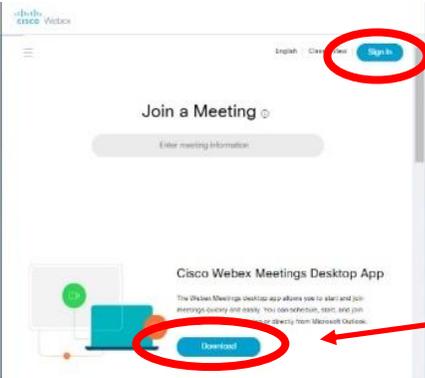
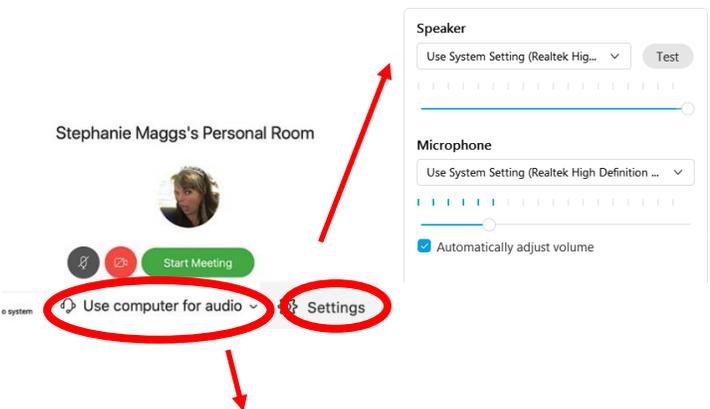


## Quick Reference Guide

Getting Started	Scheduling with Outlook
<p>Cisco Desktop Meetings can be used for web-conferencing. Use the web-based version or download the desktop app by visiting:</p> <p><b><a href="http://humber.webex.com">humber.webex.com</a></b></p>  <p>Sign in with your Humber email and then your Humber credentials to use the web-based version.</p> <p>Download the desktop app – full instructions on next page.</p>	<ol style="list-style-type: none"> <li>1. Launch Outlook and go to the Calendar.</li> <li>2. Click on New Event/Meeting.</li> <li>3. Add your participants, set your date/time, and any other meeting info.</li> </ol> <p><b>Note:</b> Location <b>MUST</b> be @webex</p> <p>If you are booking a room for your Webex meeting, schedule the room with the <b>Rooms</b> button first, and then add a semi-colon, space @webex.</p> <ol style="list-style-type: none"> <li>4. Save/Send your invitation.</li> </ol>
Layout	
 <b>Audio Connection:</b> Used to establish an audio connection with a meeting.	 <b>Participants Pane:</b> Used to manage participants.
 <b>Video Connection:</b> Used to establish a video connection with a meeting.	 <b>Chat Pane:</b> Used to send text-based messages.
 <b>Share Content:</b> Used to share a screen or application with participants.	 <b>More Options:</b> Access more options like polling, connections etc.
 <b>Record:</b> Used to record meeting.	 <b>End or Leave Meeting:</b> Used to end or leave a meeting.
Manage Audio and Video Settings	Scheduling for Others
 <p>Use computer for audio (USB headset/ microphone needed) or call in (window will display call in numbers).</p>	<p>Prior to scheduling Webex meetings for others, you (scheduler) must already have calendar permissions in Outlook. Webex permissions are set up by the person for whom you are doing the scheduling (host).</p> <ol style="list-style-type: none"> <li>1. The host will navigate to <b><a href="http://humber.webex.com">humber.webex.com</a></b> and log in with their Humber credentials.</li> <li>2. In their personal room, they will click on Preferences → Scheduling and add the scheduler's email address in the Scheduling permission box.</li> <li>3. With permission established, the scheduler can set-up a Webex meeting through Outlook or the web-based version for the host.</li> </ol>

## Cisco Webex Meeting App

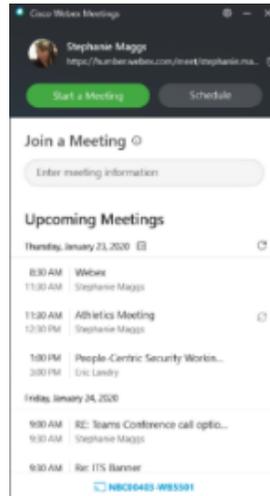
Navigate to the website [humber.webex.com](https://humber.webex.com) and click the Cisco Webex Meetings Desktop App and download and install the webexapp.msi file.



A Cisco Webex Meetings icon will be installed on your desktop.

When launched the app will appear as a small window.

You can start or schedule all your meetings from this desktop app. When you start your computer, by default, the app will automatically open. To turn that feature off, click on the  icon → Preferences → General.



## Start a Meeting (Now) with App

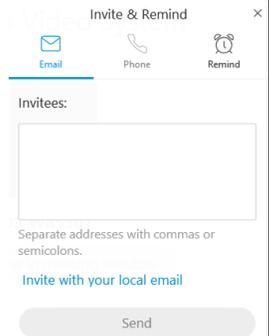
1. Launch the Cisco Webex Meeting app.
2. Click **Start a Meeting** and your **Personal Room** will open.
3. Click **Start a Meeting**.
4. Open the **More Options** (ellipses)



→ **Invite and Remind** and click on **Invite with your local email**. An Outlook e-mail message will open. Enter the email addresses of

the participants. When you are finished inviting the attendees click **Send**.

5. You can proceed once all your participants have arrived to the meeting.



## Schedule a Meeting with App

1. Launch the Cisco Webex Meetings app.
2. Click **Schedule** and your Outlook calendar will open.
3. Enter the meeting time and date information. Use the Invite Attendees button in the toolbar to add participants.

**Note:** Location **MUST** be @webex

Location

If you are booking a room for your Webex meeting, schedule the room with the **Rooms** button first, and then add a semi-colon, space @webex.

On the day/time of the meeting, you will receive a calendar reminder with an embedded Webex link to **Join the Meeting**. Your attendees will have a similar reminder to click. Once the participant have arrived, you can start your meeting.

## Record and Playback a Meeting

The **Record** button is used to start and stop recording a Webex meeting. To playback :

1. Launch a browser and navigate to the Webex portal ([humber.webex.com](https://humber.webex.com)).
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.

## Help & Support

Extensive video tutorials are also available on the Cisco Webex website:

<https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>

Please contact the I.T. Support Centre if you experience any issues.

☎ 416.675.6622X8888 | 📧 [humber.ca/techtalk](mailto:humber.ca/techtalk)

✉ [SupportCentre@humber.ca](mailto:SupportCentre@humber.ca)

📍 A212 (Lakeshore) or NX210 (North)