Webex Meeting – have both video and audio conferencing

PLEASE NOTE: All Webex Meetings come standard with audio capability. Therefore, it is not necessary to create a special Webex Meeting for Audio only.

NOTE: For Audio, if you have a good Internet connection or Unlimited data plan on your cellular device, it is recommended to click JOIN button from the Meeting Invitation.

Use Audio over the Internet. Do NOT dial in.

The below pages will show you how to create a standard Webex Meeting

1. via the MS Outlook,
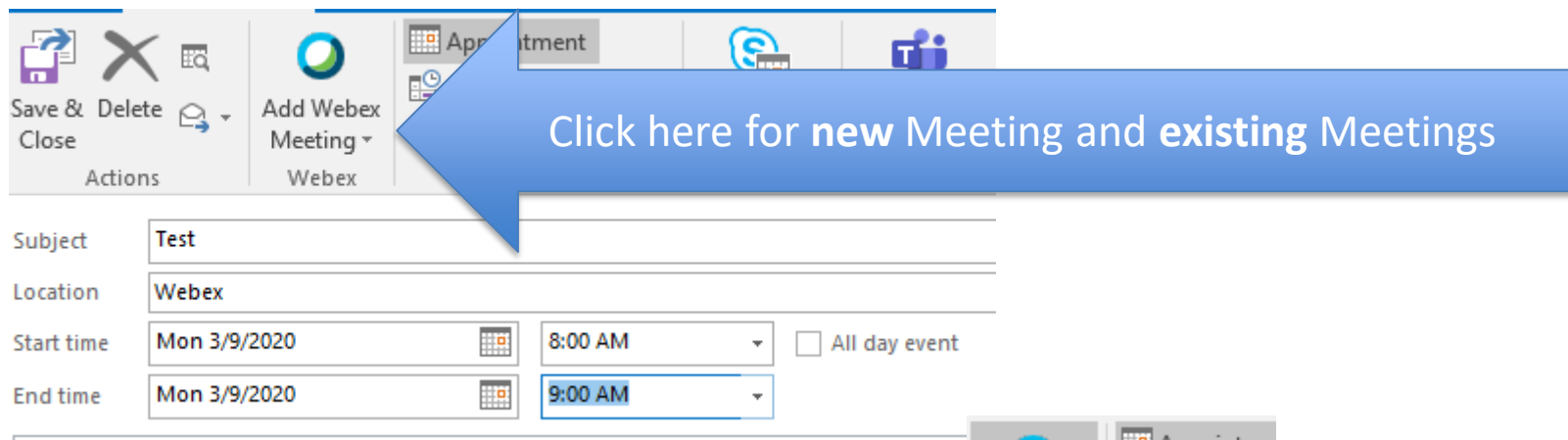2. via Webex Meetings and
3. via the cloud.

Information about Webex Meetings

- If you are joining a meeting from your computer, you will need:
  - speakers or headphones (to hear)
  - a microphone (to communicate)
- Please remember, if working remotely (using Remote Desktop), join the Webex meeting from your local computer.
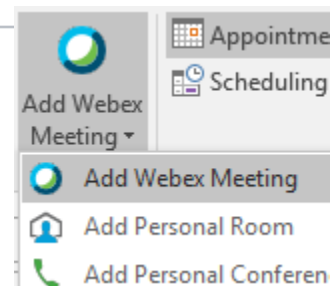
VIA MS OUTLOOK - Creating a Webex Meeting (**from a UMB PC**)

1. Login to MS Outlook
2. Open your Calendar
3. Begin scheduling a normal meeting

Click here for **new** Meeting and **existing** Meetings

Subject	Test
Location	Webex
Start time	Mon 3/9/2020 8:00 AM ☐ All day event
End time	Mon 3/9/2020 9:00 AM

4. Click on **Add Webex Meeting** from the toolbar

Add Webex Meeting ▾
- Add Webex Meeting
- Add Personal Room
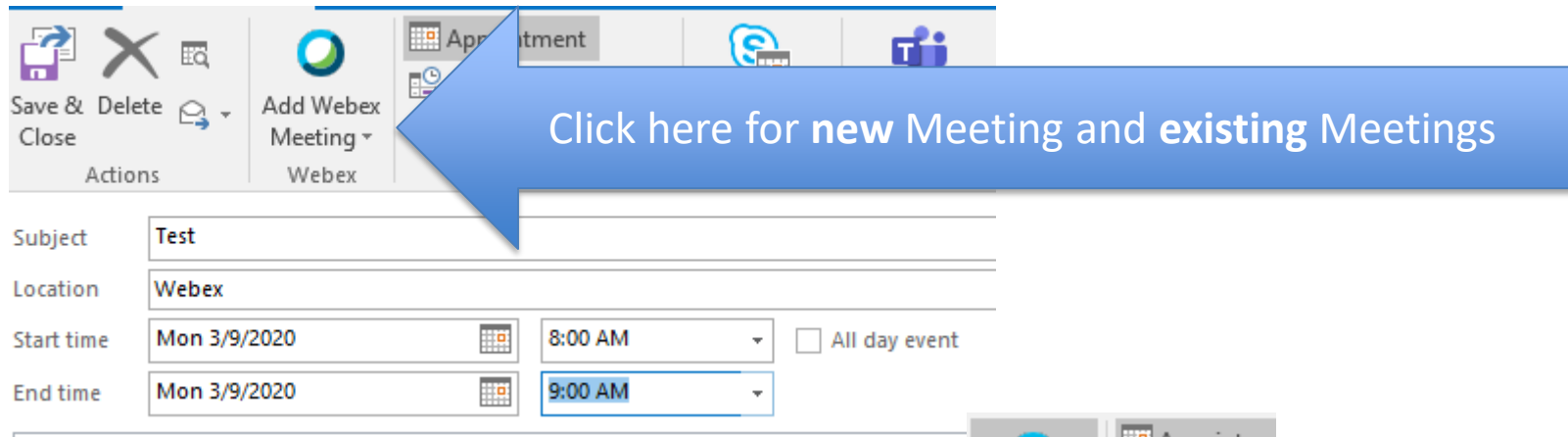- Add Personal Conferen

5. Click SAVE (🖫 , located in the upper left corner)
    1. to see Webex Meeting details when the below text appears.

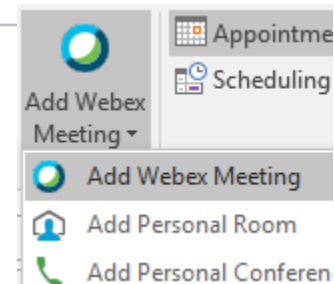-- Do not delete or change any of the following text. --
A Webex meeting has been added. Meeting details will replace this section after you save or
send this invitation.

Creating a Webex Meeting (**from a UMB PC**)

1. Login to MS Outlook
2. Open your Calendar
3. Begin scheduling a normal meeting

Save & Delete | Add Webex Meeting ▾ | App...tment

Actions | Webex

Click here for **new** Meeting and **existing** Meetings

Subject	Test
Location	Webex
Start time	Mon 3/9/2020	8:00 AM	☐ All day event
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4. Click on **Add Webex Meeting** from the toolbar

Add Webex Meeting ▾ | Appointme | Scheduling

Add Webex Meeting
Add Personal Room
Add Personal Conferen

5. Click SAVE (🖫 , located in the upper left corner)
   1. to see Webex Meeting details when the below text appears.

-- Do not delete or change any of the following text. --
A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.

Meeting Invitation Details

-- Do not delete or change any of the following text. --

Join Webex meeting

Meeting number (access code): 739 239 827   Meeting password: G4uhjqEUv54

Join from a video system or application
Dial 739239827@umaryland.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
Tap to call in from a mobile device (attendees only)
+1-415-655-0001 US Toll
Global call-in numbers

Join using Microsoft Lync or Microsoft Skype for Business
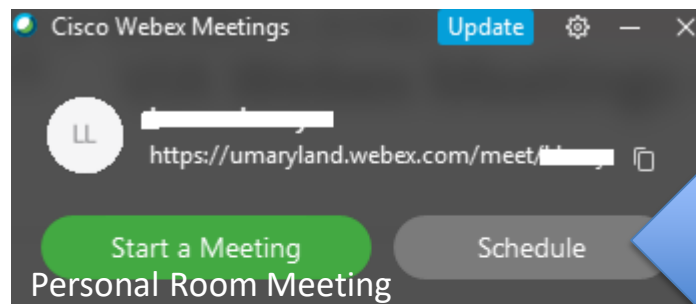
Dial 739239827.umaryland@lync.webex.com
Can't join the meeting?

If you are a host, go here to view host information. IMPORTANT NOTICE: Please note th
matter. By joining this session, you automatically consent to such recordings. If you do not consent to being rec

- Open Webex Meetings

Schedules a Meeting, will open MS Outlook if using a UMB PC

Enter Meeting Number to Join

- Via Browser (This means the Webex Meeting is not installed on device or you would like to access the other Webex Modules (Webex Events & Webex Training)

  – Login to Webex (https://umaryland.webex.com)
  – Click Sign In (upper right corner)
  – Use your UMB credentials to login

Sign In

Enter your email address

jdoe@umaryland.edu
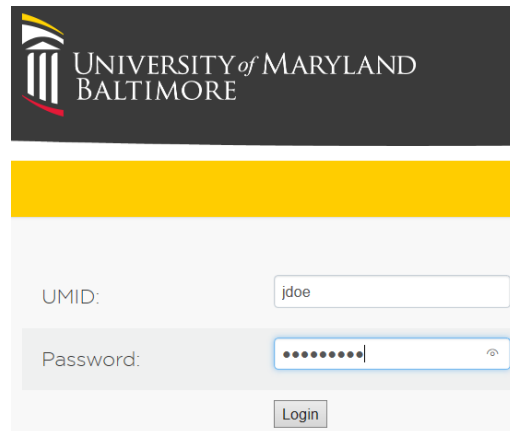
Next

Creating a Webex Meeting (con't)

- Via the Internet (Webex Meeting is not installed on PC or device)
  1. Login to Webex (https://umaryland.webex.com)
  2. Click Sign In (upper right corner)

  Sign In

  3. Use your UMB credentials to login (email must end with *umaryland.edu)
  4. Click Next
  5. Authenticate with Duo

Enter your email address

jdoe@umaryland.edu

Next

UNIVERSITY *of* MARYLAND BALTIMORE

UMID: jdoe

Password: ●●●●●●●●●

Login
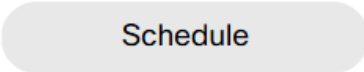
Schedule a Meeting (cloud – Webex not installed on PC)

You're now on the HOME page:

1. **Click on Schedule**

    > Schedule

2. **Leave the defaults** for the following fields: **Meeting type and Meeting password** (users won't need the password as they will simply click the link provided)

3. **Update the following fields**:
    1. Meeting Topic
    2. Date & Time
    3. Attendees

4. Click on Show advanced options
    1. It's recommended to turn off Beep on entry

    Entry and exit tone ⓘ   No Tone   ⌄

- Click on Scheduling Options to see if anything is applicable to your meeting.

Scheduling Options

Require account ⓘ	☐ Require attendees to have an account on this site in order to join this meeting
Alternate host	☑ Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting
Automatic recording	☐ Automatically start recording when the meeting starts
Exclude password	☐ Exclude password from email invitation
Join before host	☐ Attendees can join meeting 5 ⌄ minutes before start time ☐ Attendees can connect to audio before start time
Registration ⓘ	⦿ None ◯ Require attendee registration
Email reminder	15 ⌄ minutes before meeting starts
Meeting options	Edit meeting options
Attendee privileges	Edit attendee privileges

Schedule a Meeting (cloud con't)
Schedule the Meeting

Schedule a Meeting

Meeting templates [Default 2 No Host Key ▾]

Meeting type	[Webex Meetings Pro Meeting ▾]
* Meeting topic	[Test Meeting]
* Meeting password	[jcDRTXfc323 ↻]
Date and time	Monday, Apr 6, 2020 1:05 pm Duration: 1 hour ▾
	(UTC-04:00) Eastern Time (US & Canada) ▾
	☐ Recurrence
Attendees	[Separate email addresses with a comma or semicolon]
	[👤 jdoe@umaryland.edu ✕] [👤 jdoe@yahoo.com ✕]

Show advanced options ⌃

Audio connection options ⌃

Audio connection type	[Webex Audio ▾]
	☑ Display global call-in number to attendees
Entry and exit tone ⓘ	[No Tone ▾]

Agenda ⌄

Scheduling Options ⌄

[Cancel] [**Schedule**]

Click Here

Schedule a Meeting (cloud con't)

Your meeting has been scheduled:

In the portal you will see your meeting:

Test Meeting

Hosted by

○ 1:05 PM – 2:05 PM │ Monday, Apr 6 2020 │ (UTC-04:00) Eastern Time (US & Canada)

Start Meeting ∨

Webex will send 2 emails :

1. To you notifying you that you are the HOST and
2. To Attendees.

Schedule a Meeting (cloud con't)
Meeting Invitation and Participants joining via Audio

Meeting number (access code): 732 359 487

Meeting password: jcDRTXfc323

Monday, April 6, 2020

1:05 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

Join meeting

Join meeting

Step #1, Participants Simply Click Join, no password required

Join by phone

Tap to call in from a mobile device (attendees only)

+1-415-655-0001 US Toll

Global call-in numbers

By default, all Webex Meetings are assigned a Telephone #, See note below.

Used for Cisco Room Kits or video endpoints

Join from a video system or application

Dial 732359487@umaryland.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 732359487.umaryland@lync.webex.com

NOTE: For Audio, if you have a good Internet connection or Unlimited data plan on your cellular device, it is recommended to click from the Meeting Invitation.

Use Audio over the Internet.   Do NOT dial in.

Webex has 5 modules
https://umaryland.webex.com

1. **Webex Meetings** 2 types of meetings: Personal and Scheduled.

2. **Webex Teams** collaboration tool used for file transfers, projects, etc.

3. Webex Support can be used by Support Teams for remote access, file transfers, chat, survey and customizable features.

4. Webex Events full webinars, panelists, polling, silence all participants, practice sessions available, advanced registration and customizable features.

5. Webex Training On-line classroom, breakout sessions, hands-on labs, testing, grading, integration with learning management system (Blackboard)

Cisco Webex Benefit Summary:

- Webex
  - All students are licensed and staff/faculty have Webex or may request a license.
  - Every session has a phone#
  - Recordings (including Transcribing)
  - Webex Teams and Webex Meetings, Events and Training
  - Cisco Room Kits – One Button to Push and integration with Outlook
  - Integrates with Telephone system (Softphone feature)

- Webex Teams – is a separate application and requires a separate download
  - Can add external people to groups (jdoe@yahoo.com) and share information in the same space.
  - Attachments can be pulled from OneDrive or Sharepoint

- **Different ways to access Webex:**
  - 'Umaryland.webex.com'
  - 'www.webex.com'
  - 'teams.webex.com'
  - 'Desktop Application'
  - 'App for Mobile Devices'

  Personal Room URL: https://umaryland.webex.com/meet/UserID

- **Microsoft Outlook shortcuts**
  - When scheduling a meeting, in the location field, type:
    - @Meet – Webex Teams Meetings – automatically creates a space in Webex Teams
    - @Webex – Personal Room
      - Must use in Office 365 (outlook.office.com)

Things to know…

- Webex Teleconference – up to 500 telephone participants
- Initiating Video/Audio calls
  - Webex Meetings - up to 1,000 participants (VoIP)
  - Webex Teams –up to 200 participants
- Webex Team spaces – up to 5,000 members
- Webex Events – up to 1,000
- Webex Training – 1,000 (up to 100 break out sessions)
- No storage limit
- Ability to transfer files, chat, share and whiteboard.
- File attachments on Webex Teams is integrated with Sharepoint and One Drive