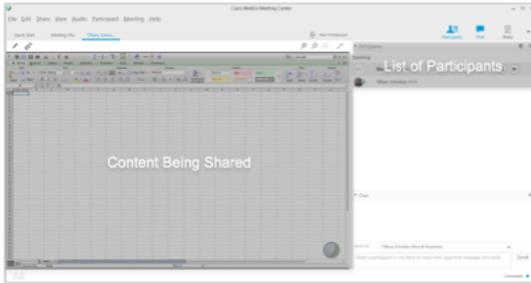


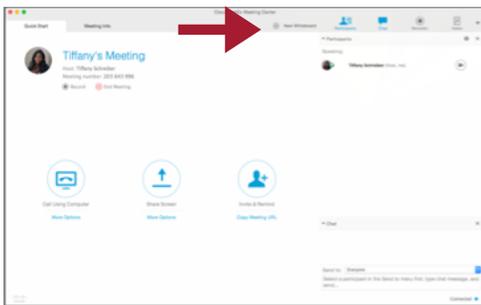
If you select Share File, a new window will open where you can select a file for uploading. The file will be imported into WebEx as a new presentation tab.

The participant with the *WebEx Ball* next to their icon is the current presenter.



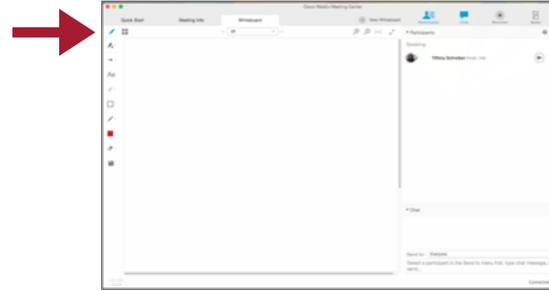
Whiteboarding

When you upload a presentation or document, or create a new whiteboard by selecting **+ New Whiteboard**, located at the top of the presentation panel, you can use the various annotation tools to annotate things in a document, or just bring certain things to attention using the pointer or other shapes.



The Annotation Toolbar

To open the annotation toolbar, select the annotate  icon located at the top of any shared content or whiteboard.



ANNOTATION TOOLBAR ICONS

	Access Tools		Box
	Assign Annotators		Pen/Pencil
	Pointer		Color Select
	Text		Eraser
	Line		Save Whiteboard

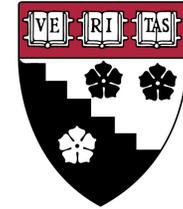
Uploading Audio/Video

You can upload an audio or video clip to a new presentation tab as well. Simply click **Share** from the menu bar, then **File**. A new window will open where you can upload a clip for viewing in the WebEx client.

To learn more about how to join or host meetings using WebEx, visit <http://help.WebEx.com>

Need Help? Contact the IT Service Center at it_onestop@gse.harvard.edu

HARVARD



GRADUATE SCHOOL
OF EDUCATION

Getting Started with Cisco WebEx



<http://hgse.webex.com>

Introducing WebEx

WebEx in an all in one web conferencing tool that allows be more productive and have engaging web meetings. WebEx allows you to host and attend meetings with:

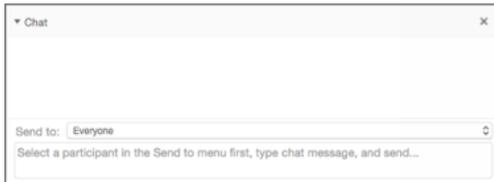
- Chats
- Recording options
- Note taking
- Polls
- Screen and file sharing
- Video

Chats

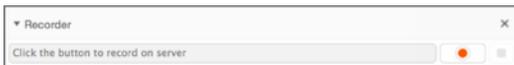


Clicking the *Chats* icon you can send messages, both public and private to attendees in your meeting. Click the *Send to* drop down menu to select whom you want to send your message, enter your message in the box below and hit enter key.

Recording



Only the host can record a meeting. Click on the *Recorder* icon to open the Recorder Panel. Clicking *Record* button will allow you to record the meeting. Pressing the stop button will stop the recording.



When you have finished your meeting, you will receive an email with a link to the recording that you can send off to attendees. You can also view a list of recordings by navigating to your WebEx site and going to *My Recordings*.

Note: If you forgot to hit the Stop button before ending your meeting don't worry! WebEx will still render your video and send you a link.

Notes



Click the *Notes* icon. You can easily take notes on your meeting and save them for your personal use. Just enter your notes in the box provided and press the Save button.

Polling



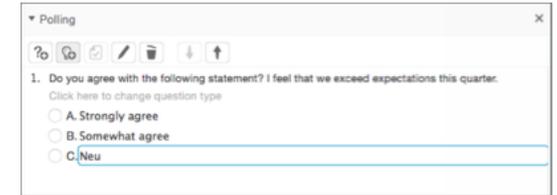
Clicking the *Polling* icon will open the Polling



Panel. As the host, the polling panel allows you to create a poll for your attendees whether it be having a vote, or just asking multiple-choice questions.

To start a poll, select the *Question* icon and enter your question. Then enter your options for answers. Selecting *Open Poll*, will allow attendees to view questions and select their answers. As attendees answer your questions

you can view their progress. When the poll is over simply click *Close Poll*. You can share polling results with attendees, or save the questions for a future meeting.



Sharing

To present in WebEx take the ball  in the participants pane and drag and drop it next to your name. You are now the presenter. As the presenter you have the option to:

- Share your desktop
- Share an application (EX: document, web browser, etc.)
- Upload a presentation or document
- Upload a video or audio clip

Note: If you share your desktop everyone in the meeting can see everything on your desktop! Also, the host can take away sharing privileges anytime during the meeting.

Sharing an application or your desktop

To share select the *Quick Start* tab from the WebEx window and then the *Share* button located in the middle of the tab, or use the share option in the top menu bar. Clicking the *More Options* icon located right below the *Share* button will open a new window displaying your sharing options.