

# Using WebEx for Staff and Student Meetings

# Overview

- This presentation describes four activities related to using WebEx for meetings:
  - A one-time setup of the WebEx Productivity Tools
  - How to schedule a WebEx meeting inside Outlook
  - How to start a WebEx meeting from Windows Live Messenger
  - How to use a web cam in a WebEx meeting

# Productivity Tools Setup

The screenshot shows a Windows XP desktop with a Microsoft PowerPoint window open. The Start menu is open, displaying a list of programs. The path 'Start -> All Programs -> WebEx -> Productivity Tools -> WebEx Settings' is highlighted. A red callout box contains the text: 'Note: Configuring the Productivity Tools is a one-time activity that only needs to be done when first installing the software.' Another red callout box at the bottom contains the instruction: 'To access the Productivity Tools settings, go to "Start->All Programs->WebEx->Productivity Tools->WebEx Settings"'. The taskbar at the bottom shows the Start button, system tray with Log Off and Shut Down buttons, and a taskbar with several open applications including Internet Explorer, WordPad, and PowerPoint. The system clock shows 4:06 PM.

Note: Configuring the Productivity Tools is a one-time activity that only needs to be done when first installing the software.

To access the Productivity Tools settings, go to "Start->All Programs->WebEx->Productivity Tools->WebEx Settings"

# Productivity Tools Setup (cont'd)

WebEx Settings

Account | Instant Meetings | Scheduled Meetings | One-Click | Tools

Login Information  
Please enter your WebEx account information

Site URL:   
Example: meetingcenter.webex.com

User name:

Remember my password.

[Forgot your password?](#)  
[Change password.](#)

Language: ENGLISH  
Locale: U.S.  
Time zone: GMT-04:00, Eastern (New York)

[Change settings for WebEx service Web site](#)

To see the most recent changes on the WebEx service Web site, click Refresh

\* Required fields

Set "User name" to either "graduate" or "undergraduate" and enter corresponding password. Check box next to "Remember my password".

Set "Site URL" to https://nova.webex.com/nova

# Productivity Tools Setup (cont'd)

Go to the  
“Instant  
Meetings” tab.

The screenshot shows the 'WebEx Settings' dialog box with the 'Instant Meetings' tab selected. The 'Meeting Information' section contains the following fields and options:

- Meeting Topic: Jason's Meeting
- Meeting password: nsutampa
- List this meeting on the WebEx site
- Ask for my approval when someone joins

The 'Audio Conference' section contains the following field:

- Conference type: None

At the bottom of the dialog, there are three buttons: 'OK', 'Apply', and 'Cancel'. A small asterisk icon is located to the left of the 'Required fields' text.

Enter a “Meeting Topic” and a  
“Meeting password” to be  
used for all meeting initiated  
via IM. Uncheck “List this  
meeting on the WebEx site”.

Set Audio Conference  
type to “None”.

# Productivity Tools Setup (cont'd)

Go to the  
“Scheduled  
Meetings” tab.

The screenshot shows the 'WebEx Settings' dialog box with the 'Scheduled Meetings' tab selected. The dialog has a blue title bar with the WebEx logo and a close button. Below the title bar are tabs for 'Settings', 'Scheduled Meetings', 'One-Click', and 'Tools'. The main content area is divided into sections: 'Meeting Information' and 'Audio Conference'. The 'Meeting Information' section includes a key icon, a 'Service type' dropdown set to 'Meeting Center Pro Meeting', a 'Meeting password' text box, and three checkboxes: 'Exclude password from email invitation' (unchecked), 'List this meeting on the WebEx site' (unchecked), and 'Attendees can join meeting' (checked) with a '15' minute dropdown. The 'Audio Conference' section has tabs for 'Audio & Tracking', 'Registration', and 'Resources', and a 'Conference type' dropdown set to 'None'. At the bottom are 'OK', 'Apply', and 'Cancel' buttons, and a '\* Required fields' label.

These settings affect meetings you schedule with Microsoft Outlook or IBM Lotus Notes.

Meeting Information

Service type: Meeting Center Pro Meeting

Meeting password:

Exclude password from email invitation

List this meeting on the WebEx site

Attendees can join meeting 15 min

Audio & Tracking | Registration | Resources

Audio Conference

Conference type: None

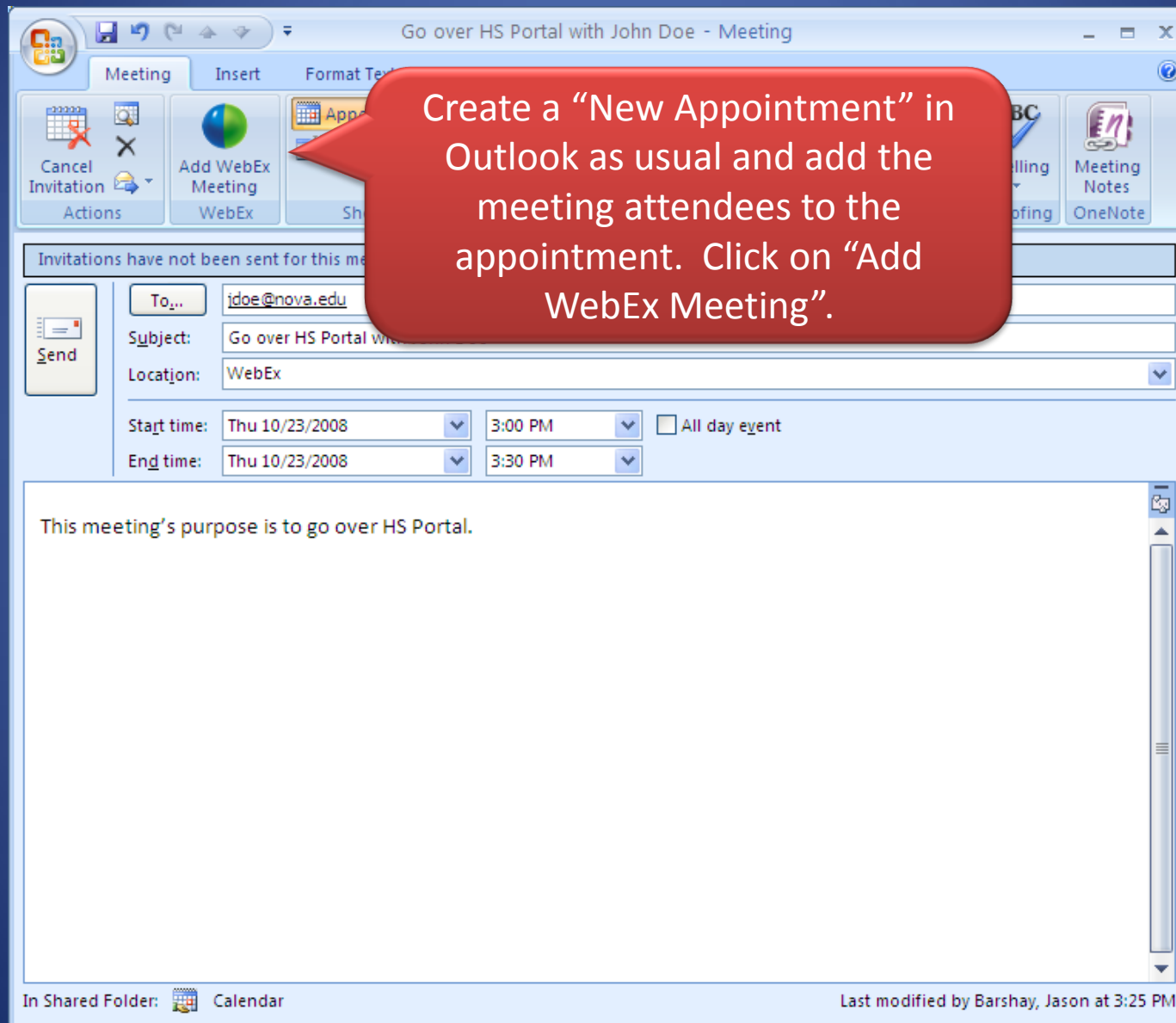
\* Required fields

OK Apply Cancel

Enter a default “Meeting password”. Uncheck “List this meeting on the WebEx site”.

Set Audio Conference type to “None”. Click “OK”.

# Scheduling a WebEx Meeting in Outlook



The screenshot shows the Outlook 'Meeting' ribbon with the 'Add WebEx Meeting' button highlighted. A red callout box points to this button with the following text:

Create a "New Appointment" in Outlook as usual and add the meeting attendees to the appointment. Click on "Add WebEx Meeting".

The meeting details shown in the screenshot are:

- To: jdoe@nova.edu
- Subject: Go over HS Portal with John Doe
- Location: WebEx
- Start time: Thu 10/23/2008 3:00 PM
- End time: Thu 10/23/2008 3:30 PM
- All day event:

The meeting description text reads: "This meeting's purpose is to go over HS Portal."

In Shared Folder: Calendar  
Last modified by Barshay, Jason at 3:25 PM

# Scheduling a WebEx Meeting in Outlook (cont'd)

**WebEx Settings**

Meeting Information

Service type: Meeting Center Pro Meeting

Meeting password: john1234

Exclude password from email invitation

List this meeting on the WebEx site

Attendees can join meeting 15 minutes

Audio & Tracking | Registration | Resources

Audio Conference

Conference type: None

\* Required fields

Save as default

OK Cancel

Enter a meeting password (choose something unique for security purposes) and uncheck "List this meeting on the WebEx site."

Change Audio Conference type to "None". Click on "OK".



# Scheduling a WebEx Meeting in Outlook (cont'd)

Go over HS Portal with John Doe - Meeting

Meeting | Insert | Format Text | Developer

Cancel Invitation | Cancel WebEx Meeting | Change Settings | Appointment | Scheduling | Attendees | Busy | 15 minutes | Recurrence | Time Zones | Categorize | Spelling | Meeting Notes

Invitations have not been sent for this meeting. This appointment occurs in the past.

**Send**

To: ..

Location

Start time: Thu 10/23/2008 3:00 PM  All day event

End time: Thu 10/23/2008 3:30 PM

This meeting's purpose is to go over HS Portal.

In Shared Folder: Calendar | Last modified by Barshay, Jason at 3:25 PM

# Starting a WebEx Meeting via IM

The screenshot shows a WebEx instant messaging window. At the top left, there is a 'WebEx' logo and a 'Start Meeting' button. The contact name is 'Jennifer' with the phone number '407-264-5615' and email '<jennguer@nova.edu>'. Below the name is a toolbar with icons for video, audio, chat, and file sharing. The message history shows 'Jennifer says (3:59 PM): ok'. A red callout box with white text points to the 'Start Meeting' button, containing the text: 'Click on "Start Meeting". WebEx will automatically start, and you will be logged in as the meeting host.' The bottom of the window features a text input field with a toolbar containing smiley faces, a speech bubble, and text formatting options. There are 'Send' and 'Search' buttons to the right of the input field. At the very bottom, a status bar indicates 'Last message received at 3:59 PM on 10/23/2008.' and a promotional banner for auto insurance.

WebEx Start Meeting

Jennifer  
407-264-5615 <jennguer@nova.edu>

Jennifer says (3:59 PM):  
ok

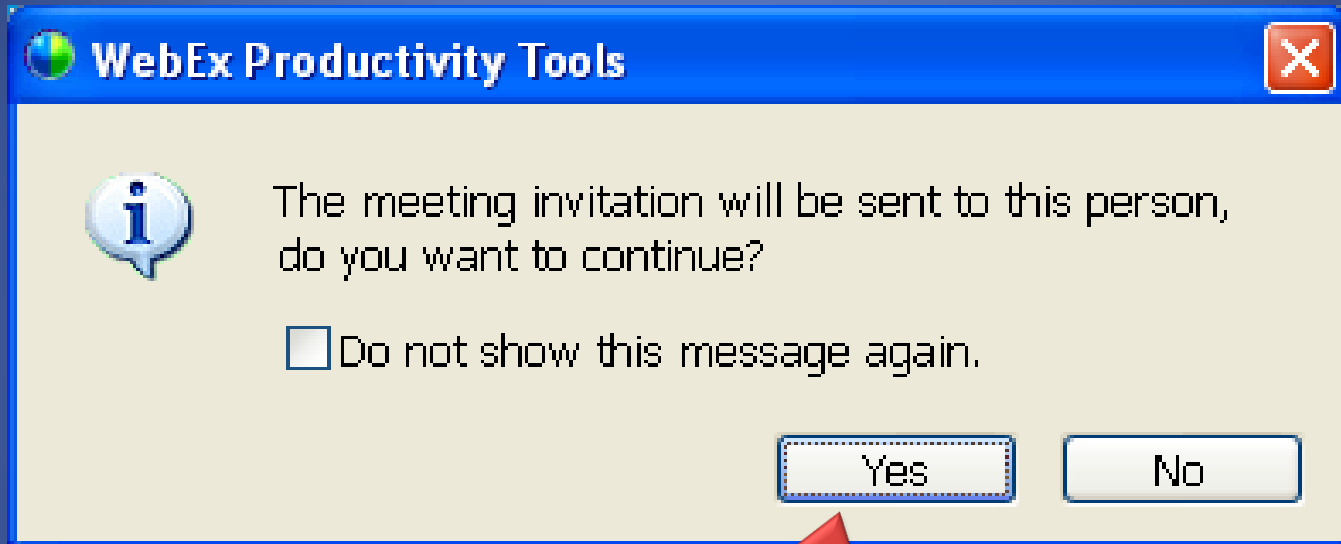
Click on "Start Meeting". WebEx will automatically start, and you will be logged in as the meeting host.

Get accessories

Last message received at 3:59 PM on 10/23/2008.

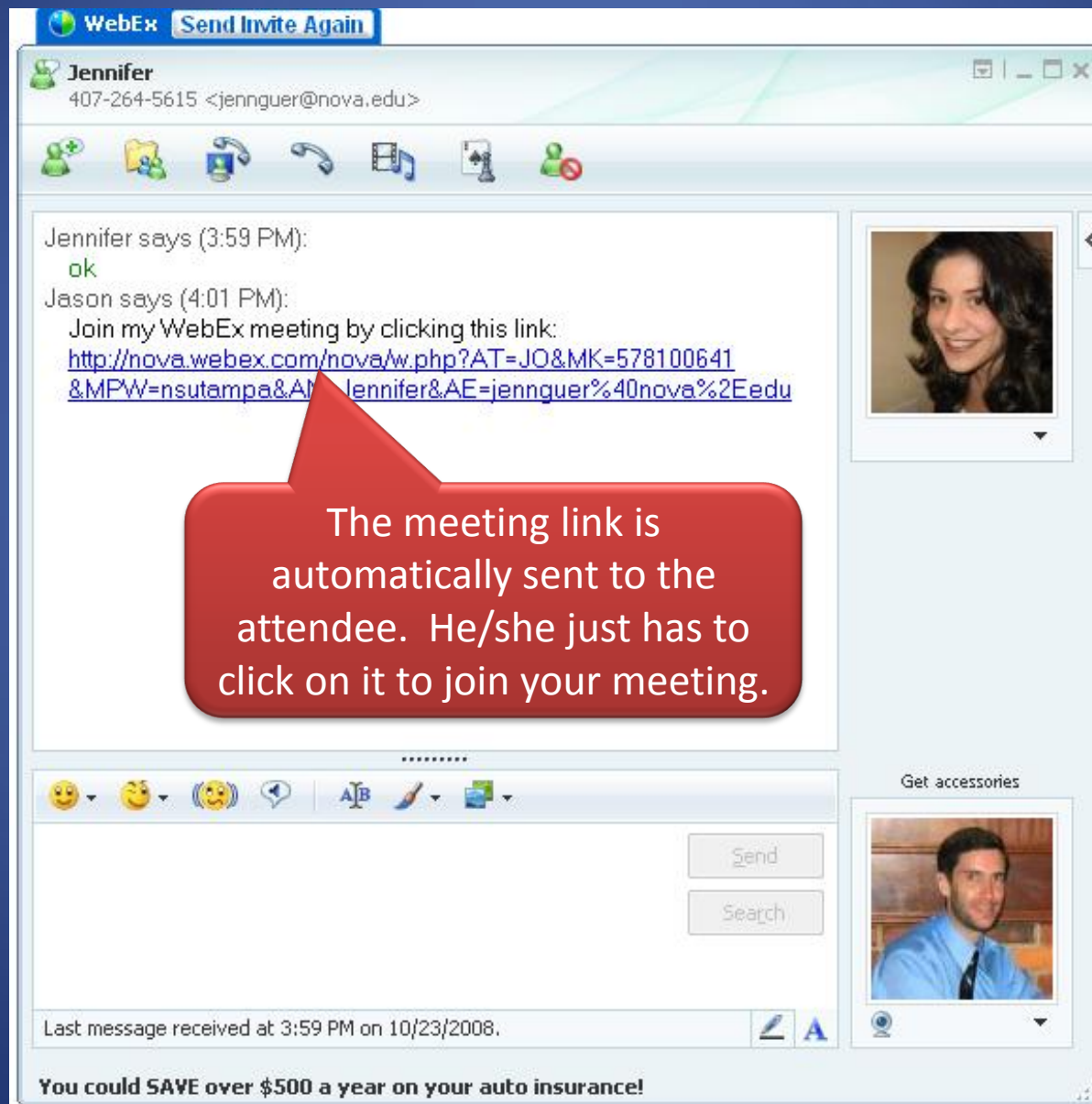
You could SAVE over \$500 a year on your auto insurance!

# Starting a WebEx Meeting via IM (cont'd)



In your IM window, the follow dialog will appear. Click "Yes" to send the meeting link to the attendee as an IM message.

# Starting a WebEx Meeting via IM (cont'd)



The screenshot shows a WebEx instant messaging window titled "WebEx Send Invite Again". The contact is identified as "Jennifer" with the phone number "407-264-5615" and email address "<jennguer@nova.edu>". The chat history shows Jennifer saying "ok" at 3:59 PM and Jason saying "Join my WebEx meeting by clicking this link:" at 4:01 PM. The link provided is <http://nova.webex.com/nova/w.php?AT=JO&MK=578100641&MPW=nsutampa&A=Jennifer&AE=jennguer%40nova%2Eedu>. A red callout box points to the link with the text: "The meeting link is automatically sent to the attendee. He/she just has to click on it to join your meeting." The interface includes a toolbar with icons for adding contacts, folders, phone, video, and screen sharing. The bottom of the window shows a "Send" button, a "Search" button, and a status bar indicating the last message received at 3:59 PM on 10/23/2008. A promotional banner at the bottom reads "You could SAVE over \$500 a year on your auto insurance!".

WebEx Send Invite Again

Jennifer  
407-264-5615 <jennguer@nova.edu>

Jennifer says (3:59 PM):  
ok

Jason says (4:01 PM):  
Join my WebEx meeting by clicking this link:  
<http://nova.webex.com/nova/w.php?AT=JO&MK=578100641&MPW=nsutampa&A=Jennifer&AE=jennguer%40nova%2Eedu>

The meeting link is automatically sent to the attendee. He/she just has to click on it to join your meeting.

\*\*\*\*\*

Send

Search

Last message received at 3:59 PM on 10/23/2008.

You could SAVE over \$500 a year on your auto insurance!

# Using a Web Cam in WebEx

The screenshot displays the Cisco WebEx Meeting Center interface. The main window title is "Cisco WebEx Meeting Center - Test". The menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". Below the menu bar are icons for "Quick Start" and "Info".

The main content area is titled "Topic: Test" and features three options for sharing content:

- Present a Document**: Show presentations, documents, and rich media. [Learn More...](#)
- Share an Application**: Share or demonstrate select applications. [Learn More...](#)
- Share Your Desktop**: Share or demonstrate all active applications. [Learn More...](#)

A "Record this Meeting" button is located at the bottom right of this section.

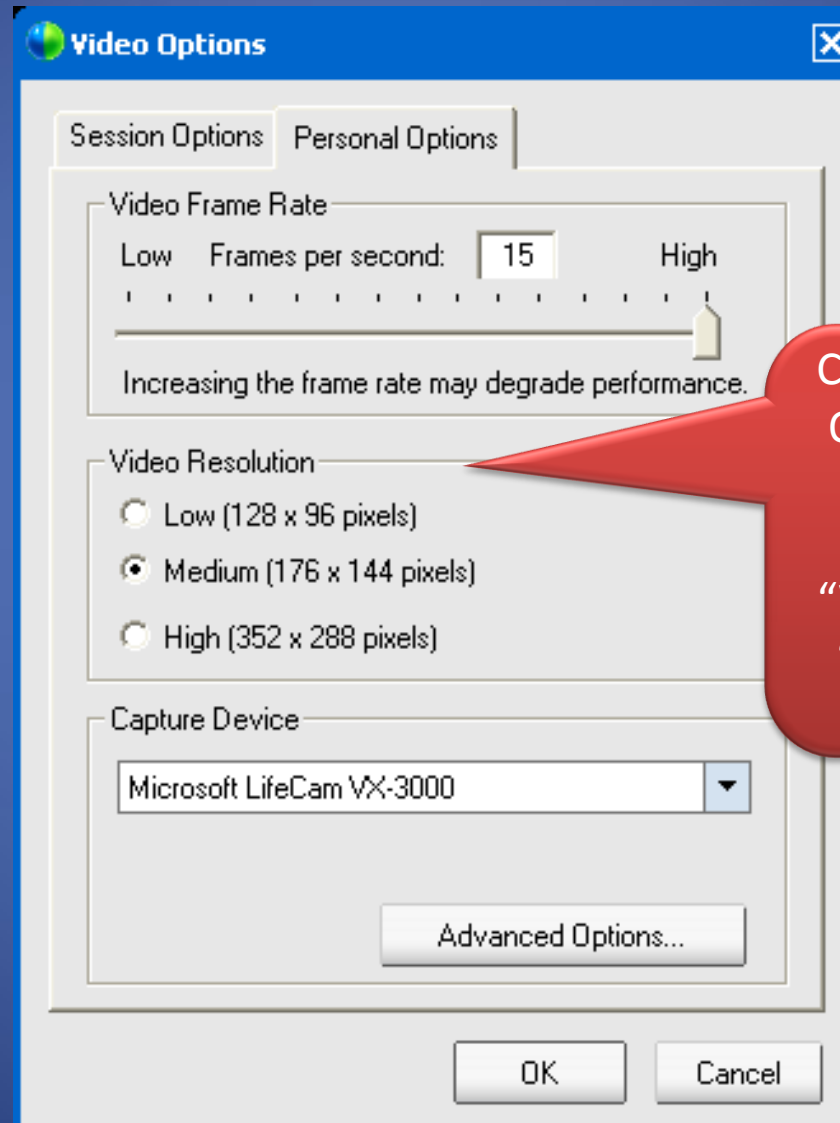
Below these options is the "Invite Participants" section, which includes "Invite by email" and "Invite by phone" options. A red callout box with a white border and a red arrow pointing to the wrench icon in the video toolbar contains the text: "Click on the wrench icon to set your video options."

The right-hand sidebar contains several panels:

- Participants**: A table with columns for "Name", "Status", and "Tools". It shows one participant: "Office of Academic Advising - G...".
- Make Presenter**: A button with a plus icon and a dropdown arrow.
- Chat**: A panel for text communication.
- Video**: A panel with a "Send Video" button, a video icon, and a wrench icon. Below this is a video grid with one active video feed showing a man in a red shirt and the text "NOT SENDING". The name "Office of Academic Adv..." is visible below the video.

The bottom of the interface shows the "Cisco Webex" logo, the meeting number "579 561 354", and the status "Connected" with a green dot and the Cisco logo.

# Using a Web Cam in WebEx (cont'd)



Click on the "Personal Options" tab and set the "Video Frame Rate" to "High" and "Video Resolution" to "Medium". Click on "OK".

# Using a Web Cam in WebEx (cont'd)

The screenshot displays the Cisco WebEx Meeting Center interface. The main window is titled "Cisco WebEx Meeting Center - Test" and has a menu bar with "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". Below the menu bar are icons for "Quick Start" and "Info".

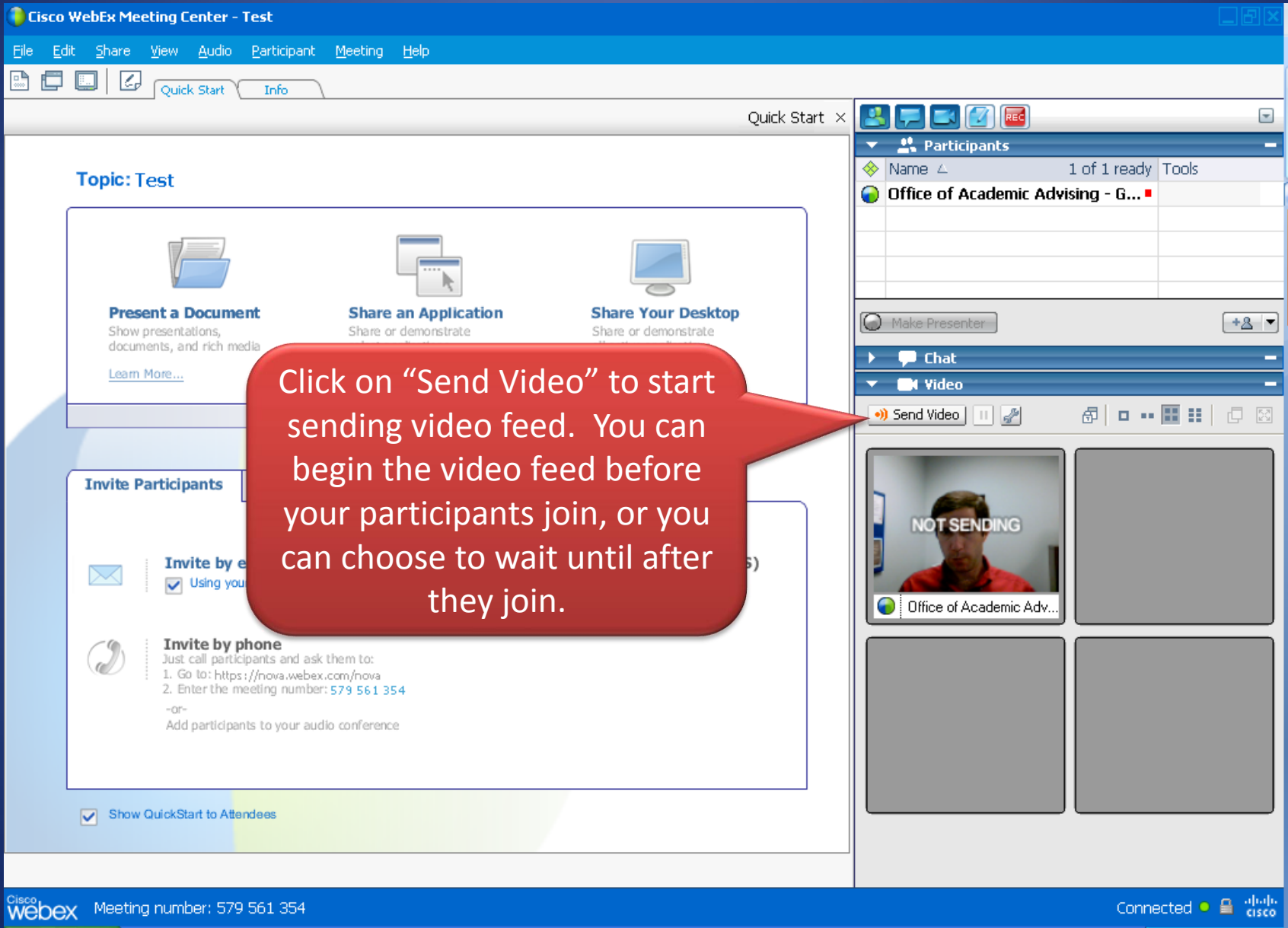
The main content area is titled "Topic: Test" and features three sharing options: "Present a Document", "Share an Application", and "Share Your Desktop". Below these are "Invite Participants" and "Remind Participants" buttons. The "Invite Participants" section includes "Invite by email" (with a checked box for "Using your local email program") and "Invite by phone" (with instructions to go to <https://nova.webex.com/nova> and enter the meeting number 579 561 354).

A red callout box with white text is overlaid on the interface, pointing to the video grid. The text reads: "Choose the appropriate grid display for the number of webcam feeds you will be using in the meeting." The callout box is positioned over the "Share Your Desktop" option and the video grid.

The right sidebar contains a "Participants" list with one entry: "Office of Academic Advising - G...". Below the list are buttons for "Make Presenter", "Chat", and "Video". The video grid shows a 2x2 layout. The top-left tile shows a video feed of a man in a red shirt with the text "NOT SENDING" overlaid. The other three tiles are grayed out. The name "Office of Academic Adv..." is visible below the video feed.

The bottom of the window shows the Cisco WebEx logo, the meeting number "579 561 354", and the status "Connected" with a green dot and the Cisco logo.

# Using a Web Cam in WebEx (cont'd)



The screenshot displays the Cisco WebEx Meeting Center interface. The main window title is "Cisco WebEx Meeting Center - Test". The menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". The toolbar shows icons for "Quick Start" and "Info".

The main content area is titled "Topic: Test" and features three options for sharing content:

- Present a Document**: Show presentations, documents, and rich media. [Learn More...](#)
- Share an Application**: Share or demonstrate
- Share Your Desktop**: Share or demonstrate

Below these options is the "Invite Participants" section, which includes "Invite by email" (using your address book) and "Invite by phone" (with instructions to go to <https://nova.webex.com/nova> and enter the meeting number: 579 561 354).

The right-hand sidebar contains a "Participants" list with one entry: "Office of Academic Advising - G...". Below the list are controls for "Make Presenter", "Chat", and "Video". The "Video" section includes a "Send Video" button and a video feed area. The video feed area shows a participant's video feed with the text "NOT SENDING" overlaid on the image.

A red callout bubble points to the "Send Video" button with the text: "Click on 'Send Video' to start sending video feed. You can begin the video feed before your participants join, or you can choose to wait until after they join."

The bottom of the window shows the Cisco WebEx logo, the meeting number "579 561 354", and the status "Connected" with a Cisco logo.