

How to use meeting place and webex.

<p>1.Attend a Meeting from Your Phone</p>	<ol style="list-style-type: none"> 1. Call the MeetingPlace Number (27621). 2. Enter the meeting ID(Profile Number of the Meeting Host) and press #. 3. If prompted, record your name and press #. 	<p>The MeetingPlace number can be dialed in by any external participants by dialing the full PSTN number (+254 20 762 7621), then go through the steps.</p>
<p>2.Start a Meeting from Your Phone</p>	<ol style="list-style-type: none"> 1. Call the MeetingPlace Number (27621). 2. Press 3, then #. 3. Enter your profile number, then #. 4. Enter your profile PIN (Meeting Place audio PIN), then #. If you do not have this information, the obtain it from ICTS/Helpdesk 5. To start your meeting now, select option 1. Depending on your profile settings, it will be an immediate or reservationless meeting. 6. Follow the voice prompts. 7. Provide meeting participants with the MeetingPlace phone number (27621), the meeting ID (your Profile Number) 	<p>The MeetingPlace number can be dialed in by any external participants by dialing the full PSTN number (+254 20 762 7621), then go through the steps.</p>
<p>3.Sign in to Cisco WebEx and Setting Your Profile PIN</p>	<p>Staff signing on to webex site for the first time should do the following:</p> <ol style="list-style-type: none"> 1. Open a web browser and enter the WebEx site address: unonmp.webex.com 2. On the Cisco WebEx Welcome page, select My WebEx. 3. Enter your username and password, and then select Log In. 4. When prompted to set your Profile PIN for your MeetingPlace Audio Conferencing account: <ol style="list-style-type: none"> a. In the New Profile PIN field, enter a numeric PIN. b. In the Confirm Profile PIN, re-enter the numeric PIN. c. Select Submit. 	<p>When you update your Profile PIN, your Cisco WebEx profile is synchronized with your Cisco Unified MeetingPlace profile.</p> <p>Please contact ICTS Servicedesk for any assistance regarding the username and password.</p>
<p>4.Join a Meeting from an Email Invitation</p>	<p>Staff wishing to attend a WebEx meeting from an email invitation can do the following:</p> <ol style="list-style-type: none"> 1. From your email application, open the meeting invitation. 2. Select the Meeting URL link to join the meeting. 3. If prompted, sign in with your profile information. <p>Note If you are the meeting host, your meeting will start after you sign in.</p> <ol style="list-style-type: none"> 4. If required, enter the meeting password and click Join. 5. Once you are placed in the web meeting room, you can join the audio portion of the meeting by dialing the call-in number 27621, and following the audible prompts 	<p>If dialing the number from outside the campus, then the full number (+254 20 762 7621) needs to be dialed.</p> <p>When prompted for your Attendee ID, enter the Attendee ID so that your audio presence is merged with your web presence in the conference participant list.</p>

<p>5. Join a Meeting from Cisco WebEx Meeting Center</p>	<p>Staff wishing to attend a WebEx meeting from the Cisco WebEx site can do the following:</p> <ol style="list-style-type: none">1. Sign in to the WebEx site unonmp.webex.com.2. Select the My WebEx tab to quickly find the meetings that you are hosting and the meetings to which you have been invited. The Daily tab is selected by default. To see another view, select the Weekly, Monthly, or All Meetings tab.3. Select the desired meeting. Note If you are the meeting host, select Start.4. If required, enter the meeting password and click Join.5. Once you are placed in the web meeting room, you can join the audio portion of the meeting by dialing the call-in number 27621, and following the audible prompts.	<p>If dialing the number from outside the campus, then the full number (+254 20 762 7621) needs to be dialed.</p> <p>When prompted for your Attendee ID, enter the Attendee ID so that your audio presence is merged with your web presence in the conference participant list.</p>
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