
Sharing Content

You can access options for sharing content during your event from the Share menu.

My Screen: Everything on your computer screen.

File (including Video)....: A file on your computer.

Application: An application on your computer.

Whiteboard: A whiteboard and annotation tools.

Web Content: A website that attendees can navigate.

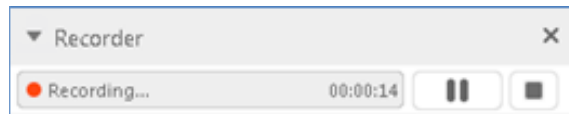
Web Browser: A website that attendees can view.

Multimedia: Audio or video files that reside at a web address (URL).

My Event Window: Your entire event window.

Record Your Event

On the Quick Start tab of your Event Window, select **Record**. Once the connection is made to the recording service, the **Recorder** panel will open and your event will begin recording.



Click the **Pause** button to temporarily suspend recording. Click it again to resume recording.

Click the Stop button to end the recording completely.

Note: A new, separate recording is creating each time you stop and then re-start recording.

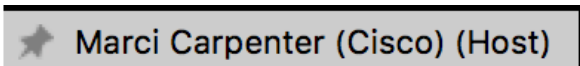
Use Video

The current presenter can always send video during an event. Up to five panelists can share their video during an event. You can change an attendee's role to panelist if you want them to share their video.

To start and stop your video, click the **Camera** icon in the **Participants** panel. The icon turns green, and your video feed appears at the top of the Participants panel. Click the camera icon again to stop your video.

To allow up to five panelists to share their video, while in full-screen mode, click Panelist Video Options. Then, click the checkbox next to a panelist's name to allow them to share video.

To focus video on a single panelist, click the **Pin** icon in your video pane, then select either the active speaker or a specific panelist.



Video will remain on the selected participant regardless of who the active speaker may be.

To learn more about how to join or host meetings using WebEx, visit <http://help.WebEx.com>

Need Help? Contact the IT Service Center at it_onestop@gse.harvard.edu

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Hosting an Event with Cisco WebEx



<http://HGSE.WebEx.com>

Schedule an Event

To schedule an event, log in the WebEx at <http://HGSE.WebEx.com>, and click the Event Center tab.

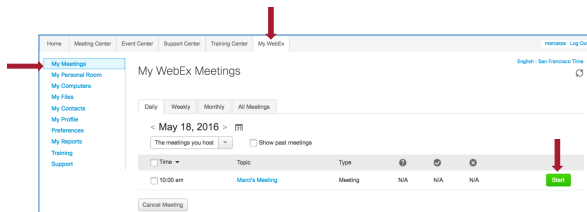
To schedule an event, you must, at a minimum, complete the **Basic Information**, **Date & Time**, and **Audio Conference Settings** sections on the event scheduler.

- Click **Host an Event > Schedule an Event** on the left navigation bar of your WebEx Event Center site.
- Complete the **Basic Information** section.
- Specify a **Date & Time**, including any different time zones for attendees.
- Select the **Audio Conference Settings**.
- Click **Schedule This Event**.

You can also add additional details such as requiring registration, assigning presenters and panelists, uploading material, and scheduling event notification and follow-up emails.

Start Your Event

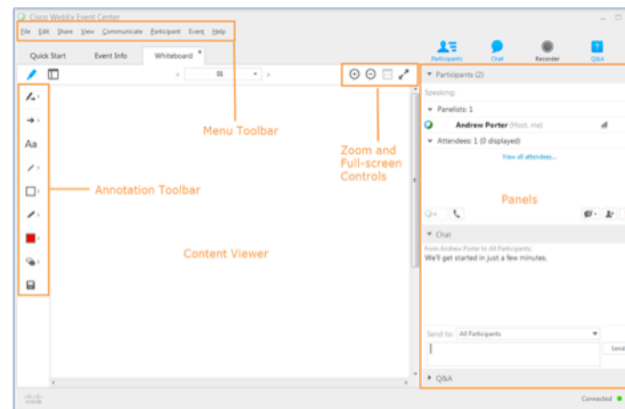
After signing in to your WebEx site, click the **My WebEx** tab then select **My Meetings** from the navigation menu on the left. Find your scheduled event and click the green **Start** button.



Joining Audio

Once you have connected to the Event Center application, you will need to connect your audio. If you are not prompted to select an audio option, click the Audio icon from the Quick Start tab and select from the following options:

- Call Me At...: Enter a telephone number to receive a call from WebEx.
- I will Call In...: Click to view directions for dining in to WebEx.
- Use My Computer...: Connect to audio over the internet using your computer's speaker and microphone, or a headset connected to your computer.



Your Event Window

Menu Toolbar: Allows access to Event Center tools and functions.

Zoom and Full-screen controls: Zoom in, zoom out, or show content in full-screen mode.

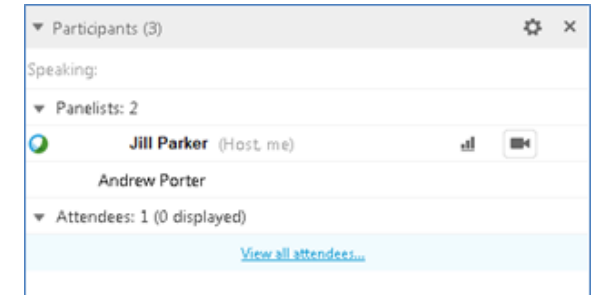
Annotation Toolbar: Lets participants annotate files and whiteboards shared during an event.

Content Viewer: Displays presentations, documents, video files, whiteboards, and Web content.

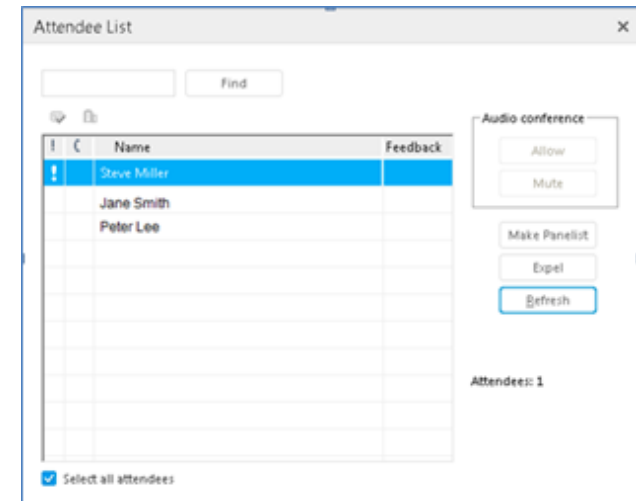
Panels: Provides areas for chat, polling, Q&A, names of participants, and the recorder.

Managing Participants

By default, the Participants panel will display only the names of the host and panelists to others in the event. Attendees will see their names, as well as the names of panelists and hosts. Hosts and Panelists may view all attendees.



The host can click **View all attendees...** to display a list of attendees.



From here, an attendee can be unmuted, made a panelist, or expelled from the event.

Note: You will need to hit the Refresh button in order to see an updated list of new participants. This list does not refresh automatically.