The purpose of this document is to provide basic instructions on how to use the Meet Now function within WebEx Cloud. For additional instructions for advanced features CDU Staff are required to reference Lynda.com.

From within the portal [https://portal.cdu.edu.au/dashboard/](https://portal.cdu.edu.au/dashboard/)
Select -> WebEx Cloud tile
Select -> Start Meeting

Connecting for the first time an installer will download. All subsequent connections to WebEx cloud on that computer will be a lot quicker.

**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 device.

- **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
“Waiting for others to join” displays
As participants join they will display in the Participants window located to the left of the screen.

<table>
<thead>
<tr>
<th>Participants</th>
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<td>JW</td>
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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 testing the audio and video instructions.

![Speakers](image)

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 indicated 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
  - Take notes of the meeting
  - Lock Meeting
  - Invite and Remind
  - Copy Meeting Link
  - Audio Connection

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