Cisco Webex Desktop App – Getting Started (Host)

How to sign in, create and schedule a Cisco Webex meeting using the Cisco Webex Desktop App for Windows. For additional resources, visit the UW-Madison Webex KnowledgeBase https://kb.wisc.edu/webex

SIGN IN TO WEBEX TO CREATE YOUR ACCOUNT (FIRST TIME ONLY)

1. In order to create your first Webex meeting, 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 A MEETING USING THE DESKTOP APP

1. Launch Cisco Webex Meetings
2. Click Schedule, Webex is linked to Microsoft Outlook to make scheduling meetings seamless. Outlook will generate a blank meeting invitation, and a pop-up window with the meeting information, including the Meeting Password, click OK.
3. Add Meeting details, including attendees, click Send.

NOTE: Meeting details will be added to the invitation once the meeting is saved or sent. Meeting passwords can be changed by the meeting organizer (Host).

NOTE: For Audio connection type: choose Webex Audio

START A MEETING USING THE DESKTOP APP

1. Click Start a Meeting, Use desktop app
2. Adjust your audio and video settings, before you join a meeting. Open Settings to choose an external camera or headset
3. Cisco offers dedicated phone numbers for each meeting, ensuring anyone can join from anywhere. To access this information, click on More ways to join.
4. Share your personal meeting link https://wisconsin.webex.com/meet/first.lastname to meet at a moment’s notice.

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.

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.

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