

Working with Webex

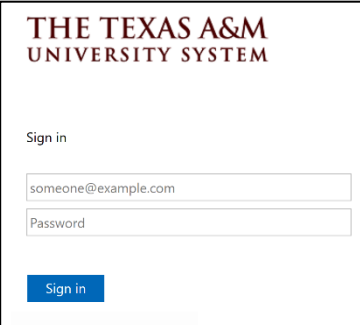
Overview

This job aid outlines how to access Webex account, how to schedule a Webex meeting, how to host a Webex meeting and how to join a Webex meeting

Steps

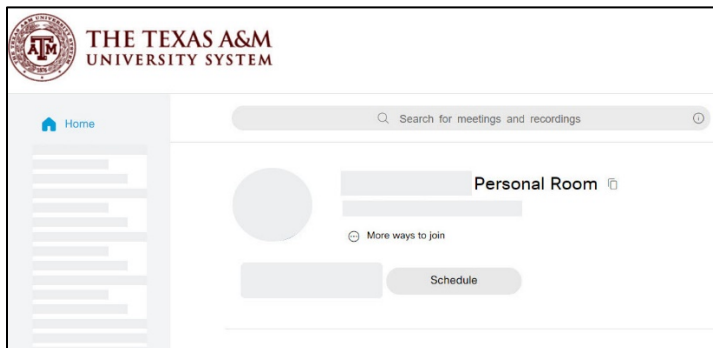
Access your Webex account:

1. Navigate to tamus.webex.com
2. Log in with your TAMUS computer username and password; use your full computer password and not your PIN
3. Choose a Duo authentication method

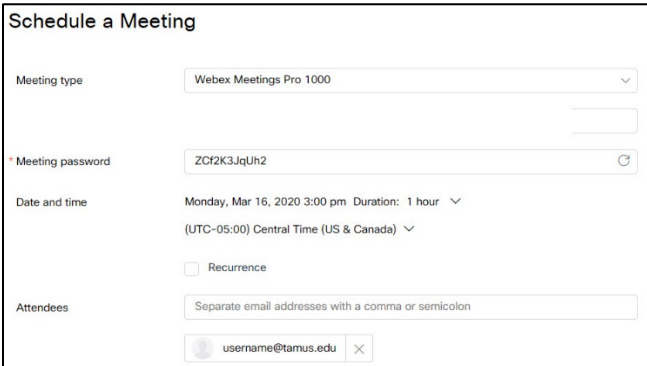


Schedule a Webex meeting:

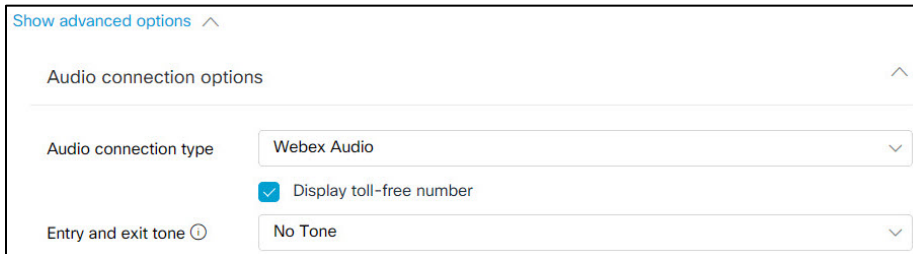
1. From the Home page, click **Schedule**



2. Use the following settings:
 - a. Meeting type: Webex Meetings Pro 1000
 - b. Meeting topic: Enter a name for your meeting
 - c. Meeting password: Accept the default provided
 - d. Date and time: Click the down arrows to choose Day, Start time and Duration
 - e. Time zone: Central Time (default); change to a different time zone as needed
 - f. Attendees: Enter only your TAMUS email address; you will be the only attendee



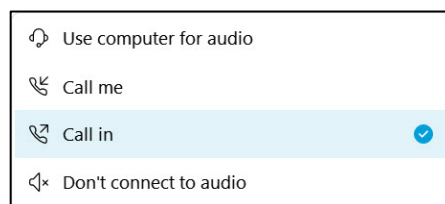
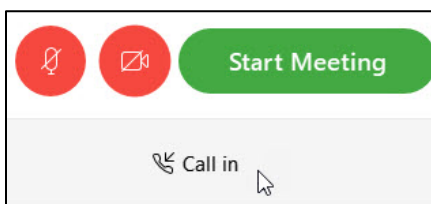
- g. Click the Show advanced settings down arrow
- h. Click the down arrow next to **Audio connection options**
- i. Use the following settings:
 - i. Audio connection type: Webex Audio
 - ii. Entry and Exit tone: No Tone



- j. Click Schedule
- k. Open Outlook
- l. Check your email for an invitation to the meeting; **copy** the Webex meeting information
 - i. You may receive two emails: an email with the participants link and an email from Cisco Webex with the meeting organizer link
 - ii. This allows you to manage the meeting from Outlook rather than Webex
- m. **Schedule a meeting** in your Outlook calendar; invite participants and include an agenda or discussion topics in the meeting body
- n. **Paste** the Webex meeting invitation information into Outlook calendar meeting invitation
- o. **Send** the Outlook meeting invitation

Host a Webex Meeting:

- 1. When it is time, start the meeting:
 - a. Click the **Start meeting** link in the email Webex sends you 15 minutes before the meeting, or
 - b. Click the **Join meeting** link you sent to the participants, or
 - c. **Log into** Webex and click **Start** next to the meeting name on your Home page.
- 2. Choose your audio and video connections:
 - a. Audio: Select **Call in** as your audio connection; your sound quality will be better with the Call in option than with your computer



- b. Video: Click the **camera** to turn on your webcam; if you use an external webcam you will need to connect to it.
 - i. Using your camera will help you stay connected with your virtual teammates – please use it!



3. Activate meeting options:

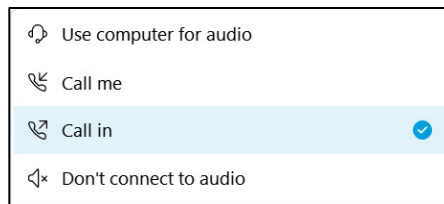
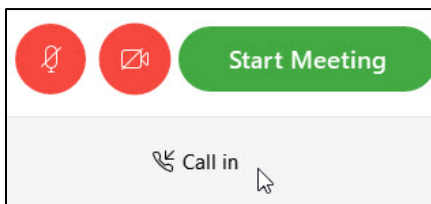
- a. Click the **file folder** to share applications like Word, Excel, a browser and similar; always share an application, but **never share your screen**
- b. Click the **cartoon balloon** to open the chat window; you can chat with all participants or a single participant
- c. Click the **microphone** to mute and unmute your audio line



4. When the meeting ends, close the window and end the meeting

Join a Webex Meeting:

- 1. When it is time, join the meeting; click the **Join meeting** link you were sent
- 2. Choose your audio and video connections:
 - a. Audio: Select **Call in** as your audio connection; your sound quality will be better with the Call in option than with your computer



- b. Video: Click the **camera** to turn on your webcam; if you use an external webcam you will need to connect to it.
 - i. Using your camera will help you stay connected with your virtual teammates – please use it!



3. Activate meeting options:

- c. Click the **file folder** to share files; always share an application, but never share your screen; this may take a few seconds if the Host needs to give you Presenter rights



d. Click the **cartoon balloon** to open the chat window; you can chat with the Host, all participants or a single participant



e. Click the **microphone** to mute and unmute your audio line



This completes **Working with Webex**. Contact helpdesk@tamus.edu if you need help.