

Cisco Webex Meetings



Official Cisco Resources:

<https://help.webex.com/en-us/>

<https://collaborationhelp.cisco.com/article/en-us/ghmde9>

<https://collaborationhelp.cisco.com/tutorial/section/Cisco%20Webex%20Teams>

<https://www.webex.com/faqs.html#faqs-teams>

Summary

Provided below are instructions for joining, configuring, and utilizing Cisco Webex Meetings. Cisco Webex Meetings is available for Windows, Mac, iPhone, iPad, and Android.

Prerequisites

- Google Chrome, Mozilla Firefox, or Webex Teams application

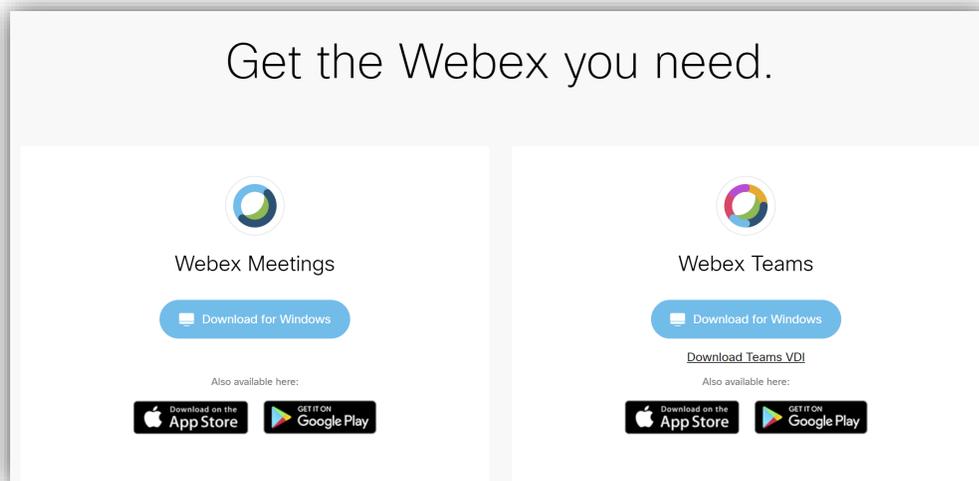
Notes

- There may be a slight delay in Meeting synchronizing between calendars.

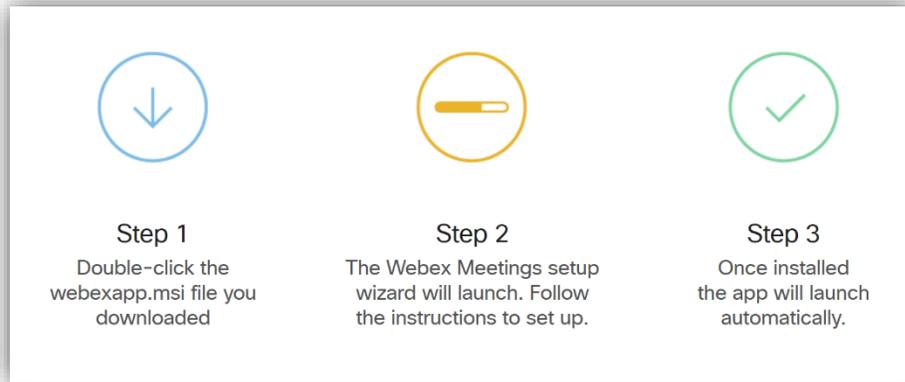
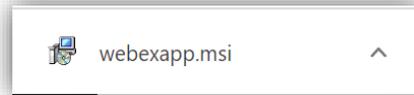
Install Webex Meetings PC Application

These steps will guide you through the process of downloading and installing Webex Teams on your computer. Webex Meetings will also run through Google Chrome and Mozilla Firefox without a download but with limited functionality.

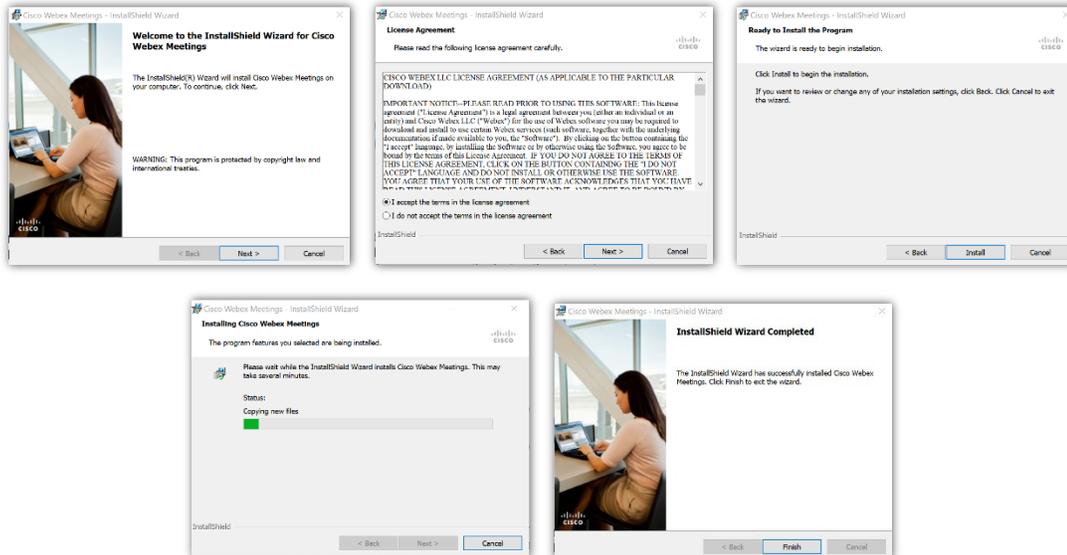
1. Visit <https://www.webex.com/downloads.html>
2. Click on the Download button found under the Cisco Webex Meetings section.



3. Double-click on the webexapp.msi file that was downloaded.
 - a. Alternatively, simply click the download once it is completed in Google Chrome.

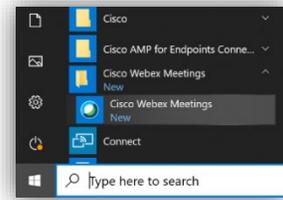


4. The Webex Teams setup wizard will launch. Follow the instructions to set up. You may have a pop-up asking if this application can make changes to your computer. Select “Yes”

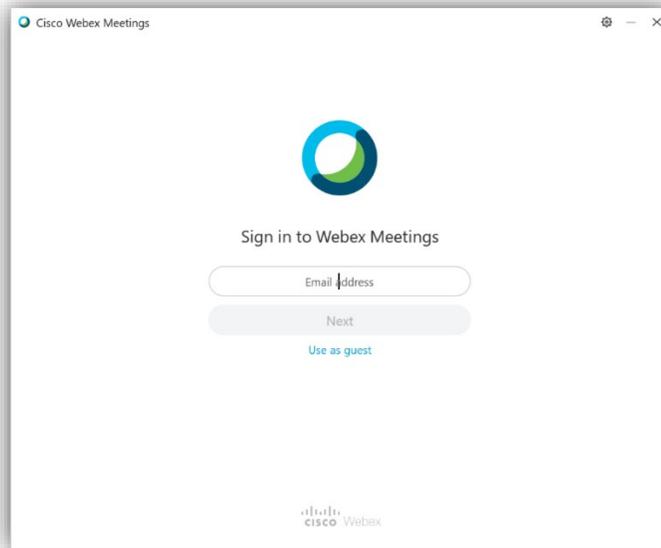


5. Once installed, the app will launch automatically. You will need to login using your @bcomm.org email (@mybcom.org for students)

6. To launch it again, double-click the Cisco Webex Meetings icon on your desktop or in your Start menu under “C”



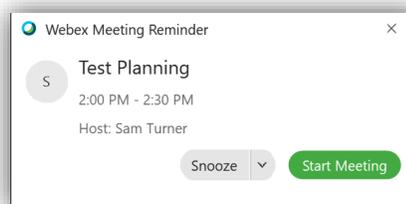
7. You should then be able to sign in.

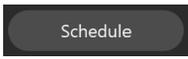


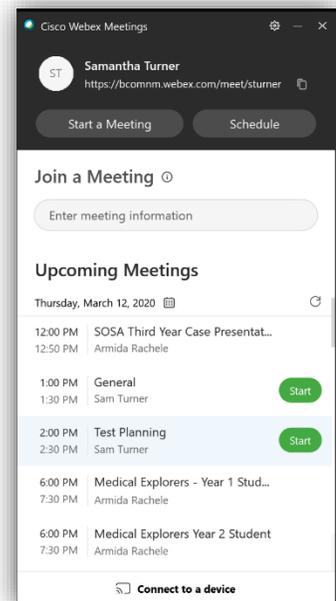
Meetings

Cisco Webex Meetings will manage your meetings made through Webex Teams, Webex Meetings, and Outlook. We can see here that Webex Meetings lists all my Meetings, those that are Webex Meetings that you are hosting will have a “Start”, Meetings that others have invited you to through Webex will

Meetings will have pop-up reminders in the bottom right.

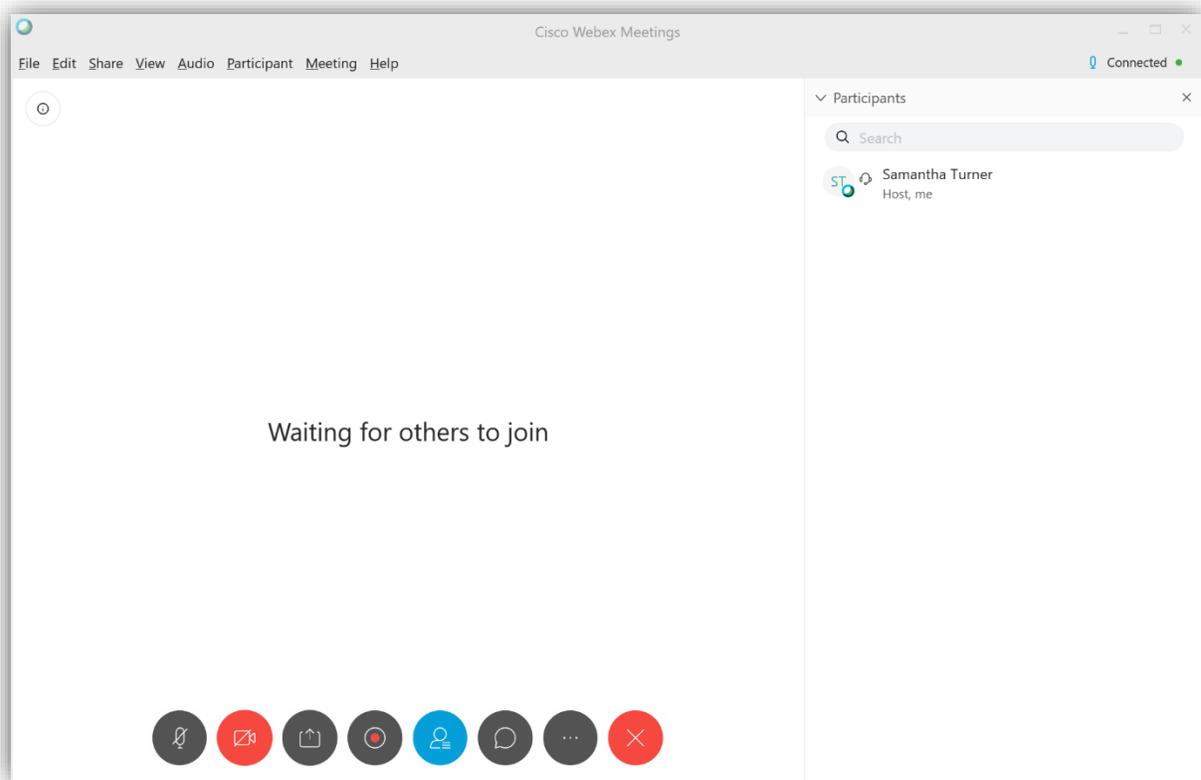


You can select  to schedule a meeting through Outlook.



You can select  to start an already scheduled meeting in the calendar that was set up using Webex. This will then take you to a site that will prompt you to open the meeting.

Video Meetings Overview

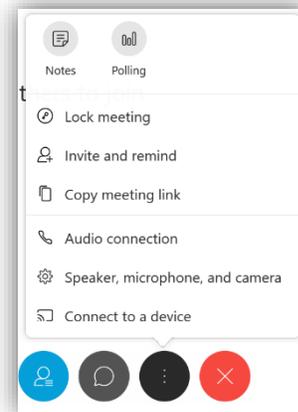


Mute Mic | Mute Video | Share Screen | Record | Hide/Shown Meeting Members | Chat | More | End

Under the More option you can lock the meeting, send invites, copy the link to send to individuals directly, and modify audio, camera, and device settings.



There is also an option for Notes ^{Notes} where you can then keep notes on the meeting, which can be saved out as a txt file at any time.

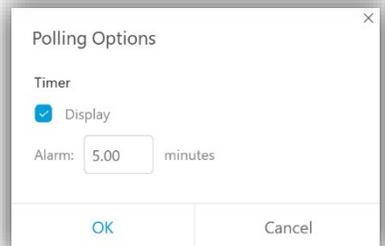
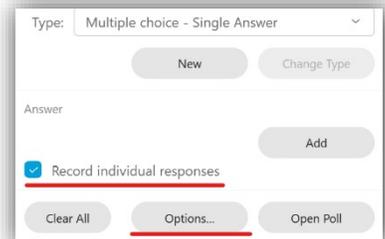
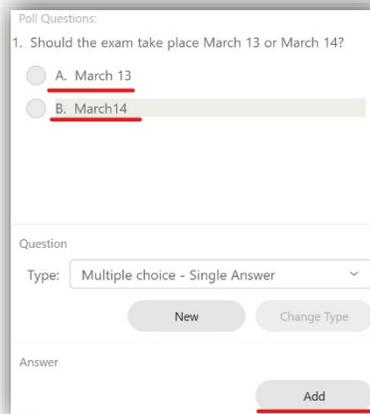
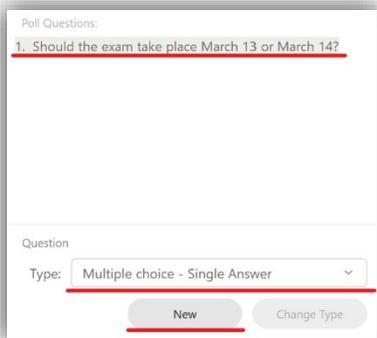
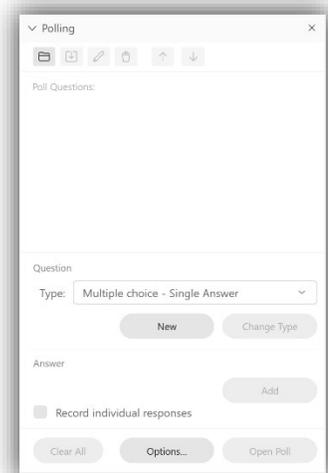


Polls

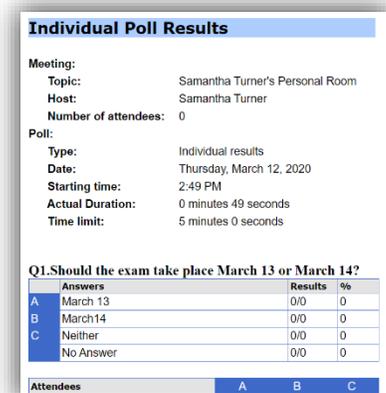
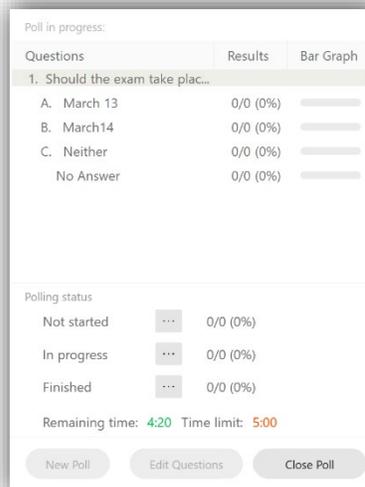


There is also a Polling where Polls can be created for the meeting and individual responses.

1. Under Question, choose which type of question you would like to ask, then click “New”. Then type the question in on the box that appears. If you would like to change the type of question, click on the question, change the type in the drop down, and click “Change Type”.
2. Then click “Add” under the Answers tab to start adding answer options to the selected Question.
3. You can then check “Record individual responses if you would like to do so, and “Options” to adjust timing options.
4. “Open Poll will begin the poll.

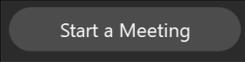


5. You can then choose to Share with attendees by checking both Poll Results and/or Individual Results, and clicking “Apply”. This will open up a shared screen with the poll results.



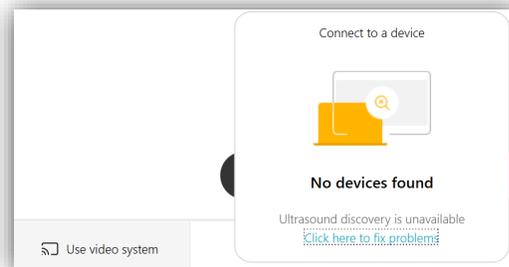
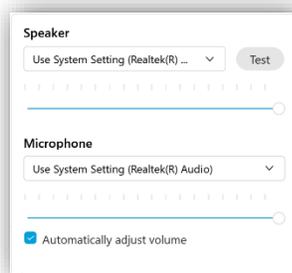
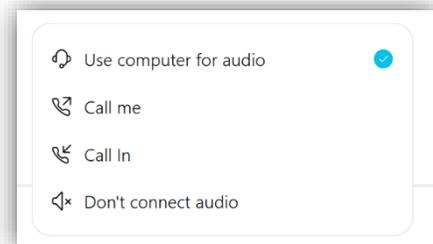
Launch directly into a meeting

You can instantly create a video meeting.

1. You can begin a meeting without scheduling with the  button.
2. You will see your webcam (if applicable) as well as a “Start Meeting” button. You can click both the video and microphone buttons to turn your video or microphone on/off.



3. Click the “Use computer for audio” dropdown menu allows you to use your phone for audio (instead of your PC’s speakers and mic) as well as search for nearby Cisco video teleconferencing devices.
4. The “More Settings/Headphone/Microphone” button lets you choose your Microphone, Headset, and Speakers. You can also cast to devices using the “Use video system”.

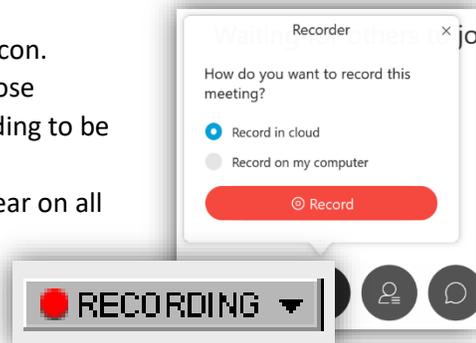
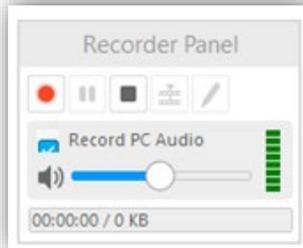


5. Once you click “Start Meeting” button, you will be joined into the call.

Record a video meeting

You can record you video meetings to share or revisit the meeting later.

1. Once in a video meeting, click the Recording  icon.
2. You will then be able to choose where you would like the recording to be saved.
3. A recording symbol will appear on all participant's screens.



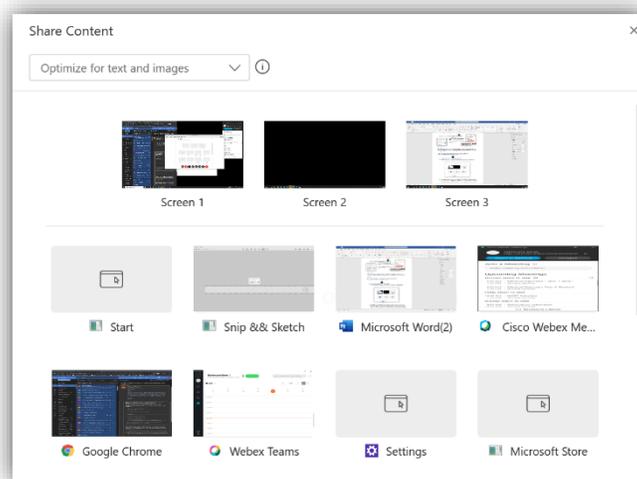
Share Screen

During a video meeting, you might find it useful to share your screen. Webex Meetings allows you to share everything on your screen, or just a single application, such as an email or document that you're working on.

This article from Cisco explains screen sharing in full detail on multiple platforms:

<https://collaborationhelp.cisco.com/article/en-us/i62jfl>

1. While in a meeting, click the  Share screen icon.
2. Select from any screen (if multiple) or any application. Scroll to see all open applications.



3. An green box will appear around your entire screen or around the application you chose to share. A small orange toolbar appears at the top of your screen detailing what you are sharing, when you hover over the bar more tools will appear: a button to stop sharing, pause, share another screen, assign (which allows other to present or control on your screen), a mute

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microphone button, video sharing button, record, list of participants, the chat, an annotating tool, and other (Notes, Polls, Audio Settings, etc.) useful options under More.

