

WEBEX

OLA Online Meetings Made Easy

What is WebEx?

- Online meeting hosting
- Offers audio, video and telephone conferencing capabilities
- Supports up to 25 attendees at once
- Includes collaborative features like file and desktop sharing

Things you need to know

- OLA has only paid for one admin account
- In order to effectively set up a meeting for you the person entering the meeting in WebEx will need:
 - A list of your invitees' email addresses
 - Your meeting agenda
 - When your meeting will start
 - How long your meeting will last
 - Your DRoC's preferred password
 - The name of the person in your DRoC who will host the meeting
 - And, of course, the date of your meeting

Basic layout: Host view

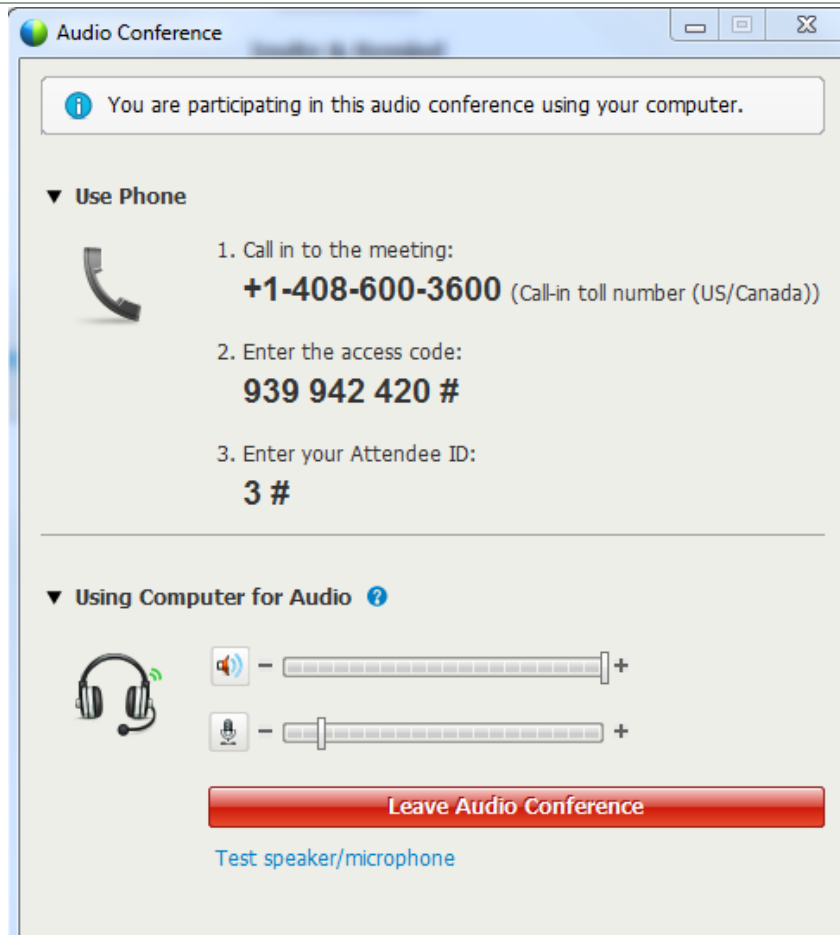
- The host has the power to record the meeting, change the presenter and close the meeting.
- The presenter has the power to share files, her/his desktop, and applications.

Basic layout: Attendee view

- Attendees can chat with other participants (as a group or individually) and take notes.

Meeting In Progress

Do *not* close this window, refresh this Web page, click **Back** or **Forward**, or click a URL in another window. If you do so, the meeting will end.



The screenshot shows a browser window titled "Audio Conference". At the top, a status bar indicates "You are participating in this audio conference using your computer." Below this, there are two main sections:

- Use Phone:** This section is expanded and contains a telephone handset icon. It lists three steps:
 1. Call in to the meeting:
+1-408-600-3600 (Call-in toll number (US/Canada))
 2. Enter the access code:
939 942 420 #
 3. Enter your Attendee ID:
3 #
- Using Computer for Audio:** This section is also expanded and features a headset icon. It includes two sliders for audio control:
 - A speaker icon followed by a slider with a minus sign on the left and a plus sign on the right.
 - A microphone icon followed by a slider with a minus sign on the left and a plus sign on the right.

At the bottom of the window, there is a prominent red button labeled "Leave Audio Conference" and a blue link labeled "Test speaker/microphone".

Quick Start

Meeting Info

New Whiteboard

Partici...

Chat

REC Recor...

Notes

Kay Boies's meeting
Topic: webexpractice

Record



Audio Conference
(Connected) ✓

Window Snip



Invite & Remind

Share My Desktop

End Meeting

Participants

Speaking:

Kay Boies (Host, me)

Make Presenter

Audio

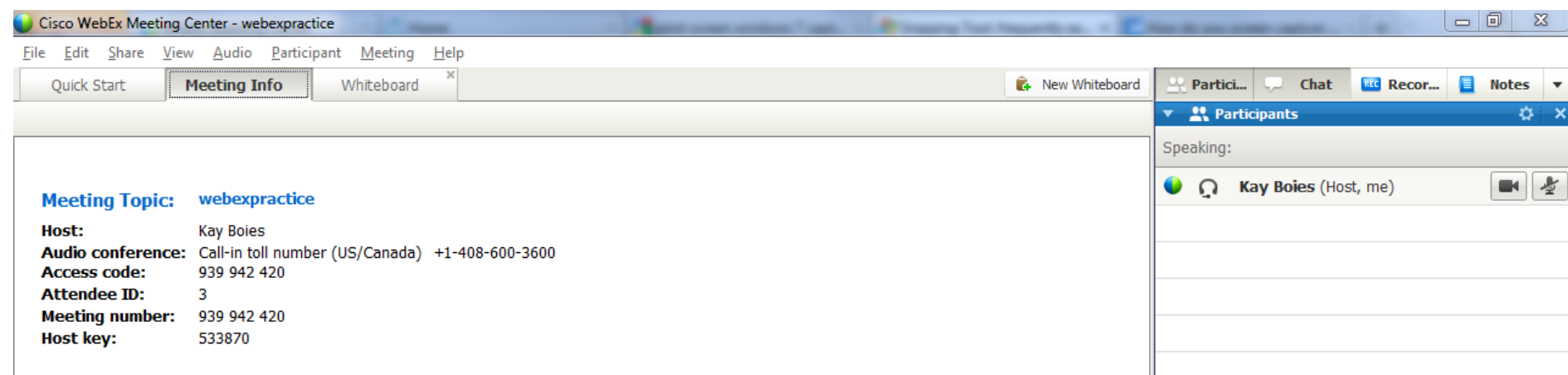
Chat

Send to: Everyone

Select a participant in the Send to menu first, type chat message, and send...

Send

- Tabs
 - Quick Start
 - Meeting Info
 - Other files/applications open in WebEx
 - Pane Controls:
 - Participant list
 - Chat window
 - Recording settings (host only)
 - Notes
- Video and Mute



Cisco WebEx Meeting Center - webexpractice

File Edit Share View Audio Participant Meeting Help

Quick Start Meeting Info Whiteboard New Whiteboard

01

The
Whiteboard

You can type notes here if you want to...

Full Screen 111% View

Share View Audio Participant Meet

- My Desktop
- File (Including Video)... Ctrl+Alt+O
- Application
- Whiteboard Ctrl+Alt+N
- Web Content...
- Web Browser
- Remote Computer...
- My Meeting Window

Partici... Chat Recor...

Participants

Speaking:

Kay Boies (Host, me)

Make Presenter Audio

Chat

Send to: Everyone

Select a participant in the Send to menu first, type chat message, and send...

Send

Partici... Chat Recor... Notes

Participants

Kay Boies (Host)

Kay Boies (Host, me)

Features you can use

- Share:
 - Desktop
 - Files
 - Application
 - Whiteboard
 - Monitor
 - Webpage
- DRoC Chairs can record their meetings
- Take notes during the meeting and save them to your own computer
- Video Conference using webcams
- You can mute your audio when you're eating lunch during your meeting. ;)

Troubleshooting and workarounds

- If the file sharing is not working then use application sharing.
- As the host, if you think you should have access to features that are grayed out then make sure you are also the presenter.
- If you are having trouble with the audio check your settings using the WebEx program under Audio>Speaker/Microphone Audio Test.
- Using the telephone option? Make sure you call into the meeting after you log in online.
- Speakerphone causes feedback. Whenever possible use headphones or the handset on your phone if your meeting is hearing feedback.

Questions?

Contact me...

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