**WebEx Cloud – Host a Meeting**

The purpose of this document is to provide basic instructions for hosts to use as a reference to access WebEx Cloud meetings scheduled in advance. Refer to Lynda.com to research instructions not contained with this document.

Login to the CDU portal -> [https://portal.cdu.edu.au/my.policy](https://portal.cdu.edu.au/my.policy)

Select -> WebEx Cloud tile

There are a couple of options available
1. Schedule a meeting in advance
2. “Start meeting” now – see “WebEx Cloud meet now” instructions

Schedule a meeting in advance

Select the up arrow located in the middle near the top of the screen

The below thread displays

Select -> Webex Meetings tab

There are many variables here, for the purpose of this document we will continue with how to host a meeting. Other options can be researched via Lynda.com
Select -> **My Meetings**

Select the appropriate meeting from the list displayed

The following is an example only.

**Test**

Wednesday, September 19, 2018 | 1:15 pm Australia Central Time (GMT+09:30) | 1 hour | Not started

- Host: Janet Watson
- Edit | Cancel meeting | Add to my calendar

More information

![Start](Start)

By joining this meeting, you are accepting the Cisco Webex Terms of Service and Privacy Statement.

There are two ways to join the meeting:

1. Start
2. Start by browser

Join the meeting by selecting “Start” or “Start by browser” displays the same options listed below.

Please note; “audio connection” and “video connection” must be confirmed before starting the meeting.
Select Audio Connection

Five options are available. “Call Using Computer” is the most common. See detailed instructions located at the end of this document.

Call Me
WebEx calls a phone number provided by the attendee or host.

I will Call In
Host calls into the meeting.

Call Using Computer
Manage the meeting using a computer

Call my Video System
Manage the meeting using video conference unit

No Audio
View Meeting Only without audio.

Select Video Connection

Select the down arrow to select the appropriate video feed. Once the video feed displays in the Preview window proceed to connecting to the WebEX Cloud meeting.

Once the audio and video sources have been confirmed select start my Video to join the meeting.
**Audio Connection instructions**

**Call Me –** WebEx calls a phone number provided by the attendee or host.

**I will call In –** provides the attendee the telephone number to dial, the access code and the attendee number.

**Call Using Computer**

Select the correct audio connections

Select -> More Options

Select -> Test confirming audio and volume level. If there is no audio amend the sources. Or have a look the pc audio bottom RH corner

If as “X” displays turn the computer speakers on by clicking anywhere on the audio ribbon.

Select -> Test again confirming audio is enabled.

**Call my Video System** – Connect via a video conference unit entering the video conference code for example 1234@cdu.edu.au.

**No Audio** – listen in on a Video feed only.
Participants

As participants join they will display in the Participants window located to the left of the screen.

The icon displays their first and last name initials and their name in full.

Blue camera icon indicates their camera settings are correct and operational.
Black microphone indicated their microphones settings are correct and operational.

If the camera icon is not blue, request the attendee to select an alternative video source on their computer.
If the camera icon is red, request the attendee to select an alternative audio source on their computer.

Please note both the audio and video sources are managed by the attendee and they must know their computer options. For audio, the attendee must confirm the speakers on their computer is turned on or are not muted. This may indicate the audio and video was not tested and confirmed when joining the meeting by the attendee. If issues continue ask them to exit out of the meeting and confirm they have left the meeting prior to them logging back in again following the testing audio and video instructions.

Click anywhere on the screen to display quick meeting management options at the bottom of the screen and advanced menu options at the top of the screen. See Lynda.com to reference for training purposes.

Select to display meeting information

Host
URL
Meeting Number
Video address
Audio Connections
Show all global call in numbers
Access Code
Attendee number
Click anywhere in the screen to display additional options.

- **Mute audio** – red icon indicates the audio has been muted.

- **Stop My Video** – black icon indicates the video has been turned off.

- **Share content** – select the icon to select and display the appropriate document.

- **Select Record icon to start and stop recording the meeting.**

- **Select to display attendees joined to the meeting.**

- **Display live chat option**

- **Display more options**
  - **Notes**
  - **Lock Meeting**
  - **Invite and Remind**
  - **Copy Meeting Link**
  - **Audio Connection**

- **Take notes of the meeting**
- **Locks the meeting disallowing others to dial in.**
- **Invite on the of or send a reminder notification to an attendee.**
- **Meeting link is copied to the clipboard.**
- **Confirm and test audio connection select -> change settings**

- **End the meeting.** Select “Cancel” to resume or Select “End Meeting”