

снартек 10

Sending Messages in the Cisco Unified MeetingPlace Express Web Meeting Room

You can use text or icons to communicate with other participants in the Cisco Unified MeetingPlace Express web meeting room while a meeting is in progress.

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Displaying or Clearing an Icon Next to Your Name

Give feedback or make certain requests by displaying an emoticon beside your name in the participant list. You or a moderator can clear your icon message at any time during a meeting.

Before You Begin

You must be in the web meeting room.

Procedure

- **Step 1** Locate the Participant List pod.
- Step 2 Click My Status.
- **Step 3** Choose the icon that you want to show.
- **Step 4** Choose **Clear My Status** to clear the icon.

Related Topics

• Clearing an Icon Next to the Name of Another Participant, page 10-2

Clearing an Icon Next to the Name of Another Participant

Before You Begin

- You must be a moderator.
- You must be in the web meeting room.

Procedure

- **Step 1** Locate the Participant List pod.
- **Step 2** Click the name of a participant.
- Step 3 Click **Step 3** Click **Clear User Status**.

Related Topics

• Displaying or Clearing an Icon Next to Your Name, page 10-1

Sending a Text Message in the Chat Pod

You can use the Chat pod to compose a text message and send it to a specific participant, to all presenters at the meeting, or to all meeting participants. When you receive a chat message from another participant, your chat pod shows the name of the sender and the message.

Before You Begin

You must be in the web meeting room.

Procedure

- **Step 1** Locate the Chat pod.
- **Step 2** Click the text box to reveal a cursor.



The text box is the smaller of the two boxes in the Chat pod.

- **Step 3** Type your message text.
- **Step 4** Choose a recipient in the To: drop-down menu.
- **Step 5** Click the arrow button next to the text box to send your message.

Troubleshooting Tips

All participants can send text messages in the Chat pod by default. If you cannot send a text message and have audience permissions, it is possible that a meeting moderator or presenter has disabled private chat for participants with your permission level. If this is not the case, contact your system administrator.

Related Topics

- Changing the Size of Chat Text, page 10-4
- Clearing Chat Messages, page 10-4
- Enabling Private Chat for the Audience, page 8-5

Changing the Size of Chat Text

Changing the Size of Chat Text

The text size you choose affects all meeting participants.

Before You Begin

- You must be a moderator or presenter.
- You must be in the web meeting room.

Procedure

Step 1 Locate the Chat pod.

Step 2 Click > Text Size.

Step 3 Choose a text size.

Related Topics

- Sending a Text Message in the Chat Pod, page 10-3
- Clearing Chat Messages, page 10-4

Clearing Chat Messages

While you are in the web meeting room, all of the messages that you send and receive during the meeting remain visible in the chat window by default. When you leave the web meeting room, all private messages and messages sent to presenters are cleared from your Chat pod while messages sent to everyone remain in the chat window of all participants.

However, if you are a moderator or presenter, you can clear all messages for all participants.

Before You Begin

- You must be a moderator or presenter.
- You must be in the web meeting room.



Related Topics

- Sending a Text Message in the Chat Pod, page 10-3
- Changing the Size of Chat Text, page 10-4

Creating a New Note

If you are a moderator or presenter, you can create a note to show information to other participants during a meeting. The note remains visible throughout the meeting or until another participant edits it, clears it, or displays a different note.

All of the text in a note uses the same formatting. If you have more than one note, each note can have different formatting.

Each note you create is assigned a consecutive number.

Before You Begin

- You must be a moderator or presenter.
- You must be in the web meeting room.

Procedure

- **Step 1** Locate the Note pod.
- Step 2 Click **Step 2** New Note.
- **Step 3** Click into the note and type your note.
- **Step 4** (Optional) modify your note.

Choosing Which Note to Display

То	Do This
Edit it.	Click anywhere inside the note and modify the text.
Change the text size.	1. Click Pod options > Text Size .
	2. Choose a text size.
Change the text alignment.	1. Click Pod options.
	2. Choose an alignment option.

Related Topics

• Choosing Which Note to Display, page 10-6

Choosing Which Note to Display

If you have more than one note, you can change which note is visible to participants at any time.

Before You Begin

- You must be a moderator or presenter.
- You must be in the web meeting room.

Procedure

- **Step 1** Locate the Note pod.
- Step 2 Click **Select Note**.
- **Step 3** Select the number of the note that you want to display.



The name of the note that is currently displayed is omitted from the pop-up menu.

Related Topics

• Creating a New Note, page 10-5

Choosing Which Note to Display