

# Webex Instructions and Screen Prints

December 7, 2009

Draft 2

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

The screenshot shows an email client window with the following details:

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

The email body contains the following text:

\*\*\*\*\* 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

Two callout boxes are present:

- A box pointing to the URL <https://wvagrnc.webex.com/wvagrnc/j.php?ED=134382487&UID=08&EW=HY20VIM0xMMVE&RT=MIM2> with the text: "Click this URL to go to webinar site."
- A box pointing to the instructions "1. Enter your name and email address.", "3. Enter the meeting password: natres", and "4. Click 'Join Now'." with the text: "-Enter name and email address", "-enter password", and "-click Join Now".

Additional instructions in the email include:

- To join the online meeting (Now from iPhones too!)**
  1. Go to <https://wvagrnc.webex.com/wvagrnc/j.php?ED=134382487&UID=08&EW=HY20VIM0xMMVE&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&EW=HY20VIM0xMMVE&RT=MIM2>
- 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".

Wyoming Department of Agriculture WebEx Enterprise Site - Windows Internet Explorer

https://wyagric.webex.com/mw0306/mywebex/default.do?service=1&siteurl=wyagric&nomenu=true&main\_url=%2F

Wyoming Department of ...

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:**

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

**Join Now**

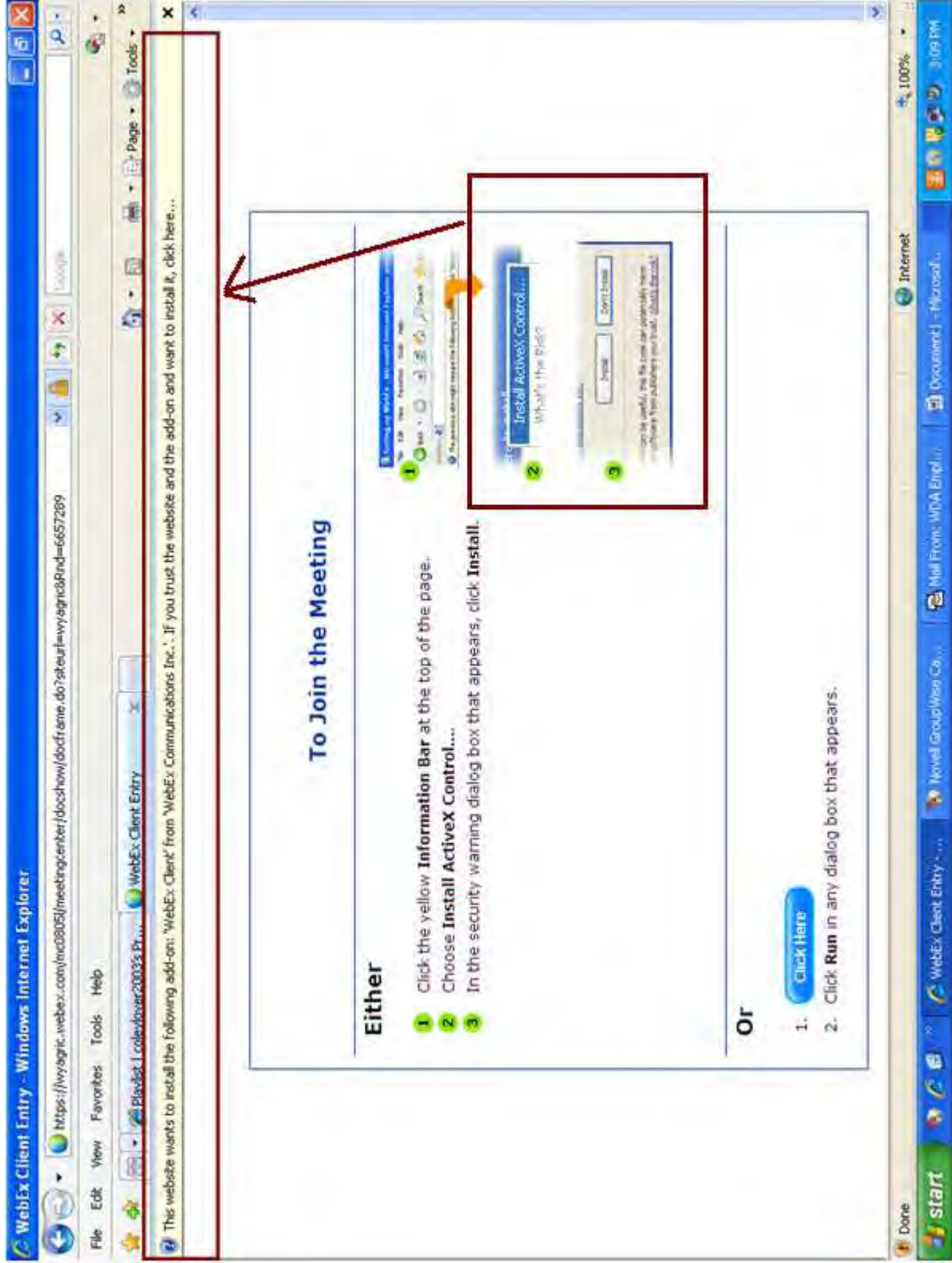
[View Agenda](#) [Add to My Calendar](#)

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

- 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"



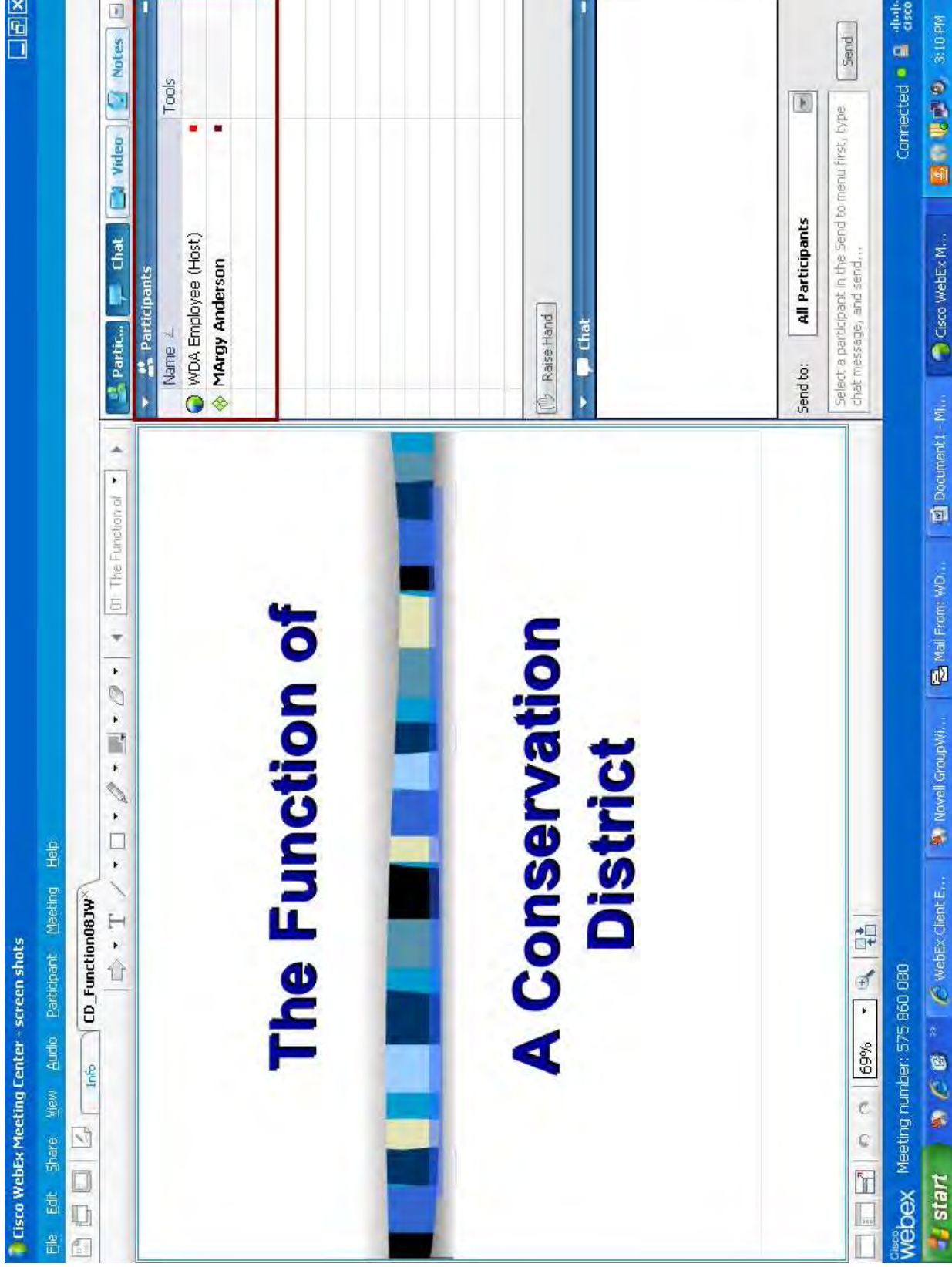


- First time attendees using WebEx software must click the Yellow Information Bar near the top of the page to install the software. The directions are above under “To Join the Meeting” followed by “Install.” Left click once to Install. Allow a minute or so for the complete installation.



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.

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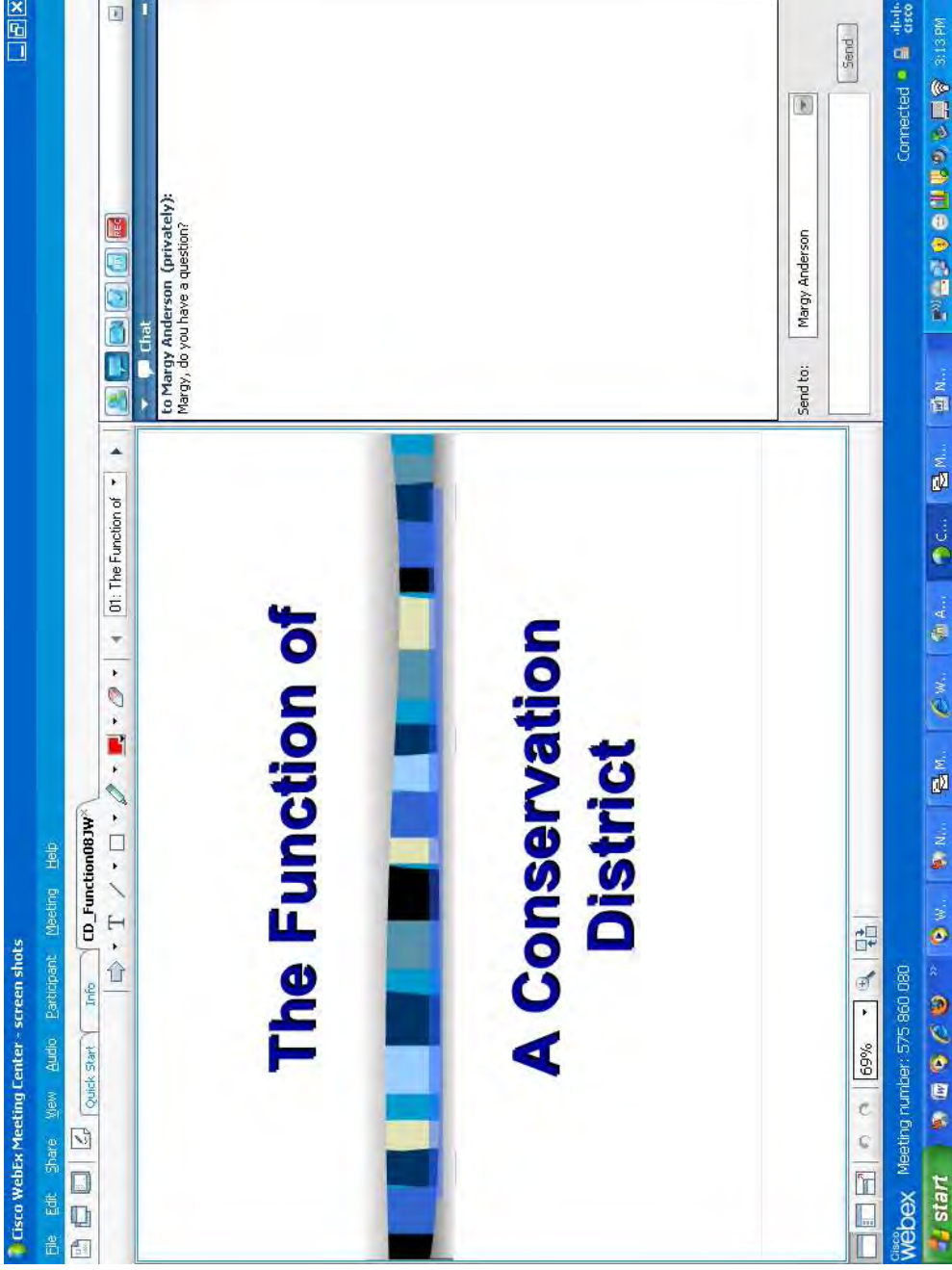
Note: When mike is used: Only Seven (7) users can be on microphone at a time. Be sure to click the microphone off when not speaking.



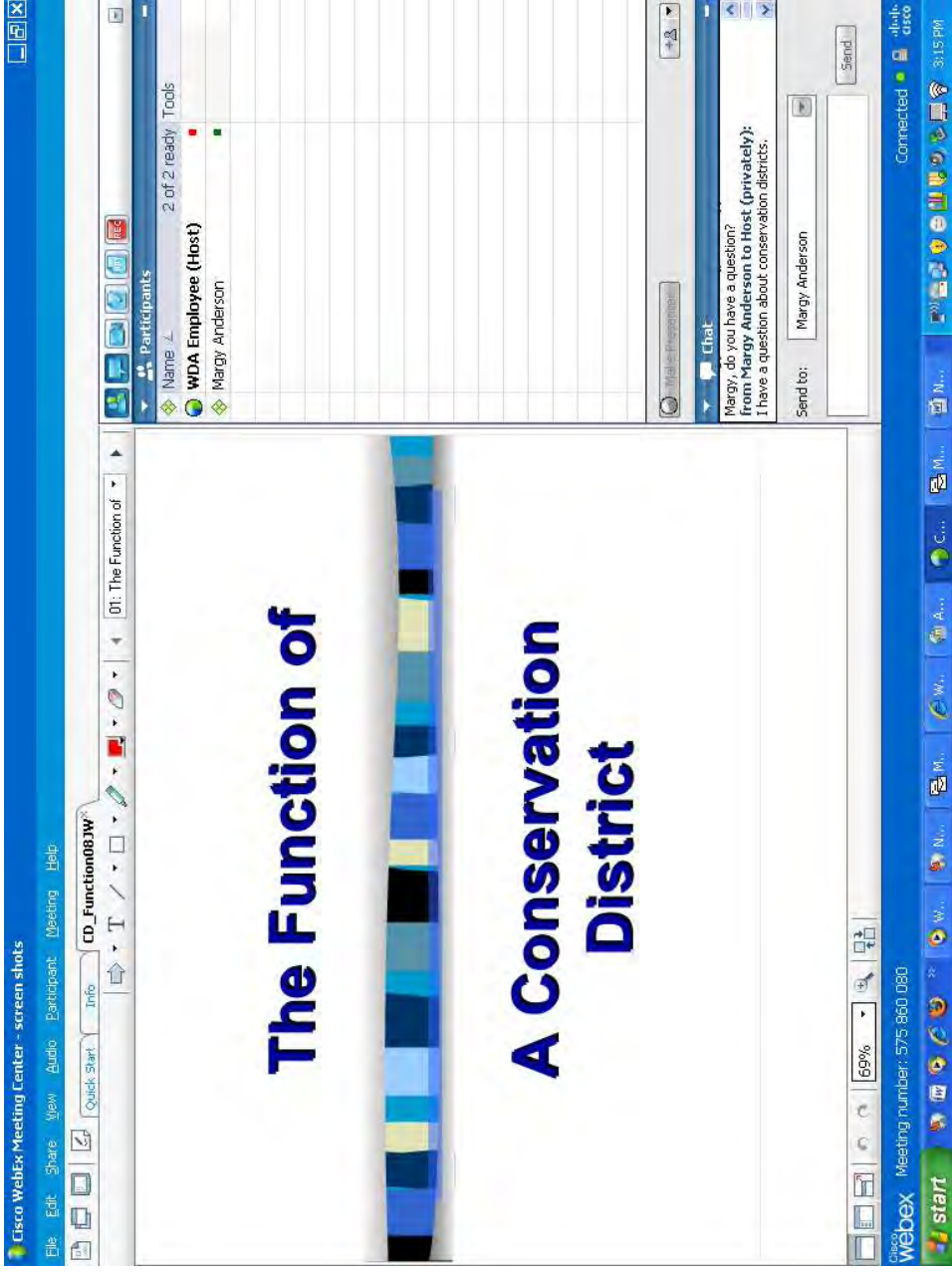
Control	
	Displays icons for working with attendees
	Displays a maximum of 4 panel icons. You can open any remaining panels from the Select menu
	Stops sharing and returns to the Meeting window
	Provides access to meeting controls and panels that are not displayed on the Meeting Controls Panel
	Displays 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.

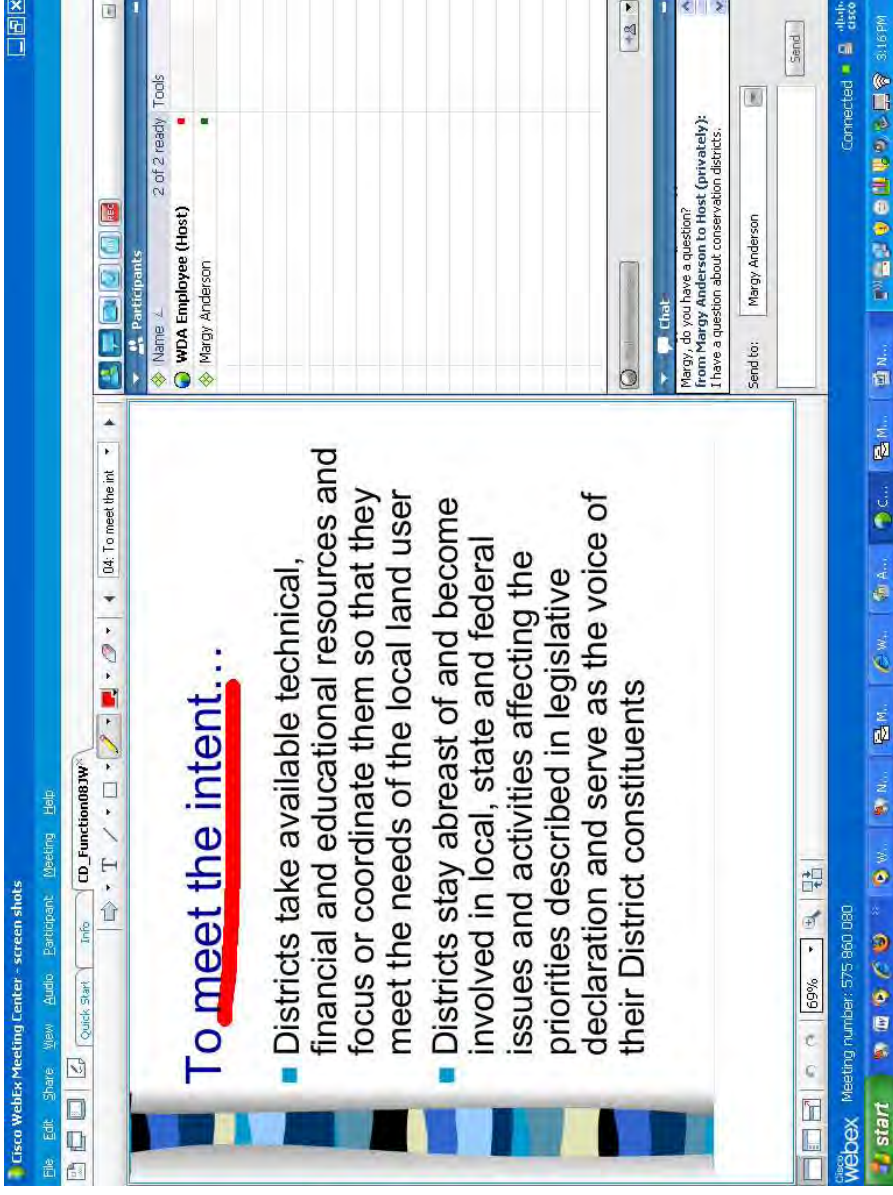




- By left clicking once on the icons above "Chat" you can change the look of your screen. In this case, the Chat window is extended and the "Participants" box "is removed. To reinstate "Participants", left click once on the icon with the blue and green figures.



- This is an example between two people chatting. The host “WDA Employee” asks Margy Anderson if she has a question. Margy’s response appears below her name.



- 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 with a menu open over the 'File' option. The menu items are: Open, Close (Ctrl+W), Save, Save As (Alt+S), Save All..., Transfer..., Print, Send Transcription..., and Leave Meeting (highlighted with a red box). The background shows a document titled 'Cowboy States Stock Horse Association Official Score Sheet' with a table of scores.

Class	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
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Additional Judge Comments:

Taskbar: Meeting number: 579 565 576, Meeting name: WDA Em...



# Click yes to exit meeting:

The screenshot displays the Cisco WebEx Meeting Center interface. At the top, the title bar reads "Cisco WebEx Meeting Center - Test again". The menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". The main window shows a document titled "Cowboy States Stock Horse Association Official Score Sheet". A "Leave Meeting" dialog box is open in the center, with a yellow warning icon and the text "Do you want to leave this meeting now?". The dialog has "Yes" and "No" buttons, with "Yes" highlighted. The background document contains a table with columns for "Name", "Priority", and "Score". A "Raise Hand" button is visible in the bottom right corner of the meeting window. The system tray at the bottom shows the Cisco WebEx logo, meeting number "579 565 576", and the time "1:30 PM".

Name	Priority	Score
WDA Employee (Host)	1	
margy	2	