WebEx Direct: Quick Guide for Meeting Hosts

WebEx provides a real-time, collaborative web environment for meetings and learning & teaching events, accessible from virtually any device. This guide is aimed at Edinburgh Napier University staff members who wish to host a WebEx meeting. Further information including FAQs can be found on the WebEx staff intranet page: http://staff.napier.ac.uk/services/cit/AcademicApplications/Pages/WebEx.aspx

To schedule a WebEx meeting:

1. Go to https://napier.webex.com/, when off campus you’ll need to login using your login ID and password. The Meeting Center will open:

2. Select Host a Meeting and Schedule a Meeting from the left menu:

3. The Schedule a Meeting screen opens where you enter meeting details:

   - Enter the meeting topic and set a meeting password which may be used by participants to access the meeting, do not use your University password
   - Enter the date, time and duration
   - To send an email invitation enter the email addresses of the participants. Note: participants can also enter your meeting by visiting: https://napier.webex.com/
   - Check the checkbox if you wish to receive a copy of the email invite

   - Click Change audio conference to change the audio options:

     - Use VoIP only (default option): host and participants use computer microphone and speaker/headphones
     - Other teleconference service: participants dial into the meeting using a phone number and instructions specified by the host (conference phones are supported)
     - None: no audio used within meeting

   - Click Start once you’ve entered all the meeting details
To join and manage your meeting:

1. A short time before the meeting is due to start, either click on the Join WebEx meeting link from your email invitation or go to the Meeting Center: https://napier.webex.com/, locate the relevant meeting and click Join. Your WebEx meeting will open:

View meeting number and host details
Click to End your meeting
You may wish to record your meeting, however any content of a sensitive or confidential nature should not be recorded

When you click Connect to Audio, the Audio Test dialog box will appear:

Test your audio and click OK to connect the audio

The whiteboard enables you to share annotations with meeting participants, click on New Whiteboard to open a whiteboard:

Click on the Participants, Chat, Recorder and Notes buttons to view these screens as required (all visible in this example)

Click on the video icon to activate your webcam

As the meeting host you can mute/unmute: participant’s microphones as well as your own

To make another participant a presenter - highlight their name and click Make Presenter, they can now share their desktop/application

Click here to share your application/screen with meeting participants, the share desktop toolbar will appear at the top of your screen:

Click to send an email invitation or reminder for your attendees to attend your meeting