



Cisco WebEx

Getting Started Guide: Cisco WebEx Meetings

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Introduction

Each Cisco WebEx product is part of an interoperable ecosystem of solutions for working together remotely. While most can be purchased and used alone, WebEx products can be combined and customised to your needs.

You may simply need small online meetings with video conferencing and screen sharing. But you can add specialised functionality for webinars, training or remote technical support. You may need global online meetings with integrated audio that can be joined via telepresence and multiple video systems. Or you might want personal video meeting rooms. Cisco WebEx products are all that.

WebEx products can be used from most devices and platforms. Mobility, ease of use and compatibility are top priorities for Cisco WebEx product developers.

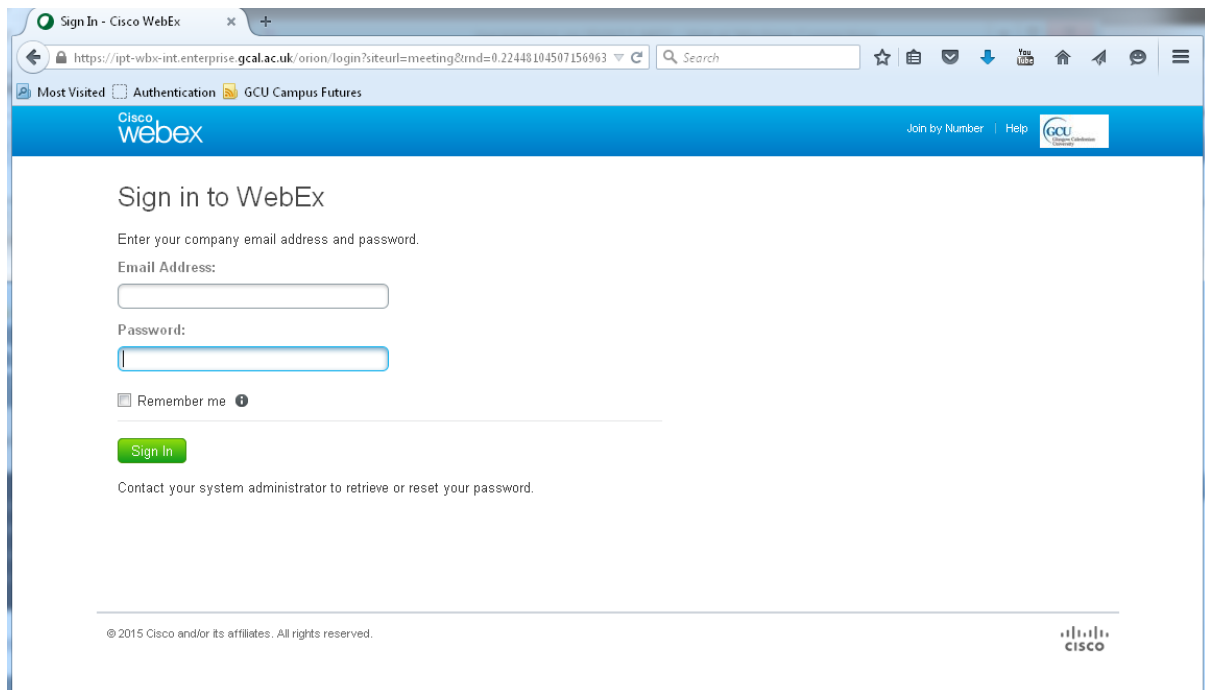
Logging into meeting.gcu.ac.uk

Open any internet browser and type the following:-

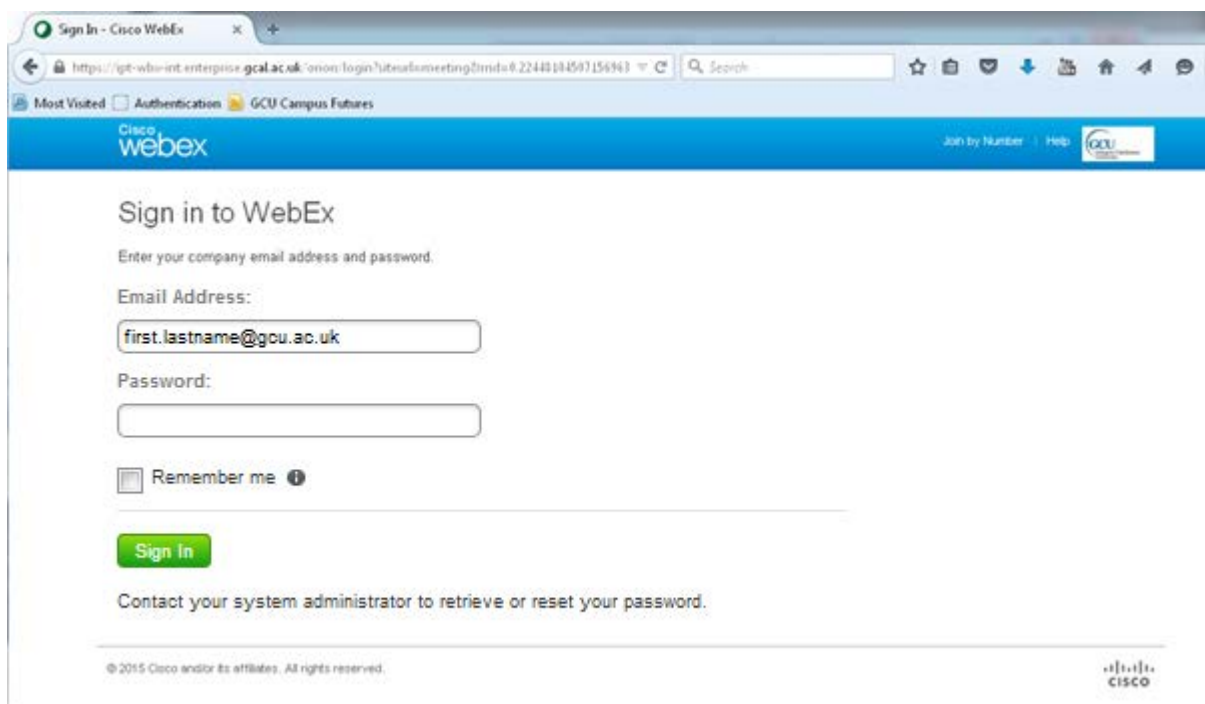
<http://meeting.gcu.ac.uk/>

FIRST TIME SETUP ONLY

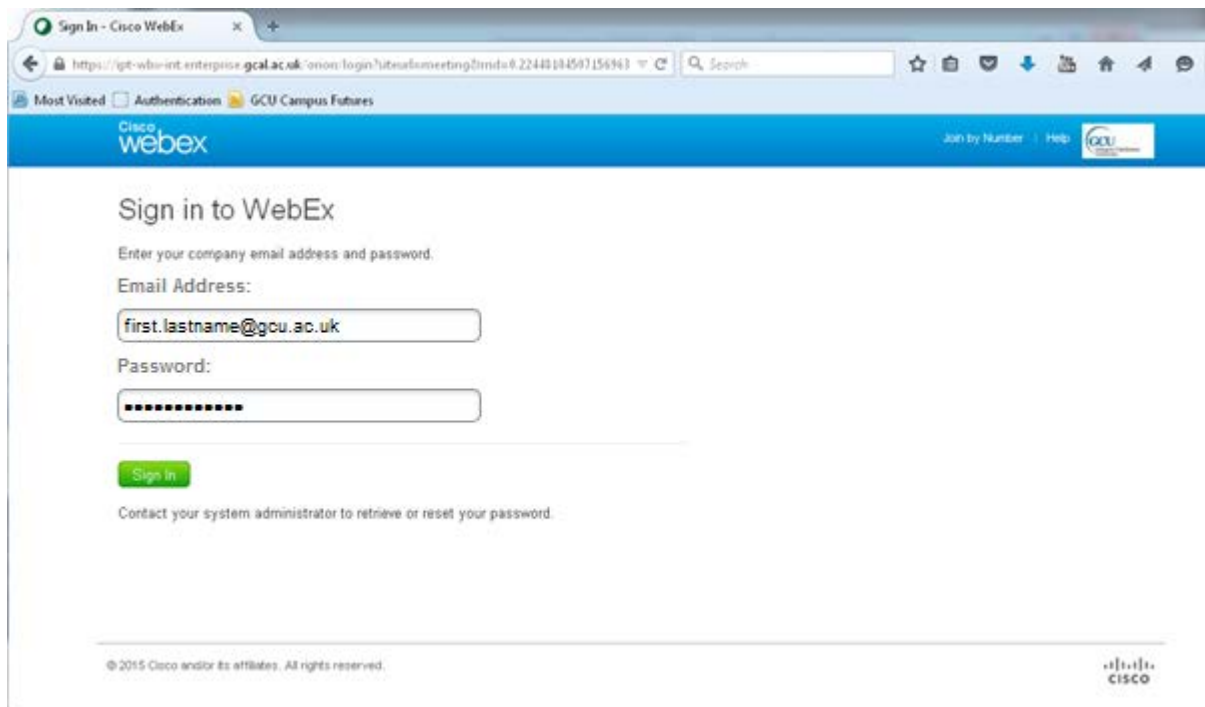
The following page will be presented:-



Enter your full email address in the Email Address field:-

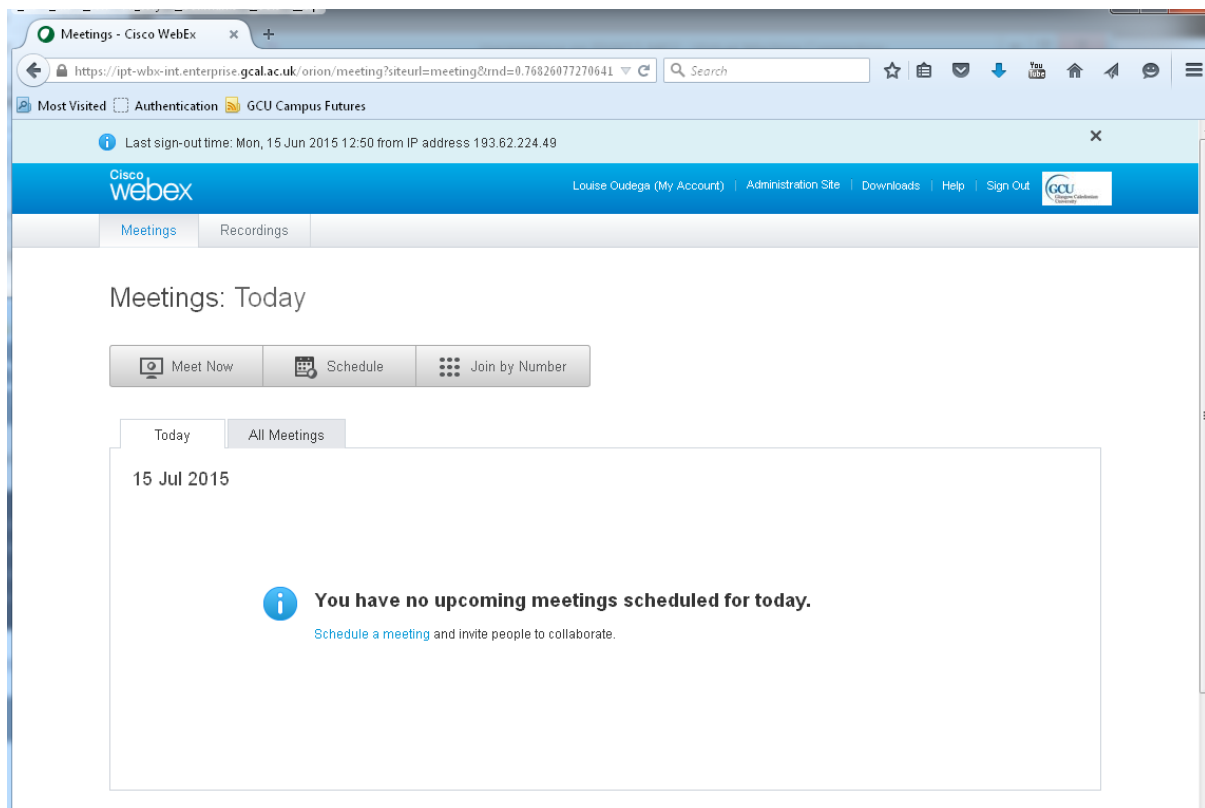


Enter your domain password used for GCU systems:-



Click the green button – Sign In

The following page will be loaded:-



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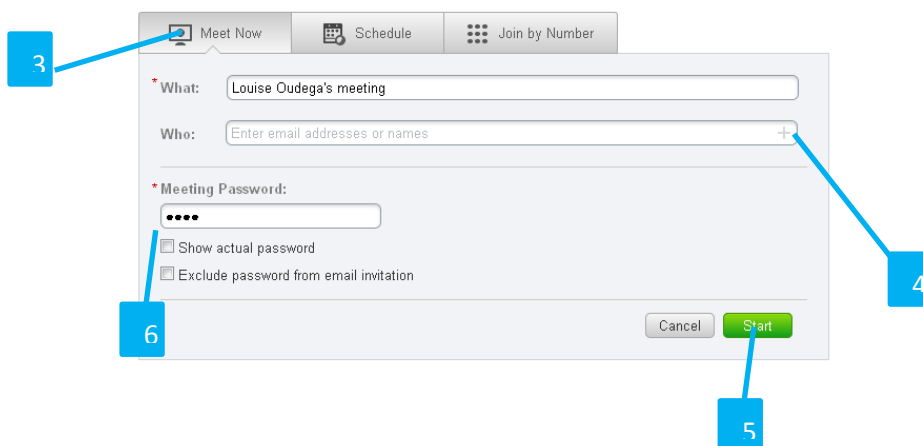
Start a WebEx meeting now!

Invite a colleague to try out WebEx Meetings with you. You'll see how easy it is to share documents, audio, and video.

1. Go to <http://meeting.gcu.ac.uk>
2. Sign using the email address and password you gave when you opened your WebEx Meeting account.
3. Click the Meet Now button.
4. Invite colleagues – click the “+” sign after entering each email address
5. Click the Start button to begin your meeting.
6. Enter a password (optional)

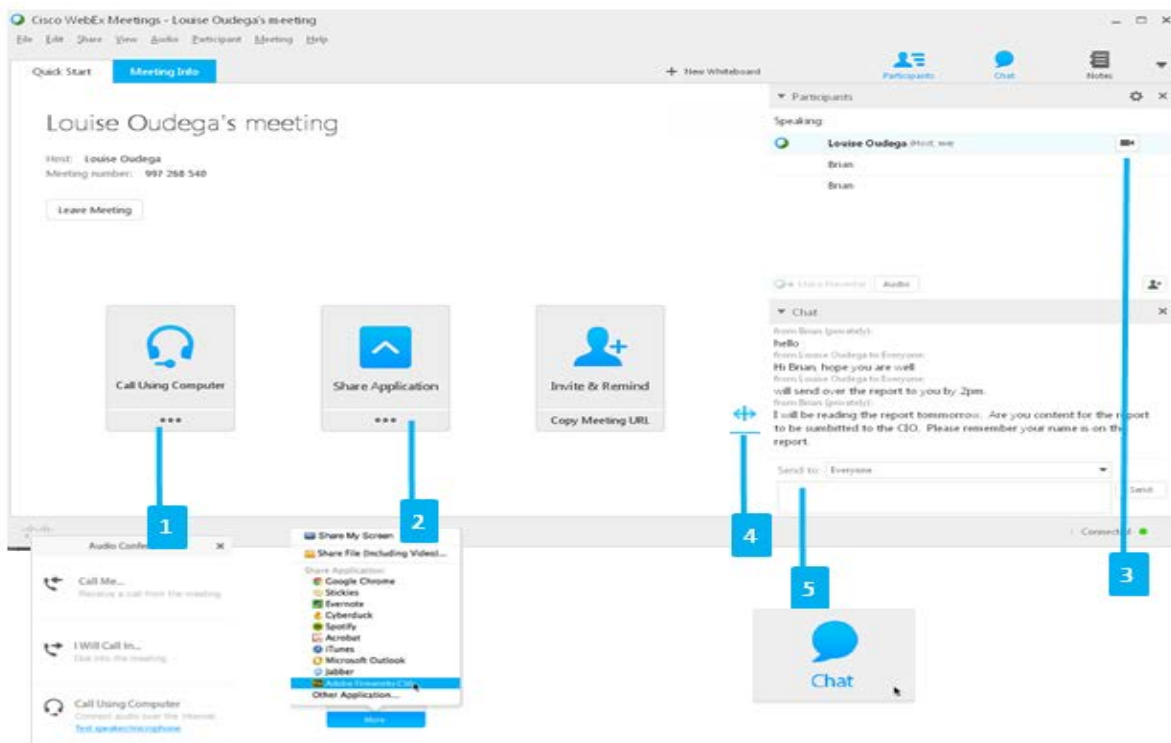


Meetings: Today



Meeting essentials

1. **Audio conference:** Call in to your meeting or connect using your computer's audio system (VoIP).
2. **Share my desktop:** Share files, applications, or videos. Present anything on your computer's desktop.
3. **Share video:** Click the camera icon to allow others to see you. View the presenter in full—screen HD by clicking the top right corner of the video.
4. **Adjust your view:** Grab the vertical bar in the middle of your meeting window to resize the panels the way you'd like.
5. **Chat:** Start a side conversation with anyone in the meeting.



Get ready for your meeting

WebEx makes scheduling and preparing a snap! Your invitation links everyone to your Meeting Space, a secure, centralised place for sharing and communicating. Review, comment, chat and revise – collaboration begins before your meeting even starts!

Schedule your meeting

Set up a WebEx meeting in Microsoft Outlook, just like you do other meetings and you can also:-

- Add a meeting to your calendar with one click.
- Join a meeting from within Microsoft Office applications or IM clients.



Or, just sign in to your WebEx account to schedule your meeting:

- Click the Schedule button.
- Fill in the meeting information.

Schedule a WebEx Meeting

* What:

* When: Length: hr min

► Recurrence: None

Who:

► Audio Connection: WebEx Audio

* Meeting Password:

Exclude password from email invitation and meeting information page

Host your meeting

Start the meeting

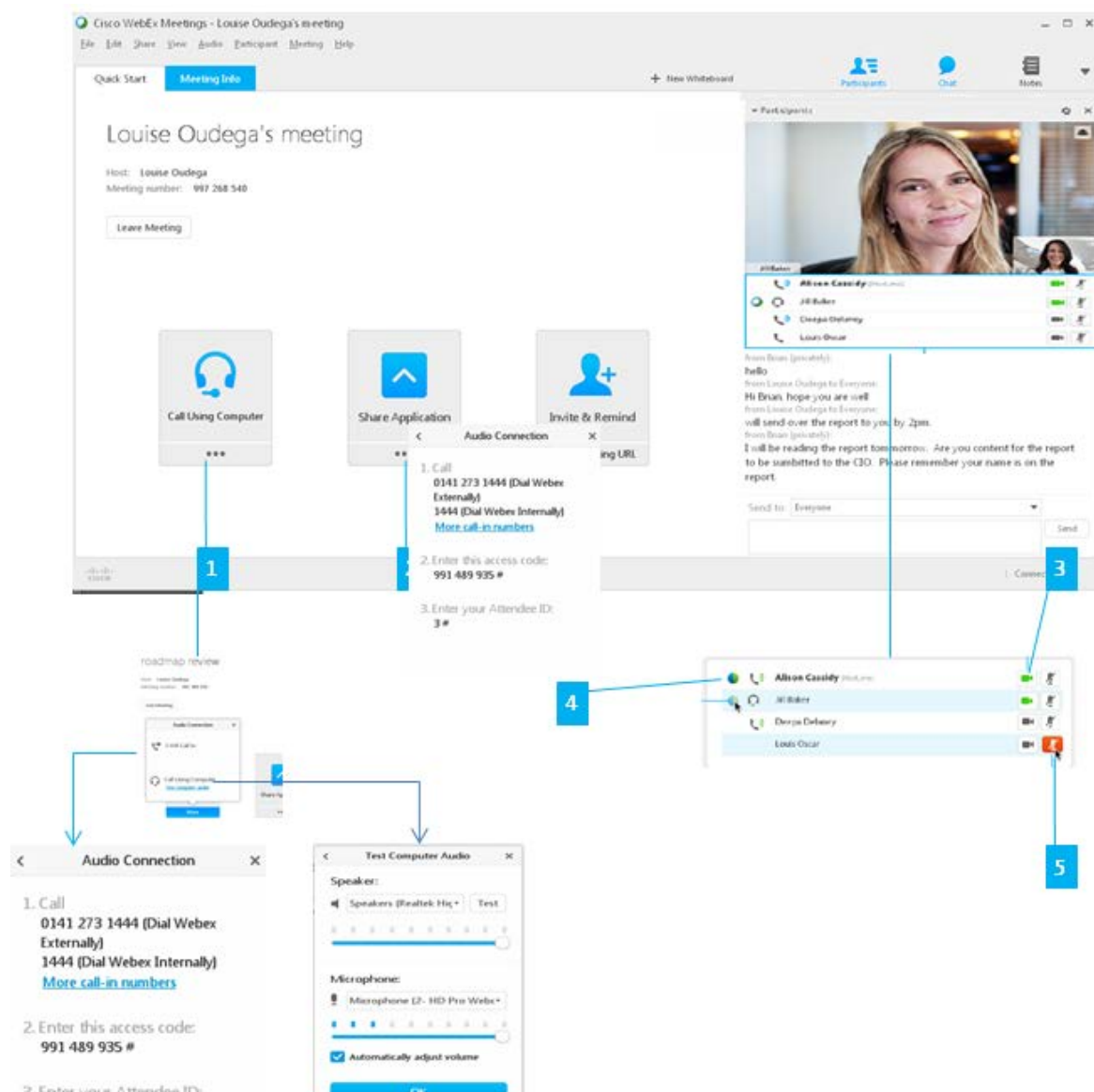
1. Click the Start button in your email invitation.
2. Or sign into <https://meeting.gcu.ac.uk> and click the name of your meeting.

Then click the Start button, and your meeting will begin.



Work together

1. **Start your audio:** VoIP and phone callers can talk together.
2. **Share anything on your screen:** Choose a file or application to share with everyone in your meeting, or share your whole desktop.
3. **Turn on your webcam:** Click the video icon and meet face-to-face
4. **Pass the ball:** Just grab the ball and drop it next to your name in the participants panel
5. **Mute/Unmute:** Hosts can mute anyone.



Additional Resources

Click Help at the top right of any page to find out more about any of these features.

Meet from your mobile device: Host or join a meeting wherever you are with WebEx mobile app from iPhone, iPad, Android, and other smartphones. The app is free!