The Use Address Book link only links to a WebEx address book and not your Outlook address book. To configure your Webex address book go to MY WebEx | My Contacts.

- **Audio Conference:** Click the Change Audio Conference link, then select Use VolP Only. Click OK to continue.

5. Click the **Schedule Meeting** button to save your WebEx meeting.

**NOTE:** Click the Advanced Scheduler link at the top of the page to configure advanced meeting options. Advanced options will allow you to create a registration page, set an agenda and welcome screen, as well as set many other meeting options.

**NOTE:** Once your meeting is scheduled, you and your invitees will receive an email with the meeting information - including time, date, meeting number, password and a link to click that will automatically join them into the meeting.
One-Click Meeting

1. Select **Meeting Center** from the top menu bar.

2. Select **Host a Meeting** from the left toolbar.

3. Select **One-Click Meeting**.

4. Click the **Take me to One-Click Meeting** link.

**Note:** The first time you initiate a one-click meeting, you may be prompted to configure your One-Click meeting option. Please fill in the appropriate information, then click **Save & Start Meeting** to start your one-click meeting, or **Save** to simply save your one-click meeting preferences.
Note: If this is your first time launching a meeting you may be asked to install the WebEx Meeting Center client.

Click the **Start Meeting** button to instantly start your one-click meeting.

The WebEx meeting center client will now launch.
Join a Meeting

Join from the Web


2. Click the Log In button, located in the top right-hand corner of the page, to log into your meeting.

3. Enter your Net-ID and password, then click the Login button.

4. From the Meeting Center screen, locate your meeting in the calendar and click the Join or Start button to the right of the meeting.

The WebEx Meeting Center client will now launch.

Note: If this is your first time launching a meeting you may be asked to install the WebEx Meeting Center client and/or install additional browser plugins. Please follow the on-screen instructions to accept any messages and download and install the client.
Join through Email

1. Locate the WebEx email that was sent to your email address.

2. Click the **Join WebEx Meeting** link provided to you in the email.

**Note:** You may be required to login to WebEx using your Net-ID and password to join the meeting as a host.

The WebEx Meeting Center client will now launch.
Cancel a WebEx Meeting

If you wish to cancel your WebEx meeting, simply follow the steps below.

1. From the main WebEx meeting center webpage, click the Meeting Center tab located in the toolbar at the top of the page.

2. Navigate to Host a Meeting | My Meetings from the left-hand side toolbar.

3. Locate your meeting in the list, then check the check box to the left of the meeting name.

4. Click the Delete button to delete/cancel your meeting. If you have invited others to join your meeting you will be prompted to notify them of the meeting cancelation. Select Yes.

**NOTE:** Once your meeting has been canceled, a notification email will be sent to any meeting recipients about the cancelation.
Meeting Center Features

Meeting Center has many different features that can be used to enhance your meeting such as enabling video chat, sharing applications or your computer screen, and using a whiteboard.

Join an Audio Conference
1. From the main Meeting Center application window, select your audio conference option to join the audio portion of your meeting. To view the audio conference options, click the Connect to Audio button.

- **I Will Call In**: Will display the WebEx phone number, the access code, and your attendee ID number.

- **Call Using Computer**: Allows you to join the WebEx call using your computer’s microphone and speakers or attached headset.

Once successfully connected to the audio conference, the audio conference button will display “Connected to Audio”.

**NOTE**: It is highly recommended that you test your speaker and microphone before joining your meeting to make sure everything is working properly. Click on the Test speaker/microphone link to launch the audio test box.
Leave an Audio Conference

1. To leave the voice conference (disconnect the audio but stay connected to the meeting) click the **Connected to Audio** button.

2. Select **Disconnect Audio**.
Inviting Attendees
You can easily invite, and remind, attendees of your meeting using the Invite & Remind button.

1. From the main Meeting Center application window, click the Invite & Remind button.

2. Select your meeting reminder option.
   - **Email**: Enter the email address of the people you wish to attend your meeting. Separate multiple addresses with a comma. Click the Invite with your local email link to send a meeting invite using your email program.
   - **Remind**: Send a meeting reminder email to your guests.
   - **Copy Meeting URL**: Copies the WebEx meeting link to your computer's clipboard so that it can be pasted into an email or IM chat message box.
Enabling/Disabling Video during a Meeting
1. From the WebEx Meeting Center application window, locate your name in the top right-hand corner of the screen.
2. Select the video recorder icon to enable your video camera. To disable video, click the video camera icon again.

Mute/Unmute Microphone during a Meeting
1. From the WebEx Meeting Center application window, locate your name in the top right-hand corner of the screen.
2. Select the microphone icon to disable your microphone. To enable audio, click the microphone icon again.

The microphone icon will turn red when the microphone is muted.
Using the Chat Window

The chat feature allows you to chat with other users joined to the meeting. This can be helpful to use if someone is having audio issues.

1. From the main Meeting Center application window, click the “Chat” tab located in the top right toolbar.

2. In the chat message window, type your message in the available text box, then hit **Enter** on your keyboard, or press **Send**, to send the message.

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**NOTE:** If you choose to record your meeting for playback at a later time, your chat messages will show up in the chat window at the time they occurred during the meeting. Users can scroll through the chat messages during the meeting playback at any time.
Application/Desktop Sharing
This feature allows you to share a specific set of applications, files, programs, or even your entire desktop screen with users attending the meeting.

Sharing/Un-Sharing the Desktop
Sharing your desktop allows you to display your entire computer desktop and all running applications during the WebEx session.

1. From the main Meeting Center screen, click the Share My Desktop button.

2. If you have multiple monitors, select the monitor you wish to share.

NOTE: To stop sharing your desktop, move your mouse to the top of the shared screen to display the sharing toolbar, then click the red Stop Sharing button.
Sharing a File or Program
Sharing a file or program allows you to display only that file or program during the WebEx session.

1. From the main Meeting Center screen, click the button located under the Share Desktop button.

2. Select the application you wish to share.

**NOTE:** To stop sharing your application, move your mouse to the top of the shared screen to display the sharing toolbar, then click the red Stop Sharing button.
Sharing Toolbar
The sharing toolbar can be located by moving your mouse to the top of your shared screen. From the sharing toolbar you have the following options.

- **Stop Sharing**: Stop sharing the desktop or application.
- **Pause/Resume**: Pauses/resumes the screen sharing so that others cannot see what you are doing.
- **Share**: Allows you to switch between sharing a desktop and application.
- **Assign**: Allows you to handover presenter and/or mouse/keyboard control rights to another attendee.
- **Audio**: Brings up the audio options dialog box.
- **Participants**: Displays the WebEx participants list box.
- **Chat**: Displays the chat message box.
- **Recorder**: Displays the recorder control box.
- **Annotate**: Allows you to annotate on your shared screen. Displays an annotation toolbar with writing/drawing tools.
Presenter Control
As a meeting host, you have the ability to share your desktop/application and control the WebEx meeting. A presenter can also handover presenter rights to another meeting attendee giving them the ability to share their desktop/application or control the keyboard/mouse during a presentation.

Passing the Ball
Allows you to handover presenter rights to another meeting participant.

1. Locate your name in the participant’s panel in the right toolbar.
2. Click and drag the WebEx ball icon down to the name of the participant you would like to have presenter rights.
3. Release the mouse to complete the handoff.

Pass Keyboard/Mouse Control
Allows you to handover keyboard and mouse control during your presentation.

1. While in desktop or application sharing mode, move your mouse to the top of the shared screen to display the sharing toolbar.
2. Click the Assign button, then select Pass Keyboard and Mouse Control. Next, select the user you wish to pass control to.
Whiteboard
The Whiteboard feature in WebEx allows you to create whiteboard pages that can be used to type, draw, create shapes, and erase as if using a whiteboard in person.

1. From the main Meeting Center application window, click the **New Whiteboard** button, located in the top toolbar.

2. Select the writing or drawing tool you wish to use from the left toolbar and start writing/drawing on your board.

Click the (Save) button to save your screen annotations.

**Note:** To exit the Whiteboard, click the X icon, next to the Whiteboard tab, located in the top toolbar.

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**NOTE:** To return to the main Meeting Center page, click the **Quick Start** tab located in the top toolbar.
Annotating your Meeting

WebEx allows you to create annotations while sharing your desktop, applications or files.

1. From the Meeting Center application window, select the **Share Application** or **Share Desktop** button to start sharing your desktop, application or file.

2. Move the mouse to the top of the shared screen to display the sharing toolbar.

3. Click the **Annotate** button to begin annotations.

4. Select your writing/drawing tool from the annotation toolbar.

5. Start drawing/writing anywhere on your shared screen/document.

**NOTE:** You can click and drag the annotation toolbar to move it to your preferred location.

Click the 📎 (Save) button, located in the annotation toolbar, to save your annotations.

Click the **Annotate** button again, in the top sharing toolbar to stop annotating.
Meeting Center Tabs
Meeting Center tabs allow you to switch between different Meeting Center screens to display different information.

Quick Start Tab
Displays the main Meeting Center page allowing you to connect to audio, share your desktop, and send out meeting invites and reminders.

Meeting Info Tab
Displays the Meeting Center meeting details, including audio conference phone number, your attendee ID number, the meeting number, and host key.
Record a Meeting
Allows you to record the video, audio, and presentation portion of your WebEx Meeting so that it can be downloaded and played back at a later date and time.

**NOTE:** To save space on the WebEx server, please immediately download your recorded meeting, then save to your computer or network file share. After the file is downloaded, please delete the file from the server by following the instructions located in the section below titled “

**Downloading and Playing a Recorded Meeting”.

1. From the main Meeting Center application window, click the **Record** button located on the left side of the window.

The red recording message, displayed at the bottom of the Meeting Center application window, notifies you that recording has started.
Click the “Recorder” tab, located to the right, in the top toolbar, to display recorder options.

**NOTE:** Please see the section “

Downloading and Playing a Recorded Meeting” below for detailed instructions on managing your recorded meetings.

### Taking Notes

Take notes during a WebEx meeting.

Click the “Notes” tab, located to the right in the top toolbar, to display the note taking box.

Click the **Save** button to save your notes.
Leave or End a Meeting

Leave a Meeting (Without Ending Meeting)

1. Click the **End Meeting** button located to the left of the Meeting Center application window.

2. If you wish to leave the meeting, but not end the meeting completely, select **Leave Meeting**.

   Presenter rights will be handed off to another meeting participant.
End a Meeting

3. Click the **End Meeting** button, located to the left side of the Meeting Center application window.

4. If you wish to end the meeting completely, click the **End Meeting** button.

The meeting will now end for all participants.
Downloading and Playing a Recorded Meeting

This section describes how to download and playback your recorded meeting so that it can be used at a later date.

**NOTE:** To download the ARF player for a Mac computer you need to go to **Setup | Downloads | Players and Recorders | Recording and Playback** and then select the Mac OS X installer.

Download a Recorded Meeting

You can download a recorded meeting at any time by following the directions below.

1. Open a web browser and go to [http://uww.webex.com](http://uww.webex.com).

2. Click the **Log In** button and log into the WebEx page using your Net-ID user name and password. Click **Log-In** to continue.

3. Click the **Meeting Center** tab from the top menu bar.

4. From the left-hand side toolbar, navigate to **Host a Meeting | My Recorded Meetings**.

5. Locate the meeting you wish to download. Select the option to **play, email, download, or delete** from the far right-hand side toolbar.
6. Once you have selected the option to download your meeting, you will receive a message that your file is ready to be downloaded. You will also have the opportunity to download the ARF player by clicking on the Download ARF Player link. If you wish to play your WebEx recorded meetings at a later date, please make sure to download this player.
Play a Recorded Meeting

To play back your meetings you must have the WebEx ARF player installed on your machine. If you have not already done so, you will be given the option to download the ARF player while you are downloading your recorded meeting.

1. Locate the downloaded meeting file, then double-click the file to launch the recorded meeting.

Once the WebEx player launches, you will see several boxes. Depending on what features you used during your presentation you may see a desktop screen playing your presentation, a video box if you used video, a table of contents box that can be used to move between the different features of your meeting, and a participant’s box showing who attended the meeting. You will also hear audio through your speakers.

**NOTE:** If you do not see some of the meeting option boxes while playing back your meeting, click View from the menu at the top of the ARF player window, then select the options you would like to view – such as chat or video to display those options.
Convert a Recorded Meeting

To save your meeting in a format that can be easily posted to a website or played back on any computer, you can do so by converting your .AFR video file to a common video format such as (WMV) Windows Media, Flash, and MPEG-4. To convert your recorded meeting to a common video format, please follow the instructions below.

**NOTE:** Mac computers do not currently offer the option to convert recorded meetings to an alternate file format. Please locate a Microsoft Windows machine and follow the instructions below to convert your recorded meeting to an alternate video format.

1. Open your downloaded WebEx recorded meeting file.
2. Select **File | Convert Format** from the top menu bar.
3. Select the location to save your converted file.
4. Select the WebEx panels you would like saved in your recording.
5. Select your conversion start time or keep the setting as “Convert Now” to start the conversion immediately.
6. Click the **OK** button to continue.
You will receive a popup box when your conversion is complete.

**NOTE:** This may take a while depending on the length of your meeting.

Click the **Open** button to play your converted meeting once the conversion is complete.
Delete a Recorded Meeting

Please follow the instructions below to delete your recorded WebEx meeting off of the WebEx server after it has been downloaded to your computer or is no longer needed.

2. Select Meeting Center from the top toolbar, then locate Host a Meeting | My Recorded Meetings.
3. Locate your meeting, then locate the recorded meeting controls box to the far right of the meeting name.
4. Click the More button, then choose Delete.
5. You will be asked to verify that you wish to delete this recording. Click OK to continue.

Your meeting will now be deleted.
WebEx Productivity Tools

Use the WebEx Productivity Tools to quickly launch WebEx meetings from your desktop as well as integrate WebEx into Microsoft Office products.

NOTE: WebEx Productivity Tools is only available for Microsoft Windows. There does not appear to be an installer for Mac at this time.

Install Productivity Tools


2. From the top toolbar, select My WebEx.

3. Select Productivity Tools Setup from the left menu bar.

You may be prompted to configure one-click meeting options. Go ahead and fill out the appropriate options. Click Save to save your settings.
4. Click the **Install WebEx Productivity Tools with Telepresence** button to download the productivity tools installer.

5. Once the download is complete, launch the ptools.msi file to install the WebEx productivity tools program.

6. Follow the onscreen instructions to install the productivity tools application.
7. Once the installation is complete, you will receive a popup box to enter the WebEx site URL and your user name and password. Please fill in the following information:
   - **Site URL**: uww.webex.com
   - **User Name**: Your Net-ID
   - **Password**: Your password

8. Click the **Login** button to continue.

9. If asked to enter your Net-ID and password, please do so now.

10. Click the **Login** button to continue.
Once complete, you will now have a quick-launch WebEx box that will allow you to quickly create one-click meetings, join meetings, or schedule meetings from your desktop.

Launch the WebEx Desktop Client
To launch the WebEx desktop client, simply click on the “Up” arrow, located in the bottom right corner of your screen, to display the task bar. Click the WebEx “ball” icon to display the WebEx desktop client application window.
Troubleshooting

Who to Contact for Help

Cisco WebEx Technical Support – For problems connecting to a WebEx meeting.

- Phone: 1-866-229-3239
- Website: https://support.webex.com/MyAccountWeb/supporthome.do

Where Can I Learn More?
Here are some helpful resources to get more information on how to use WebEx.

- WebEx University: http://university.webex.com/training/student/content/welcome.do
- WebEx Tools & Information: https://support.webex.com/MyAccountWeb/supporthome.do
- WebEx How Do I: https://support.webex.com/MyAccountWeb/howDoI.do?root=Tools&parent=How%20Do%20I
- Lynda.com: http://go.uww.edu/lynda
- ICIT Website: http://www.uww.edu/icit/services/webex