

HOSTING A WEBEX MEETING

Webex allows you to attend, schedule and host web conferences and online meetings.

To access Webex online, go to: <https://samuelmeritt.webex.com>

All faculty members automatically have an Webex account. Use your SMU credentials to login.

For instructions on installing the Webex desktop app, go to: <https://www.samuelmeritt.edu/helpdesk/faq/how-install-cisco-webex-meetings-desktop>

The screenshot displays the Webex interface for Samuel Merritt University. On the left is a sidebar with navigation options: Home, Meetings (A), Recordings, Preferences, Insights, Support, and Download. The main content area is divided into three sections: 'My Personal Room' (B) with a 'Start Meeting' button, 'Join a Meeting' (C) with a search bar, and 'Upcoming Meetings' (D) showing no meetings. A 'Schedule a Meeting' button (A) is also visible. The footer includes copyright information and links to Privacy Statement and Terms of Service.

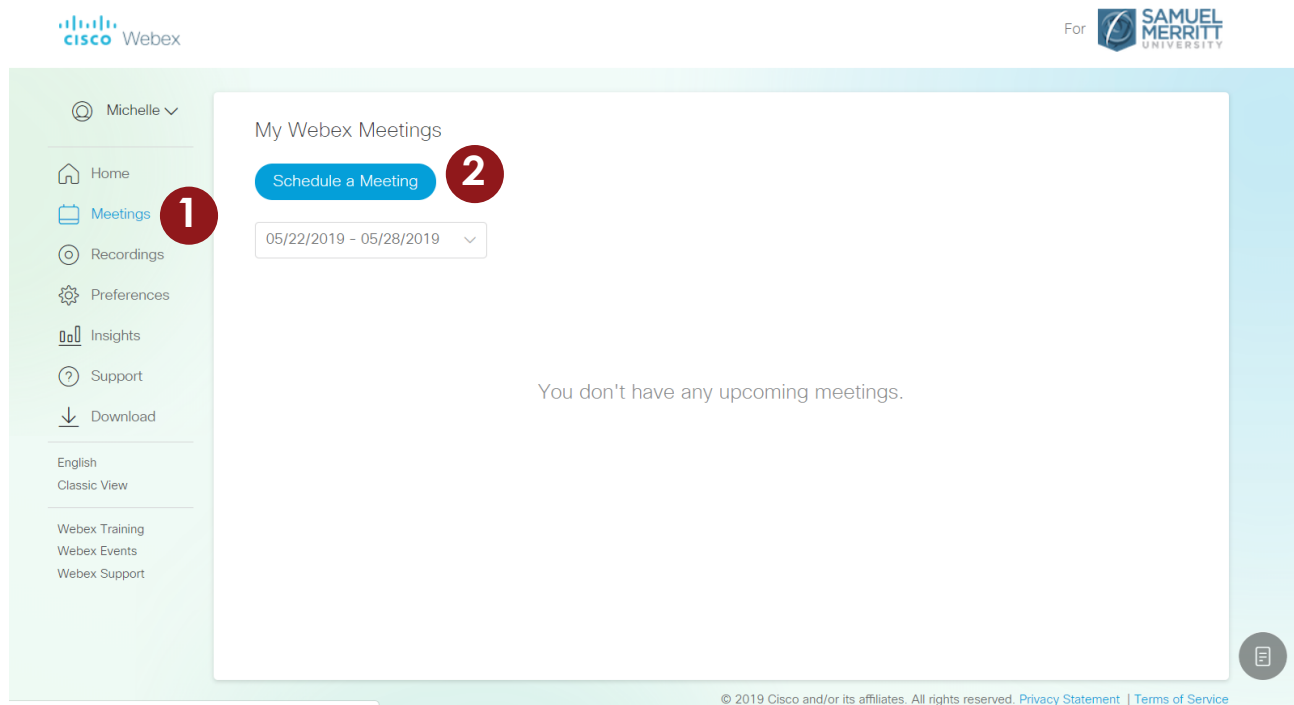
Note that the above screenshot is in Modern View. If your screen looks different, look for a link to Modern View in the top right corner of your screen.

From the home page, you can:

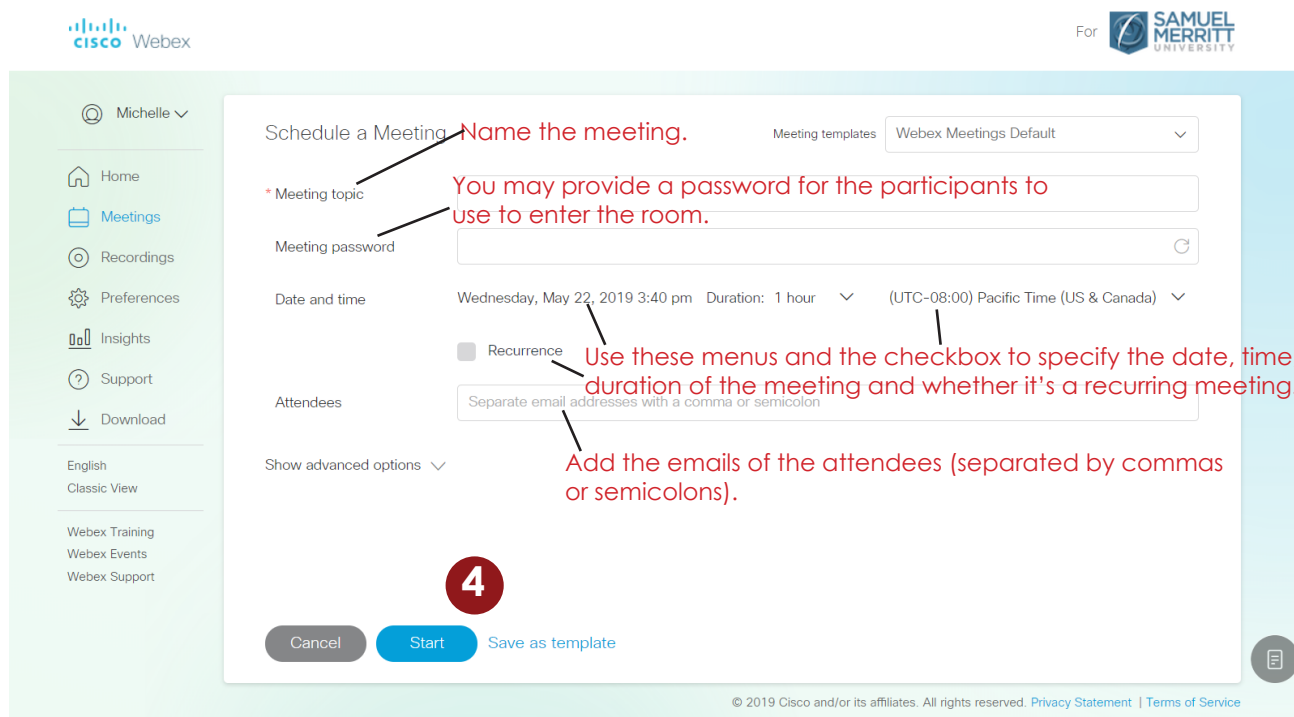
- A. Schedule a meeting. See the following pages for more information on how to do this.
- B. Start an impromptu meeting. See the following pages for more information on how to do this.
- C. Join a meeting hosted by someone else. You will need a meeting number or Personal Room ID. These can be found on the meeting invite email. If you did not get an invite, ask the meeting organizer to send that information.
- D. View a list of your scheduled meetings.

Schedule a Meeting

1. In the online app, go to **Meetings**.
2. Click on **Schedule a Meeting**.

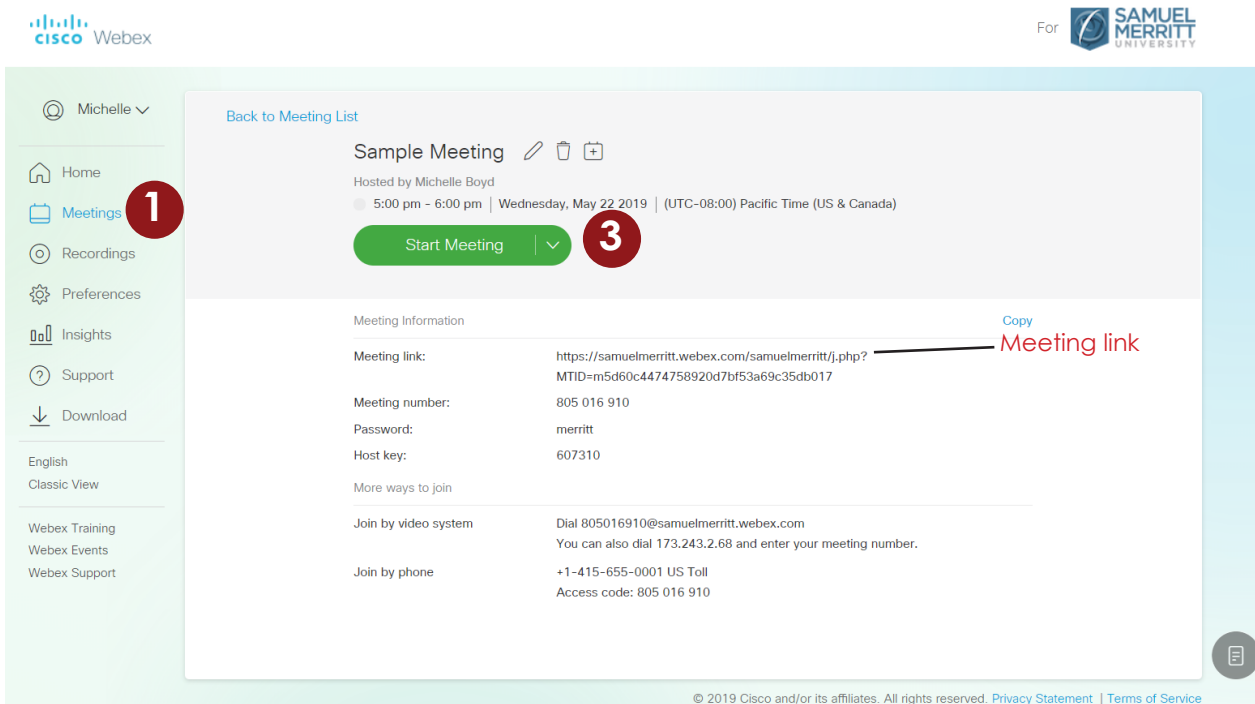


3. Fill in the details for the meeting.
4. Click on **Start**. A meeting will be added to your list of meetings and attendees will receive email invites.



Start a Scheduled Meeting

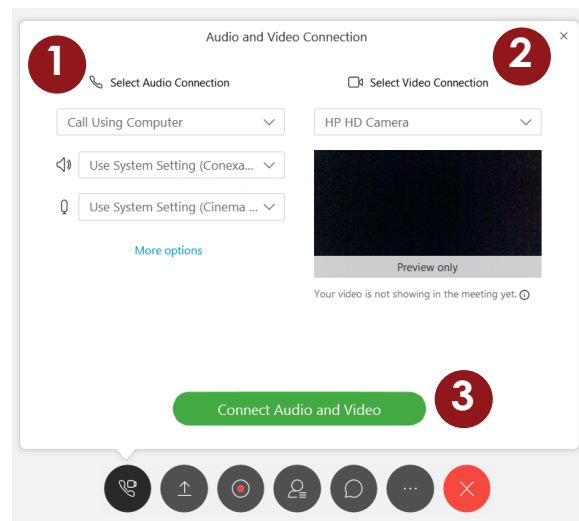
1. Go to **Meetings**.
2. Find and click on the meeting in the list. Note that you can copy and share the meeting link on this page. Anyone with this link and the password (if applicable) will be able to join the meeting.
3. Click **Start Meeting**.



Connect Audio and Video

When you join or start a meeting, an Audio and Video Connection popup will appear.

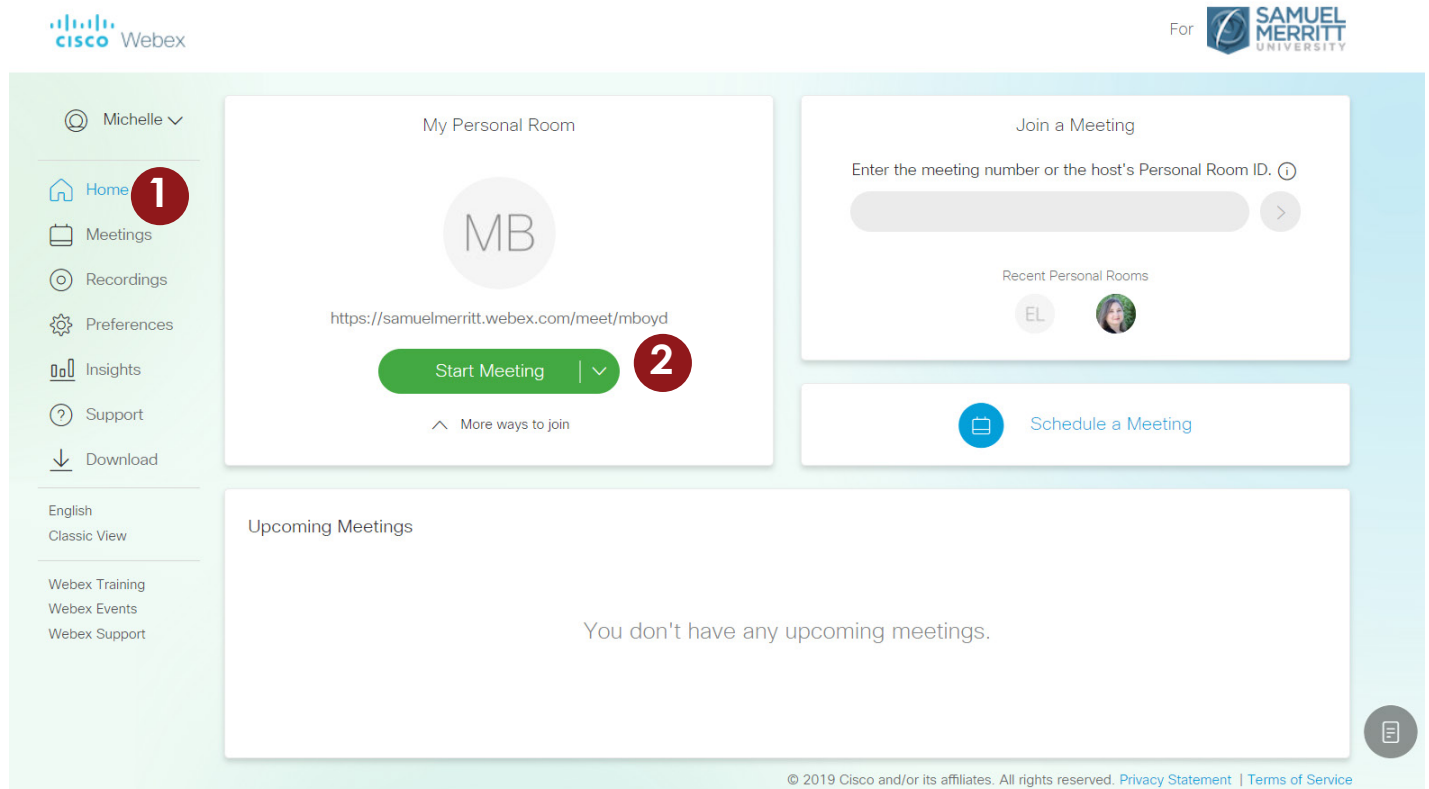
1. Select an audio connection:
I Will Call In: Use the instructions to dial in and connect to the meeting's audio via phone.
Call Using Computer: Choose from your computer's available speakers and microphones. Test and adjust volume using the **More options** link.
Call Using Video System: Enter the video address of a video conferencing system, then click Call Me to connect audio.
No Audio: Use only if you do not need to hear or be heard by other participants.
2. Select a video connection. You can choose from a list of video devices connected to your computer (such as a webcam) or no video.
3. Click **Connect Audio and Video**.



Start a Meeting without Scheduling Ahead of Time

If you need to start an impromptu meeting, you can do so without having to schedule the meeting.

1. Go to **Home**.
2. Click **Start Meeting** under **My Personal Room**.
3. When the meeting starts, connect your audio and video (see previous page).



3. Invite others to join you in the meeting. To do this, you can either:

Copy the meeting information and paste it into an email or other message. This information can be found:

- On the **Home** page under **My Personal Room** or
- In the meeting room itself. Click on the **Meeting Information** button in the upper right corner of the screen to view the meeting information.

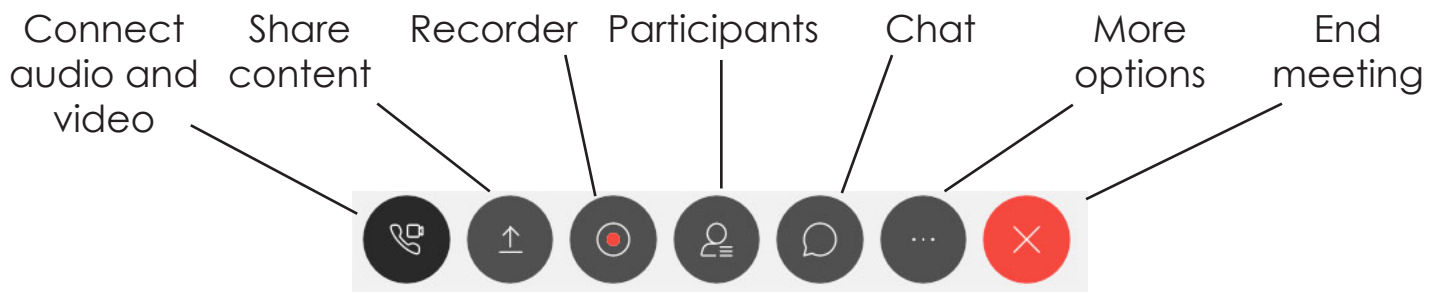


Click on the **More Options** button at the bottom of the screen in the meeting room. Select **Invite and Remind** and use the **Email** tab to send email invites to attendees.



WEBEX CONTROL OPTIONS

Controls along the bottom of the screen disappear if your cursor is inactive. They reappear if you click in the Webex meeting window.



Connect audio and video

Start and stop audio and video

1. Select the audio and video devices you wish to use.
2. Click **Connect Audio and Video**.

While connected to audio and video, this button will be replaced with **Mute** and **Video Connection** buttons:



Mute (left): Mute/unmute your audio.

Video Connection (right): Switch your video device or stop/restart your video feed.



Chat

Send messages

Clicking this button opens a chat pane on the right side of the screen.

1. Next to **To:**, choose to send a message to everyone or to a specific participant.
2. Type your message where it says **Enter chat message here** and press **Enter** on your keyboard.



Recorder

Record the meeting

1. Select where you want the recording to be saved (the cloud or your computer).
2. If you select your computer, you will be asked to select a name for the recording and a location on your computer where it will be saved
3. Click **Record**.
4. You may click **Pause** and **Resume** to omit parts of the meeting from the recording.
5. Click **Stop** to stop and save the recording.
6. If you click **Record** again after stopping, the new recording will not be added to the end of the previous recording. Instead, a separate recording file will be created.



End meeting

Clicking this button ends the meeting for all participants, unless you have changed another participant's role to host (see Participants on the next page).



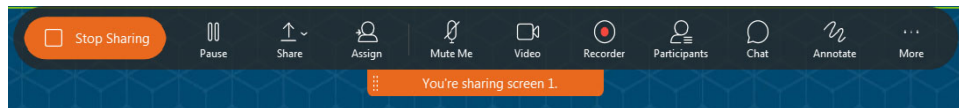
Share content

Share your screen

When you share your screen, a green border will appear around the shared screen and an orange rectangle will appear at the top:



If you hover over the orange rectangle, control options will appear:



In addition to options normally available at the bottom of the screen, there are options to **Pause** (freeze the screen until you click **Resume**), **Share** (pass controls to another participant), and **Annotate** (write or draw on the screen). When you are finished sharing your screen, click the orange oblong button marked **Stop Sharing** in the control options.



Participants

View a list of participants

Clicking this button opens a pane on the right side of the screen which allows you to see a list of participants currently in the meeting.

You can also:

- Mute/unmute participants
- Privately chat with a participant
- Change a participant's role
- Expel a participant
- Assign privileges, including, but not limited to, whether participants can:
 - send a private chat to the host or presenter
 - send a private chat to another participant
 - send a chat to everyone all at once
 - print,
 - save,
 - annotate, or
 - view the participant list.



More Options

This button gives you a menu of additional options:

Notes: Open a panel on the right side of the screen for notetaking. Notes can be saved as a .txt file.

Polling: Create and open a poll to collect data from participants. Poll results can be saved and/or shared.

Lock Meeting: Prevent anyone without an invite from entering the meeting unless you let them in.

Webex Share Device: Connect to Webex-enabled devices.

Invite and Remind: Send an email invite to someone not previously invited or send an email reminder to someone who has been invited.

Copy Meeting Link: Copy the meeting URL, which you can then paste into an email or other message. If the meeting is not locked, anyone with this URL can join the meeting.

Audio Connection: Control and test microphone and speaker volume.