



Webex Meetings

# **Get Started with Cisco Webex Meetings**

by

**Dr Sabrinah Adam**

**&**

**Dr Nazmona Mat Ali**

**AHIBS**



# Get Started with Cisco Webex Meetings for Host

By Dr Sabrinah Adam

# Step 1:

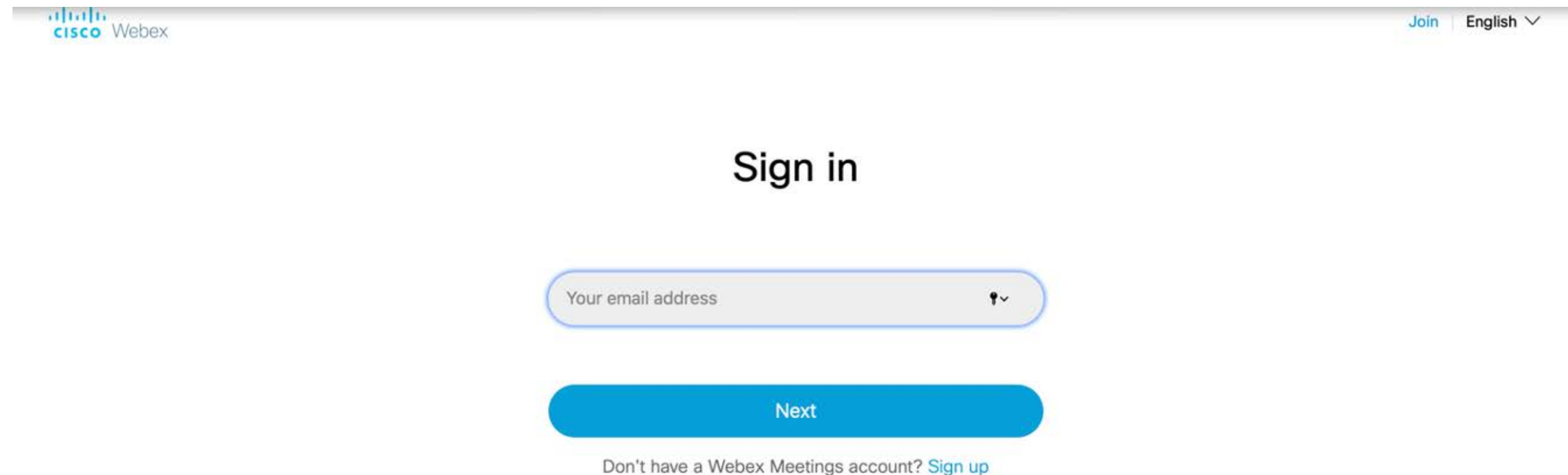
Sign In/Up

<https://www.webex.com>

01



# Step 2: Sign in using email address, then Next for Password



The screenshot shows the Cisco Webex sign-in interface. At the top left is the Cisco Webex logo. At the top right are links for 'Join' and 'English' with a dropdown arrow. The main heading is 'Sign in'. Below it is a text input field labeled 'Your email address' with a password icon on the right. Underneath the input field is a large blue button labeled 'Next'. At the bottom, there is a link that says 'Don't have a Webex Meetings account? Sign up'.

**Sign in**

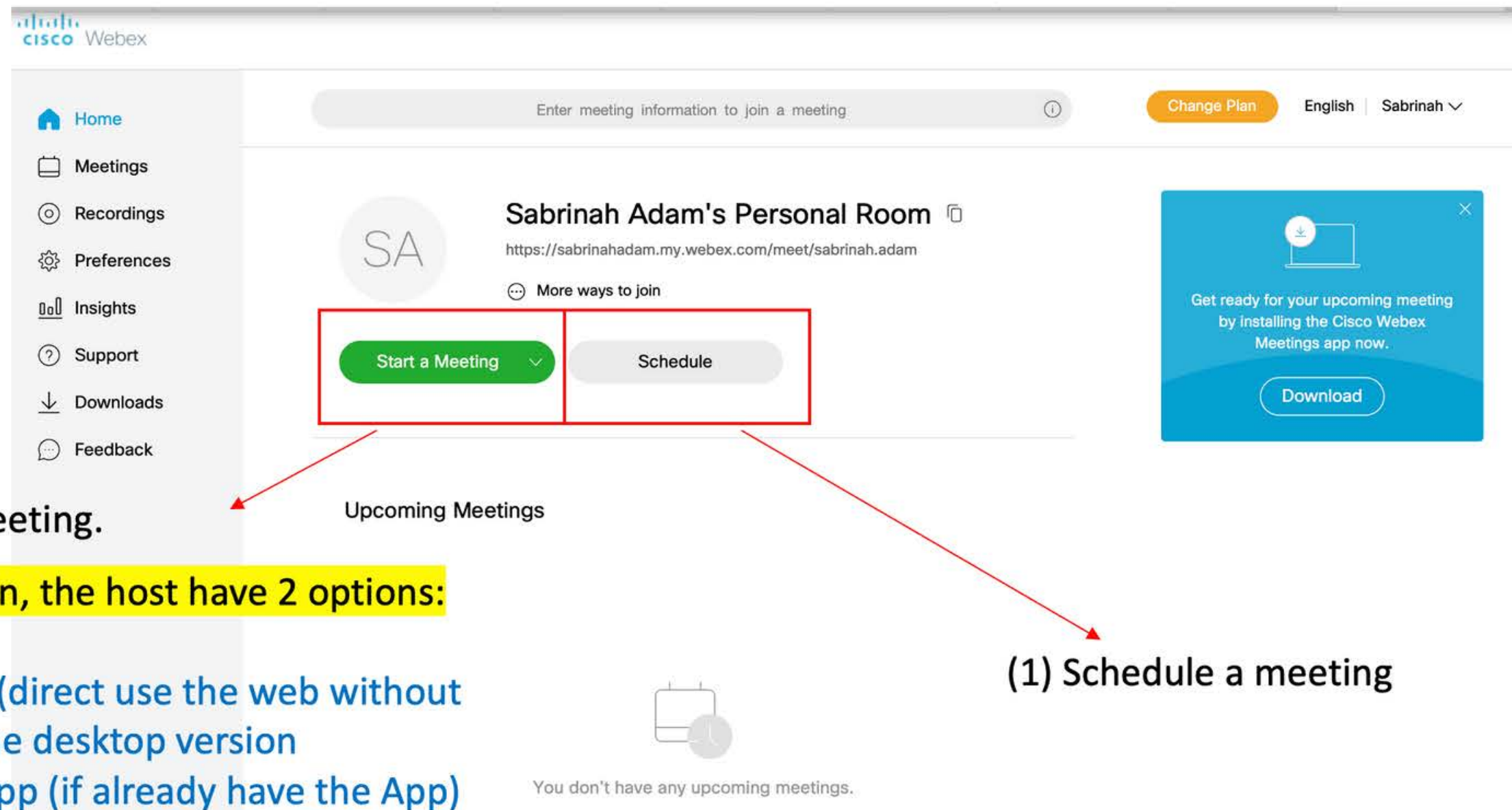
Your email address

**Next**

Don't have a Webex Meetings account? [Sign up](#)

02

# Step 3: Done Sign in, this is your Homepage



(2) Start a meeting.

At this button, the host have 2 options:

- a) Web App (direct use the web without download the desktop version)
- b) Desktop App (if already have the App)

(just choose either 1 to start the meeting)

(1) Schedule a meeting

# How to Setup for Schedule Meeting?

**Sign in** to your Webex site and from the **Modern View** home page, then select **Schedule**.



# Step 1: Click Schedule

The screenshot shows the Cisco Webex user interface. On the left is a sidebar with navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area displays 'Sabrinah Adam's Personal Room' with a profile picture 'SA' and a URL. Below the name are two buttons: 'Start a Meeting' (green) and 'Schedule' (grey). The 'Schedule' button is highlighted with a red rectangular box. A red arrow points from this box to a yellow callout box containing the text 'Click "Schedule"'. Above the 'Schedule' button is a link for 'More ways to join'. To the right of the main content is a blue promotional banner for the Cisco Webex Meetings app with a 'Download' button. At the bottom, there is a section titled 'Upcoming Meetings' which shows a calendar icon and the message 'You don't have any upcoming meetings.'

# Step 2: Fill in the necessary meeting information

The screenshot shows the 'Schedule a Meeting' interface in the Cisco Webex application. The left sidebar contains navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Schedule a Meeting' and includes a 'Meeting templates' dropdown set to 'Webex Meetings Default'. The form fields are as follows:

- \* Meeting topic:** A text box containing 'Meeting 01'. A red arrow points from this field to a yellow callout box.
- \* Meeting password:** A text box containing 'qNPRiK9wA88'. A red arrow points from this field to a yellow callout box.
- Date and time:** Displays 'Thursday, Mar 19, 2020 2:30 pm' and 'Duration: 1 hour'. Below it, it shows '(UTC+08:00) Kuala Lumpur, Singapore'.
- Recurrence:** A checkbox labeled 'Recurrence' is currently unchecked.
- Attendees:** A text box with the placeholder 'Separate email addresses with a comma or semicolon'.
- Show advanced options:** A dropdown arrow.

At the bottom of the form are three buttons: 'Cancel', 'Start', and 'Save as template'.

**1) Required to fill up the Meeting Topic**

**2) This is the meeting password that the host need to share with the Participants after share the Access Code in order to start the Meeting (refer Slide No 15)**

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# Step 3: Fill in the necessary meeting information

**CISCO Webex**

Enter meeting information to join a meeting ⓘ [Change Plan](#) English | Sabrinah ▾

## Schedule a Meeting

Meeting templates: Webex Meetings Default ▾

\* Meeting topic: Meeting 01

\* Meeting password: qNPriK9wA88 ↻

Date and time: Thursday, Mar 19, 2020 2:30 pm Duration: 1 hour ▾

Attendees

Show advanced options ▾

Cancel Start

< Mar 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Time: 2 : 30  
☐ am ☒ pm


Duration: 1 hour 0 minutes

Done

3) Date and Time can be set by the Host

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# Step 3: Fill in the necessary meeting information

 Cisco Webex

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Enter meeting information to join a meeting [Change Plan](#) English Sabrinah

## Schedule a Meeting

Meeting templates Webex Meetings Default

\* Meeting topic Meeting 01

\* Meeting password qNPRIK9wA88

Date and time Thursday, Mar 19, 2020 2:30 pm Duration: 1 hour  
(UTC+08:00) Kuala Lumpur, Singapore

☐ Recurrence

Attendees nazmona@utm.my  
sabrinah@utm.my rafidah.othman@utm.my

Show advanced options

Cancel Start Save as template

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4) Please separate email address with comma or semicolon,

Once the host add the email address with comma/semicolon the email will automatically in the list

# Step 3: Fill in the necessary meeting information

Enter meeting information to join a meeting

Change Plan English Sabrinah

sabrinah@utm.my rafidah.othman@utm.my nazmona@utm.my

Show advanced options

Audio connection options

Audio connection type Webex Audio

☒ Display global call-in number to attendees

Entry and exit tone No Tone

Agenda

Meeting agenda

Scheduling Options

Cancel Start Save as template

6)Then, click “Start”

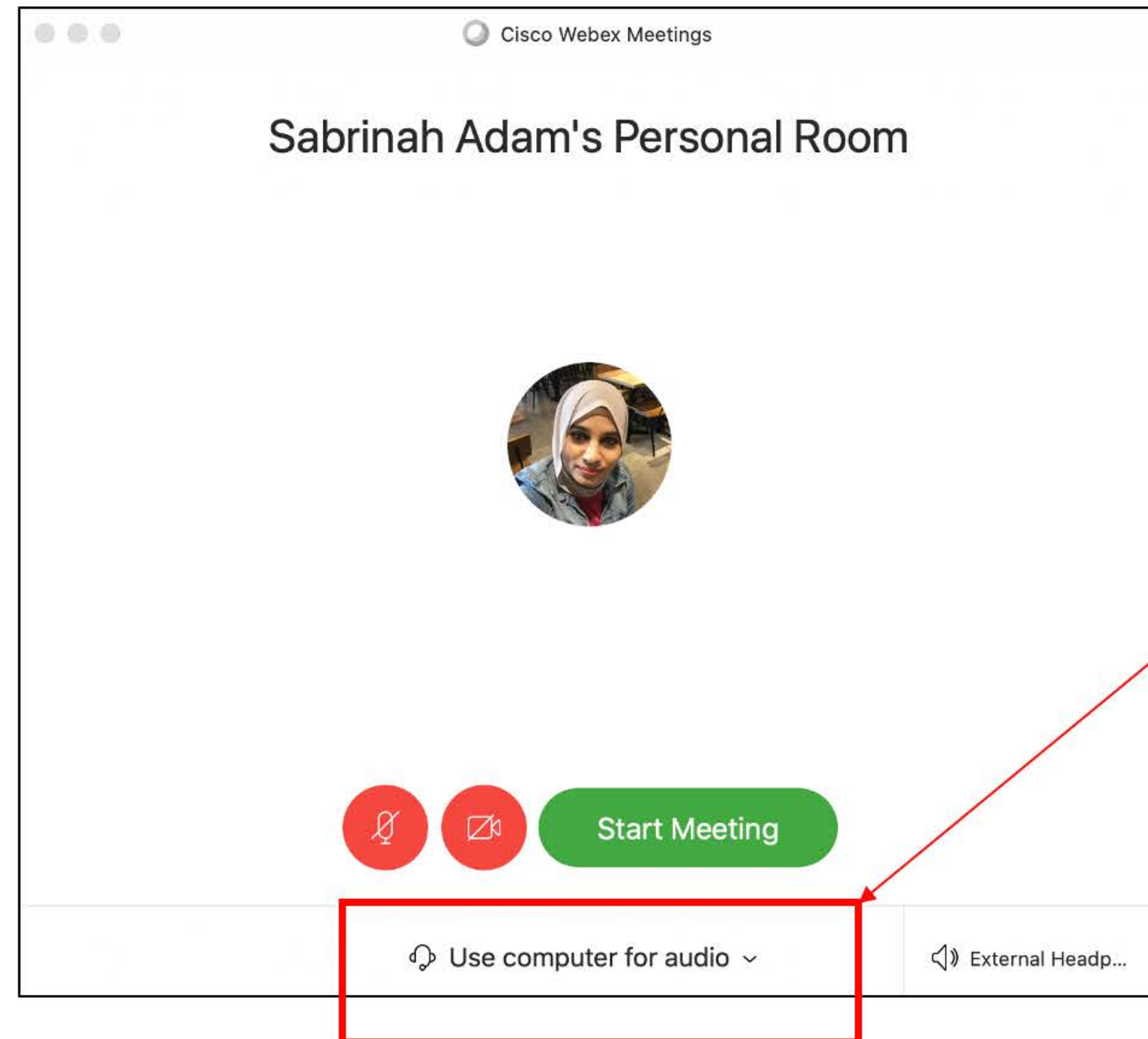
5) We can also add the Meeting Agenda (if necessary)

## Step 3: Before Join or Start Meeting.

**A) Connect Audio– Before you join or start a meeting you can choose the settings you use for audio in the meeting.**



# 1) Click the **audio connection options** in the Webex Meetings app



Click "use computer for audio"  
to see other options



## 2) Choose how you want to hear the audio in the meeting:

The screenshot shows the Cisco Webex Meetings window titled "Sabrinah Adam's Personal Room". In the center is a circular profile picture of a woman wearing a hijab. At the bottom, there is a list of audio options: "Use computer for audio" (selected with a blue checkmark), "Call me", "Call in", and "Don't connect to audio". To the right of this list is a small dropdown menu showing "External Headp...".

Normally will choose this option

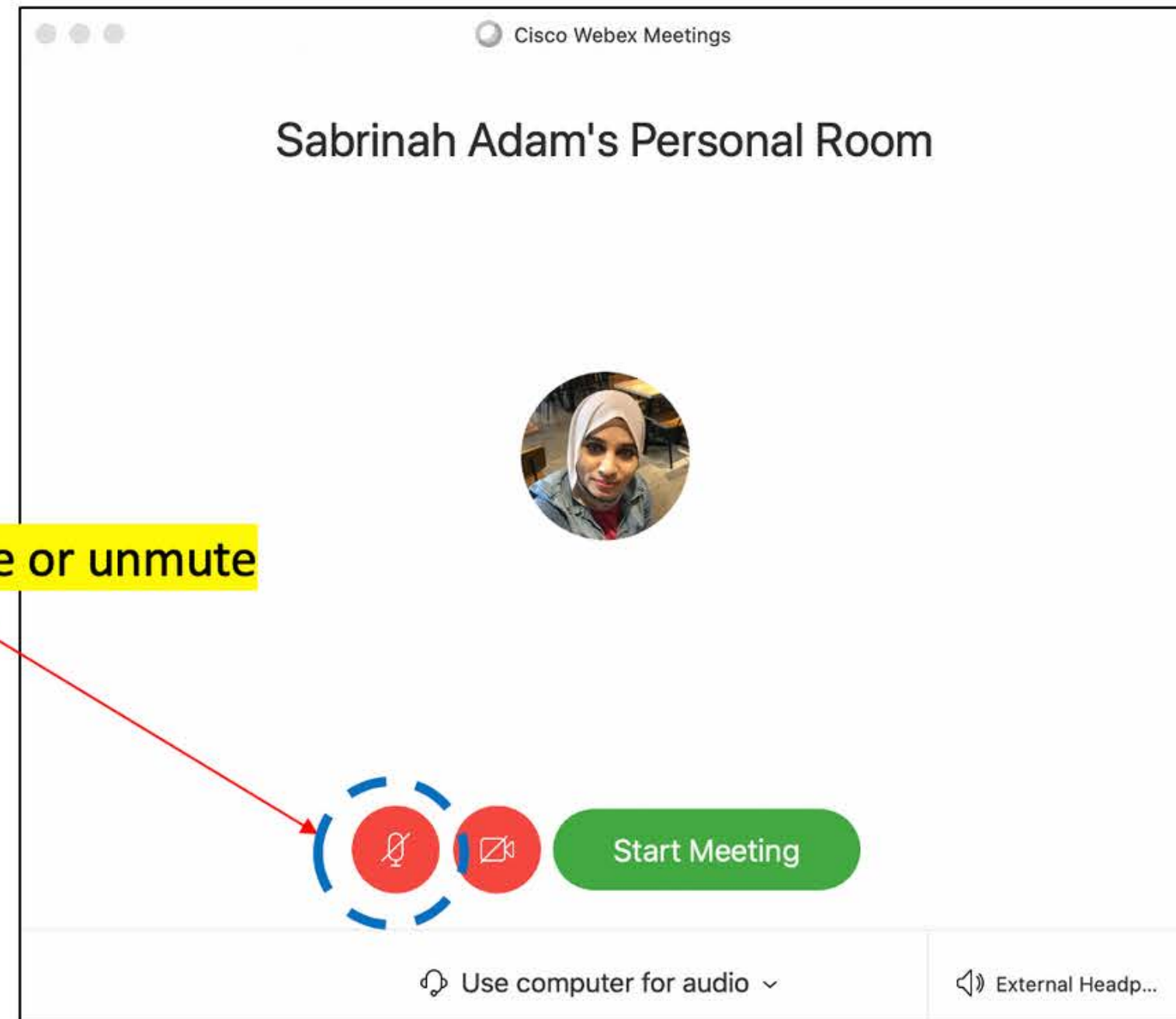
Use your computer with a headset or speakers. This is the default audio connection type.

Enter or select the work or home phone number that you'd like the meeting to call

You won't hear any audio in the meeting through your computer or phone. Use this option if you are in the meeting room but want to use your computer to share content in the meeting.

3) If you want to join the meeting with your audio muted, click **Mute my microphone** 


Click this microphone to mute or unmute

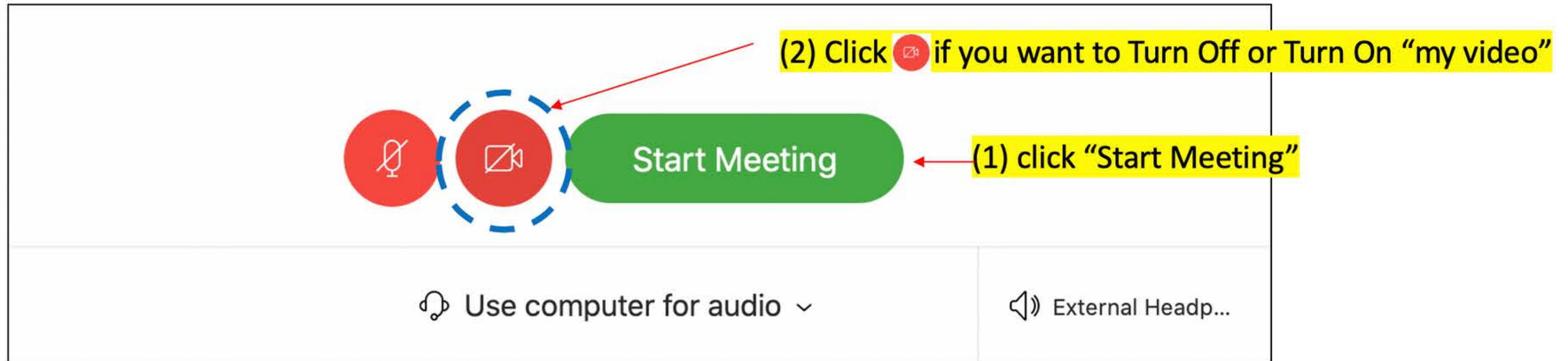




## Step 4: Start Meeting

**B) Start your Video-** Before you join or start a meeting you can choose the settings you want to use for video in the meeting.

- 1) If you want to join the meeting with your video turned off, click Turn off my video  You will see when your video is turned off.
- 2) Click **Turn on my video** when you want to show your video.



### 3) Access The Meeting Info to get details of the meeting

**Host:** Please kindly click this button to get the Meeting Code And Access Code, so that you able to **share this code to your participants for them to join the meeting**


The screenshot displays the Cisco Webex Meetings interface. At the top, the title bar shows 'Cisco Webex Meetings' and a 'Connected' status. The main content area is divided into two sections. On the left, a card for 'Sabrinah Adam's Personal Room' (Host: Sabrinah Adam) provides meeting details: URL (https://sabrinahadam.my.webex.com/meet/sabrinah.adam), Meeting number (572 417 921, highlighted with a red box), Audio connection (Singapore Toll +65-6703-6949, with a link to 'Show all global call-in numbers'), Access code (572 417 921), and Attendee ID (55). On the right, a 'Participants (1)' panel shows a search bar and a single participant, Sabrinah Adam (Host, me). A red arrow points from the yellow text box to a circular icon in the top-left corner of the meeting card. At the bottom, a toolbar contains icons for mute, video, chat, screen share, people, messages, more options, and a close button.

g for others to join



## Step 5: During Meeting

### C) Share Content

1) To share content during a meeting, from the meeting control panel, select Share content  (Refer Next Slide)





# C) Share Content (Cont)

Cisco Webex Meetings

Connected

Participants (1)

Search

Sabrinah Adam

Host, me


Share Content

Screen

iPhone or iPad Screen

Click  to share content


## D) Chat

**1) Chat with Other People– Select  to chat with everyone in the meeting (Refer Next Slide)**

## D) Chat (Cont.)

The screenshot displays the Cisco Webex Meetings interface. At the top, a status bar shows 'Cisco Webex Meetings' and 'Connected'. Below this, the main area is titled 'Waiting for others to join'. On the right side, there is a 'Participants (1)' panel showing a search bar and a list of participants, including 'Sabrinah Adam' (Host, me). At the bottom, a toolbar contains several icons: a microphone, a video camera, a screen share icon, a recording icon, a user icon, a chat icon (highlighted with a red dashed circle), a more options icon, and a close icon. A red arrow points from the chat icon in the toolbar to a yellow text box that says 'Click [chat icon] to start chat with the participants'. Another red arrow points from the yellow text box to the 'Chat' panel on the right, which includes a 'Send to: Everyone' dropdown and a text input field labeled 'Enter chat message here'.

Waiting for others to join

Click  to start chat with the participants

Participants (1)

Search

Sabrinah Adam  
Host, me

Chat

Send to: Everyone

Enter chat message here

## E) Notes

1) **Select More Options button**  **and click Notes**

2) **The notes can be saved and share with the participants after the meeting (Refer Next Slide)**

## E) Notes (Cont)



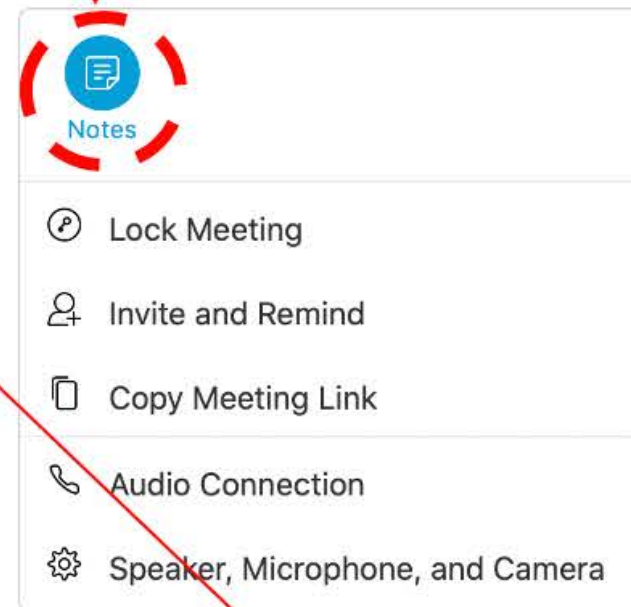
Participants (1)

Search

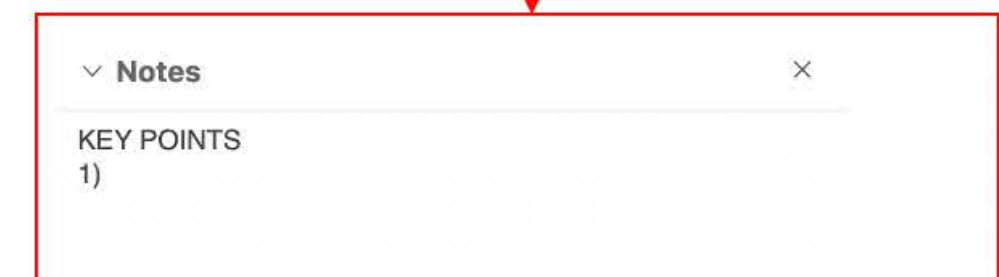
Sabrinah Adam  
Host, me

(1) Click  for more options and select Notes icon

Waiting for others to join



(2) Start to take notes during meeting




(3) Save and share after meeting





## F) Record the Meeting

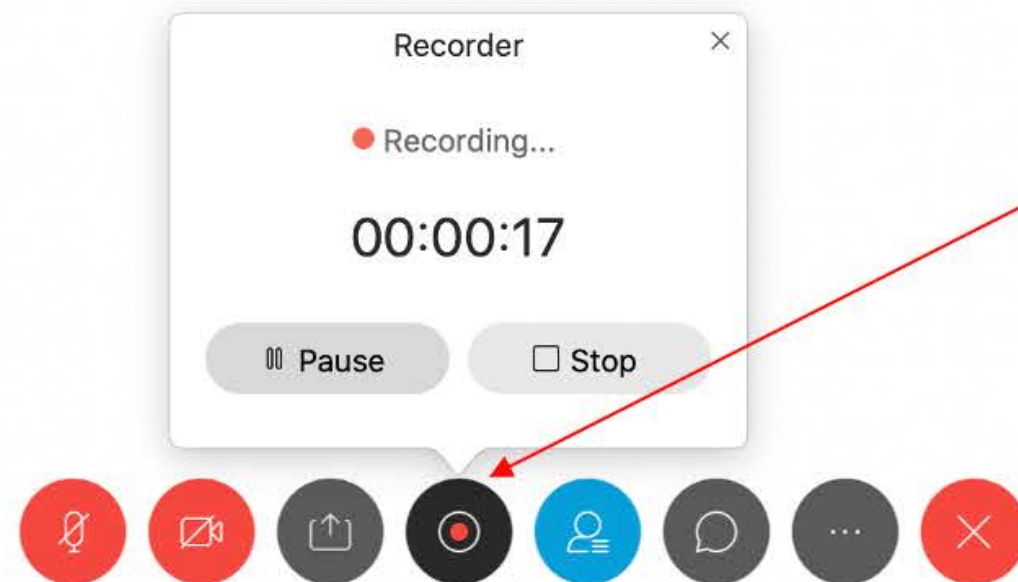
- 1) The recording includes the audio, video, and presentation.
- 2) While in your event, select **Recorder**  and **Record** to record right away. You and your participants can see a **red icon** at the top right of your window when recording is in process (Refer Slide 23)
- 3) When the meeting ends, you can find your recording on the **Recordings > My Recorded Meetings** page of your WebEx site in Modern View (Refer Slide 24)

## F) Record the Meeting (cont.)

2) Recording is in process



Waiting for others to join



1) Select Recorder  and **Record**-to record right away

# F) Record the Meeting (Cont.)



Home

Meetings

(1) Recordings

Preferences

Insights

Support

Downloads

Feedback

Enter meeting information to join a meeting

Change Plan

English

Sabrinah

## My Recorded Meetings (2)

All

Name

Security

Date

Duration

Size

Format

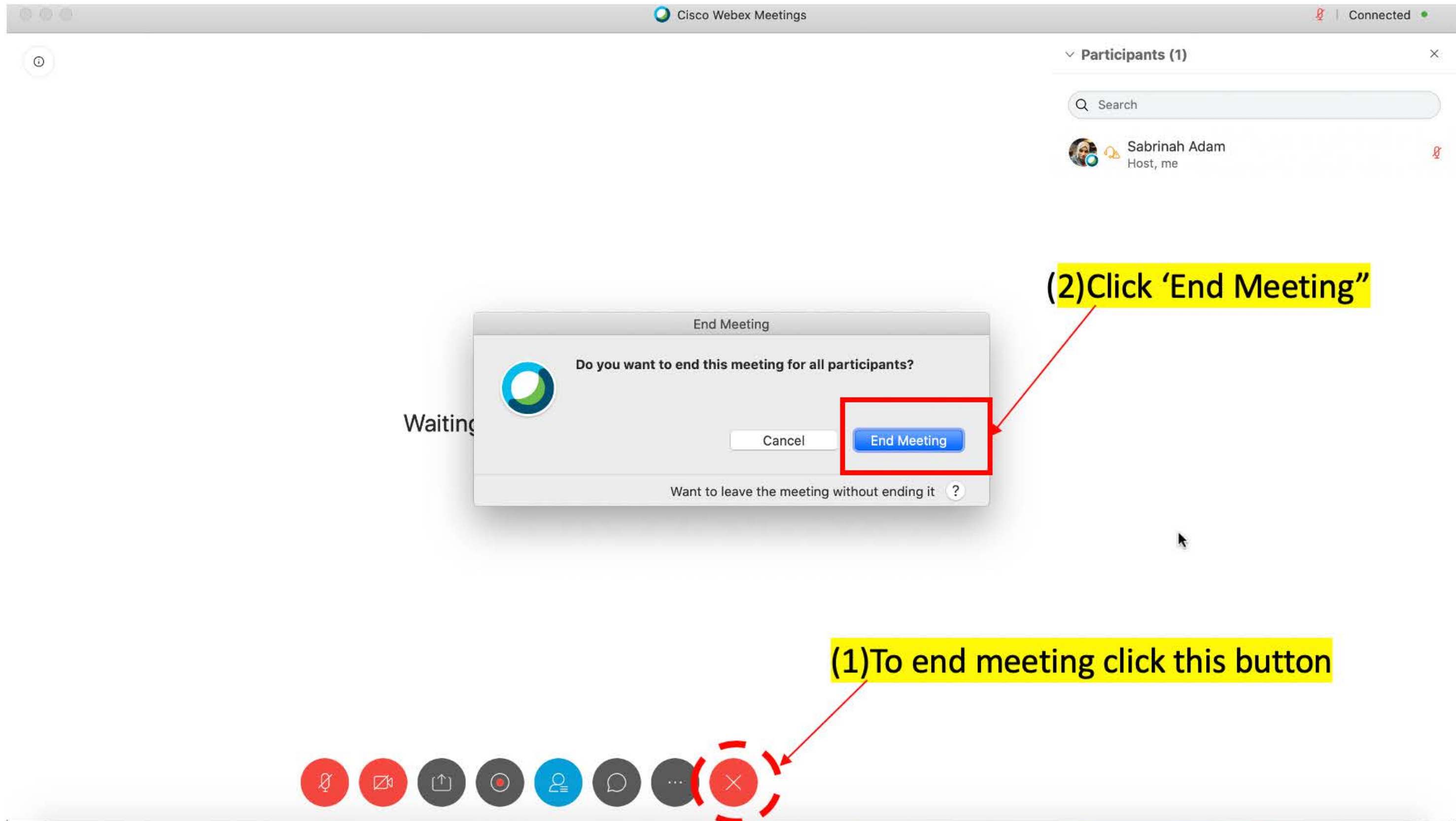
Sabrinah Adam's Personal Room-20200319 1021-1

Generating...

(3)



# Step 6: End the meeting



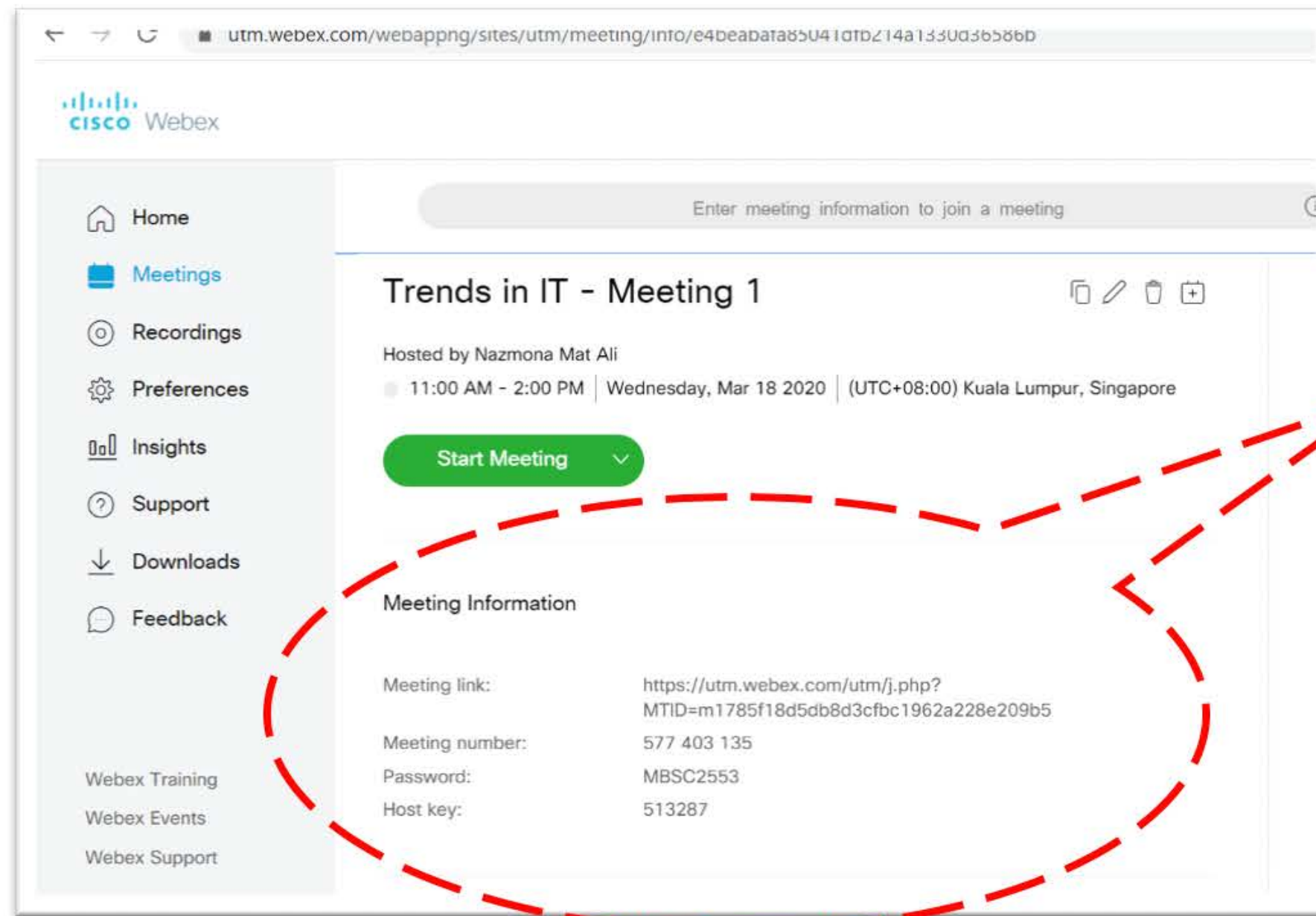
# Get Started with Cisco Webex Meetings for Student

By Dr Nazmona Mat Ali





**Step 1.** Student should receive an information given by the instructor as shown in Figure X below.

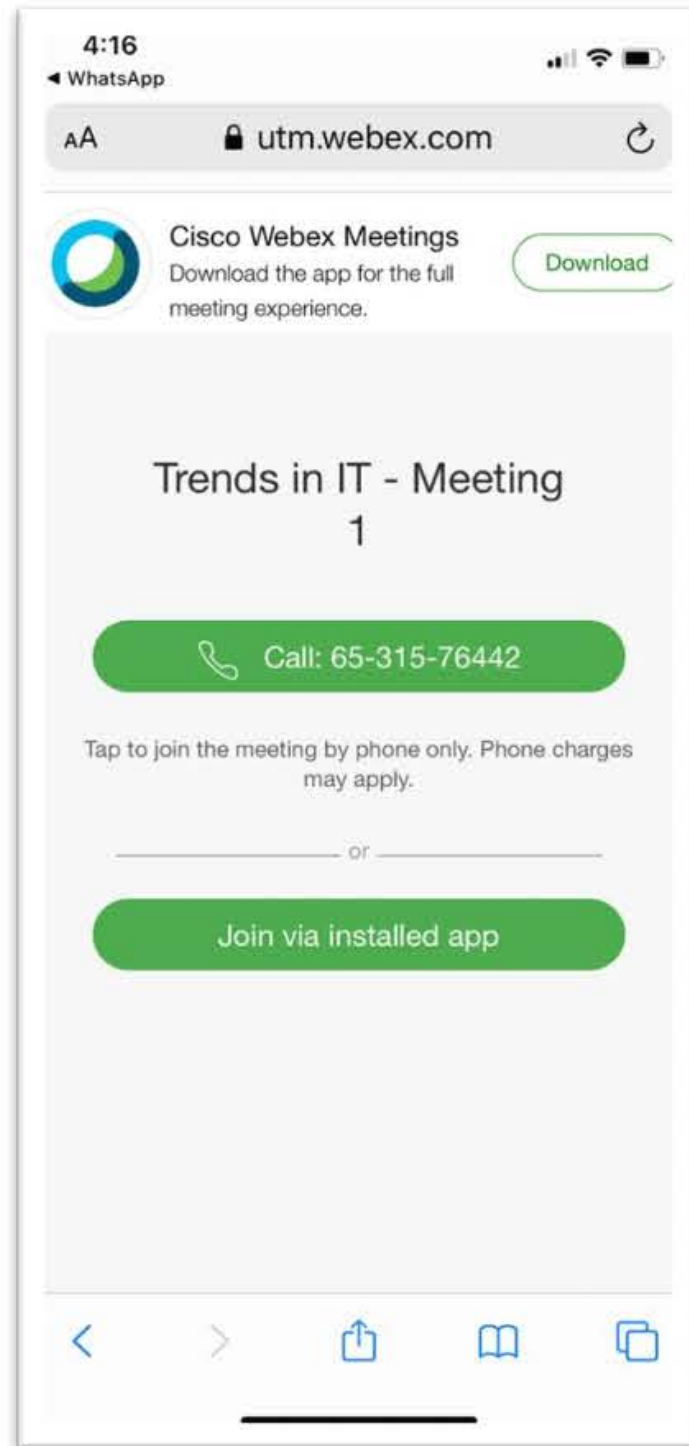


Meeting Information	
Meeting link:	<a href="https://utm.webex.com/utm/j.php?MTID=m1785f18d5db8d3cfbc1962a228e209b5">https://utm.webex.com/utm/j.php?MTID=m1785f18d5db8d3cfbc1962a228e209b5</a>
Meeting number:	577 403 135
Password:	MBSC2553
Host key:	513287

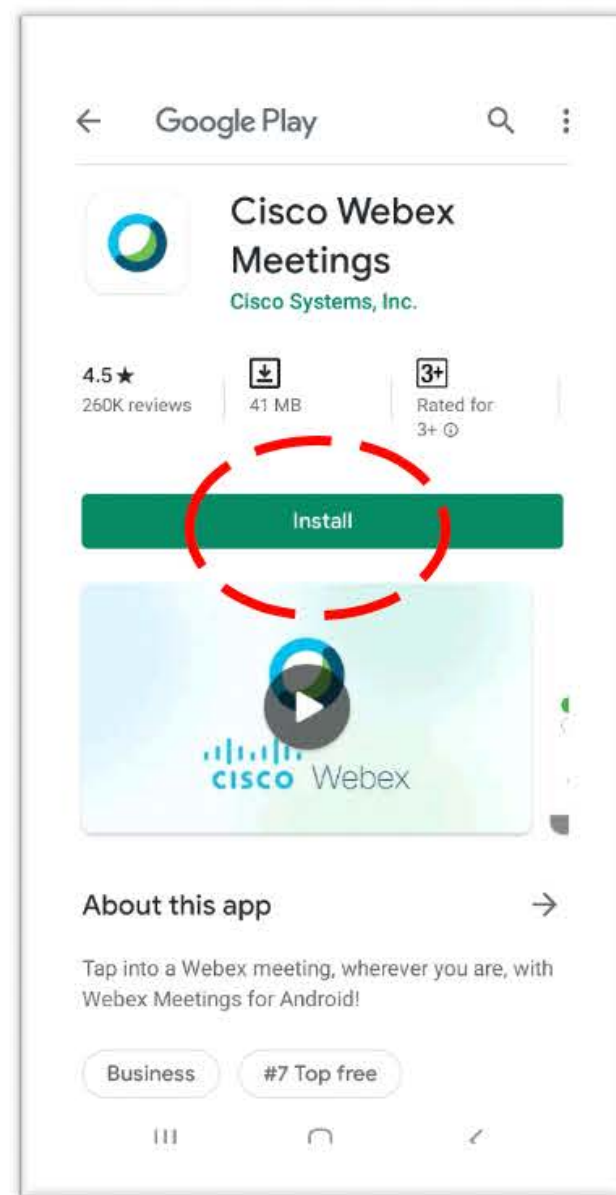
## Step 2. Copy and paste Meeting Link.

For example: <https://utm.webex.com/utm/j.php?MTID=m1785f18d5db8d3cfbc1962a228e209b5>.

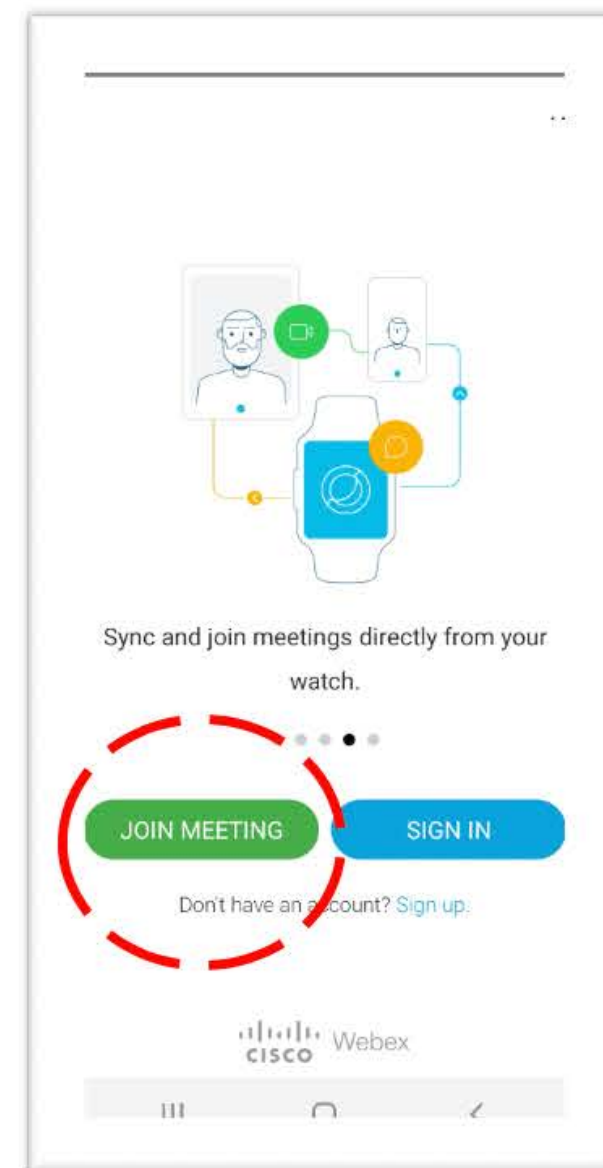
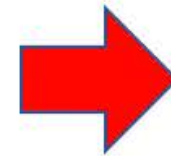
The screen as shown in Figure XX will be displayed for smartphone user and Figure XX for desktop user.



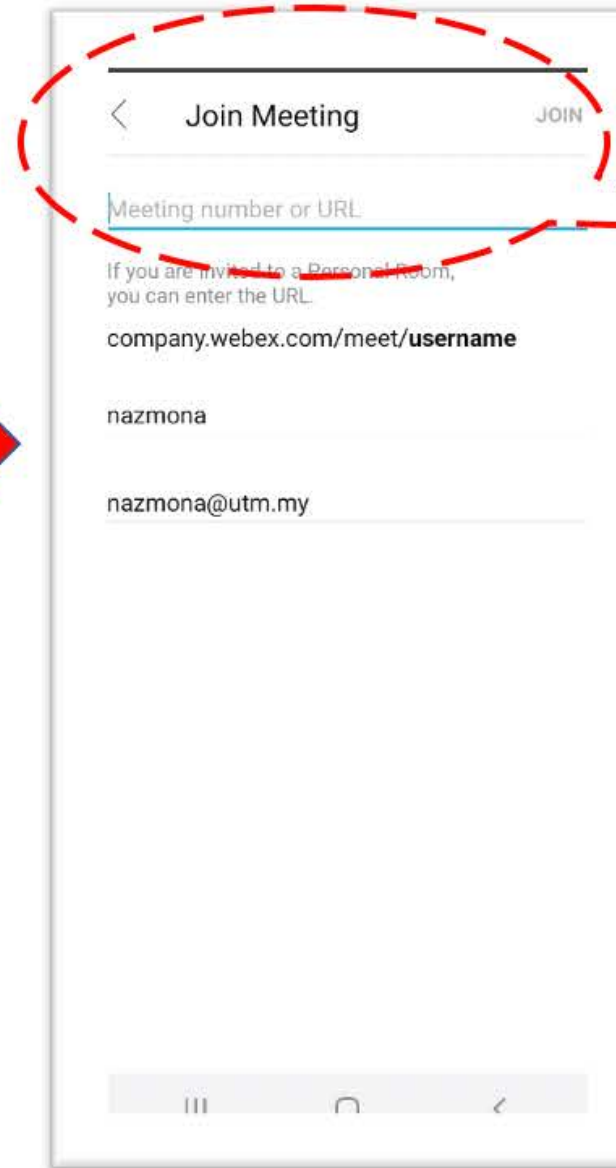
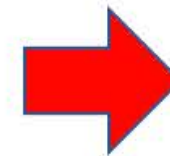
- For those who use smartphone, this screen will be displayed (Figure XX).
- Click button **Join via installed app**, if you have already Cisco Webex Meetings apps.
- Click button **Download**, if you don't have Cisco Webex Meetings apps.



(a)

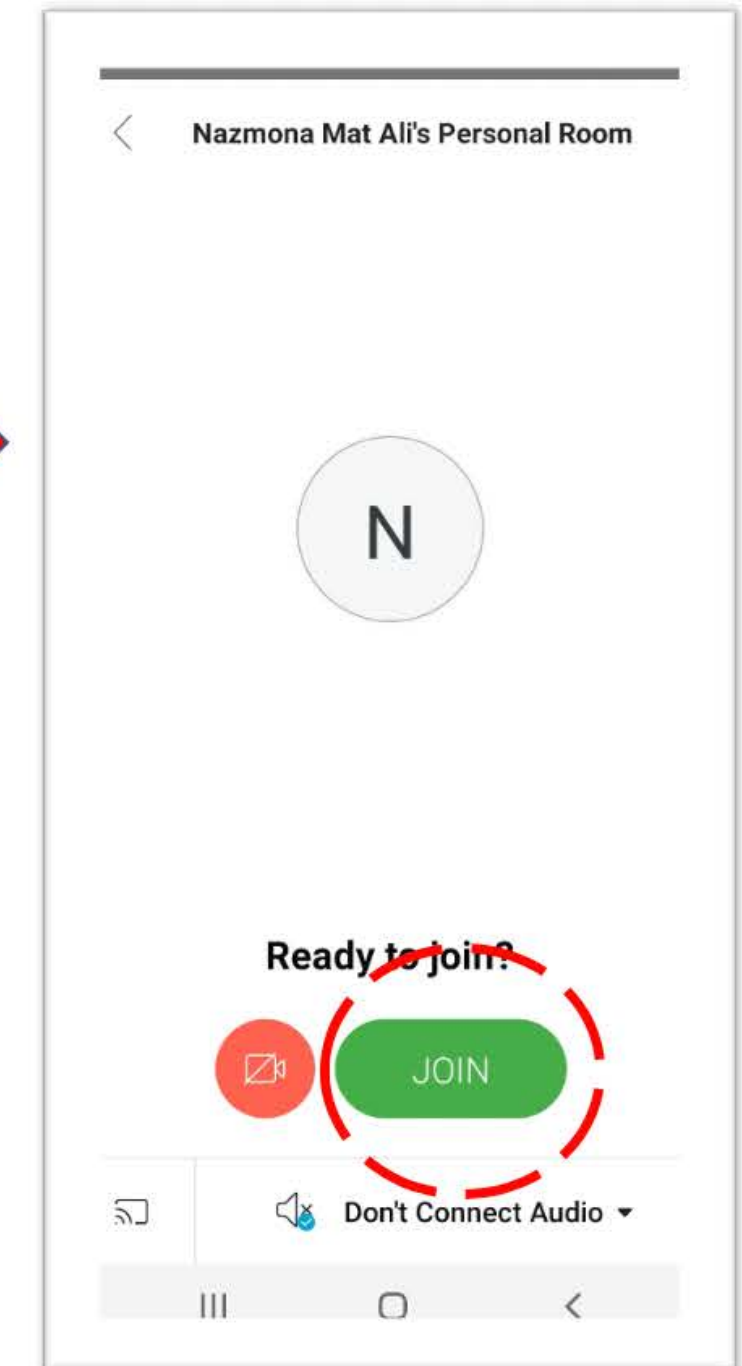
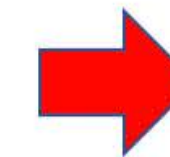


(b)



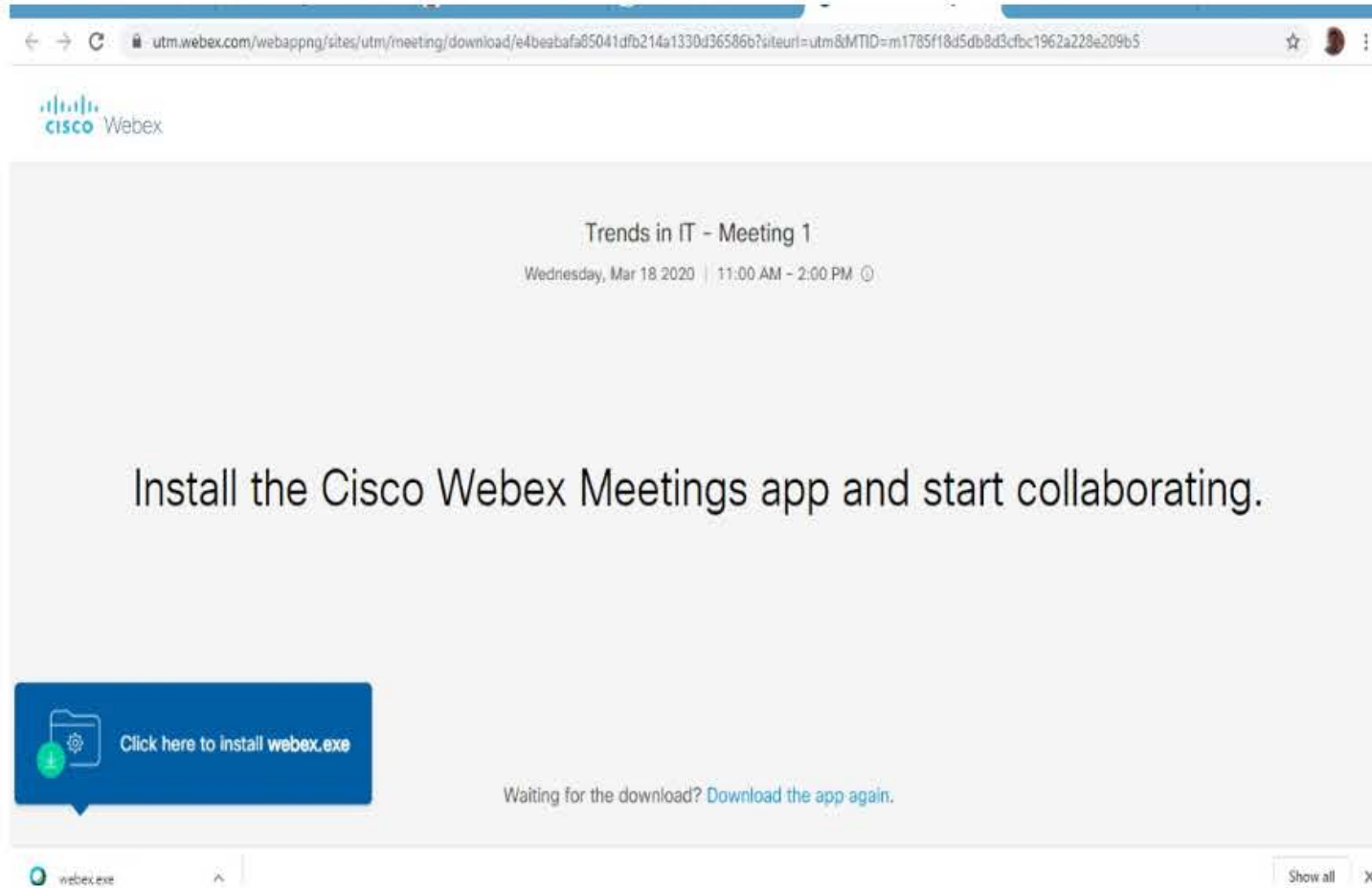
(c)

Enter Meeting Number.  
For example; 577 403 135

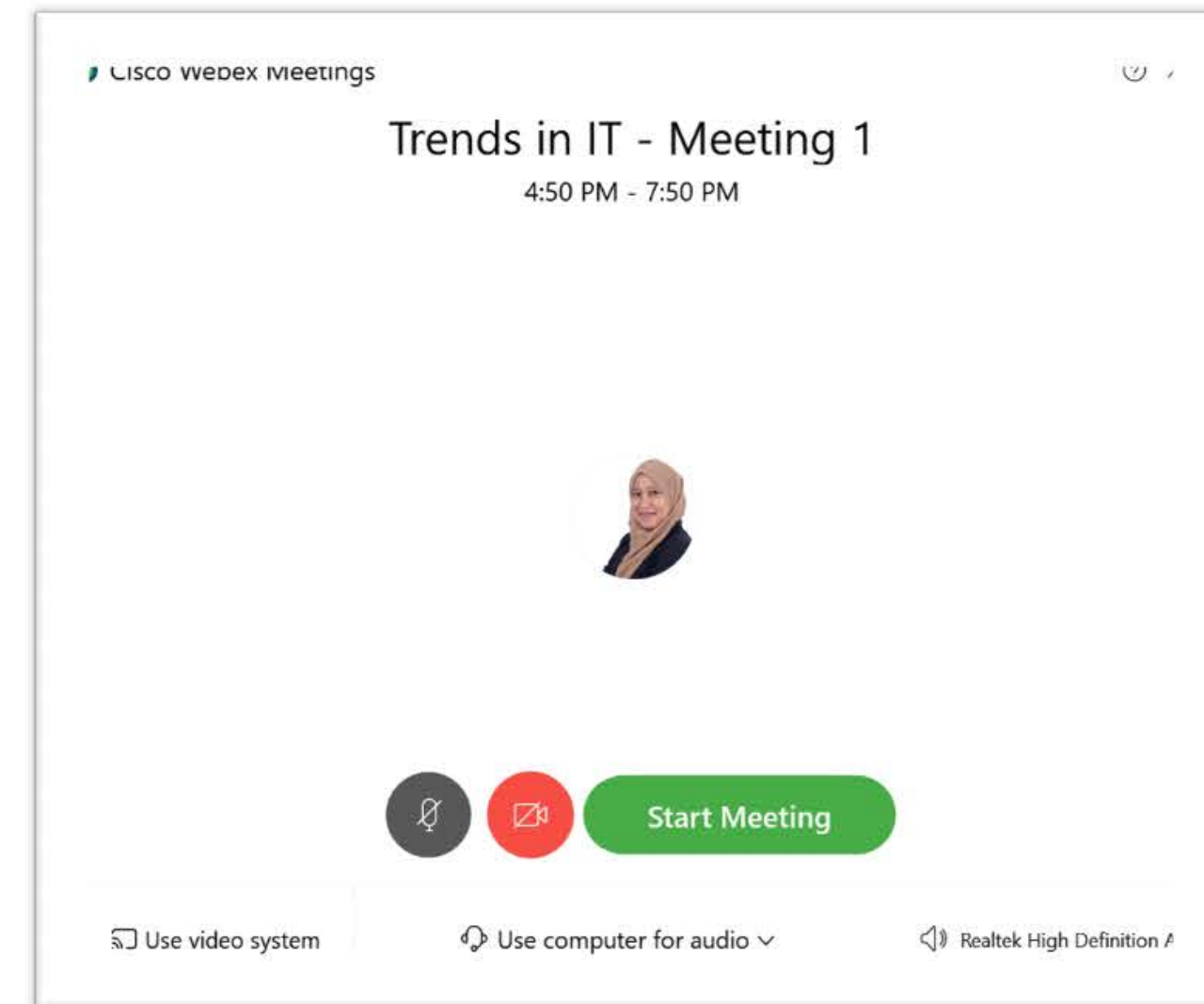


(d)



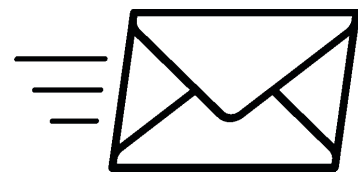


- Figure XX: For those who use desktop, this screen will be displayed.
- For new user, you need to install webex.exe
- After installation, enter **your name and email address** and click **Next**
- Enter the **meeting number** and **password**, and then click **Next**. Figure XX will be displayed.

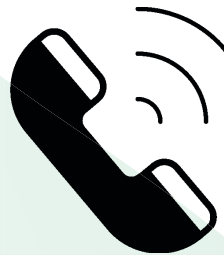




# Need help? Contact us.



sabrinah@utm.my



019-2998420



nazmona@utm.my



019-6125054

