

Webex Instructions and Screen Prints

December 7, 2009

Draft 2

You will first get an email inviting you to attend the meeting:

11/11/2009 2:22 PM

From: WDA Employee <messenger@webex.com>
To: Hebert-Hillegas, Lorie
Subject: (Forward to attendees) Meeting Invitation: State Funding

***** You can forward this email invitation to attendees *****

Hello ,

WDA Employee invites you to attend this online meeting.

Topic: State Funding
Date: Tuesday, December 1, 2009
Time: 7:00 pm, Mountain Standard Time (Denver, GMT-07:00)
Meeting Number: 575 378 127
Meeting Password: natres

To join the online meeting (How from iPhones too!)

1. Go to <https://wvagrnc.webex.com/wvagrnc/j.php?ED=134382487&UID=08&EW=HY2DvltmOxMMWEh&RT=MIM2>
2. Enter your name and email address.
3. Enter the meeting password: natres
4. Click "Join Now".

To view in other time zones or languages, please click the link:
<https://wvagrnc.webex.com/wvagrnc/j.php?ED=134382487&UID=08&E>

To join the audio conference only

On 01 Dec 2009:

- 1) call 1.877.278.868 and pin 567075
- 2) click on the link to Start On-line mtg.
- 3) only first time users must click the top bar to Install Active X. Then Install.
- 4) questions or concerns can be answered by conference call.

For assistance

1. Go to <https://wvagrnc.webex.com/wvagrnc/mg>
2. On the left navigation bar, click "Support".

Click this URL to go to webinar site.

-Enter name and email address
-enter password
-click Join Now

Page: 2 of 10 | Words: 8,439 | Novell GroupWise C... | Mail From: WDA Em... | webexScreenShots... | VOIP Project.docx... | untitled - Paint | 11:34 AM

Wyoming Department of Agriculture WebEx Enterprise Site - Windows Internet Explorer

File Edit View Favorites Tools Help

https://wyagric.webex.com/mw03061/mywebex/default.do?service=1&siteurl=wyagric&nomenu=true&main_url=%2F

Wyoming Department of ... X

Citizen Business Government Visitor

Wyoming Department of Agriculture

Meeting Information: screen shots

English : Denver Time

Meeting status: Started

Starting date: Friday, November 6, 2009

Starting time: 3:03 pm Mountain Standard Time (Denver, GMT-07:00)

Duration: 1 hour

Meeting number: 575 860 080

Meeting password: natres

Audio conference: None

Host's name: WDA Employee

Host's Email: lheber@state.wy.us

Join Meeting Now

To join this meeting, provide the following information.

Your name:

Email address:

(Clear my information)

I would like to take a free WebEx trial (email required).

Join Now

View Agenda **Add to My Calendar**

Before you join the meeting, please click here to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the meeting.

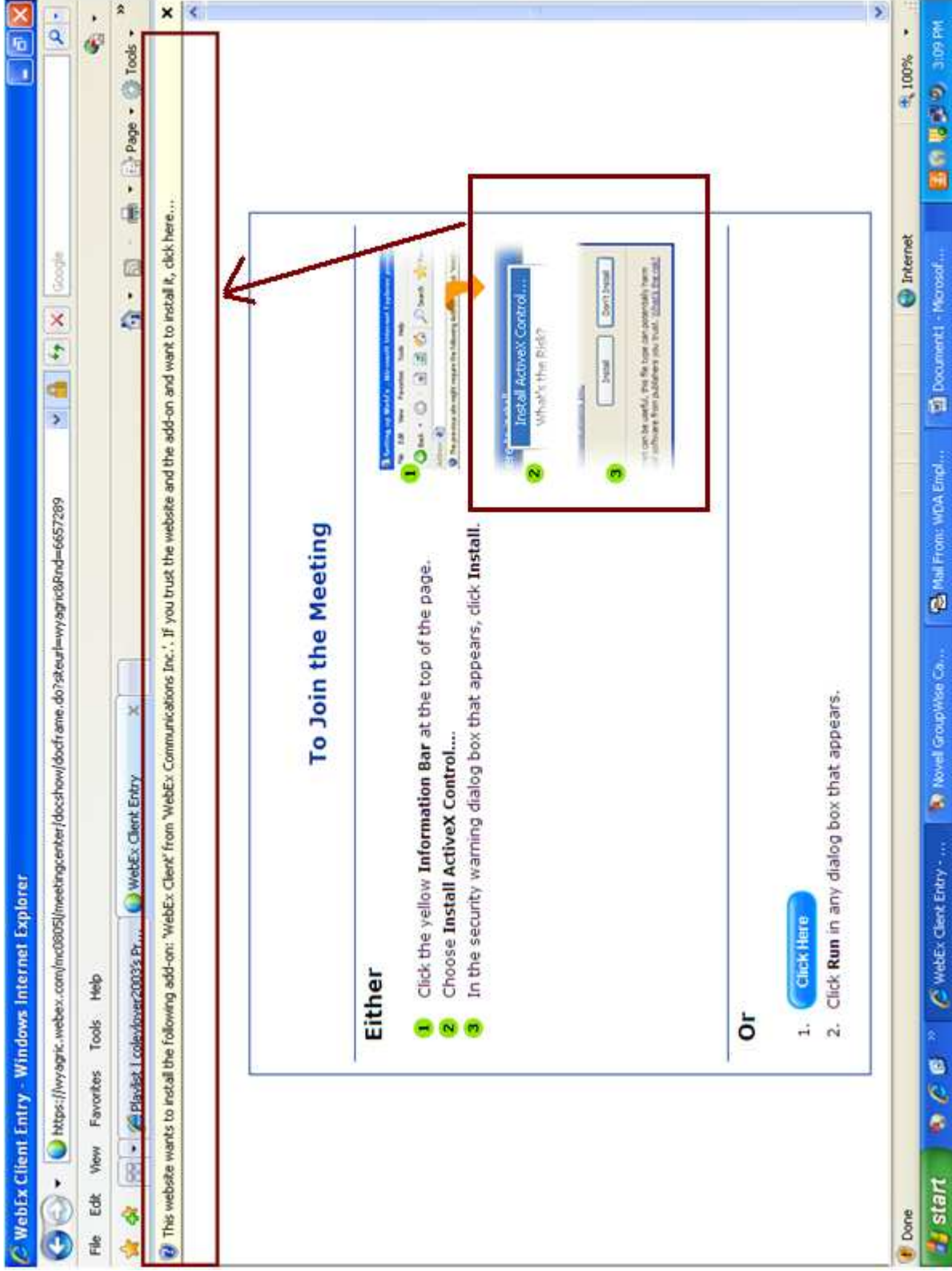
start

Internet

100% 3:07 PM

Novell GroupWise Ca... Mail From: WDA Empl...

- This is the main menu attendees will view once they click the link to Start Meeting.
- Attendees will write their name and e-mail address in the box provided. (The email address needs to match the email address used to invite user to the meeting).
- Click "Join Now"

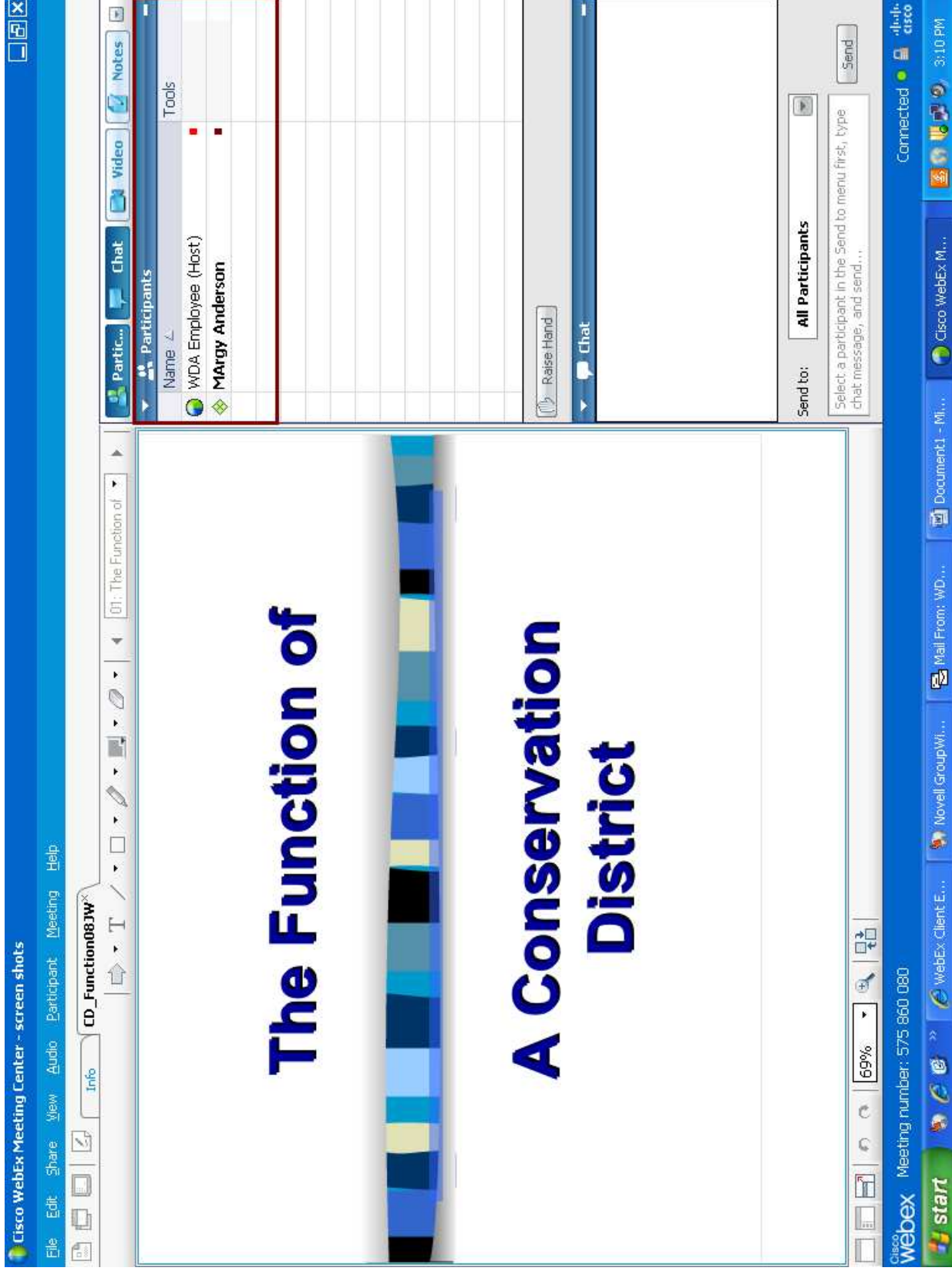


- First time attendees using WebEx software must click the Yellow Information Bar near the top of the page to install the software. The directions are above under “To Join the Meeting” followed by “Install.” Left click once to Install. Allow a minute or so for the complete installation.



You will get a "Windows security Warning"
Click Install.





- Once an attendee joins the meeting, a list of all attendees appears in the box "Participants."
- Below that box, is a tab "Raise Hand." If you have a question, raise your hand. This will indicate to the instructor you have a question. The instructor will call your name over the phone and you can answer the question. Once the question is asked, the hand can be removed.

See next page for an explanation of icons

This is an indication of where the hand is when you raise it.

This is a place to view "chat log" of participants.

Select to send your message to all participants or individual from the drop down box.

Type your text in the window and Double check the message is being sent to the correct person and click "Send."

The left side of the screen "The Function of A Conservation District" is controlled only by the Host or the Instructor. An attendee will only watch the slides as presented by the host or instructor.

Note: When mike is used: Only Seven (7) users can be on microphone at a time. Be sure to click the microphone off when not speaking.

Control

① Displays icons for working with attendees

② Displays a maximum of 4 panel icons. You can open any remaining panels from the Select menu



Stops sharing and returns to the Meeting window



Provides access to meeting controls and panels that are not displayed on the Meeting Controls Panel



Displays the Participants panel



Displays the Chat panel



Displays the Annotation Tools panel



Displays the Polling panel



Displays the Notes panel

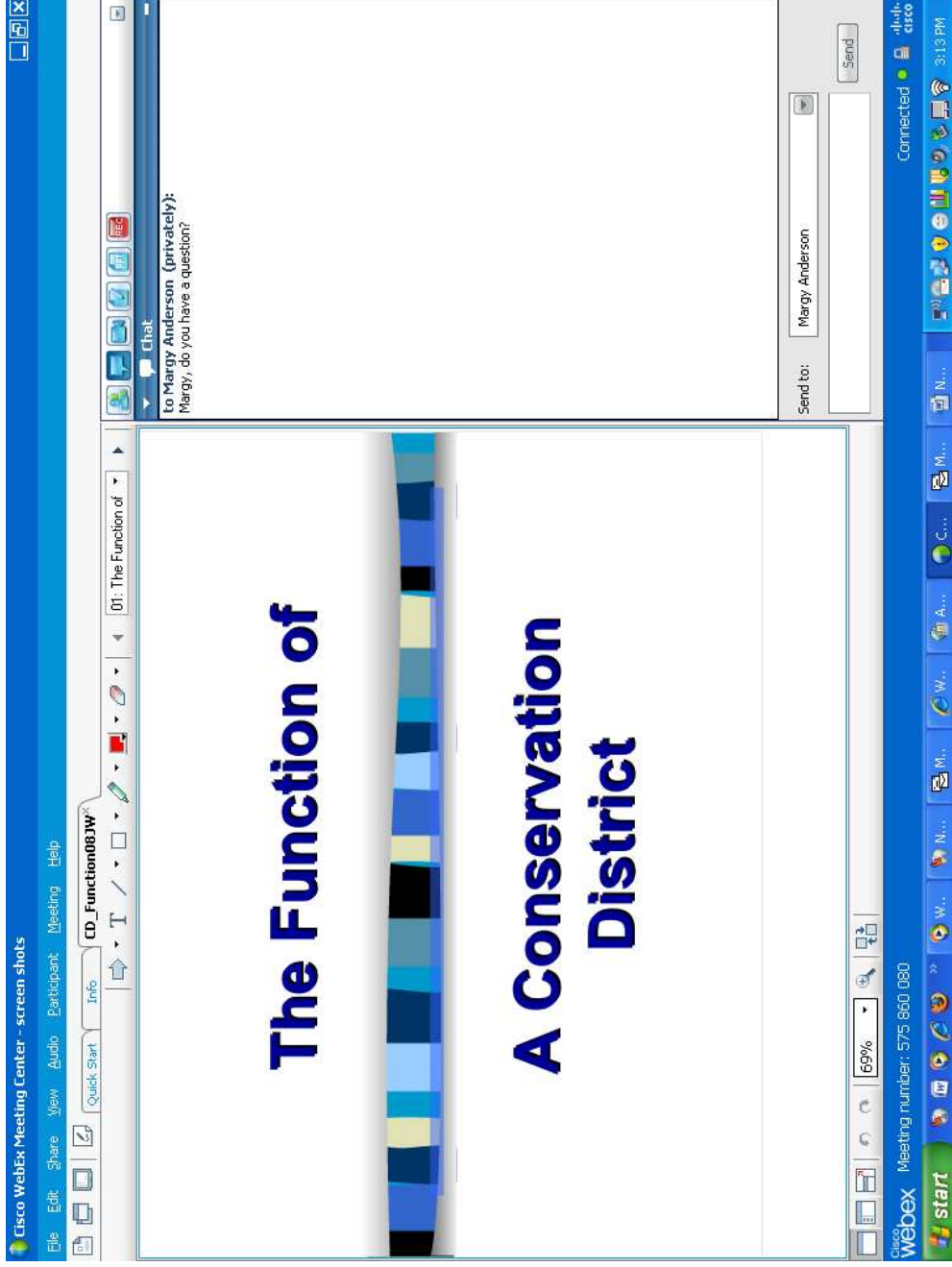


Displays the Video panel

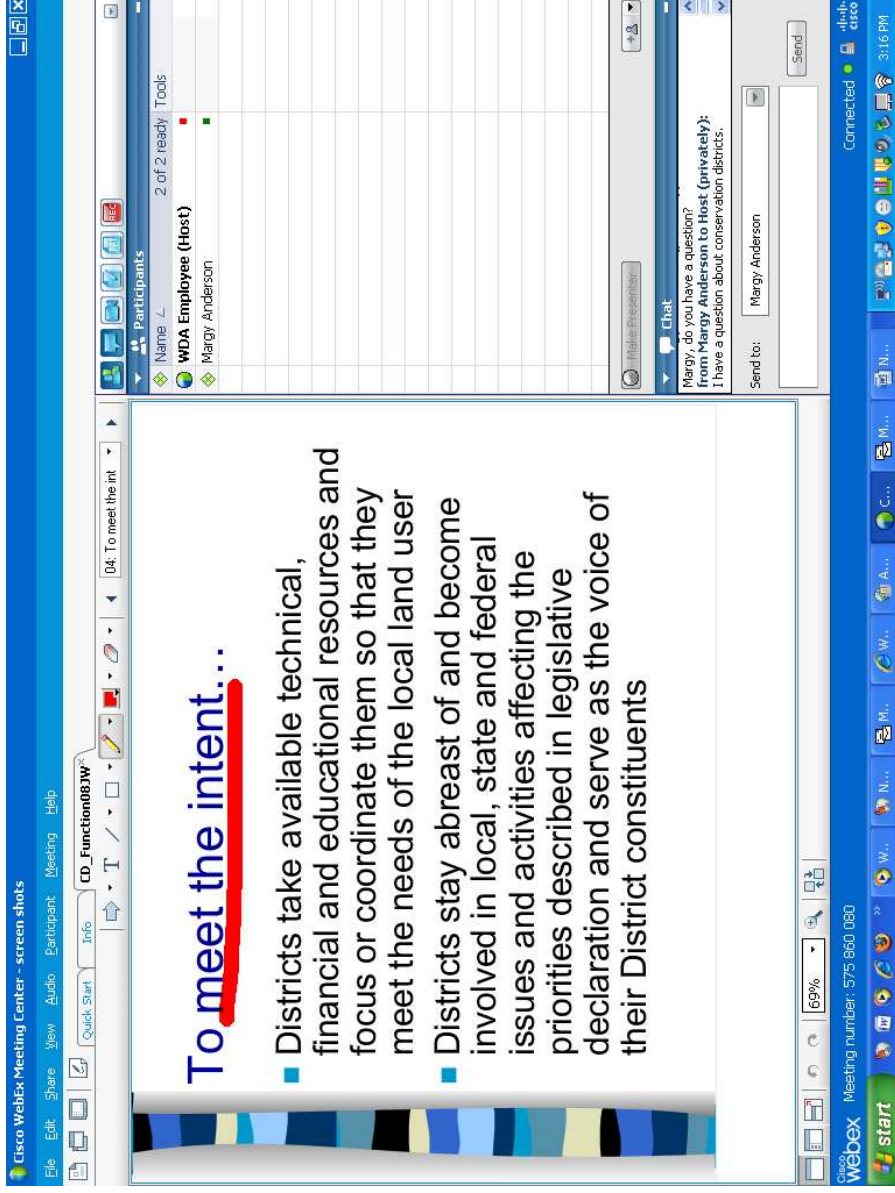


Displays the Recorder panel

This is a screen shot from the Webex Website. The department has not signed up for all features so not all features apply for Department meetings.



- By left clicking once on the icons above “Chat” you can change the look of your screen. In this case, the Chat window is extended and the “Participants” box “is removed. To reinstate “Participants”, left click once on the icon with the blue and green figures.



- This is an example of when the instructor advanced the slides forward. The instructor has a toolbar with options to underline as indicated in red, circle, erase, etc. The small window near the top with "04: to meet the int." show the attendees and instructor what slide they are on.
- Documents and presentations can be downloaded prior to the meeting

To Leave the meeting:

The screenshot shows a Cisco WebEx Meeting Center window. The main content area displays a document titled "Cowboy States Stock Horse Association Official Score Sheet" with a logo and a table of scores. The table has columns for "Description", "Horse", "Judge", "Score", "Comments", and "Priority Total Score/70". The "Leave Meeting" option is highlighted in the File menu.

File Edit Share View Audio Participant Meeting Help

- Open
- Close (Ctrl+W)
- Save
- Save As
- Save All...
- Transfer... (Ctrl+Shift+T)
- Print
- Send Transcript...
- Leave Meeting**

CSSHA09master...x

Cowboy States Stock Horse Association Official Score Sheet

Maneover Scores: -1.5 extremely poor, -1 very poor, -0.5 poor, 0 normal, +0.5 good, +1 very good, +1.5 excellent.

Description	Horse	Judge	Score	Comments	Priority Total Score/70
Maneover			1		1
Maneover			2		2
Maneover			3		3
Maneover			4		4
Maneover			5		5
Maneover			6		6
Maneover			7		7
Maneover			8		8
Maneover			9		9
Maneover			10		10
Maneover			11		11
Maneover			12		12
Maneover			13		13
Maneover			14		14
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Maneover			95		95
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Maneover			97		97
Maneover			98		98
Maneover			99		99
Maneover			100		100

Note: Judges may blow the whistle at any time to terminate the work. A score of zero will be given if the work is not complete at that time.

Additional Judge Comments:

Tools

Participants

Name: WDA Employee (Host)
margy

Chat

Send to: All Participants

Select a participant in the Send to menu first, type chat message, and send...

Send

65%

Meeting number: 579 565 576

start

Novell GroupWise C...

Mail From: WDA Em...

WebEx Client Entry ...

Connected

1:30 PM

Click yes to exit meeting:

The screenshot shows a Cisco WebEx meeting interface. The main window displays a document titled "Cowboy States Stock Horse Association Official Score Sheet". A "Leave Meeting" dialog box is overlaid on the document, asking "Do you want to leave this meeting now?" with "Yes" and "No" buttons. The document content includes a header with the association logo, a legend for "Measure Scores" (ranging from -15 excellent to -1 extremely poor), and a table for "Balded Work Comments and scoring".

Measure Scores: -15 extremely poor, -11 very poor, -5 poor, 0 neutral, +5 good, +11 very good, +15 excellent

Measure	1	2	3	4	5	6	7	8	9	Priority Total	Score/70
Balded Work Comments and scoring											
Cow Work Comments and scoring											

Note: Judge may blow the whistle at any time to terminate the work. A score of zero will be given if the work is terminated.

Additional Judge Comments:

The meeting interface includes a top menu bar (File, Edit, Share, View, Audio, Participant, Meeting, Help), a toolbar with icons for chat, video, and notes, and a bottom status bar showing "Connected" and "1:30 PM".