

Basic Steps For Using Cisco Webex

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Introduction

IIT Bombay has setup Web HD VC conferencing facility to enable its users and key officials to collaborate, communicate and do meetings in the digital, virtual space.

The domain <https://iitbombay.webex.com> has been set up for users to host VC meetings anytime, anywhere with Cisco Webex Solution

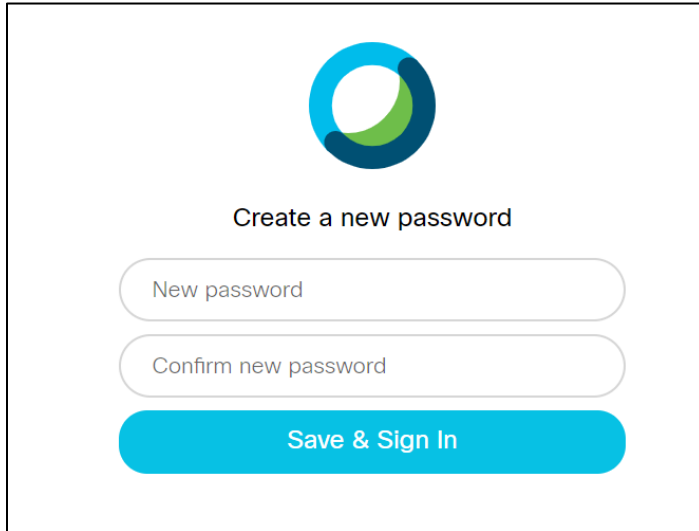
Pre-requisites for the Users

- Desktop/Laptop (Windows 7/10/ MACOs) /Mobile Phone/Tablet (Android or Apple Device – user can download the Free webex App from Playstore or Applestore)
- Inbuilt MIC and Speaker in the above devices. Optional: A headset/headphone with mic if available will provide better conferencing experience. User may insert the same in the jack pin on their laptop/desktop/mobile/tablet or may use Bluetooth-mic headset
- Inbuilt Camera/Web Camera incase Video is required during the conferencing.
- Internet Connectivity, of preferably 2Mbps for Full HD VC at participant end. If bandwidth constraint is there, the user may switch off the Video Camera on the webex dashboard and may switch on only if required as optional.

User sign up and scheduling meetings!

The webex meeting domain is : iitbombay.webex.com

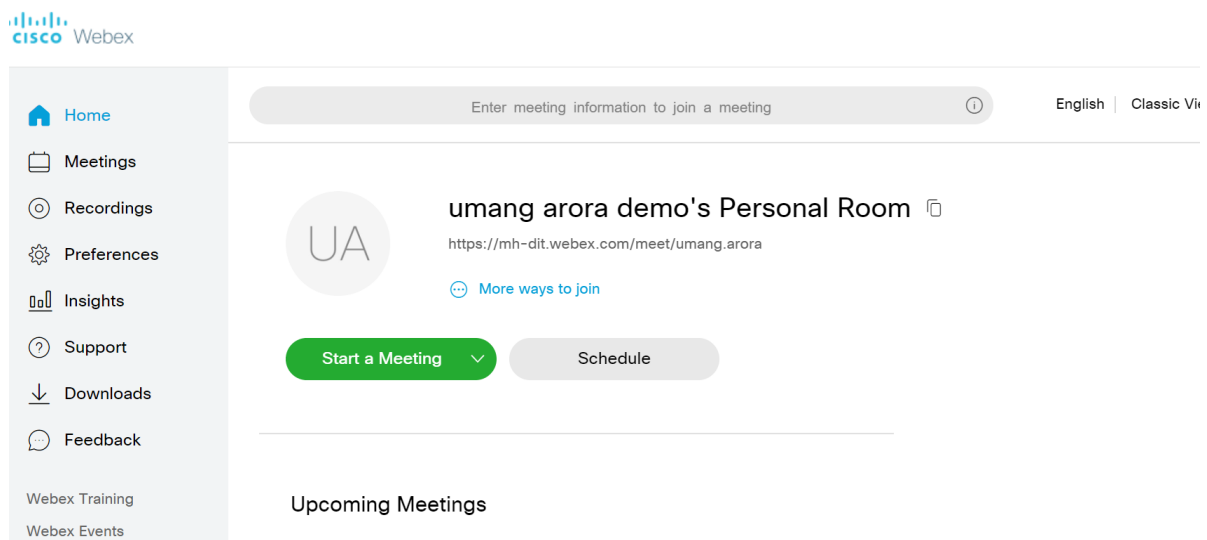
1. The admin will send an activation email to the host user (will come from Cisco domain). Once the host user has activated by clicking on the link in the email, his browser will open up a page where he needs to create a password for sign in.



The screenshot shows a web interface for creating a new password. At the top center is the Webex logo, a blue and green circle. Below it, the text "Create a new password" is centered. There are two input fields: "New password" and "Confirm new password", both with rounded corners and light gray borders. Below these fields is a prominent blue button with white text that says "Save & Sign In".

2. Once done, the user's personal meeting room is set and ready for meetings.

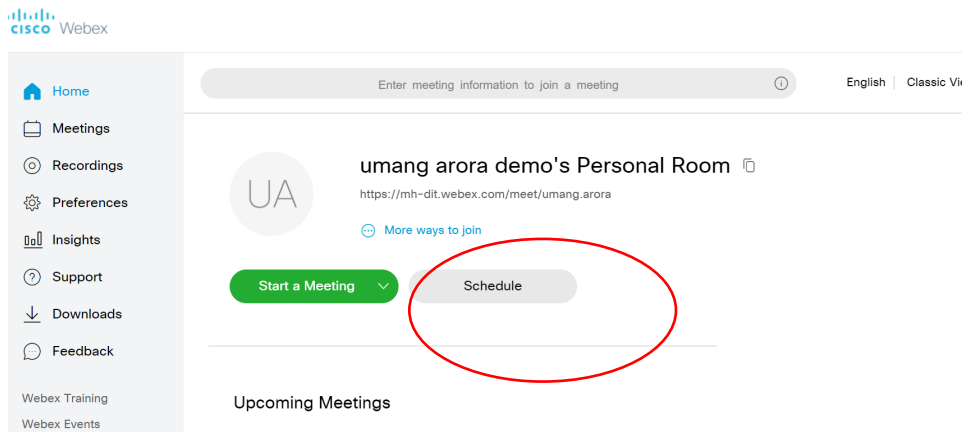
He/She can start/schedule a new meeting. The user can also set recurring meetings as per requirement.



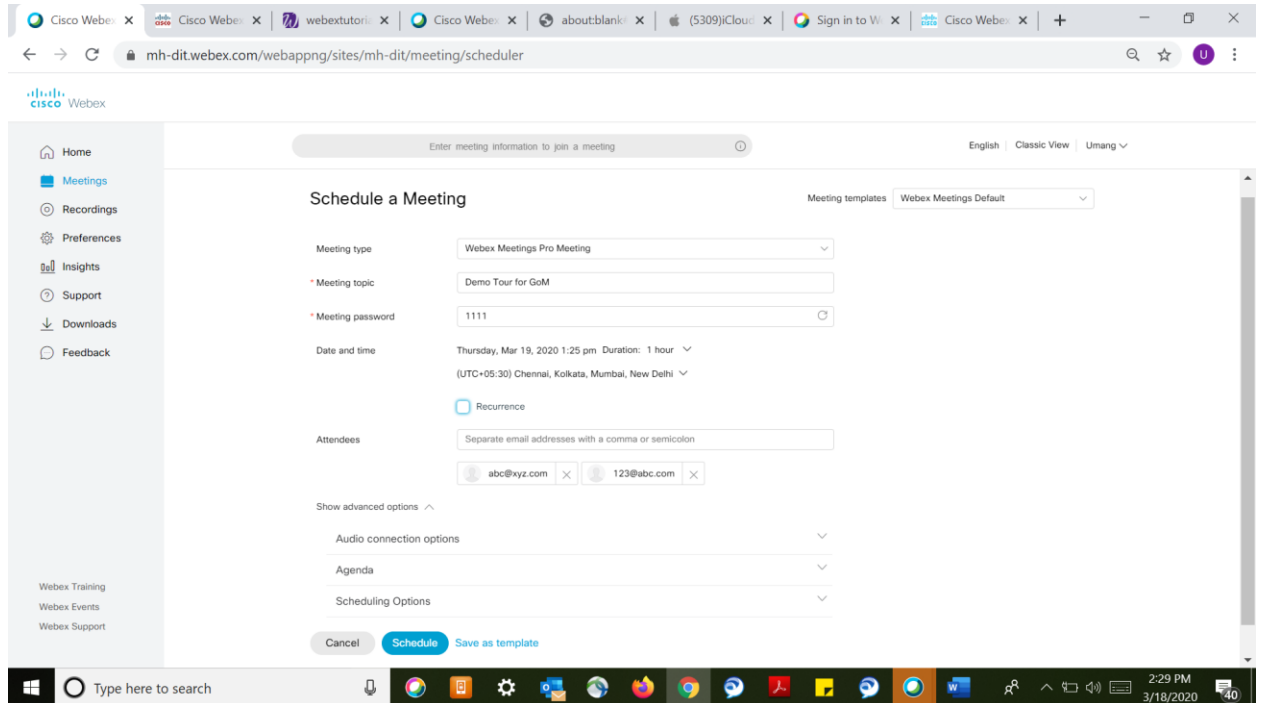
The screenshot displays the Webex user interface. On the left is a navigation sidebar with the Cisco Webex logo at the top. The sidebar contains menu items: Home (selected), Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. Below these are links for Webex Training and Webex Events. The main content area features a search bar at the top with the placeholder text "Enter meeting information to join a meeting". To the right of the search bar are language and theme settings: "English" and "Classic View". The central focus is the "umang arora demo's Personal Room" section, which includes a circular profile picture with the initials "UA", the room name, and the URL "https://mh-dit.webex.com/meet/umang.arora". Below the URL is a link for "More ways to join". At the bottom of this section are two buttons: a green "Start a Meeting" button with a dropdown arrow, and a gray "Schedule" button. Below this section is a heading for "Upcoming Meetings".

3. The host will sign in on the IITBOMBAY webex domain: **iitbombay.webex.com** next time he/she needs to login into the webex domain to start or join meetings. The most simplest, easiest way is one click step - Start meeting.

Advanced Schedule Meeting Options (Optional)

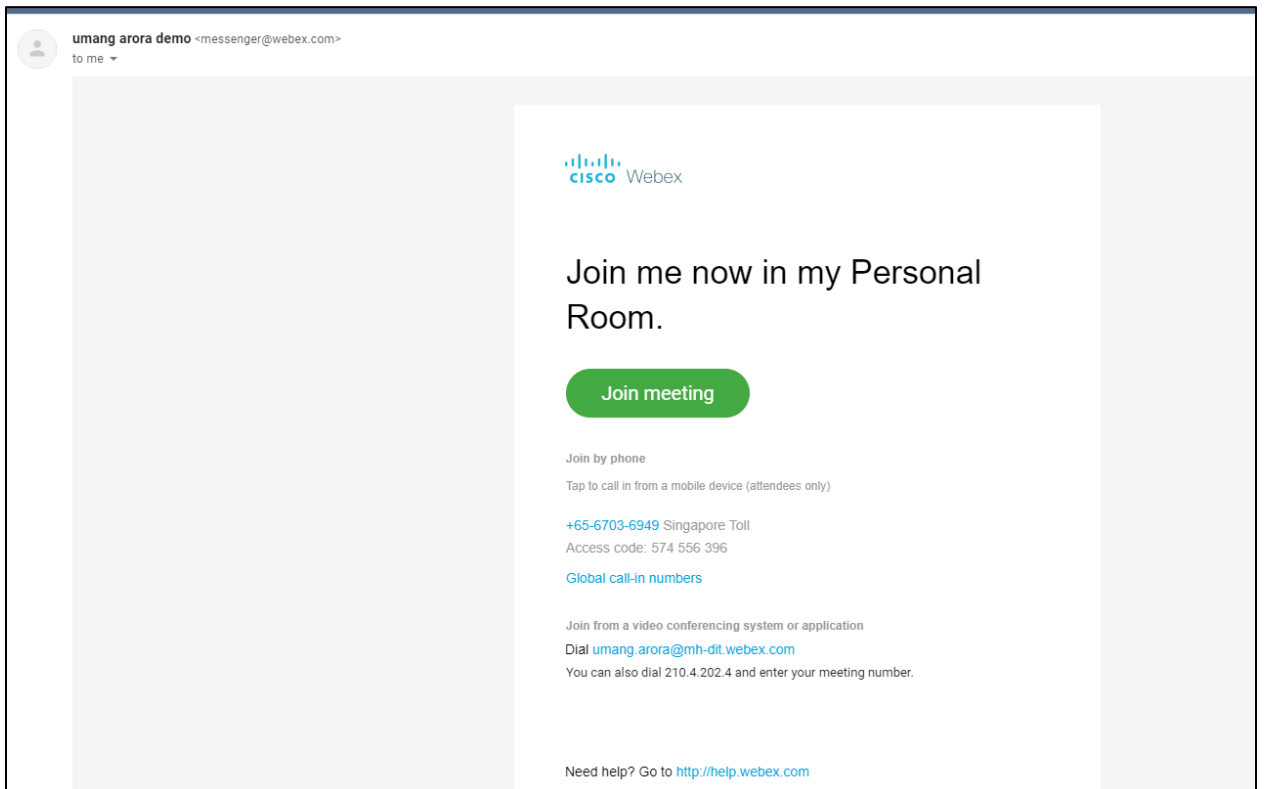


1. Here the host can schedule the meeting in advance as per calendar and can keep it recurring on daily/weekly/monthly/yearly basis



Joining Meetings

1. Once the host user has started or scheduled a meeting, the guest participants (as well as the host) need to join the meeting. The host can share the meeting link/URL with the participants over an email, webex teams, chat, etc.
2. In case the meeting invite is sent via email, the participant will receive an email as below. He/She just has to click **join meeting and can join from his/her laptop/desktop**:



Every host user will have a unique meeting name/ address: e.g <https://iitbombay.webex.com/meet/umang.arora> . Here "umang.arora" is the unique meeting address on **iitbombay.webex.com** domain

3. The attendees (participants, hosts) can join in multiple ways. In case the user already has a Webex Desktop, he/she may join from the desktop app. For first time webex users, there will be a pop up to allow download webex app. If not user can download from: <https://www.webex.com/downloads.html>
4. Else the user can join from the browser. The user needs to allow the browser/app to access mic, camera.

Open Cisco Webex Meeting?
https://mh-dit.webex.com wants to open this application.

Open Cisco Webex Meeting Cancel

Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.
If you don't see a message from your browser, [open the desktop app](#).

Having trouble opening the desktop app? [Join from your browser](#).
Don't have the desktop app? [Download it now](#).

Joining through desktop app

- It is preferred that the Host Users as well as regular participants download the desktop app for ease of use.

1. Once downloaded, locate the application on your computer and sign in with your Webex credentials.

2. Explore the app from the menu you can:

- Start an ad-hoc meeting in your Personal Meeting Room.
- Schedule a new meeting.
- View / join your upcoming meetings.
- Edit your settings via the settings icon.
- Connect to a nearby Webex Video device**

** Connect to device requires a Webex Room device to be present to learn more about Webex Room Based Video [Click Here](#)

Webex Meetings

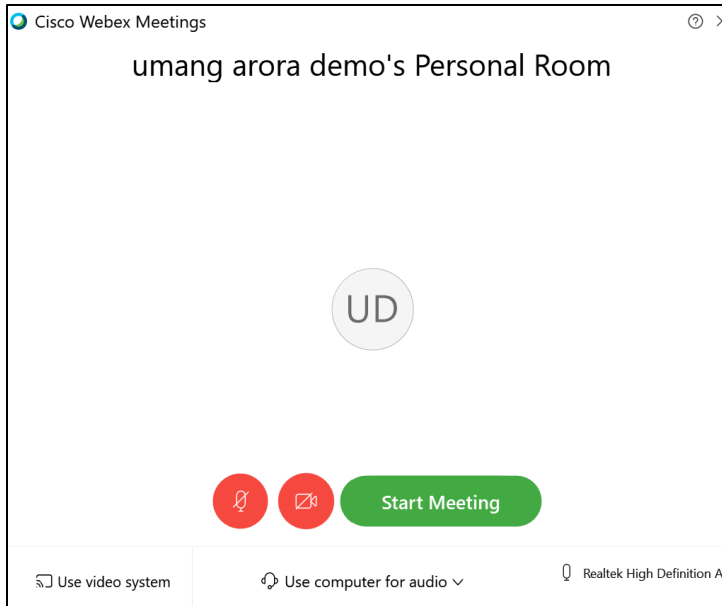
Sign In
Use as guest

Join a Meeting

Enter meeting information

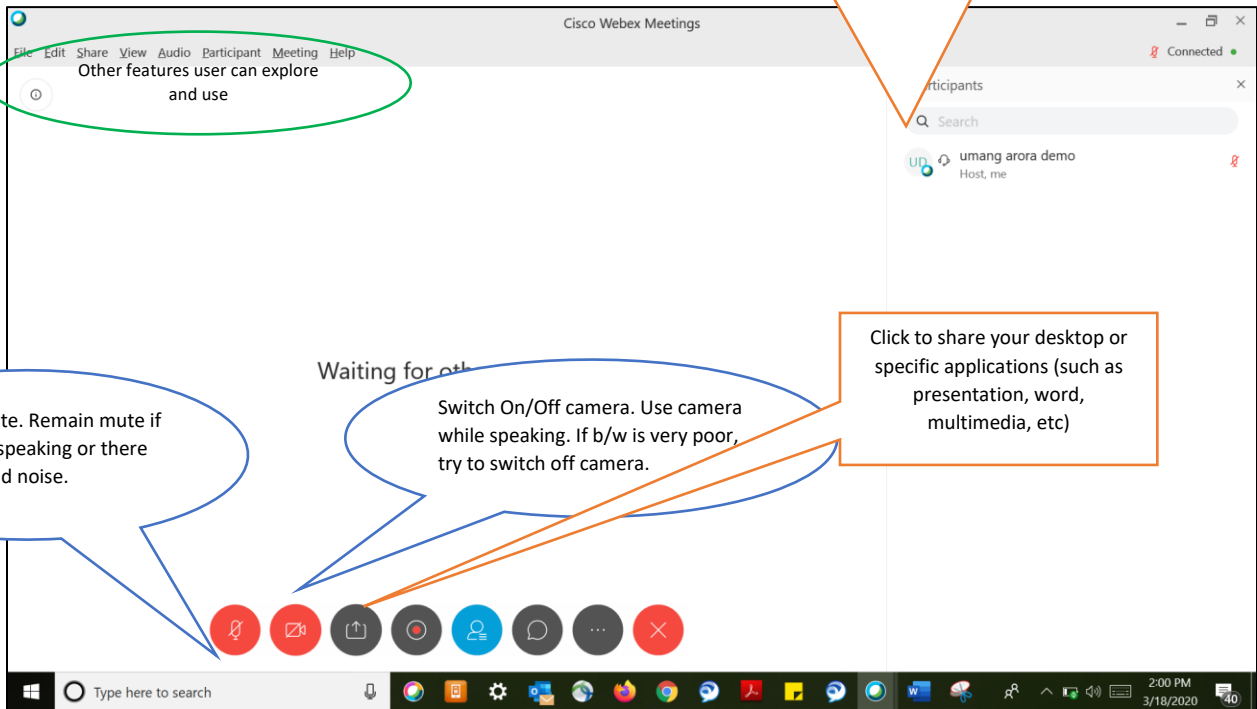
Upcoming Meetings

Date	Time	Meeting Name	Host	Action
18 July 2019	13:35 - 14:35	Update Call	Peter Gallagher	Start
18 July 2019	15:30 - 16:30	Sales Team Meeting	Peter Gallagher	Start
19 July 2019	10:00 - 11:00	Marketing Project	Peter Gallagher	Start



This is the meeting room.

List of participants. In the meeting. By default, the host is the presenter. The presenter role can be changed to another participant if he/she wants to share /present some documents
 Host can mute other participants, expel him out of the meeting too.



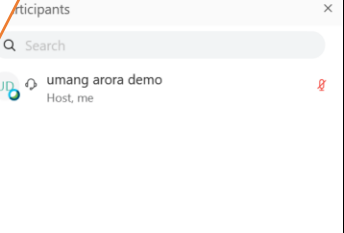
Mute/Unmute. Remain mute if you are not speaking or there is background noise.

Switch On/Off camera. Use camera while speaking. If b/w is very poor, try to switch off camera.

Click to share your desktop or specific applications (such as presentation, word, multimedia, etc)

Other features user can explore and use

Waiting for other participants



Other ways to Join: from VC endpoint (Cisco/3rd party), Mobile App, or Toll Free Audio

Meeting Number: 574 556 396

Join by video system

Dial umang.arora@mh-dit.webex.com and enter your host PIN 4050.

You can also dial 210.4.202.4 and enter your meeting number.

Join by phone

+65-6703-6949 Singapore Toll


Access code: 574 556 396

Host PIN: 4050

[Global call-in numbers](#)

- In case the participant is joining only on audio on PSTN, without internet. He/she can do by calling in the toll free no and entering the meeting no, password (password set by the host while scheduling the meeting, if any)

Global call-in numbers

 India

India Toll (Bangalore)	+91-80-6480-0114
India Toll (Delhi)	+91-11-6480-0114
India Toll (Hyderabad)	+91-40-6480-0114
India Toll (Mumbai)	+91-22-6480-0114

- **The user can download the mobile app on his Android or Apple mobile/tablet and signup/join meeting by entering the meeting no.**

Webex Teams included as a part of the Webex solution*

Webex teams is a secure collaboration tool/app which allows users to create user/project groups/spaces, invite members, share data/documents, create/schedule webex meeting within that group. Further, it allows you to connect wirelessly to your Cisco VC device from your laptop or mobile. User can join meetings from webex team apps.

Desktop, Mobile app available for download.

https://www.cisco.com/c/dam/en_us/solutions/collaboration/docs/cisco-webex-teams-solution-overview.pdf

<https://teams.webex.com/signin>

(use the same webex login, password)

*Certain features may be limited or restricted.

Other Notes

*Unlimited Usage for 90Days. Webex Enterprise Licenses for upto 100 Hosts. Each Host can invite upto 200 participants. Meetings can be recorded by the host. Chat supported. T&C applicable.

Please read the user/support guide for using Webex.

Support & Related Tools

<https://www.webex.co.in/support/support-overview.html>

Help Center: <https://help.webex.com/en-us/>

Sharing content: <https://help.webex.com/en-us/5ddww5/Share-Content-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events>

Create Polling <https://help.webex.com/en-us/n0pdj9x/Start-a-Poll-in-Cisco-Webex-Meetings>