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Webex Meetings Quickstart Guide

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11mo ago • 40 Views • ★★★★★

Webex Meetings is a simple to use videoconferencing platform that is available to anybody with a UOW user account. You can use Webex Meetings in UOW meeting rooms, in your web browser, or with the Webex Meetings app. This article covers the basics of using Webex Meetings. For additional information see the more detailed Webex End User Guide.

DOWNLOAD THE WEBEX MEETINGS APP

If you would like to install the Webex Meetings app use the method below relevant to your device type.

Windows	Install from the Application Catalogue or Software Center .
Mac	Install from the Managed Software Center .
Mobile devices	Search your app store for Webex Meetings. It's a free download.
Non-IMTS managed devices	You can download the Webex Meetings app from https://www.webex.com/downloads.html .

JOIN A MEETING

To join a Webex Meeting from Windows / MacOS, open the Outlook invite and click the first link.

For instructions on joining from a videoconferencing room system, use the [Webex Rooms Quickstart Guide](#)

Join meeting in my WebEx Personal Room

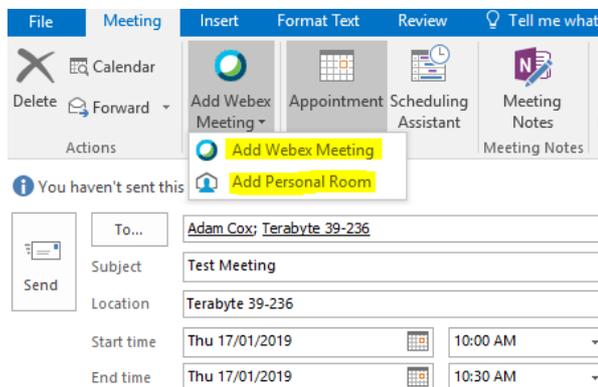
<https://uow.webex.com/join/cadam> | 574 200 277

SCHEDULE A MEETING

The easiest way to schedule a Webex Meeting is from Outlook.

1. Create a meeting as normal, with attendees, subject, location, and agenda.
2. Choose to 'Add Webex Meeting' or 'Add Personal Room' from the Outlook ribbon. See below for a description of each room type.
3. If you chose Add Webex Meeting, click Ok on the options popup to accept the default options.
4. Send your invite.

If you cannot see the Webex button on the Outlook ribbon you will need to install the Webex Meetings app and then restart Outlook.



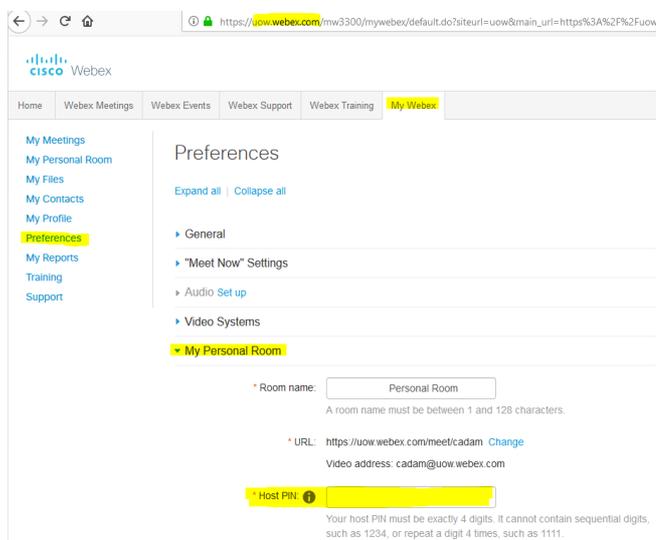
USE YOUR PERSONAL ROOM

Your Personal Room is a virtual meeting space that is unique to you. It uses your UOW username as the meeting ID. It is the easiest meeting type for meetings that you will host and that will not run without you.

When you host a meeting from a Room System you will need your 4 digit Personal Host Pin.

To set your Personal Host Pin:

1. Open <https://uow.webex.com/cmr-settings>
2. Click on 'Preferences' then 'My Personal Room'
3. Enter a new pin in the Host Pin field
4. Click Save.



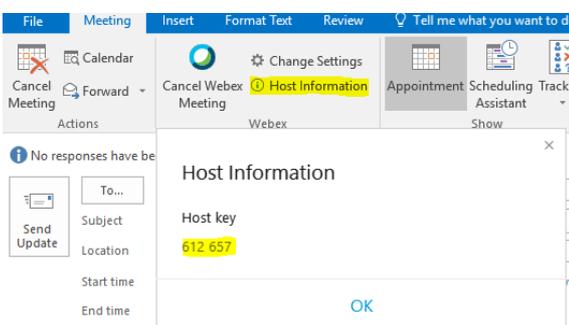
USE A WEBEX MEETING ROOM

A Webex Meeting Room is a non-personal virtual meeting space. The meeting ID is a random number that is created with each new meeting invite.

You should use a Webex Meeting Room to set up any meeting that would still run without you.

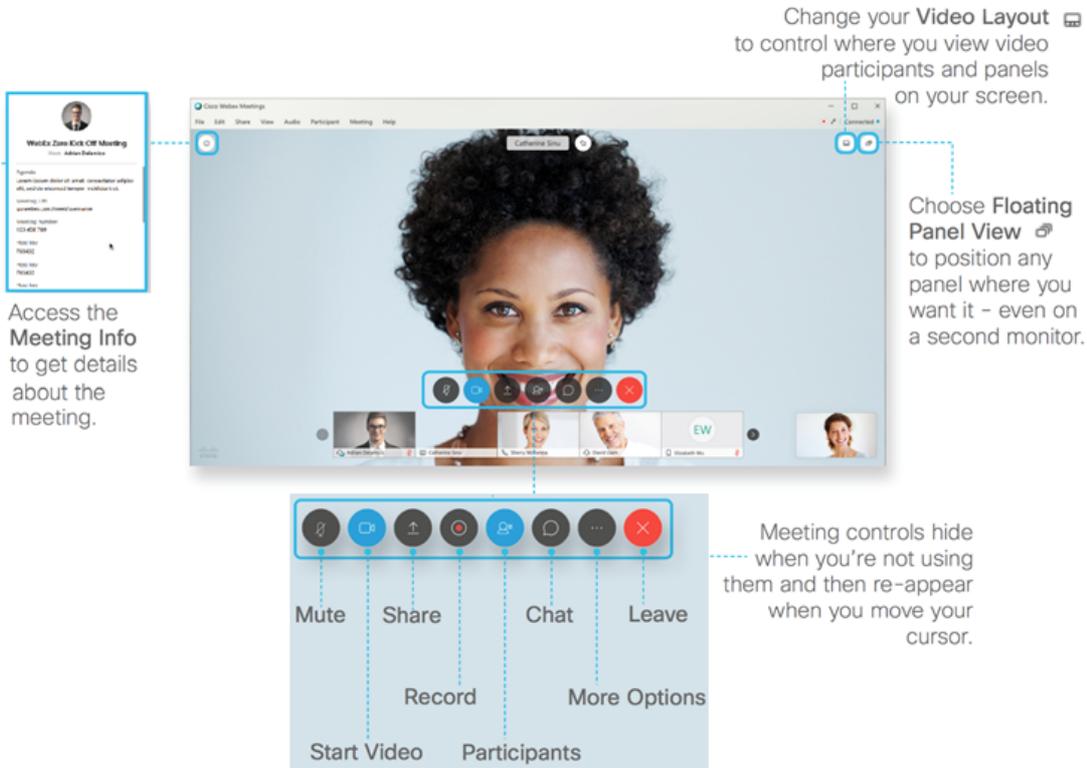
When you host a meeting from a Room System you will need the six digit Host Key. To find this open the meeting invitation and click 'Host Information' on the Outlook ribbon.

If you set up meetings on behalf of other people be sure to pass on the Host Key to the meeting host.



WEBEX MEETINGS INTERFACE

You can attend a Webex Meeting in your web browser or with the Webex Meetings app. The interface looks similar on both platforms.



MEETING CONTROLS



Audio and video connection

When you join a meeting this button will be highlighted to prompt you to select a source for your microphone and speakers. You can choose to use your phone, computer, or a videoconferencing Room System. This button will be hidden after you select a source. If you need it again you can find it under the More button which has a three dots.



More

Under the More button you can change your Audio settings, Lock Meeting to prevent others joining, send last minute invites or Reminders to late participants, or copy the meeting link.



Microphone

During a meeting, you can use the microphone button to mute/unmute your microphone.



Video

During a meeting you can use the Video button to start or stop your video or to switch to a different camera device.



Share

During a meeting you can share your screen, an application window, a file, or a whiteboard by clicking the Share button and selecting the content you wish to share. To stop sharing click Stop Sharing at the top of your screen.



Participants

The participants list shows you who is in the meeting. You can mute and unmute participants, assign the host role, or remove a user from the meeting.



Chat

During a meeting you can start a text chat with any attendee or with the whole group.



Record

During your meeting you can click Record to begin recording. You and your participants will see a red icon at the top right of your window when recording is in progress. The meeting host will be emailed a link to the recording. It can take a couple hours after the meeting ends.



End Meeting

In a Webex Meeting meeting you can choose to End Meeting or Leave Meeting. If you choose Leave Meeting while you are the host then the meeting will continue and the host role will be assigned randomly. If you want to choose a host then select a user from the participants list and assign the host role to them.

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