

Using WebEx Conferencing Software to Present a Seminar to an Offsite Audience

WebEx conferencing software allows the sharing of computer-based presentations over the internet using standard computers, web browsers and with audio over standard phone lines. The presentations can be made available to distant viewers. This service is offered free of charge to Dartmouth-Hitchcock staff for meetings and conferences, and is overseen by [Raymond Kulig](#), or 603-650-8819 of [Videoconferencing Services](#). The following are instructions for setting up and hosting a web based presentation, most commonly using PowerPoint as the software for the video component.

1. Submit your request for using a [DH Virtual Conference Room](#) WebEx meeting.
2. Ray will review the request and schedule the WebEx and send an email invitation to you. This e-mail can be forwarded to all attendees by the host of the conference.
3. Following the instructions in the email, the attendees will sign in.
4. The local host/presenter will also sign in a similar way with a special password. To assure good audio, the “Spider” speakerphone should be reserved for the conference. If the presenter is a visiting speaker and/or is bringing his or her own computer, an invitation should also be sent to the presenter by email. The host and presenter should sign in before the start of the meeting to assure that everything works as expected. Ray actually activates the meeting 5 minutes before the announced start time, allowing 5 minutes for preparation by host and presenter.
5. The help number is 603-650-8500 pager 9641.
6. When you sign on, you will see a multi-frame screen with several menus that allows you to:
 - A. See signed in attendees, and e-Trainer listed as host in the top right frame.
 - B. See a box that allows written chat-bottom right frame.
 - C. Select how to share the presentation with attendees-main frame:
 1. Share a document
 2. Share your desktop-**select this choice**
7. Share your desktop will allow all viewers to see everything on your desktop. Therefore, close/reduce other programs and bring up your presentation.
8. At the bottom left of the WebEx screen, select the third of three small box icons, the one containing a small arrow, which will make the presentation full-screen on all viewer computers as well as your screen.
9. Select “presentation mode” for your PowerPoint presentation.
10. Give your presentation in the normal manner. (While in full-screen mode of WebEx, there will be a floating menu of icons at the lower right of the screen. The first icon on the left is a looping arrow. This allows you to go back to the WebEx interface and have control of all the other icons should you need them.)
11. At the completion of a presentation, you can end the WebEx presentation in one of two ways.
 - A. Click the “x” icon at the upper right of the WebEx screen.
 - B. Go to File menu and scroll down to leave/close meeting. (Once the Host closes his/her browser, the WebEx ends for everyone!)
12. Remember to **hang up your phone!** Then do what you would normally do to end your presentation and shut down your computer.