WEBEX
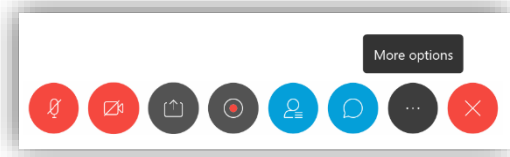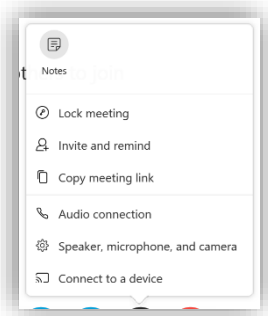# Saving Chat Notes

Chat communications from a WebEx meeting or presentation can be saved using the Notes feature in WebEx. Notes can then be saved to the host's computer system in a Notepad file.
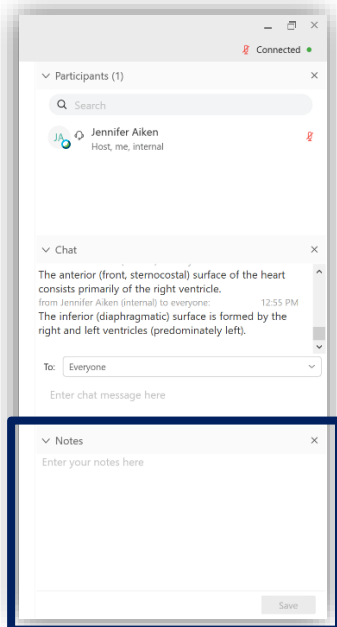
Follow these Steps

1. Before ending the meeting, the host opens the Notes Section:
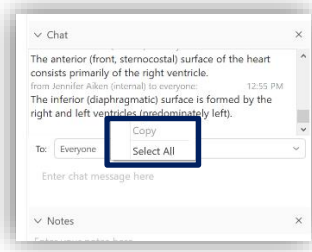   a. *Click the More options button (elipsys) on the Control Panel.*
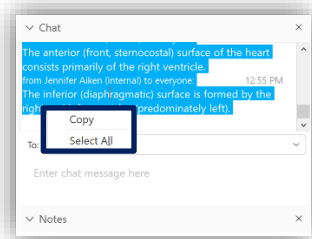

   b. *Click the Notes icon.*

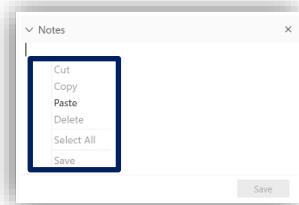   c. *Notes opens at the bottom of the screen (below the Chat section).*

2. Transfer the text from Chat to Notes:
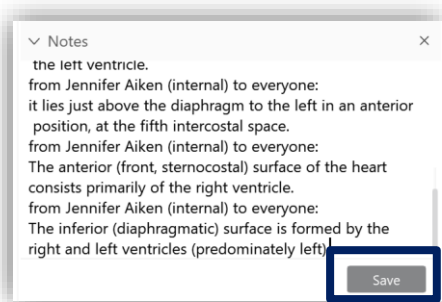   a. Right-click on the Chat box and click Select All.

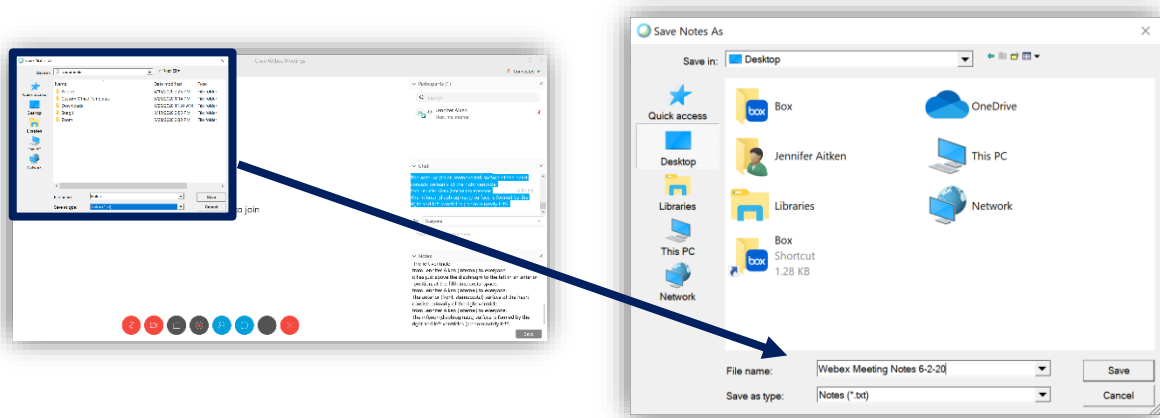   b. The entire chat box will be highlighted in blue. Right-click again and select Copy.

3. Transfer the text to the Notes section:
   a. In the Notes section, right-click and select Paste.

4. The copied text will appear in the notes. Click Save.

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5.The Save window opens on your screen. Select location and name for the file.

6. The notes is now saved as a notepad file.