

Webex Virtual Meetings

Joining and creating virtual online meetings with Webex Meetings



Webex Meetings

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Introduction

i) What is Webex Meetings

- “**Webex Meetings**” is a product that provides video conferencing, online meetings, chat, and mobile collaboration services
- It is free to join a Webex meeting, and you do not need to create a Webex account to join a meeting, you only need to know the meeting number and supply an email address
- It is also free to create (host) a meeting, but you are limited to 40 minutes maximum video meeting time. You will need to create a Webex account in order to create (host) a meeting.
NB; a paid subscription removes the 40 minutes maximum video meeting time. Otherwise, simply re-start the meeting once the 40 minutes finishes (or re-start the meeting with a few minutes to go!)
- Webex Meetings can be accessed from a PC, Apple computer, mobile phones, and tablets
- Webex Meetings also allows you to join from a telephone using a standard +61 3 (03) dial in telephone numbers
**Call charges will apply*
- For more information, please visit the Webex website:
<https://www.webex.com/>

ii) Assumptions

- You already have Internet connection available on your device
- You have already created a Webex Meetings account (if you intend to Create and Host meetings)
- This guide makes references to a Computer (PC) running Microsoft Windows 10, and a Samsung Galaxy S10 mobile phone
- The Web Browser used in this document is Google Chrome
- Note; There are many video conferencing applications available, this document is for Webex Meetings only
- Using Webex Meetings via Tablet or Mobile phone, first requires the Webex Meetings “App” to be installed. It is assumed you already have the Webex app installed
 - For Android devices: visit the “Google Play” store to download
 - For Apple devices: visit the Apple store (known as “iTunes Store”)

Joining a Webex meeting from your PC

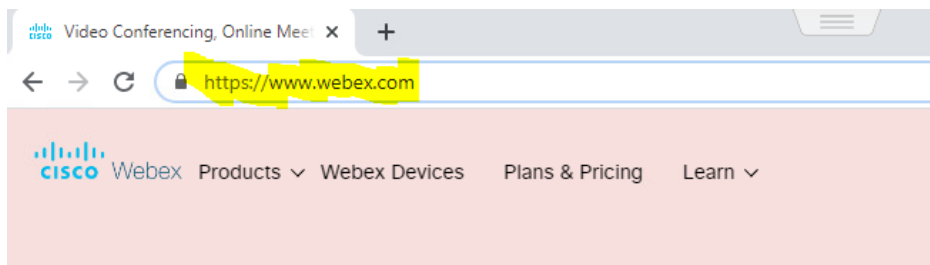
Step 1)

Ensure you first have the meeting number, or the meeting link. This should be circulated by the Host of the meetings and by group members in general

*NB: A “meeting link” automatically opens the Webex webpage (or the Webex Meetings App) and enters the meeting number for you. But for this document we will assume you have been given only the meeting number by itself

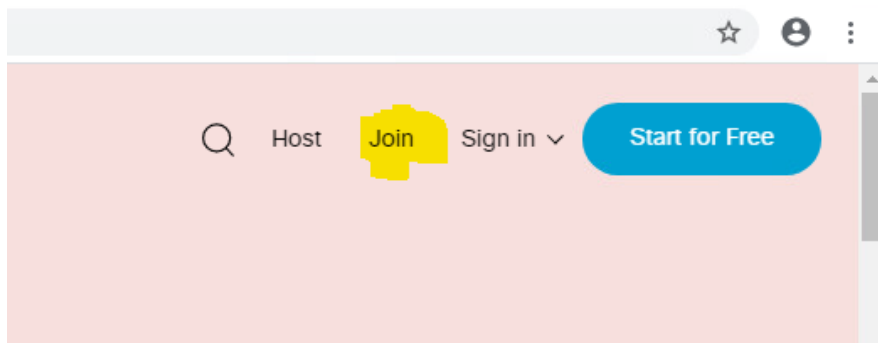
Step 2)

Open your web browser and browse to the follow website: <https://www.webex.com/>



Step 3)

Find the “join” option on the right hand-side of the page and click on Join



Step 4)

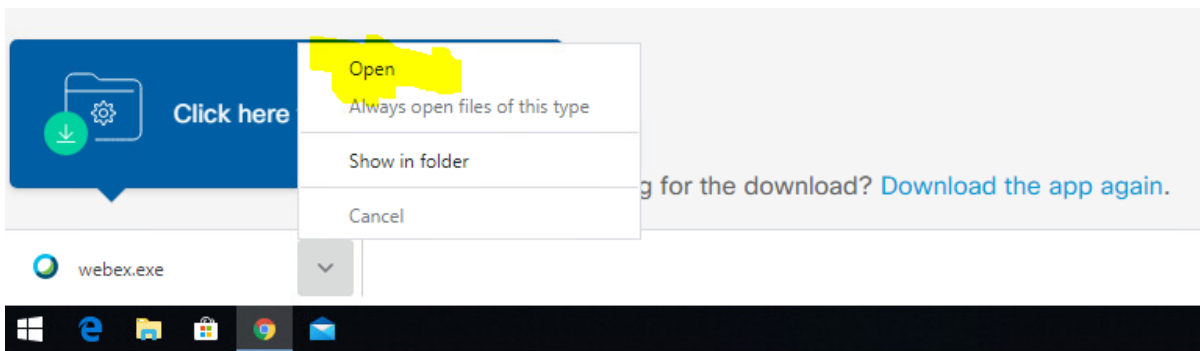
Enter your specific meeting number into the box

Join a Meeting ⓘ

Enter the meeting information

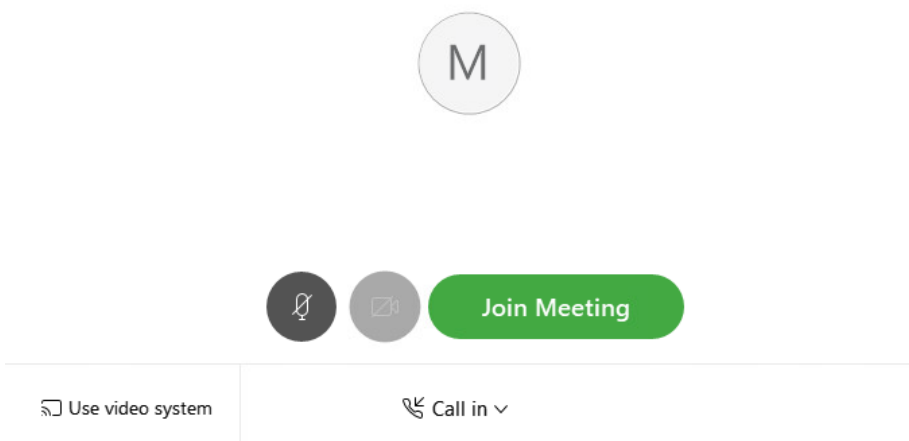
Step 5)

If this is your first time using Webex Meetings on the Computer, it will prompt you to accept a small download. Accept and open the downloaded file



Step 6)

Once the file is installed it will open a Webex Meetings window; you will need to enter a Display name and an email address in order to join the virtual meeting. Click the "join Meeting" button



***Tech Tip**

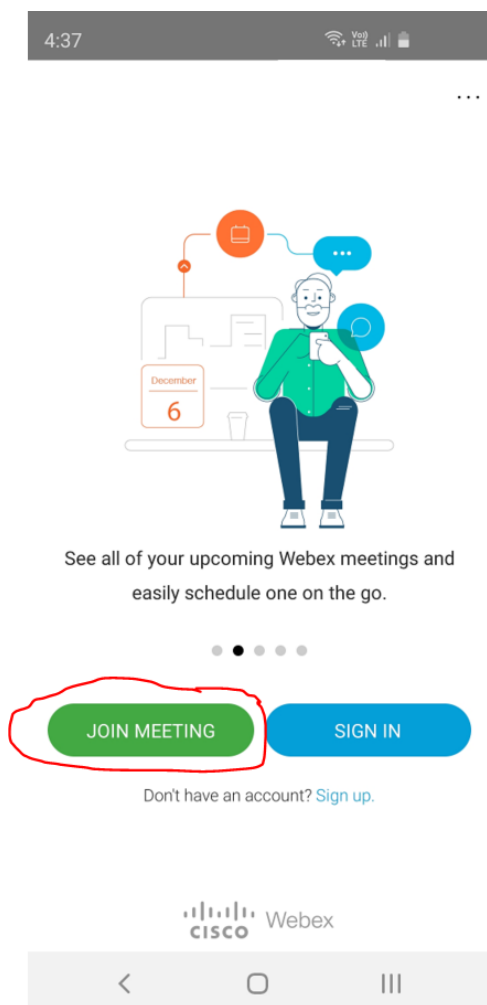
The quality of the user experience will always depend on how good your internet connection is. In the event that the quality is poor, turn off your camera and use audio only; this will increase the experience of the meeting

It's a good idea to also go on 'Mute' when not speaking, this will prevent the active speaker window from flicking around due to background noise of other people in the meeting

Joining a Webex meeting from your mobile phone or tablet

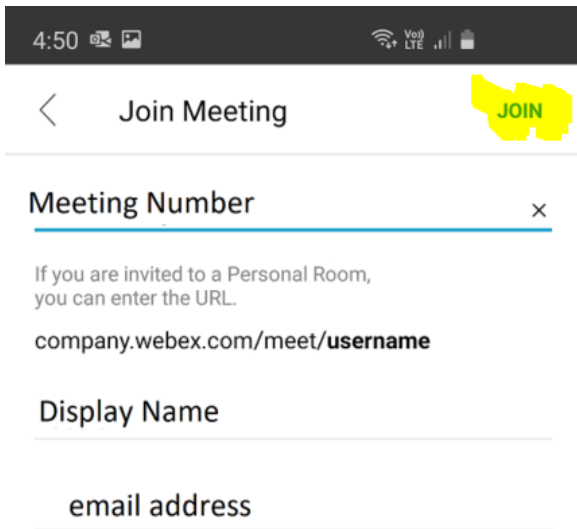
Step 1)

Open the Webex Meetings App on your phone, and tap on the "join a meeting" button (your screen may look slightly different than below)



Step 2)

Enter the meeting number in the field at the top, enter your display name (this can be anything), and enter your email address. And then press on “join”



4:50

Join Meeting

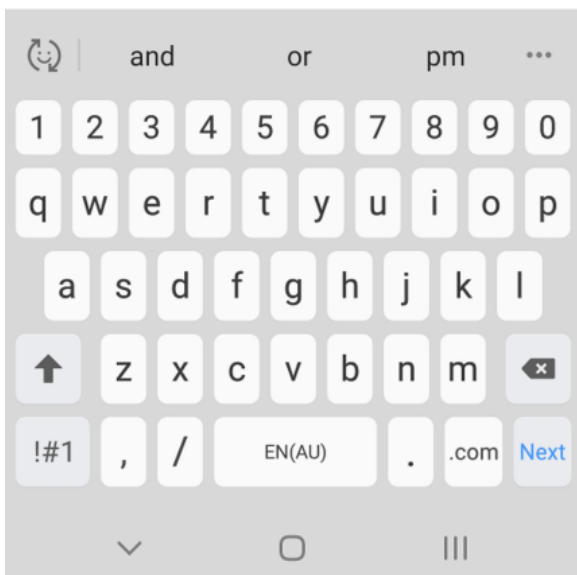
JOIN

Meeting Number x

If you are invited to a Personal Room,
you can enter the URL.
company.webex.com/meet/**username**

Display Name

email address



Step 3)

You will proceed into the meeting.

***Remember, if you have been given a meeting link, the Webex Meetings app will automatically open and the meeting number will be added automatically*

Joining a Webex Meeting from a Telephone using a normal telephone number

Notes on Dial-In)

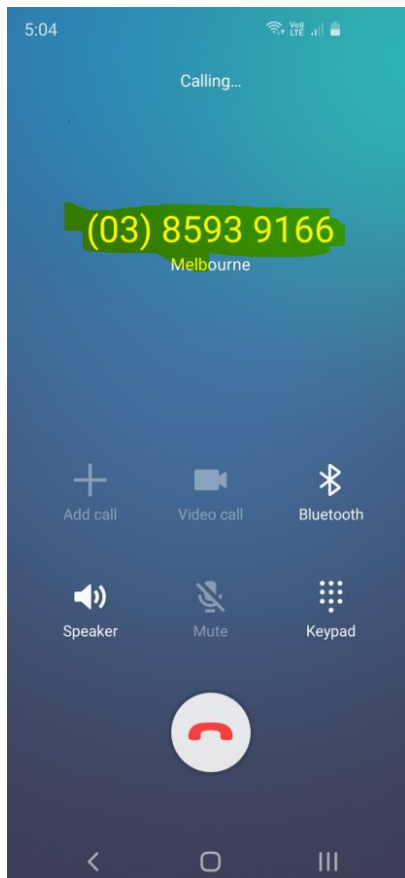
- Webex Meetings allows you to join a meeting using an ordinary handset (landline or mobile phone) via a Tolloed phone number
- It doesn't matter if it's a video Webex Meeting, you can still join by dialling a phone number (you will obviously not be able to see the other video participants!)
- You can have both dial-in participants as well as those joining from Computers and tablets
- IMPORTANT: We are assuming the Host has setup their account to be in their correct region, that way the dial in number will reflect your location.
- Standard carrier costs apply

Step 1)

Open your mobile phone or your landline telephone, and dial this number:

(03) 8593-9166 *This is for Melbourne based callers

(02) 9338-2218 *This is a generic Australia Wide number in case you're dialling from interstate



Step 2)

You will be prompted to enter the "access code"; this is the Meeting number circulated by the Host of the meeting. Dial the meeting number directly into the keypad and press #

Eg, **572003514#**

Step 3)

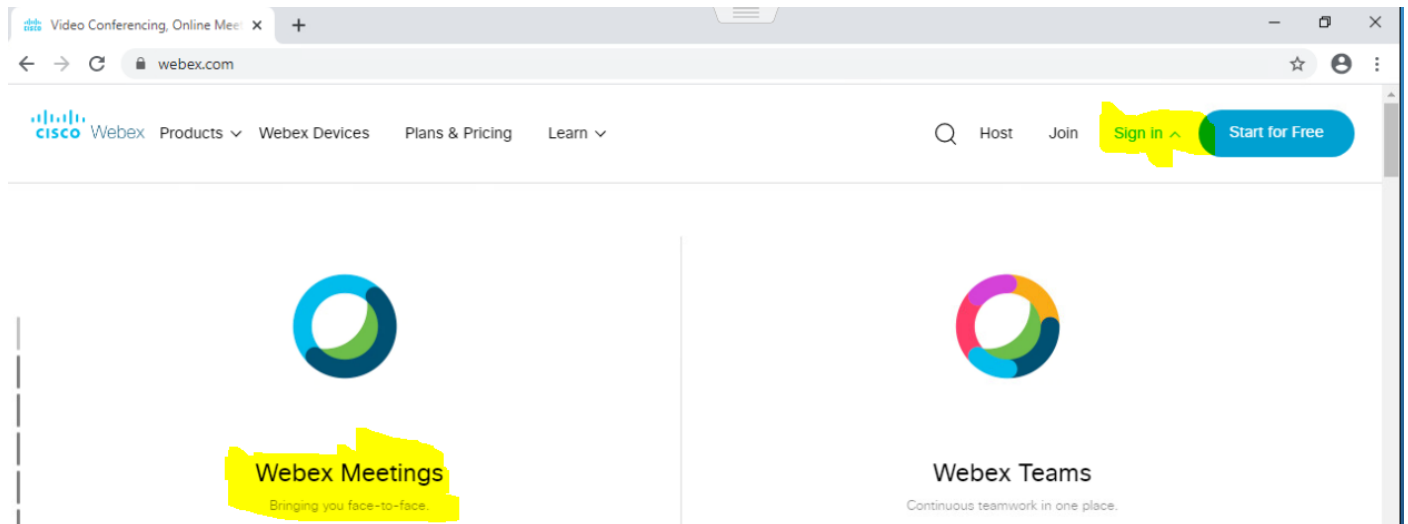
You may be prompted to enter an 'Attendee ID', you can simply **press # to skip this step**

You will proceed into the meeting..!

Creating and Hosting a Webex Meeting from your PC

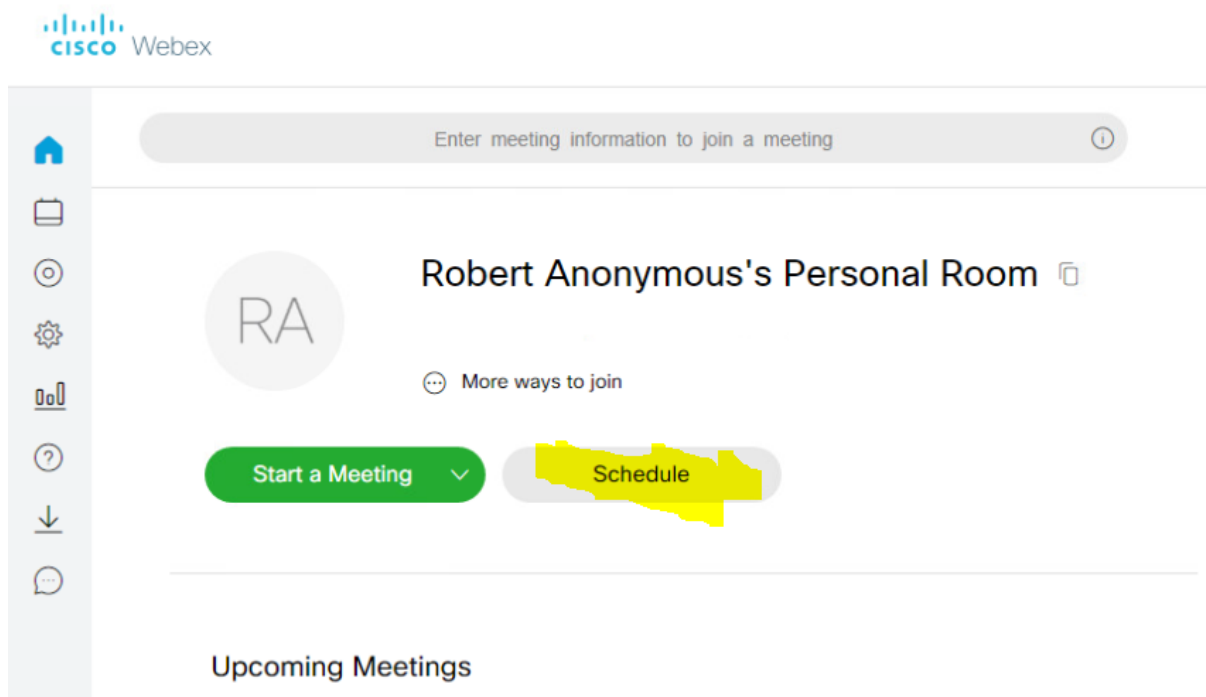
Step 1)

Navigate to <https://www.webex.com/> and Click on “Sign in”, and then select “Webex Meetings” (not Webex Teams) (NB, This section assumes you have already created your free Webex Meetings account)



Step 2)

- Once logged in, you will have the option to “Start a Meeting” or “Schedule” a meeting.
- Best practice is to “Schedule” a new meeting as this creates a unique meeting ID for each meeting rather than use your permanent meeting number assigned to your account.
- You might want to do this if you want to have a specific meeting ID for each meeting you intend to host
- But you can simply opt to “start a meeting” if you prefer



Step 3)

- Go through and fill in the meeting details as required (if you choose to 'Start a Meeting' this wont apply)
- Any field with the '*red asterix*' is a mandatory field

Enter meeting information to join a meeting English

Schedule a Meeting

Meeting templates Webex Meetings Default

* Meeting topic

* Meeting password

Date and time Saturday, 28 Mar, 2020 8:00 pm Duration: 1 hour 30 minutes ▼
(UTC+11:00) Canberra, Melbourne, Sydney ▼

Recurrence

Recurrence pattern Weekly ▼

Recurrence on Every week(s)

Sun Mon Tue Wed Thu Fri Sat

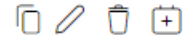
Ending

No end date

Step 4)

- Once you have successfully created your scheduled meeting, you can then circulate the meeting information.
- Below, the highlighted sections show the various ways others can join the meeting. Send the info as needed.

Oakleigh Saturday night AI Anon



Hosted by Robert Anonymous

● 5:00 PM - 6:30 PM | Saturday, Mar 28 2020 | (UTC+08:00) Kuala Lumpur, Singapore

Recurrence: Occurs every Saturday effective 3/28/2020 from 8:00 PM to 9:30 PM, (UTC+11:00) Canberra, Melbourne, Sydney

Start Meeting

Meeting Information

Meeting link: <https://meetingsapac2.webex.com/meetingsapac2/j.php?MTID=m3eadc64b80920e068536ad230ecada6b>

Meeting number: 570 143 293

Password: Recovery

Host key:

More ways to join

Join by video system Dial 570143293@meetingsapac2.webex.com
You can also dial 210.4.202.4 and enter your meeting number.

Join by phone +61-3-8593-9166 Australia Toll (Melbourne)
+61-2-9338-2218 Australia Toll

Access code: 570 143 293

[Global call-in numbers](#)

Step 5)

- When it's time for the meeting, log in, go to "Meetings" menu, and click on "Start Meeting"
- The meeting will now commence, and others can join. Congratulations...!

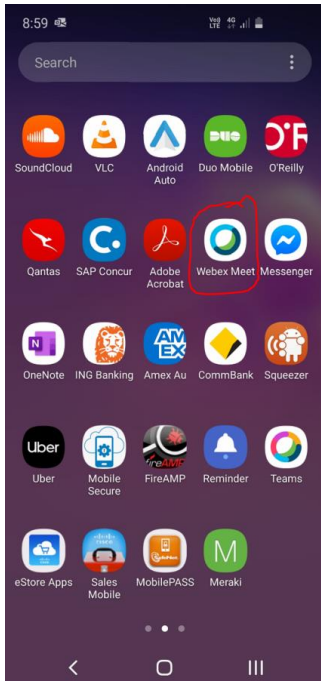
(NB; Remember, the free account has a 40 minute maximum meeting time. You will need to re-start the meeting after 40 minutes)

The screenshot displays the Cisco Webex user interface. On the left is a navigation sidebar with the following items: Home, Meetings (highlighted in yellow), Recordings, Preferences, Insights, Support, Downloads, and Feedback. The top right of the main area contains a search bar with the text "Enter meeting information to join a meeting". The main content area shows a meeting titled "Oakleigh Saturday night AI Anon" with icons for copy, edit, delete, and share. Below the title, it states "Hosted by Robert Anonymous" and "5:00 PM - 6:30 PM | Saturday, Mar 28 2020 | (UTC+08:00) Kuala Lumpur, Singapore". A recurrence note follows: "Recurrence: Occurs every Saturday effective 3/28/2020 from 8:00 PM to 9:30 PM, (UTC+11:00) Canberra, Melbourne, Sydney". A prominent yellow "Start Meeting" button with a dropdown arrow is located below the meeting details.

Creating and Hosting a Webex Meeting from your Mobile phone or tablet

Step 1)

Locate and Open your Webex Meetings app on your device

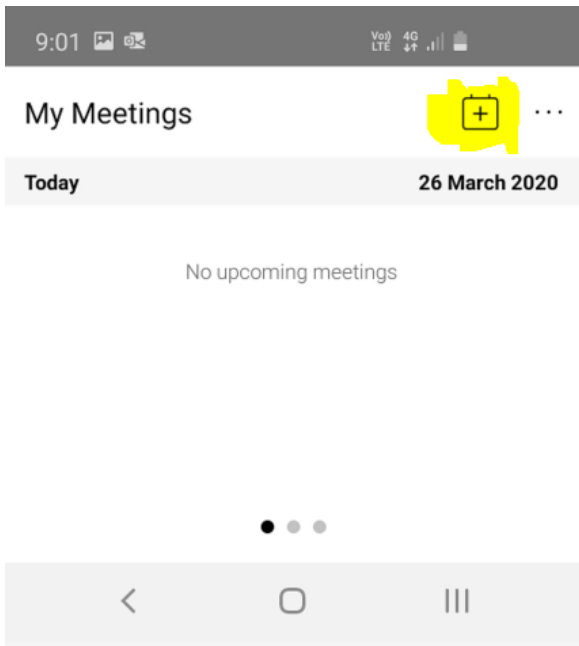


Step 2)

Press the “sign in” option and enter your Webex account details

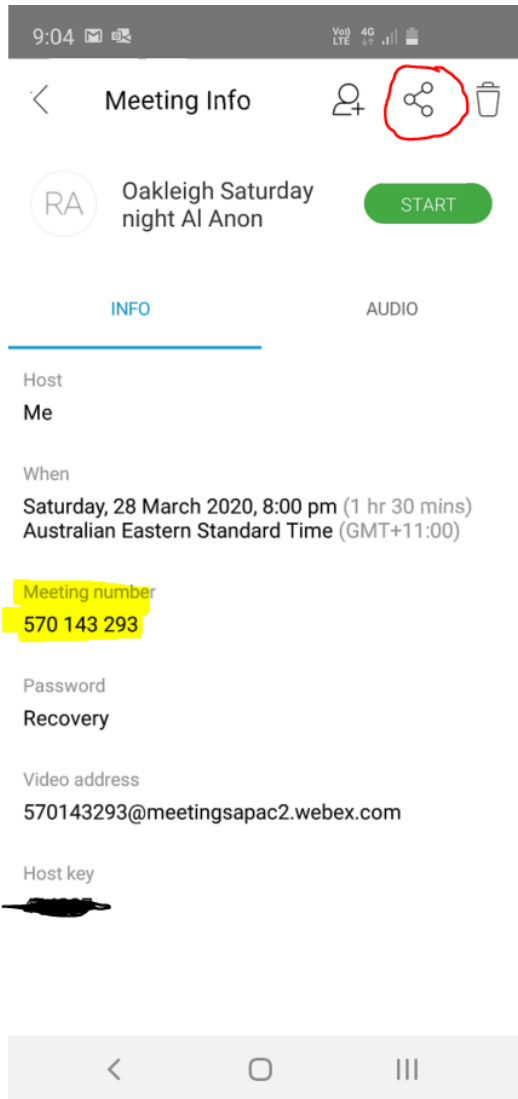
Step 3)

Once signed in, press on the + icon to schedule a new meeting

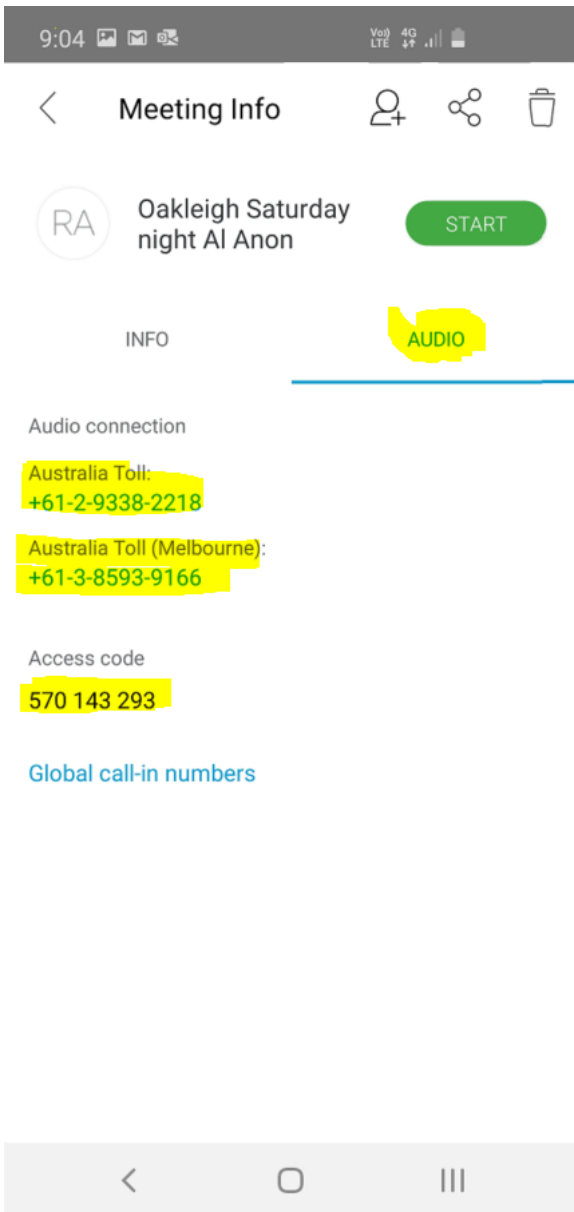


Step 4)

- Go through and enter all the relevant meeting information. Once finished, take note of the Meeting Number (highlighted).
- You also elect to share the meeting information directly from that screen (circled in red)



- Slide across to the Audio section in order to see the dial-in number needed for others to join via a telephone call



Step 5 Optional)

- Optionally, if you do not want to Schedule a meeting, you can simply and quickly “Start Meeting” that will use your personal meeting number attached to your Webex Meetings account
- To access this option, swipe the screen left to expose the second menu (shown with red arrow)
- Press on “Start Meeting”
- Press the *i* icon (highlighted) to expose all the meeting information needed for others to join the meeting

