

WVSOM IT Department

Getting Started with Cisco WebEx Meetings

Web Conferencing Tips and Etiquette

Before creating or joining a meeting, please keep the following in mind:

- Minimize Distractions and Limit Background Noise
 - Mute microphone when you are not the speaker, especially if your phone rings or someone walks into the room
 - Silence cell phone
 - Limit side conversations
 - Try not to make distracting noises like rustling paper or tapping pen on desk
 - Refrain from using Hold during call as some phone systems play music on hold
- Speak Naturally
 - Use your normal voice
 - Use natural gestures when speaking, just as if you were in the same room
 - Try to avoid interrupting others while they are speaking
 - Even if your microphone is muted, you should always assume that other participants could hear you
 - If using a personal computer for connecting to meeting, a quality noise canceling mic/headphones is recommended

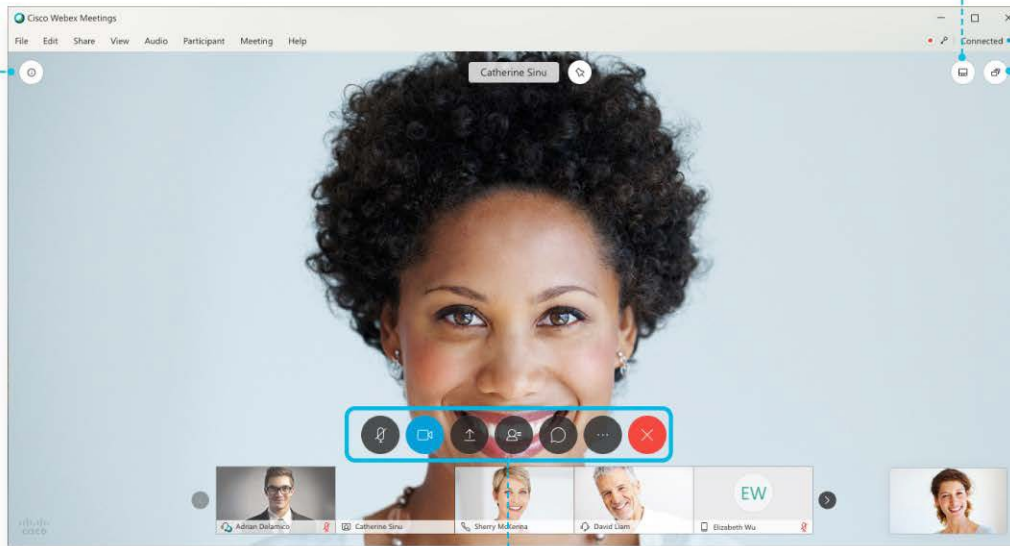
Basic Meeting Controls

User Interface

The WebEx user interface has a simple layout, with meeting options in the center and participants and other panels to the right.

Change your **Video Layout** to control where you view video participants and panels on your screen.

Choose **Floating Panel View** to position any panel where you want it - even on a second monitor.



Access the **Meeting Info** to get details about the meeting.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

Schedule a Meeting

There are three ways that you can create and/or schedule a WebEx meeting:

1. The WVSOM WebEx Portal:

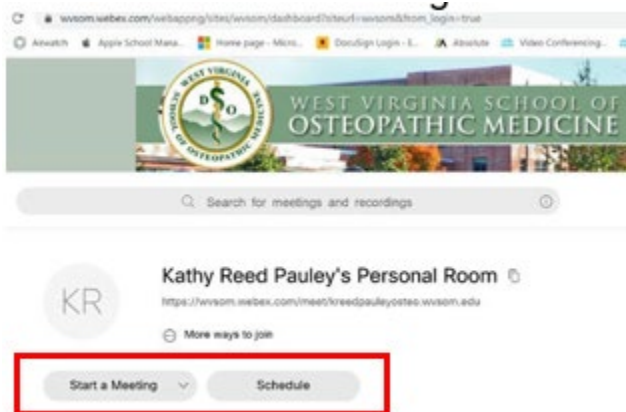
a. Navigate to <https://wvsom.webex.com>

b. Click the blue Sign In button in the upper right corner.



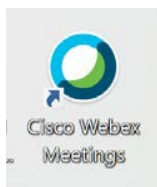
c. Enter your WVSOM network credentials in the sign in box.

d. You may select to either start a meeting now, or schedule a future meeting.

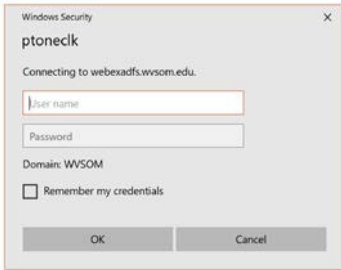


2. The Cisco WebEx Meetings App on the desktop of your computer:

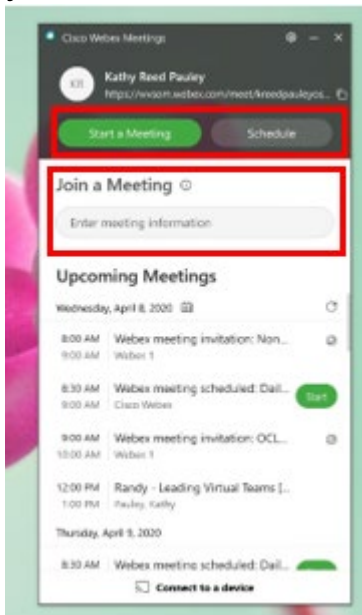
a. Click on the Cisco WebEx Meetings icon located on your desktop.



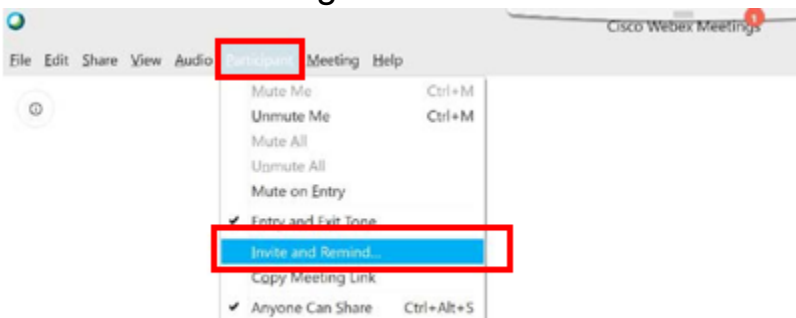
b. If prompted to log in, simply enter your WVSOM network credentials.



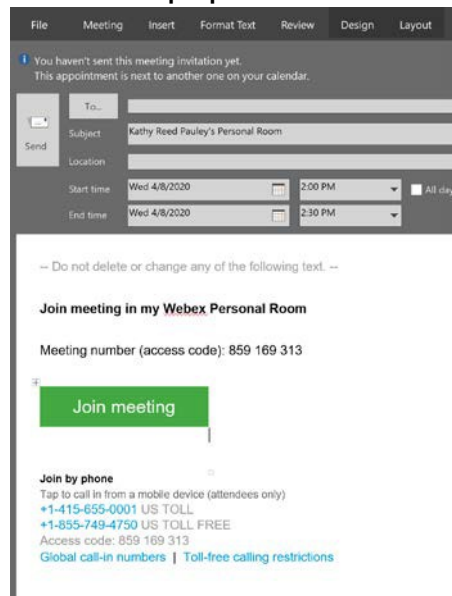
c. Once logged in you will see the following, and can choose to either start an instant meeting, schedule a meeting, or join an existing meeting (if you have the session ID):



d. If you start an instant meeting, you can invite attendees from within the meeting session.

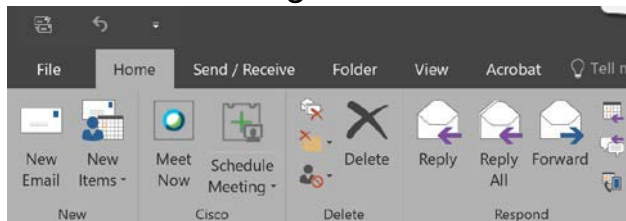


- e. If you choose to schedule a meeting from the application, the calendar from within Outlook will open a new meeting/appointment. The meeting link and information will be populated in the email of the body:

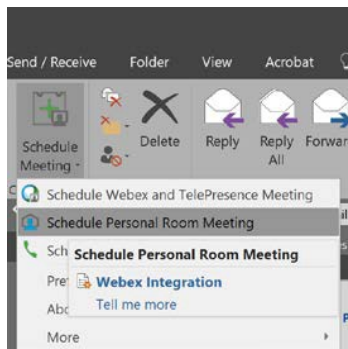


3. In Outlook using the WebEx plugin:

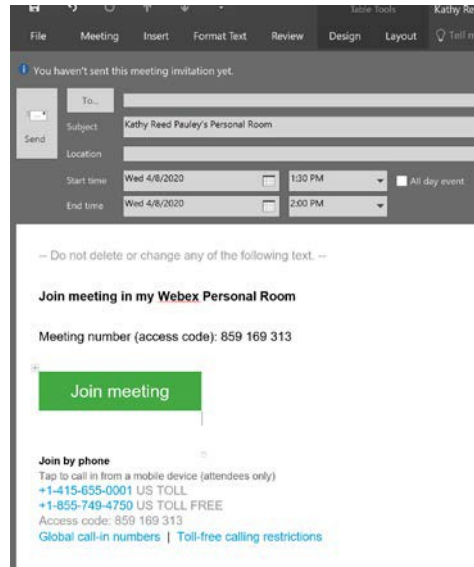
- a. Navigate to the tool bar of your Outlook account and select Schedule Meeting:



- b. Select Schedule Personal Room Meeting from the dropdown:

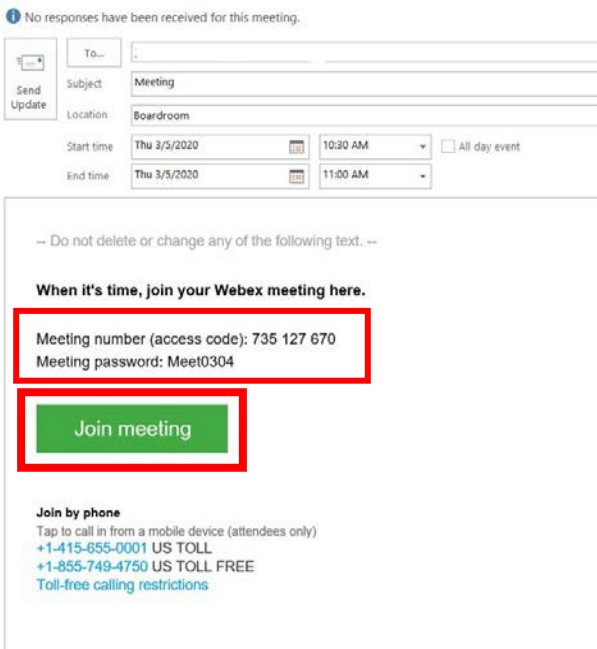


- c. Sign into WebEx if prompted, before filling out the calendar invite, that way the meeting information and Join link will populate in the email body. If you are already signed into WebEx on your machine, you will not be prompted to sign in again.

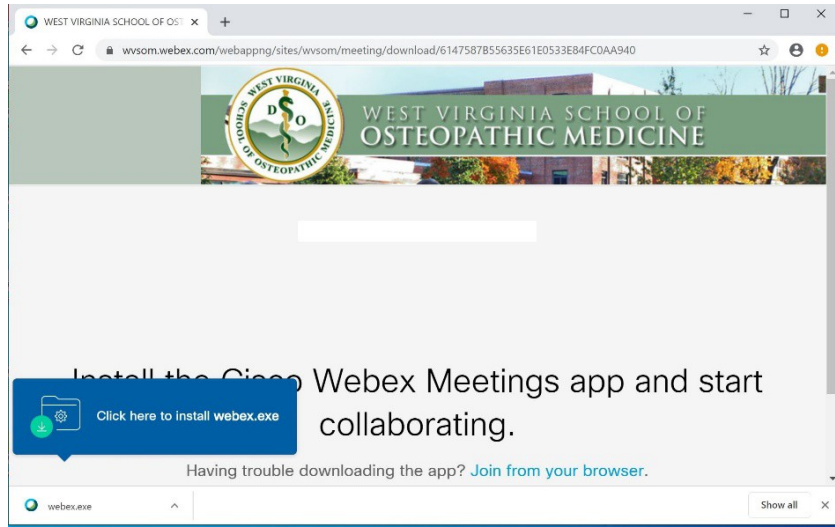


Join a Meeting

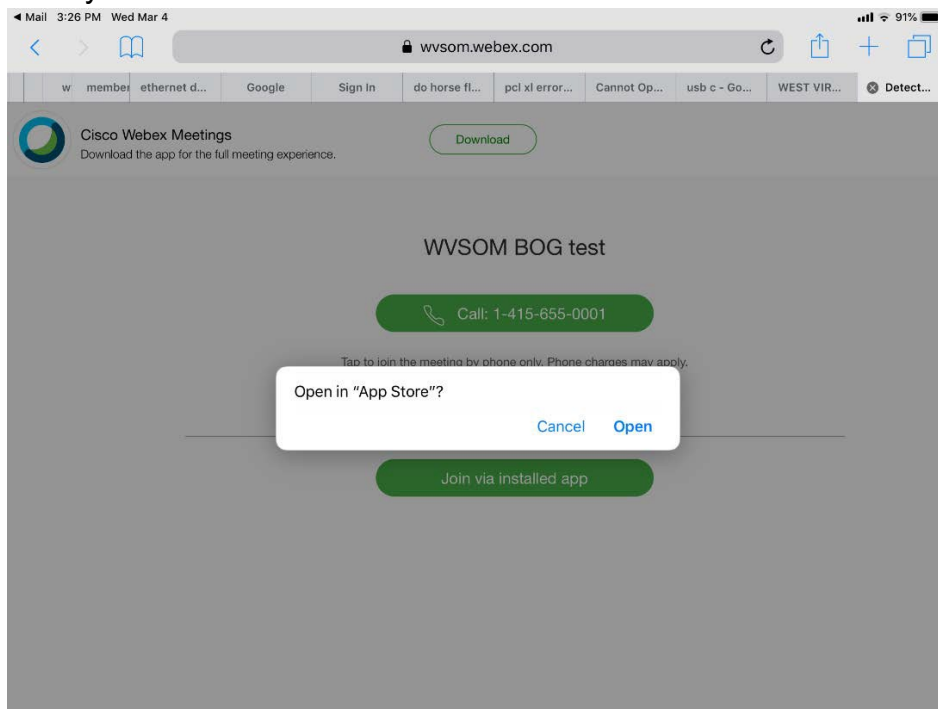
1. You will receive an invitation to the meeting via email.
2. Click the green “Join meeting” link.
3. If prompted for an access code or meeting password, you will use the ones provided in the email. See example below:

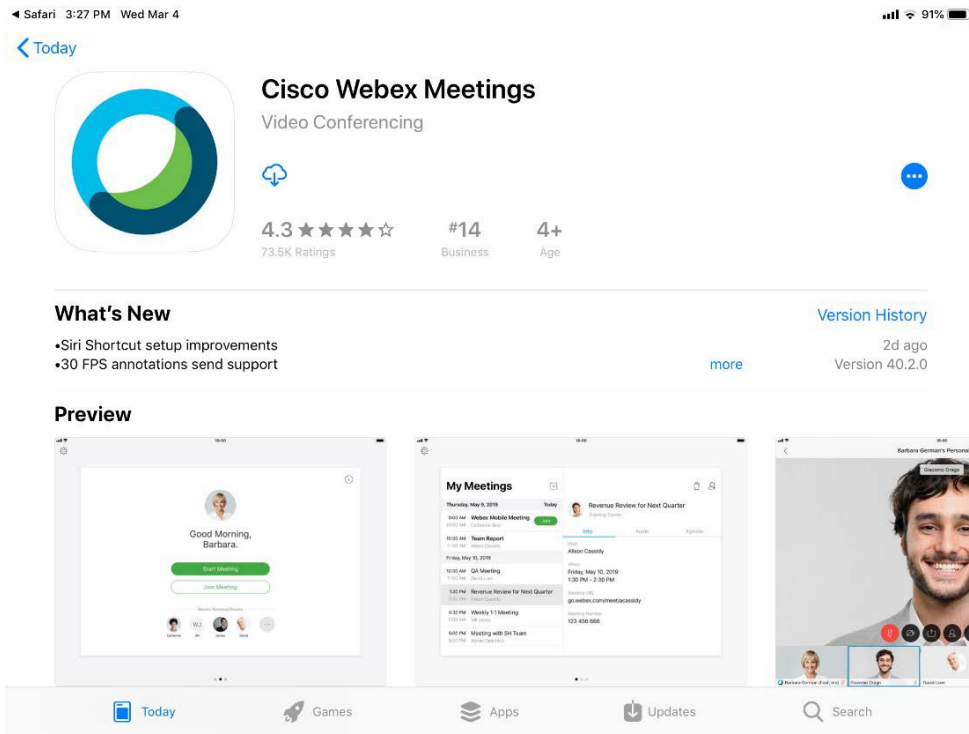


4. Depending on the type of device you are using to connect, you may need to install a web browser plugin, or a mobile device application.
 - a. When using a computer or Microsoft Surface you will be prompted to install a browser plugin:

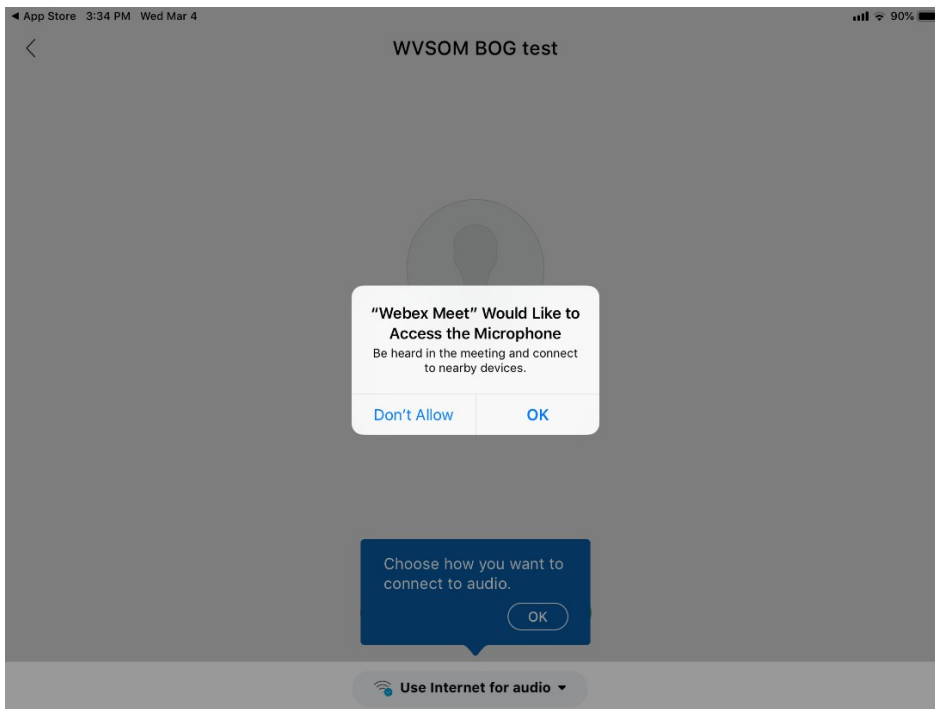


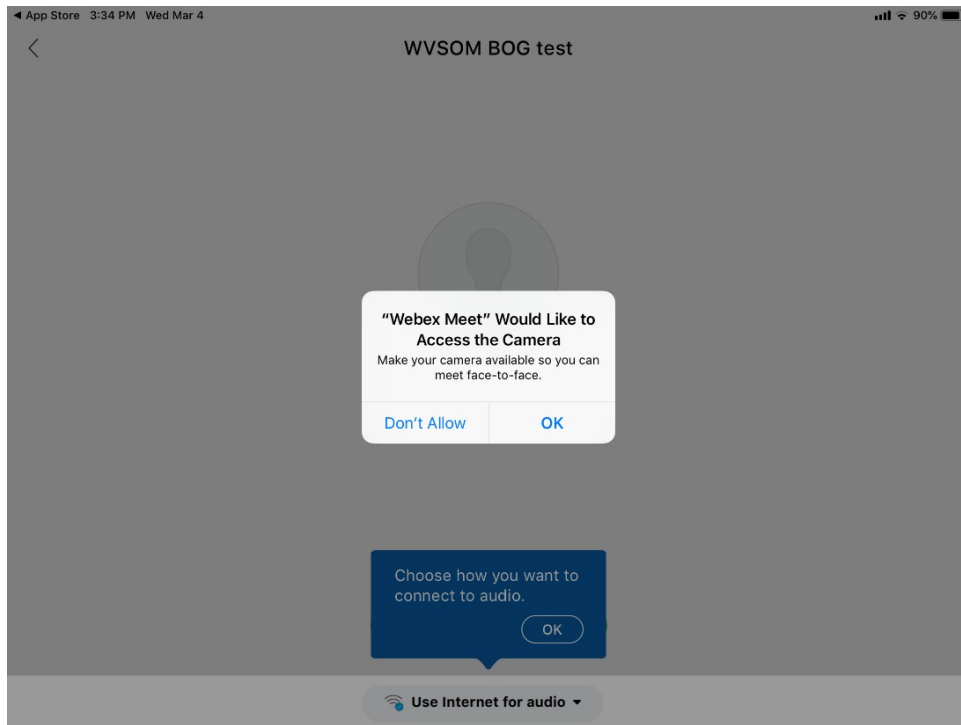
- b. When using a mobile device such as an iPhone or iPad you will be prompted to install the WebEx application. If you currently have a WVSOM issued iPad, the application is already installed.





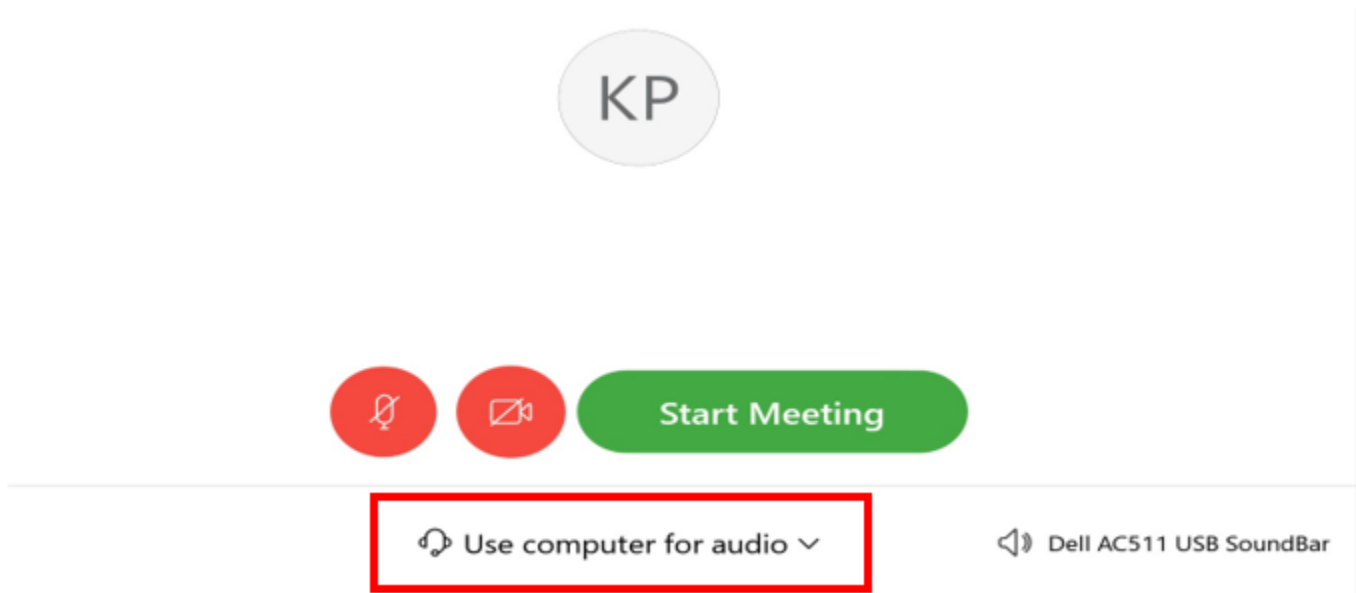
- c. iPads and iPhones may also require you to give access to the devices microphone and camera. Please select OK.



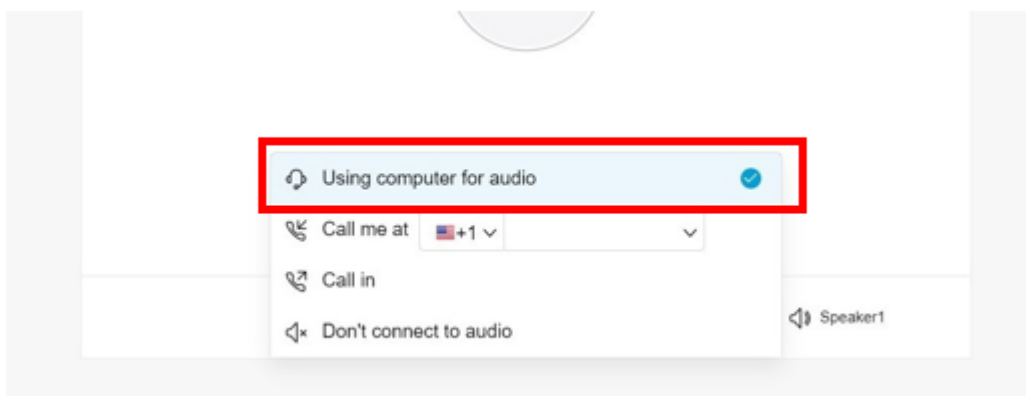


Connect Audio

1. After joining the meeting, navigate to the Audio and Video Connection dialog box located in the bottom center of the meeting room screen.



2. Select your method of receiving the audio from the meeting. The preferred option is “Using computer for audio”, which will use the internet connection of your computer, Surface or iPad.



3. Make sure that your microphone stays muted unless you are speaking, and that your video feed is off by using the icons located at the bottom of the screen. When properly muted they are RED:

