



## Tips for Hosting a Webex Meeting

Webex is an online conferencing tool that enables you to meet with colleagues from wherever you are, home or office, as long as you have Internet access on your computer or have the Webex mobile app installed for your mobile device. If you can get online, you can collaborate with others online, and share data, presentations, online demonstrations, etc.

**The use of Personal Rooms is prohibited when providing ITP Virtual EI.**

### Inviting Meeting Participants

- To help your participants successfully join the meeting and use Webex tools, direct them to this webpage for Meeting Attendees: [ITHelp > Webex/Video/Training > Webex > Join A Webex Meeting](#)
- If you are planning to **track attendance** at your meetings: Tell those you invite IN ADVANCE that when they Join the meeting, they must enter both their first and last name. The meeting attendee name cannot be changed by either the Host or attendee once the meeting has begun; the attendee actually needs to leave the meeting and then rejoin with a different name.

### Tips before Starting Your Meeting

- **Turn off “Desktop Alerts” in Microsoft Outlook!** If you are using Microsoft Outlook and your “Mail” options are set to display new mail as a desktop alert on your taskbar, we strongly recommend you turn this setting OFF! If you do not do this, participants in your Webex meeting will see every new email you receive while you are hosting the meeting!
- **Close any extraneous applications** that you do not want to accidentally share during your meeting, such as email, online chat tools, or other documents you might be working on.
- **Enter the meeting five minutes early.**
- **Leave time for Q&A at the end.** Meetings automatically terminate 30 minutes after the scheduled meeting end time, so be sure to give yourself enough time for Q&A. Hosts will receive a 5-minute warning prior to meeting termination.

### Start a Webex Meeting

- To start a meeting simply log into [idhw.webex.com](http://idhw.webex.com) using your DHW account.
- If you scheduled the meeting, click “**My Meetings**” and navigate to the date and click “Start.”
- To start a meeting from your **Outlook** Calendar, click the **embedded Join link** in the Webex meeting calendar item.

**Need Someone Else to set up Your meeting – see [“Allow Someone to Schedule Meetings on your Behalf”](#) on ITHelp.**

### The Quick Start Window

- When you launch a Webex Meeting you will initially see the **Webex Quick Start Window**.
- Take some time to **explore the menu items, buttons, and tabs**, which contain many different options and tools that you can make use of in your meetings.
- When you **schedule a meeting, you are automatically the Host of the meeting, and you can start the meeting.**
- Warning: As the Presenter, **do NOT** join the meeting twice as the presenter (it causes a ‘looping’ effect on your display).
- When you start the meeting, you are also the Presenter by default, so if you choose to share your desktop, an application, or a file, your participants will see what you present. There are a number of different options available for presenting information in your meeting. The following is not a comprehensive list, but these are the most common options used.

## Presentation Options

Here are the most popular presentation options:

## Whiteboard

While participants are logging in, but before the meeting has begun, you might want to set up a Whiteboard and type in some introductory information that all participants will see as soon as they join the meeting. As long as you are seeing the whiteboard tab, participants will see what you have typed as they come into the meeting.

- You can enable all participants to annotate whiteboards by clicking the menu item **Participants > Assign Privileges**, or you can right-click on a **particular participant and change their role** to allow that one person to annotate.
- You can have multiple Whiteboards open during a meeting, you can rename whiteboards, and you can save them as PDFs by clicking the “File” menu item and selecting “Save All” or “Save As.”

## Share Your Meeting Window

Sometimes at the beginning of a meeting, one or more participants may be having some trouble locating something on their screen after they’ve joined the meeting. For example, they may not know how to find their audio options or know where to look for the Chat panel. To help them out, it’s often helpful if the Host shares his/her Meeting Window. Once the participant is back on track, use one of the other sharing methods below to share other types of content.

- Select **Share** from the menu, then **My Meeting Window**.
- When you no longer need to share your Meeting Window, just click Stop Sharing button on your Control Palette. (Control Palette is generally hidden at the top of your screen. Move your cursor to the top of the screen and it will display.)

## Share Your Desktop or Applications

- To share everything that you open on your computer desktop, or just a single application (such as one web browser), click the **Quick Start tab** and then click either the **Share Screen** button or More Options below it to select a specific application.
- If you share only a specific application, participants will see a pattern when you click out of that application. If you share your desktop, they will see everything as you move across applications, windows, etc.
- Once you have shared your desktop or an application, the Webex Control Palette will display (usually at the top of your screen). If you mouse over the blue tab you will see you will see a number of options.
- If you move your mouse off the blue tab the Control Palette will automatically collapse.

## Share Files

If you just want to **share a single file (so participants will see nothing else except just that file)**, move your cursor over the **blue tab** at the top of your screen. When the Webex Control Palette displays, click the down arrow next to **Screen** click **Share File (including video)**, then **From My Computer**. When the Share File box appears, **select the file** you want participants to view, and click **Open**.

## Sharing a Video File with Attendees

If you have a video file on your computer that you wish to share with participants during a meeting and you want them to hear the sound from the video file:

- Select **Share > File (Including Video)**....
- The video will display in a new tab with the name of the file.
- When you click the “play” icon in the center, the video will display and attendees will hear the audio.

**IMPORTANT NOTE:** Attendees using some mobile devices (such as Android phones) will not be able to view this kind of shared media!

## Give “Presenter Privileges” to a Meeting Participant

Sometimes during a meeting, the Host may wish to give Presenter privileges to one of the participants, so they can show a presentation or file, or share the contents of their desktop with the rest of the group. In other cases, you may wish to start a “One-click” meeting to do a quick one-on-one meeting with a colleague, to provide assistance or have a private discussion. Sometimes the process of passing presenter privileges is referred to as “passing the ball” to someone else in the meeting.

**IMPORTANT NOTE:** Be sure to remind the participant that before sharing, they should close anything that they don’t want others to see, such as open files, websites, email, text or online chat boxes, etc.! **Here’s how to make someone else the Presenter:**

- Go to the Meeting Center Quick Start page and Either drag the little blue and green ball to another person's name, or right-click on a person's name in the Participants panel, select **Change Role To** and then select **Presenter**.
- **Important Note:** Do NOT ever make the other person the Host! Then you lose control of the meeting.
- When Presenter privileges are turned over to a participant, they will see a You are now the Presenter message flash on their screen.
- In order for the **participant to share their screen**, they **must be sure that they are in the Webex meeting window** and that they **click on the Quick Start tab**. Then they can click the **Share Screen** icon (or they can choose to share only a specific file or application if they wish).

### Have Participants "Raise their Hand"

Sometimes the Host of the meeting will ask participants to "**Raise their hand**" to **indicate their preferences or feedback on a question**. Here's how!

- At the bottom of the Participants palette, everyone will see a "Raise Hand" button.
- When they click that, the Host will see how everyone has responded.

### Audio for Webex Hosts and Participants

#### Call Me

- Click this button, enter the phone number of the phone you wish to use to participate in the meeting's audio, and Webex will call it. This does not have any toll charges to you.

#### I Will Call In

- A dialog box will provide a phone number, access code and attendee ID.
- **NOTE:** Regular long-distance phone charges will apply if you are calling from a home or cell phone, based on your phone plan. Your Division budget will not be charged for the call if you are calling another DHW number.

#### Call Using Computer

- This option enables audio information to be transmitted online. Use this option only if you have a microphone and speakers on the computer you are using, or a headset with a microphone. This option does not have any toll charges.
- You can also test your speaker and mic from this dialog box.

#### Use the Chat Tool

- When you begin a new Webex meeting, keep in mind that attendees cannot see chat posts that are posted prior to the time when they joined the Webex meeting. So if you post "introductory" information for attendees (i.e., a reminder about the phone line to call into or how to use VoIP, or troubleshooting info) into chat during the time when people are entering the meeting, be sure to "repost" the information periodically as people enter the meeting.
- You can copy and paste URLs into the Chat window and they become live hyperlinks. For example, if you wanted participants to check out and bookmark a website after the meeting, simply copy and paste the URL into the Chat window and let them know to click it—it will open in their web browser in a new window.

#### Usage/Attendance Reports for Meetings You Host

- Hosts can easily view usage for meetings they schedule and run, such as attendance, duration, and more across all your meetings. You can generate a report for any dates up to three months prior to today.
  1. Go to <https://idhw.webex.com/> and log in using your Host account.
  2. Click on **MyWebex** and then on **My Reports**.
  3. Click on Usage Report and enter the parameters to run your report.
  4. To view Attendance information, simply click each Topics title. You can Print or Export the data for any report.

