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 Knowledge Base:
https://support.webex.com/MyAccountWeb/supporthome.do

Videos

Webex Youtube

Join a WebEx Meeting (2:29)

How to | Start and join WebEx Meetings from the Desktop App (1:18)
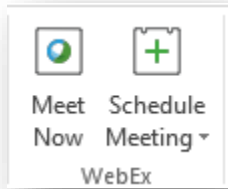
How to Share Content during a Cisco WebEx Meeting (1:55)

How to Use Your WebEx Meetings Personal Room (2:26)

How to | WebEx Meetings video playlist

WebEx also has features such as polling, breakout sessions, file and video share, virtual backgrounds 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.

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.Middleinital.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. **Schedule Meeting** will still require a date and time to be selected on the calendar. When you click new meeting or want to add a WebEx option to a meeting that is already scheduled, you do this by selecting the **Add WebEx Meeting** to the meeting window in Outlook.
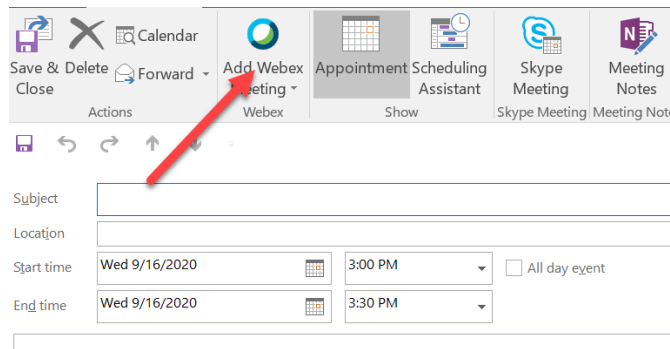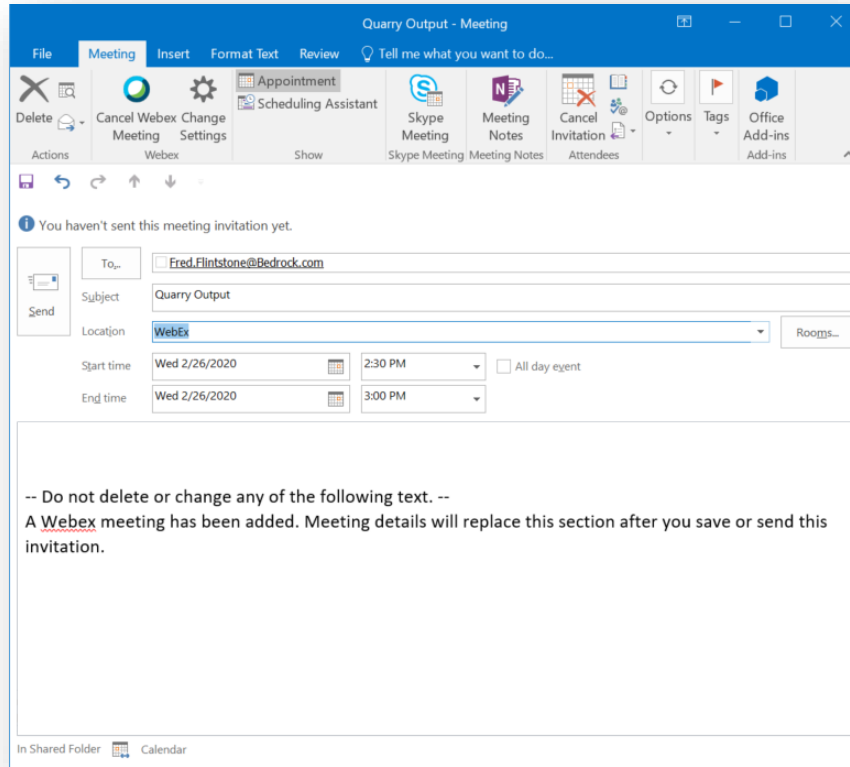
Once you hit send the meeting invitation will be sent to all invited attendees with the WebEx links and connection information.

If you add Webex to a meeting, you will need to add at least one attendee. If you just want to create a web conference to post the information in Canvas, you can type in your own email address as the 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.

This is an example of a recurring meeting:
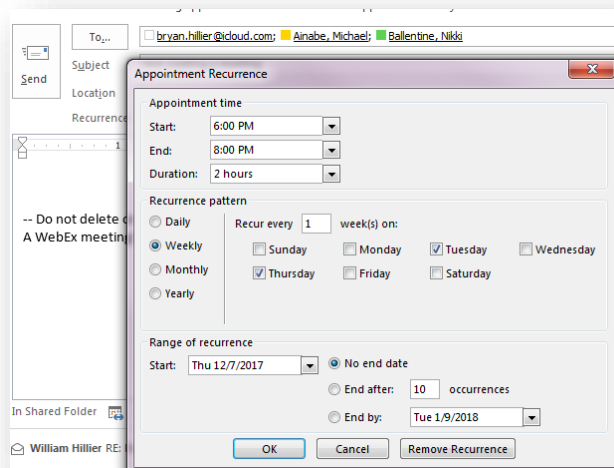
When it's time, join your Webex meeting here.

Meeting number (access code): 120 562 2005

[Join meeting]

Tap to join from a mobile device (attendees only)
+1-415-655-0001,,1205622005## US Toll
1-844-621-3956,,1205622005## United States Toll Free

Join by phone
+1-415-655-0001 US Toll
1-844-621-3956 United States Toll Free
Global call-in numbers | Toll-free calling restrictions

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

Accessing a WebEx Conference Session

It is recommend that you do not use WebEx with a VPN connection, as this could negatively 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 rather than the computer you are on. The mic, camera, and speakers used for the WebEx will actually be in your office so you will not be seen, heard, or able to hear anyone. It is best to exit RDP and VPN before using WebEx.

There are various ways to access a WebEx Conference session

1) If you created a WebEx meeting in Outlook or were invited to a meeting in Outlook the best way is to open the meeting in outlook and click start the **Join Meeting** button (see image in step 2). You can also 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 UT Health account 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**. *Note if you created the meeting in Outlook you cannot change it from the website and vice versa.
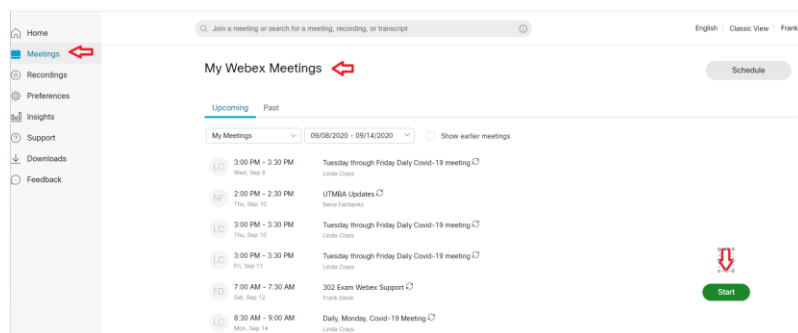
2) You can also click on the web address (URL) of the meeting you will be hosting. When WebEx meetings are created, a meeting request will be sent so you can access the URL from your Outlook calendar. The meeting URL is also usually posted in Canvas for online classes. Sign in and click on **Join Meeting** to launch your meeting.
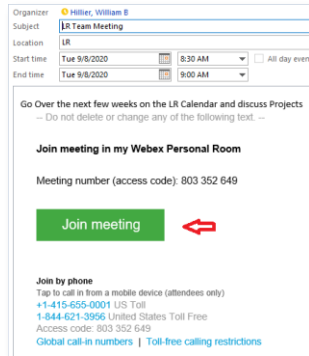

3) Another option is to open the WebEx Meeting application and open the scheduled WebEx meeting. If you do not have the application on your computer, you have the option to download it from the WebEx website. (Note the meeting on the top – Start a Meeting – is always your personal room meeting and may 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.
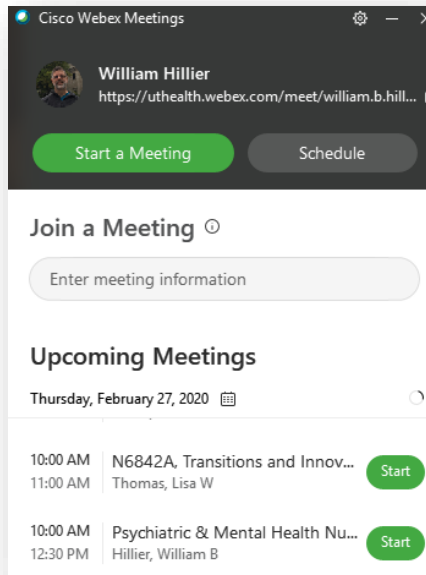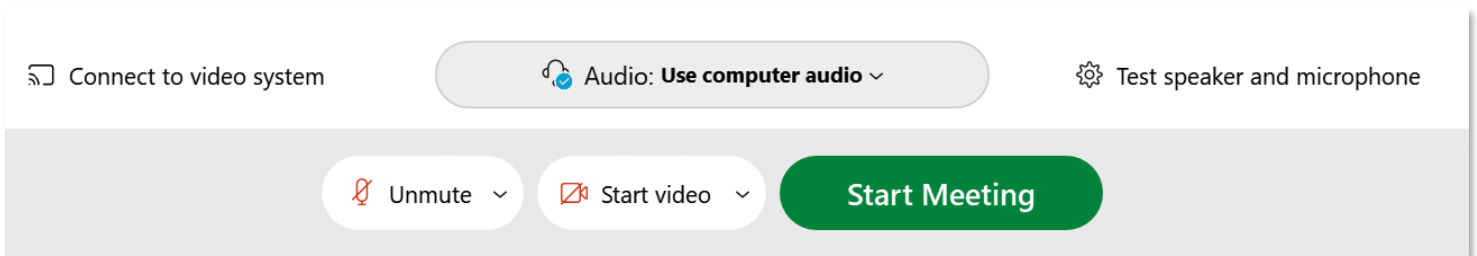
WebEx Entry Screen

When you first connect to a Webex conference, you will see this entry screen:
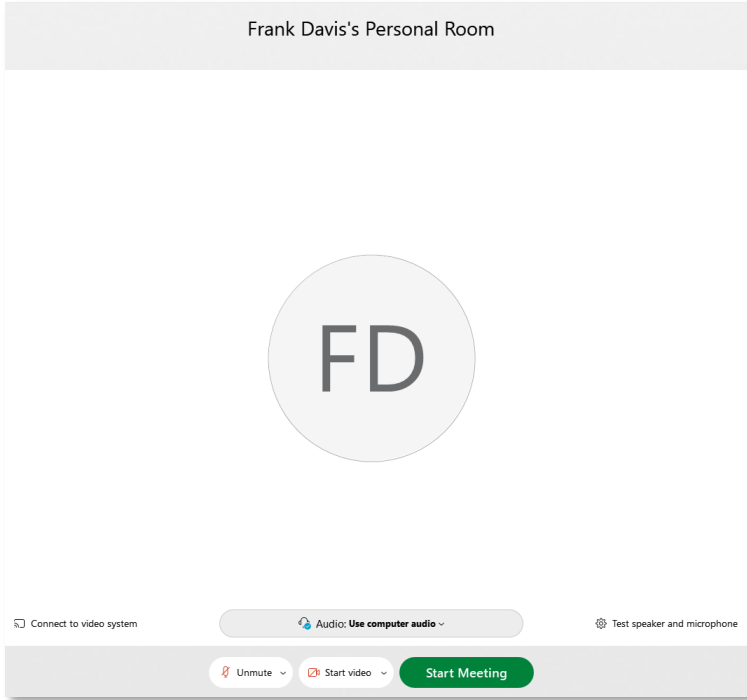
With WebEx, there are two options for audio: (1) connecting via phone (every web conference created in WebEx has a phone number associated with it) or (2) using your computer mic and speakers (recommended).

By default **Use computer for audio** should be selected.

Other options include **Call Me** to have the system call your phone, **Call In** to call into your conference with a phone, or **Don't Connect to Audio**.
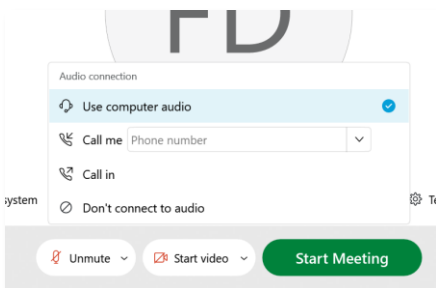
<mark>*You should test your microphone and speakers before clicking on **Start Meeting**</mark> by clicking on **Test speaker and microphone** on the bottom right. (This area shows you your currently selected mic and speaker when you hover over it). Once you click on **Test speaker and microphone**, You will see the mic is picking up by watching the mic level bar move as you speak and you will be given the option of recording when you hit test. The recording will play back when you hit the button again.

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

WebEx Meeting Screen
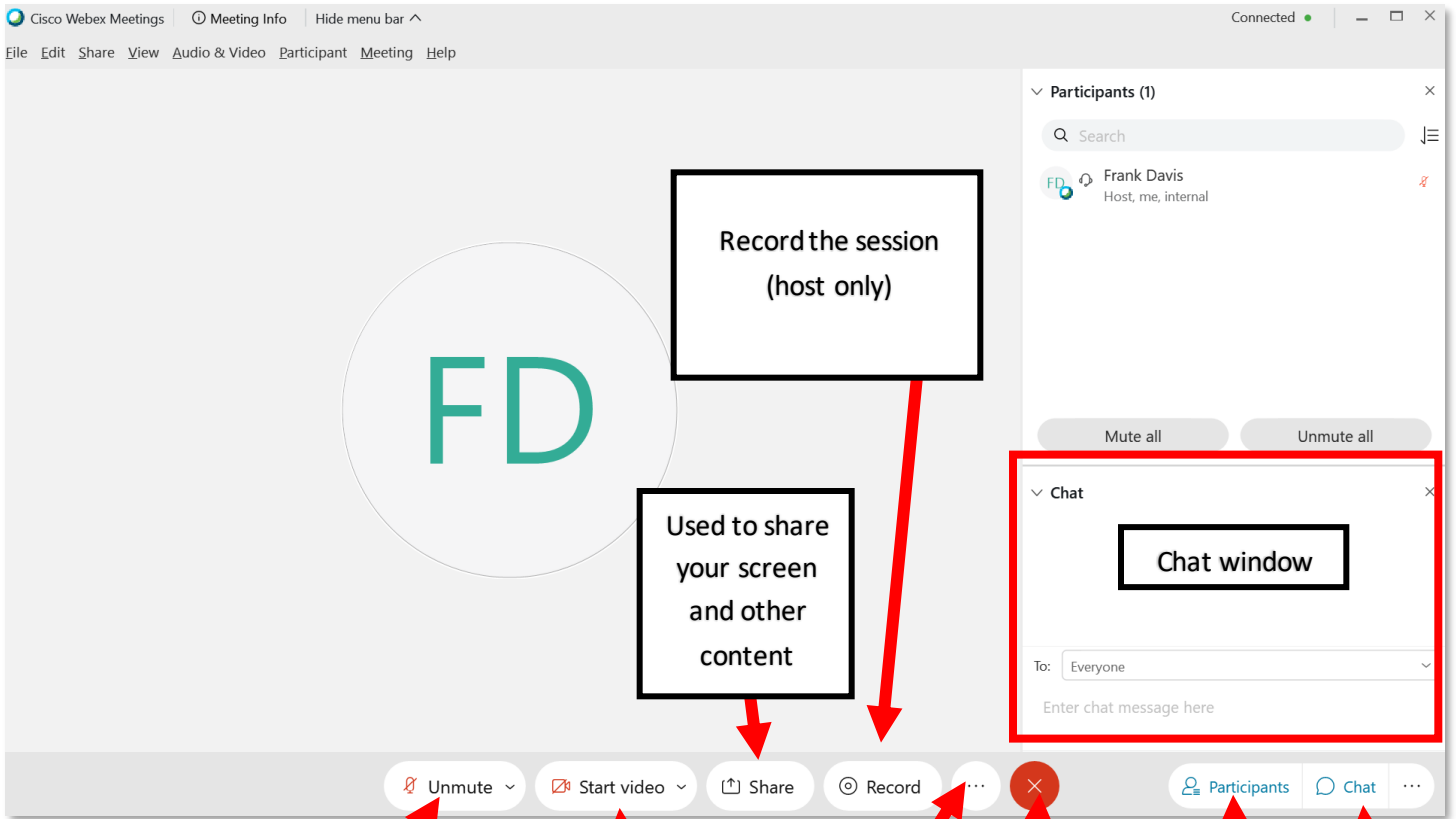
Record the session (host only)

Used to share your screen and other content

Chat window

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

More Options

Closes the web conference

Opens and closes the Participant window

Open/Close Chat Window

Checking your Audio (Speaker and Mic) in the Meeting

If you need to test or change your speaker and/or mic in the meeting click the arrow next to the **mute/unmute** button.

Audio options

∅ Unmute ⌄ ▭ Start video ⌄ ⬆ Share ◎ Record ···

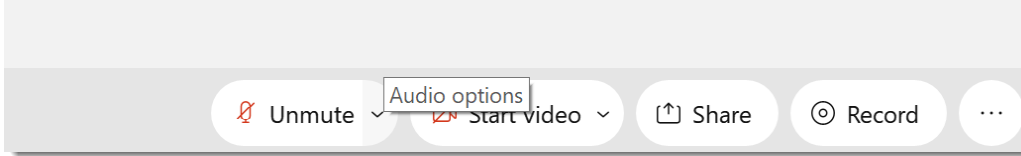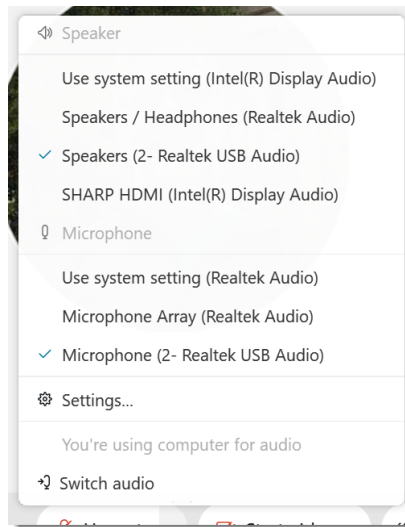The **Audio options** window will open and you can choose the appropriate speaker and mic source. You can test by clicking on **Settings**.

◁) Speaker

Use system setting (Intel(R) Display Audio)

Speakers / Headphones (Realtek Audio)

✓ Speakers (2- Realtek USB Audio)

SHARP HDMI (Intel(R) Display Audio)

Ⴍ Microphone

Use system setting (Realtek Audio)

Microphone Array (Realtek Audio)

✓ Microphone (2- Realtek USB Audio)

⚙ Settings...

You're using computer for audio

⊅ Switch audio

Clicking on settings will bring up the test window as mentioned in the WebEx Entry Screen Section.

Web Camera

When your webcam is active, by default you will see your image in the WebEx main window. If others join the meeting they will show up in a grid view. 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.
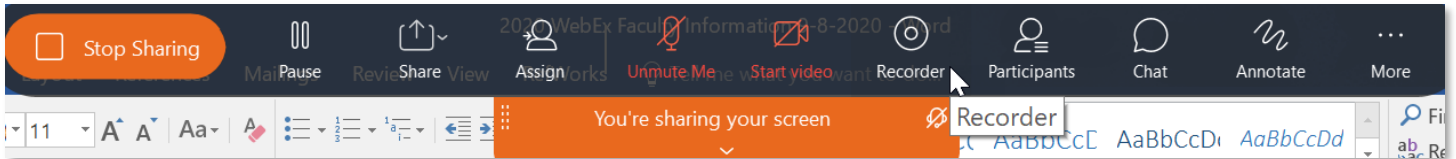
Sharing your Screen

To share your screen, click on the Share content icon in the middle of the WebEx program.
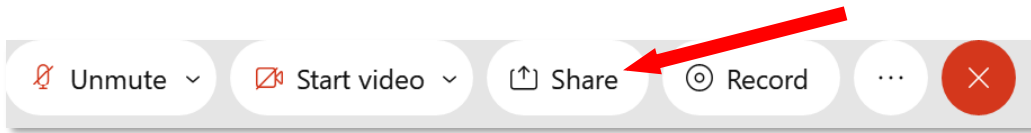
The WebEx screen will disappear, and you will see your desktop with the WebEx meeting controls panel at the top of your screen.

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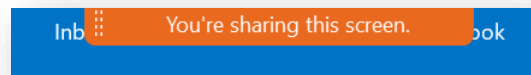
The WebEx meeting controls panel will always be on top of your screen when sharing your screen, even if you display PowerPoint full screen. You can open the WebEx meeting controls panel and click on Chat, Participants, and other tools to access these options and move the windows around if needed. (See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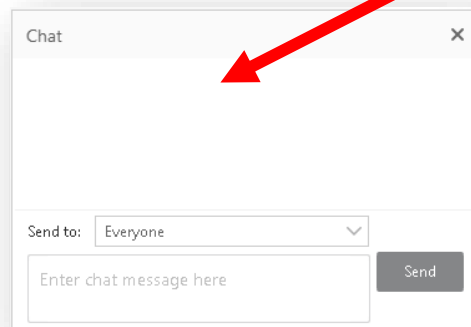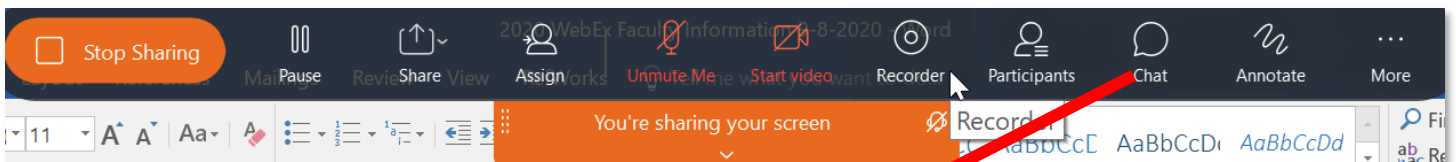
Close the chat tool (sends it back to the WebEx Meeting Controls panel Meeting)

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**.
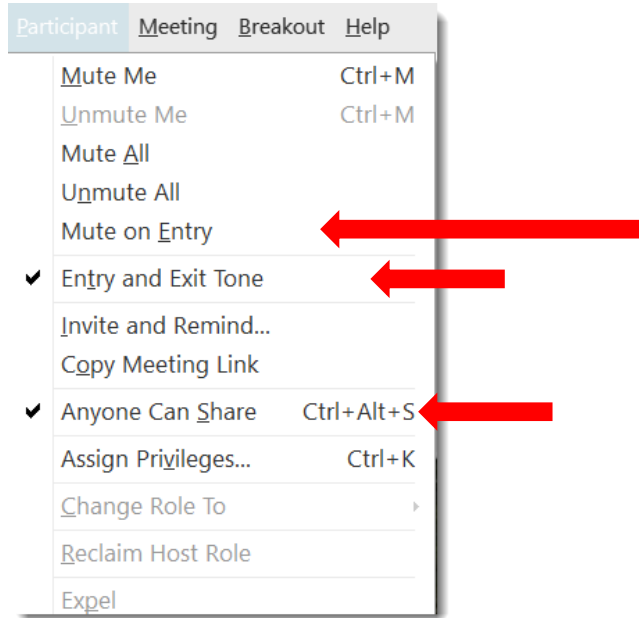
Managing Attendees\Students

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 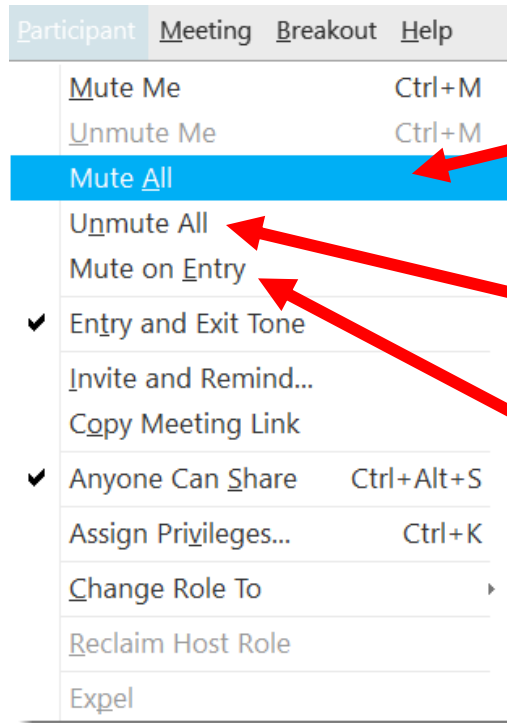be stressed that students should mute when requested. Another useful setting is **Mute on Entry**. With this selected, all students / ateendees will be muted automatically when they enter the meeting. This is useful for large meetings since some atendees may not be aware that their mics are active. Phone 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
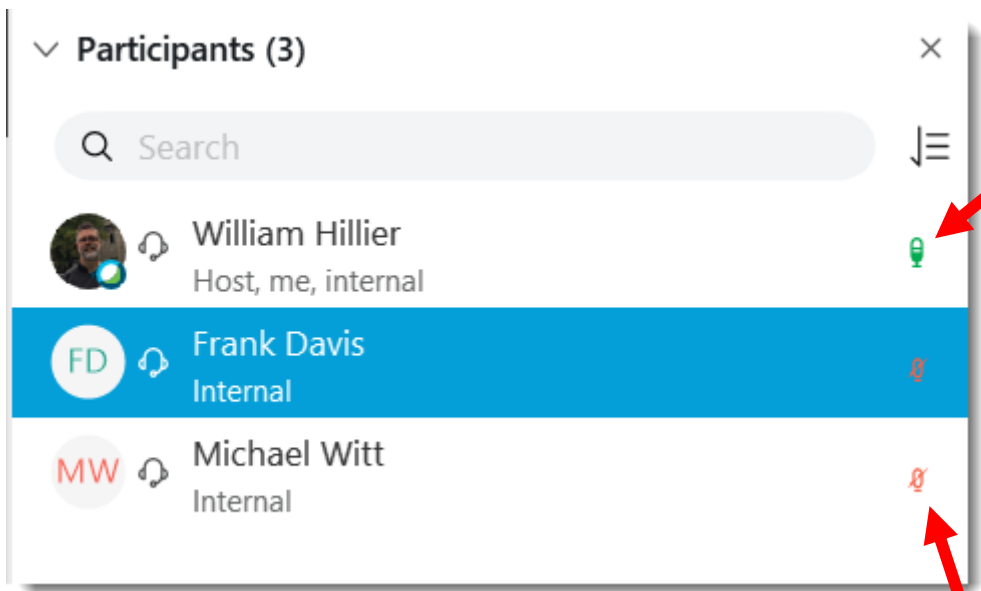
The green Mic will indicate whose mic is being picked up at any point

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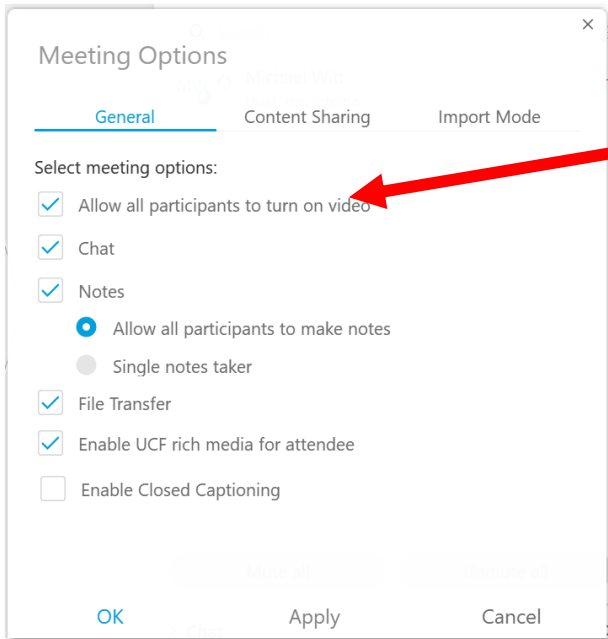
Unchecking this will remove all active web cameras and will disallow the ability to turn a webcam on

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**.
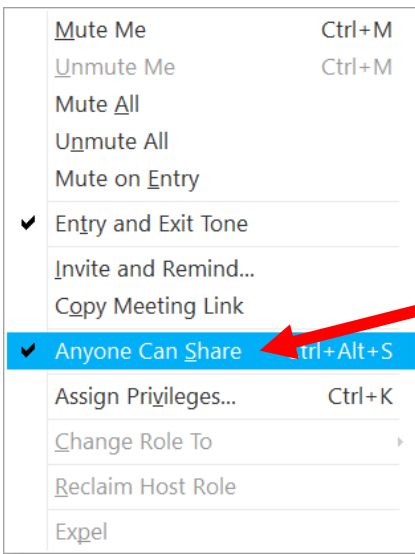
Click to take away the ability for participants (except presenters) to share.

You also have the ability to assign a Cohosts of a WebEx meeting. This comes in handy when you want someone to handle the muting of mics or giving presenter rights etc... A cohost may also help with breakout sessions
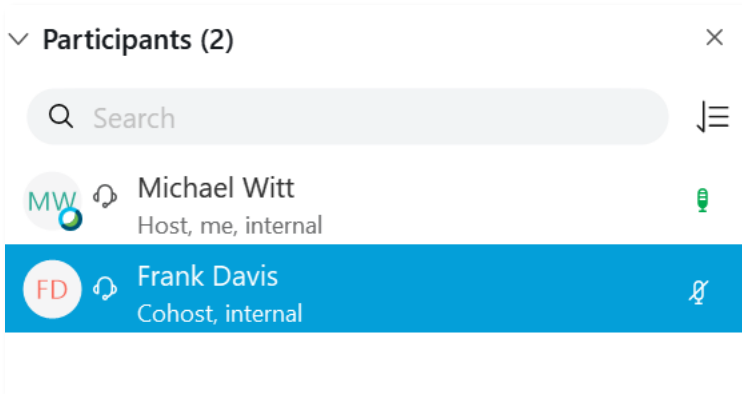
A Cohost has all the abilities and functionality as a host (i.e. they can end the WebEx, kick out disruptive students etc.). The only thing a Cohost cannot do is record the meeting. The original host of the meeting will get an email stating the recording is ready.

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.
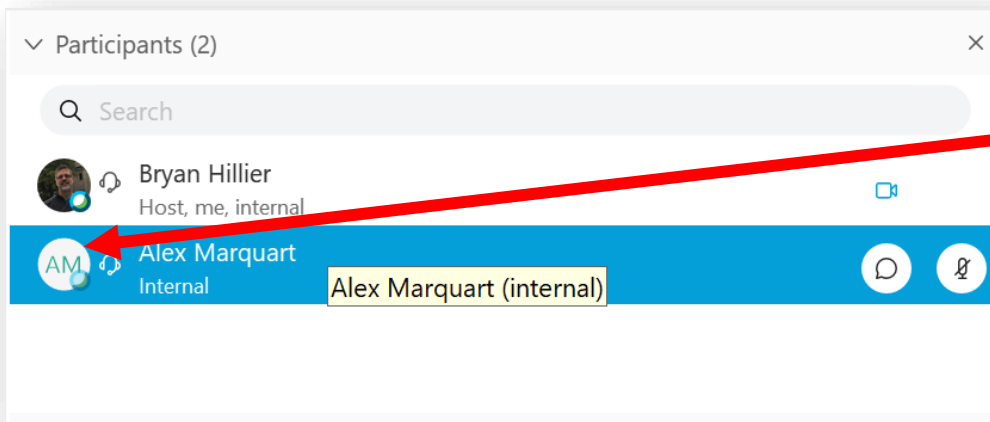
Click on the students initials in the circle to give them presenter rights

Click on your initials or picture to take away these rights and get the presenter ability back

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

Passing presenter privileges to Frank Davis (inter....
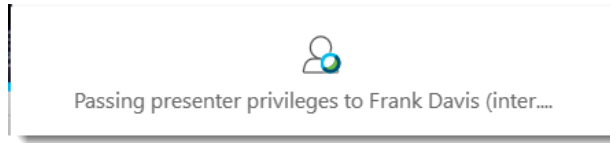
Students can also perform this function and give the presenter rights back to you. Student's mics and webcams may still be active, but you can mute the student's mics independently in the Participant's section if needed.

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

WebEx now offers the ability to record. If you haven't already, you will need to send an email to CEIRHelp asking for the ability to record using WebEx. When you have the ability to record the bottom of the screen will look like this and you can click on the record button to record.

Unmute ⌄ Start video ⌄ Share Record ···
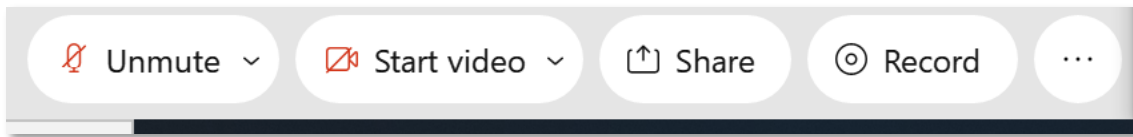
When you want to start recording, hit the record button. A small window will appear with the following information:

Recorder ✕

Record in cloud ⌄

00:00:00
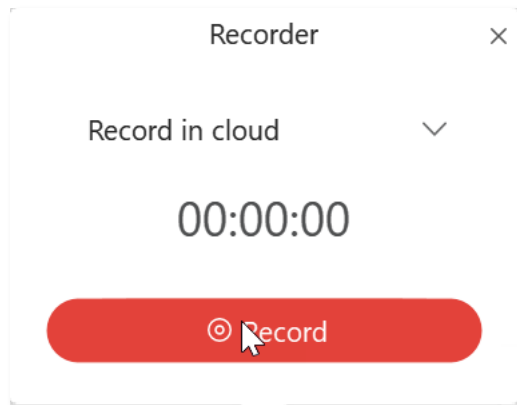
◉ Record

Always record your meetings to the cloud. When you are ready, hit **record**. The window will change showing this:

Recorder   ×

● Recording...

00:00:09

⏸ Pause   ☐ Stop
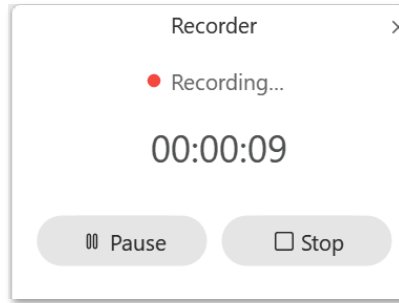
When you hit **stop**, the following window will appear:

×

Stop Recording

Do you want to stop the recording?

If you stop the recording and then restart at a later stage, a separate recording file will be created.

To pause the recording instead, click the **Pause recording** button in the Recorder panel

Stop Recording   Cancel
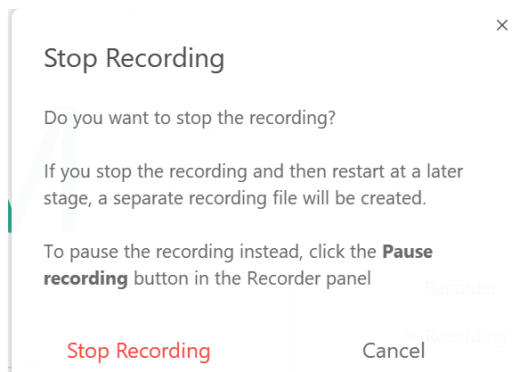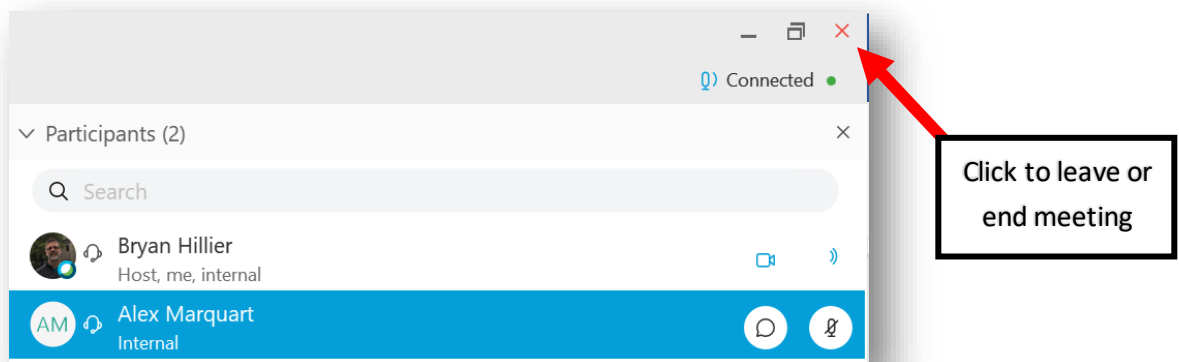
If you are have finished your Webex meeting, or have reached a point where the recording should be stopped, hit **Stop Recording**. If not hit **Cancel** and the recording will continue. Once the recording is ready to be viewed (usually within 24 hours) you will be notified via email.

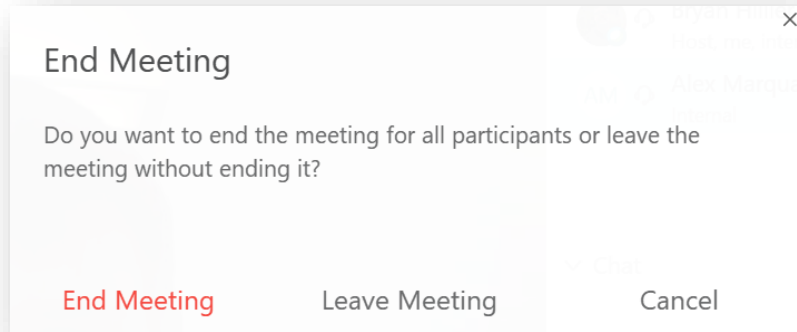Video: Recording with Webex and Uploading to Panopto (4:59)

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.

Click to leave or end meeting

〇) Connected ●

⌄ Participants (2)   ×

🔍 Search

Bryan Hillier
Host, me, internal

Alex Marquart
Internal

The **End Meeting / Leave Meeting** dialog box will pop up. If you select **Leave Meeting**, a random participant (unless you have assigned a Cohost) 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.

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 Leave Meeting dialog box will pop up. If you select **Leave Meeting**, then a random participant receives the Host rights (this includes 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.

Attendance reports

After a WebEx meeting is done, the host of the meeting has the ability to go back and see who attended the meeting. This information may take up to 24 hours to generate the report. Depending on how the attendee joined the meeting, either their name and email address will appear, or if they only joined via phone, their phone number only will appear.

Below is a link to this procedure

[Accessing a Webex meeting attendance report](#)

Hosting a Breakout session

You can use breakout sessions to divide your students into smaller groups during your class session. Breakout sessions allow students to collaborate and communicate with each other. You can assign groups automatically or place students in their predetermined work groups when you setup Breakout sessions. This works well as you can have small groups working together and drop in and out of the sessions and send announcements to all the breakout groups.

Below is a link to this procedure

[Hosting Webex Breakout Sessions](#)