



# TrainingCentre

## Quick Start Guide



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You're set to deliver rich, engaging training to anyone, anywhere in real time—over the web.

You'll be able to reach more learners, more often.

And, both you and your learners will enjoy the training experience when you meet in the industry's most interactive online classroom.

### SET UP OR SCHEDULE YOUR TRAINING SESSION

Basic Steps	Optional Steps
On your Training Center home page click on <b>Schedule Training</b> under <b>Host Session</b> in the left navigation.	
Define the session topic.	+ Set session password.
Select your audio options.	
Set date(s), time and duration for session(s.)	+ Select and reserve lab computers for remote Hands-on-Lab.
Invite attendees and presenters.	+ Set attendee registration options. + Select session features to make available to attendees. + Select e-mail notification options. + Input session agenda & description. + Select course material to attach to class session. + Select tests to add to session.

### START YOUR MEETING

Basic Steps	Optional Steps
Go to MyWebEx™ button	
Locate your training session in the Scheduled Session tab.	
Click <b>Start</b> in the Status column.	+ Depending on the audio option you selected during your session set-up, you may be prompted to join the session teleconference. + If you chose a teleconference service option, follow the instructions in the Join Teleconference dialog box. + At any time, you may click on the Info tab in the session window if you need to view the session information. + Your training session is now active.



## SHARE A PRESENTATION OR DOCUMENT

### Basic Steps

Click on the **Share** option in the menu and select **Presentation** or **Document**.

Use the Share Presentation or Document window to browse for the file you wish to share. Share virtually any document or presentation file on your PC or network.

Double-click on the filename you wish to share to load it into the session. After a few moments, the presentation or document will appear in a tab in the session window.

### Step Details

- + For a multipage presentation or document, move forward with the space bar or your keyboard right arrow, and move backward with your keyboard left arrow.

- + Annotate shared files with the Annotation tools.

## LEARN HOW TO USE TRAININGCENTER LIKE A PRO

Take advantage of the resources we have to get the most out of your WebEx solution. Go to [www.intercallcentres.com](http://www.intercallcentres.com) click on **TrainingCentre** and then **Resources**.

Visit our resources site to access the WebEx knowledge base, review FAQs, find downloads and find phone numbers.

This will help you get up to speed fast—and gain expertise with all the features of TrainingCenter. .

And, be sure to ask us about private training.

### NEED HELP?

Don't worry. World class technical support is included with your InterCall WebEx solution.