WebEx Faculty Guide | Hosting a Meeting

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WebEx Resources and Additional Features
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
WebEx Help Center: https://support.webex.com/MyAccountWeb/supporthome.do

Videos
Scheduling in Outlook with Productivity Tools (01:19)
Join a WebEx Meeting (2:34)
How to | Start and join WebEx Meetings from the Desktop App (1:18)
How To Share Content During a Cisco WebEx Meeting (1:55)
How To Use Your WebEx Meetings Personal Room (2:26)
How to | WebEx Meetings videos: https://www.youtube.com/playlist?list=PL_YnWo4XhzTfhkewB6M1a-wj9dTlz58yz

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 someone from the CEIR to arrange a training session and demo.

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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 will see the WebEx Tools installed under the Home tab.

You can click on “Meet Now” to open up your personal room. The web address 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 meetings and conferences or for faculty hosting online office hours.

You can also click on the “Schedule Meeting” button to schedule an upcoming meeting.

Once you click on “Schedule Meeting”, an Outlook schedule window will open. From here, you can set the date and time of the WebEx meeting and send the invite to attendees. (See screen shot below)
If you are scheduling a meeting, simply type in an email addresses for the attendee (this could be your own) and proceed with scheduling the meeting. The meeting invitation will be sent with the WebEx links and connection information. If you just want to create a web conference to post in Canvas, you can type in your own email address as the only attendee (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 meeting link should be posted in Canvas for students to access.

Below is an example of a recurring meeting:

This is how the link will look after the meeting is scheduled in Outlook:
Accessing a WebEx Conference Session

There are various ways to access a WebEx Conference session. It is not recommended that you use WebEx with a VPN connection, as this could affect performance. Also be aware that if you are using RDP to remote into your office computer and you start a Webex session it will be on your office computer. The mic, camera, and speakers used for the WebEx will actually be in your office so you cannot be seen, heard, or hear anyone. It is best to just exit the RDP and VPN before using WebEx.

1) Login to the WebEx system by going to the webpage: [https://uthealth.webex.com](https://uthealth.webex.com) (click “Sign In” on the upper right-hand side of the webpage) Use your UT-Houston account and password to login. Once logged in, you can view your meetings on the home page.

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 so you can access the URL from your Outlook calendar. The meeting URL is also usually posted in Canvas for online classes. Sign in and click on “Start Meeting” to launch your meeting.
3) Another option is to open the WebEx Meeting application and open the scheduled WebEx meeting. If you do not have the application on your computer, you have the option to download it from the WebEx website. (Note the meeting on the top is always your personal room meeting and may not be the WebEx meeting you scheduled which will be below) You can always join a meeting using the meeting number if available. The meeting number will go in the meeting information window shown below.

![WebEx Meeting Application Screenshot](image)

**Starting a Meeting and WebEx Audio**

With WebEx, there are two options for audio: (1) connecting via phone (every web conference created in WebEx has a phone number associated with it) or (2) your computer mic and speakers (recommended).

When you first connect to a Webex conference, you will see this screen:
Select (1) “Use computer for audio” to speak and listen through your computer, (2) “Call Me” to have the system call your phone, (3) “Call In” to call into your conference with a phone, or (4) “Don’t Connect to Audio.” Your camera should automatically be activated on the meeting connection screen (see below). You can change the mic, camera, and speaker settings by clicking on “Settings” on the bottom right.

![Meeting Connection Screen](image)

You should test you microphone and speakers before clicking on “Start Meeting” by clicking on “Settings” on the bottom right. (This area will scroll through your currently selected mic, speaker, and webcam and change to settings when you hover over it.) Once you click on “Settings”, you will see the mic is picking up by watching the mic level bar move as you speak. You can test your speakers by selecting test.

![Testing Microphone and Speakers](image)

Once you have tested your mic and speaker click on “Start Meeting”.

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**Cizik School of Nursing WebEx Faculty Guide | Hosting a Meeting**
WebEx Meeting Screen

- **Click here to mute and unmute your mic** – when your mic is muted it will be red as shown above.
- **This button will turn on and off your web Camera**.
- **Open the more options menu, which is used to test your mic**.
- **Closes the web conference**.
- **Opens and closes the Participant window**.
- **Opens and closes the chat window**.
- **Used to share your screen and other content**.
Checking your Audio (Speaker and Mic) in the Meeting

After you get into the meeting, you can check to see that the mic is picking up by clicking on the “More Options” button represented by a circle with three dots and selecting “Speaker Microphone and Camera.”

You will be able to see the settings of the mic and speaker. If the mic is set all the way to the left, slide it to the right to turn up your mic. You can see if the mic is picking up by the mic level bar by clicking on “Change settings”. You will also be able to test your speakers by clicking on the “Test” button.

When your mic is muted, it will be red.
Web Camera

When your webcam is active, you will see your “self-view” image on the bottom right. You can minimize it this self-view, but students will still see you unless you click on “Stop my video” by clicking on the camera Icon. The camera icon will turn red when the camera is stopped.

Sharing your Screen

To share your screen, click on the Share content icon in the middle of the WebEx program.

The WebEx screen will disappear, and your desktop will be showing with the WebEx meeting controls panel at the top of your screen.

During the screen sharing, the meeting controls panel is partially hidden at the top of your screen. To open the full meeting controls panel, hover over the orange section of the panel (shown below).
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)

**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” so that it is not checked. You can turn on and off the ability for students to share their screen or other documents by clicking on “Anyone can Share”.

Close the chat tool (sends it back to the WebEx Meeting Controls panel Meeting)
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. Another useful setting is “Mute on Entry”. With this selected, all students / attendees will be muted automatically when they enter the meeting. This is useful for large meetings since some attendees may not be aware that their mics are active. Phone users can always mute and unmute using “*6”.

Select “Mute All” to mute all Participants

This will unmute all attendees/students

This will mute all attendees/students when they first get into the meeting

The audio lines will indicate whose mic is being picked up at any point

You can mute anyone individually by clicking on his or her microphone icon
Participants/students may also activate their cameras. You can ask participants/students to turn the camera off if it may cause a disruption or 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 participants (except presenters) to share.
Giving Students the Presenter Role

You can give students/participants the presenter role by clicking on the student’s icon/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 have 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 give 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 right-click on the student’s name in the participant window and select “expel” to remove them from the conference. You will see a warning before proceeding. This will remove them from the meeting, but they can always reconnect unless you lock the meeting from the meeting menu.
Recording the Session Video Audio and Screen Share

To record WebEx systems you will use Panopto. This will allow you to save the recording directly into your course folder, which is accessible from Canvas. Remember to select “Capture Computer Audio” so students and/or attendees are 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.
Closing the WebEx Meeting

To close the meeting, simply click on the X in the upper right corner. You can end the meeting or leave it active when you leave with another host.

The End Meeting / Leave Meeting dialog box will pop up. If you select “Leave Meeting,” a random participant receives the Host rights (this could include students). If you would like to continue the meeting after you leave, it is better to choose a host before you exit. If you simply want to end the web conference, select “End Meeting”. This will force everyone to exit.