

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.webex.com> with your HCCC user name and password



Trisha Clay's Personal Room

<https://hudsonccc.webex.com/meet/pclay>

More ways to join

Start a Meeting

Schedule



Schedule a Meeting

Meeting type: Webex Meetings Pro Meeting

* Meeting topic: My meeting (Meeting name)

* Meeting password: TSnNmMLV556 (Password)

Date and time: Tuesday, Feb 23, 2021 5:00 pm Duration: 1 hour (UTC-05:00) Eastern Time (US & Canada)

Recurrence

Attendees: Separate email addresses with a comma or semicolon

Kenneth Milewski (Co-host privilege)

Hide advanced options

Audio connection options

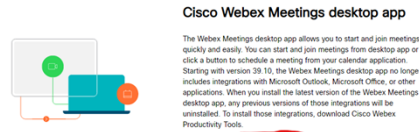
Agenda

Scheduling options

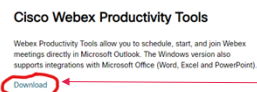
Cancel Schedule Save as template

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

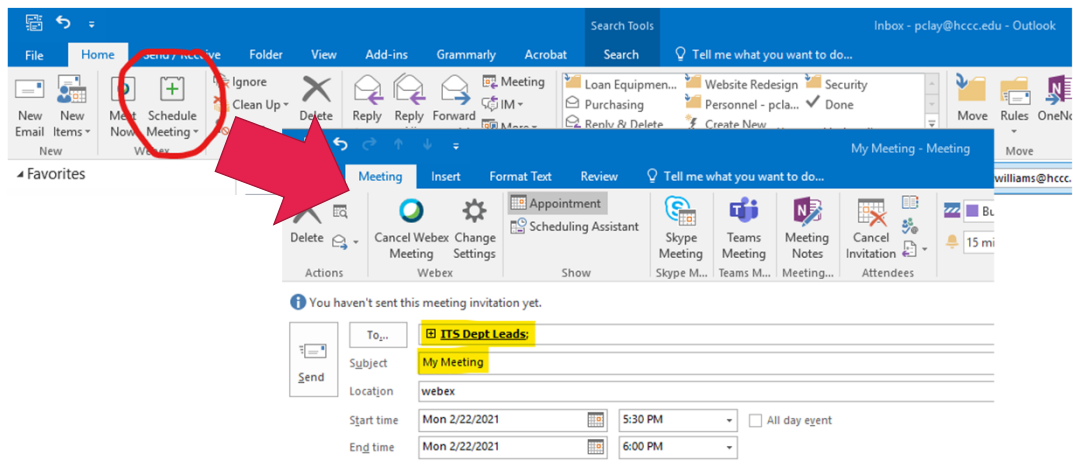


Choose your operating system
Windows or Mac for the desktop app



This link will walk download a file, open
and install

PRODUCTIVITY TOOLS – SCHEDULE FROM OUTLOOK



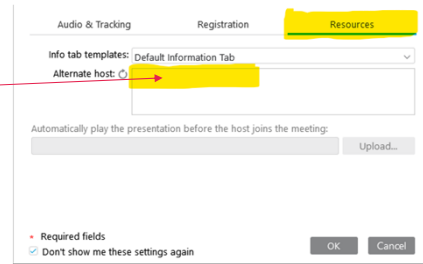
ALTERNATE HOSTS

VERY IMPORTANT BACKUP

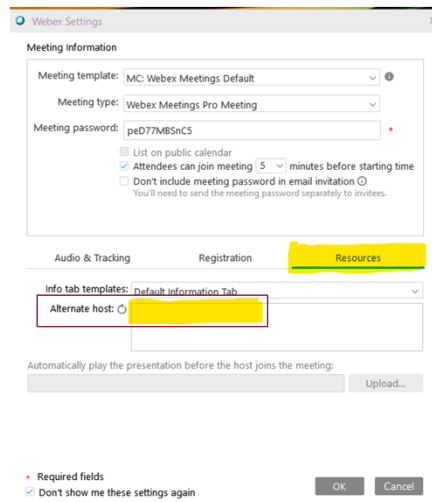
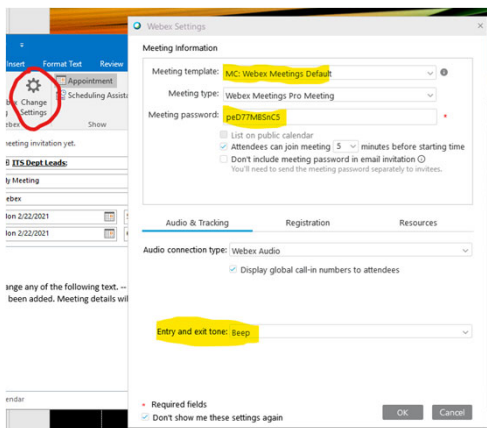
- Creating alternate hosts either in browser or Outlook
- Web site



- 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>

Meeting type: Webex Meetings Pro Meeting

* Meeting topic: [Empty]

* Meeting password: jWp6rIMY65

Date and time: Friday, Feb 26, 2021 8:45 am Duration: 1 hour
(UTC-05:00) Eastern Time (US & Canada)

Recurrence

Attendees:

Hide advanced options

Audio connection options

Audio connection type: Webex Audio

Show global call-in numbers to attendees

Entry and exit tone: No Tone

Mute attendees: Allow attendees to unmute themselves in the meeting

PRE-MEETING OPTIONS

Agenda

Meeting agenda: [Empty]

Scheduling options

Cohosts: Let me choose cohosts for this meeting. (You can make an attendee a cohost in the Attendees list.)

The first person to join the meeting who has a host account on this site becomes a cohost.

All attendees who have host accounts on this site become cohosts when they join the meeting.

Video Systems: Authenticated video systems in this organization can start and join this meeting without a prompt.

Automatic recording: Automatically start recording when the meeting starts.

Exclude password: Exclude password from email invitation

Join before host: Attendees can join meeting 5 minutes before start time

Breakout sessions: Enable breakout sessions
 Preassign breakout sessions

PRE-MEETING OPTIONS

Unlocked meetings ⊙ Everyone in your organization can always join unlocked meetings.

When the meeting is unlocked,

- Guests can join the meeting
- Guests wait in the lobby until the host admits them
- Guests can't join the meeting

Automatic lock

- Automatically lock my meeting 15 minutes after the meeting starts.
- None
- Require attendee registration

Registration ⊙

Email reminder 15 minutes before meeting starts

Meeting options [Edit meeting options](#)

Attendee privileges [Edit attendee privileges](#)

Options on next slide

DETAILED MEETING AND ATTENDEE OPTIONS

Meeting options

Select options that you want participants to have when meeting begins:

- Chat
- Video
- Notes
 - Allow all participants to take notes
 - Single note taker
- Enable closed captioning
- File transfer
- Enable UCF rich media for attendees

Attendee privileges

Select privileges that you want attendees to have when meeting begins:

- Share content
 - Save
 - Print
 - Annotate
- View participant list
- View thumbnails
- Control application, web browser or desktop remotely
- View any document
- View any page
- Contact operator privately


Participate in private chat with:

- Host
- Presenter
- Other participants

PROFILE PHOTO

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

My Webex Profile



Patricia Clay


Click → [Edit My Profile](#)

Personal Info

Display Name Patricia Clay

pclay@hccc.edu

pclay@hccc.edu



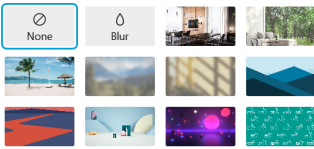
Click here →

This will prompt you to upload a photo

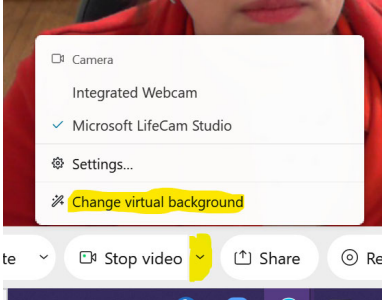
SET A BACKGROUND

- 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

Change virtual background



Apply



BREAKOUT ROOMS

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

Breakout session assignments ×

Number of breakout sessions:

Participants per session: 0

Assign participants automatically
 Assign participants manually
 Let participants choose any session


Create Assignments
Cancel

SCREEN SHARING


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

Share Content

Optimize for text and images ⓘ



Screen 1



Screen 2

Share Content

Optimize for motion and video

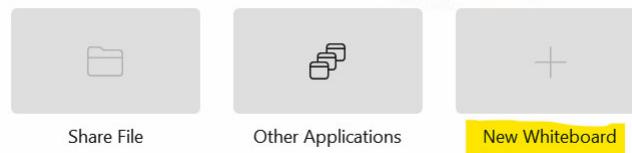
ⓘ

✓ Share your computer audio

ⓘ

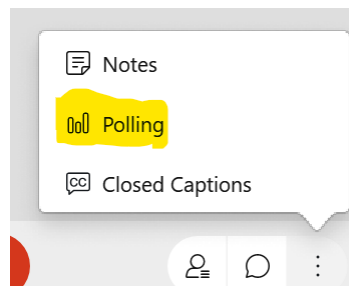
WHITEBOARD

- 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

Save!

Poll Questions:

1. What do you think of this poll?

2. How is this training?

○ A. Excellent

○ B. Good

Question

Type: Multiple choice - Multiple Answer

New Change Type

Answer

Record individual responses

Add

Clear All Options... Open Poll

POLLING

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

▼ Polling

▼ Polling

Poll Questions:

1. What do you think of this poll?

2. How is this training?

○ A. Excellent

○ B. Good

Question

Type: Short answer

New Change Type

Answer

Record individual responses

Clear All Options... Open Poll

Poll in progress:

Questions	Results	Bar Graph
1. What do you think of this...		
2. How is this training?		
A. Excellent	0/0 (0%)	
B. Good	0/0 (0%)	
C. Fair	0/0 (0%)	
D. Poor	0/0 (0%)	
No Answer	0/0 (0%)	

Polling status

Not started 0/0 (0%)

In progress 0/0 (0%)

Finished 0/0 (0%)

Remaining time: 3:46 Time limit: 5:00

New Poll Edit Questions Close Poll

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 Training

Webex Events

Webex Support

WEBEX EVENTS SCHEDULING

Schedule an Event

Basic Information

Event type: **Online Event** Attendees (1) include required values

Event name: ?

Listed on public calendar:

Registration: Required ?

Event password: The password must be at least 4 characters.

Program: **Select a program** [Add a new program](#)

Event Template: **Test Event Template**

Date & Time

Start date: **March** **2** **2021** ?

Start time: **1:39** **am** pm [Plan event time zones...](#)

Estimated duration: **1** hour **00** minutes

Time zones: **New York (Eastern Standard Time, GMT-05:00)**

Attendees can join **5** minutes before the scheduled start time

Email reminder: Send me a reminder email **10** minutes before event starts

Audio Conference Settings

Select conference type: **Weber Audio**

Display global call-in numbers

Provide audio to attendees using Audio Broadcast ?

Note: By default, email messages to participants include teleconference numbers. Edit the email messages if you do not want this information to appear.

Mute upon entry for all participants

Entry & exit tone: **No Tone**

[Schedule This Event](#)

WEBEX EVENTS DESCRIPTION & REGISTRATION

Event Description & Options

Description: ?

[Upload](#) a picture about the event description

Host image: [Upload](#) a picture of yourself or the presenter

Event material: [Upload](#) event material for attendees to download before event starts

Other UCF options: Do not allow attendees to share rich media files in this event

Request attendees to verify rich media players

Who can view the attendee list: All participants

Only the host, presenter, and panelists

Video: Turn on video

Post-event survey: [Create post-event survey](#)

Do not display survey to attendees

Display survey in pop-up window

Display survey in main browser window (instead of destination URL)

Destination URL after event:

Attendees & Registration

Attendees: [Create invitation list](#)

[View invitation list](#)

Invite friends: Allow registrants to invite friends to this event

Maximum number of registrants:

Registration form: Click [here](#) to customize your registration form

Destination URL after registration:

Approval required: Yes No [Set up approval rules](#)

Registration password: The password must be at least 4 characters.

No

Registration ID required: Yes No

WEBEX EVENTS INVITATION LIST

Create Attendee Invitation List
You can select contacts from an existing address book, import a Comma or Tab Delimited file (file contains non-ASCII characters, use a Unicode file delimited either by commas or tabs) or add new contacts. Note that the number of invitation emails cannot exceed 10000.

OR Import CSV

Select Contacts... **Import Contacts**

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

OK Cancel

Add attendees manually → **New Attendee**

Full name: (required)
Email address: (required)
Country/Region: Number (with area city code)
Phone number:
Time Zone: (New York (Eastern Standard Time, GMT-05:00))
Language: (English)
Locale: (U.S.)
 Add new attendee in my address book

The same process is followed for Presenters and Panelists

Add to Invitation List

WEBEX EVENTS PANELISTS – AUTOMATED EMAIL

Presenters & Panelists:

Panelists: [Create invitation list](#)
[View invitation list](#)

Panelists info: ?

Allow panelists to upload documents associated with the event.

Panelist password: (recommended) The password must be at least 4 characters.
Confirm password:

Email Messages:

Email format: Plain Text HTML Include iCalendar Attachments

Invitation emails: [Attendees](#) | [Panelists](#)

Registration emails: Pending Approved Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

Reminder emails: 1st Reminder
 2nd Reminder

Follow-up emails: Thank You for Attending
 Absentee Follow-Up Email

March 2 2021 1 15 am pm
March 2 2021 1 30 am pm
March 2 2021 2 30 am pm
March 2 2021 2 30 am pm

Save as template. Go Back | Schedule This Event

WEBEX TRAINING

Set options using template: [\[Webex Training Default\]](#)

Schedule Training Session

Session and Access Information

Topic: (Required) [Copy from...](#)

Set session password: (Required) [Password Criteria](#)

This session will have over 500 attendees
 Send a copy of the attendee invitation to me

[Start Session](#)

Audio Conference Settings

Select conference type: [Webex Audio](#)

Display global call-in numbers
(Global call-in numbers are displayed at meeting start.)

Mute attendees upon entry

Entry and exit tone: [Beep](#)

Date and Time

Starting time: [March](#) | [2](#) | [2021](#) | [1](#) | [15](#) | [am](#) | [pm](#) | [Plan session time zones...](#)

Time zone: [New York \(Eastern Standard Time, GMT-05:00\)](#)

Occurrence: Attendees can join [5](#) minutes before the start time

- Single-session class
- Recurring single-session class (attendees register for one session)
- Multiple-session course (attendee register for entire sequence)
- Schedule irregular sessions (each session may be edited separately later)

Estimated duration: [1 hour](#)

Registration

You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.

You must enable registration if you want to charge attendees a fee.

Attendee Registration: Require attendee registration [Customize form](#)

Automatically approve all registration requests

(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session.)

WEBEX TRAINING - INVITATIONS

Attendees

Invited attendees:

[Invite Attendees...](#)

Security: Exclude password from emails sent to attendees
 Attendees must have an account on this service to attend session

Presenters

Invited presenters:

[Invite Presenters...](#)

Session Options

Available features: [Chat, Poll, Video, View video thumbnails, Number of attendees, Send video, Attendee List, File Transfer, Presentation, App](#)

[Edit Options...](#)

Destination address (URL) after session:

Greeting message: [Customize greeting message when attendee joins](#)

WEBEX TRAINING BREAKOUT, COURSE MATERIAL, TESTS

Breakout Session Assignments Settings

In-session assignments (automatic or manual attendee assignments during the session) are always available.
Participants on some mobile devices cannot join breakout sessions.

Options: Enable Pre-Session Assignment (specify automatic or manual attendee assignments before starting the session)
 Automatically assign attendees during the session
 Set the number of breakout sessions: 4
 Set the number of attendees in each breakout session: 20
 Manually assign registered attendees to breakout sessions (requires attendee registration to be enabled)

Email Options

You can select the types of email messages that you want to send by clicking Edit Email Options.
[Edit Email Options...](#)

Session Information

Agenda: Plain text HTML [?](#)

Description: Plain text HTML [?](#)

Graphics: [Import Picture...](#) [Remove Picture](#)

Course Material

Course material specified can be downloaded by participants before the session starts. To add course material, you can either upload new files or select ones you have uploaded previously.
 (No file specified yet.)
[Add Course Material...](#)

Tests

You can add a test to this session for delivery before, during, or after this session. To add a test that you have already created and saved in the Test Library, click Add Test. To create a test, or to import from your polling questionnaire, schedule this session first.
 On the confirmation page that appears, select Add a Test. You can also go to the Session Information page later to add or edit a test after you have scheduled this session.
 (No test yet.)

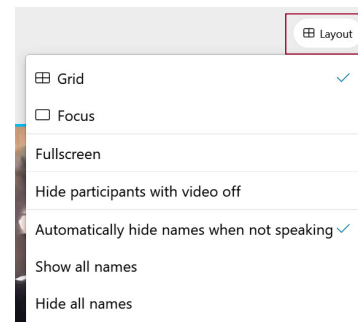
[Add Test...](#)

[Save As Template](#)

[Schedule](#) [Start Session](#) [Cancel](#)

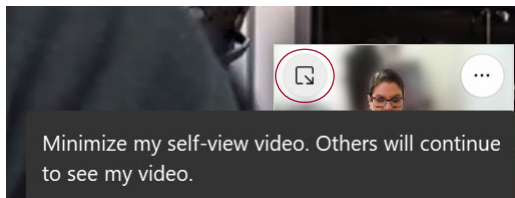
LAYOUT VIEW OPTIONS

- 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



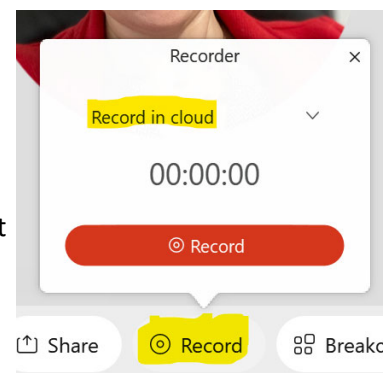
TURN OFF SELF-VIEW CONSIDER THIS SELF-CARE

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



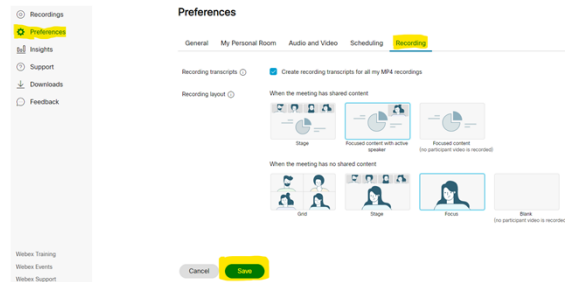
RECORDING YOUR MEETING

- 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

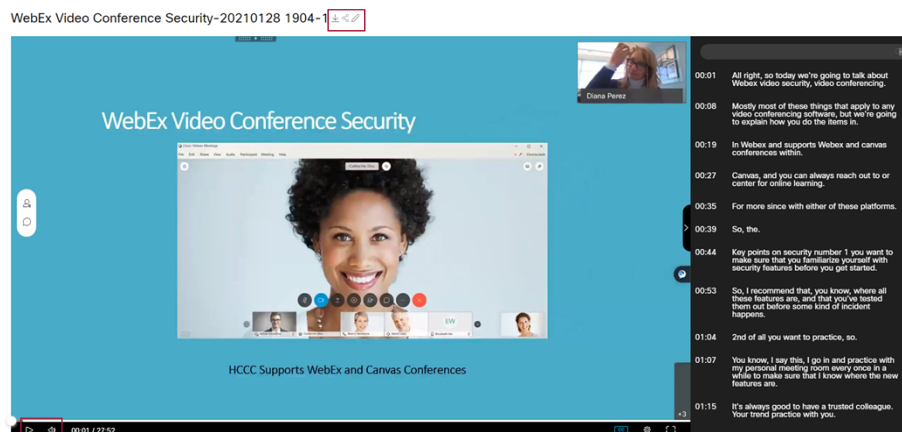


RECORDING SETUP

- 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



RESOURCES

- [Information Technology Services WebEx Resources \(hccc.edu\)](#)
- [Information Technology Services Home \(hccc.edu\)](#)
- Help Desk: [\(201\) 360-4310](tel:2013604310)