RowanUniversity
INFORMATION RESOURCES & TECHNOLOGY

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irt.rowan.edu

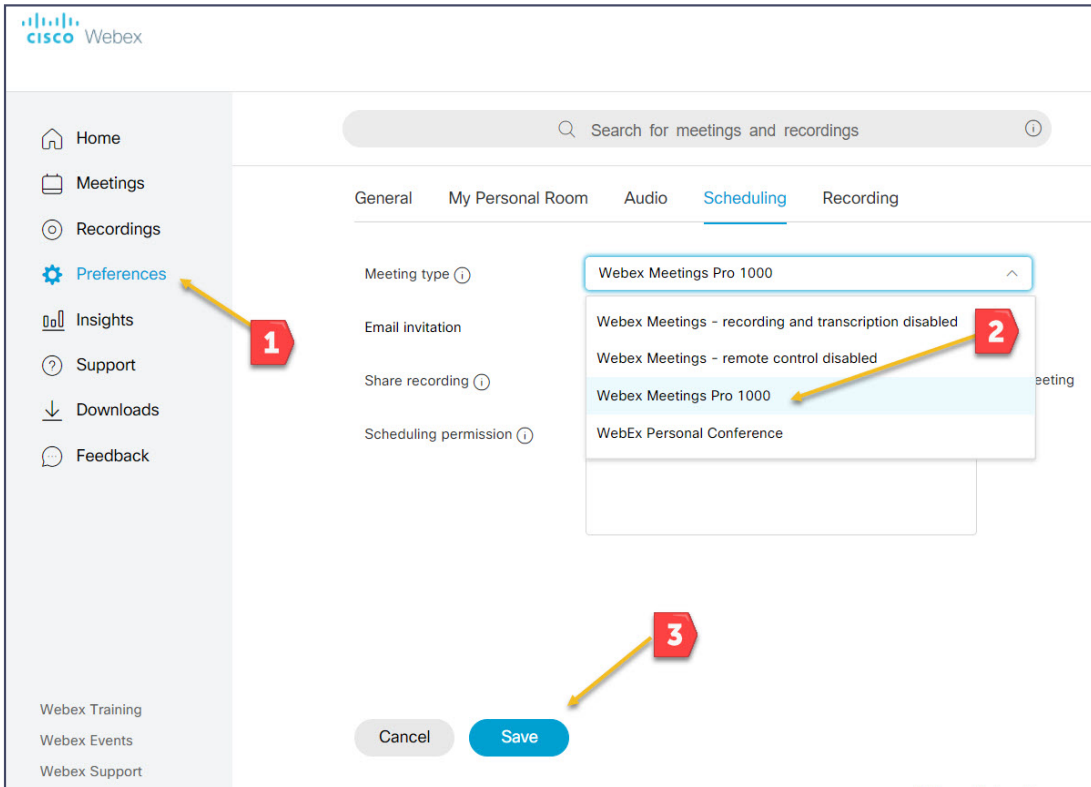EMPLOYEE GUIDE
WEBEX

MARCH 2020

WEBEX

Webex is a cloud-based video conferencing, online meeting, screen share and webinar tool. To use Webex you do not need to request an account. If you previously held a departmental account under your email, you must call support at 856-256-4400 to help set up a personal account.

Goals of this Guide:
- Getting into Webex
- Changing Preferences
- Starting a Meeting
- Scheduling a Meeting
- Tips and Tricks
- Best Practices

To utilize Webex for meetings and classes, sign in at rowan.webex.com and enter your Rowan username and password at the login screen.

CHANGE PREFERENCES

1. Choose Preferences from the menu on the left side of the screen
2. Change the Meeting Type to Webex Meetings Pro 1000 if you need to conduct meetings with sound, video, and recording capabilities
3. Save

WEBEX

MARCH 2020

DATE AND TIME

RECURRENCE

SETTING UP A MEETING IN WEBEX

1. Choose Meetings from the menu on the left side of the screen
2. Choose the Schedule button
3. Fill in the Meeting Topic
4. The Meeting Password will be automatically generated, but can be changed
5. Click on the Date and Time listed and choose the proper date and time for your meeting from the pop-up screen that follows
6. If the meeting will occur multiple times, check off the Recurrence box. Choose when the meeting will reoccur and an ending date
7. In the Attendees section, invite any participants using their email addresses; separating each person with a comma. A link could also be generated and shared at a later date
8. Select Advanced Options to use the Agenda section to describe the event and to offer any information necessary
9. Choose the blue Schedule button
10. Once your meeting is scheduled, you will be given a link and call in information for participants using a phone.
11. The participants you entered will be sent an email with instructions. You can send additional invitations with instructions on how to access the event and information about the webinar

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TOOLS FOR PRESENTATION AND TIPS

1. **A selection of tools** are available at the bottom of your Webex meeting, these include Mute, Video options, Share Content, the Recorder, show Participants, Chat, and More Options.

2. **Presenting a PowerPoint:** If you would like to show your participants a file (such as a PowerPoint file), it is best practice to have that file up on your computer prior to starting your meeting. Choose the Share menu, then My Screen. Or use the Share Content option in the tool bar at the bottom.

3. **The Share menu** allows you to share your screen, files, videos, an application, the Whiteboard, or a mobile device screen with your participants.

4. **Messaging:** You can message individual participants or Chat with the whole group. The Chat tool opens a chat window on the right hand side of the screen. When sending a chat message, the drop down menu is used to send a message to the entire group or to a certain participant. If the chat window is turned off and a private message is sent, a red badge will show on the participant's name to show there is a message that cannot be seen.

5. **Presenter:** It is a best practice to have a Presenter and a Host. The Presenter will run the meeting, presentation or training, and the Host acts as backup, tech support and should manage questions from the participants. There may be more than one Presenter. The Host has the ability to change the Presenter during the meeting. To change the Presenter role, the Host clicks on the small Webex icon next to the new preventer's name, found under the Participants window, and clicks Yes when asked if they would like to change the Presenter. This can always be changed to the original Presenter again using the same process.

6. **Whiteboard:** The Whiteboard feature in Webex allows the Presenter to interact with their participants, and to create a more engaging learning experience. It is often used with Icebreakers at the beginning of a meeting and to draw concepts out that need to be presented visually, or to type text answers to questions. The Host can right click on a participant's name and choose Allow to Annotate to grant them the ability to use the Whiteboard. A toolbar will appear for the participant offering them the ability to use arrows, text, lines, shapes, and colors.

7. **Raise Hand:** Participants have the opportunity to use the Raise Hand feature to digitally raise their hand and get the attention of the Presenter or Host, much as they would in-person. When a participant raises their hand, a small hand symbol will appear by the participant's name. The Presenter can then mention the participant verbally, especially if it was in response to a question asked, or the Host can message the participant and address their concerns.

8. **Video:** The audio/video icon on the toolbar at the bottom of the screen will begin showing video to your participants if you have a camera on your computer. Click the icon and Start My Video to begin video. Click on the video icon again to stop the video.

9. **Participants menu:** Under the Participants menu there are options to allow all participants to share their screen, options for muting, and for assigning privileges to participants.

10. **Tips:** Decide what windows in Webex you would like showing and set the windows up before the meeting begins. Test your tools, especially audio and video on multiple internet browsers. Decide who will be muted and when and share this information with your team and your participants.

11. **Best Practices:** Any materials participants need should be distributed prior to the meeting time, allow time for troubleshooting audio and video issues, take attendance and record the session if needed, have any presentation files open on your computer prior to starting, and have someone manage questions via chat other than the presenter if possible.