

Cisco Webex User Guide (For HOST)

Version 2.0

Prepared by ITO/UCU

Last Update: 4 Mar, 2019

Internal Use Only

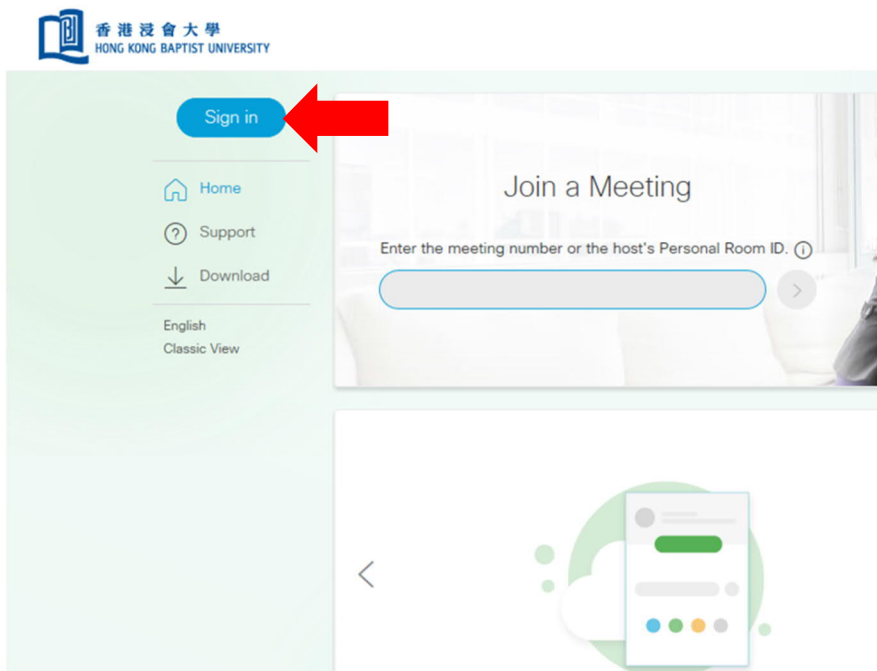
Introduction

WebEx is a video conferencing solution available to HKBU community to communicate with other parties via a simple web interface. This document is used for the host to initiate the Webex meeting

Setting up a WebEx meeting (Initiated by HKBU)

Step 1. Login on the Cisco WebEx Service

- Go to the website <http://hkbu.webex.com>
- Click "Sign In" button



Step 2. Start the Web Conference

Enter your Username and Password to login.



Log in to your account

I already have an account:

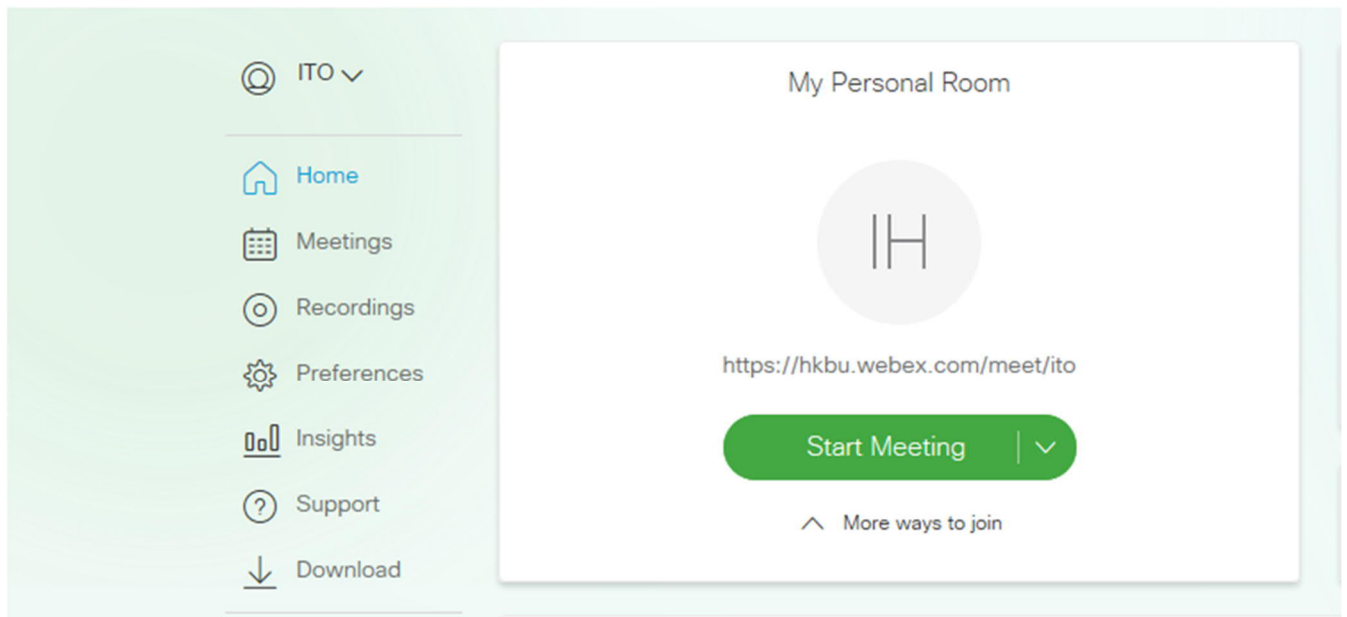
Username:

Password:

Keep me logged in

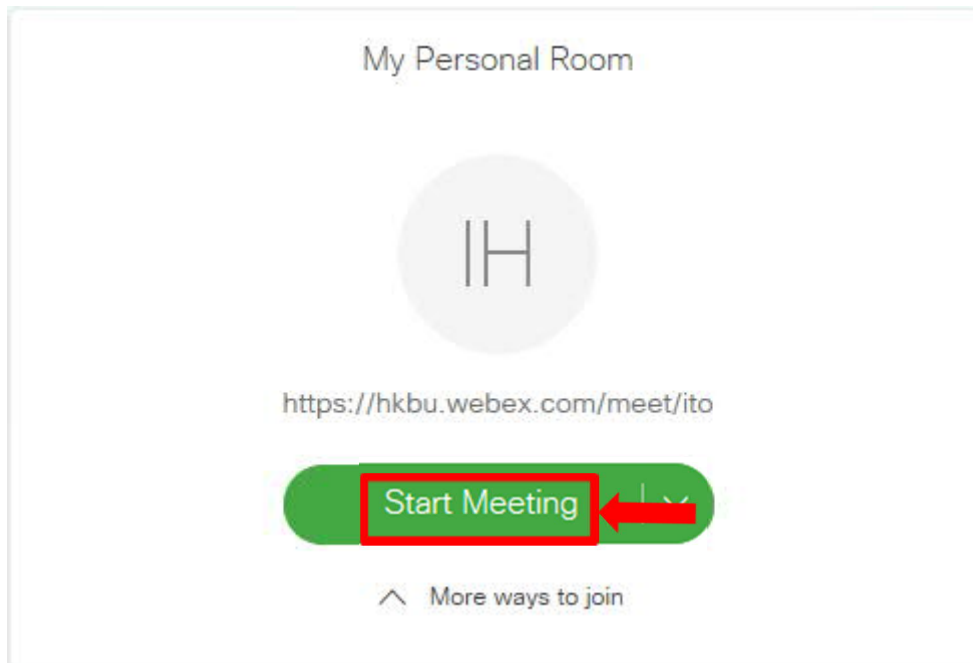
Log In

Login successfully



The screenshot shows the 'My Personal Room' interface. On the left is a navigation menu with the following items: ITO (with a dropdown arrow), Home, Meetings, Recordings, Preferences, Insights, Support, and Download. The main content area displays the title 'My Personal Room', a circular profile picture containing the initials 'IH', the URL 'https://hkbu.webex.com/meet/ito', a large green 'Start Meeting' button with a dropdown arrow, and a link for 'More ways to join' with an upward arrow.

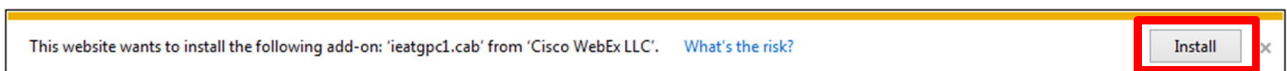
Under "Meeting Center" tab, Click "Start Meeting".



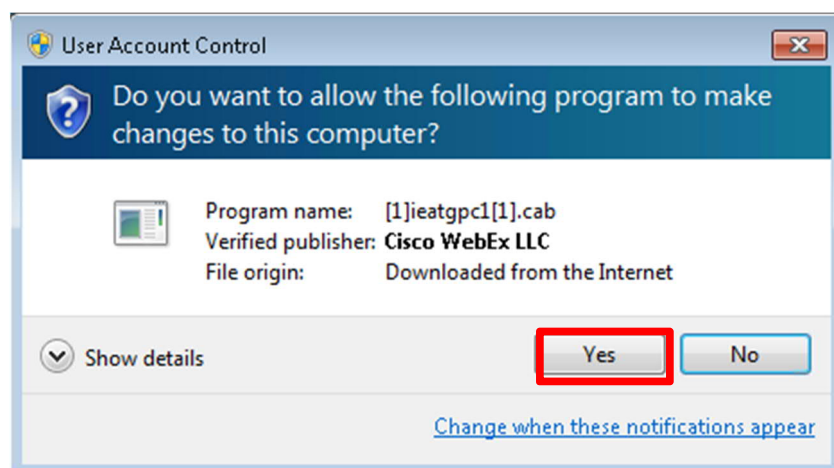
- A plug-in will be downloaded and installed to your device for the first time.

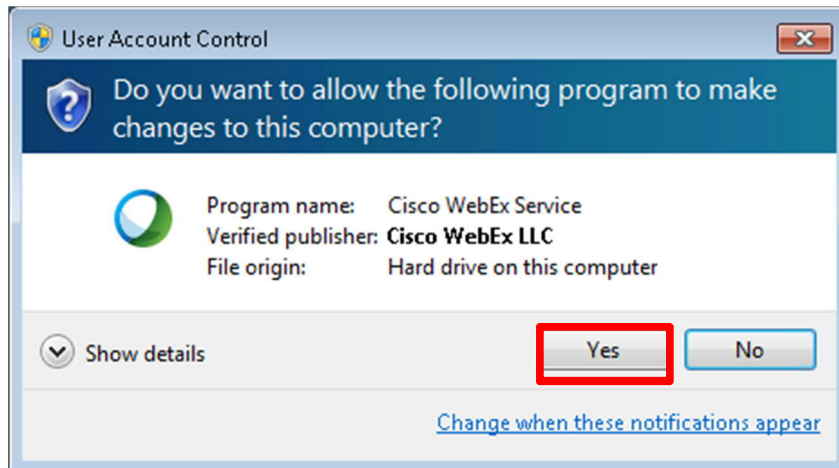
1. Click "Install" to proceed

↙ Select **Install** or **Allow** to install the Cisco WebEx add-on. Having trouble joining? [Go here](#).

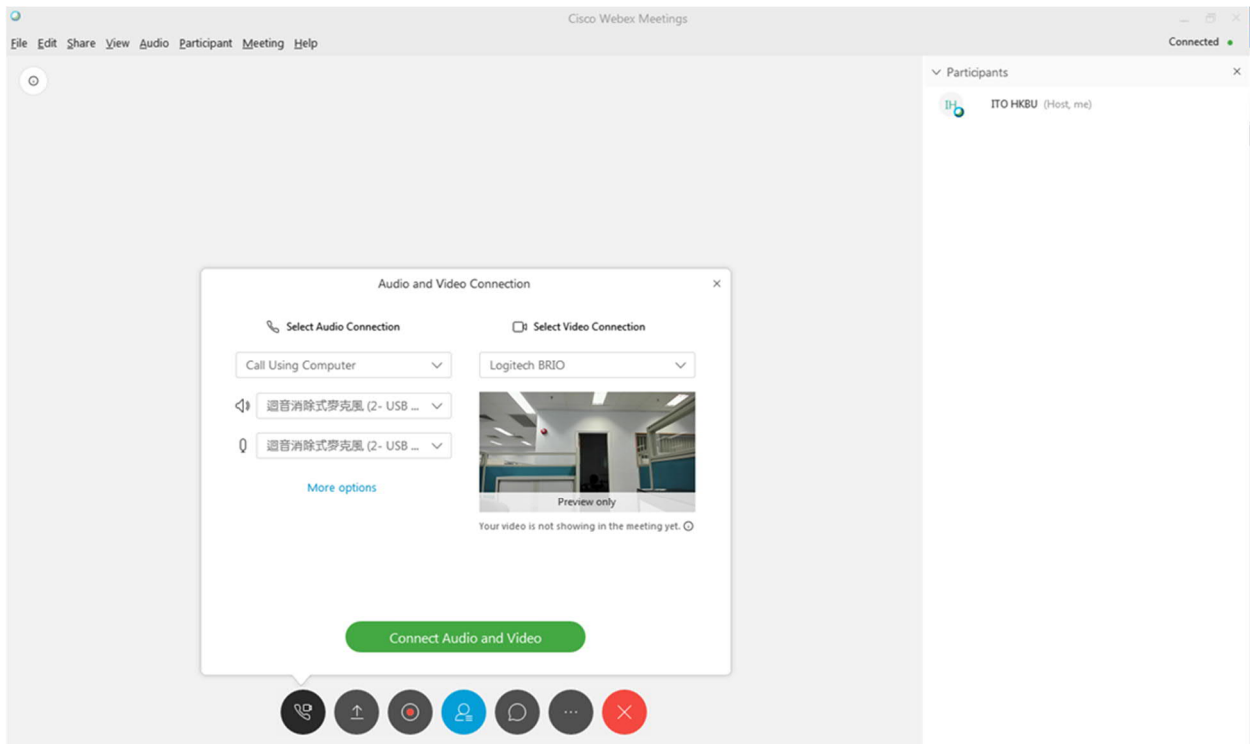


2. Click "Yes" to allow download and install software.





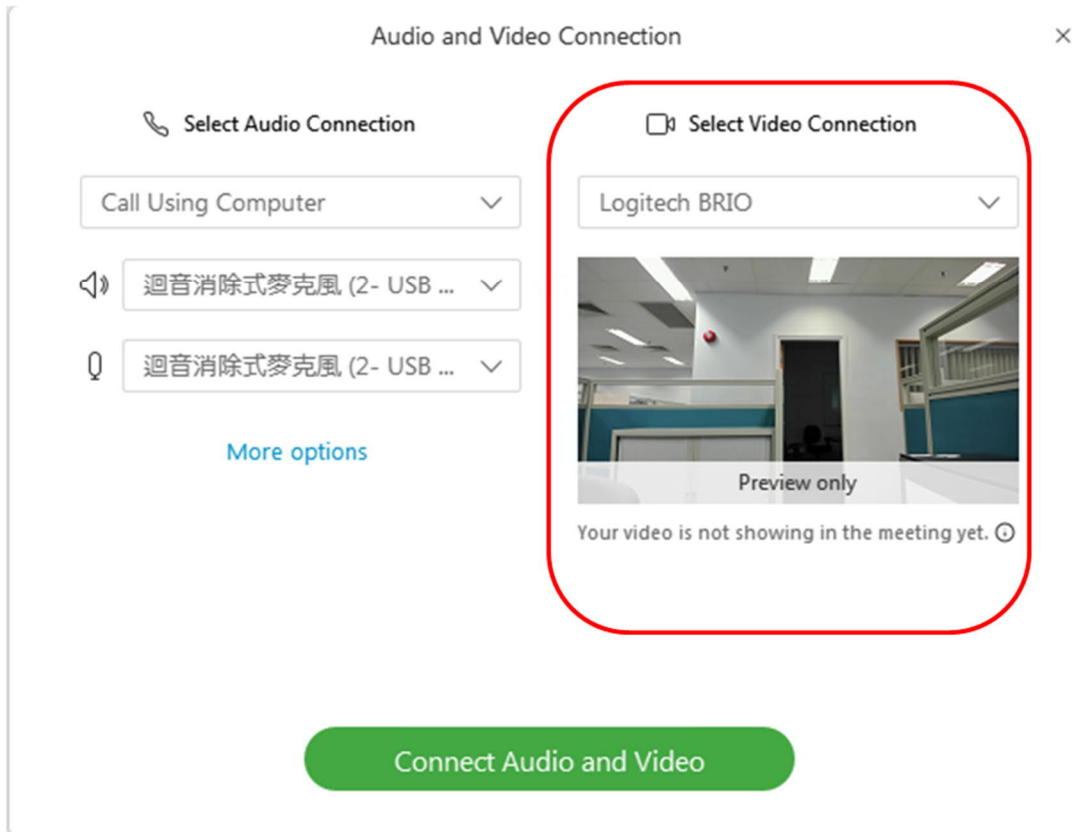
3. A conference session will start automatically.



Step 3. Enable video and audio

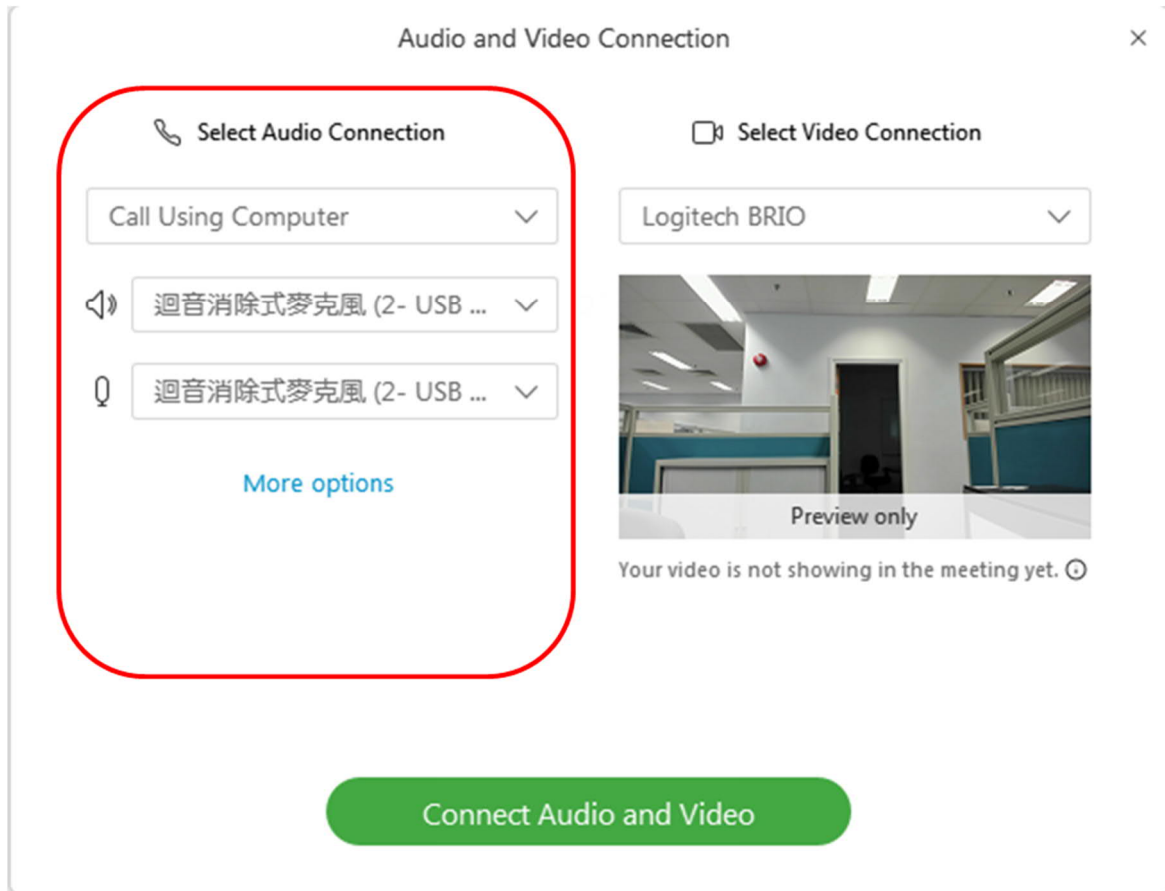
Video

- Select the video source under “Select Video Connection” pull down menu

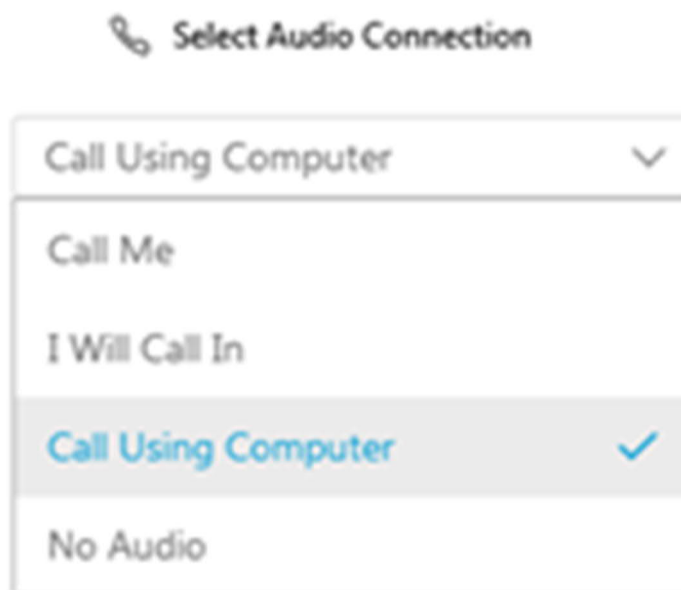


Audio

- Select audio source under "Select Audio Connection" pull down menu

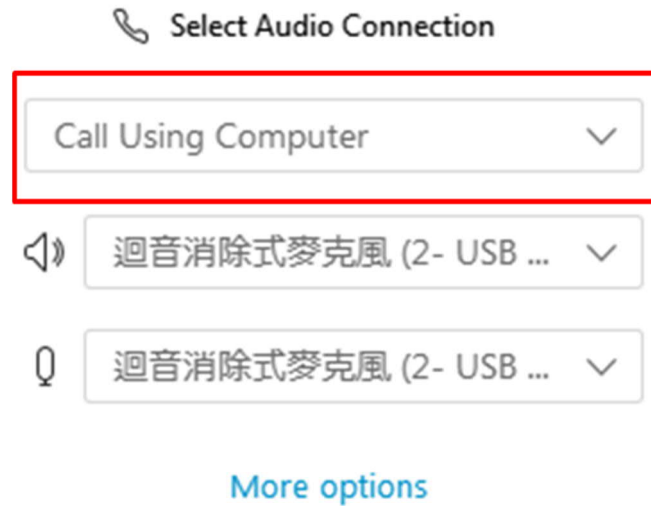


There are three ways to start the meeting in Webex session (Call using Computer, I Will Call in and Call Me)

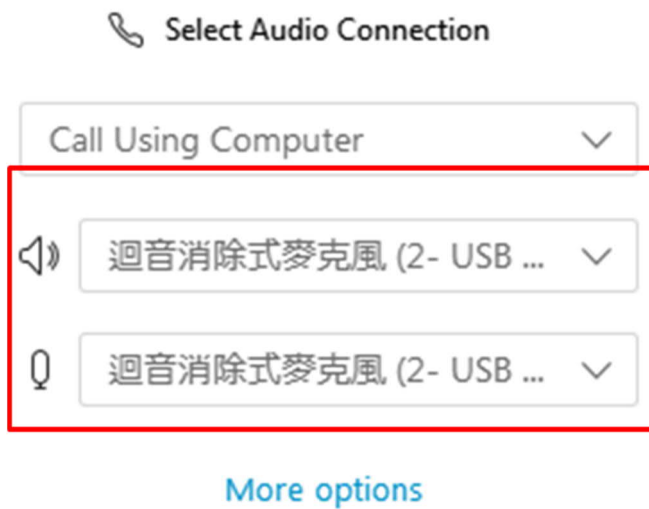


Option1: Call using Computer

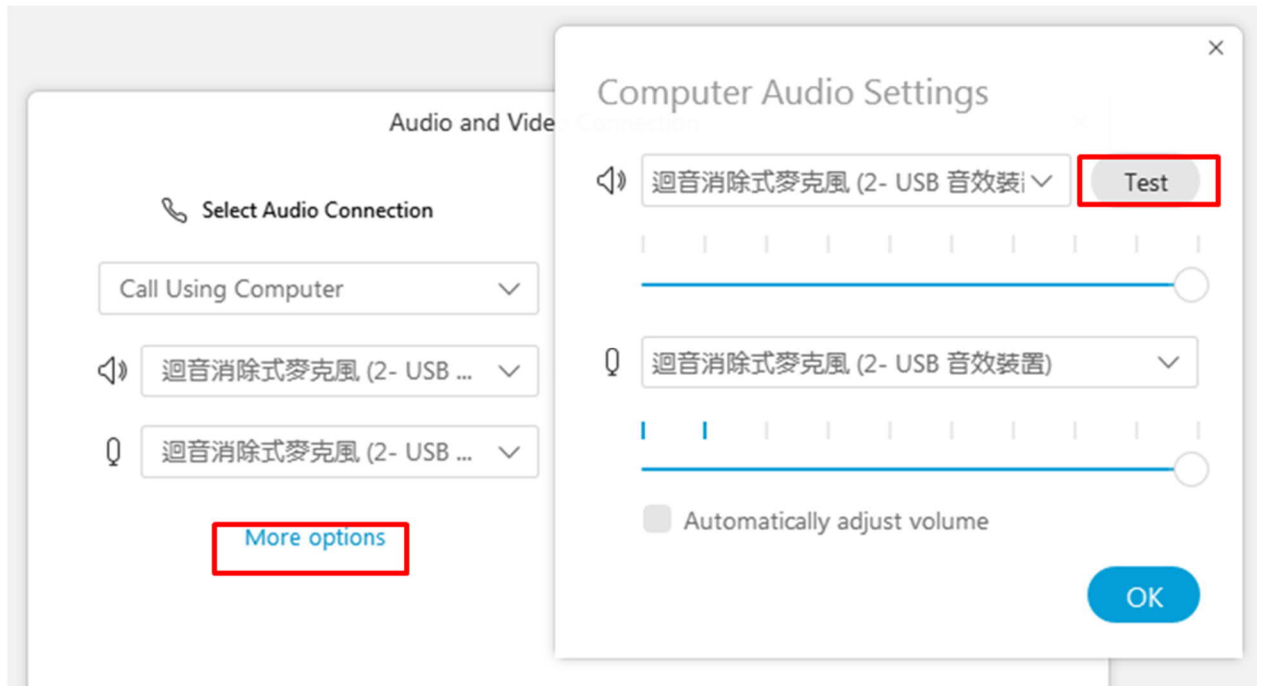
- Select "Call Using Computer"



- Select Microphone and Speaker

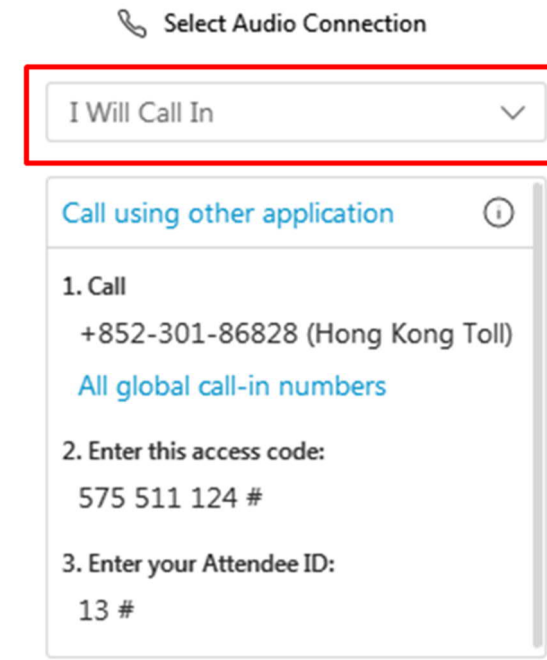


- To test the Audio connection, Click "More option". Press "Test" to hear testing sound

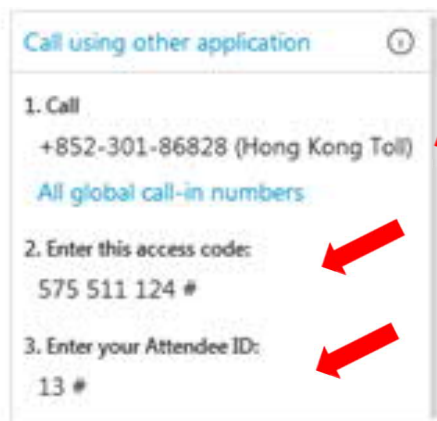


Option2: Call in Webex Conference

- Select " I will Call in"



- You can join the audio conference by using Deskphone or mobile to call in



1. Dial 3018 6828(Hong Kong only) to Webex Conference
2. Enter the access code of audio connection
3. Enter your attendee ID to recognize your identity

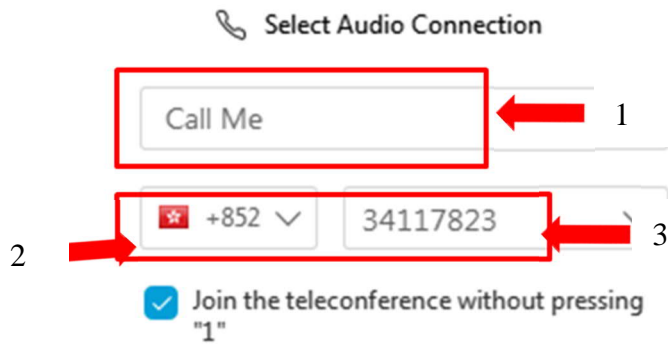
(If the caller is outside Hong Kong, please find the call-in number for the located country by clicking "All global call-in numbers")

- After joined the audio conference with your attendee ID, you will see a headphone icon.



Option 3: Call Me

- Select "Call Me", then select the country code and input the phone number



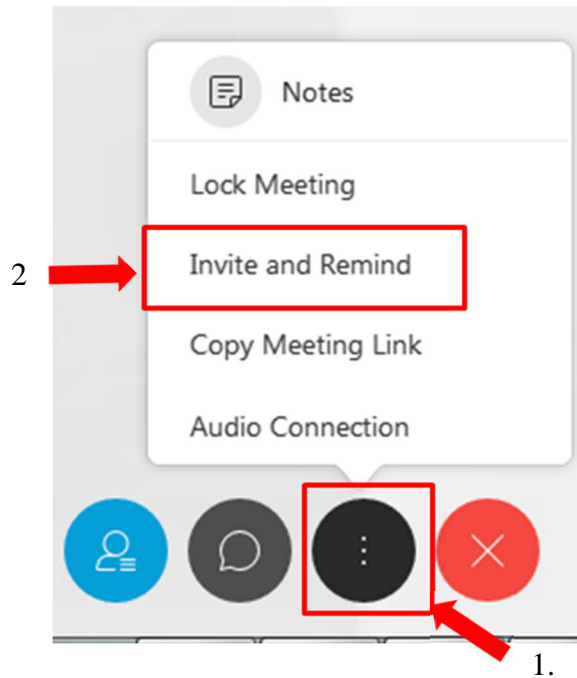
Step 5. Connect Audio and Video

After selected Audio and Video connection, click "Connect Audio and Video" to activate.

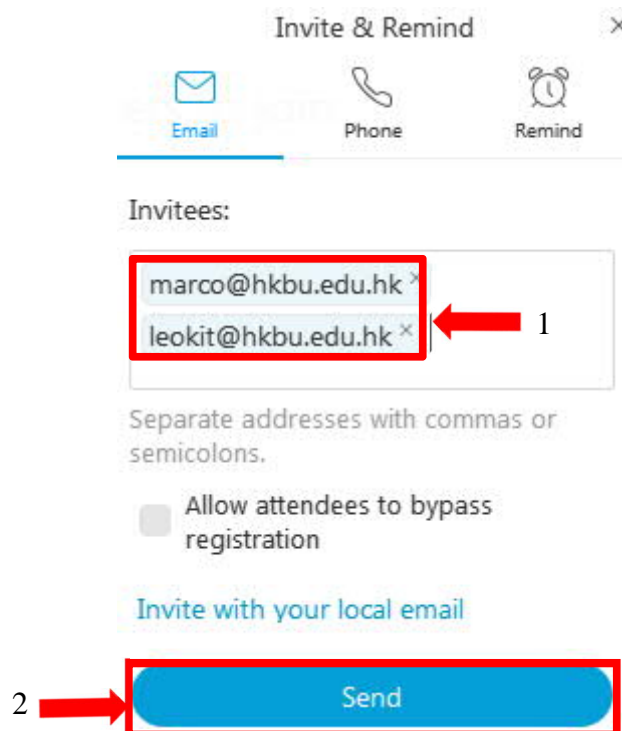
Connect Audio and Video

Step 4. Invite remote guest to join conference

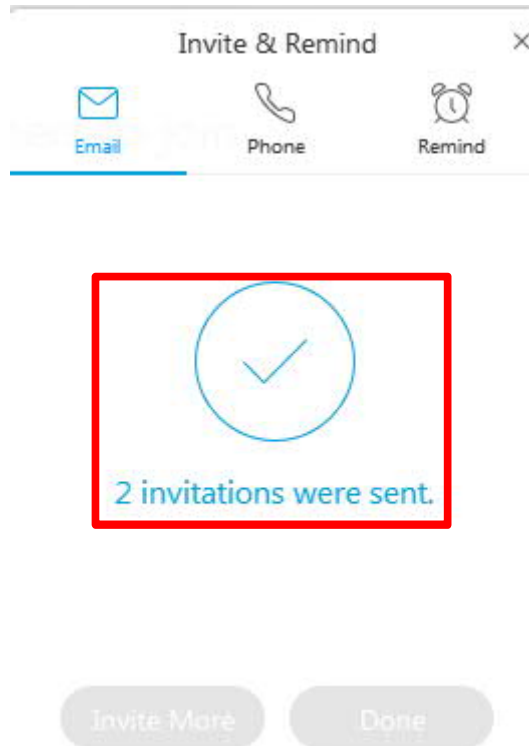
In “More Option”, Click “Invite & Remind”



Add invitees email address into the textbox and click “Send” and invitation emails are sent to invitees’ mailbox

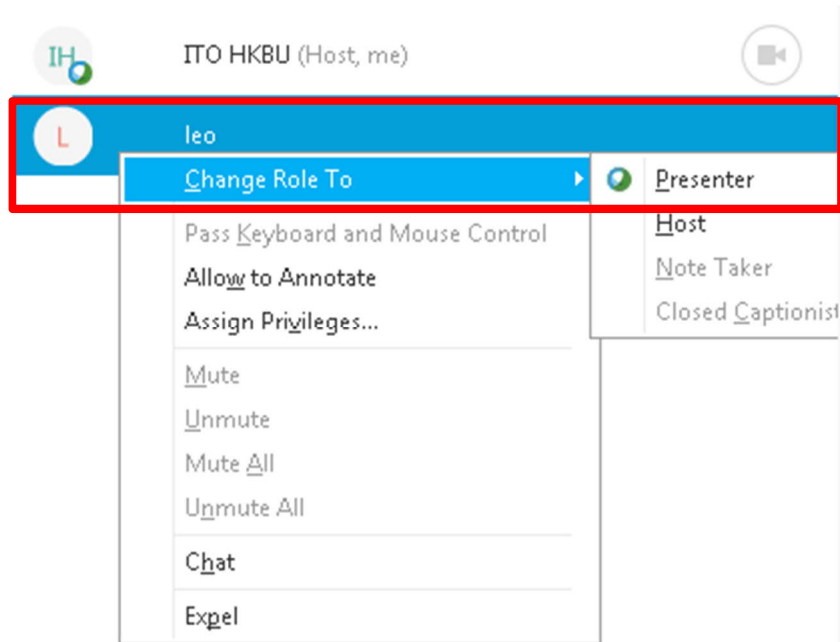


The video conference setup is completed and ready for the invitees to join the meeting.



Change presenter to guest

Right click "Attendee". Select "Change Role To" and then select "Presenter".

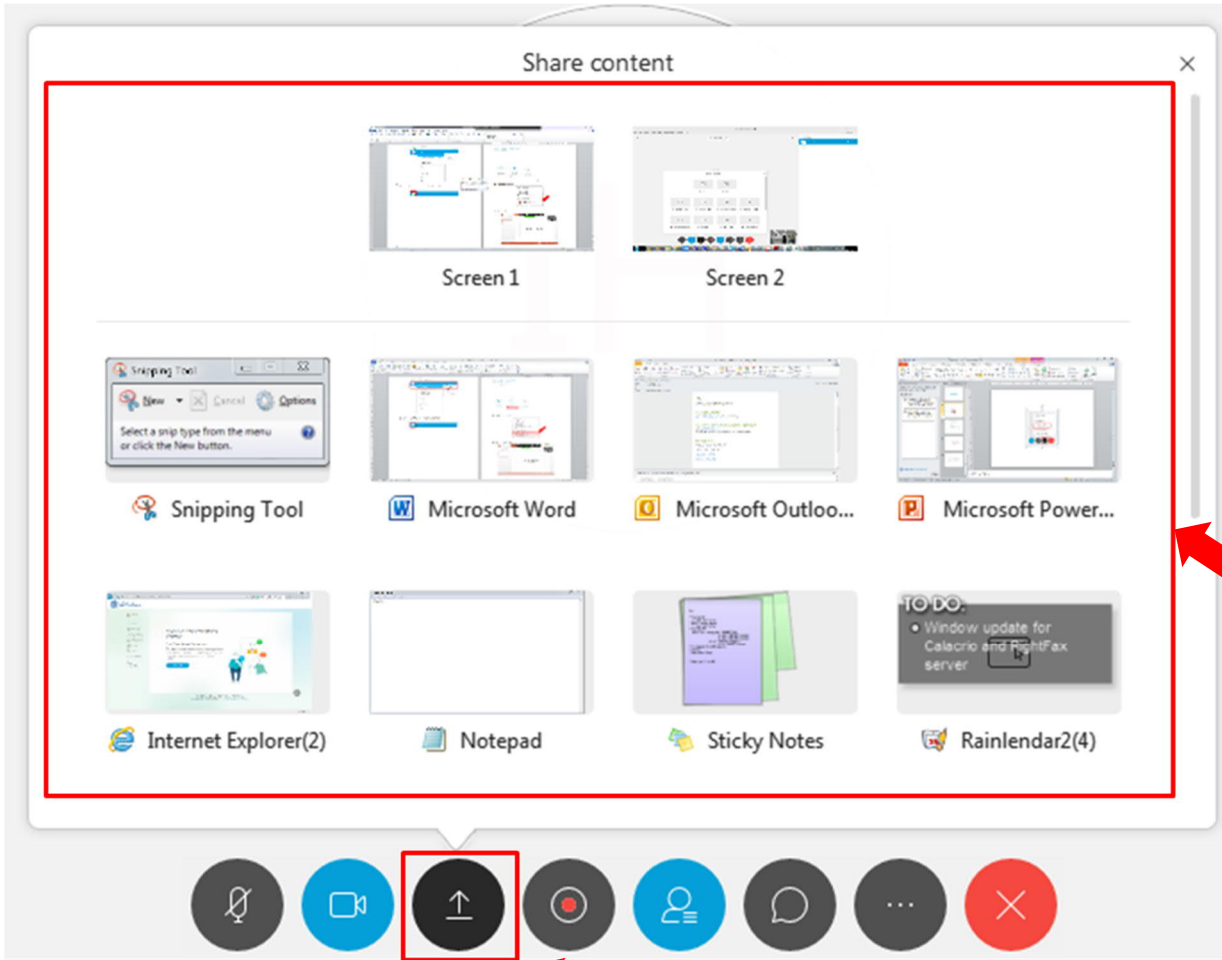


The privilege of presenter is passed to the attendee



Share desktop/application

- Click "More option". Select the Screen or Application to share with participant



- For example: shared a IE application to Webex conference

