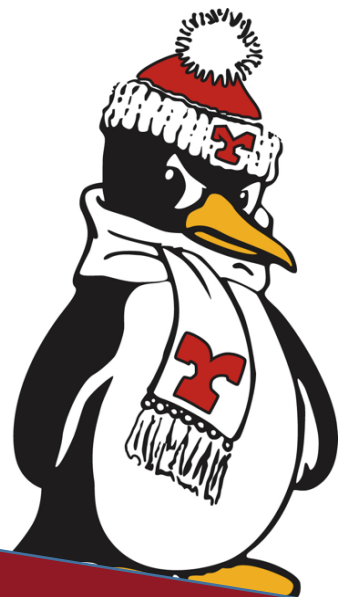# *Webex Meetings*

Technology Training

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Webex Meetings and Webex Teams

Webex Meetings and Teams is a video conferencing tool that allows for online collaboration, guest speakers, departmental meetings, and distance learning. Webex Meetings and Webex Teams has the ability to record, share screens for presentations, file sharing, using a white board, and lecture capture.

This document will help you to:
- Know how to Join a meeting.
- Schedule and create a meeting.
- Host a meeting
- Record your meeting or session.
- Create a space in Webex Teams.
- Upload files in Webex Teams.
- Use the Whiteboard in Webex Teams

NOTE: Please share portions of this document with your participants to assist them in joining and using the meeting software.

Room ID and Preferences

All faculty, staff, and students have access to Webex meetings and Webex Teams and each person has a personal meeting room and the ability to schedule Webex meetings. You can download the app and connect it directly to your outlook desktop account.

If you will be hosting a meeting in your personal meeting room, you will need to provide the meeting room ID number to your participants.

1. Navigate to ysu.webex.com.
2. Sign in with your full YSU email address and it will redirect you to the Penguin Portal Sign In page.
3. Enter your YSU username and YSU password.
4. Click more ways to join and you will see the meeting room ID and your host key to enter if you are the host.

Room ID: 733 595 628

Join by video system

Dial sszembower@ysu.webex.com and enter your host PIN

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-415-655-0001 US Toll
Access code: 733 595 628
Host PIN:

Global call-in numbers

You can adjust your preferences meetings, audio and video, scheduling, and change the host pin to something you prefer to use.

To adjust your preferences, navigate to the homepage at ysu.webex.com.

1. Click preferences in left column of the page.
2. Select the preference tab you would like to adjust.
3. Make your changes and click save.
4. To change the host pin, click the My Personal Room Tab.
5. Highlight the Host Pin and enter the pin you would like to use.
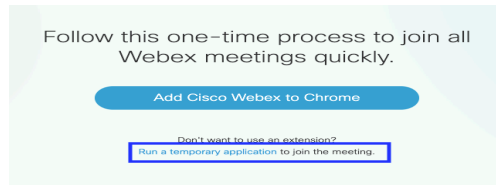6. Click save.

Join a Webex Meeting:

You can a Webex meeting from your computer, tablet, phone, (with a microphone and webcam), or from a Webex equipped classroom or conference room at YSU. Webex Meetings allows for external constituents outside the University.

From your computer:

1. Click on the **Join or Start Meeting** buttons in your invitation email.
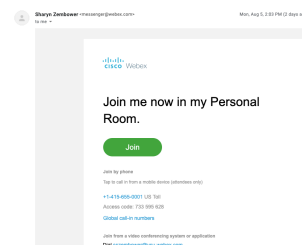

2. Choose to add **Webex** to browser, or **run a temporary application** to join the meeting or download the **Cisco Webex app**.

Follow this one-time process to join all
Webex meetings quickly.

Add Cisco Webex to Chrome

Don't want to use an extension?
Run a temporary application to join the meeting.

3. Click **save, run, or open**.
4. Once the application opens, **adjust your settings to allow for video and audio**. You can use audio via your computer or you can call in.
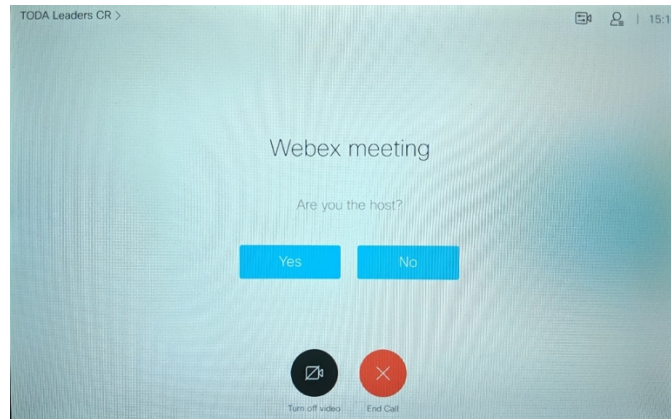
From a WebEx Equipped Room:

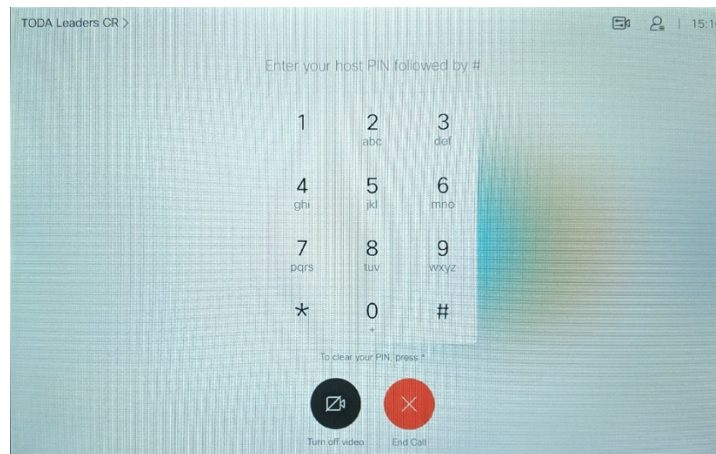5. Click the **"Join Webex"** button on the touch panel in the room.
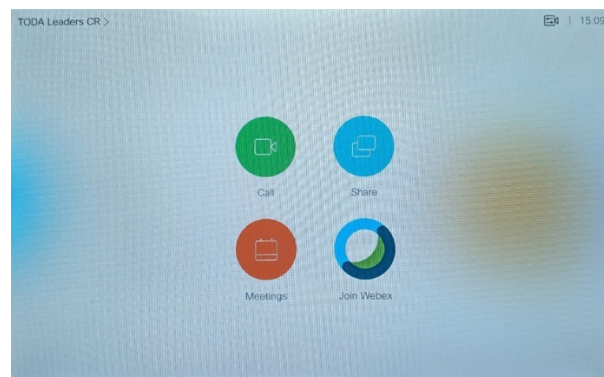
6. After you click **"Join Webex"** you will have to type in your **meeting number** from the email you received for the meeting.
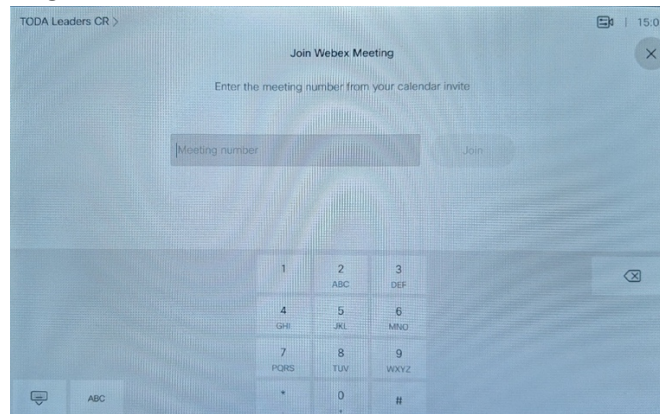
7. After you type in your **meeting number**, you will have to choose if you are the **host** of this meeting. Choose yes if you created this **Webex meeting**.

8. After you choose yes, type in your **Host Key** followed by the **pound symbol**.

You will see the other participants as they join into the meeting.

9. Press the share button on the touch panel to share your screen with participants.

Join Webex by Phone or an Audio only Meeting

Webex can use audio only following the steps below.

1. Navigate to ysu.webex.com and sign in using your YSU email address
2. Click **more ways to join** and send the following information to your attendees.
   a. Dial 1-415-655-0001
   b. Enter the access code (Meeting Room Number) followed by the #.
   c. Enter attendee code if provided one or click # to continue.

Agenda   This meeting has no agenda.

Meeting link   https://ysu.webex.com/meet/ssze …

Meeting number   733 595 628

Video address   sszembower@ysu.webex.comsszem…

Audio connection   US Toll

+1-415-655-0001

Access code (Attendee ID)   733 595 628 # (37 #)

Example

You can host an audio only meeting with phone and using the same information listed above.

1. Dial 1-415-655-0001
2. Enter the Meeting number followed by #.
3. Enter the host pin.
4. **Enter the Attendee ID followed by # or simply press #.**

Schedule a Meeting:

1. Sign into ysu.webex.com from your web browser.
2. Click sign in at the top right of the screen.
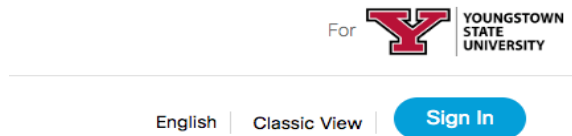
3. Enter your **YSU email address**.
4. Sign In using your **YSU username and password**.
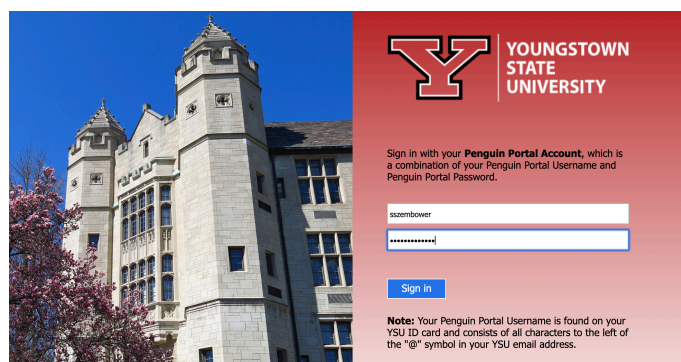
From the **Landing page** you can either **start a meeting** using your personal meeting room or schedule a meeting(s) for future times.

5. Select to mute your mic and video

6. Adjust your audio settings.
7. Click **Start a meeting**.
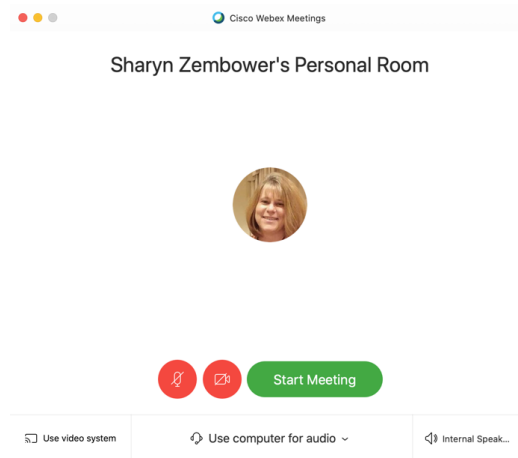
8. Click **schedule a meeting** to establish a future meeting.
9. Enter meeting information and start with the **meeting ID**.
10. Leave the meeting type set to **Webex Meeting Pro Meeting**
11. Enter the **Meeting Topic**.
12. Use the generated Meeting Password, click the **refresh button** to generate a new **meeting password** or enter your **own password**.
13. Select the date and time of the meeting and check the box if it will be a **recurring meeting**.
    a. Add additional information for **dates and times** to the recurring information.

14. Add **Attendees** using their email addresses separated by a **comma or semi colon**.
15. Click **Advanced** to enter additional details.
    a. **Audio connection** options, leave set to the default.
    b. A meeting **agenda**.
    c. Scheduling options that include:
        i. An **Alternate Host**, checking this will allow you to join the meeting from a device without entering the **host key**. Leaving it unchecked will require you to have your **host key number** on hand when you join the meeting, you receive the **host**

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key in your email after you are done creating the meeting. (This option is your choice).
ii. **Automatic recording**, will start recording the meeting as soon as it starts.
iii. **Exclude the password**, will hide the password for the meeting when the invite gets sent.

16. **Save the schedule**.
    a. Note: you can also save the setup as a **template** for future user.

The Landing page will now show future **WebEx meetings**.

NOTE: After you are done creating your meeting, the host and attendees will receive an email from WebEx containing a Calendar Meeting Invitation with all your meeting details. You can add this to your Outlook calendar by choosing accept, decline, or tentative.

The meeting creator WebEx email will include the host key required to start the meeting, everyone else that was invited to the meeting will receive the same email without the host key information.

If you use your personal meeting room, the host key will always be the same 4 digit number you created. If you have schedule future meetings, the host pin will be a generated 6 digit number.

You will receive an email reminder 10 minutes before your meeting starts with the same information, there will be a join or start meeting button in the email that will start the meeting.

You are the host for this Webex meeting.

When it's time, start your Webex meeting here.

Meeting number (access code): 7: 1 80   1 3
Meeting password: hBJgg
Host key: 58   58

Monday, July 29, 2019
11:00 am | (UTC-05:00) Eastern Time (US & Canada) | 15 mins

Start Meeting

Join by phone
Use VoIP only

Join from a video system or application
Dial 7 180 1 3@ysu.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
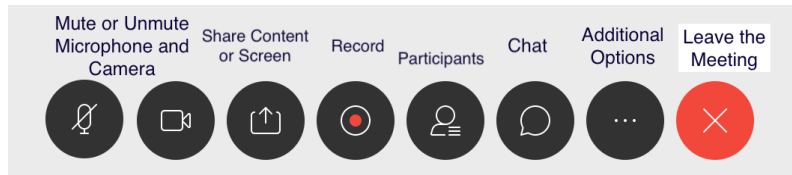Dial   . . .   ysu@lync.webex.com

Host a Meeting:

After joining into a WebEx meeting from your web browser you will receive prompts to allow your microphone and webcam to have access to the software.

1. Select your **audio and webcam** and click the **connect audio and start video** option at the bottom of the screen. *Note: If your webcam and microphone do not connect, or you don't receive the prompt to allow the connection, try to open the meeting link in a different web browser.*
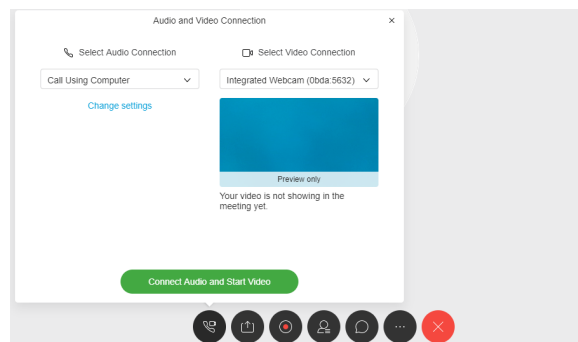
2. During the meeting, click the **Icons** at the bottom of the screen for various tasks. If icons are not showing, simply hover your mouse towards the bottom of the meeting screen.

Mute or Unmute Microphone and Camera | Share Content or Screen | Record | Participants | Chat | Additional Options | Leave the Meeting

3. Click the **Mic to mute or unmute**. (Mic Icon will be red when muted.)
4. Click the **Video Camera** to turn camera off or on. **Video Icon will turn blue** when on. If you turn the camera off and then back on, a **preview window** will show your webcam preview and then give you the option to **"Start My Video"** which will then share your webcam in the meeting again.
5. Click the **paper/arrow up** icon to share your screen or applications you have open. IE PowerPoint.
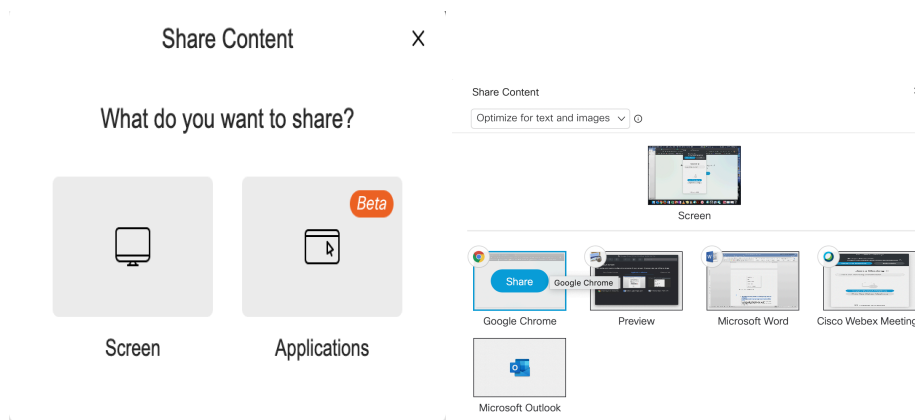
6. Click the **Red Dot** to start recording. (Only available to the **Host of the meeting**).
7. Click the **Participant Icon** to view participants. **Hosts** have the availability to mute or unmute participants. Participants can **raise their hand** to ask a question.
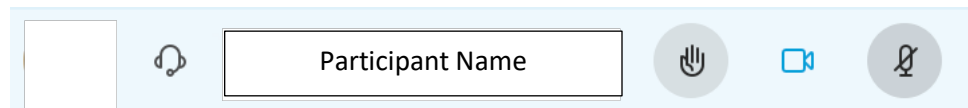

8. Click the **bubble to chat** with participants. (You can chat with one participant in a private chat or share with all participants)
9. Click the **ellipse (…)** for additional options such as **switching audio, start polling**, and **check the health of the connection**. *Note: There are different option for the ellipse when participants are in the room or you are waiting for others to join. If no one has joined, you can invite participants, copy the link, add notes for the meeting, or lock the meeting.*
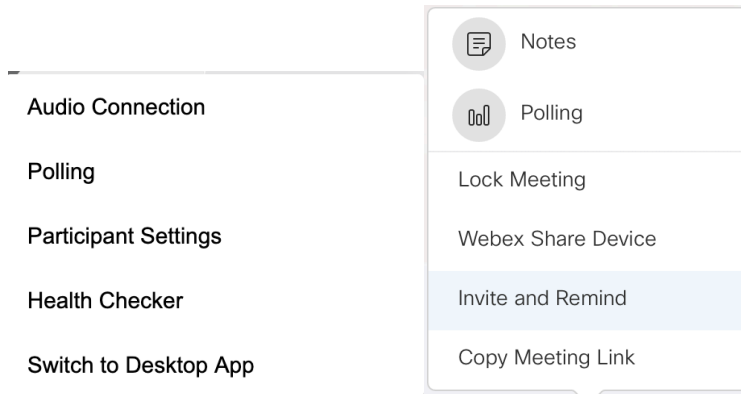
Presentations, Participants, and Polling

Webex Meetings allows you to share the device screen or simply share certain apps that are open, such as PowerPoint. The reason to allow for just apps provides privacy for those that do not want participants to see their entire device view.

1. To present, **start Meeting**
2. Connect audio and start video.
3. Click the **screenshare icon** and select screen or applications.
   a. If selecting applications click the **particular application**.
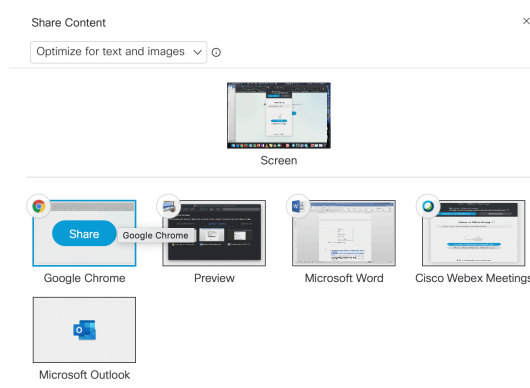
The host has the ability to control the meeting in various ways and If there are participants assisting with the presentation or are a guest speaker for the meeting or class, participants can be provided additional roles. **The Host can allow others to present or host**. The Host can also **move participants** from a **meeting to a waiting room (Lobby)** and readmit them to the meeting.

1. To adjust participant settings, click the **participant icon**.
2. Click the **mic** to **mute or unmute** the participant.
3. Click the **bubble to chat** with the participant.
4. Click the **ellipse (…)** to change the role to host, presenter, or move to lobby, or expel. *Note: that if you move a participant to the lobby, you have to approve to have re-enter the meeting room.*

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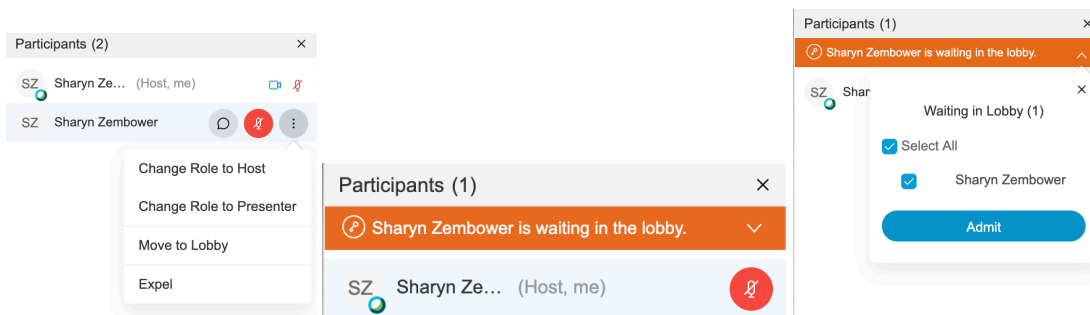
Polling is a great way to assess participants understandings of the material being presented or a quick way to do a room survey. To conduct the polling portion of the Webex meeting, please download the desktop app. You can also connect the desktop app to you outlook account and have Webex generated meetings automatically added to your calendar.

1. Download the **desktop app**.
2. Start **Meeting**.
3. Connect **audio** and start **video**.
4. Click the **ellipse (…)** at the bottom of the meeting screen and select polling.
5. Click the **question mark icon** and add your first **polling question**.
6. Click the **lightbulb** to add you answers.
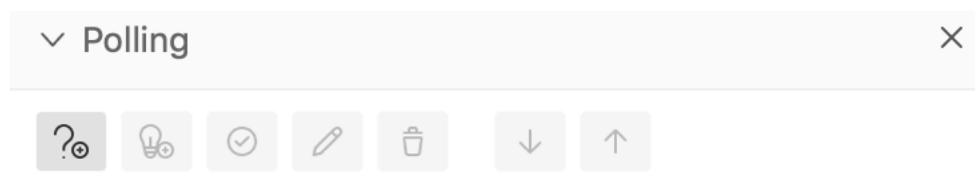
7. Click the **blue link,** *click here to change the question type*.
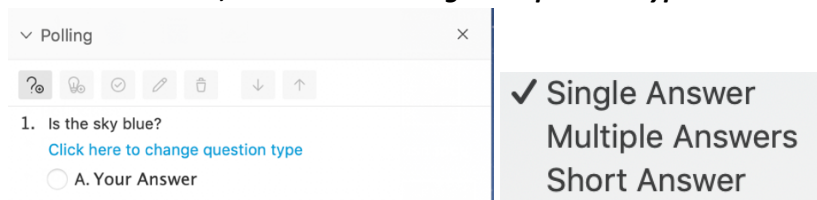
8. Enter your **first answer** choices if using **single answer** or **multiple answers**.
9. Click the light bulb again to enter another answer.
10. Click the **pencil** to edit your answer choices or question.
11. Click the **arrows** to move items up or down.
12. At the bottom of the polling window, **select to record recipient responses**.
13. Click **Open Poll**.
14. Participants can respond to the polls in their polling panel. (Not available in the mobile app Webex version).
15. View results as participants respond.
16. **Close the poll** when time is up. You can adjust the polling time by clicking the **gear icon** in left bottom corner of the polling panel.

17. View and or share results with participants.
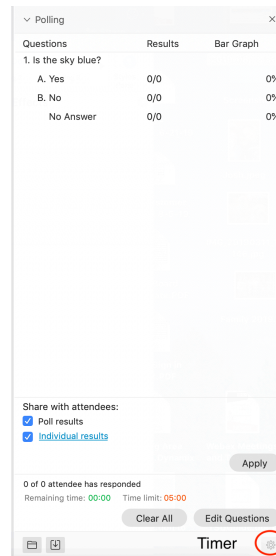

Recordings:

The meeting host can record the meeting or lecture and then download or share the recording when needed. If scheduling meetings, recording settings can be established for recording to begin automatically when the meeting starts. Webex Teams recordings will be listed in this section.

1. To record, click the **record icon** (circle with a red dot) located at the bottom of the video screen.
2. Click **record** in the small window that pops up.
3. Click the **record icon** and click pause or stop in the small window pop up to temporarily suspend recording or to stop the recording.
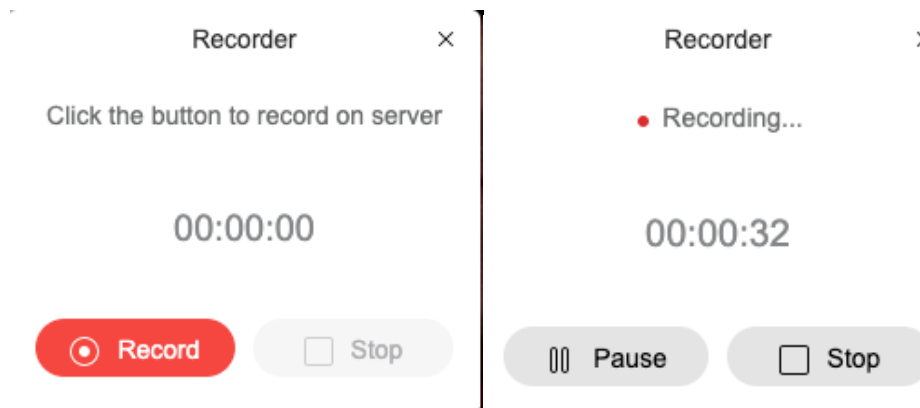
4. Navigate to the home page of your account and click recordings in the left column. *Note: Depending on the size of the recording, it may take a small of amount to process before it appears in the recordings list.*
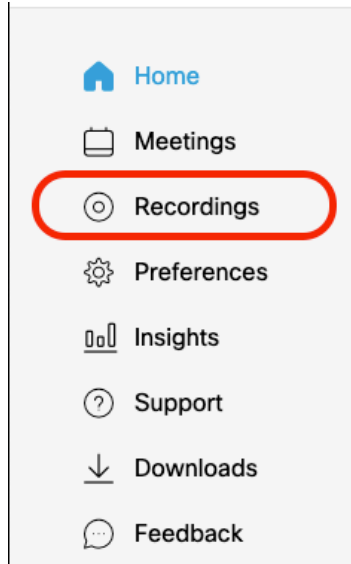
You can view only the items you recorded, only the items that have been shared with you or all the items at one time. You can also download your videos, share your videos with others, and edit the settings of the video such as the title and what portions of the video to include.

5. Click the **drop-down arrow** next to the word all and adjust the videos you want to select.
6. Click on the **title of the video** to view the video.
7. Click on the **download arrow** to download it save it locally.
8. Click the **Share button** to obtain a link to share with others or place in blackboard for student use.
9. Click the **Ellipse icon** to edit the title and settings or delete to remove the video.

Analytics (Insights):

Webex provides analytics for usuage, participation, recordings viewed, and attendee history. Data can be viewed in the dashboard or downloaded into an excel (csv) sheet.

1. Click **Insights** in the left column of your **Webex home page**.
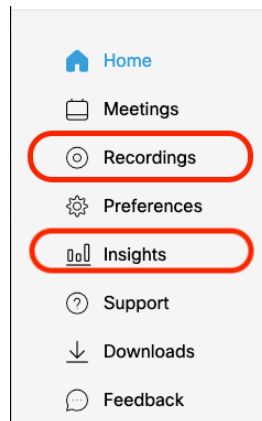
2. View the basic **dashboard** information.
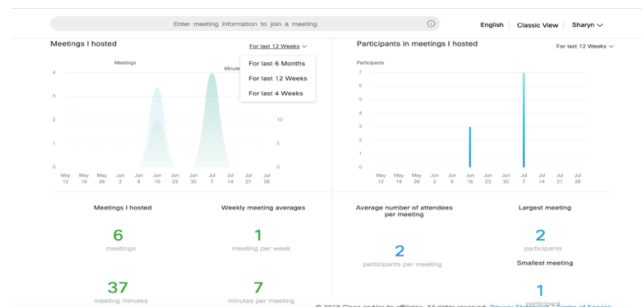
3. Click **View More** and click the **blue hyperlink** of the desired report.

4. Click any of **blue hyperlinks** for detailed participant information or **Printer Friendly Report** or **Export Report** to download the report.

If you need further assistance please contact the Technology Training Team.

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