SWEETWATER COUNTY
SCHOOL DISTRICT #1

Sweetwater County School District #1

Information Technology Department

Cisco WebEx Meetings Host/Participant Manual

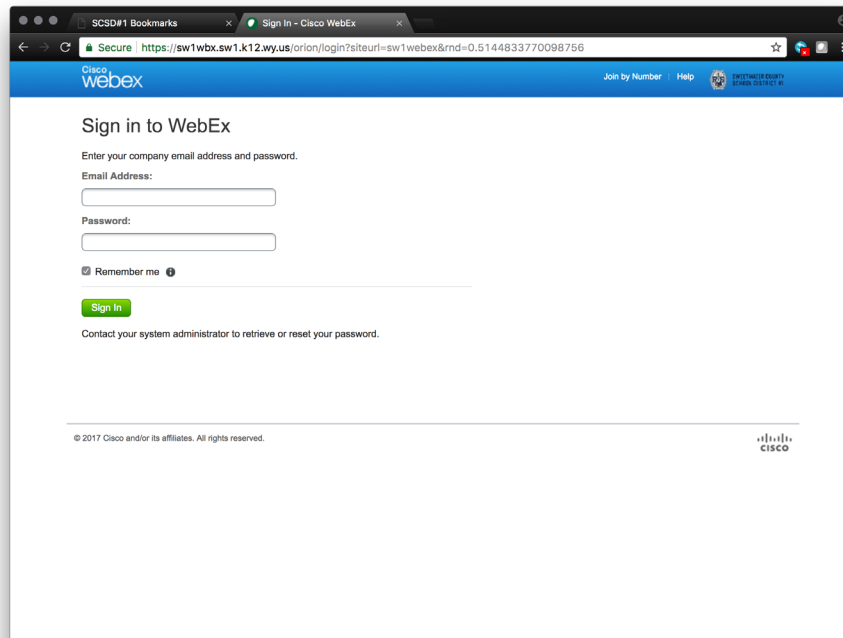# Cisco WebEx Meetings Host/Participant Manual

Table of Contents:

Cisco WebEx Login:

Cisco WebEx has a tendency to be one step behind of Firefox. This being said we highly recommend the usage of Safari, Google Chrome or Internet Explorer for the usage of Cisco WebEx.

To gain access to the Cisco WebEx platform navigate to the following URL:

   https://sw1webex.sw1.k12.wy.us

Once the page has loaded you will be asked to log into the server. For this server your user name is going to be your full email address (ie: username@sw1.k12.wy.us) and your password is going to be your Active Directory (AD) password, this is the same as your email password.

Installation of Software:

Cisco WebEx has a tendency to be one step behind of Firefox. This being said we highly recommend the usage of Safari, Google Chrome or Internet Explorer for the usage of Cisco WebEx.

Google Chrome:

When Using Google Chrome you need to have the extension installed on your machine as well as the Cisco WebEx software, the link below will take you to the Google Web Store where you can add this extension to your browser.

https://chrome.google.com/webstore/detail/cisco-webex-extension/jlhmf-gmfgeifomenelglieieghnjghma

Cisco WebEx Software:

To install the Cisco WebEx software on your machine, you can do this as you start the meeting or you can do it ahead of time. When you install it before your meeting it will download as you go to start the meeting and you will need to manually install it just like you would here. The link below will take you to the place where you can download the software.

https://sw1wbx.sw1.k12.wy.us/orion/downloads?siteurl=sw1webex

When is this meeting supposed to take place?

Right now?
Proceed to Page 6 by clicking here

Is there about an hour or more before the meeting has to start?
*Proceed to Page 8 by clicking here*

Meet Now (Host):

Cisco WebEx has a few different options when it comes to setting up a meeting, one of those options is to Meet Now. This option allows you to spin up a meeting immediately for those last minute off the cuff types of meetings. However it is not recommended that you get in this type of practice as if staff have scheduled meetings prior to your meeting and they have enough folks in the meeting then it won't allow your meeting to take place due to the licensing model. Currently we have a 50 seat license for the entire district, however this could change.

To spin up a meeting that needs to begin soon as you set it up, click on the "meet now" button at the top of the screen just after logging into the system.
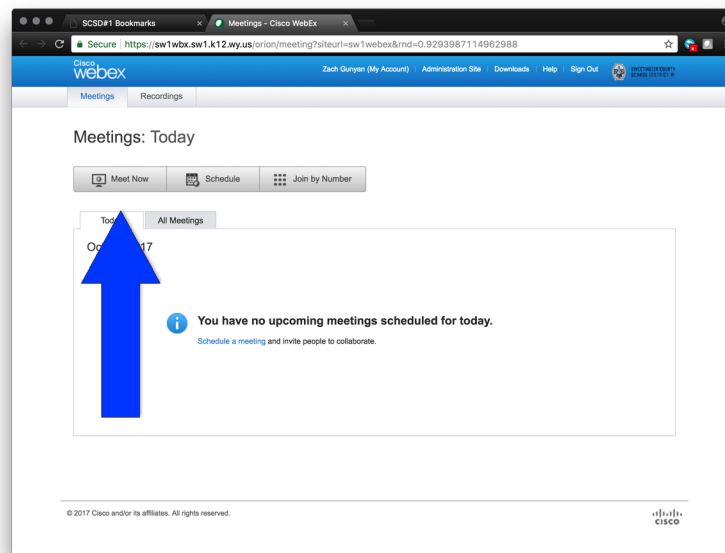

Next simply enter in the subject of the meeting and the email addresses in which you would like to have participate in the meeting. After each email address be sure to press the plus (+) sign at the end of the field.
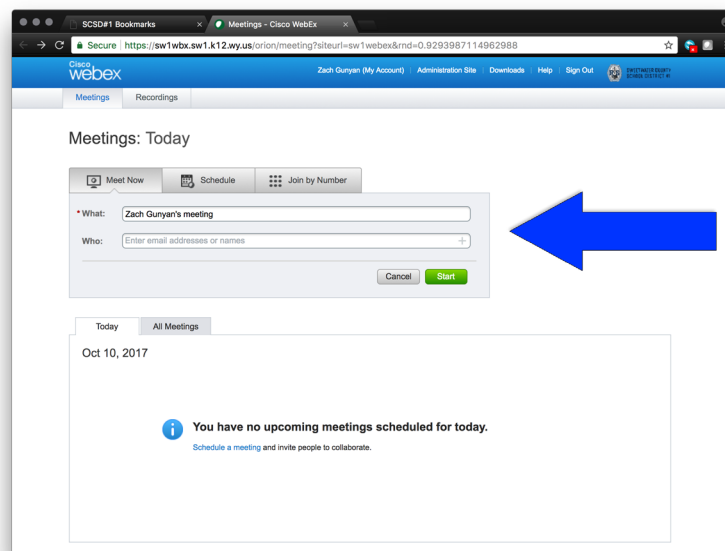
Meet Now (continued):

After entering in all of the participants click on the "Start" button. This should take you to the next page which will either prompt you to install Cisco WebEx or launch the application if it is already installed on your machine. Pressing the start button will send an email to you as well as all of the participants you invited through the "Who" field.
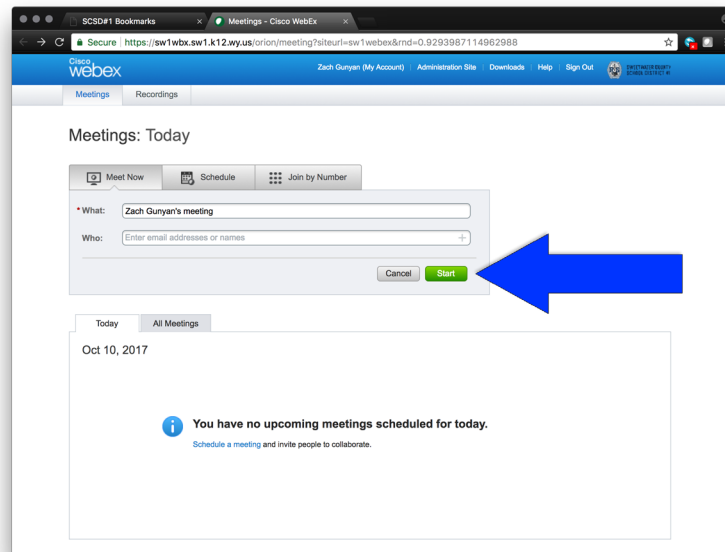
Schedule a Cisco WebEx Meeting (Host):

If there is going to be an hour or longer time before the meeting is supposed to start we encourage everyone to use the schedule a meeting feature. This will do a few things, the system should reserve those seats for this meeting as a first come first serve basis. The second thing it will do is allow our server team to see if there is an available time to take the server off-line in the event we need to do a patch to the server.

To schedule a meeting click on the schedule button that displays right after you log into the system.
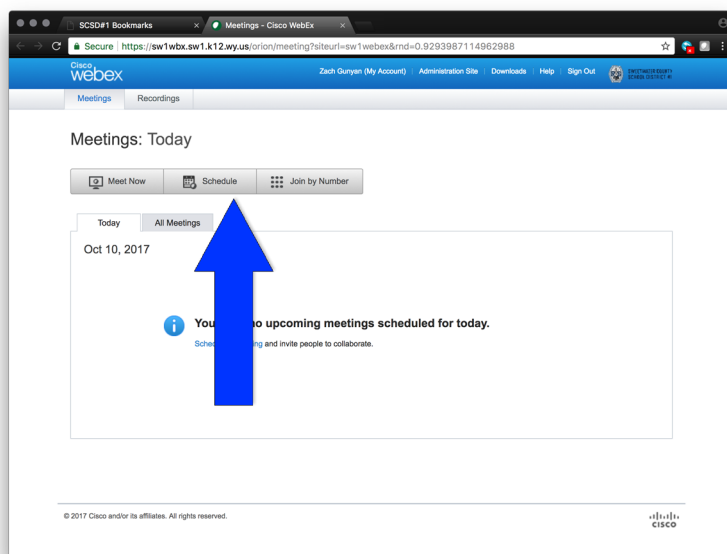
On the next screen, enter all the information about your meeting. For the who field enter their email address and click on the plus (+) sign at the end of the field.

You do not have to have a password on your meeting however it is available as an option if you would like it.

After click on "Schedule It!" the server will send out an calendar invite out to you as well as any participants that you listed in the "who" portion of the screen. If they accept the calendar invite it will then disappear to the persons calendar and will no longer be in their inbox.

Scheduled Meeting/Participant Invite Sign On:

When it is time to start/join your meeting, open up the calendar invite right click on the "Start the Meeting" link in the body of the message and click on "Copy Link Location". Paste the copied link into either the Safari, Google Chrome, or Internet Explorer address bar and hit enter.
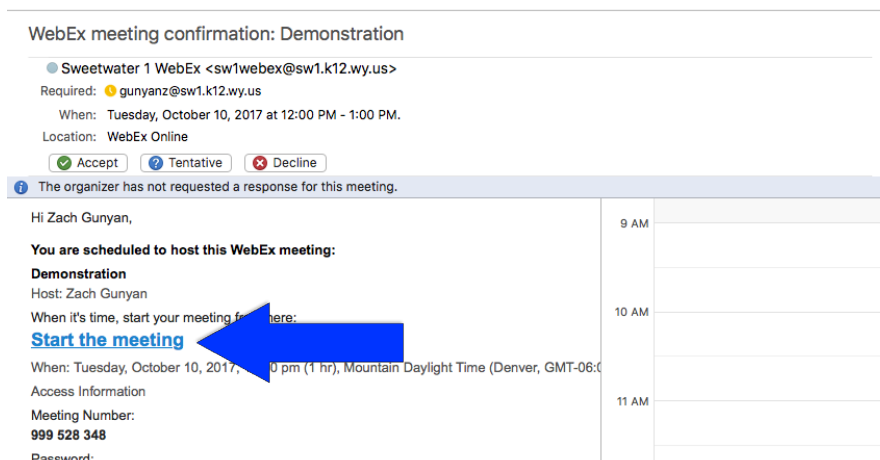
This will take you to sign in screen, enter your Name and email address, if you enter a district email address it will ask you to enter your email password to confirm your identity.
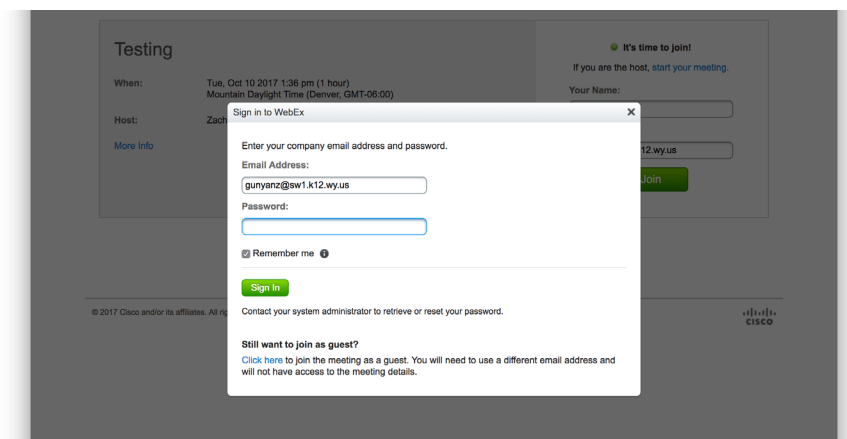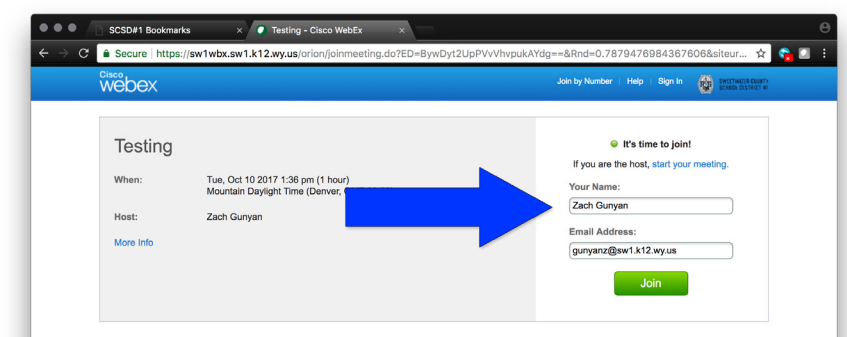
Cisco WebEx Application Buttons:
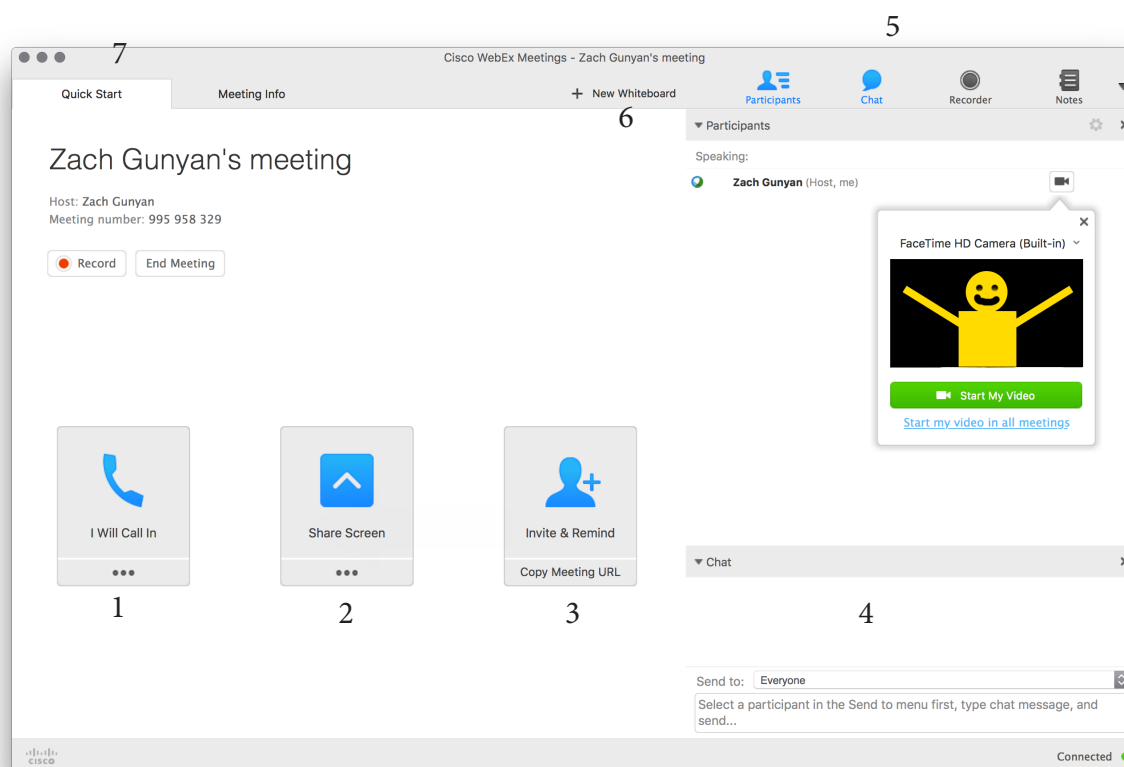
1   Connect to Audio Conference, *Click here to go to page 11 for more information*

2   Share Screen/Share Application,
     Click Here to go to page 13 for more information

3   Invite & Remind participants of meeting links

4   Chat with participants

5   Panel area, select which panels you want to be visible, default Chat &
     Participants

6   Whiteboard, used to like a blank canvas to draw and mark up documents

7   Quick Start, used when you need to change focus on something different, such
     as switching from Sharing screen to sharing a different application

Cisco WebEx Audio Bridge:
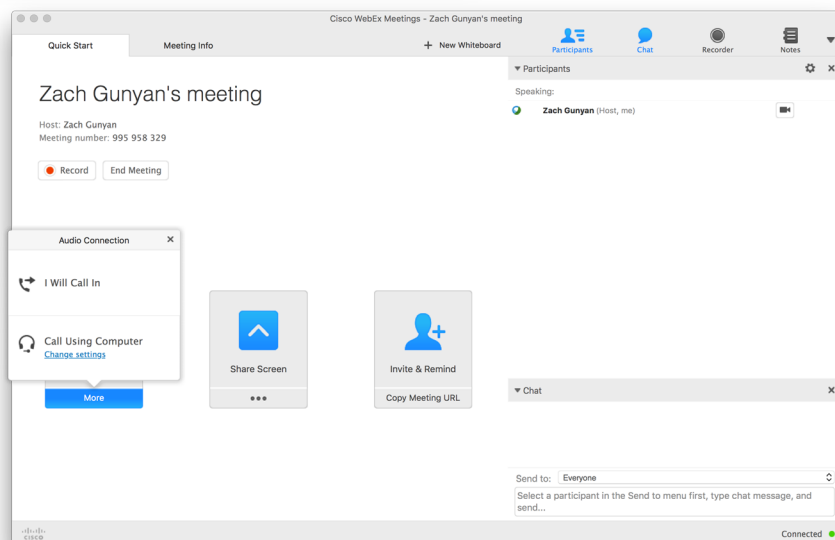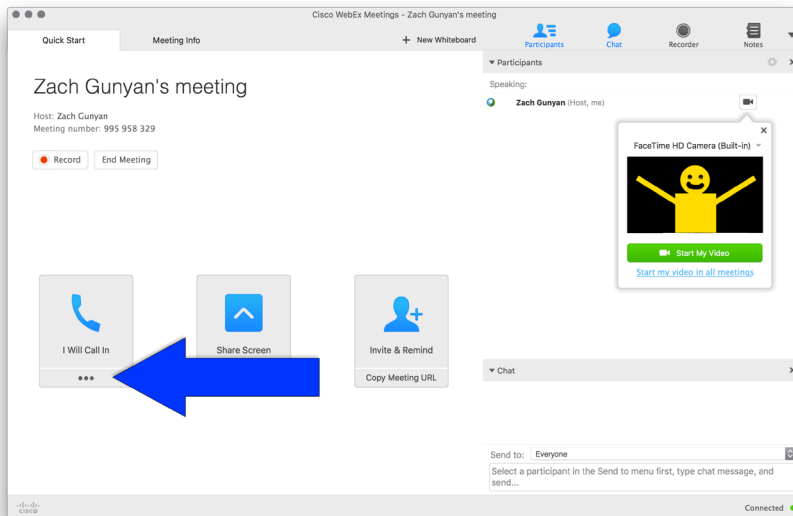
One of the first things you will need to do when using Cisco WebEx is to connect to the audio bridge for the meeting. To connect to the audio bridge, click on the three dots below the icon on the left, indicated by the blue arrow.

After you have clicked on the three dots select if you would like to call into the audio conference bridge, or have the audio conference run through your computer.

If you choose to call into the audio conference bridge it will give you all of the information in order to connect to the meeting after clicking on "I Will Call In".

> If you are using a district provided Cisco phone, you can dial ext 1010 instead of using the 307-212-6261 phone number

> *If you are calling into the audio bridge, be sure to enter the **meeting number**, and the **attendee id**, this will connect you and the phone you as the same person.*

Cisco WebEx Web Cam:
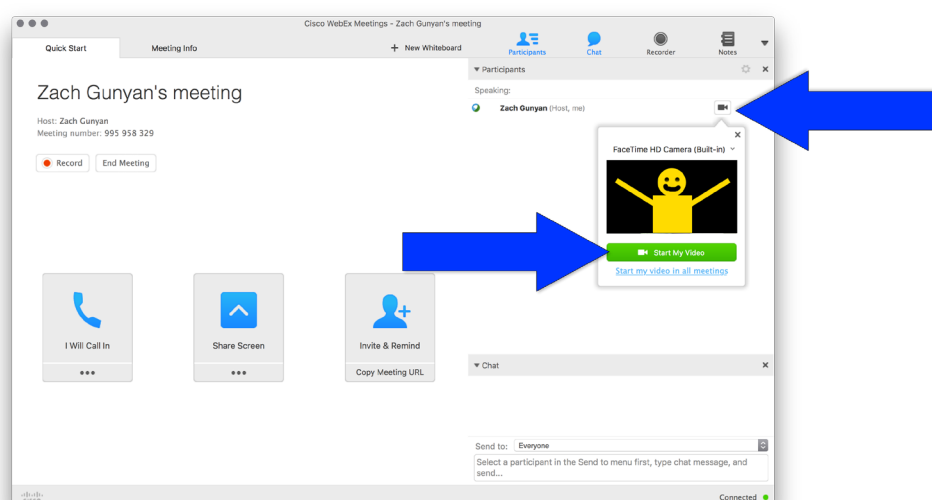
You can enable your web cam inside of Cisco WebEx to give a more Face-to-Face type of feel to the meeting. To enable your camera you can click on the green "Start My Video" button in the fly out window if it is still there. If the fly out window has disappeared you can click on the camera button to the right of your name in the participants pane.

If you want to see everyone full screen you can double click on inside of the camera images to bring it full screen, indicated by the blue arrow below.
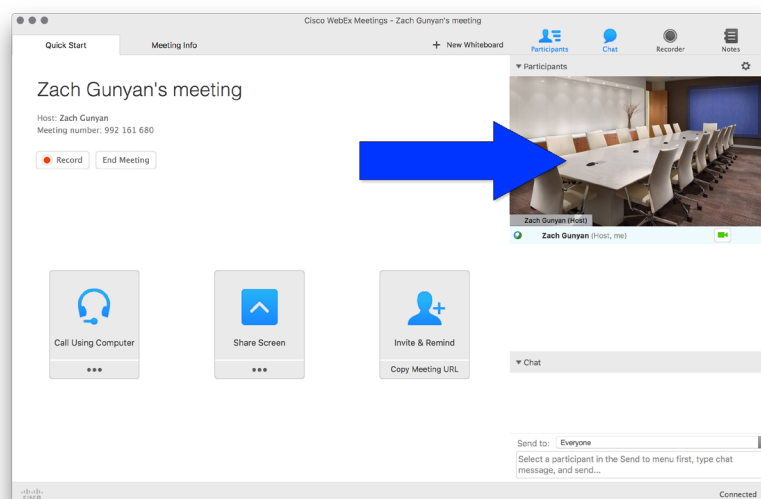
Cisco WebEx Share Materials/Screen:

Before we can go through this section of the application we need to go over the concept of "Having the Ball". In traditional meetings the presenter/speaker is the person who would have the equivalent of "Having the Ball". Basically they are in charge of what is being presented and only one person is able to present at a time. While the connected web cams and audio bridge are all active everyone can talk at the same time however only one person can present materials. Cisco WebEx has a circle that is blue and green that symbolizes who has the ball, this is to the left of the name in the participants pane. This can be transfered to anyone in the meeting at any time, however the host is the person that needs to be the one who transfers the ball. If the host hovers over the name of who needs the ball there is a grayed out ball to the left of the name that shows up, by clicking on the grayed out ball it will turn it the blue green color and now that person has the ball. At any time the host can recover the ball by clicking to the left of their own name.

The blue arrow to the right is showing that Zach Gunyan is the host, if others were to join this meeting they would not have this ball to the left of their name unless the host hands the ball over to them.
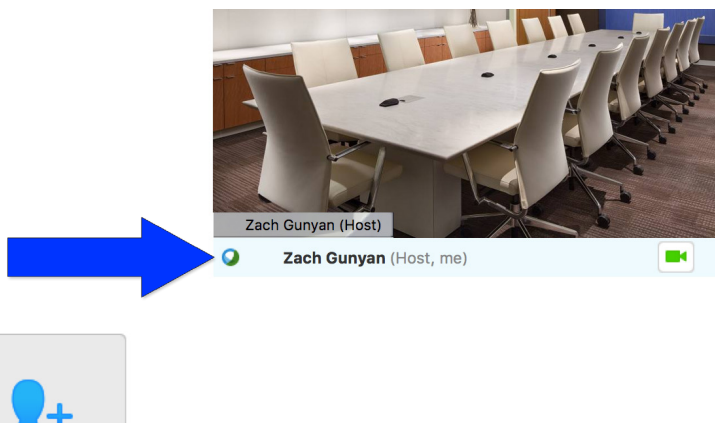
As the person who has the ball my Share Screen button is now active and blue, this button is located to the right of the audio conference button.
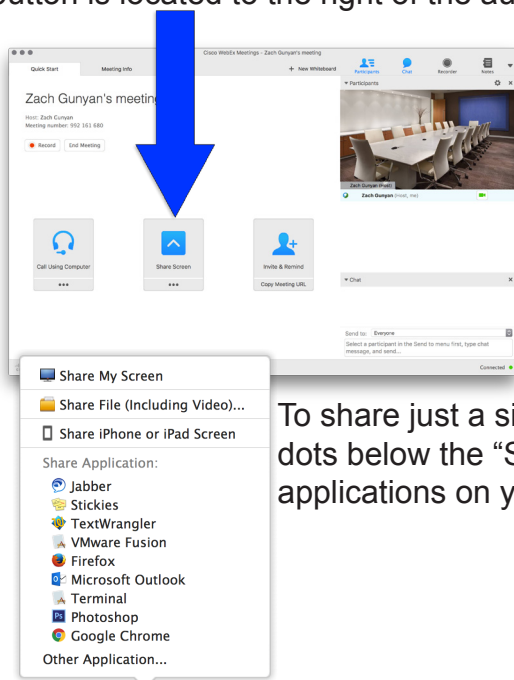

You have a couple of options on how you would like to present the materials, you can share your entire screen with all of the participants, which if you are doing a PowerPoint presentation this will probably be the best way to present that material. The other option you have is to share a specific application, in the case of sharing a PDF document or something of that nature.

To share just a single application, you can click on the three dots below the "Share Screen" button to bring up the list of open applications on your computer you can share.

## Cisco WebEx Share Materials/Screen (Continued):

When you share your whole screen the main conference window disappears and you get a green tab at the top center of your screen. This green tab will pull down when you hover your mouse over the tab. This tab is going to be your controls while sharing your screen. Below is what this tab looks like when you are sharing your screen.
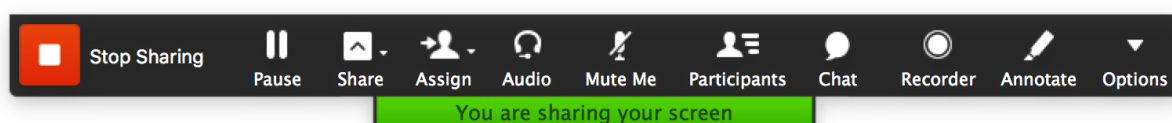
If you have available space on your desktop screen, we recommend bringing up the "Chat" panel so you can keep tabs on the meeting, if you are too quiet or there are questions most of the time participants will let you know in this area. Having this open in presentation mode will allow you to keep an eye on this, however while you are presenting your screen participants will not be able to see this area. WebEx hides it to everyone else but you even through you are sharing your entire screen.
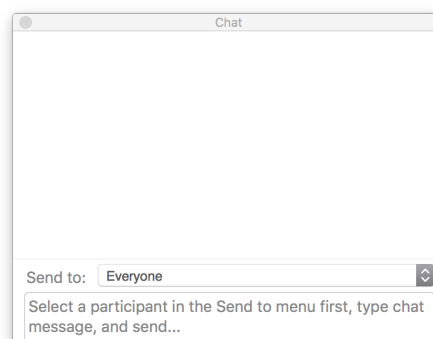

The Annotate button will allow you to draw on your screen just like a whiteboard. With this tool it brings up a secondary panel that gives you several annotation tools. Once you click the button again the annotations disappear off of your screen.
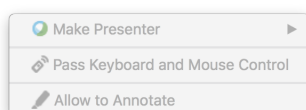

You can assign other participants the ability to control your screen as well through the Assign button in the controls.

If you are just wanting to share a PDF document of pictures, you do not have to share your entire screen, you can in the three dots share a specific file with everyone and annotate the document as you work through it.

This method opens the document in another tab which should display on all participants screens at the same time as you work through the document. To change the page, there are arrows right above the document.
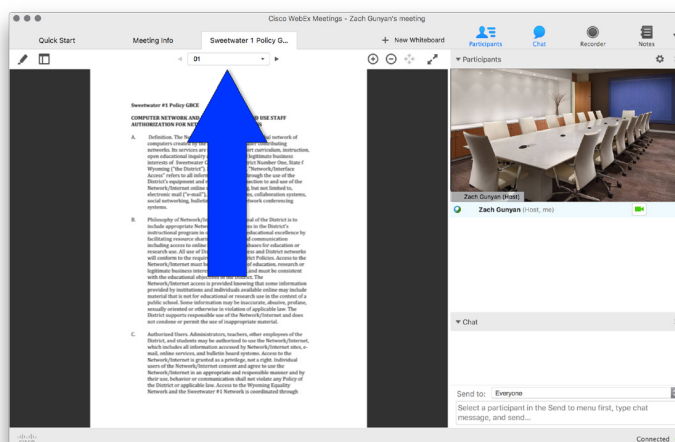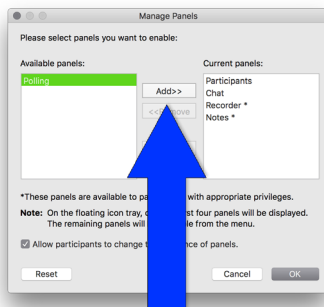
Polling:
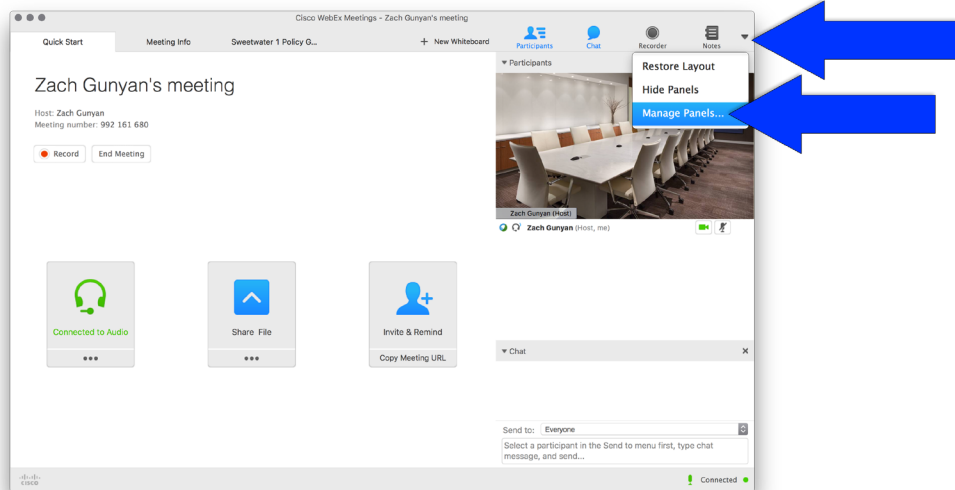
Cisco WebEx has the capability to poll your participants in the meeting. This panel is not available by default and has to be enabled.

To enable this panel, click the down arrow to the right of "Notes", indicated by the top arrow in the above picture. After you click on the Down arrow click on "Manage Panels"


Select "Polling" in the Available panels list, and click on "Add" in the middle of the window. After this has been completed click on OK.

The arrow is pointing towards the polling toolbar, the left button is to add a question, and the to the right of that is to add answers. When you are ready to Poll click on Open Poll. This opens up by the Chat panel on the participants side of the meeting.
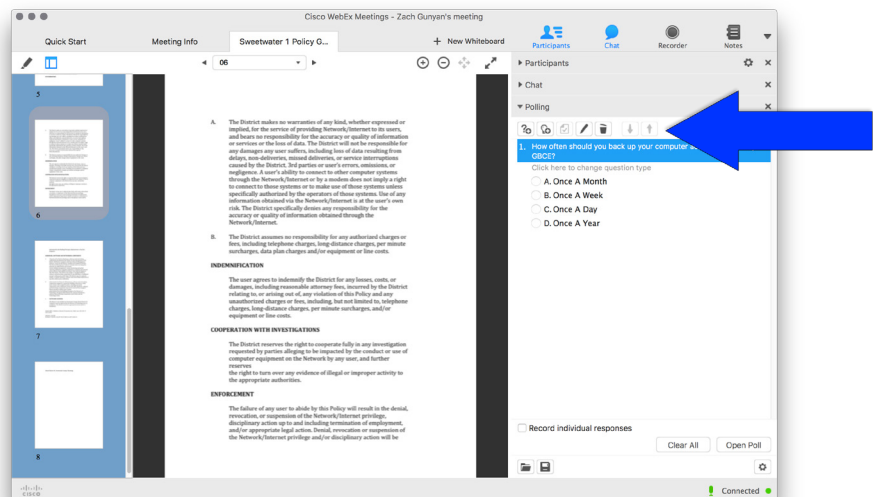
Proper Etiquette for Virtual Meetings:
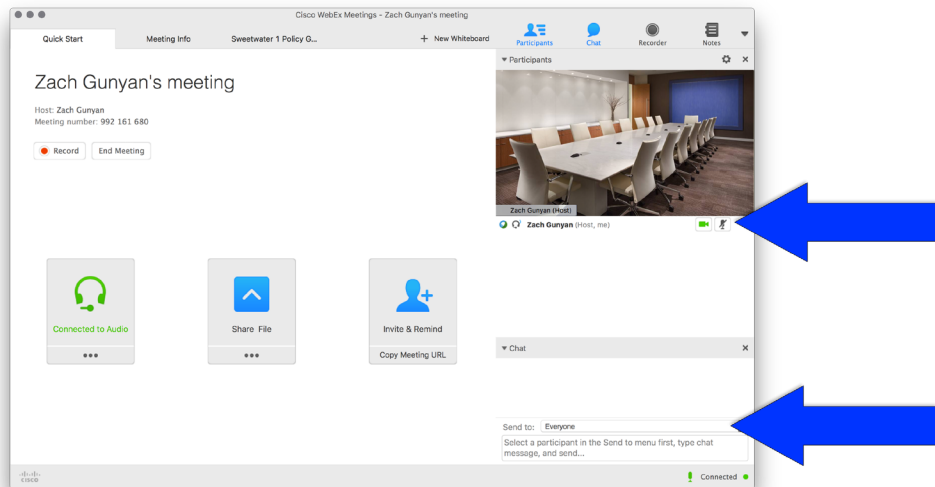
If you are listening to a presenter in a group setting it is polite to mute your microphone. This is the easiest method to avoid those unintentional sidebars conversations disrupting the meeting. You can do this by clicking on the Microphone to the right of your name in the participant panel, indicated by the top arrow above. If you have a question you can chat the presenter/host individually or the entire group by selecting the drop down labeled "Send to:". This is the easiest and least interruptive method to ask questions or get the presenter's attention.