

Meeting with the Auditor Controllers Office

- Save \$\$\$\$\$
- Save employees time and increase efficiency
- Save on Mileage Reimbursements
- Ability to record and post the meeting for later viewing
- Ability to Report on attendees
- Ability to interact with attendees
- Question and Answer sessions
- Paperless ??

Interacting in this Session

- Use the interaction icons
- To ask a question
 - Raise your hand
 - Use the chat panel
- Annotation Tools



The screenshot displays a meeting interface with the following components:

- Participants Panel:**

Name	Role	Feedback
Panelists: 1		
Joanne Trainer	(Host)	
Attendees: 2		
Jane Client		
John Customer		
- Chat Panel:**

from Joanne Trainer to All Participants:
Good morning everyone!

from Joanne Trainer to All Participants:
How might you use this product?

from John Customer to All Participants:
We might use this for our customers.

Send to: **All Participants**

Send

Navigate the Meeting Window

Share Presentation or Document

- You can share (upload) anything that can be printed including ppt, doc, xls, and jpeg document types
- Only the presenter can share a document, but anyone can be made a presenter
- Content will be view-only (cannot edit document or presentation)
- Shared content can be annotated by the presenter. Privileges can be granted for all if desired.

Participants
Name: J... 3 of 3 ready | Feedback
Panels: 1
Jenifer (Host)
Attendees: 2
Jane Client
John Customer

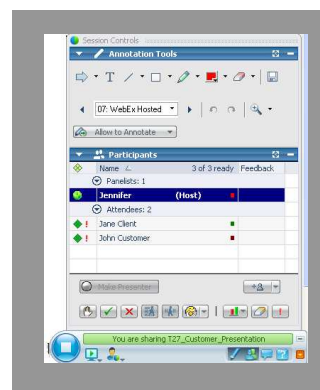
Chat
For All Participants:
From Jenifer: Good morning everyone!
From Jenifer: How might you use this product?
From John Customer to All Participants: Hi Jenifer!
From John Customer to All Participants: We might use this for our customers.

PowerPoint Notes
Slide 06 of 17
In this session we're going to teach you about the WebEx Training Center client, and show you how to use the power of WebEx to host interactive meetings that keep your users engaged and responsive.
AC11111 - Jane Host L, Open Mail
John, What if these items are you interested in learning about?

WebEx Session No: 743 235 634

Floating Icon Tray

- The floating icon tray can be used to:
 - Access meeting panels
 - View annotations
 - Navigate through the presentation

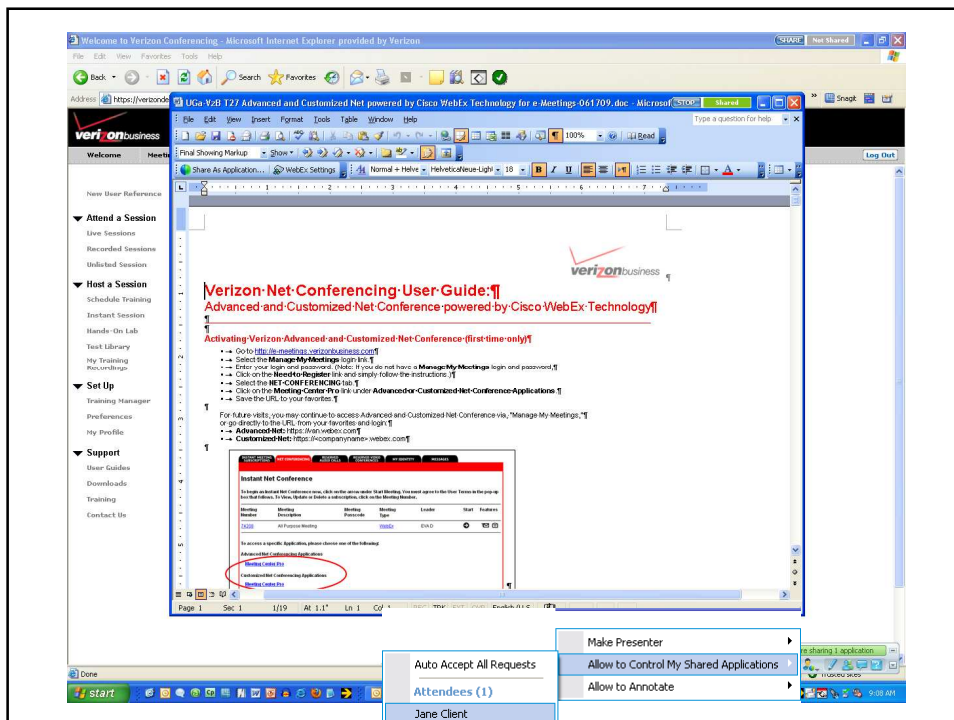
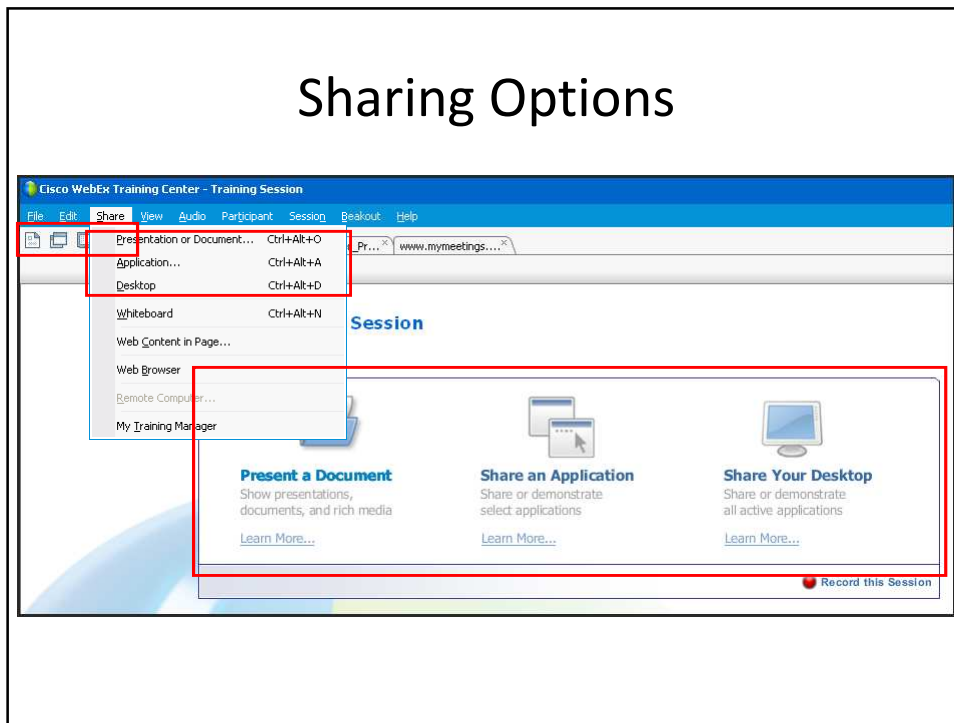


Participant tray



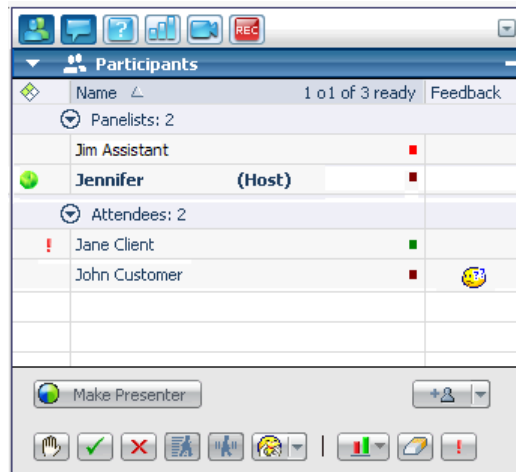
Presenter tray

Sharing Options



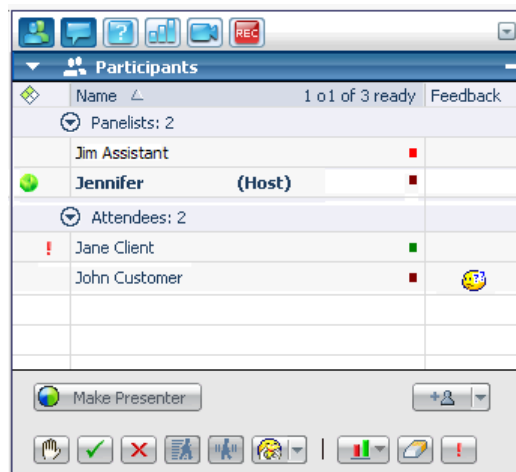
Meeting Roles

- **Host**
 - Controls Presenter role
 - Can also be a Presenter
- **Presenter**
 - Indicated by the ball
 - Shares applications, imports presentations
- **Panelist**
 - Responds to questions and chat messages
- **Attendees**
 - Can become a presenter
 - Can have as little or as much control as the host designates



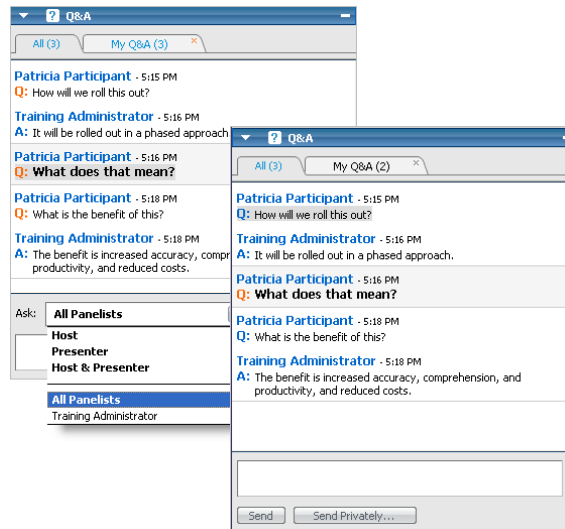
Participant Panel

- Make Presenter
- Invite
- Attention Tracking



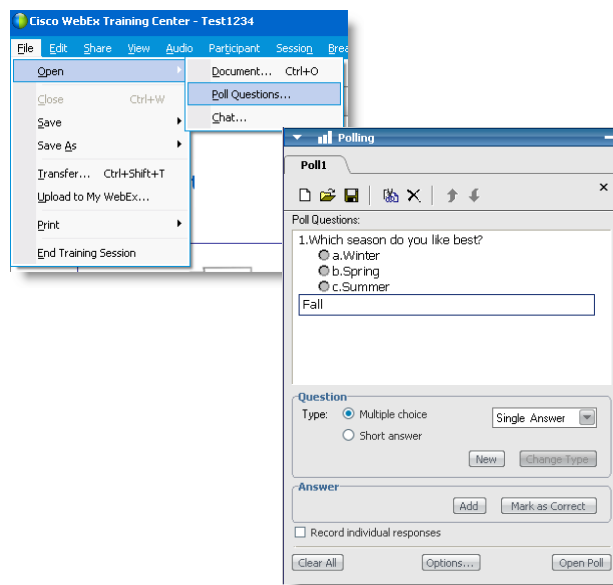
Q&A

- Attendees can send questions to the Host, Presenter, or all Panelists.
- Answers can be sent publicly or privately.
- Answer stays threaded with the question



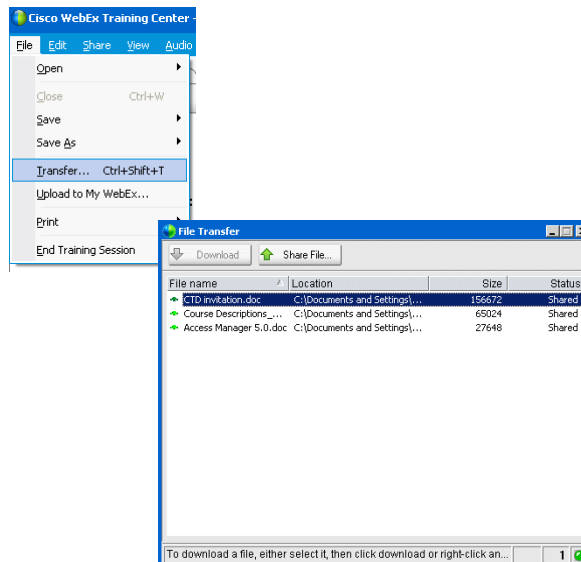
Polling

- Upload existing
- Create on the fly
- Save for the future
- Multiple choice
- Single answer

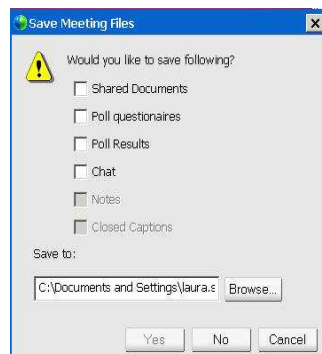


File Transfer

- Open the **File** menu
- Select **Transfer**
- Click **Share File**
- **Select** the document



End the Meeting & Meeting Transcript



Questions?

