
WEBEX QUICK REFERENCE CARD

Schedule a Meeting or Teleconference

WebEx will now be the tool for running webinars and teleconferences at MIT. Schedule these sessions through the web and the system will send you and the participants the connection information.

1. Go to **mit.webex.com** or WebEx via the desktop.
2. Click **Meeting Center** and login to WebEx (via Touchstone)
3. Choose **Schedule a meeting**.
4. Select **Advanced Scheduler**, and then select **MeetingPro Meeting** for a webinar or **WebEx Personal Conference** for a teleconference.
5. Type a **Meeting Topic name**, a **password** and retype **password** to confirm. Click **Next**.
6. Fill in the following: **Meeting date, Meeting time, Plan meeting time zones, Estimated duration, Email reminder, and Recurrence**. Click **Next** and **Next** again.
7. Type Email addresses for attendees.
NOTE: For a webinar or online meeting you will need to follow steps 8-12.
For a teleconference skip directly to step 12.
8. Set Registration Requirements and click **Next**
9. Enter Agenda, and upload a presentation file if necessary and click **Next**.
Please note if uploading a file it must be saved in UCF format created by WebEx.
10. Select options that you want participants to have when the meeting begins and click **Next**
11. Select privileges that you want attendees to have when the meeting begins:
12. Click **Schedule Meeting**.
You and your attendees will receive an email with the details for the meeting including web link to join.

Share your screen

1. Start the meeting.
2. Click **Share Applications** drop down list.
3. Choose **an application** to share or **Share My Desktop** which shares everything.
Share just the application if this is a formal presentation and you only intend to share the presentation or choose desktop if you intend to share more than one application.
4. Begin the meeting.

To Change the Presenter:

1. Go to the participants list and **right click the participant** that needs to share their computers information
2. **Right click their name** and choose **Change Role to: Presenter**
or
Using the **Share** toolbar choose **Assign: Make Presenter:** and **choose the person's name**. That person will then need to select what they want to share.

Share Toolbar

Once you share an application or your desktop, the following share toolbar appears in the currently viewed window.



Pause. This will pause sharing the windows you have chosen to share with other participants.

Stop Sharing. This will stop sharing the windows you have chosen to share with other participants. It does not end the webinar, you would do that by choosing **File: End** session on the main WebEx window or by closing all the WebEx windows.

Share. Allows you to switch what you are sharing, so you could choose to share just your PowerPoint presentation, but during your session realize you need to demonstrate a particular process in another software. This button will allow you to change your original selection.

Assign. Use assign if you are the host, but other participants need to show the other members something specific. You can use this button to switch a user to a presenter, so they can then share their desktop or specific window.

Audio. Use in case you lose sound during the presentation and need to call back the call-in number or have WebEx call you back.

Participants. Lets you see who is connected to the meeting.

Chat. A chat room for members of the session to communicate to the host or each other. This area is specifically helpful if everyone's phone is muted to prevent external sounds.

Record. Used to record the session for posting. You must click the record button before you begin the presentation to ensure that the whole session is recorded. Recording will capture both the sound and shared windows.

Annotate. Allows the presenter to annotate sections of the presentation while they are speaking or highlight specific areas of the screen they want to emphasize.

Join a meeting

There are two ways to join a meeting. First, you can use the email you receive from the host. Or you can go to mit.webex.com go to My Meetings and join the meeting scheduled for the date and time.

1. To join from the **email**:
 - a. Open the email and click the link <https://mit.webex.com>.
 - b. Enter your phone number to connect to the audio as requested, or use your computer audio.
 - c. Enter your name, email and password as requested.
 - d. Click **Join** and follow the instructions that appear on your screen.
2. To join from **Meeting Center**
 - a. Go to <https://mit.webex.com>
 - b. Choose **My Meetings**.
 - c. Click the **Join** button next to the meeting you want to join and follow the instructions on the screen.