Cisco WebEx Connect

Getting Started Guide

InterCall

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After you install Cisco WebEx Connect to your desktop, log in with the username and password you created. You'll then see an Instant Message screen, ready for you to add contacts and start collaborating with WebEx Connect!

- **Connect and collaborate** instantly with remote colleagues, online — both inside and outside your company.
- **Boost productivity** using virtual project team spaces; share documents, contacts, and discussion threads.
- **Customize and integrate** business applications — without IT.
- **Quickly share ideas** and make informed decisions on the spot.

Contact

Add a contact
Select Add New Contact from the File menu. From the Add Contact screen, enter the screen name of the person you want to add or click the address book icon to connect to your company's global address book and/or your personal contacts.

Set up your business card
Hover over a contact's name on the Contact List to view a business card. Hover over your own name to view and modify your own profile data.

Click Edit Profile to change your data or select the picture box to add a personal photo.

Contact individuals inside or outside your organization by adding their screen names.

CISCO WebEx Technology

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Communicate

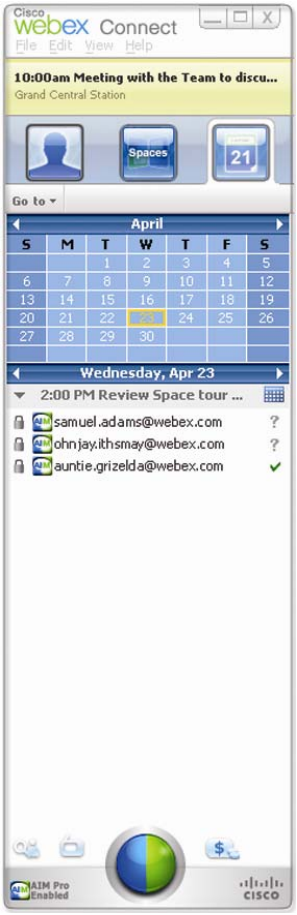
+ Launch IM, voice, video. Share files and desktop.
To send an instant message, double click one of the contacts in your contact list. Move the chat into a video or voice discussion by clicking those buttons.To send a file directly to this person, click, and choose the file you want to send.

Sharing your desktop with colleagues. Hit the share button, choose Integrated Desktop and your colleague will be able to see your desktop.

+ Set up your WebEx host account
Associate your WebEx account with WebEx Connect. In WebEx Connect, select WebEx Meeting Host Account from the File menu. Add your account credentials.

Don't have a host account? You can still participate in meetings started in the space, but cannot host meetings.

+ Schedule and join a WebEx meeting
Schedule and launch meetings from the integrated Outlook Calendar tab. You can also launch meetings directly from within a space by clicking the Meet button at the bottom of the Space.



Schedule and join WebEx Meetings without having to remember a meeting site, meeting ID, or password.

Collaborate

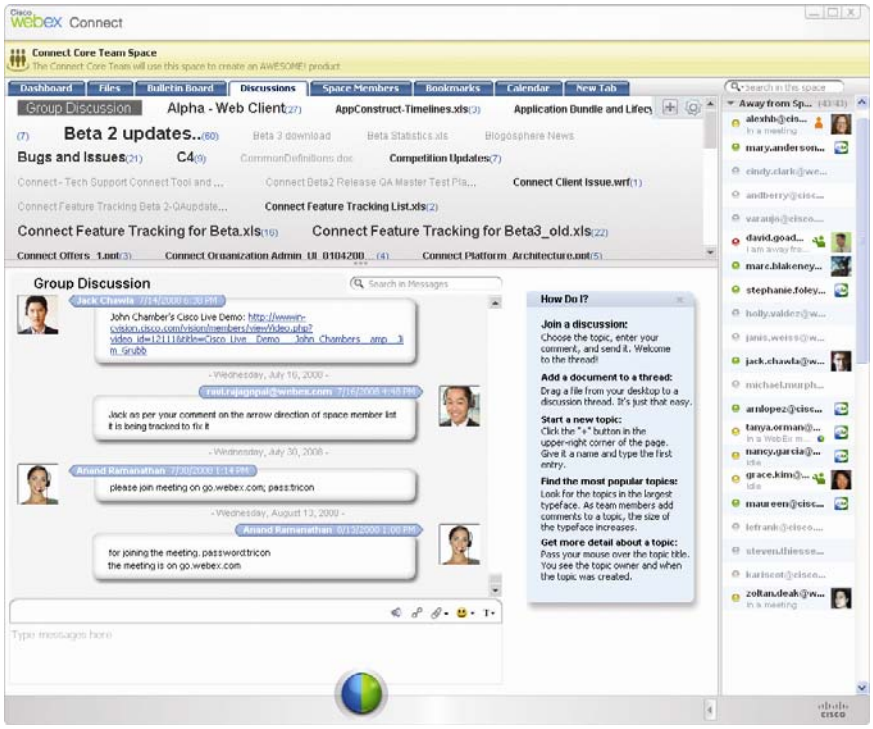
+ Create a Space

To create a space, click New and select Space. Fill out the necessary information and choose a template. Select colleagues to invite to the space, the level of access they should have and how you would like to invite them. Hit Create to launch your new space.

+ Manage and share files and discussions

Upload files and share them among colleagues for rapid edits, centralized storage, and any time, anywhere access. Drag and drop files into your space or use the New button in the top left. See when the file was last modified, open documents from the space, and save them directly back into the space.

Engage in persistent discussions with space members. Start discussions relating to specific documents by clicking the Discussion icon within the Files tab, or the + icon in the top right corner in the discussions tab.



Bring people and content together in virtual team spaces to brainstorm, discuss, share documents and show presentations. Shorten review cycles, make better and quicker decisions with instant team collaboration.

For more information about WebEx Connect and InterCall's full suite of WebEx web conferencing services, visit us at www.intercall.com.