Webex Administrative Videoconferencing
UW-Shared Services has rolled out a new standard administrative video conferencing service using the Cisco Webex Platform.

Webex and Microsoft Teams are now the officially supported web-based administrative video conferencing tools.

Blackboard Collaborate is the official tool used for teaching and learning via Canvas.

Webex will replace Skype for Business
Why Webex?

Meet from anywhere: Host or join from your browser or mobile application

Record and share: Share presentations, videos and content from your device and record with just a click of a button

Dial-in capability: Provides the ability to use a dial-in for audio (Wiseline still available while using this tool)

Works seamlessly in Cisco RoomKit equipped conference rooms
Supported Platforms

- Webex Desktop App is currently installed on all desktop computers.
- Schedule via Outlook Desktop App
- Browsers (no installation required, all major browsers supported)
- Mobile Apps (Android/Apple)
- Cisco RoomKit devices (located in conference rooms)
- Via Telephone
- Via SIP and H.323 directly (Polycom/Cisco/etc.)
Sample meeting invite

- Green "Join meeting" button for all web or Webex app users. No need to enter Meeting number and/or password if you click on that link.

- Host must always be logged in via the web at https://wisconsin.webex.com to enable telephone conference. 
  NOTE: You cannot just use the phone number by itself for a standalone teleconference.

- "Join from a video system or application" option for legacy video system (Polycom, etc.) users

When it's time, join your Webex meeting here.
Meeting number (access code): 793 200 067
Meeting password: yWmETM72d28

Join meeting

Join by phone
Tap to call in from a mobile device (attendees only)
+1-415-655-0003 United States Toll

Join from a video system or application
Dial 793200067@wisconsin.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
Dial 793200067.wisconsin@lync.webex.com

If you are a host, go here to view host information.

Need help? Go to http://help.webex.com
Join a Meeting

Join a meeting from the Webex desktop app

Change your Video Layout to control where you view video participants and panels on your screen.

Choose Floating Panel View to position any panel where you want it - even on a second monitor.

Meeting controls hide when you’re not using them and then re-appear when you move your cursor.

Access the Meeting Info to get details about the meeting.
Webex Control Bar

1. Mute/Unmute
2. Video On/Off
3. Share Content
4. Recorder
5. Participants
6. Chat
7. More Options...
8. End Meeting

7. More Options...

- Notes
- Polling
- Lock meeting
- Invite and remind
- Copy meeting link
- Audio connection
- Speaker, microphone, and camera
- Connect to a device
## Resources to learn more about Webex Meetings

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Important Tips

Host vs. Participant Roles

Scheduling a meeting (Outlook vs Desktop App)

KNOW YOUR PIN (hosts only)

Default Audio Settings (Choose Webex Audio)
Webex Audio includes telephone dial-in
VoIP only just computer audio – cannot change on the fly
Webex Support Structure

*http://wisconsin.webex.com* is the address to remember.

**Support for Cisco Webex**

**Step 1:** Cisco Webex Help *https://help.webex.edu* (How to’s)

**Step 2:** UWSS IT Help Desk – contact the UWSS Client Services team for assistance with authentication

**Step 3:** For system-wide Cisco Webex issues - Unified Communications Lead, Scott Bouffleur

All support resources are hosted on the IT HelpDesk support page: *https://internal-operations.uwss.wisconsin.edu/helpdesk-knowledgebase/cisco-webex-tipsheets/*

The “Desktop App Meeting Host” tip sheet will walk you through the process to activate your account.

**Excellent Resources for all things Cisco Webex**

UW-Madison Webex KB *https://kb.wisc.edu/webex*

Cisco Webex Help *https://help.webex.edu*
Webex Support – Upcoming Training Opportunities

Group/In-person (Delivery and Attendance via Webex)

March 25 - 2:30PM
780 Regent Street Room 126 AND 660 W. Washington Room 217B

March 26 - 9:30AM and 1:30PM
780 Regent Street Room 126 AND 660 W. Washington Room 217B

March 30 - 2:00PM
780 Regent Street Room 126 AND 660 W. Washington Room 216
LinkedIn Learning – another new resource

Now available to all UWSA/UWSS users (Formerly Lynda.com)
https://www.linkedin.com/learning/ - use UWSA/UWSS credentials to log in.

If you already have LinkedIn account it will ask you if you would choose to combine both accounts but it is not required. First-time/non-LinkedIn users will need to verify account via email on first login.

* Customizable Learning Tracks with goal setting options
* Expansive library of professional and skill development
* Training and more information to come soon, but you can begin using now if you would so choose.