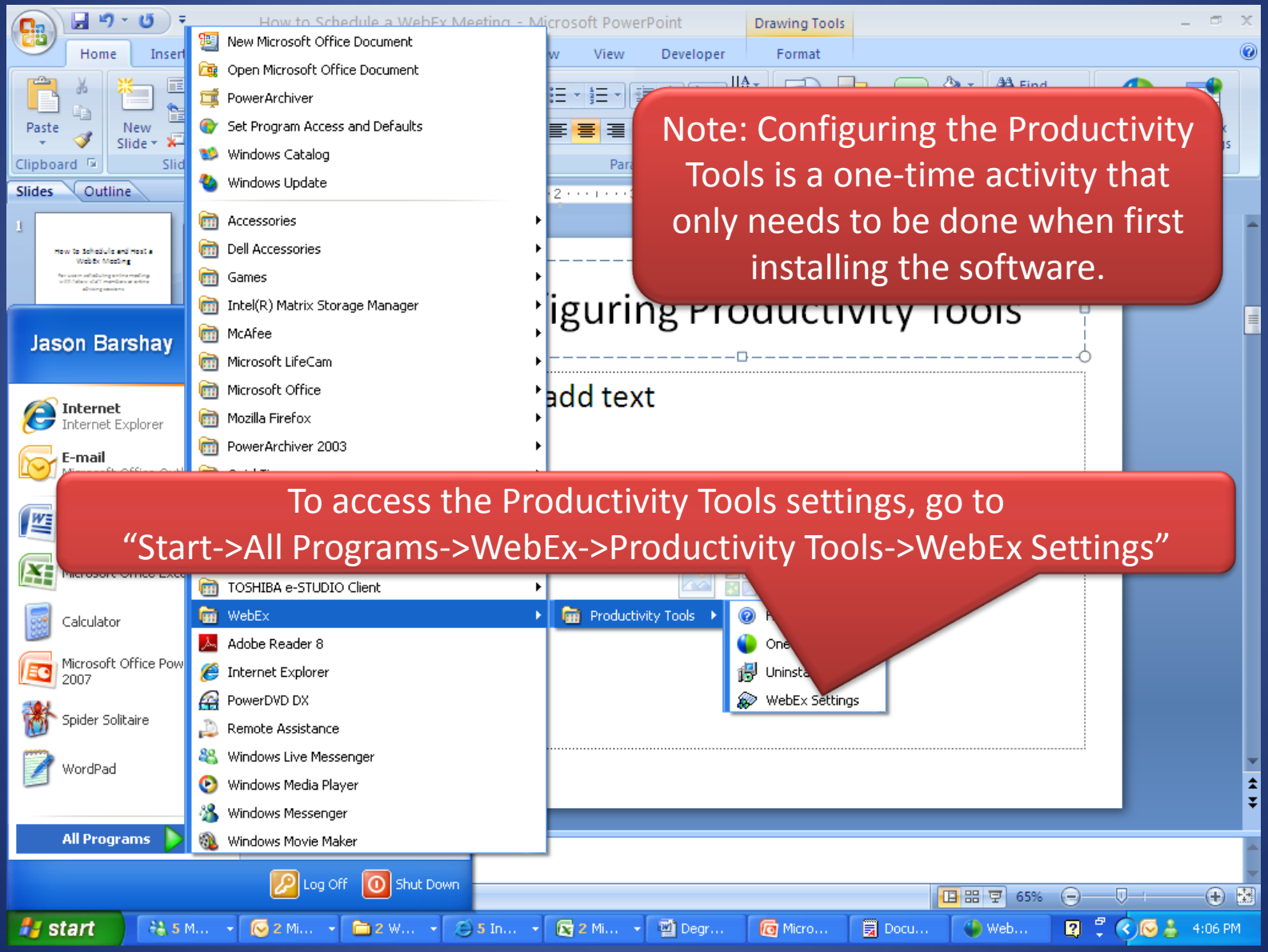
Using WebEx for Staff and Student Meetings

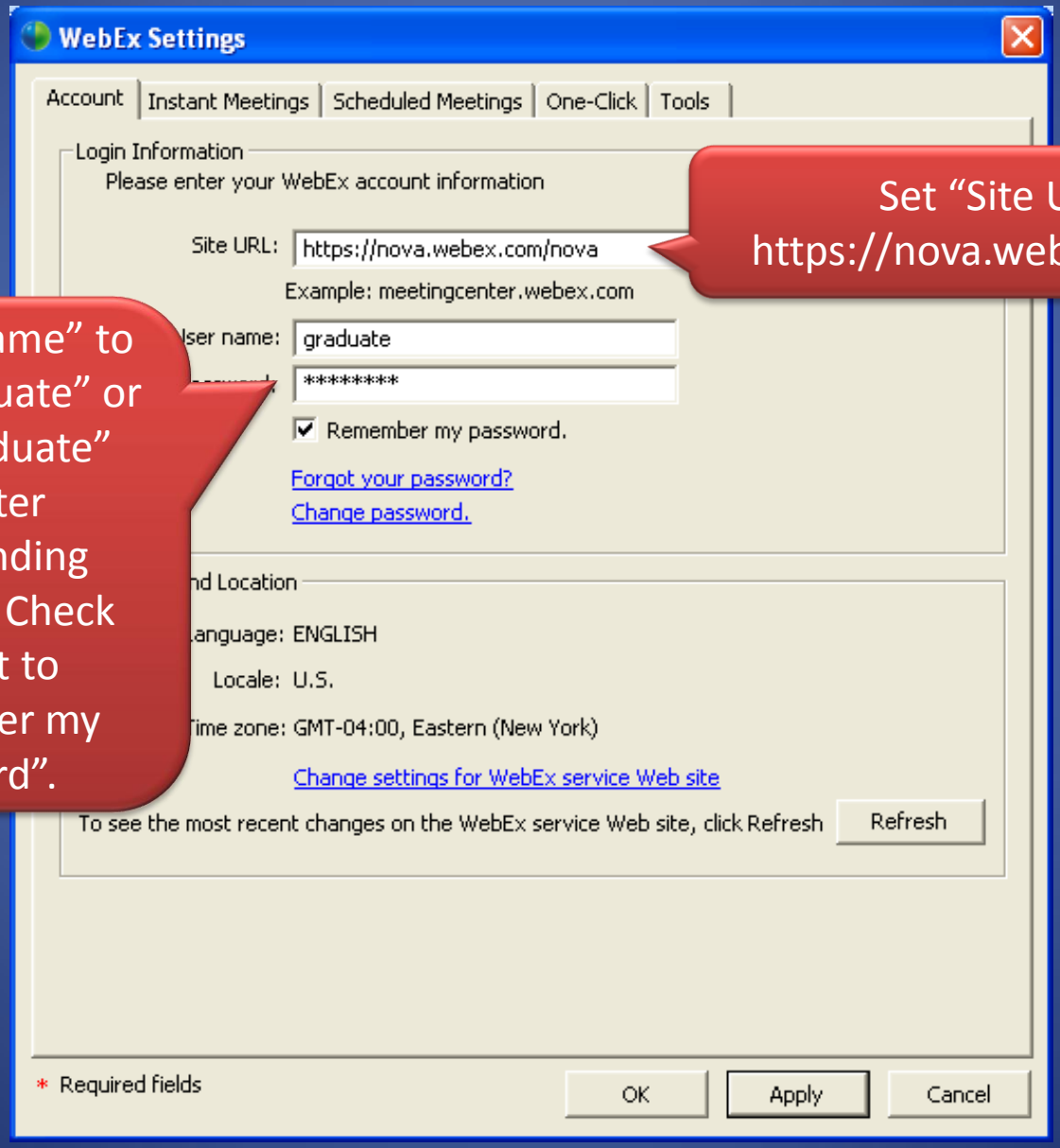
Overview

- This presentation describes four activities related to using WebEx for meetings:
  - A one-time setup of the WebEx Productivity Tools
  - How to schedule a WebEx meeting inside Outlook
  - How to start a WebEx meeting from Windows Live Messenger
  - How to use a web cam in a WebEx meeting

Productivity Tools Setup



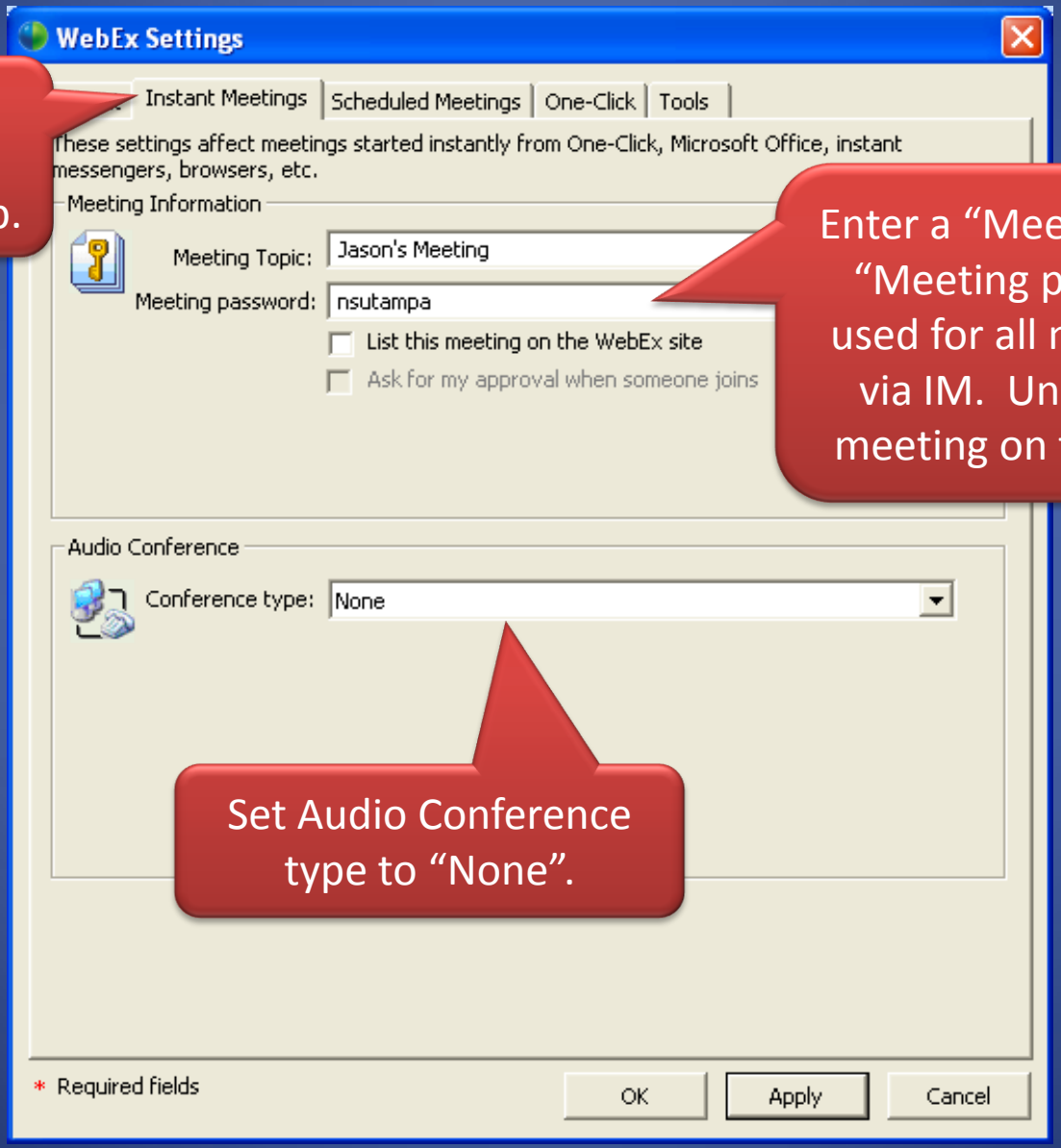
Productivity Tools Setup (cont'd)



Set "Site URL" to https://nova.webex.com/nova

Set "User name" to either "graduate" or "undergraduate" and enter corresponding password. Check box next to "Remember my password".

Productivity Tools Setup (cont'd)

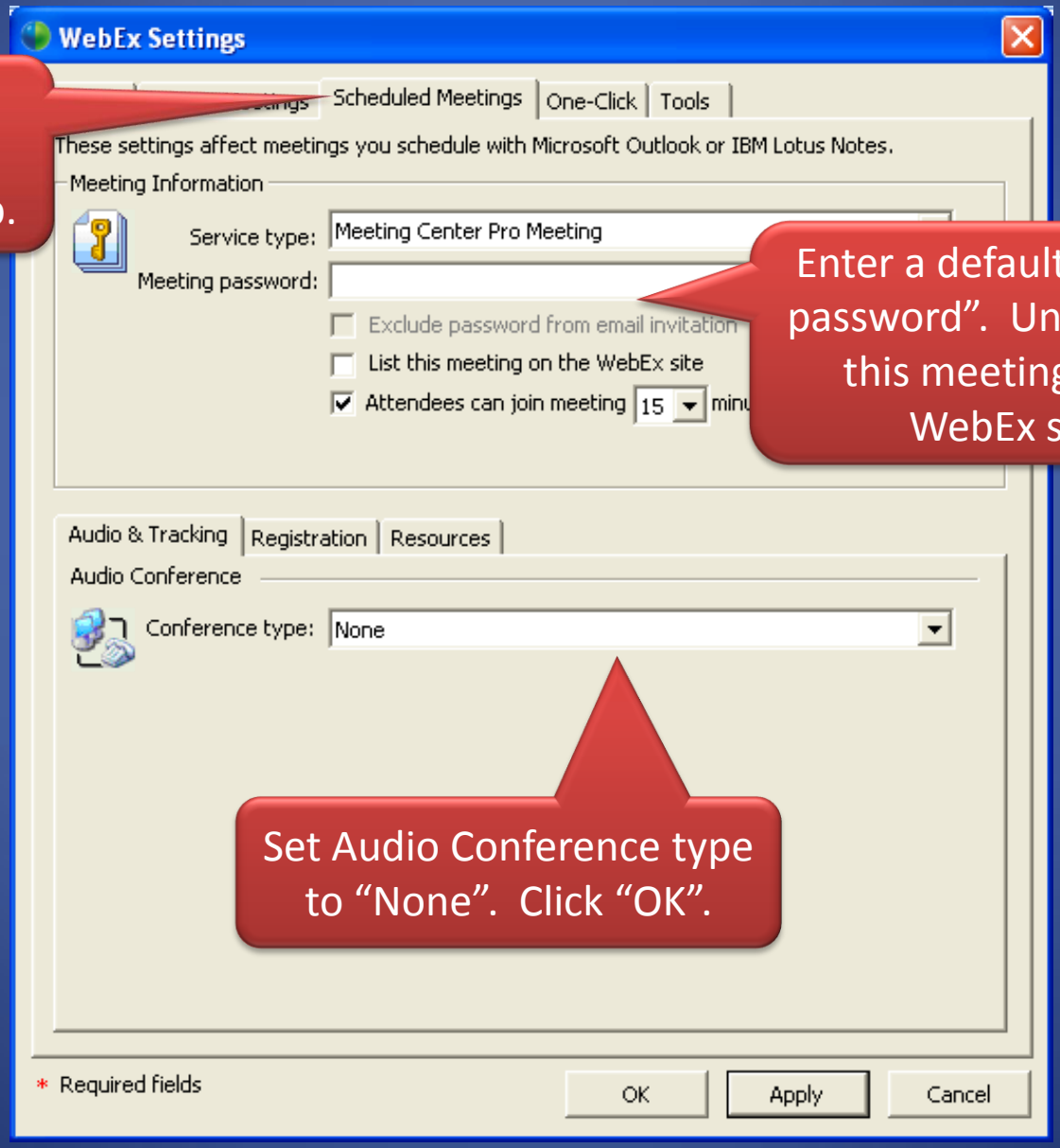


Go to the "Instant Meetings" tab.

Enter a "Meeting Topic" and a "Meeting password" to be used for all meeting initiated via IM. Uncheck "List this meeting on the WebEx site".

Set Audio Conference type to "None".

Productivity Tools Setup (cont'd)

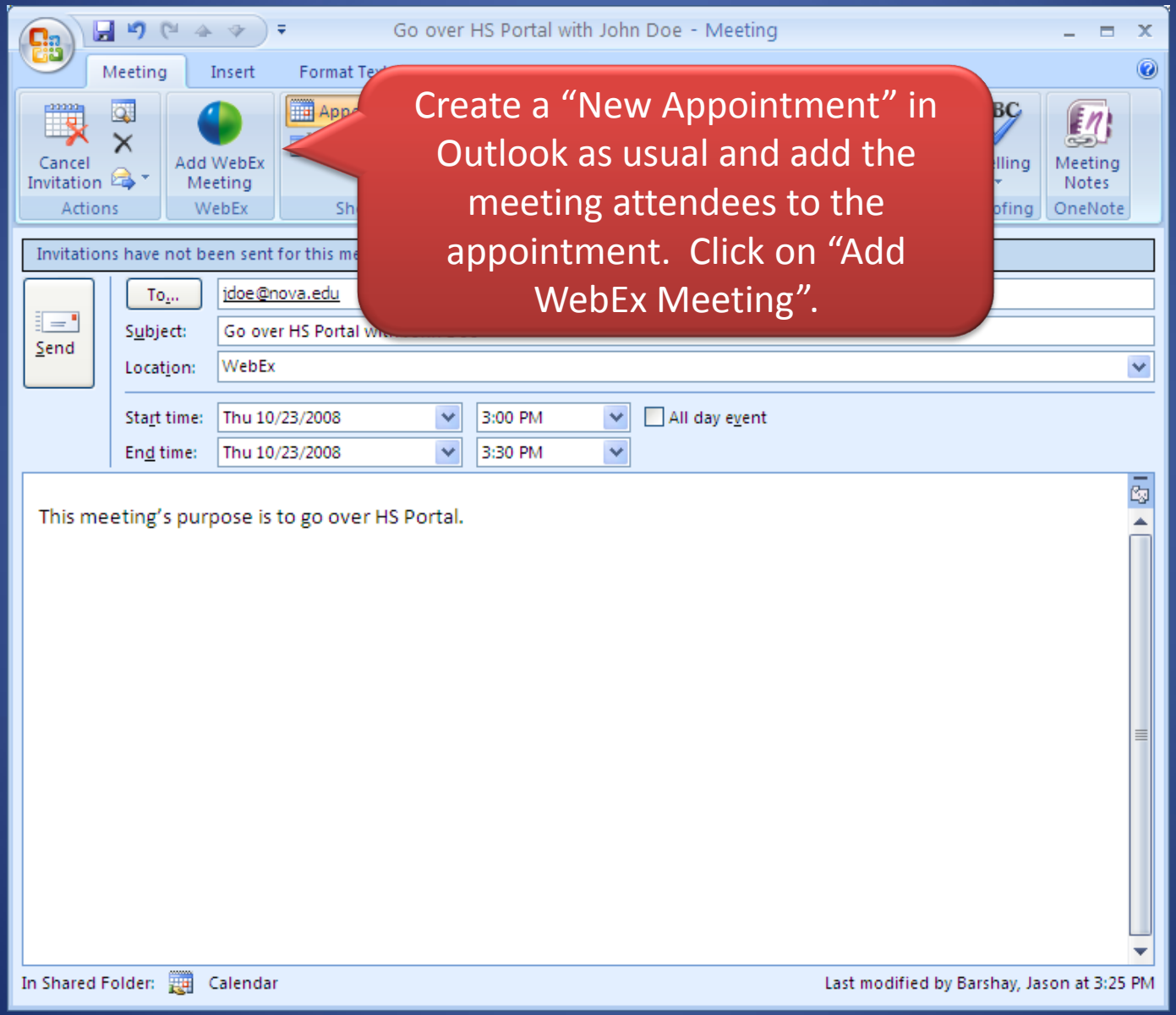


Go to the "Scheduled Meetings" tab.

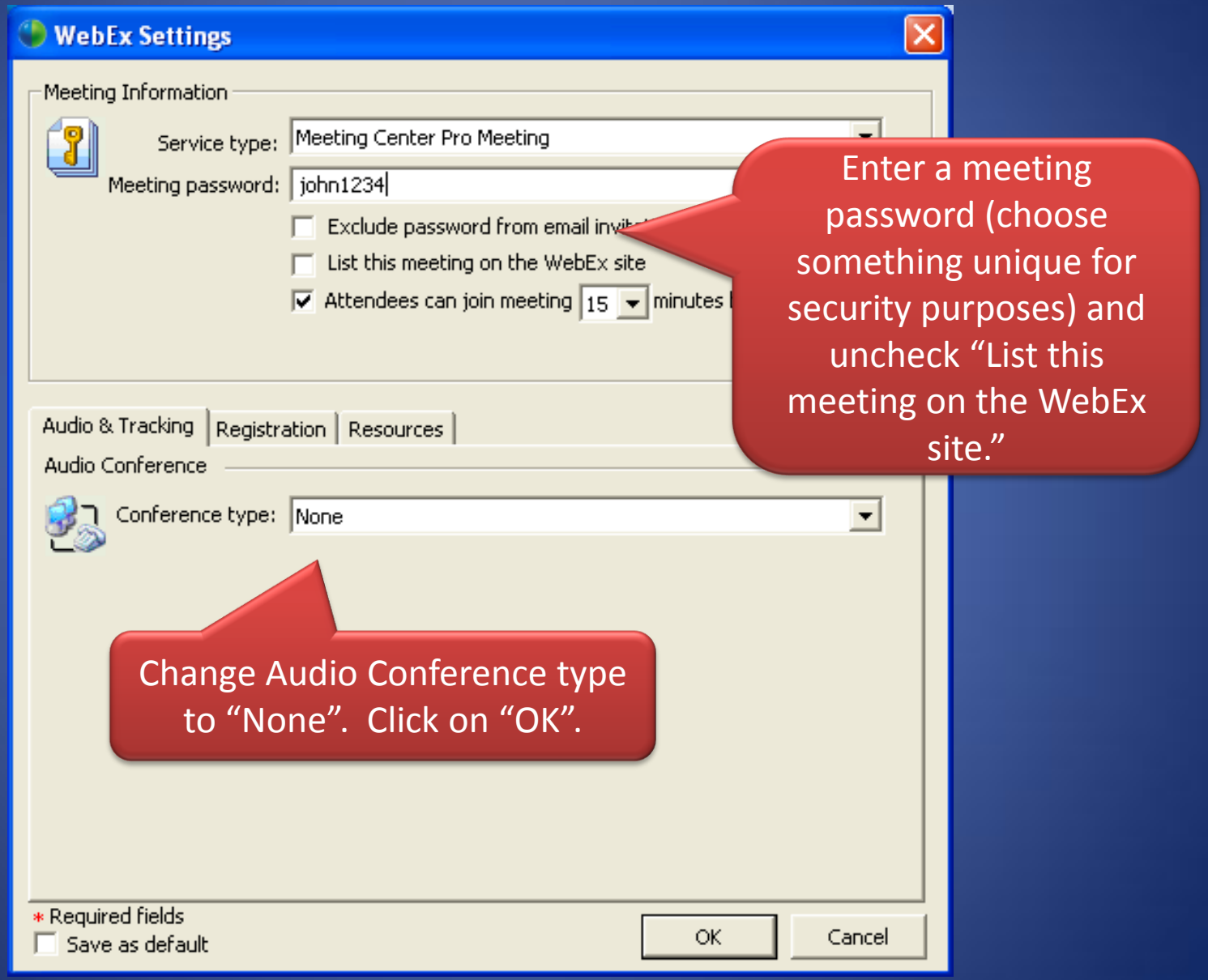
Enter a default "Meeting password". Uncheck "List this meeting on the WebEx site".

Set Audio Conference type to "None". Click "OK".

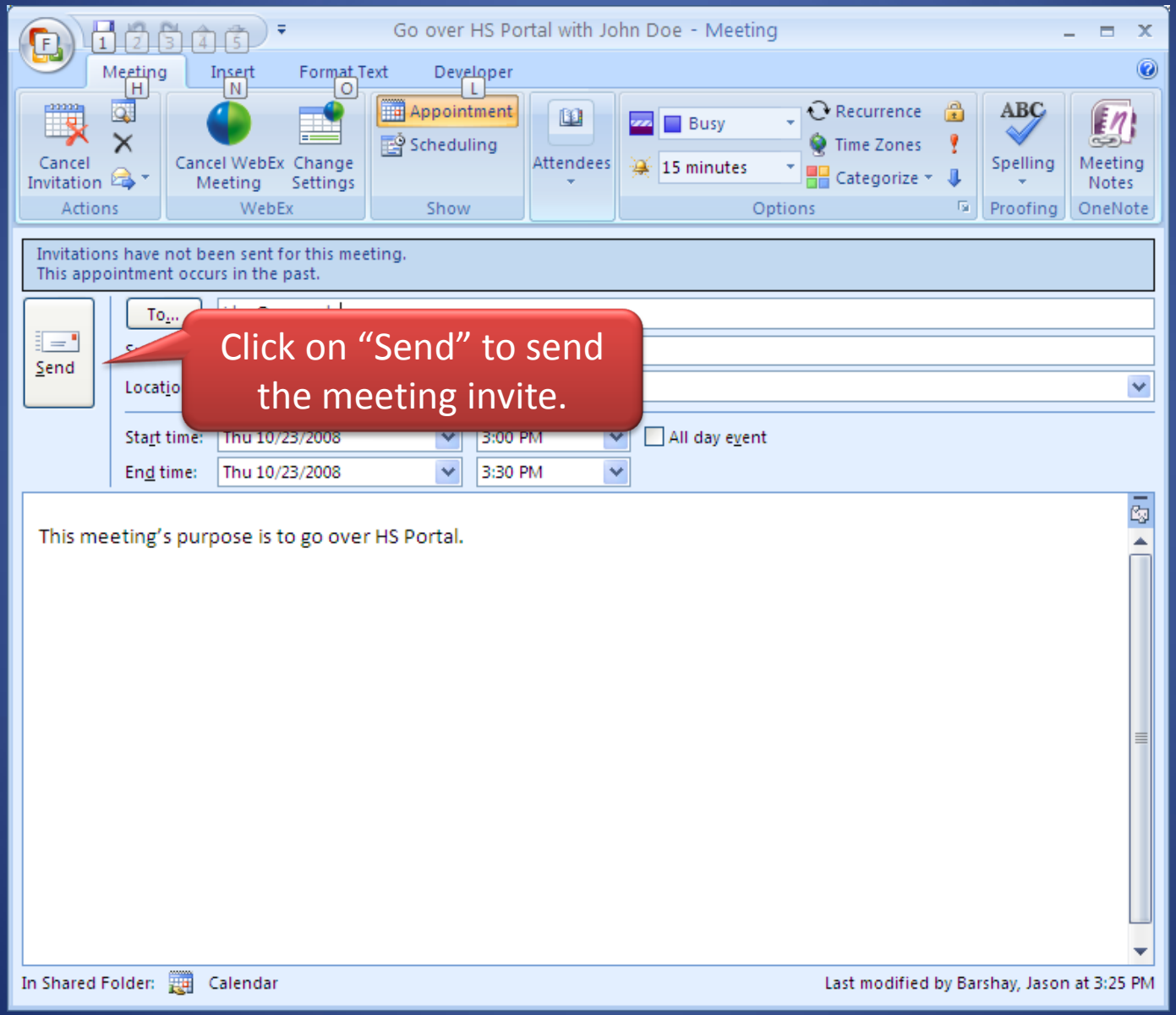
Scheduling a WebEx Meeting in Outlook



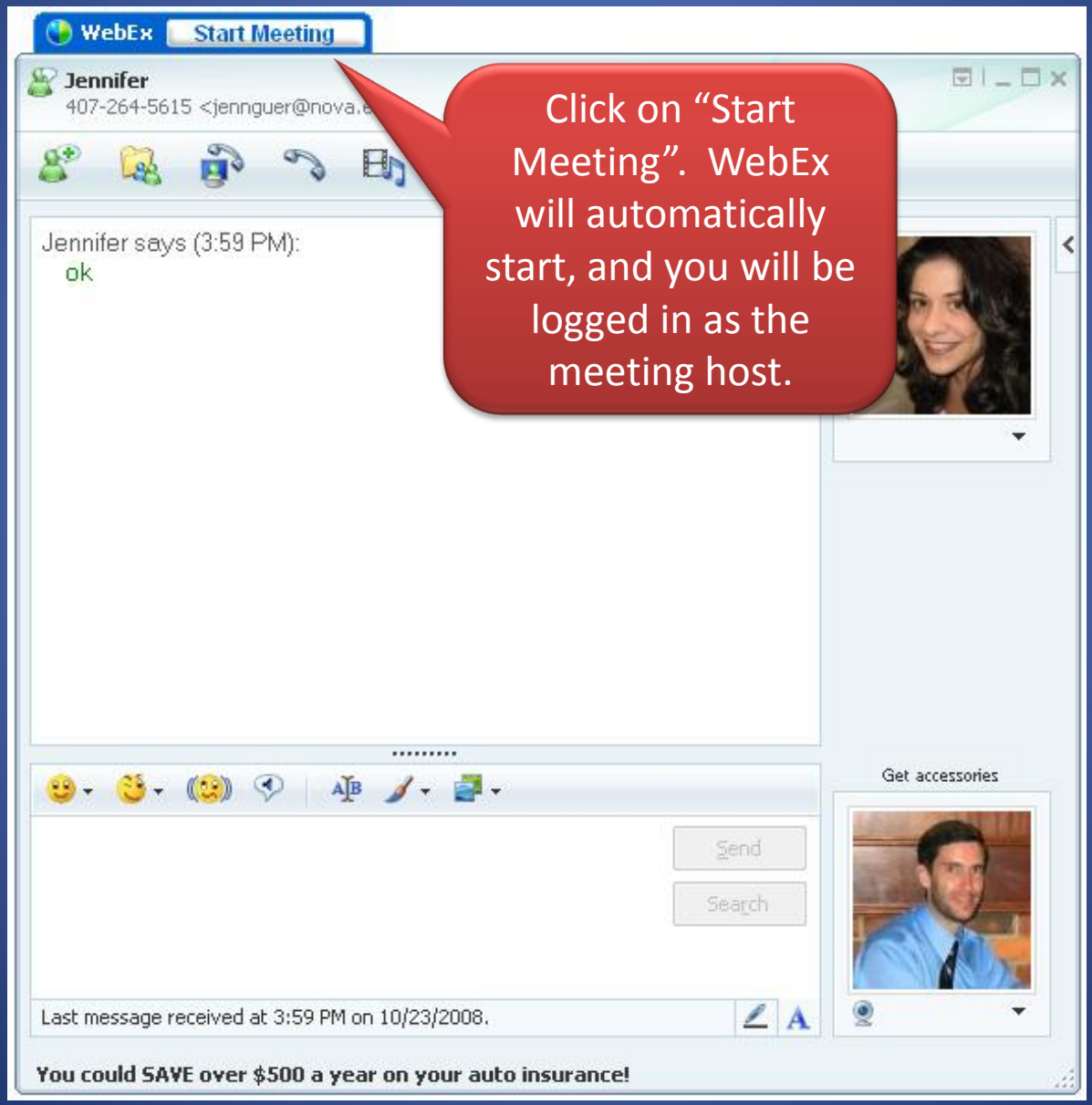
Scheduling a WebEx Meeting in Outlook (cont'd)



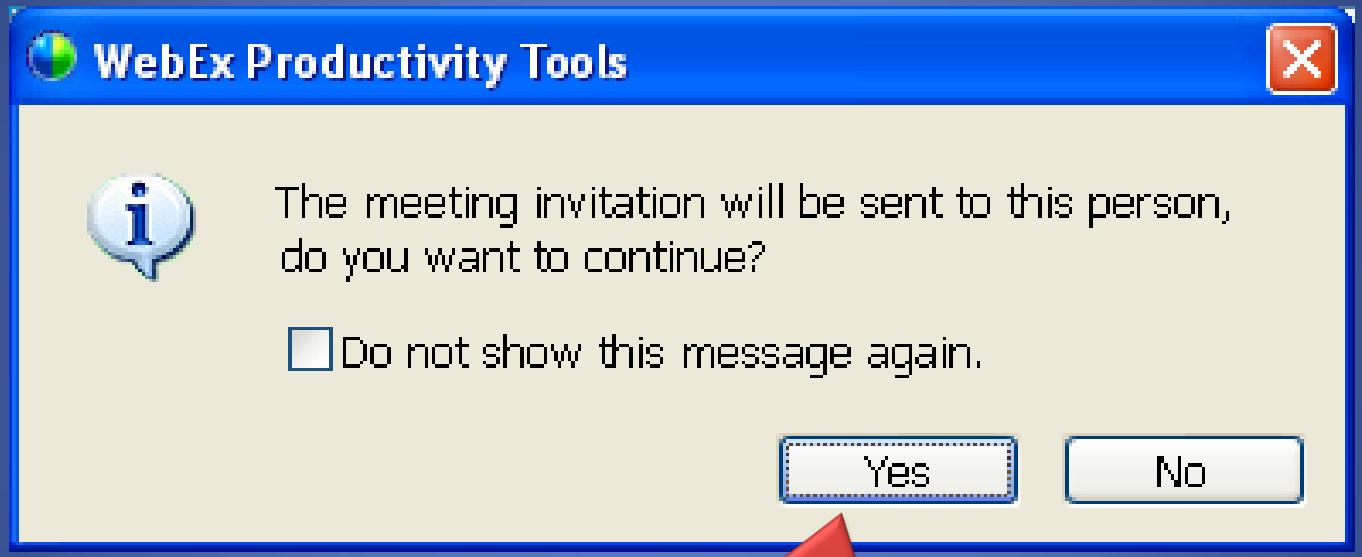
Scheduling a WebEx Meeting in Outlook (cont'd)



Starting a WebEx Meeting via IM

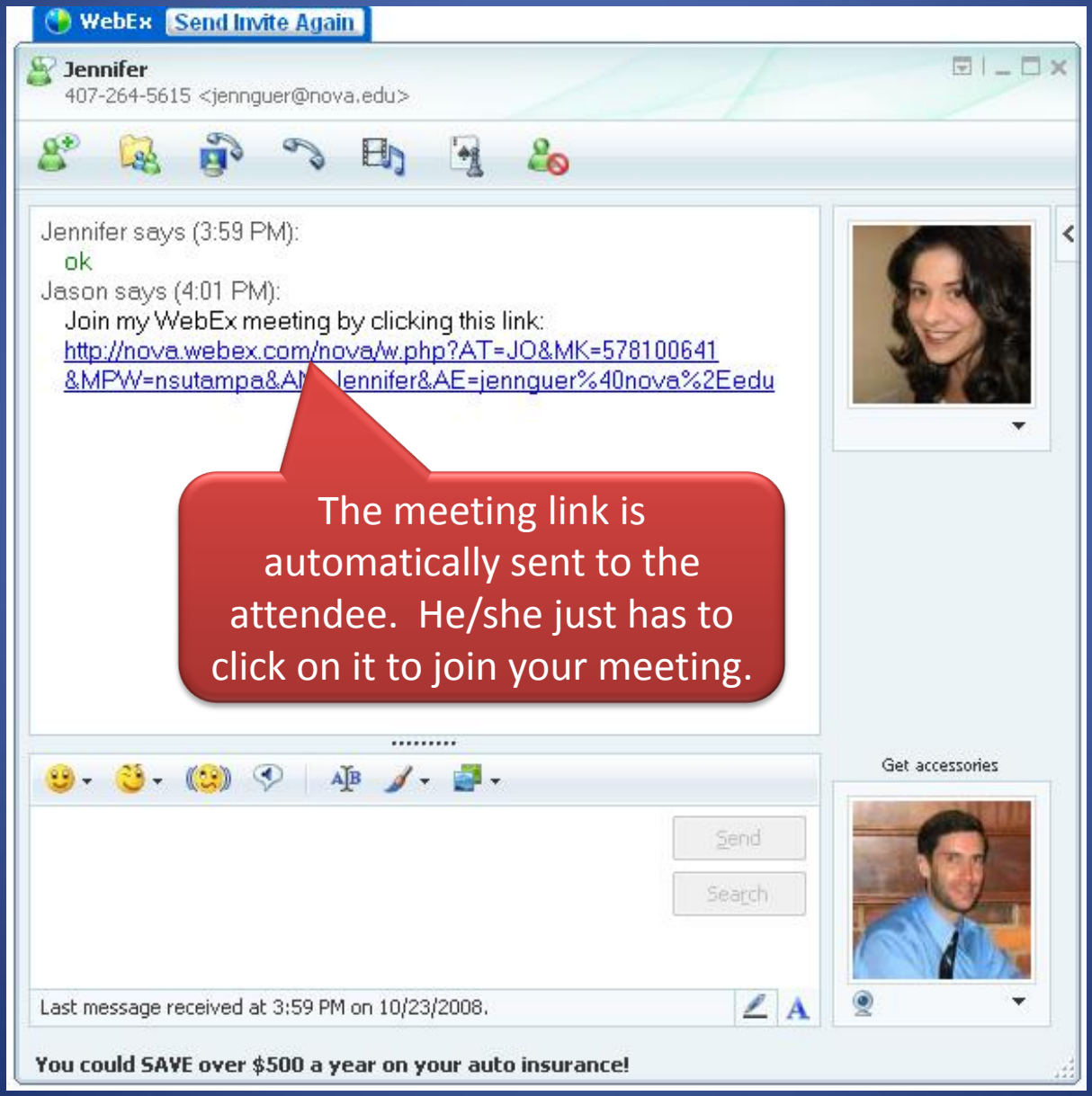


Starting a WebEx Meeting via IM (cont'd)

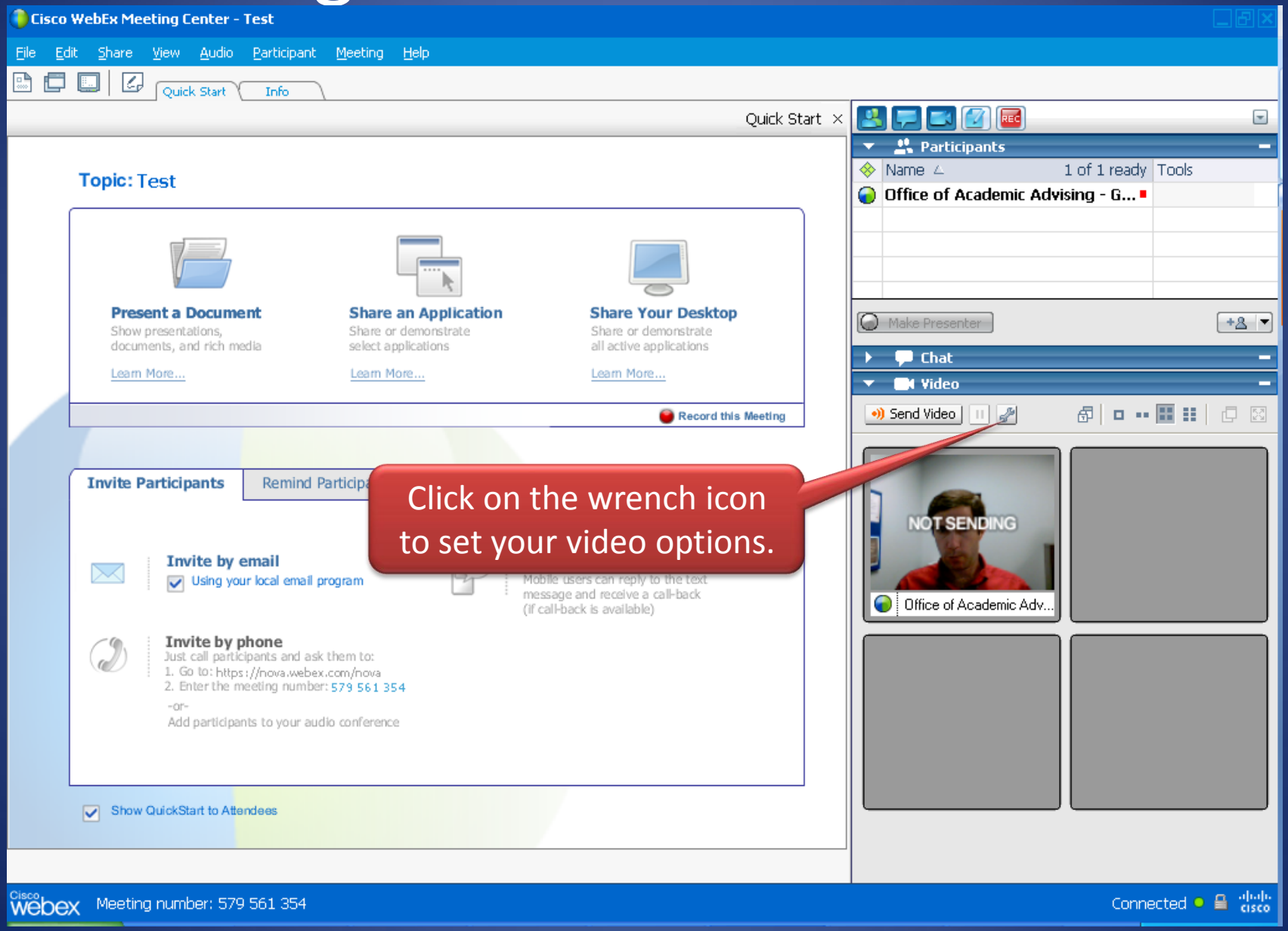


In your IM window, the follow dialog will appear. Click "Yes" to send the meeting link to the attendee as an IM message.

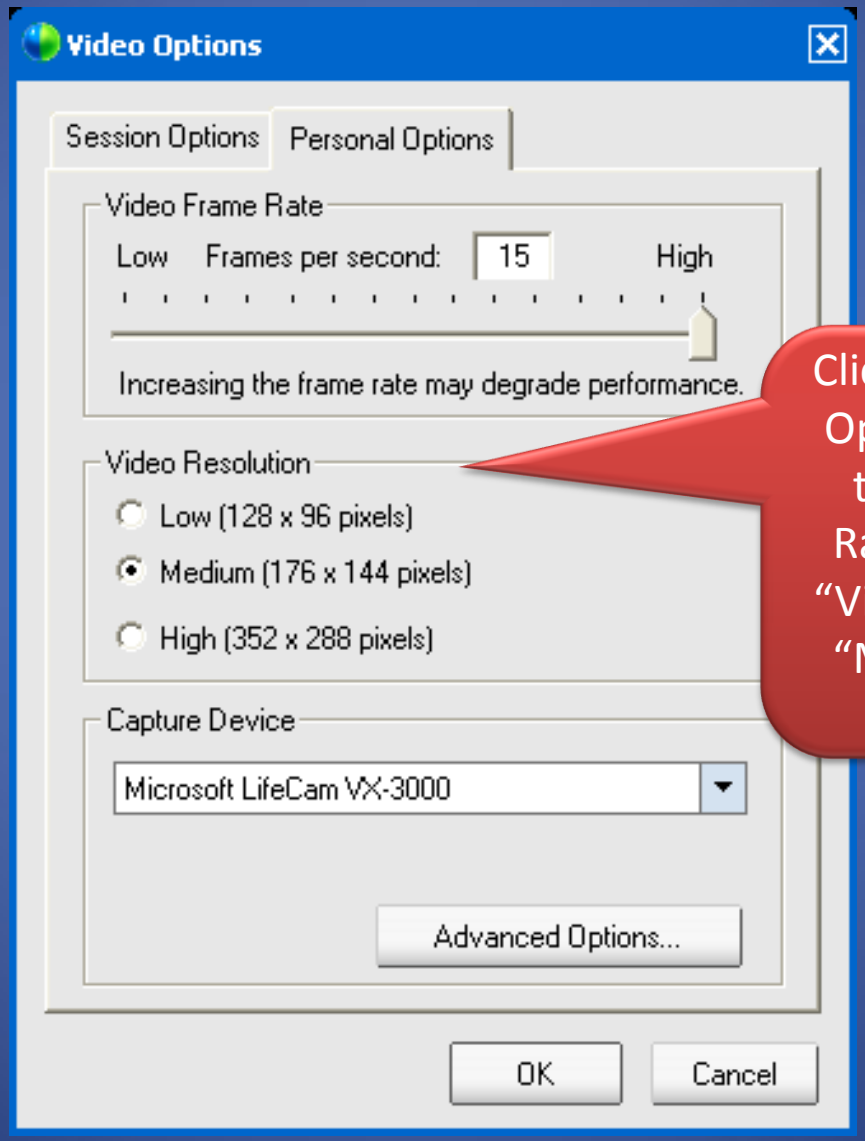
Starting a WebEx Meeting via IM (cont'd)



Using a Web Cam in WebEx

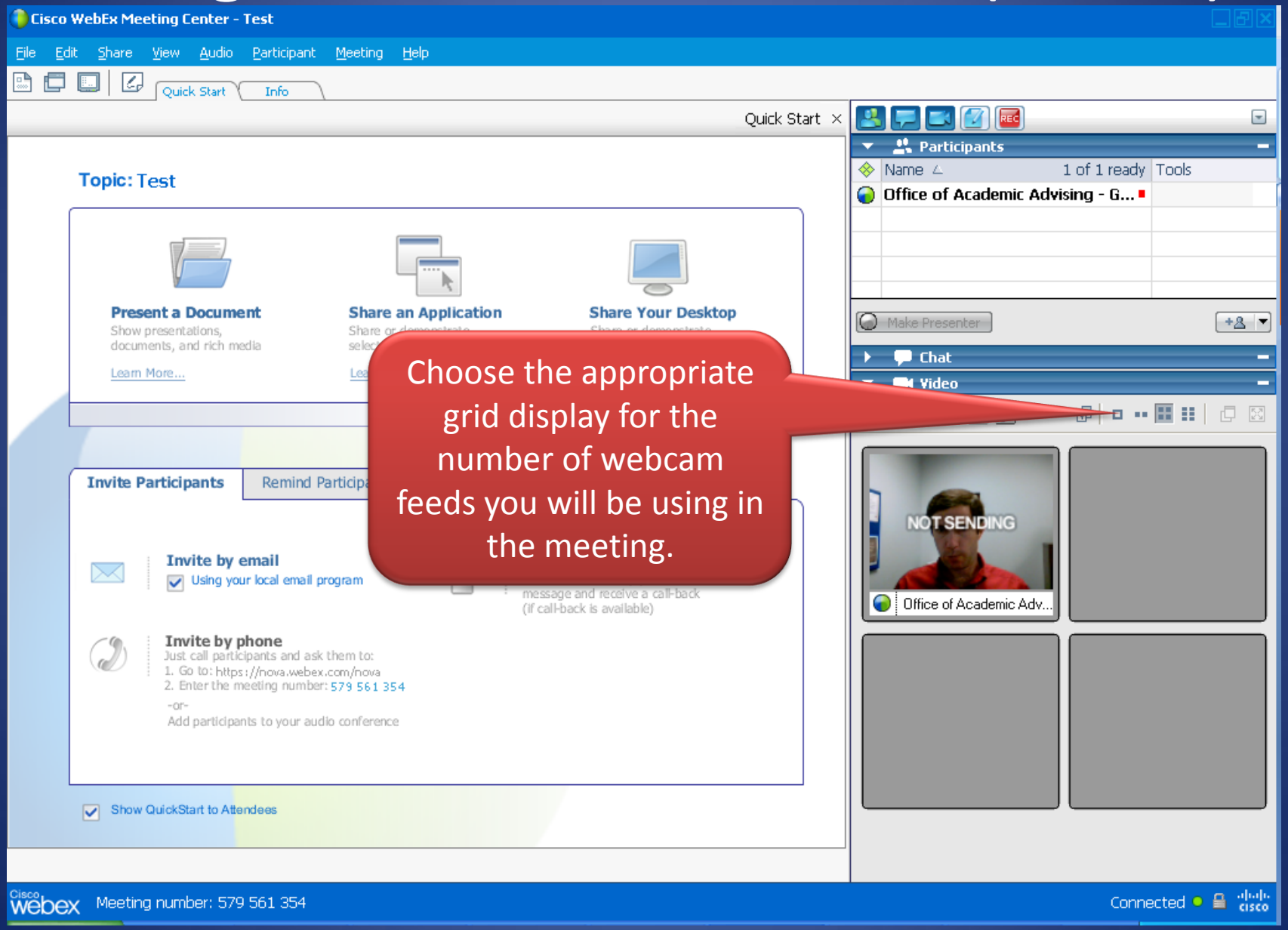
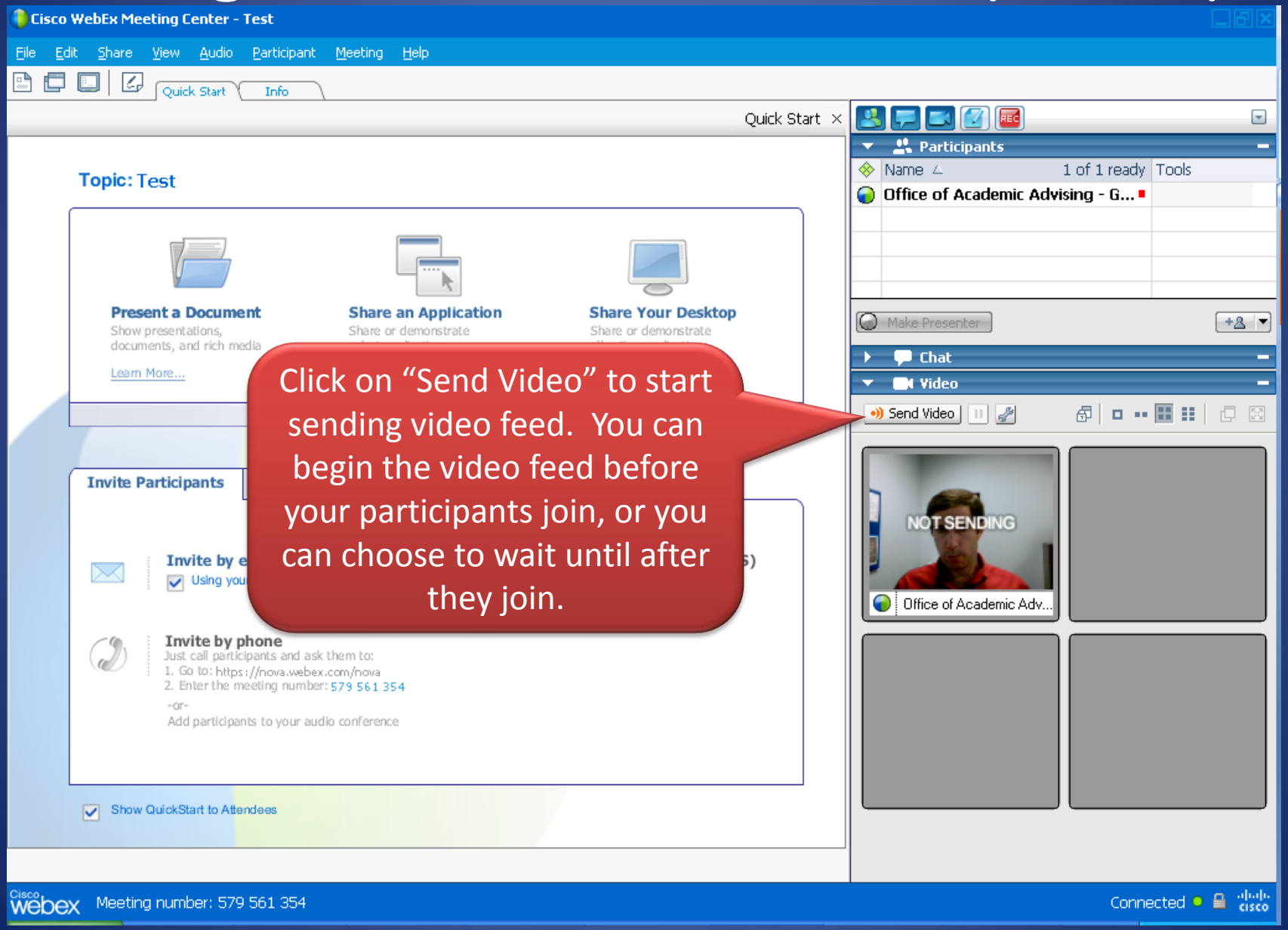


Using a Web Cam in WebEx (cont'd)



Click on the "Personal Options" tab and set the "Video Frame Rate" to "High" and "Video Resolution" to "Medium". Click on "OK".

Using a Web Cam in WebEx (cont'd)



Using a Web Cam in WebEx (cont'd)