MAKING THE MOST OF YOUR WEBEX MEETINGS

Tips and tricks to make your virtual meetings easy and productive

ITEMS WE ARE COVERING TODAY

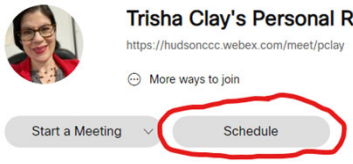
- Creating your meeting with a calendar invite
- Choosing alternate hosts
- Setting up WebEx meeting options before the meeting
- Changing your background and display photo
- Creating Breakout Rooms
- Screen Sharing and Whiteboard
- Sharing a video, including audio and music
- Using Polls, Q&A, and Chat
- How to use Meetings, Events, and Training
- Layout view options
- Recording your meeting

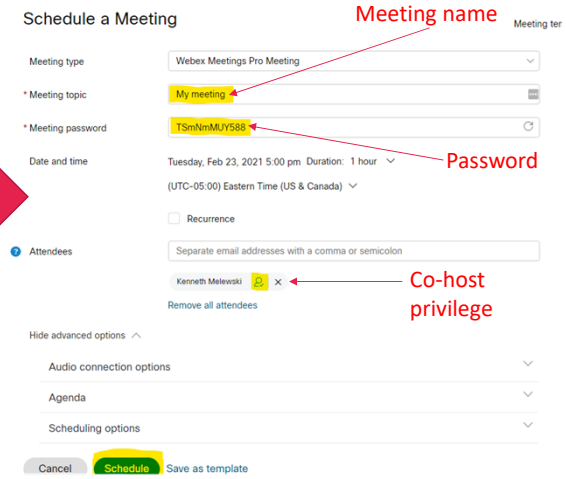
SCHEDULING THE MEETING

- Two basic options
  - WebEx Site at https://hudsonccc.webex.com
  - WebEx Productivity Tools

WEBEX SITE METHOD

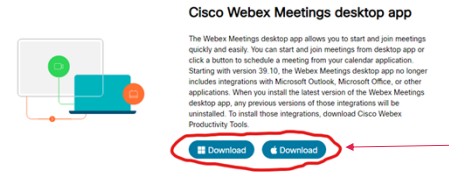
- Login at https://hudsonccc.webexcom with your HCCC user name and password



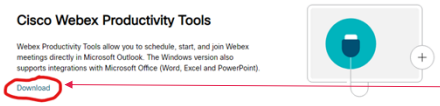


WEBEX PRODUCTIVITY TOOLS METHOD (OUTLOOK)

- All HCCC computers have WebEx Productivity Tools installed
  If you have trouble, contact the Help Desk itshelp@hccc.edu
- To install on your home computer, download from https://hudsonccc.webex.com at Downloads

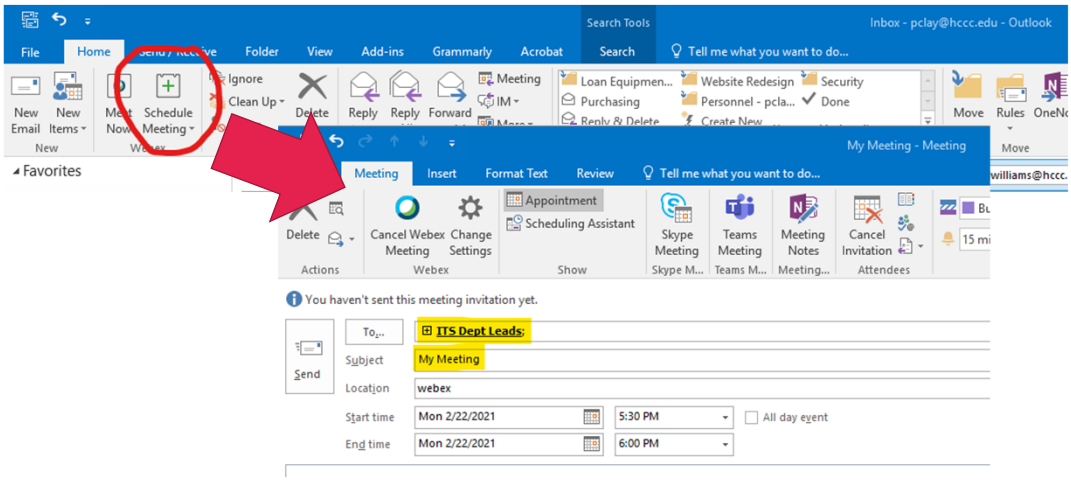


Choose your operating system
Windows or Mac for the desktop app



This link will walk download a file, open and install

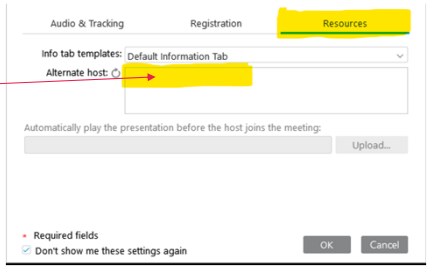
PRODUCTIVITY TOOLS – SCHEDULE FROM OUTLOOK



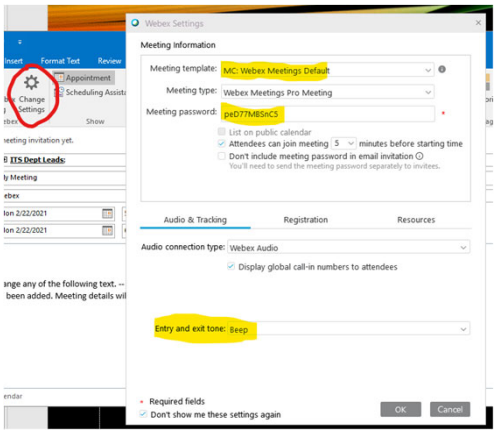
ALTERNATE HOSTS
VERY IMPORTANT BACKUP

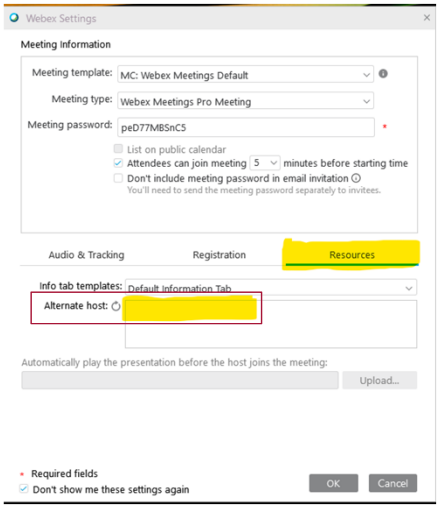
- Creating alternate hosts either in browser or Outlook
- Web site

- Outlook – in WebEx Settings from the Resources tab



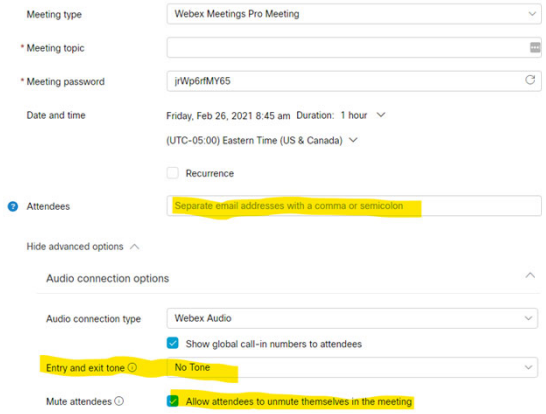
OPTIONS FOR WEBEX IN OUTLOOK



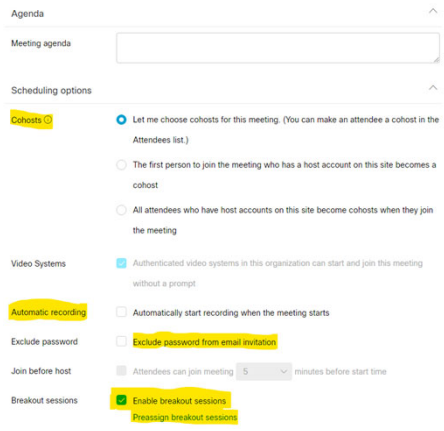


WEBEX OPTIONS BEFORE THE MEETING

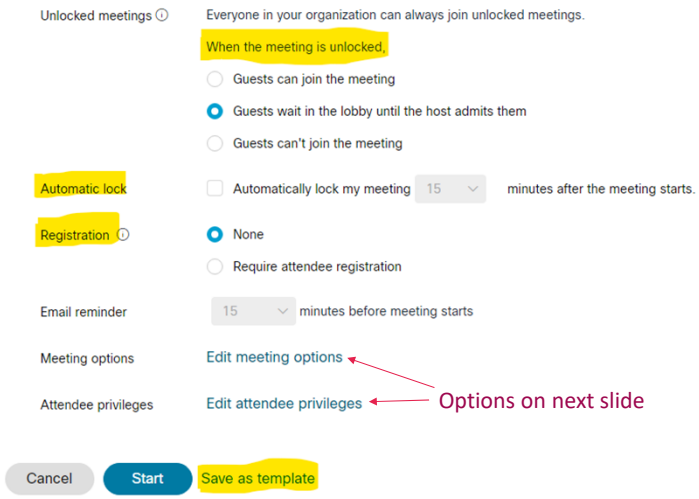
This view is from
https://hudsonccc.webex.com



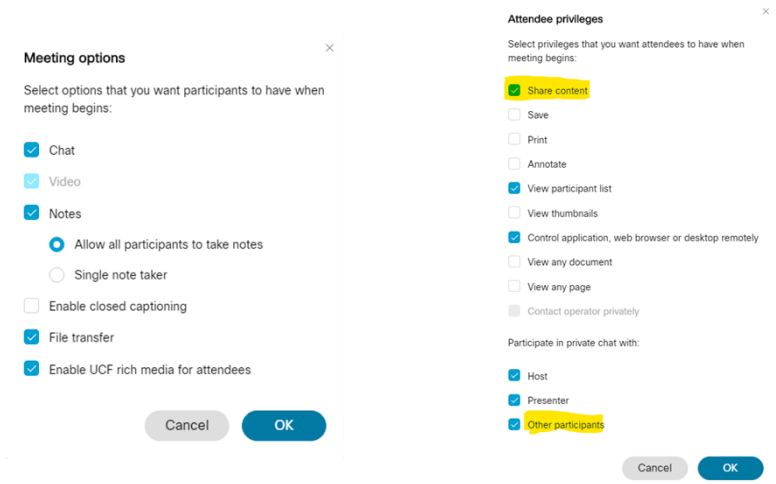
PRE-MEETING OPTIONS



PRE-MEETING OPTIONS



DETAILED MEETING AND ATTENDEE OPTIONS



PROFILE PHOTO

- Login to https://hudsonccc.webex.com

My Webex Profile

Patricia Clay

Click → Edit My Profile

Personal Info

Click here →

Display Name Patricia Clay

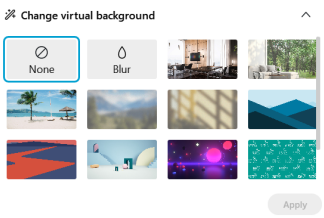
pclay@hccc.edu

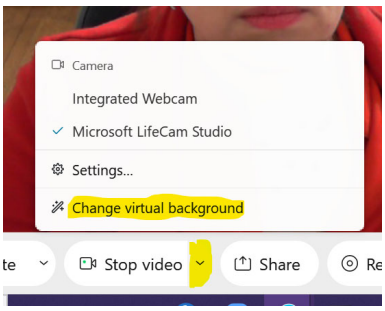
pclay@hccc.edu

This will prompt you to upload a photo

SET A BACKGROUND

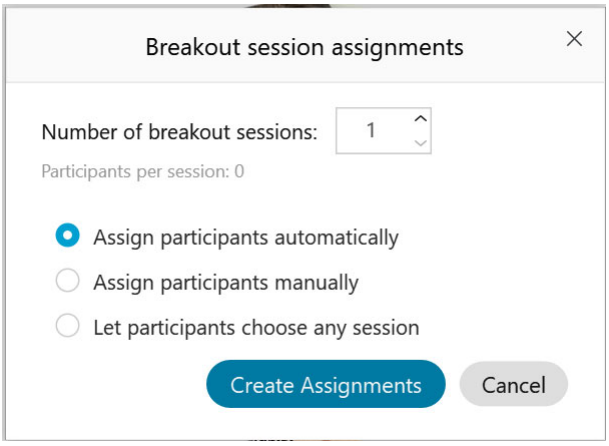
- Open the WebEx app on your computer or phone (computer preferred)
- Click Start A Meeting (this will be your personal room)
- The second button will be Video (Stop video or Start video)
- Click the down arrow for options
- Choose your background
  - Choose one of the built-in options
  - Upload your own photo





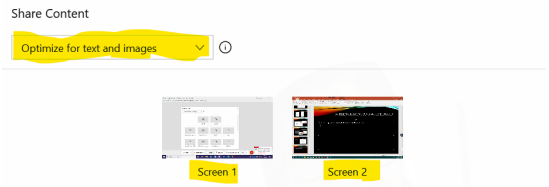
BREAKOUT ROOMS

- Enable Breakout Sessions
- Choose the number of sessions
- Assign participants
  - Assign automatically
  - Assign manually
  - Let the attendees choose



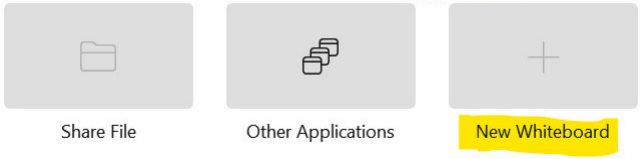
SCREEN SHARING

- All Sharing options are available from the Share button
- Click Share, then choose your options



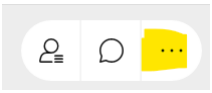
WHITEBOARD

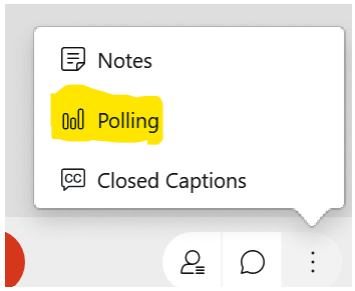
- Also available from the Share button
- Scroll ALL the way down in your options
- Choose New Whiteboard



POLLS

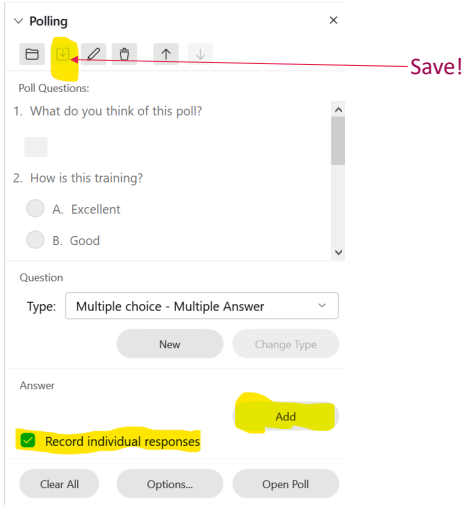
- To create Polls in Advance, start from your Personal Meeting Room by clicking Meet Now
- On the far right of the bottom menu, click the three dots
- Choose Polling





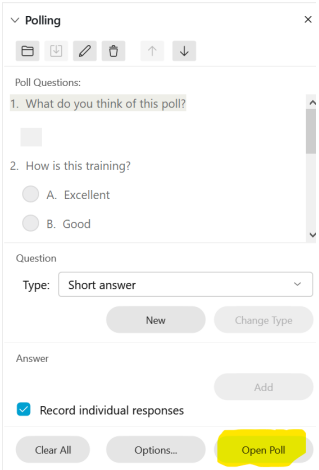
POLLING

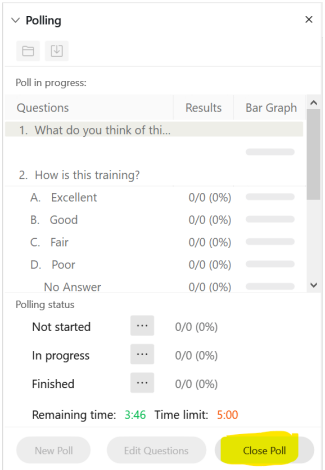
- Choose the type of Question
  - Multiple Choice – Multiple Answer (checkboxes)
  - Multiple Choice – Single Answer (radio buttons)
  - Short Answer – Fill in the blank
- Check Record individual responses (or not)
- Click Add
- Save the Poll if you want to re-use it in the future



POLLING

- To activate the Poll, click Open Poll
- Close when you are complete
- Save the responses if desired





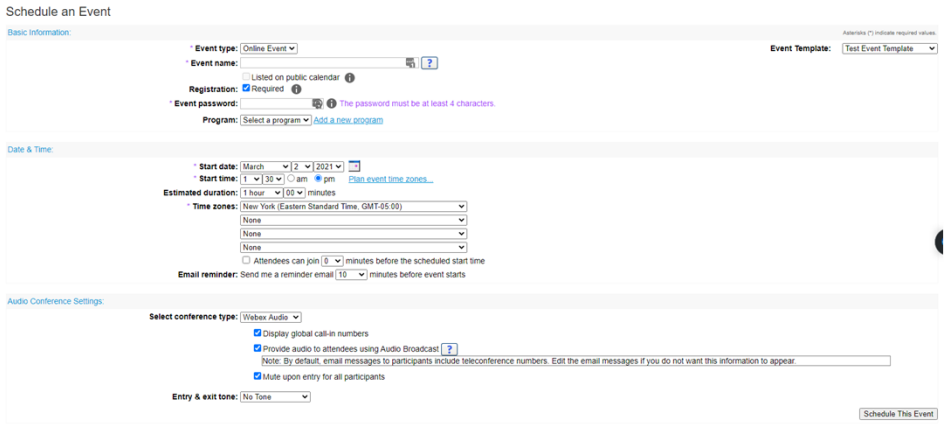
MEETINGS, TRAINING, OR EVENTS

- In theory, Meetings can hold up to 1,000 participants
- Events are for large gatherings where only the people on "Stage" are meant to speak
- Events allow for Q&A to the Panelists, and questions may be answered via Q&A Panel in writing or verbally
- Events participants may be brought onto audio/video (only from the WebEx app)
- Events require registration by default
- Training is like a huge meeting with different parts, and includes testing by default
- You can access and create Events or Trainings from https://hudsonccc.webex.com

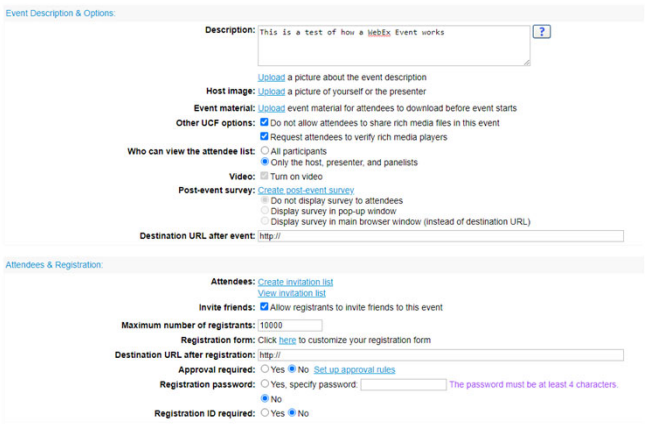
TRAINING AND EVENTS

- Login to https://hudsonccc.webex.com
- On the left panel, you will see links for Training and Events

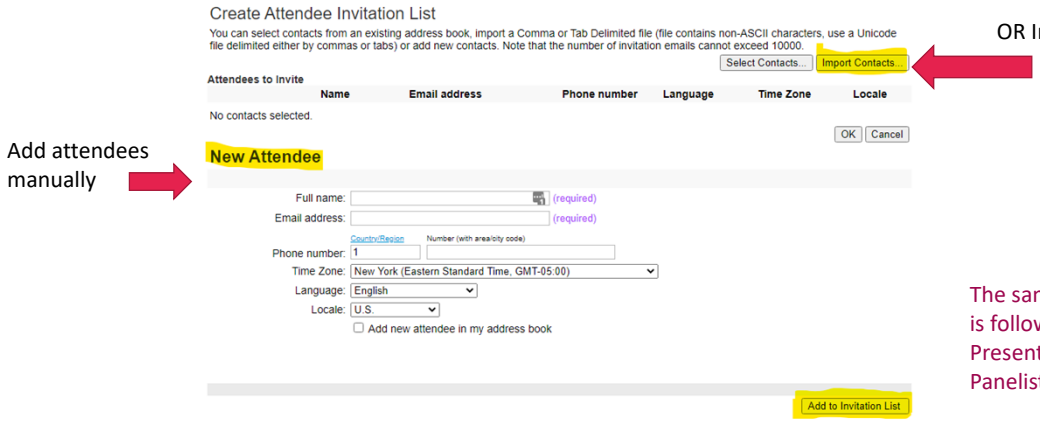
WEBEX EVENTS SCHEDULING



WEBEX EVENTS DESCRIPTION & REGISTRATION



WEBEX EVENTS INVITATION LIST

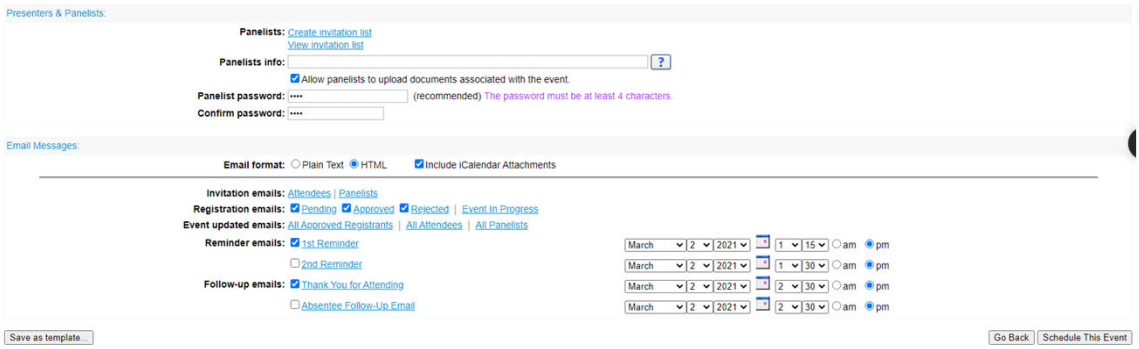


OR Import CSV

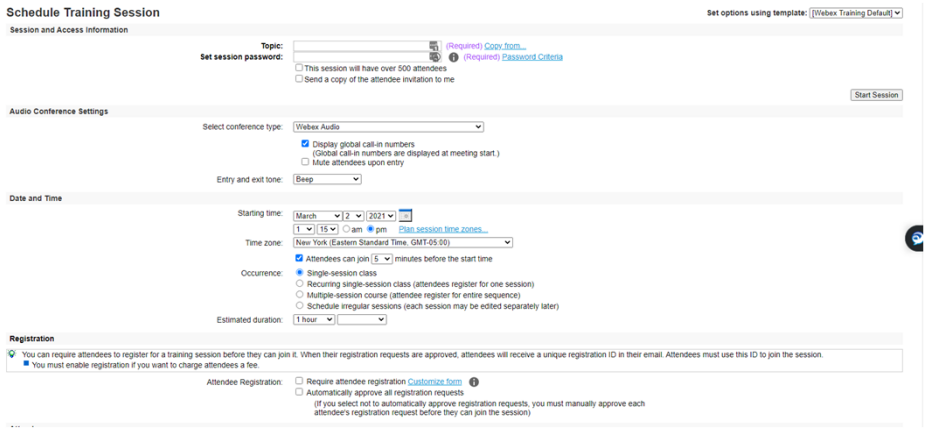
Add attendees manually

The same process is followed for Presenters and Panelists

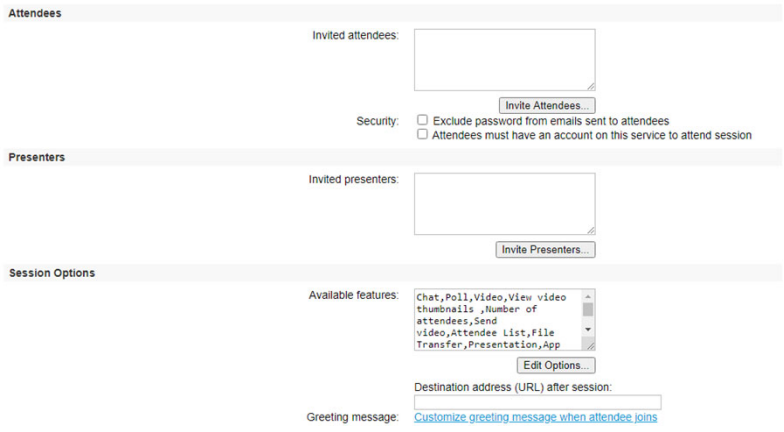
WEBEX EVENTS PANELISTS – AUTOMATED EMAIL



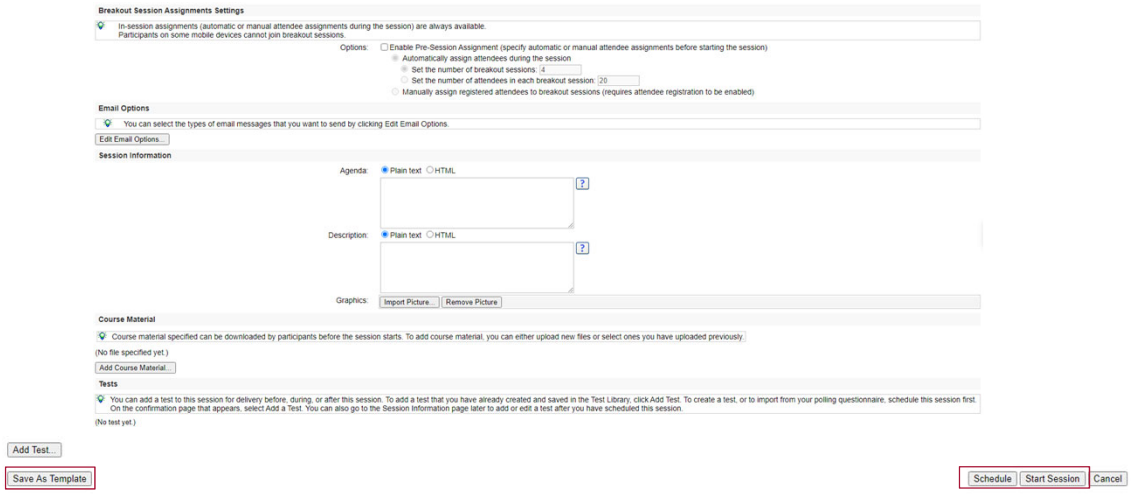
WEBEX TRAINING



WEBEX TRAINING - INVITATIONS

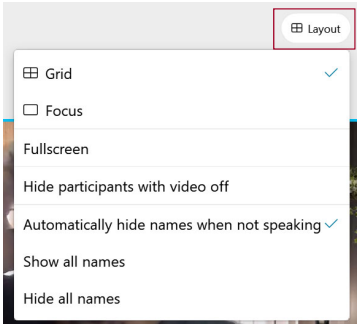


WEBEX TRAINING
BREAKOUT, COURSE MATERIAL, TESTS



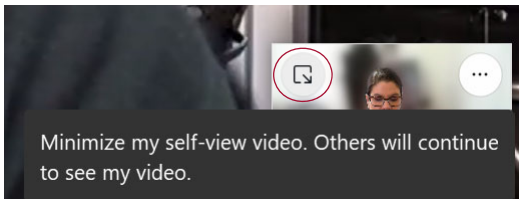
LAYOUT VIEW OPTIONS

- You may choose any of these options while in a meeting with video
- Primary choices
  - Grid (Hollywood Squares / Brady Bunch)
  - Stage (Active speaker with grid below)
  - Focus (Active Speaker only)
- Show/Hide
  - Participant names
  - Participants not on video



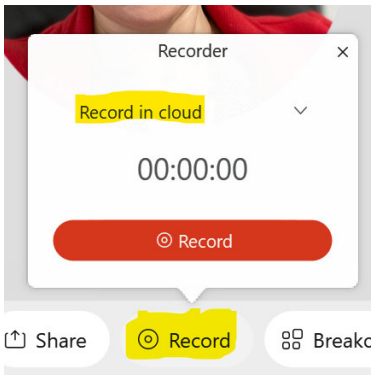
TURN OFF SELF-VIEW CONSIDER THIS SELF-CARE

- Click your square
- Pop-out the video (out of the grid)
- Click minimize video



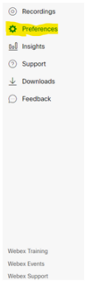
RECORDING YOUR MEETING

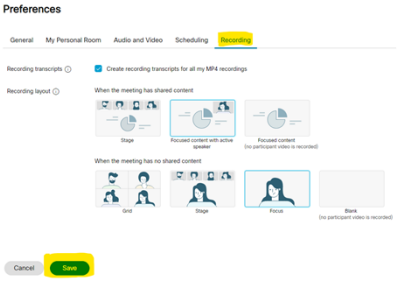
- You may choose to record ahead of time (automatically record above)
- Click Record whenever you want
  - Record in Cloud
  - Record on your computer (not recommended)
- Cloud recordings will automatically have a transcript
- When the recording is available, you will receive an email
- When you replay from the cloud link, you will see the transcript
- You can edit the transcript, and save the changes



RECORDING SETUP

- Login to your WebEx account at https://hudsonccc.webex.com
- Click Preferences
- Click the Recording tab
- Then you choose from two options, view recorded when sharing content, and when not sharing content





RECORDING PLAYBACK

WebEx Video Conference Security-20210128 1904-1

RESOURCES

- Information Technology Services WebEx Resources (hccc.edu)
- Information Technology Services Home (hccc.edu)
- Help Desk: (201) 360-4310