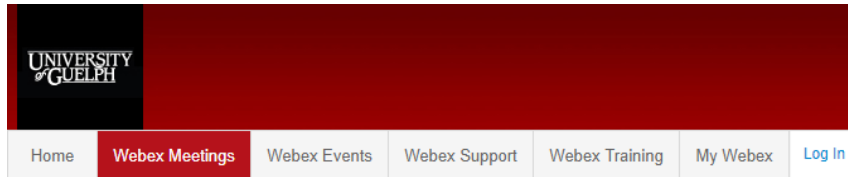# WebEx
Online QuickStart

Introducing Cisco WebEx. WebEx is an all-in-one web conferencing tool that allows you to easily meet and collaborate with your colleagues and students from anywhere in the world, with any device, at any time.

| Home | Webex Meetings | Webex Events | Webex Support | Webex Training | My Webex | Log In |

The WebEx Online Dashboard

Connecting to WebEx online

If you don't have the desktop version of WebEx installed on your computer, you can still use WebEx via its online portal.

Connecting to the online version of WebEx:

1. Open a web browser and go to https://uoguelph.webex.com
2. Click on "Log in" in the top right corner.
3. The browser will show the Single Sign On page. Enter your University of Guelph login id and password.
4. You should now be logged into WebEx. Note: If you do not have a WebEx account you will need to contact your local IT administrator or your department manager to get registered for WebEx.

Scheduling A WebEx Meeting

1. Click on **Webex Meetings** from the WebEx dashboard. Note that if you do not see the WebEx Online Dashboard you can switch to that view by clicking on the **WebEx site menus** icon.
2. On the navigation panel that appears, click on **Host a Meeting**.
3. Select **Schedule a Meeting**.

4. A form will appear with the title **Schedule a Meeting**.
5. Fill in the details for your meeting. Set the time of the meeting, duration, and invite participants. Note that Meeting topic and Password are mandatory. If you click on **Advanced Scheduler** more options will become available, such as requiring registration or setting an agenda.
6. Click on **Start.** The meeting is now setup and invitations will be sent via email to participants.

Making Changes to a WebEx Meeting (host)

The online interface lacks the ability to make changes to a meeting before it is started.

As the host of the meeting you can make changes to the meeting such as inviting other participants, or reminding participants that haven't yet joined the meeting. Once a meeting is started you can invite additional participants.

Joining a Scheduled Meeting

There are a few ways to join a scheduled meeting. Following are two of them.

Method 1

1. In the invitation you received via email there is a link/image **Join Meeting.** Click on this link.
2. A WebEx page will load in your web browser. Enter your name and email address.
3. Click on **Join**.

Method 2

1. In the dashboard, under **Meeting Center** select **My Meetings**.
2. A screen will appear with the meetings you are the host for. To see the meetings you are invited to click on the down arrow.Click on this to toggle the view to meetings you are invited to.
3. In the list of meetings you can click on the **Join** icon.

Note that if the host has not started the meeting on their end, you cannot join the meeting.
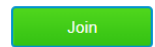
Starting a Meeting Immediately

If you would like to immediately host a meeting and start it immediately.

1. Use your web browser to connect to https://uoguelph.webex.com
2. Login to WebEx.
3. Click on **Start Meeting.**
4. A WebEx meeting window will open immediately.
5. From this window, you can use the **Invite & Remind** button to invite participants. Alternatively you can copy the meeting URL and send it to

people you would like to participate in the meeting.

Joining a Meeting that is Starting Immediately

If there is a meeting starting immediately and you have been invited as a participant you can join it in the same fashion that you join a scheduled meeting.

Method 1:

4. In the invitation you received via email there is a link called **Join WebEx meeting.** Click on this link.

   Join Meeting

5. A WebEx page will load in your web browser. Enter your name and email address.

6. Click on **Join.**

   Join

Method 2:

1. In the dashboard, under the **Webex Meetings** tab, select **My Meetings**.

2. A screen will appear with the meetings you are the host for. To see the meetings you are invited to click on the down arrow. This will toggle the view to meetings you are invited to.

3. In the list of meetings you can click on the meeting and then click on the Join icon.

   Join

Cancelling a WebEx Meeting

If you are the host of the meeting you have the ability to cancel it.

1. Click on the **Webex Meetings** tab on the WebEx dashboard. Note that if you do not see the WebEx Online Dashboard you can switch to that view by by clicking on the **WebEx site menus** icon.

2. Select **My Meetings**.

3. Select the meeting you would like to cancel by clicking on the select box.

4. Click on **Cancel Meeting.**

   Cancel Meeting

5. WebEx will ask you via a pop-up message if you really want to cancel this meetng. Click on **OK** and the meeting will be
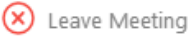
cancelled. You will also be prompted to send a notication to all attendees if you want to. The meeting will also be removed from your list of WebEx Meetings

Leaving or Ending a WebEx Meeting

Host:

- As the host, to end the meeting you can click on **End Meeting.**

  End Meeting

- You will be asked whether you want to end the meeting for all participants or leave the meeting without ending it.

- If you leave the meeting without ending it you can choose a new host for the meeting before you leave.

- If you do leave a meeting without ending it, you can rejoin it if the new host invites you to by sending you the URL for the meeting or inviting you via email. Upon rejoining the meeting you will become the host again.
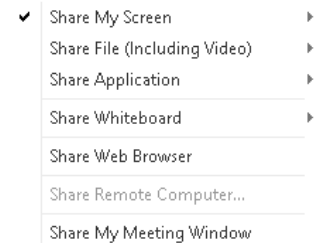
Participant:

- Click on **Leave Meeting**

  Leave Meeting

- You will be prompted to confirm that you want to leave the meeting. Click on Leave Meeting.

- You can rejoin the meeting by clicking on the Join WebEx meeting in the invitation your received via email.

How to Share Your Screen in a WebEx Meeting

- If you want to share your screen with the participants in the meeting, click on the **Share Meeting** icon. Alternatively you can click on **Share** on the menu at the top of the WebEx window and select what you want to share.

- A bar will display at the top of your screen while you're sharing it.

- If you hover your mouse over this bar a menu will drop down which gives you access to a rich set of controls to alter how you are sharing the screen.

- By clicking on Share in this bar, you can toggle what you are sharing to options such as sharing a particular file or video, share a particular application, or start a whiteboard for group

  ✓ Share My Screen ▶
  Share File (Including Video) ▶
  Share Application ▶
  Share Whiteboard ▶
  Share Web Browser
  Share Remote Computer…
  Share My Meeting Window

  collaboration.

- To stop sharing, hover your mouse over the blue bar and click on Stop Sharing.

  Stop Sharing

Interested in what else CCS offers? Check here for a list of other services provided by CCS:

https://www.uoguelph.ca/ccs/get-started