



# EOHHS-Information Technology

Executive Office of Health and Human Services

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## *User Guide Library Series*



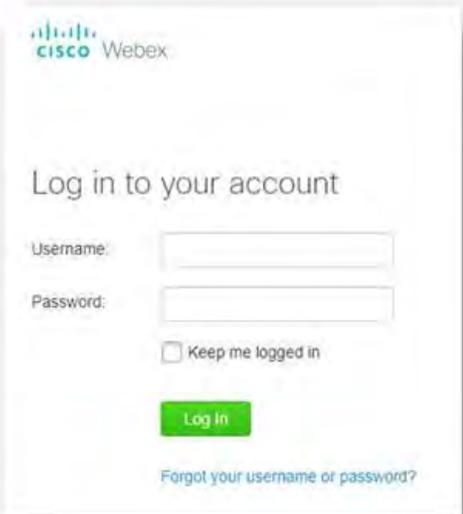
**Webex:** Online Application



|                        |   |
|------------------------|---|
| <p><b>Summary:</b></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"><li>• Attendee management<ul style="list-style-type: none"><li>○ 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.</li><li>○ The host can lock the room to prevent additional attendees from joining.</li><li>○ The host can mute and unmute any attendee’s audio.</li><li>○ The host can remove any unauthorized attendee.</li></ul></li><li>• More engaged meetings:<ul style="list-style-type: none"><li>○ Screen sharing, video, and high-quality audio become available.</li><li>○ Attendees are offered multiple audio options: dial-in, call me, toll-free, or internet audio.</li><li>○ The host can pass along presentation and hosting privileges to other attendees.</li></ul></li></ul> <p>The following guide describes how to initiate a Webex online application meeting and how to provide a web link or automated Webex invite for meeting attendees.</p> |
| <p><b>Content:</b></p> | <ul style="list-style-type: none"><li>• <a href="#">Accessing Online Webex Account</a></li><li>• Using "Start a Meeting" or "Schedule"<ul style="list-style-type: none"><li>○ <a href="#">"Start a Meeting"</a></li><li>○ <a href="#">"Schedule"</a></li></ul></li><li>• <a href="#">Attendee Invites</a></li><li>• <a href="#">Host Confirmation Email</a></li></ul>   |



## ACCESSING ONLINE WEBEX ACCOUNT:

|                       |   |
|-----------------------|---|
| <p><b>Step 1:</b></p> | <p>Webex accounts can be accessed through a web browser at:</p> <p style="text-align: center;"><a href="https://stama.webex.com">https://stama.webex.com</a></p> <p><b>NOTE:</b> Connecting through VPN is not required to access an EOHHS Webex account.</p> |
| <p><b>Step 2:</b></p> | <p>Click on the blue “Sign in” button.</p>   |
| <p><b>Step 3:</b></p> | <p>Enter your <b>Username</b> and <b>Password</b>:</p>    |



**Step 4:** If “**Forgot your username or password**” is required to reset a password, 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:

first.last@massmail.state.ma.us

**Step 5:** The Webex user dashboard will be displayed:



### First Last's Personal Room

<https://stama.webex.com/meet/first.last>

 More ways to join

Start a Meeting 

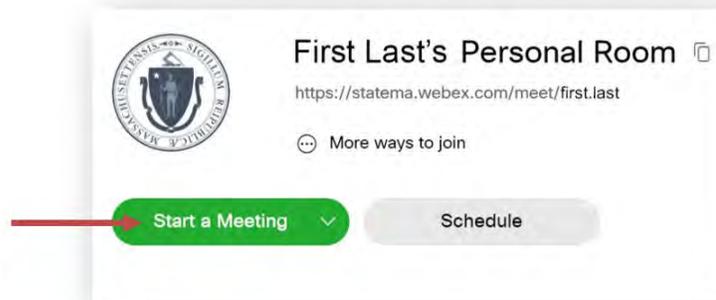
Schedule



## 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.

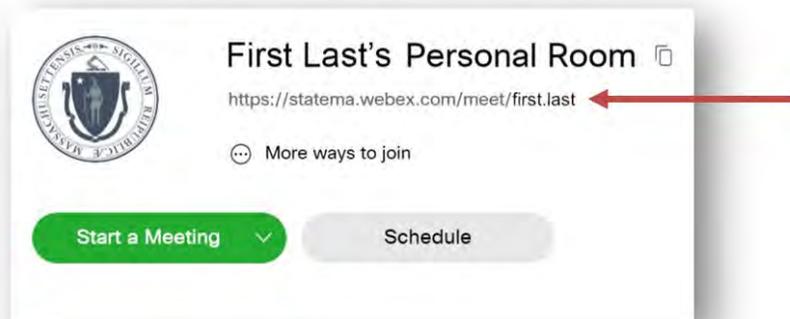


**Step 2:** Inviting Attendees:

**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 “Schedule” feature, instead.

**Option 1:** With a web link

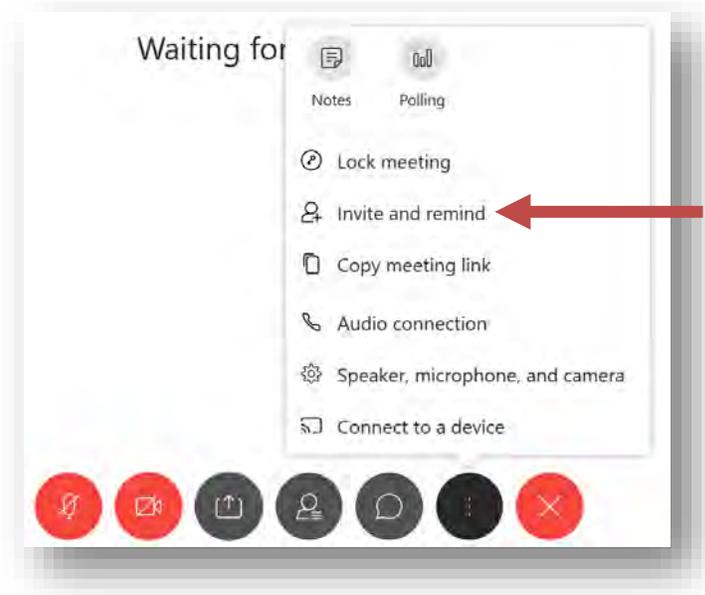
Attendees can be invited by 'copying and pasting' the user's Personal Room web link.



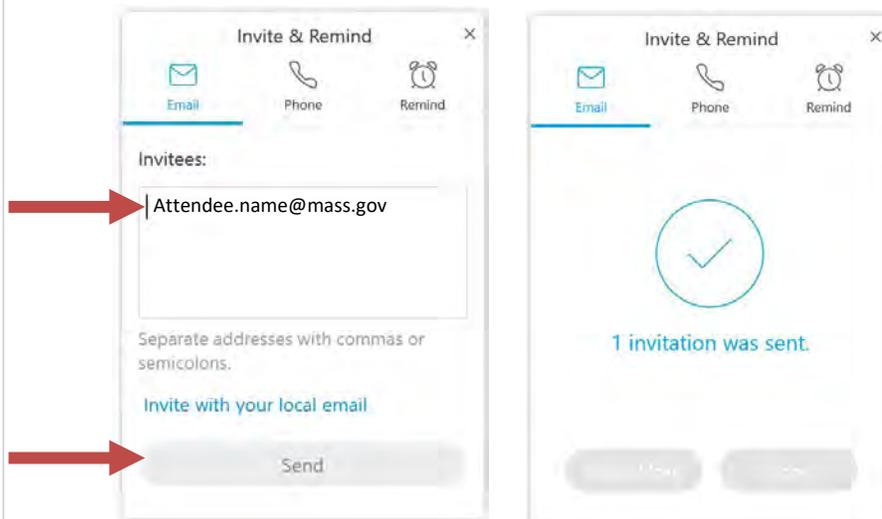


**Option 2:** After engaging in the live meeting, click the  button.

Click on **Invite and remind** option.



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





Attendees will receive the following invite:

Join me now in my Personal Room

 **First Last** <first.last@massmail.stat>  
To  Attendee Name (EHS) Fri 4/3/2020 5:06 PM

 This message was sent with High importance.  
If there are problems with how this message is displayed, click here to view it in a web browser.



## Join me now in my Personal Room.

[Join meeting](#)

Join by phone  
Tap to call in from a mobile device (attendees only)

+1-123-456-7890 US Toll  
+1-866-456-7890 US Toll Free  
Access code: 098 765 432

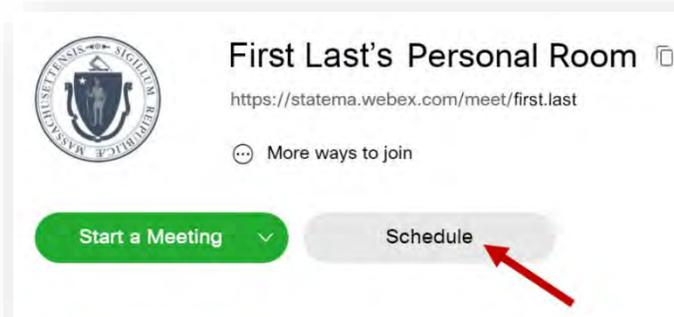
[Global call-in numbers](#) | [Toll-free calling restrictions](#)



## “SCHEDULE”

**Step 1:** “Schedule” a meeting allows the planning of future meeting dates and times. Attendees can be invited and provided with meeting details.

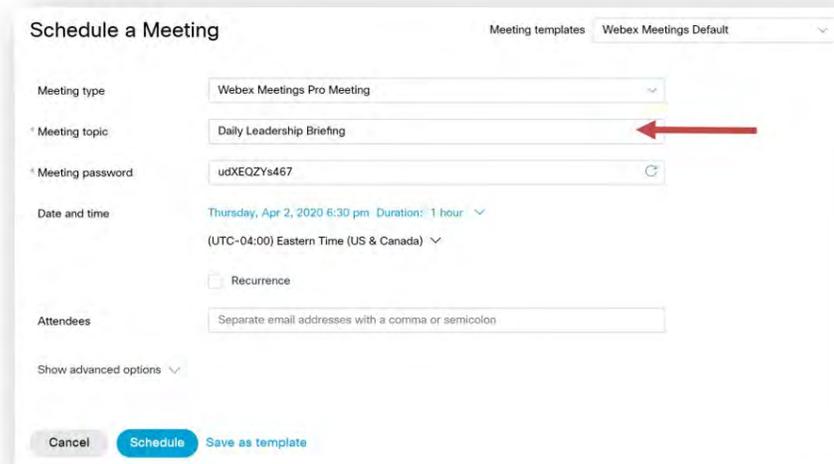
Click “Schedule” to open the scheduling window.



**Step 2:** In the “Meeting topic” field, enter the name of the meeting

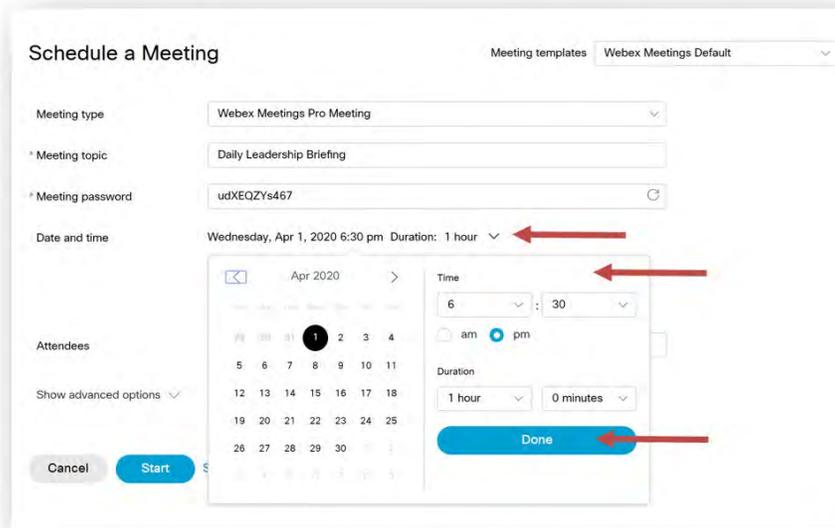
**NOTE:**

- “Meeting type” should already be set to “Webex Meetings Pro Meeting”
- “Meeting password” should already be populated. Passwords will be forwarded to attendees in their email invitation.

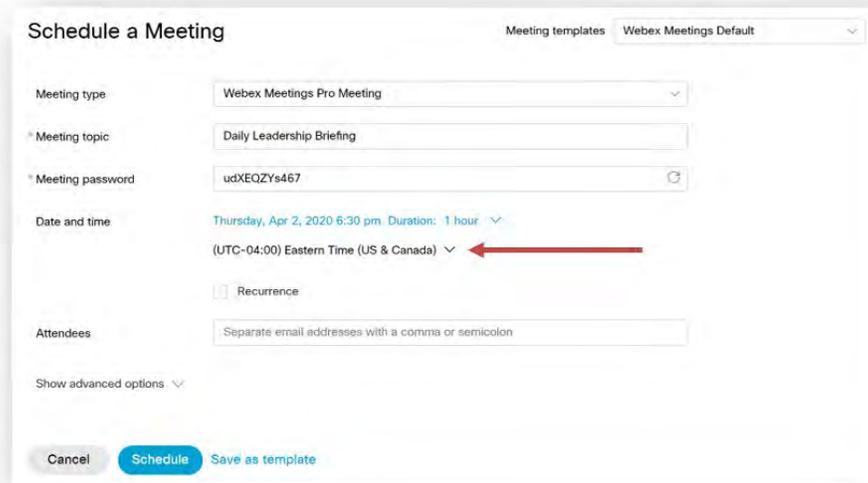




**Step 3:** Click the text shown next to **“Date and time”** and deploy the date and time tools. Choose the meeting’s date, time, and duration. Click **“Done”** when finished.



**Step 4:** Ensure the time zone is correct





**Step 5:** In the **“Attendees”** field, enter attendee emails to be invited to the meeting. Separate multiple emails with a comma or semicolon.

The screenshot shows the 'Schedule a Meeting' dialog box with the following details:

- Meeting type: Webex Meetings Pro Meeting
- Meeting topic: Daily Leadership Briefing
- Meeting password: udXEQZys467
- Date and time: Thursday, Apr 2, 2020 6:30 pm Duration: 1 hour (UTC-04:00) Eastern Time (US & Canada)
- Attendees: john.smith@mass.gov

A red arrow points to the right side of the 'Attendees' text input field.

All added attendees will be listed under the **“Attendees”** field.

Click **“Schedule”** when all attendees have been added

The screenshot shows the 'Schedule a Meeting' dialog box with the following details:

- Meeting type: Webex Meetings Pro Meeting
- Meeting topic: Daily Leadership Briefing
- Meeting password: udXEQZys467
- Date and time: Thursday, Apr 2, 2020 6:30 pm Duration: 1 hour (UTC-04:00) Eastern Time (US & Canada)
- Attendees: A list containing 'john.smith@mass.gov' with a close button (X) next to it.

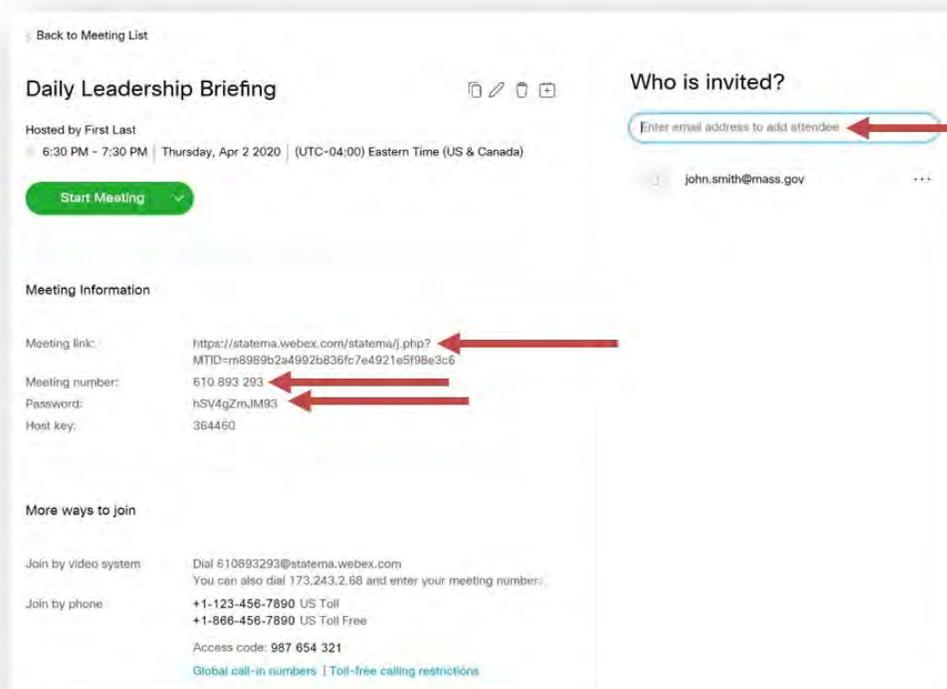
A red arrow points to the 'Schedule' button at the bottom of the dialog box.



**Step 6:** Completed scheduled meetings will display the following dashboard.

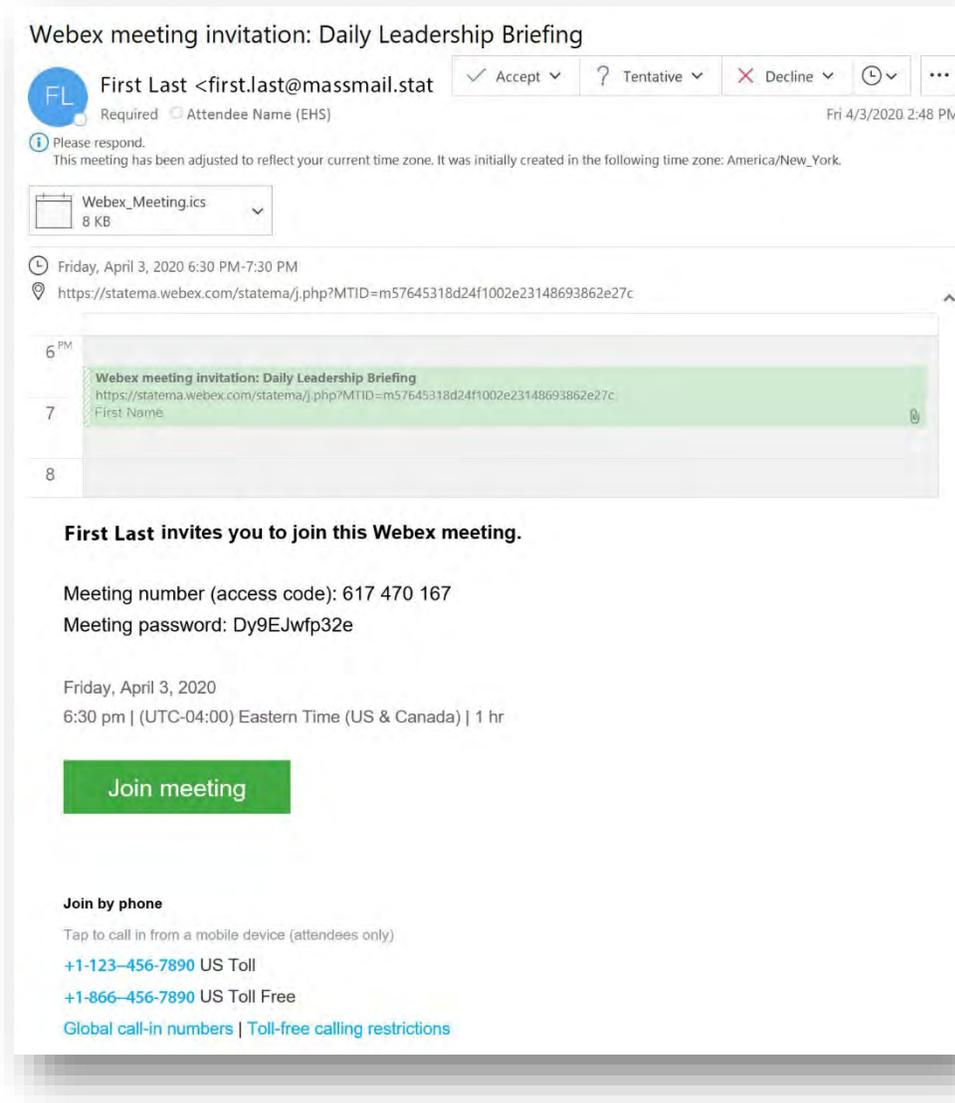
Inviting additional attendees:

- **Option 1:** Invite additional attendees by entering their email in the **“Who is Invited?”** field. Added attendees will receive an automated invitation email.
- **Option 2:** The **“Meeting Link”** url path can also be ‘copied and pasted’ to invite attendees. They will also require the **“Meeting Number”** and **“Password”**.





**Step 7:** Invited attendees will receive the following automated invitation email.





**Step 8:** Hosts that schedule meetings will receive the following automated confirmation email.

The confirmation email includes the **“Host key,”** which allows anyone possessing it all hosting privileges. Do not forward the host confirmation email to attendees if this information is not meant to be shared.

Webex meeting scheduled: Daily Leadership Briefing

Cisco Webex <messenger@webex.com>  
Required Last, First (EHS) 12:00 PM

The organizer has not requested a response for this meeting.  
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone:  
America/New\_York.  
This appointment conflicts with another one on your calendar.

Webex\_Meeting.ics  
8 KB

Thursday, April 2, 2020 6:30 PM-7:30 PM  
<https://statema.webex.com/statema/j.php?MTID=m8989b2a4992b836fc7e4921e5f98e3c6>

**You are the host for this Webex meeting.**

When it's time, start your Webex meeting here.

Meeting number (access code): 610 893 293  
Meeting password: hSV4gZmJM93  
Host key: 364460

Thursday, April 2, 2020  
6:30 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

**Start meeting**

**Join by phone**  
Tap to call in from a mobile device (attendees only)  
[+1-123-456-7890](tel:+11234567890) US Toll  
[+1-866-456-7890](tel:+18664567890) US Toll Free  
[Global call-in numbers](#) | [Toll-free calling restrictions](#)

**Join from a video system or application**  
Dial [610893293@statema.webex.com](mailto:610893293@statema.webex.com)