

East-Gate WebEx Meeting Center: Basic introduction

http://east-gate.webex.com



WebEx is a tool used by East-Gate for online meetings.

For its correct use, make sure your headphones/speakers and microphone are all correctly set up.

The **introduction screen** features:

1. Daily view of the scheduled meetings.
2. Bookmarks to change the daily view to weekly and monthly view.
3. Menu with basic options in the left column.
4. Language and time settings. Both can be changed by clicking on them.

The screenshot shows the East-Gate WebEx Meeting Center interface. The page title is "Browse Meetings". The left sidebar (callout 3) contains a menu with options: "Request Host Account", "Select Language", "Attend a Meeting" (with sub-options "Browse Meetings", "Unlisted Meeting", "Register"), "Host a Meeting", "Set Up", and "Support". The main content area (callout 1) shows a search bar, a "Search" button, and view filters for "Today", "Daily", "Weekly", and "Monthly" (callout 2). Below the filters, the date "Wednesday, March 28, 2012" is displayed. There are two checkboxes: "Show past meetings" and "Show only meetings that require registration". A table lists a meeting:

Time	Topic	Host	Duration	
12:00 pm	Meeting 01	Ivan Gallo	1 hour	Join

At the top right of the main content area, there are language and time settings (callout 4) showing "English : Amsterdam Time".

East-Gate WebEx Meeting Center: How to change the language?

http://east-gate.webex.com



The site is available in 2 languages: English and German. There are 2 options to change the language:

1. On most screens, the active language is displayed in the top right corner above the main table. By clicking on the language, you get to the site with language settings. Then, choose your preferred language from the list.

WebEx Host Log In

Browse Meetings

Search for meetings by host, topic, or words in the agenda:

Today Daily Weekly Monthly

English · Amsterdam Time

◀ Wednesday, 28. March 2012 ▶

Show past meetings Show only meetings that require registration

Time	Topic	Host	Duration
12:00	Meeting 01	Ivan Gallo	1 hour

2. In the left menu bar go to “Select Language” or “Sprache wählen”, and choose your preferred language from the list.

East Gate Meeting Center Mein WebEx

Einstellungen

Richten Sie Ihre Einstellungen für diese Website ein.

Host-Account anfordern

Sprache wählen

Am Meeting teilnehmen

Aufgeführte Meetings

Nicht aufgeführtes Meeting

Registrieren

Ein Meeting abhalten

Einrichten

Support

Homepage: Meetings durchsuchen - Wochenanzeige

Zeitzone: Amsterdam (Europäische Sommerzeit, GMT+02:00)

Sprache: Deutsch

Ländereinstellung: Deutschland

Hinweis: Eine Änderung der Ländereinstellung wirkt sich auf die Anzeige der Zeiten, Datumsan

East Gate Meeting Center My WebEx

Preferences

Set your preferences for this Web site.

Request Host Account

Select Language

Attend a Meeting

Browse Meetings

Unlisted Meeting

Register

Host a Meeting

Set Up

Support

Home page: Browse Meetings - Weekly View

Time zone: Amsterdam (Europe Summer Time, GMT+02:00)

Language: English

Locale: Germany

Note: Changing the locale affects the display of times, dates, currency, and numbers for this

East-Gate WebEx Meeting Center: How to join a meeting?

http://east-gate.webex.com



There are 2 possible ways to join a meeting:

1. Open the e-mail with your invitation to the meeting and click on the link in the message.
2. Open your browser, go to east-gate.webex.com, choose a meeting in the schedule, and click on "Join".

To join a meeting, enter your name, e-mail address and password. You can find the password in your e-mail invitation. After clicking "Join", be patient until your computer loads the application and logs you into the meeting room.

The screenshot shows the East Gate WebEx Meeting Center interface. At the top left is the East Gate logo. Below it, a navigation bar contains "Meeting Center" and "My WebEx" with a globe icon, and a "Host Log In" button on the right. The main content area is titled "Meeting Information: Meeting 01" and includes a left sidebar with navigation options: "Request Host Account", "Select Language", "Attend a Meeting" (expanded), "Browse Meetings", "Unlisted Meeting", "Register", "Host a Meeting", "Set Up", and "Support". The "Attend a Meeting" section displays the following meeting details: Meeting status: Not started; Starting date: Wednesday, March 28, 2012; Starting time: 12:00 pm, Europe Summer Time (Amsterdam, GMT+02:00); Duration: 1 hour; Host's name: Ivan Gallo. On the right side, there is a "Join" form with the heading "It's time to join!" and a sub-heading "If you are the host, [start your meeting.](#)". The form contains three input fields: "Your name:", "Email address:", and "Meeting password:". Below the password field is a link "(Clear my information)". A blue "Join" button is positioned at the bottom of the form.

East-Gate WebEx Meeting Center: Meeting center window

http://east-gate.webex.com



WebEx Meeting Center application opens when you join a meeting. The application window includes:

1. Main screen, where you will be able to see shared documents, applications, and screens
2. List of participants of the meeting with a chat function.
3. Top menu with access to additional settings.

