



WebEx Training Guide

(Participant)

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Education



- WebEx is a video conferencing program owned by CISCO that allows you to connect over the internet to one or more other participants.
- It supports fully secure video/audio communications.
- Can be used on a wide variety of hardware such as:
 - **Windows & Apple** computers
 - **Smart Phones** – Both Android and Apple
 - **Tablets** – Both Android & iPads
 - **Chrome book** computers
- It supports call-in capability by **phone** for users that don't have video capability.
- It even supports high-end business conferencing facilities.

Hardware required



1. Most smart devices are supported, however they must include certain features:
 - All devices must have a working **microphone**.
 - **Desktop computers** may have an external microphone plugged into their sound card.
 - **Laptops & Chrome books** commonly have built-in microphones.
 - All **smart phones** already have built-in microphones.
 - **Tablets** often have built-in microphones.

2. To show your video, you must have a **camera** attached to your device.
 - Desktop Computers may have an external **WEBCAM** attached.
 - Laptops, Chrome books, Smart phones and tables often have **built-in cameras**.

3. You must be connected to the **internet** to join a conference call.
 - Smart phones & some tablets can communicate via cell towers.

(Caution: this will use up a lot of data minutes/units)

Video call (Overview)



This is how it works:

1. The “Host” schedules a video conference by logging onto their account on the CISCO web site, webex.com, and sends out a meeting link to all participants.
2. At or before the meeting time, the host starts the video conference.
3. At meeting time, each participant clicks on the conference link in their email and joins the call.
4. If the participants attempt to join before the host has started the call, they are placed in a “Lobby” till admitted by the host. (Basically on hold)
5. Once admitted, all participants on the call can talk to each other and see each other’s video picture.

It’s advisable to mute your microphone till you are ready to talk – use the mute button on your screen. This reduces confusion, background noise, phones ringing, etc.

Meeting Invitation



1. A typical meeting invitation is listed below.
2. Click on the **link** to join a meeting.
(Or **cut and paste** the link into your browser)
3. You may be prompted to download and install the **WebEx app**. If asked, you must do this.
(Once your machine has the app installed, you won't need to do this again.)

Example meeting invitation:

Meeting Information:

Meeting link: <https://meetingsamer32.webex.com/meetingsamer32/j.php?MTID=m6a01fea24f0547022512e4d905ed0254>

Meeting number: 126 385 4544

Password: eNyJTC3sj53 (36958237 from video systems)

Host key: 664752

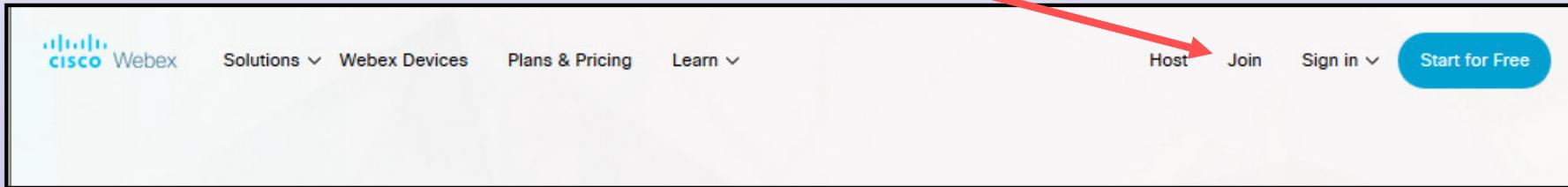
Meeting Invitation



Optionally: You can join using a web browser.

(Less preferred)

1. Go to: webex.com
2. Click “Join” at the top of the screen.



3. You will be prompted for the Meeting number and password found in your meeting invitation. Type or use cut and paste to transfer this from your email to your browser.

Example meeting invitation:

Meeting Information:

Meeting link: <https://meetingsamer32.webex.com/meetingsamer32/j.php?MTID=m6a01fea24f0547022512e4d905ed0254>

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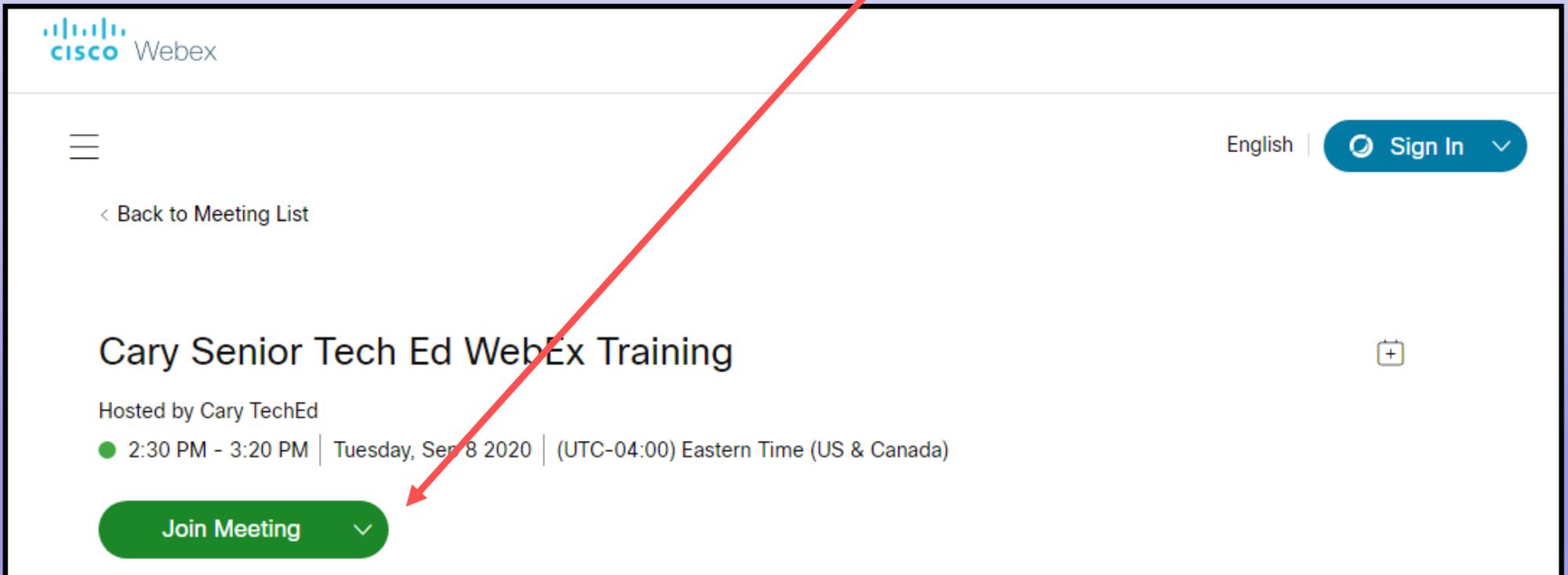
You can join using a web browser (Continued)

(Less preferred)



When your meeting ID and PW have been accepted, you will see the below screen.

Just click on the green "Join Meeting" button.



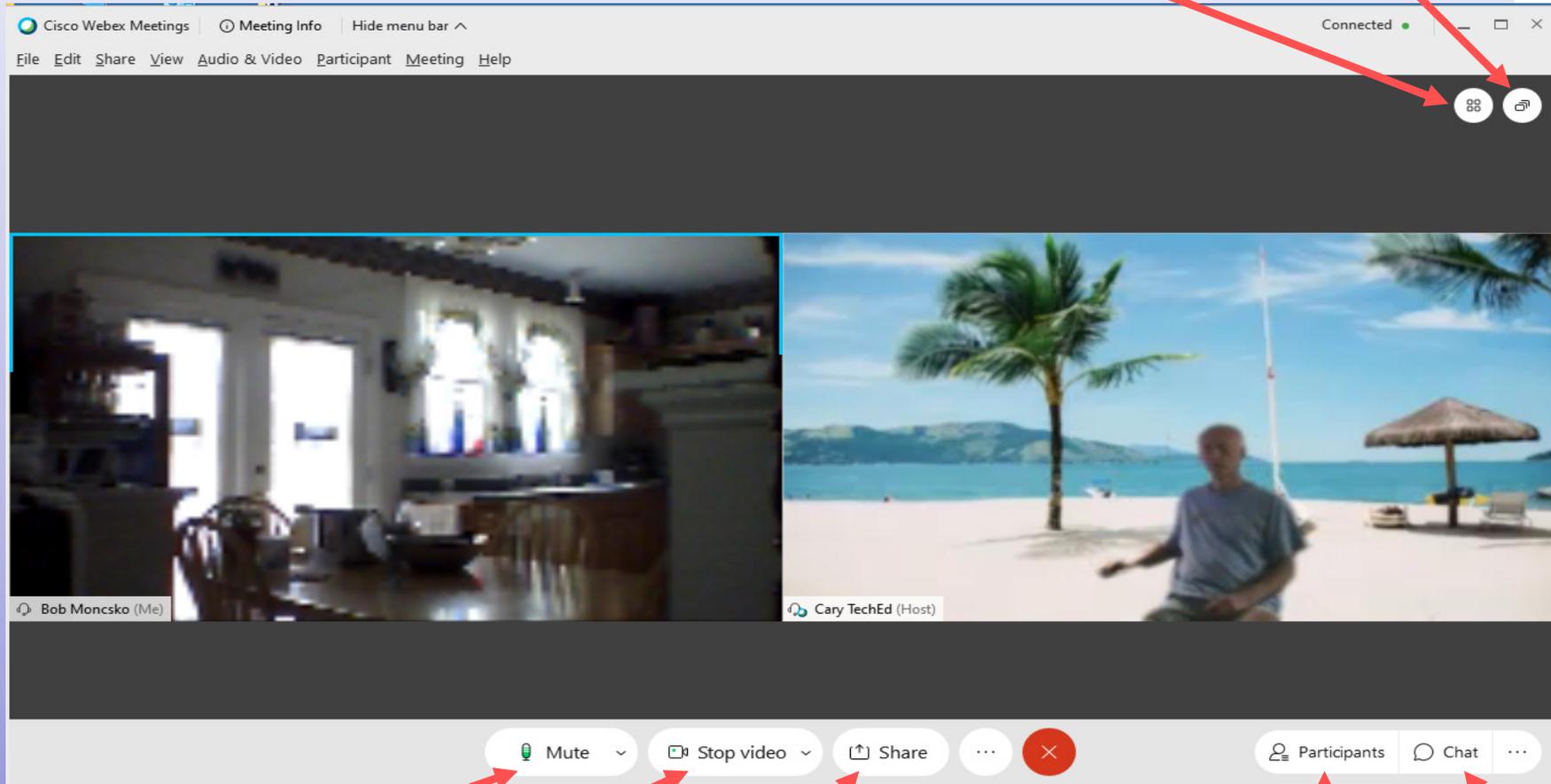
Conference Window



Typical conference window (2 participants)

Toggle: Grid view /
Speaker view

Full Screen



Click on "Mute"
to turn your
microphone
on/off

Click on "Stop
Video" to turn your
video picture on/off

Click on "Share" to
request sharing of your
whole desktop or an
individual application
screen.

Click on the  to
leave the conference

Click on
"Participants" to
toggle the list of
attendees on/off.

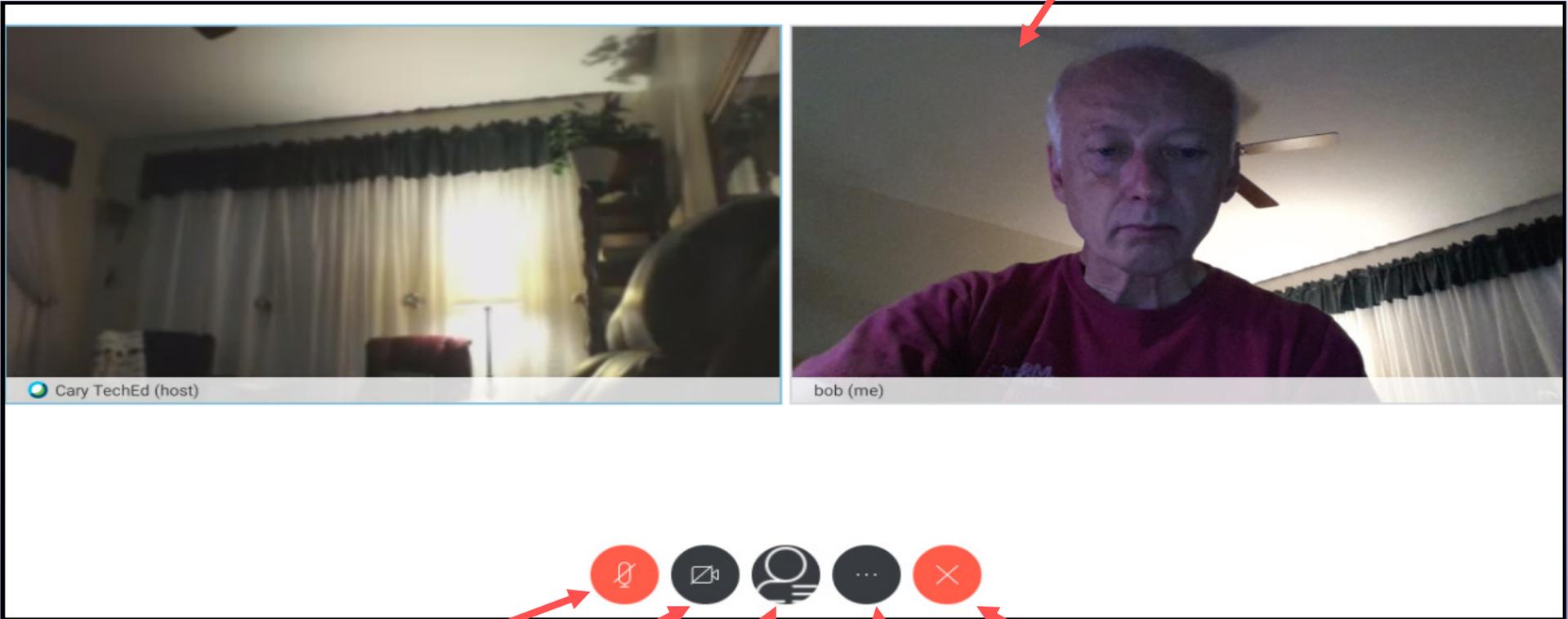
Click on "Chat"
to start a side
conversation
with another
participant.

Conference Window (Apple/Android)

RCM

Typical conference window (2 participants)

Double Tap- Full Screen view of image.
Double Tap Again- return to gallery view.



Click on "Mute"
to turn your
microphone
on/off

Click on "Camera"
to turn your video
picture on/off

Click on
"Participants" to
toggle the list of
attendees on/off.

More Options
• Share screen
• Chat
• Connect to device
• Polling
• Meeting Info

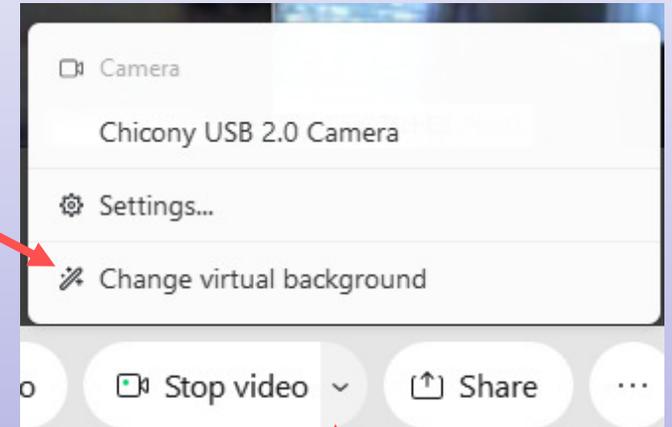
Click on the  to
leave the conference

During a meeting

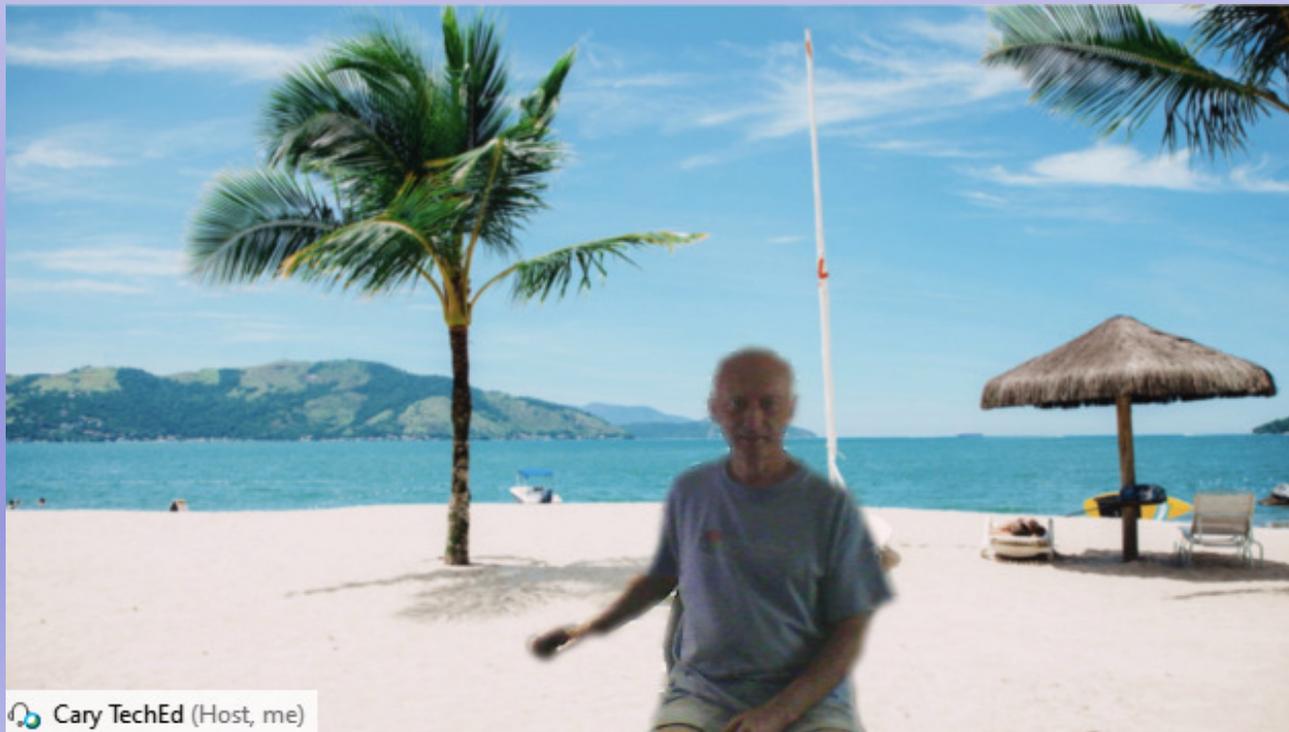
(Virtual Background)

You can change your background.

1. Click on the “**down ticky**” arrow next to Stop Video
2. Select “Change virtual background.”
3. You have several backgrounds to choose from.
4. **Caution:** backgrounds can use a lot of CPU and slow your machine. (Not available on android)



Down Ticky



During a meeting

(Screen Sharing-Windows)

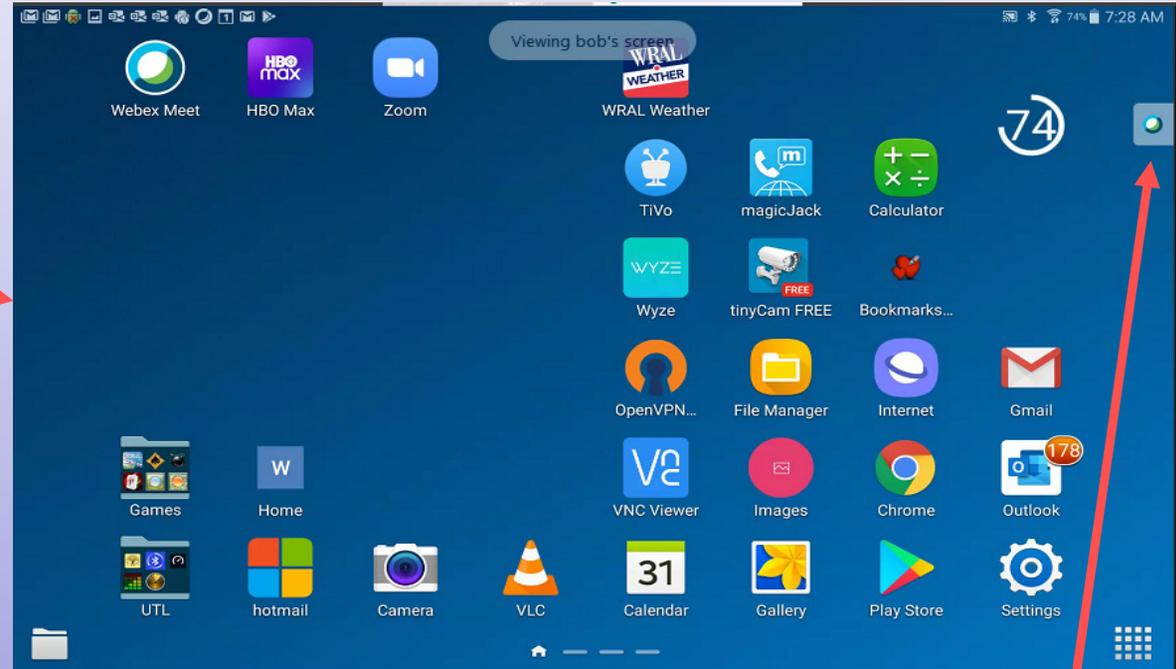
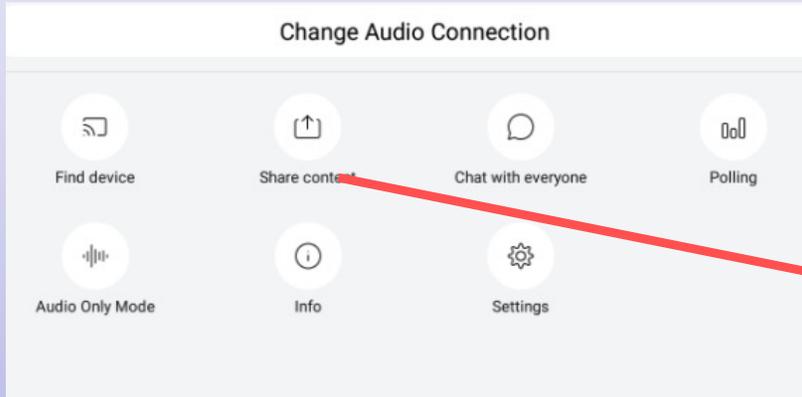


You can share your screen or applications

1. Click on “**Share**” at the bottom of your screen.
2. Select any individual application to wish to share. Others will **ONLY** be able to see this application... not the rest of your screen.
3. If your presentation accesses other applications, (Web browser, audio/video players etc., you **should** share **your entire screen**.
4. **Important:** Select “**Optimize for motion and video**” and check “**share computer audio**” so participants can hear your audio.

A screenshot of the Cisco Webex meeting interface. The 'Share Content' dialog box is open, showing three optimization options: 'Optimize for motion and video' (selected with a blue checkmark), 'Optimize for text and images', and 'Optimize for motion and video' (with a blue checkmark). A red arrow points from the text 'Optimize for motion and video' in the list to the selected option in the dialog. Another red arrow points from the text 'Share your computer audio' in the list to the checked checkbox in the dialog. The background shows a blurred meeting room and a video feed of a participant. The bottom of the screen shows the meeting controls: Mute, Stop video, Share, and a red 'X' button.

During a meeting (Screen Sharing-Andriod)



1. Click on the “...” options button.

You can share your screen or applications

1. Click on the “...” options button. 
2. Select “**Share Content**” and then “**Screen Share**”
3. Your andriod screen will then be shared with a new “**share**” control icon.

You can stop sharing or finger annotate the screen from this icon.



Leaving a meeting



Leave a meeting:

1. To leave a meeting during or when it's over, just click on the **Red X** circle at the bottom of your screen.

