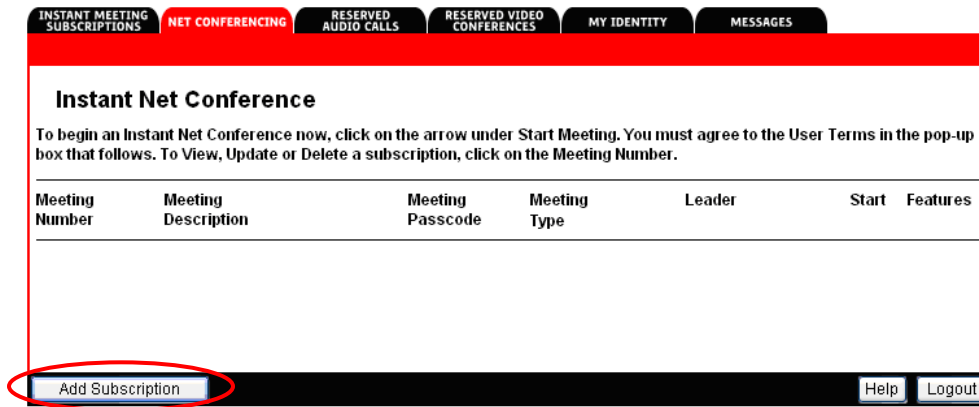


Net Conferencing User Guide:

Instant Net Conference powered by Cisco WebEx Technology

Setting up an Instant Net Conference Subscription (first time only)

- Go to <https://www.mymeetings.com>
- Select the **Manage My Meetings** login link.
- Enter your login and password. (Note: If you do not have a "Manage My Meetings" login and password, click on the **Need to Register** link and simply follow the instructions.)
- Select the **NET CONFERENCING** tab.
- Click on the **Add Subscription** link under **Instant Net Conference Applications**.



Complete the Subscription Form

- Select **WebEx** as the Meeting Type
- Enter the Presenters Passcode and a different password for the Meeting Passcode for your attendees.
- Click **Proceed**

INSTANT NET CONFERENCE
Create Subscription

Please select your meeting type, meeting passcode and meeting description.
Note: Bold fields are required. Meeting Passcode is case sensitive.

Will you be the Subscription Leader? Yes No
Leader's Name: [Search](#)

Meeting Type: Powered by Live Meeting Powered by WebEx®

Meeting Passcode*:
Meeting Description:

Please verify the following...

VZID:

Leader Email Address**:

Contact Email Address**:

Proceed [Go Back](#)

*Your Meeting Passcode will remain constant for the life of your subscription. You may change your Meeting Passcode at any time by going to [Manage My Meetings](#).

Invite Participants

- Your Instant Net subscription has been created and is ready for you to begin.
- Click the **Invite** icon for your Instant Net conference.

Meeting Number	Meeting Description	Meeting Passcode	Meeting Type	Leader	Start	Features
SW4511	All Purpose Meeting	12345	WebEx	EVA		

- Select Instant Meeting and Instant Net conference
- Complete the **To** and **Subject** fields and click **Send**.

Meeting Invitation

Click on the **Send** button to e-mail the Instant Meeting and the Instant Net Conference join instructions to the addresses (separated by commas) specified in the "To:" field.

Invite Participants for: Meeting ID: Meeting Description:

Instant Meeting 1868 Instant Meeting Audio Call

Instant Net Conference 74208 All Purpose Meeting

To:

Subject:

You are invited to join a meeting hosted by Leader's name . Meeting details are listed below.

Meeting Date: 11/22/2008
Meeting Time: 10:14 AM EASTERN TIME

Instant Meeting Details:

Send Go Back

- Participant receives your Email Invitation

From: e-meetings@mymeetings.com

To: [Redacted]

Cc: [Redacted]

Subject: Invitation for Instant Meeting and Instant Net Conference

Meeting Date: 11/22/2008
Meeting Time: 10:14 AM EASTERN TIME

Instant Meeting Details:

Click on the following link to join the Audio Conference:
<http://wbbc.mci.com/wbbcClick2Join/servlet/WBBCClick2Join?cc=1&ph=210-339-3977>

If you are unable to join with the above link, please dial in using one of the phone numbers below:

USA Toll Number : 866-555-1111
USA Toll Free Number: 866-555-1111

VNET Number:

Participant Passcode: 8094

Instant Net Conference Details:




Meeting Number: 74208
Meeting Passcode:
Meeting Host:

Join Instructions for Instant Net Conference:

- Join the meeting now:
<http://e-meetings.verizonbusiness.com/nc/join.php?i>
- Enter the required fields.
- Indicate that you have read the Privacy Policy.
- Click on Proceed.

How to Start and Instant Net Conference

- Go to <https://www.mymeetings.com>
- Select the **Manage My Meetings** login link.
- Enter your login and password.
- Click on the **Start** meeting arrow on the **Instant Net Conference** tab.

Meeting Number	Meeting Description	Meeting Passcode	Meeting Type	Leader	Start	Features
SW4511	All Purpose Meeting	12345	WebEx	EVA		 

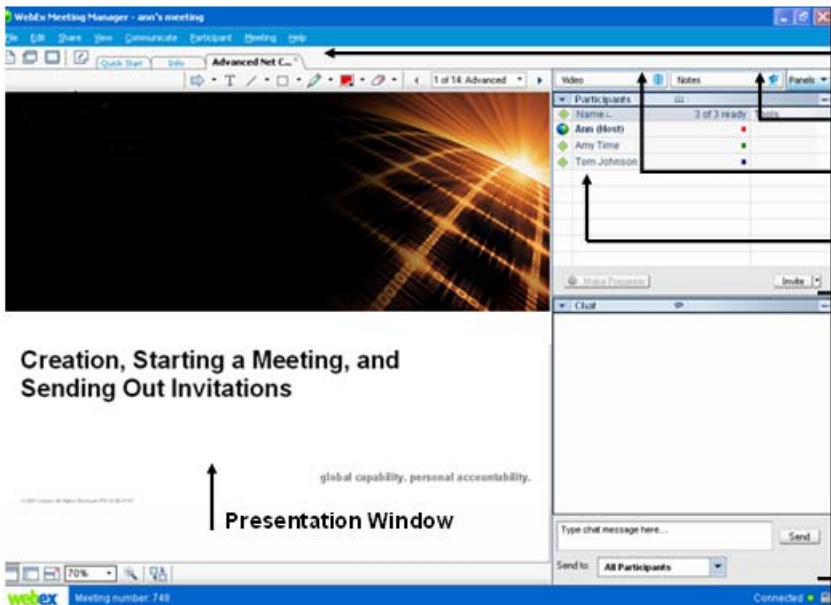
- Read and Agree to the Verizon Privacy Policy and click **Proceed**

NET CONFERENCE
Start Meeting

I have read and agree to the Verizon Conferencing [Privacy Policy](#). Please note that if you do not indicate your agreement by checking the box, you will not be able to enter the conference.

The Leader's Console

- The leader console is a clear and easy interface that uses the familiar Microsoft Windows menus to make controlling a meeting very intuitive. Leaders can select to have only those windows that are most important to them open during the meeting, showing them participants, chat, notes, or video. Simple tabs make it easy to flip from presentation to presentation.

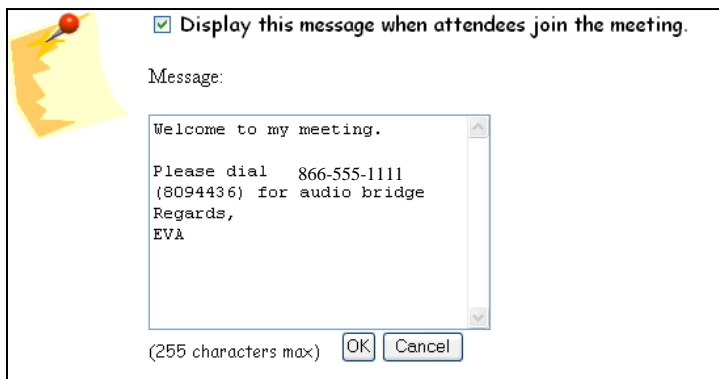
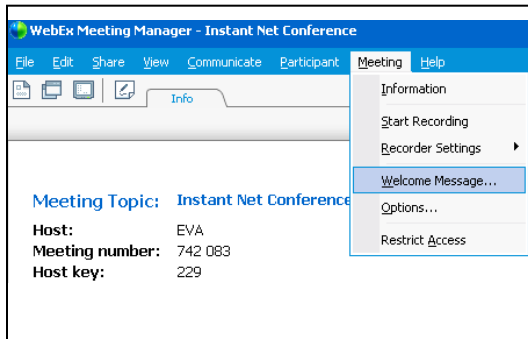


The screenshot shows the WebEx Meeting Manager interface. The main window is titled "WebEx Meeting Manager - am's meeting". The interface includes a menu bar (File, Edit, Share, View, Communicate, Participant, Meeting, Help), a toolbar, and a main content area. The content area is divided into several sections:

- Tool Bar:** Located at the top of the main content area.
- Power Panel Access:** A vertical toolbar on the right side of the main content area.
- Notes Access:** A window titled "Notes" showing a list of participants and their status.
- Video Access:** A window titled "Video" showing a list of participants and their video status.
- Attendee List:** A window titled "Participants" showing a list of participants and their status.
- Chat Window:** A window titled "Chat" showing a chat message input field and a "Send" button.
- Presentation Window:** A window titled "Creation, Starting a Meeting, and Sending Out Invitations" showing a presentation slide with the text "global capability. personal accountability."

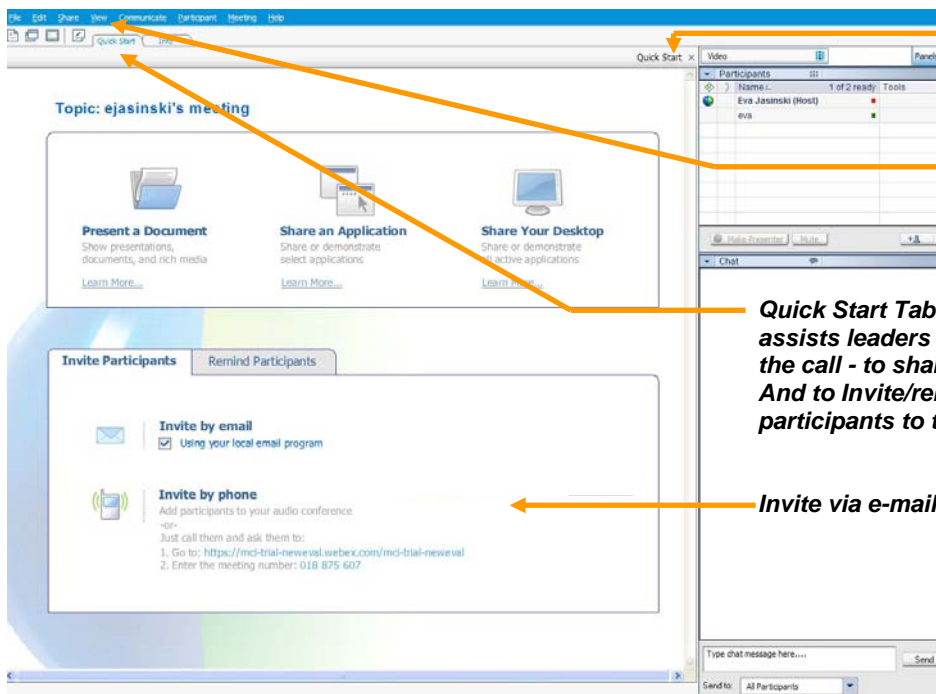
Join Teleconference

- Leaders and Participants will join the audio portion of the meeting by calling the **Instant Meeting** audio conference number included in the email invitation. This number may also be displayed as participants join the net meeting via the **Welcome Message** functionality.
- You may edit your Welcome Message to provide a personal message to your participants as they enter the meeting. You can also use this as a way to communicate the Instant Meeting Audio conference number for the audio portion of the call.



Quick Start

- The quick start page is displayed when presenters join a net conference giving them fast access to the functions they perform most.
- This page makes it even easier to share documents, applications, or your own desktop with participants.
- You may also send out a last minute invitation.
- Quick Start provides an easy to use graphical user interface to quickly share content with your audience. You may also use these features from the **Share** Drop down menu.
- Invite by email or invite by Phone. Or remind your participants to attend your Customized Net Conference via e-mail with Quick Start Remind. These features work the same way as they do under the **Invite Participants** tab.



Quick Start Tab may be closed

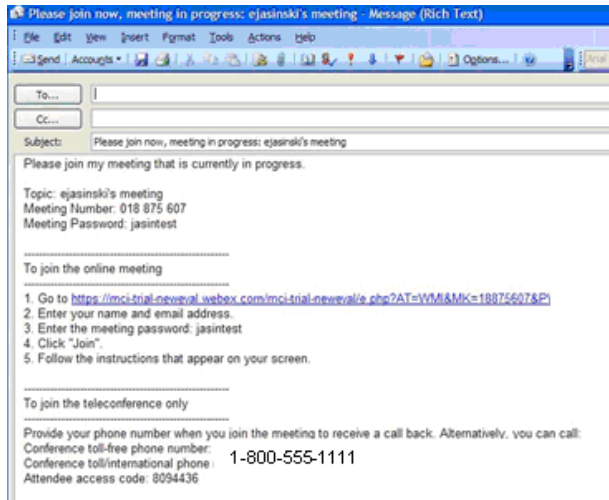
Use the View tab to open Quick Start again

Quick Start Tab assists leaders during the call - to share content, And to Invite/remind participants to the call.

Invite via e-mail or phone

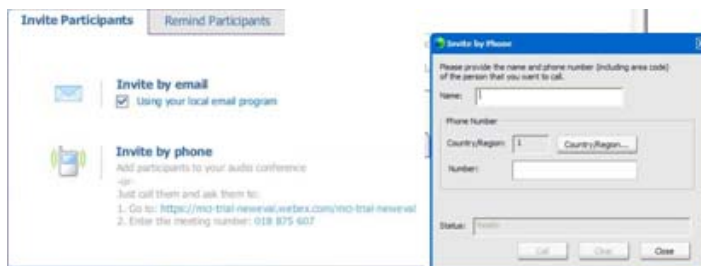
Invite by E-mail

- Invite your participants to your meeting via the Quick-start e-mail. This is helpful if someone inadvertently misplaced their previous invitation or if another attendee needs to join your meeting at the last minute. You may click to use your local e-mail application and the meeting information will populate into an e-mail template for easy distribution to your participants.
- Up to 6 types of e-mail templates generated automatically that may be forwarded to the meeting participants to notify them of the meeting.



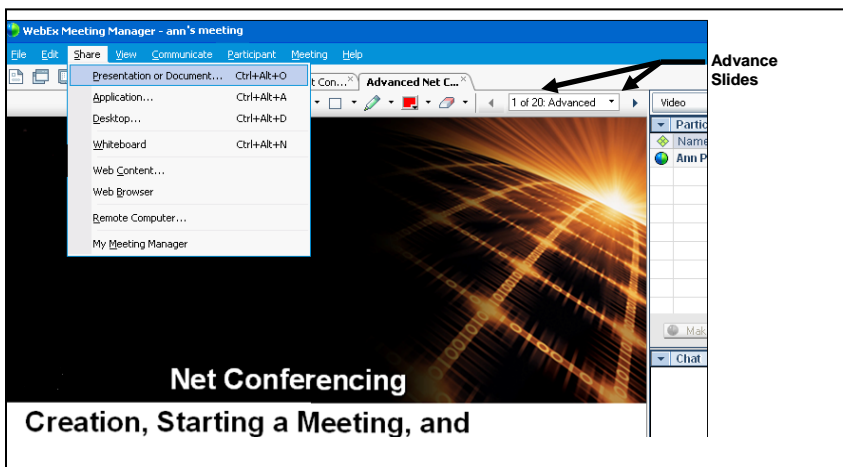
Quick-Start Invite by Phone

- Use the Quick-Start invite by phone to call out to a participant if they are to attend your Net Conference.



Meeting Center Sharing

- In order to import a presentation or document to be shown, or share an application to be worked on during the meeting, select the **Share** drop-down-menu and make the appropriate selection.
- Select **Presentation or Document** or **Application**
- You will be prompted to choose the presentation or application from your PC.
- Once you have imported your presentation you may advance to the next slide using the right & left arrows or select a specific slide listed in the drop-down box.



Reports

- Instant Net Conference provides two types of Self Service Reports.
- Click on the **Reports** Icon on the **NET CONFERENCING** tab of the **Manage my Meetings** page.

- Self Service Reports** are available for your Instant Net Conference
 - Participants List Reports
 - Net Conferencing Polling Reports

Self-Service Reports

» [Participants List Reports](#)

View your participant lists from your Net Conference or for any Audio Web Streaming, Audio Web Replay or Net Replay meetings. Email, print or save these lists for your further analysis.

» [Net Conferencing Polling Reports](#)

View all the polls conducted in your Net Conference, with participants' responses; navigate through the dates and save the reports into Excel for your further analysis.

To contact a representative [e-mail us](#)

Participants List

[Contact Us](#) | [Manage My Meetings](#) | [Conferencing Home](#)

Select the date for which you would like to view the participant list. Click arrows on calendar to move from month to month.

Instant Net Conference
 Leader: EVA DENESKI
 Timezone: ET
 Meeting Number: 742083582

Instant Net Conference(s) for (11/22/2008)
 Total Participants: 1

FIRST NAME	LAST NAME	JOIN DATE/TIME	COMPANY	TITLE	EMAIL
EVA		11/22/2008 09:58 AM			

Quick Tips for Presenting

- Upload the slides in advance
- Rehears the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees
- Use the Q&A tool to allow attendees to submit questions to maximize interaction
- Use the annotation tools to enhance the presentation.

Contact Us

Call the Product Help Desk at 1-800-857-8777 (US Only) or 1-210-795-0369 for questions.