Cisco Webex Meetings

Getting Started with Webex Meetings User Guide

The getting started guide gives you the basics on how to use Cisco Webex Meetings.

- Learn how to host your own self-service online meetings.
- Learn how to schedule and start a meeting and use the interactive features.

You should have received your Webex account sign-in details in a Welcome email. If not, please go to www.mymeetings.com/conduent to sign up for an account.

User Guide Topics	
Initial Login/Set-up	Allow another user to schedule for you
Webex Meetings Desktop App Install	Start a Meeting
Verify your Audio Details	Join the Teleconference
Personal Conference Number Set-up	Host a Meeting - Quick Reference Tasks
Meet Instantly	Login and Password Support
Schedule a Meeting	Technical Support

Initial Login and Set-up
Log in to Cisco Webex Site:

If the Webex Meetings Desktop App has been automatically installed by your PC Administrator and available in Microsoft Outlook, skip this section.

1. Go to the Conduent Webex site at https://conduent.webex.com
2. Click Log In button at the top right side of the screen.
3. Login by entering your user name and password. (If prompted, change password)
4. After login, please select "Download" to install Webex Meetings Desktop App.
5. Run the installation file and follow the instructions.

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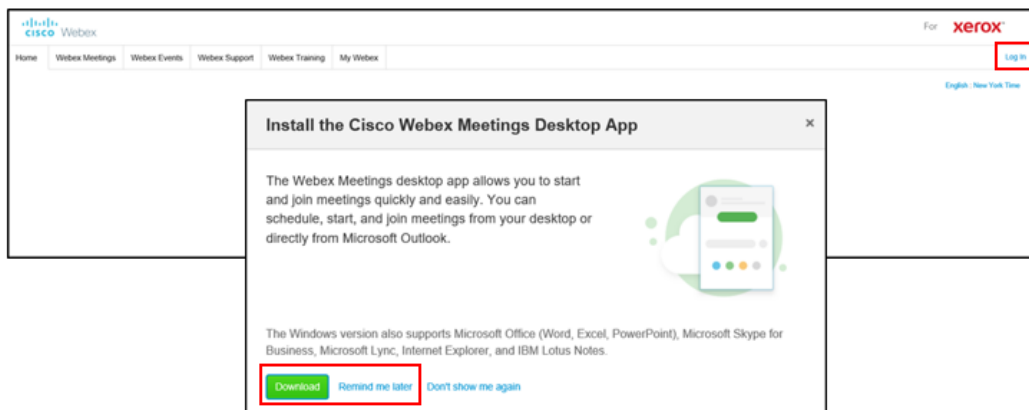
Alternative Instructions: Download and Install Webex Meetings Desktop App
Schedule or start a meeting with Meet Now from your desktop, Microsoft® Outlook®, or Office application.

If you did not install the Webex Meetings Desktop App upon initial login, use the instructions below to install. If you installed the Webex Meetings Desktop App upon logging in to the site or it has been automatically installed by your PC Administrator, skip this section.

The Webex Meetings Desktop App makes it very easy for users to start, schedule, invite, and join WebEx meetings from their desktop or from commonly used desktop applications.   To install the Productivity Tools software please, following these instructions:

To install Webex Meetings Desktop App from the Webex site:

1. Login to the Conduent Webex site at https://conduent.webex.com
2. You can select Download if you receive the Webex Meetings Desktop App prompt.
3. Or from Webex Meetings under Support select Downloads. (on the left navigation bar)
4. Under Webex Meetings select Download for Webex Meetings Desktop App.
5. The File Download dialog box appears.
6. Save the installation program to your computer.
7. Run the installation file and follow the instructions.

After the installation is complete a Webex integration toolbar will appear in Microsoft Outlook allowing you to quickly schedule an online WebEx meeting.

For detailed instructions on installing and using Webex Meetings Desktop App please see the Webex Meetings Desktop App User Guide on www.mymeetings.com/conduent.

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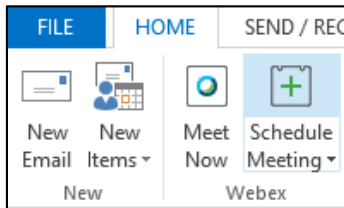
Verify Your Audio Details

Audio Set-up allows you to select the preferred country dial in numbers in your region, update your phone number for Webex dial-back and create a Personal Conference Number account.
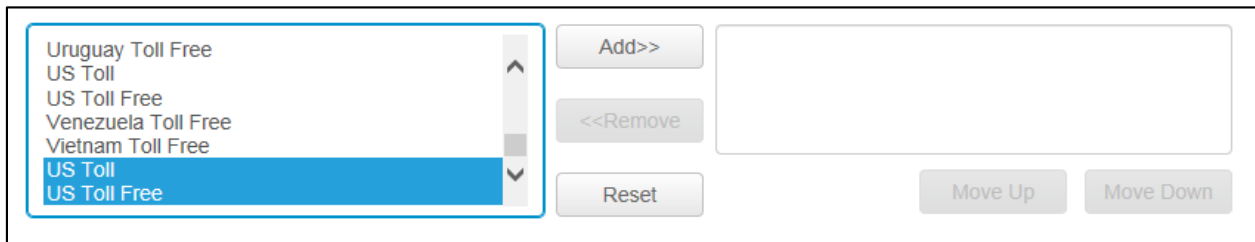
To manage your audio options from the Webex site:
1. Login to the Conduent Webex site at https://conduent.webex.com
2. Select My Webex then Preferences and Audio Set-up.

Audio

From the Audio section you can select the default call-in number for the sessions you host or attend. You may select two call-in numbers to display in your meeting invites and dial-in numbers when joining your meeting.
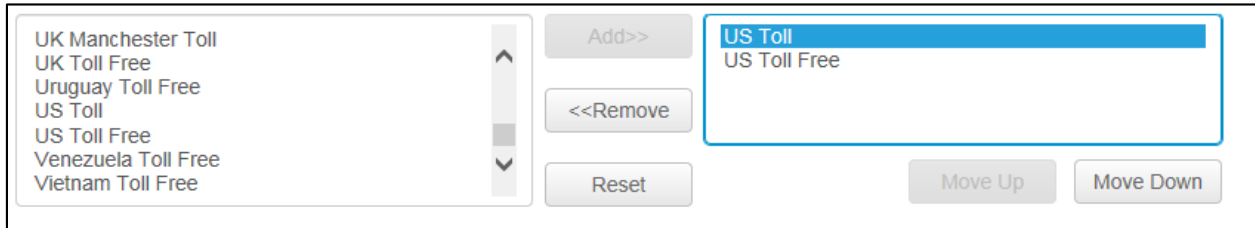
1. Scroll down to the preferred Toll and Toll Free number in the country list.
2. Highlight the preferred numbers and select Add.

3. Highlight a number to change the order preference and select Move Up or Move Down.
4. Select save to update your preferences.

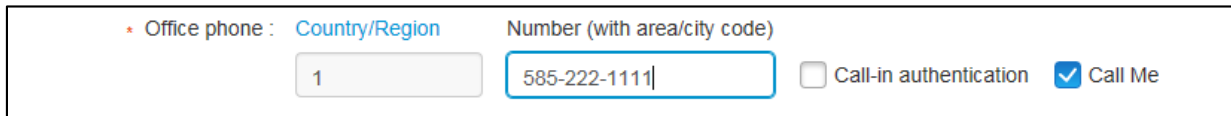## My Phone Numbers

From the My Phone Numbers section you can verify or update your Office Phone number. This number will automatically be populated in Webex when you choose dial-back to join the audio portion of the meeting.

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Personal Conference Number Set-up

Personal Conference Number (PCN) is an Audio only Webex Conference service. To create a PCN account you will follow the steps below from the Audio Set-up page:

1. You must create a 4 digit Audio PIN.
2. Select Save before proceeding to the next step.

3. From Personal Conference Number select Generate Account.
4. From Add Personal Conference Number select Generate.
5. The Webex site will automatically generate Host and Attendee access codes.

Meet Instantly

Meet Now Meetings let you instantly start a Webex meeting from your desktop, from Microsoft Outlook, or from your browser, so you can effortlessly bring decision-makers together.

*Please complete the one-time Webex Meetings Desktop App install first.

From Microsoft Outlook: Click the **Meet Now** button.

From Desktop: Open the Webex Meetings Desktop App using the Webex icon, click **Start Meeting**.

From Webex Site: Log in to Webex site, click **Meet Now** under the Host a Meeting left navigation menu.

Schedule a Meeting

As a host, you have the ability to schedule and start your own meeting, invite participants, and set up the audio portion of the meeting.

There are several ways to schedule your Webex meeting:
- Microsoft Outlook Calendar. (Webex Meetings Desktop App)
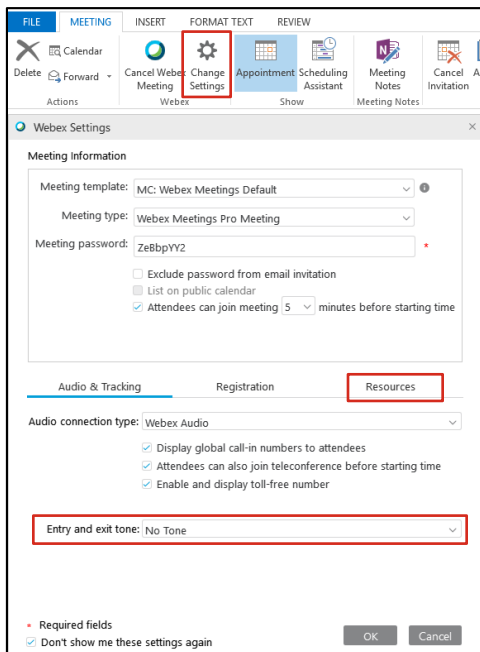- Webex Meeting Homepage.

To schedule a meeting from your Microsoft Outlook Calendar: *(You are the host of the meeting.)*

Important: The Webex invite will appear blank and will not populate with meeting information until sent. To see Webex invite details before sending, select File then Save in the Outlook Menu.

1. In Microsoft Outlook: Click Schedule Meeting in Webex Meeting Desktop App Outlook Plug-in.
2. Click Schedule Webex Meeting, or select Personal Room or Personal Conference Meeting.
3. Schedule meeting as normal: Invite Attendees, enter meeting time, date, recurrence, subject, etc.
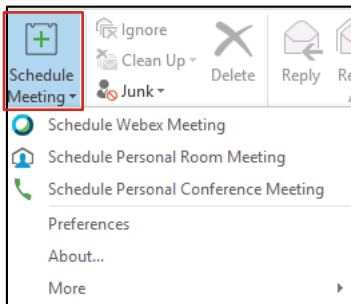
4. Select Change Settings to edit audio entry and exit tone options.
5. Click Resources tab to add an Alternate Host. (optional)
6. Click Ok. The meeting options window will close.
7. Click Send in the meeting invite to send to attendees. This will place the meeting on your calendar and will send invites to attendees with Webex meeting information.

To schedule a simple one-time meeting from the Webex homepage: *(You are the host of the meeting.)*

1. Go to your Webex homepage: https://conduent.webex.com.
2. Select Login and enter your username and password.
3. Select the Webex Meetings tab and click Schedule a Meeting (it is under Host a Meeting in the left navigation bar).
4. Enter the meeting details.
5. To receive a copy of the "Attendee" email invitation click the check box "Send a copy of the invitation to me".
6. Click Schedule meeting.
7. Click Add to My Calendar.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to Advanced Scheduler

* Meeting topic:	Weekly Product Review
* Password:	kCpqKya2
Date:	05/30/2019
Time:	11　00　● am ○ pm
	New York Time
Duration:	1 hr　0 min
Attendees:	<Separate email addresses with a comma or semicolon>
	Use address book
	☐ Let anyone with a host account on this site host my meeting
	☑ Send a copy of the invitation email to me
Audio conference:	Webex Audio
	Change audio conference
	Save as template
	Start　Cancel

To schedule a recurring meeting, add registration, schedule for another user, or add advanced features:

1. Go to your Webex homepage: https://conduent.webex.com
2. Select Login and enter your username and password.
3. Select the Meeting center tab and click Schedule meeting (under Host Meetings in the left navigation bar).
4. Click the Advanced Scheduler link.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to Advanced Scheduler

5. Enter meeting topic.
6. Select and complete each menu item in the right navigation menu.
7. Click **Schedule Meeting**
8. For detailed instructions on using the Advanced Scheduler see the Advanced Scheduler User Guide on www.mymeetings.com/conduent.

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Allowing another user to schedule meetings for you:

You can grant permission to one or more Webex users (admins, colleagues, etc) to schedule meetings on your behalf. A user to whom you grant permission to schedule meetings must have an account on your Webex site.

Once a user schedules a meeting for you, the meeting appears in your list of meetings on your My Meetings page. You can then start the meeting and host it as you normally do when you schedule meetings yourself.

To allow another user to schedule meetings for you: *(The person must have an account on the Webex site.)*
1. On the navigation bar click My Webex.
2. Click Preferences.
3. Scroll down to Scheduling Options section.
4. Under the Scheduling Permission add the email address of host to schedule meetings on your behalf.
5. Click Save at bottom of page.

Note: For instructions on scheduling on behalf of others, see the user guide "Scheduling on Behalf of Others" on www.mymeetings.com/conduent.
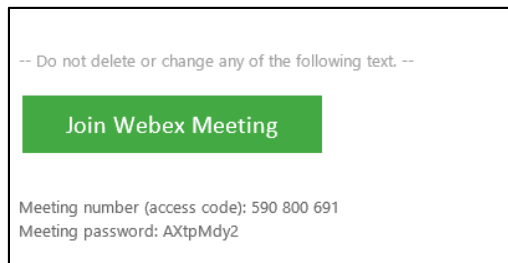
Start a Meeting

As the host of the meeting, you must start the meeting for everyone else and you will have control of the meeting once the session has opened. The Host may "pass the ball" to other attendees to allow them to present and share content.

There are several ways to start your Webex meeting:
- Microsoft Outlook Calendar. (Webex Meetings Desktop App)
- Meet Now. (Webex Meetings Desktop App)
- Webex Meetings Homepage.

Starting a Meeting from the Outlook Calendar:
1. In your Microsoft Outlook calendar, open the meeting invite.
2. Click Join Webex Meeting.

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

Join Webex Meeting

Meeting number (access code): 590 800 691
Meeting password: AXtpMdy2

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Starting a Meeting from the Webex homepage:

1. From Webex Meetings in the left navigation bar select My Meetings.
2. Locate your meeting under the My Webex Meetings calendar.
3. Click Start.
4. If you are using Webex audio for your meeting, the audio information will appear once the meeting has opened.

Tip: Start your meeting 5-15 minutes early so you have time to open any documents and start recorder (if applicable).

Joining the Teleconference

Hosts and attendees may join the audio portion of the meeting multiple ways. They may call into the audio bridge or they may enter their phone number to receive a call back.
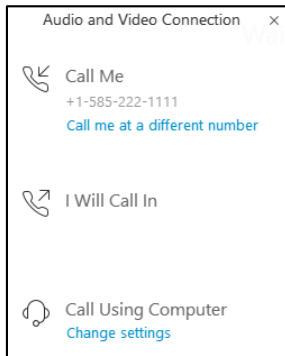
Call in to the meeting - When participants enter the meeting console the dial-in numbers will display on the Info tab. In addition to toll and toll free, global call-in numbers are available. To integrate your audio and Webex presence you must enter the Attendee ID when prompted.
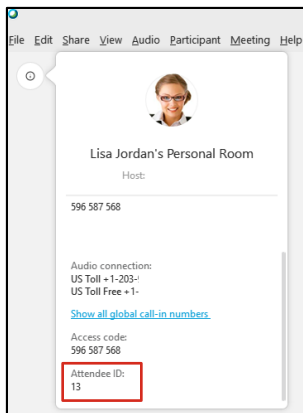
Call Me - You may enter your phone number to receive a call from the conference service. This option integrates your audio and Webex presence so that each user is identified by name in the participant panel. This also enables the active speaker functionality so the participants can tell who is talking.
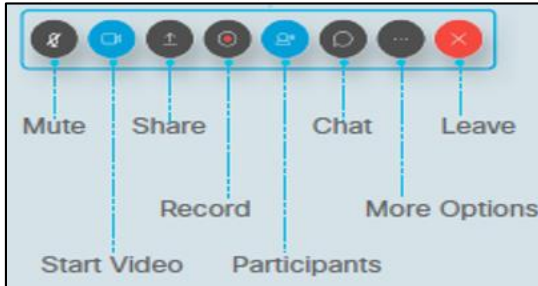
Call Using Computer – Join the audio conference using your PC internet access. This option also integrates your audio and Webex presence so that each user is identified by name in the participant panel. Conduent recommends using a USB headset or earbuds for the best audio quality.

Host a Meeting - Quick Reference Tasks

The Meeting window lets you do the following:

- Manage all aspects of the meetings.
- Enable participants to chat, send video, share information, and interact with each other using documents, presentations, whiteboards, applications, and more.
- Many tasks can be managed in the Webex meeting using the Meeting Controls.

Task	Action
Edit a welcome message	Select Meeting > Welcome Message.
Edit sound alerts	Right-click the Participants title and select Sound Alerts.
Edit the sound that plays when someone enters a chat message	Right-click the Chat title and select Sound Alerts.
End a meeting	Select File > End Meeting.
Get information about a meeting in progress	Select Meeting > Information.
Grant or remove privileges	Select Participant > Assign Privileges, and then check or uncheck the appropriate option.
Invite people to a meeting in progress	Select Participant> select Invite and Remind, and enter the requested information.
Leave a meeting	Select File > Leave Meeting.
Lock meeting access	Select Meeting > Lock Meeting. This option prevents anyone from joining the meeting, including those who were invited but haven't joined yet
Unlock meeting access	Select Meeting > Unlock Meeting
Make someone else the host	Right-click the name or thumbnail and select Change Role to > Host.
Make someone else the presenter	Drag the Webex ball to the next presenter.
Mute participant microphones	To mute everyone as they join the meeting, select Participant > Mute on Entry.
To mute or unmute everyone but you	Select Participant > Mute All.
To mute someone specifically	Select Participant > Mute or Unmute.
Turn off participant entry and exit tone	Select Participant > Entry and Exit Tone.
Reclaim the host role	Select your name in the Participant list, then select Participant > Reclaim Host Role, and enter the requested information.
Record your meeting	Select Record. Pause and resume the recording as necessary, rather than stopping and restarting recording, to avoid creating multiple recording files.
Remove a participant from a meeting	Right-click the name in the Participants list and select Expel.
Rename a call-in user	Right-click the name in the Participants list and select Rename.
Send a meeting transcript email	Select File > Send Transcript, enter the requested information, and send the email. If you saved them during the meeting, you can also attach: • Shared documents • Chat • Poll Questionnaire • Poll Results • Public notes or closed captions taken or published during the meeting. The transcript is sent to all participants who provided their email addresses when joining Audio-only participants are not listed on the transcript.

Login and Password Support

Your Webex login/User Name is your Conduent email address. If you can't remember your Webex password:

- Click **Host Login** on the Webex site
- Click **Forgot your password?** Follow the on screen instructions.
- Follow the instructions in the email to change your password.

If you need additional login or password support: Send an email to conduent-helpdesk@verizon.com

Technical Support

If you would like technical assistance with Net Conferencing, please call or email us at nettech@verizon.com

- U.S. & Canada 1 800-334-0079 (210-276-3643)
- Europe 08-08234-3570 (+44 20-7984-4430)
- India 000-800-9190306
- Philippines 1-800-1-114-2821

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