

WebEx Virtual Meeting User Guide

The guide below is for joining 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 revolves around joining WebEx meetings as a participant. See the Host Guide if you wish to host your own meetings.

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.

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Equipment Requirements

- WebEx meetings can have both a video and audio component. This section goes over equipment needed to join audio and/or video conferencing, and what standard GoS machines come with.
- Note: Neither audio nor video is required to join a meeting. If you join a meeting without either, you will be able to see and hear other participants, but you must participate in text chat to respond.

Video Conferencing

- When joining a WebEx meeting, you will have the option of joining video. If you do not, or cannot join video conferencing, WebEx will instead display your initials in a small circle.
- With GoS equipment, you will have three options for joining
 - a) Laptop with built in camera
 - The standard laptop will have a camera, on the top edge, just above the laptop screen. Some of them have a privacy slide you need to open.
 - b) Desktops and laptops without cameras (using a USB camera)
 - All standard issue desktops, and some laptops, do not come equipped with cameras. You may still see the video of other participants, but you will not be able to be seen.
 - Cameras can be purchased separately. If you have or acquire a Webcam or other USB camera, you may plug it into your device to participate in video.
 - c) Smartphone with data
 - You can join any meeting with a smartphone with data. When joining a meeting in this way, you will only be able to see the video feed of the current speaker. Further, any attachments sent by participants will be harder to see and access.

Audio Conferencing

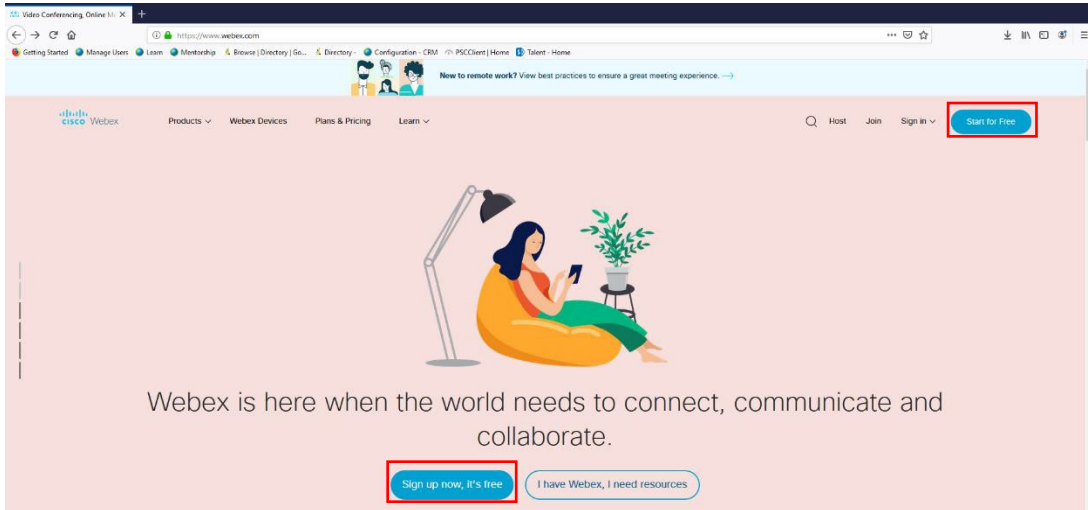
- WebEx meetings allow participants to speak to each other using audio. You only require a microphone; a camera is not required.
- If your video is poor, it may be a good idea to only use audio, even if video is an option for you.
- With GoS equipment, you will have three options for joining
 - a) Laptop with built in microphone
 - Any GoS laptop with a camera has a microphone as well.
 - If there is no camera, a mic may still be present where a camera would be.
 - b) Desktop and laptops without microphone (using a USB microphone or headset)
 - Desktop computers and a select few laptops do not come with microphones. You will hear other participants, but be unable to talk to them. You must use the text chat to respond.
 - You may also purchase or otherwise acquire a USB microphone or headset, which may be plugged into your device, in order to join audio.
 - If using a USB camera, it will usually also have a microphone.
 - c) Connect by telephone
 - You may also call-in to a WebEx meeting by telephone. See the "Join by Phone" section later in the guide.

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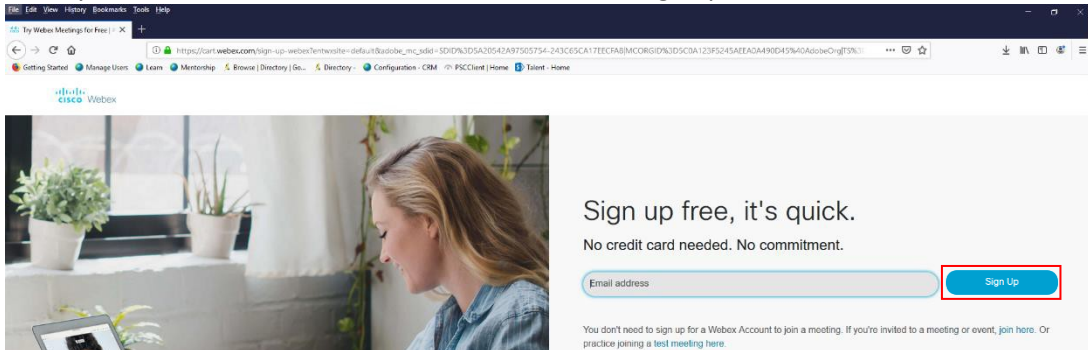
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WebEx Accounts

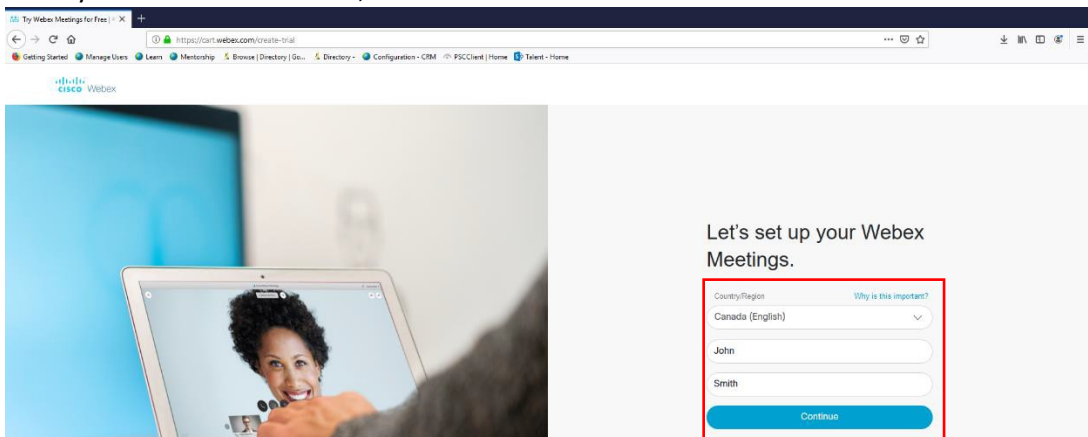
0. **Note:** If ITD has already setup your account, please skip this section. If they have not and you do not require a Host user account, please follow the below.
1. Go to <https://www.webex.com/>
2. Click "Start for Free" or "Sign up now, it's free".



Enter your email address in the email field and click "Sign up"



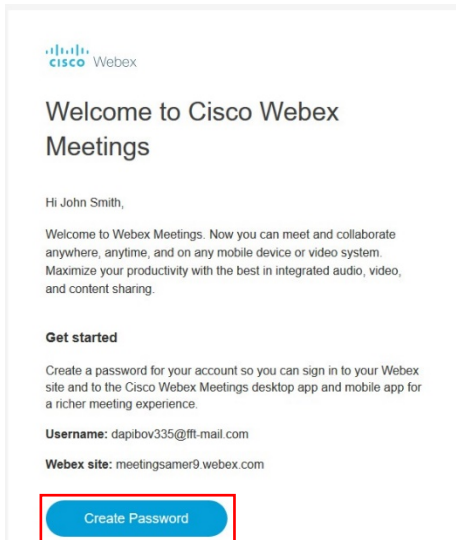
3. Enter your first and last name, then click "Continue"



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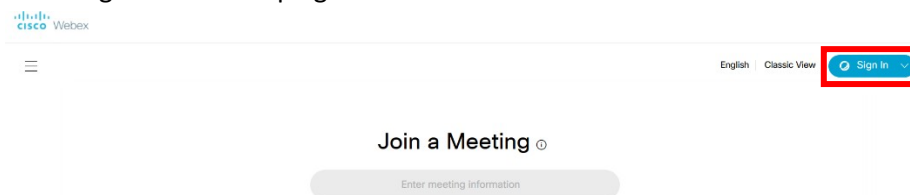
4. Check your email for a message from WebEx. Click "Create Password" in the email.



5. Create your password, following the onscreen instructions, then click "Continue".
6. You will then be brought to the home screen, which will align with the reset of this guide.

Logging in to WebEx

0. **NOTE:** It is **not** necessary to login to WebEx to join a meeting. When you click a meeting link to join a meeting, if you do not login, WebEx will prompt you to enter your name and email. You will essentially have a temporary account for that meeting.
1. Go to <https://skgov.webex.com> (If you created a free WebEx account, goto <https://signin.webex.com/collabs/auth>)
2. Click "Sign In" in the top right.



3. If you have a host user account, your email will be your username at gov dot sk dot ca. (Free accounts use the email they signed up with)
 - a. Name: John Smith
 - b. IT Username: jsmith
 - c. WebEx email: jsmith@gov.sk.ca
4. You will be redirected to sign in using your Microsoft account. This will be the same email, using the same password you use to sign in to your computer.
 - a. Optional: When signing in, Microsoft will ask if you want to skip sign in next time. You may choose yes or no as you desire.
 - b. Note: This step does not apply to free accounts. Simply use your chosen password as normal when prompted for a password.

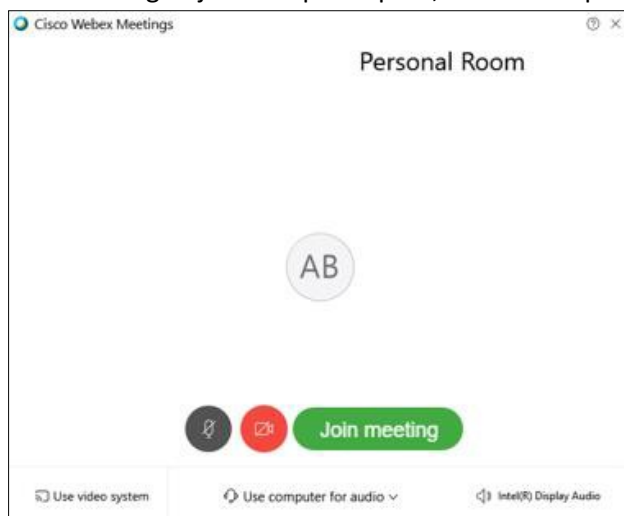
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Participating in Meetings

Joining a Meeting

- After clicking to join as a participant, WebEx will present this screen:



- This screen allows you to adjust your mic and video before you join the meeting. The options are:

-  - Allows you to toggle your microphone before joining. In this picture, the mic is 'unmuted'. Click it to mute your mic; the grey will change to red.
-  - Allows you to toggle your video before you join. In this picture, the video is currently 'off'. It will turn grey (like the microphone above) when clicked, turning video 'on'. Turning video 'on' will replace the initials ('AB' above) with a self-view of your video feed.
-  – Joins the meeting with the selected settings.

- For additional help with this screen, please click [here](#)

Join by Phone

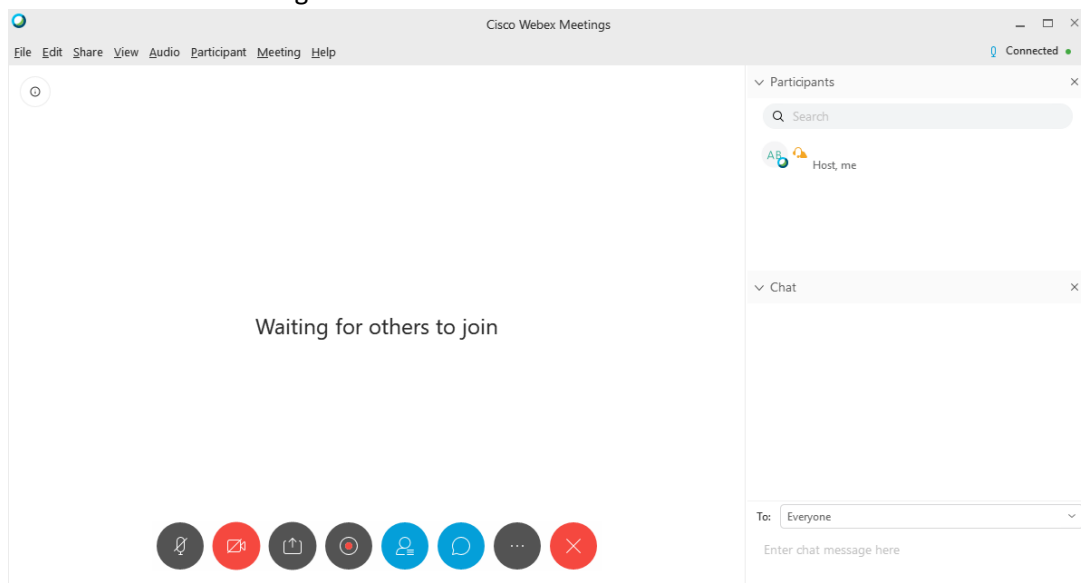
- WebEx meetings can be joined via phone call.
- By default, all WebEx invites will display a toll-free number that can be called to join the meeting
 - After calling the number, the automated voice will provide instructions. You will need your meeting ID, so make sure you have it available.
- For reference, below is a list of WebEx numbers you can call. They all allow you to join meetings. Toll fees only apply to those calling a Toll number long distance.
 - Canada Toll +1-416-915-6530
 - Canada Toll (Regina) +1-306-271-1492
 - Canada Toll (Saskatoon) +1-306-808-2023
 - Canada Toll Free 1-855-244-8677
- We recommend using a landline for calling into meetings, as cell towers are currently under a lot of strain.

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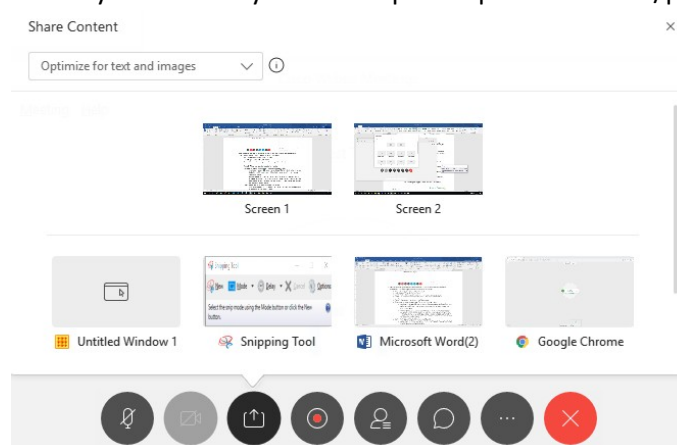
The Meeting Window


- The below is the meeting window.



- Most buttons along the bottom can be disabled by the host, and may be unavailable for participants. Below are several descriptions of some of the buttons along the bottom.





-  – Same as the join screen.
-  – Same as the join screen.
-  – Allows you to share your desktop or a specific window/program.



- After clicking Share, this pop-up will appear. Clicking on a screen will share that screen and anything on it; clicking a specific program (such as the Microsoft Word window above) will only share what is on that program, regardless of if it is hidden on your screen or not.
-  – Allows you to begin recording the meeting.

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-  – Opens the participant list, seen in the upper right.
 - The little WebEx ball  to the bottom right of the 'AB' initials is the "Presenter Ball". The participant with the ball is the Presenter. The Presenter can share their screen.
 - If enabled, any participant, host or otherwise, can take the Presenter Ball by dragging it to their own initials/profile picture. This is also done if a user begins sharing their screen. If disabled, the host must grant the Presenter Ball before a participant can share content.
-  – Opens the chat window, seen in the bottom right.
 - The drop-down next to "To:" allows you to switch between messaging everyone in a meeting, or one specific person.
-  - Leave the meeting