Use WebEx Meeting Center like a pro, fast. Now with high-quality video.

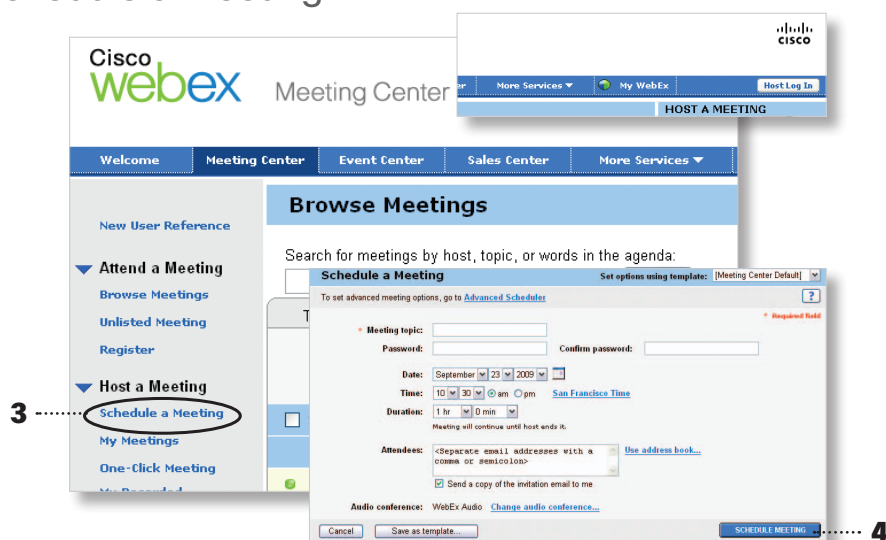## Cisco WebEx™ Meeting Center at-a-glance

A   B   C   D

Manage meeting activity without distracting attendees. See attendees in list view, or in high-quality video thumbnails. Switch to Full-Screen video mode to focus only the current speaker—and let Active Speaker technology automatically switch the video image to the person who's speaking. Chat, manage video, and control audio—behind the scenes.*

A Participants panel (in video mode)

B Chat panel

C Recorder panel

D Full-Screen video mode

E Active Speaker window

F Self-View window

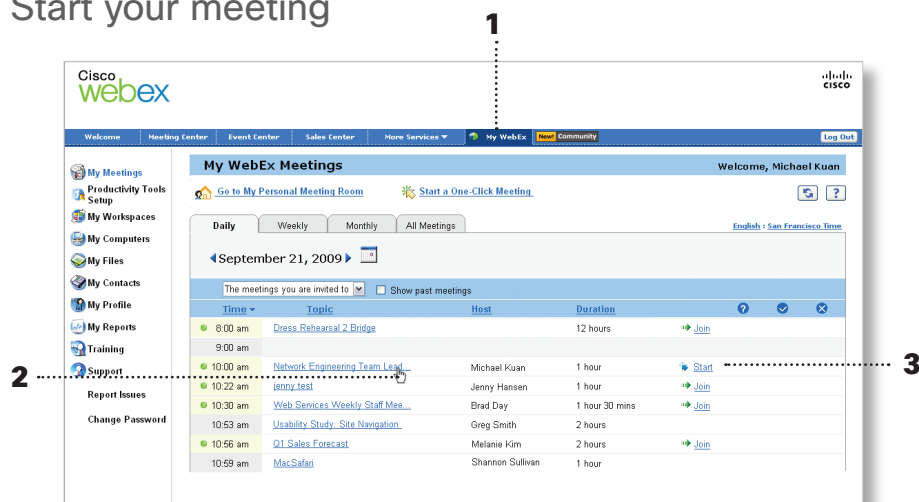**G** Participants (in video mode)

*If you don't use integrated audio, the Active Speaker window will follow the active presenter.

Schedule a meeting

1 Go to your WebEx® site. e.g._ yourcompanyname.webex.com

2 Select **Host Log In** and enter your user name and password.

3 Select the **Meeting Center** tab and click **Schedule Meeting** (It's under **Host Meetings** in the left navigation bar).

4 Enter the meeting details and click **Schedule Meeting**.
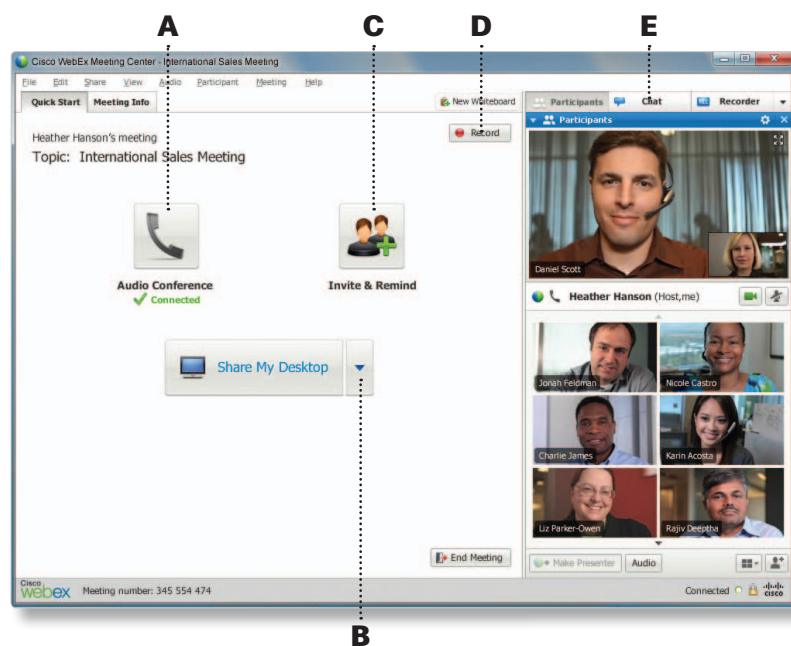
Start your meeting

1. Click the **My WebEx** button in the top navigation bar.

2. Locate your meeting under the **My WebEx Meetings** section.

3. Click **Start**.

Share a presentation, document, or your desktop

From the **Quick Start** window:

A Join an audio conference from a phone, or from your computer.

B Use the pull-down menu to select whether to share your desktop, application, presentation, document, or even a web browser.

C Invite new participants to join a meeting in progress, or remind invitees to join the meeting.

D Record a meeting for later play-back, or for archival purposes.

E Chat with a meeting participant privately, or send a message to the whole group.

Additional resources

Tap into these resources to learn all the things you can do with WebEx Meeting Center. Master the most frequently used features or brush up on your presentation skills.

MyResources myresources.webex.com: Helpful resources to manage your account and access support services.

Cisco WebEx University university.webex.com: A wide range of instructor-led and self-paced training sessions to get you on track fast.

"How do I?" video tutorials howdoi.webex.com: Find quick answers from more than fifty 3-minute videos.