WebEx Guide

uconnhealth.webex.com

All faculty, staff, and students have access to the Cisco WebEx videoconferencing service. You can use WebEx to host and join meetings that can accommodate up to 1,000 participants. In a WebEx virtual meeting room, you can share any combination of audio, video, and the content on your screen. WebEx Rooms can also be recorded for future viewing.

Click on the text to navigate

Verification

To have full capabilities within your WebEx account for scheduling meetings and changing permissions you must verify your account first. This procedure only needs to be done **one time** and takes about one minute to complete.

Verification Process

1. Sign in at uconnhealth.webex.com with your **@uchc.edu** email and password (click the blue Sign In button at the top right of your screen)

2. Click on **Send Verification Email** (it should say **sent** after you click on the link)

3. Sign in your **@uchc.edu** email

4. Find the verification email and open it

5. **Click on the verification link**. This should open a web browser and say you have been verified.

6. Navigate back to uconnhealth.webex.com and **Sign in** and you should see your personal room with your name. See the figure below.

Example of a Personal Room Home Page:
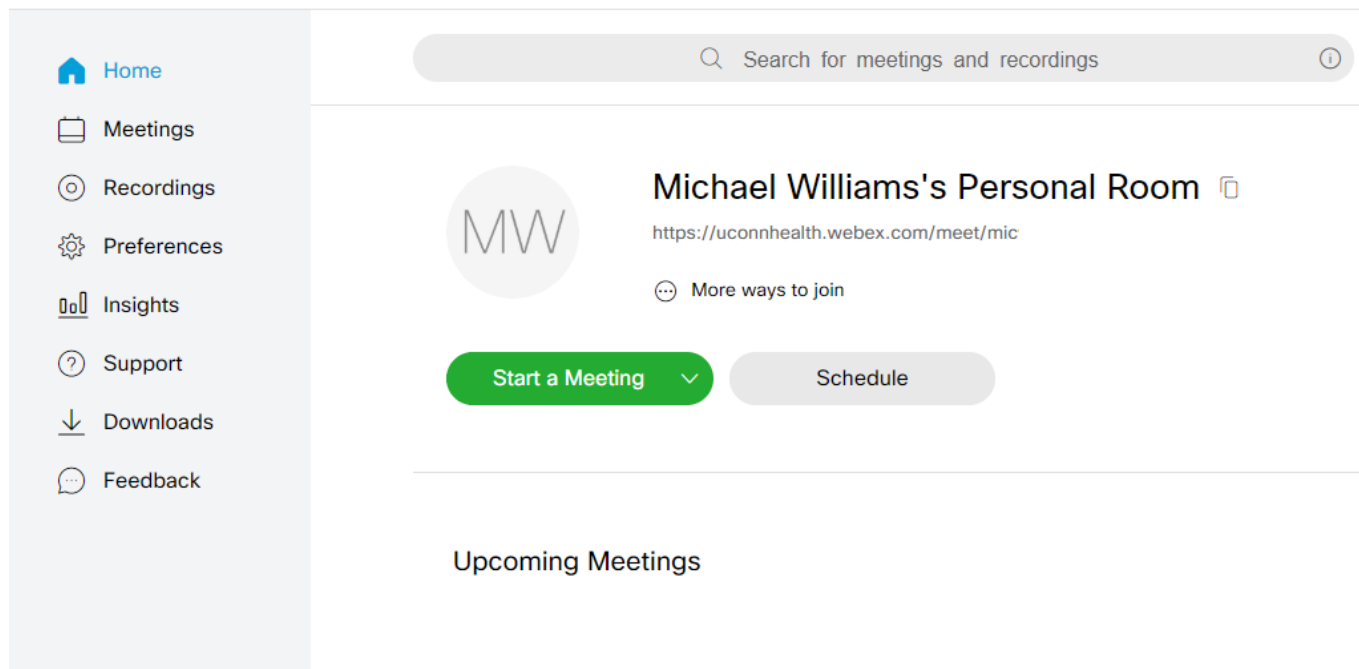
Joining a WebEx Meeting (invitation explained)

Note: Cisco recommends using **Google Chrome** as your browser for the best WebEx experience.

1. Login to your **email**.

2. Navigate to your Email Inbox or Calendar and open the **WebEx Invitation email**.

PC users: If you accept the invitation it will go to your **Sent** folder and will also be on your **calendar** at the date/time specified.

Mac users: If you accept the invitation it will go into your **Junk** folder and will also be on your **calendar** at the date/time specified.

3. This invitation will allow you to join from a computer, laptop, smartphone, phone line or video conference system. Choose your method:
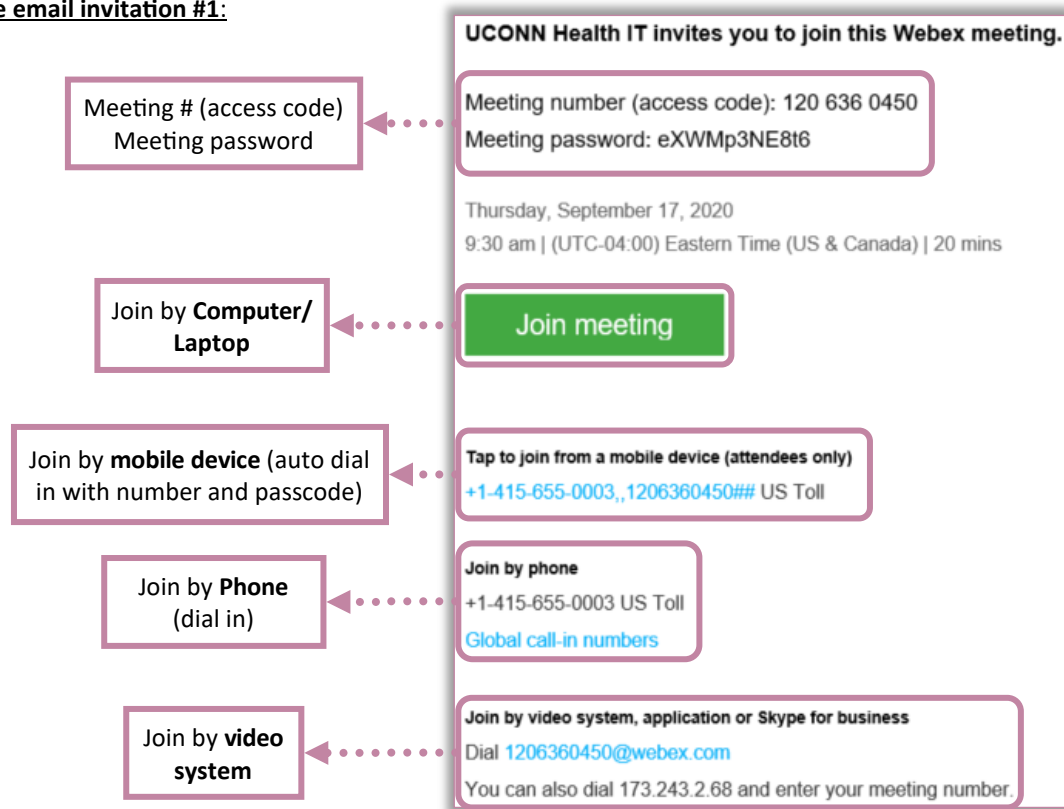
Important: Invitations may look different than the examples shown below. Follow the instructions provided on your invitation.

Join by Computer/Laptop: Select **Join meeting** (green icon)
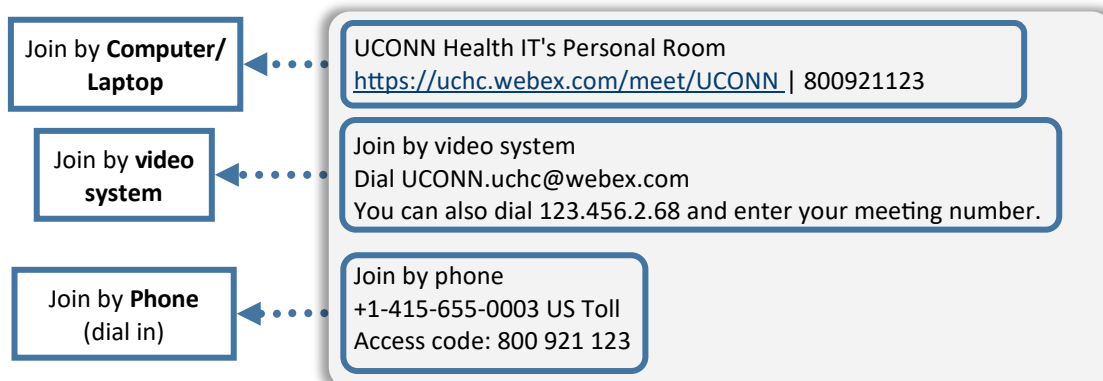
Join by phone: Dial the **Join by phone** number provided and enter the access code when prompted.

Join by Video system: Using the room's touch panel select **Video conference,** then type in the **Join by video system** address by using the number/letter keypads. Then select Call.

Example email invitation #1:

Meeting # (access code) Meeting password	**UCONN Health IT invites you to join this Webex meeting.** Meeting number (access code): 120 636 0450 Meeting password: eXWMp3NE8t6 Thursday, September 17, 2020 9:30 am | (UTC-04:00) Eastern Time (US & Canada) | 20 mins
Join by **Computer/ Laptop**	**Join meeting**
Join by **mobile device** (auto dial in with number and passcode)	Tap to join from a mobile device (attendees only) +1-415-655-0003,,1206360450## US Toll
Join by **Phone** (dial in)	Join by phone +1-415-655-0003 US Toll Global call-in numbers
Join by **video system**	Join by video system, application or Skype for business Dial 1206360450@webex.com You can also dial 173.243.2.68 and enter your meeting number.

Example email invitation #2:

Join by **Computer/ Laptop**	UCONN Health IT's Personal Room https://uchc.webex.com/meet/UCONN | 800921123
Join by **video system**	Join by video system Dial UCONN.uchc@webex.com You can also dial 123.456.2.68 and enter your meeting number.
Join by **Phone** (dial in)	Join by phone +1-415-655-0003 US Toll Access code: 800 921 123

Joining a Webex Meeting on a Computer/Laptop

1. Navigate to the Webex invitation you received. If you did not accept the invitation, it will be in your **inbox.**

PC users: If you accepted the invitation it will go to your **Sent** folder and will also be on your **calendar** at the date/time specified.

Mac users: If you accepted the invitation it will go into your **Junk** folder and will also be on your **calendar** at the date/time specified.

Open the calendar meeting and you will see the invitation.

2. Select the **Join Meeting** (green button)

Important: Webex invitations may be customized. Make sure to follow the instructions on the invitation. Generally there is a blue hyperlink to click to join the meeting from a computer.

3. If this is the first time you're joining a webex meeting, you will be prompted to download and install **Webex Meetings** app (the app will download automatically). We recommend doing so at this time for the full Webex experience.
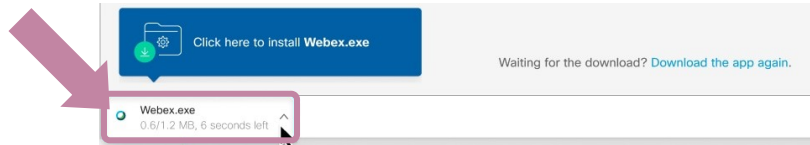

Optional: If you **do not** want to download and install the application <u>do the following</u>:

    A.   Cancel the download in order to continue to the Web App.

    B.   Wait up to 10 seconds after you cancel the download, or until the "Having trouble downloading the app" message appears. Click on **Join from your browser**. See image below.

4. A meeting preview screen will launch. Select your **audio connection** type. Preview screen below:
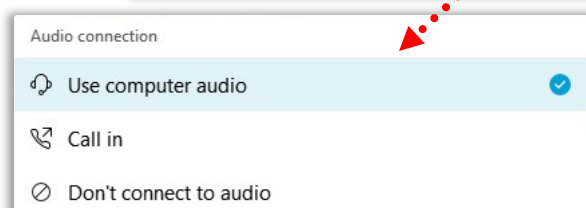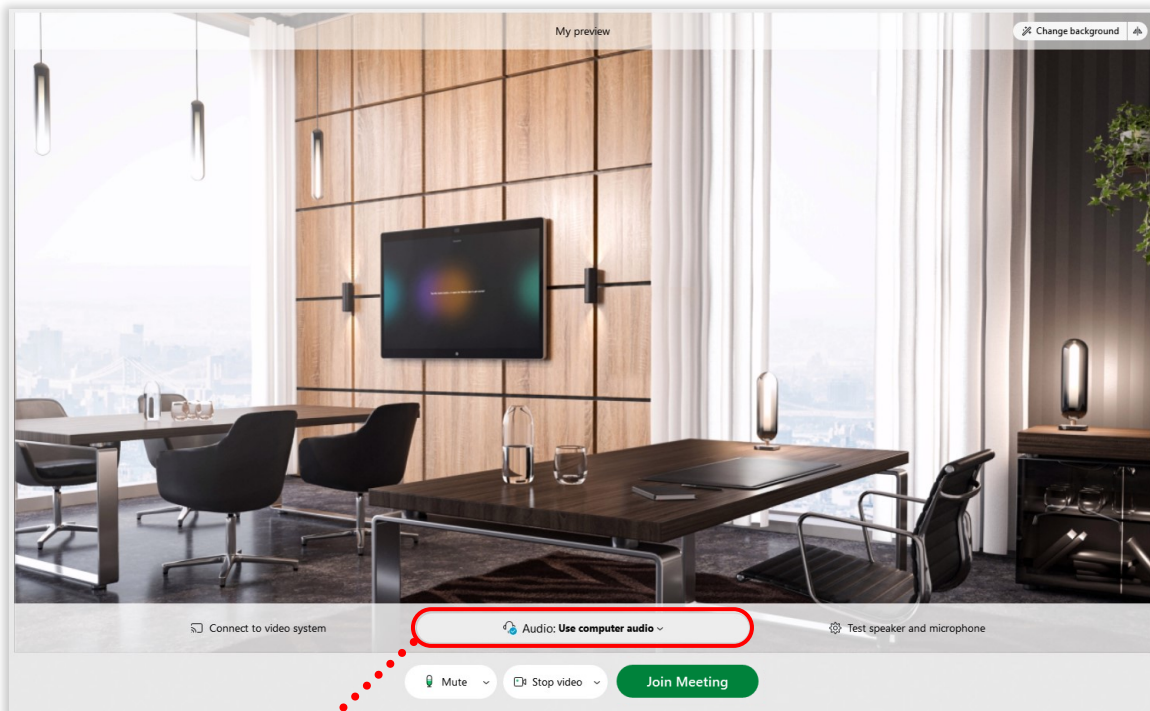
Use computer audio: Will use built in or external audio source from your computer or laptop.

Call in: Will provide call in information to dial in by a phone line. Audio will not connect until you manually call in from a phone. (Note: After joining the meeting, call in information will be displayed)

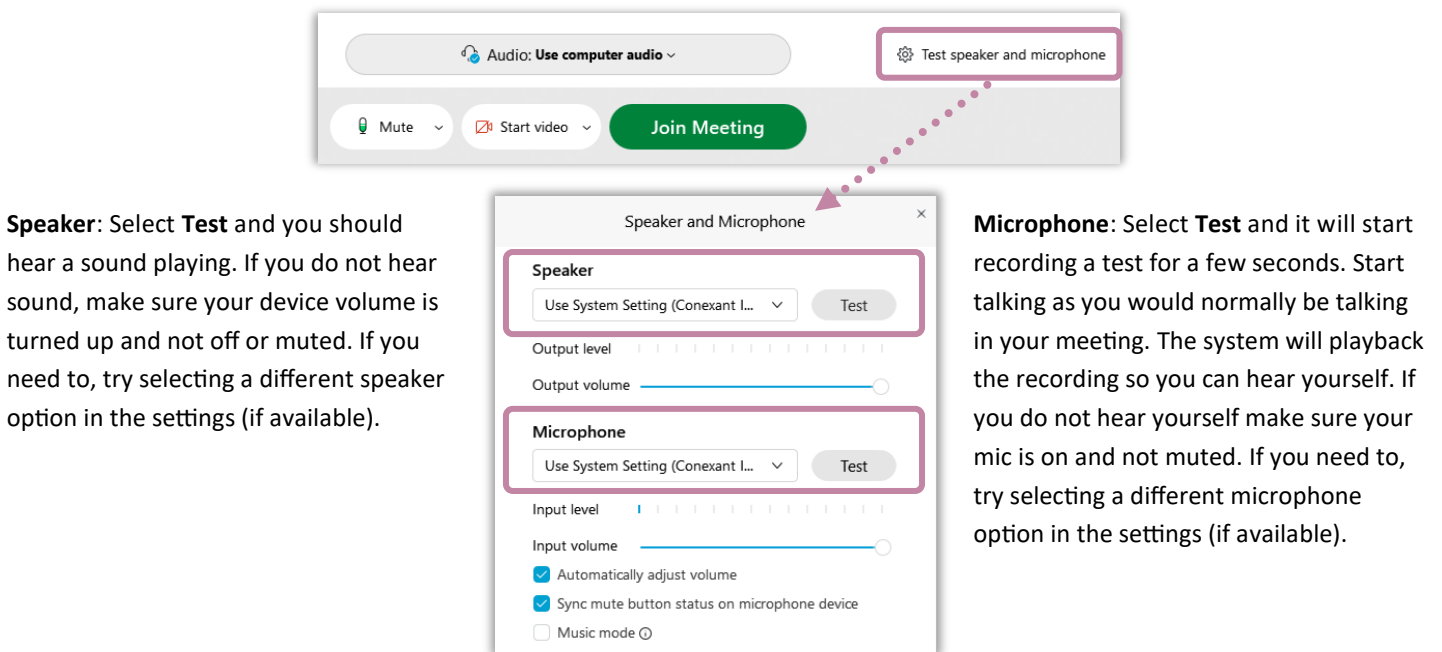**Don't connect to audio**: Will disconnect audio. You cannot hear or speak.

5. Select your **microphone**, **speaker**, and **camera**. When using a webcam or laptop, Webex will automatically choose the default settings for your mic, speaker, and camera (not in all cases).

Note: Webex will remember the settings you chose for your previous meeting.

Settings Example:
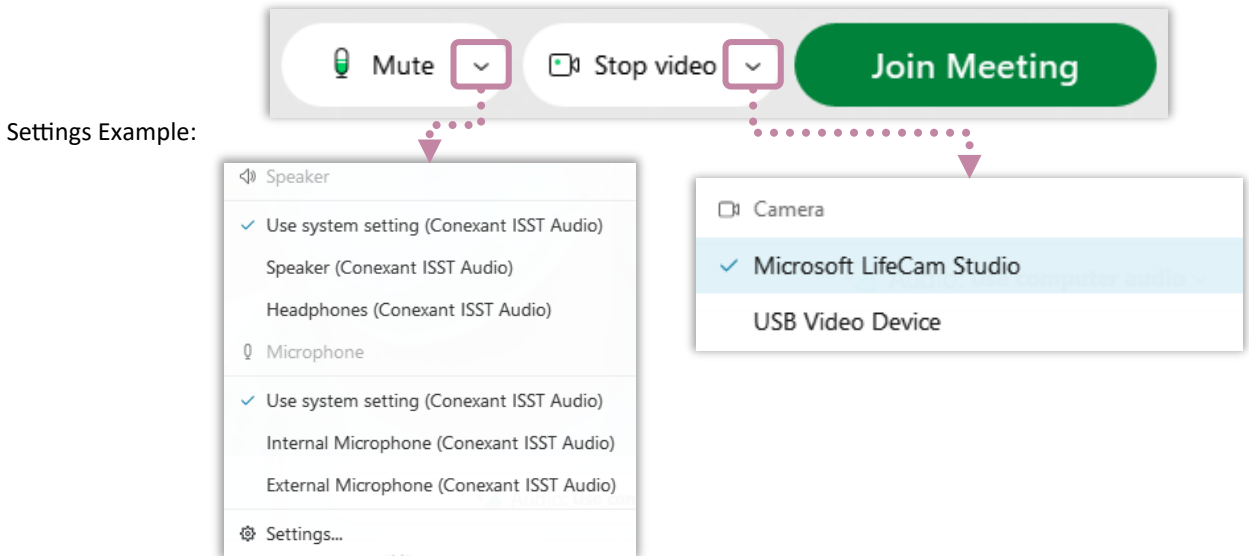
Optional: Before entering a meeting, you may choose to test your microphone and camera to ensure they are working properly.

Speaker: Select **Test** and you should hear a sound playing. If you do not hear sound, make sure your device volume is turned up and not off or muted. If you need to, try selecting a different speaker option in the settings (if available).

Microphone: Select **Test** and it will start recording a test for a few seconds. Start talking as you would normally be talking in your meeting. The system will playback the recording so you can hear yourself. If you do not hear yourself make sure your mic is on and not muted. If you need to, try selecting a different microphone option in the settings (if available).

Optional: Before entering a meeting, you may choose to have your microphone on or muted and your video (camera) on or stopped. Select **Mute** to mute your mic. Select **Stop video** to stop your video (camera). You can turn your microphone and camera on and off at any time during the meeting.

Note: You can leave your mic muted and press and hold the "spacebar" to talk. Let go of the space bar to remain muted.
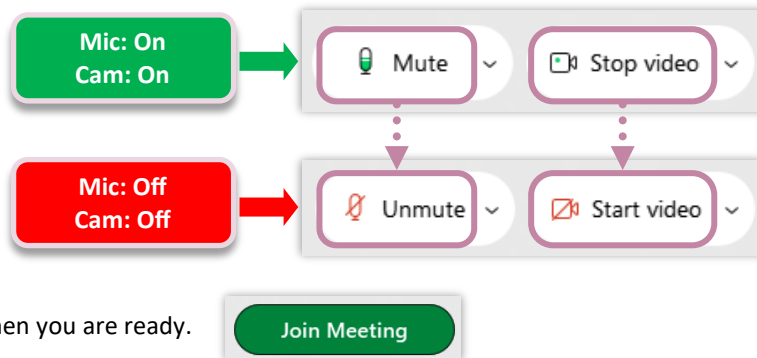
6. Select **Join Meeting** when you are ready.
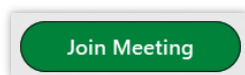
Hosting a Webex Meeting on a Computer or Laptop
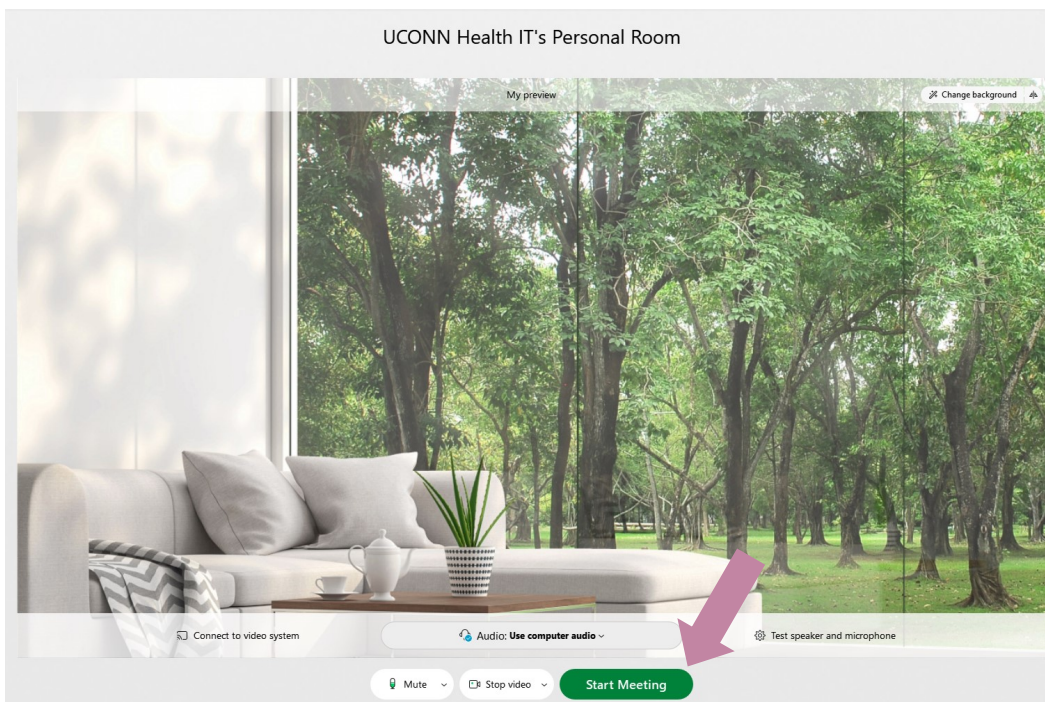
Webex Personal Room

Your Webex Personal Room is your own virtual conference space that you can use for meetings at anytime. Your Webex Personal Room is always available, you don't have to book it, and you always know where to find it. When you invite people to your Personal Room, they can easily find your meetings since the link to your meeting location never changes.

Start a Personal Room Meeting from uconnhealth.webex.com website

1. Sign in at uconnhealth.webex.com. Webex recommends using google chrome (windows) or safari (mac).

2. Select **Start a Meeting**
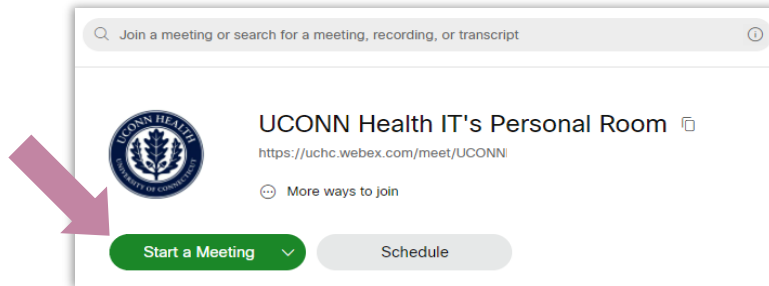
2. A **preview** screen will launch. Select your **audio** and **video** settings. Click here for help selecting audio and video settings.

3. Select **Start Meeting**. A meeting will launch and attendees are able to join now.

Start a Personal Room with the Desktop Application

1. Open **Cisco Webex Meetings** app

2. Select **Start a Meeting**.

Note: The **Start a Meeting** can only start a **Personal Room** meeting.

Start a **Personal Room** Meeting
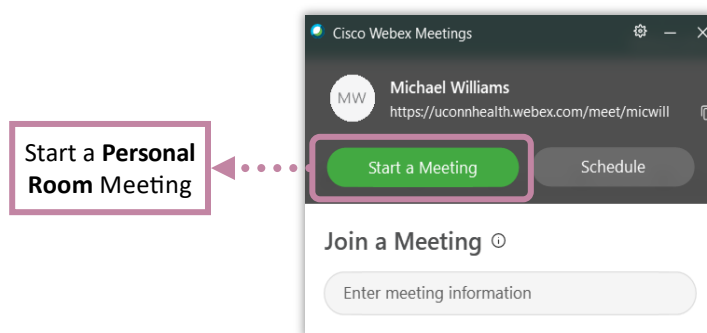
3. A **preview** screen will launch. Select your **audio** and **video** settings. [Click here](#) for help selecting audio and video settings.

4. Select **Start Meeting**
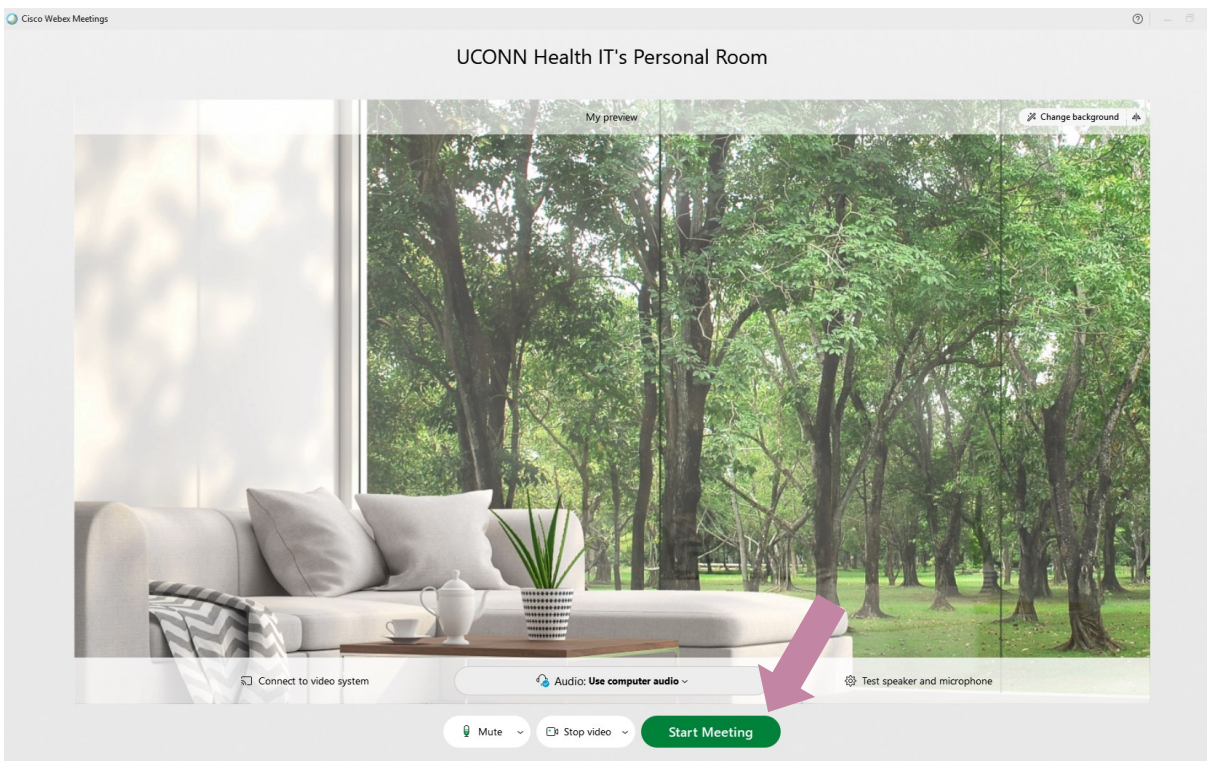
Starting/Hosting a scheduled meeting

Scheduled Webex Meeting

You can schedule a meeting in advance. Scheduled meetings are required to have passwords and the meeting information is unique for each scheduled meeting (unless using recurring scheduling option). Scheduling helps to ensure a secure meeting.

Start a Scheduled Meeting from uconnhealth.webex.com website

1. Sign in at uconnhealth.webex.com. Webex recommends using google chrome (windows) or safari (mac).

2. Select **Meetings** (left side menu)
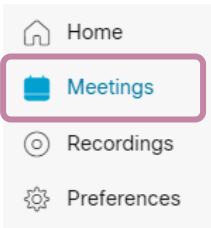
3. If you have scheduled a webex meeting it will appear on the list of **Upcoming** meetings.

Note: If you are looking for a meeting that is past the scheduled end time of the meeting, you will find it under **Past**.

4. Find your meeting title (verify with date/time) and select **Start**.

Note: For meeting details click on the meeting title. A new window will appear with the meeting information. You may also start the meeting here.
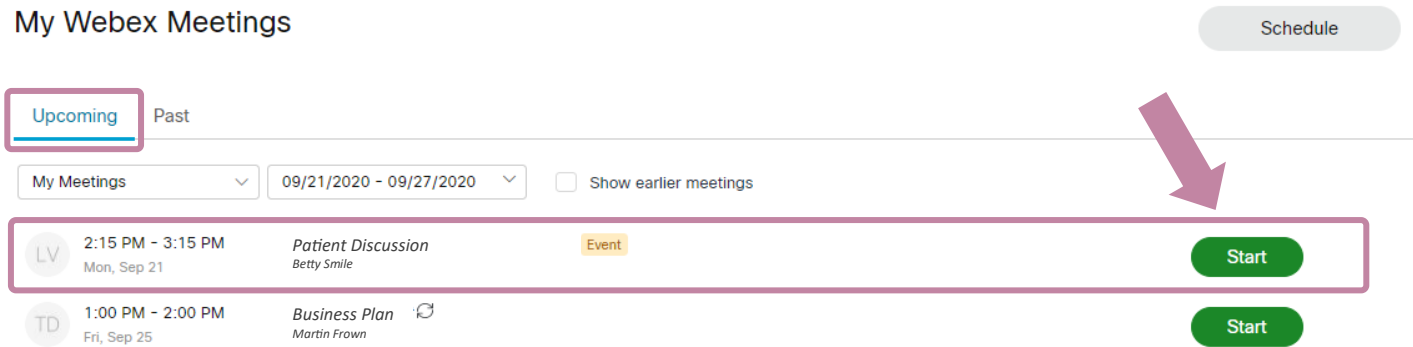
5. A **preview** screen will launch. Select your **audio** and **video** settings. Click here for help selecting audio and video settings.

6. Select **Start Meeting**
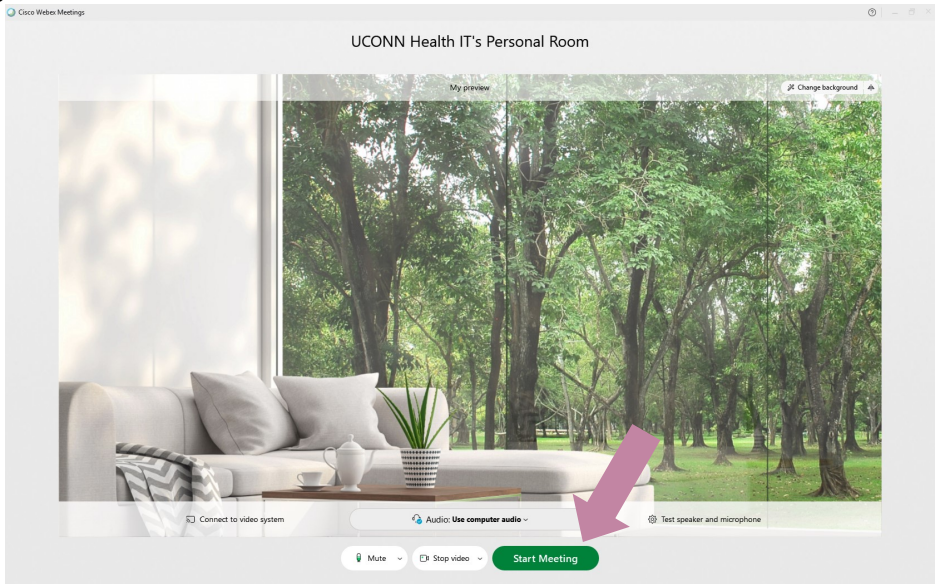
Starting/Hosting a scheduled meeting

Start a Scheduled Meeting from Outlook

1. Open **Outlook** using the desktop application. (Click the outlook icon on your desktop)

2. Find the invitation you sent out in your **inbox** or **sent** folder

3. Open the invitation and select **Start Meeting**.

Note: If the invitation says **Join Meeting** and you are the **host** or a **cohost** you may click on the **Join Meeting** link and the meeting will start.
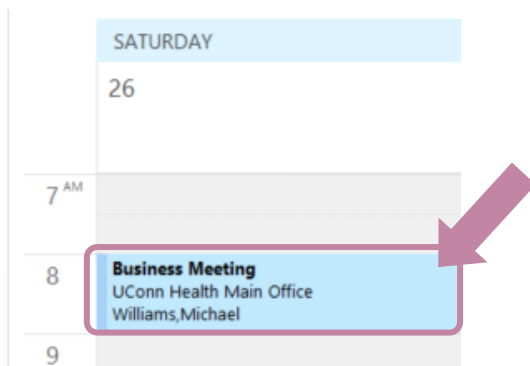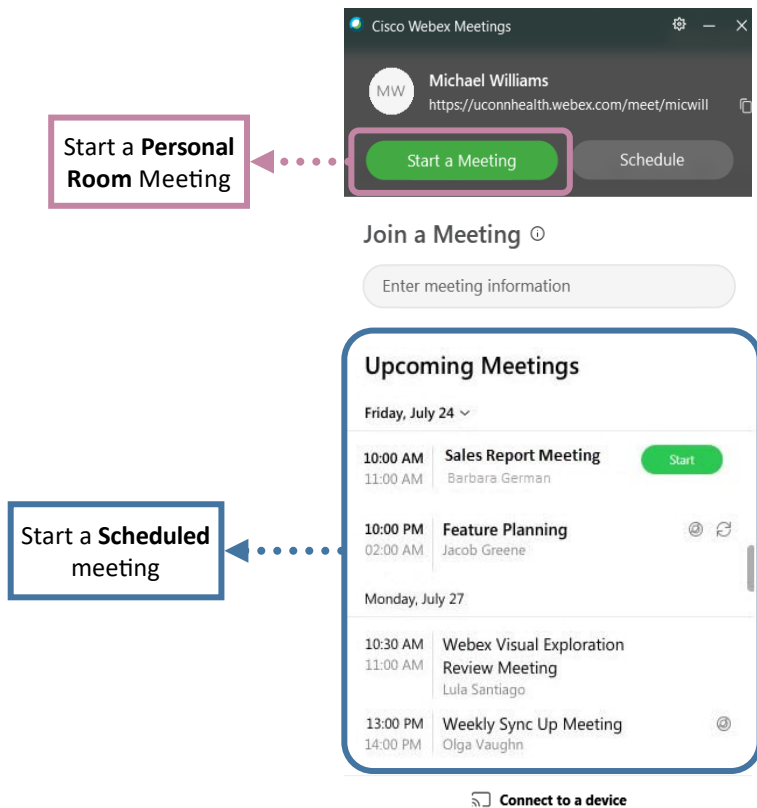
5. A **preview** screen will launch. Select your **audio** and **video** settings. Click here for help selecting audio and video settings.

6. Select **Start Meeting**

Start a Scheduled Meeting from Outlook Calendar

1. Open **Outlook** using the desktop application. (Click the outlook icon on your desktop)

2. Open your outlook calendar

3. Find your meeting invitation by the date/time and title of your meeting. Double click on the calendar meeting to open it.

4. Select **Start Meeting.**

Note: If the invitation says **Join Meeting** and you are the **host** or a **cohost** you may click on the **Join Meeting** link and the meeting will start.

5. A **preview** screen will launch. Select your **audio** and **video** settings. Click here for help selecting audio and video settings.

6. Select **Start Meeting**

Start a Scheduled Meeting with the Desktop Application

1. Open **Cisco Webex Meetings** app

2. Select **Start a Meeting**.

Note: The **Start a Meeting** can only start a **Personal Room** meeting.

3. A **preview** screen will launch. Select your **audio** and **video** settings. Click here for help selecting audio and video settings.

4. Select **Start Meeting**
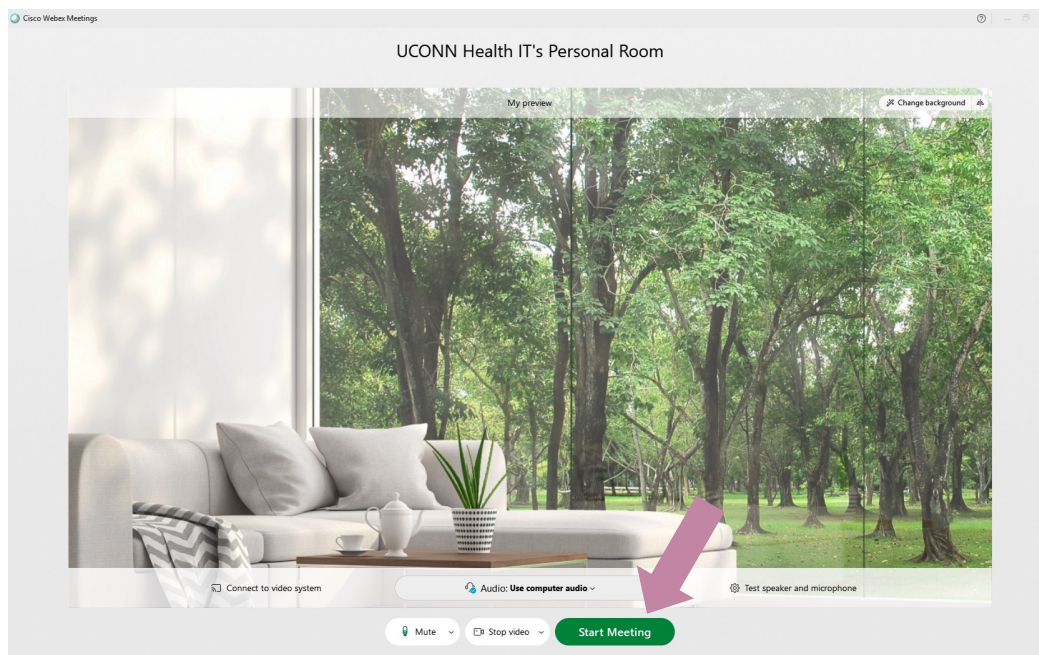
Audio/Video Settings

Choose your Audio and Video Settings Before you Join a Webex Meeting or Event

Choose how you want to connect to the audio, mute or unmute your microphone, and turn on or turn off your video before you join a meeting or event. Click here for a video guide.

1. Once you have clicked a link to a join a webex meeting a preview screen will appear. In this screen you may choose your audio and video settings before you enter the meeting.

2. Select your audio connection type.

Use computer audio: Will use built in or external audio source from your computer or laptop.

Call in: Will provide call in information to dial in by a phone line. Audio will not connect until you manually call in from a phone. Note: After joining the meeting, the call in information will be displayed in a popup window. Follow the instructions provided.

Don't connect to audio: Will disconnect audio. You cannot hear or speak.

2. If you are choosing to **Use Computer Audio** , select the **audio options** arrow to change your audio settings (microphone and speakers)

Select your Speaker:
Use system setting: Uses whatever the system default settings are set to.
Speaker: Uses built in or external speakers.
Headphones: Uses headphones that are plugged into the computer.

Select your Microphone:
Use system setting: Uses whatever the system default settings are set to.
Internal Microphone: Uses built in microphone (generally on laptops).
External Microphone: Uses a microphone that is plugged into the computer.

3. Select your **camera**.

4. Test your audio settings to ensure your microphone and speakers are working before you enter the meeting.

> **A**. Select **Test speaker and microphone** on the preview screen

> **B**. Select **Test** next to the **speaker** settings and a chime will play.

> If you do not hear the test sound make sure your speakers are on and your computer sound isn't muted. Try changing the speaker setting to another device such as headphones. There may be more than one option for selecting speakers.

> **C**. Select **Test** next to the **microphone** settings. Start speaking into your microphone and webex will record your voice and then play it back to you after five seconds.

> If you do not hear your voice played back ensure that your microphone is not muted, fully plugged in, and your speakers are working (so you can hear your voice played back). There may be more than one option for selecting your microphone.
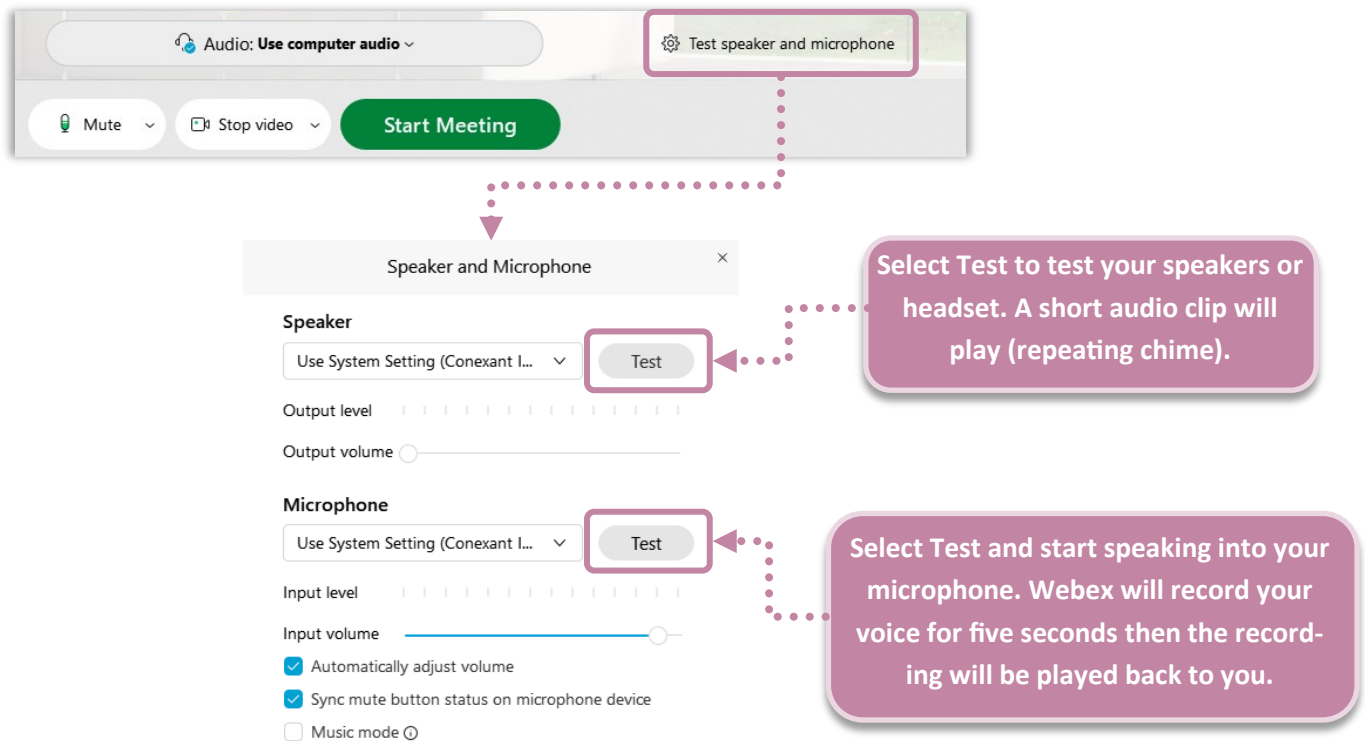
5. Optional: Before entering a meeting, you may choose to have your microphone on or muted and your video (camera) on or stopped. Select **Mute** to mute your mic. Select **Stop video** to stop your video (camera). You can turn your microphone and camera back on during the meeting. You can mute/unmute your mic and start/stop video whenever you want during the meeting.

Note: You can leave your mic muted and press and hold the "spacebar" to talk. Let go of the space bar to remain muted.
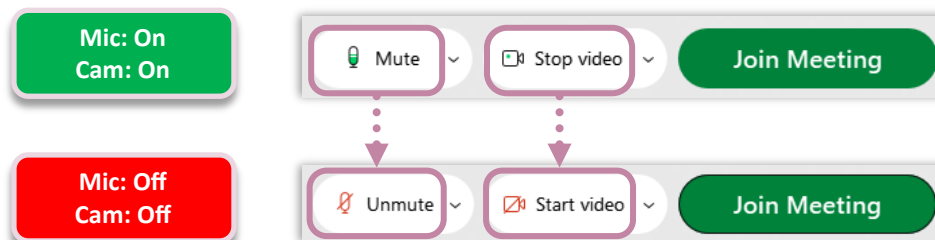
Change your Audio Settings <u>During</u> a Webex Meeting or Event

Change your microphone or speaker setting

1. Select **Audio & Video** at the top of the meeting window and then select **Speaker and Microphone Settings...**
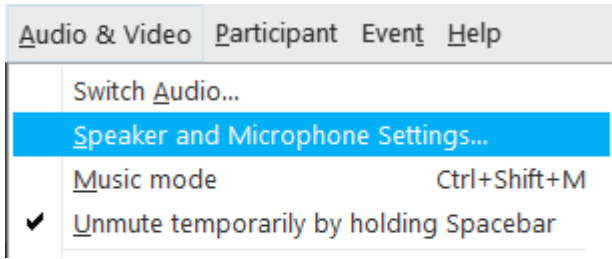
2. Select the **speaker** options to select a different speaker.

3. Select the **microphone** options to select a different microphone.
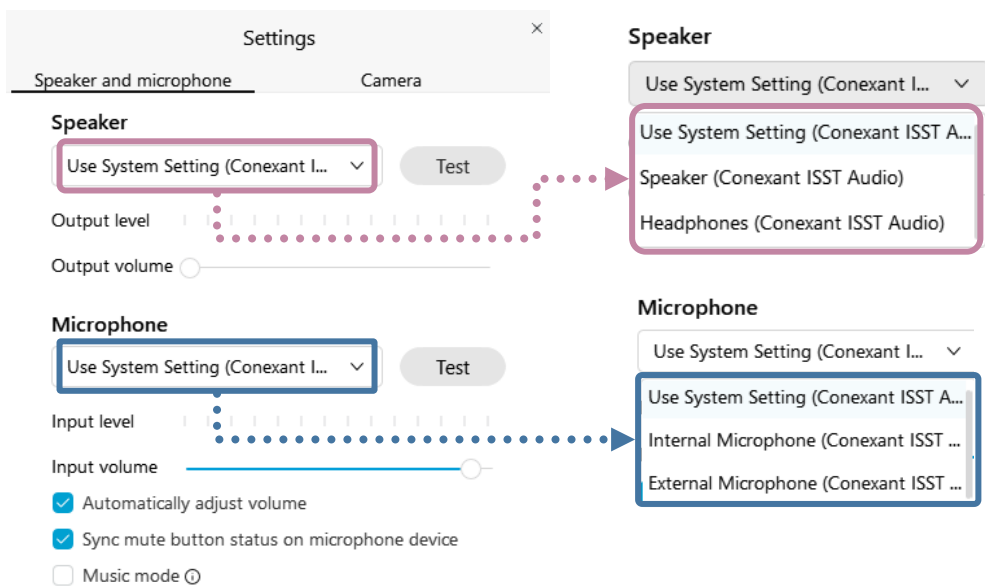
4. Try testing your microphone and speaker option to ensure they are working. If your speakers or microphone aren't working, try testing each microphone and speaker option available in each menu. You may have several different options to try.

Select Test to test your speakers or headset. A short audio clip will play (repeating chime).

Select Test and start speaking into your microphone. Webex will record your voice for five seconds then the recording will be played back to you.
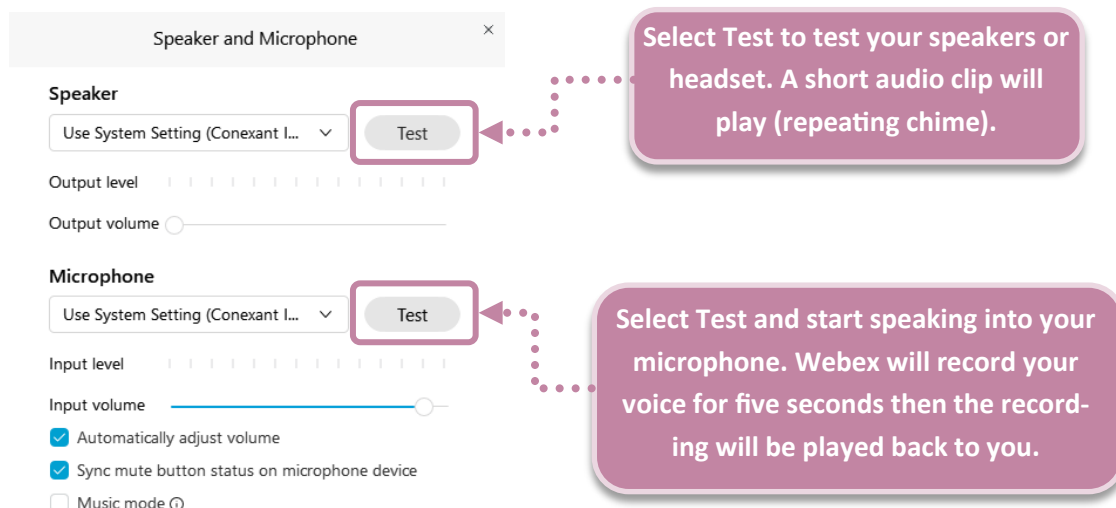
5. When you are ready, close the Speaker and Microphone options box. You will be in the meeting with the speaker and microphone settings you just selected.

Change from Computer Audio to Call In or Disconnect Audio during a Meeting

Change from Computer Audio to Call In

1. Select **Audio & Video** at the top of the meeting window and then select **Switch Audio...**
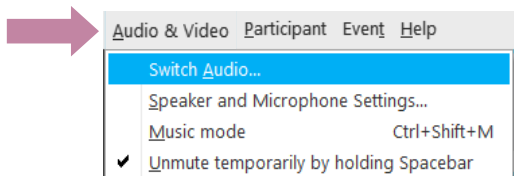
2. Select **Disconnect**. This will disconnect you from using your computer audio (speakers and microphone).

Note: You will not be able to hear or speak in the meeting until you **Call in**
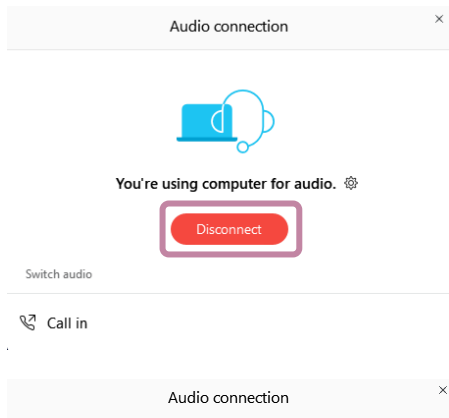
3. Select **Call in**. (select **view)**
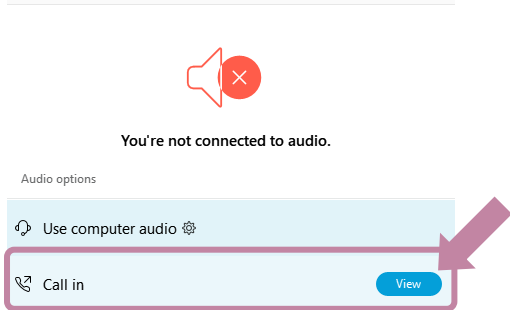
4. The **Call In** window will popup with instructions on how to call into the meeting from a phone line.

- Call the number provided (If calling from UConn Health, Dial 9 first to reach an outside line).

- Enter the access code provided followed by the # sign.

- Enter your Attendee ID. There is a different number for everyone in the meeting. This will match your name on your computer to the phone line you are calling from. (you will not show up as a
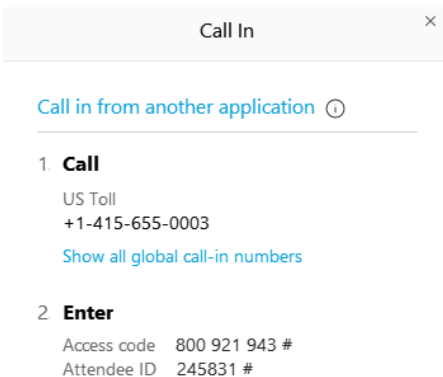
5. You should now be able to hear the meeting audio and talk if you need to. You may mute/unmute yourself using the computer mute button in the meeting or your phone's mute. Click here for audio controls for your phone.

WebEx Content Sharing

You can share your entire screen with others, or choose which files and applications you want to share so you can keep everything else private.

Share your screen

When you share your screen, everyone sees what you can see on your screen. If you have a Word document or a PowerPoint slide, or even a website or chat window open, they'll see it.

Note: Before your meeting, mute notifications and close any personal or sensitive documents. This way, you don't have to worry about accidentally sharing private or distracting information.

Select **Share** ⎙ Share and **Screen**.
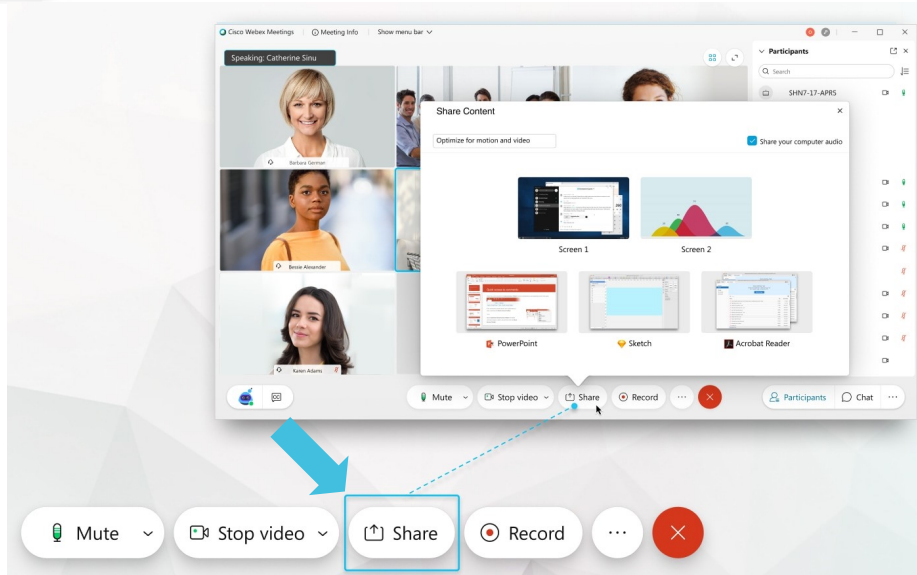
Share only a specific application

When you share a specific application, others can't see anything other than the shared application. For example, if you have your browser and PowerPoint open and you choose to share PowerPoint, they can't see the browser tabs you have open. But if you have several PowerPoint presentations open, you can switch between them and they'll still be shared. You can also edit slides as you share them. If you accidentally click on an application that's not shared, they'll see a gray screen.

To share an application that is open, select **Share** ⎙ Share and select the application from the list of open applications.

To share an application that is not open, select **Share** ⎙ Share and **Other Applications**, then click Share next to the application you want to share.
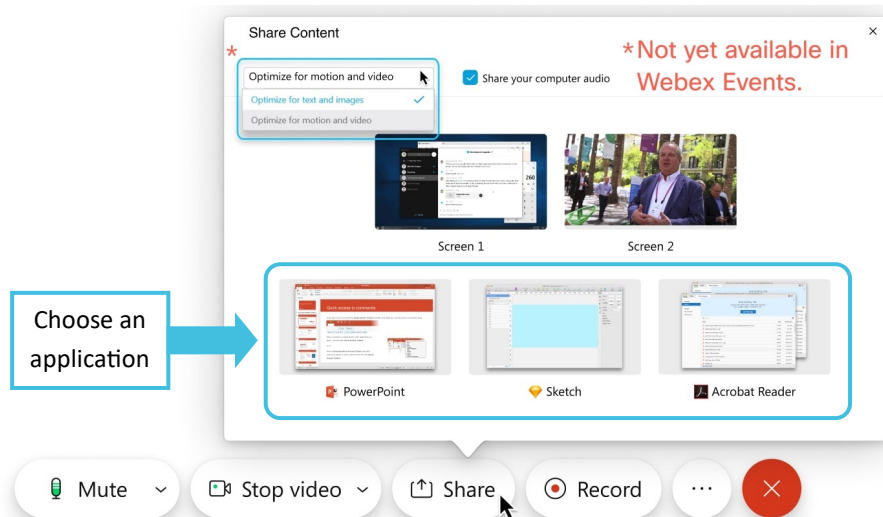
Share a video

Sharing video is slightly different from sharing any other type of content. That's why Webex Meetings has a sharing mode that's optimized for video.

Note: Optimizing for motion and video isn't currently available in Webex Events. If you're using Webex Events, share your video by selecting **Share** and **Share File**.

Go to **Share** ⬆️ Share , select **Optimize for motion and video** from the drop-down menu, and then choose the content you want to share.
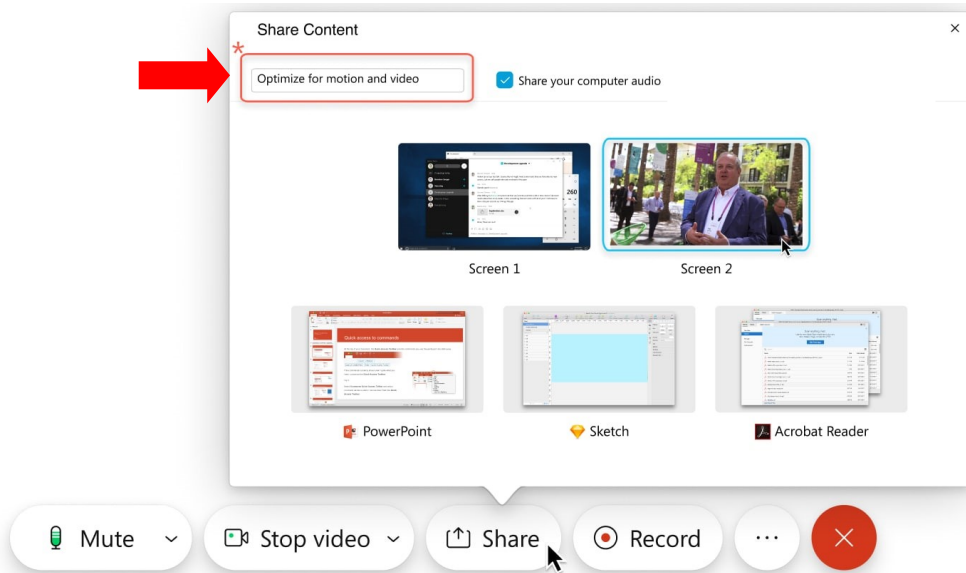
See what you're sharing

When you're sharing content, you want to make sure you're sharing only what you want and that everyone in the meeting can see it. When you share your screen or an application, check what everyone else sees by opening a window that shows you what you're sharing.

While sharing, go to the tab in the meeting control bar at the top of the screen and click the down arrow.
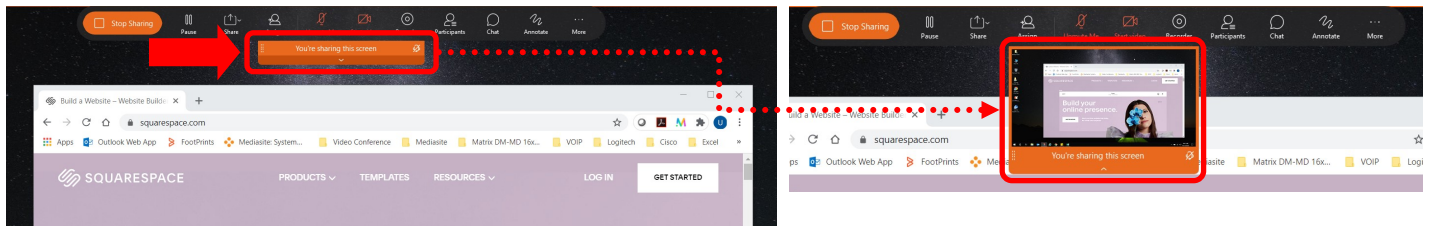
Share a file

Sharing files allows you to share a single file. It could be anything, like a document or video file stored on your computer.

Note: If you already have the file open, share your screen or application. File sharing may not work when you're trying to share a PowerPoint presentation with embedded video.

To share a file, Select **Share** ⬆️ Share and **Share File**.

Share a whiteboard

Create a whiteboard to visually share your ideas. Whiteboards shared during a meeting aren't automatically saved. Remember to save your whiteboard.

To share a blank work area where you can collaborate with the other meeting participants using both text and graphics tools, select **Share** ⬆️ Share and **New Whiteboard**.

Scheduling WebEx Meetings

WebEx is a university-support online video conferencing system that faculty, staff, and students can use to schedule meetings on their personal and work computers.

Get Started

1. Go to uconnhealth.webex.com

2. Click the blue **Sign In** button in the top-right corner of the window.

3. Enter your UConn Health email to sign in.

NOTE: If you are logging in from outside the UConn network (home) you may have to use: UCHC\username

Schedule a Meeting from the UConnhealth.webex.com Website

Once you log in, your personal room page is displayed, and you can schedule and manage your meetings.

1. Click Schedule

2. Complete the fields in the Schedule a Meeting page.

A. Use "WebEx Meetings Pro 1000" for the meeting type. This should be your default choice.

B. Enter a title for the meeting.

C. Meeting participants will need the password generated to join the meeting.

D. Add attendees, who will receive an invitation, by entering their email addresses.

Optional Advanced Options

- Click the drop down arrow for "Show advanced options"

- Under the "Audio connection options" menu, look at the "Entry and exit tone." This is a sound that will play when someone enters or leaves the room. You can have WebEx announce the name that the user has typed in, play a simple beep, or produce no sound at all

- Under the "Audio connection options" menu, look at the "Entry and exit tone" This is a sound that will play when someone enters or leaves the room You can have WebEx announce the name that the user has typed in, play a simple beep, or produce no sound at all
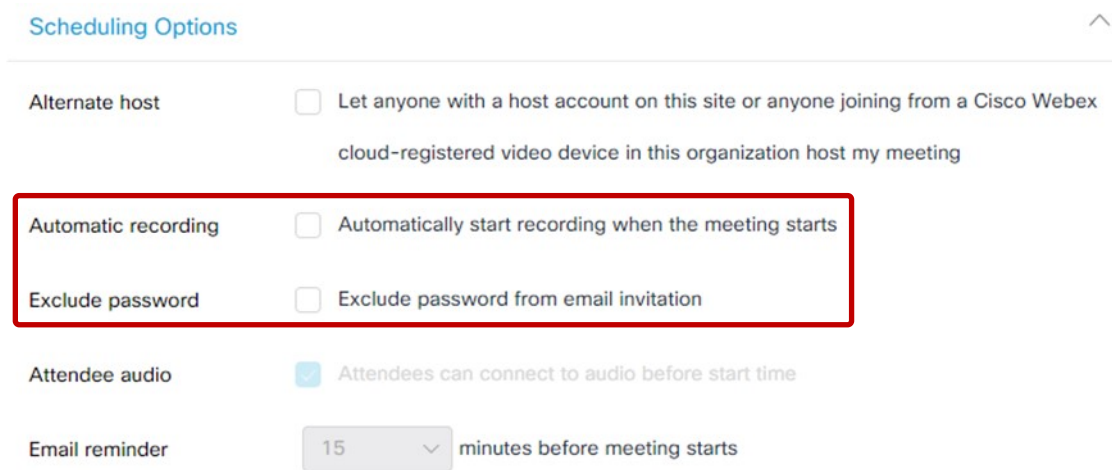
Scheduling Options

- Check the "Automatic recording" box if you want your meeting to start recording as soon as you begin the call

- Check the "Exclude password" option if you opted in to protect your meeting with a password, but you don't want that password to be included in the automatically generated invitation email
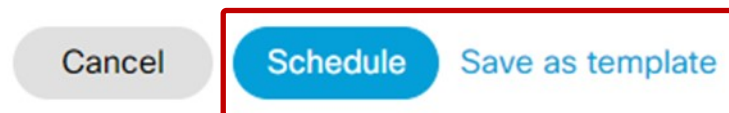
Booking the Scheduled Meeting

- You may save these settings as a template if you plan on replicating this meeting

- Click the "Schedule" button to finish your setup. Your meeting details will appear on the page. You can copy and paste these details into a meeting invite to share with others. You, as the scheduler, will also receive an email confirmation with the meeting details, which could be forwarded to others if necessary.

Schedule a Meeting with Webex Outlook Integration

If you want to schedule meetings directly through the **Outlook app**, follow this link for **WebEx Productivity Tools**. This is a **WebEx extension** that integrates WebEx capabilities into **Outlook**, allowing you to schedule, start meetings and create email invitations within the **Outlook App**. When selecting **Schedule** on the **WebEx desktop app**, it will launch **Outlook** and schedule a **WebEx meeting**.
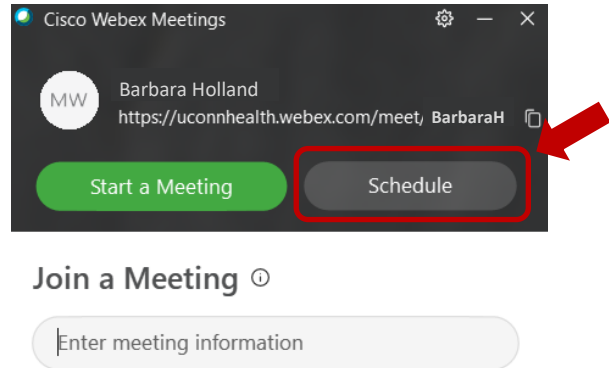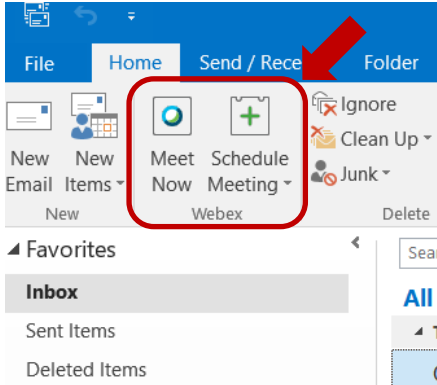
1. Open **Outlook** (desktop application).

2. Select which type of meeting you would like to schedule. Click here for more details on the types of meetings available. Usually **Schedule Webex Meeting** is chosen as the option used because it is the most secure option.

Meet Now: This will start a meeting with your generic person room information. This is not a scheduled meeting.

Schedule Webex Meeting: Secure meeting with a password, unique meeting URL and access code.

Schedule Webex Personal Room Meeting: Standard meeting with NO password. The meeting URL and access code always remain the same.

Schedule Personal Conference Meeting: An audio conference only meeting. Must be setup first to use.

3. Select the settings for your meeting (our suggestions):
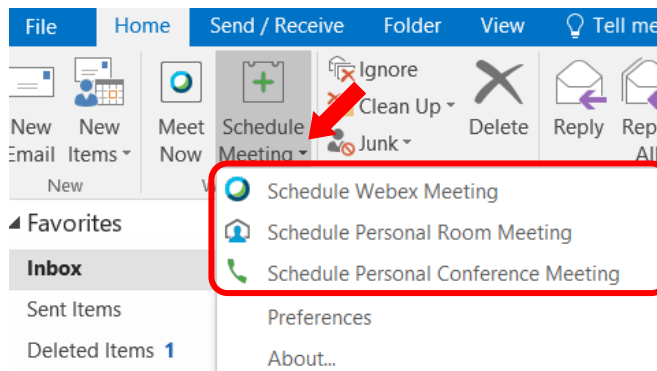
Note: Some of the settings cannot be changed

Meeting template: MC: WebEx Meetings Default

Meeting type: WebEx Meetings Pro Meeting

Meeting password: Use the auto generated password

Audio connection type: WebEx Audio

Entry and exit tone: Announce Name, Beep or No Tone

4. Fill out the following fields in the email. **DO NOT TYPE OR CHANGE ANYTHING BELOW THE AUTOMATED TEXT.** This Section will be auto-filled with the information you enter in the fields.

TO: Attendees, whoever you want to invite (any email)

Subject: Meeting or Conference Title

Location: Meeting Location (Room #)

Start Time: Start date/time

End Time: End date/time

Cancel WebEx Meeting: Cancel the meeting you are creating

Change Settings: To change meeting settings

Send: This will schedule the meeting/ conference and generate an invitation based on the chosen settings and information you typed in the fields

5. When you are ready, select **Send**. This will generate the invitation and send it to all the emails you provided.

6. Start the meeting when you want to, it will not auto start (same for ending meeting). Start the meeting from any of your devices through the WebEx App or at uconnhealth.webex.com.
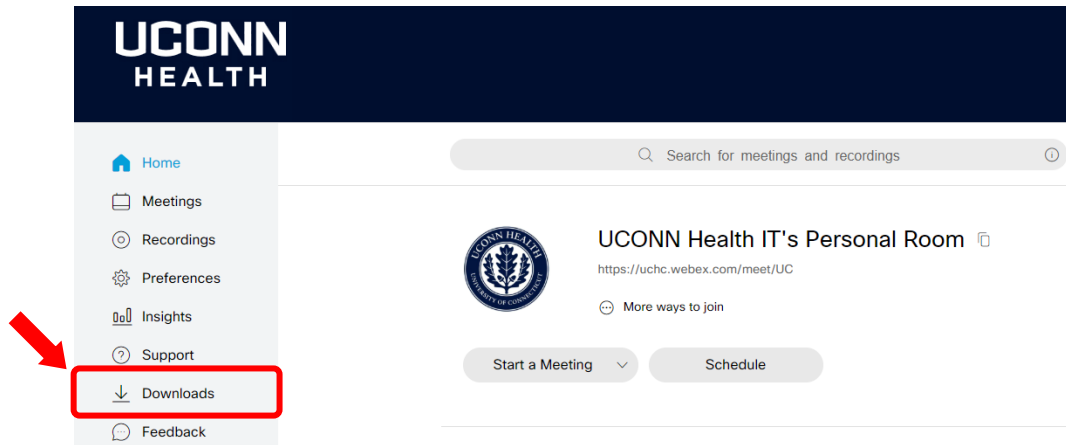
For additional help please visit: https://help.webex.com/en-us/1h3jqab/Cisco-Webex-Productivity-Tools-WBS39-10-and-Later

WebEx Productivity Tools Guide

1. Navigate to uconnhealth.webex.com and Sign In.
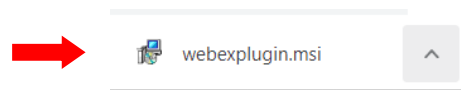
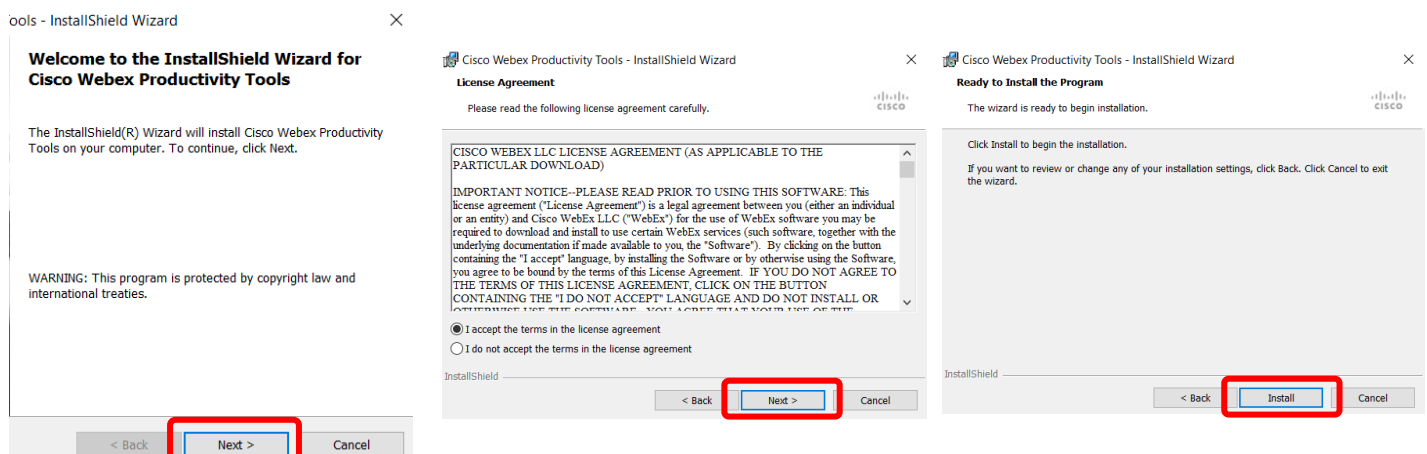2. In the left navigation bar, select **Downloads**.

3. On the Downloads page, under "Cisco WebEx Productivity Tools", select **Download**.

4. Click on the file at the bottom left of your web browser to Run the installation file (.msi extension)


5. Go through the installation wizard. If needed, contact the IT Help Desk for assistance.

6. Open Microsoft Outlook Application and in the Home tab (email inbox/outbox section) there should be new options to select next to New Email; **Meet Now** and **Schedule Meeting.** Note: If the new icons aren't showing up, close outlook and reopen it.

[Click here](#) for instructions on how to schedule a meeting using the productivity tools.
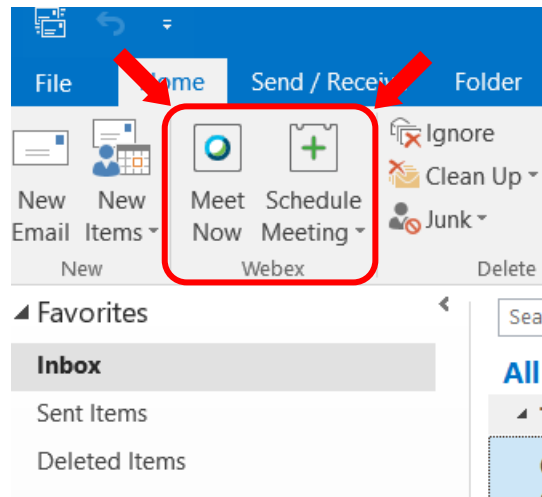
Mandatory Password Enforcement for Scheduled Meetings

This page explains why meeting passwords are required on WebEx meetings as of 1/10/2020.

Password Requirement for Scheduled WebEx Meetings

Cisco released a security update for WebEx meetings to enhance security and privacy. This update requires meeting participants to enter a password along with the meeting number when joining a meeting through the UConn WebEx log-in: https://uconnhealth.webex.com/

When a Password is Required

When you schedule a meeting, it sends participants meeting information that contains a meeting link, meeting number, password, and host key. If participants join a meeting through the UConn WebEx login (https://uconnhealth.webex.com/), they need to enter both the 9-digit meeting number and password found on the invitation. If participants join by clicking the meeting link, either through email or the WebEx Meetings mobile app, they do not need to enter a meeting number or password.

When a Password is Not Required

If participants are given the direct link, they do not need to enter the password. You can access this direct link after scheduling your meeting on the Meeting Information page. Meeting organizers can also send the link to participants by adding their email to the "Attendees" field when scheduling a meeting.

Test Meeting
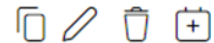
Hosted by Michael Williams

3:05 PM - 4:05 PM | Monday, Mar 16 2020 | (UTC-04:00) Eastern Time (US & Canada)

Start Meeting ∨

Meeting Information

Meeting link:	https://uconnhealth.webex.com/uconnhealth/j.php?MTID=mdd28abcb618c31c
Meeting number:	738 068 578
Password:	AXmfFFGG586
Host key:	85063

Schedule a Meeting

Meeting type	Webex Meetings Pro 1000
* Meeting topic	Test Meeting
* Meeting password	mfgpUvcJ
Date and time	Friday, Jan 17, 2020 2:55 pm Duration: 1 hour
	(UTC-05:00) Eastern Time (US & Canada)
	☐ Recurrence
Attendees	Separate email addresses with a comma or semicolon
Tracking code	Edit tracking code

Invite Attendees by entering their emails here

Cisco Notes

As announced on Nov. 6, 2019 with the WBS39.10 release notes, starting from Jan. 10, 2020, all WebEx sites are going to be configured to automatically add passwords for any new meetings, events, or training sessions. Below are details from the WBS39.10 release notes.

The most effective step to strengthen the security of your meetings is to create a strong password. Passwords protect against unauthorized attendance, so only users with access to the password can join the meeting.

Starting from Jan. 10, 2020, all WebEx sites are going to be configured to automatically add passwords for any new meetings, events, or training sessions.

Password enforcement doesn't affect the meeting join experience of attendees. Participants can easily join a meeting by clicking on the URL in the meeting invitation through email or the WebEx Meetings mobile app, without requiring passwords. Users who enter the meeting number on the web page to join a meeting are required to enter passwords.

Password enforcement is only available for meetings scheduled after Jan. 10, 2020.

Cisco won't enforce password requirements for attendees dialing in to the meeting through a phone or video device. We highly recommend that administrators configure their sites to require passwords for attendees joining through phones or video devices as well.

To support this change, with the WBS39.10 update, site administrators can't disable passwords for meetings, events, and training sessions if their site has enabled passwords for them.

WebEx Permissions

Allow others to schedule meetings on your behalf

Requirements

- Both users must be have verified uconnhealth.webex.com accounts. (see **verification** section)

- Must have access to their Outlook Calendar if scheduling through Outlook WebEx integration (productivity tools).

- Must have permission at uconnhealth.webex.com. The individual who wants to host the meeting must give permission for someone else to schedule meetings for them, so the host must do this procedure. (see **scheduling on behalf** section below)

Scheduling on Behalf

1. Sign in at uconnhealth.webex.com with your **@uchc.edu** email and password (click the blue Sign In button at the top right of your screen).

2. Select **Preferences** on the left side menu.
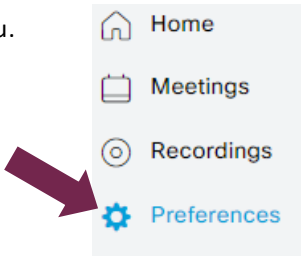
3. Select **Scheduling**.


4. In the field next to **Scheduling permission** type in the names of the people who you want to schedule WebEx

5. Select **Save** at the bottom when you are done.

Alternate Host for Personal Room

Note: These settings only work for a WebEx **Personal Room**. If you are **scheduling** WebEx meetings with a password and you want to assign alternate hosts, you need to assign each time within the meeting preferences when you are creating the meeting.

1. Sign in at uconnhealth.webex.com with your **@uchc.edu** email and password (click the blue Sign In button at the top right of your screen).

2. Select **Preferences** on the left side menu.
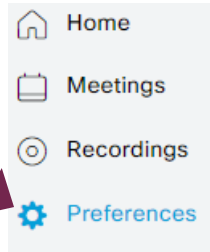
3. Select **My Personal Room**.
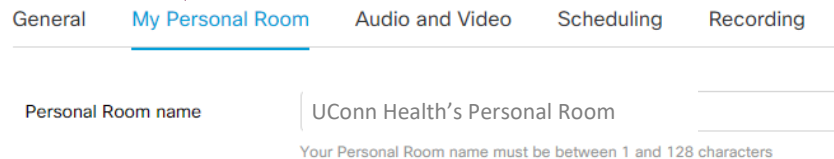
4. Scroll down to the bottom of the page and select the checkbox **Let others host my Personal Room meetings without me.**

5. Select the radio button **Let me choose alternate hosts of my Personal Room meetings.**

6. Enter in the field provided the **@uchc.edu** email addresses of who you want to give permission to be an alternate host for your Personal Room meetings. NOTE: they must have an uconnhealth.webex.com account and be verified.
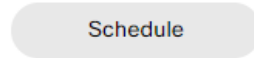
7. Select **Save** when you are finished.
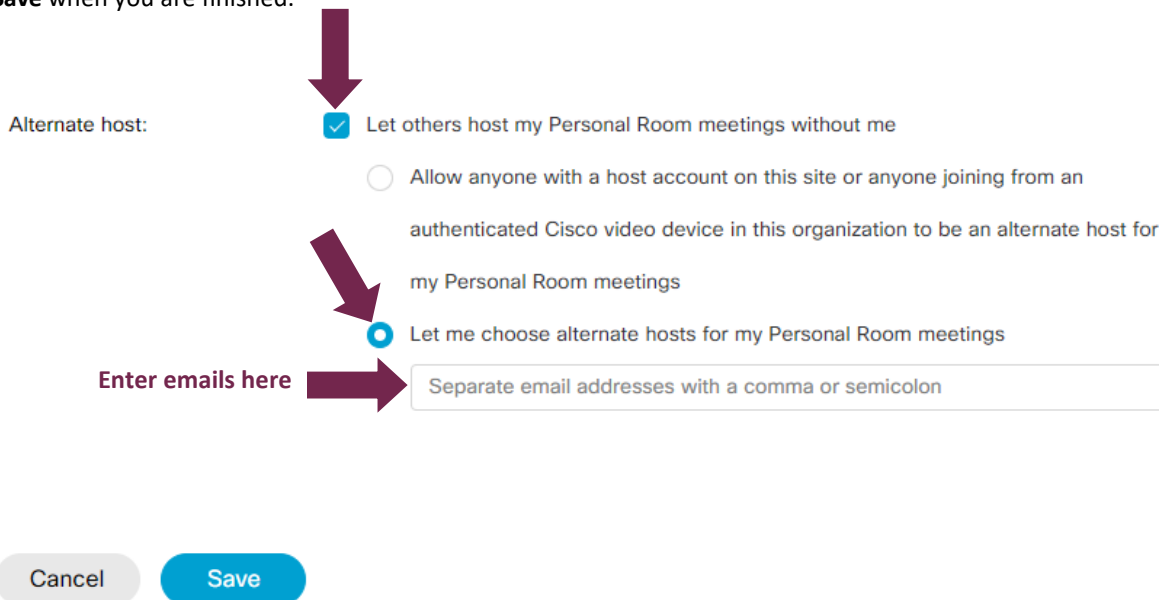
Add Alternate Host or Anyone with a Host Account can Host

1. Sign in at uconnhealth.webex.com with your **@uchc.edu** email and password (click the blue Sign In button at the top right of your screen).
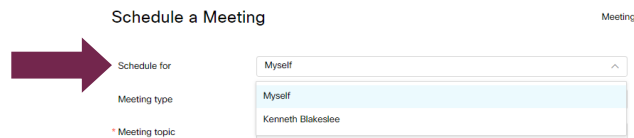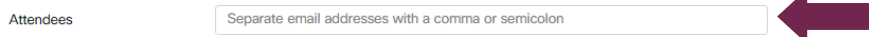
2. Select **Meetings** on the left side menu.
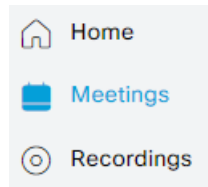
3. Select **Schedule** (grey icon at top right)

4. If scheduling a meeting on behalf of someone else, select the person's name next to **Schedule for**. Note: This option will not appear if you don't have permission to schedule on someone's behalf.

5. Invite Attendees in the **Attendees** field.

6. To assign an attendee as an alternate host, click on the icon of a person between their name and the "x". The icon will turn blue notifying you they are assigned as a alternate host.
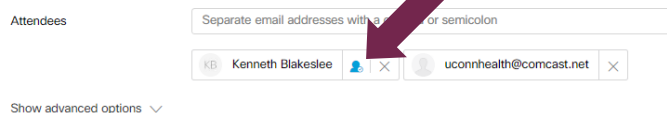
7. To let the first person to join the meeting host, select **Show advanced options** then **Scheduling Options**. Note: Must have @uchc.edu email and be verified with WebEx.
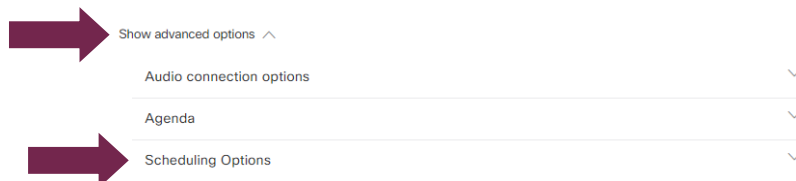
8. Select **Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting**. This will allow the first person who joins the meeting to start, host and end the meeting. If the original host joins they will take over as the host.
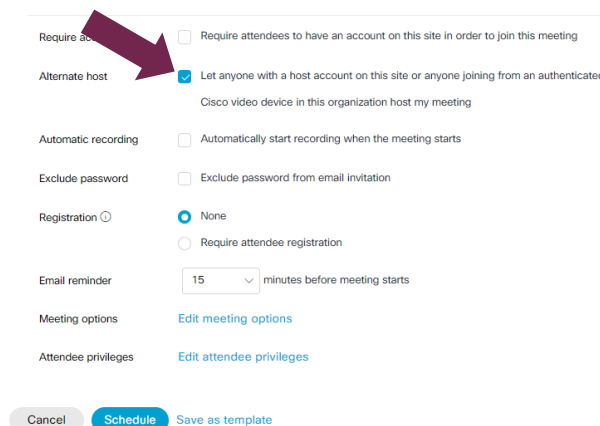
Add Alternate Host when Scheduling through Outlook

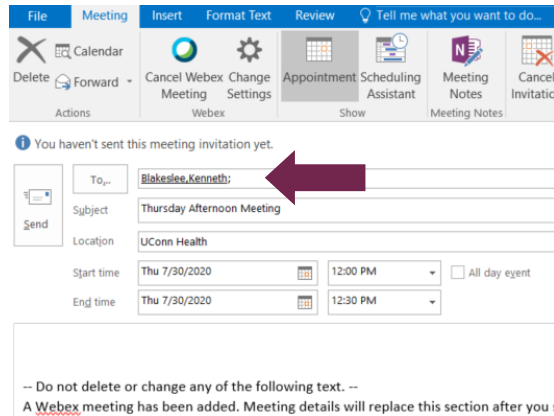1. Open your Outlook desktop application
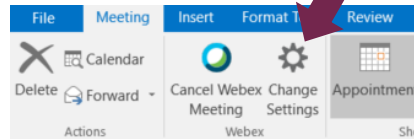
2. Select **Schedule Webex Meeting**
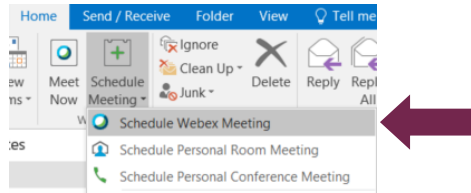
3. Select **OK** at the bottom of the popup window (WebEx settings window)
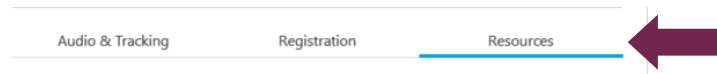
4. Invite people in the **To** field by entering their email addresses

5. Select **Change Settings** (after entering emails)

6. Select **Resources**

7. Select who you want to be an alternate host by clicking the checkbox next to their name. You may select multiple people as alternate hosts. Select **OK** when you are finished selecting alternate hosts. NOTE: Alternate hosts must have a verified account.
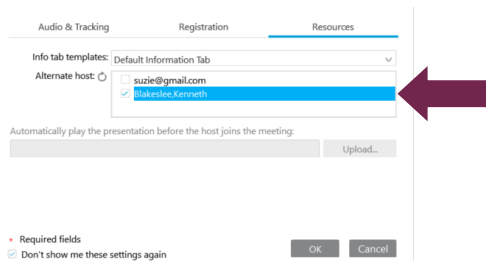
8. Send your meeting invitation out when you are ready. If someone **can NOT** be an alternate host the system will give you a warning. You may go back and change your selection or ignore the message and send out the invitation.
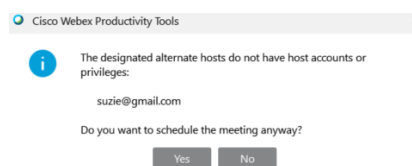
Install Webex on a Smart Phone

1. Download and install the WebEx app on your mobile device.

    a. The WebEx mobile app is available for Android and iOS devices. Click on the appropriate link to download the app.
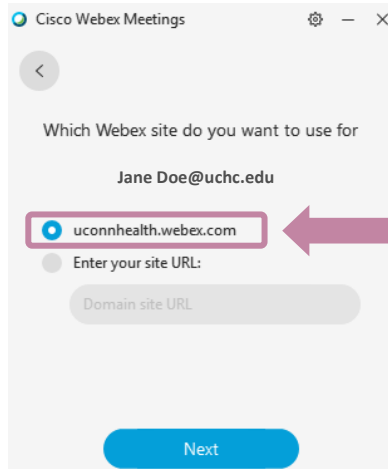
        i. [WebEx Mobile App (Android)](#)

        ii. [WebEx Mobile App (iOS)](#)

Cisco WebEx Meeting Icon

2. Open the WebEx app.

3. If you are asked which WebEx site you would like to use, enter: uconnhealth.webex.com

Choose "uconnhealth.webex.com"

4. Click on the grey **i** icon at the top of your screen ⓘ

Meeting Information

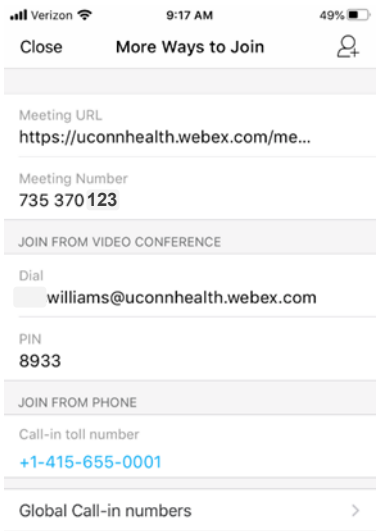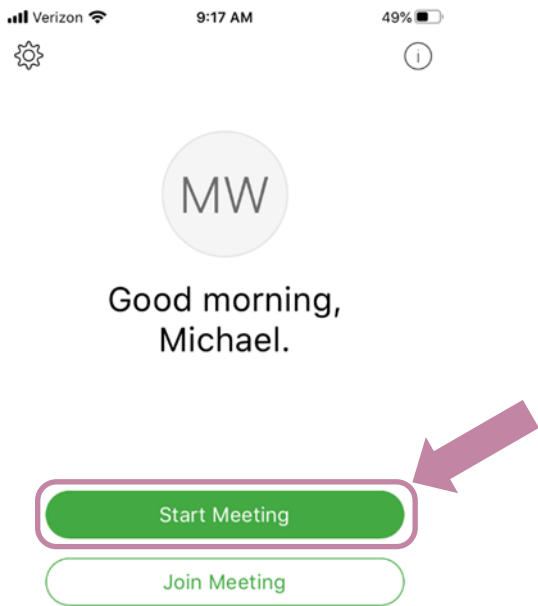**Start a Personal Room Meeting**

Join a Meeting
(You must have meeting information to join)

5. Find your meeting URL. This is the link you will want to share with those who want to join your meeting. This link will be the same across all devices you use to host.

6. Return to the previous screen and click on the green **START MEETING** button to begin your meeting.

Join a WebEx Meeting by Phone as Attendee or Host

Attendee

1. Sign in to your email.

2. Find the WebEx email invitation for the meeting you want to join.

3. Find the **Join by phone** numbers and the **Access code**.

4. Dial the **Join by phone** number, there may be multiple options, choose any number.

5. Enter the **access code** of the meeting and press #.

6. You are now connected to the meeting. Use your phone's mute button if you don't need to speak.

Join me now in my Personal Room.

Join meeting

Join by phone

Tap to call in from a mobile device (attendees only)

+1-415-655-0003 US Toll
Access code: 123 456 789

Global call-in numbers

Host

If you're away from your computer, you can start your Instant or Personal Room meetings by phone without having to log in using the Cisco WebEx Meetings application. Start and host the meeting from any phone.

1. Sign in at uconnhealth.webex.com

2. Find your meeting information next to **More ways to join** and select the circle with three dots in it. This will display all your personal room meeting information. This information does not change unless you manually it change in your settings (not recommended).

3. Dial the **Join by phone** number, there may be multiple options, choose any number

4. Enter the **access code** of the meeting and press #.

5. When prompted for the **Host Pin**, enter the **Host PIN** and press #.

6. Your meeting has started and you are the host. When you hang up the meeting will automatically end in five minutes. If you have assigned an alternate host, they will become the host.

Securing your WebEx Meeting

Instructors can use features and setting in WebEx to ensure a secure, professional environment for their online class. We advise you to schedule meetings for added security. Scheduling adds a passwords and creates a unique invite so only people with the correct information can join.

Please use the **WebEx Meetings Desktop App** when hosting a class. The **Web App does not** have the full suite of Host controls.
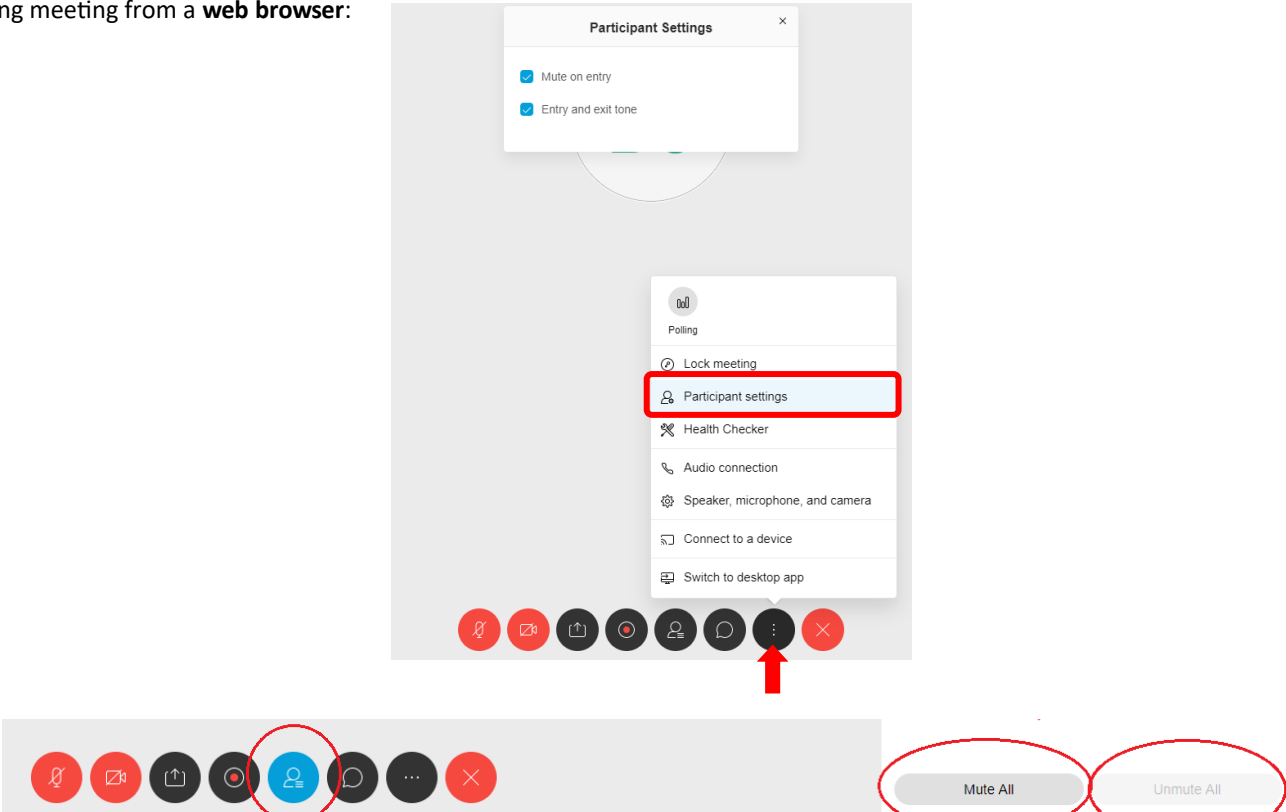
Mute Participants on Entry

Ensure participants are on mute as soon as they enter the meeting so that the main presenter can be uninterrupted upfront. If necessary, the user can un-mute themselves at a later time or the meeting host can un-mute them.
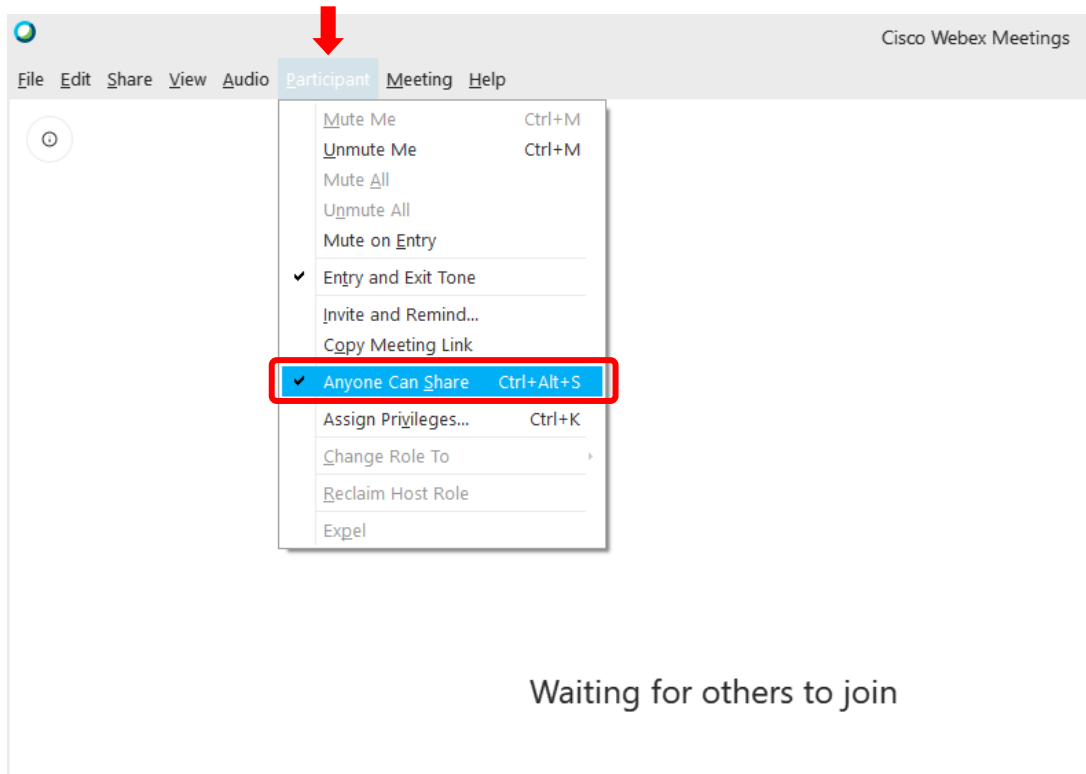
Running meeting from **Desktop App**:
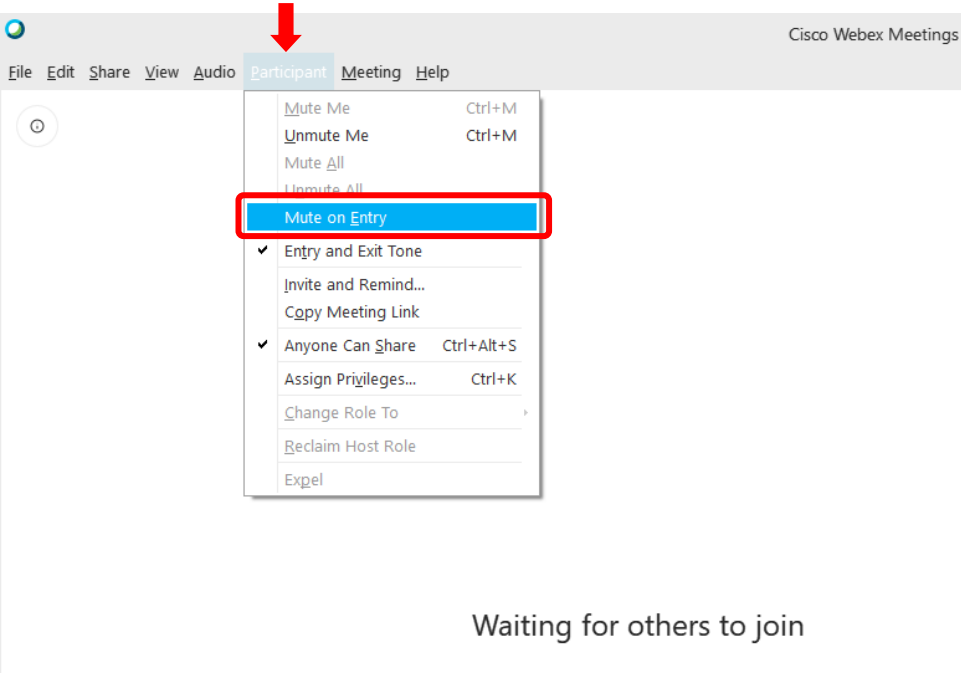
Running meeting from a **web browser**:

34

Disable "Anyone can Share"

Avoid unauthorized screen/application sharing by un-checking "Anyone can share". If necessary, the host can designate specific users as presenters in the course of the meeting.

Lock your meeting room

Once all the participants are in the meeting, the host can lock the meeting. Anyone trying to join after the meeting room has been locked will be placed in the lobby and will require authorization to enter the meeting.
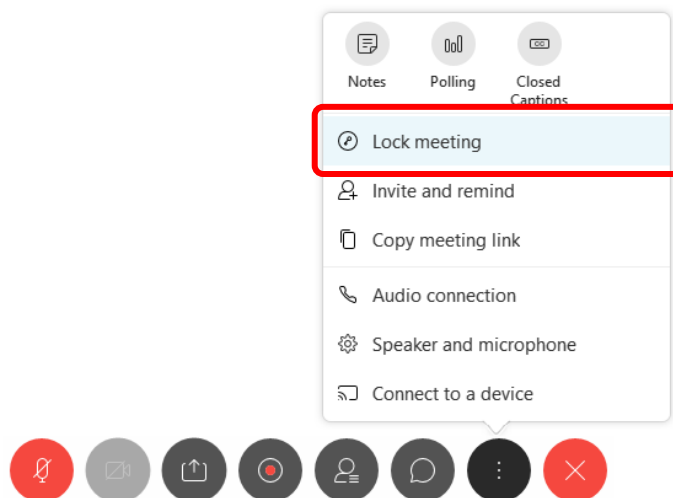
Locking/Unlocking a Personal Room or Meeting as Host

IMPORTANT If a user is attempting to join a locked meeting using a telephone line, they will be automatically denied access without alerting the host. To admit a call-in user, the Meeting must be temporarily unlocked.

For the user to appear in the Lobby, they must connect using an internet connection.

1. While in the Meeting, move your cursor across the window so that the buttons appear along the bottom of the Meeting window.

2. Click on the button with three vertical dots. The button is next to the red Hang Up button
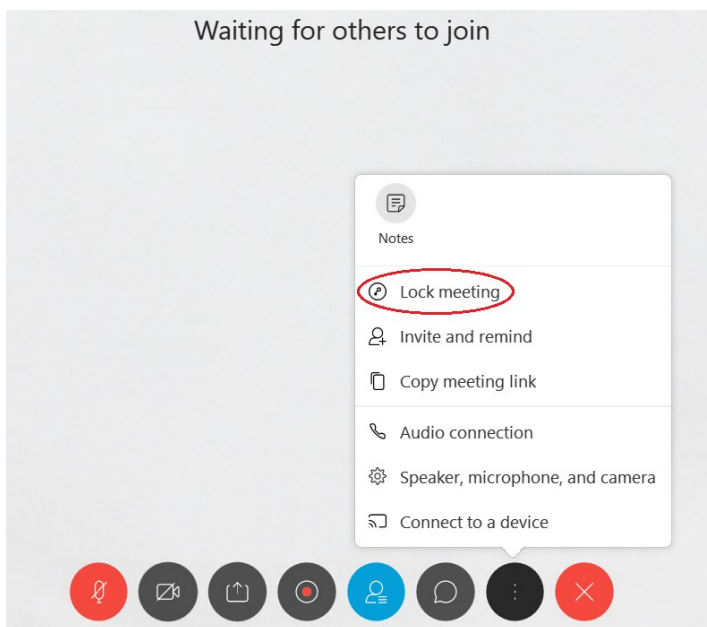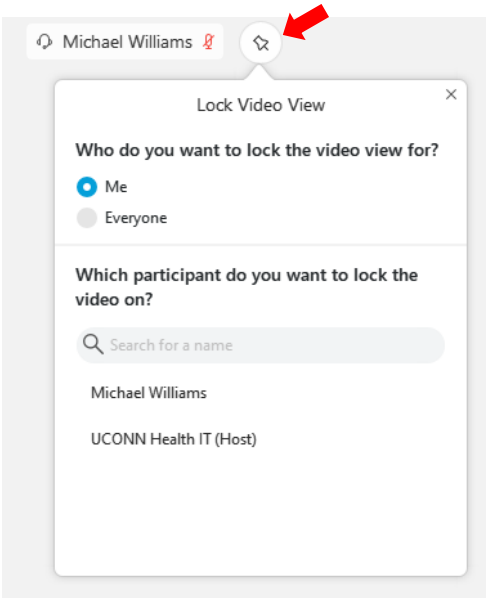

3. Click on the **Lock meeting** option.

4. The icon in the upper right-hand corner indicates whether or not the meeting is locked.
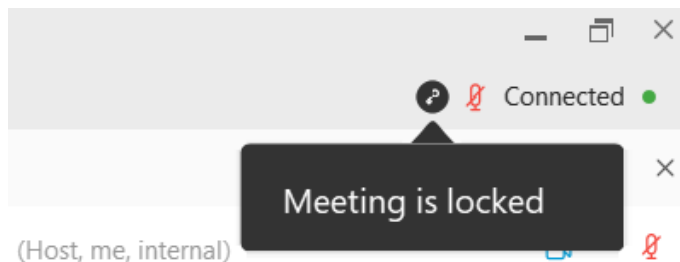
5. **Repeat Steps 1** through **3** to unlock the room.

Lock video view

To avoid users being distracted by other participants, pin the video of the presenter for everyone in the meeting.

Learn about the participant panel

In the event a participant is disruptive there are several actions the host can take. These are available by right clicking on the user in the participant panel. The key ones are Mute, Stop Video, and in extreme cases, Expel. If the room is locked, the user will not be able to return, unless authorized by the host.
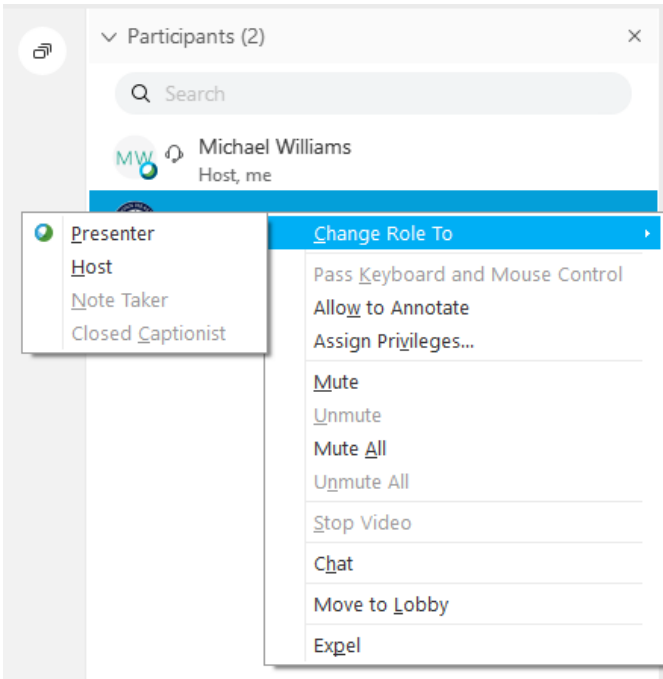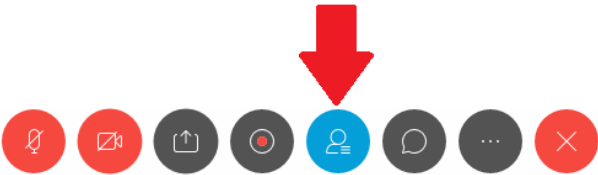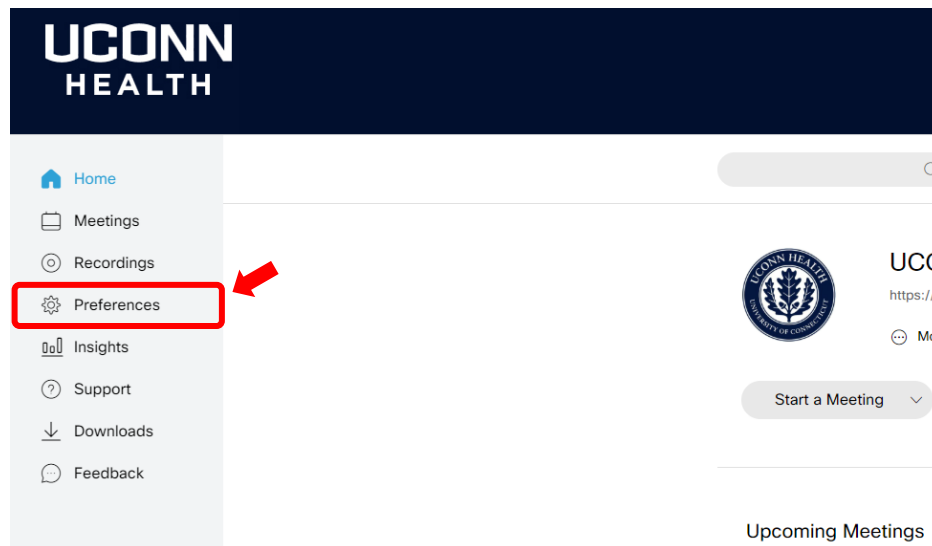
Adjust the Personal Room Automatic Lock

Adjusting the Auto-Lock of a Personal Room

1. Navigate to http://uconnhealth.webex.com/. Click the blue button at the top right of your screen **Sign In**.

2. After signing in, you will be brought to your WebEx Home page.

3. Click on **Preferences** in the left menu.

4. Click **My Personal Room**. In this tab you will find options to enable/disable the auto-lock. You may also change how long We-bEx waits before locking the Personal Room.

Managing Participants

Hosts may manage participants within a WebEx meeting to maintain a professional atmosphere and control of the meeting by using the lobby. The lobby is a holding place for meeting participants where they cannot directly interact with others in the meeting. Hosts may move participants to the lobby so that they have to be manually re-admitted when appropriate. If a uninvited guest attends or a participant becomes disruptive, hosts can also expel this person.

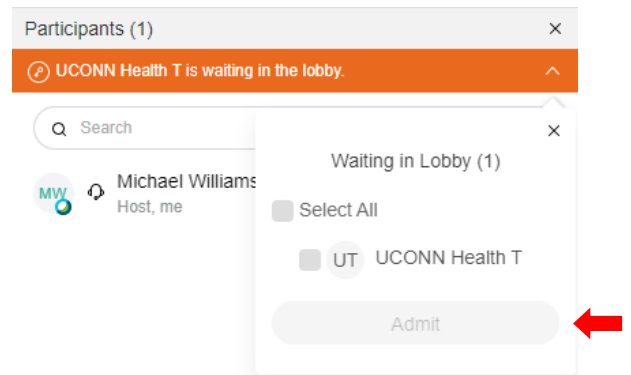## Adjusting the Auto-Lock of a Personal Room

Scenario: You are hosting a Locked Meeting **on a computer** and someone is trying to Join.
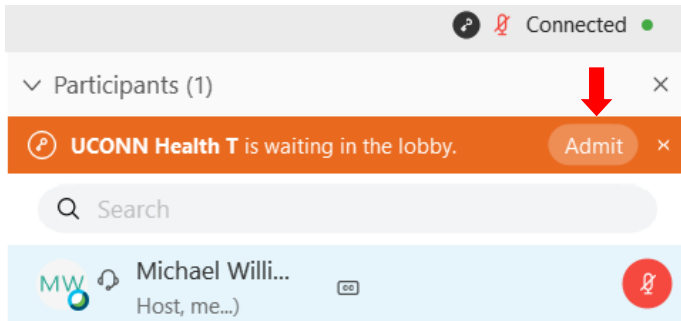
| Desktop App	Web App
picture of a user trying to join the room but appearing as an orange banner above the participant list	picture of a user trying to join the room but appearing as an orange banner above the participant list

When your meeting is locked and someone tries to join, you will see the notification shown above. You have the option of admitting them without unlocking the meeting, or you may dismiss them by clicking on the small "x" to the right of the admit button.

Moving Participants to the Lobby of a **Personal Room**

You may move a participant back into the lobby from the Personal Room. To the participant, it will look as if they tried to join a locked meeting and are waiting to be admitted. Users in the lobby cannot communicate with others in the lobby, and they will not know if anyone else in the lobby.

- The Lobby feature is only available to Personal Rooms. If a participant tries to join a locked scheduled meeting, they will be rejected without notifying the Host.

- If you are using the Desktop App, right click on the participant you would like to move.

- If you are using the Web App, left click on the participant you would like to move. Then click on the ellipses button that appears by their name, and click "Move to Lobby."
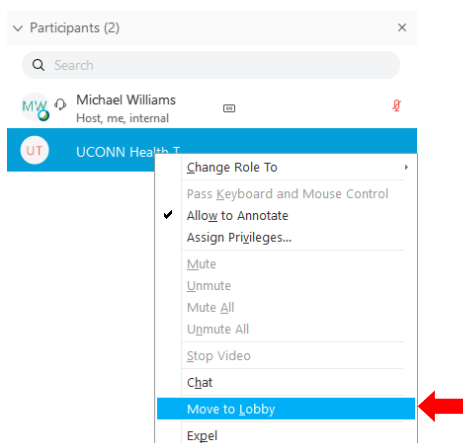
Desktop App	Web App
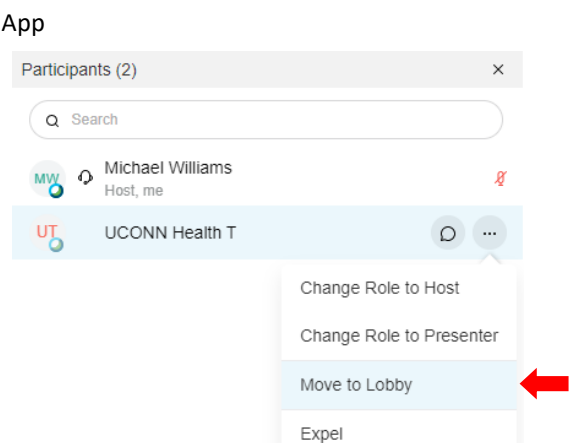
Expelling a Participant

Participants may be expelled from the meeting by the host. Use of expulsion and the room lock will prevent uninvited participants from interrupting the meeting.

1. While in the meeting, move your cursor across the window so that the buttons appear along the bottom of the meeting window.

2. Click on the icon that looks like a person to open the Participant Panel. The icon sits 5th in line from the left.

    A.   If you are using the Desktop App, right click on the Participant you would like to Expel.

    B.   If you are using the Web App, left click on the Participant you would like to Expel. Then click on the ellipses button that shows in line after their name. Click **Expel** to remove the participant.
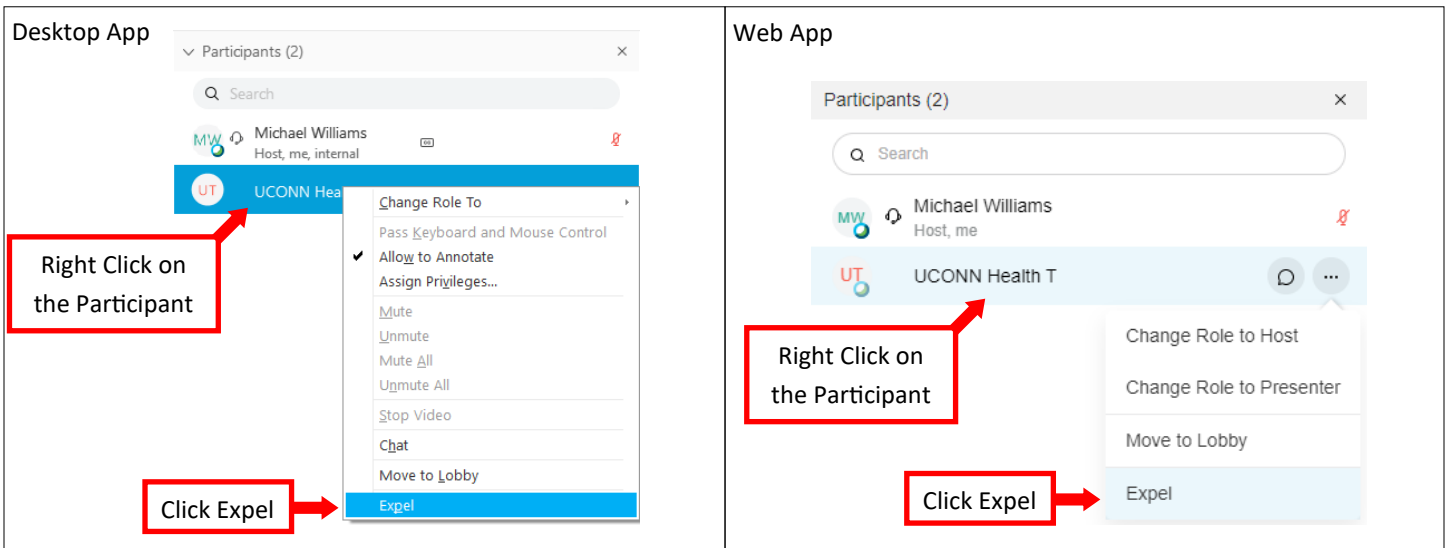
Audio Conference Line

WebEx allows you to create and store up to three Personal Conference numbers for your WebEx account. These Personal Conference numbers are for **Audio Only** meetings (call-in only meetings). You can schedule a "**Personal Conference Meeting**" through the WebEx outlook integration tool. You must setup one of the Personal Conference Meeting numbers at uconnhealth.webex.com before scheduling. NOTE: You can start a meeting on your phone using the WebEx app allowing for call ins and joining by a computer.

1. Sign in at uconnhealth.webex.com

2. Select **Preferences** on the left menu

3. Select **Audio and Video**

4. Create an **Audio PIN**, follow the instructions given (you may use the same pin found under **Preferences > My Personal Room > Host Pin**). Select **Save** at the bottom of the page after enter your Audio Pin.

Audio PIN ⓘ   9462

Your PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

5. Now you can generate a personal account number, next to **Personal Conferencing** select **Generate an account**. You have now created a **Personal Conferencing** number. Example below:

Personal conferencing ⓘ

Personal conference number

| US Toll | +1-415-655-0001 | ← Call this number to |
| US Toll | +1-415-655-0001 | start your meeting |

You can set up three Personal Conferencing accounts in your preferences.

Account 1 ⟳ 🗑   Default

Host access code   37150486 ← Enter the **Host access code** if you are hosting when prompted. Then enter the **Host Pin** (Audio PIN) when prompted.

Attendee access code   37161936 ←

Generate an account

Attendee access code, attendees will enter when prompted.

Click here for further assistance.

Below are functions available during audio only conference. These functions are not available after starting the online portion of your personal conference meeting.

Host and Attendees:

To...	Enter...
Hear all keypad commands	**
Mute your audio	*6
Play the participant count	*#
Unmute your audio	*6

Host Only:

To...	Enter...
Let participants continue the meeting without the host	*8 (then hang up)
Lock the meeting; prevents anyone else from joining	*5
Mute all attendees	##
Send an email reminder	*7
Unlock the meeting	*5
Unmute all attendees	99

Annotate in Cisco Webex Meetings

Use text, lines, shapes, and color options from the Annotate toolbar to draw attention to things you want to point out on content that's being shared.

You can annotate several things in your Webex meetings, for example, you can share your screen and annotate whatever is visible on it. You can also upload a document or add a whiteboard to the meeting to annotate with your meeting participants. Learn more about sharing content here: Share Content in Cisco Webex Meetings.

Before you can start annotating, you need to enable the Annotate toolbar. Choose one of the options below to enable your Annotate toolbar:

- If you're sharing your screen, go to the Controls panel at the top of your screen and click **Annotate**.

- If you're sharing a document or a whiteboard, but not your screen, click **Annotate** on the Controls panel on the left.

## Share a Document to Annotate in Webex Meetings

1. Click **File** > **Open** and **Share**.

2. Navigate to the location of your file.

**3.** Select the file and click **Open**.

To change which page you're viewing you can:

- Select the page you want to view by clicking on the page thumbnail.

- Select a page thumbnail then use the up and down arrows on your keyboard.

- Click the arrows above and below the current page number from the small toolbar on the left.

- Click the page number in the small toolbar on the left and enter the page you want.

4. To stop sharing click the drop-down arrow next to the document name, then click the close button. If you're sharing multiple documents, you must do this for each of them.
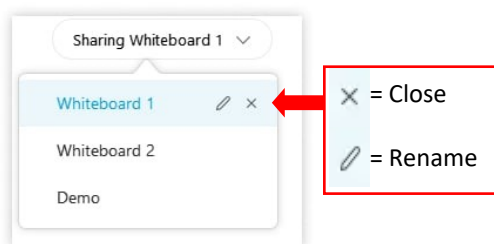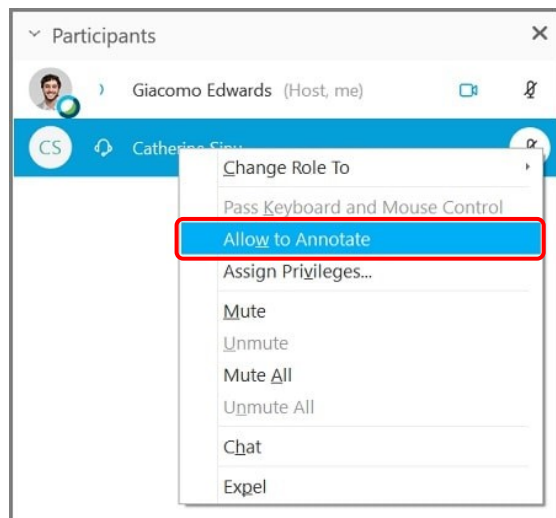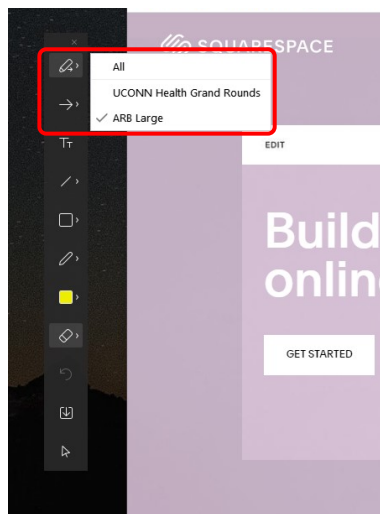
Allow Participants to Annotate

1. To allow all participants to annotate content, during the meeting, event, or training session, on the **Participant** menu, select **Assign Privileges**, select **Participants**, and check the **Annotate** check box.
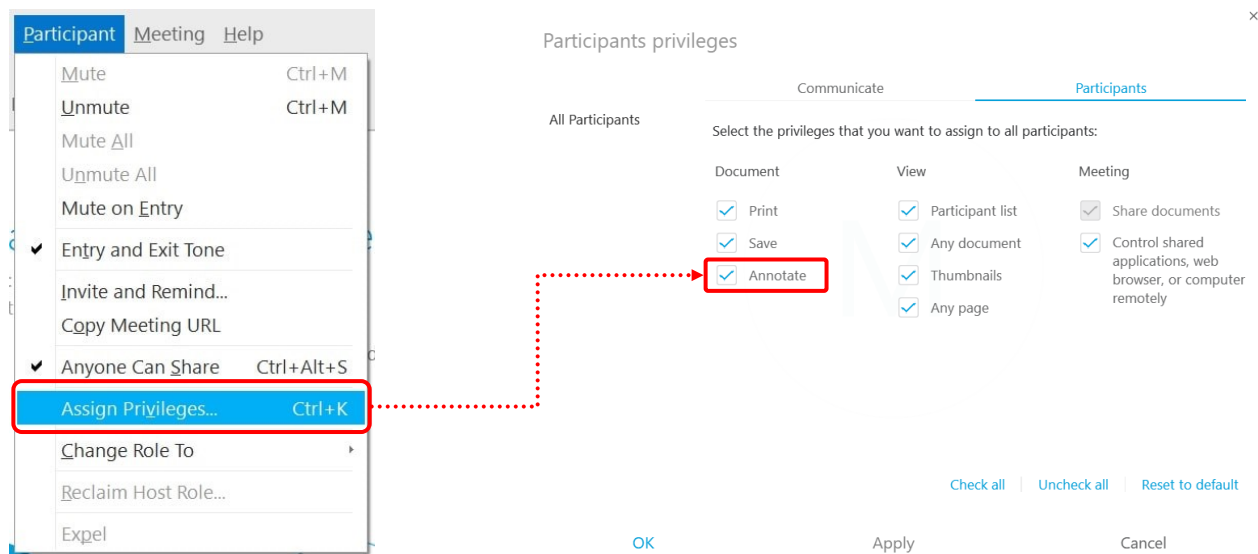
2. To allow a specific participant to annotate, in the **Participants** list, right-click the person's name and select **Allow to Annotate**.

You can also use the annotate toggle ⬚ from the Annotate toolbar to enable or disable annotations for all meeting participants. If you click the right arrow, you can enable annotations for specific meeting participants.
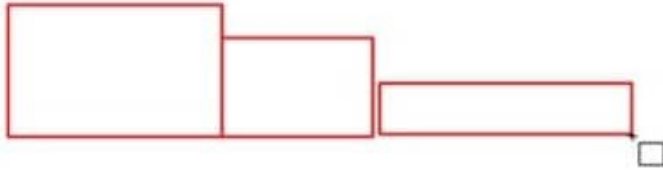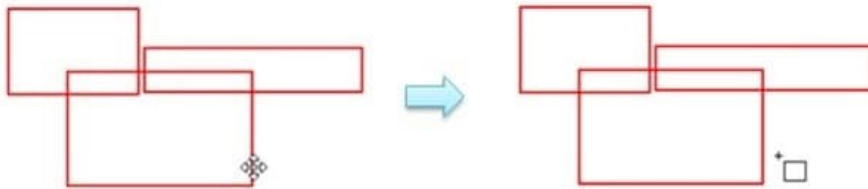
Draw an Annotation

Hosts can annotate shared content. If you're a participant and the host allows you to annotate shared content, you can draw on and add shapes to content that's being shared too.

1. To draw an annotation, select one of the options on the Annotate toolbar.

2. Press the left mouse button and drag the mouse to draw. You can draw consecutive annotations.

Make sure that your cursor is in draw mode and not move mode ⟨⊕⟩ . For example, if you selected the square shape on the toolbar, move your cursor until it changes to the draw cursor ⬚ .

If you want to continue to draw directly on top of the annotation you just drew, hold down the **Ctrl** key in Windows (Command key on a Mac) to force the cursor into draw mode, press the left mouse button, and drag to draw.
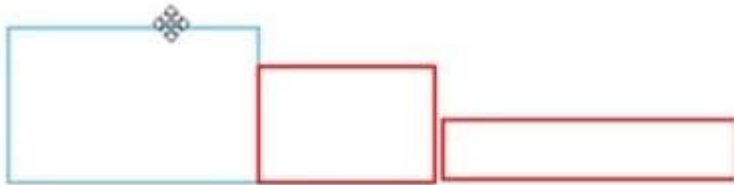

Move an Annotation

Only the participant with the presenter role can move annotations.

Learn how to pass the presenter role here: https://help.webex.com/WBX1800/

1. To move a shape, hover over the border of the shape until your cursor changes to the move cursor ⟨⊕⟩ , and then drag the shape to its new location.
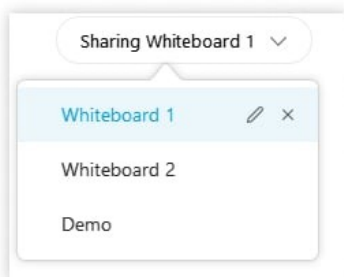

2. To move a line, pen drawing, or text, hover directly over it until your cursor changes to the move cursor ⟨⊕⟩ , and then drag the annotation to its new location.

Save an Annotated Whiteboard or Document

Note: All unsaved documents and whiteboards will be lost once the meeting ends.

1. Choose the whiteboard or document you want to save from the list.
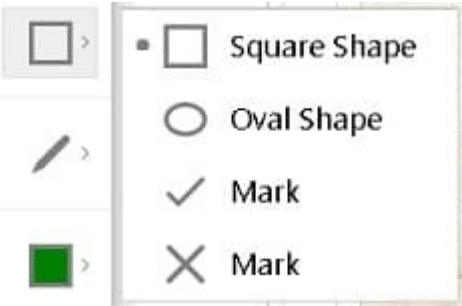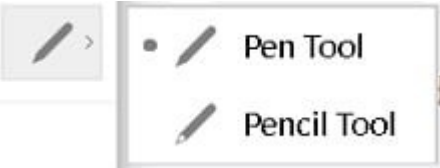
2. Click the **Save** ⬇ button from the Annotate toolbar on the left.

3. Navigate to where you want to save the file.
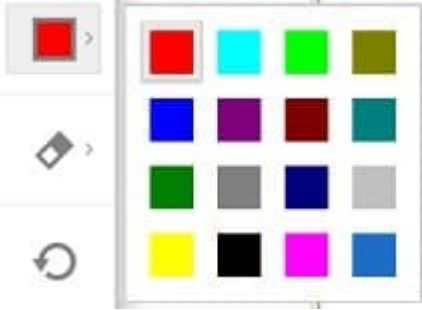
4. Name the file and choose a file type. Available file types are:

- Universal Communication Format (*.ucf)—choose if you want to reuse in a Webex meeting and continue annotating.

- Portable Document Format (*.pdf)—choose if you want to open in other applications, print, or share.

5. Click **Save**.

Annotate Toolbar

Use the annotation tools to annotate your shared content.

Tool	Description
	Click to enable and disable annotation for all participants. Click **>** to expand the Annotate menu where you can enable specific participants to annotate.
	Draw attention to specific a point on the screen by using a pointer. The arrow pointer includes your name . If you're on Windows, click the arrow to select the laser pointer.
	Add text to shared content. Change the color by selecting first.

	Draw straight lines to underline content or draw attention to it. Drag your mouse to draw a line. If you're on Windows, click the arrow and select single or double arrowhead. • / Line / Single Arrowhead / Double Arrowhead Change color by selecting first.
	Draw a square. If you're on Windows, click the arrow to draw an oval, check mark, or x mark. • ☐ Square Shape ○ Oval Shape ✓ Mark ✕ Mark Change the color by selecting first.
	Draw freehand using the pen. If you're on Windows, click the arrow to draw with a pencil. • / Pen Tool / Pencil Tool Change color by clicking first.

	Change the color of text, lines, shapes, and the pen or pencil tool. Click the arrow to select a color.
	Erase an annotation by selecting the eraser and then selecting the annotation. If you're on Windows, click the right arrow to erase all annotations or only theirs.
	Save your annotations. Unsaved annotations are lost when the meeting ends.

Note: Unsaved annotations are lost when the meeting ends.

Webex Breakout Sessions

You can use breakout sessions in meetings to place your participants into smaller groups where they can collaborate and share ideas. Breakout sessions are smaller groups that are split off from the main Webex meeting. They allow a subset of meeting participants to collaborate and share ideas over audio and video. Use breakout sessions for workshops, classrooms, or for when you need a moment to talk privately with a few participants, outside of the main meeting. Hosts and cohosts create breakout sessions, assign participants and then, when they're ready, start the sessions. Attendees can share content and use collaboration tools such as Chat, to collaborate in smaller, more focused discussion groups.

Audio and Video in Breakout Sessions

Each breakout session is a separate audio and video conference. If you connected to audio when you joined the meeting, it switches over automatically when you join a breakout session. You can mute or unmute your audio and start or stop your video at any time during the breakout session, just like you would in the main session.

Create Breakout Sessions

As a host or cohost, breakout sessions are easy to create. You can create the sessions any time during the meeting and then, when you're ready, start them.

1. Enable the breakout session feature: From the **Breakout** menu, click **Enable Breakout Session**.
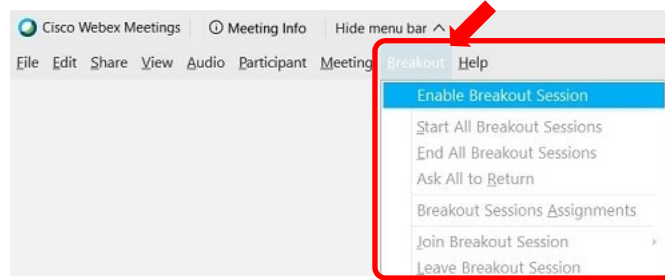
You can also enable the breakout session feature when you schedule a meeting.

When the breakout session feature is enabled, the **Breakout sessions** button appears in the meeting controls.

2. Click **Breakout sessions**.

Note: Only one host or cohost can have the **Breakout session assignment** dialog box open at a time. If the **Breakout Session** button is unavailable, someone else is editing the breakout sessions. Ask the host or cohost if they're making changes.

3. Select the number of breakout sessions that you want to create and how you would like to assign your participants:

- **Automatically**: Let us split your participants up evenly into each of the breakout sessions.

- **Manually**: You assign participants to each breakout session.
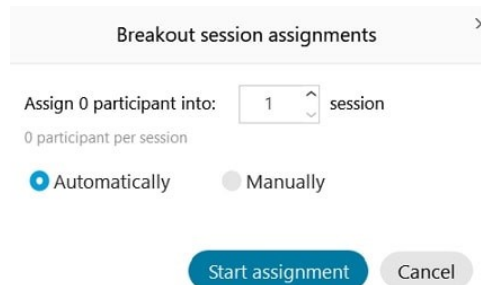
4. Click **Start assignments**.

Note: The breakout sessions are created. By default, breakout sessions are named *Breakout session 1*, *Breakout session 2*, and so on. You can [rename the breakout sessions](#) later.
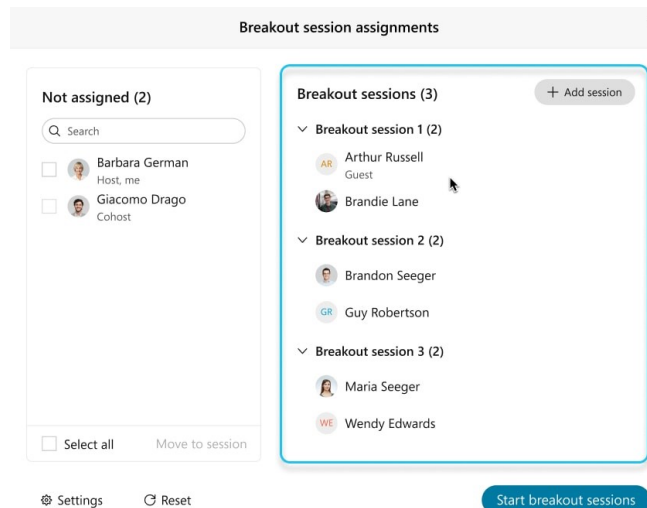
If you chose **Automatically** in Step 3, the participants are assigned. If you chose **Manually** in Step 3, assign participants to breakout sessions.

Note: If you want to change the number of breakout sessions or how the participants were assigned, click **Reset** and repeat Steps 3 and 4. The new breakout sessions replace all existing sessions.

5. Change breakout session settings.

6. When you're ready to start all breakout sessions, click **Start breakout sessions**.
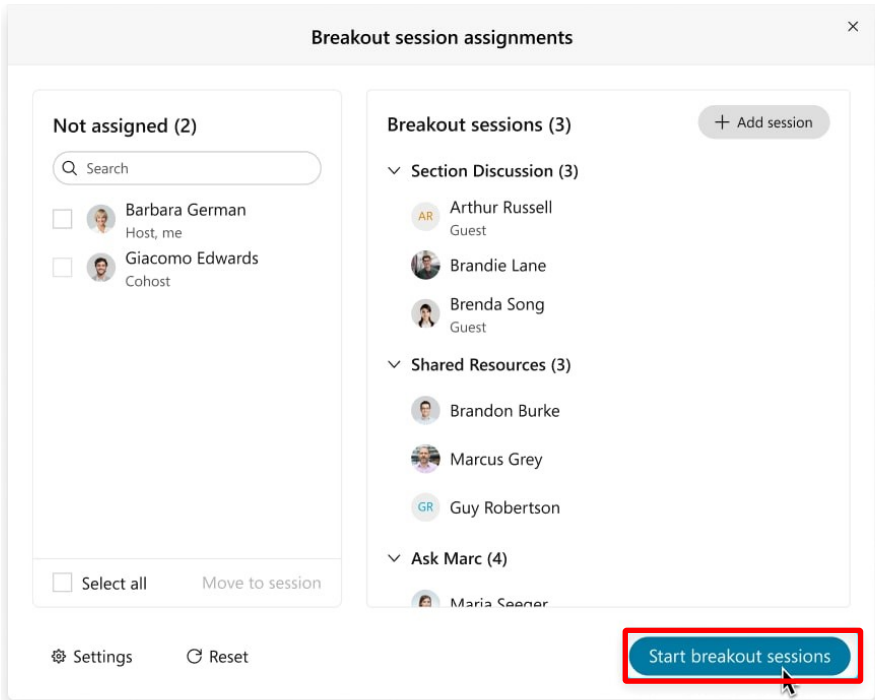
If the breakout sessions aren't set to end automatically after a specified number of minutes, you can end all breakout sessions when you're finished using them.

**iPad**

1. Tap **More Options** ⋯ **> Breakout Session.**

2. Select the number of breakout sessions that you want to create and how you would like to assign your participants:

Automatically: Let us split your participants up evenly into each of the breakout sessions.

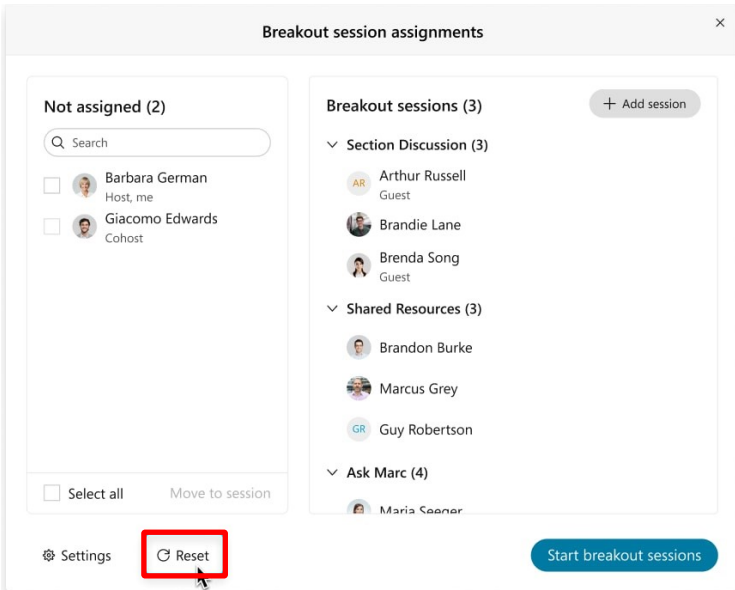**Manually**: You assign participants to each breakout session.

3. Tap **Create Assignments**.

By default, breakout sessions are named Breakout session 1, Breakout session 2, and so on. You can rename the breakout sessions later.
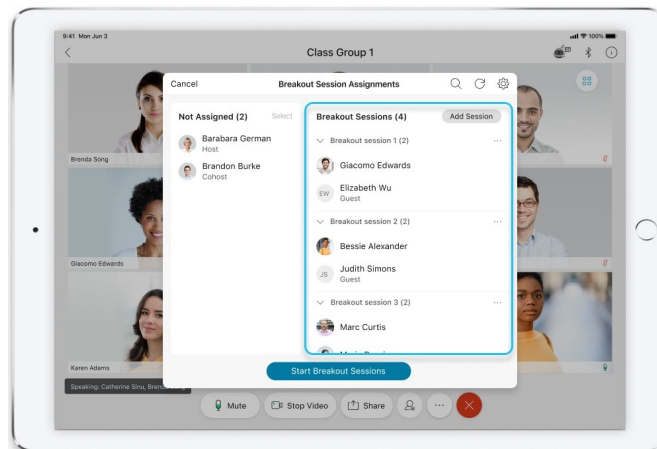

If you chose **Automatically** in Step 2, the participants are assigned. If you chose **Manually** in Step 2, assign participants to breakout sessions.

Note: If you want to change the number of breakout sessions or how the participants were assigned, tap **Reset** ↻ and repeat Steps 2 and 3. The new breakout sessions will replace all existing sessions.
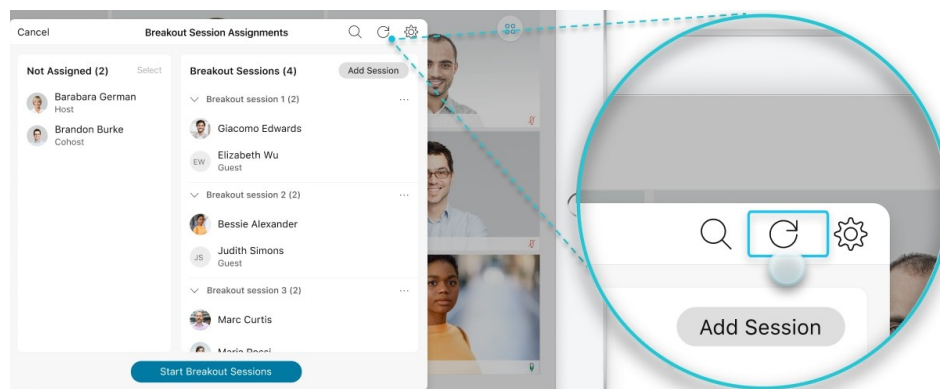
4. Change breakout session settings.

5. When you're ready to start all breakout sessions, tap **Start Breakout Sessions**.

Change Breakout Session Settings

As a host or cohost, you can choose to have all breakout sessions end automatically, after a specified number of minutes. You can have attendees join the sessions automatically, when the sessions start, or allow them to join themselves.

IMPORTANT! Make sure that you change the settings before the breakout sessions start. You can't change the settings after the sessions have started.

1. If the **Breakout session assignment** dialog box isn't already open, click **Breakout sessions** to open it.

2. Click **Settings**.

Allow attendees to return to main meeting: Check this setting if you want to allow attendees to be able to leave the breakout sessions and return to the main meeting at any time.

Uncheck this setting if you want attendees to remain in the breakout session until the breakout sessions end or you ask all to return.

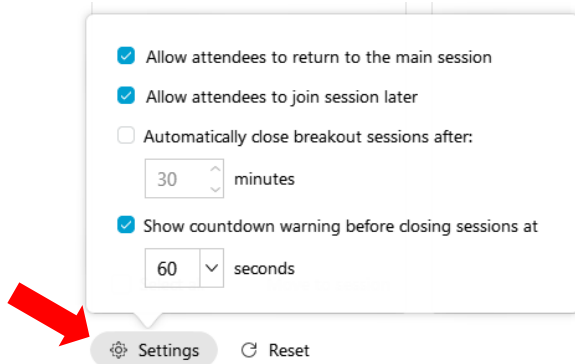**Allow attendees to join breakout sessions later**: Check this setting if you want attendees to receive a message that they've been invited to a breakout session but allow them to join the sessions on their own.
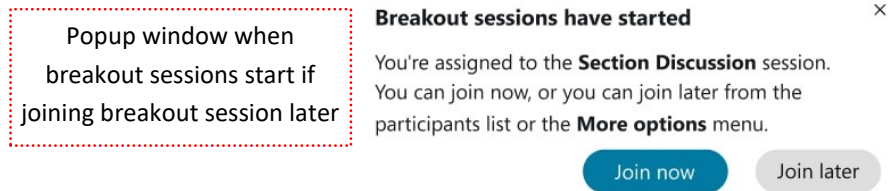
Uncheck this setting if you want attendees to be moved automatically into the breakout sessions after the sessions start.

Automatically close breakout sessions after: check this setting if you want breakout sessions to end automatically after a specified time. Enter the duration in minutes. Otherwise, you'll need to end all breakout sessions manually.

Show countdown warning before closing breakout sessions: check this setting if you want to give attendees some time to wrap up before the breakout sessions end. Select the countdown duration.

Uncheck this setting if you want the breakout sessions to end and attendees to return to the main meeting immediately after you end all breakout sessions.

End All Breakout Sessions

As a host or cohost, you can end all breakouts sessions. When you end all breakout sessions, everyone who's in a breakout session returns to the main meeting automatically.

1. If the **Breakout session assignment** dialog box isn't already open, click **Breakout** to open it.

Note: Only **one** host or cohost can have the **Breakout session assignment** dialog box open at a time.

2. Click **End all breakout sessions** > **End sessions**.
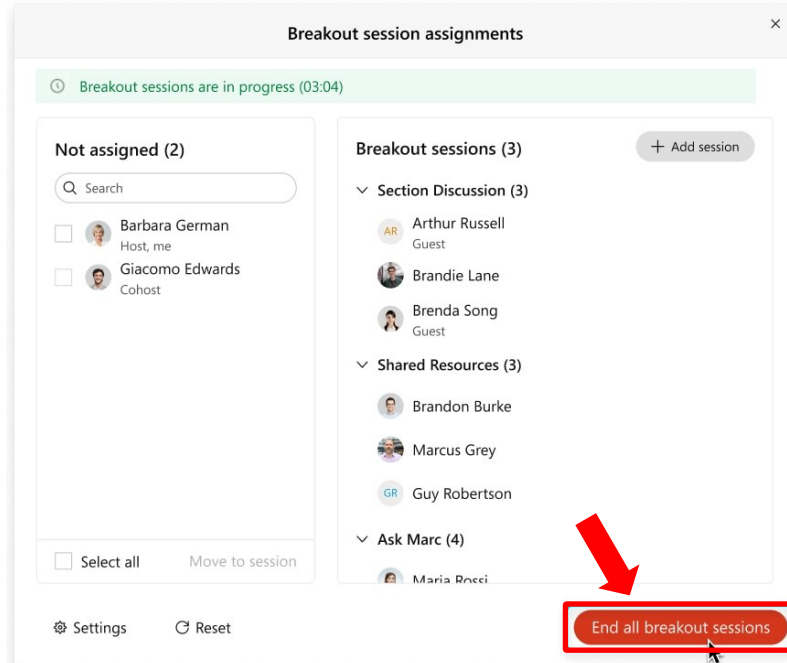
Attendees see a message when you end all breakout sessions. This will send all attendees back to the main meeting session.

You may start the breakout rooms again by selecting **Breakout sessions --> Start Breakout sessions**

Ask All Participants to Return to the Main Meeting

As a host or cohost, you can send a message to participants in all breakout sessions, asking them to return to the main meeting.

Participants can choose to return to the main meeting or stay in the breakout sessions.

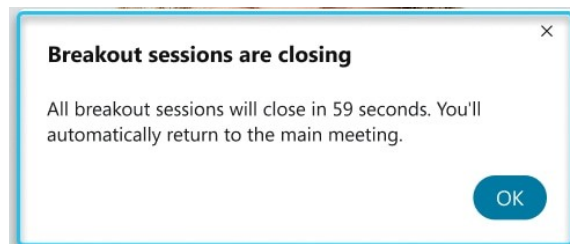Participants who return to the main meeting can rejoin the breakout sessions later, if the breakout sessions aren't ended.

Note: If you don't end the breakout sessions when you ask all to return, the participants' audio is muted when they return to the main meeting. Remind participants to unmute if they have something to say.

1. Select **Breakout** at the top of your screen

2. Select **Ask All to Return**

3. All attendees will receive a message asking them to **Return to main meeting**. They can select **Return** to return to the main meeting or **Stay** which will leave them in the current breakout session.
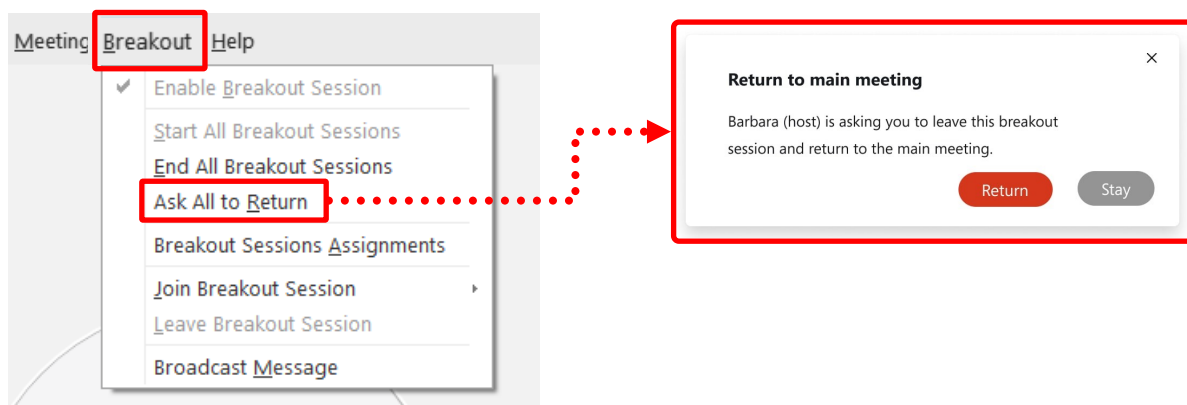
Broadcast a message to breakout rooms or individuals

As a host or cohost, you can share information with participants in one or all breakout sessions by broadcasting a written message to them. If you want to send a message to cohosts and presenters in all breakout sessions, you can broadcast a written message that only they'll see.

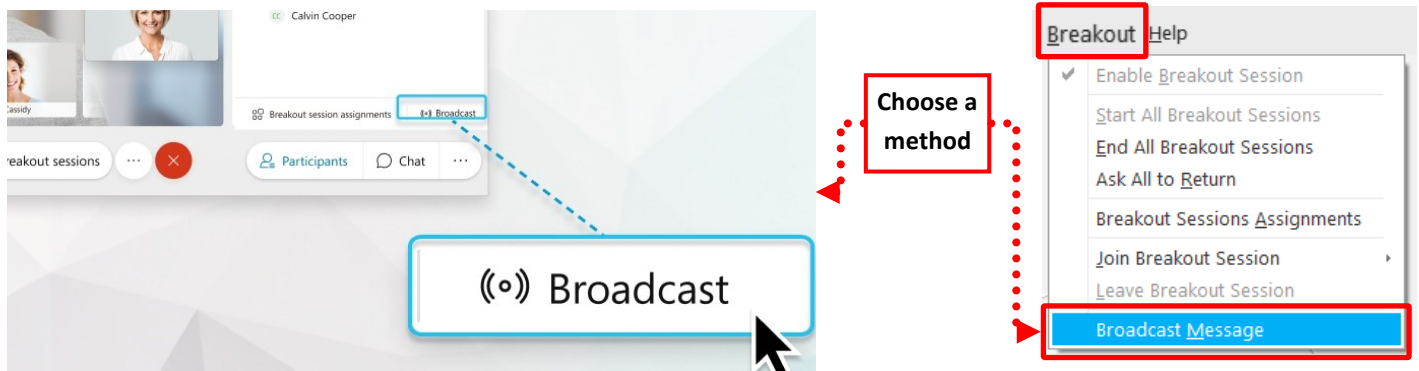**1.** Click **Broadcast** in the **Participants** panel any time after the breakout sessions have started. If this option doesn't appear, Select **Breakout** drop down menu at the top of the screen then select **Broadcast Message**

2. From the **All sessions** drop-down list, select which sessions you want to broadcast the message to.
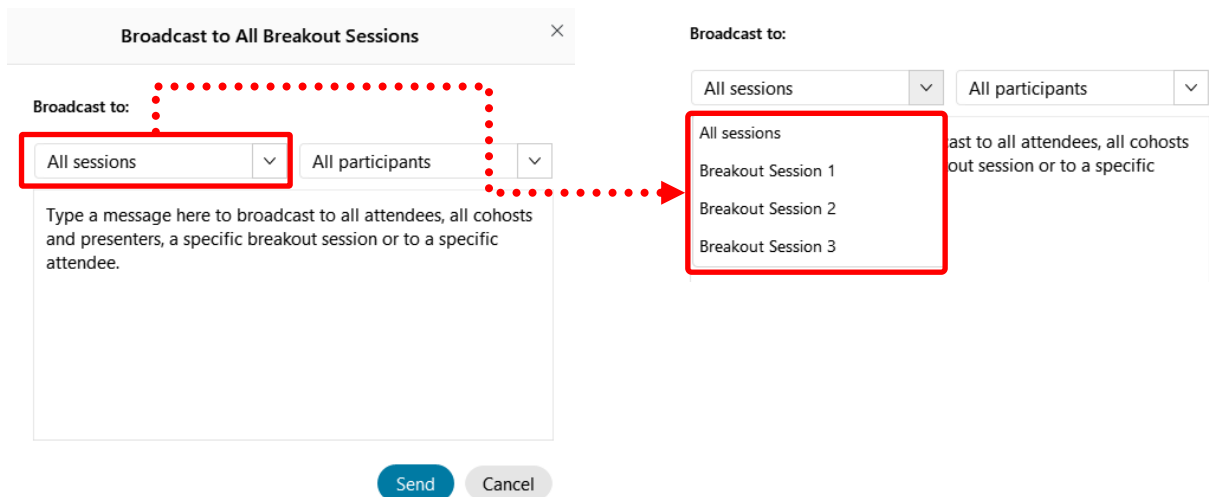
3. If you chose **All sessions** in Step 2, from the **All participants** drop-down list, select who you want to broadcast the message to.

4. Enter your message and click **Send**.

Meeting Features Available in Breakout Sessions

Feature	Meeting Host and Cohost	Attendee
Create and start breakout sessions • Maximum number of breakout sessions in a meeting: 100 • The number of participants in a breakout session is limited by the meeting capacity of your plan. For example, for plans that allow 1,000 people, you can have 100 sessions with 10 people in each, 20 sessions with 50 people in each, and so on. • Choose to assign participants automatically or manually. • Control how and when participants are allowed to return to the main meeting.	✓	
Add, rename, or delete a breakout session	✓	
Move or exchange attendees in breakout sessions	✓	
Remove a participant from a breakout session	✓	
Ask all participants to return to the main meeting If the breakout sessions aren't ended, the attendees' audio is muted when they return to the	✓	
End all breakout sessions	✓	

Participate in a Breakout Session

Feature	Meeting Host and Cohost	Attendee
Join or leave a breakout session	✓	✓
Start or stop your video during a breakout session	✓	✓
Mute or unmute your audio during a breakout session	✓	✓
Share content during a breakout session	✓	✓
Use Chat to message others in your breakout session	✓	✓
Ask for help during a breakout session		✓
Respond to a request for help in breakout sessions	✓	
Broadcast a message in breakout sessions	✓	

For further assistance: https://help.webex.com/en-us/8cckd2/Manage-Breakout-Sessions-in-Cisco-Webex-Training

Change Your Name or Profile Picture

1. Sign in to your Webex site and mouse-over the down arrow beside your name. (top right of screen)
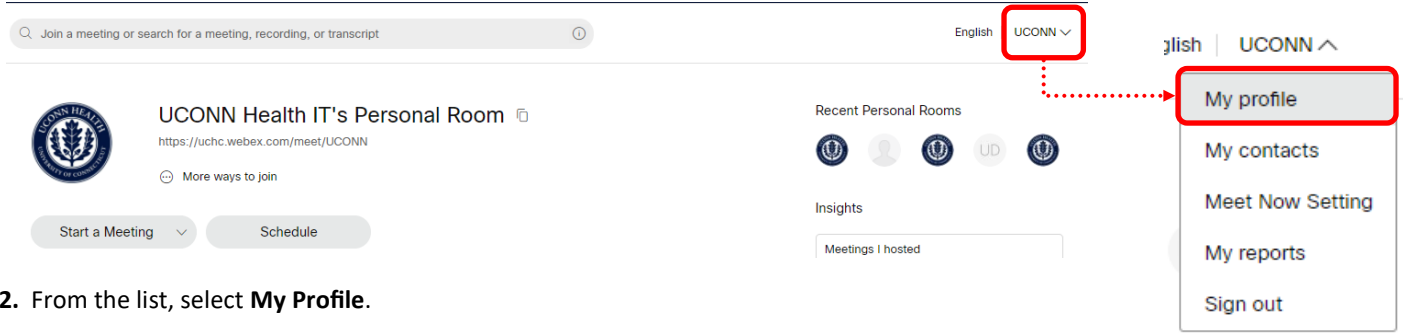
2. From the list, select **My Profile**.

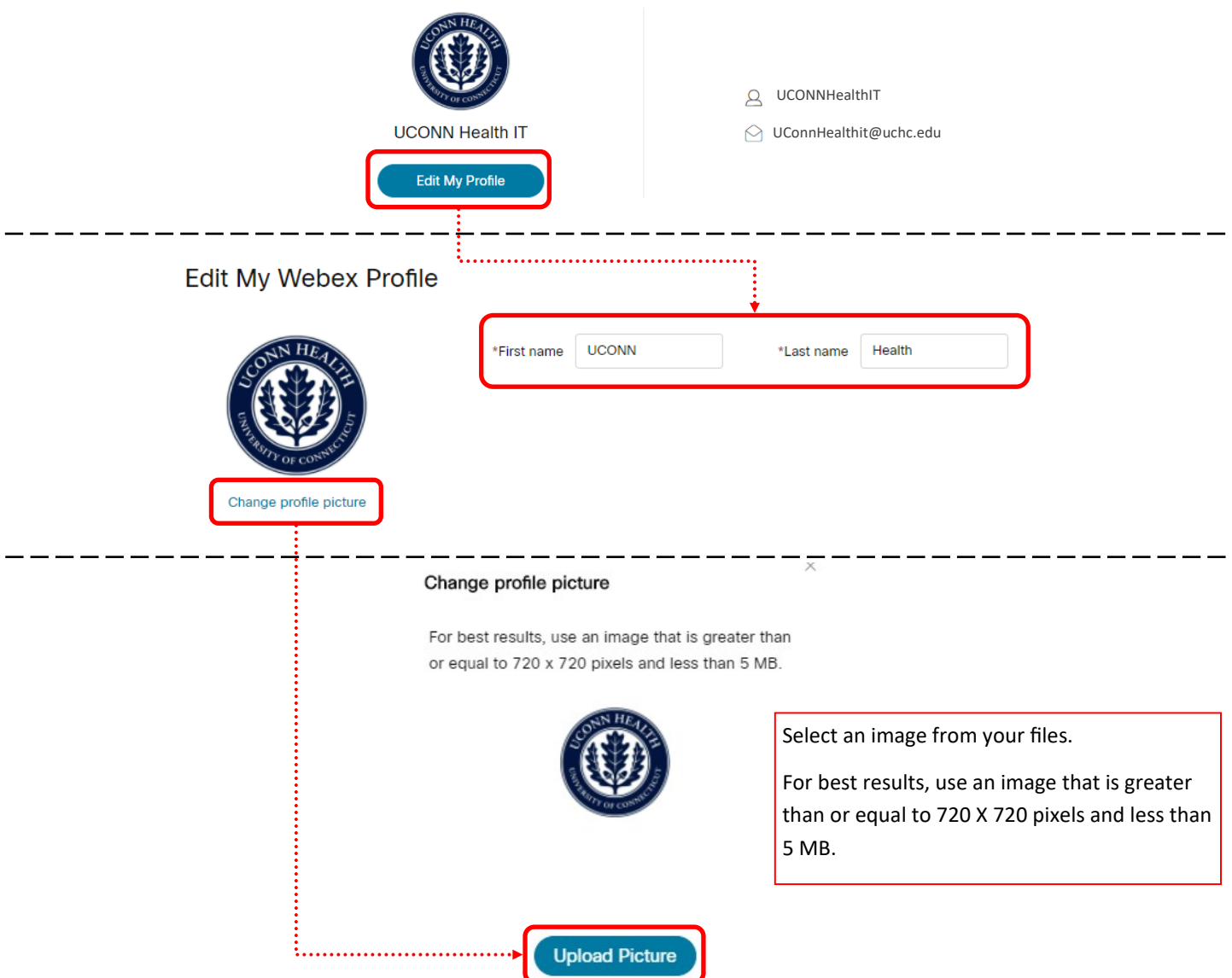**3.** To change only your profile picture, mouse-over it and select **Change**, then select **Upload Picture**.

4. To edit your profile, select **Edit My Profile**.

5. On the **Edit My Webex Profile** page, enter your **First name** and **Last name** as you want them to appear.

Note: You can also change your profile picture on this page. Select **Change profile picture** and upload a new image.

6. Select **Save**.

Start a Poll in Cisco Webex Meetings

As a presenter, you can use a poll to create and share questionnaires. Polls can be useful for gathering feedback, taking votes, or testing knowledge.

Create a Poll (Windows)

1. Select **View** > **Panels** > **Manage Panels** to add the Polling panel to your meeting. (You must be in a Webex meeting)

2. On the Manage Panels page, select **Polling** from the Available panels and click **Add**. Then, click **OK**.
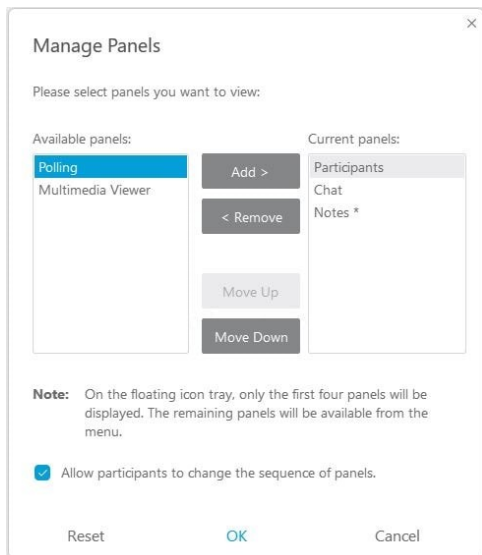
3. Select the question type from the drop-down list in the Question section of the Polling panel.

- Select **Short answer** if you want a poll with a type in short answer.

- Select **Multiple choice - Multiple Answers** if you want a poll with multiple answers from a list of possibilities.

- Select **Multiple choice - Single Answer** if you want a poll with one answer from a list of possibilities.

4. Click **New** to create a new question.

5. Type your question in the text box that appears and press Enter. In the text box that appears, type an answer to your question and press Enter.

6. (Optional) Repeat this process for as many questions and answers that you want to add.

**7.** Click **Open Poll**.

Create Poll Prior to your Meeting

Webex Meetings doesn't offer a standalone poll editor. **See the workaround below:**

1. Start a meeting

2. Display the polling panel:

    A.   Go to the **View** menu, then select **Panels** > **Manage Panels**…

           The 'Manage Panels' window appears.

    A.   In the Available panels: section, select **Polling**, then click the **Add >>** button.

    B.   Click the **OK** button.

3. Create a poll with the desired questions, see: Manage Polls

4. Go to the **File** menu, then select **Save** > **Poll Questions.**

5. Choose a location to save the poll, enter a file name, then click the **Save** button.

6. In your next meeting, enable the polling panel using step 2 above.

7. Go to the **File** menu, then select **Open Poll Questions…**.

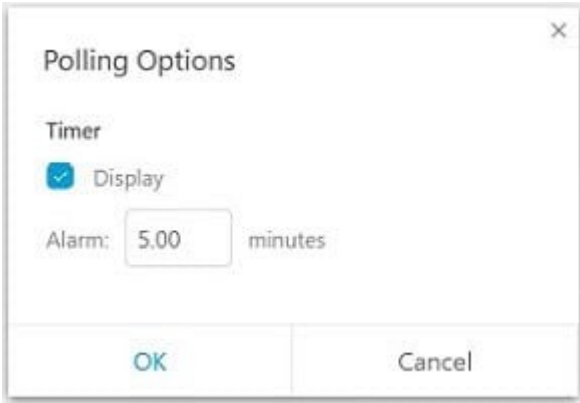8. Select the previously created poll, then click the **Open** button.

Create a Poll (Mac)

1. Select **View** > **Panels** > **Manage Panels** to add the Polling panel to your meeting. (You must be in a Webex meeting)

2. On the Manage Panels page, select **Polling** from the Available panels and click **Add**. Then, click **OK**.
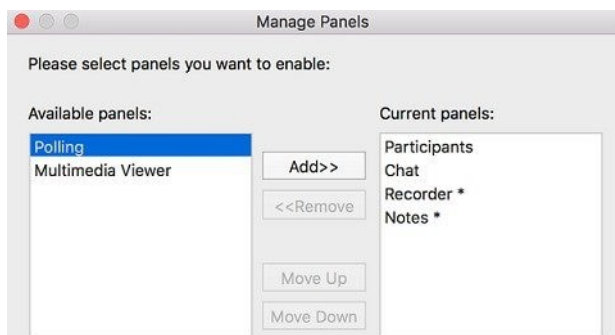
3. Go to the Polling panel for each question and answer that you want to create.

- Click the **Add a Question** icon to add a new question.

- Click the **Add an Answer** icon to add a new answer.

4. Select the question type from the drop-down list in the Question section of the Polling panel for each question that you create.

- Select **Multiple Answers** if you want to select multiple answers from a list of possibilities.

- Select **Single Answer** if you want to select one answer from a list of possibilities.

- Select **Short Answer** if you want to type in a short answer.

5. (Optional) Repeat this process for as many questions and answers that you want to add.

6. Click **Open Poll**.

Take a Poll Quick Reference Tasks

Task	Action
Change the question type	Windows: Select the question that you want to change and then select the new question type from the drop-down list. Click **Change Type** to enact the change. Mac: Select **Click here to change question type** which is displayed under each question.
Delete a question or answer	Select the question or answer, and then select the **Delete** 🗑 icon.
Delete an entire question-naire	Select **Clear All** at the bottom of the Polling panel.
Display a timer during polling	1. Windows: Select **Options** at the bottom of your Polling panel. Mac: Select the **Options** ⚙ icon on the lower-right portion of the Polling panel. 2. Check the **Display** check box, type the length of time in the **Alarm** box, and then click **OK**.
Edit a question or answer	Select the question or answer, click the **Edit** ✏ icon, and then make your changes.
Open a poll	1. Click **Open Poll**. 2. Click **Close Poll** to close your poll. If the poll is timed, it closes automatically.
Open a poll questionnaire file to display the questionnaire on your **Polling** panel	Select **File** > **Open Poll Questions** or select the **Open** 🗁 icon.

Rearrange questions or answers	Select the question or answer, and then select the **Move Up** ↑ or **Move Down** ↓ icon.
Save a poll questionnaire	Select **File** > **Save** > **Poll Questions** or select the **Save** ⤓ icon.
Save the results of a poll	Select **File** > **Save** > **Poll Results** or select the **Save** ⤓ icon.
Share poll results with participants	In the Share with attendees section, check the **Poll results** check box or the **Individual results** check box, and then click **Apply**.
View and share poll results	By default only the presenter will see the results of the poll. To share the poll results with the attendee, select **Share with attendees** > **Poll results** > **apply**. Polling status 1 of 1 attendee has responded Remaining time: 3:15 Time limit: 5:00 Share with attendees ☑ Poll results ☐ Individual results ☐ Correct answers ☐ Individual's grades Apply New Poll Edit Questions Close Poll

Raising Hand in Webex

How to Raise your Hand

1. Select [icon] to open the Participants panel.

2. Find your name on the participants list. (Below your name you will see "me")

3. Click on the [icon] icon to raise your hand. It will turn blue, meaning your hand is raised. Click on the icon again to lower your hand.
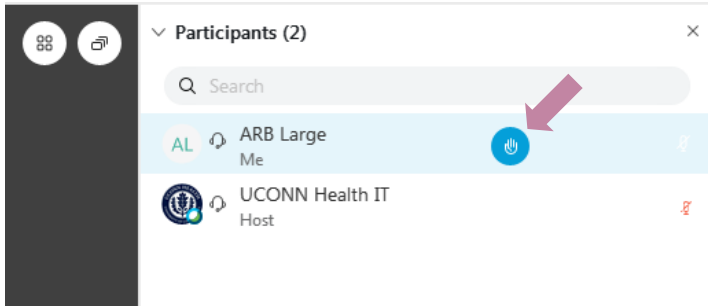
Calling on Participants with Raised Hands

As a host or presenter, you can now see participants who raise their hand, automatically sorted at the top of the Participants list. The order that the participants are listed follows the order in which they raised their hand. You can also sort participants by name to quickly scan the list.

1. Select [icon] to open the Participants panel.

2. Select **Sort by** > **Raised hands**

This symbol indicates that the participant has their hand raised.

Sort by raised hands or names (alphabetical)
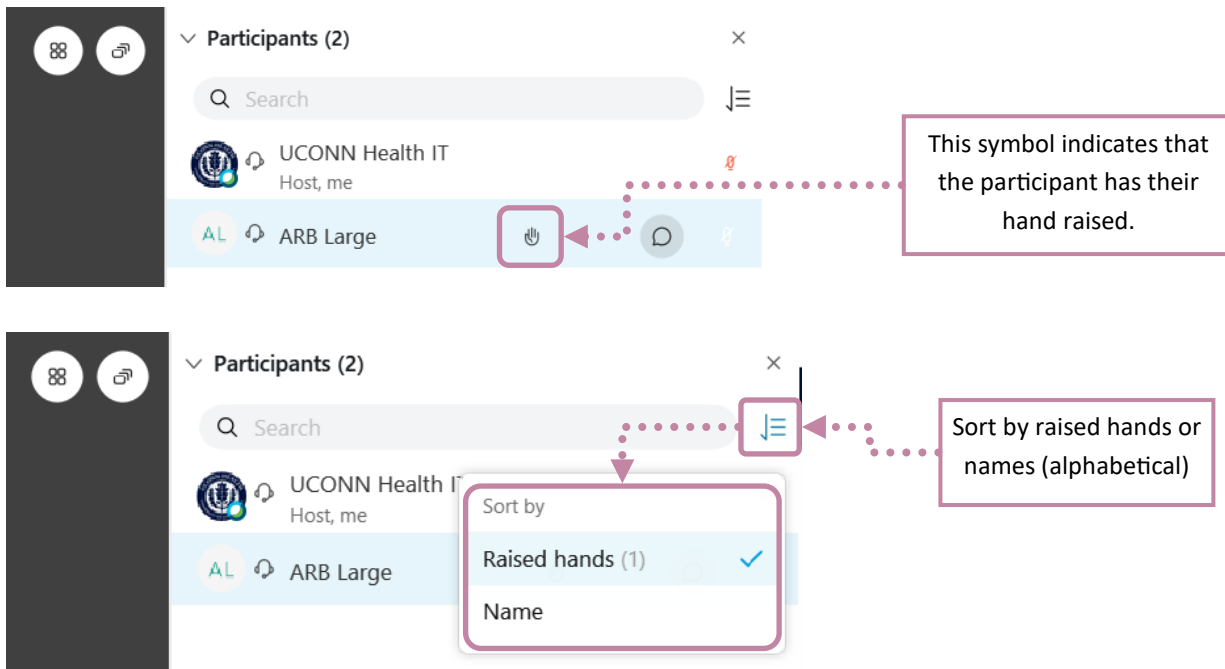
Note: The participants who raised their hands are moved to the top of participant list automatically and are sorted in the order in which they raised their hands. The host and presenter remain at the top of the list.

Virtual Backgrounds

You can blur your background, change your background, or add a background image during your meeting, event, or training session. Blurring your background makes your surroundings appear out of focus so people can't see the details of what's going on behind you. Alternatively, you can completely replace your surroundings with one of the preset backgrounds, or add one of your own.

Before You Join

Click **Change Background** and then do one of the following:

- To blur your surroundings while remaining in focus, click Blur.
- To use a default virtual background, click the one you want.
- To use your own image for the virtual background, tap the + icon.

Note: We recommend that you use an image that's 1280 × 720 pixels in size or larger. Images must be in the .jpg or .png format.
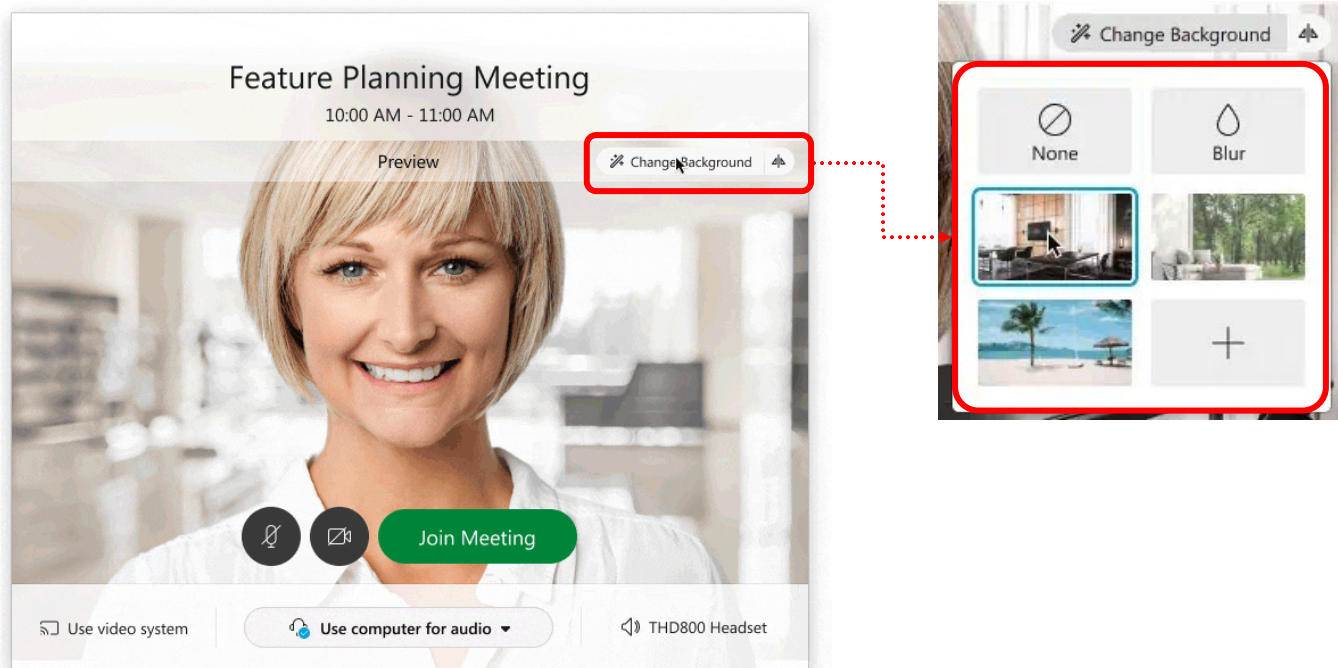
1. In your self-view window, click the **Video options** icon, choose **Change Virtual Background**, and do one of the following:
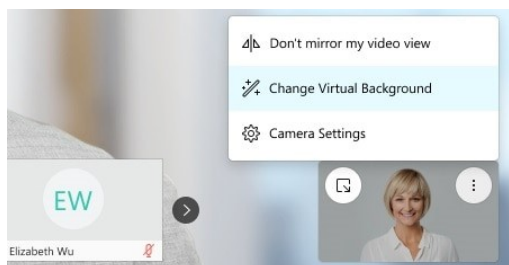
- To blur your surroundings while remaining in focus, click **Blur**.
- To use a default virtual background, click the one you want.
- To use your own image for the virtual background, tap the + icon.

2. When you're ready for everyone in the meeting to see your background, click **Apply**. Webex remembers your selection for your next meeting.

These tips can help make sure you distinguish yourself from your surroundings so that you get the most out of using virtual backgrounds.
- Make sure the area you're in is well lit.
- Sit in front of a wall or other static backdrop.
- Wear clothes that are a different color than your surroundings.

iOS (Apple Devices)

You can use virtual backgrounds in meetings, events, and training sessions using the Webex Meetings mobile app. You can change your background after you join.

1. Tap **Video** , and then tap **Virtual Background**.

2. Do one of the following:

- To blur your surroundings while remaining in focus, tap **Blur**.

- To use a default virtual background, tap the one you want.

- To use your own image for the virtual background, tap the **+** icon.
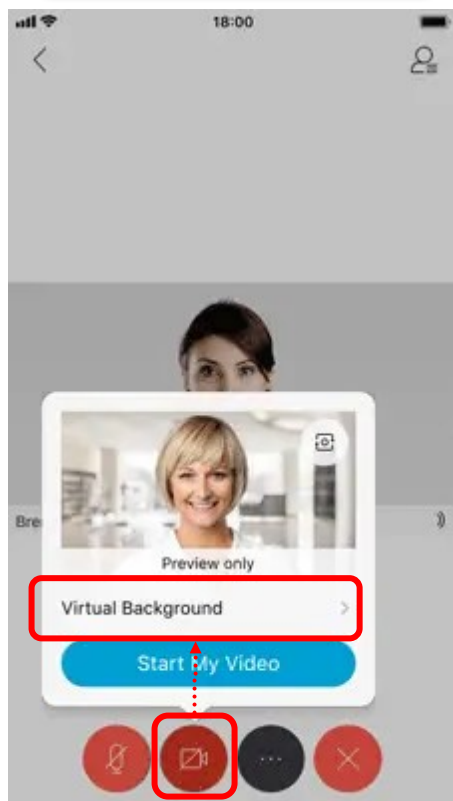
Note: We recommend that you use an image that's 1280 × 720 pixels for landscape, and 1280x1920 pixels for portrait. Images must be in the .jpg or .png format.

The image you choose saves to your computer or mobile device so you can use it again for later meetings. Images only save to the device you add them to. If want to use the same image on another device, you need to add it to your new device.

3. When you're ready for everyone in the meeting to see your background, tap **Apply**. Webex remembers your selection for your next meeting.

1. Select camera icon	3. Select an image for your	4. Select Start my video
2. Select Virtual Background	virtual background	

System Requirements for using Virtual Backgrounds

Windows

Webex Version:

- WBS40.6.6—Blurred background and background replacement
- WBS40.8 and later—Blurred background, background replacement, and custom backgrounds

Operating System:

- Windows 8 or Windows 10 32-bit/64-bit

Processor:

- Intel Core i3, i5, or i7 4000 series or higher
- AMD Ryzen 5, 7, 9, or higher

Memory:

- 4 GB or more of RAM
- 2 GB or more of VRAM for dedicated GPUs

Mac

Webex version:

- WBS40.6.6—Blurred background and background replacement
- WBS40.8 and later—Blurred background, background replacement, and custom backgrounds

Operating system:

- macOS High Sierra (version 10.13) and later

Processor:

- Intel Core i7 4000 series quad-core or higher processor
- Intel Core i7 5000 series dual-core processor or higher
- Intel Core i5 6000 series dual-core processor or higher

Memory:

- 2GB or more of VRAM for dedicated GPUs

iOS

Webex version:

- WBS39.8 and later

Device:

- iPhone 7 and later
- iPad (5th generation) and later
- iPad Pro and later
- iPad mini (5th generation) and later
- iPad Air (3rd generation) and later

Android

Webex version:

- WBS40.7 and later

Operating system:

- Android 9.0 (Pie) and later

Processor:

- Snapdragon 845
- Samsung Exynos 9810
- Equivalent processors with eight or more cores

Memory:

- 3.5 GB or more of RAM

Note: Only Android devices that meet these requirements are supported.