



EOHHS-Information Technology

Executive Office of Health and Human Services

User Guide Library Series



Webex: Desktop Application (Windows 10)



<p>Summary:</p>	<p>Many important Webex features are enabled when meetings are conducted through a Webex application that are not available with a Webex dial-in phone meeting, such as:</p> <ul style="list-style-type: none">• Attendee management<ul style="list-style-type: none">○ Attendees are required to authenticate their identity by entering their name and email prior to joining the meeting, minimizing anonymous callers from joining the meeting.○ The host can lock the room to prevent additional attendees from joining.○ The host can mute and unmute any attendee’s audio.○ The host can remove any unauthorized attendee.• More engaged meetings:<ul style="list-style-type: none">○ Screen sharing, video, and high-quality audio become available.○ Attendees are offered multiple audio options: dial-in, call me, toll-free, or internet audio.○ The host can pass along presentation and hosting privileges to other attendees. <p>The following guide describes how to initiate a Webex desktop application meeting and how to provide a web link or automated Webex invite for meeting attendees.</p>
<p>Content:</p>	<ul style="list-style-type: none">• Login to Webex Desktop Application• Using "Start a Meeting" or "Schedule"<ul style="list-style-type: none">○ "Start a Meeting"○ "Schedule"



LOGIN TO WEBEX DESKTOP APPLICATION:

Step 1: Locate the search option:

- It may already be on the taskbar:



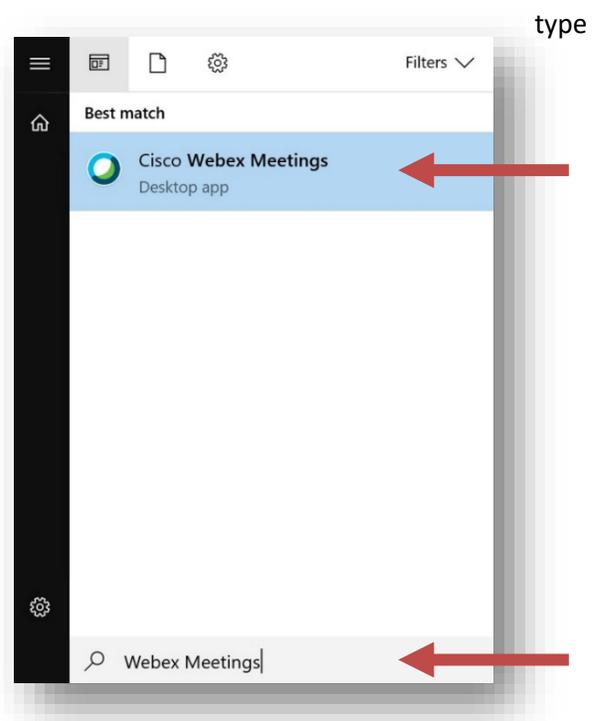
- If it the search option is not already on the taskbar:

Click the Windows Start button  on the taskbar, then press the space bar or start typing the search term.



Step 2: In the search field, type “Webex Meetings”

Click on the results when it appears.

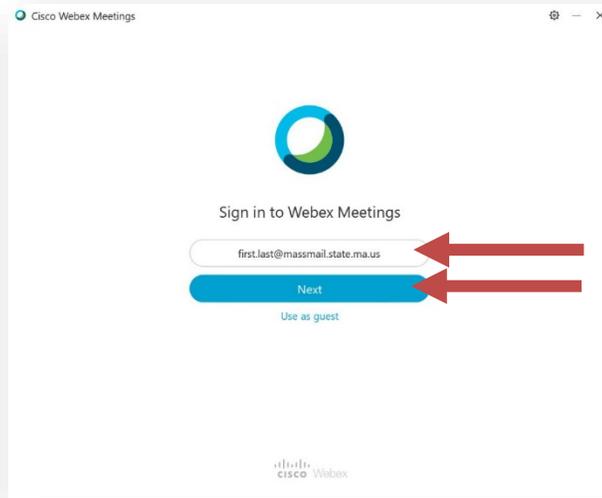




Step 3: Enter the **Username.**

Ensure that the domain “@massmail.state.ma.us” is entered, regardless of the email currently being used in Outlook.

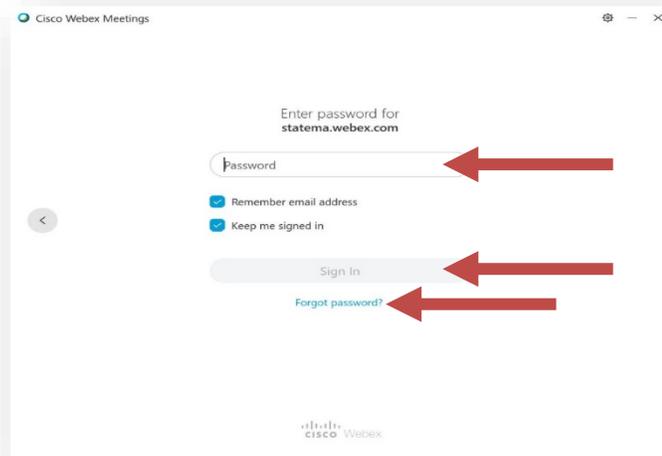
Click **Next.**



Step 4: Enter the **Password.**

Click **Sign In.**

If “**Forgot password?**” is used, a web browser will open.





Ensure that the domain “@massmail.state.ma.us” is entered, regardless of the email currently being used in Outlook.

Forgot username or password

We'll send you your username and instructions on how to reset your password. Enter the email address associated with your Webex account.

Email address:

Verification: Type the characters you see in the image below.

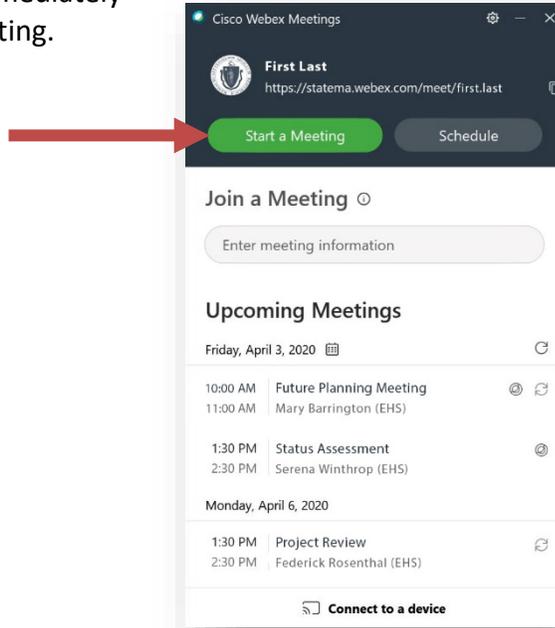
[Try a different image](#)
[Hear an audio challenge](#)



USING “START A MEETING” or “SCHEDULE”:

“START A MEETING”

Step 1: Click on “Start a Meeting” to immediately initiate and engage in a live meeting.



Step 2: Inviting Attendees:

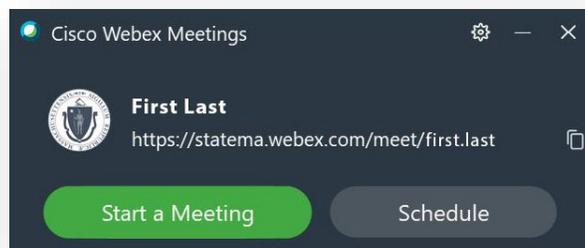
NOTE: A user’s Personal Room url path and dial-in number is permanent and will not change. Users not wanting to share their Personal Room’s path and dial-in number should utilize the online web application’s “Schedule” feature, instead.

Option 1: With a web link.

Click the  icon to copy the url.

Paste the web link into any correspondence to attendees.

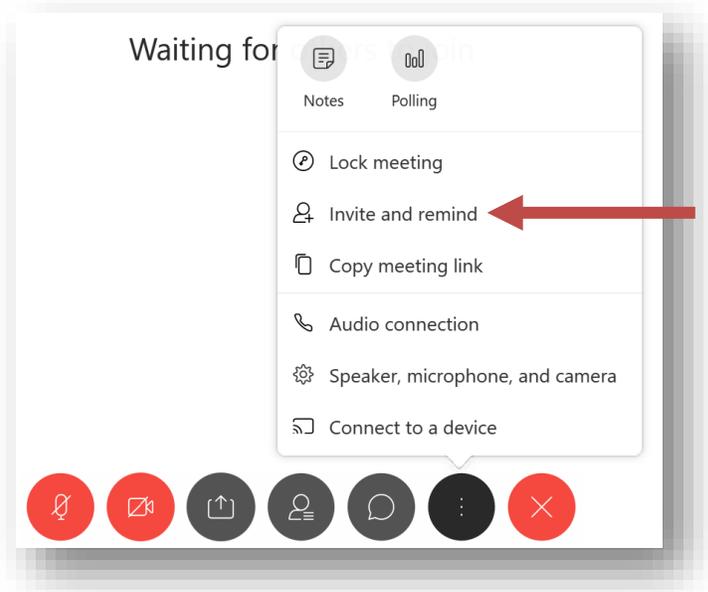
See the documentation, “Webex Online App” for instructions on how to schedule and invite attendees to a future Webex meeting.



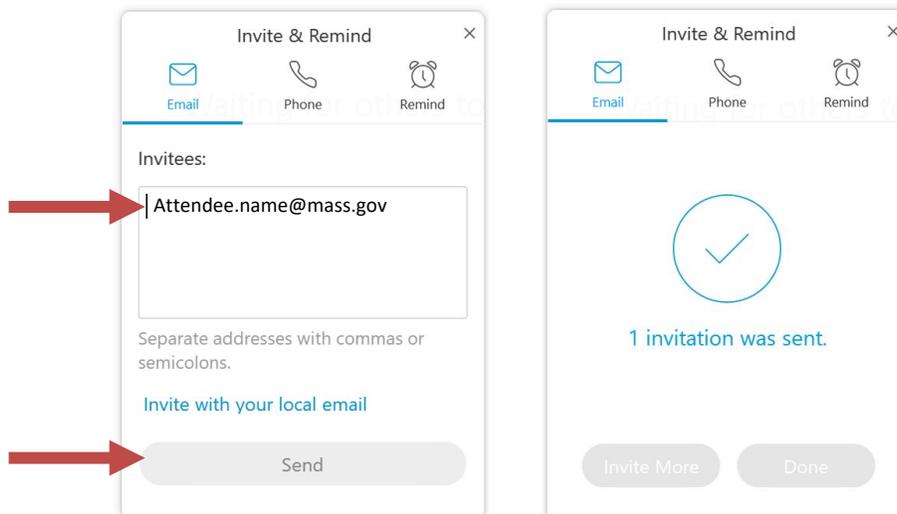


Option 2: After engaging in the live meeting, click the  button.

Click on **Invite and remind** option.

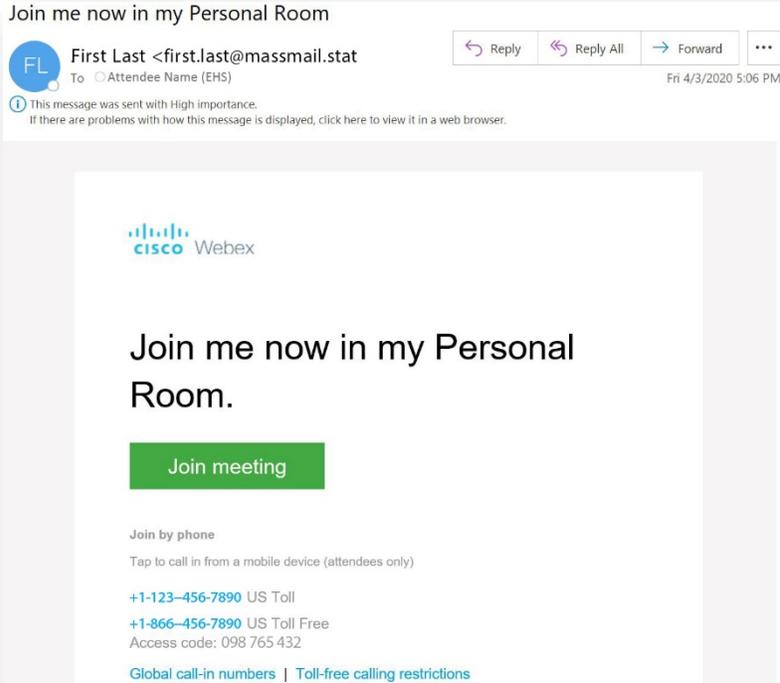


Enter the email of the attendee to invite and click **Send**.





Attendees will receive the following invite:



“SCHEDULE”

- Step 1:** The “**Schedule**” feature is not recommended for the Webex desktop application.
- Invited attendees will not receive any Webex meeting information as shown above.
- See the documentation, “**Webex Online App**” for instructions on how to schedule and invite attendees to a future Webex meeting.

