

**Introduction to Webex**

**Course Number:** TELE-106  
**Duration:** 0.5 days

**Overview**

Cisco Webex is one of the most established and well-regarded platforms for remote conferencing.  In this half-day class, attendees learn how to conduct meetings using WebEx.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Webex training participants receive a quick reference covering the techniques shown in the class.

**Software Needed on Each Student PC**

All attendees require a computer with Webex installed and tested, as well as a headset with microphone connected to the computer.

**Objectives**

* Create a Webex account
* Join, schedule, and host meetings
* Share screens
* Work with audio and video
* Record meetings
* Use the polling and chat features

**Outline**

* Overview of Webex
* Signing into Cisco Webex and Setting Profile PIN
  + Creating a Webex Account
  + Setting a Profile PIN
* Joining a Meeting
  + From an email invitation
  + From the Meeting Center
  + Via One-Click
* Scheduling Meetings
  + Via Meeting Center
  + Via One-Click
  + From Microsoft Outlook
  + Time zone and international considerations
  + Setting the welcome message
  + Inviting people to a meeting already in progress
  + Configuring sound alerts and other key preferences
* Hosting the Meeting
  + Understanding Webex roles: Host, Presenter, Attendee
  + Assigning Host or Presenter roles to others
  + Reclaiming the Host role
  + Locking the meeting
  + Removing a participant from a meeting
  + Renaming call-in users
* Screen Sharing
  + Deciding what to share
  + Sharing a screen versus an application versus a document
  + Using the whiteboard
  + Making sure you can see what your remote attendees are seeing
  + Sharing other types of content
* Managing Audio
  + Muting/unmuting participants
  + Troubleshooting common audio issues for participants
  + Computer versus phone audio
* Managing Video
  + Starting/stopping video
  + Webcam advice
  + Video layouts
  + Adjusting video brightness (and advice on framing your video)
* Record Meetings
  + Letting your attendees know you’re recording
  + Editing recordings
  + Distributing your recording to attendees
* Chats and Polls
  + Using the Chat window
  + Conducting a poll
  + Another help: Raising hands in the Participants window
* Conclusion