Welcome to WebEx: Everyone with an ONID has one! WebEx will eventually be replacing Adobe Connect – so it's a great idea to get familiar with it now. Here are the basics for using WebEx. If you have any questions or want training on more advanced material regarding WebEx, please contact Gabby at gabrielle.fecteau@oregonstate.edu.

WebEx Resources:

- Videos, guides, and step-by-step: www.webex.com/support/getting-started.html#mc
- WebEx FAQs: https://help.webex.com/docs/DOC-1003
- Tutorial videos and live support: https://support.webex.com/MyAccountWeb/supporthome.do

WebEx Basics:

SCHEDULING A MEETING

1. Go to: *oregonstate.webex.com* (students: go to oregonstate-students.webex.com)
    a. In the top right-hand corner, click **Login**
    b. Enter your ONID name and password
        i. *Please note that student accounts can only accommodate up to 8 connections.*
2. Click **Meeting Center** from the tabs in the upper left
3. Click **Schedule a Meeting** from the list on the left
    a. A form will appear, fill out the information accordingly
    b. Password is optional; use of a password will allow you to ensure only those who receive the password can attend.
    c. Advanced Scheduler provides more options, including **Audio Conference** (Beep/announce name/no tone).
4. Click **Schedule Meeting**
    a. Creating a meeting at the same time it's being scheduled will change this button to say **Start Meeting**

STARTING A MEETNG

1. Go to: *oregonstate.webex.com*
    a. In the top right-hand corner, click **Login**
    b. Enter your ONID name and password
2. Click **Meeting Center** from the tabs in the upper left
3. Click **My Meetings** from the list on the left
    a. Your previously scheduled meeting should appear on the date you set it for, if you can't find it you may have scheduled the wrong date. Don't worry, you can start meetings before the time scheduled, simply locate your meeting in the calendar and continue to follow these steps.
4. Click **Start** on the far right
    a. A new window will open up for your meeting.
    b. Audio, video, and screen sharing are all controlled from here.

SETTING UP AUDIO/VIDEO/SCREEN SHARING IN A MEETING

1. **Audio** will be controlled using the button with the **Call Using Computer** menu. Choosing **WebEx Audio** will allow users to call in by phone and/or by computer.
2. Click the **Call Using Computer** menu – this will allow your computer's speakers and microphone (if one is connected) to work in the meeting.
    - **i.** If you have special equipment (webcam, lapel/wireless mic) click on **More Options** below the menu and choose the corresponding equipment from the drop down menus that appear.
    - **ii.** To mute yourself or others, click the **Microphone Button** next to the corresponding name in the **Participants** panel.
        1. To mute all participants (excluding the Host) click **Participant** from the menu bar in the top left of the window. Click on **Mute on Entry**. This means that any participant joining will be automatically muted, including those using phones to call in and listen.
3. WebEx offers three ways to **Share Content**.
    a. **Sharing a File** - WebEx will create an image of the document which can be annotated, but not edited. This method requires far less bandwidth.
    b. **Sharing an Application** – WebEx will display the document in real time, allowing for online editing of that document.
    c. **Sharing your Desktop** – Whatever (e.g., IM, e-mail and calendar alerts) may appear on your desktop during the presentation will be visible to meeting attendees.
4. **Screen Sharing** will be controlled via the **Share Screen** button.
    - **a.** Click the **Share Screen** button to begin casting the content of your screen to your attendees.
    - **b.** The **More Options** button for the **Share Screen** option will display a menu of files or applications you can open on your computer and cast to the viewers in your meeting. If you have multiple screens, this menu is where you click to choose the screen you wish to share.
    - **c.** When you enter screen sharing, you will see your meeting window disappear – this is normal.
        - **i.** Your meeting controls will move to a pop-up menu panel at the top center of your screen – to view the controls, hover your mouse over the tab at the top that says **You are sharing this screen/monitor**.
        - **ii.** The controls are as follows
            1. **Stop Sharing** – ends screen sharing
            2. **Pause** – freezes the participants view of the screen sharing
            3. **Share** – allows you to share content with the meeting participants
            4. **Assign** – allows you to assign participants certain controls during your meeting.
            5. **Audio** – controls the audio settings for the meeting
            6. **Participants** – shows you who is in the meeting
            7. **Chat** – opens the chat window for the meeting
            8. **Recorder** – allows the meeting to be recorded

9. **Annotate** – allows you to markup shared content
10. **Down arrow** – offers more control options in a pop out menu when the mouse hovers over it

iii. To end screen sharing, hover the mouse over the tab and select **Stop Sharing.**

5. **Video** streaming is controlled via the camera button by your name in the **Participants** panel. If your computer is able to connect to a webcam, you can click on this button to start streaming video.
    a. Click **Ok** when you are ready to stream video to your participants
    b. You can expand the video window by clicking the button on the bottom right of the video window.
    c. To cancel video streaming, click the video camera button next to your name in the meeting window.

RECORDING A MEETING

1. Login to your WebEx account at *oregonstate.webex.com*
2. Start the meeting you wish to record
    a. Go to **Meeting Center**
    b. Click on **My Meetings**
    c. Locate your meeting and click **Start Meeting**
3. The meeting will open in a new window – set up your audio/video/screen sharing.
4. If you are not sharing your screen:
    a. In the top left corner of the meeting window under the meeting name, host name, and meeting number are 2 buttons **Record Meeting** and **End Meeting** (the second option is self-explanatory).
    b. Click **Record Meeting** to start recording the session.
        i. In the lower right of the screen the **Recorder** will appear – it will tell you how long you have been recording and you will have the options to **Pause** or **Stop** recording.
    c. Once you've finished recording, click **Stop Recording** in the **Recorder** panel,
5. If you are sharing your screen:
    a. Hover over the tab and select **Recorder** - this will open a Recorder Panel
    b. Click the **Red Dot** to begin recording.
        i. You may close the recorder panel without ending the recording – simply hover over the blue tab and select **Recorder** again to bring back the Recorder panel
        ii. You may also **Pause** and **Stop** recording using this panel
6. Once you are finished recording – the file will upload to your Media space at *media.oregonstate.edu*. Here you can edit the recording and send the URL to others who wish to view it.
7. Ending a meeting will also end the recording session.
8. The host can also record the **Chat** and **Notes** – these will be saved as txt files.