

WebEx Virtual Meeting Host Guide

The guide below is for hosting WebEx virtual meetings.

Background

WebEx is a virtual meeting and video conference tool available to Government of Saskatchewan employees. Its features include the ability to share screens, join a conference via dial-in phone call, and support up to 1000 participants in a single meeting. This guide expands on the WebEx User Guide, so questions about accounts and certain meeting functionality can be found there.

Note: This guide was made with a host user account that has been requested via Service Request. If you have created a free account, you are likely on the free WebEx generic domain. As such, sections of this guide may look different.

Tips for a Smooth Meeting Experience

- Ensure you test all audio and video equipment prior to a meeting. One option is to have a test call or meeting with a coworker.
- Using a headset can ensure you are broadcasting clear audio without background noise. If you are unable to use a headset, attempt to isolate your microphone in a closed off room.

Contents

Background	1
Creating Meetings.....	2
Logging in to WebEx.....	2
Updating Default Call-in Numbers	2
Impromptu Meetings	3
Schedule a Meeting.....	3
Starting a Scheduled Meeting	5
Using Outlook to Create Meetings.....	6
New WebEx Options in Outlook.....	6
Using Outlook to Meet Now	6
Using Outlook to Schedule Meetings.....	7
Cancelling Outlook WebEx Meetings.....	7
Participating in and Running Meetings	8
Joining a Meeting.....	8
Recording & Recorded Meetings	8
Advanced Host Functionality	9
Cisco WebEx Meetings Desktop App	11
Installation	11
Using the Application	12

WebEx Virtual Meeting Host Guide

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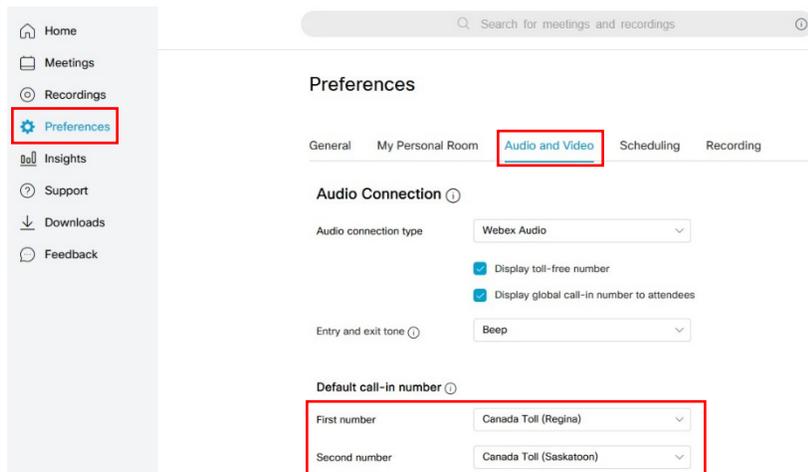
Creating Meetings

Logging in to WebEx

- This guide assumes you already have an account, and know how to login. If you do not, please see the WebEx User guide.

Updating Default Call-in Numbers

- By default, WebEx will display the Canada toll/toll-free numbers in invites. This can be changed to show the Regina and Saskatoon toll numbers. Note: Tolls only apply to long distance callers; local callers in Regina or Saskatoon, respectively, will not pay the toll.
 1. Log into your account as normal.
 2. Click Preferences on the left-hand side.
 3. Click the "Audio and Video" tab.



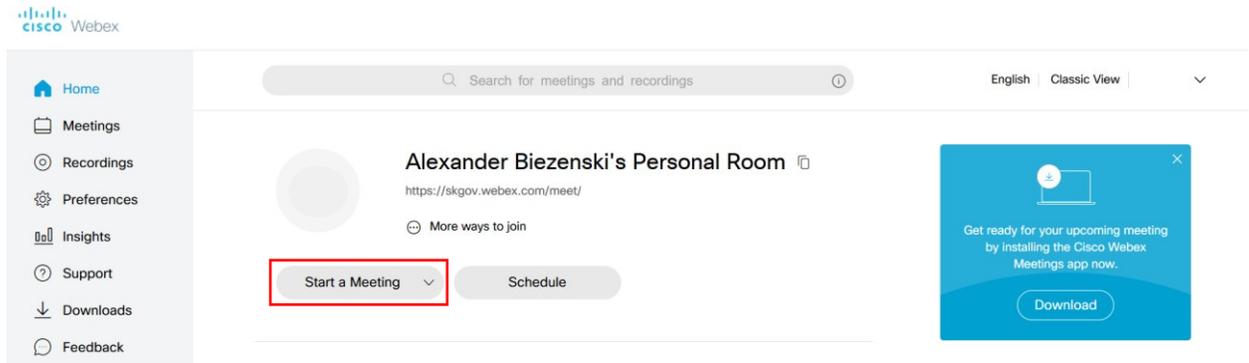
4. Change the two call in number dropdowns to the displayed options of: CanadaToll (Regina), Canada Toll (Saskatoon).
5. Scroll to the bottom and click "Save".

WebEx Virtual Meeting Host Guide

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Impromptu Meetings

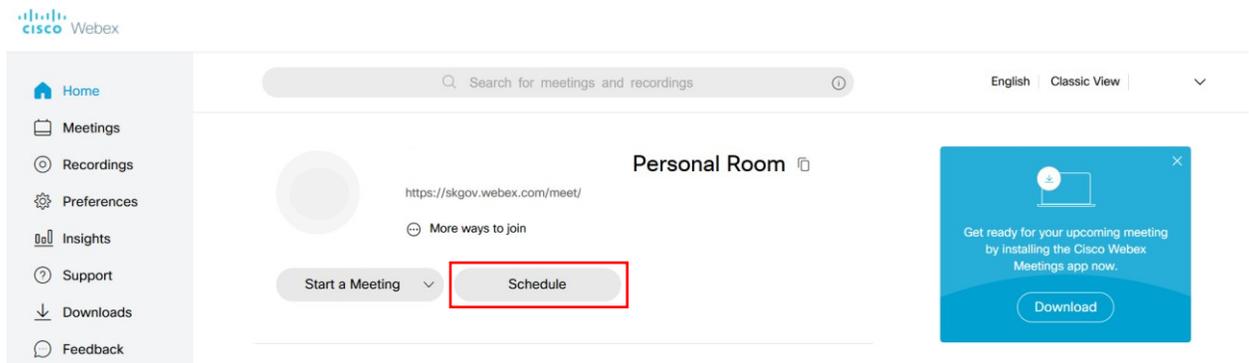
1. You can start impromptu meetings at any time. From the home page, click “Start a Meeting”.



2. The URL to join this meeting is “https://skgov.webex.com/meet/<username>”
 - a. Ex. https://skgov.webex.com/meet/jsmith

Schedule a Meeting

0. **NOTE:** You do not need a 'paid' “host” account to **schedule** meetings. A free account can schedule meetings.
1. Login to <https://skgov.webex.com> as detailed above. You will arrive at your WebEx Home page.
2. Click “Schedule”



3. You will see various settings. They are explained below.
 - a. Meeting Type
 - i. May not be visible. Dependent on the type of account you have. If you have a "Host" account, setup by ITD, you will see two options as of writing.
 - ii. WebEx Meetings Pro Meeting – Basic meeting, allows audio and video.
 - iii. WebEx Personal Conference – Similar to a conference call, only audio, no video.
 - b. Meeting Topic <mandatory>
 - c. Meeting Password <mandatory>
 - i. The password is mandatory and automatically generated. It can be changed. The password is only necessary for those who join without a link to the meeting. For example, WebEx enabled board rooms will need both the meeting ID and the password.
 - d. Date and Time

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- e. Attendees
 - i. Enter the email address of the participants, separated by a comma or semicolon.
4. There are also Advanced Options, visible after clicking "Show advanced options"

Date and time Thursday, Mar 26, 2020 10:00 am Duration: 1 hour Recurrence
(UTC-06:00) Saskatchewan

Attendees

Show advanced options

5. There are many advanced options. Below, only useful and relevant options are discussed. For a full list of advanced options, see the full WebEx website guide linked in point 6 below.
 - a. Audio Connection Options
 - i. Display toll-free number/global call-in number – Two checkboxes, which control whether the two possible call-in numbers are displayed to users. If disabled, users may still join by phone, but they must be provided the phone number manually.
 - b. Agenda – Click to open the sub-section. It contains a text box for typing an agenda.
 - c. Scheduling Options
 - i. Require Account – Prevents temporary/guest accounts from joining. Only WebEx accounts (for GoS, these are setup by ITD) can join.
 - ii. **Alternate Host** – Allows anyone with a host account on WebEx or anyone joining from a WebEx enabled board room (using the WebEx tablet) to host the meeting.
 - iii. Automatic Recording – Automatically start a recording of the meeting when it starts.
 - iv. Exclude Password – Excludes the password from the email invitation that is sent.
6. For the official WebEx guide to Scheduling meetings, go to:
 - a. <https://help.webex.com/en-us/mswr2eb/Schedule-a-Cisco-Webex-Meeting-in-Modern-View>

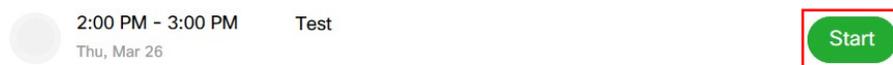
WebEx Virtual Meeting Host Guide

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Starting a Scheduled Meeting

1. You can start meetings at any time from the "Home" area, or the meeting info page.

Upcoming Meetings



2. After clicking start, follow the on-screen instructions from WebEx to get into your meeting.



Waiting for others to join



3. The above is the meeting screen. This will be explored in the following section.

WebEx Virtual Meeting Host Guide

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Using Outlook to Create Meetings

- When you request a Cisco Webex host user account through a service request, you will also receive a Cisco Desktop App install, which includes Cisco Productivity Tools. If this has been installed then WebEx has been integrated with Outlook, and you will be able to start and schedule meetings using Outlook, similar to Skype.

If you do not have the options presented below, you will have to submit a service request for the item "Webex Install and access only" found under the Videoconferencing category. [New WebEx Options in Outlook](#)

- In Outlook, you should see the following:



- The two buttons may not be in the exact same spot as you see here, but as long as you see them on the "Home" tab, you're in luck.
- You may also check in your Scheduler/Calendar for the icons, shown here:



Using Outlook to Meet Now



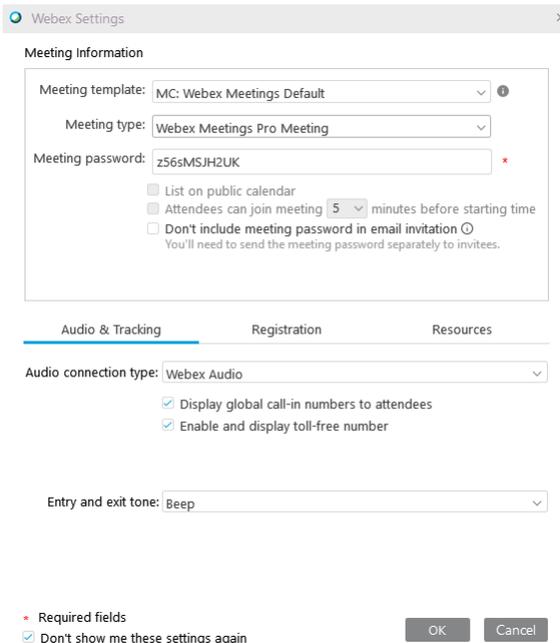
- The Meet Now button () works the same as the "Start a Meeting" button from earlier. It will immediately launch the meeting preview window. See the User guide for more details in joining meetings.

WebEx Virtual Meeting Host Guide

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Using Outlook to Schedule Meetings

1. Click the Schedule Meeting button ().
2. After a few moments, you should see the following window. If you do not, please contact the ITD Service Desk at 306-787-5000.



Meeting Information

Meeting template: MC: Webex Meetings Default

Meeting type: Webex Meetings Pro Meeting

Meeting password: z56sMSJH2UK

List on public calendar

Attendees can join meeting 5 minutes before starting time

Don't include meeting password in email invitation

Audio & Tracking | Registration | Resources

Audio connection type: Webex Audio

Display global call-in numbers to attendees

Enable and display toll-free number

Entry and exit tone: Beep

* Required fields

Don't show me these settings again

OK Cancel

3. The options are the same as their web scheduling counterparts. Not all options are available when scheduling through Outlook, but the ones available work as expected.
4. When you are satisfied with the options, click "OK".
5. Your email will have the following text:

-- Do not delete or change any of the following text. --

A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.

6. As the text says, do not delete or change any of the text. You may add a message of your choosing above that text.
7. Choose your participants, subject, and dates as normal for any Outlook calendar item.
8. When ready, click "Send" as normal.
 - a. Note: You will not receive a hosting email as normal; instead, the meeting details will be in your calendar, and you can start the meeting from there as well.

Cancelling Outlook WebEx Meetings

- To cancel a meeting created with Outlook, simply cancel the Outlook calendar item as you would normally do for any meeting setup using Outlook

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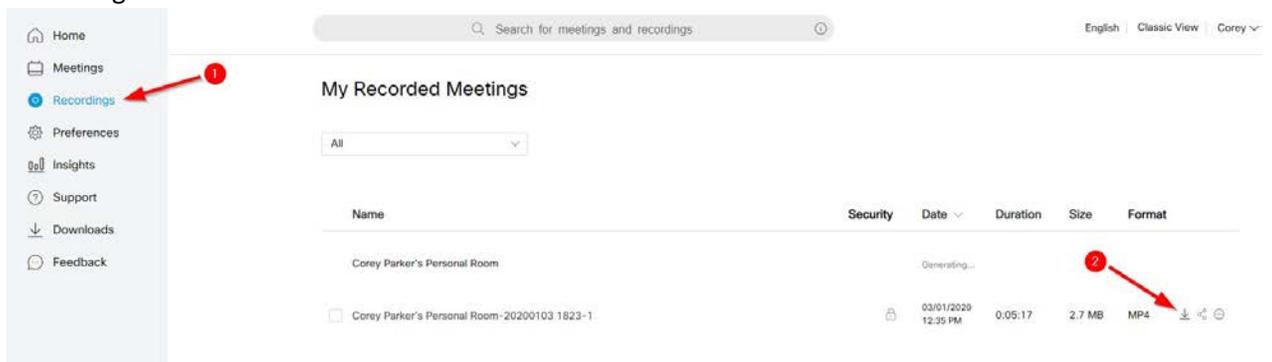
Participating in and Running Meetings

Joining a Meeting

- For information on joining a meeting and general meeting functionality, please see the WebEx User Guide.

Recording & Recorded Meetings

- As noted in the User guide, it is possible to record WebEx meetings.
 - Under the "Advanced Settings" earlier, Automatic Recording was an option. If selected, recording will start when the meeting is started, without further input from the host.
 - If this setting was not selected, clicking the Record () button will start Recording from the moment it was clicked.
- After the meeting ends, the recording will be available on the WebEx website, under the Recordings section on the left hand side.

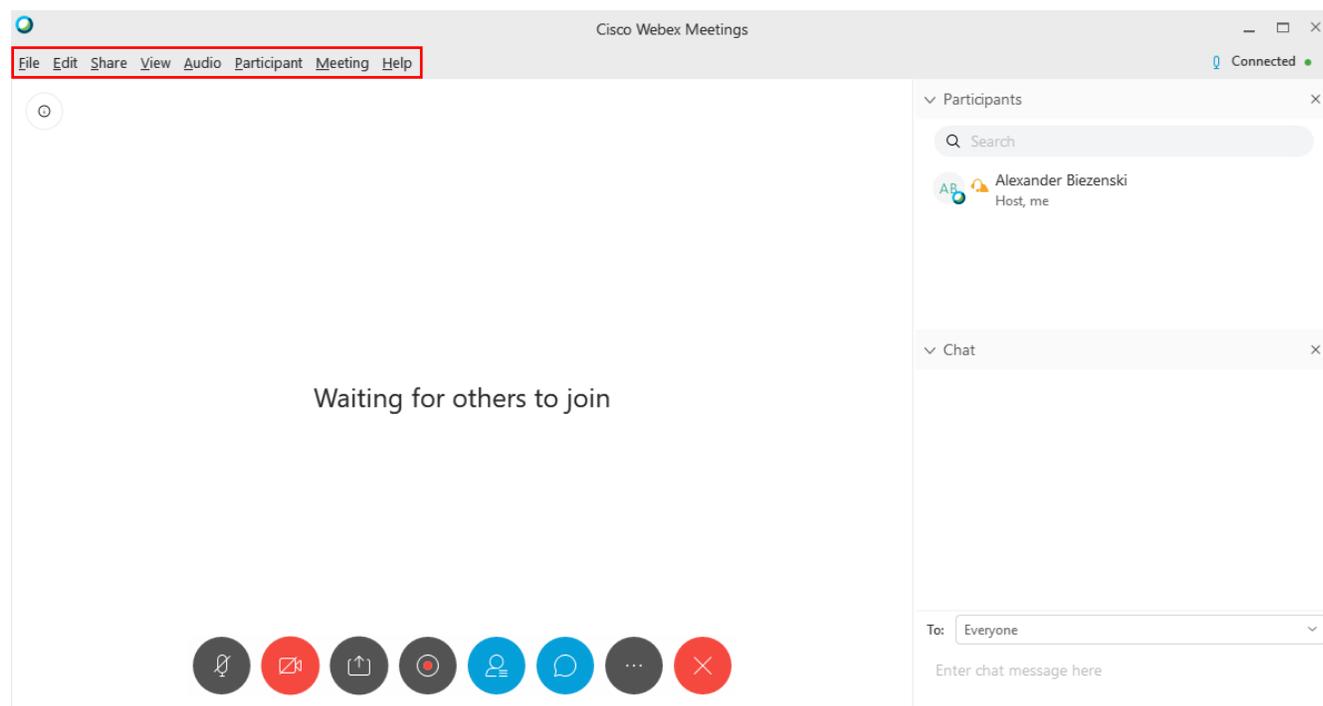


- The button pointed to by (2) will download the recording to your computer for playback.

WebEx Virtual Meeting Host Guide

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Advanced Host Functionality

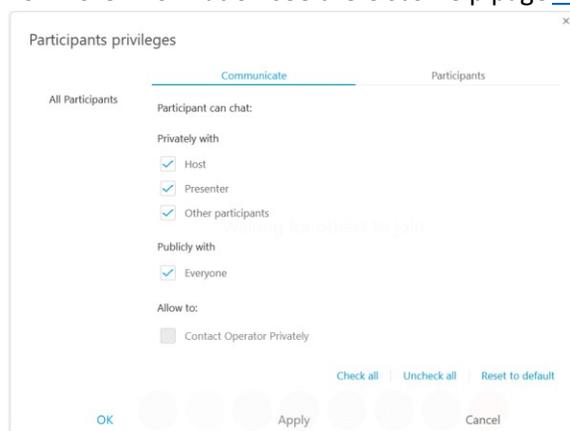


- WebEx has many tools to help facilitate meetings, mostly available to hosts, but some functionality is available to presenters. These options are available in the menu bar along the top, highlighted above. A selection of useful options is presented below.
- File
 - Transfer
 - Opens the transfer window to allow the direct uploading and downloading of files. Use "Share File..." to upload files. To download files, click an uploaded file and click "Download".
- Edit
 - Can be ignored
- Share
 - Does largely the same as the number 3 button "Share" from above, with some expanded options. Typically, use the "Share" button found on the bottom row.
- View
 - Provides options for zooming and otherwise changing the display of the meeting window, especially when viewing video or shared screens.
- Audio
 - Edits audio settings, similar to before entering the meeting. Can typically be ignored.
- Participant
 - Un/Mute Me/All

WebEx Virtual Meeting Host Guide

The guide below is for hosting WebEx virtual meetings.

- Allows the un/muting of either yourself, or all participants. With your mic, functions the same as the microphone button on the bottom bar.
- Participant Cont.
 - Mute on Entry
 - Whenever a participant joins the meeting, their mic is set to "Muted", regardless of their entry setting.
 - Anyone Can Share
 - If this is checked, anyone can take the 'Presenter Ball' and share their screen or other content. If it is unchecked, then the Host must pass the Ball on to a participant in order to share their screen or other content.
 - Assign Privileges
 - This window allows you to change permissions regarding chatting and sharing.
 - For more information see the Cisco help page [here](#)

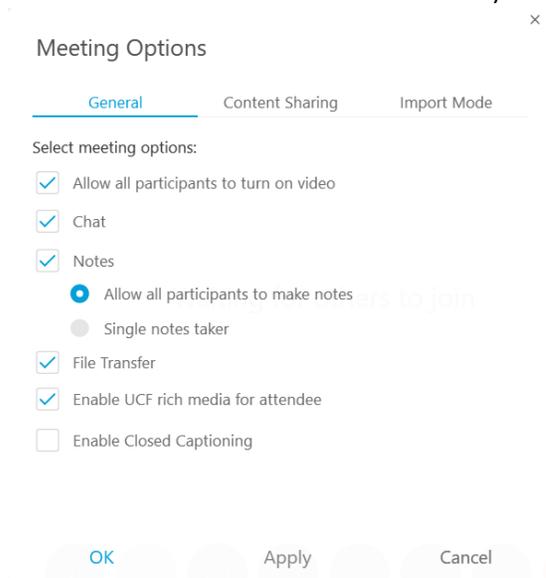


- Meeting
 - Information
 - Displays meeting information, such as the URL, call in information, and host name.
 - Start Recording
 - Starts the recording of the meeting.
 - The recording can be found by logging into the main WebEx website (see "Logging into WebEx" from page 2) and going to the "Recordings" tab.

WebEx Virtual Meeting Host Guide

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- Meeting Cont.
 - Options
 - Allow all participants to turn on video – Self-explanatory, allows or disallows video chat
 - Chat – Allows or disallows text chatting
 - File Transfer – Allows or disallows the sharing of files (Found under "File > Transfer" as outlined above)



- Help
 - If you are having trouble with a meeting, and the answer is not in this guide, or you simply have further questions, please click "Cisco WebEx Meetings Help". This will open the Cisco help page for WebEx, which allows you to search for answers to any questions, or you can contact the ITD Service Desk at 306-787-5000

Cisco WebEx Meetings Desktop App

Installation

1. Installation of the Cisco Webex Desktop application is completed by the IT Division of Central Services as part of your service request when you request your Host user account.

Using the Application

1. The desktop application gives you a quick glance at your upcoming meetings and provides some simple shortcuts that allow you to occasionally avoid logging in.
 - a. The "Start a Meeting" button works just like it does on the website.
 - b. Underneath "Upcoming Meetings", you will see a list of meetings. If setup properly, this will also interact with your Outlook calendar to show all meetings, not just those created with WebEx.
 - i. If the meeting is a WebEx meeting, you will see a green "Start" button next to it, just like on the website.

WebEx Virtual Meeting Host Guide

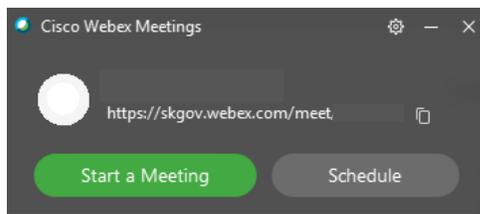
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NOTE: At time of writing, the "Schedule" button on the Desktop app does not appear to work. We recommend scheduling all meetings on the WebEx website.

2. When a WebEx meeting is about to occur, about 15 minutes before, the desktop application will display a reminder similar to Outlook. This reminder can be snoozed, but will also have a "Start" button if you wish to start the meeting.

WebEx Virtual Meeting Host Guide

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Join a Meeting ⌵

Enter meeting information

Upcoming Meetings

Thursday, March 26, 2020 📅

2:00 PM | Webex meeting scheduled: Test
3:00 PM | Cisco Webex

Start

3. The above is an example of the Desktop application, showing the "Start a Meeting", "Schedule" and "Start" buttons.