

# Cisco Webex Meetings Quick-Start Guide

## Webex Meetings Account Activation

1. Go to <https://rensselaer.webex.com>
2. Select "Sign In" from the upper left.
3. Enter your RPI email address
4. This will take you to the RPI login screen where you will enter your RCS ID and password (what you use to get your email).
5. At this point the system may need to install a plug-in for your browser, if asked say yes. They may also ask which webex site you want to use, if so, select "rensselaer.webex.com".
6. Once that's finished you are taken to the main menu of Webex Meetings.

## Webex Meetings Application

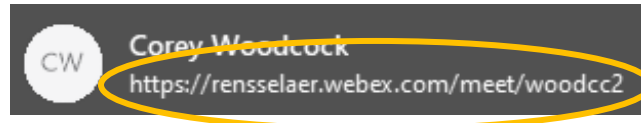
1. **Download the WebEx application**, and ask your students to as well. They can participate in the meeting with a web browser, but the application has more features.
2. **Launch the application and sign in using your RCS credentials.** The following window should open

The screenshot shows the Cisco Webex Meetings application interface. The window title is "Cisco Webex Meetings". The user profile is "Corey Woodcock" with the email "https://rensselaer.webex.com/meet/woodcc2". There are two buttons: "Start a Meeting" (highlighted in green) and "Schedule". Below these are sections for "Join a Meeting" (with an "Enter meeting information" input field) and "Upcoming Meetings" (with a calendar icon and a "Sign in to Microsoft Outlook to view all of your meetings." prompt). A "Show only Webex meetings" button is also present. At the bottom, there is a "Connect to a device" button.

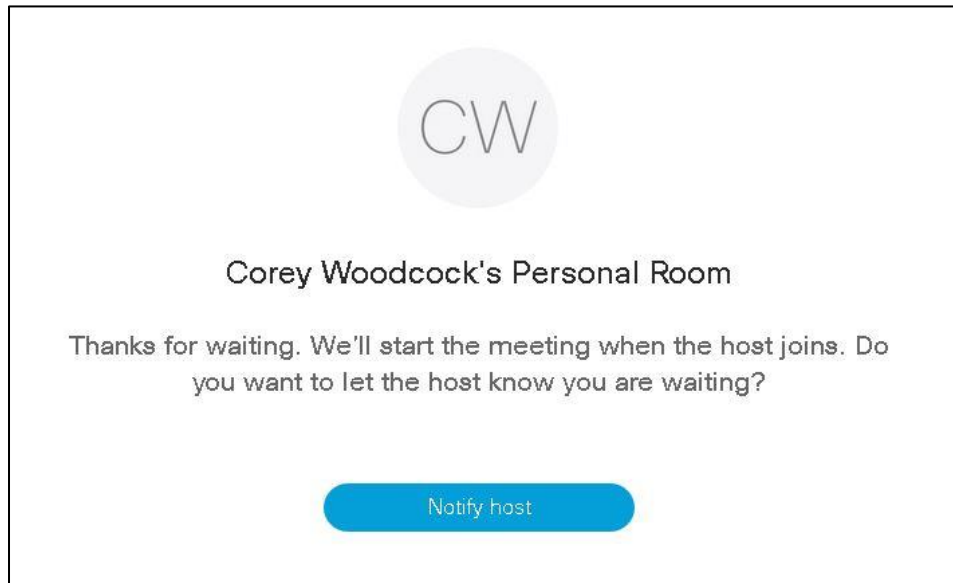
Callout boxes with arrows pointing to the interface:

- Host name and domain (points to the URL in the header)
- Start a meeting or lecture immediately (points to the green "Start a Meeting" button)
- Schedule a meeting through Microsoft Outlook (points to the "Schedule" button)
- Search for a meeting hosted by someone else (points to the "Enter meeting information" input field)
- Sync Cisco Webex with Microsoft Outlook (points to the "Sign in to Microsoft Outlook..." text)

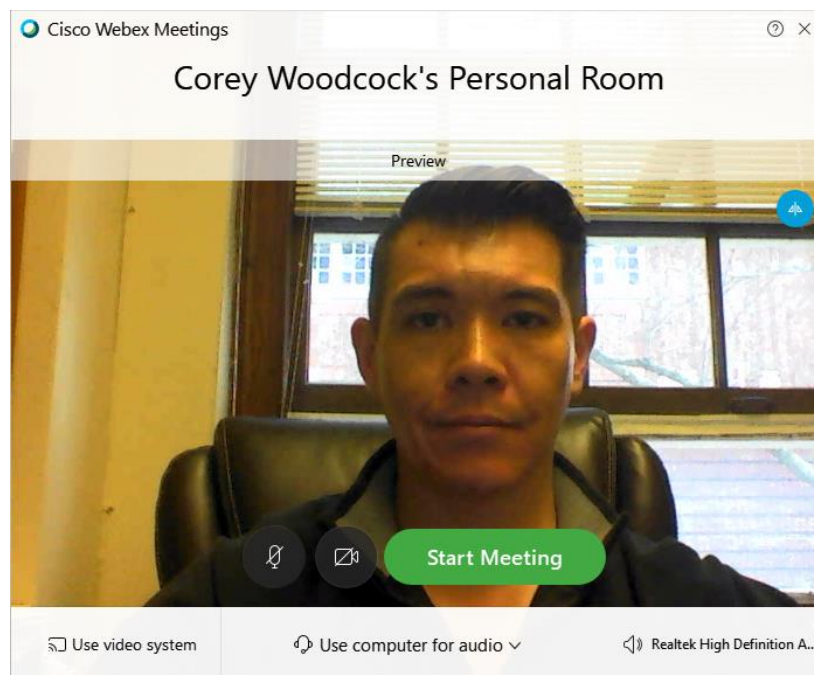
3. **The link below your username is the web address of the lecture.** You can send this to anyone who you'd like to invite.



4. **If someone logs in before you start the meeting,** they'll see this screen, with an option to notify you that someone is waiting.

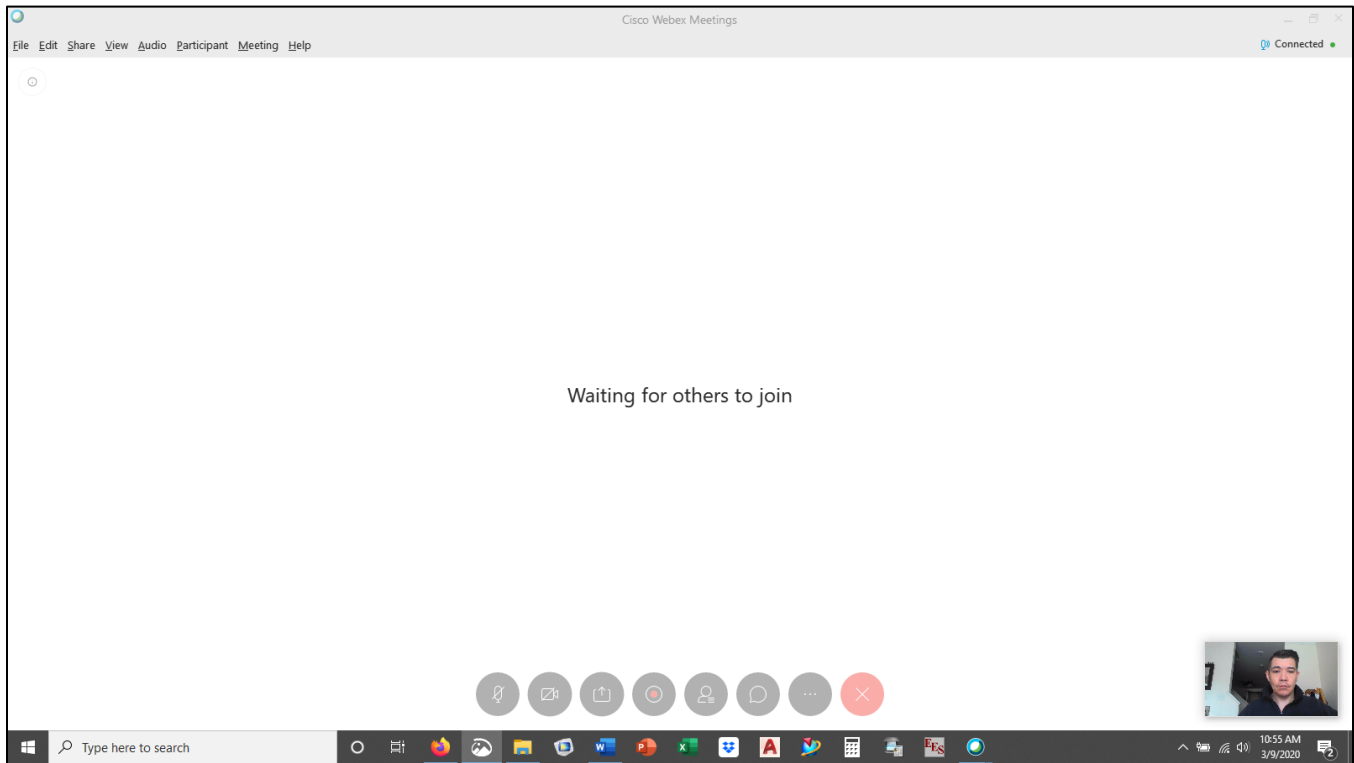


5. **To start a lecture or meeting,** click  at the top left of the window. The following screen should appear:

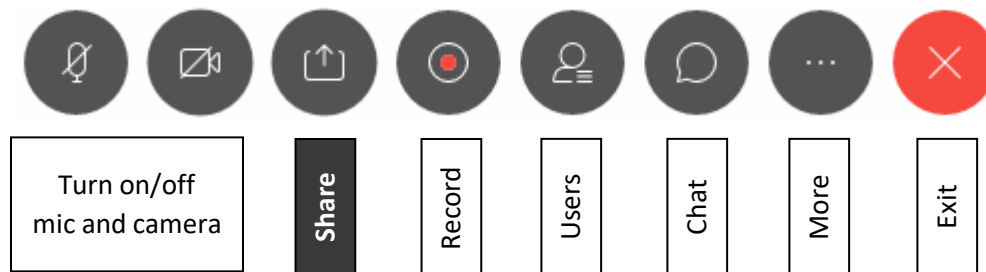


Start Meeting

6. **Simply click** **to begin streaming.** You may need to give permission to use your mic and camera. If no one else is logged in, you'll see this window:

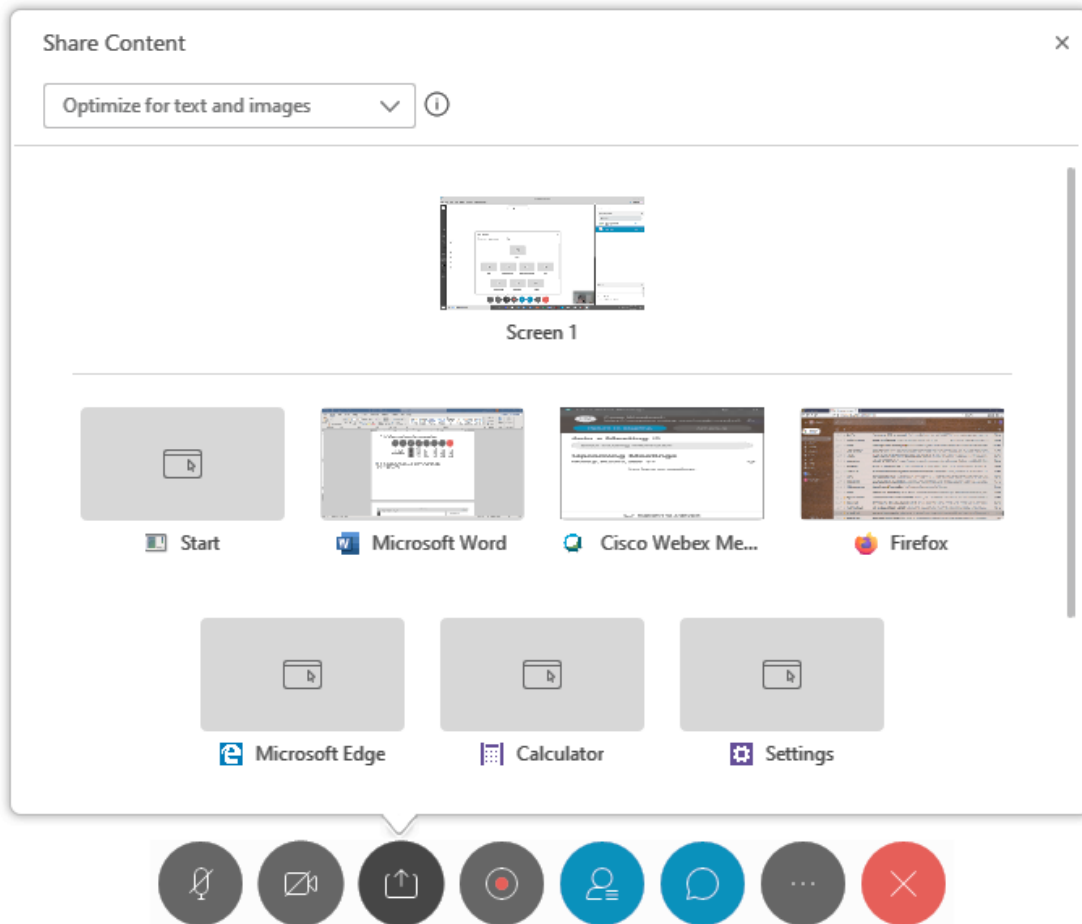


The toolbar at the bottom has the most used functions.

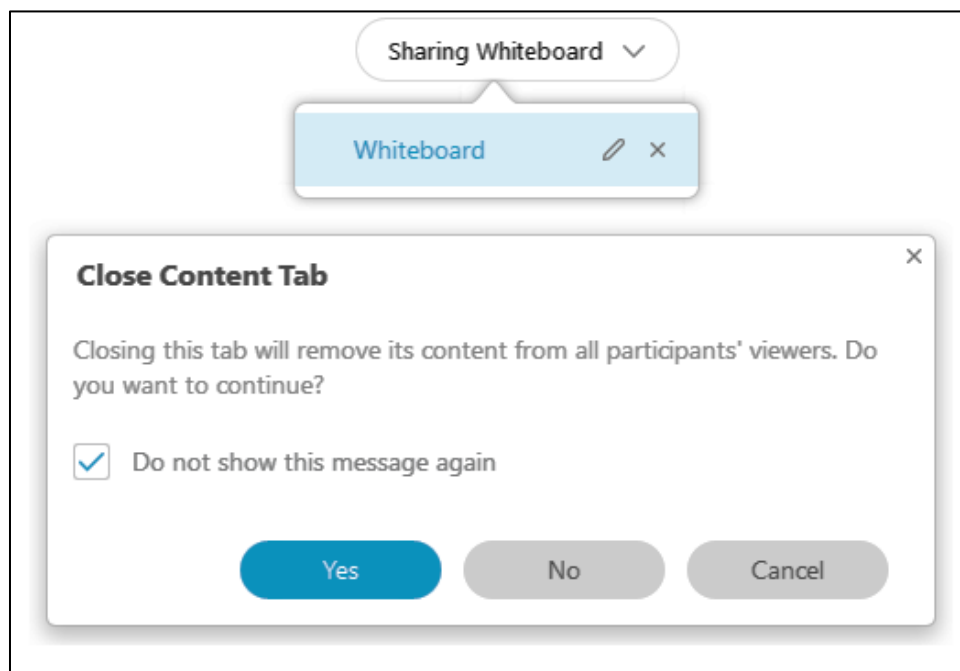


7. **To view the users in the meeting, click the Users button.** This will open a window showing all users logged into the meeting. As users log in their usernames and/or video streams will begin to populate your screen.
8. **To open a chat dialogue, click the Chat button.** You may choose to text with individual users or the entire meeting. Many students prefer this option.
9. **To video record your meeting, click the Record button.** You can save notes and whiteboard images *without* video recording.

10. To share content, click the **Share** button. You can share your screen, a whiteboard, or specific applications.



11. To stop sharing, click **stop sharing** or open the drop-down menu at the top of the screen. Click the x-button, and a dialogue window should confirm your action, as shown:



# Here's a typical whiteboard from both points of view.

Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Sharing Whiteboard

Welcome to my lecture

$In-Out+Gen=Acc$

Participants (2)

- Corey Woodcock (Host, me)
- John Doe

Chat

from John Doe to everyone: Hello Professor 11:06 AM

from Corey Woodcock to everyone: Hello, John 11:10 AM

To: Everyone

Enter chat message here

Type here to search

11:44 AM 3/9/2020

Professor View

Meeting is in progress...

https://rensselaer.webex.com/webappng/sites/rensselaer/meeting/download/772c687b16d002dc8e0533eb4fc0aa15d

Viewing Corey Woodcock's shared con...

Welcome to my lecture

$In-Out+Gen=Acc$

Corey Woodcock (Host)

Chat

Chat with All

You: Hello Professor 11:06

Corey Woodcock: Hello, John 11:10

Start

11:46 AM 3/9/2020

Student View