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INTRODUCTION
WebEx is the college’s preferred method for scheduling virtual meetings. WebEx is an online virtual collaboration tool. When all attendees cannot be present in one location, WebEx can be used to collaborate virtually. WebEx allows you to meet online and share files, information, and expertise. You must have a WebEx account in order to host WebEx meetings and events. If you need an account, please email the trainer after class.

Purpose
This User Guide specifically covers the procedures in WebEx that will enable the user to:

- Participate in a meeting
- Access and log in to WebEx as a Host
- Present Instant Meetings
- Navigate the Quick Start Window
- Present Scheduled Meetings
- Edit, cancel, and start scheduled meetings
- Share various media using WebEx
- Manage meeting participants
ACCESSING WEBEX AS A PARTICIPANT

Joining a WebEx as a Participant
The presenter must send you the meeting URL. Click the URL weblink and enter your name and email address at the first screen.

Audio and Video Connection
If you want to participate in the webinar using audio AND video (i.e. video of yourself using your computer’s webcam) set your preferences on the Audio and Video Connection pop-up window and click Start My Video.

To participate WITHOUT video, click Skip and select your audio settings on the next screen.
Participants, Chat, and Notes
In the upper right corner of the screen are three panel icons. Switch between panels by clicking each icon.

Participants displays the list of everyone logged into the webinar (unless the host has chosen to hide it). There are three icons to the right of your name.

- Raise or lower your hand by clicking the Raise Hand icon.
- Enable or Disable your video by clicking the Start My Video icon.
- Mute and unmute yourself by clicking the Mute icon.

Chat is real-time chatting between you and “everyone,” the host, the presenter, or other participants. (The host can disable the ability to chat with other participants.)

Notes is a space where you can type notes during the presentation, then click Save and save them to a file.
Downloading Files during a Meeting
If a presenter publishes files during a meeting, the File Transfer dialog box automatically appears in your Meeting window. You can then download the published files to your computer.

1. In the File Transfer window, select the file that you want to download.

2. Click **Download**. The Save As dialog box appears.
3. Choose a location to save the file.
4. Click **Save**. The file downloads to your selected location.
5. Repeat as necessary. Once you finish downloading files, in the title bar of the File Transfer window, click the **Close** button.

Note: To reopen the File Transfer window at any time, from the **File** menu, choose **Transfer**. This option is available only if the presenter is currently publishing files.

Leaving a Meeting
You can leave a meeting at any time. If you are participating in WebEx audio, or an integrated voice conference, WebEx disconnects you from the audio after you leave the meeting.

1. In the Meeting window, choose **Leave Room**.
2. A confirmation message appears. Click **Yes**.

The Meeting window closes.
ACCESSING WEBEX AS A HOST

Go to http://nvcc.webex.com
Click the Log In button on the right side of the screen.

When the user name and password box is displayed, enter your LAN ID (first part of your NVCC e-mail address) and your password.

A dialog box may display: “Would you like to set up WebEx Productivity Tools for your desktop?” Installing the WebEx Productivity Tools will allow you to set up meetings right from Outlook.

- You do not need to install the WebEx Productivity Tools to use WebEx. They are optional. If you do not have Administrator privileges or do not wish to run the setup, click Later.
- If you want them, you must have Administrator rights on your computer to run this setup. If you have Administrator rights, click Yes to install the Productivity Tools.

Congratulations! You’re logged into WebEx. You can start an Instant Meeting or Schedule a Meeting for a future date.
INSTANT MEETING

1. To start a meeting immediately, click **Start Meeting**.

![Start Meeting Alert](image1)

2. If you receive the following alert, click **Allow**.

![Internet Explorer Security Alert](image2)

3. WebEx will set up your meeting:

![Meeting Setup](image3)
4. You may be prompted to run a download. If so, click **Run**.

5. If the meeting progress stalls before reaching 100%, click the option to **Run a temporary application**.
A QUICK TOUR OF THE QUICK START WINDOW

The Meeting window provides a forum for you to share information and interact with participants via documents, presentations, whiteboards, applications, and more. You share or view content using the tools in the Meeting window. You can use panels to chat, take notes, and perform other tasks.

When you start or join a meeting, your meeting window opens with the Quick Start area on the left and a panel area on the right. Nearly everything you want to accomplish in a meeting can be done from these areas:

1. Choose an audio device for listening and speaking
2. Invite & remind people
3. Share your application or screen
4. Share a whiteboard
5. Record the meeting
6. Interact with other participants
Choose an audio device:
You can ask WebEx to call you. You will receive a call and may be prompted to press 1 to connect.

Call in to the conference number listed in the invitation, enter the meeting access code, and enter your attendee ID#.

The new WebEx default is to call in using VOIP (voice over IP) through your computer. VOIP is similar to Skype. This option requires a headphones and a microphone.

Invite & remind
Send email invitations to the people you want to join the meeting. Enter their email addresses, separated by a comma or semicolon, and click Send. If an invitation has already been sent, but the participant still hasn’t arrived, use the Remind button to send them an email reminder.

Once a meeting is in progress, you can click Lock Room to prevent new people from joining.

Share screen
If you have more than one monitor, you will be prompted to select which one you want to share. It is a good idea to close email and instant messaging, as meeting participants will be able to see everything that appears on your screen.

A small “You are sharing your screen” button appears at the top of the screen you are sharing. (Other participants don’t see this button.) Click on the button to open the host toolbar.

To stop sharing your screen, click Stop Sharing.

New whiteboard
A whiteboard is a blank screen that users can draw on or type on. The finished document can be saved and shared.
Record the meeting
While it is possible to record and share WebEx meetings, playback requires a WebEx-specific media player. Anyone who needs to view the recording must contact IT to install the media player.

Interact with other participants
Participants, Chat and Q&A windows let participants mute themselves, raise their hand if they want to speak, text questions to the host, or chat with each other.

ENDING A MEETING
If you are the host, as soon as you leave the room, the meeting ends. You can transfer host privileges to another user if you need to leave early.
To end a meeting, if you are sharing your screen, click Stop Sharing first. From the Quick Start window, click Leave Room.
SCHEDULING A MEETING

1. From the Meeting Center tab, click Schedule a Meeting.

2. Enter your meeting information:
   Meeting Topic: This is what will display in the subject line of the invitation.
   Password: Use the default, or set your own. Participants will see the password in the invite.
   Date, Time, and Duration: of the meeting.
   Attendees: Enter email addresses separated by commas or semicolons.
   Send a copy of the invitation email to me (optional). You can enter the email addresses of the attendees in the field above or click this checkbox to have WebEx email you the connection details to forward to participants. Or both.
   Audio conference: Leave at default.
   Save as template: If this is a recurring meeting, save some time next time by saving this form as a template.

3. Click Schedule Meeting. Your invitations will be emailed immediately.
Editing a scheduled meeting

Once you schedule a meeting, you can make changes to it at any time before you start it, including its starting time, topic, password, agenda, attendee list, and so on.

If you update any information about a meeting, including adding or removing attendees, you can choose to send attendees a new invitation email message that informs them that you have modified information about the meeting. Attendees whom you removed from the attendee list receive an email message informing them that you have retracted their invitations.

You can modify a meeting from the confirmation email message that you received after you scheduled the meeting or from your meeting list in My WebEx.

1. From the Meeting Center tab, click My Meetings, then the All Meetings tab. A list of all your pending meetings will be displayed.
2. In the meeting list, under Topic, click the name of the meeting to be edited.
3. Click Edit.
4. Modify the meeting.
5. Click Save Meeting.
6. If you invited attendees, a message appears, asking you whether you want to send an updated email invitation to all attendees, only attendees who were added or remoted, or to no one. Click the appropriate update option, and then click OK.
7. The “Meeting Updated” page appears. You will receive a confirmation email message that includes information about the changes you made to the meeting.
Canceling a Scheduled Meeting
You can cancel any meeting that you have scheduled. Once you cancel a meeting, you can choose to send a cancellation email message to all invited attendees. Canceling a meeting deletes it from your personal meeting list.

1. From the Meeting Center tab, click My Meetings, then the All Meetings tab. A list of all your pending meetings will be displayed.
2. In the meeting list, under Topic, click the name of the meeting to be edited.
3. Click Delete.

4. If you invited attendees, a message appears, asking you whether you want to send a cancellation email message to all invited attendees. In the message box, click Yes or No, as appropriate.

You receive a cancellation confirmation email message.

Optional: If you added the meeting to your Outlook, in the confirmation email message, click the link to remove the meeting from your calendar.
Starting a scheduled meeting
A meeting does not start automatically at the scheduled time. It must be started by the host.

After you schedule a meeting, you receive a confirmation email message that includes a link that you can click to start the meeting. Or, you can start the meeting from your meeting list in My WebEx.

Starting a Meeting from the Confirmation Email Message:
1. Open your confirmation email message, and then click the link.
2. If the Log In page appears, provide your account username and password, and then click Log In.
3. The “Meeting Information” page appears.
4. Click Start Now.

Starting a Scheduled Meeting from WebEx > My Meetings
1. From the Meeting Center tab, click My Meetings, then the All Meetings tab. A list of all your pending meetings will be displayed.
2. In the meeting list, under Topic, click the name of today’s meeting.
3. Click Start.
SHARING

To share content, click the Quick Start **Share File > More Options** button or click the **Share** dropdown in the top menu bar.

**My Screen**

Tip: Always close email and instant messaging programs before sharing your screen. If you have more than one monitor, you will be prompted to select which one you want to share. It is a good idea to close email and instant messaging, as meeting participants will be able to see everything that appears on your screen.

A small “**You are sharing your screen**” button appears at the top of the screen you are sharing. (Other participants don’t see this button.) Click on the button to open the host toolbar.

To stop sharing your screen, click **Stop Sharing**.

**Transferring and Publishing Files**

During a meeting, the presenter can publish files that reside on his/her computer. Meeting participants can then download the published files to their computers. Publishing files is useful if you want to provide participants with a document or a copy of your presentation.

**To publish files during a meeting**

1. In the Meeting window, on the **File** menu, choose **Transfer**.

2. Click **Share File**.
3. Select the file that you want to publish.
4. Click **Open**. The file appears in the File Transfer window.

The file is also now available in each attendee’s File Transfer window.
Note: The number of attendees that have the File Transfer window open, including you, appears in the lower-right corner of the File Transfer window.

**To stop publishing files during a meeting**
In the title bar of the File Transfer window, click the Close button. WebEx closes the File Transfer window in each attendee's Meeting window.

**Application**
Sharing a tool, like a software application, works differently from sharing a document or presentation. When you share software during a meeting, a sharing window opens automatically on all participant screens. You can show, in this special sharing window:

- **an application** (for example, you want to edit a document as a group or show your team how a tool works)
- **computer desktop** (for easily sharing several applications at once and for sharing file directories open on your computer)
- **web browser** (useful for sharing particular Web pages with participants or showing a private intranet)
- **any application or the desktop on a remote computer with Access Anywhere** installed on it (for example, you are on the road and the computer in your office has the information you need).

**Whiteboard**
Sharing a whiteboard allows you to draw objects and type text that all participants can see in their content viewers. You can also use a pointer to emphasize text or graphics on a whiteboard.

Other things you can do while sharing a whiteboard:

- Display it at various magnifications
- Copy and paste images into it
If you allow participants to annotate slides and pages, you and participants can draw and type on a whiteboard simultaneously.

**Web Browser**

The web browser lets you guide participants through websites while experiencing media effects including video and sound, lets you grant control of your web browser, and lets you and other participants annotate webpages.

**Stop sharing a specific application**

If multiple applications are open, you can close one at a time. On the title bar of the application that you no longer want to share, select the **Stop** button, or in the Meeting Controls Panel, select the **STOP** button.

**Stop sharing all applications**

In the Meeting Controls Panel, click **Stop Sharing**.

You can also pause sharing: Click **Pause** (located next to the **Stop** button).
MANAGING PARTICIPANTS

Muting
To mute all participants (except the presenter), right-click in the Participants window and click Mute All.

To mute an individual participant, click the microphone icon next to their name.

Tip: To determine which phone line a sound is coming from, look for the small blue “soundwaves.”

Granting Sharing Privileges
To grant or remove participant privileges during a meeting:

1. In the Meeting window, on the Participant menu, choose Assign Privileges.
   - To grant a specific privilege, select its check box.
   - To grant all privileges, select the Assign all privileges check box.
   - To remove a privilege, clear its check box.
   - To revert to the preset privileges, click Reset to Meeting Defaults.

2. Click Assign

Changing Presenters
During a meeting, you can make any meeting participant the presenter - also referred to as passing the ball. Any presenter can also pass the ball to make another meeting participant the presenter.

- From the Meeting window, right-click the name of the participant in the Presenters window, click Change Role to, and click Presenter.
- If sharing, click the You are sharing your screen button to display the Sharing menu. Click Assign > Make Presenter > the name of the participant.

Making Someone Else the Host
As a meeting host, you can transfer the host role -- and thus control of the meeting -- to a participant at any time. This option can be useful if you need to leave a meeting early.

1. From the Meeting window, right-click the name of the participant in the Presenters window, click Change Role to, and click Host.
2. A confirmation message appears, in which you can verify that you want to transfer control of the meeting to the participant whom you selected.
3. Click OK.

The word (host) appears to the right of the participant's name in the participant list.
CART CAPTIONING

CART stands for “Communication Access Real-time Translation.” CART is a service in which a certified CART captioner listens to speech and instantaneously translates all the speech to text. If any of your WebEx participants need captioning accommodation, you must schedule a CART captioner. It’s easy to do, but must be done prior to the webinar.

**Step One:** Contact interpreters@nvcc.edu to schedule the captioner. In the email, include the date, time, and duration of the webinar, and the WebEx link and access code.

**Step Two:** Enable closed captions for your meeting.

To enable captions before the meeting,
1. When scheduling the meeting, at the top of the meeting options, click **Advanced Scheduler**.
2. Click (7) Meeting Options.
3. Click Enable closed captioning.
4. Click Save Meeting.

To enable captions during the meeting,
1. From the menu at the top of the Quick Start screen, click **Meeting > Options**.
2. Check the box next to **Enable Closed Captioning** and click OK.
Step Three: During the webinar, the closed captioner will join the meeting just like any other participant. He or she will usually list their username as “captioner” or may send you a chat message such as “I’m the captioner.” When you see the captioner join, right-click on their username and change their role to “Captioner.”

FOR ADDITIONAL ASSISTANCE

WebEx Support is available in the Meeting Center, in the left toolbar, under Support. NOVA ID Help Desk Support is available at ITHelpDesk@nvcc.edu or 703-426-4141.