Cisco WebEx Event Center
Getting Started

This guide covers the basic functions you will use to schedule or attend an Event Center session from your Windows 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 and in-depth information.

Schedule an Event

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

To schedule an event:

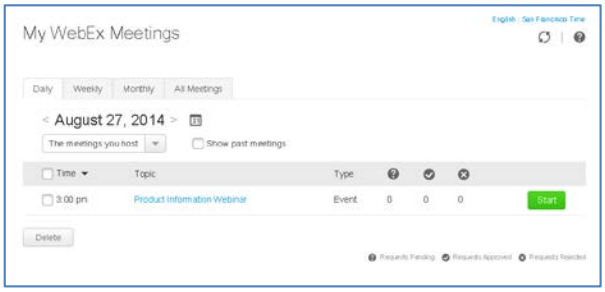
1. Click **Host an Event > Schedule an Event** on the left navigation bar of your WebEx Event Center site.
2. Complete the **Basic Information** section.
3. Specify a **Date & Time**, including any different time zones for attendees.
4. Select the **Audio Conference Settings**.
5. Click **Schedule This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

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 event. *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 session.*
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 event 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:

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.*

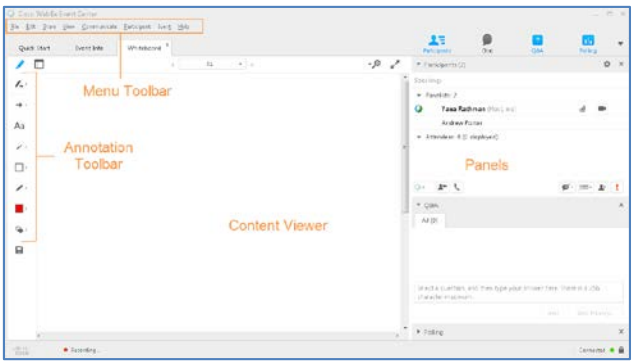
I will call in	1. Dial the phone number listed, enter the event access code, and enter your attendee ID #. You will be connected. 2. Close the window.

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.

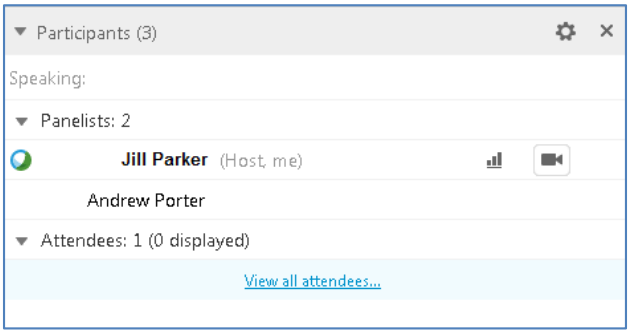
Annotation Toolbar: Lets participants annotate files and whiteboards shared during an event.

Use the Participants Panel

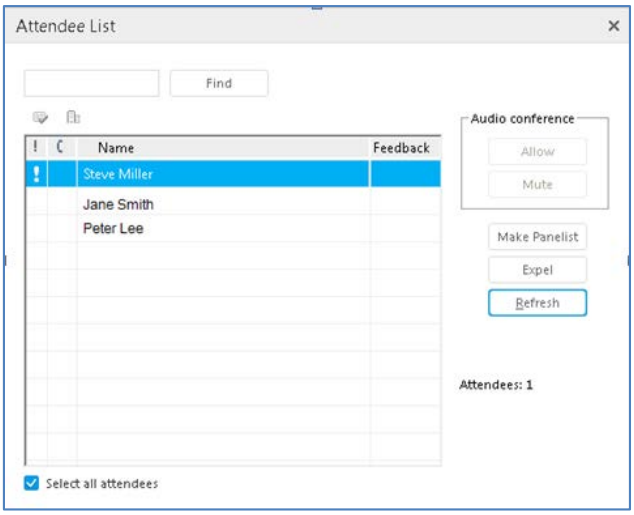
By default, the Participants panel will display only the names of the host and panelists to others in the event. Attendees will see their names, as well as the names of panelists and hosts.

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.

- To show or hide annotation tools, click **Show-Hide**.
- To enable or disable annotation privileges, click **Allow to Annotate**, then select a participant's name.

	Use the pointer to draw attention to specific points on the screen. Color is assigned when joining a session. Click, then select **Name Pointer** or **Laser Pointer**.
Aa	Use the text tool to add text. After typing, click to display the text to participants. Change the color by selecting from the color palette.
	Use the line tool to draw straight lines. Change the color by selecting from the color palette. Click, then select a line type. Drag your mouse to draw.
	Use the shape tool to draw squares, rectangles, ovals or circles, and to add check or X marks. Change the color by selecting from the color palette. Click, then select a shape or mark type.
	Use the pen tool to draw freehand. Change the color by selecting from the color palette. Click, then select Pen or Pencil.
	Click to open the color palette, then select a color for the text, line, shape or pen tools. The selected color is used the next time you select the tool.
	Click to select the tool, then click on the annotation you want to erase. Or, click and select an option to clear pointers or annotations.

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:

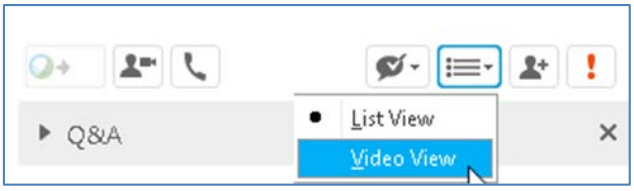
Click the camera icon ( ) in the Participants panel. The icon turns green, and your video feed appears at the top of the Participants panel. Click the camera icon again to stop your video.

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 **Video View**.



Full Screen Mode

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

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.

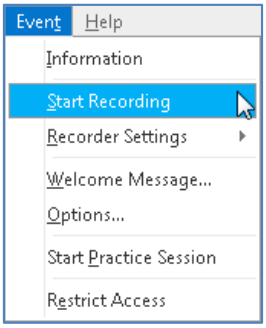
To focus video on a single panelist, click **Lock Large** Video, and then select either the active speaker or a specific panelist.

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.

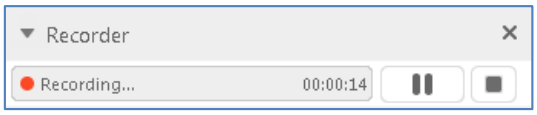
To use the recorder:

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 ( ) 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*.

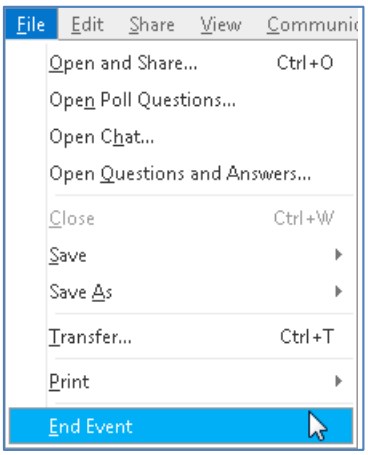
   Note: A new recording is created each time you stop recording and start again. If you pause and resume recording using the **Pause** button, only one recording is created.
6. Navigate to **My WebEx>My Files>My Recordings** to access your recordings after the session ends.

End or Leave an Event

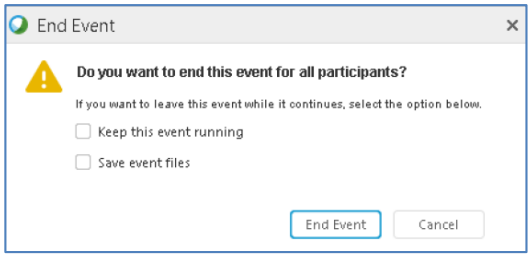
Only the host can end an event, while attendees can leave an event at any time before it ends.

1. Select the appropriate option from the File menu.

Host's View



2. Click **End Event** or **Leave Event** to confirm.



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