



A

Community

Table

Web Meeting Tutorial: Cisco Webex



A note from DU Grand Challenges...

In an effort to make A Community Table as accessible as possible, we have created brief tutorials on how to use two meeting platforms: Cisco Webex and Google Hangouts.

After researching several web platforms, we chose to focus on these two because they are both **free**, and they allow for 1) unlimited meeting time, 2) multiple participants (at least up to 10), and 3) document sharing.

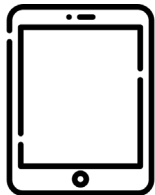
If you already have a preferred platform, use it! There are all kinds of ways to host A Community Table be it on the web or over the phone.

We welcome your feedback. If you have questions, tips, or comments to share, drop us a line at ACommunityTable@du.edu.

Cisco Webex

You (the host) will need:

- An email address
 - You will need to be able to access this email address in order to receive the activation link
- Internet access
- Pro tip: due to increasing demands, we recommend creating your account as soon as possible (even if your Table is later in the quarter)



100

Max people



Cisco Webex

Your participants will need:

- A meeting ID and access code (see the next slides on how to obtain this information)
- A computer or tablet with internet access OR
- A phone with ability to call



Cisco Webex: Creating an Account

Cisco Webex: Creating your account

- To sign up, click [HERE](#) which will lead you



Sign up free, it's quick.

No credit card needed. No commitment.



Enter your email address when prompted
NOTE: you need to be able to access
this email address as they will send
you an activation link

You don't need to sign up for a Webex Account to join a meeting. If you're invited to a meeting or event, [join here](#). Or practice joining a [test meeting here](#).


Your free Webex Meetings plan gives you meetings with 100 participants, HD video, screen sharing, and a personal room. Use it as long as you like.

By clicking 'Sign up' you understand and agree to the [Cisco Terms of Services](#).

Cisco Webex: Creating your account

- Once your email is entered, you will be prompted to enter some information about yourself. When you hit continue, WebEx will email you your meeting room link. This may take some time due to the increased volume in users.

Let's set up your Webex Meetings.

Country/Region [Why is this important?](#)
United States (English) 

United States

First name

Your first name which will appear on invitations

Last name

Your last name (Last initial OK)

Continue



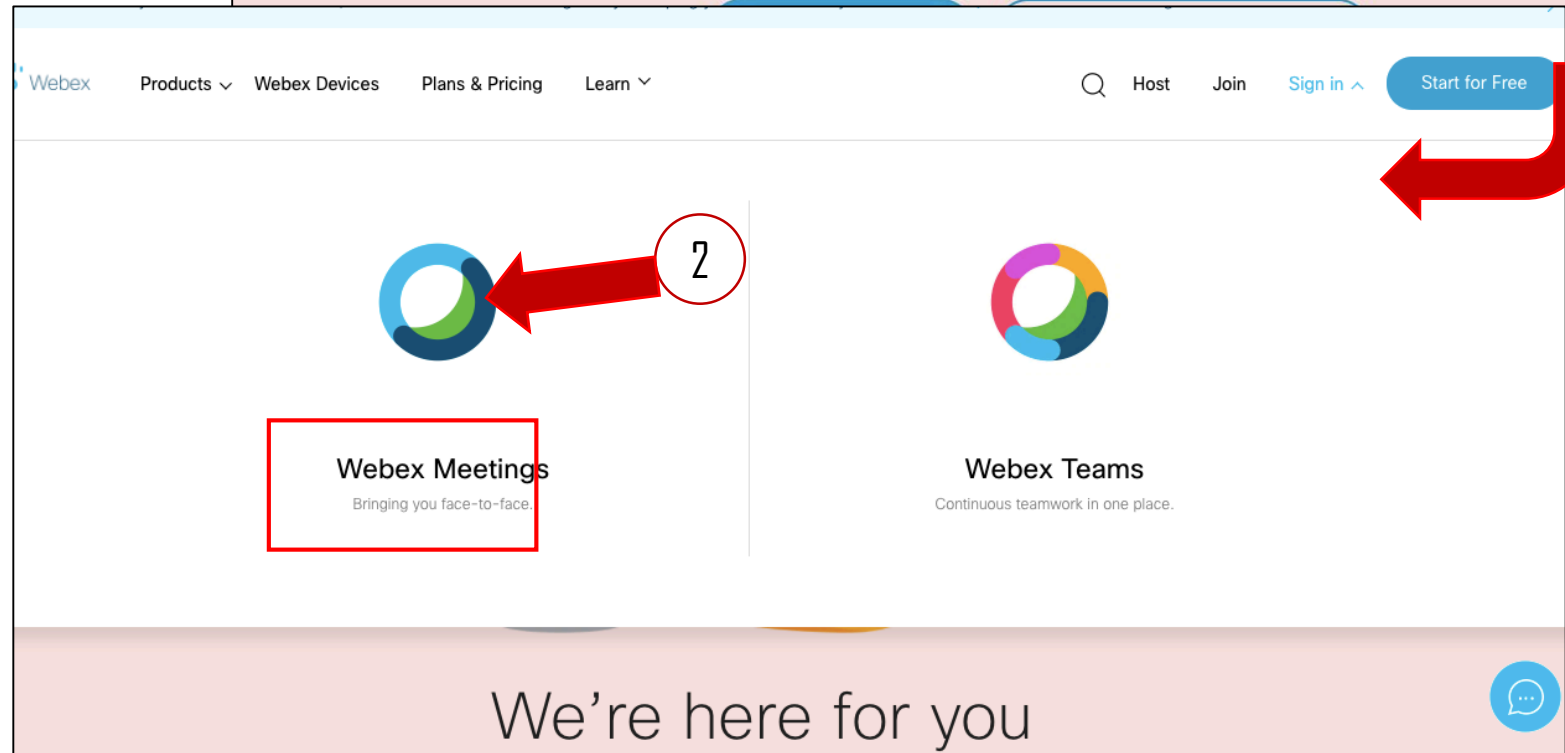
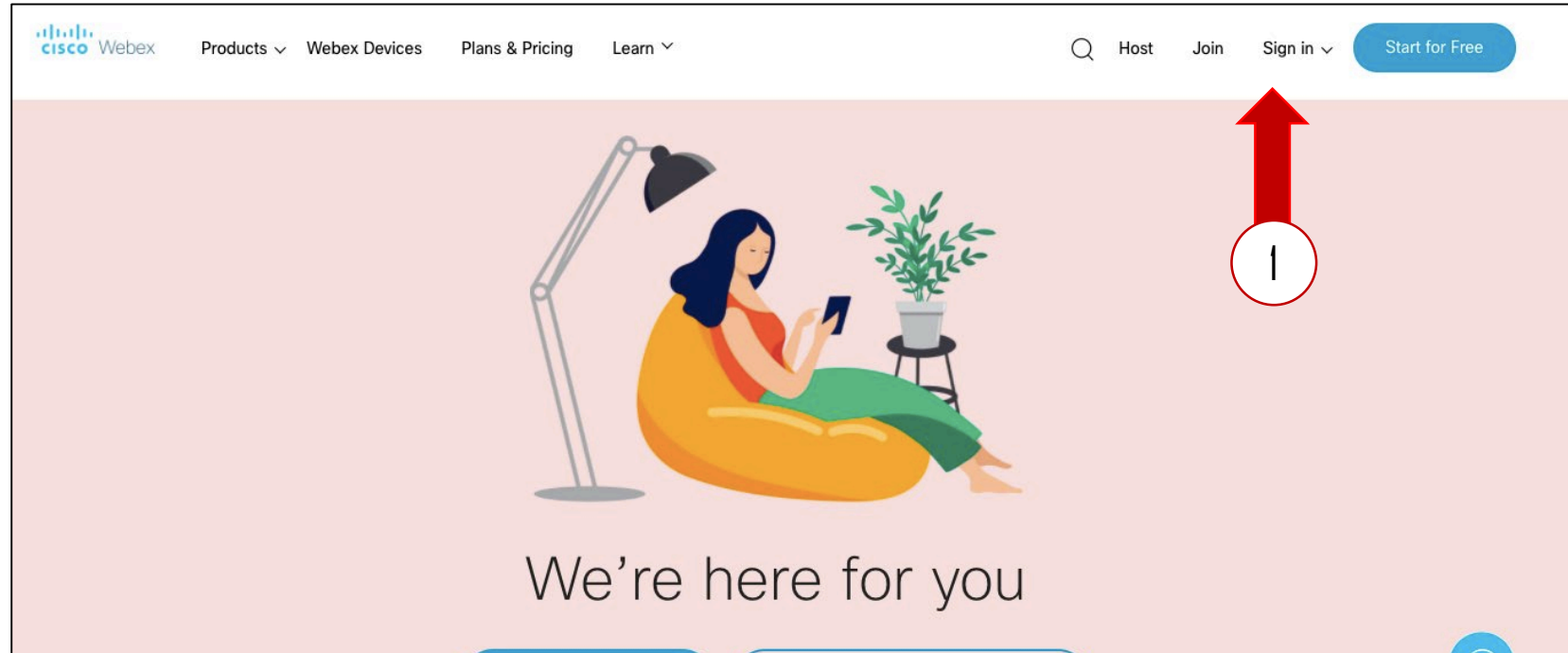
Cisco Webex: Scheduling a Meeting

Cisco Webex

- Once you receive and click on your link in your email inbox you can sign in and schedule meetings by:
- Returning to the home page ([HERE](#))

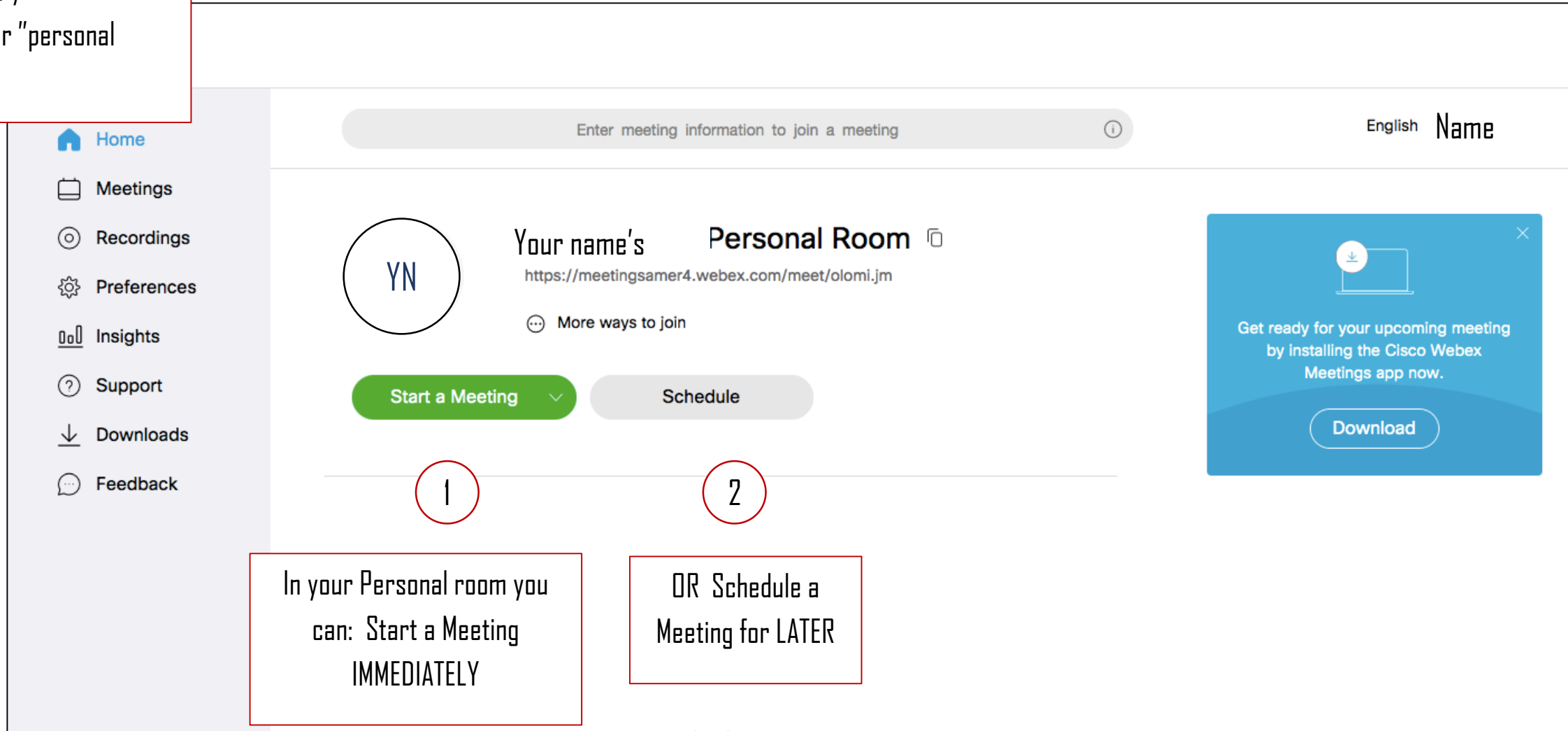
1 Clicking "sign in" on the top right of the page.

2 When prompted, select : Webex Meetings



Cisco Webex: Scheduling a meeting

- Once signed in, you will be brought to your "personal room"



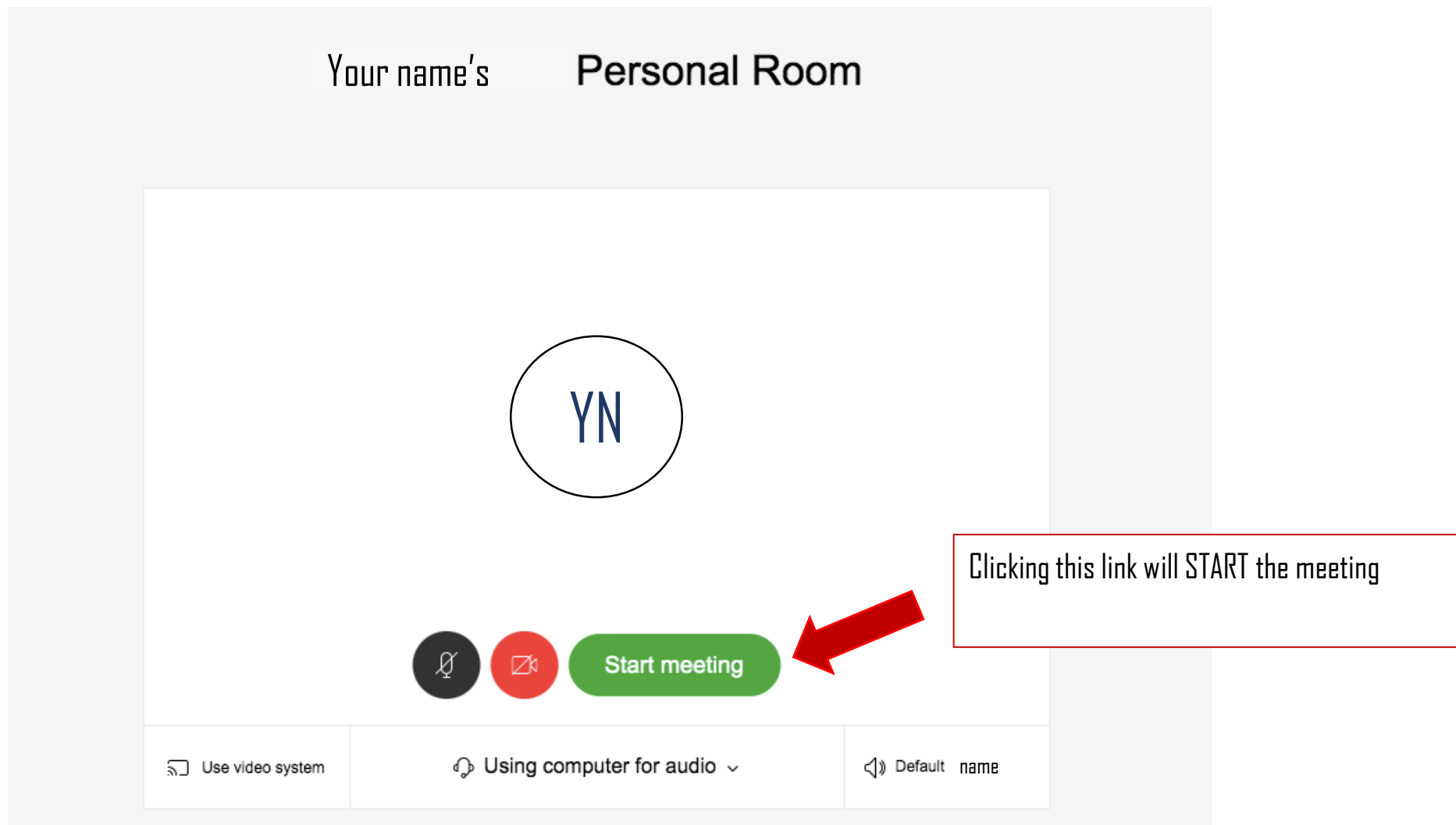
The screenshot displays the Cisco Webex user interface. On the left is a navigation sidebar with options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area shows a search bar at the top with the text "Enter meeting information to join a meeting". Below this is the "Personal Room" section, which includes a circular profile icon with the initials "YN", the text "Your name's Personal Room", and a meeting URL: "https://meetingsamer4.webex.com/meet/olomi.jm". There are two buttons: a green "Start a Meeting" button and a grey "Schedule" button. A blue notification banner on the right side of the page prompts the user to "Get ready for your upcoming meeting by installing the Cisco Webex Meetings app now." with a "Download" button. Two red circles with numbers "1" and "2" are placed below the "Start a Meeting" and "Schedule" buttons, respectively, pointing to explanatory text boxes at the bottom of the page.

In your Personal room you can: Start a Meeting IMMEDIATELY

OR Schedule a Meeting for LATER

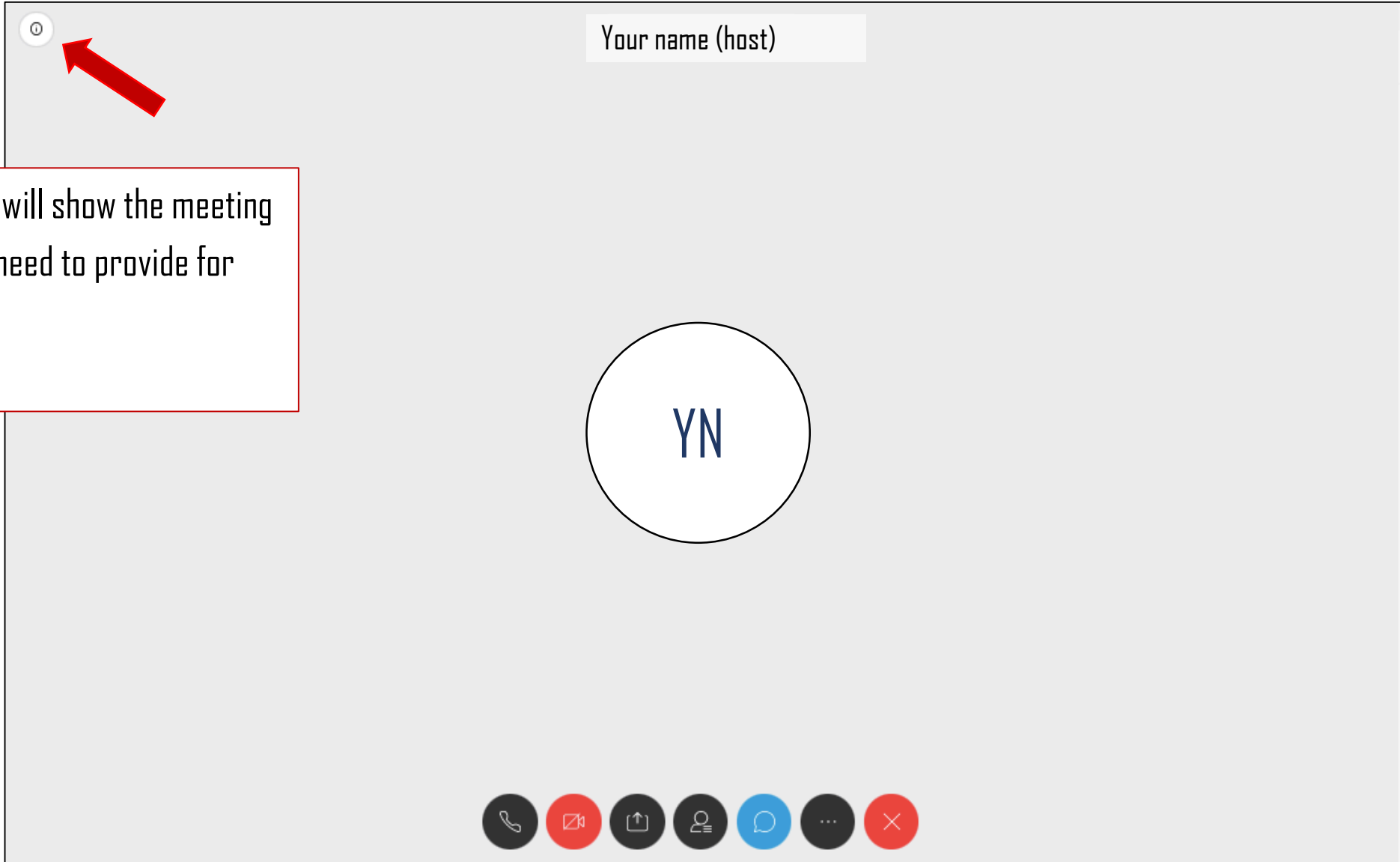
Cisco Webex:
Scheduling a Meeting
IMMEDIATELY

Cisco Webex: Start a meeting IMMEDIATELY



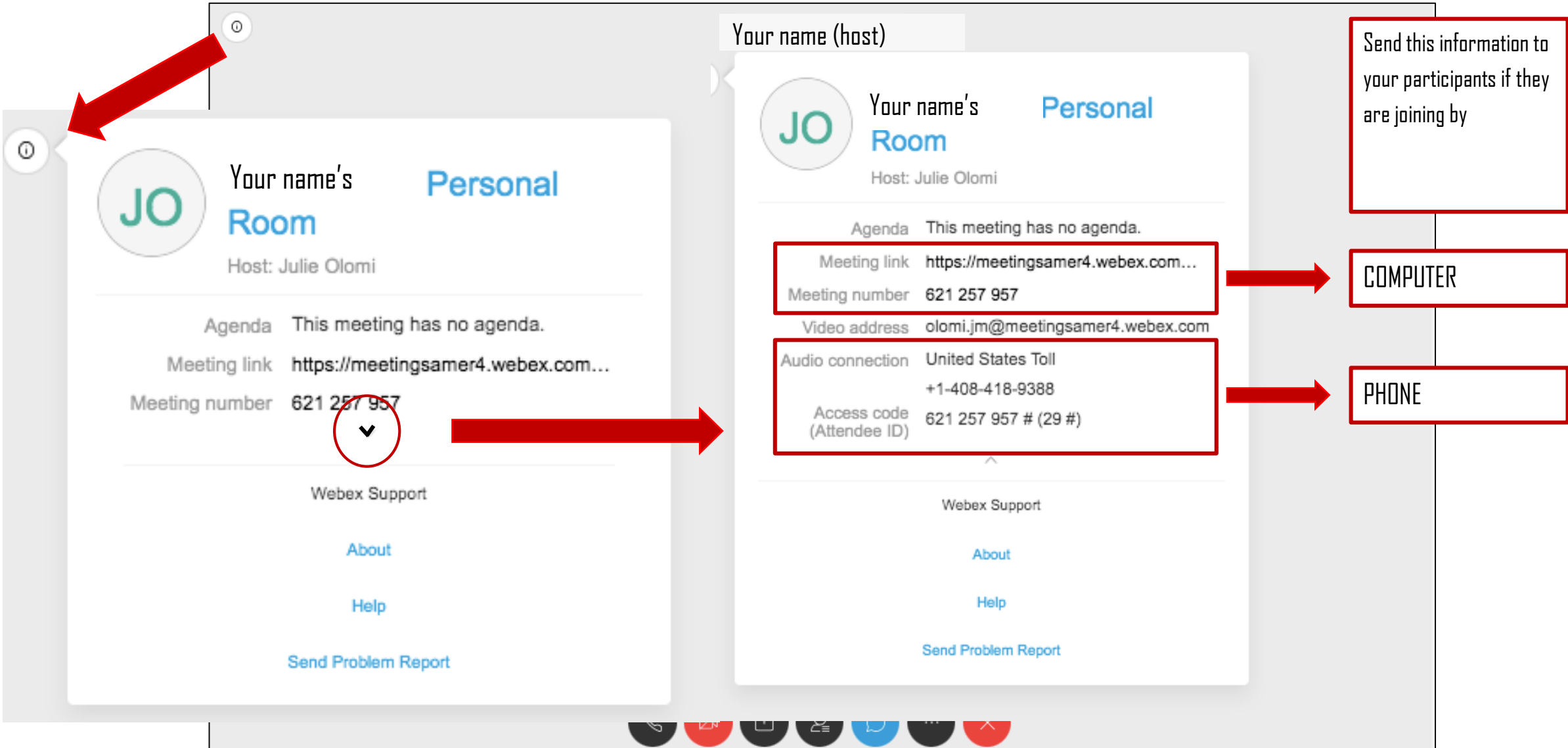
The screenshot shows the Cisco Webex interface for starting a meeting. At the top, it says "Your name's Personal Room". In the center, there is a large circle containing the initials "YN". Below this, there are three buttons: a black button with a microphone icon, a red button with a video camera icon, and a green button labeled "Start meeting". A red arrow points to the "Start meeting" button. To the right of the arrow, a red-bordered box contains the text "Clicking this link will START the meeting". At the bottom, there are three settings: "Use video system", "Using computer for audio" (with a dropdown arrow), and "Default name".

Cisco Webex: Inviting participants after starting a meeting IMMEDIATELY



Clicking this "i" will show the meeting information you need to provide for others to join.

Cisco Webex: Inviting participants after starting a meeting IMMEDIATELY



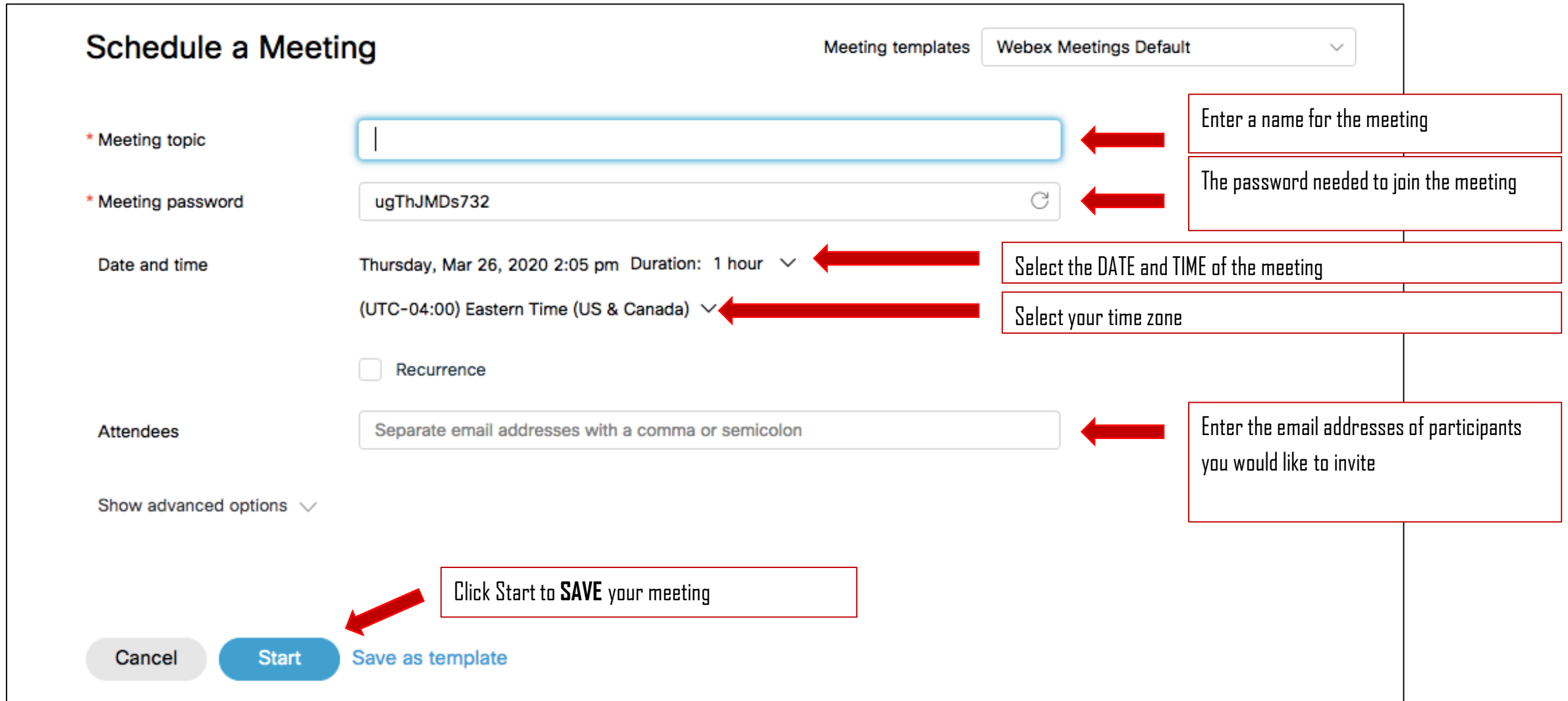
The screenshot displays the Cisco Webex interface for a meeting. The main window shows the meeting title "Your name's Room" and host "Julie Olomi". Below this, the agenda states "This meeting has no agenda." The meeting link is "https://meetingsamer4.webex.com...", the meeting number is "621 257 957", and the video address is "olomi.jm@meetingsamer4.webex.com". The audio connection is "United States Toll +1-408-418-9388" with an access code of "621 257 957 # (29 #)".

Red arrows highlight the meeting link and number, and the audio connection details. A red box on the right contains the text "Send this information to your participants if they are joining by". Below this box are two red boxes labeled "COMPUTER" and "PHONE".

At the bottom of the screen, there is a navigation bar with icons for various meeting functions.

Cisco Webex: Scheduling a Meeting LATER

Cisco Webex: Scheduling a meeting LATER



Schedule a Meeting Meeting templates Webex Meetings Default

* Meeting topic

* Meeting password

Date and time Thursday, Mar 26, 2020 2:05 pm Duration: 1 hour ▼

(UTC-04:00) Eastern Time (US & Canada) ▼

Recurrence

Attendees

Show advanced options ▼

Cancel Start Save as template

Enter a name for the meeting

The password needed to join the meeting

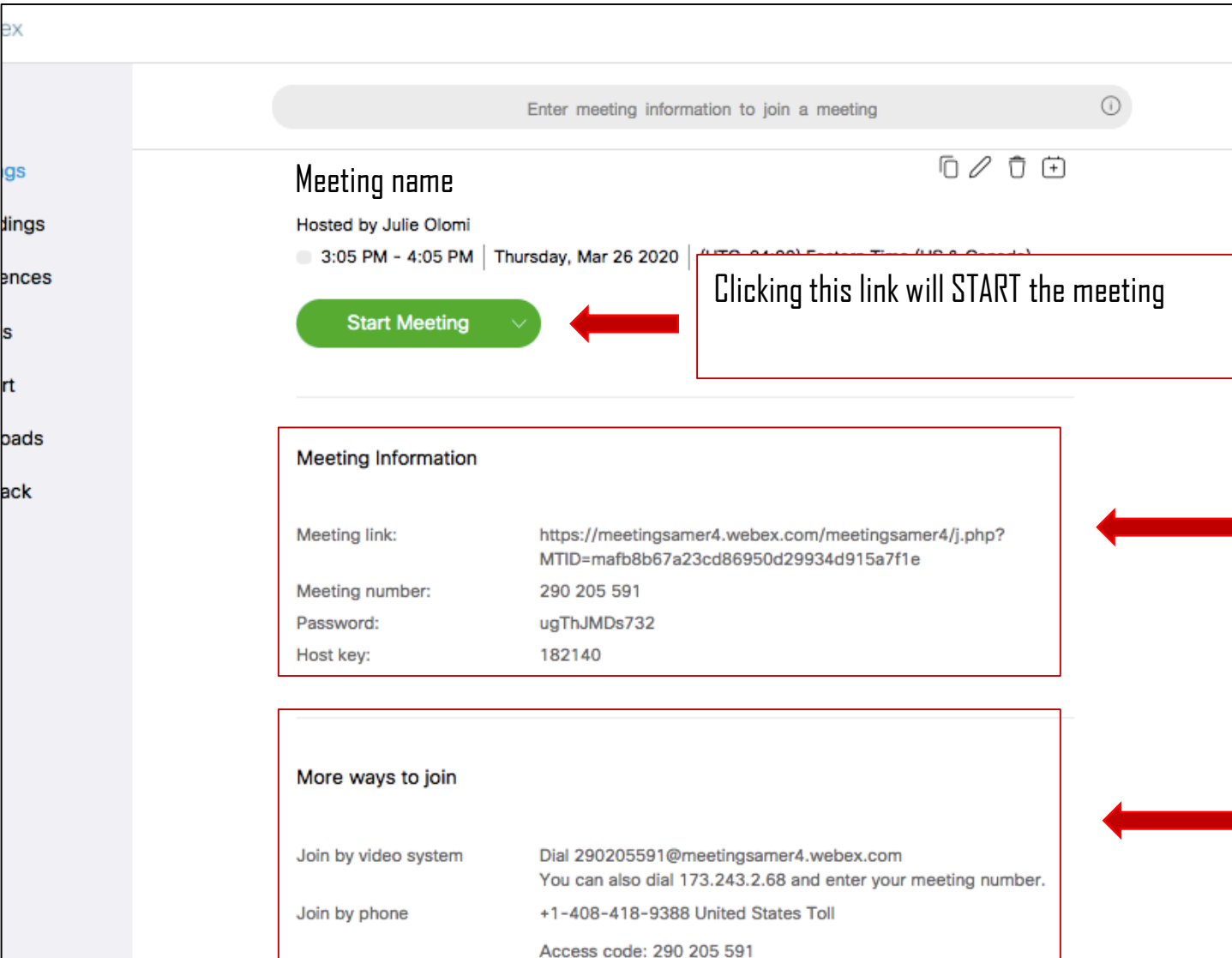
Select the DATE and TIME of the meeting

Select your time zone

Enter the email addresses of participants you would like to invite

Click Start to **SAVE** your meeting

Cisco Webex: Inviting participants for a LATER meeting



The screenshot shows the Cisco Webex meeting creation interface. At the top, there is a search bar with the text "Enter meeting information to join a meeting". Below this, the "Meeting name" section is visible, showing it is hosted by Julie Olomi and scheduled for Thursday, Mar 26 2020, from 3:05 PM to 4:05 PM. A prominent green "Start Meeting" button is present, with a red arrow pointing to it from a callout box. Below the "Start Meeting" button is the "Meeting Information" section, which contains the following details:

Meeting Information	
Meeting link:	https://meetingsamer4.webex.com/meetingsamer4/j.php?MTID=maf8b67a23cd86950d29934d915a7f1e
Meeting number:	290 205 591
Password:	ugThJMDs732
Host key:	182140

Below the "Meeting Information" section is the "More ways to join" section, which provides alternative joining methods:

More ways to join	
Join by video system	Dial 290205591@meetingsamer4.webex.com You can also dial 173.243.2.68 and enter your meeting number.
Join by phone	+1-408-418-9388 United States Toll Access code: 290 205 591

People can join the meeting by computer, tablet, and/or phone.

Clicking this link will START the meeting

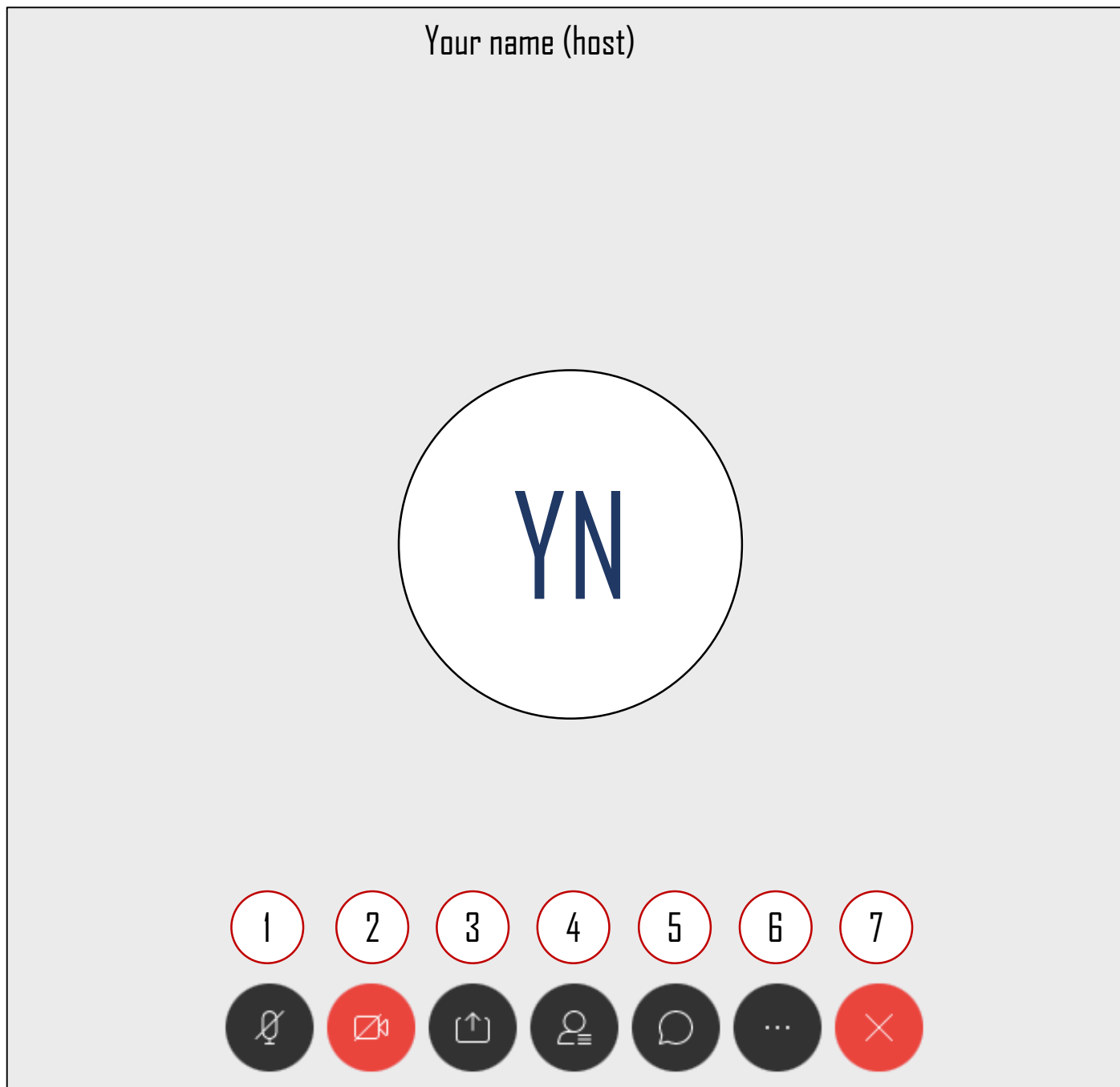
To invite them to join on their computer, participants will need this information (Copy & paste this into an email invitation)

To invite them to join on their phone, participants will need this information (Copy & paste this into an email invitation)

Cisco Webex: Running a Meeting

Cisco Webex: Running a Meeting

- 1 Mute/Unmute your voice
- 2 Allow/Hide your video
- 3 Screenshare
- 4 Show list of participants in the call
- 5 Open the chat room to speak to participants in the call
- 6 More options
- 7 Exit the call



Webex Resources

Cisco offers some great tools to help you set up and facilitate your Webex meeting. Check out the sites below for more information.

- [Webex Meeting Video Tutorials](#)
- [Cisco Webex Help Center](#)

Please email us at ACommunityTable@du.edu with questions or feedback.

Thank you!