Webex How To Guide For Students

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WHAT IS Webex?
Webex is the virtual platform utilized by George Washington University. Webex is a collaborative meeting tool that allows for real-time video meetings and sharing of computer content over the web similar to Zoom.

All GW students have access to Webex for free with their GW Email address. To begin using your Webex account, login to gwstudent.Webex.com with your GW email address (NetID@gwu.edu) and corresponding password. You can also access and find tips about utilizing Webex on the GW Information Technology (IT) website via this link https://it.gwu.edu/Webex-students.

TIPS FOR USING Webex
- Use the video when possible! Having faces up helps everyone get to know each other face to face and decreases distractions
- Use a plain background. Windows behind someone will make the person in darkness and having a busy area behind you (such as a kitchen) will result in lots of background distractions for the group when people or pets move around. A couch, bed, or wall are great background and spaces to locate!
- You can get a faster and higher performing video call experience by joining a meeting at an “off time” i.e. 5 minutes early or, better yet, schedule meetings on the 15th or 45th minute of the hour
- Avoid streaming services while on Webex, this will slow down the connection (if it slows make sure the group adheres to this rule too)
- Use headphones to reduce/remove the echo effect when speaking to the group
  - As the Host, you can mute other people’s screens as needed if there is an issue
- When not speaking, put yourself on mute to decrease background noise
- Before starting or joining your first virtual meeting or event, make sure to try a test call to avoid/solve any technology issues up front
- See the Webex Best Practices Guide for more information
EXPLORING Webex

To start using Webex, go to gwstudent.Webex.com and click the login button in the upper right corner.

(To attend a Webex meeting you can also enter the meeting number to join without logging in.)

Examples of when you would use Webex meetings:

- Orientation Small Group meetings
- When meeting with classmates for a group project or even a professor!

Screen A
Once you have logged in you can start a Webex meeting from your own personal Webex. To do so, select the sandwich bar menu in the upper right corner.

Screen B
This sandwich bar menu will expand your view and give you more options and bring you to your “My Webex” screen.

On the left side of your Home screen you can view:

- **My Meetings:** Which will provide you a calendar view of all of your scheduled Webex meetings
- **My Personal Room:** Will Bring you to the screen you see below, where you can start your own meeting.
- **My Recordings:** Will show you all of the saved recordings you have of past meetings that you recorded.
- **My Contacts:** Provides you all of your contacts you have added to your contact list in Webex.
- **My Profile:** This is where you will find all of your personal Webex information, such as: your name, email, password, etc.
- **Preferences:** Allows you to adjust or change various features within Webex to meet your needs.
- **My Reports:** Will give you an opportunity view various reports of your Webex usage, attendee information, etc.
- **Training:** This page provides you a link to free training modules you can view in order to learn more about Webex (collaborationhelp.cisco.com)
- **Support:** Resources from Webex to troubleshoot and support.
Across the top of your screen you will find:

- **Home:** Which will bring you back to the screen above listed as Screen B
- **Webex Meetings:** Will bring you to the screen below which will allow you to Host your own meeting now, schedule a meeting to host in the future, attend a meeting, etc.

**Screen D**

- **Webex Events:** This will bring you to view all of your Webex Events
- **Webex Support:** This is another way to be able to access Webex support features
- **Webex Training:** This is another way to access Webex trainings.
STARTING A MEETING

To start a Webex meeting with your personal Webex room, it is as easy as clicking “Start Meeting” from the screen below.

Screen E

If starting a meeting this way it is important to share your meeting room information with the folks you are planning to meet with. To find this information you will want to click on my Preferences-> My Personal Room-> URL. The URL will look similar to this: https://gwstudent.Webex.com/meet/yourNetID. By sharing your URL, anyone can access your personal meeting. Under Preferences-> My Personal Room, you will also find your Host Pin number, which you can enter when you want to make sure to be the host of your meeting. Your Host Pin number is personal to you*.
SCHEDULING A MEETING

To schedule a meeting you will want to click on the top menu bar, “Webex Meetings”, highlighted below. Here you will see the option to “Schedule a Meeting”.

Screen F

When you choose the option to “Schedule a Meeting”, you can follow the prompts to schedule a meeting of your own. Screen shown below:
Screen G

Once you follow the prompts, click schedule a meeting. You will then see a screen similar to the one listed below.

Screen H
What is important to note here, is that if you did not choose to invite attendees via email when filling out the prompts, you will want to make sure to click, "More Information" to provide your attendees with the meeting link, see below:

Screen I

From there, on the day of your meeting you can use the same link as your attendees to access the meeting.
HOW TO JOIN AN EVENT
There are multiple ways to join a Webex event.

- Join from an Email Invitation
- Join from a Webex Site
- Join an Event from your Mobile Device

EMAIL INVITATION
Before you begin: If the host requires a registration ID for the event, be sure to keep the registration confirmation email. You will need to enter the ID when joining the event.

1. Select the join link in your email invitation

Date and Time:
Monday, December 4, 2017 4:15 pm, Pacific Standard Time (San Francisco, GMT-08:00)
Event number: 152 618 575
Registration ID: This event does not require a registration ID
Event password: gPeim26P

To join the online event

Click here to join the online event.
Or copy and paste the following link to a browser:
https://go.webex.com/go/onstage/g.php?MTID=e682f5cbf74f5161f98c47ca4c0fee8e0

To view in other time zones or languages, please click the link:
https://go.webex.com/go/onstage/g.php?MTID=e88c0b3f981118c8219331d25e5dcb398

To join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
US Toll Free: 1-877-668-4488
US Toll: +1-415-655-0000
Global call-in numbers: https://go.webex.com/go/globalcallin.php?
serviceType=EC&ED=220076712&tollFree=1
Toll-free dialing restrictions: https://www.webex.com/pdf/tollfree_restrictions.pdf
Access code: 152 618 575

Screen J
2. On the Event Information page, enter your name, email address, and the event password. Select Join Now.
Webex SITE
From the Home page of the Webex site where the event is hosted, enter the 9-digit event number in the text box, enter the password provided in the email invitation, and select Join Now. If the event has not yet started, the Join Now button appears as dimmed. (You can find the 9-digit event number in your email invitation.)

Join an Unlisted Event

To join an event, type the event number that the host gave to you, then click Join Now.

Event Number:  

Join Now

Screen K
EVENT FROM YOUR MOBILE DEVICE
Before you connect to an event from your mobile device, you must install Webex Meetings. If you already have the Webex Meetings app installed on your mobile device, it launches automatically. Otherwise, you are taken to the installation page.

1. Tap Join in your email invitation when it’s time to join the meeting.

2. Tap Download to install the Cisco Webex Meetings app and join the video conference. To join the meeting by phone only, tap the number on your screen.
3. Tap Open after the app is installed and accept the Terms of Service and Privacy Statement.
4. Tap Join Meeting, enter the meeting number—it’s in the email invitation—and tap Join.
5. Enter the meeting password—it’s in the email invitation—and tap OK. When the Webex Meetings app opens, your video preview lets you see how you’ll look to others before you join the meeting.
AUDIO AND VIDEO
Change your audio and video settings before joining your meeting.

1. Choose how you want to hear the audio in the meeting:
   a. Use computer for audio—Use your computer with a headset or speakers. This is the default audio connection type. You can change your headset, speakers, and microphone.
   b. Call me—Enter or select the work or home phone number that you’d like the meeting to call.
   c. Call in—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.
   d. Don’t connect audio—You won’t hear any audio in the meeting through your computer or phone. Use this option if you’re in the meeting room but want to use your computer to share content in the meeting.

Screen N
2. If you want to join the meeting with your audio muted, click Mute my microphone. You’ll see ✅ when your video is turned off. Click Turn on my video ✅ when you want to show your video.

Screen O

3. If you want to join the meeting with your video turned off, click Turn off my video. You’ll see ✅ when your video is turned off. Click Turn on my video when you want to show your video.

Screen P

Tip: By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you. If you’re happy with the audio and video settings that you chose for this meeting, you can save them for your next meeting.
CHAT FUNCTION
During a meeting, or event, the presenter can specify chat privileges for participants. These privileges determine which participants can send chat messages. Note: If you join a meeting or event in progress, you can see only the chat messages that participants send after you join.

To Send a chat message
1. Open the Chat panel

Screen Q
2. In the Sent to or To drop-down list, select the recipient of the message
3. Enter your message in the chat text box, then press Enter on your keyboard

Hosts- to enable the chat icon
1. Click on the Meeting or Event drop-down menu, then select Options
2. On the General tab, check the box for Chat, then click OK.

Screen R