McMaster University | DeGroote School of Business — Education with Purpose

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

☏ (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Getting Started with WebEx: Instructor Guide

In this document we cover

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Creating a WebEx Account

To create a WebEx account, log into http://avenue.mcmaster.ca/support with your MacID and password. Then, click the **WebEx** tab and select **General Support Request**.

Educational Techologies Support for The MacPherson Institute

Welcome! You can raise a support request for one of the technologies below.
Support is provided by The Paul R. MacPherson Institute for Leadership, Innovation and Excellence in Teaching.

What do you need help with? 🔍

Avenue to Learn

Learning Portfolio

WebEx

Wiki

Other

🖥 General support request

Then fill out the form and click the "Create" button at the bottom.

Role

None ▾

Other Role (optional)

Enter your role at the university here if it is not found above

Support or service requested

[Select] ▾

Additional Information (optional)

Create   Cancel

McMaster | DeGroote
University | SCHOOL OF BUSINESS | EDUCATION WITH PURPOSE

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Downloading WebEx on your device

Once your WebEx account is created, visit mcmaster.webex.com and click the **download** button to install the Cisco WebEx Meetings desktop app.
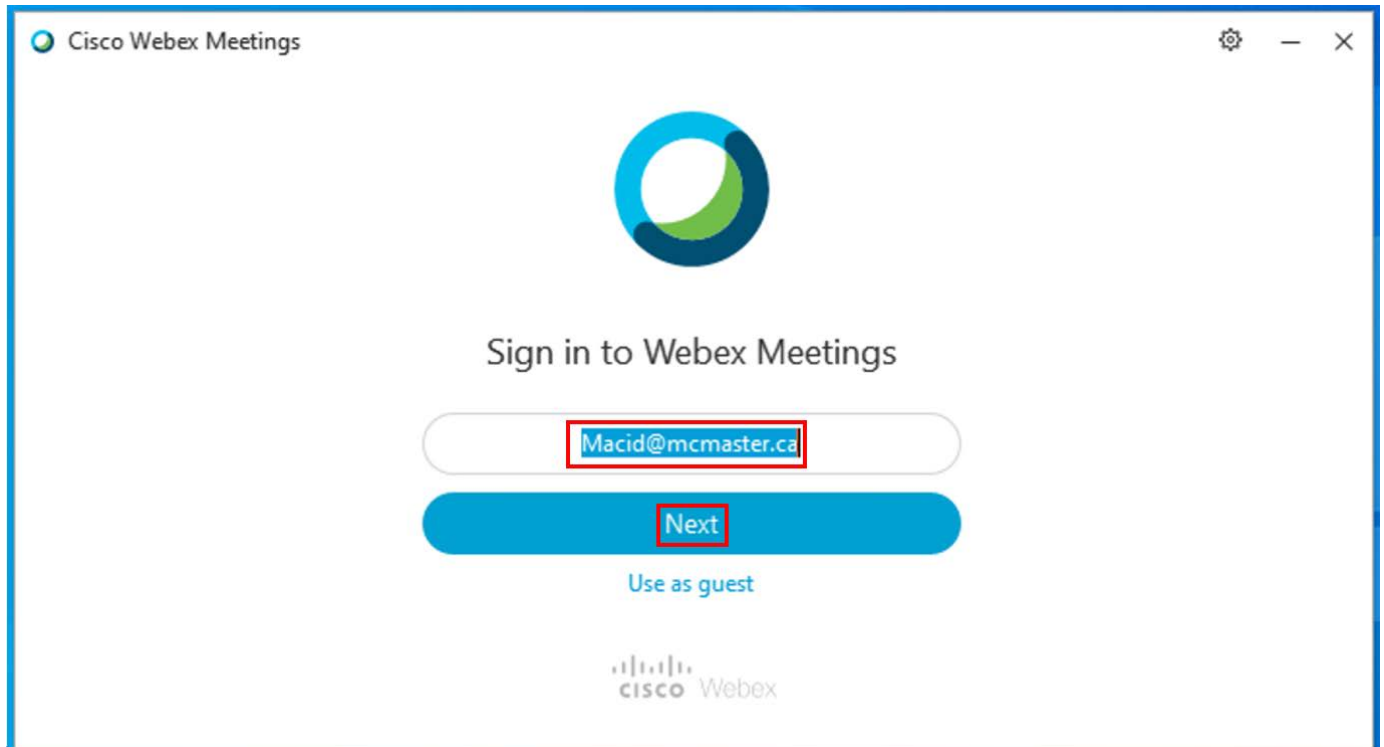
English | Sign In

Join a Meeting ⓘ

Enter meeting information

Cisco Webex Meetings desktop app

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

Download

Once the application has been installed launch it, enter in your account details and then click **Next**

○ Cisco Webex Meetings   ⚙ — ✕

Sign in to Webex Meetings

Macid@mcmaster.ca

Next

Use as guest

cisco Webex

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

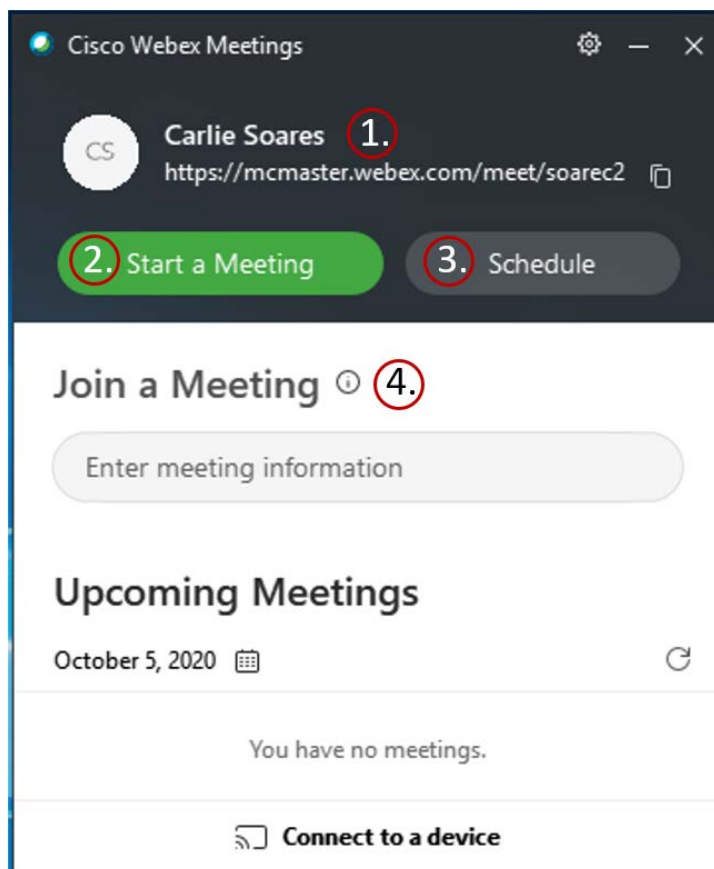📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Using WebEx: Desktop App and Web App

WebEx can be used both through the desktop application and the website. We recommend downloading the desktop app as it more suitable for running lectures, and the website is more suitable for locating student analytics and seeing your recorded files. While you can teach through the web version, we suggest using the desktop application.

WebEx Desktop Application

1. **Personal Meeting Room Link**: Send this link to anyone you would like to meet with, without having to schedule a meeting. Anyone with this link can meet with you in your "Personal WebEx Room".

2. **Start A Meeting**: By selecting "Start a Meeting", you are opening your Personal Meeting room to anyone who has the link. You can also invite other attendees who don't have the link once the meeting is started.

3. **Schedule**: Schedule a WebEx Meeting for a future date through your Outlook calendar and invite attendees via email.

4. **Join A Meeting**: You can join a WebEx meeting by entering a personal room code or enter a meeting number or meeting link.

McMaster University | DeGroote SCHOOL OF BUSINESS EDUCATION WITH PURPOSE

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
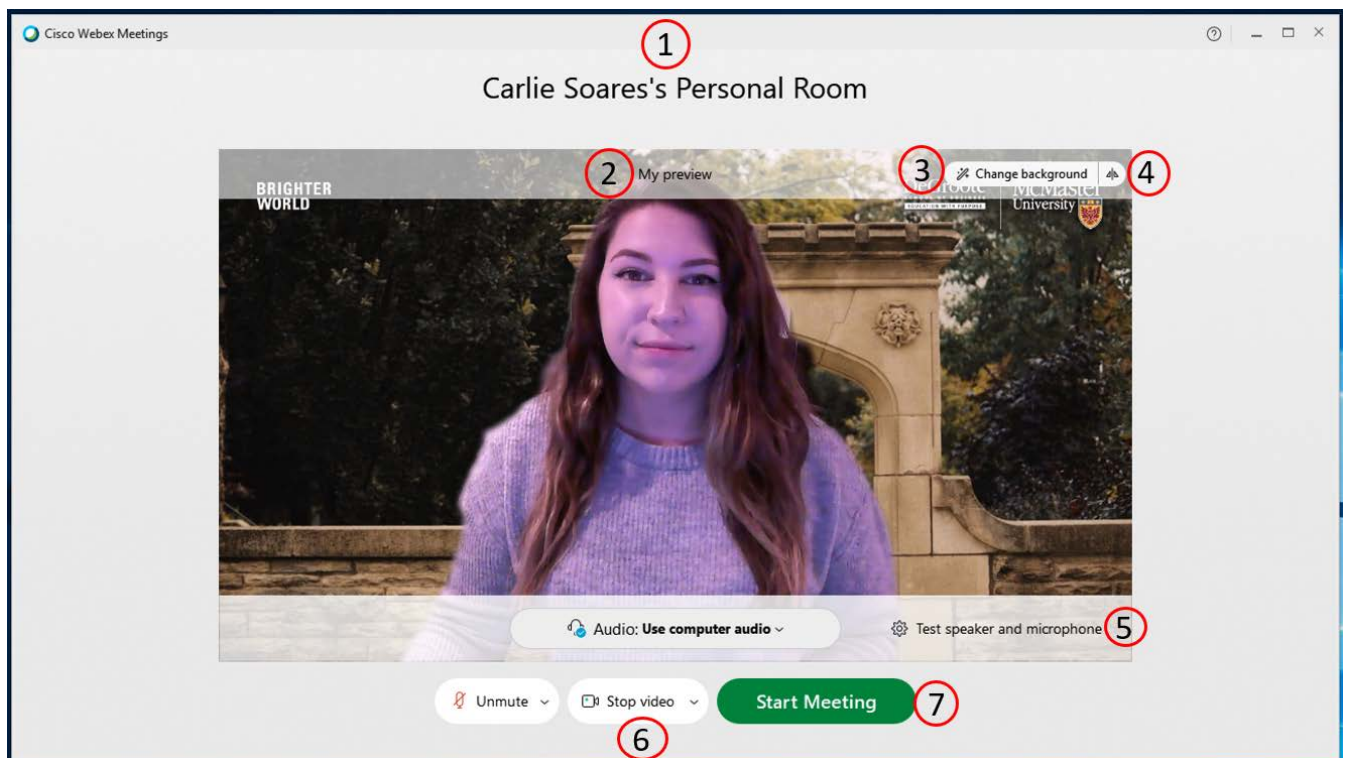🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Hosting A WebEx Meeting

However you choose to start your meeting, a window will appear that will give you a preview of your settings before you join the meeting. Here, you can customize your video and audio settings. You can also change your background.
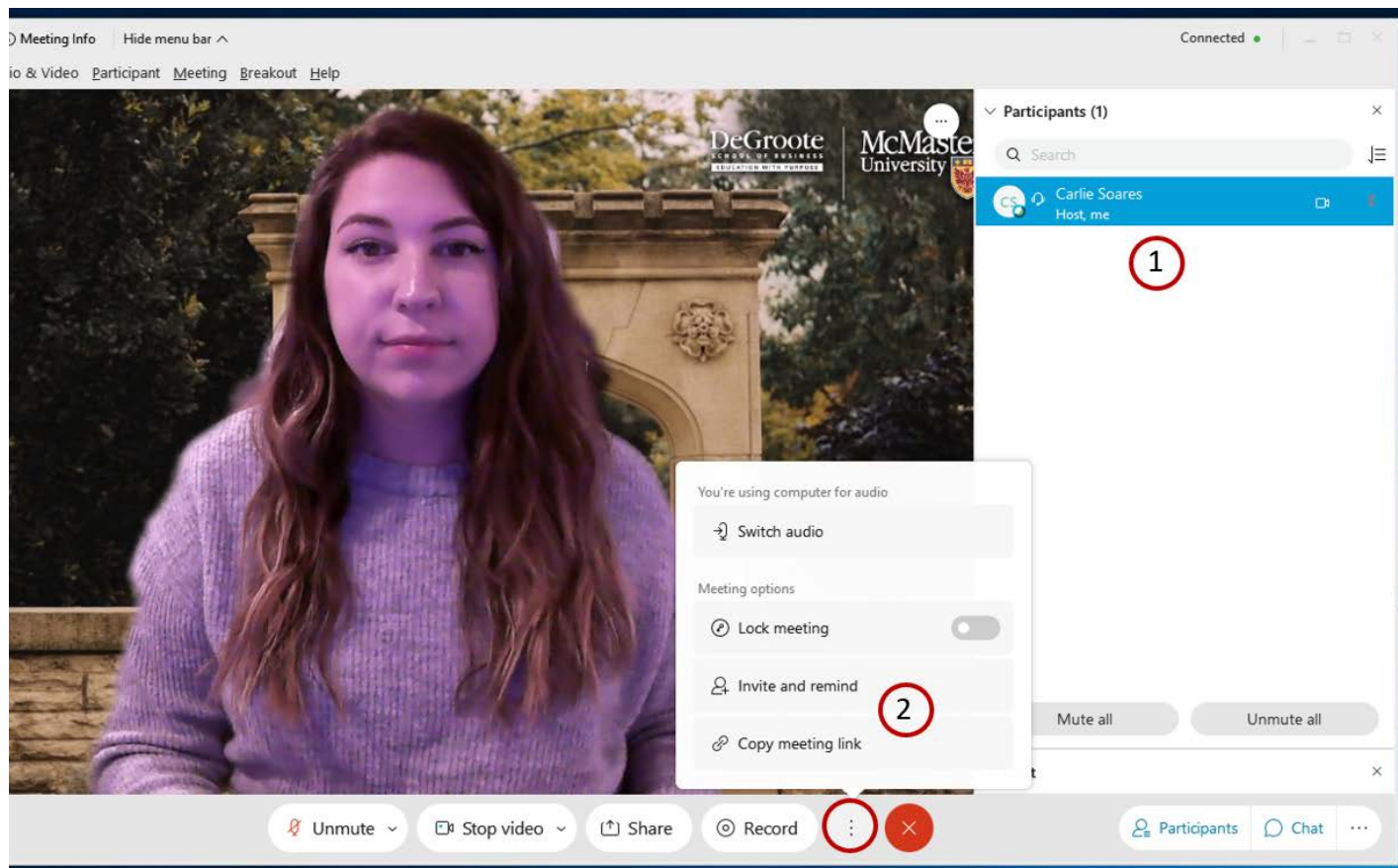
Here is an overview of the window:

1. **Title of the meeting**: This will tell you which meeting you are hosting or joining

2. **My Preview**: Here you can see a preview of your camera image. If you do not have a camera, or it is turned off, this preview will become your initials that match your account

3. **Change Background**: You can choose to change your background to a blur, or a previously uploaded image

4. **Orientation Butto**n: This button allows you to change the mirroring of your camera

5. Testing your Microphone and Audio

6. Turning on and off your camera and microphone

7. **Starting the Meeting**: Click this button when you are ready to begin the meeting

McMaster | DeGroote
University | SCHOOL OF BUSINESS
EDUCATION WITH PURPOSE

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Starting a Meeting and Inviting Attendees

Once you start the meeting, a new window will appear with your screen preview and other settings.

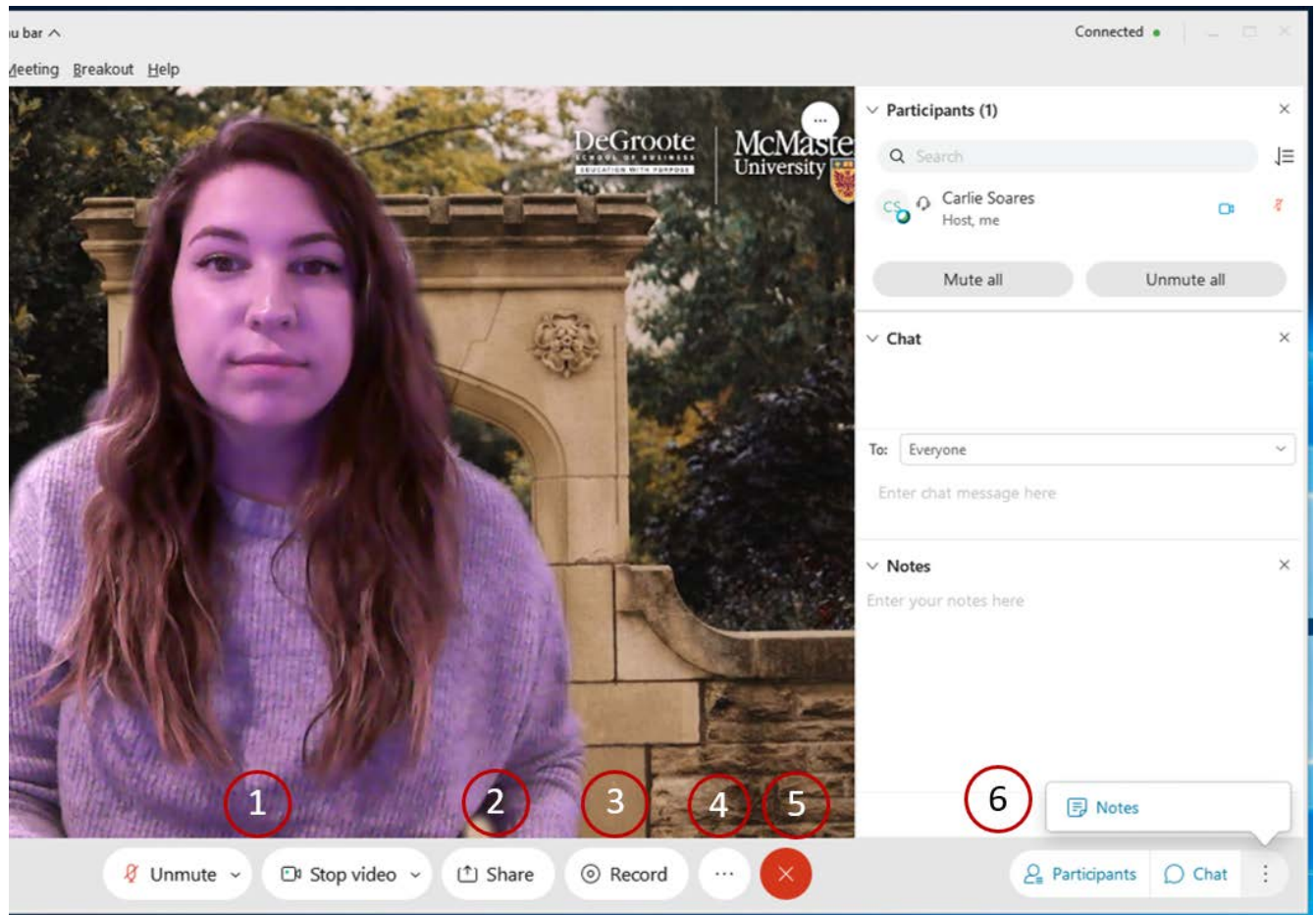1. **Participants**: View who is attending the meeting by clicking the "Participants" button in the bottom right. A list will appear in a panel on the right.

2. **Inviting Attendees**: You can invite attendees into a scheduled meeting, or your personal WebEx room, while you are in the meeting. Click the button with the 3 dots at the bottom of the screen. Here you can see a few ways to invite others to join.

McMaster | DeGroote
University | SCHOOL OF BUSINESS
EDUCATION WITH PURPOSE

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Meeting Features

This section will go over the locations of the main features that come with WebEx. We will do a deep dive into these features later.

1. **Turning on/off video and audio**: You can turn on/off your camera and audio at any time during the meeting. The small arrow beside each button provides more settings for each option.

2. **Sharing your screen**: You can choose to share your entire screen or select a specific application or web browser to share.

3. **Recording a session**: Record a session and save it to your device, or the cloud.

4. **More Options**: These options include switching your audio source, locking the meeting, and inviting participants via link.

5. **Ending the Meeting**: Stop the meeting by pressing this button. This will also stop the recording, if you didn't stop it prior.

6. **Participants, Chat and Notes**: In this panel you can view and manage the participants, access the chat and take personal notes that you can save to your device.

McMaster University | DeGroote SCHOOL OF BUSINESS EDUCATION WITH PURPOSE

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

WebEx Web Application

This section covers the same material earlier in the document, but we will be going over how to access it through the web instead of the software. The web version is also how you will access video recordings, student statistics, and more!
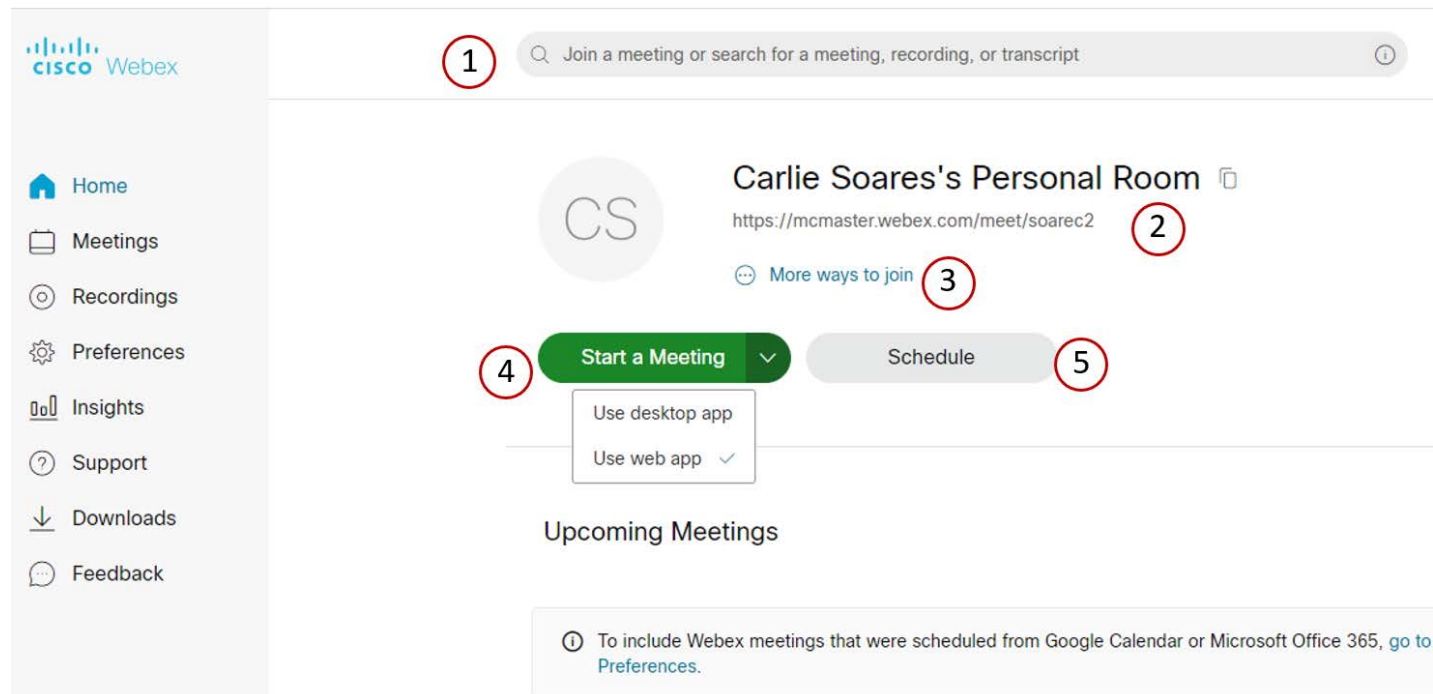
Visit mcmaster.webex.com and log in. Once logged in, you will see a screen similar to this:

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

How to Host, Schedule and Join a WebEx Meeting Through the Web

Located in the middle of the page are your meeting controls. Here is an overview:

1. **Join a Meeting**: Enter the meeting number into the top search bar to search for the meeting. You can also search for recordings or transcripts

2. **Personal Meeting Room Link**: Send this link to anyone you would like to meet with, without having to schedule a meeting. Anyone with this link can meet with you in your "Personal WebEx Room"

3. **More Ways to Join**: Clicking this link will provide information if you are looking to connect to this meeting via phone or video system. It also provides the meeting number.

4. **Start A Meeting**: By selecting "Start a Meeting", you are opening your Personal Meeting room to anyone who has the link. The small arrow on the button let's you choose if you would like to start the meeting via the Web App, or the Desktop App if installed.

5. **Schedule**: Schedule a WebEx Meeting for a future date through your Outlook calendar and invite attendees via email.
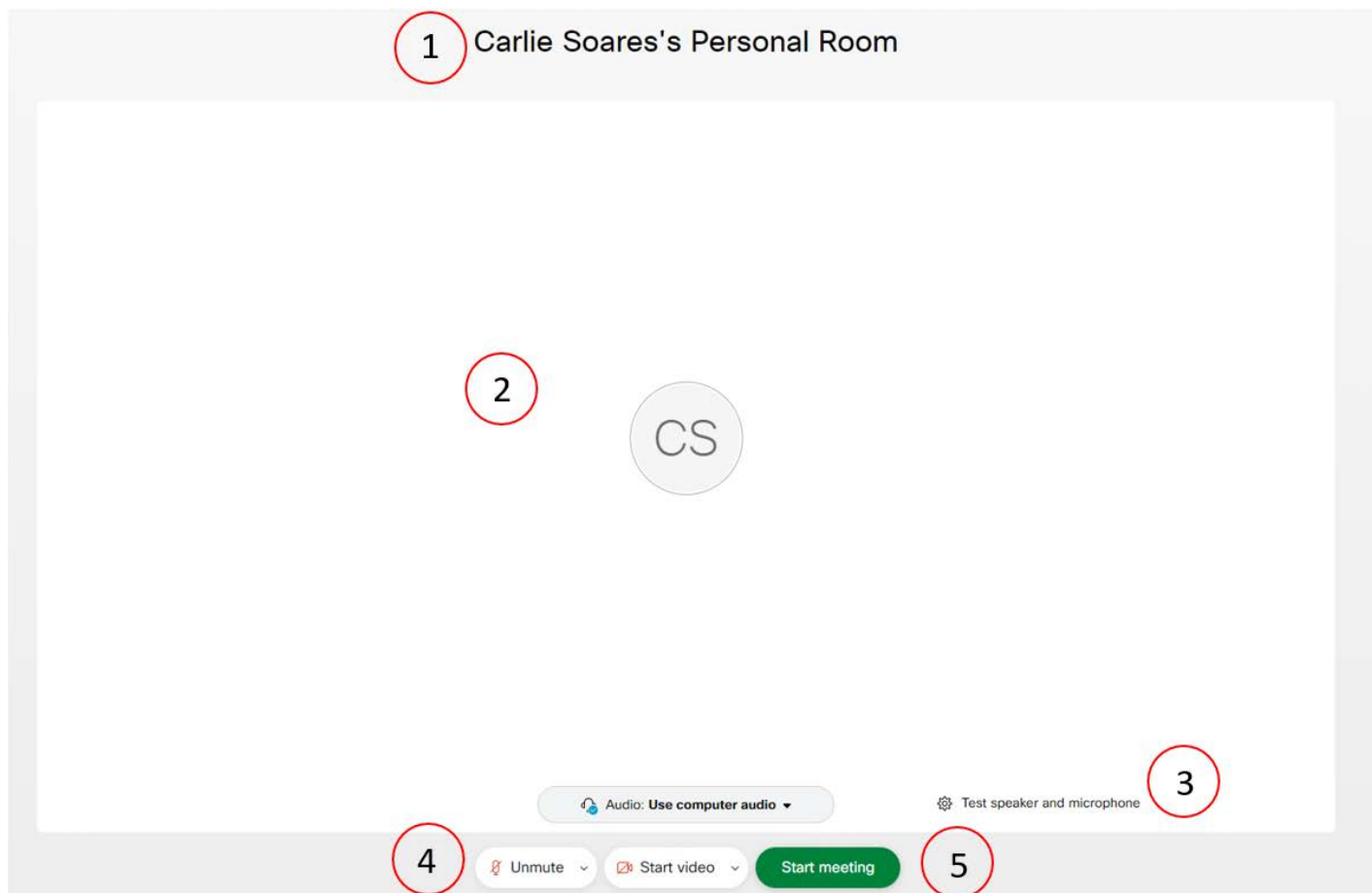
McMaster University | DeGroote SCHOOL OF BUSINESS EDUCATION WITH PURPOSE

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Hosting A WebEx Meeting

However you choose to start you meeting, a window will appear that will give you a preview of your settings before you join the meeting. Here, you can customize your video and audio settings. You can also change your background.
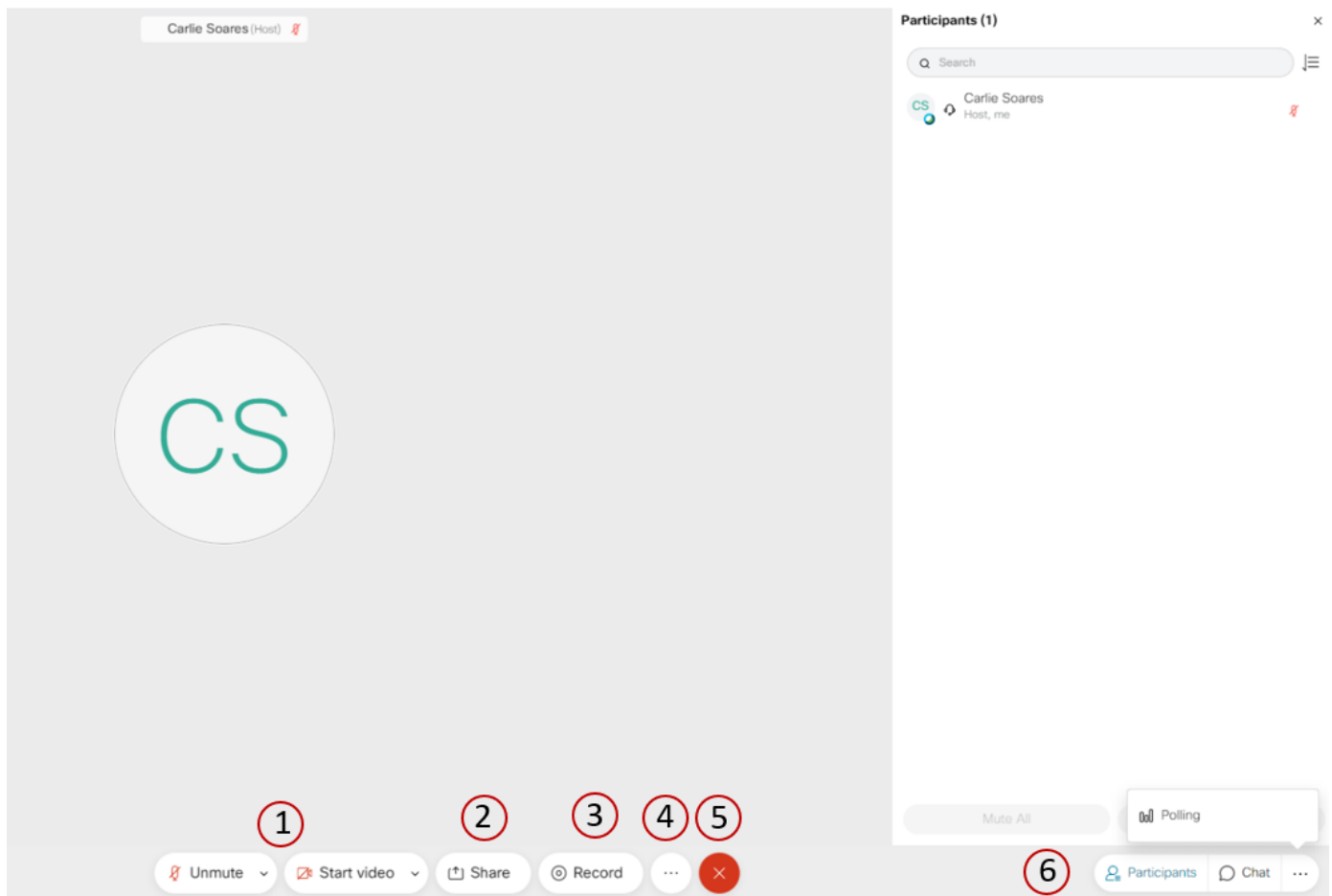
Here is an overview of the window:

1. **Title of the meeting**: This will tell you which meeting you are hosting or joining.
2. **My Preview**: Here you can see a preview of your camera image. If you do not have a camera, or it is turned off, this preview will become your initials that match your account.
3. Testing your Microphone and Audio.
4. Turning on and off your camera and microphone.
5. **Starting the Meeting**: Click this button to start the meeting.

McMaster University | DeGroote SCHOOL OF BUSINESS · EDUCATION WITH PURPOSE

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Meeting Features

This section will go over the locations of the main features that come with WebEx. We will do a deep dive into these features later.

1. **Turning on/off video and audio**: You can turn on/off your camera and audio at anytime during the meeting. The small arrow beside each button provides more settings for each option.

2. **Sharing your screen**: You can choose to share your entire screen, or select a specific application or web browser to share.

3. **Recording a session**: Record a session and save it to your device, or the cloud.

4. **More Options**: These options include switching your audio source, locking the meeting, and inviting participants via link.

5. **Ending the Meeting**: Stop the meeting by pressing this button. This will also stop the recording if you didn't stop it prior.

6. **Participants, Chat and Polling**: In this panel you can view and manage the participants, access the chat and launch any polls that you have created.
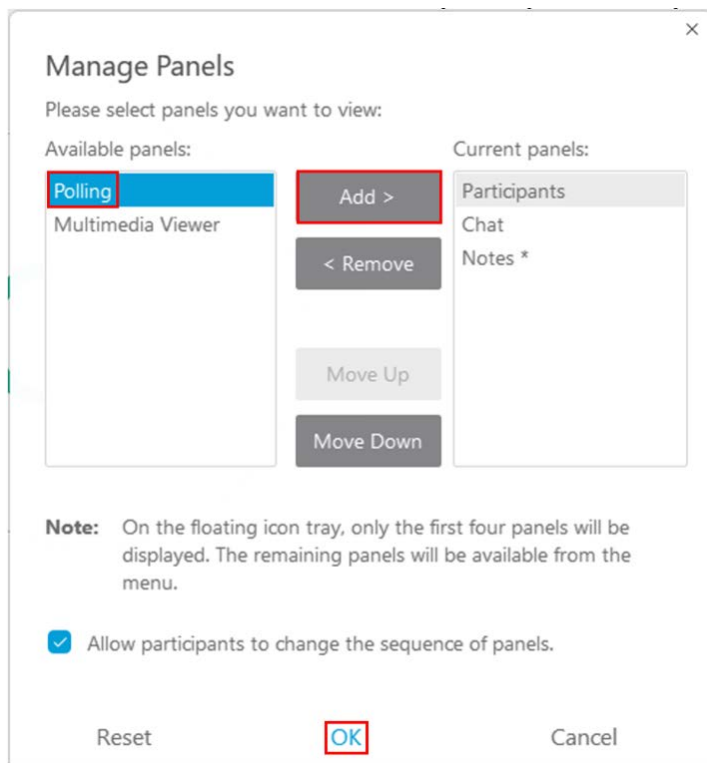
Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

Additional Notes

Polling is also available in the desktop application. To open the polling panel, click "View", then "Panels", then "Manage Panels"
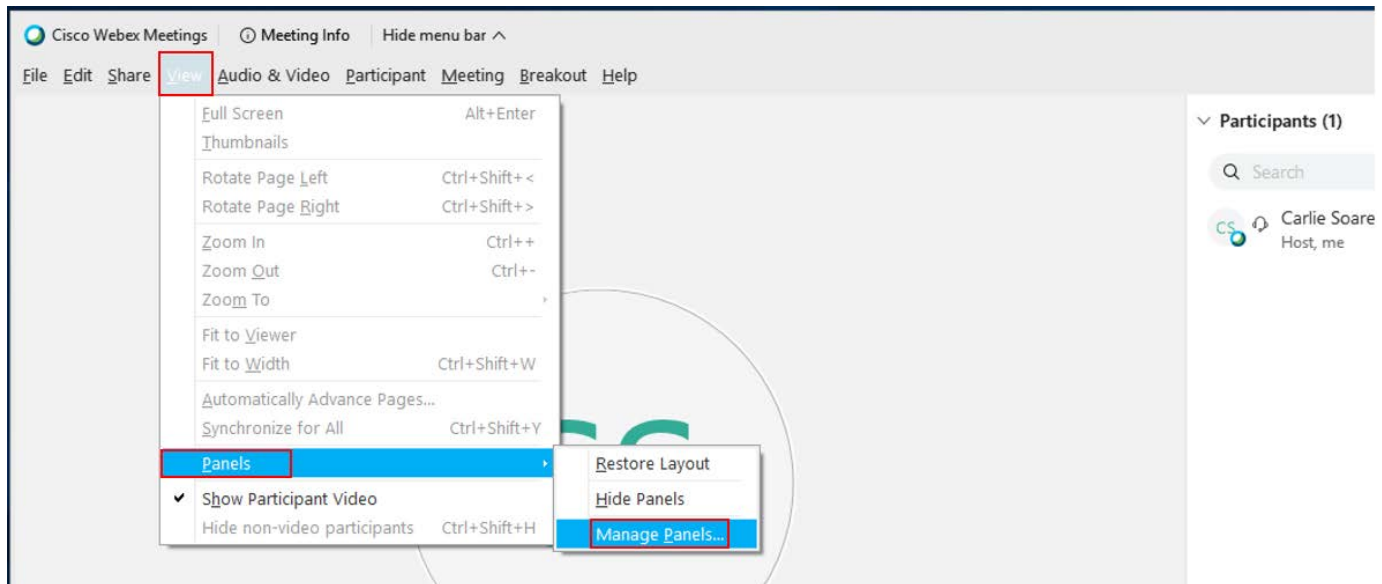
Click "Polling", click the "Add" button, then click the "OK" button. Now Polling will appear as a panel for easy access. You can also change the location of the panels, meaning the ones at the top will have their own buttons when you start a meeting.

Hamilton Campus
1280 Main Street West
Hamilton, ON L8S 4M4

📞 (905) 525-9140 ext:28748
🌐 degroote.mcmaster.ca
✉ dsbhelp@mcmaster.ca

This document is a simple get started guide. We will be breaking down these features in an additional document.

If you have any questions about WebEx, please contact the Teaching and Learning Services Team at dsbeddev@mcmaster.ca