

Cisco WebEx User Training



Cisco
webex

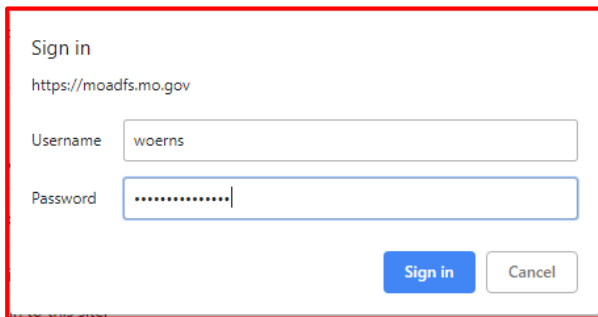
itsd



Scheduling a Meeting from Outlook

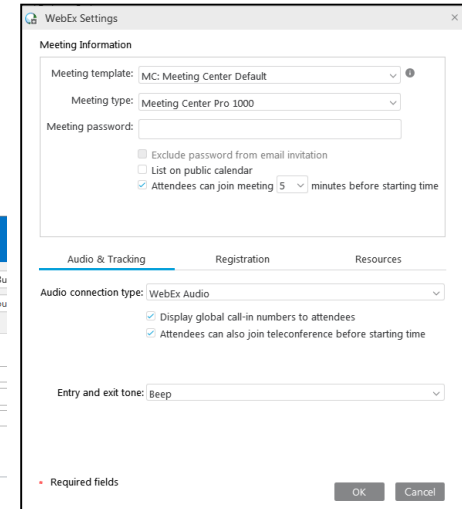
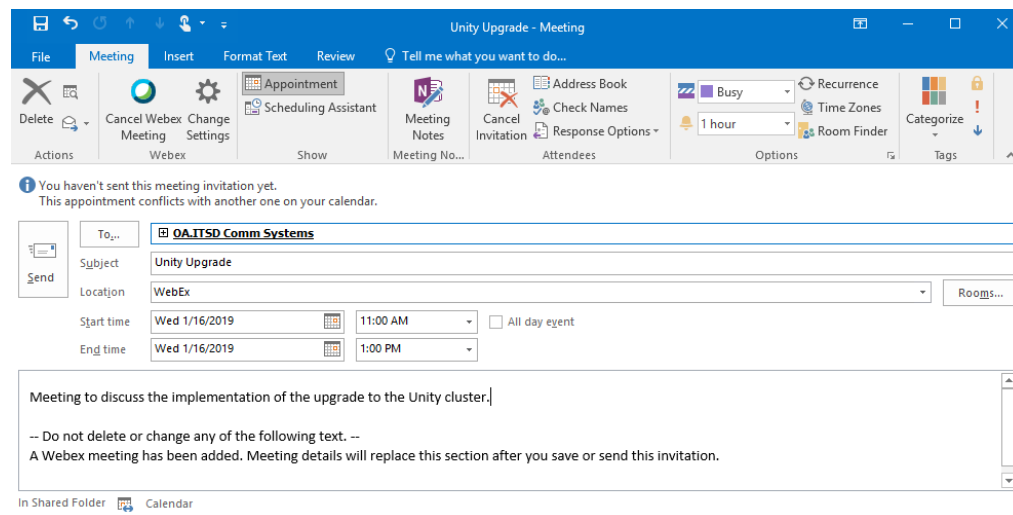
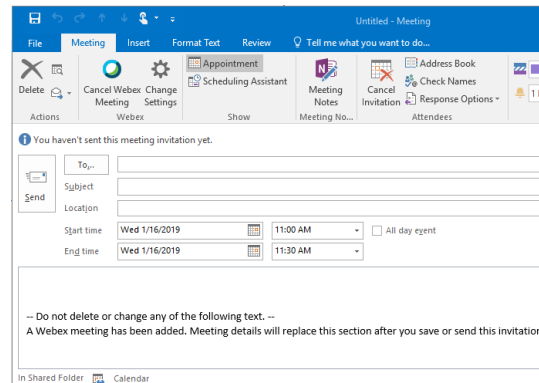
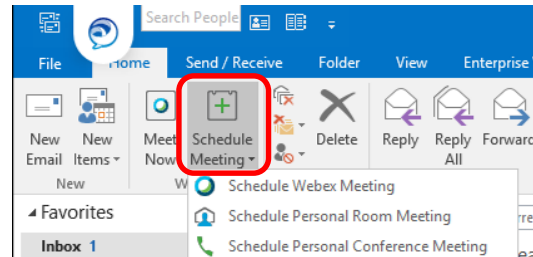
In Outlook, click on  icon.

- Select **Schedule WebEx Meeting**. If the Windows Security Window appears, please enter your credentials. You must enter your username and password to access WebEx.



- The WebEx Setting's window can be accessed here. If desired, you can add a password for your meeting. You can also modify other settings as needed which will be covered in future slides. When you are done with your changes, select **OK**.
- Add your attendees to the meeting using the **Scheduling Assistant**.
- Click **Send** to finish your WebEx invitation.
- After the invite is sent it is populated with calling information, attendee information, and web link.

A password is not required or necessary to setup a WebEx Meeting.



WebEx Settings

Password:

Requires all attendees to use the password you set to enter the meeting.

List on public calendar:

Allows your meeting to be viewed by anyone who accesses the stateofmo.webex.com website.

Attendees can join meeting “X” minutes before starting time:

When checked, you can select either 5, 10 or 15 minutes prior to the scheduled start time.

Audio connection type:

Should always be left on WebEx Audio.

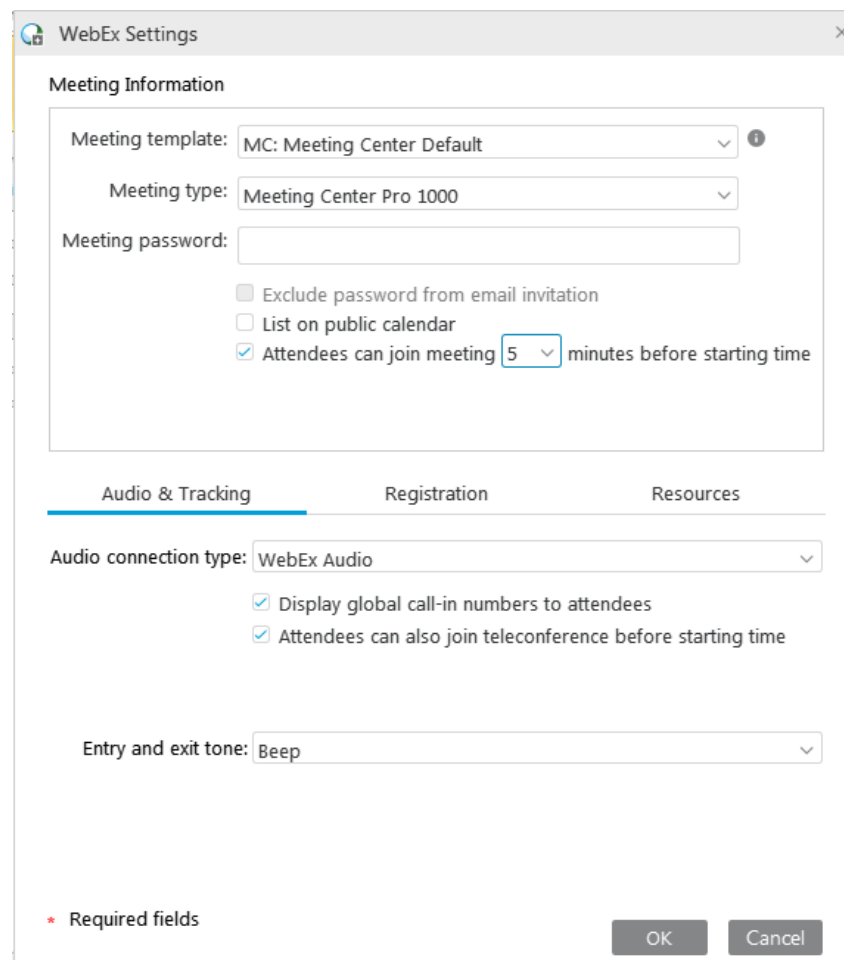
Attendees can also join teleconference before starting time:

If you allow attendees to join the meeting before the scheduled starting time, you can also allow attendees to join the WebEx Audio conference before the meeting starts by checking this box.

Checking this box will allow the attendees to communicate with each other prior to the host starting the meeting.

Entry and exit tone:

Can be set to Beep, Announce Name, or No Tone.



The screenshot shows the 'WebEx Settings' dialog box with the 'Meeting Information' tab selected. The 'Meeting template' is set to 'MC: Meeting Center Default'. The 'Meeting type' is set to 'Meeting Center Pro 1000'. The 'Meeting password' field is empty. There are three checkboxes: 'Exclude password from email invitation' (unchecked), 'List on public calendar' (unchecked), and 'Attendees can join meeting 5 minutes before starting time' (checked). The 'Audio & Tracking' tab is also visible, showing 'Audio connection type' set to 'WebEx Audio', with two checked options: 'Display global call-in numbers to attendees' and 'Attendees can also join teleconference before starting time'. The 'Entry and exit tone' is set to 'Beep'. At the bottom, there is a 'Required fields' indicator and 'OK' and 'Cancel' buttons.

WebEx Settings

Meeting Information

Meeting template: MC: Meeting Center Default

Meeting type: Meeting Center Pro 1000

Meeting password:

☐ Exclude password from email invitation

☐ List on public calendar

☒ Attendees can join meeting 5 minutes before starting time

Audio & Tracking Registration Resources

Audio connection type: WebEx Audio

☒ Display global call-in numbers to attendees

☒ Attendees can also join teleconference before starting time

Entry and exit tone: Beep

* Required fields

OK Cancel

WebEx Settings - Continued

Registration Tab

Require attendee registration:

Checking this box will require all attendees enter their name and contact information prior to entering the meeting (not recommended). You will also have to approve all attendees who register for your meeting.

Automatically accept all registrations:

By checking this box, anyone who registers will be allowed to join your meeting.

Resources Tab

Info Tab Templates:

Leave this box as "Default Information Tab"

Alternate Host:

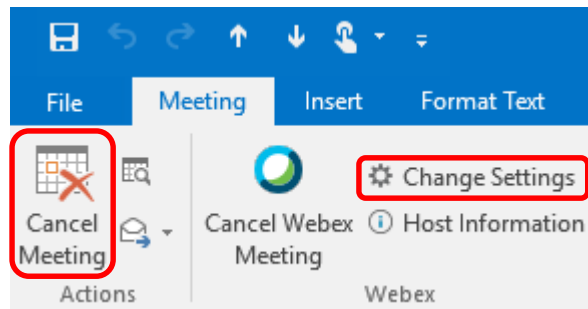
Place a check mark in the box next to the name of the person(s) you would like to make an alternate host for your meeting. You can select multiple alternate Hosts.

NOTE: You can invite anyone to your meeting, but only State of Missouri employees can be alternate hosts for your meeting.

Automatically play the presentation before the host joins the meeting:

This file must be in .UCF format created in PowerPoint. Please contact the help desk for assistance if you need to use this feature.

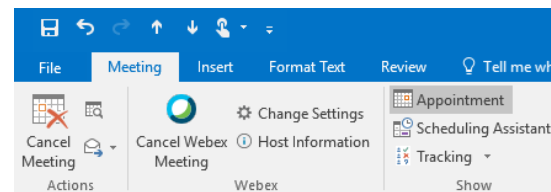
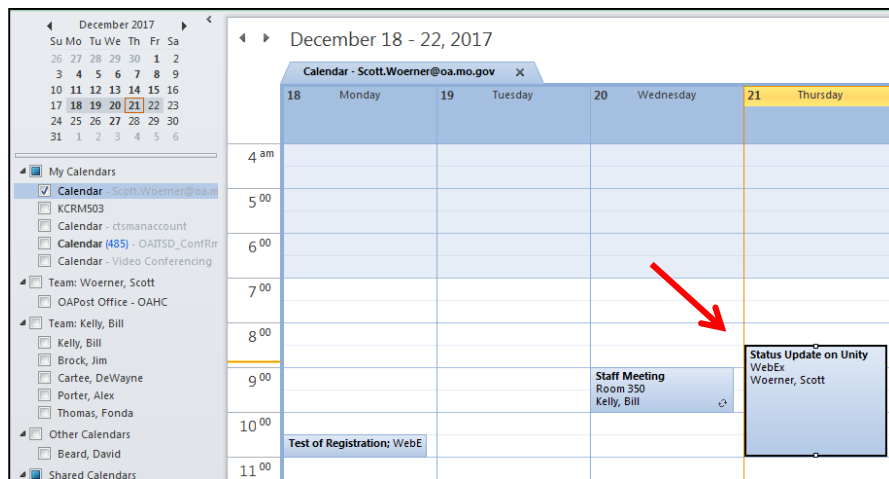
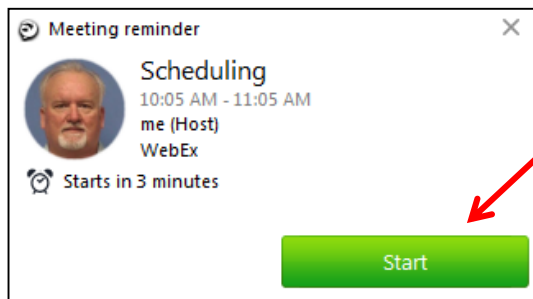
NOTE: If you need to change the WebEx settings after the meeting has been created, double-click on the meeting on your Outlook calendar and you will be able to make changes or cancel the meeting.

A screenshot of the 'WebEx Settings' dialog box, specifically the 'Registration' tab. Under the 'Meeting Information' section, there are fields for 'Meeting template' (set to 'MC: Meeting Center Default'), 'Meeting type' (set to 'Meeting Center Pro 1000'), and 'Meeting password'. Below these are three checkboxes: 'Exclude password from email invitation' (unchecked), 'List on public calendar' (unchecked), and 'Attendees can join meeting' (checked, with a dropdown set to '5' minutes). At the bottom of the dialog, under the 'Registration' tab, the 'Require attendee registration' checkbox is highlighted with a red rectangle. The 'Automatically accept all registrations' checkbox is also visible but not highlighted. 'OK' and 'Cancel' buttons are at the bottom right.A screenshot of the 'WebEx Settings' dialog box, specifically the 'Resources' tab. Under the 'Meeting Information' section, the settings are similar to the previous screenshot. Below the 'Registration' tab, the 'Info tab templates' dropdown is set to 'Default Information Tab'. The 'Alternate host' section, which includes a list of names with checkboxes (Woerner, Darcy; Cartee, DeWayne; Porter, Alex), is highlighted with a red rectangle. Below this, there is a checkbox for 'Automatically play the presentation before the host joins the meeting:' which is currently unchecked. 'OK' and 'Cancel' buttons are at the bottom right.

Starting Your Scheduled Meeting or Joining a Meeting You Accepted an Invitation to

Through Outlook

- Open your Outlook calendar.
 - Double-click on the event.
 - Click '**Join WebEx meeting**'.
- ~ or ~
- If signed into Jabber, click on the '**Start**' button from the Meeting reminder pop-up.



No responses have been received for this meeting.
This appointment is next to another one on your calendar.

To...	OA-ITSD Comm Systems	
Subject	WebEx	
Location	WebEx	
Start time	Wed 1/16/2019	1:00 PM
End time	Wed 1/16/2019	1:30 PM

[Join Webex meeting](#)

Meeting number (access code): 802 768 954

Join from a video system or application

Dial [802768954@stateofmo.webex.com](tel:802768954@stateofmo.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

1-650-479-3207 Call-in toll number (US/Canada)

[Global call-in numbers](#)

[Can't join the meeting?](#)

If you are a host, [go here](#) to view host information.

NOTE: If you are the host, you can click on '**go here**' link. This will take you to the stateofmo.webex.com website where you can view the host information and start your meeting. You may be prompted to enter your credentials to view the information.

itsd



WebEx Audio Options

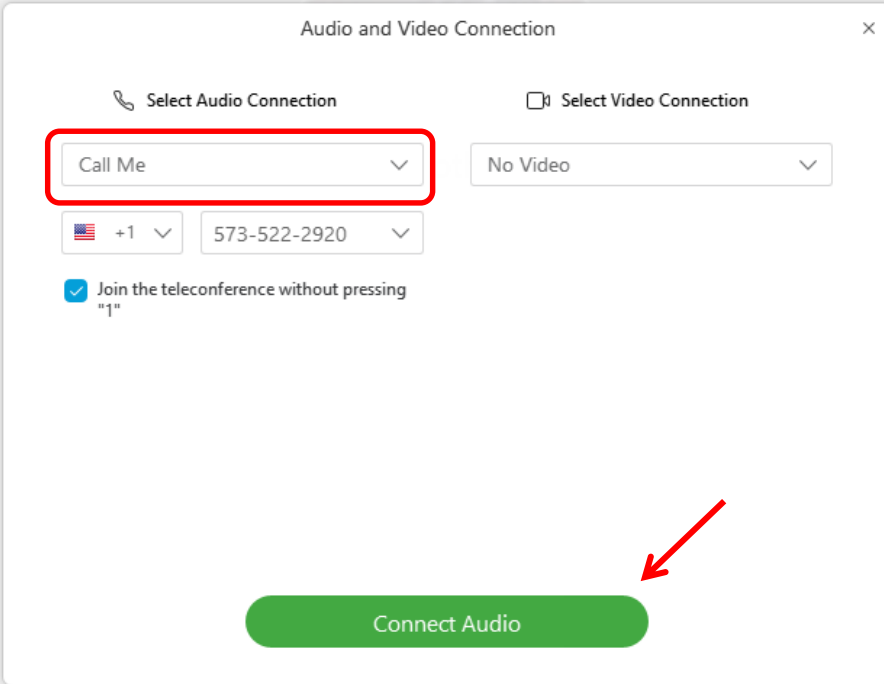
- When joining a WebEx Meeting, the **'Audio and Video Connection'** Page will be displayed. Select **'Call Me'** and enter the phone number you want to be called at, then click **'Connect Audio'**.
- If you check **'Join the teleconference without pressing "1"'**, you will join the meeting immediately upon receiving the phone call.
- If you have a webcam attached to your PC, or a laptop with an integrated camera, you can select it here.
- You cannot use the **'Call Me'** feature if you are behind an extension. If you are, you will have to use the **'I Will Call In'** or **'Call Using Computer'** option.

NOTE:

You should always select the **'Call Me'** option as this is a free call. If you elect to call the number provided, you will be charged for the call.

NOTE:

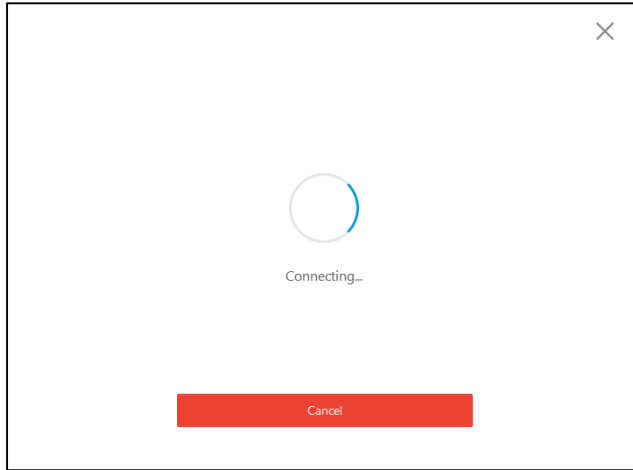
If you are behind an extension, you can also elect to use a cell phone to join the meeting using the **'Call Me'** feature.



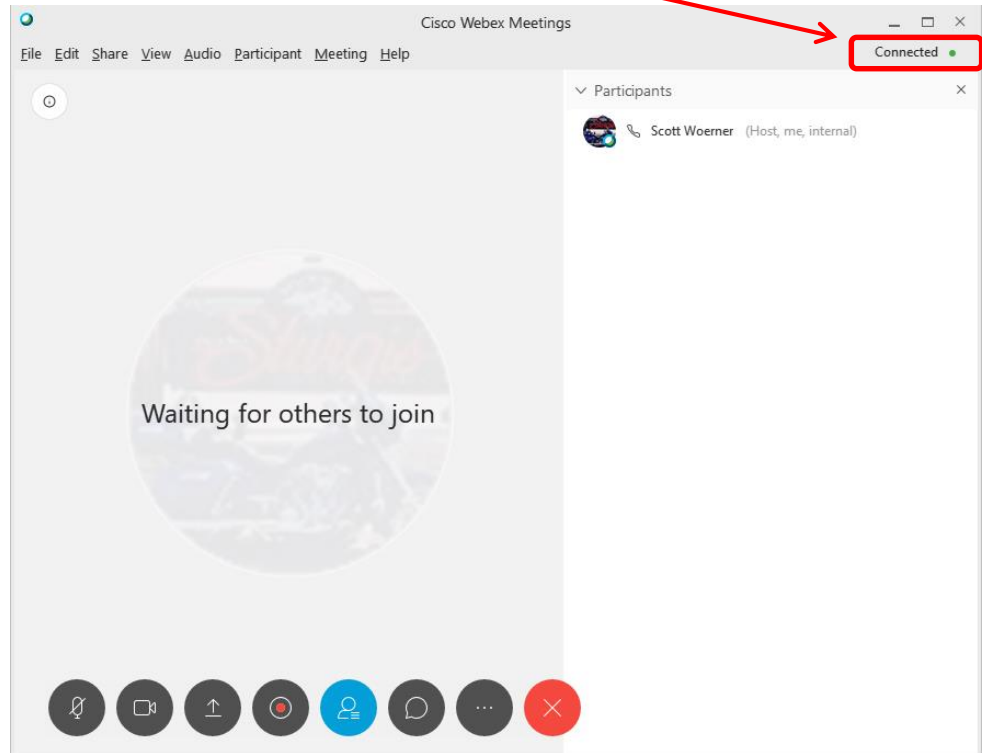
The screenshot shows the 'Audio and Video Connection' dialog box. It has two main sections: 'Select Audio Connection' and 'Select Video Connection'. Under 'Select Audio Connection', the 'Call Me' option is selected in a dropdown menu, which is highlighted with a red rectangle. Below this, there is a phone number field showing '+1' and '573-522-2920'. Under 'Select Video Connection', the 'No Video' option is selected. A checkbox labeled 'Join the teleconference without pressing "1"' is checked. At the bottom of the dialog is a green 'Connect Audio' button, which is pointed to by a red arrow. Below the dialog is a toolbar with icons for audio, video, chat, and other functions.

WebEx Audio Options

- Once you have clicked on Connect Audio, you will see the a status window appear.
- When your phone rings, answer the call as you normally would for an incoming call.



- Once you answer, you will see that you are connected to the call.



Manage Call Me Numbers

- To save numbers for future meetings, click on the phone number box, and then select **'Manage Phone Numbers'**
- Click on **'Edit'** and you will be taken to the 'WebEx Preferences' webpage.
- Scroll down to **'My Phone Numbers'** and enter your office phone number. You can also add your cell phone and up to two alternate phone numbers.

My Phone Numbers ⓘ

Note: The Call Me feature is dependent on your site settings.

Office phone : **Country/Region** **Number (with area/city code)** ☐ Call Me
1

Cell phone : **Country/Region** **Number (with area/city code)** ☐ Call Me
1

Alternate phone 1 : **Country/Region** **Number (with area/city code)** ☐ Call Me
1

Alternate 2 : **Country/Region** **Number (with area/city code)** ☐ Call Me
1

Audio PIN ⓘ :
A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1111).

Personal Conferencing

Personal Conference number: 1-850-479-3207 Call-in toll number (US/Canada)
1-850-479-3207 Call-in toll number (US/Canada) ⓘ
[Show all global call-in numbers](#)

Accounts: You can set up to three Personal Conferencing accounts in your preferences.
[Generate account](#)

Account 1 (Default): 94136817 Host access code
94105019 Attendee access code
[Edit](#) | [Delete](#)

▶ Video Systems

▶ My Personal Room

▶ Scheduling Templates

▶ Scheduling Options

▶ Support Center

[Save](#) [Cancel](#)

Audio and Video Connection ✕

Select Audio Connection ▶ **Call Me** ▼

☐ pressing "1"

☐ +1 ▼ ▲

[Manage phone numbers ...](#)

Select Video Connection ▶ **No Video** ▼

[Connect Audio](#)

[Skip](#)

Manage Phone Numbers ✕

Your preferred Call Me numbers: [Edit](#)

Label	Number
<input type="text"/>	

Call Me numbers stored on this computer: [Clear](#)

Note: changes to phone numbers will apply the next time you join a meeting.

[Close](#)

Manage Call Me Numbers

- After you enter your numbers, check the **'Call Me'** box for any numbers you would like displayed on the Audio Connection page for future calls.
- Scroll to the bottom of the page and click **'Save'**.
- You will see a confirmation screen acknowledging your changes. Click **'OK'**.

My Phone Numbers ⓘ

Note: The Call Me feature is dependent on your site settings.

Office phone :	Country/Region	Number (with area/city code)	<input checked="" type="checkbox"/> Call Me
	1	5555555555	
Cell phone :	Country/Region	Number (with area/city code)	<input checked="" type="checkbox"/> Call Me
	1	6666666666	
Alternate phone 1 :	Country/Region	Number (with area/city code)	<input type="checkbox"/> Call Me
	1		
Alternate phone 2 :	Country/Region	Number (with area/city code)	<input type="checkbox"/> Call Me
	1		

• Audio PIN ⓘ :

A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1111).

Personal Conferencing

Personal Conference number: 1-650-479-3207 Call-in toll number (US/Canada)
1-650-479-3207 Call-in toll number (US/Canada) ⓘ
[Show all global call-in numbers](#)

Accounts: You can set up to three Personal Conferencing accounts in your preferences.
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Account 1 (Default): 94136817 Host access code
94105019 Attendee access code
[Edit](#) | [Delete](#)

▶ Video Systems

▶ My Personal Room

▶ Scheduling Templates

▶ Scheduling Options

▶ Support Center

[Save](#) [Cancel](#)

Confirmation

All the changes are saved.

[OK](#)

The next time you join a WebEx meeting, the numbers you added will be available from the drop-down.

Audio and Video Connection

Select Audio Connection

Call Me

+1 555-555-5555

Office: 1-5555555555 ☒

Cell: 1-6666666666

[Manage phone numbers ...](#)

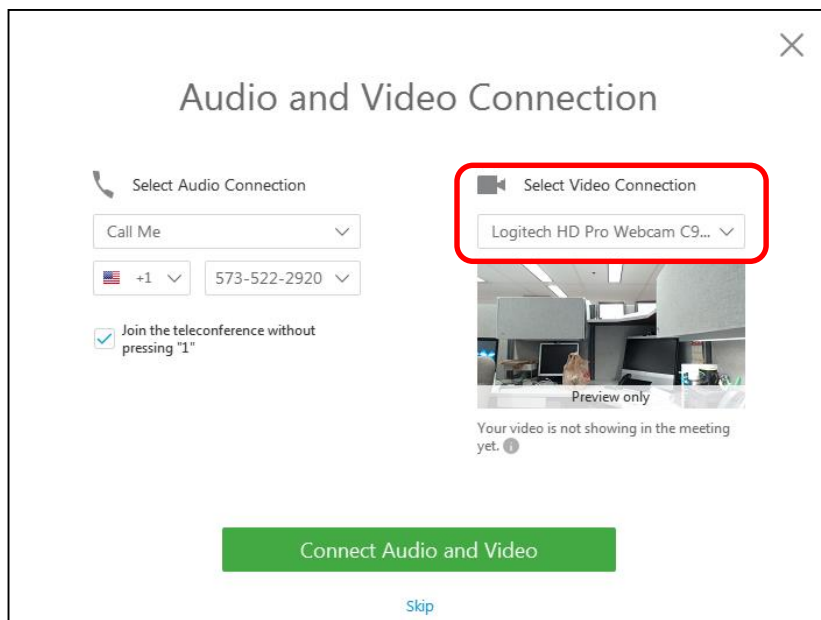
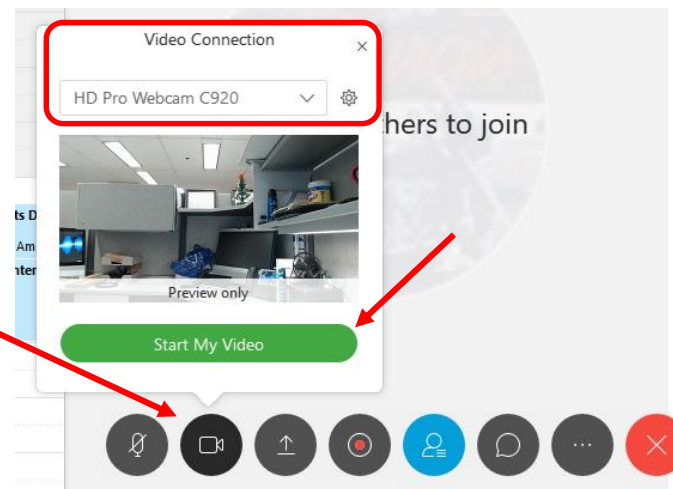
Select Video Connection

No Video

If you want to access your 'Call Me' numbers outside of a scheduled meeting, go to stateofmo.webex.com, then click on **My WebEx > Preferences > Audio**. From there you can enter your phone numbers.

WebEx Video Options

- You can select it from the **Audio and Video Connection** screen when you join the call.
- If you didn't select it when you joined, you can still activate your webcam by clicking on the camera icon, then selecting your camera.
- Once selected, click '**Start My Video**'.



WebEx Meeting Center

While in your meeting, the Meeting Controls are displayed at the bottom of the screen.

Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Connected

Waiting for others to join

Participants

Scott Woerner (Host, me, internal)

Chat

To: Everyone

Enter chat message here

Notes

Enter your notes here

Mute Video Share Record Participants Chat More options End meeting


Opens / closes Notes panel

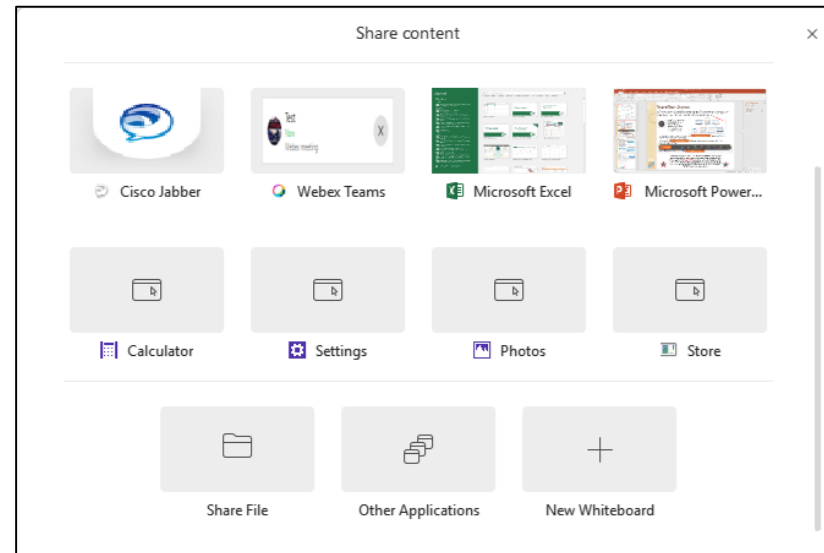
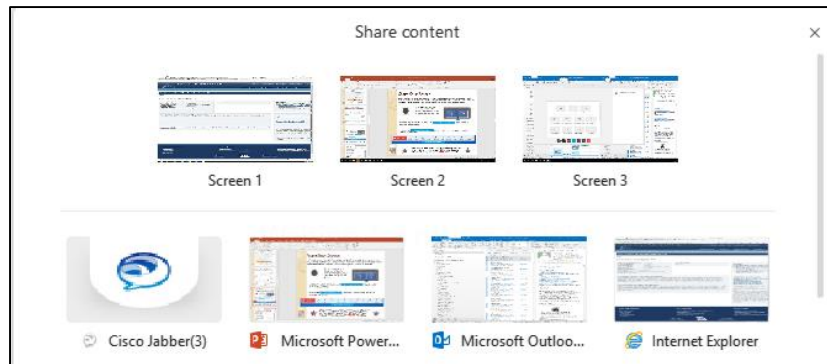
Opens / closes Participants panel

Opens / closes Chat panel

End meeting

Share Your Screen

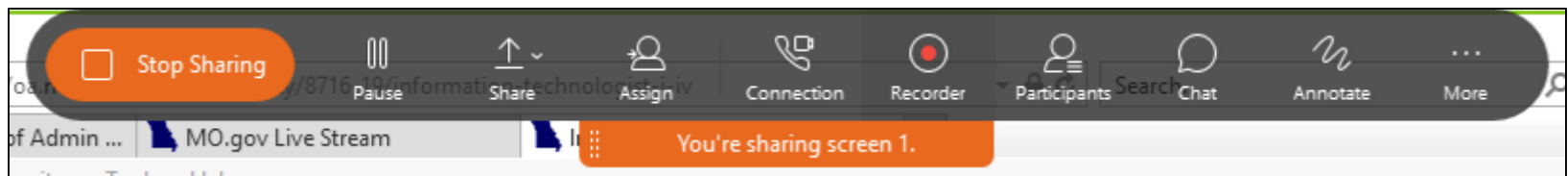
As the host, you have the ability to share your desktop with all participants. Once logged in the web, you can click on the Share Screen icon . The menu allows the host to share a monitor (desktop), a file, or an application. Use the scroll bar to see more options



When sharing your desktop, the menu bar

 You're sharing screen 1.

appears at the top center of the screen you are sharing. Hovering over it will give you a drop down menu with more options.



When sharing your screen, everyone in the WebEx meeting can see everything on your screen. Make sure they are authorized to see your screen **BEFORE they see it. It is recommended that you use the Share Application or Share File option (if possible) to avoid any potential issues with information displayed when using the share screen option.**

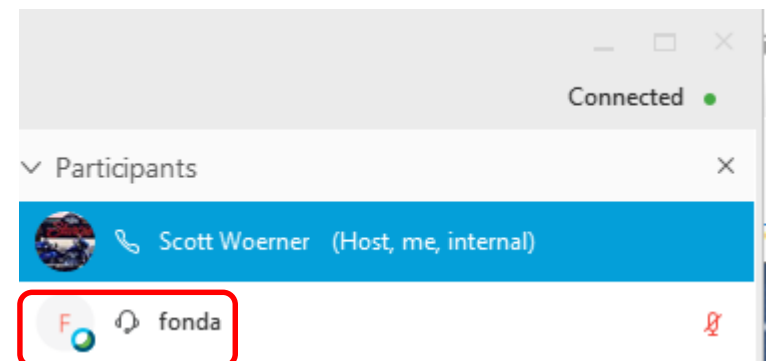
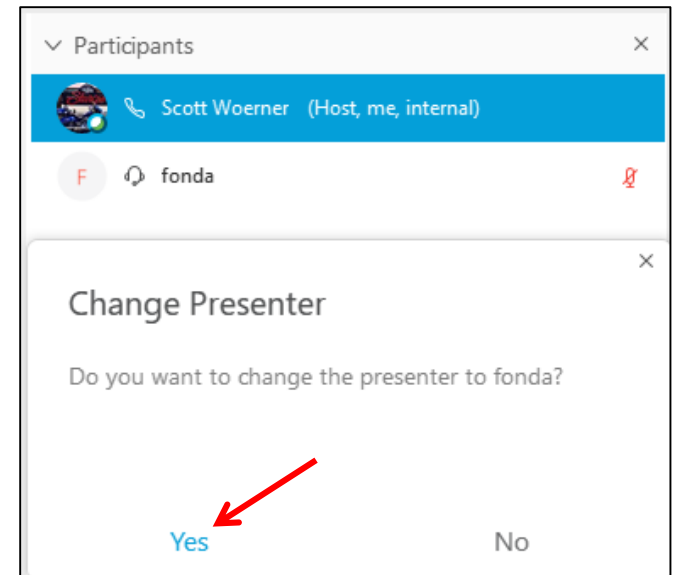
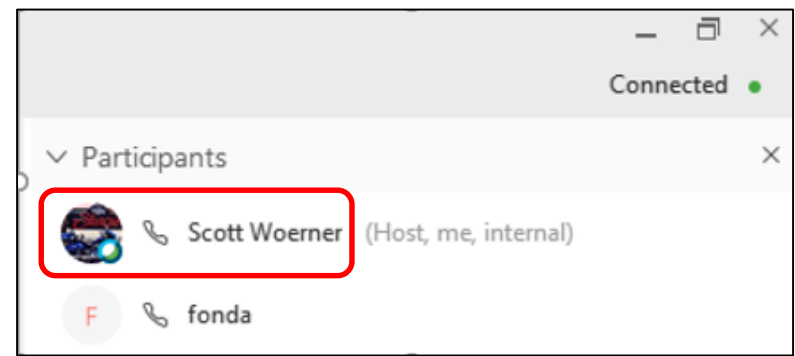
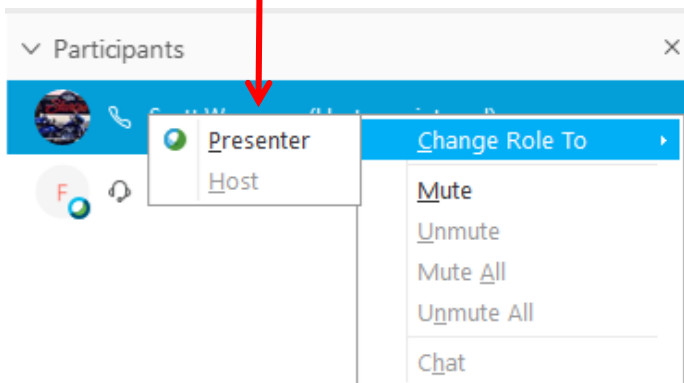
more than
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share.

itsd



Pass the Ball

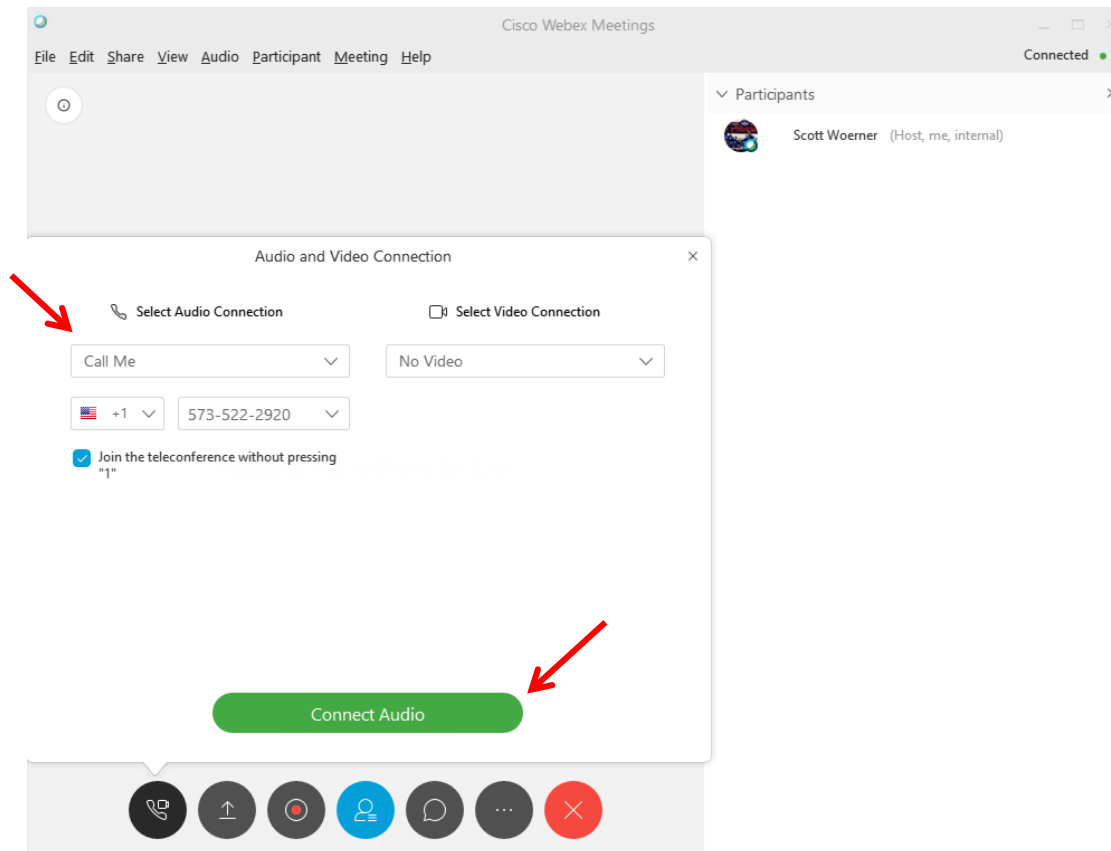
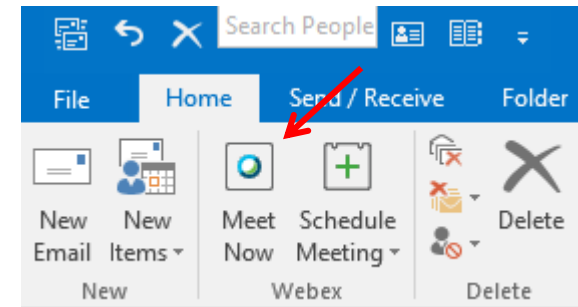
- While in the web interface the host can 'Pass the Ball'. Passing the ball to another participant allows them to share their desktop. You simply drag the ball from your name and drop it on another users name from the '**Participants**' list.
- Once the ball has been passed it will confirm that you want to change the presenter.
- Once you have confirmed to change the presenter the ball will appear by the users name.
- As the host, you can stop that person from presenting at any time by assigning yourself as the presenter by right clicking on your name, hovering over 'Change Role to' then selecting '**Presenter**'. You can also click on the ball and drag it back to your name.



Meet Now

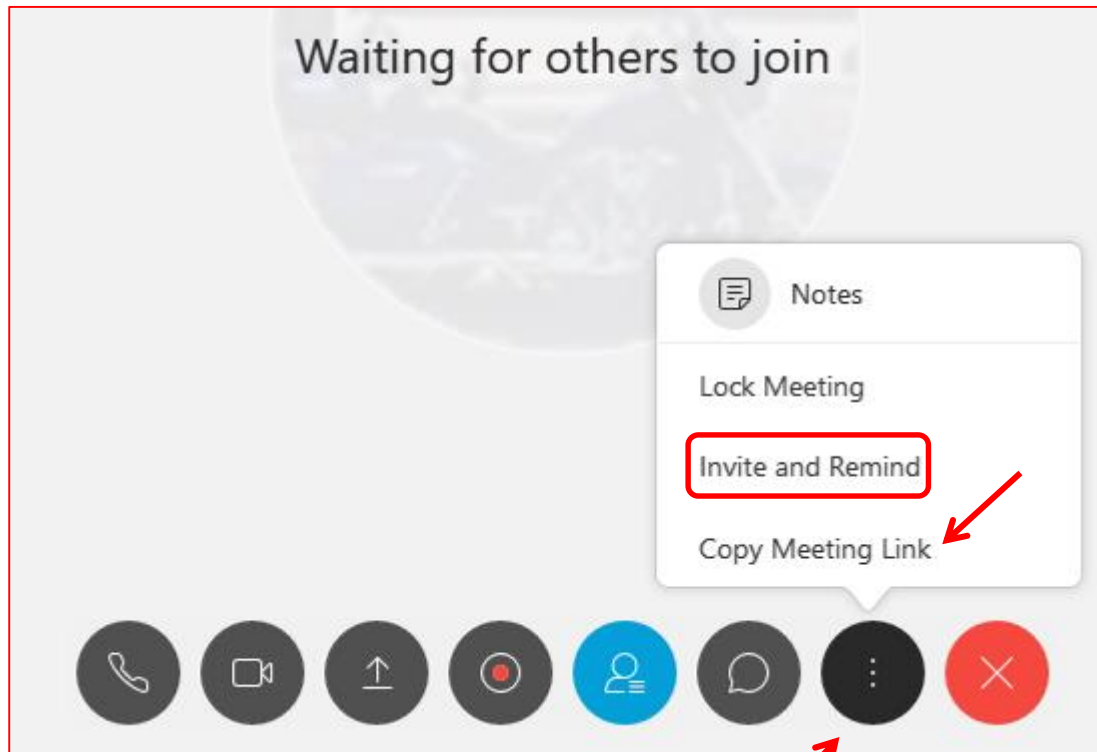
In Outlook you can select **'Meet Now'** to begin an instant meeting without having to schedule it in advance.


Once you make you audio selections and click on **'Connect Audio'**, the meeting will start. The next slide will describe how to invite someone to the meeting.

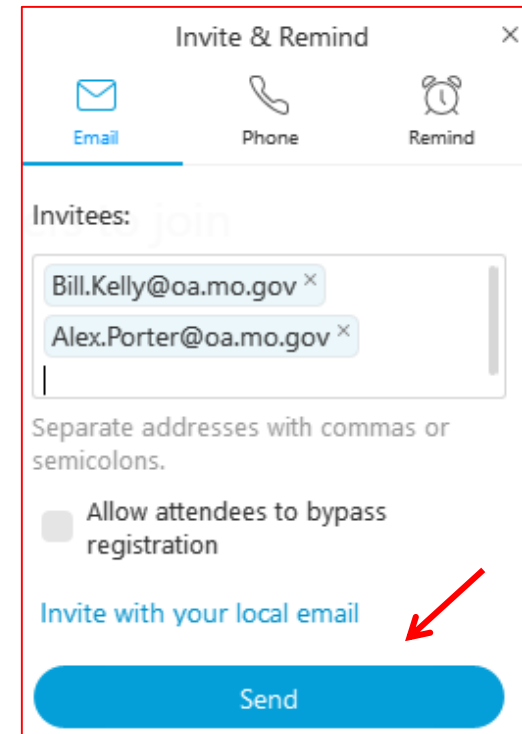


Meet Now

- Once in the meeting, you can invite attendees to join your meeting by selecting '**Invite & Remind**'.
- A dialog box will open allowing you to enter the email addresses of those you would like to invite to your meeting.
- Once you have entered all of the names, click **Send**.



Click on  to access the Invite and Remind option.





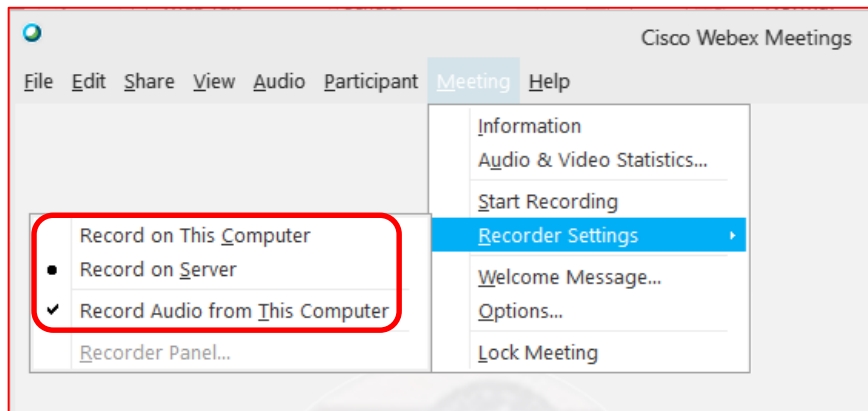
Advanced Options

- Recording a Meeting
- Using the Whiteboard
- Odd Screen Solution

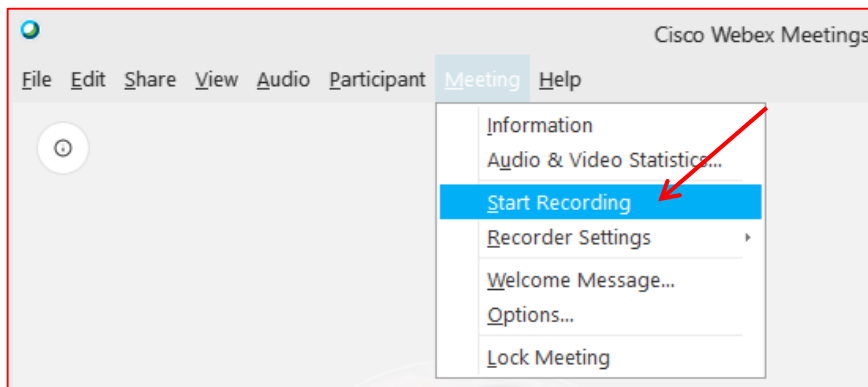
Record a Meeting

From the Meeting tab select **Recorder Settings > Record on Server**.

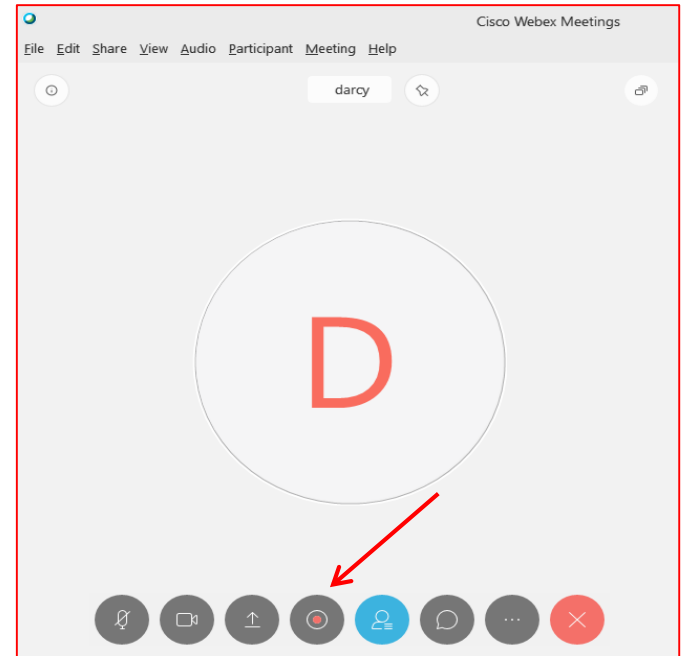
Make sure **Record Audio from This Computer** is checked.



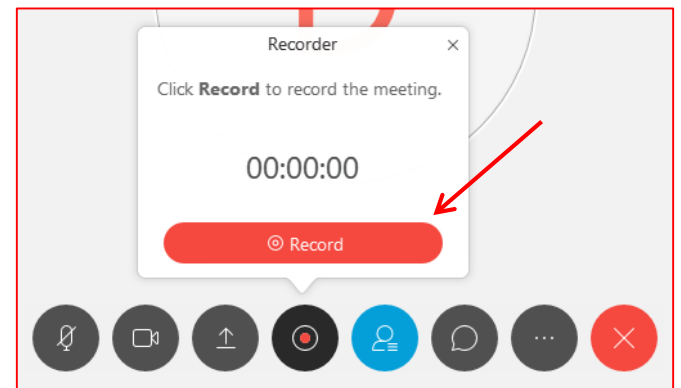
Then select **Meeting > Start Recording**.



Or click on the Record icon at the bottom of the screen.



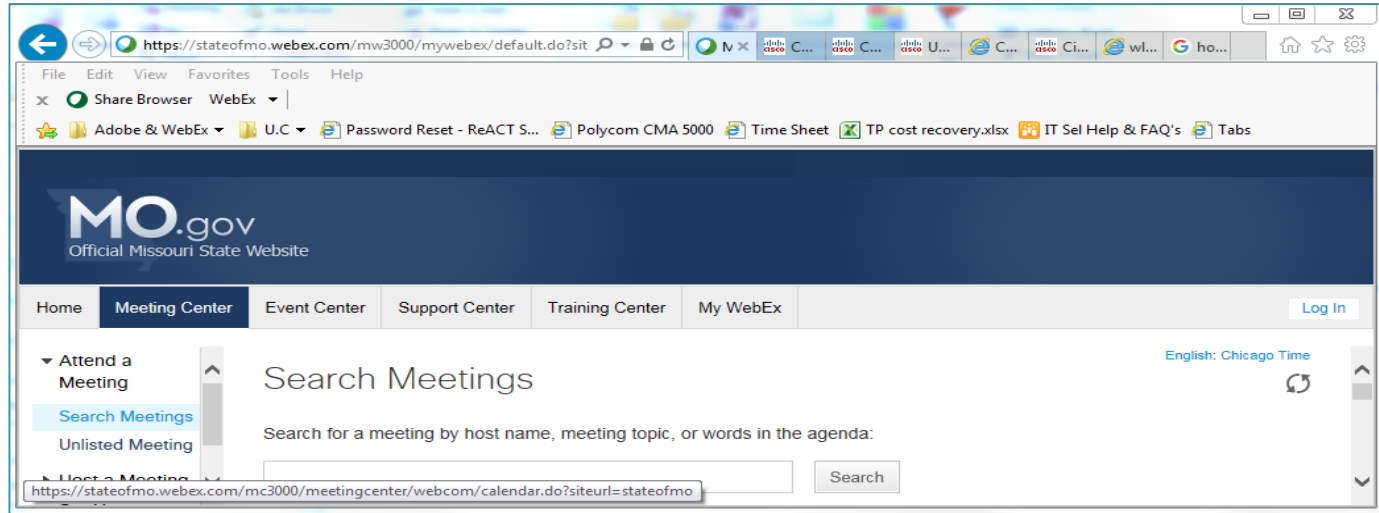
Then click on the Record button.



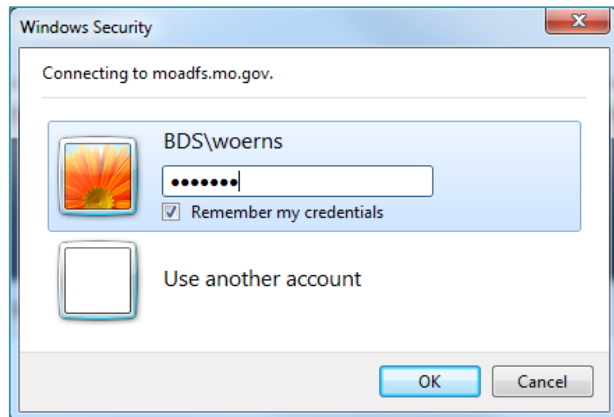
Retrieve your Recording

Go to stateofmo.webex.com to retrieve your recording. The log in is on the far right hand side of the screen.

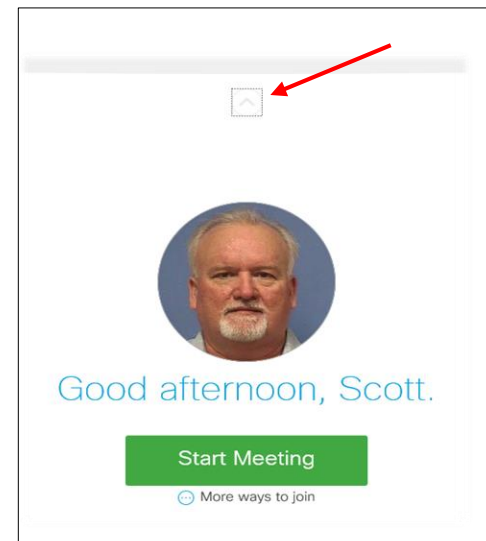
NOTE: It can take up to 8 hours for your recorded meeting to be processed and accessible to you.



Log in to your account using the same username and password you use to sign onto your PC. Click OK.

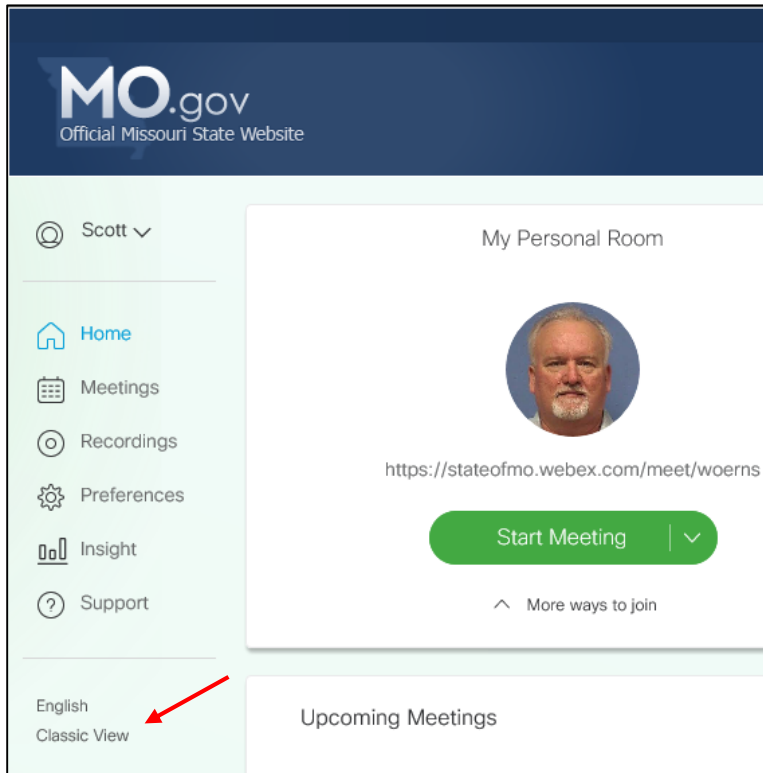


Once logged in, click on the up arrow.

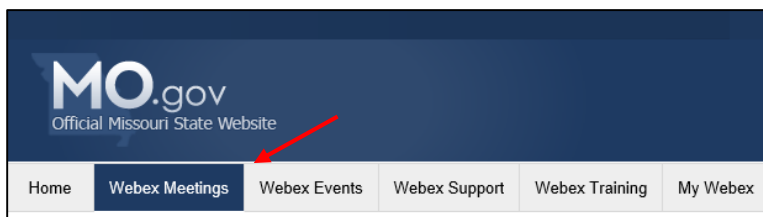


Retrieve your Recording

4. Once signed in, if your WebEx site defaults to the Modern View, please click on the Classic View option.






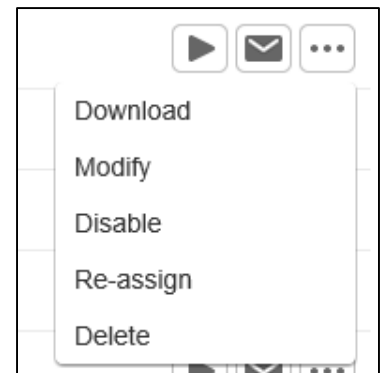
5. Click on WebEx Meetings



6. Click on My Recorded Meetings.



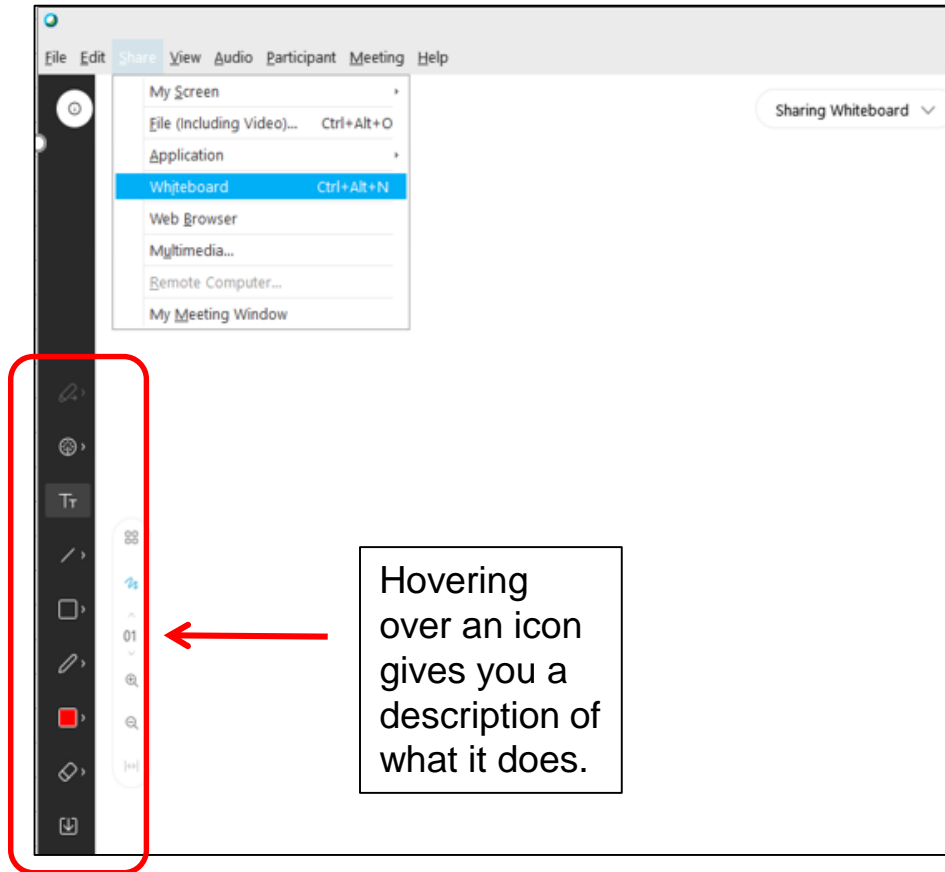
Here you will see a list of your recorded meetings. You can elect to play  or email  the recording or you can click on the three small dots  for other options. You also have the option to download your recording.



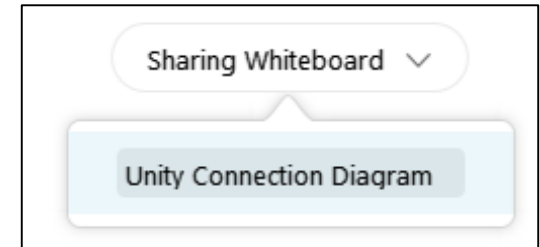
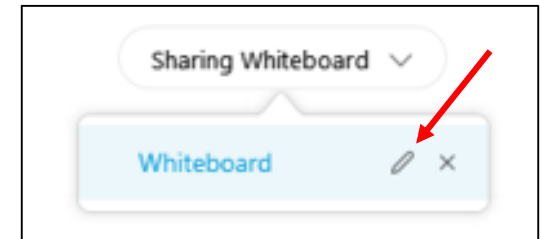
If you select the download option, make sure you save the recording to a location you will remember.

Whiteboard

Lets you make sketches or take notes for all to see.
Click on Share > Whiteboard to open.



Clicking on drop down next to Sharing Whiteboard, then the pencil icon will let you name the Whiteboard document you created.



Clicking on drop down next to Sharing Whiteboard, then the X will let you name the Whiteboard document you created.

