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
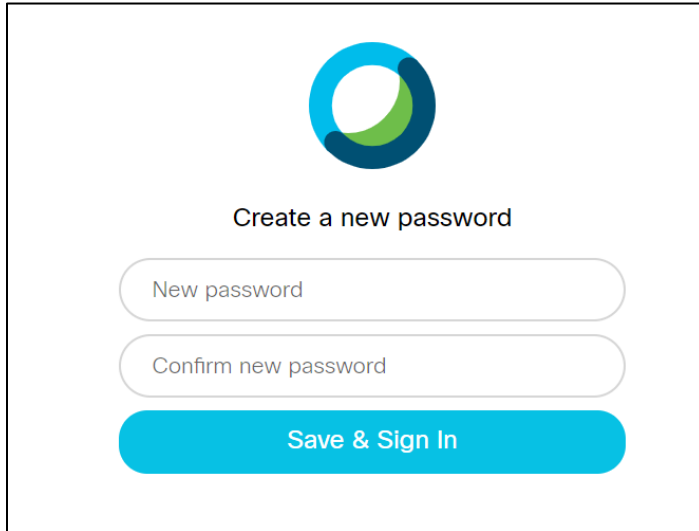
Pre-requisites for the Users

- 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 partipant 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!

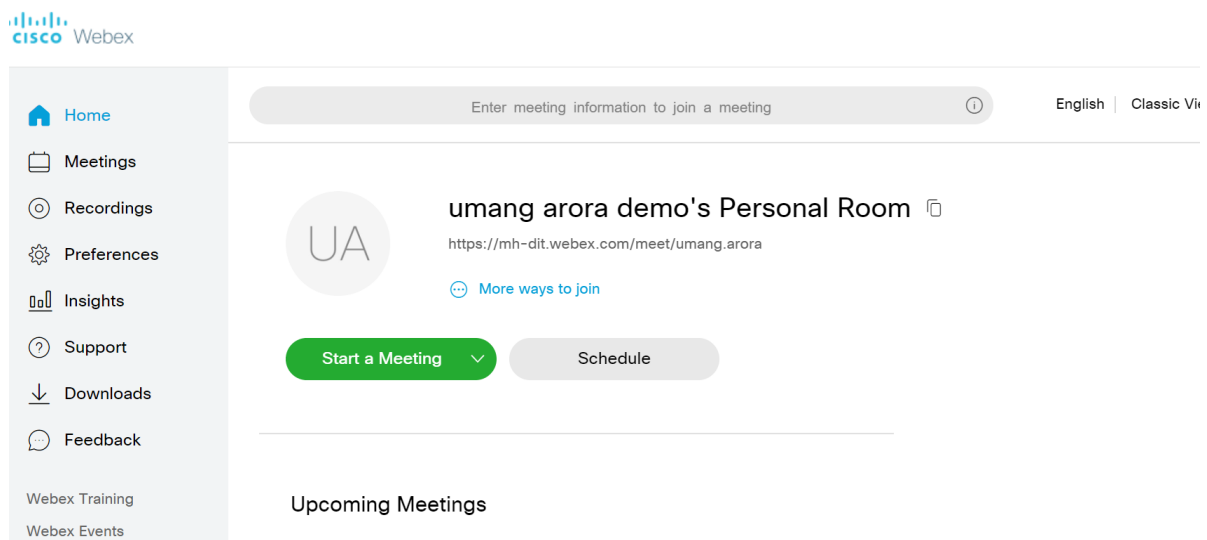**The webex meeting domain is : iitbombay.webex.com**

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.

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.

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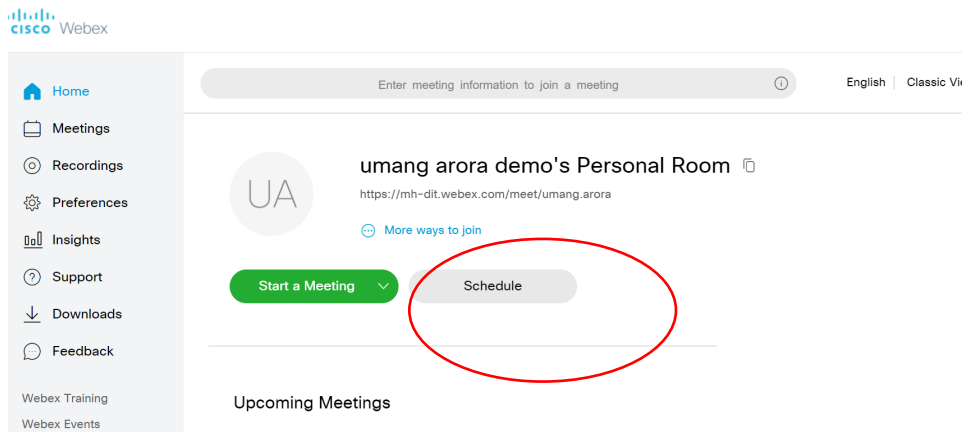
1. **Here the host can schedule the meeting in advance as per calendar and can keep it recurring on daily/weekly/monthly/yearly basis**

2.
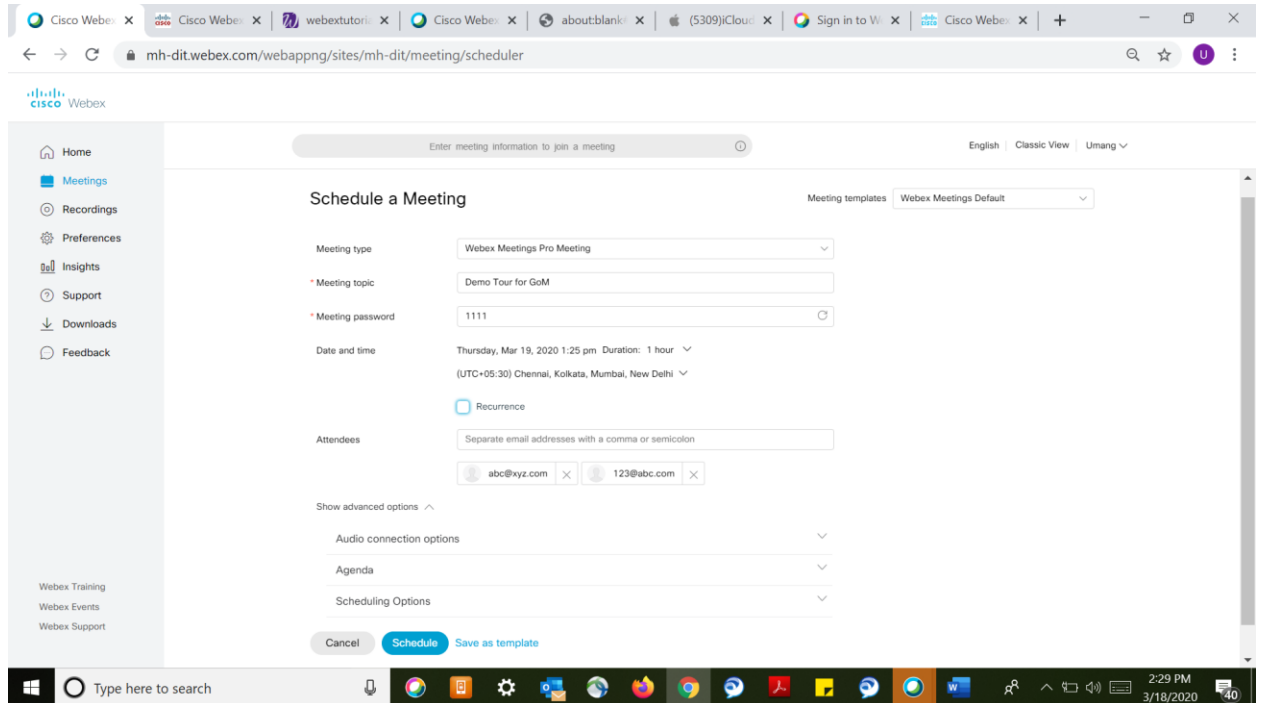
Joining Meetings

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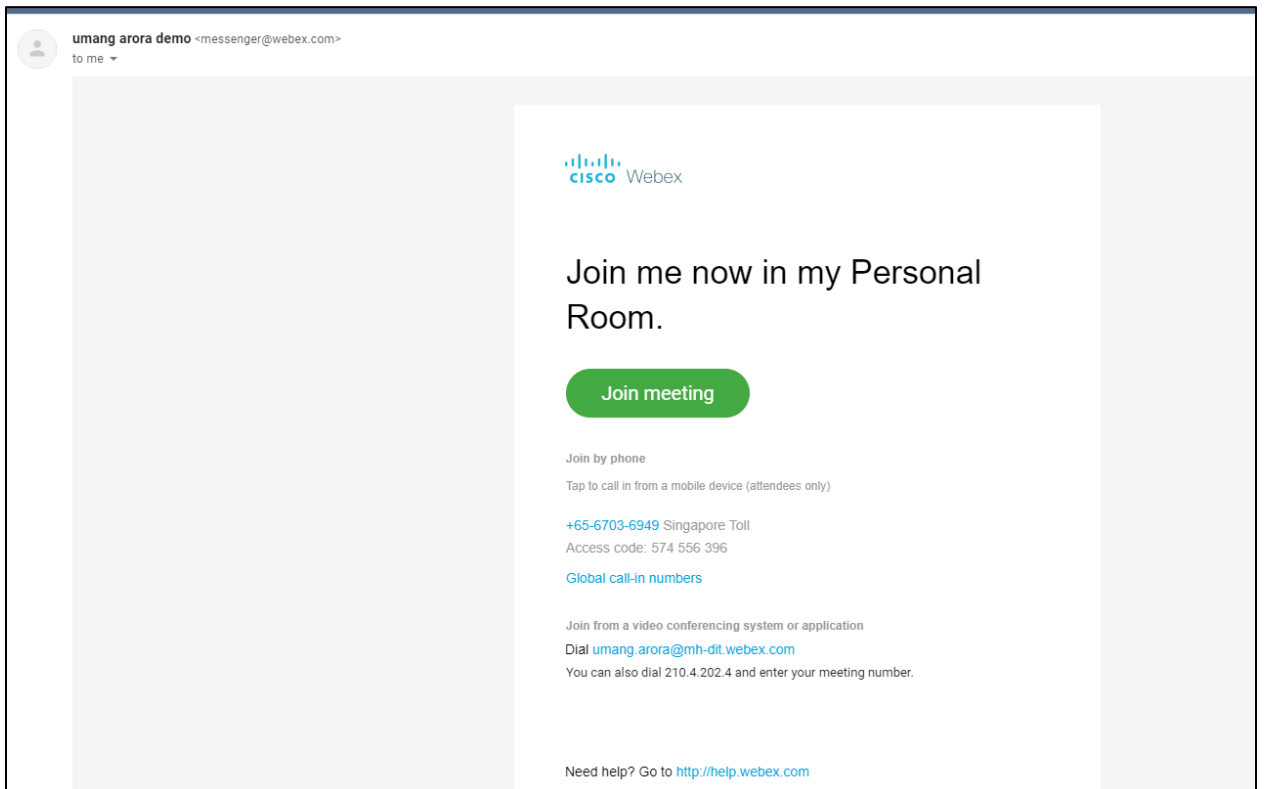
Every host user will have a unique meeting name/ address: e.g https://iitbombay.webex.com/meet/**umang.arora** . Here "umang.arora" is the unique meeting address on **iitbombay.webex.com** domain

3. The attendees (participants, hosts) can join in multiple ways. Incase 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.

Joining through desktop app

5. 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
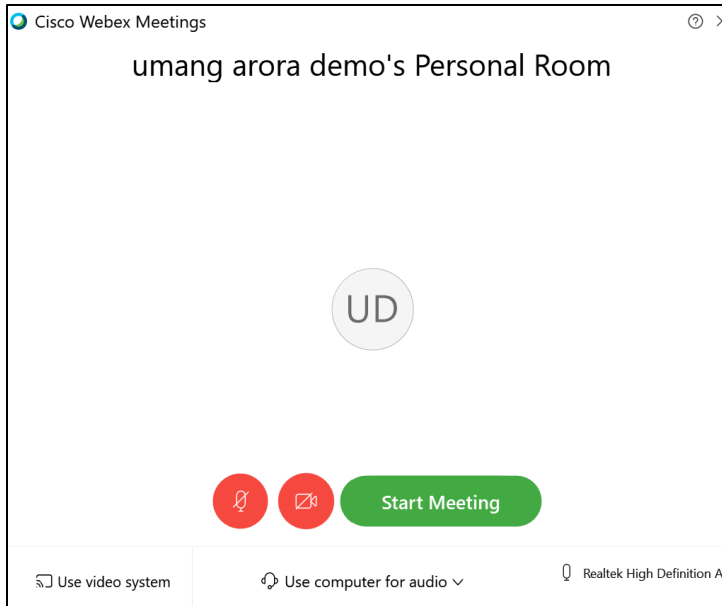
This is the meeting room.

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.

Other features user can explore and use

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

Switch On/Off camera. Use camera while speaking. If b/w is very poor, try to switch off camera.
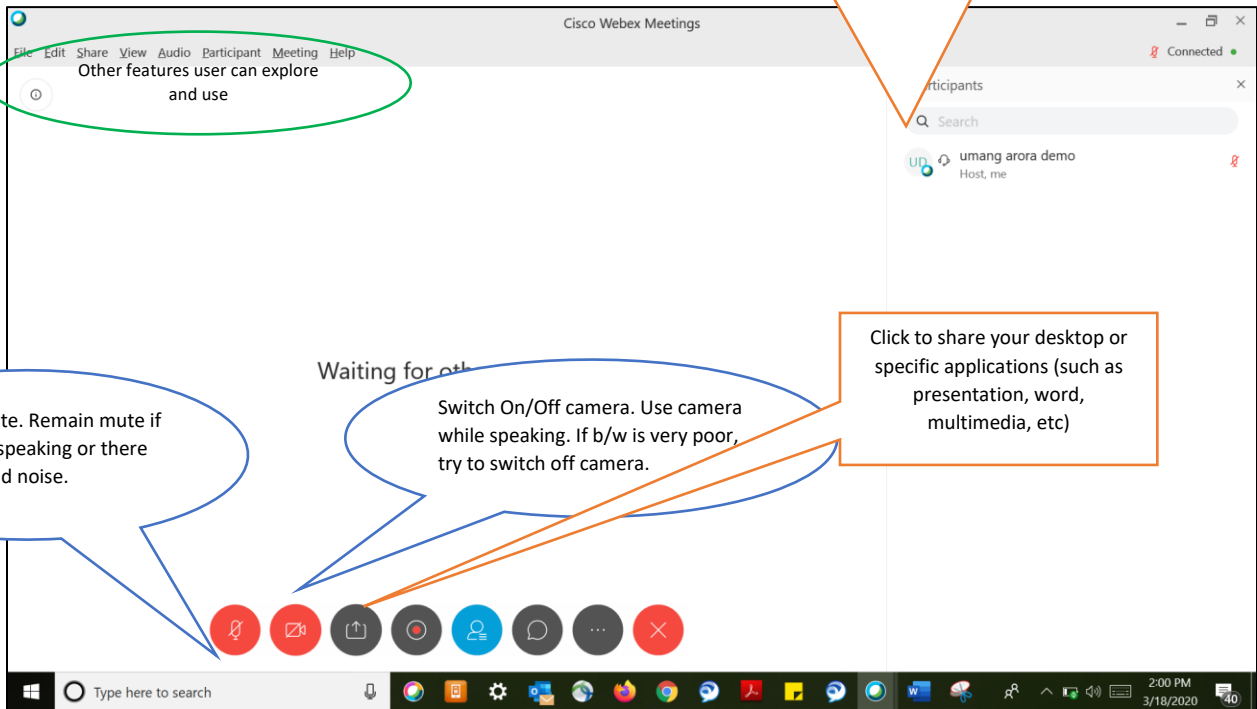
Mute/Unmute. Remain mute if you are not speaking or there is background noise.
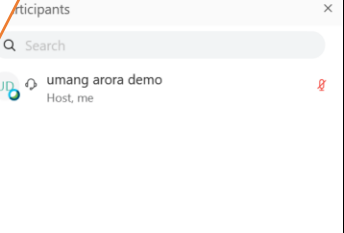
Other ways to Join: from VC endpoint (Cisco/3rd party), Mobile App, or Toll Free Audio

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

- Incase 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