

UNIVERSITY OF SASKATCHEWAN | WEBEX TIPS

Participant Tips: Attending a WebEx Meeting

Use the list of tips below to join and participate in a USASK WebEx meeting as an attendee.

To join the WebEx meeting:

1. Click on the “Join” button in your invitation or meeting reminder email to join at the scheduled time.
 - You will not be able to join until a few minutes before the scheduled time.
 - Ensure you are on an Internet-connected PC or Mac with a recent version of Firefox, Internet Explorer, Chrome, or Safari.
2. Install the WebEx Meeting browser plug-in when prompted.
3. Once the meeting host starts the WebEx meeting, you will be prompted to join the audio conference (keep in mind that the meeting will not start until the host joins the meeting).
4. Follow directions in the pop-up window to join the audio conference through your computer connection, or call the dial-in number. If calling via computer, use a headset with a microphone attached for best audio quality. Dial-in numbers will not be provided by default. If you need dial-in access the meeting host must request that functionality from the Service Desk (servicedesk@usask.ca).
 - You can also join the WebEx meeting from the meeting link in a calendar event, from the WebEx Meeting website (if you have the meeting number from the host), or via the Cisco WebEx Mobile app from your mobile device.

To participate in the WebEx meeting:

- Note that everything you say is transmitted through your microphone will be heard by meeting participants and will be recorded if the host is recording the meeting.
- If participating in the audio conference, silence extraneous noises and remove distractions so that you don't disrupt the meeting.
- Participants panel
 - Review the Participants panel on the right side of the meeting window to see a list of who is participating, their audio status, their meeting role, and webcam video if available.
 - The meeting host will be denoted with the word “Host” to the left of their name.
 - The current presenter will be denoted with a green- and- blue “presenter ball” next to their name.
 - The host or current presenter may pass you presenter control if you need to present visual content.
 - Click the mute button next to your name to turn on and off mute.
 - Click the video-conference icon next to your name to share streaming video through your webcam.
- Chat panel
 - Use the Chat panel on the right side of the meeting window to send a text chat message to the host, presenter, another participant, or everyone.
 - If you receive a chat message from another participant, use the Chat tool to respond directly to that participant.

To leave the meeting:

- Alert the meeting host you are leaving via voice or chat if necessary.
- Click the File menu at the top of the screen and select Leave Meeting to leave.
- The meeting will continue until the host ends the meeting.

Host Tips: Hosting a WebEx Meeting

Use the list of tips below to plan and host a USASK WebEx meeting.

To host a WebEx meeting:

- In your browser, navigate to Visit usask.webex.com. The “Log In” button is in the top right hand corner of the page. Use your NSID/password to CAS authenticate into WebEx.
 - Only U of S account holders can host meetings. Off-campus meeting participants do not need an account to join meetings.
 - To schedule a meeting for a future time:
 1. Click Schedule Meeting.
 2. Add email addresses of invitees.
 3. Select the date, time, and meeting length.
 4. Optional: revise meeting title, upload files, add agenda, recording, and meeting password.
 5. Click Schedule It! to send invitations and set up meeting.
 - To start an instant meeting (in your personal room):
 1. Click “My WebEx”.
 2. Choose “Enter Room” and click the “Invite and Remind” button OR
 - Click the information “i” button
 - Copy and paste the <https://usask.webex.com/meet/yourprimaryemail> link and send the copied link to participants via email, message, etc.
 - Or choose “Invite” and type an email into the text box and click the “Invite” button
 3. Once participants have joined you may start the meeting.
 - Edit meeting details anytime prior to the meeting's scheduled start time.
 - Schedule meetings from your mobile device with the Cisco WebEx Mobile app.
 - Integrate meeting scheduling with Outlook by downloading WebEx Productivity Tools software.
- ### Starting a meeting:
- Start the meeting at the scheduled start time or a few minutes before.
 - Start the meeting from the meeting reminder in your email by clicking the green Start button.
 - Alternatively, start your meeting by logging in to usask.webex.com, navigating to the “Meeting Center” tab, choosing “My Meetings” from the sidebar and clicking START from the appropriate meeting. Note: You may need to choose the “All Meetings” sub-tab to see all upcoming meetings.
 - If installed, you can start your meeting from your Outlook calendar, the WebEx Mobile app, or the WebEx Assistant.
 - It is your responsibility as host to start the meeting so that people can join the audio conference.

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During the meeting:

- As soon as you join, your name will be listed as Host in the Participants panel.
- You will also have presenter privileges when you join.
- Mute and un-mute participants using the Participants panel.
- Pass presenter control between participants as needed by dragging the green-and-blue presenter ball to names in the Participants panel.
- Invite or remind people to attend the meeting after it starts using the Invite and Remind tool, under the Participant menu along the top.
- Hosts are responsible for starting and stopping the meeting recording under the Meeting menu.
- Transfer your host role to another participant using the Participants panel if you need to leave.
- End the meeting by selecting End Meeting from the File menu.

Presenter Tips: Presenting with WebEx Meetings

Use the list of tips below to share content in a USASK WebEx meeting as a presenter.

Presenter control:

- The current presenter will be denoted with a blue-and-green “presenter ball” next to their name.
- There can only be one presenter at a time in a WebEx meeting.
- The host or current presenter may pass you presenter control.
- If you are the current presenter, you or the host can pass presenter control to another participant by clicking, holding, and dragging the presenter ball to another name in the Participants panel.
- Use annotation tools to point, highlight, draw, or type on your shared presentation. You can also ask meeting participants to use annotation tools for brainstorming or other shared, group activities.

To share content with meeting participants:

- Ensure that you have joined the meeting using a reliable Internet and audio connection.

To share your desktop screen:

1. Make sure you have closed any programs or webpages that you don't want to share for privacy, security, or audience-distraction reasons.
2. Click the Sharing menu at the top of the meeting window.
3. Select Share My Desktop.
4. Alternatively, select Share My Desktop from the menu in the center of the screen, if available.
5. Your entire desktop will be shared with the group instantly.
6. Hover mouse in top area of screen to expand Presenter menu.

To share a specific application:

1. Close extraneous webpages and applications for best results.
2. Click the SHARING menu at the top of the meeting window.
3. Select Share Application.
4. Select the application you would like to share.

5. Alternatively, select Share Application from the menu in the center of the screen, if available.
6. A specific application will be shared with the group.
7. Hover mouse in top area of screen to expand Presenter menu.

To upload and share a file:

1. Click the Sharing menu at the top of the meeting window.
2. Select Share File.
3. Select a file from your desktop or WebEx server to upload and share.
4. Alternatively, select Share File from the menu in the center of the screen, if available.
5. File will appear as a new tab in meeting window.

To share a whiteboard:

1. In the Share menu along the top, select Share Whiteboard.
2. Use the annotation tools to write or draw on the whiteboard. Participants may also use the annotation tools.

- Presenting and sharing content from your mobile device:
 - Download the Cisco WebEx Mobile app to share a file from your tablet or smartphone.
 - You cannot share your desktop or an application from the WebEx Mobile app.
 - Use your mobile device camera if you need to share video of your surroundings.

Assistance

The [ICT Service Desk](#) provides WebEx support. For assistance please call 306 966 2222 (or toll-free 1 800 966 4817), email servicedesk@usask.ca or in-person support at Room 70, Arts Building.

Cisco provides 24-hour support via ticket or phone. To contact Cisco directly please call toll-free 1 866 229 3239

Cisco also provides an exhaustive support website. Visit help.webex.com for FAQs, documentation and video tutorials.

Additional video tutorials are available on lynda.usask.ca