This guide covers the basic functions you will use to schedule or attend an Event Center session from your Apple computer. Also included here are instructions for using the most common tools available during your events.

Visit university.webex.com for more Event Center training materials. Though not Mac-specific, these tutorials provide in-depth information and instruction.

Schedule an Event

To schedule an event, you must, at a minimum, complete the **Basic Information, Date & Time,** and **Audio Conference Settings** on the event scheduler.

To schedule an event:

1. Log in to your Event Center site and click **Schedule an Event** on the left navigation bar.
2. Complete the **Basic Information**.
3. Specify a **Date & Time**, including any different time zones for attendees.
4. Select the **Audio Conference Settings**.
5. Click **Schedule This Event**.

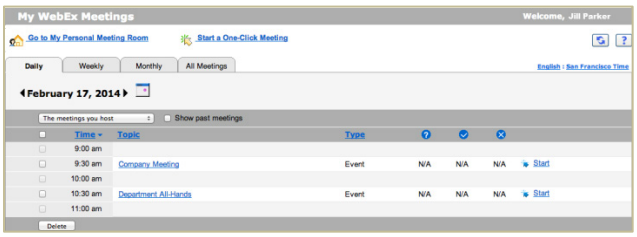
You can also add additional details such as requiring registration, assigning presenters and panelists, uploading material, and scheduling event notification and follow-up emails.

Start an Event

The host must start the event before other attendees can join.

To start an event:

1. Log in to your organization's Event Center site and click **My WebEx** on the top navigation bar. *A list of events appears.*



2. Locate the event from the list and click **Start**. *The event window opens.*

Join an Event

When hosts schedule events, they send an email to invited attendees with the information on how to join. The event can also be joined from your WebEx site.

To join an event:

From an email	1. Open your invitation or registration message, and then click the link to join the meeting. *The Event Information page appears.* 2. Under Join Event Now, enter your name, email address, and the event password. 3. Click **Join Now**. *You are connected to the meeting.*
From a WebEx site	1. Open a web browser and navigate to the WebEx site. 2. Click **List of Events** under Attend an Event on the left navigation bar. *A list of events appears.* **Note**: To join an unlisted event, in the left navigation bar, click **Unlisted Events**. Enter the meeting number, then click **Join Now**. 3. Click the name of the event. *The Event Information page appears.* 4. Enter your name, email address, and the event password. 5. Click **Join Now**.

Connect to the Audio Conference

Participants can choose to connect to the audio conference with either a telephone or a computer through VoIP (Voice over Internet Protocol).

To connect by phone:

After you join the event, from the Audio Conference window, select a phone option and follow the steps in the table below.

Select…	Then…
Call me at a new number	1. Select the check box **Remember phone number on this computer** if you would like to store this number for future events. 2. Click **Call Me**. *You will receive a call and may be prompted to press 1 to connect.*
Call Me <stored number>	Click **Call Me.** *You will receive a call and may be prompted to press 1 to connect.*

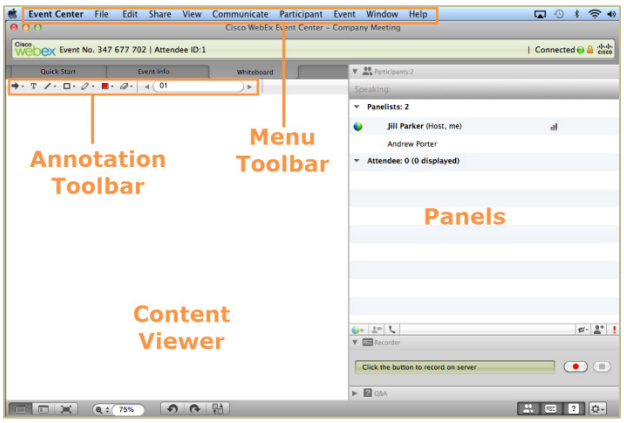
I will call in	1. Dial the phone number listed, enter the event access code, and enter your attendee ID #. You will be connected. 2. Close the window.

To join using your computer:

1. Under Use Computer for Audio, click **Call Using Computer**. *You are connected to the audio conference*.
2. Adjust your speaker and microphone settings as needed.

Navigate the Event Window

The event window is similar to a conference room where people meet in person. This is also where the event is managed and material is shared. The menu items at the top of the page allow access to additional Event Center functions.



Content Viewer: Displays presentations, documents, video files, whiteboards, and Web content.

Panels: Provides areas for chat, polling, Q&A, names of participants, and the recorder.

Menu Toolbar: Allows access to Event Center tools and functions.

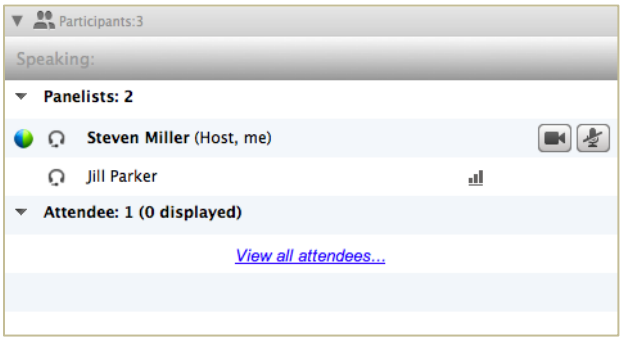
Annotation Toolbar: Lets participants annotate files and whiteboards shared during an event.

Use the Participants Panel

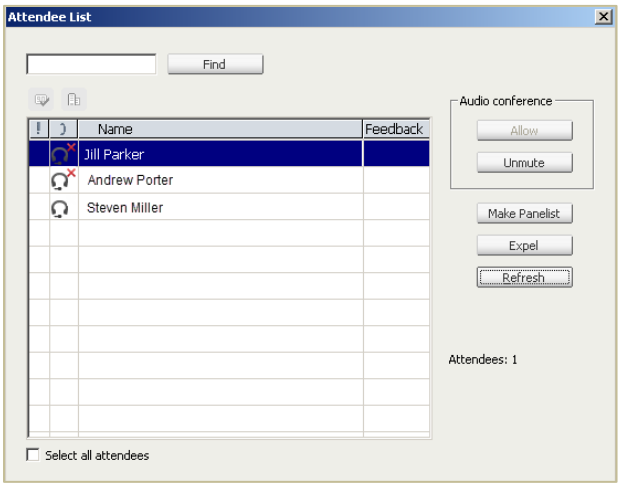
By default, the Participants panel will display only the names of the host and panelists to others in the event. Attendees will see their names, as well as the names of panelists and hosts.

Participant's View

Host's View



The host can click *View all attendees…* to display a list of attendees. From here, an attendee can be unmuted, made a panelist, or expelled from the event.



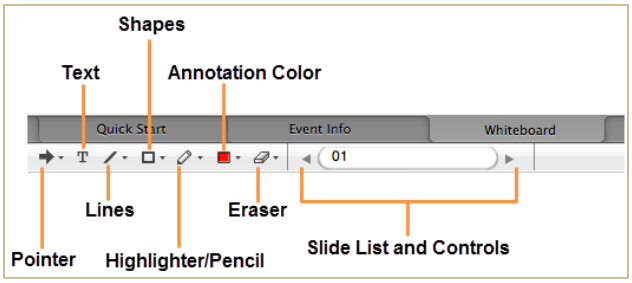
Share Content

You can access options for sharing content during your event from the **Share** menu.

Select…	To share…
My Desktop	Your computer's desktop.
File (including Video)…	A file on your computer.
Application	An application on your computer.
Whiteboard	A whiteboard and annotation tools.
Web Content	A website that attendees can navigate.
Web Browser	A website that attendees can view.
Multimedia	Audio or video files that reside at a web address (URL).
My Event Window	Your entire event window.

Use Annotation Tools

You can annotate files and whiteboards that you share during an event. If you grant permissions, attendees can use both text and graphics tools to highlight, add notes, and create basic images. Then, all documents can be saved and distributed.



Use Video

The current presenter can always send video during an event. Up to five panelists can share their video during an event. You can change an attendee's role to panelist if you want them to share their video.

To start and stop your video:

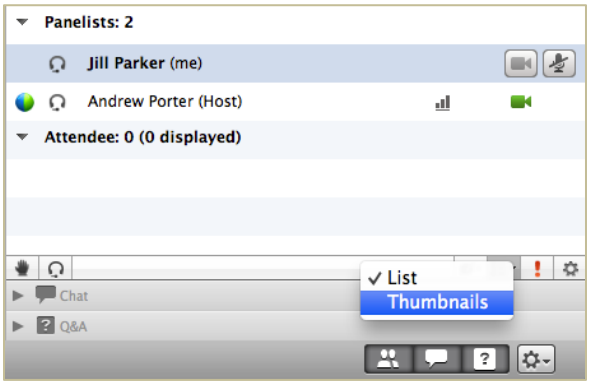
Click the camera icon ( ) in the Participants panel. The icon turns green, and your video feed appears at the top of the Participants panel. Click the camera icon again to stop your video.

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.

Thumbnail view

To see the thumbnail images of other panelists' video, click the view icon ( ), and then select **Thumbnails**.

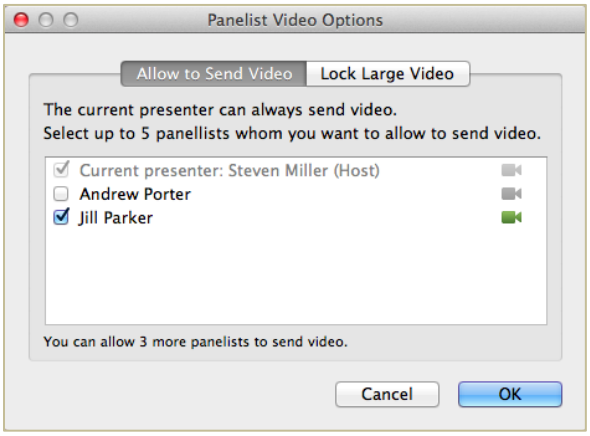


Full Screen Mode

You can expand the video image to full-screen mode by clicking the active speaker icon ( ) on the Participants panel. To exit full-screen mode, click **Exit Full-Screen**.

Panelists' Video

To allow up to five panelists to share their video, while in full-screen mode, click **Panelist Video Options**. Then, click the checkbox next to a panelist's name to allow them to share video.



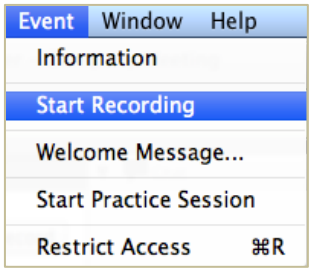
To focus video on a single panelist, click **Lock Large Video**, and then select either the active speaker or a specific panelist.

Use the Recorder

The WebEx 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 (.arf), a proprietary WebEx format.

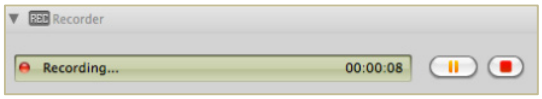
To use the recorder:

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



Note: The Recorder panel can also be opened by clicking the Recorder icon (REC) on the icon tray below the Participants panel.

3. Once a connection is established, the Recorder panel opens and recording begins.



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.

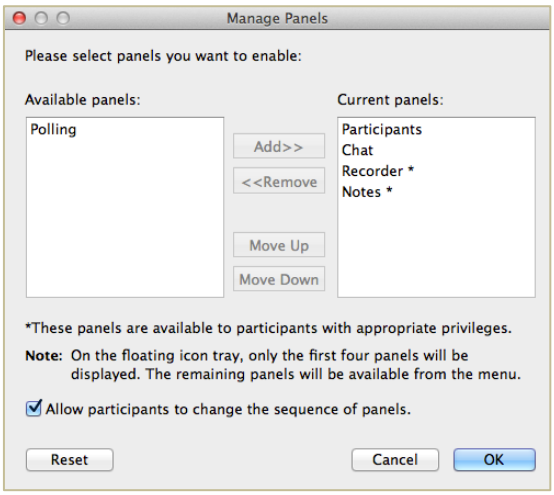
6. Navigate to **My WebEx>My Files>My Recordings** to access your recordings after the event ends.

Use Polls

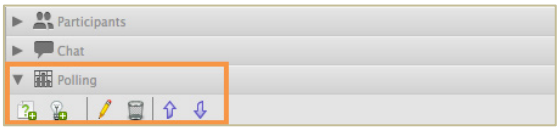
The Polling feature allows the host or presenter to conduct a survey or questionnaire with attendees during a WebEx event. You can create, edit, and save a poll using the Polling panel within a WebEx event.

To open the Polling panel:

1. If the Polling panel is not displayed, click the gear icon ( ), then **Manage Panels**. *The Manage Panels window appears.*



2. Select **Polling** under Available panels, and then click **Add >>**.
3. Click **OK** to close the window The Polling panel appears beneath the other available panels.



To create a poll:

1. Open the Polling panel.
2. Click the **Add New Question** icon ( ), and then type a question. Repeat this step for each question
3. Click the **Add an Answer** icon ( ), and then type the answer. Repeat this step for each answer.

4. Click the text **Click here to change question type** to display your choices for answer format.
   - **Single answer:** Displays as radio buttons and allows only one selection
   - **Multiple answer:** Displays as check boxes and allows more than one selection.
   - **Short answer:** Displays a text box and allows attendees to type an answer.
5. Optional steps. You may select **Record individual responses** to view and/or share each participant's responses in the poll results, and click **Options** to modify or disable the default 5-minute time limit set for the poll.
6. Use the table to determine your next step:

To…	Do this…
Save the poll for use in the future	1. Click the **Save** icon ( ) on the polling toolbar. *The **Save Poll Questions As** window appears.* 2. Type a name for the file in the *File Name* box and click **Save**.
Administer the poll	Follow the steps outlined below, in "Administer a Poll."

Administer a Poll

You must open a poll before it can be administered.

To access a poll saved on your computer:

1. Click the **Open** icon ( ) on the polling toolbar. *The **Open Poll Questions** window opens.*
2. Navigate to the proper folder and select the poll file (.atp extension).
3. Click **Open**. *The poll opens.*

To conduct and close the poll:

1. At the bottom of the Polling panel, click **Open Poll**. *The poll opens in the attendee Polling panel and is available for input.*
2. Click **Close Poll** to end the poll if you haven't set a time limit or if you want to end it before the time is up.

Share Poll Results

After administering your poll to attendees, you can choose to share the results with them.

1. In the *Share with attendees* section, select one or more options:

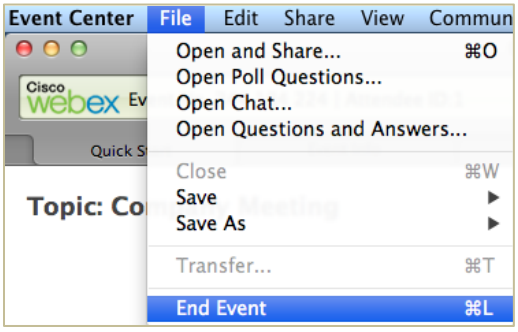
Option	Select this option to share…
Poll results	…the Results statistics and Bar Graph for each question in the attendee's Polling panel.
Individual results (available if you select Record Individual responses when creating the poll)	…all attendees' answers to each question with everyone.

2. Click **Apply**. The results are displayed for attendees.

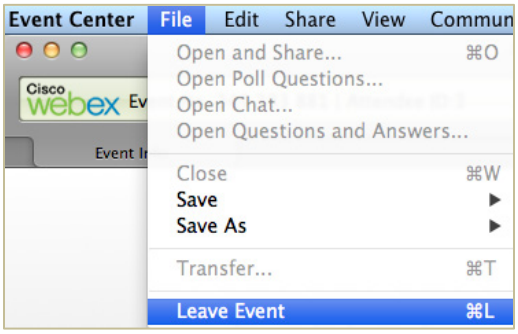
End or Leave an Event

Only the host can end an event, while attendees can leave an event at any time before it ends. Select the appropriate option from the **File** menu.

Host's View



Attendee's View



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