WebEx Notes

Contents

General Information

- If you are a tutorial kind of person, look here.
- It is recommended that the meeting host always use a laptop/desktop to run the meeting because they can see the participant list, mute noisy phone lines, etc..
- A meeting host where people are participating by phone can change the caller number and type in the person's name
- Participants should choose only one way to participate for the audio -- either by their phone (and optionally using PC with no audio for screen viewing) or with the pc/tablet. If someone uses 2 devices with audio next to each other, there is audio screeching and echoing.... same applies for those in the same room, only 1 audio device for the entire room....more than 1 audio device in the same room...
- Be careful with using headphones. They can create their own set of issues.
- When participating remotely, give consideration where you will do the call to keep background noise to a minimum. Dogs, tv, phone calls, etc will be distracting for others. If not speaking, mute your audio connection (on the pc or the phone).   Try to not be call from in a car or in an airport....be somewhere quiet where you can focus on being a meeting participant.
- If you are phoning in, use Mute instead of putting the call on Hold. Hold sometimes has music or messages that can be very disruptive.
- Anyone participating by PC should be careful to not use the video option, which will activate the camera to show the person. These can embarrass participants and chew up meeting bandwidth if also sharing screens. Participants can put a piece of opaque tape over the camera on their pc.
- For privacy reasons, do not use the WebEx Recording feature. Per Open Meeting Law rules, minutes will be taken and posted.

For Meeting Hosts using Laptop/Desktop (instructions for windows 10)

Installing Software for First Time

- Go to webex.com
- click on "start for free"
- enter your email address and click on sign up
- finish signup process
- download cisco webex meetings app (click on webex.exe to install)

Getting Into WebEx

- Start Cisco WebEx Meetings (type Cisco WebEx Meetings into search bar at bottom left of screen)

Scheduling a Meeting

- Though you can schedule from the webex.com website or the Cisco WebEx Meetings app, the Cisco WebEx meetings app will try to use outlook. I find using the website works better.
- go to webex.com
- sign in to webex meetings
- click on schedule
- enter topic like "Princeton MA Selectboard Meeting"
- enter password like "SBPRINMA"
- no need to enter email addresses for attendees
- click schedule

Starting the Meeting

- again, this seems to work better if you start in webex.com (sign in as usual)
- if you aren't in meetings tab, click on meetings on the left
- scroll to your meeting
- click on start
- it will want to open webex app – let it do it
- click on start meeting

Sharing your Screen

- in Cisco WebEx Meetings App, move your mouse towards bottom of screen and click on the square with the up arrow sticking out. You want to optimize for text and images and select the screen you want to share. Click Share.
- Navigate to the spreadsheet or powerpoint you are sharing
- To stop sharing: You will see a colored box at top of screen that says "you're sharing your screen." Move cursor up there and click on "stop sharing"

For Meeting Hosts using Mobile Device (instructions for iPhone)

Installing App for First Time

- Go to app store
- search for cisco webex meetings
- click on Get
- Install (free but needs your app store password)

Getting Into WebEx

- Click on WebEx Meet

Scheduling a Meeting

- log in
- swipe right to see meetings
- click on + to add a meeting
- Give it a name (Princeton MA Selectboard Meeting)
- pick date and time
- No need to list invitees
- click on Schedule to save

Starting the Meeting

- click on meeting
- click on start

Sharing Content from your Device

- click on …
- choose share content
- share screen (careful – might be sharing text messages that come in)

For Meeting Participants using Laptop/Desktop for both Video and Audio (instructions for windows 10)

Joining a Meeting

- click on URL in meeting agenda (extra screen will ask if you want to use device's audio)
- OR
- start cisco webex meetings app (if you don't have it yet, go to webex.com in a browser)
- click on Join
- enter the meeting number from meeting agenda

Sharing your Screen

- in Cisco WebEx Meetings App, move your mouse towards bottom of screen and click on the square with the up arrow sticking out. You want to optimize for text and images and select the screen you want to share. Click Share.
- Navigate to the spreadsheet or powerpoint you are sharing
- To stop sharing: You will see a colored box at top of screen that says "you're sharing your screen." Move cursor up there and click on "stop sharing"

For Meeting Participants using Laptop/Desktop for Video and Phone for Audio (instructions for windows 10)

Joining a Meeting (laptop first, phone second)

- start cisco webex meetings app (if you don't have it yet, go to webex.com in a browser)
- click on Join
- enter the meeting number from meeting agenda
- write down the participant ID number you are assigned by WebEx
- Then, call in by phone and, when prompted, enter the participant id #. Webex will join the 2 ids together into a single participantSharing your Screen
- in Cisco WebEx Meetings App, move your mouse towards bottom of screen and click on the square with the up arrow sticking out. You want to optimize for text and images and select the screen you want to share. Click Share.
- Navigate to the spreadsheet or powerpoint you are sharing
- To stop sharing: You will see a colored box at top of screen that says "you're sharing your screen." Move cursor up there and click on "stop sharing"

For Meeting Participants using Mobile Device (instructions for iPhone)

Installing Software for First Time

- Go to app store
- search for cisco webex meetings
- click on Get
- Install (free but needs your app store password)

Getting Into WebEx

- Click on WebEx Meet

Joining a Meeting

- click on Join Meeting
- enter meeting number and then click on join

Sharing Content from your Device

- Click on … and select "share content"
- pick the content you would like to share
- when done, click on "stop sharing"