

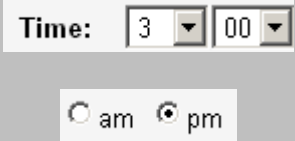
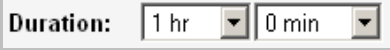
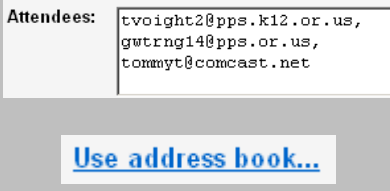
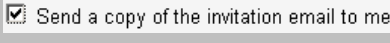


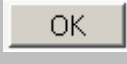
# Portland Public Schools

## WebEx Quick Reference Guide Schedule and Conduct a Meeting




WebEx is an on-line collaboration tool where you and your department staff can meet in a virtual room and can share documents and a whiteboard, as well as communicate through the computer or a toll free phone number. You can also use “web-cams” and share video. This guide will detail the steps to schedule and conduct WebEx meetings.

Schedule a WebEx Meeting		
<b>Step 1</b>	Start your Internet browser and go to  <i><b>ppsk12.webex.com</b></i>	
<b>Step 2</b>	When the page opens, click the <b>Host Log In</b> button in the upper right corner.	
<b>Step 3</b>	Enter your <b>Username</b> and <b>Password</b> .  Click the <b>Log In</b> button.	Username: <input type="text"/> Password: <input type="password"/>  
<b>Step 4</b>	On the left menus, if the triangle is pointing “right”, click on <b>Host a Meeting</b> to expand the menu.	
<b>Step 5</b>	Click on <b>Schedule a Meeting</b> .	
<b>Step 6</b>	In the <b>Meeting Topic</b> field, enter the subject of your meeting. This will appear in the Subject line of the e-mail your attendees receive.	* Meeting topic: <input type="text"/>
<b>Step 7</b>	Enter and confirm a <b>Password</b> for your meeting. The password is a minimum of 4 and a maximum of 16 characters. It cannot be the same as your Username or the Meeting Topic.	* Password: <input type="password"/> * Confirm password: <input type="password"/>
<b>Step 8</b>	Use the drop down arrows to select the <b>Date</b> for your meeting.  You can also use <b>Calendar Look Up</b> button	Date: <input type="text" value="September"/> <input type="text" value="11"/> <input type="text" value="2010"/>  

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itservicedesk@pps.k12.or.us

<p><b>Step 9</b></p>	<p>Use the drop down arrows to select a <b>Start Time</b> for your meeting.</p> <p>Select <b>AM</b> or <b>PM</b>. Remember 12 noon is 12 PM</p>	
<p><b>Step 10</b></p>	<p>Use the drop down arrows to select the <b>Duration</b> for your meeting.</p> <p><b>NOTE:</b> This is an estimate and notifies attendees of approximate time to allow. However, you are not locked to this duration. You can exceed the duration during your meeting. You will <u>not</u> be “kicked off” the system at the end of the selected time.</p>	
<p><b>Step 11</b></p>	<p>In the <b>Attendees</b> field, enter the <u>complete</u> e-mail address for your attendees. Separate each email with a comma or semi-colon.</p> <p><b>NOTE:</b> <u>Do not</u> use the <b>Use address book</b> link. This does not work with your GroupWise contacts list.</p>	
<p><b>Step 12</b></p>	<p>Click the <b>checkbox</b> next to <b>Send a copy of the invitation email to me</b>.</p>	
<p><b>Step 13</b></p>	<p>If this is going to be a recurring meeting and/or your attendee list will remain constant, click the <b>Save a template...</b> button.</p> <p>The <b>Save as Template</b> window will open. Enter a <b>Name</b> for your Template in the <b>Template name</b> field.</p> <p>Click the <b>Save</b> button.</p> <p>Then, to schedule a meeting using your Template, click the <b>Set options using template</b> drop down list in the upper right corner and click on your Template. You'll just have to set a date and time for the meeting. The Topic, Password and Attendees will automatically fill in for you.</p>	
<p><b>Step 14</b></p>	<p>After entering all the information, click the <b>Schedule Meeting</b> button.</p>	
<p><b>Step 15</b></p>	<p>A confirmation window will open with your meeting details. Click the <b>OK</b> button.</p>	

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Conduct a WebEx Meeting		
<b>Step 16</b>	Follow steps 1-3 above to log in.	
<b>Step 17</b>	Your meeting will display.  Click the <b>Start</b> button.  The <b>Meeting Center</b> will open.	
<b>Step 18</b>	When your meeting is over, click <b>File</b> .  Click <b>End Meeting</b> .	 

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