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)
This is how it works:

1. The “Host” schedules a video conference by logging onto their account on the CISCO website, 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
Meeting number: 126 385 4544
Password: eNyJTC3sj53 (36958237 from video systems)
Host key: 664752
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)

- 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 RED X to leave the conference.
- Click on “Stop Video” to turn your video picture on/off.
- Click on “Mute” to turn your microphone on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Participants” to toggle the list of attendees on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Stop Video” to turn your video picture on/off.
- Click on “Mute” to turn your microphone on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Participants” to toggle the list of attendees on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Stop Video” to turn your video picture on/off.
- Click on “Mute” to turn your microphone on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Participants” to toggle the list of attendees on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Stop Video” to turn your video picture on/off.
- Click on “Mute” to turn your microphone on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Participants” to toggle the list of attendees on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Stop Video” to turn your video picture on/off.
- Click on “Mute” to turn your microphone on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Participants” to toggle the list of attendees on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Stop Video” to turn your video picture on/off.
- Click on “Mute” to turn your microphone on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Participants” to toggle the list of attendees on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Stop Video” to turn your video picture on/off.
- Click on “Mute” to turn your microphone on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Participants” to toggle the list of attendees on/off.
- Click on “Chat” to start a side conversation with another participant.
- Click on “Stop Video” to turn your video picture on/off.
- Click on “Mute” to turn your microphone on/off.
- Click on “Chat” to start a side conversation with another participant.
Conference Window (Apple/Android)

Typical conference window (2 participants)

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.

Click on the RED X to leave the conference.

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

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

RCM
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)
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.
During a meeting
(Screen Sharing-Andriod)

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.