

Webex Training Resource Guide



Webex is a valuable tool that enables us meet, communicate, and collaborate from remote locations.

Whether you are hosting or joining a meeting, you can learn more about Webex features and functionality by selecting the topic you want to learn more about from the resources below.

Five Essential Training Videos

The following videos are presented by Verizon, the Commonwealth's Webex service provider, and are 2 – 4 minutes in length.

1. [Quick Start Guide](#)
2. [How to Schedule a Webex Meeting](#)
3. [How to Use Your Webex Meetings Personal Room](#)
4. [Join a Webex meeting from an email Invitation](#)
5. [Join and Attend a Meeting Using the Webex Mobile App](#)

Links to Webex Help Center and Upcoming and Recorded Cisco Training Sessions

- [Webex Meetings Help Center](#)
- [Personal Conference or Audio Only Cisco Webex Meeting](#)
- [Register for Upcoming Live Webinar Classes](#)
- [Access Recorded Training Webinars](#)

LinkedIn Learning Webex Training Videos

The following videos are accessible with a LinkedIn Learning license.



- [Configuring your Account and Software](#) 4m 11s
- [Joining a Meeting](#) 2m 26s
- [Scheduling a meeting](#) 4m 14s
- [Starting and Instant Meeting](#) 3m 42s
- [Receiving the Presenter Role](#) 3m 6s
- [Collaborating](#) 3m 40s
- [Recording and Reviewing Meetings](#) 3m 8s

Link to Webex FAQ

- [EOHHS Intranet Webpage with Frequently Asked Questions and other training resources](#)

Step by Step Guide to Join a Webex Conference Call

Webex – Join a Conference Call

This guide will walk you through the necessary steps to participate in a Webex conference call. You will be able to join the call and interact with others with voice or messaging.

Requirements: You will need to have a Webex meeting invitation which contains a Join Meeting link and an Access Code. You do not need to download the app.

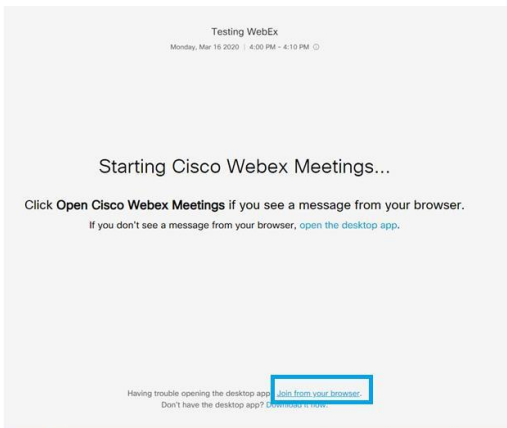
Navigation:

Locate the Outlook meeting invitation; no need to take down the Meeting Number (access code)

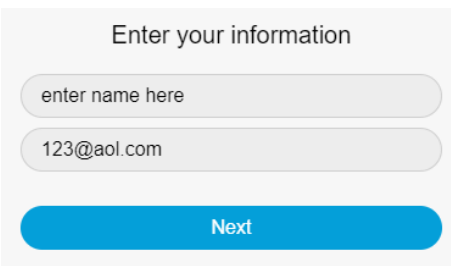
Select the **Join Meeting** button



In your browser, scroll to the bottom and select **Join from your browser**. If you plan to use your computer audio, make sure to **Allow** a pop-up prompt that asks if Webex/browser can access your Microphone.

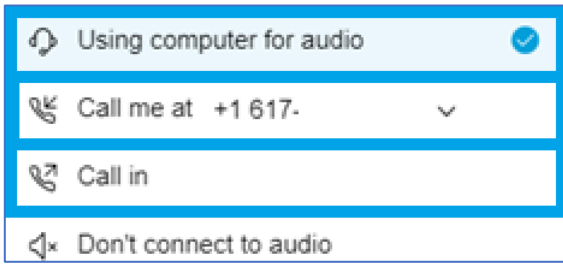


Enter your information (any email will be accepted) and then select **Next**



Using Computer or Phone Audio

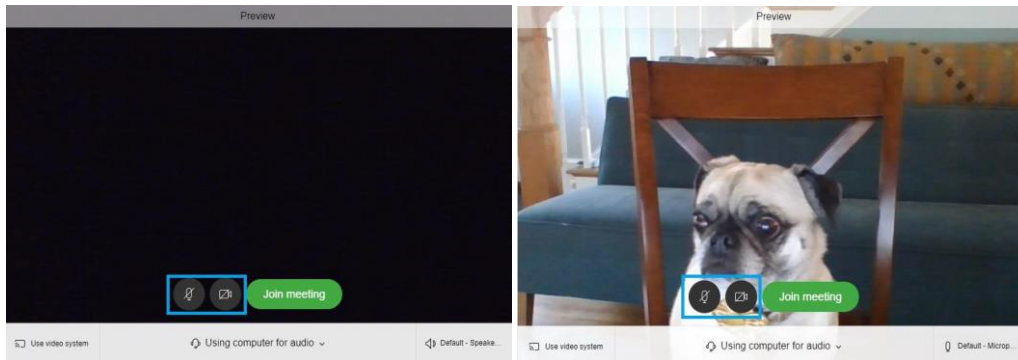
Before selecting **Join Meeting**, determine if you will use computer audio or phone audio. Computer audio is usually easier, as long as your computer has a microphone built in (or connect a phone handset to your computer's headphone jack). If you are unsure about this, please follow the phone directions.



Computer Audio (Speaking and Listening)

Ensure that your computer volume is unmuted and turned up. Selecting the **Audio** or **Video** button will turn on/off your microphone and camera (they are both on by default).

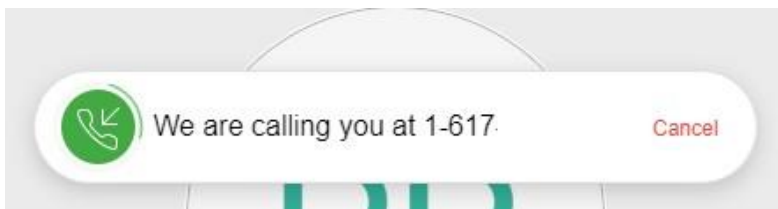
Select Join Meeting



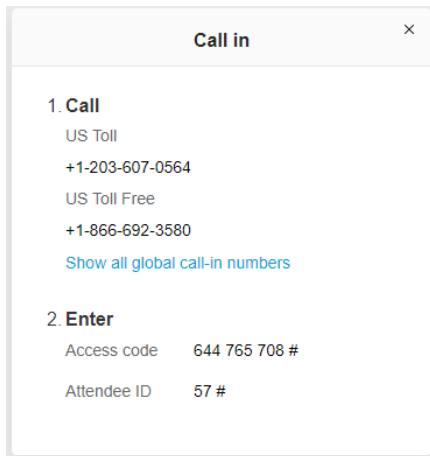
Phone Audio (Speaking and Listening)

If you prefer to use your phone for the meeting audio, select the dropdown button for **Using computer for audio**.

1. Select **Call me** to enter your phone number and receive a call. After entering your number in, select the **Join Meeting** button. You will receive a call; press 1 to be connected into the Webex when prompted.

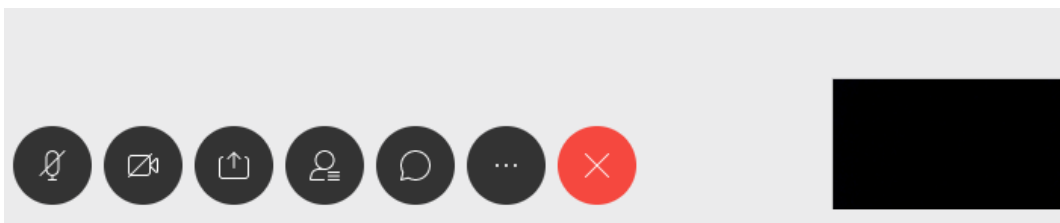


2. Selecting **Call in** takes longer. If you prefer, select **Call in** and then select **Join Meeting**. You will be presented with the below; **Call in**, enter the **US Toll Free** number, then enter the **Access code** and **Attendee ID**.

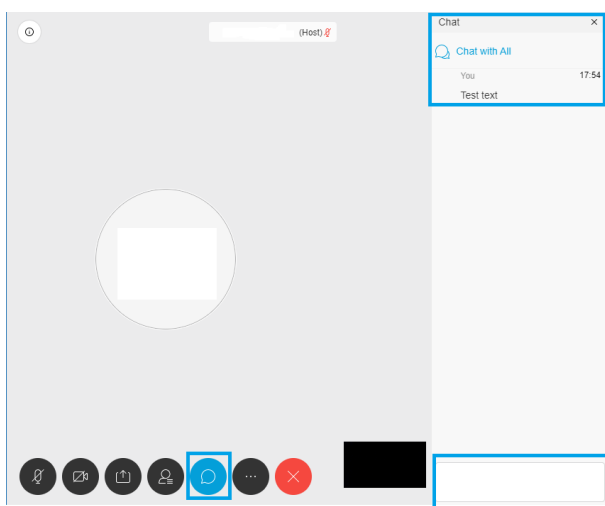


During the Call

During the call, hover over the buttons on the bottom center of the screen. You can mute/unmute your audio and turn on/off your camera. You can see a list of call participants. Lastly, you can see a video preview of your current camera settings on the bottom right side.



A helpful button to utilize is **Chat with All**, which displays a sidebar to the meeting



To leave the meeting, select the **Red X** button