WebEx Faculty Guide | Hosting a Meeting

Table of Contents

WebEx Additional Features and Resources ................................................................. 1
Creating a New WebEx Conference ........................................................................ 2
Accessing a WebEx Conference Session ............................................................... 4
WebEx Audio ........................................................................................................... 5
Web Camera ............................................................................................................ 7
Sharing your Screen ............................................................................................... 7
Participant Menu .................................................................................................... 9
Managing Attendees/Students ........................................................................... 10
Giving Students the Presenter Role ..................................................................... 12
Recording the Session Video, Audio, and Screen Share. ................................... 13
Closing the WebEx Meeting .................................................................................. 14

WebEx Additional Features and Resources
WebEx 24/7 support – 1-866-229-3239

Test Meeting to Verify the WebEx Software Will Install on Your System: https://www.webex.com/test-meeting.html
Cisco Webex Meetings Desktop App and UI (3:02): https://www.youtube.com/watch?v=U2C9BVtGVrk
Explore the New Cisco Webex Meetings Desktop App https://collaborationhelp.cisco.com/article/en-us/nvby0ee
WebEx Help: https://support.webex.com/MyAccountWeb/support/home.do
Support: https://collaborationhelp.cisco.com/contact?language=en-us
WebEx Quick Classes: https://collaborationhelp.cisco.com/article/en-us/nkpwpqd

WebEx also has features such as polling, file and video share, annotating, file transfer, a whiteboard, and more. If you are interested in the expanded features, please contact CEIR to arrange a training session and demo.
Creating a New WebEx Conference

If you are in your office, you can create a new meeting using Microsoft Outlook. Once you are in Outlook, you should see the WebEx Tools installed.

You can click on “Meet Now” to open up your personal room. The web address for the personal room uses the following format:

https://uthealth.webex.com/join/firstname.middleinitial.lastname

Example: https://uthealth.webex.com/join/william.b.hillier

This room is good for Ad Hoc web meetings and conferences or for faculty starting online office hours.

The personal meeting room link will send attendees to your WebEx Personal Room Lobby (see below).

Attendees can notify you via email if they are in the meeting waiting for you to join.
To schedule a WebEx Meeting, click on the “Schedule Meeting” button and then continue scheduling the meeting like you would a normal Outlook meeting. You will need to type in at least one attendee (you can use your own address if you like). The meeting invitation is sent to the attendees and will have the WebEx Links and connection information. You can copy the information and paste it into another email if you wish.

**Note:** For classes, you will want to select a reoccurring appointment that does not end so that you can use the same web address for every web conference. This address should be posted in Canvas for students to access.

Below is an example of a recurring meeting.

![Example of a recurring meeting](image)

This is how the link will look after the meeting is scheduled in Outlook:

--- Do not delete or change any of the following text. ---

**Join WebEx meeting**

Meeting number (access code): 804 147 640

Join by phone

- **1-240-454-0887** US Toll
- **1-844-621-3956** US Toll free

[Global call-in numbers](https://example.com) | [Toll-free calling restrictions](https://example.com)

**Can't join the meeting?**

If you are a host, [go here](https://example.com) to view host information.

**IMPORTANT NOTICE:** Please note that this WebEx service allows audio and other information.
Accessing a WebEx Conference Session

There are various ways to access a WebEx Conference session

1) Login to the WebEx System by going to the webpage: https://uthealth.webex.com (Login on the upper right-hand side of the webpage) Use your university email address and password to login. Once logged in, you can access your meetings by clicking on the “Meeting Center” tab, and then click on the “My Meetings” section, find your meeting and select “Start.”

2) You can also click on the web address (URL) of the meeting you will be hosting. When WebEx meetings are created, typically a meeting request will be sent and you can access the URL from your Outlook calendar. The meeting URL is usually posted in Canvas as well for online classes. Click on “Start your meeting” this will bring you to the login screen and then launch your meeting.
WebEx Audio

With WebEx, there are two options for audio: connecting via phone (every web conference created in WebEx has a phone number associated with it) or your computer mic and speakers. The recommended method is via your computer mic and speakers.

When you first connect to a Webex Conference, you will see this screen.

Select “Call Using Computer,” “Call Me” to have the system call your phone, “I Will Call In” to call into your conference with a phone or “No Audio.” (Call My Video System is for Older video conferenceing) You can activate your Webcam on this window in the “Select Video Connection” drop down.
Your mic will be active, and you can check to see that the mic is picking up by clicking on the “More Options” Button. (Click on the screen if the bottom menu is hidden.) After selecting “More Options” select “Audio Connection” and then select “Change”. This window will allow you to test your mic and speaker.

You will see the mic is picking up by the mic level bar and you can test your speakers by clicking on “Change settings” and selecting test.

Click on this to test your speakers. You can increase your speaker volume by using the sliding control.

The audio level will go up and down as you speak into your mic. You can increase the mic volume using the sliding control.

When your mic is muted, it will be red. If the menu is hidden, the muted mike icon will stay on top.
**Web Camera**
When your webcam is active, you will see your image on the lower right in a small window. You will also see your feint image in the background of the window. You can minimise the window, but students will still see you unless you click on “Stop my video” by clicking on the Camera Icon. Below is a screen-shot with the webcam active. (Note camera is blue to show web camera is active. (If your image goes away click on the Participants Icon on the upper right to bring it back up.)

![Web Camera Image]

**Sharing your Screen**
To Share your Screen, click on the Share Screen icon at the bottom of the WebEx window. (Click on the screen if the bottom menu is hidden.) You will be given the option to share your screen or a particular program window.

![Share Screen Image]

You will be given the option to share your screen (anything you open on your computer) or a particular program window. One you select by clicking on the selection you need, the WebEx screen will disappear, and your desktop will be showing with the WebEx meeting controls panel at the top of your screen.

![Screen Sharing Image]
During the screen sharing, the Meeting Controls panel will change to being partially hidden at the top of your screen. To open the full meeting controls panel, hover over the orange section of the panel.

The WebEx Meeting Controls panel will always be on top of your screen when sharing your screen even if you display PowerPoint full screen. You can open the WebEx Meeting Controls panel and click on Chat, Participants, and other tools to access these options and move the windows around if needed. (see chat window below)

Close the chat tool (sends it back to the WebEx meeting control panel at the top of the screen)

Use the drop down to select who is to receive the message and type in your message in the area on the bottom of the window and hit enter to send.
**Participant Menu**

The Participant menu is where you can adjust what Participants or students are able to do. You can set everyone’s mics to mute when they login by selecting “Mute on Entry”. You can turn the entry and Exit Tones off by clicking on the “Entry and Exit tone” You can turn on and off the ability for students to share their screen or other documents by clicking on “Anyone can Share”.

![Participant Menu screenshot](image-url)
Managing Attendees/Students

To mute all participants/students open the Participant menu and select “Mute All” to mute all Participants. Be aware that students can unmute themselves, but you can always just mute them or click “Mute All” again. It should be stressed that students should mute when requested.

- Select “Mute All” to mute all Participants
- This will unmute all attendees/students
- This section will show whose mic is being picked up at any point.

You can mute anyone individually by clicking on his or her microphone icon (If the mic is red, it will be muted). You will have to hover over an attendee to get the mic icon to show up.
Participants/students may activate their cameras. You can ask participants/students to turn the camera off if it causes a disruption or one option is to disable the cameras for everyone. (This includes your web camera as well). You can turn cameras off in the “Meeting” menu under “Options” in the general tab.

Unchecking this will remove all active web cameras and will disallow the ability to turn a webcam on.

You may also want to disable the ability for students to share their screens (you can give participants/students access as needed or give a certain participant/student presenter rights). To remove share rights click on the Participant menu and deselect “Anyone Can Share.”

Click to take away the ability for everyone (except presenters) to share.
Giving Students the Presenter Role

You can give students/participants the presenter role by clicking on the student’s initials in the circle on the left of their name and clicking. A box will pop up asking if you want to give them rights. If you select yes, the student will be given the ability to share their screen.

When you click on a student to give them present rights the box below will open.

Students can also perform this function and can hand the presenter rights back to you. Student’s mics and webcams may still be active, but you can mute the student’s mics independently in the Participant’s section if needed.

If you want to remove a disruptive student from the conference, you can also do this by right-clicking on the student’s name in the participant window and selecting expel to remove them from the conference. You will be given a warning before proceeding. This will remove them from the meeting, but they can always reconnect unless you lock the meeting.
Recording the Session Video, Audio, and Screen Share.

To record WebEx systems we will be using Panopto. This will allow you save the recording directly into your course folder, which is accessible from Canvas. Just remember to select Capture Computer Audio so students or attendees will be recorded. If you are recording from home, you will need to download the Panopto Software. If you need help with this process, we have help documents available and can assist as needed.

![Panopto Audio Settings](image)

In Panopto Click “Capture Computer Audio” to capture students or attendees.
Closing the WebEx Meeting

To close the meeting, simply click on the X in the upper right. You can end the meeting or leave it active when you leave (You will need to choose a host.)

The End\Leave Meeting dialog box will pop up. If you select “Leave Meeting,” then you will have the opportunity to select a new host from any of the attendees. (See Graphic above) If you simply want to end the web conference, select “End Meeting”. This will force everyone to exit.