WebEx Cheat Sheet

Login to WebEx
Go to https://cccs-meetings.webex.com/

1. Click the “Sign In” button in the upper right hand corner.
2. Enter your email address, and press the “Next” button.
3. You will be taken to a second CCCS specific sign in page. You must sign in using the format provided. If you don’t know your domain name, ask your campus administrator. NOTE: Use your campus computer/email password, not your campus portal password.

Landing Page
Once you are signed into WebEx, you will be taken to your personal Landing Page. This page allows you to start and/or schelude a WebEx meeting. You can also join any meeting you have been invited to.

Meetings
Personal Room
Your personal room is always available to schedule meetings or to start a meeting at anytime.

Copy the URL location listed at the top of the meeting page, and send it your particants. To start a meeting using your personal room, simply click on the

Schedule a Meeting
1. Click the Schedule button to Schedule a meeting.
2. Leave the meeting type as WEbex Pro Meeting.
3. Enter the meeting topic
4. Choose a meeting password or use the one provided
5. Pick a date and time.
6. If you want, you can add the email address of attendees, and they will receive an email. OR you can send the information out separately.
7. Click the “Schedule” button to schedule the meeting.

Once the meeting is scheduled, you can view the scheduling information by clicking the Meeting Icon in the left set of icons.

Click on your scheduled meeting for the details.

You can copy the details listed and put this information in an email for your attendees.

Join or Start a Meeting
If you are the host of the meeting, sign into WebEx and your meeting will be listed. Simply click on the green “Start” button to start your meeting.

To join a meeting, go to the URL provided by the organizer. You will be asked to provide the meeting number and password. Enter these as provided by the organizer.
Audio and video
As you join a meeting, you will need to set up your audio and video for the meeting.

1. If you have a camera in your computer, you can turn it on so people can see you. Simply click the camera icon to toggle the camera on and off. NOTE: If you have low bandwidth, we recommend not using the camera feature.
2. To set up the audio, click the audio features to select the type of audio you want. You can use the computer audio, call the webex from your phone, or have the WebEx call your phone. Simply select the option that works best for you.
3. You can also choose to start the meeting with the audio and video muted or not. If the icons are red, you are muted.

Meeting Controls
Once you have selected the video and audio you will be using, “Start Meeting” if you are the host, or “Join Meeting” if you are a participant.

Once you are in the meeting, there are several features you can use. These features are available in the menu at the top of the screen, or in the toolbar that appears at the bottom of the screen.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mute Audio</td>
<td>This button mutes and unmutes your microphone. If it is red, you are muted.</td>
</tr>
<tr>
<td></td>
<td>Camera control</td>
<td>This button turns the camera on and off. If it is red, the camera is off.</td>
</tr>
<tr>
<td></td>
<td>Share Content</td>
<td>This button allows you to share content on your screen with your participants. You can share an entire screen, or a specific document that you have open on your computer.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Record" /></td>
<td>This button allows you to record your meeting. We recommend recording meetings.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Show Participants" /></td>
<td>Clicking this button shows all of the people who are present at the meeting. It also provide information on their audio/video and if they are muted or not. If you are the host, you can click on the microphone next to any user, and mute or unmute their microphone.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Show Chat" /></td>
<td>This allows you to see and participate in text chats during a WebEx. You can send and receive text messages to individuals or everyone on the WebEx.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Other Options" /></td>
<td>This button allows you to access other features of Webex, including a polling function, changing audio connections, and changing your speaker and microphone settings.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Exit/End" /></td>
<td>This button allows you to leave, or end a WebEx meeting.</td>
<td></td>
</tr>
</tbody>
</table>