Attending a Meeting

Legal Terms:
Use of the applications by non-Intel individuals will be governed by Intel's eCollaboration Terms of Use (http://www.intel.com/sites/corporate/legal_ecol.htm). External users should be directed to these terms and instructed that they will apply to their use of the application. If any external user has questions about the Terms, please direct them to IT Legal.

Security Considerations:
- WebEx* meetings may include non-Intel participants.
- Protect information assets by sharing information on a need-to-know basis under non-disclosure agreements.
- Meetings are encrypted using 128-bit Secure Socket Layers.
- No files are stored on the server before or after a meeting.
- Meetings require the use of a strong password.
- Meetings are "Unlisted" and only accessible with the meeting number and password.

First Time Users:
The first time you attend a meeting, you will need to install a plug-in. This can be done automatically or manually prior to meeting start. If you let the system automatically install the plug-in, it may slow your access to the meeting while the install takes places. The best procedure is to manually install the plug-in. See below steps. Allow 5 minutes before the meeting for the installation.

1. Point your browser to **http://intel.webex.com**
2. From left navigation bar, select **Set Up** > **Meeting Manager**.
3. Click **Set Up**. Setup takes a few seconds to several minutes depending on your connection speed.
4. When you see the message *Setup is complete*, click **OK**.

Joining a Meeting:
There are two ways to join a WebEx meeting, clicking on a hyperlink or entering the meeting number provided by the host.

Using a Meeting Number and Password :
1. Point your browser to **http://intel.webex.com.**
2. Enter the **meeting number** provided by the host.
3. Click **Join Now.**
4. Enter your **full name, (add company and title if desired), e-mail address,** and **meeting password**.
   The password is provided in a *separate* e-mail message.
5. Click **OK**.
6. The Meeting Manager window will open.

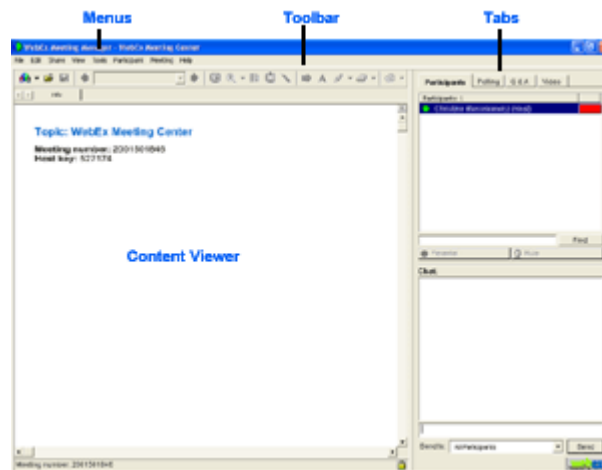### Using a Hyperlink and Password:
1. Open e-mail sent by the host. Click **meeting hyperlink**.
2. Click **Join Now**.
3. Enter your **full name, (add company and title if desired), e-mail address,** and **meeting password**.
   The password is provided in a *separate* e-mail message.
4. Click **OK**.
5. The Meeting Manager window will open.

To Leave a Meeting:
1. Close the Meeting Manager window.

Overview of the Meeting Window:
The WebEx Meeting Window is divided into 4 sections:
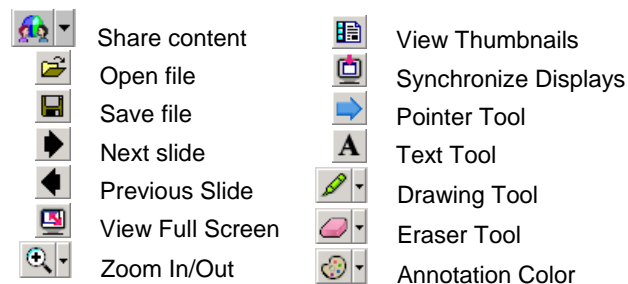

Content Viewer:
Displays the documents, applications, or whiteboards shared by the host, presenter, or other participants.

Menu Bar:
- **File menu** allows you to open, save and print files.
- **Edit menu** allows you to edit shared content.
- **Share menu** allows you to share presentations, etc.
- **View menu** allows you to zoom in and out on content.
- **Help menu** provides online help.

Additional menus are only available to host or presenter.

Toolbar:

Icon	Function	Icon	Function
	Share content		View Thumbnails
	Open file		Synchronize Displays
	Save file		Pointer Tool
	Next slide		Text Tool
	Previous Slide		Drawing Tool
	View Full Screen		Eraser Tool
	Zoom In/Out		Annotation Color

Tabs:
- **Participant tab** displays list of participants and allows you to chat with participants.
- **Polling tab** allows you to answer questions asked by the host.
- **Video tab** displays live video sent by the host.

Technical Support:
Phone support Available 24x7. For support numbers go to
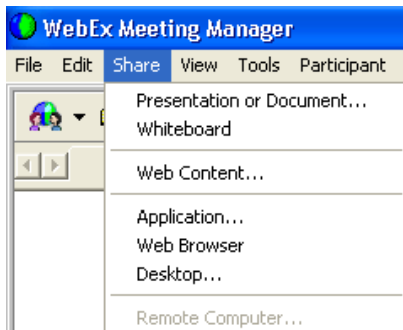https://intel.webex.com/intel/site/support.php

Participating in a Meeting

Sharing Content:

The WebEx Meeting center allows you to share a variety of content, including documents, presentations, applications, desktops, web pages, and whiteboards. **Note:** You must be granted *Share* privileges by the Host to share content.

Sharing a Presentation or Document:

Sharing a presentation or document displays a snapshot of the file that can be annotated, but cannot be modified or saved in its native format. To share a document or presentation:

1. Select **Share** > **Presentation or Document.**
2. Browse to file. Click **Open**.
3. The presentation will display in the Content viewer window.

Sharing a Whiteboard:

Sharing a whiteboard allows you to type text and draw objects that all participants can view in the Content viewer. Whiteboards can also be saved and printed. To share a whiteboard:

1. Select **Share** > **Whiteboard.**

--- The following items need Presenter Rights ---

Sharing an Application:

Sharing an application allows you to open, edit, and save a file in its native format in Meeting Manger. To share an application:

1. Select **Share** > **Application.**
2. Select the application from the Share Application window.
3. Click **Share**. The meeting participants will see your application.

Sharing your Desktop:

Sharing your desktop allows participants to view all of the open applications and windows, and all the actions you take. You can also transfer control of your desktop to the host or another participant. To share your desktop:

1. Select **Share** > **Desktop.**
2. If you want to share control of your desktop, select the host or participant from the drop down list.
3. Click **OK**. The meeting participants will see your desktop.

Web Content vs. Web Browser:

Web Content - Presenter can push a web site to attendees for their control. If presenter closes the site, it closes on both ends.
Web Browser - Applications sharing a browser - Attendees see it but have no control.

Interacting:

WebEx Meeting Window gives you several ways to interact with the meeting host, other participants, and shared content. Interactions include raise a hand, chat, polling, Q&A, and annotating shared content.

Raise a Hand:

If your meeting includes a teleconference or internet phone conference, you can use the Raise Hand feature to indicate to the host that you have a question or comment. To raise your hand and request to speak:

1. Click the **Participants tab** > [Raise Hand]
2. A raised hand icon will appear next to your name in the host's and presenter's Participants tab.

Chat:

Chat allows you to send and receive messages from meeting participants. You can send a message to all participants or an individual. To send a chat message:
1. Click the **Participants tab**.
2. Type a message in the **Chat** box.
3. From the drop down list, select the recipient of the message, or select **All Participants**.
4. Click **Send**.

Polling:

Another way to participate is to answer a poll question. The host can pose a question in the Polling tab. You select from the possible answers and submit your response. The poll results will be displayed in the Polling tab. To answer a poll question:
1. Click the **Polling tab**. The question and answers display.
2. Click on your answer to the question. Click **Submit** to submit your answer.
3. The results of the poll will be displayed in the **Polling tab**. The Results column show the percentage of participants who selected each answer.

Annotating Shared Content:

There are several ways to annotate shared content: type text, draw objects, or highlight. To type text, draw objects or highlight:
1. From the toolbar, select **Text tool** or **Drawing tool** button.
2. Click the **down arrow** next to the tool to select from the Drawing tool palette.
3. Position cursor in Content viewer.
4. Begin typing your text or drawing annotations.