Meeting essentials

1. **Audio conference**: Call into your meeting or connect using your computer's audio system (VoIP).
2. **Record**: Record the meeting, including the audio, video, and presentation, for sharing later.
3. **Share my desktop**: Share files, applications, or videos. Present anything on your computer’s desktop.
4. **Share video**: Click the camera icon to allow others to see you. View the presenter in full-screen HD by clicking the top right corner of the video.
5. **Adjust your view**: Grab the vertical bar in the middle of your meeting window to resize the panels the way you’d like.
6. **Chat**: Start a side conversation with anyone in the meeting.
Exercise 1 - Join A Meeting

• **Step 1** Type cornell.webex.com/meet/nt243 in the address bar of the browser and press enter. The host's Personal Room Information page appears.
• **Step 2** Complete your name and email address, then select **Join**.
• **Step 3** Choose your audio connection. Please use your computer to connect to the meeting audio. (See instructions below)
• **Step 4** Select your video feed by locating the camera icon next to your name on the right hand side of the screen. (See instructions below)
## Connect to the Audio Service

You can connect to the audio conference with a telephone, or with a computer through VoIP (Voice over Internet Protocol). After you join a meeting, click the audio panel to connect using the previous method you used, or click the dots to display more choices.

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To connect by phone to the audio:

<table>
<thead>
<tr>
<th>Select...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call Me</strong></td>
<td>1. Select the check box Remember phone number on this computer if you</td>
</tr>
<tr>
<td></td>
<td>would like to store this number for future meetings.</td>
</tr>
<tr>
<td></td>
<td>2. Click Call Me. You will receive a call and may be prompted to</td>
</tr>
<tr>
<td></td>
<td>press 1 to connect.</td>
</tr>
<tr>
<td><strong>I Will Call In</strong></td>
<td>1. Dial the phone number listed, enter the meeting access code,</td>
</tr>
<tr>
<td></td>
<td>and enter your attendee ID #.</td>
</tr>
<tr>
<td></td>
<td>2. Close the window.</td>
</tr>
<tr>
<td><strong>Call Using Computer</strong></td>
<td>1. Click Call Using Computer. You are connected to the audio</td>
</tr>
<tr>
<td></td>
<td>conference.</td>
</tr>
<tr>
<td></td>
<td>2. Adjust your speaker and microphone settings as needed.</td>
</tr>
</tbody>
</table>
Use Video

Participants can share and view video during a meeting.

If WebEx detects a video camera on your computer, you are prompted to share video when you join the meeting.

Click Start My Video to begin sharing.

Note: Click Start my video in all meetings if you want to share your video automatically whenever you start or join a meeting.

To start and stop your video during a meeting:

* Click the camera icon in the Participants panel. The icon turns green, and your video feed appears at the top of the Participants panel. Click the camera icon again to stop your video.
You can chat people here

If no one has started chatting, you can open the window here

If you "lose" your view of the other participants when you chat, you can click here and they should reappear

You can select who to chat here
Troubleshoot Joining a Meeting

Joining a Meeting
When you select the link to join your meeting, the WebEx Meeting Manager application automatically downloads to your computer. If it doesn’t, check the following topics for a possible solution.

Internet Explorer users on PCs
Look for a yellow ActiveX add-on install prompt, often at the bottom of your screen. Select it and follow the on-screen instructions to install the add-on. If your organization does not permit ActiveX, contact your WebEx administrator for assistance.
After the installation is complete, the meeting starts automatically.

Firefox or Chrome users on PCs
Look for a message regarding Java, often you are prompted to download and install the latest version. You could follow the on-screen instructions to install Java, but the fastest solution is to select the install the meeting application located at the bottom of the page. If your organization does not permit Java downloads, contact your WebEx administrator for assistance.
After the installation is complete, the meeting starts automatically.

Mac Users
Step 1 Look for a prompt to download and install an add-on.
Step 2 Select Download and Install Add-On to download the Cisco/WebEx Add-On.dmg file.
Step 3 Run the file:
• On Chrome, select the downloaded file from the bar at the bottom.
• On Safari, select the file from the Downloads section.
• On Firefox, either open the file directly or save it to a location of your choice.
Step 4 Follow the instructions on the screen.
After the installation is complete, the meeting starts automatically.
Exercise 2 - Host your own meeting

Step 1 – Go to www.webex.com and select the Host button on the top right.

Step 2 – Sign into the WebEx pop-up with the account you created before our workshop.

Step 3 – One partner should select the Schedule option (be sure to do this first). The second partner should select the Meet Now option.

   Schedule:  Create a title for your meeting
              Set a date/time that will work for both you and your partner.
              Invite your partner to the meeting via email.
              Note the other meeting options available to you in this free version of WebEx.

   Meet Now:  Create a title for you meeting.
              Invite your partner via email.
              Select Start (see detailed instructions below).
              Have the other partner join the meeting by opening the meeting invite via email and selecting the link provided.

Step 4 – End the meeting after you have both had a chance to join OR if you still have time, move on to Exercise 3.
Updates

Get updates on important meetings and files, stay in touch with your meeting invitees, answer questions, view comments, and provide feedback.

Do you want to get started now? Schedule a meeting.

Upcoming Meetings

Host or join your upcoming meetings from here.
Schedule a meeting

Viewed Files

Access your most recently viewed files from here.
Upload a file
Schedule a WebEx Meeting

What: Neely Tang's WebEx Meeting

When: 4/3 12:30 pm Length: 1 hr 0 min

Recurrence: None

Who: Enter email addresses or names.

Agenda (optional)

Files | Attach Files

No files attached.

Meeting Password (optional)

Audio Connection:

Voice conferencing via computer

Voice connection via computer

Need to provide the option to join by phone? Upgrade your account.

Record this meeting

Schedule it!
End or Leave a Meeting

Only the host can end a meeting, while attendees can leave a meeting at any time before it ends.
Exercise 3 – Share your screen

Step 1 – Each of you should take turns sharing your screen or a document. You can do this by going to the Quick Start tab and click on the Share icon or the “more” option beneath it.

Step 2 – Select what you want to share (see instructions below).

Step 3 – Assign your partner keyboard and mouse control (see instructions below).
Presenters can share nearly any type of content during a meeting.

<table>
<thead>
<tr>
<th>If you want to share...</th>
<th>Select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everything on your computer screen.</td>
<td>Share &gt; My Screen</td>
</tr>
<tr>
<td>A file that does not need to be edited during the meeting. For instance, a video or slide presentation.</td>
<td>Share &gt; File (Including Video)</td>
</tr>
<tr>
<td>An application or a file that needs to be edited during the meeting. For instance, showing a new application’s capabilities or demonstrating how to draw 3D shapes in graphic software.</td>
<td>Share &gt; Application</td>
</tr>
<tr>
<td>A blank work area where you can collaborate with other meeting participants using both text and graphics tools to highlight, add notes, and create basic images.</td>
<td>Share &gt; Whiteboard</td>
</tr>
<tr>
<td>If you want to share…</td>
<td>Select…</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>A website where participants can interact with web pages independently in their content viewers while experiencing the media effects, video, and sound on the website.</td>
<td>Share &gt; Web Content</td>
</tr>
<tr>
<td>A website where you guide the participants to various web pages, but where media effects, video, and sound are not playable.</td>
<td>Share &gt; Web Browser</td>
</tr>
<tr>
<td>Files or applications that are located on a remote computer, and you have installed the Access Anywhere agent on it. For instance, you are traveling and want to demonstrate a software application that is only licensed to your office computer.</td>
<td>Share &gt; Remote Computer</td>
</tr>
<tr>
<td>Your entire meeting window, but no other part of your computer screen.</td>
<td>Share &gt; My Meeting Window</td>
</tr>
</tbody>
</table>
The “Share” option can be found between the Audio and the Invite options.

You can choose what you want to share by selecting the More option.

You can assign privileges to attendees here.
Assigning Privileges
If the host has not modified privileges when scheduling a meeting, participants are assigned default privileges. These default privileges provide the ability to:
• Send private chat messages to other participants.
• Broadcast chat to all participants.
• View the list of participants.
• Accept remote control of shared applications, web browsers and desktops.
The presenter can modify the default privileges during the meeting.

To modify participant privileges during a meeting:
1. Access the Participant privileges dialog using one of the following methods:
   • Right-click the title bar of the Participants panel or Chat panel and select Assign Privileges.
   • Select Participant > Assign Privileges from the menu bar. The Participant Privileges dialog appears.
2. Select All Participants, OR expand the participant list, then select a participant’s name.
3. Select Participants or Communicate.
4. Clear a check box to remove the privilege, or select it to give the participant(s) that privilege.
   Note: See Available Participant Privileges for information about available privileges.
5. Click Assign.

To assign all privileges:
1. Select All Participants, or the participant to whom you want to assign all privileges.
2. Click Assign all privileges. All privilege check boxes on both tabs are selected.
3. Click Assign.

To clear all privileges:
1. Select All Participants, or the participant to whom you want to assign all privileges.
2. Click Assign all privileges. All privilege check boxes on both tabs are selected.
3. Click Assign all privileges again. All privilege check boxes on both tabs are cleared.
4. Click Assign.

To restore default privileges:
1. Select All Participants, or the participant to whom you want to assign all privileges.
2. Click Reset to Meeting Defaults.
3. Click Assign.