

## WEBEX PRODUCTIVITY TOOLS

Use the WebEx Productivity Tools to start or join meetings or to schedule meetings using Microsoft Outlook or IBM Lotus Notes, without going to your WebEx service site.

If your site administrator has turned on WebEx Productivity Tools options for your WebEx service site, all WebEx Productivity Tools are installed automatically on your site. In addition, whenever newer versions are available, WebEx Productivity Tools are updated automatically.

If necessary, you can also download and install WebEx Productivity Tools:

- Log in to your WebEx service Web site.
- Click My WebEx > Productivity Tools Setup (on the left navigation bar.) The Productivity Tools Setup page appears.
- Under "On Your Desktop", click Download Productivity Tools. The File Download dialogue box appears.
- Save the installation program to your computer. The name of the installation file has an .msi extension.
- Run the installation file and follow the instructions.

Once you complete installation, log in using your WebEx account information and then verify your settings in the WebEx Settings dialogue box. You can set meeting options for instant meetings and scheduled meetings.

## WEBEX PRODUCTIVITY TOOL FOR MICROSOFT OUTLOOK



- **One-click Meeting:** an instant meeting that you can start at anytime.
- **Schedule Meeting:** opens the Outlook Appointment window, which contains Integration to Outlook options for scheduling an online meeting.
- **WebEx:** Opens a menu with the following options: My WebEx, Account Settings, Meeting Templates, Set Scheduling Permission, Help & About.



### Audio



**ArkadinAnytime™**  
Unattended Audio Conferencing



**ArkadinEvent™**  
Attended Conferencing

### Unified Communication



**ArkadinAnywhere™**  
Web Conferencing and Webinars



**Arkadin Integrated Solutions**  
Global Integrated Conferencing Solutions



**ArkadinWebcast™**  
Webcast - Online Broadcasting



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# Cisco WebEx Meeting Center

**Share ideas with anyone, anywhere, online.**

Accelerate Project Cycles and Drive Business Growth with Online Meetings.

## Quick Start Guide



# QUICK START

## YOUR WEBEX MEETING CENTER

### SCHEDULE OR SET UP YOUR MEETING

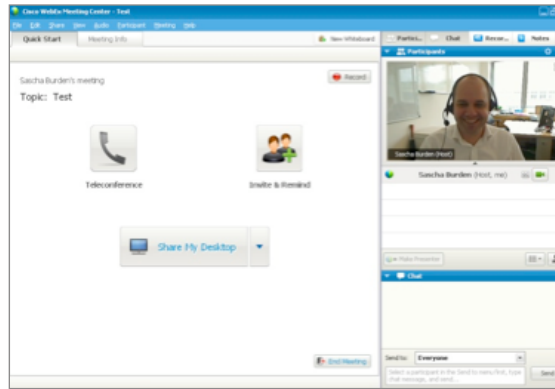
Meetings can be scheduled through the WebEx Meeting Center (see below) or using the WebEx Outlook Productivity Tool (see overleaf.)

- Go to your WebEx Meeting Center home Page
- Click on the “**Meeting Center**” tab
- Click on “Schedule a Meeting” under “**Host a Meeting**” in the left navigation bar. To start a meeting immediately, click the “**Start Now**” button in the bottom right corner.
- The Quick Scheduler will open by default and requires you to input the Meeting Topic, set and confirm Password, Date, Time, Duration and Attendees (typed in from address book.)
- Use the Advanced Scheduler for additional tools to set preferences and to create more detailed invitations including time zone planning, security settings, registration option, agenda, meeting options and attendee privileges.
- Audio options
  - The Arkadin Teleconferencing Service should be selected as the default option.
  - You may also choose to use another teleconferencing method, such as a direct phone call or internal company call. Select the free text box option to add this information into your invitation.

### START YOUR MEETING

- Go to “**My Webex**” tab
- Locate your meeting in the “**My WebEx Meetings**” list
- Click “**Start**” in the Status column to begin the web conference.

For further information, please contact us at [www.arkadin.com](http://www.arkadin.com)



### QUICK START TAB

Once you have logged in, select the “**Quick Start**” Tab, there are three options available:

- **Teleconference** - You will be prompted to either dial in or enter your phone number in the dialogue box for a call back. The option provided will depend on your organisation’s selected configuration and the set-up of the individual meeting.
- **Invite & remind** - Click on this feature and remind participants, or invite additional participants, to the meeting by sending an email.
- **Share Desktop** - Click the arrow to view the following list of sharing options:
  - Share My Desktop (Monitor 1 or Monitor 2) - Click on Monitor 1 and if applicable Monitor 2 for immediate Desktop Sharing
  - Share Document - Use the dialogue box to open the document
  - Share Application - Select the application from the list.

A green ‘Shared’ indicator will appear in the top right to show an application is being shared. Clicking the blue “**Stop**” button next to it will end sharing.

Access your meeting controls during sharing by using the Floating Icon Tray, which is docked at the top of the screen.

### RECORDING


- You can start your recording in 3 ways:
  - Click the red record button in the Quick Start tab
  - On the main menu toolbar, Click the “**Meeting**” menu and select “**Start Recording**”
  - Click the red record button on the Floating Icon Tray

(The “**Record on Server**” should be active. To check this, select “Recorder Settings” from the meeting menu.)

Follow the instructions in the WebEx Recorder Setup. You may need to input your Arkadin Teleconferencing Service account details, when prompted.

You will hear an announcement in your conference when the recording is ready to start. Click “**Start Recording**” when you are ready to record.

### VIDEO

- To start your web camera, click on the black camera icon next to your name in the participant list. Your video will then go live to all participants.
- To stop your video, click on the green camera on the participant list.
- Theatre mode
  - Select the  icon for full screen mode to give a larger viewing area of the video feeds.
  - Up to 6 web cameras can be viewed.

