

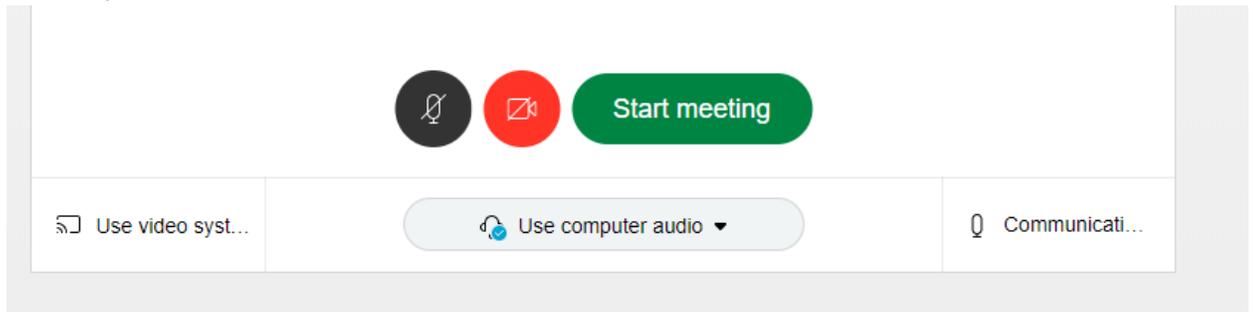
WebEx Basics

❖ Entering a meeting

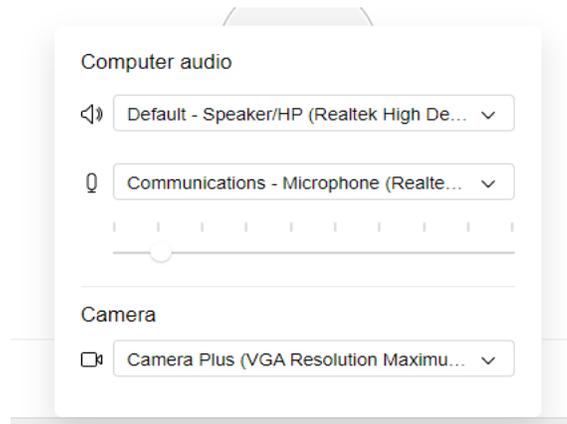
- There are several ways to enter a WebEx meeting:
 - **Option 1: Entering from a meeting invitation, or a link embedded in an email:**
 - If you are sent an email invitation, you can simply click on the link in the invite, or the link in your calendar.
 - ◆ If you do not have the WebEx desktop app installed, you can simply click the option to open the meeting from your browser.
 - ◆ This typically takes 3-5 seconds, and it will prompt you for audio and video selections.
 - ◆ It might also prompt you to enter a meeting password (not always).
 - This same process applies if you are sent an embedded link in a custom email. Just click the link and follow the instruction to open the meeting from your desktop app, or your browser.
 - **Option 2: Entering from the WebEx desktop app:**
 - If you have been sent a meeting link, you can also copy and paste that link into the WebEx desktop app, and enter any password as well.
 - If you have the WebEx App installed on your computer, and you accept a meeting, or are invited to a meeting via email, it will automatically populate your desktop app, which will remind you of your meetings and times, similar to Microsoft Outlook reminders.
 - Using the desktop app enables additional features in WebEx, so many people choose to download/install this for ease – but it is NOT necessary to participate in meetings.
 - **Option 3: Entering a meeting from your desktop browser:**
 - If you receive a meeting invitation, you can go to <https://www.webex.com/> and on the main home screen, you can click “Join a meeting”, and follow the prompts to use the meeting number and password provided to you in your invitation.
- For the EUCG Fall 2020 Virtual Workshop, we will be sending everyone that registers, an email with their specific links needed for all of the meetings/sessions. You will be able to click them and enter, or enter the link into your desktop app.

❖ Audio & Video

- Two of the most common issues during WebEx meetings have to do with audio and video.
 - Make sure you select/set your audio for a meeting in advance
 - If you are using the camera and microphone that are built into your laptop, WebEx will default to them.
 - If you are using external devices, such as an external webcam, or microphone, you must go into the WebEx settings on the bottom of a meeting screen, and review/select your options.
 - Before you enter a meeting, or start your own meeting, you will be able to select your audio/video:



- Selecting the center dropdown, “Use computer audio”, will give you options to use the computer audio, call into the meeting, have WebEx call you, or not to use audio at all.
 - ◆ This will always default to “Use computer audio”, and if you are using your computer audio, you will want to click on the microphone icon to the far right, and this will allow you to select your audio/video devices. Make sure you select the built in audio/video, or the external devices you are using.

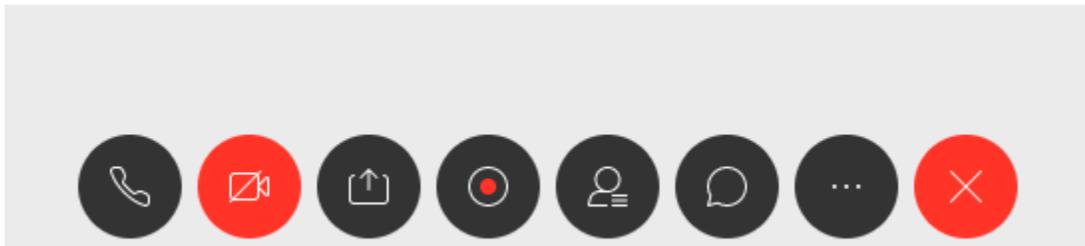


- Having WebEx call you, will prompt you to enter a number.
- If you want to dial into the meeting, you will just call the number given to you in your meeting invite.

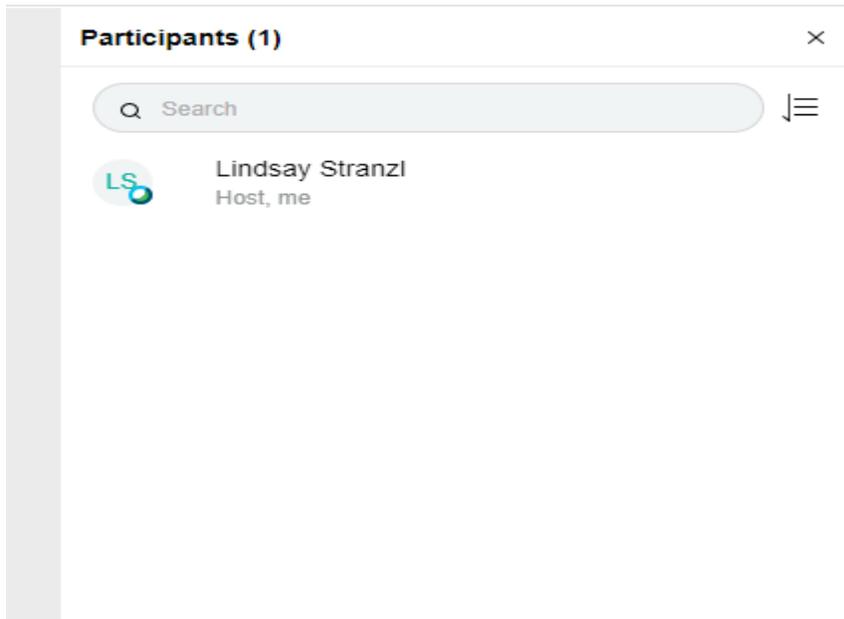
- WebEx also has a “test” for sound, to ensure that your sound is working through whichever device you choose; this also assists with setting/checking you volume prior to the start of a meeting.
- If you have done all of the tests above, and are still experiencing issues with your microphone, speakers, or camera, most likely, some other tools are using your microphone and/or speakers. Often times, quitting all other applications, and/or your web browser will help release that microphone. If that doesn't work, the next step is to reboot/restart your whole computer, and then try again. Sometimes, the microphone and/or camera are "stuck" on another application and will not work until restarted.

❖ **WebEx Chat Function**

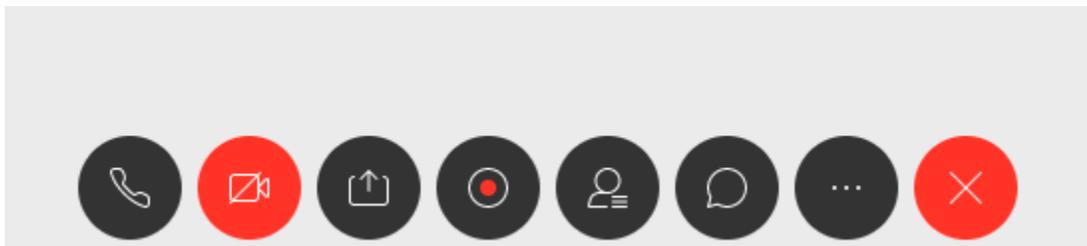
- Depending on how your committee opts to have their meetings, the chat function can be useful for questions and interaction during the sessions. You can use this to send notes to other attendees, send questions to the presenter, or note any concerns about audio and visuals during a presentation.
- The chat function can be accessed/used in many ways:



- From the bottom of any WebEx meeting screen, the fifth icon from the left, resembling a human figure, is the “participants” icon. Clicking this, will display a list on the right side of your screen of people who are currently in your meeting room.



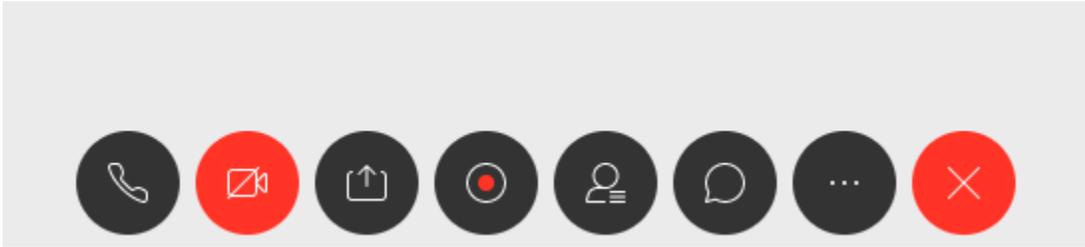
- From here, you can select any individual from the list to chat with. This chat is between you and that person, and can be used with participants during a presentation to send questions to the champion/admin



- From these same icons at the bottom of every WebEx meeting screen, you can select the sixth icon from the left, which looks like a chat bubble. This is the “chat with all” icon. It allows you to send a message to the entire group.
- The last way to chat with people, is to select an individual that you see on your screen. All of the attendees cameras will display on the right side, bottom, or top of your screen based on how you have your screen configured. You can run your cursor over their image, and the “chat bubble” icon will appear – if you click this, it will start a chat between you and that person.

❖ Sharing Your Screen

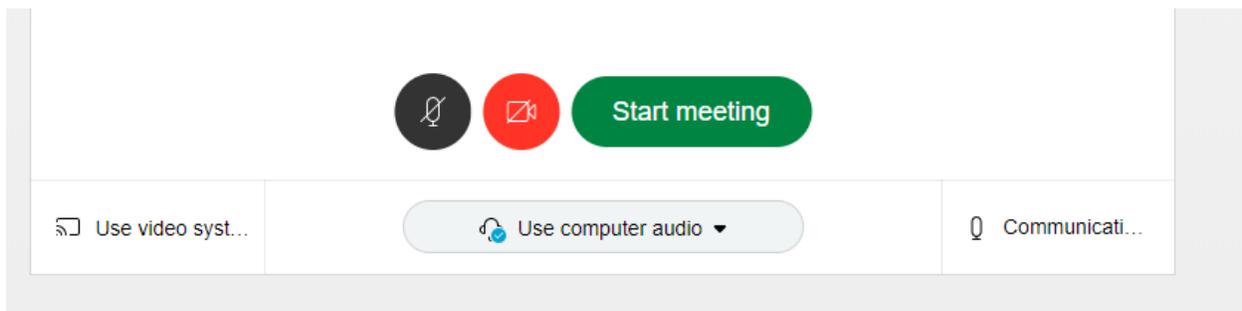
- If you are a presenter or a committee champion, you can use the “Share your screen” button to display your screen or application (Word, Excel, PowerPoint, etc.).



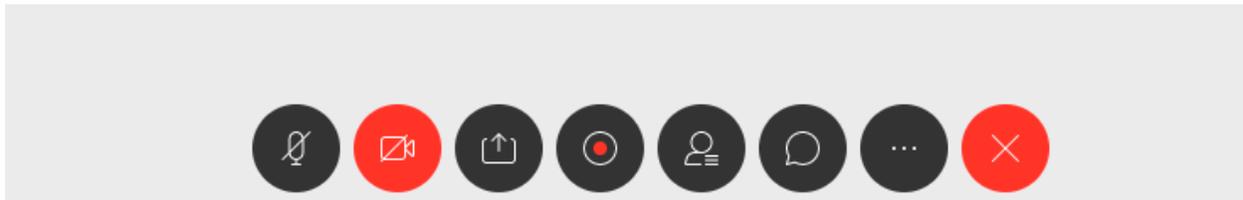
- - To begin sharing your screen, click the third icon from the left, which is the square with the arrow coming out of it.
 - A window will appear which asks you to select a screen/window, or a current open application. This window will display anything that is open on your system (it will display only to you).
 - From that window, select the window, or application you would like share to the group, and click the “Share” button.
 - If you are presenting, or are planning to share your screen during a session, WebEx advises that you have that item(s) open, and loaded in the background for a quick and easy transition to share.
 - There’s a “Stop Sharing” button that will show at the bottom of your screen, this will enable you to cease sharing your screen at any time.

❖ General/Quick WebEx Tips:

- **WebEx advises everyone new to using WebEx to take a few minutes to do a test meeting for free, which you can find here:**
 - <https://www.webex.com/test-meeting.html>
- WebEx also advises entering a meeting a few minutes in advance, giving you a chance to adjust audio and video as needed before the actual start to the meeting.
- When entering a meeting, always mute your audio using the microphone icon in the center of the screen.



- It is also recommended that you keep your audio muted throughout a meeting, unless you need to speak. Sounds such as keystrokes, and paper rustling can sound very loud to other participants, and feedback is very common.
- To mute your audio during a meeting, use the task bar at the bottom (or side) of your screen, and select the microphone icon. It will appear in red when you are muted, and black when you are not.



- If you choose to call into a WebEx meeting, or have WebEx call you for a meeting, make sure you mute all of your other computer audio to avoid feedback, because participants will be able to hear you through your phone, so you do not need computer audio on.
 - **Also remember to mute your phone when you are not speaking.**
 - **Keep in mind you can “double mute” yourself by using the “mic” icon on the WebEx screen to mute, and also muting your phone – just remember that means you have to unmute both to speak.**
- If you are experiencing any lag or connectivity issues, remember to close any unnecessary applications on your computer. They can use resources, and some also can potentially have audio or sounds that others will hear while you are speaking. This is also true of VPN’s, or any type of streaming.
- Computer audio/speakers can make it very hard to hear during a WebEx meeting with a lot of attendees, so WebEx does recommend a headset to help narrow in on the many voices of participants. They do not need to be a particular brand or style, they just help the clarity of sound.

WebEx Tips & Tutorial Links

❖ **Written/ Printable Tutorials:**

- **Audio:**
 - <https://help.webex.com/en-us/nc2bqt1/Tips-and-Tricks-for-Using-Audio-with-Cisco-Webex-Meetings-Suite>
 - <https://help.webex.com/en-us/WBX54825/How-Do-I-Configure-My-Audio-Devices-for-Webex-Meetings>
- **Basic Best Practices:**
 - https://www.webex.com/content/dam/webex/eopi/assets/WebexMeetings_BestPractices.pdf

➤ **Basic Information for hosts and attendees:**

- <https://help.webex.com/en-us/nrebr3c/Get-Started-with-Cisco-Webex-Meetings-for-Hosts>
 - <https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>
- **Tufts released (free for everyone) their own basic guide to WebEx. It is quick and to the point, and reiterates many of the examples we listed on the previous pages.**
- <https://it.tufts.edu/guides/audio-and-virtual-conferencing-webex>

❖ **Video Tutorials:**

- **This is an intro/overview to using WebEx as a host or attendee. It is 30 mins long, but you can skip through what parts you might be familiar with, and it provides much of the information that most of our workshop attendees and hosts/admins will need.**
- <https://launch.webex.com/launch/ldr.php?RCID=1e51e956607a51dc5742f57989cd559f>
- **This is a shorter version for an attendee:**
- <https://launch.webex.com/launch/ldr.php?RCID=6fc1c4f9741441bd9bb14c8c825637eb>
- **Troubleshooting common issues:**
- <https://launch.webex.com/launch/ldr.php?RCID=e479af4454994e708ffa23f7f9c46879>
- **Link to the WebEx classroom with free content on almost every subject**
- <https://help.webex.com/landing/onlineclasses/upcomingClass/Working-Remotely>