Webex Basics

Contents

Before the meeting

Scheduling meetings in a web browser

1. Go to the UB Webex site: https://ub.webex.com
2. Sign in
3. Click **Schedule a Meeting**

Scheduling meetings in Outlook

Click Add **Webex Meeting** while creating an invitation in Outlook calendar

- o Add Webex – creates unique meeting number
- o Add Personal Room – uses your (or the doc's) Personal Meeting Room, same URL all the time
- o Add Personal Conference – uses a pre-defined phone conference number and attendee access code

Setting up delegated scheduling

What you need to start:

- o Webex Desktop Meetings App
- o Permission to schedule on Doc's Outlook calendar
- o Permission to schedule Webex meetings for the Doc

Online documentation

Allow Someone to Schedule Webex Meetings on Your Behalf in Microsoft Outlook
https://collaborationhelp.cisco.com/article/en-us/nkyeiue

Set up Personal Conferencing Accounts (audio-only conferencing numbers)

1. Go to the UB Webex site: https://ub.webex.com
2. Sign in
3. Click **Classic View**
4. Go to **My Webex** > **Preferences**
5. Go to **Audio** and click **Set up**
6. Scroll to **Audio PIN** and enter a 4 digit PIN number and click **Save**
7. Under **Personal Conferencing** > **Accounts** > select **Generate account** > **Generate** > **Close**

• Audio PIN ⓘ :	6768
	A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repe

Personal Conferencing

Personal Conference number:	+1-240-454-0887 US Toll
	+1-647-484-1598 Canada Toll
	+1-240-454-0887 US Toll ⓘ
	Show all global call-in numbers
Accounts:	You can set up to three Personal Conferencing accounts in your preferences.
	Generate account
Account 1 (Default):	12530387 Host access code
	12523261 Attendee access code
	Edit ｜ Delete

Online documentation
[Schedule a Personal Conference or Audio Only Cisco Webex Meeting](https://collaborationhelp.cisco.com/article/en-us/n84ij8t)
https://collaborationhelp.cisco.com/article/en-us/n84ij8t

Choosing Which Webex Platform to Use

Meetings	Trainings	Events	Teams
Everyday collaborative meetings Study groups Presenting information Office hours Internal and external meetings	Synchronous learning sessions Workshops More host control Attention indicators	Large scale events Webinars All staff meetings Continuing Education	Messaging and file sharing with individuals and groups Asynchronous discussion Group work

Meetings	Trainings	Events	Teams
Interactive audio and video Up to 200 participants Including 25 hardware video endpoints	Interactive audio and video Moderated Q&A Breakout rooms Polling, pre- and post-tests Up to 1000 participants	One to many audio and video Moderated Q&A Up to 1000 participants	Persistent messaging with individuals and groups File sharing Calls with up to 100 participants (no phone call-in)

During the meeting

Connecting audio and video
1. Join or start the meeting
2. Dialog box will ask you to **Select audio connection**
   - Choose **Call using computer**, meaning use your web cam audio and video
   - Note: There is no call-back feature, users need to dial in if they are calling in on the phone
3. Under **Select video connection**
   - Choose the camera you are using, Webex often detects the camera and chooses for you.
4. Click the green **Connect Audio and Video button**

Online documentation
Connect to Audio and Video in Cisco Webex Meetings
https://collaborationhelp.cisco.com/article/en-us/cjr7xq

Controlling participants' audio and privileges (if you are the host)
This can be done in two places, the participant panel, which you open to see who is in the meeting, and in the participant menu at the top of the screen if you are connected via the Webex app.

1. Click the Participant icon to open the participant panel.
2. Right-click any name to mute or unmute
3. Choose **Change Role To** > **Presenter** if someone needs to share content
4. Choose **Assign Privileges…** to
5. Adjust who the participants can chat with
6. Assign what items in a meeting they can see and interact with
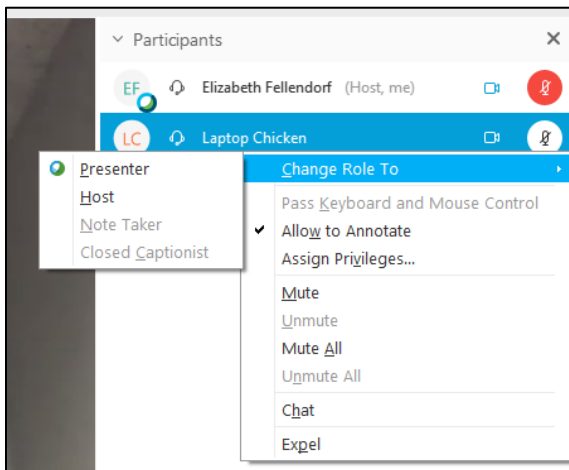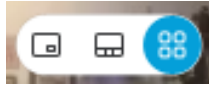

In the Participant menu
    Controls a little more functionality than the participant panel
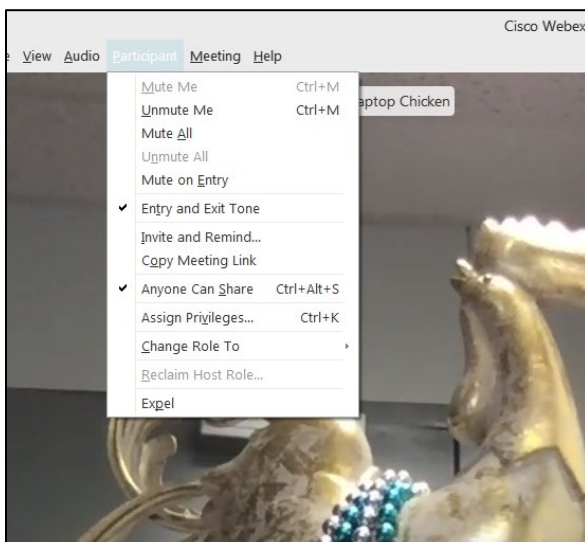
Controlling the video layout

Layout options

Hover your mouse over the meeting window and you should see the video layout options in the upper right corner of the screen.

- Active Speaker and thumbnail view (default)
  - Person heard most recently in large window; thumbnails of the other participants

- Grid view
  - Everyone's video is seen in a grid layout, up to 25

- Active Speaker Video View
  - Person making noise most recently shows largest

- Floating panel view
  - All videos float in a small panel that can be moved around

- Side-by-side view (Available when content is shared)
  - Video panel sits to the right side

Lock video focus on a single presenter/panelist

1. Hover over the video > click the push-pin icon
   - Host - can lock video on one person for everyone in the meeting

   - Participants - can also choose, for themsleves, to lock video on any other particpant
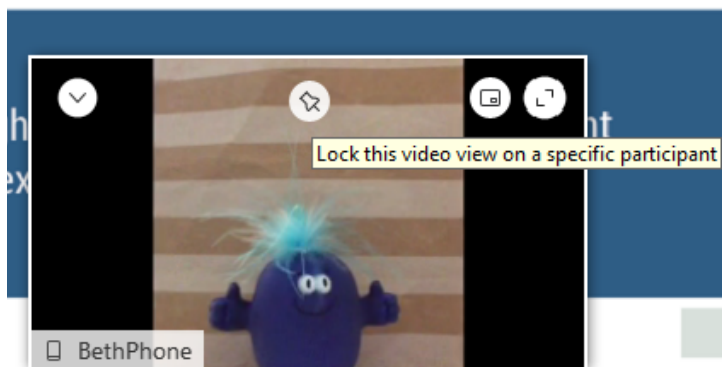
Sharing Content

You can share content during your meeting by selecting Share content icon (line with an up-arrow). The share content dialog box shows thumbnail previews of the screens and applications that you have open. You may need to scroll down to see all options.

- **Your Screen**
  You can share everything on your computer screen with your attendees.

- **File (Including Video)**
  You can share one or multiple files with attendees.

- **Application**
  You can share applications on your computer with attendees.

- **Whiteboard**
  You can open a new whiteboard to make notes or draw pictures by using the annotation tools.

- **Web Browser**
  You can share your web browser with your attendees.

- **Multimedia**
  You can share web pages and multimedia content that your attendees can navigate independently. your screen.

Online documentation
Share and Present in Cisco Webex Meetings:
 https://collaborationhelp.cisco.com/article/en-us/n7i0yxd

Getting help

Immediate
For support 24/7 – If you or one of your attendees is having trouble starting or joining a meeting, contact Cisco Support directly at **1-866 229-3239**. They will need to know the meeting number of the meeting you are having trouble with.

Non-urgent
For questions or to report problems with the Webex service on campus please request a service from the UBIT Help Center online page by completing the Webex Meetings and Teams Support online form.

UBIT Webex Training Page:
http://www.buffalo.edu/ubit/service-guides/conference/webex/training.html

Best Practices

Best practice for larger meetings

Have yourself or someone else be on the meeting to moderate and handle the controls so the doc can concentrate on the discussion or presentation. Whoever is host can pass the host controls to you. (right-click a name > **Change role to …** > **Host**)

Best practice when scheduling Webex Events

When scheduling a meeting, under *Audio Conference Settings* choose **Webex Audio** and check **Provide audio to attendees using Audio Broadcast** and **Mute upon entry for all participants**

Audio Broadcast connects attendees to audio automatically, through the computer, without them having to choose anything. Mute upon entry ensures that attendee mics are muted, even if they forget to do so themselves.

Online documentation
Broadcast Audio in Cisco Webex Events:
https://collaborationhelp.cisco.com/article/en-us/ilxl5eb

Other helpful Cisco documents

Communicating with Participants in Webex Events:
https://collaborationhelp.cisco.com/article/en-us/nd8133t#task_jnp_3ll_dy

Play video embedded in PPT:
https://collaborationhelp.cisco.com/article/en-us/WBX59628
Works with limited file types

Save file as UCF for playback ahead of a meeting
How Do I Save a Presentation, Document or Whiteboard in UCF Format within a Meeting?
https://collaborationhelp.cisco.com/article/en-us/WBX390

Upload Presentations to Automatically Play before the host joins:
https://collaborationhelp.cisco.com/article/en-us/WBX11157