Cisco Webex Web App Meetings (Hosts)

Cisco Webex Meetings makes hosting an online meeting easy. When it's time to meet, you can present and collaborate with your team as if you're in the same room. For larger meetings, a facilitator is recommended in order to allow meeting Hosts to stay focused. For more information, visit the UW-Madison Webex KnowledgeBase at https://kb.wisc.edu/webex

SIGN IN TO WEBEX TO ACCESS THE WEB APP

1. Sign in to https://wisconsin.webex.com
2. Choose your organization from the drop-down menu, click Go.
3. Log in using your Organization’s credentials.

SCHEDULE AND START A MEETING

1. Sign in to https://wisconsin.webex.com and select Schedule a Meeting. Fill in the necessary meeting information and select Schedule.
2. At the scheduled meeting time, sign in to https://wisconsin.webex.com
3. From the home page, in the Upcoming Meetings tile, locate your meeting. Select Start.
   NOTE: If you don’t see your meeting in the tile, you can select View all meetings to see more scheduled meetings.
4. Meeting information includes: Meeting link, Meeting number and Password
5. Select Join Meeting

CONNECT AUDIO AND VIDEO

You can easily connect your audio and video when you join a meeting, event, or training session. Select the drop-down arrow under Join meeting:

To join the meeting with your audio muted, tap the microphone with the line through it. When it turns red, it is muted. Tap the red button when you want to speak in the meeting. Toggle between mute and unmute.

To join the meeting with your video turned off, tap the grey video camera icon with a line through it. When your video is off this button turns red. Toggle between video on and off. When the Webex web app opens, you can check your video preview before you start the meeting.

NOTE: Cisco offers dedicated phone numbers for each meeting, ensuring anyone can join from anywhere. To access this information, click on More ways to join.

SHARE CONTENT

Share Screen with Others
To share a file or an application with other participants, select Share your screen. to Share File or select the application from the list of open applications.

See Other Participants
To see who else joined the meeting, event, or training session, select Show the Participants panel.

https://internal-operations.uwss.wisconsin.edu/ pg. 1/1  Last Revised: 03/09/2020
Chat with Other People
If the host settings permit it, you can chat with other people in the meeting, event, or training session.
Select Chat to chat with everyone in the meeting.

RECORD MEETINGS

While in your meeting, select Recorder and Record to record right away. You and your participants see a red icon at the top right of your window when recording is in process. When the meeting ends, you can find your recording on the My Recorded Meetings page of your Webex site.

BEST PRACTICES FOR SCHEDULING & HOSTING

Designating an Alternate Host
A meeting cannot begin unless a host starts the meeting. If for some reason the host cannot start the meeting, then the meeting cannot take place for anyone (participants). It may be advantageous to designate an alternate host. This can be done on the Resource tab under Change Settings. Only a UW Webex account holder can be selected as an alternate host. The alternate host will receive an email saying they have been selected as an alternate host.

Select Attendees "can join 15 minutes before starting the meeting".
If you have not started the meeting 15 minutes before the meeting. The attendees will be allowed to wait in a waiting area (with a button to click to notify you via email that they are in the waiting area). If you have started the meeting early, attendees will be able to come into the meeting.

Top tips for dealing with poor connectivity:
1. Switch to a phone connection easily when using the computer for audio.
2. Switch the webcam off.
3. Share a file or a whiteboard instead of the screen.

Show your meeting window:
Share your Webex Meeting window with new users to teach them the in-meeting options that are available in Webex Meetings. Or if someone in the meeting is struggling, you can show them where to go and what to select. To do this click the Share menu and select My Meeting Window.

DIFFERENCES BETWEEN WEBEX ROOMS AND PERSONAL ROOMS

Standard Webex Meeting
Each time a Webex meeting is scheduled, it creates a unique URL link to join the meeting. The meeting can be joined by anybody invited whether the host is present or not. Once the scheduled Webex meeting has finished, the link cannot be used again.

Personal Room
A permanent meeting link, unique to you. No need to schedule as you can simply send people the link. Personal Room link never changes. Personal Rooms must be started by the host or an alternative host they have allocated. Unlike a standard Webex meeting, if the host wants to join the Personal Room by dialing-in only, they will need to enter their host PIN to open the meeting. Others won’t be able to join until then.

For additional information and help go to http://help.webex.com