

# WebEx Cloud Quick Reference Guide

The purpose of this document is to be used as a quick reference guide only. To provide basis instructions on how to setup meetings within in WebEx.

For detailed instructions see **Lynda.com**

WebEx Cloud allows the following:-

1. Meetings to be quickly hosted and joined from any computer.
2. External parties to join meetings hosted by CDU/Menzies staff.
3. Use of meeting room video conference systems with WebEx

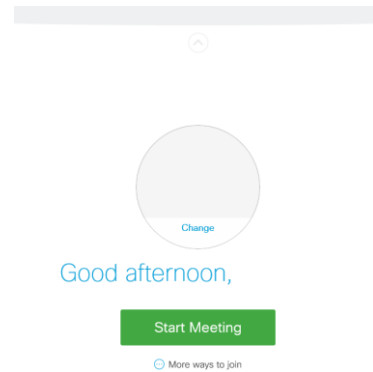
WebEx cloud can be accessed from <https://portal.cdu.edu.au> click the on the **WebEx Cloud** icon from the available applications

The first time you start WebEx Cloud from the portal follow the instructions to name and create your personal meeting room.



## Starting a meeting for the first time

A meeting can be started straight away by clicking the **Start Meeting** button this will use the personal meeting room configured on first log into WebEx.



**Note:** The instructions below are for Internet Explorer (IE) browser. Chrome is the better option, installation is simpler.

The first time WebEx is run within IE a prompt displays to install a browser plugin.

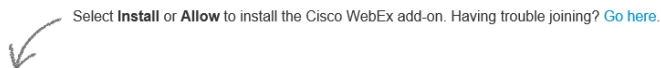
Select -> **Run a Temporary application** blue text.

## Having trouble joining?

Try one of these options:

- Recommended** Run a temporary application to join this meeting immediately.
- Install the meeting application and join again.
- Use Java to join your meeting.

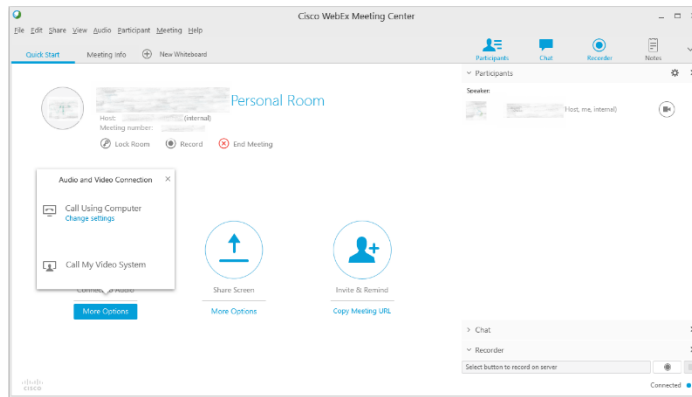
Select -> **Go here**



Select -> **Run** displayed at the bottom of the screen – wait a few seconds for the application to download and install a % sign and a counter will display while WebEx is downloading.

# WebEx Cloud Quick Reference Guide

## Setting up Audio and Video

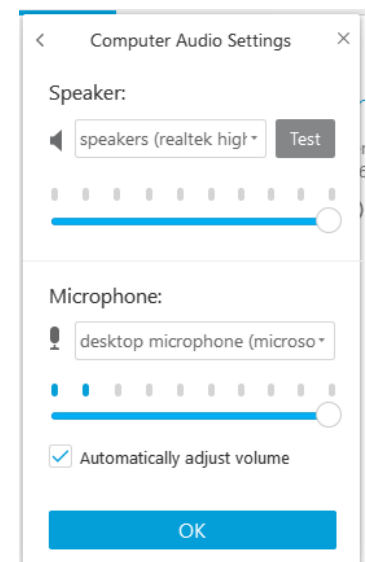
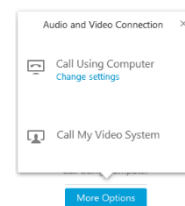


### Audio and Video Connection selection box displays

### First time connection only setup Speaker and Microphone

#### Select **Call Using Computer**

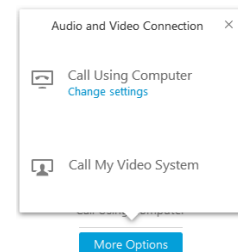
1. Speaker
2. Select -> **Test** to run the sound wizard, adjust the volume as required
3. **Microphone** -> ensure there a blue dots appearing on the meter move when talking.
4. Select -> **OK** once confirmed



**NOTE:** This step is only required for the first time you connect to WebEx on a specific PC. If you use WebEx on another PC the above steps are repeated.

**All Subsequent logins require the following to completed, if not you will not be able to hear to talk in the meeting.**

1. Select **Call Using Computer**

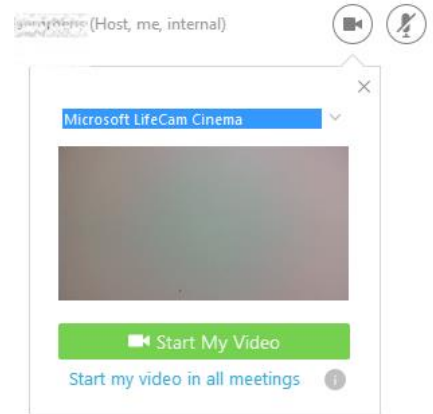


# WebEx Cloud Quick Reference Guide

## Setting up Video

After audio has been setup the video setting box displays.

1. If applicable -> Select a Camera source from the Drop down menu.
2. **Or** Select -> **Start My Video** green button



## Controlling audio and video.

1. Select -> **Camera** icon next to your name to turn the webcam on and off.
2. Select -> **Microphone** icon next to your name to turn the microphone on and off.

**If feedback is experienced confirm participants have turned off their microphones.**

The host has the ability to control the participants' cameras and microphones – see [Lynda.com](http://Lynda.com) for further instructions.

## Meeting Management

There are two meeting options:-

1. Personal meetings rooms are always active and can be accessed at any time.
2. Scheduled meetings can be scheduled for a future date.

## Personal Meetings – How to invite participants to join a meeting

1. Select -> **Invite and Remind** to invite participants to join the meeting.
2. Enter the email address for the **invitees** box
3. Select -> **Send**  
or
4. Select -> **Copy Meeting URL** in to a personalised/formal email invitation to send out to invitees on the mailing list



Invite & Remind

[Copy Meeting URL](#)

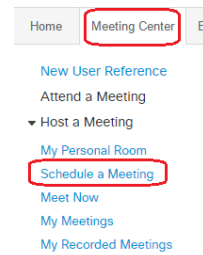
Each participant receives an email invitation containing a web link to select to join the WebEx meeting.

## How to schedule a meeting

Go to Meeting Center

Select -> **Schedule a Meeting**

Complete all fields as required



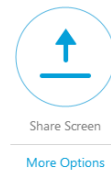
Meetings can be **saved as a template** for regular meetings or select **Start**

Select -> **My Meetings** to view scheduled meetings

# WebEx Cloud Quick Reference Guide

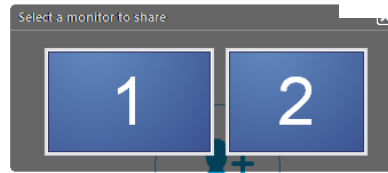
## How to Share Content

The Share Screen button allows easy sharing of the computer display.

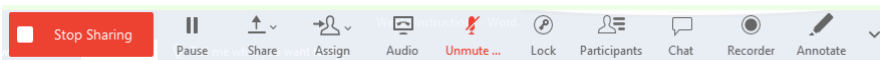


1. Select -> Share Screen button

2. Select the monitor you want to share



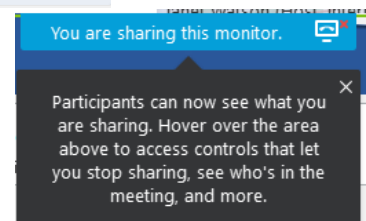
3. The monitor selected will display with a green or red border around it. A control bar displays briefly at the top of the shared screen.



4. Pop up displays -> You are sharing this monitor

5. First time only -> deselect the Participants message by selecting the white cross displaying in the black text field.

6. Hover the mouse over the blue text **You are sharing this monitor** to display the tool bar.



7. Select options as required – see Lynda.com for further instructions
8. Select -> **Stop Sharing** at the end of the presentation.

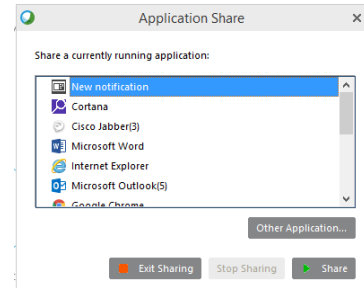
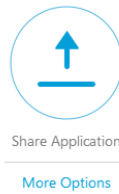
# WebEx Cloud Quick Reference Guide

## How to Share an application

Within WebEx it is possible to share an individual application and video without sharing the whole screen.

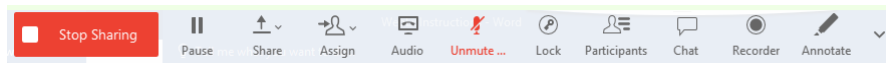
To share an Application window.

1. Open the application
2. Click **Share Application**
3. Highlight the application and select **share**



Depending on the internet browser used the application displays with a STOP Shared buttons at the top of the screen and a toolbar.

Hover the mouse near the top of the screen to display the tool bar.



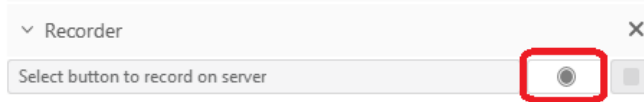
4. Toolbar options – see **Lynda.com** for further instructions
5. Select -> **Stop** at the end of the presentation.



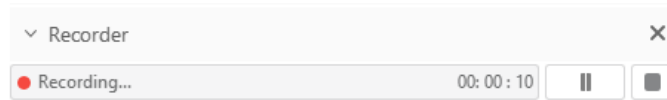
# WebEx Cloud Quick Reference Guide

## How to record a meeting

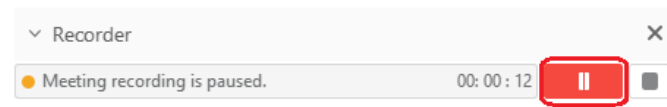
1. Top right hand corner of the screen select -> **Recorder** button
2. At the bottom of the screen when you are ready to start recording select -> Record button



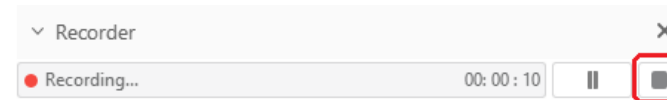
3. Recording displays



4. Select -> **pause** button

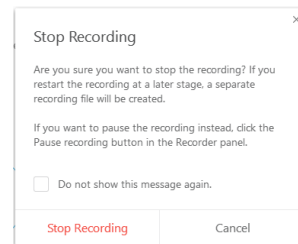


5. Select -> **stop** button

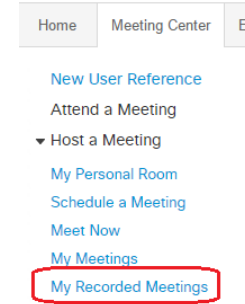


Stop Recording popup displays.

6. Select -> **Stop Recording**
7. Minimise the main screen to display WebEx toolbar.



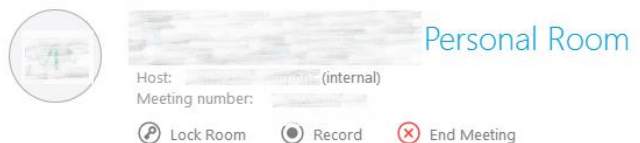
8. Select **Meeting Center**
9. Select **My Recorded Meetings** to view the recording.



## How to end a WebEx Meeting

To end the meeting

1. Select -> **End Meeting**



2. Confirm by selecting **End Meeting** in the pop up window.

