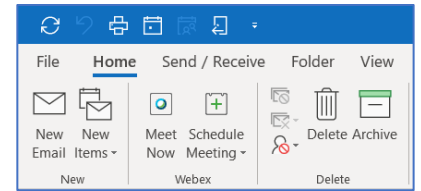


How to use the WebEx Meeting Center for Hosts and Attendees

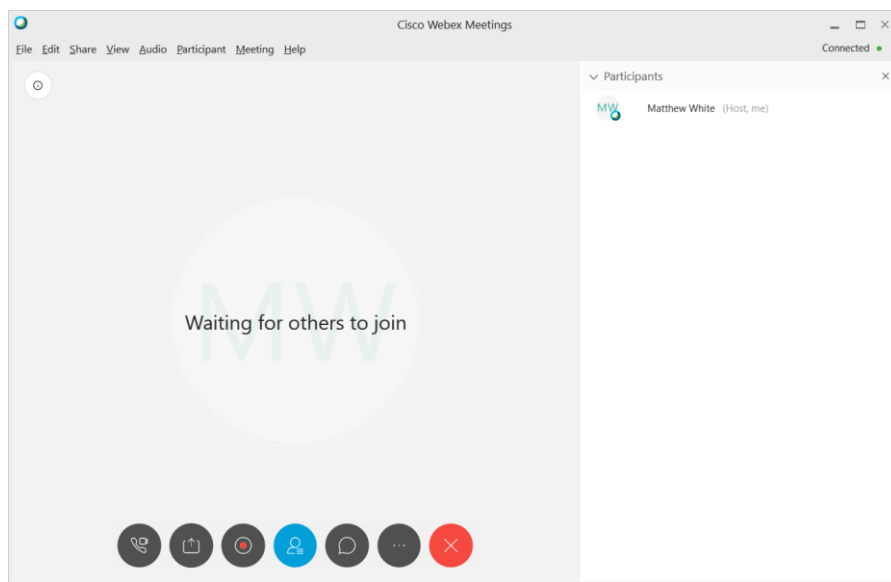
Before you begin:

1. You must have a MetroHealth WebEx host account already created.
2. You have installed the WebEx Productivity Tools to Outlook and can see the WebEx buttons.
3. You have reviewed the WebEx Productivity Tools instructions or are familiar with how to start / host a WebEx meeting.



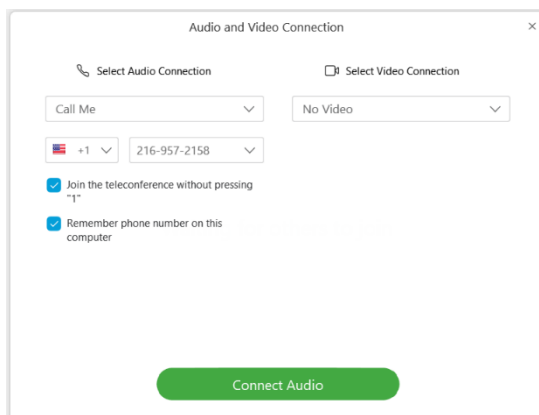
To host a full-function WebEx meeting that includes the ability to share screens and display a PowerPoint presentation.

Step 1. From a PC with Outlook open, click on the green button in your scheduled WebEx meeting. That will launch the WebEx Meeting Center application. When the meeting is open, you will see something like this:



Other invitees may or may not have already joined, but when they do, they will be identified either as a call-in user or by name in the participants panel on the right.

When you join, you should be presented with this dialog to get you connected to the audio bridge:



To connect to audio, there are three options:

1. **Call Using Computer:** Use your computer's speakers/microphone (or headset connected to the PC). Clicking **Connect Audio** will immediately join you to the meeting via the computer.
2. **Call Me:** By inputting a phone number in this field and clicking **Connect Audio**, WebEx will call you and connect you to the meeting.
3. **I will call in:** Using the meeting details, you can use any telephone to call into the meeting. Selecting this option will display the dial-in information to use to get connected.

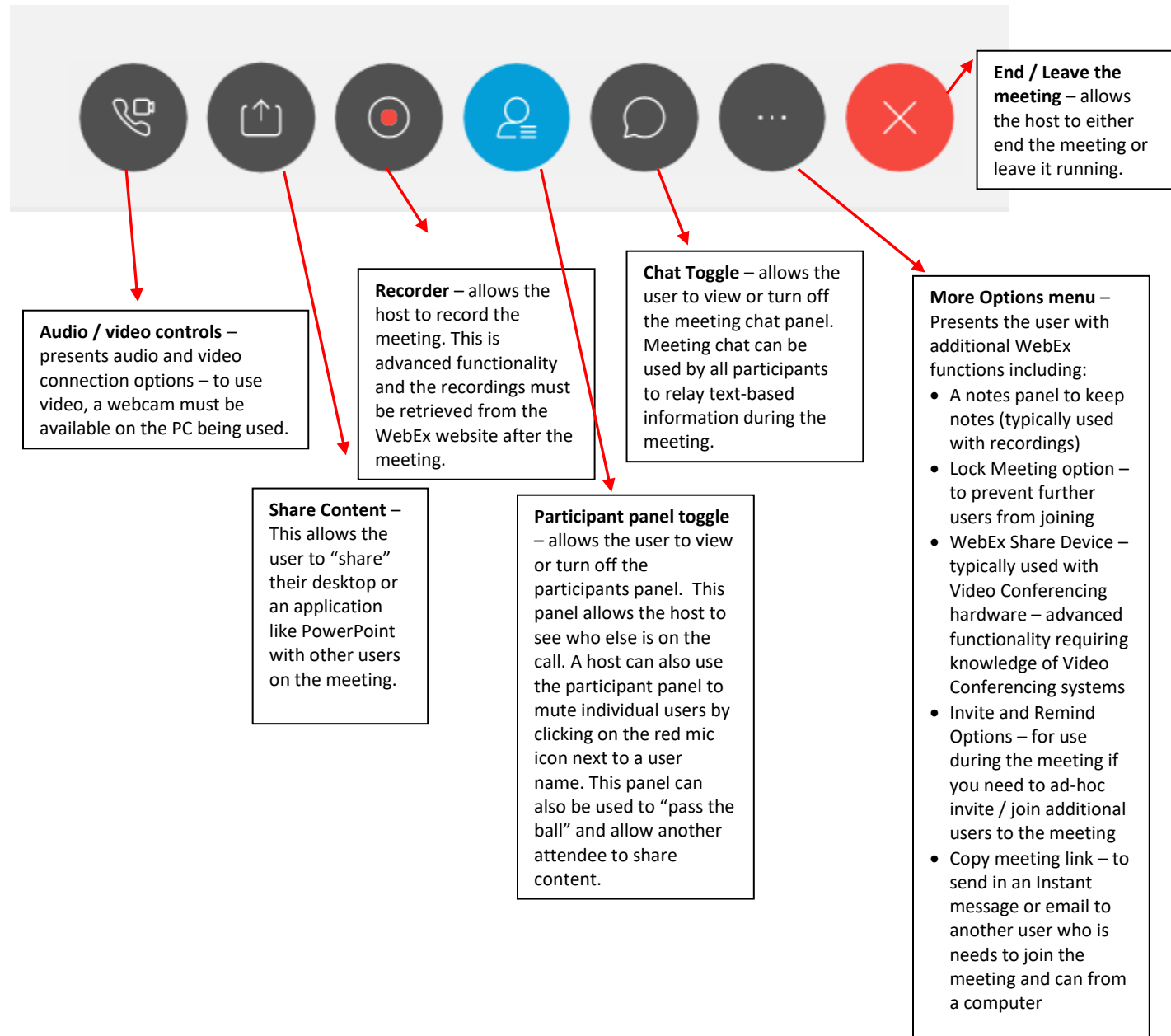
WebEx Meeting Center Controls for hosts

How to use the WebEx Meeting Center for Hosts and Attendees

The meeting details / info button can be found in upper left corner of the meeting window. Clicking this button (image on the right) will provide the details for the current meeting



Once the host has joined the meeting, the following controls appear at the bottom of meeting center.



Additional useful Menu Options (from the menu bar at the top of meeting center):

Participant Menu – In this menu, there are many tools, but two frequently used tools for hosts to use during a meeting:

- **Mute on Entry:** This function will set all meeting attendees (except the host) to mute when they join the meeting – good for larger meetings.
- **Entry and Exit Tone toggle:** If people are joining and leaving, this will turn the beeps off.