

Attending a Cisco MeetingPlace Web Conference

Cisco MeetingPlace Web Conferencing Release 5.3

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Personalize this guide:

1. Personalize your guide by entering the Cisco MeetingPlace phone number in the blank field.
2. Print the customized guide.

For additional information, go to the Cisco MeetingPlace Web Conferencing Online Help that is accessible from the Help menu or go to the Cisco MeetingPlace Reference Center located at this URL:

1 Locating a Web Conference

Step 1 Go to the Cisco MeetingPlace Web Conferencing home page at this URL:

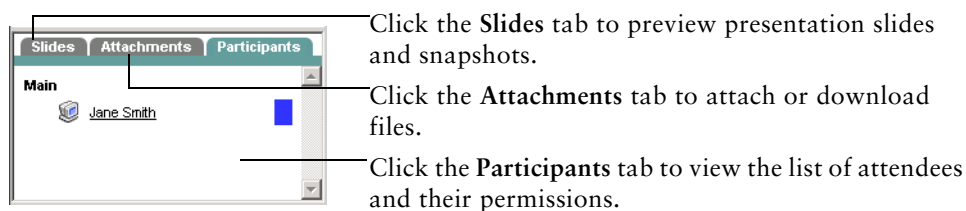
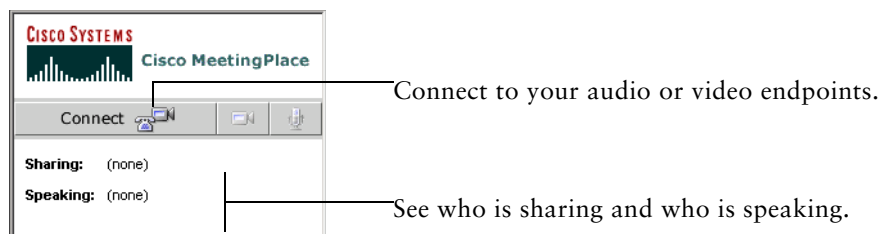
Step 2 Enter the meeting ID (see the meeting invitation) and click **Attend Meeting**.

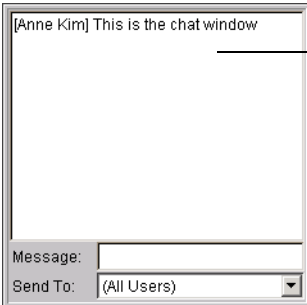
Step 3 If prompted, enter your user ID and password or enter your name in the Guest field and click **Attend Meeting**. The meeting console to initializes.

Step 4 (Optional) The first time you attend a web conference, choose **Yes** when prompted about security warnings. To shorten future logins, check **Always trust content from Cisco Systems**.

2 About the Meeting Console

Think of the Cisco MeetingPlace meeting console as a virtual conference room where you can access a variety of meeting management and web-conferencing functions.



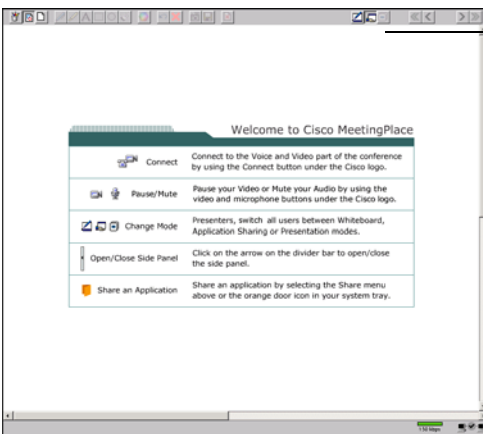


Use the Chat window to send private or broadcast messages to other attendees during a meeting.



Use Menus to access in-session features.

See the Meeting ID and dial-in information at-a-glance.



The web collaboration window displays shared applications, presentations, and whiteboard sessions.

About Meeting Console Permissions

All attendees enter a web conference with a particular set of access permissions.

The meeting console defaults to the Participants tab; click the Slides or Attachments tabs as needed.







Note You must have Presenter permissions to access the Slides tab.

Audio and Video Permissions		Web Permissions	
	Listener —Attendee can only listen during a meeting.		Audience —Attendee can view all three web-conferencing modes and answer polls.
	Speaker —Attendee is connected through either a telephone or a video endpoint and has both speaking and listening permissions.		Participant —Attendee has Audience permissions; also can participate in whiteboard sessions, annotate, and take snapshots.
	Video attendee —Attendee is attending over a video endpoint.		Presenter —Attendee has Participant permissions; also can share presentations, access the Slides tab, and switch web-conferencing modes.

3 Using the Presentation Mode

Sharing a Microsoft PowerPoint Presentation



- Step 1** (Optional) To prevent your attendees from waiting for a presentation to load, you can attach your presentation when you schedule a meeting or at any time before you start a meeting by clicking **Attachments/Recordings** from the New Meeting or Current Meeting page.
- Step 2** From the meeting console's web collaboration window, click the Presentation mode icon . If your presentation is already attached, the slide appears in the window.
- Step 3** To navigate through your presentation, use the Forward and Backward buttons .
- Step 4** To view a specific slide out of sequence, choose it from the Slides tab.
- Step 5** Annotate on your slides by enabling annotation .
- Step 6** To take a snapshot of an annotated presentation slide, click . Snapshots are added to the Slides tab after the last slide in the original presentation.
-

4 Sharing and Collaborating on Applications



Note Only the host of an application can start or stop collaboration. The host can also take back control at any time by clicking the application that is shared.

Letting Attendees View Your Application

- Step 1** Open the application that you want to share (for example, MS Word, Excel, or Internet Explorer).
- Step 2** From the meeting console web collaboration window, click the **Application Sharing** mode icon .
- Step 3** Click the **Cisco MeetingPlace** icon  in your system tray, located in the right corner of your window.
- Step 4** Choose **Select an Application from a List**. A list of applications appears.
- Step 5** Choose the application to share from the list and click **OK**.



Tip You can also share an application from the Share menu on the tool bar.

Allowing Attendees to Make Changes to Your Application (Online Collaboration)

- Step 1** Share your document.
- Step 2** Click the **Cisco MeetingPlace** icon in your system tray. A list appears.
- Step 3** Choose **Enable Collaboration**.
-

Taking Control of an Application



Tip When an application is open for collaboration, a **Take Control** button appears at the bottom of attendees' windows.

Step 1 To manipulate the application as needed, click the **Take Control** button. The **Take Control** button now reads **Release Control**.

Step 2 To relinquish control, click **Release Control**.

Stopping Online Collaboration

Step 1 Click the Cisco MeetingPlace icon in the system tray.

Step 2 Deselect **Enable Collaboration**.

Stopping Application Sharing

Step 1 Click the Cisco MeetingPlace icon in the system tray.

Step 2 Choose **Unshare**; then, choose the item that you want to stop sharing.

5 Tips for Presenters

- Close any instant message or chat programs.
- While in the Presentation mode, use annotations to highlight key points.
- Instead of scrolling through a shared document, press **Page Up** or **Page Down**.
- Turn on/off entry and departure announcements while in session. From the Meeting menu, choose **Announcement Options**.
- Change the permission level of participants by clicking individual names in the Participants window or by choosing an option from the Meeting menu.

6 Tips for Attendees

- Maximize the web collaboration window by collapsing the side bar on the left of your window.
- To move through a document, use the scroll bars at the bottom and on the right of the web collaboration window.
- To reposition a document in the web collaboration window, place your cursor in the middle of the window (the pointer turns into a hand); then, click and drag the image.

7 Using Annotations

An annotation color is assigned to you when you enter the meeting console. Use annotation to emphasize key points during web conferences.



Note Users with Audience permissions do not have annotation privileges.

Description	Description
Annotation is enabled.	Draw an ellipse.
Display annotation.	Pointer is enabled.
Hide annotation.	Choose a different color.
Draw a line.	Reverse previous action.
Use the highlighter.	Delete all annotations.
Draw text.	Create a snapshot of the current slide and save it in the Slides tab.
Draw a rectangle.	Capture a JPG image of the current slide and save it to your hard drive.

8 Using Whiteboard and Web Push

Using the Whiteboard Mode

From the web collaboration window, click the Whiteboard icon . All in the meeting switch to this mode.

- Step 1** Use the annotation tools on the whiteboard.
- Step 2** To preserve the whiteboard, take a snapshot.
- Step 3** To save the whiteboard, click the Save icon .

Using the Web Push Feature

- Step 1** From the meeting console, choose **Meeting > Web Push**.
- Step 2** Enter the URL of the web page that you want to send to the attendees' desktops and click **Go**. A new web browser window starts on each computer.

9 Using the Polling Feature

Creating a Poll



Note You must schedule a meeting before you can create a poll.

Step 1 From the Meeting menu, choose **Polling**.

Step 2 Click the type of poll that you want to conduct; then, enter the poll details, including the type of response that you want to receive.

Step 3 To enable voting, check **Make the poll available now**.

Step 4 In the Results Display section, choose the format of the poll results.

Step 5 Click **Create**.

POLL QUESTION:
Question :
Type of response: Choose one
 Make the poll available now!
RESULTS DISPLAY:
 Bar Chart Pie Chart Responses
 Anonymous
 Named



Tip You can also create polls before the meeting from the Cisco MeetingPlace Web Conferencing Future Meetings page.

Answering a Poll



Note When a poll is started by a moderator, it automatically appears on the window.

Step 1 Answer the question and click **Submit**.

Poll
1) How often do you use MeetingPlace per week
[Text Input Field]
[SUBMIT] [CANCEL]

Making Poll Results Available

Step 1 From the Meeting menu, choose **Polling**.

Step 2 From the polling Action menu, choose **Show Results**. A green checkmark replaces the red X in the Results Available column to indicate that results are now available for viewing.

NAME	POLLING AVAILABLE?	RESULTS AVAILABLE?	ACTION
Poll What are the Q1 results? Created by Lest Harrington	✓	✓	Select Action
Feedback Western Region Created by Lest Harrington	✓	✓	Select Action

Viewing Poll Results

Step 1 From the Meeting menu, choose **Polling**.

Step 2 From the polling Action menu, choose **View Results**. The Results page appears with the results.



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