



Using Web Conferencing

Web conferencing topics include:

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About Web Conferencing

If your company offers web conferencing, you can add it to your conversations.

Web conferencing lets you display documents and applications on your computer for other participants to see. All participants can draw or write on a transparent overlay over the content you share, leaving your originals intact.

If you are familiar with Cisco Unified MeetingPlace Express web meetings, see the [“Comparison with Cisco Unified MeetingPlace Express Web Meetings”](#) section on page 4-4.

Adding Web Conferencing to Conversations

Procedure

- Step 1** Make sure you are set up to use web conferencing. See the [“Setting Up Voice Mail and Web Conferencing”](#) section on page 9-2.
- Step 2** In the active conversation window, do one of the following:
- Click the Action button, then choose **Start/Stop Web Conferencing**.
 - Make sure the conversation window is active, then choose **Conversation > Start Web Conferencing**.
- Step 3** A web conferencing window will open on the screen of all conversation participants who are using Cisco Unified Personal Communicator.
- Step 4** If you see a window asking if you can close the window, click **Yes**. This closes an unneeded auxiliary window.
- Step 5** If some participants in the conversation are not using Cisco Unified Personal Communicator, see the [“Adding Participants to Web Conferencing Sessions”](#) section on page 4-2.
- Step 6** If additional participants join the conversation and they do not see the web conference, use the procedure in [Step 5](#) to allow them to join the web conference.
- Step 7** For more information about web conferencing, see the table in the [“Working With Web Conferencing Sessions In Progress”](#) section on page 4-3.
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Adding Participants to Web Conferencing Sessions

Participants in the conversation who are using Cisco Unified Personal Communicator join the web conference automatically.

If some participants in the conversation are not using Cisco Unified Personal Communicator, you must perform the following procedure in order for those participants to join the web conference.

Procedure

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- Step 1 In the active conversation window, click the **E-mail Invite** button.
 - Step 2 Add the e-mail addresses of the participants who need to join the web conference.
 - Step 3 Send the e-mail.
 - Step 4 Recipients must click the link in the e-mail message.
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Working With Web Conferencing Sessions In Progress

To Do This	Do This
Get help with web conferencing	<p>During the conference: From the menu bar at the top of the web conferencing window, choose Help > Cisco Unified MeetingPlace Express Help.</p> <p>Anytime: See the “Getting Documentation” section on page 1-11.</p> <p>Note The term “share-only web meeting” in that documentation is equivalent to “web conferencing” in this document.</p>
Allow additional people to join the web conference	See the “Adding Participants to Web Conferencing Sessions” section on page 4-2 .
Reopen the web conferencing window of a session in progress if you have closed the browser window.	In the active conversation window, click the Rejoin Conference button.

To Do This	Do This
End a web-conferencing session	In the active conversation window, click the End Conference button. Only the person who added web conferencing can do this.

Comparison with Cisco Unified MeetingPlace Express Web Meetings



Note Information in this section is useful only to people who are familiar with Cisco Unified MeetingPlace Express.

Web conferences that you add to Cisco Unified Personal Communicator conversations include a subset of the functionality that is available in web meetings that you initiate from Cisco Unified MeetingPlace Express.

Web conferences that you add to Cisco Unified Personal Communicator conversations always have the following characteristics:

- Only sharing and annotating features and connection- and screen-management functions are available.
- No Cisco Unified MeetingPlace Express password or profile is required to participate, but you may need a profile in order to add web conferencing.
- People can join these web conferences only via a Cisco Unified Personal Communicator conversation or a URL from the conversation. People cannot find or join these web conferences via the Cisco Unified MeetingPlace Express web pages or service on Cisco Unified IP Phones.
- All participants in the conference, including the initiator of the web conference, have Presenter privileges.
- There are no meeting notifications for these conferences.
- Your Cisco Unified MeetingPlace Express profile settings do not apply to web conferences that you add via Cisco Unified Personal Communicator.

- You do not need to schedule these conferences in advance.
- You cannot change the display language of the web conference.

If you require full Cisco Unified MeetingPlace Express conferencing functionality, and you have a profile in that application, consider starting your conference from Cisco Unified MeetingPlace Express instead of Cisco Unified Personal Communicator.

For more information, see the online Help in Cisco Unified MeetingPlace Express, or the documentation listed for that product in the [“Getting Documentation” section on page 1-11](#).

