

**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