



## CHAPTER 5

# Using Web Conferencing With Cisco Unified Personal Communicator

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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 whiteboard or transparent overlay over the content you share, leaving your originals intact.


If you are familiar with Cisco Unified MeetingPlace Express web meetings or Cisco Unified MeetingPlace Web Conferencing, see [Comparison with Standard Web Meetings, page 5-4](#).

# Adding Web Conferencing and Web Participants to Conversations

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

## Procedure

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- Step 1** Make sure you are set up to use web conferencing. See [Setting Up Web Conferencing, page 1-6](#).
- Step 2** Click  in the active [conversation window](#).
- Step 3** If you see a request for your username and password, enter the username and password you use for your Cisco Unified MeetingPlace or MeetingPlace Express application.
- Step 4** If some participants in the conversation are not using Cisco Unified Personal Communicator, or if additional participants join the conversation and do not see the web conference:
- Click the **Invite Participants** button in the active conversation window.
  - Click **Send e-mail**.
  - Add the e-mail addresses of the participants who need to join the web conference.
  - Send the e-mail.
  - Tell recipients to click the link in the e-mail message you are sending.
  - Close the **Invite Participants** window.
- Step 5** Wait a few minutes while the web conferencing window opens on your screen and on the screen of all conversation participants who are using Cisco Unified Personal Communicator.
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### Note

If you see a window asking if you can close the window, click **Yes**. This closes an unneeded auxiliary window.

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**Related Topics**

- [Working With Web Conferencing Sessions In Progress](#), page 5-3
- [Problems with Web Conferencing](#), page 10-19

# Working With Web Conferencing Sessions In Progress

To...	Do This
Get help with web conferencing	<p>During the conference:</p> <ul style="list-style-type: none"> <li>• Choose the appropriate option from the <b>Help</b> menu from the menu bar at the top of the web conferencing window.</li> </ul> <p>Anytime:</p> <ul style="list-style-type: none"> <li>• See <a href="#">Where to Find More Documentation</a>, page 1-13.</li> </ul> <p><b>Note</b> The term “share-only web meeting” in the Cisco Unified MeetingPlace Express documentation is equivalent to “web conferencing” in this document.</p>
Allow additional people to join the web conference	See <a href="#">Adding Web Conferencing and Web Participants to Conversations</a> , page 5-2.

To...	Do This
Reopen the web conferencing window of a session in progress if you have closed the browser window.	<p>Click the <b>Rejoin Web Conference</b> button in the active <a href="#">conversation window</a>.</p> <p><b>Note</b> Do not add web conferencing again using the method in <a href="#">Adding Web Conferencing and Web Participants to Conversations, page 5-2</a>. If you do this, participants may be in different web conferencing sessions.</p>
End a web-conferencing session	<p>Click the <b>End Web Conference</b> button in the active conversation window.</p> <p>Only the person who added web conferencing can do this.</p> <p><b>Note</b> Ending the phone conversation does not end the web conferencing session.</p>

**Related Topics**

- [Problems with Web Conferencing, page 10-19](#)

## Comparison with Standard Web Meetings



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

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 or Cisco Unified MeetingPlace Web Conferencing.

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

- Only sharing, annotating, and whiteboarding features and connection- and screen-management functions are available. Participant list, dialing, and chat features are available via the Cisco Unified Personal Communicator application.
- No Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace 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 or Cisco Unified MeetingPlace web pages or service on Cisco Unified IP Phones.
- All participants in the conference, including the initiator of the web conference, have at least Presenter privileges.
- There are no meeting notifications for these conferences.
- Your Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace profile settings do not apply to web conferences that you add via Cisco Unified Personal Communicator. However, if your company is set up to charge conferences you initiate to a billing code specified in your profile, this setting does apply.
- You do not need to schedule these conferences in advance.
- The language of the web conference is always the language of the initiator of the conference. The web conferencing feature is available in a different set of languages than are available in the rest of the Cisco Unified Personal Communicator application. If the language of the initiator is not available, English displays.

If you require full Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace Web conferencing functionality, and you have a profile in one of those applications, consider starting your conference from the web conferencing application directly instead of from Cisco Unified Personal Communicator.

For more information, see the online Help in Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace Web Conferencing, or the documentation listed for the relevant product in [Where to Find More Documentation](#), page 1-13.

