Webex Meetings Quick Start Guide

Overview

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

Students and facilitators 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. This link will most likely be in an email you received, or posted on a webpage (such as within Canvas).

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

3. Click Join Meeting.

Join from Webex email invitation

1. Click the Join Meeting button in your email invitation.

Your email invitation appears in one of the following formats, depending on how the 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: 84WVQc55

[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: 2Pid8YS5

**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.

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

Join from Webex Portal (if you're joining the host's Webex Personal Room)
Go to MyUWF, login, and open the Cisco Webex app.

Enter either the host's Personal Room ID or the meeting number in the **Join a Meeting** text box, and click 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.

You should be able to find the meeting number in your email invitation. Please note that this number is 9 digits long, and that this number is the same as the access code and the meeting ID.

**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**

Once a meeting has started, you should screen similar to the following:

For **Select Audio Connection**, you should have at least three options:

- **I Will Call In** – Choose this option if you will use your phone to talk during the Webex session, or if your computer doesn’t have working speakers/microphone.
- **Call Using Computer** – Choose this option if you will use a USB microphone to talk during the Webex session.
- **No Audio** – Choose this option if you will not speak during the Webex session. You will still be able to listen to the session, so long as you have working speakers.

For **Select Video Connection**, you should have at least two options:

- **“Your camera name”** – Choose this option if you want to stream your webcam during the Webex session.
- **No Video** – Choose this option if you do not have a working webcam, or you do not want to stream your webcam during the Webex session.

You should now see the screen below:

- Hosts should see the key icon at the upper left corner. Clicking this icon will lock/unlock the meeting. When participants attempt to join a locked meeting, they will be placed into
the meeting's "waiting room," and the host will be notified that someone is in the waiting room.

<table>
<thead>
<tr>
<th>Locked</th>
<th>Unlocked</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Locked Icon" /></td>
<td><img src="image2.png" alt="Unlocked Icon" /></td>
</tr>
</tbody>
</table>

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

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

- This allows you to change the default recording device.
- This allows you to share the screen content to the participants.
- This allows you to record the session.*
- This allows you to view active participants and to invite participants in the "waiting room" to the meeting. As a host, you may also change the speaker of the meeting in this menu
- This allows you to chat with the participants.
- This button is only used when using the desktop app.
- This button will end the meeting.

*It may take some time for the recording to finish processing before it is available to download. Participants will be sent an email once the recording is able to be viewed/download through Webex.

For more information, please see [Getting Started with Cisco Webex Meetings for Attendees](#).

### 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 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.