Webex Meetings Quick Start Guide

Overview

Beginning the Fall 2018 semester, UWF has access to Webex. This software replaces Blackboard Collaborate.

Students should review this page to learn how to join Webex sessions.

Joining a Webex Meeting

Join from a link

1. Click the link that was provided for your Webex meeting.

2. Enter your name and email address that you will join the session with.


Join from email invitation

1. Select the join link in your email invitation.
2. Your email invitation appears in one of the following formats, depending on how the meeting host schedules your meeting.

Scheduled from Webex site:

Weekly Meeting
Thursday, April 19, 2018
10:35 am | Pacific Daylight Time (San Francisco, GMT-07:00) | 1 hr
Meeting number (access code): 153 779 975
Meeting password: 84VVQc55

Add to Calendar When it's time, join the meeting.

Join from a video system or application
Dial 153779975@go.webex.com
You can also dial 173.243.2.69 and enter your meeting number.

Join by phone
1-555-234-5678 US Toll Free
+ 1-555-234-5678 US Toll
Global call-in numbers | Toll-free calling restrictions

Can't join the meeting?

Scheduled from Microsoft Outlook:

Join WebEx meeting
Meeting number (access code): 151 498 446
Meeting password: 2Pld8YS5

Join from a video system or application
Dial 151498446@go.webex.com
You can also dial 173.243.2.69 and enter your meeting number.

Join by phone
1-555-234-5678 US Toll Free
+ 1-555-234-5678 US Toll
Global call-in numbers | Toll-free calling restrictions

Can't join the meeting?

If you are a host, go here to view host information.

3. On the Meeting Information page, enter the required information. Select Join.

Join from Webex Portal
From the Home page of the Webex site where the meeting is hosted, enter the host's Personal Room ID in the text box and select the Join meeting button.

You can find the host's Personal Room host ID in the Personal Room URL. For example, if the Personal Room URL is organizationname.webex.com/meet/jparker, the host's Personal Room host ID is jparker.

### Scheduling/Starting a Webex Meeting (for teaching assistants and facilitators)

1. Access uwf.webex.com. Press “Sign In” and log into Webex using your facstaff credentials in this format: (username@uwf.edu)
2. Press Schedule a Meeting.

3. Enter the information. You may set a password for the meeting if desired. Make sure to enter the email addresses of each student, presenter and facilitator who will be attending the meeting.

4. Click "Start" at the bottom of the page. Install any extensions as required.

5. Each attendee including the presenter/instructor will now receive an email stating that they have been invited to a webex video conferencing session. They will need to click the link in the email that was sent to join the meeting at the time the meeting starts.
6. Your meeting should now be ready for others to join via the email link they were sent when the meeting was set up. Any attendees will also need to install the Cisco Webex extension on their devices.

For more information, please see Getting Started with Cisco Webex Meetings for Hosts.

**Meeting Controls**

1. Once a meeting has started, you should see the screen displayed below.

- Clicking the key icon at the upper left will lock/unlock the meeting. A locked meeting will cause participants who join the meeting to be placed into the meetings “waiting room”.

- Clicking the information icon at the upper left will allow you to view the meeting details.

The bottom bar will display a few buttons which you can use to control the meeting:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="camera_icon.png" alt="Camera Icon" /></td>
<td>This allows you to change the default recording device.</td>
</tr>
<tr>
<td><img src="arrow_up_icon.png" alt="Upward Arrow Icon" /></td>
<td>This allows you to share the screen content to the participants.</td>
</tr>
<tr>
<td><img src="stopwatch_icon.png" alt="Stopwatch Icon" /></td>
<td>This allows you to view active participants and to invite participants in the &quot;waiting room&quot; to the meeting. As a host, you may also change the speaker of the meeting in this menu.</td>
</tr>
<tr>
<td><img src="chat_icon.png" alt="Chat Icon" /></td>
<td>This allows you to chat with the participants.</td>
</tr>
<tr>
<td><img src="more_options_icon.png" alt="More Options Icon" /></td>
<td>This button is only used when using the desktop app.</td>
</tr>
<tr>
<td><img src="close_icon.png" alt="Close Icon" /></td>
<td>This button will end the meeting.</td>
</tr>
</tbody>
</table>
79/174 Classroom Instructions for Facilitators

These instructions are specific to starting a webex meeting in building 79 room 174

1. Make sure PC1 is routed to all displays in the the classroom
   
   1. To do this, make sure "PC1 Main" is selected and press "Activate System" box under "Route All" which will display PC1 to all SMART displays in the room as well as the projector.

   2. Have the instructor log into PC1 at the instructor lectern using their Facstaff Credentials.

2. Open chrome and enter uwf.webex.com in the address bar. Click "Sign in".

3. Start the meeting. Select the classroom's camera and microphone as input devices.

4. Log into the facilitator's station at the back of the classroom using your facilitator's login information and join the meeting. If you are in a "waiting room" at the start of the meeting, you will need to inform the host of the meeting to move you into the main lobby using the participants window button (as shown above under "Meeting Controls" section).

5. If the meeting is locked, have the host of the meeting bring others into the meeting as necessary using the "participants" menu.

Additional Resources

For more detailed instructions about more features Cisco Webex Meetings offers, please visit their official support page.

FAQs

- Can Webex be used with Google Calendar?
  Yes. You can add Webex meeting to Google Calendar

- Why can't I locate a specific feature within Webex?
  You may need to be in Webex classic view in order to use all features which Webex Offers.

  To change from modern view to classic view, make sure to select the classic view link after signing into the uwf.webex.com portal.