

Cisco WebEx with Cloud Connected Audio - Getting Started Guide

The getting started guide gives you the basics on how to use Cisco WebEx Meeting Center.

- 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/xerox to sign up for an account.

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Initial Set-Up and Login

Log in to Cisco WebEx Site:

1. Go to the Xerox WebEx site at <https://xeroxcorp.webex.com>
2. Click **Host Log In** button at the top right side of the screen.
3. Login by entering the user name and password.
4. (If prompted, change password)

The screenshot shows the Xerox WebEx Meeting Center interface. At the top left is the Xerox logo. Below it, there's a navigation bar with 'Meeting Center' and 'My WebEx'. On the far right of this bar, the 'Host Log In' button is highlighted with a red rectangular box. The main content area is titled 'Join an Unlisted Meeting'. On the left side, there's a sidebar with options: 'Attend a Meeting', 'Host a Meeting', 'Set Up', and 'Support'. The 'Host a Meeting' option is selected. The main content area contains instructions: 'To join an unlisted meeting, type the meeting number that your host gave to you, then click Join Now.' Below this is a text input field labeled 'Meeting number:' and a 'Join Now' button.

5. After login, please select **"Download"** to install Productivity Tools.
6. Run the installation file and follow the instructions.



Alternative Instructions: Download and install Productivity Tools

Schedule or start a meeting with Meet Now from your desktop, Microsoft® Outlook®, or Office application.

If you did not install the Productivity Tools upon initial login, use the instructions below to install. If you installed Productivity Tools upon logging in to the site, skip this section.

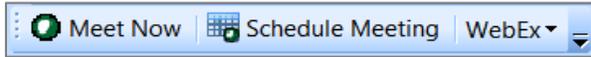
WebEx Productivity Tools make it very easy for users to start, schedule, invite, and join WebEx meetings from their desktop or from commonly used desktop applications. To install the Productivity Tools software please, following these instructions:

To install WebEx Productivity Tools from the WebEx Site:

1. Login to the Xerox WebEx site at <https://xeroxcorp.webex.com>
2. You can select **Download** if you receive the **Productivity Tools** prompt
3. Or from **My WebEx** then under **Support** select **Downloads** (on the left navigation bar)
4. Under **Meeting Center: Downloads** and **Productivity Tools** select **Download**
The File Download dialog box appears.
5. Save the installation program to your computer. The name of the installation file has an .msi extension.
6. Run the installation file and follow the instructions.

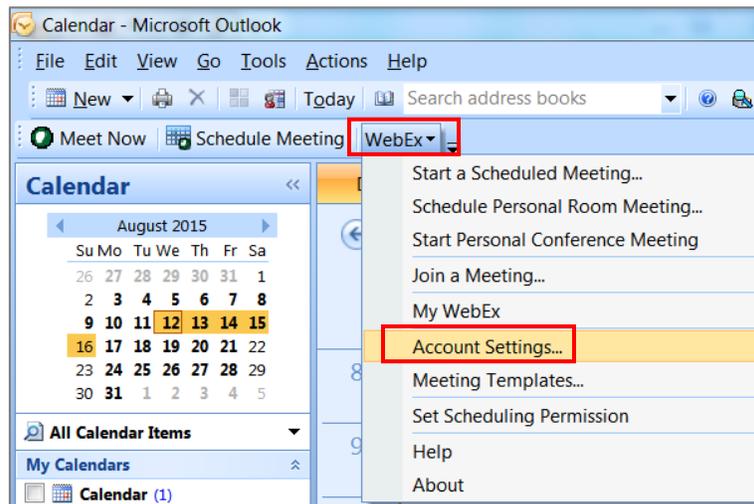
Productivity Tool Set-Up

After the installation is complete (instructions above), a WebEx integration toolbar will appear in Microsoft Outlook allowing you to quickly schedule an online WebEx meeting.



1. Click **WebEx** and select **Account Settings** to enter or confirm your account details on the **Account** Tab.
2. If the site URL, user name, and password (*****) fields are populated, your set-up is complete. Click **OK**.
3. If your account details are not populated, enter the details and Click **Apply** then **OK**.

- **Site URL:** <https://xeroxcorp.webex.com>
- **User Name:** (Enter your WebEx User Name)
- **Password:** (Enter your WebEx Password)



*For detailed instructions on installing and using WebEx Productivity Tools please see the [Productivity Tools User Guide](#).

Verify Your Audio Details

Audio Set-up allows you to select the preferred country dial in numbers in your region, update the My Phone Numbers section and create a Personal Conference Number account.

To manage your audio options from the WebEx site:

1. Login to the Xerox WebEx site at <https://xeroxcorp.webex.com>
2. Select **My WebEx** then **Preferences** and **Audio Set-up**

Audio

From the Audio section you can select the default call-in numbers for the sessions you host or attend. Follow the steps below to select two call-in numbers to display in your meeting invites and meeting information tab in WebEx.

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 the Call Me option to join the audio conference for the meeting. You may add up to four separate phone numbers in this section.

Personal Conference Number

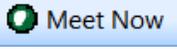
Personal Conference Number (PCN) is an Audio only WebEx Conference service. To create a PCN account you will follow the steps below:

1. Create a 4 digit Audio PIN that does not contain sequential digits
2. Select Save before proceeding to the next step

3. From the Personal Conference Number section select Generate Account
4. Under Add Personal Conference Number select Generate
5. The WebEx site will automatically generate Host and Attendee access codes. You are now ready to begin using your Personal Conference Number account information.

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. (*Complete the one-time Productivity Tools install first.)

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

From Desktop: Open the WebEx Productivity Tools using the WebEx icon enter attendee email addresses, click **Meet Now**.

From WebEx Site: Log in to WebEx site, click **Meet Now** under the Host a Meeting left navigation menu. (First time only: Click **My WebEx** then **Preferences** and **Meeting Now Settings** to enter preferences.)

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.

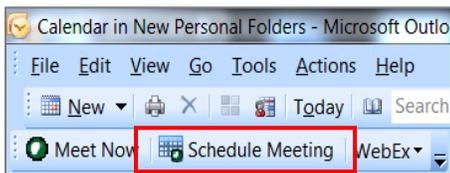
There are several ways to schedule your WebEx Meeting Center meeting:

- Microsoft Outlook Calendar (Productivity Tool)
- WebEx Meeting Center Homepage

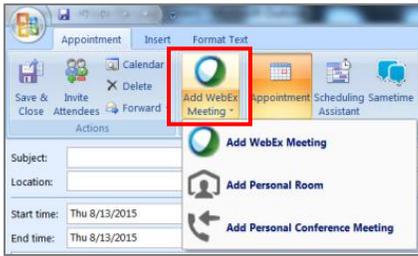
To schedule a meeting from your Microsoft Outlook Calendar: (*You are the host of the meeting.*)

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-Save in the Outlook Menu.

1. **In Microsoft Outlook:** Click **Schedule Meeting** in WebEx Outlook Plug-in



2. Schedule meeting as normal: Click **Invite Attendees**, add attendee names, enter meeting time, date, recurrence, subject, etc.
 - a. Choose your meeting type by selecting **Add WebEx Meeting**, **Add Personal Room** or **Add Personal Conference Meeting** (Audio Only)



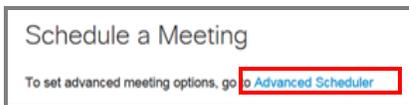
- b. Meeting options window will open.
- c. Complete scheduling:
- d. For security a meeting password will automatically be populated
 - Click **Resources** tab to add an Alternate Host (optional)
 - Click **Ok**. The meeting options window will close.
3. **Important:** The WebEx invite will appear blank and will not populate with meeting information until sent. To see WebEx invite details before sending, select File-Save in the Outlook Menu.
4. Click **Send** in the meeting invite to send to attendees.
5. 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:

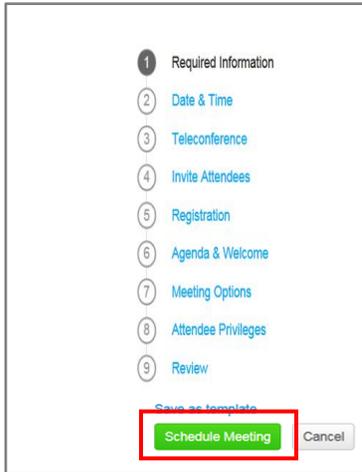
1. Enter the address of your WebEx homepage: <https://xeroxcorp.webex.com>
2. Select **Host log in** and enter your username and password.
3. Select the **Meeting Center** tab and click **Schedule meeting** (it is under Host Meetings in the left navigation bar).
4. Enter the meeting details.
5. To receive 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**

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

1. Enter the address of your WebEx homepage: <https://xeroxcorp.webex.com>
2. Select **Host log in** 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.



5. Enter meeting topic and optional password.
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/xerox.

Allowing another user to schedule meetings for you:

You can grant permission to one or more WebEx Meeting Center 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 Meeting Center Web 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** section click **Select Host**
5. Select users from the list of all users who have accounts on your WebEx site.
6. Click **Add**, and click **ok**.
7. 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/xerox .

Start a Meeting

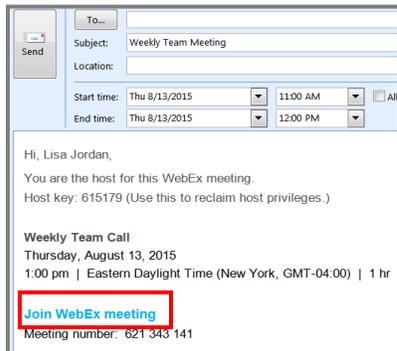
As the host of the meeting, you must start the meeting for everyone else and you will have control of the meeting once the session has opened. The Host may "pass the ball" to other attendees to allow them to present and share content.

There are several ways to start your WebEx Meeting Center meeting:

- Microsoft Outlook Calendar (Productivity Tool)
- Meet Now (Productivity Tool)
- WebEx Meeting Center Homepage

Starting a Meeting from the Outlook Calendar:

1. In your Microsoft Outlook calendar, open the meeting invite.
2. Click the link in the “To Start This Meeting” section of the calendar invite.
3. Enter your username and password
4. **Important:** Click the “**Keep me logged in**” check box
5. Click **Join WebEx Meeting**



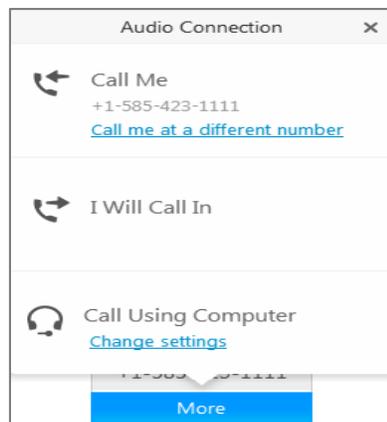
Starting a Meeting from the WebEx homepage:

1. Click the **My WebEx** button in the top navigation bar.
2. Locate your meeting under the **My WebEx Meetings** section.
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, enter their phone number to receive a call back or join using Call Using Computer.



- **Call in to the meeting** - When participants enter the meeting console the dial-in numbers and Attendee ID will display on the Info tab and in the Meeting Information section. In addition to toll and toll free, global access numbers are available.
 - **Note:** ALWAYS use Intelnet 8*404-4000 from Xerox locations.
 - **Important:** When using the dial-in option open the WebEx meeting first to obtain the Attendee ID. Dial-in to the conference and enter the Attendee ID when prompted. This step will also automatically synchronize the audio and net sessions so that each user is identified by name in the participant panel.

- **Dial Back (Call Me):** From the WebEx meeting you may enter your number to receive a call from the conference service. This option will also automatically synchronize the audio and net sessions so that each user is identified by name in the participant panel.
 - **Note:** The dial back feature may be disabled for some regions
 - If the host has this feature enabled, the **Teleconference** box will pop-up.
- **Call Using Computer:** Alternatively, you may join the audio conference using the Internet connection on your PC or Mobile device. This option will also automatically synchronize the audio and net sessions so that each user is identified by name in the participant panel.



Make another participant a presenter (pass the ball)

As the host you can give control or pass the ball to another attendee so they can share their own documents during a meeting.

Important: Only one attendee can present or be listed as “presenter” at a time. The attendee who “has the ball” is the presenter.

To pass the ball:

1. From the Participant Panel you can drag the ball to the Participants name or right click their name to make them a Presenter
2. Or click on the **Make a presenter** button in the lower right
3. To confirm the attendee has control, you will see the WebEx ball next to their name.

Sharing Content



Collaborate on any document in real time with your participants. Choose how you want to share your document from three different types of sharing you can use within your WebEx meeting:

- Share a file
- Share an application
- Share screen

To share:

1. Start WebEx meeting
2. Click on **Share** in the top navigation menu.
3. Select My Screen, File (Including Video), Application, Whiteboard, Web Content, Web Browser or My Meeting Window (your WebEx console)
4. **Note:** To share a video file from your PC select **Share File (including video)**. To share a YouTube video select Share Web Content.

Record your Meetings

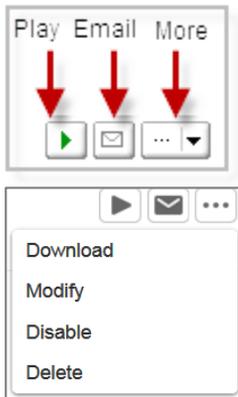


To set up and start the recording:

1. Click the **Record** button in the top right corner of the Quick Start tab.
OR
 - Within a WebEx meeting, click **Meeting** in the top navigation panel, then select Recorder settings > Record on server.
 - Choose **Start recording** from the Meeting drop-down menu.
2. Once a connection is established, the Recorder Panel will appear and the recording will begin.
3. It may take several minutes for the recorder to join the meeting.
4. Select **Stop** to end the recording - the Recorder Panel will disappear.

To play, email, download, modify, or delete recordings:

1. It may take up to two hours for the recording to become available.
2. Login to the WebEx site and click the Meeting Center Tab
3. Click **My Recorded Meetings** under the **Host a Meeting** menu.
4. Your active recordings will be listed.
5. Use the recorded meetings options icons to the right of the screen to access recordings.
 - A. Click the **More** icon to reveal additional options.



Important: Due to limited recording space, please delete recording when longer needed.

Use Webcam Video within your Meetings

Turn your WebEx meeting into a video conference. Share up to 6 webcams at one time.

To share webcam video:

1. Plug webcam in to the computer. Install camera software if required.
2. Launch WebEx Meeting.
3. Click the Send/Stop Video icon next to your name in the participant window. 
4. To stop sending webcam video, click the Send/Stop video icon.

Use Chat during your Meeting

Use the chat function to send a private message to one or more participants during your meeting.

To chat during a meeting:

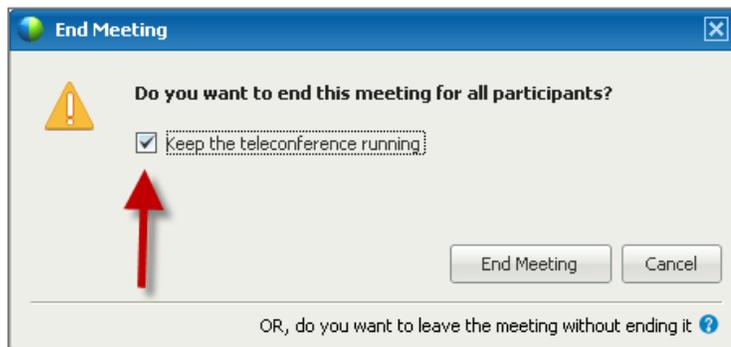
1. Click on the Chat icon to open a chat window.
2. Choose the person or people you'd like to chat with.
3. Click in the chat box at the bottom of the chat window and type in your message, then click Send.
4. **Note:** If the host disabled the chat feature it will not be available for use during the meeting.

Ending the Meeting

Important: Both the audio conference and WebEx meeting will end when the Host ends the meeting. All audio participants will be dropped. The meeting Host may keep the audio conference active by selecting the “Keep Teleconference Alive” check box before ending the WebEx meeting.

To end a meeting and save files (as the host):

1. Select **End Meeting** on the Quick Start tab
2. Choose the prompt to save the meeting files if desired
3. If you would like the audio conference portion of the meeting to continue, click the **Keep the teleconference running** option.



Login and Password Support

Your WebEx login/User Name is your Xerox email address.

If you can't remember your WebEx password:

1. Click **Host Login** on the WebEx site
2. Click **Forgot your password?** Follow the on screen instructions.
3. Follow the instructions in the email to change your password.

If you need additional login or password support:

Send an email to xerox-netconfsupport@verizon.com

Technical Support

If you would like technical assistance with Net Conferencing, please call or email us.

- U.S. & Canada 1 800-268-4016 (517-345-9234)
- Europe 0800-234-3830 (+44 2079-509930)
- India 000-800001-6952
- Mexico 001-8773799114
- Philippines 1-800-1-114-2689
- nettech@verizon.com

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