WEBEX MEETINGS
QUICK REFERENCE GUIDE
FOR FACULTY/STAFF/STUDENTS

Activation/Log In

Webex is a web-based collaborative technology service that allows users to share resources (documents, desktop, web browser, applications, etc.) securely and communicate with each other using voice, video and text chat. You may participate in a Webex session by using the computer or the telephone for audio. Participants must have a headset with a microphone, or speakers with a microphone to use computer audio.

Note: Though participants may use web cameras, they are not required. Most web cameras have built-in microphones but may capture additional background noise. It's recommended to use a headset or ear buds.

Why Use Webex?

- Collaboration with research colleagues
- Interviews
- Guest lectures and presenters
- Collaborate with colleagues across campus or across the country
- Meet online - share files, info, and expertise
- Record a meeting with video and audio
- Communicate during campus emergencies
- Schedule vendor and consultant meetings
- Save on travel costs and schedule impromptu meetings

Basic Troubleshooting

- Unmute Microphone
- Make sure your PC speakers are off if using a Headset with a built-in microphone
- Notice light on camera when sharing video
- Make sure Mic is muted, if you have background noise or not speaking
- Use headsets for noise cancellations
- Have camera face-down on desk or flat surface when not in use

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Logging into Webex

1. From your web browser, type umaryland.Webex.com in the address bar.
2. Click the **Sign In** button in the upper right hand corner.
3. You will be redirected to the **UMB Web Authentication** page for DUO Authentication. Enter your **UMB ID** and **password** and use **DUO** to authenticate.
4. Click **Login**.

Meeting Types

There are two types of meetings:

- **Personal Meeting Rooms** – Available at all times and can be accessed by sharing the host's unique and personal URL
  - Example https://umaryland.Webex.com/meet/<hostID>
- **Scheduled Meeting** – Hosts can arrange a time for a meeting - the meeting uses a one-time link that a host may email to participants. This can also be used for recurring meetings.

Personal Room Meetings

To start a Personal Room Meeting:

1. Log into Webex.
2. Click **Start Meeting**.
3. On the left side, click **More Option**s under **Connect to Audio**.
4. Select your preferred audio option:

   I Will Call In – A telephone number is provided and you call in

   Call Using Computer – Audio is provided by the microphone connected to your computer

   If you choose **Call Using Computer**, you will be able to adjust the volume of your speaker and your microphone:
   - Select the **Connected to Audio** button
   - Adjust the **Speaker** and **Microphone** type and click **Test** after making selections
   - Click **OK**
5. Click the **X** in the right hand corner when you are done.
6. To turn on your video, click the **video camera** icon next to your name in the participant's list on the right side of the screen.
7. To turn off your camera, click the **video camera** icon again.

Managing the Meeting

Lock the Room:

1. Click **Lock Room** under your meeting number.
2. After locking the room, new participants will wait in the "Lobby" and you will receive a notification that a participant is waiting.
3. To let them in, click **Admit**.

Prevent Sharing Without Host Permission:

1. From the **File** menu at the top, click **Participant**.
2. From the drop-down menu, uncheck the option **Anyone Can Share**.

Muting and Unmuting:

1. Click the **Participant** menu at the top of the screen.
2. Click **Mute on Entry**.
3. To unmute a participant, click the mic by their name in the participants list.

Note: Users can always mute and unmute themselves too.

The User Interface

Webex Meetings (Personal Room)

1. Log into Webex (Umaryland.webex.com) and go to Classic View to see Webex Meetings tab at the top of your screen. *Note: The first time you login to Webex, you are in Modern View.*

2. Click on the **Webex Meetings** tab at the top of the screen.

3. Under **Host a Meeting**, click **Schedule a Meeting** on the left side of the page.

4. Type a **Meeting Topic**, **Password** and **Confirm password** *(Required. Feel free to create a new password)*.

5. Set the **Date** and **Time** of your meeting.

6. Set the intended **Duration**.

7. Invite attendees by either:
   - Typing their email addresses separated by a comma or semicolon in the **Attendees** box.
     -OR-
   - Checking the box beside **Send a copy of the invitation email to me**. You will receive a message in your email inbox with the subject *(Forward to others)* **Meeting Invitation**. Forward that email to the recipients of your meeting.

8. Click **Start** *(Green button)* after entering the Required Fields.

The Meeting Session Window

The meeting session window looks and acts the same for both your personal room and scheduled meetings. You may open, close, expand or minimize the panels on the right hand side.

Panel Descriptions

- **Participants** – See who is attending a session.
- **Text Chat** – Type messages between the host and attendees.
- **Notes** – Type notes during the meeting. These notes may be saved as a .txt file and distributed later.

Sharing Menu

When sharing items in Webex, a sharing menu will appear at the top of your screen. Move your mouse over the menu to show your sharing options.

- **Stop Sharing** – Stops sharing of the item; participants will only see the Webex screen.
- **Pause** – Participants see a frozen pane what you were sharing until you un-pause the pane.
- **Share** – Allows you to share other items.
- **Assign** – Allows another person to be presenter, pass the keyboard, or annotate what you are sharing.
- **Audio** – Allows you to connect to the meeting audio and opens the Volume dialog box.
- **Lock** – Prevents others from joining without your permission.
- **Annotate/ Note**s – Opens a pop-up of the panel and lets you annotate documents.

Sharing and Support

Sharing Options in Webex Meetings

The host and presenter have the ability to share a multitude of resources.

Click the **Share** pull down menu and choose from the following selections:

- **My Desktop** - If you have more than one monitor, you are able to choose which monitor your participants will view.
- **File** *(Including Video)* - Share a PowerPoint presentation, Excel spreadsheet, Word document, PDF and more.
- **Application** - Share Word, Excel, PowerPoint or any other application running on your device. Allows anyone in the meeting to access all the application functions. Participants can see the changes.
- **Whiteboard** - A virtual whiteboard may be used to take notes. Participants can see everything you write or draw.
- **Web Content** - Share a web page with your participants so they may independently browse the page.
- **Web Browser** - This option will open your web browser for participants to view. You will be in complete control of its functions
- **My Session Window** - Participants will be able to see what you are viewing as the host or presenter while conducting a Webex session.

Webex Support and Training Offerings

UMB specific Self-Help Training Material.

Go to www.umaryland.edu/Webex for Quick Reference Guides and Videos.

On-going Virtual Training Sessions. All are welcome.

Webex Training

Webex Support Resources

There are numerous resources available to you for troubleshooting and support. Many of them are available at all times while others are limited to business hours.

UMB SUPPORT

To request a Webex License or inquiries about using Webex, please contact your School for further assistance/guidance.

- SOM (School of Medicine) - Help@som.umaryland.edu

- SON (School of Nursing) - Help@umaryland.edu

- SOL (School of Law) - Infoserv@law.umaryland.edu

- SOP (School of Pharmacy) - Help@rx.umaryland.edu

- SOD - Sodhelp@umaryland.edu

- SSW (School of Social Work) - Sswmediacenter@ssw.umaryland.edu

- CITS and Central Administration Staff - Help@umaryland.edu

General support hours: **8:00am - 5:00pm, Monday - Friday**

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