

Layout

WebEx is a Web conferencing and videoconferencing solution that can be used to host webinars, peer-level Web meetings, and webcasts.

Whiteboard
Used to help illustrate points.

Participants Pane
Used to manage participants.

Chat Pane
Used to send text-based messages.

Recorder Pane
Used to record meetings.

Quick Start Tab
Connect to audio, share your screen, or invite/remind participants.

Leave Meeting
Used to exit a meeting or bring a meeting to an end.

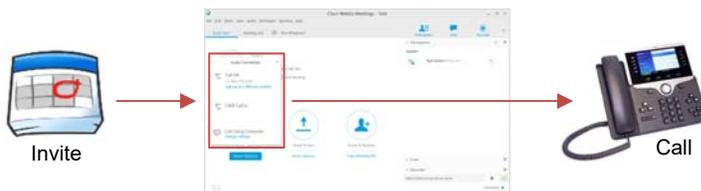
Audio Connection
Used to establish an audio connection with a meeting.

Share Screen
Used to share a monitor or application with participants.

Invite & Remind
Used to add participants or send an e-mail reminder.

Note: Any employee (Humber or Guelph-Humber) assigned a personal extension can **host** a WebEx meeting at no additional cost. WebEx supports up to 100 participants in meetings. Log into the portal (myMeeting.humber.ca) using your business e-mail address and Humber password. Anyone (including individuals without Humber credentials) can **participate** in WebEx meetings.

Joining a Meeting



Joining a Meeting as a Participant

1. Follow the meeting link in the e-mail/calendar invite.
2. Accept the WebEx plugin (if prompted) and then key in your name.
3. Select an audio (Call Me, I Will Call In, Call Using Computer) connection.

Joining a Meeting as the Host

1. Follow the link in the e-mail/calendar invite or log into the WebEx portal.
2. Click the **Start** button (if prompted) to start the WebEx meeting.
3. Log in (if prompted) using our Humber e-mail address and password.
4. Select an audio (Call Me, I Will Call In, Call Using Computer) connection.

NOTE: Alternatively, you can log into WebEx (myMeeting.humber.ca) using your Humber e-mail address and password to join meetings you are hosting.

Getting Started

Start by installing the WebEx plugin (one-time install per computing device) to integrate WebEx with Outlook. Alternatively, you can use the WebEx portal to manage all meetings.

Step-by-step Procedure:

1. Completely close down Outlook on your desktop/laptop.
2. Launch a browser instance, navigate to the address...

myMeeting.humber.ca

...and log in using your Humber e-mail address and password.

3. Click the **Download** button in the **Productivity Tools** section and allow the installer to run.



4. Follow the WebEx Setup Wizard to install the tool.



NOTE: The installer will place a **Meet Now** and a **Schedule Meeting** button in the Outlook ribbon.

5. When prompted, key the following address...
myMeeting.humber.ca
...into the WebEx Assistant.
6. Log in using your Humber e-mail address and password.

Scheduling a Meeting

Meet Now

Using the Plugin in Outlook

1. Open your Outlook mailbox or calendar.
2. Click on **Meet Now** on the **Home** tab.
3. Click on **Invite & Remind** in the WebEx window.
4. Key in each participant's e-mail address.
5. Click the **Send** button to invite the participants.

Using the WebEx Portal (Alternative Method)

1. Navigate to the portal (myMeeting.humber.ca).
2. Log in with your Humber e-mail and password.
3. Click the **Meet Now** button.
4. Key in each participant's e-mail address.
5. Click the **Start** button.

Schedule a Meeting

Using the Plugin in Outlook

1. Open your Outlook mailbox or calendar.
2. Click on **Schedule Meeting** on the **Home** tab.
3. Schedule the event (subject, location, and time).
4. Click on **Invite Attendees** to add participants.
5. Click the **Add WebEx Meeting** button.
6. Confirm the WebEx details. Click the **OK** button.
7. Click the **Send** button.

Using the WebEx Portal (Alternative Method)

1. Navigate to the portal (myMeeting.humber.ca).
2. Log in with your Humber e-mail and password.
3. Click the **Schedule** button.
4. Schedule the event (what and when).
5. Key in each participant's e-mail address.
6. Click the **Schedule It!** button.

Editing a Future WebEx Meeting

1. Open the meeting in your Outlook calendar.
2. Add or remove participants as needed.
3. Click the **Send Update** button.

NOTE: You can also edit WebEx meetings using the WebEx portal. Log into the portal (myMeeting.humber.ca) using your Humber e-mail and password. Select the meeting to edit in the **Meetings** tab. Click the **Edit** button. Apply desired edits and click the **Save** button.

Rescheduling a Future WebEx Meeting

1. Open the event in your Outlook calendar.
2. Adjust the event date and time as needed.
3. Click the **Send Update** button.

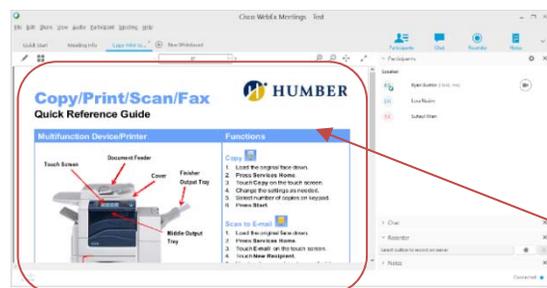
NOTE: You can also reschedule WebEx meetings in the WebEx portal. Log into the portal (myMeeting.humber.ca) using your Humber e-mail and password. Select the meeting to reschedule in the **Meetings** tab. Click the **Edit** button. Reschedule the meeting and click the **Save** button.

Cancelling a Future WebEx Meeting

1. Open the meeting in your Outlook calendar.
2. Click on **Cancel Meeting** in the **Meeting** tab.
3. Click the **Send Cancellation** button.

NOTE: You can also cancel WebEx meetings in the WebEx portal. Log into the portal (myMeeting.humber.ca) using your Humber e-mail and password. Select the meeting to cancel in the **Meetings** tab. Click the **Delete** button. Confirm the cancellation by clicking the **Yes** button.

Hosting a Meeting



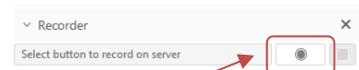
Sharing a File

1. Click on **File** in the **Share** menu.
2. Select the file you would like to share.

NOTE: Each shared file appears as a WebEx tab.

Recording a Meeting

Meetings can be recorded (audio and video) for playback at a later time.

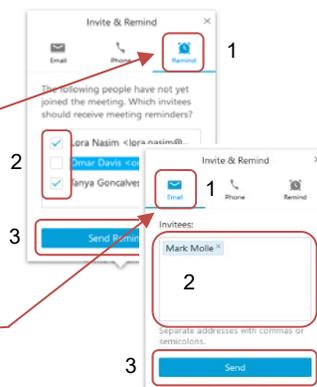


Select the **Recorder** panel. Continue by clicking the **Record** button.

NOTE: Click the **Pause** button to suspend meeting recordings.

Reminding Participants of a Meeting

1. Select the **Quick Start** tab.
2. Click the **Invite & Remind** button.
3. Select the **Remind** tab.
4. Check the participants to remind.
5. Click the **Send Reminder** button.



Adding Last-moment Participants

1. Select the **Quick Start** tab.
2. Click the **Invite & Remind** button.
3. Select the **E-mail** tab.
4. Key in participant e-mail address.
5. Click the **Send** button.

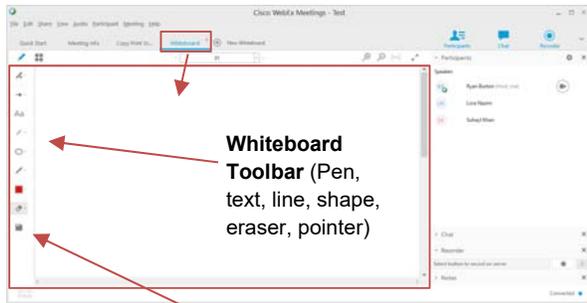
Assigning Roles to Participants

You can assign participants meeting roles. 1. Select a participant in the **Participants** panel. 2. Right-click and select the **Change Role** option. 3. Select a role (host, presenter, note taker, etc.) for the participant.

NOTE: Right-click your own name in WebEx and use the **Change Role** option to reclaim a delegated role.

Whiteboard

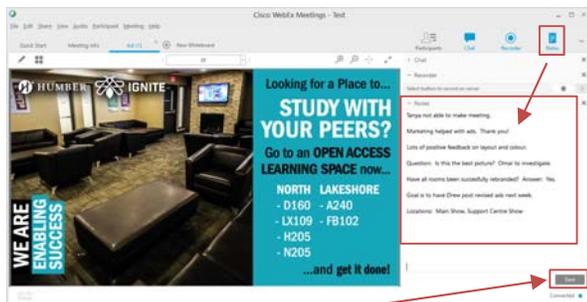
Use the **Whiteboard** feature to illustrate your points.



NOTE: Click the **Save** button to save whiteboard work.

Notes

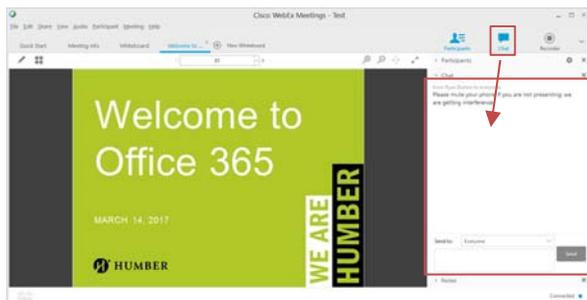
Use the **Notes** feature to document your meetings.



NOTE: Click the **Save** button to save meeting notes.

Chat

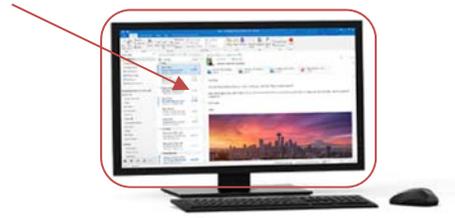
Use the **Chat** feature for text-based messaging.



NOTE: Messages can be sent to one or all participants.

Sharing Your Screen

Sharing a monitor or application takes everyone out of the WebEx application interface and instead shows everyone everything the presenter sees on his or her computer.



1. Select the **Quick Start** tab in WebEx.
2. Click on **More Options** under **Share Screen**.
3. Select a **Monitor** or an **Application** to share.

NOTE: Resources being shared have green borders. Click on **Stop Sharing** in WebEx's toolbar to halt.

Annotating Your Screen

Annotation is a note (text or diagram) added by way of comment or explanation. Click the **Annotate** button in WebEx's toolbar to annotate resources being shared.



NOTE: Click on **Assign** in WebEx's toolbar and select **Allow to Annotate** to enable a participant to annotate.

Sharing Your Keyboard and Mouse

1. Click the **Assign** button in WebEx's toolbar.



2. Select **Pass Keyboard and Mouse Control** option.
3. Choose a participant to whom to pass control.

NOTE: Click anywhere on the shared monitor/application to regain control of your keyboard and mouse.

Passing the Presenter Role to a Participant

1. Select a participant in the **Participants** panel.
2. Right-click and select the **Change Role** option.
3. Assign the **Presenter** role to the participant.

NOTE: Right-click your own name in WebEx and use the **Change Role** option to reclaim the **Presenter** role.

Muting Meeting Participants

As the host, you can mute meeting participants:

Mute a Participant

1. Select a participant in the **Participants** panel.
2. Click the microphone icon to mute and unmute.

Mute all Participants

1. Click on **Mute All** in the **Participant** menu.

NOTE: Select the **Unmute All** option to cancel.

IMPORTANT: Consider using the **Mute on Entry** feature in the **Participant** menu to automatically mute all meeting participants as they join the meeting.



Polling

Use the **Polling** feature to survey meeting participants. You may pose multiple choice and short answer questions. Results (responses) appear in real-time for all to see.

Add the Polling Panel

1. Click the **View** menu.
2. Expand the **Panels** option.
3. Click on **Manage Panels**.
4. Add the **Polling** panel.
5. Click the **OK** button.

Create a Question

1. Expand the **Polling** panel.
2. Select a question type.

3. Click the **New** button.
4. Key in your question.
5. Click **Add** to add choices.

Polling Participants

1. Click the **Options** button.
2. Set the **Timer** and click **OK**.
3. Click the **Open Poll** button.

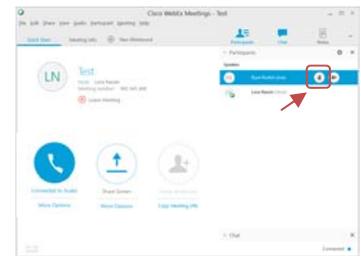
Start a New Poll

1. Click the **New Poll** button.

IMPORTANT: You will have the opportunity to save both your questions and each poll's results as you leave/end your meeting.

Managing Behaviour

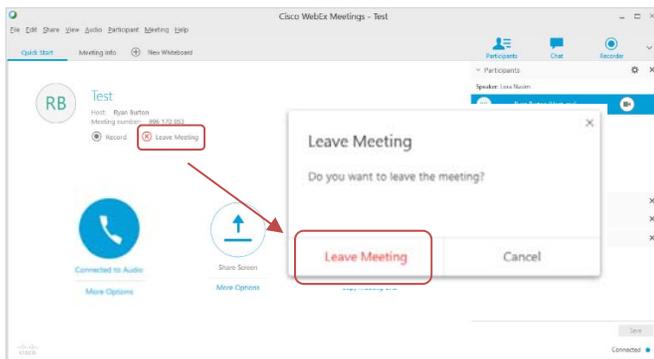
One way to manage meetings is to ask attendees to “raise their hand” to be acknowledged.



Participants can “raise their hand” by hovering over their presence in the **Participants** panel and toggling the hand icon.

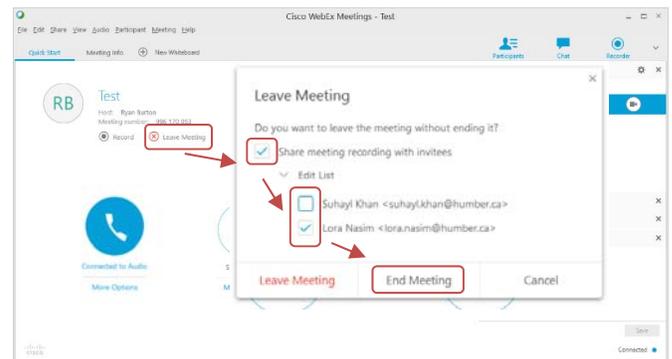
Leaving/Ending a Meeting

Leaving a Meeting



Leaving a meeting, even as the meeting's host, does not end the meeting. To leave a meeting, start by selecting the **Quick Start** pane. Then, click the **Leave Meeting** link. Finally, confirm your intent to leave the meeting by clicking the **Leave Meeting** button. Anyone leaving a meeting, willingly or otherwise, is free to rejoin said meeting later.

Ending a Meeting



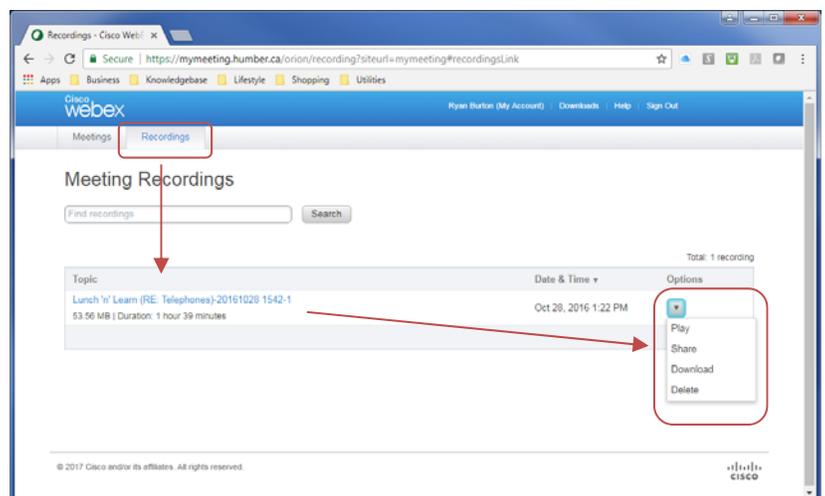
Ending a meeting ends it for everyone. Start by selecting the **Leave Meeting** link in the **Quick Start** tab. If you recorded the meeting, put a check in the **Share Meeting Recording with Invitees** box to have WebEx e-mail all participants a link to said recording. Confirm your intent to end the meeting by clicking the **End Meeting** button.

Recordings

You can easily find the recordings for all meetings you hosted in the WebEx portal:

1. Launch a browser and navigate to the WebEx portal (myMeeting.humber.ca).
2. Log into the portal using your Humber e-mail address and Humber password.
3. Select the **Recordings** tab for a list of all recordings for meetings you hosted
4. Use the **Options** dropdown to play, share, download, or delete a recording.

NOTE: WebEx also e-mail hosts a direct link to a meeting's recording after a meeting ends.



Personal Conferencing

WebEx can also be used for basic audio conferencing purposes thus eliminating the need for personal, third-party, conferencing solutions.

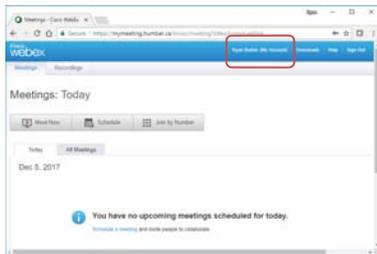
Getting Started:

1. Launch a browser instance, navigate to the address...

myMeeting.humber.ca

...and log in using your Humber e-mail address and password.

2. Click on **My Account** for your personal WebEx settings.



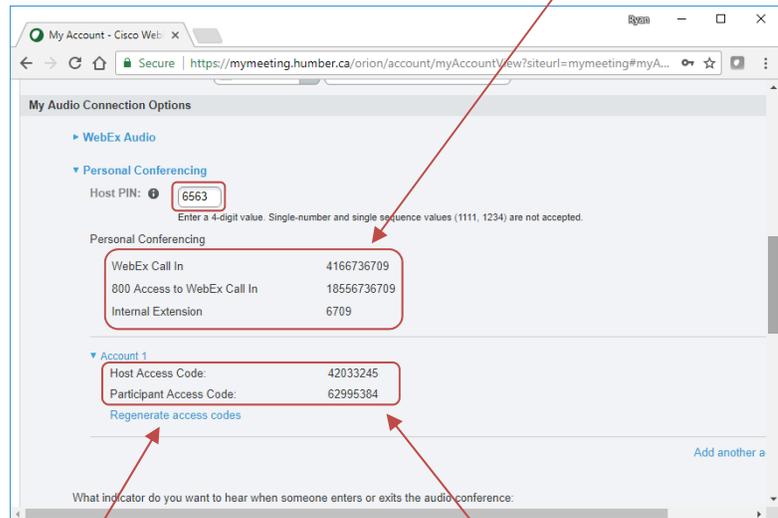
Continue by scrolling down to **My Audio Connection Options** and expanding the **Personal Conferencing** section.

3. Note the **local, toll-free, and internal extension** numbers for the audio conferencing service.
4. Key in a 4-digit code to use as your **Host** password. Note that single-number and sequence-based codes (example: 1111 and 1234) are not acceptable.
5. Click the **Regenerate Access Code** link to generate a set of WebEx audio conferencing credentials. Keep your access codes in a safe place.

IMPORTANT: Never disclose your personal host access code or your host password. Should you forget any of your access codes, simply log back into WebEx and generate yourself new credentials.

Audio conferencing services are available through WebEx to all Humber and Guelph-Humber employees at no cost.

Telephone Numbers
Used to dial into WebEx for audio conferencing purposes.



Regenerate Access Codes
Used to generate a new set of audio conferencing credentials.

Access Codes
Used to identify the conference host and his or her participants.

Setting Up a Conference

Setting up an audio conference (call) takes less than two minutes:

1. Schedule the call with the needed meeting participants.
2. Invite participants to call in using one of the following numbers...
 - a. 416.673.6709 (**local**)
 - b. 1.855.673.6709 (**toll free**)
 - c. X6709 (**internal**)

...at the time of the call.

3. Supply your **Participant Access Code** to the call participants.

Helpful Tip: Consider sending both the telephone numbers and the **Participant Access Code** as part of a single calendar invite.

Calling in as the Host

1. Dial into the audio conference using one of the call-in numbers.
2. Key in your **Host Access Code** followed by the octothorpe (#) key.
3. Enter your 4-digit **Host ID** followed by the octothorpe (#) key.
4. Finish by recording your name and pressing the octothorpe (#) key.

Calling in as a Participant

1. Dial into the audio conference using one of the call-in numbers.
2. Key the **Participant Access Code** followed by the octothorpe (#) key.
3. Finish by recording your name and pressing the octothorpe (#) key.