# 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**.
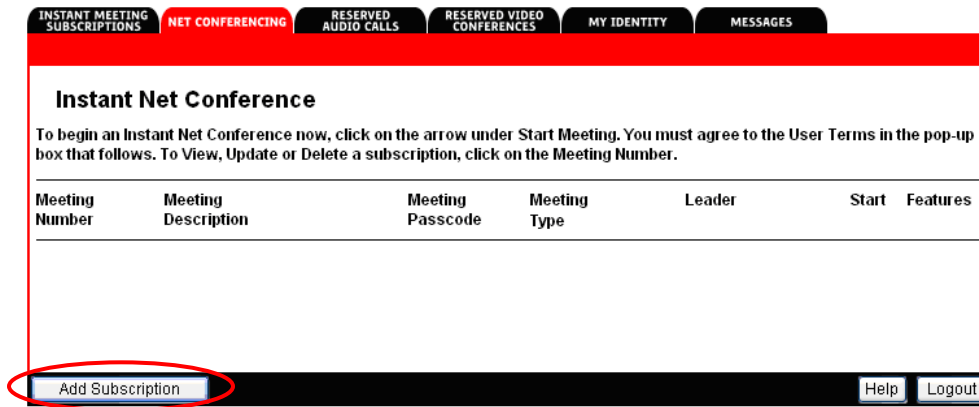
Complete the Subscription Form

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

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.

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

- Participant receives your Email Invitation

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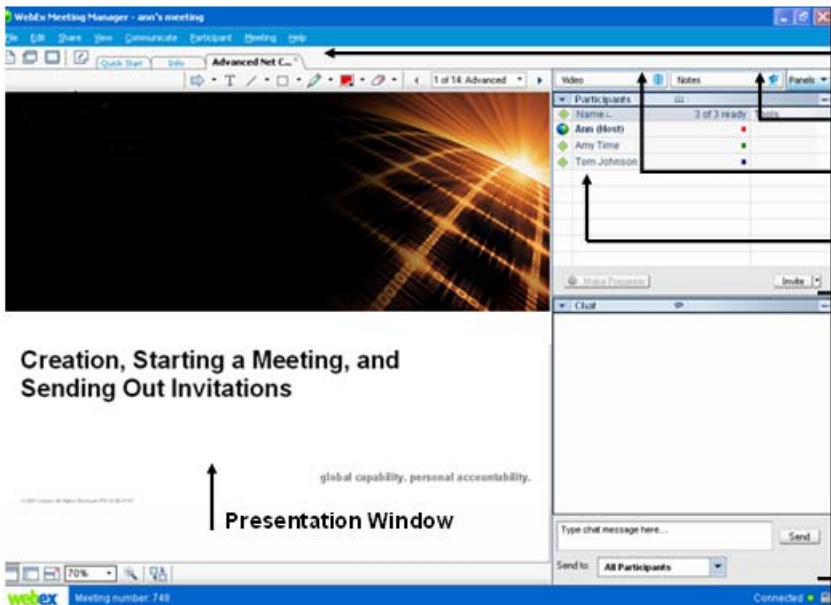
- Read and Agree to the Verizon Privacy Policy and click **Proceed**

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.

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.
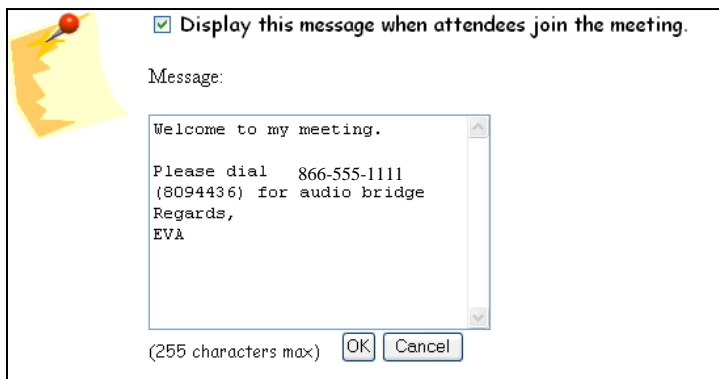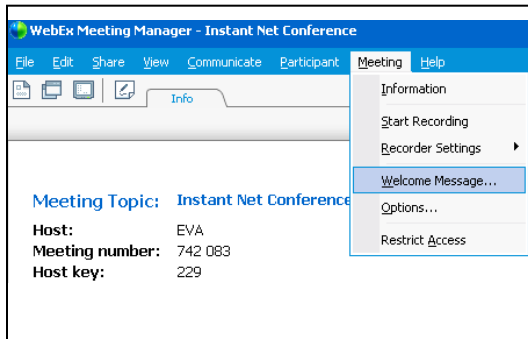
Quick Start

- 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.
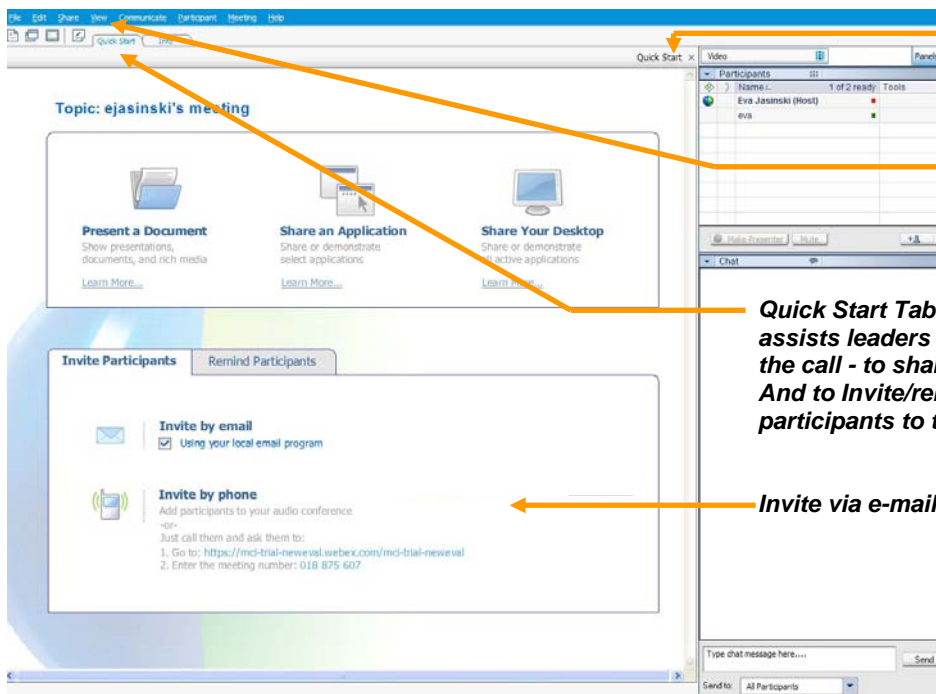
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Invite by E-mail

- 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.
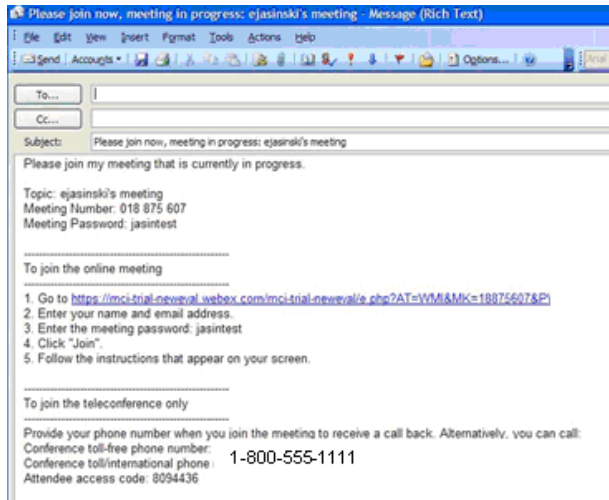

Quick-Start Invite by Phone

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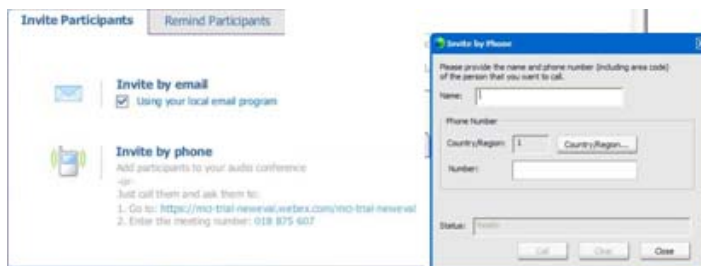
Meeting Center Sharing

- 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.

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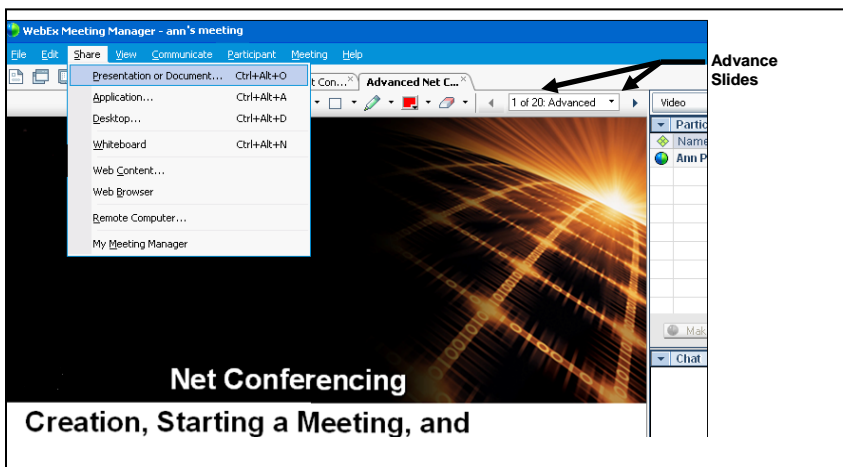
Reports

- 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

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.