



## Scheduling a Cisco MeetingPlace Web Conference

### Cisco MeetingPlace Web Conferencing Release 5.3

- 1** Scheduling a Web Conference
- 2** Adding Attachments and Recordings
- 3** Changing Meeting Options and Features
- 4** Polling
- 5** Attending a Web Conference
- 6** Finding a Meeting
- 7** Scheduling and Attending an Immediate Meeting



### 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 while scheduling your meetings, click **Help** from any Cisco MeetingPlace web page to start the Cisco MeetingPlace Web Conferencing Online Help.

For additional information, including frequently asked questions, visit the Cisco MeetingPlace Reference Center at this URL:

## 1 Scheduling a Web Conference



---

**Note** You must sign in with your Cisco MeetingPlace profile to schedule a meeting. If you have any questions, contact the Help Desk at this number:

---

---

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

**Step 2** Click **Schedule Meeting**.

**Step 3** If prompted, enter your user ID and password. The New Meeting page appears.

**Step 4** Fill in the meeting information, such as the date, time and length of the meeting. You can also enter a meeting ID and subject.

**Step 5** To invite other participants, add their complete e-mail addresses in the field provided and click **Add**. Alternatively, click the address book to look up profiled users or simply forward the invitation that you automatically receive to your invitees.

**Step 6** To specify other meeting features, such as creating a meeting description, click **Meeting Options** in the right pane.

**Step 7** To finish scheduling your meeting, click **Schedule**. A confirmation page appears to confirm that the meeting has been successfully scheduled, and e-mail invitations are sent to the scheduler and invitees.

---

## 2 Adding Attachments and Recordings

---

**Step 1** From the right pane of the New Meeting page, click **Attachments/Recordings**.

**Step 2** To add your attachment, click **New Attachment**.

**Step 3** Select which type of file you want to attach: **File Attachment**, **Meeting Comment**, or **URL Attachment**.

**Step 4** To locate a file from your computer, click **Browse**.

**Step 5** Click **Add Attachment**; then, click **OK** to finish scheduling the meeting. The attachment is included in the meeting invitation and can be downloaded during your meeting.

---

## 3 Changing Meeting Options and Features

---

**Step 1** From the right pane of the New Meeting page, click **Meeting Options**. A list of features appears.

**Step 2** Modify the settings as necessary; then, click **Submit**.

---

### Commonly Used Features

- Entry/Departure Announcement—You can choose from Beep + name, Beep only, or Silent.
- Meeting Description—You can enter a description that appears in the meeting notification.

## 4 Polling



**Note** Only users who sign in by using their Cisco MeetingPlace profile can create polls during a web conference.

---

**Step 1** After scheduling the meeting, from the right pane of the Future Meeting page, click **Polling**.



**Note** Only the meeting scheduler can see the Polling icon on the Future Meeting page.

---

**Step 2** Choose the type of poll that you want to conduct: **Poll**, **Survey**, or **Brainstorm**.

**Step 3** Enter the poll details and click **Create**. The poll question is available to all attendees during a meeting.



**Tip** The polling feature is also available from the meeting console.

---

## 5 Attending a Web Conference

---

**Step 1** Go to the Cisco MeetingPlace Web Conferencing home page.

**Step 2** Enter the meeting ID of the meeting that you want to join and click **Attend Meeting**.



**Tip** If you do not know the meeting ID, click **Attend Meeting** without filling in the Meeting ID field. Cisco MeetingPlace Web Conferencing takes you to the Today's Meetings page where you can search for your 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**.

---

## 6 Finding a Meeting

- Step 1** From the Cisco MeetingPlace Web Conferencing home page, click **Find Meetings**.
- Step 2** If prompted, enter your user ID and password. The Today's Meetings page appears with a list of today's meetings.
- Step 3** To limit your search results, enter the meeting ID or modify the date parameters and click **Search** again. An updated list of meetings appears.
- Step 4** To view meeting information for a particular meeting, click the meeting ID link.

## 7 Scheduling and Attending an Immediate Meeting

Cisco MeetingPlace Web Conferencing schedules your immediate meeting based on your default scheduling parameters. Your meeting time extends and expands for additional participants as long as ports are available.

- Step 1** From the Cisco MeetingPlace Web Conferencing home page, click **Immediate Meeting**. The meeting console initializes.
- Step 2** From the meeting console, click **Connect** to connect to your audio or video endpoints.



**Corporate Headquarters**  
Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
www.cisco.com  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 526-4100

**European Headquarters**  
Cisco Systems International BV  
Haarlerbergpark  
Haarlerbergweg 13-19  
1101 CH Amsterdam  
The Netherlands  
www-europe.cisco.com  
Tel: 31 0 20 357 1000  
Fax: 31 0 20 357 1100

**Americas Headquarters**  
Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
www.cisco.com  
Tel: 408 526-7660  
Fax: 408 527-0883

**Asia Pacific Headquarters**  
Cisco Systems, Inc.  
168 Robinson Road  
#28-01 Capital Tower  
Singapore 068912  
www.cisco.com  
Tel: +65 6317 7777  
Fax: +65 6317 7799

Cisco Systems has more than 200 offices in the following countries. Addresses, phone numbers, and fax numbers are listed on the **Cisco Web site at [www.cisco.com/go/offices](http://www.cisco.com/go/offices)**

Argentina • Australia • Austria • Belgium • Brazil • Bulgaria • Canada • Chile • China PRC • Colombia • Costa Rica • Croatia • Cyprus • Czech Republic • Denmark  
Dubai, UAE • Finland • France • Germany • Greece • Hong Kong SAR • Hungary • India • Indonesia • Ireland • Israel • Italy • Japan • Korea • Luxembourg • Malaysia  
Mexico • The Netherlands • New Zealand • Norway • Peru • Philippines • Poland • Portugal • Puerto Rico • Romania • Russia • Saudi Arabia • Scotland • Singapore  
Slovakia • Slovenia • South Africa • Spain • Sweden • Switzerland • Taiwan • Thailand • Turkey • Ukraine • United Kingdom • United States • Venezuela • Vietnam  
Zimbabwe

Copyright © 2004 Cisco Systems, Inc. All rights reserved. CCSP, the Cisco Square Bridge logo, Cisco Unity, Follow Me Browsing, FormShare, and StackWise are trademarks of Cisco Systems, Inc.; Changing the Way We Work, Live, Play, and Learn, and iQuick Study are service marks of Cisco Systems, Inc.; and Aironet, ASIST, BPX, Catalyst, CCDA, CCDP, CCIE, CCIIP, CCNA, CCNP, Cisco, the Cisco Certified Internetwork Expert logo, Cisco IOS, Cisco Press, Cisco Systems, Cisco Systems Capital, the Cisco Systems logo, Empowering the Internet Generation, Enterprise/Solver, EtherChannel, EtherFast, EtherSwitch, Fast Step, GigaDrive, GigaStack, HomeLink, Internet Quotient, IOS, IP/TV, iQ Expertise, the iQ logo, iQ Net Readiness Scorecard, LightStream, Linksys, MeetingPlace, MGX, the Networkers logo, Networking Academy, Network Registrar, Packet, PIX, Post-Routing, Pre-Routing, ProConnect, RateMUX, Registrar, ScriptShare, SlideCast, SMARTnet, StrataView Plus, SwitchProbe, TeleRouter, The Fastest Way to Increase Your Internet Quotient, TransPath, and VCO are registered trademarks of Cisco Systems, Inc. and/or its affiliates in the United States and certain other countries.

All other trademarks mentioned in this document or Website are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (0406R)