



Cisco WebEx Connect Windows Client User's Guide

Cisco WebEx™ Connect is a SaaS-based collaboration solution designed to streamline communication and enhance productivity. WebEx Connect offers collaboration capabilities such as instant messaging, audio and video conferencing, desktop sharing, and integrated web conferencing—all through a single software application on your desktop.

This guide provides quick instructions to get up and running quickly.

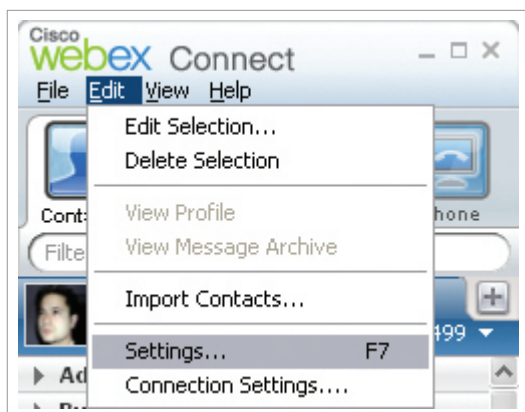
Note: For a complete user manual, see WebEx Connect User Guide at http://support.webex.com/webexconnect/65/users/en_US/help/index

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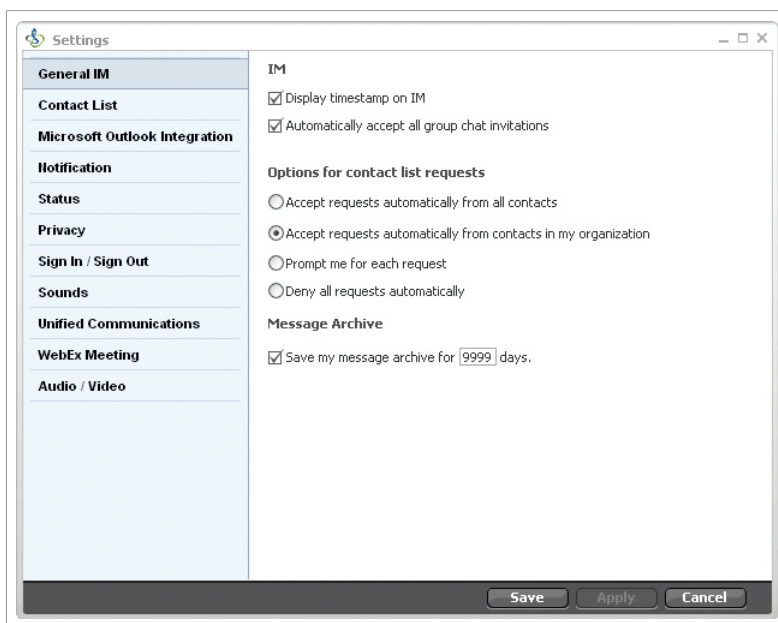
WebEx Connect settings

Sign in to WebEx Connect and customize it using the **Settings** menu. Access the **Settings** menu by selecting **Edit** from the menu on the top left of the application window.



Settings menu

Personalize the way you view your contact list, how you send and receive status notifications, and which sounds play when you receive an instant message.

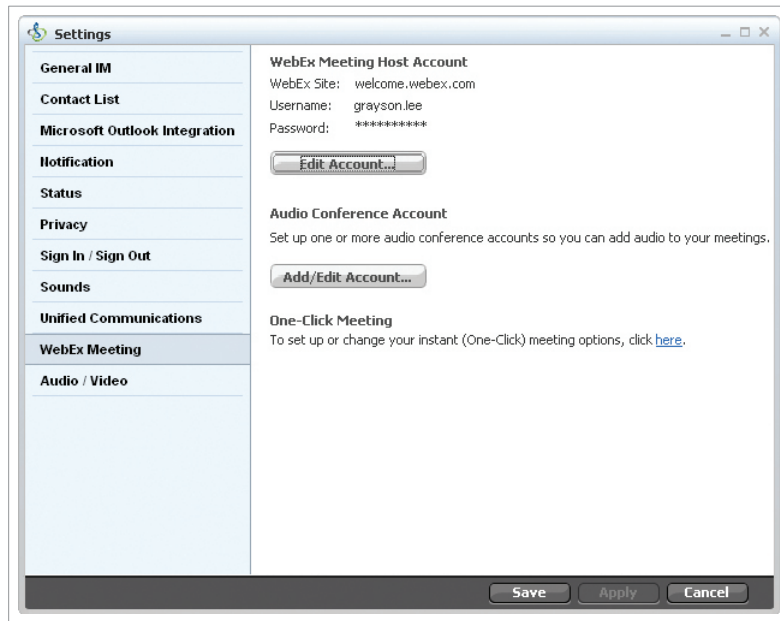


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Setting up WebEx meetings

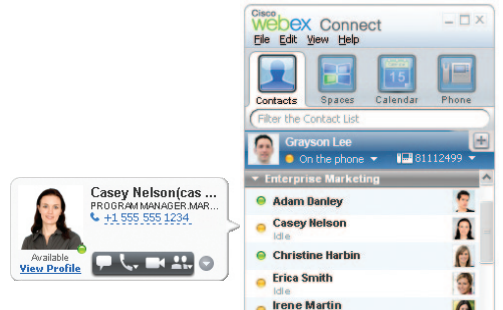
Attach WebEx Connect to your Cisco WebEx Meeting Center account and launch WebEx meetings directly from WebEx Connect.

Click the WebEx Meeting tab in the **Settings** menu. Click the **Edit Account** button, then enter your WebEx Meeting Center information. Include your WebEx meeting site (yourcompany.webex.com), and your username and password for WebEx Meeting Center. These may be different from your WebEx Connect credentials.

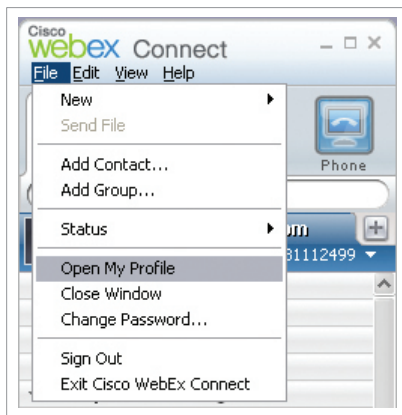


Personal profiles

Personalize information in your profile, the information that other users see when they hover a mouse over your name in their contact list.



Access your profile from the File menu, Open My Profile.



Now, you can personalize your information and upload a picture. Enter business and personal contact information by toggling between the **Business** and **Personal** tabs.

Robert Smith
Product Marketing Mgr. | Client Technologies
Do Not Disturb

Business **Personal**

Company: Client Technologies
 Department: Marketing
 Title: Product Marketing Mgr.
 Email: zoltan.deak@Clienttech.com
 Phone: +1 555.555.5555 ✓
 Mobile Phone: +1 555.550.5050 ✓
 Fax: Enter number
 Address: 1700 Technology Court
 Santa Clara CA 95056
 United States of America
 Web Site: www.Clienttech.com

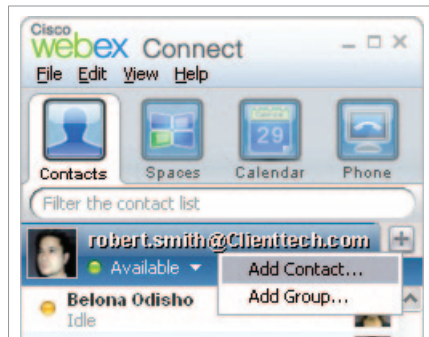
Permission: Anyone

Save Cancel

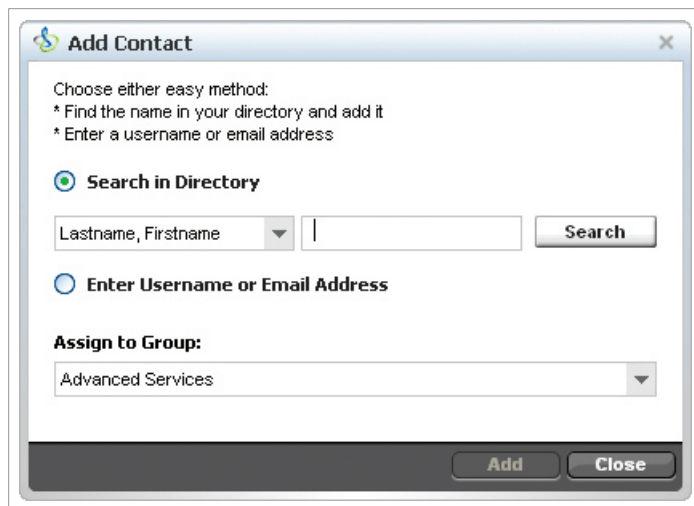
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Adding colleagues to your contact list

To add a contact, click the + icon located to the right of your name.



Search for the person to add by entering a name, WebEx Connect username, or email address in the **Search Directory** and clicking on the Search button. Select the name, then click **Add**.



Communicating using WebEx Connect

After personalizing WebEx Connect, explore its features—including instant messaging, audio, video, desktop sharing, and integrations with WebEx meeting sessions.

The Communication Bar

Hover the mouse over the WebEx ball on the bottom of the application window, or over any of the names in your contact list. See options for IM/Chat, Call, Video, and Desktop Share/Meeting.



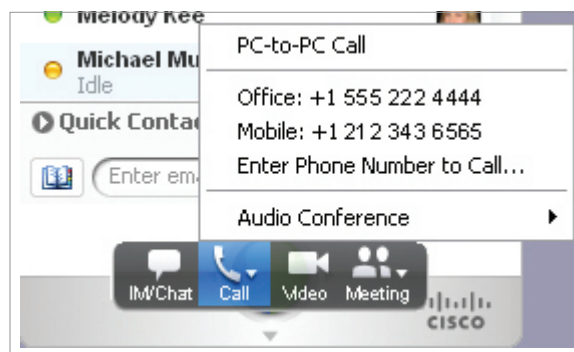
The WebEx Ball

Collaborate using each of these options from one convenient place.

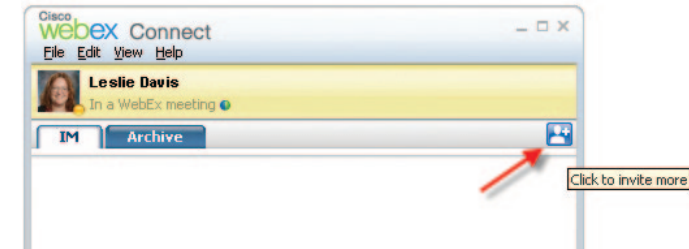


Audio conferencing

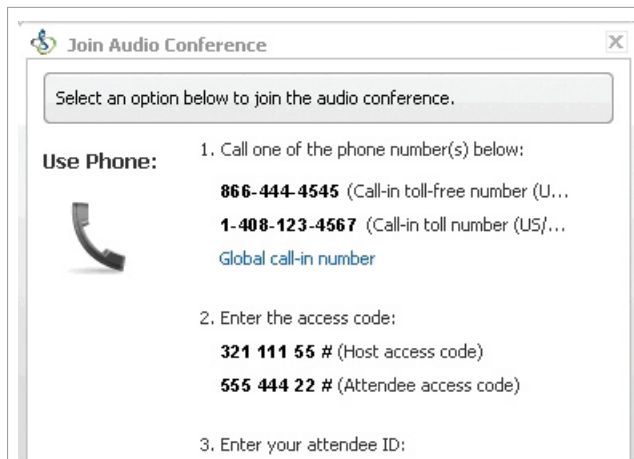
The second option in the Communication Bar is **Call**. Click this button to initiate a PC-to-PC call (using integrated audio), and use your PC as a phone.



Initiate a conference call from WebEx Connect with multiple participants. See who's talking using the Active Speaker feature, in which the person who is speaking appears as the largest image on the participant panel. Mute participants as needed. To start a chat session with multiple participants, select Click to Invite more (pictured below):

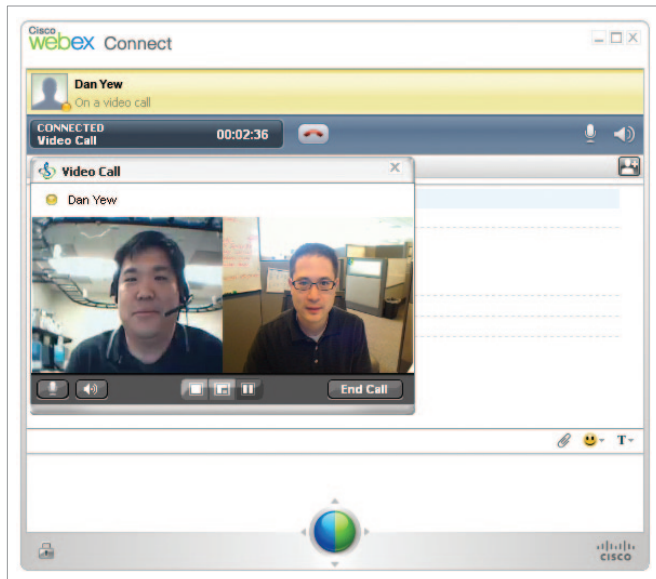


Add everyone you want to join the meeting, hit send, and all of you will be connected in chat. Choose the **Audio Conference** option, and everyone in your chat will see information about how to join the audio portion of the conference. Dial in using the information provided.



Video

The third option in the Communications Bar is Video. If both users have web cameras, clicking this button will launch a 1:1 video chat. Start a video conference right from your desktop, and see all the participants at once—as if you were in the same room.



Meeting

The last option on the Communication Bar is Meeting. Use this toolbar button to share your desktop with one other person from WebEx Connect, and even escalate to a WebEx meeting session with multiple participants using WebEx Meeting Center.

Additional resources

Training

Learn more about WebEx Connect by attending Cisco's instructor-led and self-paced training sessions for both users and administrators at WebEx University. Go to university.webex.com to learn more.

Help and support

For questions or technical support, contact Cisco Global Support Services:

Online: support.webex.com/support/support-overview.html

Phone:

Inside the U.S.: +1-866-229-3239 or +1-408-435-7088

Outside the U.S.: support.webex.com/support/phone-numbers.html to see a list of local support numbers

Cisco Advanced Services

For more advanced configuration support and assistance, contact Cisco WebEx Advanced Services at advancedservicessalesteam@webex.com.

More information

Cisco WebEx Community: www.myciscocommunity.com/community/technology/collaboration/product/webexconnect

Cisco WebEx Connect documentation is available at: www.cisco.com/go/webexconnect



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