Cisco WebEx
User Training

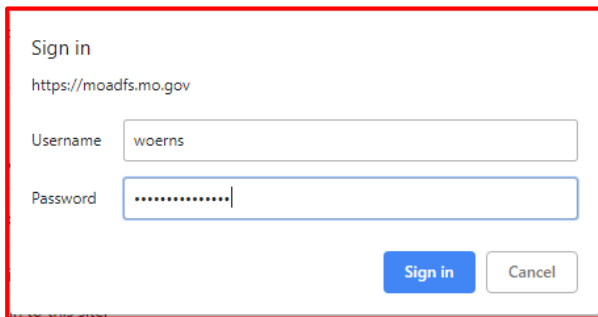# Scheduling a Meeting from Outlook

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.
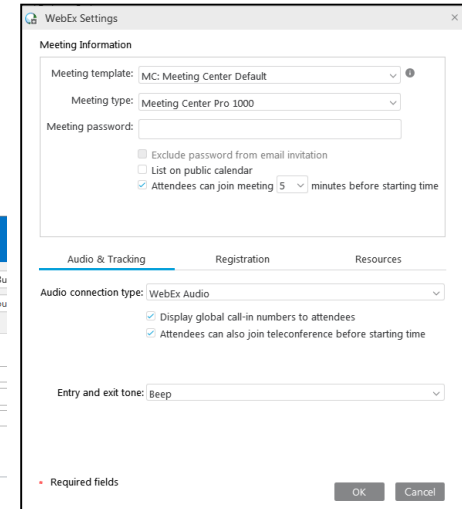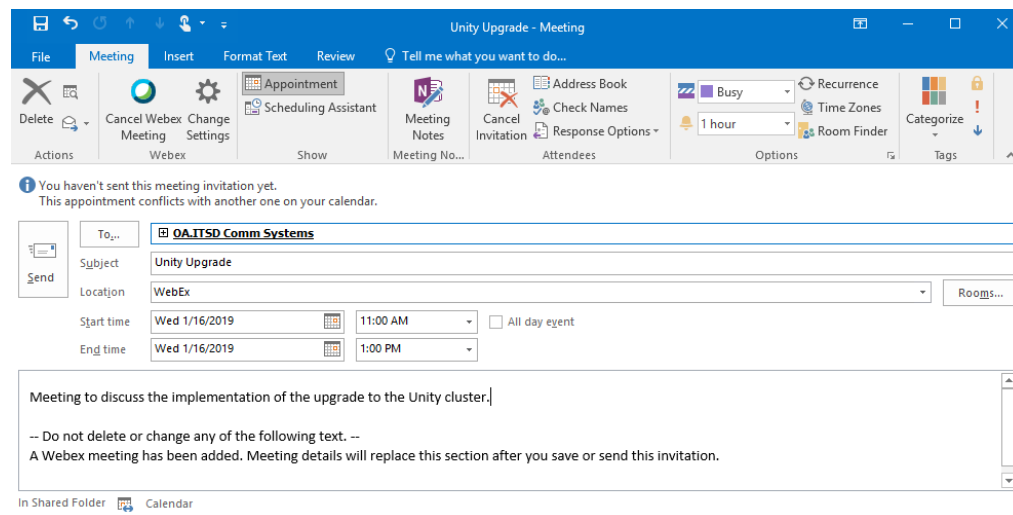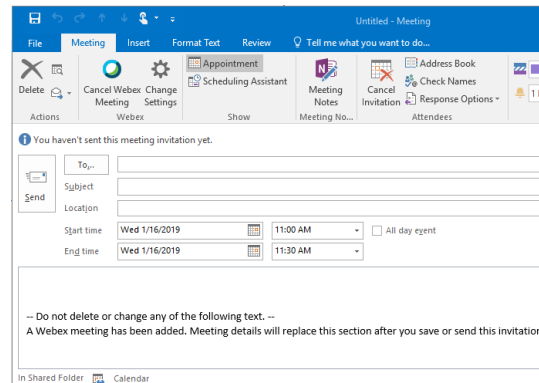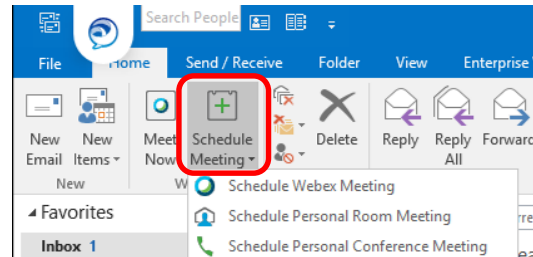
WebEx Settings

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:
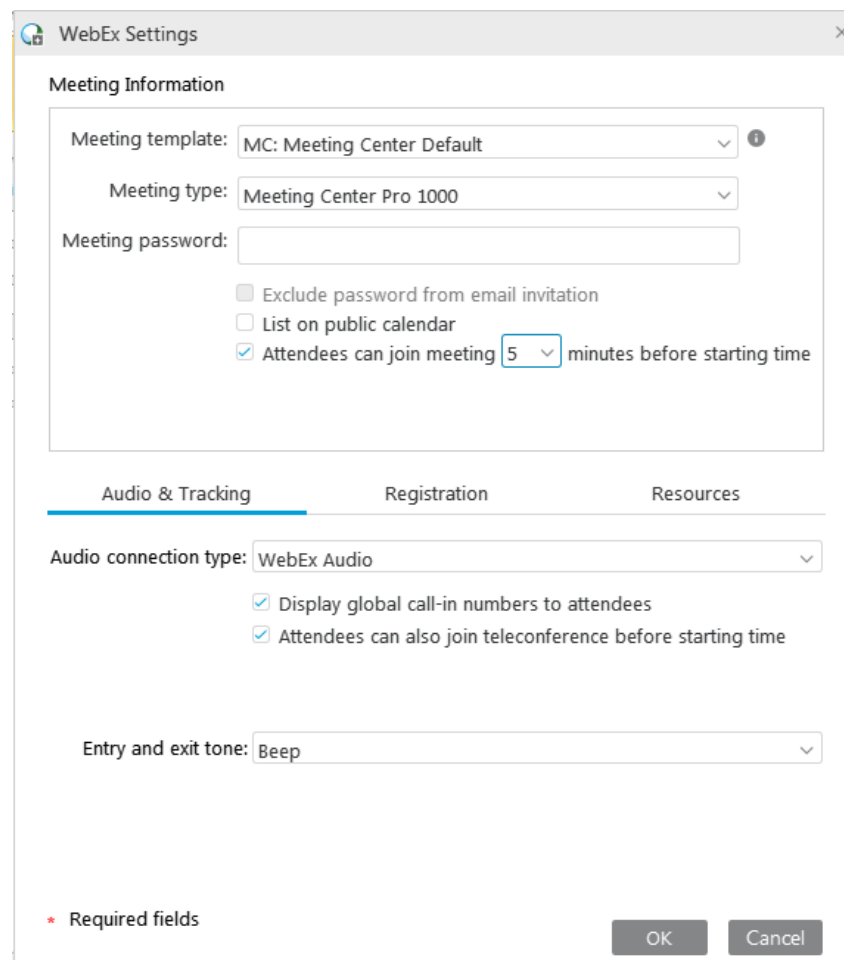Should always be left on WebEx Audio.

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.

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_"
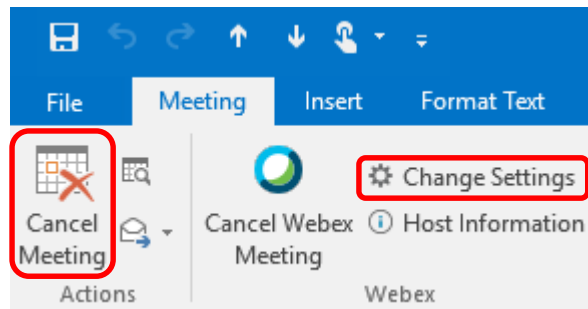
Alternate Host:
Place a check mark in the box next to the name of the person(s) you would like to make an alternate host for your meeting. You can select multiple alternate Hosts.
NOTE: You can invite anyone to your meeting, but only State of Missouri employees can be alternate hosts for your meeting.

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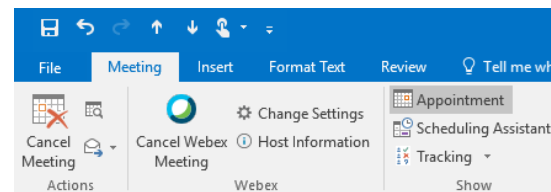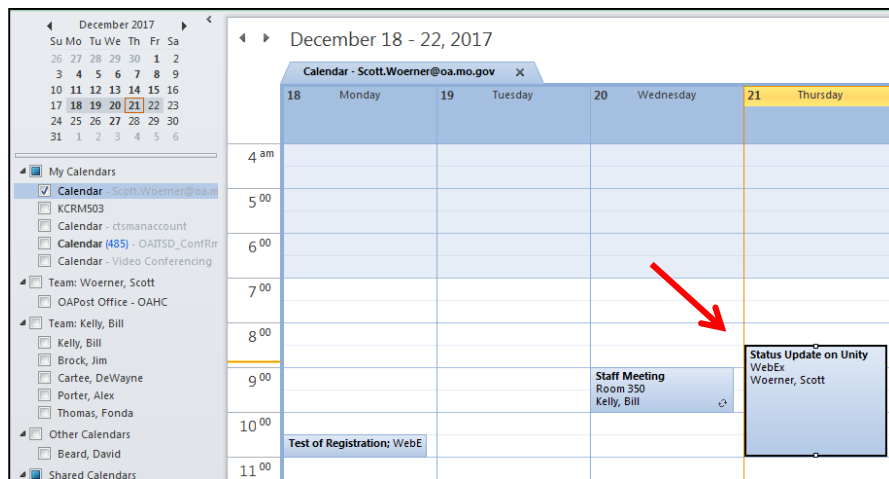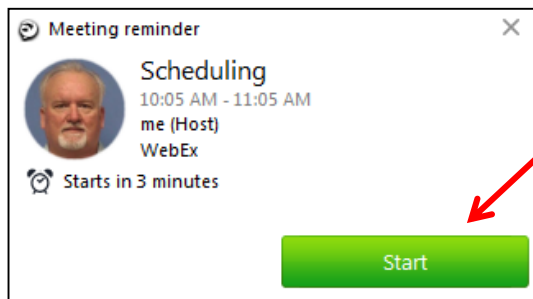
NOTE: If you need to change the WebEx settings after the meeting has been created, double-click on the meeting on your Outlook calendar and you will be able to make changes or cancel the meeting.

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.

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.
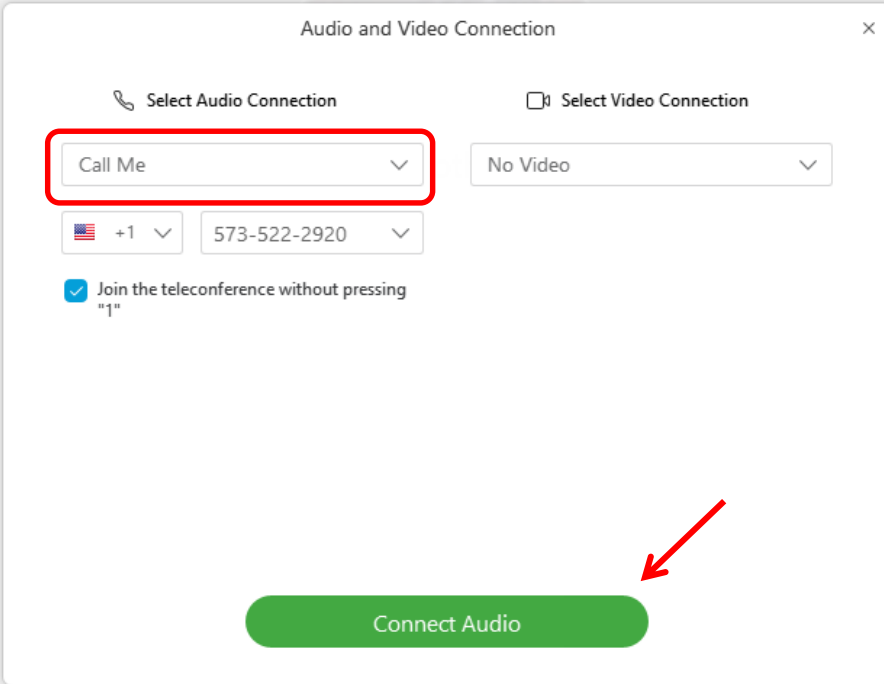
WebEx Audio Options

- 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.


Audio and Video Connection

Select Audio Connection   Select Video Connection

Call Me   No Video

+1   573-522-2920

☑ Join the teleconference without pressing "1"

Connect Audio

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.
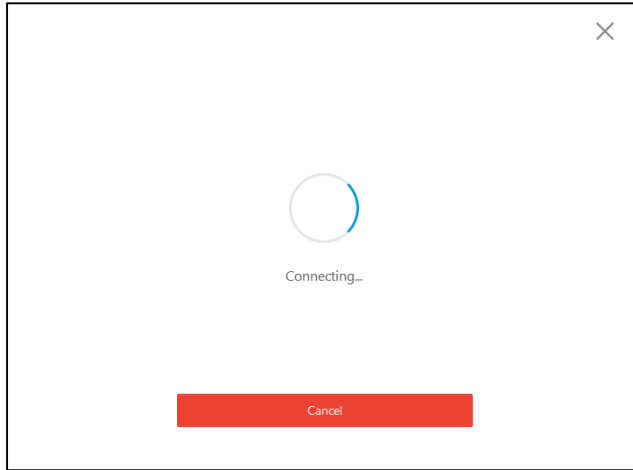
- Once you answer, you will see that you are connected to the call.
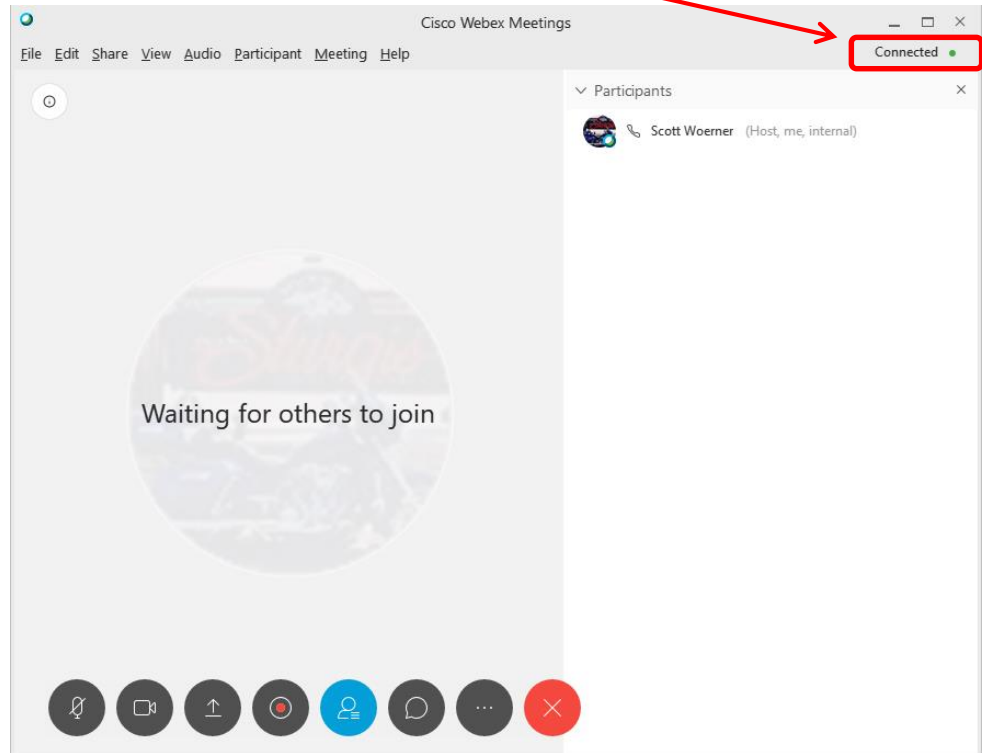
Manage Call Me Numbers

- 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.

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)	
	1	5555555555	☑ Call Me
Cell phone :	Country/Region	Number (with area/city code)	
	1	6666666666	☑ Call Me
Alternate phone 1 :	Country/Region	Number (with area/city code)	
	1		☐ Call Me
Alternate phone 2 :	Country/Region	Number (with area/city code)	
	1		☐ Call Me

• 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.
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

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   Select Video Connection

Call Me   No Video

+1   555-555-5555 ▲

Office: 1-5555555555 ✓
Cell: 1-6666666666

Manage phone numbers …

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.

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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'.*
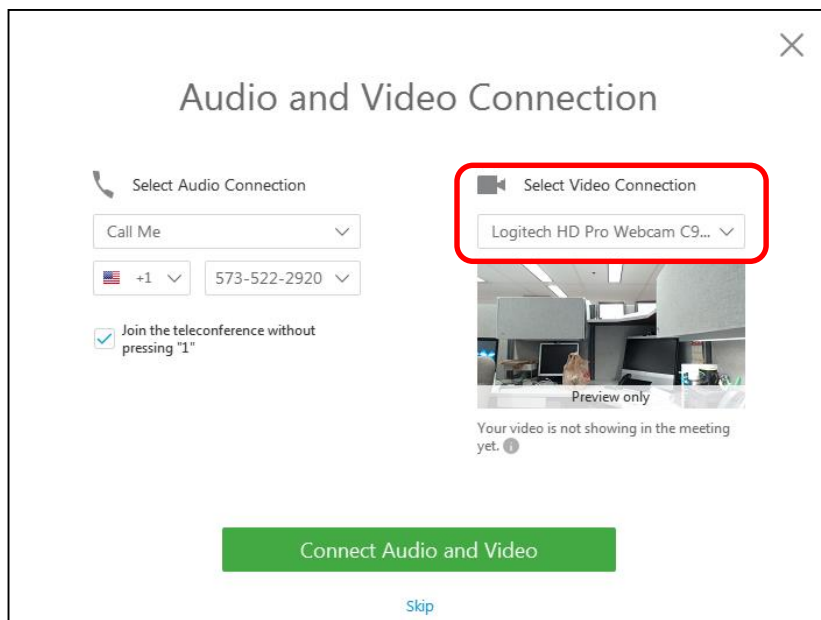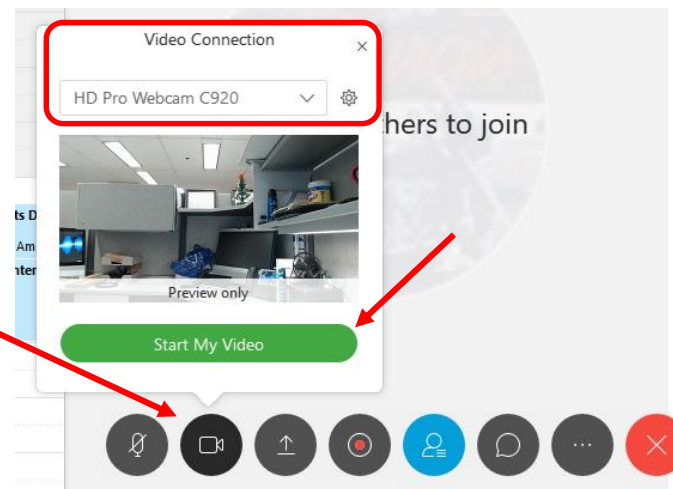
WebEx Meeting Center
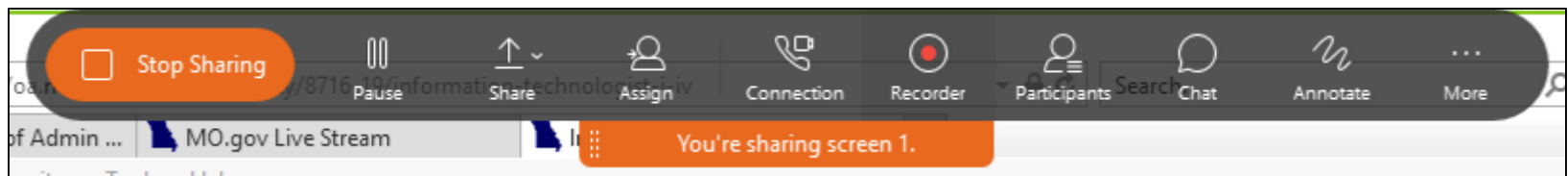
Share Your Screen

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

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monitor
share.
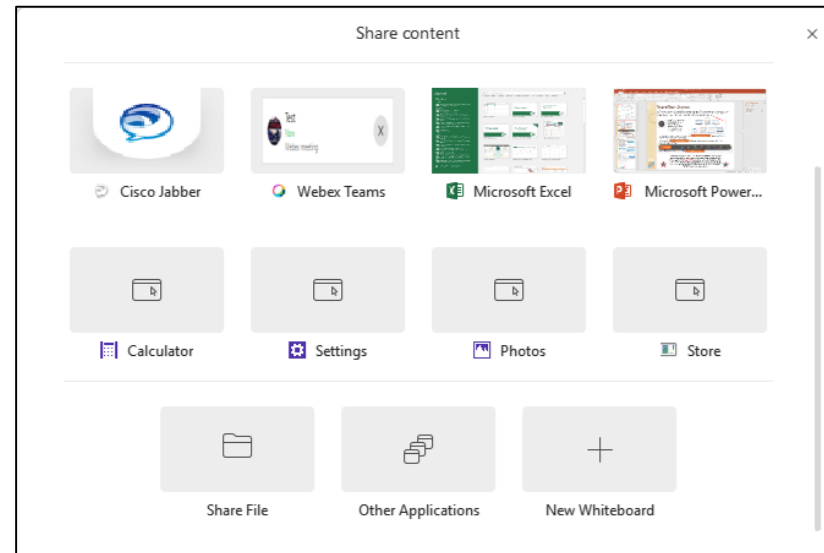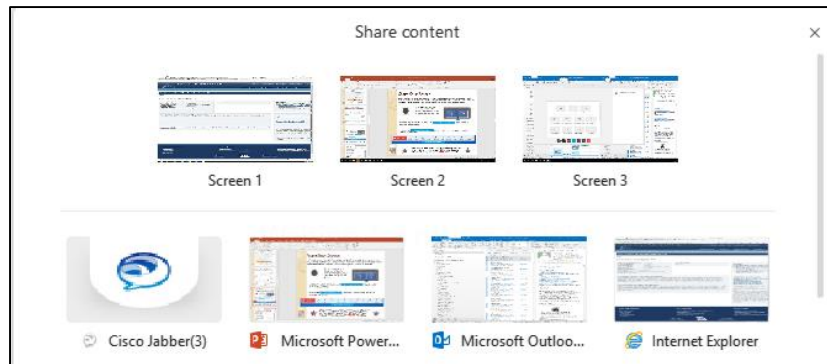
When sharing your desktop, the menu bar

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.

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.
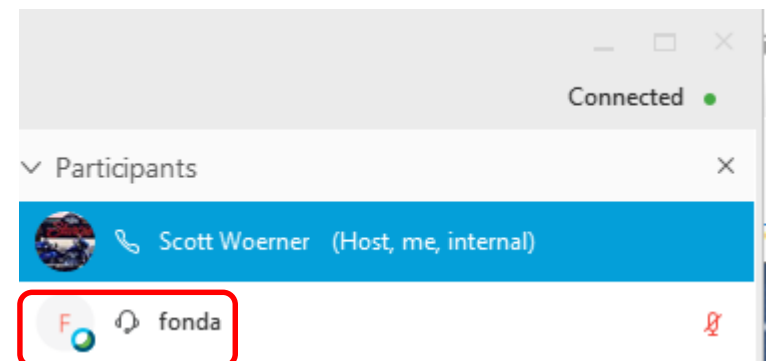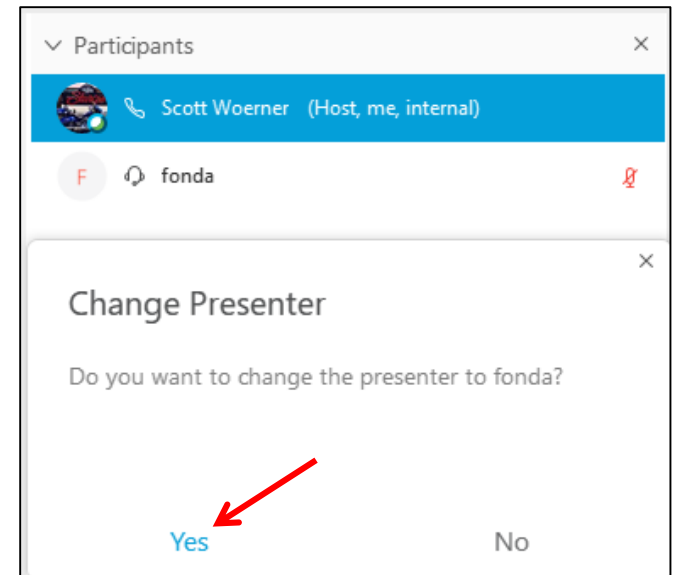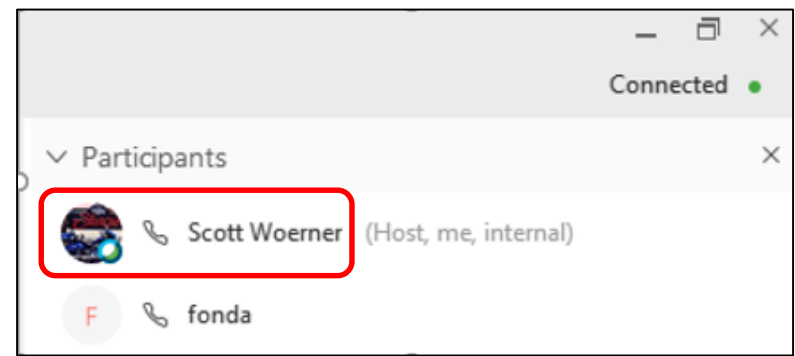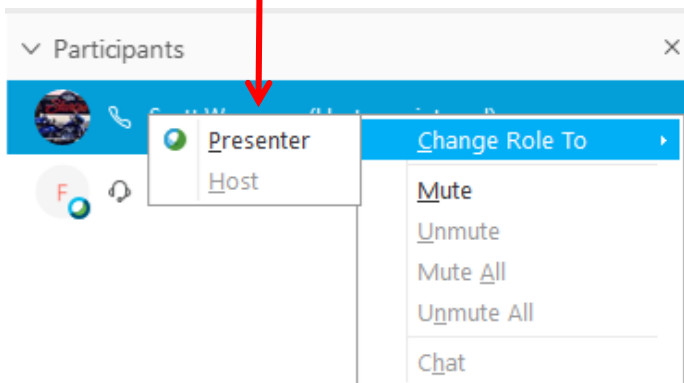
Meet Now

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.
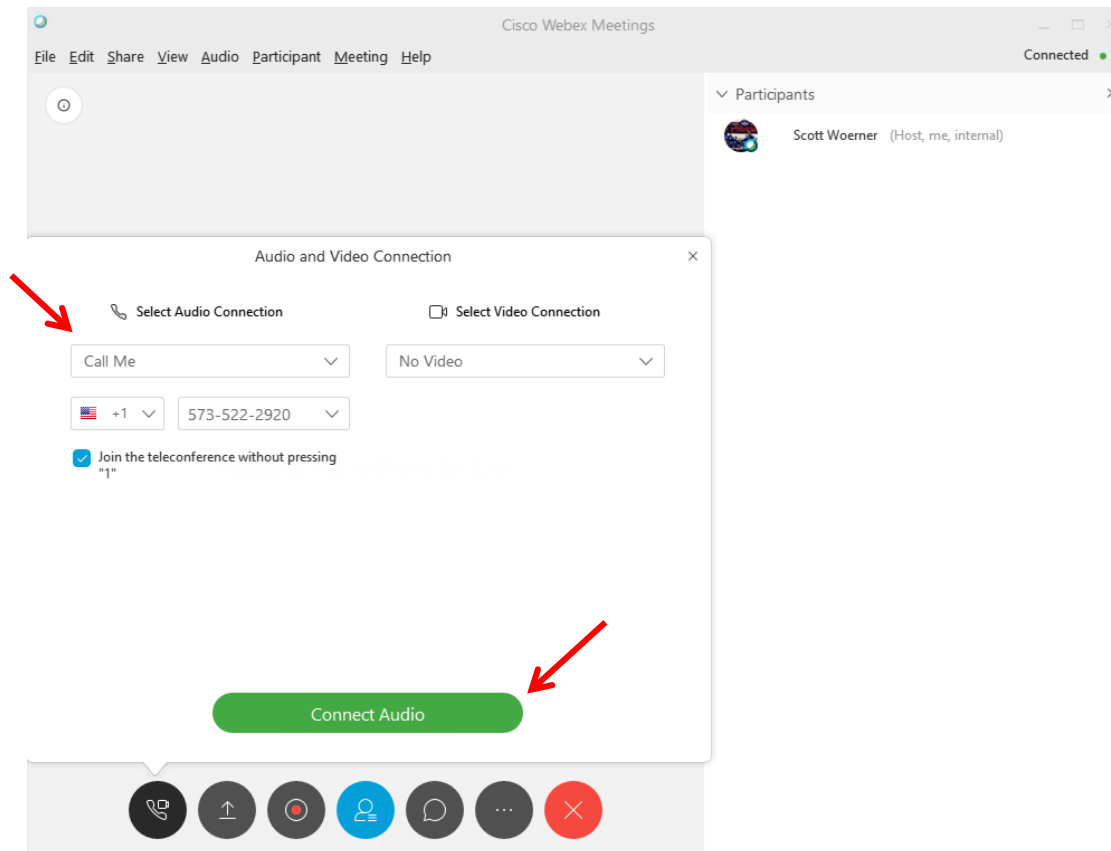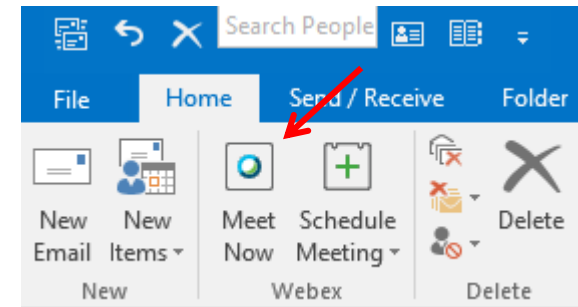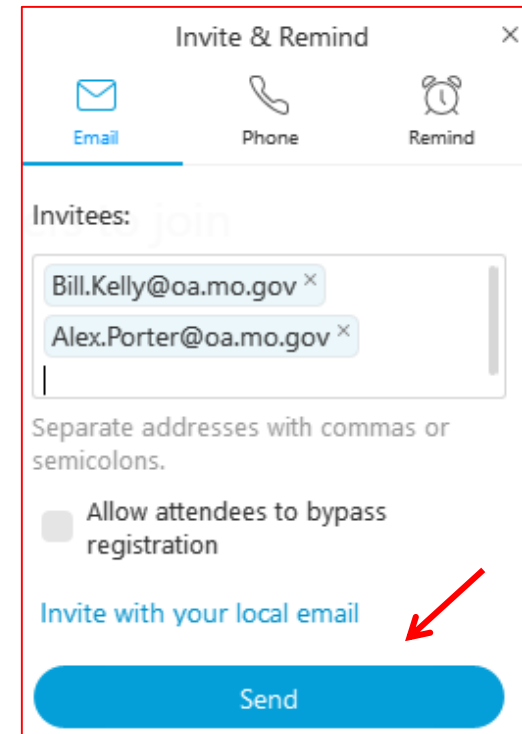
Meet Now

- 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**.
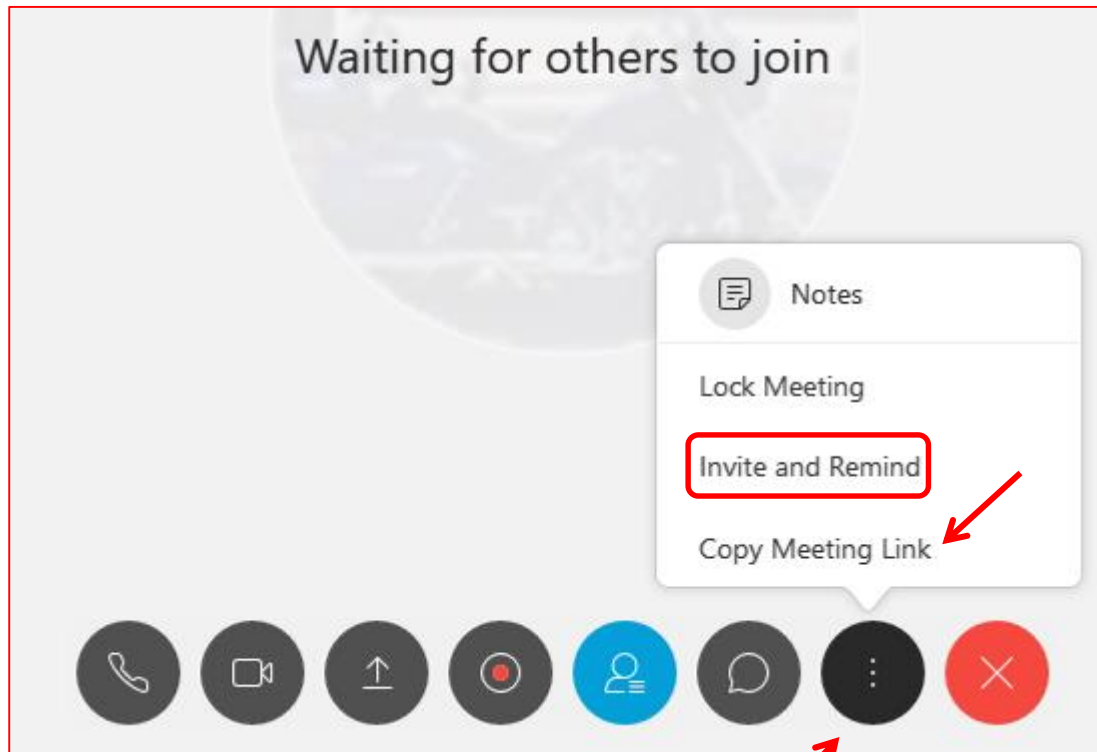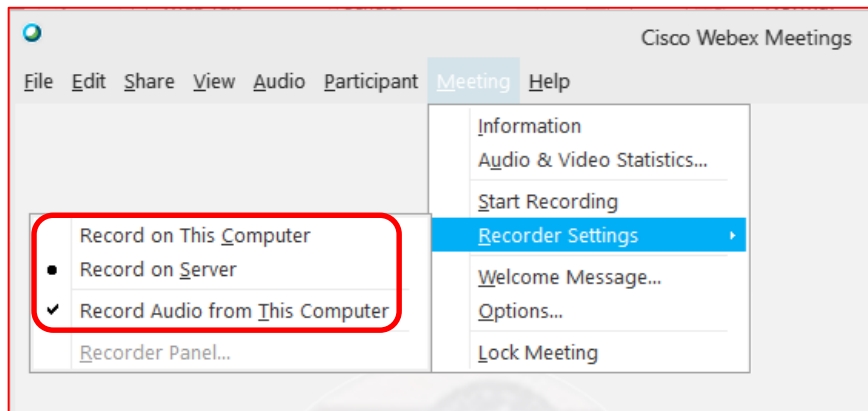
Click on ⋮ to access the Invite and Remind option.

Advanced Options

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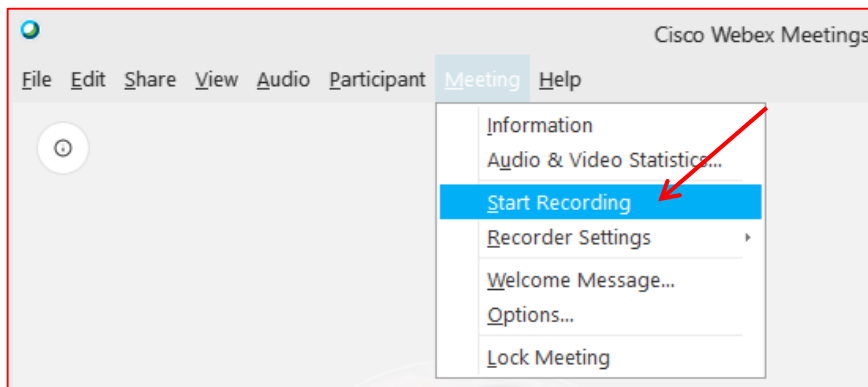- Using the Whiteboard
- Odd Screen Solution

Record a Meeting

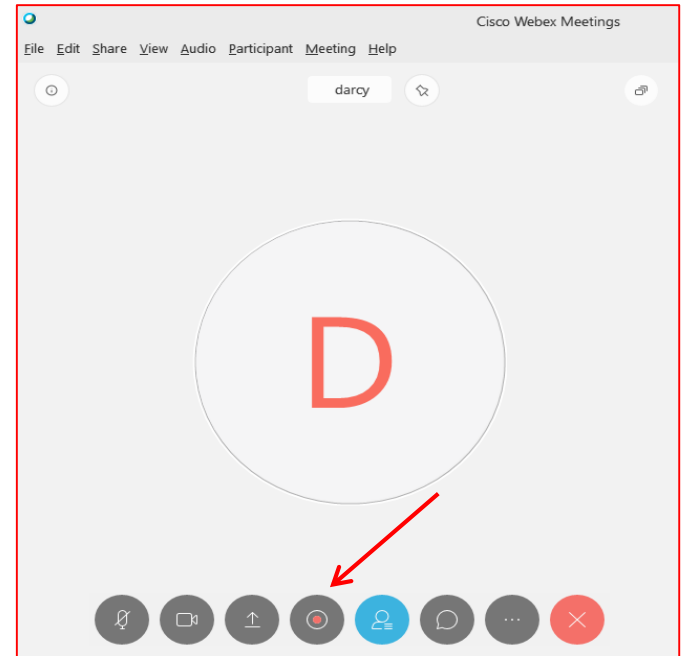From the Meeting tab select **Recorder Settings > Record on Server**.

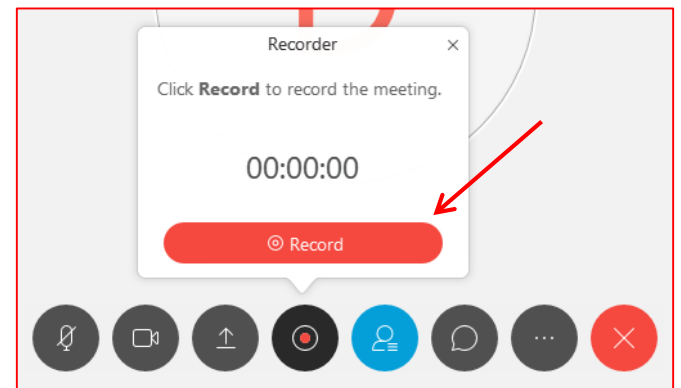Make sure **Record Audio from This Computer** is checked.

Then select **Meeting** > **Start Recording.**

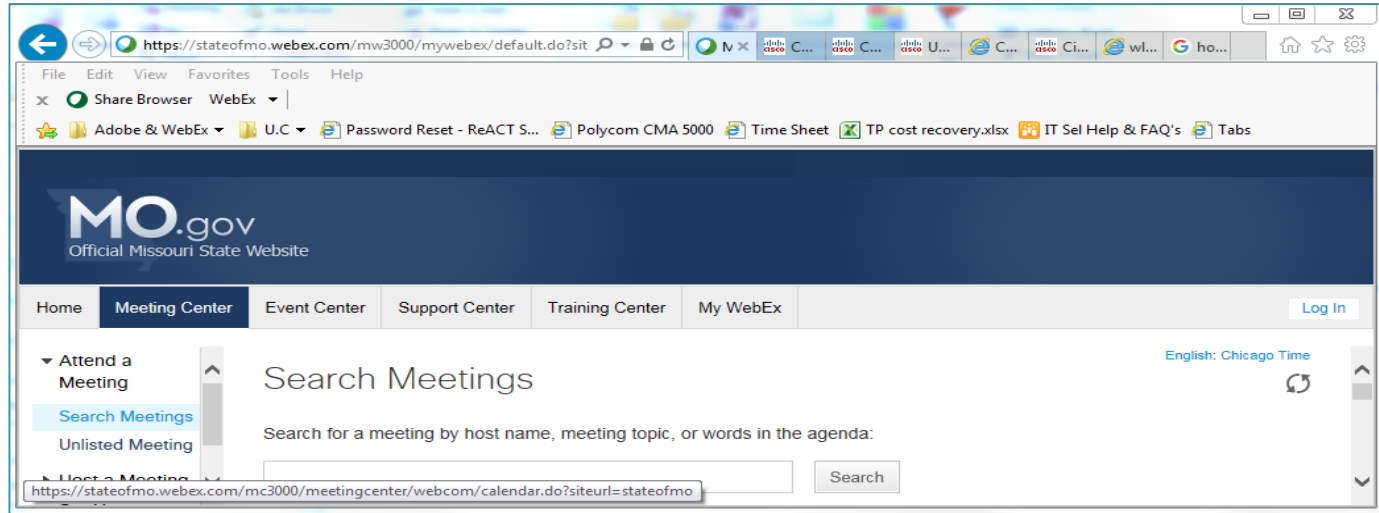
Or click on the Record icon at the bottom of the screen.
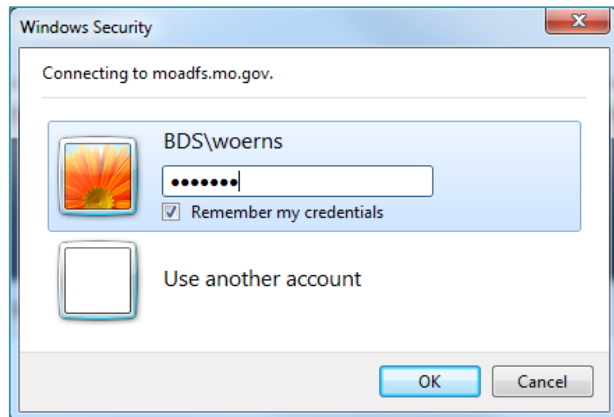

Then click on the Record button.

Retrieve your Recording

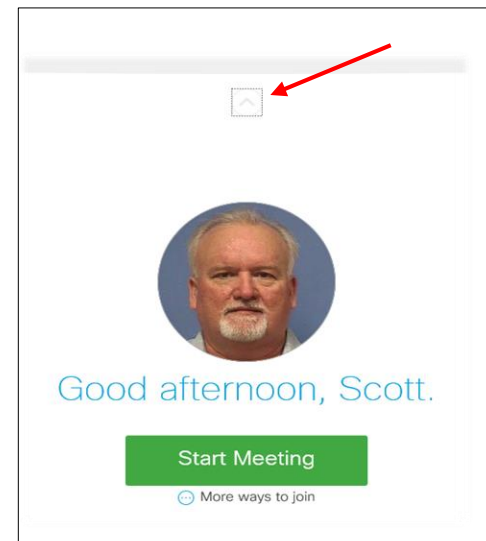Go to stateofmo.webex.com to retrieve your recording. The log in is on the far right hand side of the screen. **NOTE**: **It can take up to 8 hours for your recorded meeting to be processed and accessible to you.**

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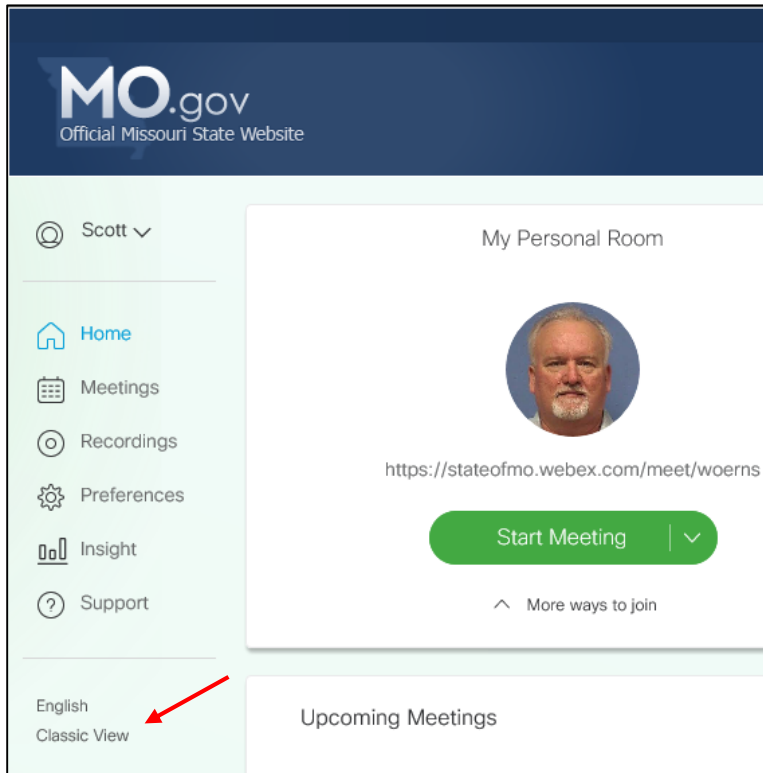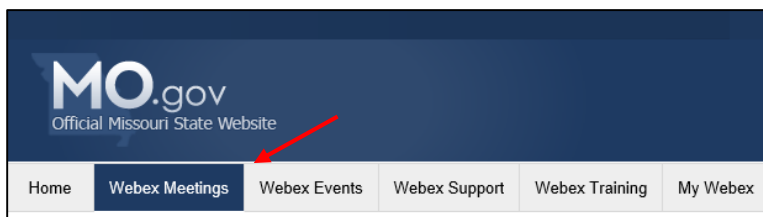

Once logged in, click on the up arrow.

Retrieve your Recording

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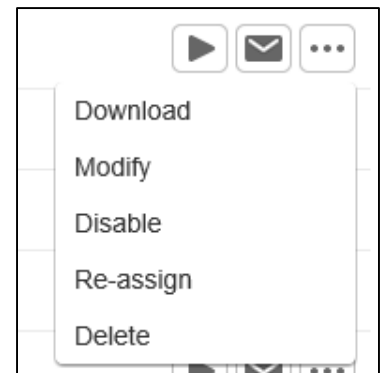

5. Click on WebEx Meetings

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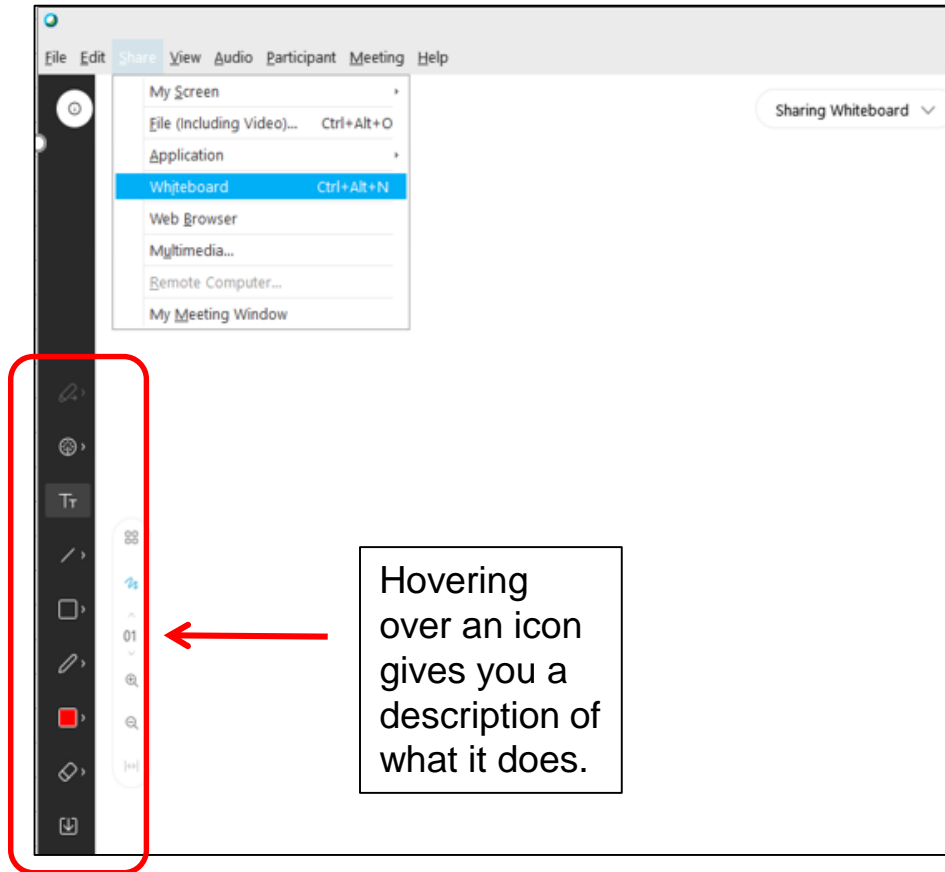
Clicking on drop down next to Sharing Whiteboard, then the pencil icon will let you name the Whiteboard document you created.

Hovering over an icon gives you a description of what it does.
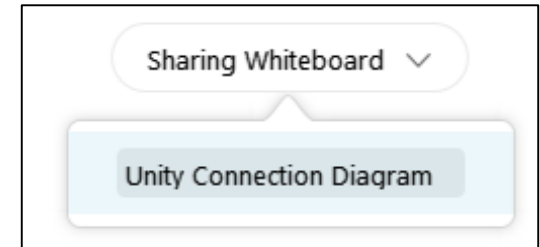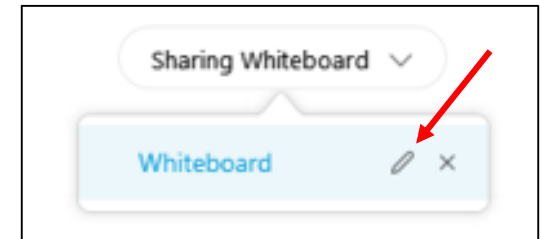
Clicking on drop down next to Sharing Whiteboard, then the X will let you name the Whiteboard document you created.