



WebEx: Getting Started Guide

What is WebEx?

WebEx is a web conferencing tool for faculty, staff, and students allowing them to meet virtually over the internet. In a WebEx meeting, participants can use webcams to video conference, share their computer screen, chat with meeting attendees via text, and record the meeting for later review. WebEx also includes course management tools such as raising hands, polling and passing presentation rights to participants. This tool is similar to conferencing software like Skype and Lync with added features for use in a classroom setting.

University of Cincinnati faculty, staff, and students are given their own “meeting room” that is always available and each meeting can accommodate up to 1,000 attendees at a time. Users have multiple audio options including connecting through their computer or calling into the conference using their personal phone.

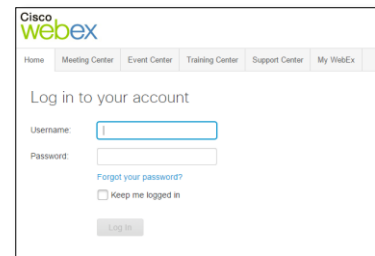
WebEx users will use their UC credentials to log-in and schedule meetings. When a host schedules a session, a link to access the meeting will be sent to participants via email, or a link can be posted or sent to participants.

The following guide provides a general overview for using the WebEx tool.

How do I log in to WebEx?

University of Cincinnati faculty, staff, and students can log in to WebEx by clicking on the URL below:

- Students navigate to <https://ucinnstudents.webex.com/> or Faculty/Staff navigate to <https://ucincinnati.webex.com/>.
- Click the **Log In** button to the far right of the WebEx toolbar at the top of the page;
- Enter your UC email address in the **Username** box and your UC password in the **Password** box;
- Click on the **Log In** button to access the account.



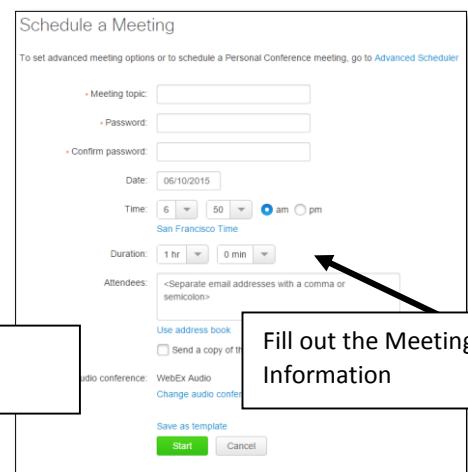
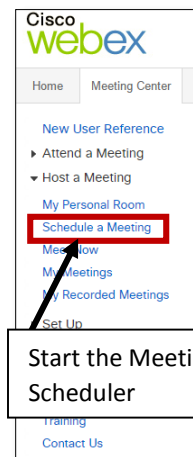
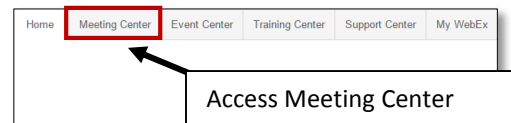
How do I schedule a WebEx meeting?

Option 1: Schedule a Meeting in Advance

To schedule a meeting in advance, navigate within the WebEx application to the **Meeting Center**. Click on **Meeting Center** and then choose **Schedule a Meeting** on the left side of the screen.

Enter the meeting topic, date, time, duration, and other required information. Then, enter the email addresses of the attendees. (**Optional**: Check the box to receive a copy of the invitation and then forward the email to the attendees.)

Click **Start** after all of the information has been completed on the screen.

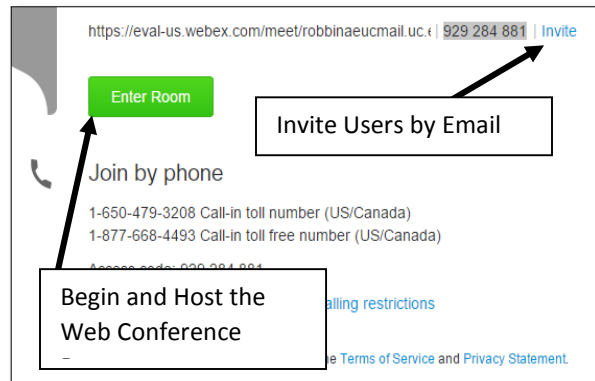




Option 2: Launch a Web Conference from your Personal Room

As an alternative to scheduling a meeting, users can click **My Personal Room** on the left side of the screen (under Meeting Center) and then click **Invite** to invite attendees to their personal WebEx room. This option would be beneficial for those who are looking to schedule “on the fly” meetings, one-on-one sessions, or for personal use.

Note: The URL to the personal web conference room does not change so it’s easy to distribute the link and use it repeatedly.



How do I join an online WebEx meeting?

Participants can attend a meeting with or without a WebEx account (only the host must have an account). To join an online WebEx meeting, following the steps below:

Step 1. Click on the link provided in the email or Outlook meeting invitation;

Step 2. Enter a name and email address in the boxes provided;

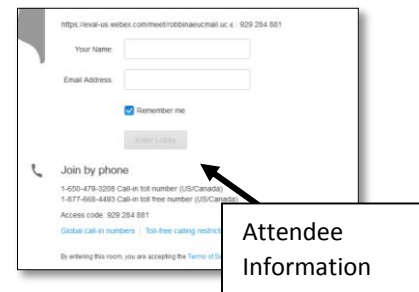
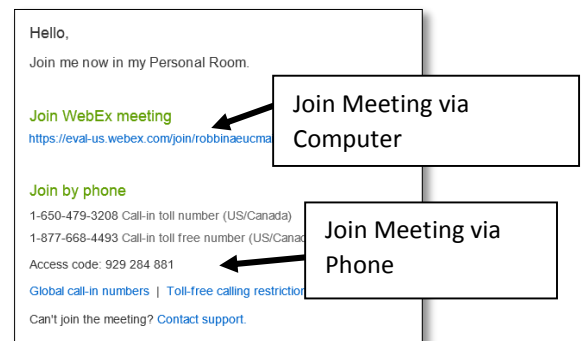
Step 3. Click on the box to **Enter Lobby**;

Note: If this is the user’s first meeting, WebEx will need to download and install software to the local computer.

To download and install software, click the **Download and Agree** button and follow the instructions provided on the screen to save, install, and run the software.

After the installation completes, WebEx will recognize the user and prompt the user with an **Enter Lobby** button to join future meetings.

Step 4. Once the meeting starts, click on the **Connect to audio** button to join the conversation.



How do I connect to WebEx audio?

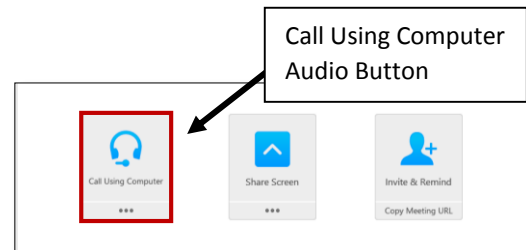
Step 1. Once connected to the meeting room, click on the headset icon to **Call Using Computer** (under the Quick Start tab).

Step 2. After the audio has been connected, a green checkmark and headset icon will turn green and display **Connected to Audio**.

Step 3. Click on **Connected to Audio** icon to check and test the audio connection (speaker/microphone). Use the slider or check the box to automatically adjust volume.

Step 4. Click **OK** when finished testing.

Step 5. Click the **X** to close the Audio Connection window.



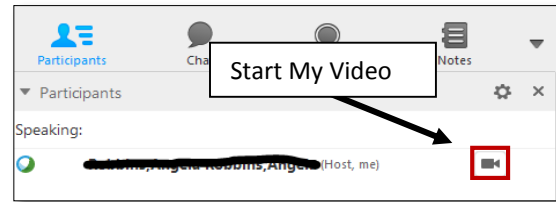


Note: Without a webcam/microphone attached to the computer, click the “More” button beneath the headset icon and choose the option to call in over the phone or the option to have the meeting call the attendees.

Users can mute and unmute their microphone by clicking on the microphone icon next to their name under Participants. When muted, this button will turn red and there will be a red “x” next to the headset symbol. It is recommended that to mute the audio when not speaking to avoid audio interference.

How do I turn on my WebEx video?

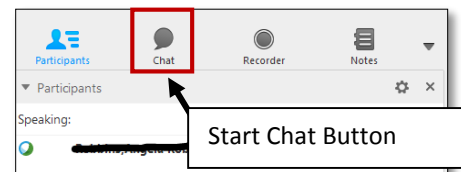
With a webcam installed on the computer, on the right side of the meeting page, there is a display window that contains a green button, **Start My Video**. The video can be toggled on and off by clicking the video camera icon next to the user’s name under Participants.



After activating the video, the user will appear in a video window with their name in the lower left corner. By clicking the gear icon on the top right of the video, there will be the option to select the box to start the video automatically in all future meetings.

How do I access the WebEx chat function?

At the top of the meeting page and above the video window, there will be a **callout** symbol with the word **Chat** underneath. Next to the Participants and Chat windows an arrow will appear which allows the user to collapse the designated panels. By collapsing these windows, the chat tool will appear. To activate the chat tool, follow the steps below:



Step 1. Click on the **Chat** button to enable the chat function.

Step 2. At the bottom right side of the page, choose the users to **Send to:** under the drop down arrow. (This option can be used to send private messages to participants.)

Step 3. Enter the message in the box underneath “Send to:” and then click the **Send** button on the right to share the message. (Or hit the return key on the keyboard to send.)

How do I share my screen in WebEx?

During a WebEx meeting, click the **Share Screen** button (under the Quick Start tab). *Please note: Options to share a particular file or program under the **More** button are attached to the Share Screen button.



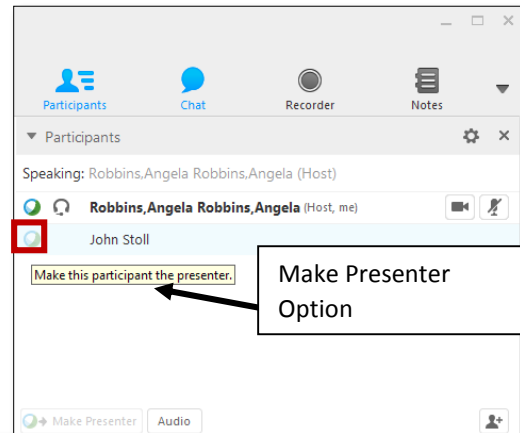
If there is more than one monitor attached to the computer, the user will be prompted to choose which monitor they would like to share.

When the participant has finished sharing their screen, move the cursor to the top of the screen and a menu will appear. Click the red **Stop Sharing** button to stop sharing the screen with attendees.



How do I change presenters during a WebEx session?

WebEx allows meeting facilitators to transfer presentation privileges to guest presenters during a meeting. To change presenters during a WebEx session, hover the cursor over an attendee's name or picture and the option with a green and blue ball to **Make Presenter** will appear. Select this option and the presenter ball will be transferred to this participant. He/she will then be able to present their content using WebEx with full administrator access. Upon completion of the presentation, the guest presenter will then need to transfer presenter duties back to the host.

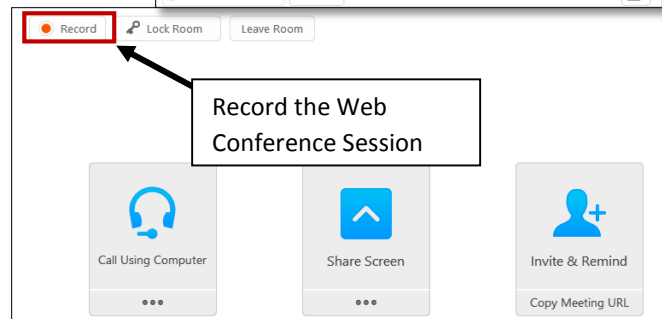


How do I record a WebEx session?

During a WebEx meeting, click the **Record** button under the **Quick Start** tab. Be sure to notify all attendees in advance that the meeting will be recorded.

There is also a **Record** button at the top of the screen (next to Chat). Once the **Record** button had been activated, a **pause and stop** button will appear.

The **Pause** button allows the host to momentarily stop the recording and reconvene when ready. The **Stop** button will end the recording.



How do I access the WebEx recording after the recorded session?

Upon conclusion of the meeting, an email containing the link to the recorded session will be sent to the session host which can be forwarded onto the session attendees or posted online for future viewing.

Previously recorded meetings are also located and stored on WebEx's website. To find the recordings login and click the **Meeting Center**, and then **My Recorded Meetings**. In the **My Recorded Meetings** section, hosts will be able to copy and paste the link to their recorded session for future sharing.

WebEx Technical Support

(Available 24 hours a day, 7 days a week for current customers only.)

Web Form: <https://support.webex.com/support/manage-ticket.html>

Phone: U.S. and Canada Toll-Free 1-866-229-3239 FREE OR International Toll +1 916-636-9000

