



*Managed and operated by
Mission Support and Test Services*

WebEx Instructions



Instructions for
SCHEDULING
a WebEx Meeting

INCLUDES

- Schedule a meeting
- Edit a meeting
- Cancel a meeting
- Changing preferences

VIEWING

- As a Presentation
 - Click box above
- As a Hard Copy
 - Print pages 4-21

Instructions for
HOSTING
a WebEx Meeting

INCLUDES

- Starting the meeting
- Sharing your screen
- Managing the meeting/audio
- Changing roles

VIEWING

- As a Presentation
 - Click box above
- As a Hard Copy
 - Print pages 23-43

Instructions for
ATTENDING
a WebEx Meeting

INCLUDES

- Signing in to the meeting
- Courtesy protocols

VIEWING

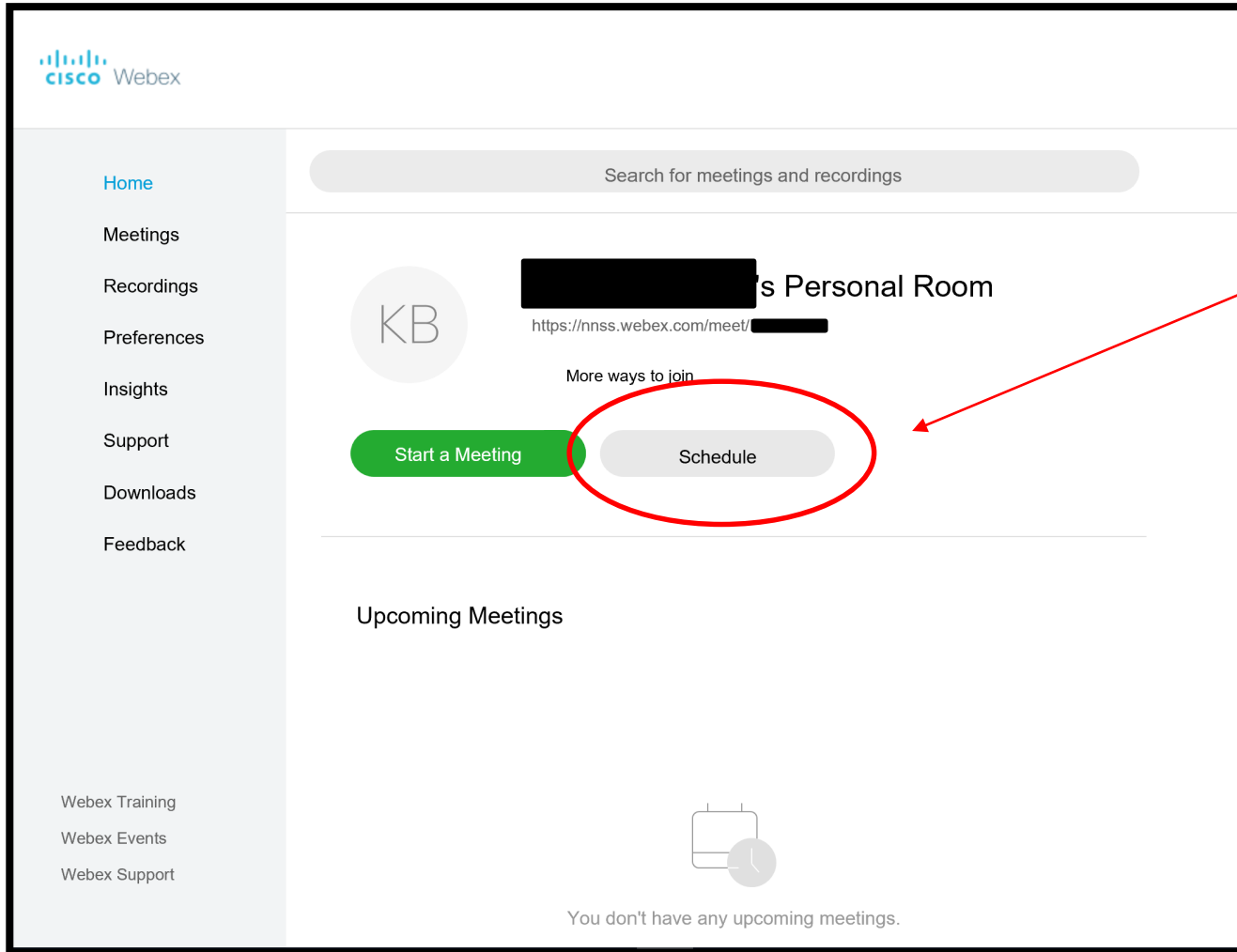
- As a Presentation
 - Click box above
- As a Hard Copy
 - Print pages 45-51

SCHEDULING

Instructions for
HOSTING
a WebEx Meeting

Instructions for
ATTENDING
a WebEx Meeting

Schedule a WebEx Meeting – NOT for UCNI



1. Go to msts.webex.com
2. Log in to WebEx
3. Click **"Schedule"**

Schedule a WebEx Meeting – NOT for UCNI



Enter meeting information to join a meeting ⓘ

- Home
- Meetings
- Recordings
- Preferences
- Support
- Downloads
- Feedback

Schedule a Meeting

Meeting ⓘ

Meeting type

Webex Meetings NOT for UCNI, PII, or PHI - No Recording

* Meeting topic

Test

* Meeting password

g5bD9CHwp@\$6

Date and time

Tuesday, Mar 30, 2021 6:50 am Duration: 1 hour

(UTC-07:00) Pacific Time (US & Canada)

Recurrence

Attendees ⓘ

Separate email addresses with a comma or semicolon

Hide advanced options ^

Audio connection options ^

Audio connection type

Webex Audio

4. Chose the Meeting Type
5. Enter meeting topic
6. Adjust the day and time
7. Check **“Recurrence”** if this will be a recurring meeting.
8. Do NOT add Attendees
9. Chose “Webex Audio” to allow call-in/back function.

Schedule a WebEx Meeting – NOT for UCNI



- Home
- Meetings
- Recordings
- Preferences
- Support
- Downloads
- Feedback

- Webex Training
- Webex Events
- Webex Support

Enter meeting information to join a meeting ⓘ

Video Systems Authenticated video systems in this organization can start and join this meeting without a prompt

Exclude password Exclude password from email invitation

Breakout sessions Enable breakout sessions

Unlocked meetings ⓘ Everyone in your organization can always join unlocked meetings.
When the meeting is unlocked,
 Guests can join the meeting
 Guests wait in the lobby until the host admits them
 Guests can't join the meeting

Automatic lock Automatically lock my meeting minutes after the meeting starts.

Registration ⓘ None
 Require attendee registration

Email reminder minutes before meeting starts

Meeting options [Edit meeting options](#)

Attendee privileges [Edit attendee privileges](#)

[Save as template](#)

- 10. Set “Guest can join the meeting” option.
- 11. Click **“Start/Schedule”**

Schedule a WebEx Meeting – NOT for UCNI

The screenshot shows the Cisco Webex interface for a meeting titled "Staff Meeting". The interface includes a sidebar with navigation options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. At the top, there is a search bar and the text "Search for meetings and recordings". The meeting details are as follows:

- Hosted by: [Redacted]
- Time: 3:10 PM - 4:10 PM | Tuesday, Mar 31 2020 | (UTC-07:00) Pacific Time (US & Canada)
- Recurrence: Occurs every Tuesday effective 3/31/2020 from 3:10 PM to 4:10 PM, (UTC-07:00) Pacific Time (US & Canada)
- Start Meeting button (green)

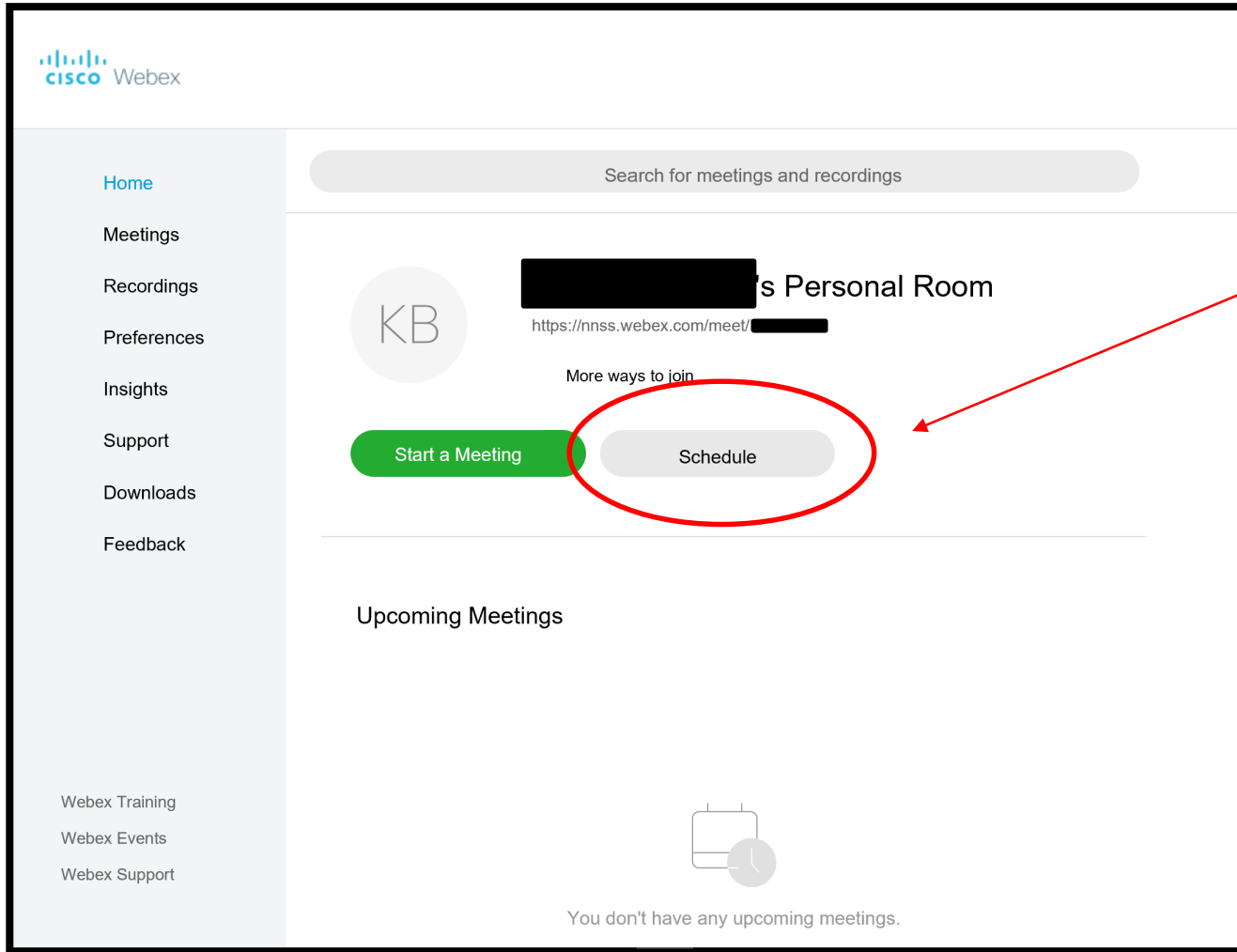
Below the "Start Meeting" button is the "Meeting Information" section:

- Meeting link: <https://nnss.webex.com/nnss/j.php?MTID=m2472109921bc1fe3e1394c40bc22d755>
- Meeting number: 805 386 138
- Password: 9W9Gx56749646 (99949567 from phones)
- Host key: 316725

The meeting link, meeting number, password, and host key are circled in red. A red arrow points from the text on the right to the meeting link.

- 12. Copy this information or copy from the email you should have received.
- 13. You will need the host key for the meeting.
- 14. Send an Outlook Meeting Invite to all attendees with the meeting information pasted in.

Schedule a WebEx Meeting – FOR for UCNI



1. Go to msts.webex.com
2. Log in to WebEx
3. Click **"Schedule"**

Schedule a WebEx Meeting – FOR for UCNI

Schedule a Meeting

Meeting template

Meeting type

Webex Meetings For UCNI, PII, and PHI - No Recording

* Meeting topic

Test

* Meeting password

2URdhA3ZA6**

Date and time

Wednesday, Apr 7, 2021 2:50 pm Duration: 1 hour
(UTC-07:00) Pacific Time (US & Canada)

Recurrence

Attendees ⓘ

Separate email addresses with a comma or semicolon

Hide advanced options ^

Audio connection options

Audio connection type

Use VoIP only

Mute attendees ⓘ

Allow attendees to unmute themselves in the meeting

Always mute attendees when they join the meeting

4. Chose the Meeting Type
5. Enter meeting topic
6. Adjust the day and time
7. Check **“Recurrence”** if this will be a recurring meeting.
8. Do NOT add Attendees
9. Chose “Use VOIP Only” to allow audio via the computer.

Schedule a WebEx Meeting – FOR for UCNI

Exclude password Exclude password from email invitation

Breakout sessions Enable breakout sessions

Unlocked meetings ⓘ Everyone in your organization can always join unlocked meetings.
When the meeting is unlocked,
 Guests can join the meeting
 Guests wait in the lobby until the host admits them
 Guests can't join the meeting

Automatic lock Automatically lock my meeting minutes after the meeting starts.

Registration ⓘ None
 Require attendee registration

Email reminder minutes before meeting starts

Meeting options [Edit meeting options](#)

Attendee privileges [Edit attendee privileges](#)

10. Set “Guests wait in the Lobby until the host admits them” option. This is a required selection for any UCNI level discussion.
11. Click **“Start/Schedule”**

[Save as template](#)

Schedule a WebEx Meeting – FOR for UCNI

Staff Meeting

Hosted by [REDACTED]

3:10 PM - 4:10 PM | Tuesday, Mar 31 2020 | (UTC-07:00) Pacific Time (US & Canada)

Recurrence: Occurs every Tuesday effective 3/31/2020 from 3:10 PM to 4:10 PM, (UTC-07:00) Pacific Time (US & Canada)

[Start Meeting](#)

Meeting Information

Meeting link: <https://nsss.webex.com/nsss/j.php?MTID=m2472109921bc1fe3e1394c40bc22d755>

Meeting number: 805 386 138

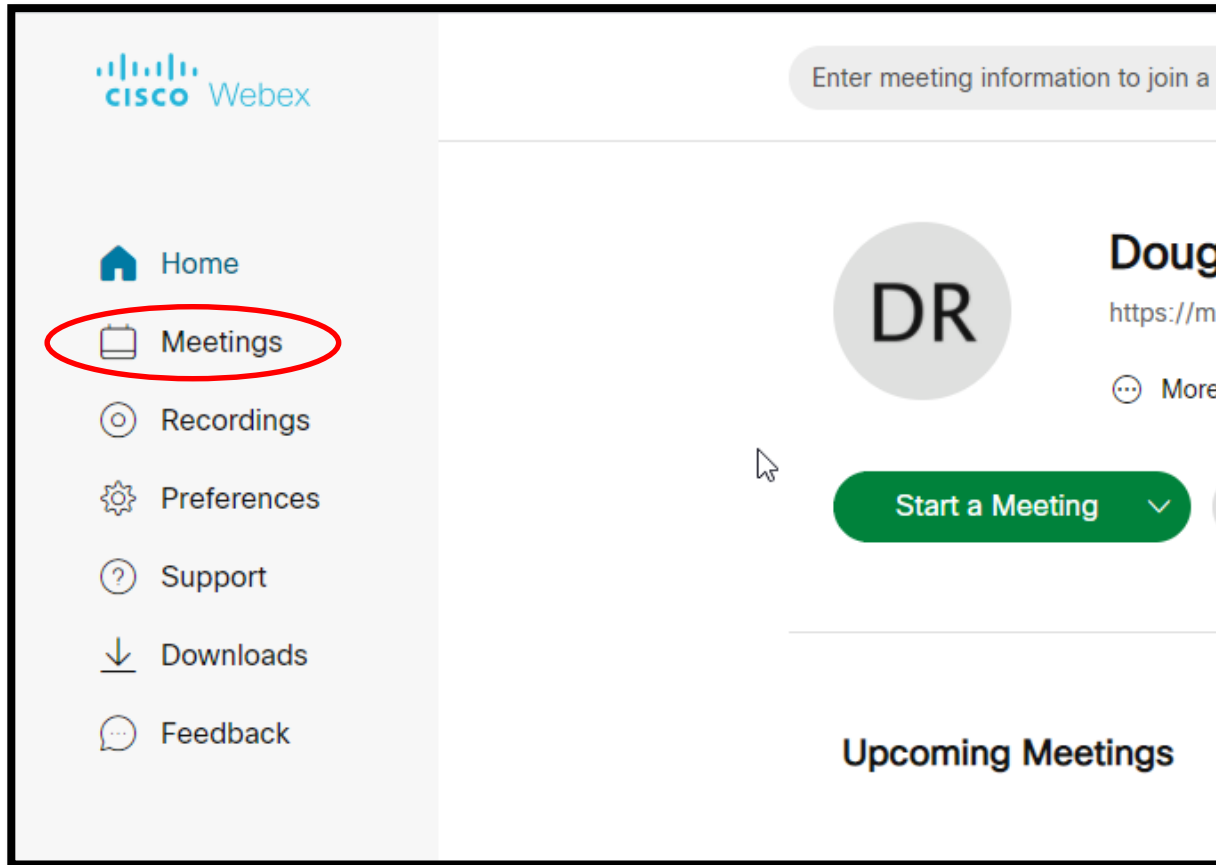
Password: 9W9Gx56749646 (99949567 from phones)

Host key: 316725

More ways to join

- 12. Copy this information or copy from the email you should have received.
- 13. You will need the host key for the meeting.
- 14. Send an Outlook Meeting Invite to all attendees with the meeting information pasted in.

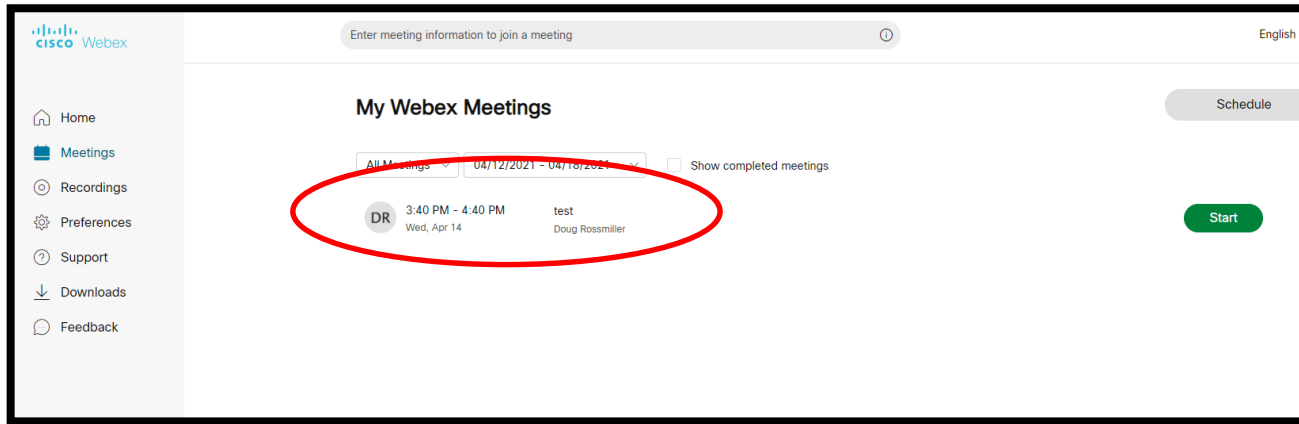
Edit a WebEx Meeting



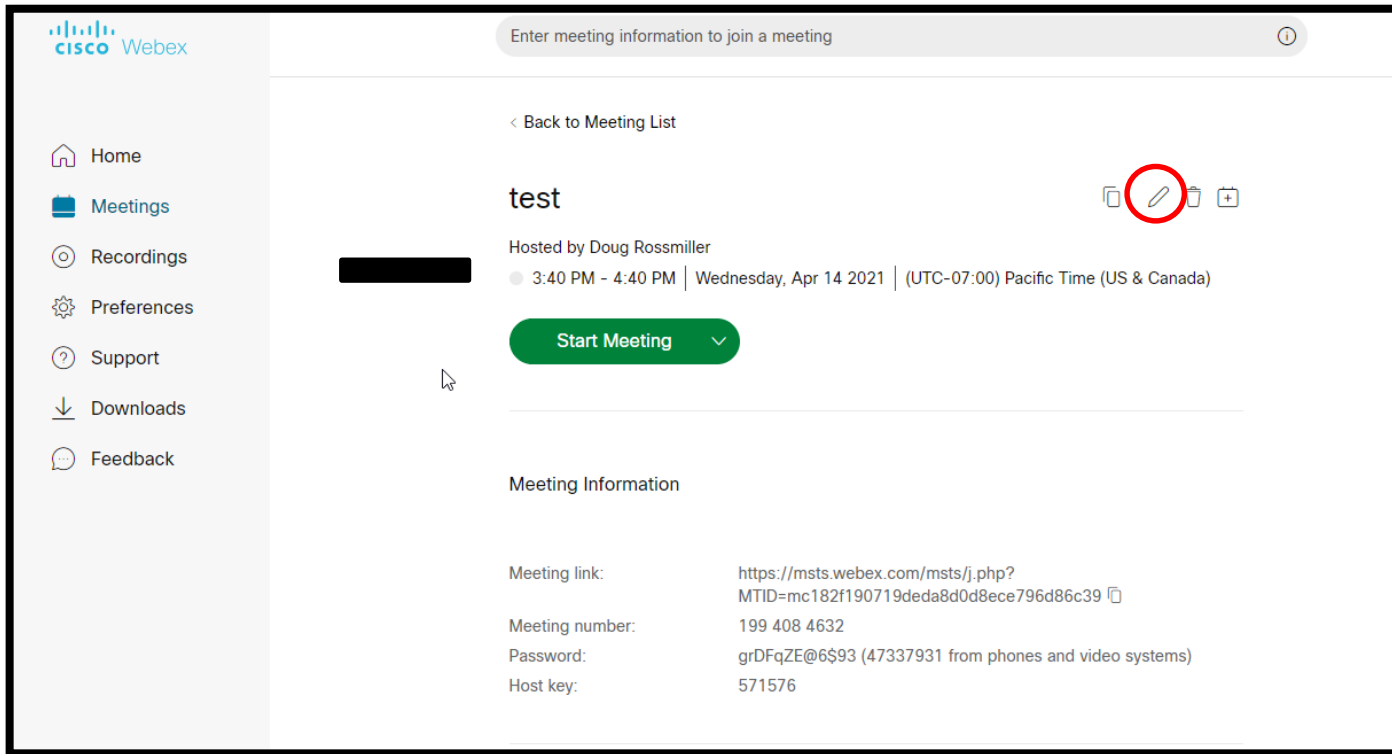
1. Click **“Meetings”**

Edit a WebEx Meeting

2. Click on the meeting you want to edit.



Edit a WebEx Meeting



3. Click the “Pencil”

Edit a WebEx Meeting

Edit Recurring Meeting



Edit only this meeting Edit the entire series

Cancel

OK

4. Select this meeting or entire series.
5. Click **“OK”**

Edit a WebEx Meeting

Schedule a Meeting

Meeting type

* Meeting topic

* Meeting password

Date and time

Attendees

Hide advanced options ^

Audio connection options

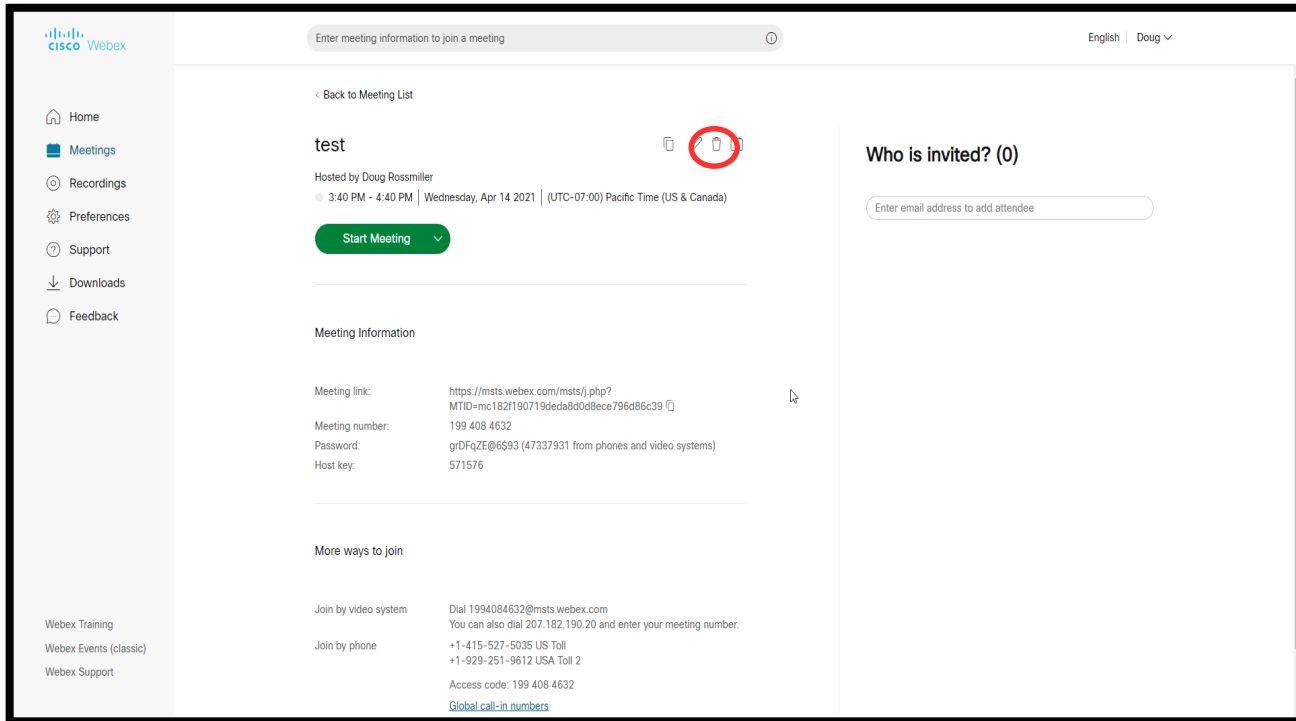
Agenda

Scheduling options

Cancel **Save** [Save as template](#)

- 6. Make edits.
- 7. Click "Save"

Cancel a WebEx Meeting

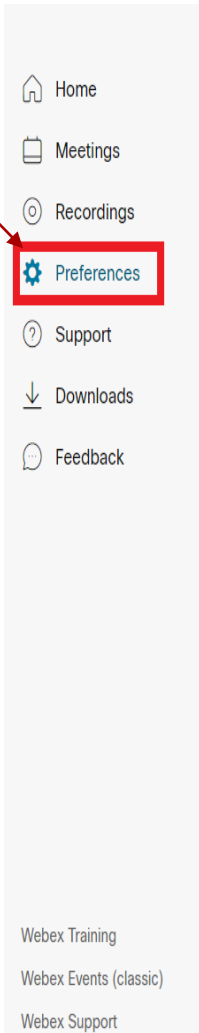


The screenshot shows the Cisco WebEx interface for a meeting titled "test". The meeting is hosted by Doug Rossmiller and is scheduled for Wednesday, Apr 14 2021, from 3:40 PM to 4:40 PM (UTC-07:00) Pacific Time (US & Canada). A red circle highlights the trash can icon in the top right corner of the meeting details area, indicating the option to cancel the meeting. The interface also displays meeting information, including the meeting link, meeting number (199 408 4632), password (grDFqZE@66993), and host key (571576). There are also options to join the meeting by video system or by phone.

1. Perform steps 1 & 2 from editing a meeting
2. Select the meeting
3. Select the “trash can” icon
4. Select to cancel this meeting or the series
5. Select Okay

Setting Preferences

1. Click on Preferences



Preferences

General My Personal Room Audio and Video **Scheduling** Recording

2. Click on Scheduling
3. Chose the NOT for UCNI meeting type.

Meeting type ⓘ **Webex Meetings NOT for UCNI, PII, or PHI - No Recording** ▼

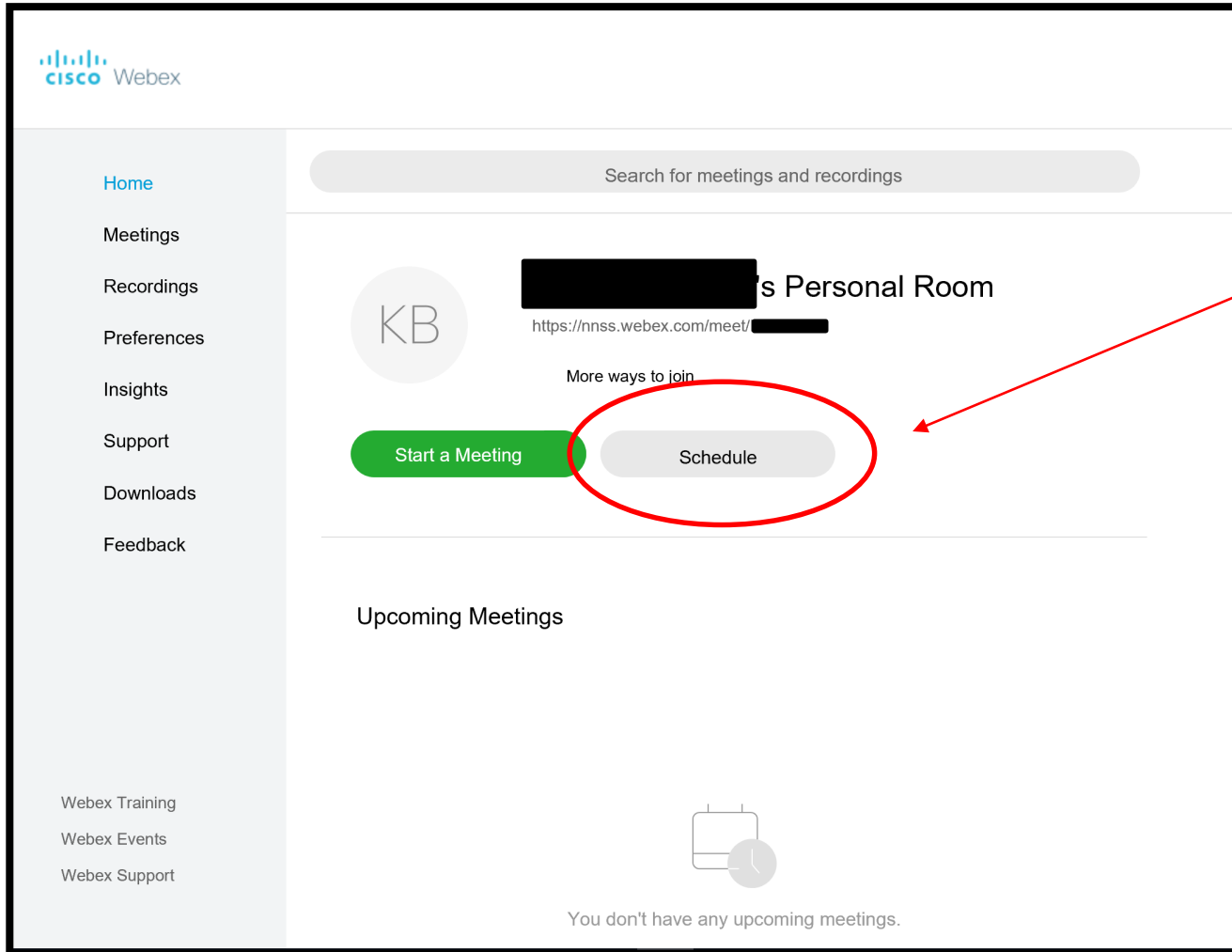
Email invitation Send a copy of the email invitation to me

Share recording ⓘ Automatically share the recording when it's available after the meeting

Scheduling permission ⓘ <Separate email addresses with a comma or semicolon>

Cancel Save

Setting Preferences



The screenshot displays the Cisco Webex user interface. On the left is a navigation sidebar with the following items: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. At the bottom of the sidebar are links for Webex Training, Webex Events, and Webex Support. The main content area features a search bar at the top with the text "Search for meetings and recordings". Below the search bar is a section for a user's "Personal Room", showing a profile picture with the initials "KB", a redacted name, and a URL starting with "https://nss.webex.com/meet/". Underneath, it says "More ways to join" and presents two buttons: a green "Start a Meeting" button and a grey "Schedule" button. The "Schedule" button is circled in red, and a red arrow points to it from the right. Below this section is a heading "Upcoming Meetings" followed by a calendar icon and the text "You don't have any upcoming meetings."

4. Click **"Schedule"**

Setting Preferences



Enter meeting information to join a meeting ⓘ

- Home
- Meetings
- Recordings
- Preferences
- Support
- Downloads
- Feedback

Schedule a Meeting

Meeting

Meeting type

Webex Meetings NOT for UCNI, PII, or PHI - No Recording

* Meeting topic

Test

* Meeting password

g5bD9CHwp@\$6

Date and time

Tuesday, Mar 30, 2021 6:50 am Duration: 1 hour
(UTC-07:00) Pacific Time (US & Canada)

Recurrence

Attendees ⓘ

Separate email addresses with a comma or semicolon

Hide advanced options ^

Audio connection options ^

Audio connection type

Webex Audio

5. Chose the Meeting Type
6. Enter meeting topic
7. Adjust the day and time
8. Check **“Recurrence”** if this will be a recurring meeting.
9. Do NOT add Attendees
10. Chose “Webex Audio” to allow call-in/back function.

Setting Preferences

Exclude password

Exclude password from email invitation

Breakout sessions

Enable breakout sessions

Unlocked meetings ⓘ

Everyone in your organization can always join unlocked meetings.

When the meeting is unlocked,

Guests can join the meeting

Guests wait in the lobby until the host admits them

Guests can't join the meeting

Automatic lock

Automatically lock my meeting minutes after the meeting starts.

Registration ⓘ

None

Require attendee registration

Email reminder

minutes before meeting starts

Meeting options

[Edit meeting options](#)

Attendee privileges

[Edit attendee privileges](#)

Cancel

Start

[Save as template](#)

10. Set “Guest can join the meeting” option.
11. Click “**Save as template**”

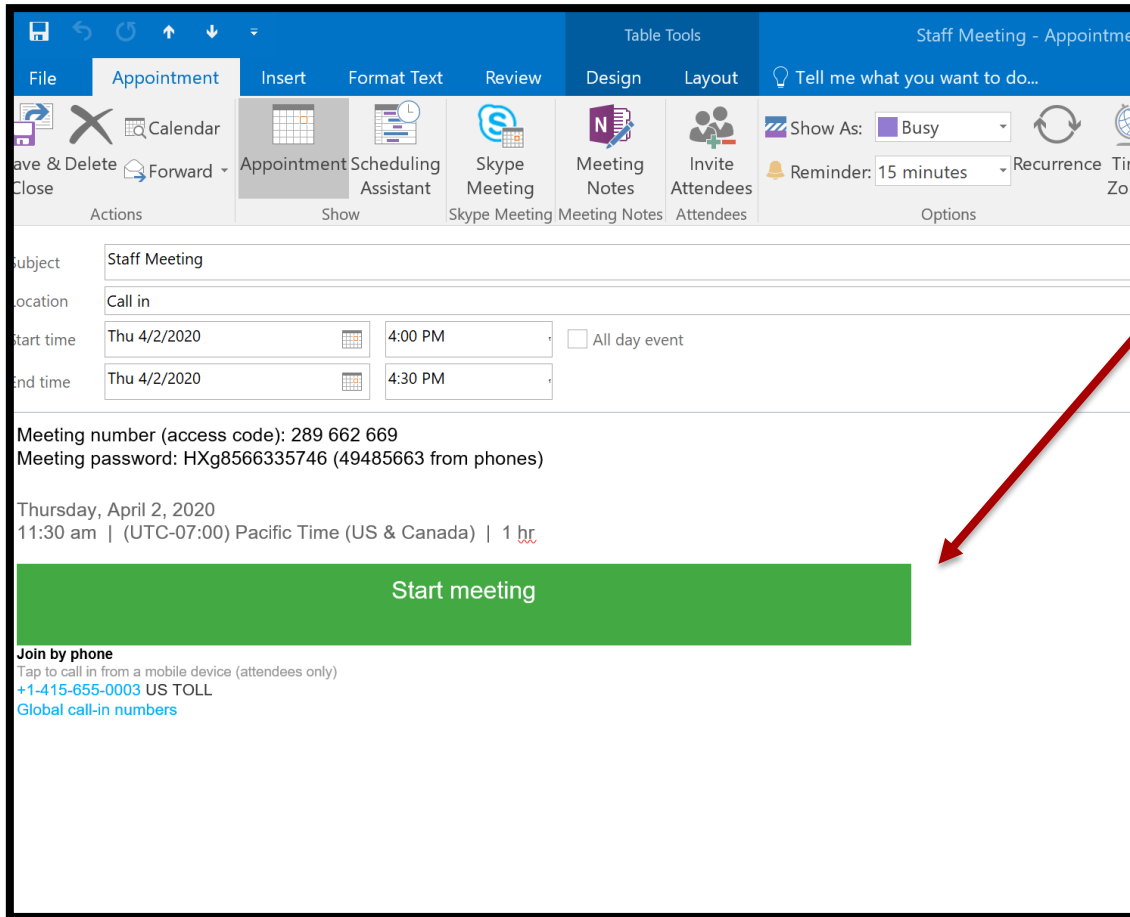
HOSTING

Instructions for
SCHEDULING
a WebEx Meeting

Instructions for
ATTENDING
a WebEx Meeting

Starting a WebEx

Before the meeting starts ensure your computer/laptop is muted and your web cam is turned off. This means the device itself, not just your VDI.



The screenshot shows the Outlook interface for an appointment titled "Staff Meeting - Appointment". The ribbon includes "Appointment", "Insert", "Format Text", "Review", "Design", and "Layout". The "Appointment" ribbon is active, showing options like "Calendar", "Appointment Scheduling Assistant", "Skype Meeting", "Meeting Notes", and "Invite Attendees". The appointment details are as follows:

- Subject: Staff Meeting
- Location: Call in
- Start time: Thu 4/2/2020, 4:00 PM
- End time: Thu 4/2/2020, 4:30 PM
- Meeting number (access code): 289 662 669
- Meeting password: HXg8566335746 (49485663 from phones)
- Date and Time: Thursday, April 2, 2020, 11:30 am | (UTC-07:00) Pacific Time (US & Canada) | 1 hr

A prominent green button labeled "Start meeting" is located at the bottom of the appointment details. A red arrow points from the text "1. Click 'Start/Join Meeting'" to this button.

1. Click **“Start/Join Meeting”**

Starting a WebEx

Follow steps to download WebEx Desktop Application or skip to next slide if already downloaded.

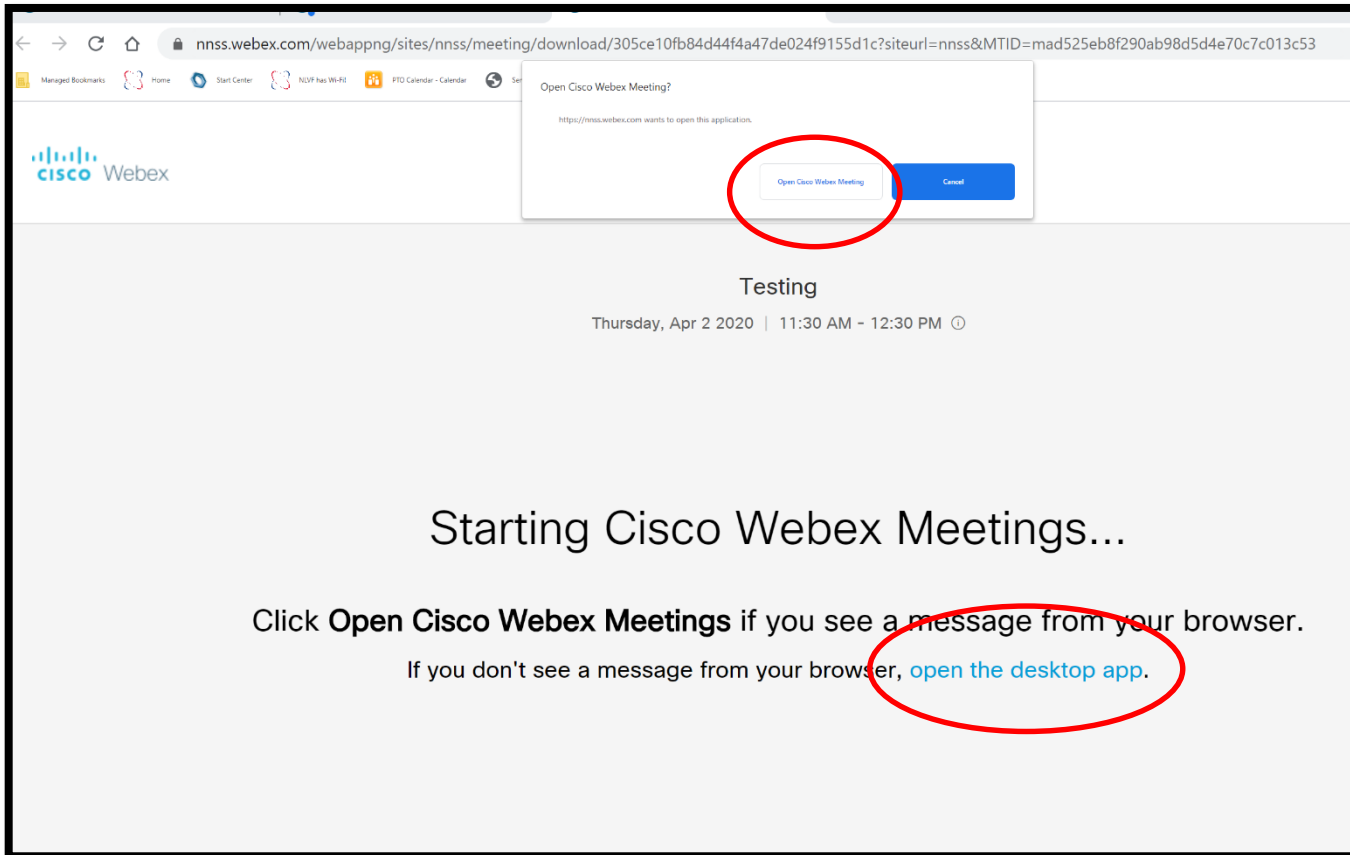
2. Once download begins click **“Save”**
3. Click **“Open”**

The image is a composite of three screenshots illustrating the process of downloading and installing the Cisco WebEx Desktop Application.

- Top Left:** A 'Save As' dialog box is open, showing the file name 'ZoomInstaller.exe' and the save type 'Application (*.exe)'. The 'Save' button is circled in red.
- Top Right:** A browser window shows the download progress of 'ZoomInstaller.exe' (12:03).
- Bottom Left:** A slide titled 'Install the Cisco Webex M...' features a blue button that says 'Click here to install webex.exe'.
- Bottom Right:** A browser window shows the Cisco WebEx website with a 'Testing' message. A blue button at the bottom says 'Click here to install webex.exe'. Below the button, the download progress bar shows 'ZoomInsta...ler.exe' with a red circle around it.

Starting a WebEx

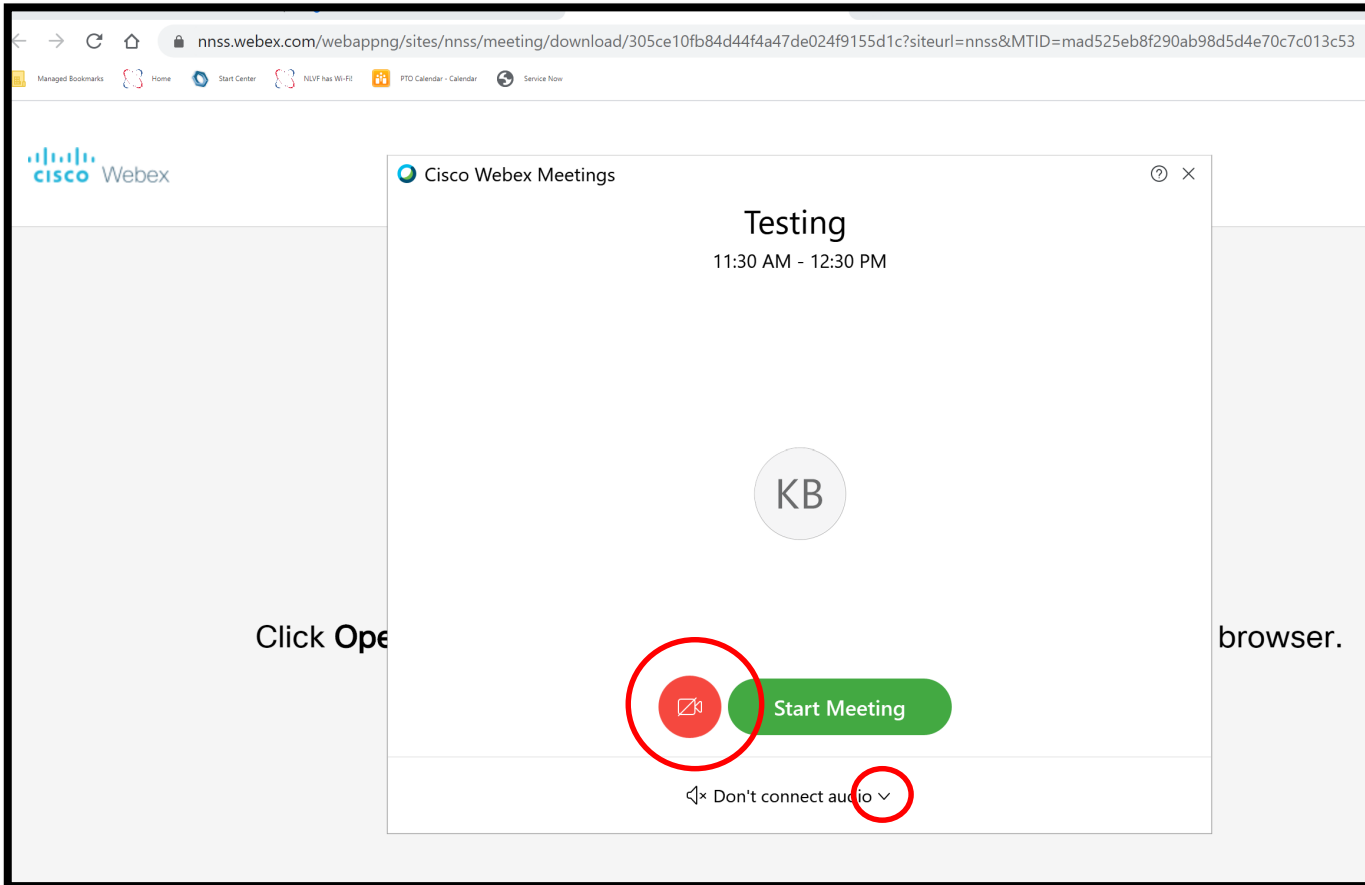
Follow steps if you already have WebEx Desktop Application downloaded.



The screenshot shows a web browser window with the URL `https://nss.webex.com/webappng/sites/nss/meeting/download/305ce10fb84d44f4a47de024f9155d1c?siteurl=nss&MTID=mad525eb8f290ab98d5d4e70c7c013c53`. A dialog box titled "Open Cisco Webex Meeting?" is displayed, asking "https://nss.webex.com wants to open this application." The dialog box contains two buttons: "Open Cisco Webex Meeting" (highlighted with a red circle) and "Cancel". Below the dialog box, the page content includes the Cisco Webex logo, the text "Testing", and the date and time "Thursday, Apr 2 2020 | 11:30 AM - 12:30 PM". The main heading is "Starting Cisco Webex Meetings...". Below this heading, there is a paragraph: "Click **Open Cisco Webex Meetings** if you see a message from your browser. If you don't see a message from your browser, [open the desktop app.](#)" The text "open the desktop app." is also circled in red.

2. Click “**Open Cisco WebEx Meeting**”
3. Or click “**open the desktop app**”

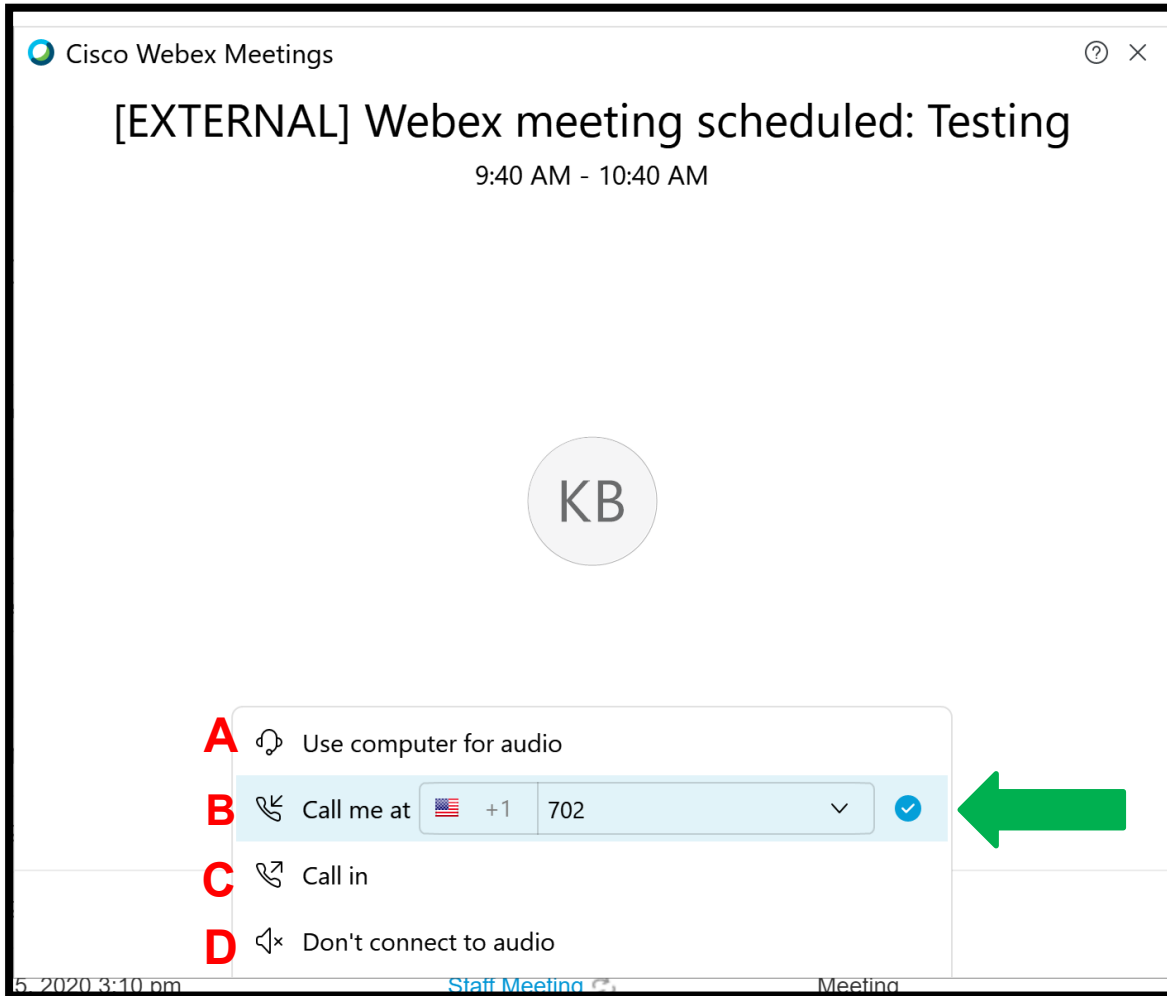
Starting a WebEx



The screenshot shows a web browser window displaying a Cisco WebEx meeting page. The URL in the address bar is nns.webex.com/webappng/sites/nns/meeting/download/305ce10fb84d44f4a47de024f9155d1c?siteurl=nns&MTID=mad525eb8f290ab98d5d4e70c7c013c53. The page title is "Cisco Webex Meetings". The meeting name is "Testing" and the time is "11:30 AM - 12:30 PM". A circular icon with "KB" is visible. A green "Start Meeting" button is highlighted with a red circle. Below it, the audio settings are set to "Don't connect audio" with a dropdown arrow, also highlighted with a red circle. The text "Click Open" is on the left and "browser." is on the right of the meeting window.

4. Turn your video off or on, depending on your capabilities and location.
5. Click the audio arrow.

Starting a WebEx

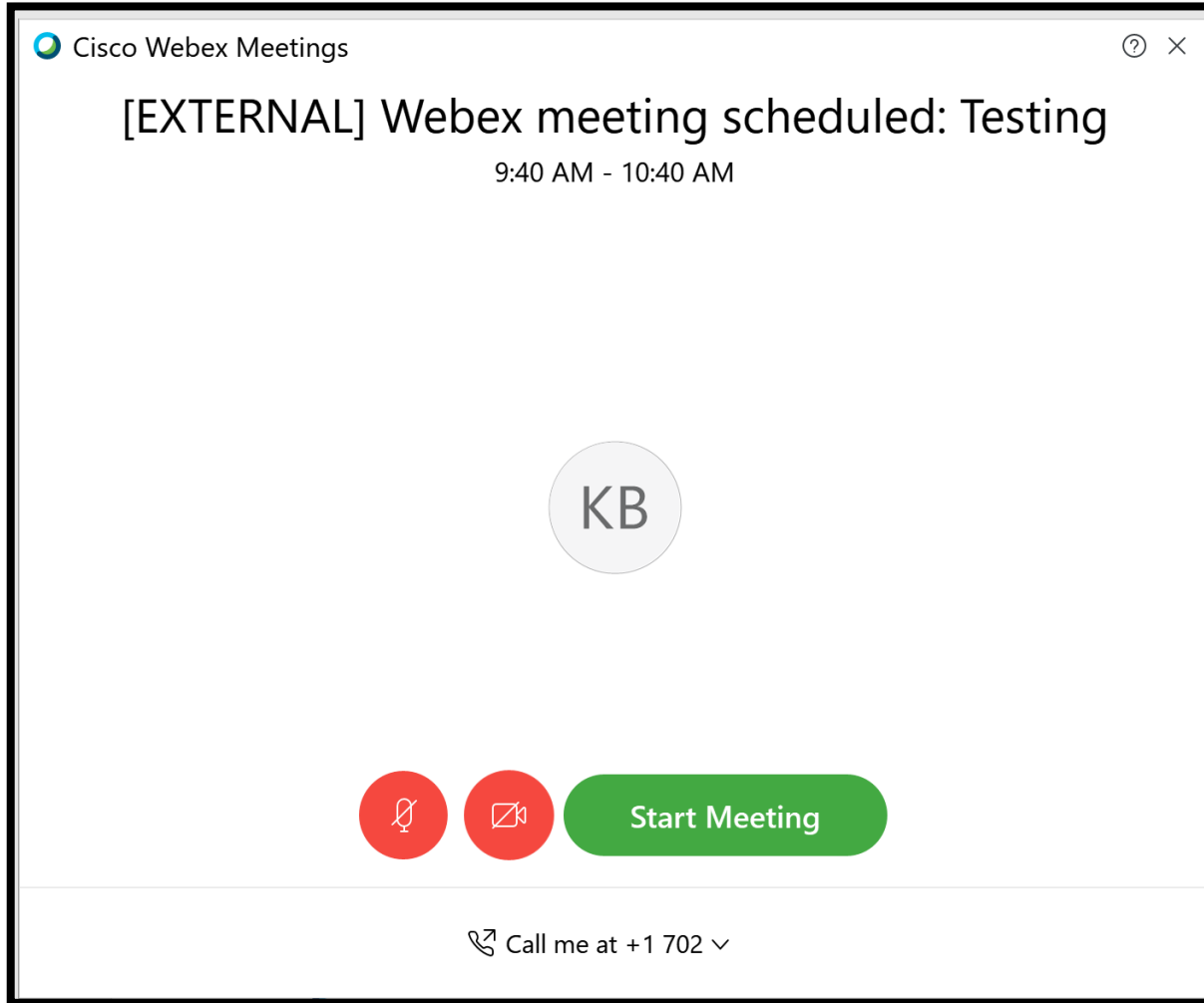


6. Select your audio preference:

- A. Only select this option if you have a high quality headset or are in a Meeting FOR UCNI, PII, and/or PHI. Do not use your PC mic and speakers.
- B. **PREFERRED** choice. Enter your phone number.
- C. Alternate Choice.
- D. Do not use this option unless you are not listening or speaking. Calling in separately and clicking this option uses two licenses.

NOTE: WebEx will save your audio preferences. After joining your first meeting, it should continue to select your chosen audio for you.

Starting a WebEx

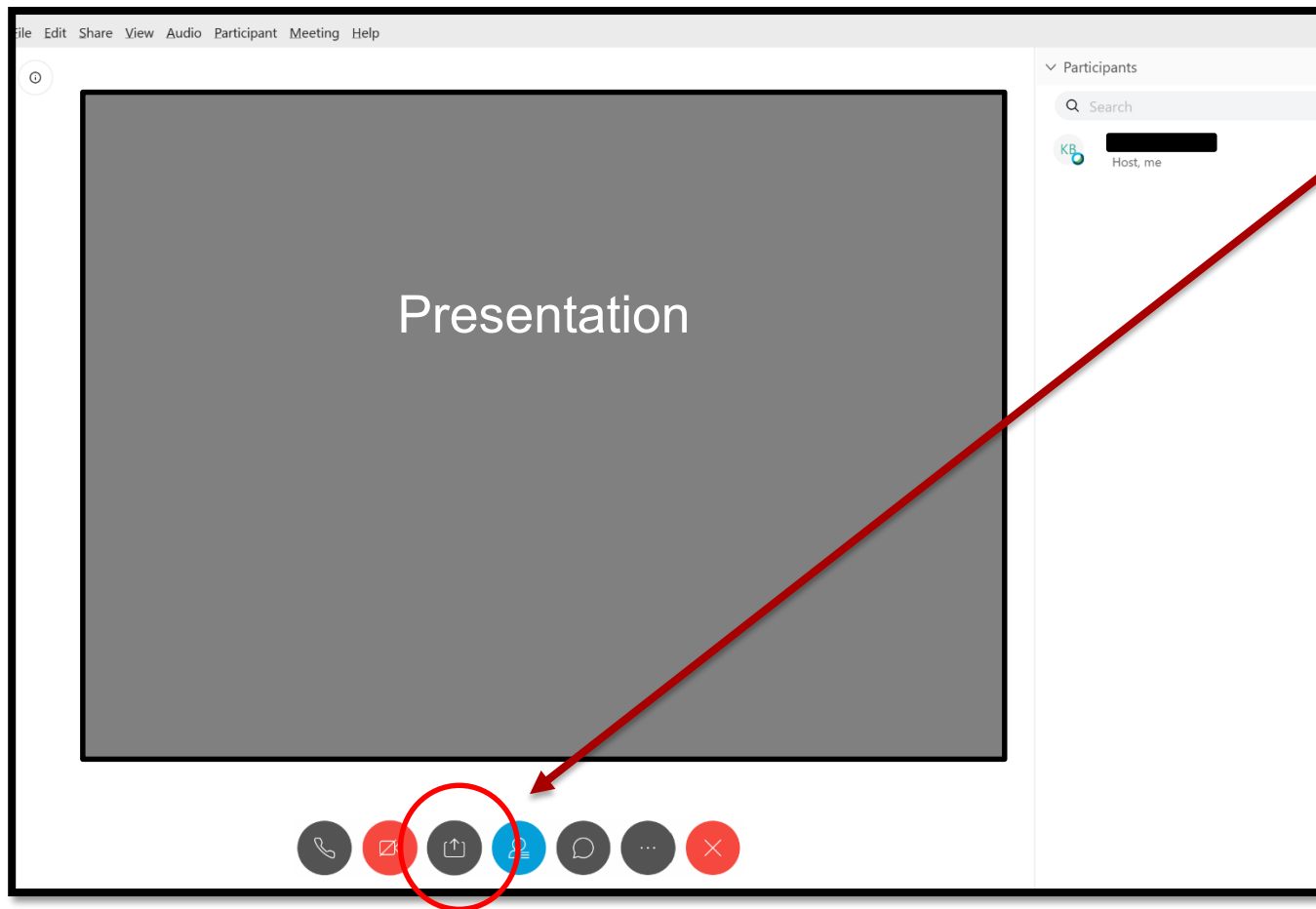


7. Click **“Start Meeting”**

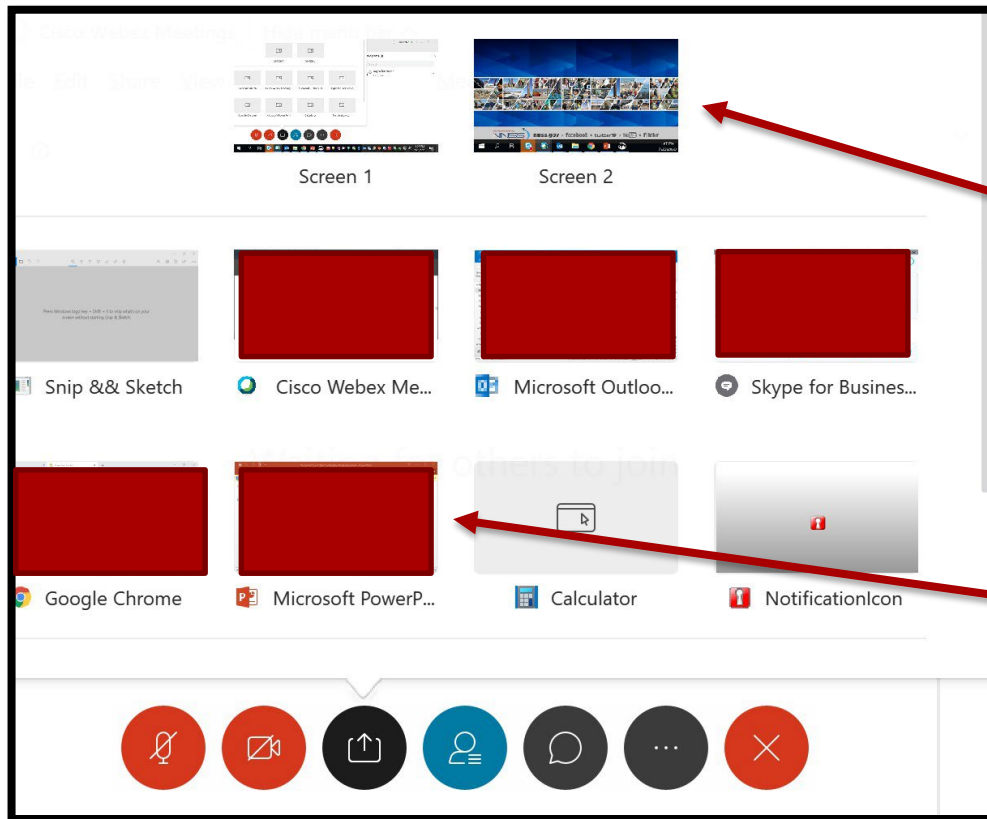
8. WebEx will call you.

NOTE: The host has to be present for the meeting to occur.

Starting a WebEx



9. Click here to share your screen or a specific document or program.



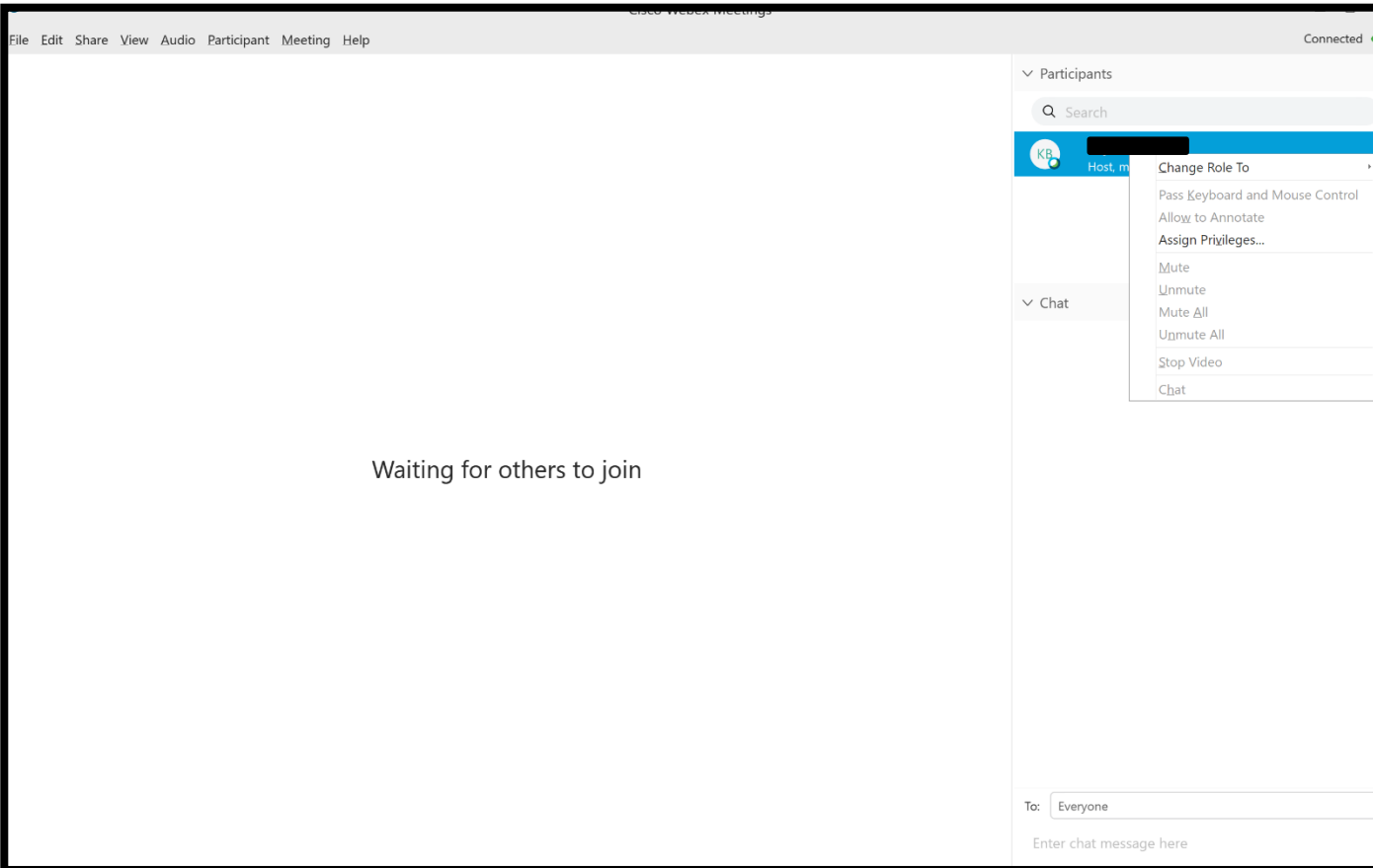
10. If sharing multiple documents, we recommend sharing your screen to allow for easy switching between programs/documents.

11. If sharing one document only, you may select just the open program.

NOTES: The application or document must already be open before clicking share if you only want to share one document. Anything besides the selected program will appear to be a black or grey box for participants.

Also, sharing your screen will allow participants to see everything on your screen.

Starting a WebEx

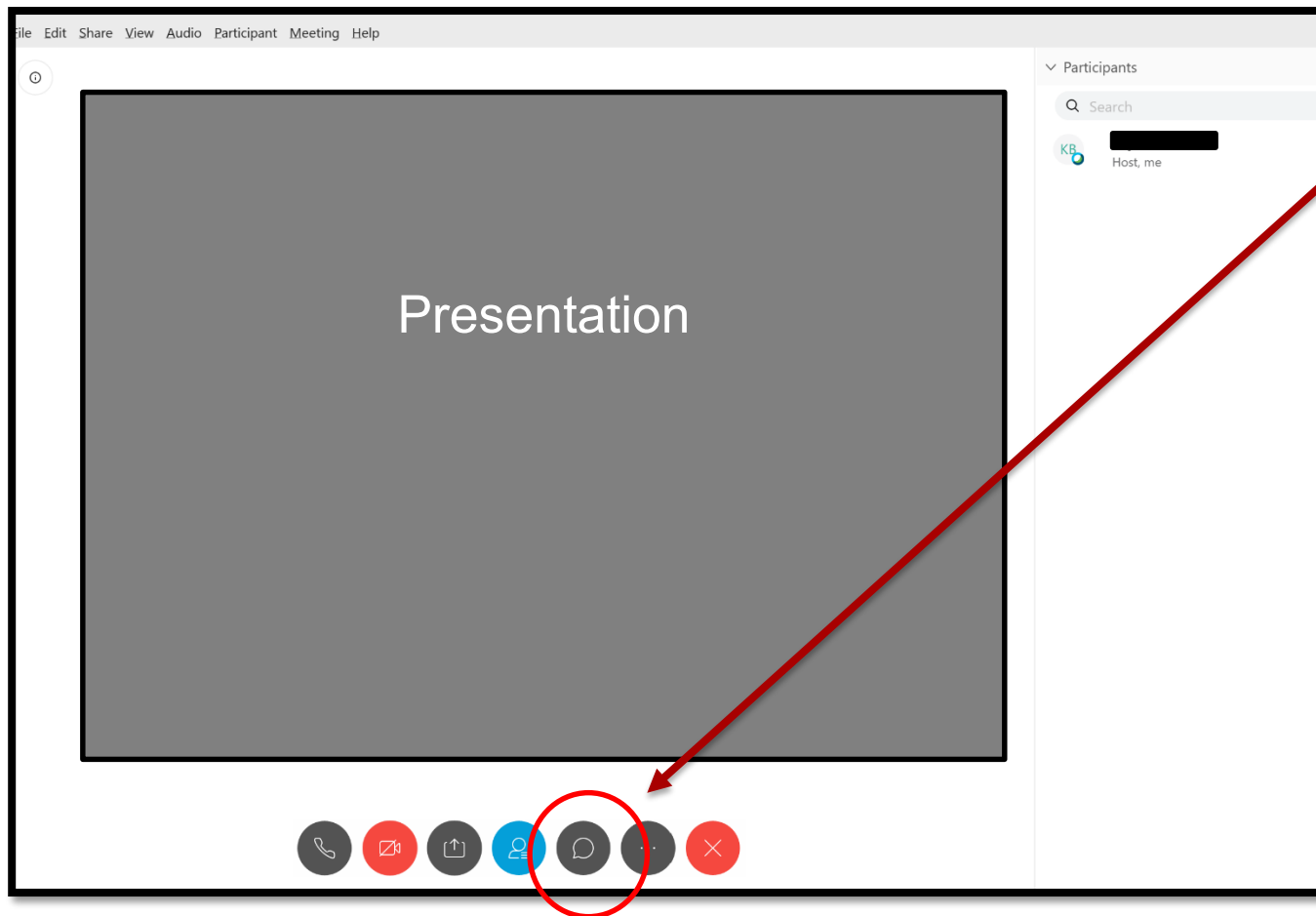


12. Attendees will appear on the side bar.

13. Right click on individuals to change their permission.

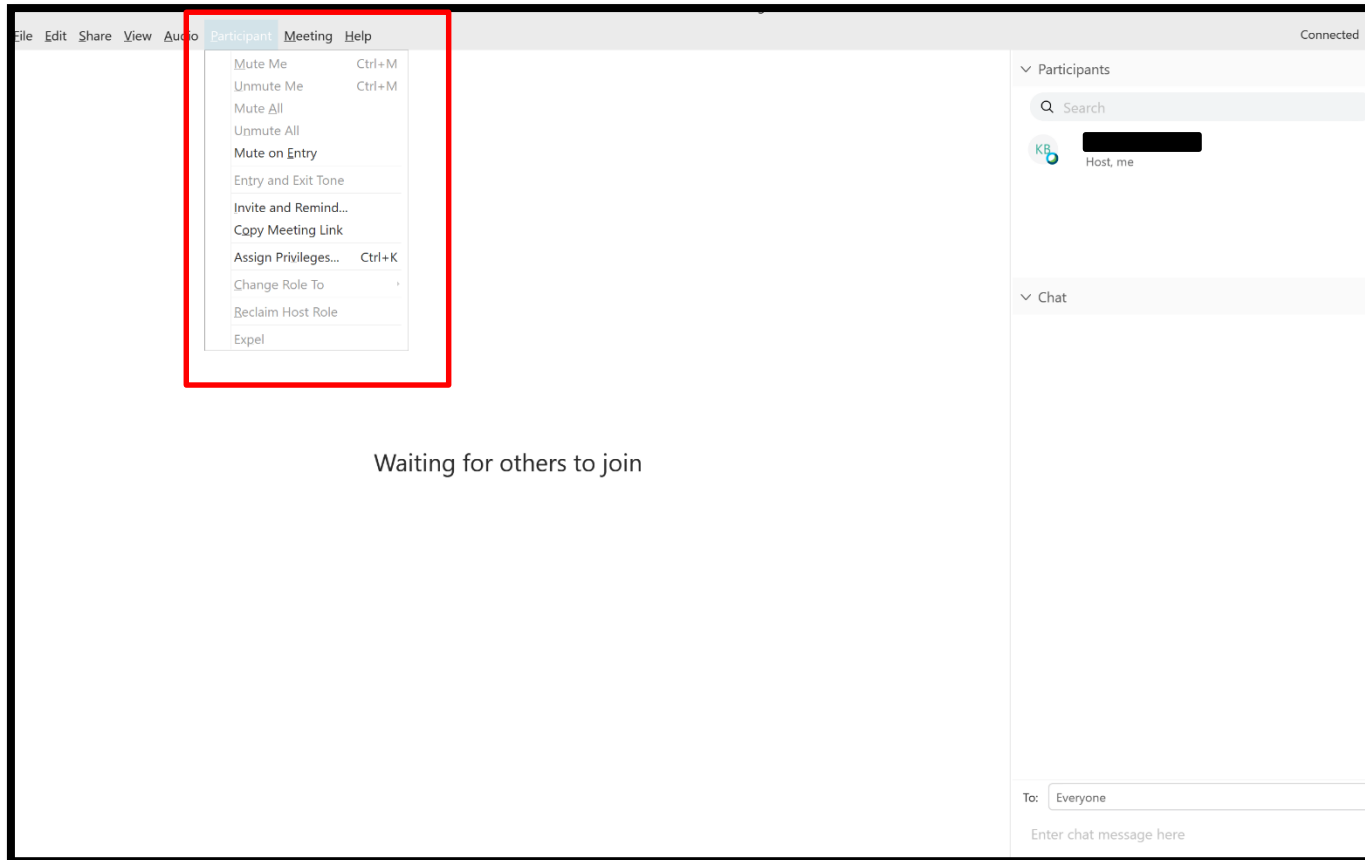
NOTE: Individuals' names will only appear here if they have an account or they update it when signing in.

Starting a WebEx



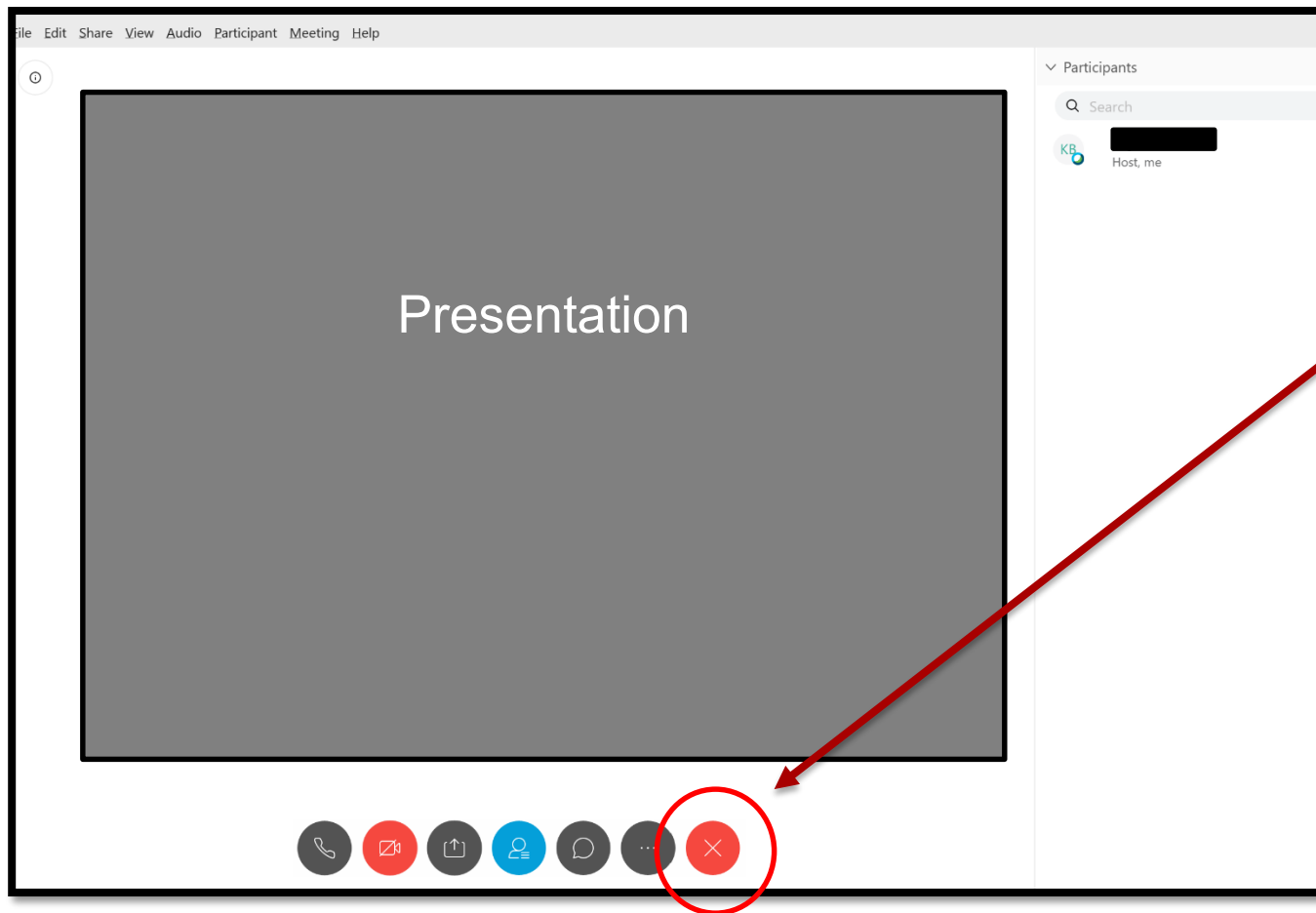
14. Click here to chat with the group.

Start a WebEx Meeting

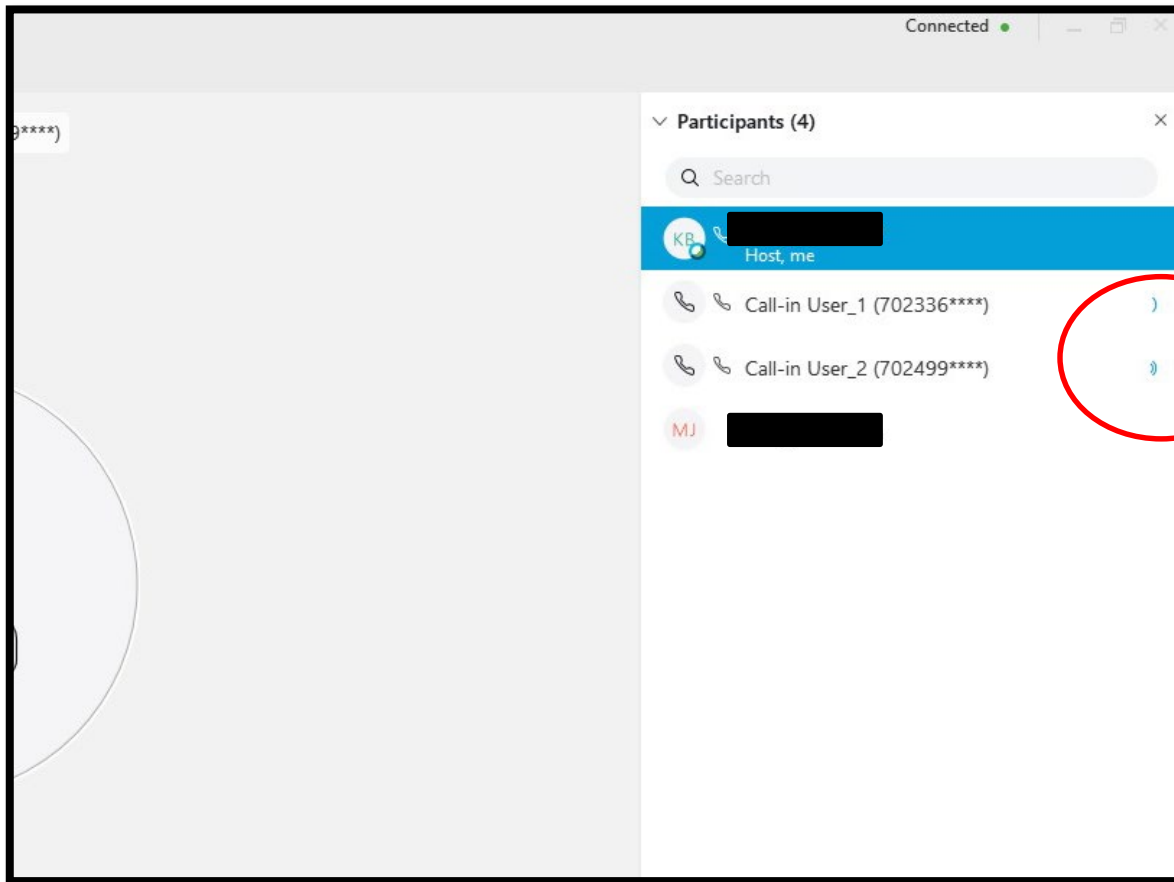


15. Click the “Participant” drop down for additional meeting settings.

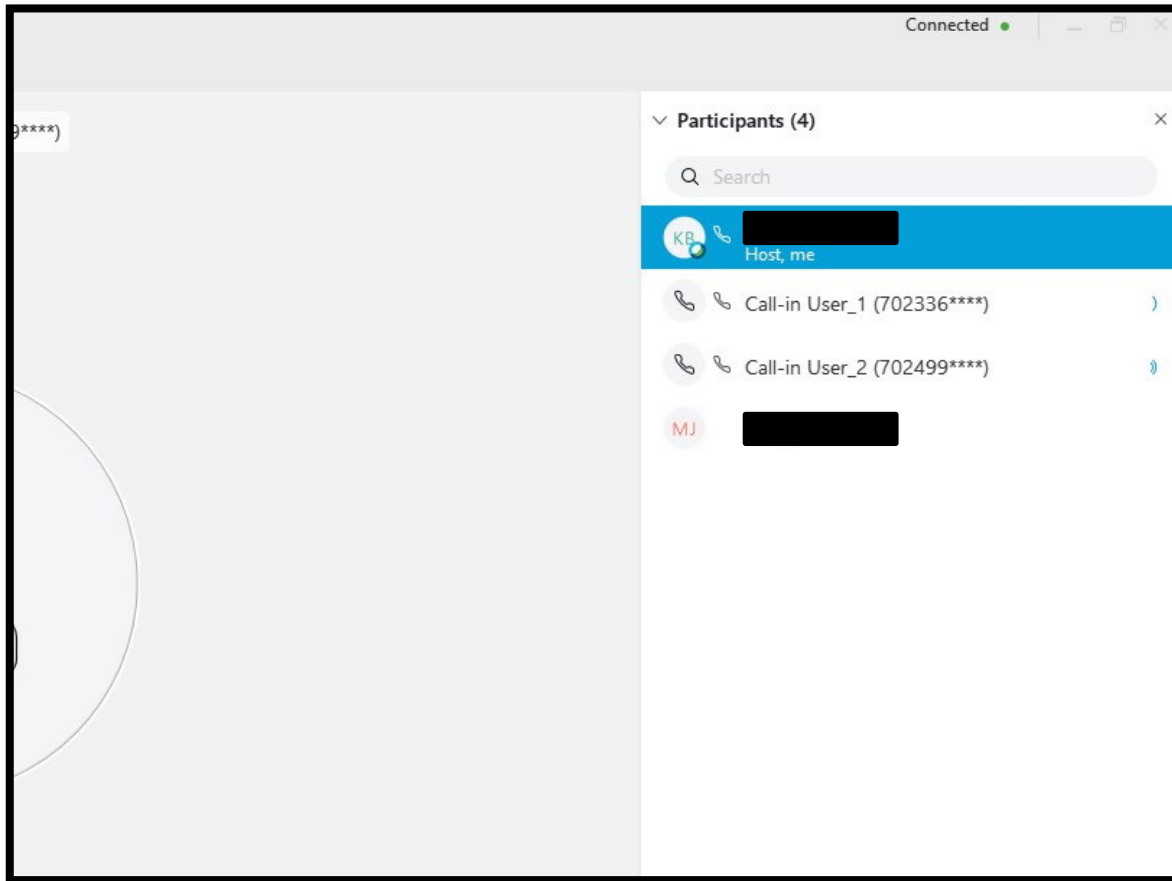
Starting a WebEx



- 16. Enjoy your meeting!
- 17. Click **X** to end the meeting.

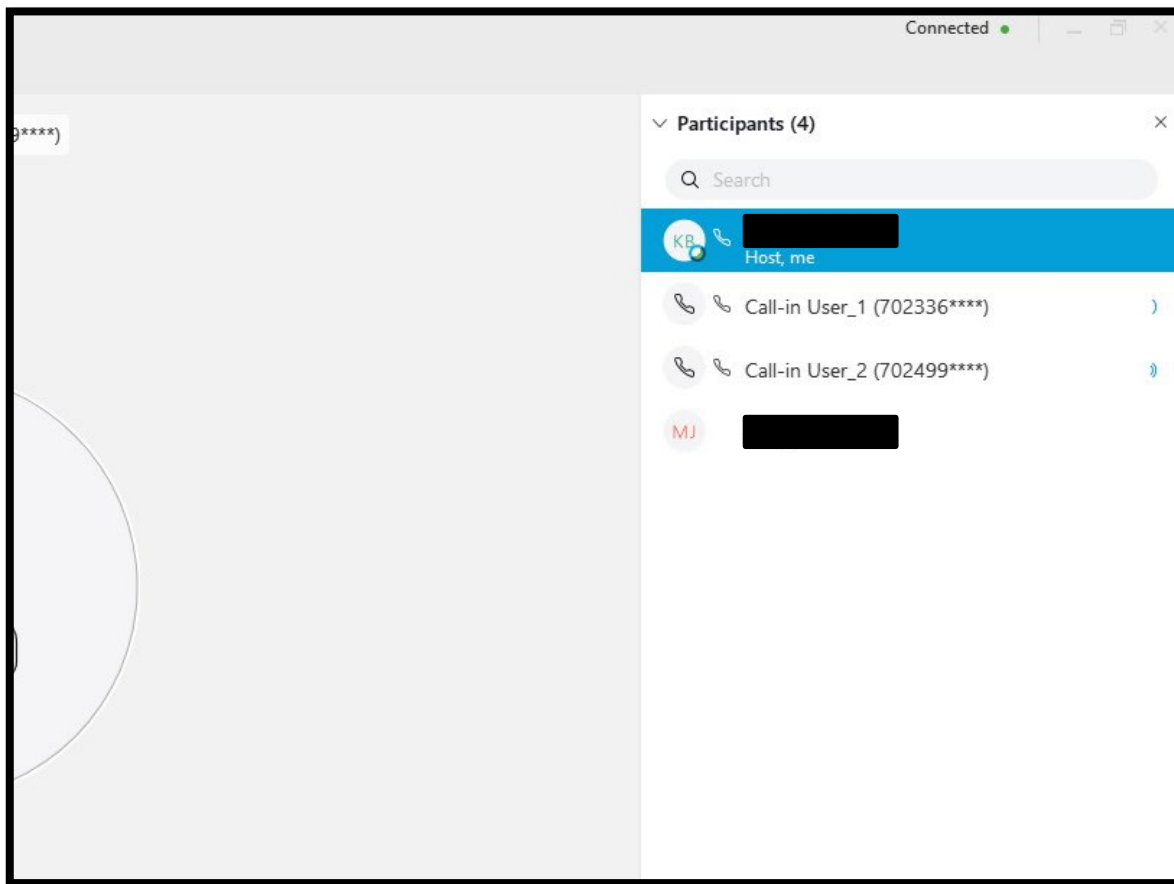


- As users talk during the meeting, it will be indicated with blue waves next to their name.
- This can help identify who is not muted in a meeting.

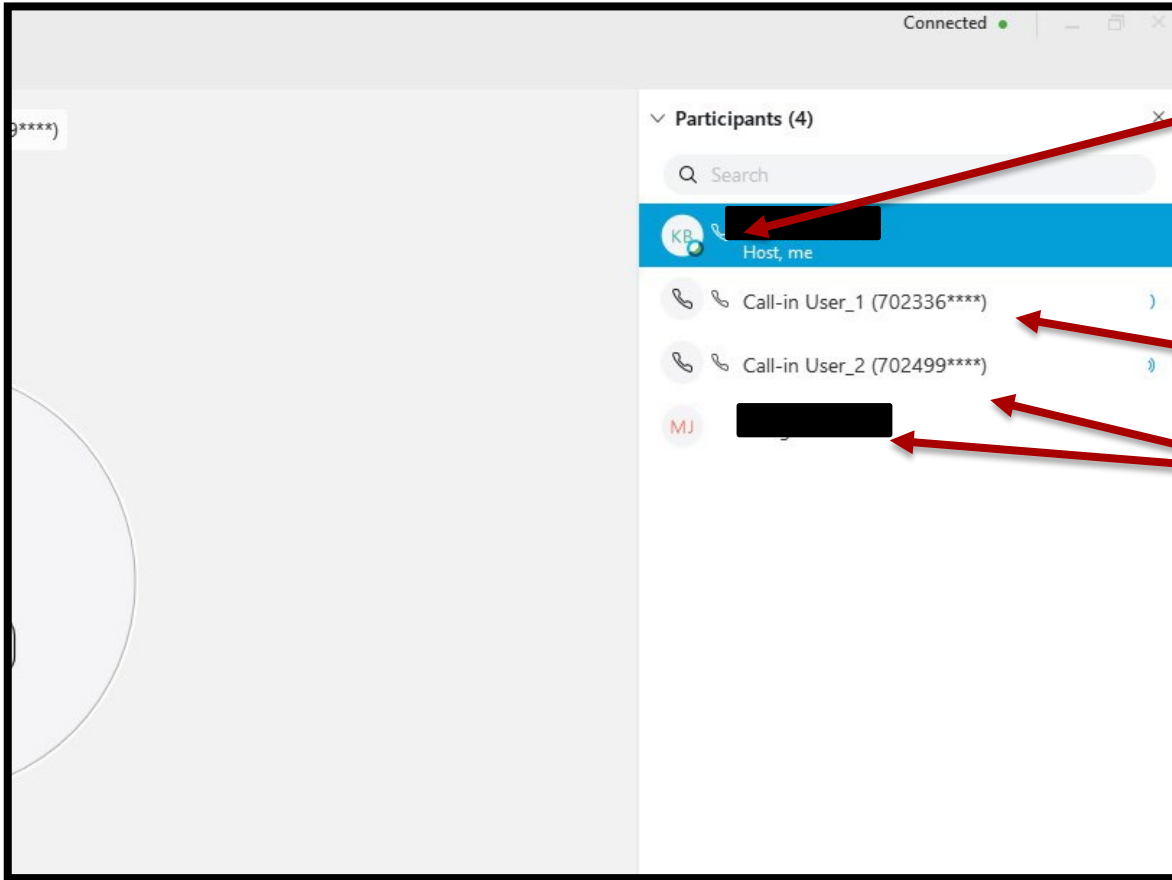


- Users who join by phone and then WebEx will show up twice on your attendee list.
- Only one account should connect with audio.
- Encourage all attendees to join on WebEx and then have WebEx call them for the best audio quality.

NOTE: Major audio issues may occur if someone uses their computer and their phone for audio.

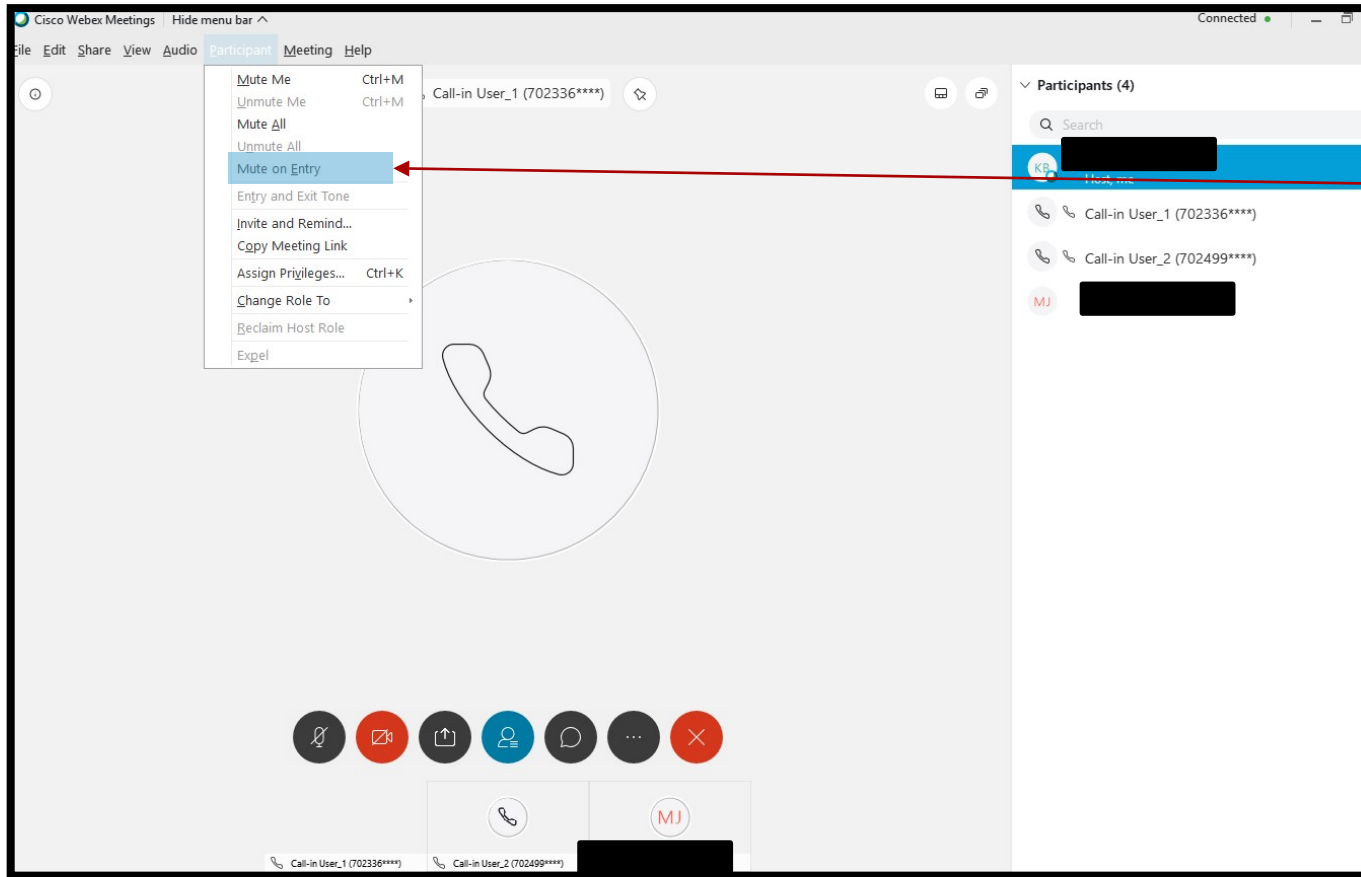


- To identify users who join by the phone, only you can rename them once you have determined who they are.
- Right click on their name and select rename.



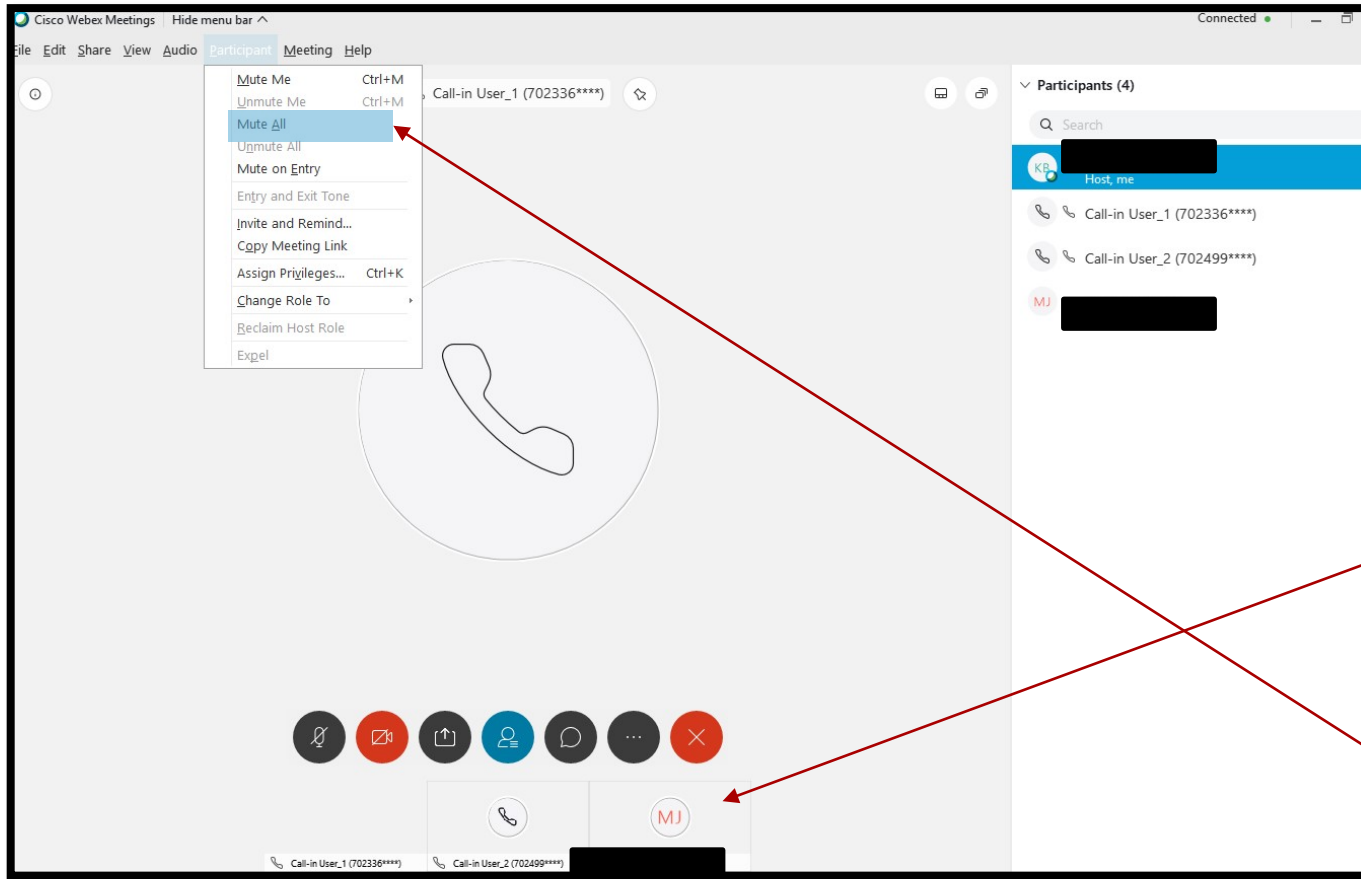
- Joining WebEx and then having WebEx call you will appear like this.
- Only calling in looks like this.
- Calling in and then connecting with audio will result in two listings for the same user.

Managing Audio



- Prior to the meeting, mute all users on entry to prevent any audio.
- Anyone who needs to speak can unmute themselves.

Managing Audio

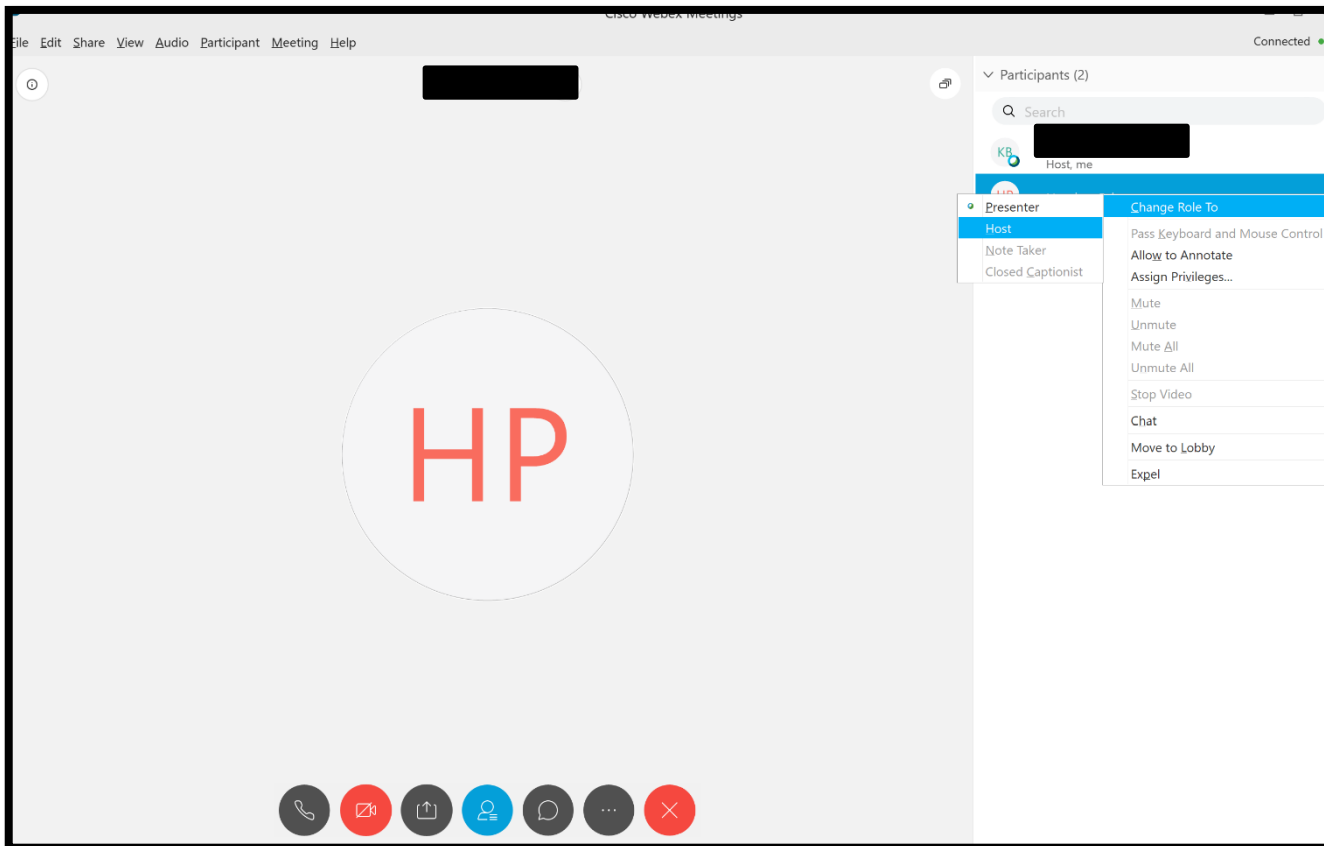


- During a large meeting it may be difficult to determine where feedback is coming from.
- You can pin your speakers here.
- When an audio issue occurs, quickly mute all and then unmute your speaker.

NOTE: For a successful meeting, one individual should manage the audio while another shares any slides.

Changing Roles: For Original Host

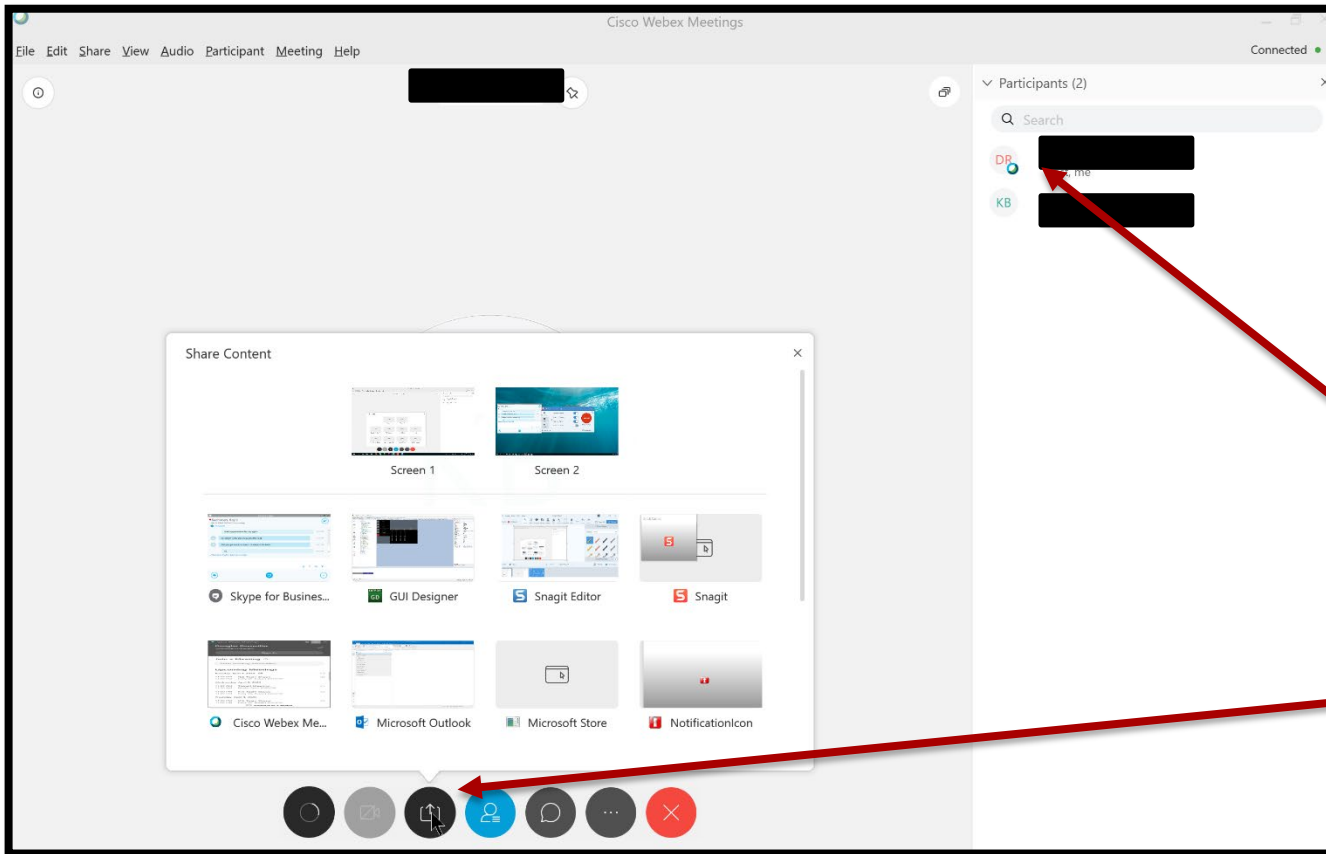
Before the meeting starts, start the meeting and have the future host or presenter join the meeting for testing.



1. Right click on the individual you would like to be the new host or presenter.
2. Click “Change Role To”
3. Click “Presenter” or “Host”

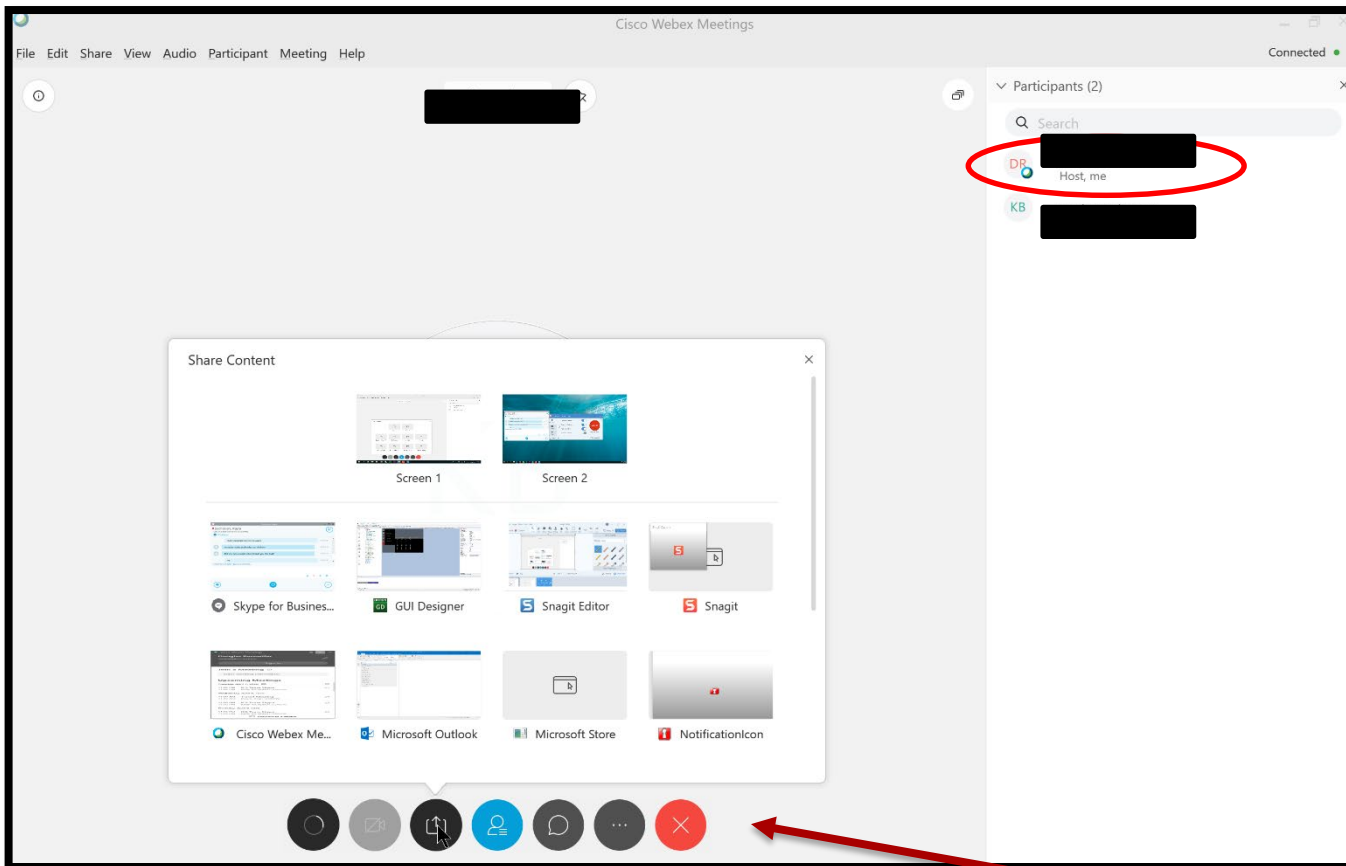
NOTE: Selecting “Presenter” will give them the power to present only. Selecting “Host” gives them full control of the meeting and you can leave the meeting if needed.

Changing Roles: For New Presenter



1. You will get a pop up that reads "You are now the Presenter."
2. Under your name in the participant list, it will say "me, Presenter."
3. You will have the ability to present.

Changing Roles: For New Host



1. When you are made the host, there is no major notification.
2. In the participant list under your name, it will say “me, Host.”
3. You will have full control over the meeting.

NOTE: Ensure that you can present and all controls work before the original host leaves the meeting.

ATTENDING

Instructions for
SCHEDULING
a WebEx Meeting

Instructions for
HOSTING
a WebEx Meeting

Attending a WebEx

Before the meeting starts, ensure your computer/laptop is muted and your web cam is turned off. This means the device itself, not just your VDI.

Staff Meeting - Appointment

File Appointment Insert Format Text Review Design Layout Tell me what you want to do...

Calendar Appointment Scheduling Assistant Skype Meeting Meeting Notes Invite Attendees Show As: Busy Reminder: 15 minutes Recurrence Time Zone

Subject: Staff Meeting

Location: Call in

Start time: Thu 4/2/2020 4:00 PM All day event

End time: Thu 4/2/2020 4:30 PM

Meeting number (access code): 289 662 669
Meeting password: HXg8566335746 (49485663 from phones)

Thursday, April 2, 2020
11:30 am | (UTC-07:00) Pacific Time (US & Canada) | 1 hr

Start meeting

Join by phone
Tap to call in from a mobile device (attendees only)
[+1-415-655-0003 US TOLL](#)
[Global call-in numbers](#)

1. Click **“Start/Join Meeting”**

Attending a WebEx

Follow steps to download WebEx Desktop Application or skip to next slide if already downloaded.

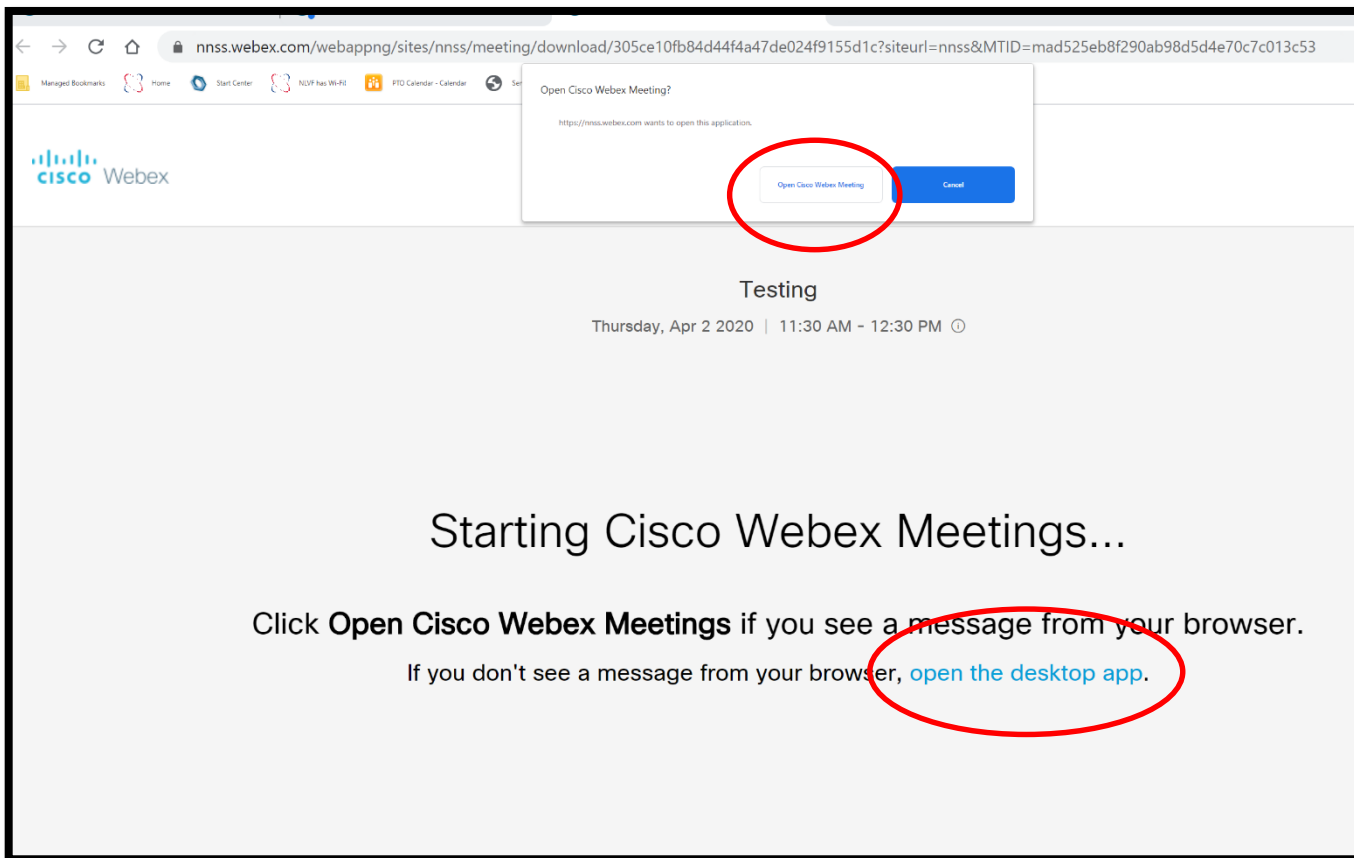
2. Once download begins click **“Save”**
3. Click **“Open”**

The image is a composite of three screenshots illustrating the process of downloading and installing the Cisco WebEx Desktop Application.

- Top Left:** A 'Save As' dialog box is open, showing the file name 'ZoomInstaller.exe' and the save type 'Application (*.exe)'. The 'Save' button is circled in red.
- Top Right:** A screenshot of a WebEx meeting page titled 'Testing' for a meeting on Friday, April 3, 2020, at 9:40 AM - 10:40 AM. The time shown is 12:03.
- Bottom Left:** A screenshot of a slide titled 'Install the Cisco Webex M...' with a blue button that says 'Click here to install webex.exe'.
- Bottom Right:** A screenshot of the WebEx meeting page showing the download progress bar at the bottom. The file name 'ZoomInsta...er.exe' is visible in the progress bar, and the 'Open' button is circled in red.

Attending a WebEx

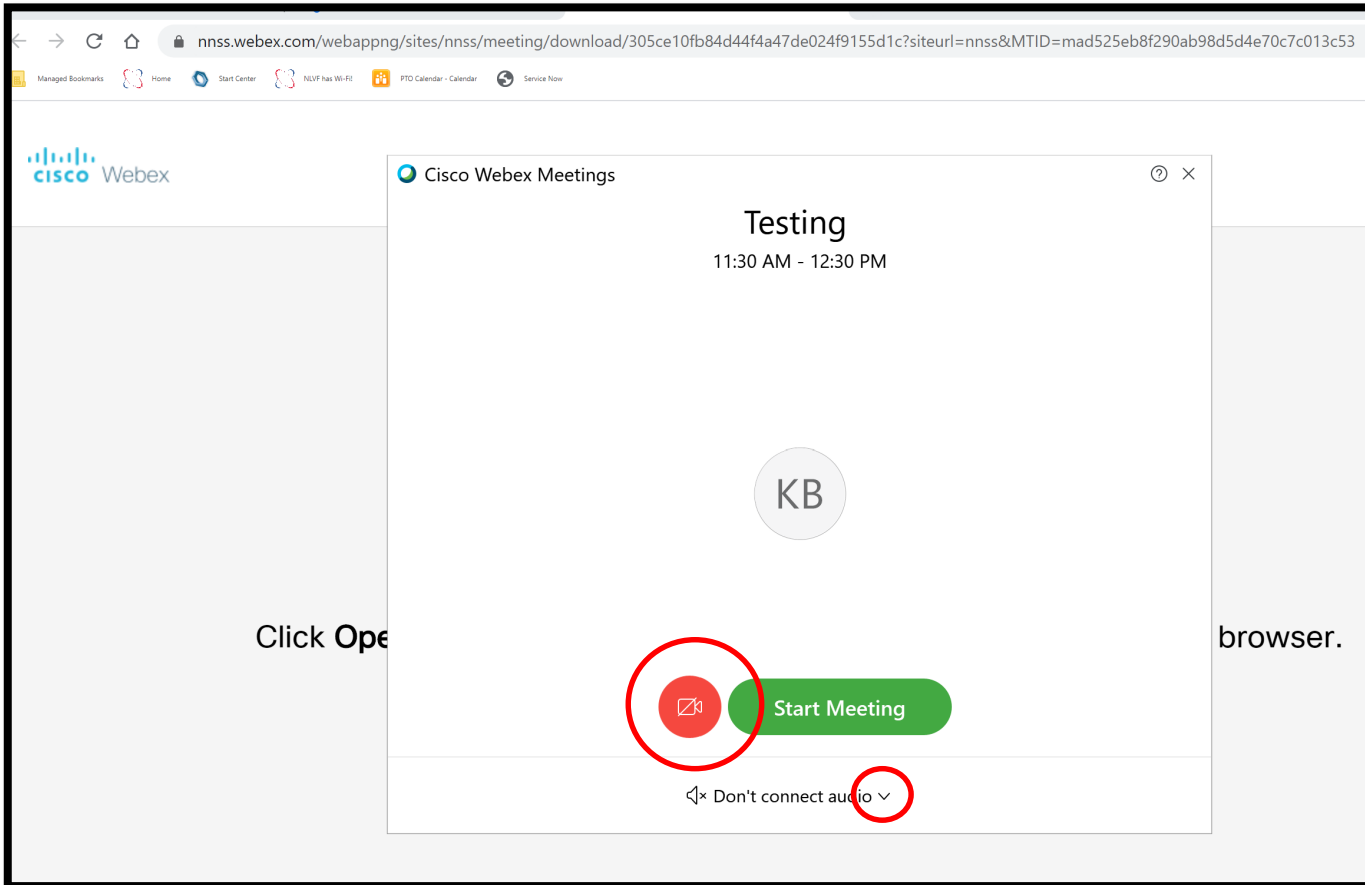
Follow steps if you already have WebEx Desktop Application downloaded.



The screenshot shows a web browser window with the URL `nss.webex.com/webappng/sites/nss/meeting/download/305ce10fb84d44f4a47de024f9155d1c?siteurl=nss&MTID=mad525eb8f290ab98d5d4e70c7c013c53`. A dialog box titled "Open Cisco Webex Meeting?" is displayed, asking to open the application. The "Open Cisco Webex Meeting" button is circled in red. Below the dialog, the page content includes the Cisco Webex logo, the word "Testing", and the date and time "Thursday, Apr 2 2020 | 11:30 AM - 12:30 PM". The main heading is "Starting Cisco Webex Meetings...". Below this, there is a text instruction: "Click **Open Cisco Webex Meetings** if you see a message from your browser. If you don't see a message from your browser, [open the desktop app.](#)" The link "open the desktop app." is also circled in red.

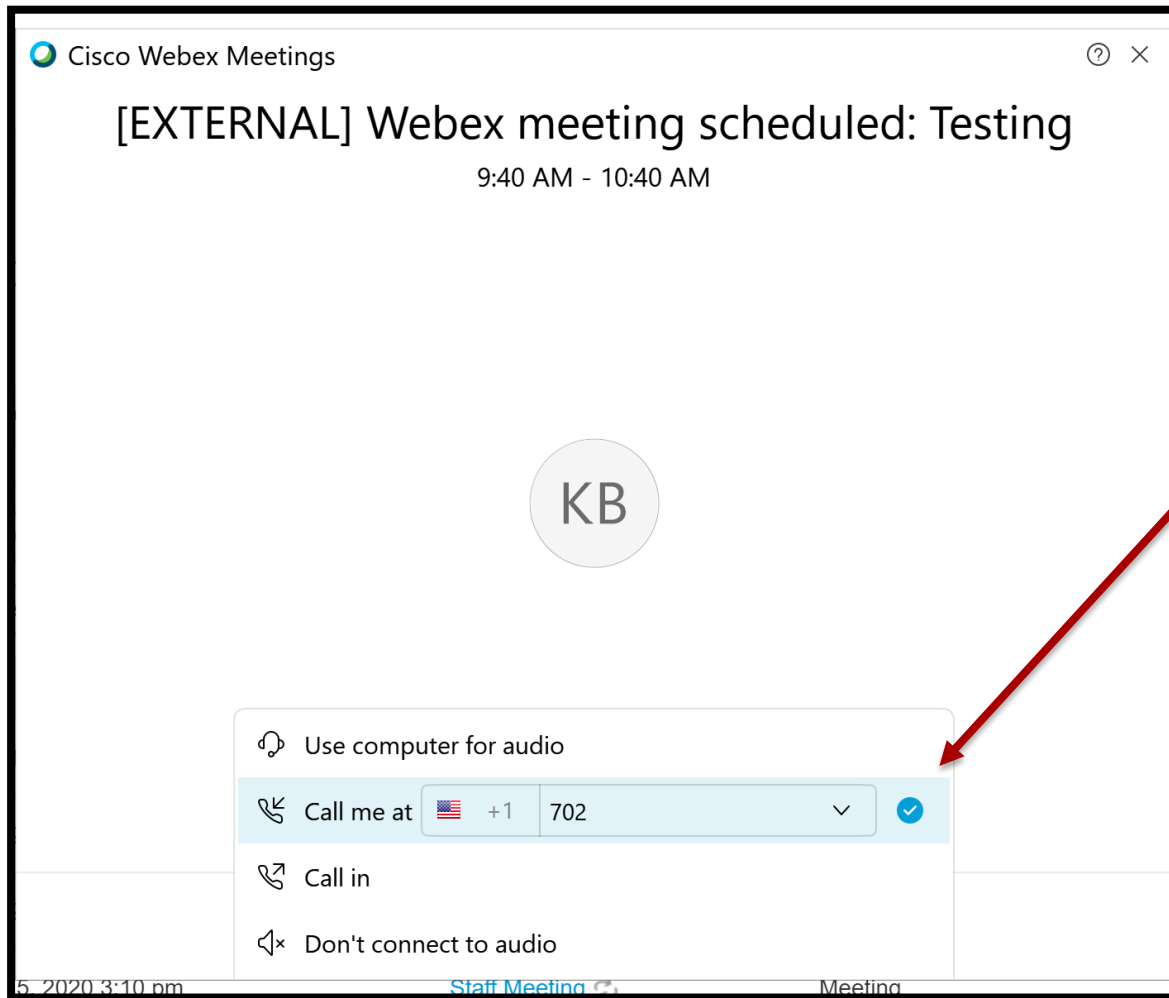
2. Click “**Open Cisco WebEx Meeting**”
3. Or click “**open the desktop app**”

Attending a WebEx



- 4. Turn your video off.
- 5. Click the audio arrow.

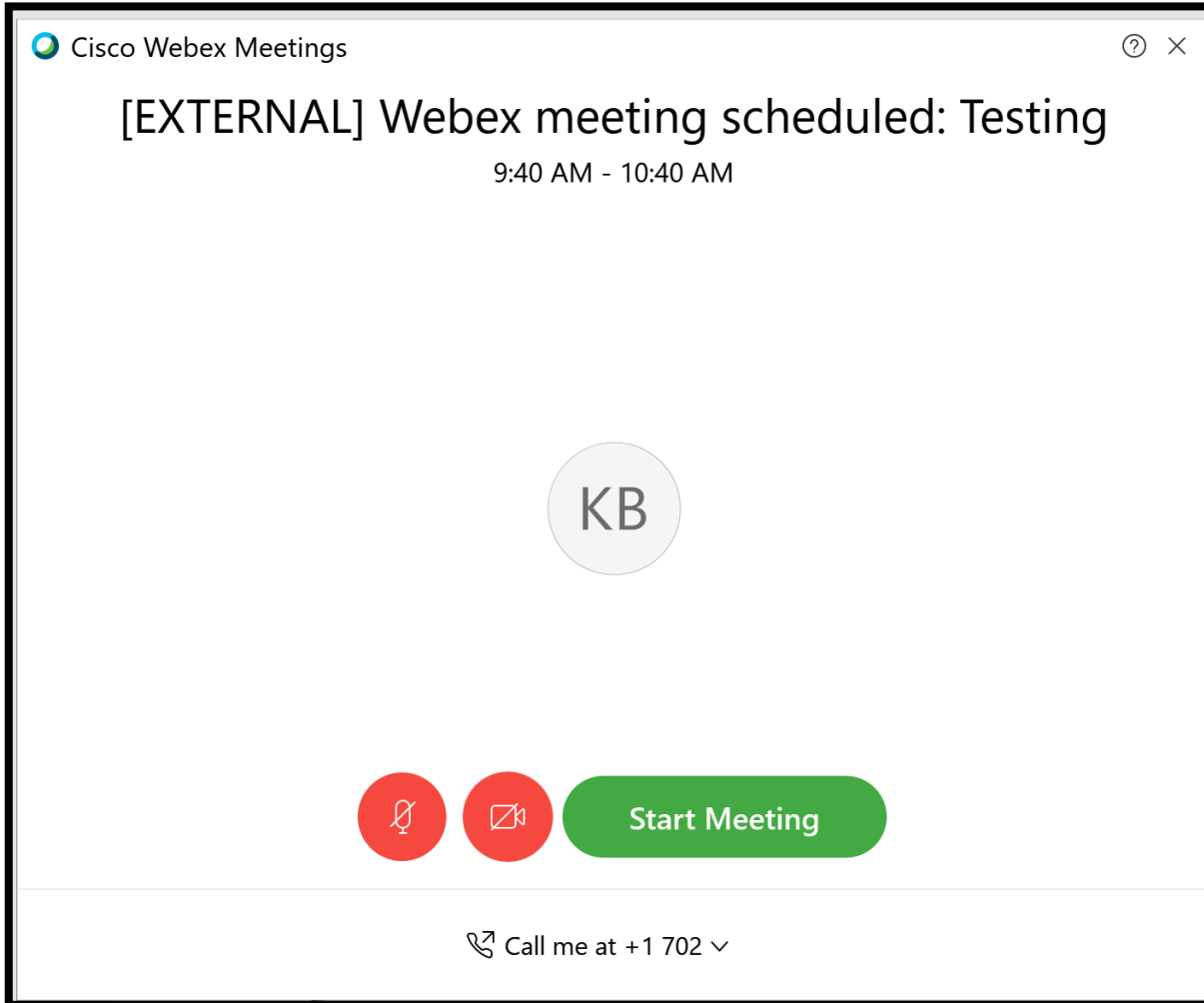
Attending a WebEx



6. Click **“Call me at”**
7. Enter your phone number.

NOTE: If this is a Meeting FOR UCNI, PII, and PHI then the “Use computer for Audio” will be the ONLY available option.

Attending a WebEx

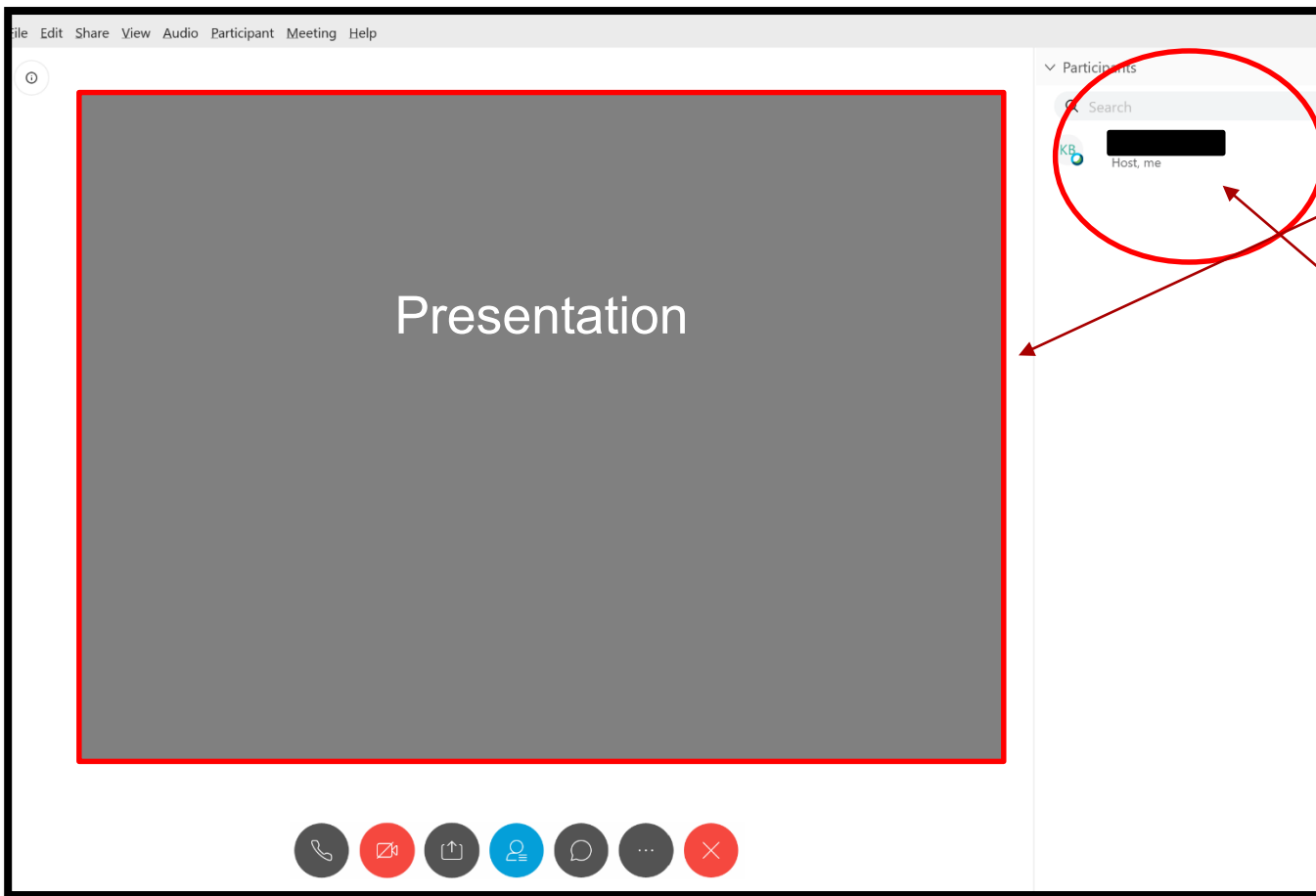


8. Click **“Start Meeting”**

9. WebEx will call you.

NOTE: The host must be present for the meeting to start.

Attending a WebEx



- 10. Screen share will appear here.
- 11. Attendees will appear here.
- 12. Enjoy your meeting!

Don't forget to mute your phone when you're not talking!

Questions?

If you require additional support, please contact Cisco at 866-229-3239.

Instructions for
SCHEDULING
a WebEx Meeting

Instructions for
HOSTING
a WebEx Meeting

Instructions for
ATTENDING
a WebEx Meeting