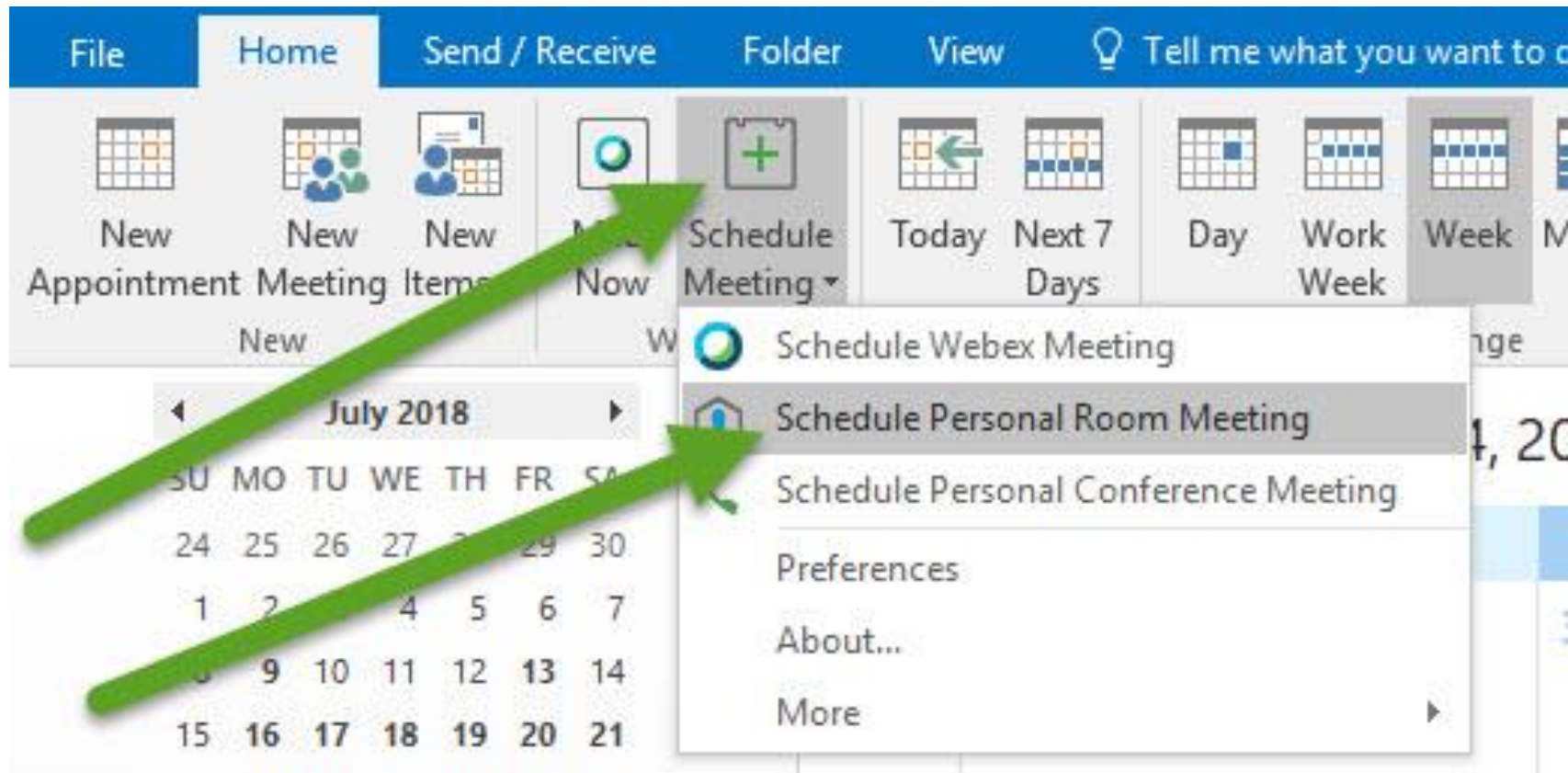




Video Conferencing

How to start your conference and
join using a video unit

Creating a new Meeting in Outlook



Who's Attending / Subject / Location Info

Send Cancel Appointment Scheduling New Email Reply All Skype Meeting Teams Meeting Show As: Busy Reminder: 15 Minutes Recurrence Request Responses Allow Proposal Allow Forwarding Room Finder Check Names Time Zones Categorize Private Add Webex Meeting

From: Calendar - klomax@prcc.edu

To:

Subject:

Location:

Duration: 30 Minutes All day event

Starts: 9/17/2019 3:30 PM

Ends: 9/17/2019 4:00 PM

This invitation has not been sent.



-- Do not delete or change any of the following text. --

Join meeting in my Webex Personal Room

Meeting number (access code): 961 643 270

Join

Join by phone

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

+1-415-655-0002 United States Toll

Access code: 961 643 270

[Global call-in numbers](#)

Join from a video conferencing system or application

Dial klomax@prcc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

If you are the host, you can also enter your host PIN in your video conferencing system or application to start the meeting.

When are we meeting? Ready to Invite?

To:	<input type="radio"/> Matt Logan	<input type="radio"/> Kevin Lomax
Subject:	Webex and Video Conference Meeting	
Location:	Webex (See Notes)	
Duration:	<input checked="" type="checkbox"/> 30 Minutes <input type="checkbox"/> All day event	
Starts:	<input type="text" value="9/17/2019"/>	<input type="text" value="3:30 PM"/>
Ends:	<input type="text" value="9/17/2019"/>	<input type="text" value="4:00 PM"/>

 This invitation has not been sent.



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Join meeting in my Webex Personal Room

Meeting number (access code): 961 643 270

Join

Join by phone

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

[+1-415-655-0002](tel:+14156550002) United States Toll

Access code: 961 643 270

[Global call-in numbers](#)

Join from a video conferencing system or application

Dial klomax@prcc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

If you are the host, you can also enter your host PIN in your video conferencing system or application to start the meeting.

How to Join a Video Conference



You have 3 options for joining a video conference.

From your computer / Tablet / Android or Apple device
Video conference room
Phone call Only (No video)



Its important to use the right option for your situation



Next Slide shows what option to use for each situation

Choosing How to Join

To: Matt Logan Kevin Lomax

Subject: Webex and Video Conference Meeting

Location: Webex (See Notes)

Duration: All day event

Starts:

Ends:

 This invitation has not been sent.



-- Do not delete or change any of the following text. --

Join meeting in my Webex Personal Room

Meeting number (access code): 961 643 270

Join

Join Personal Room

Join by phone

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

[+1-415-655-0002](tel:+14156550002) United States Toll

Access code: 961 643 270

[Global call-in numbers](#)

Join By Phone

Join from a video conferencing system or application

Dial klomax@prcc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

If you are the host, you can also enter your host PIN in your video conferencing system or application to start the meeting.

Call in or use video conferencing system

Joining via the Web

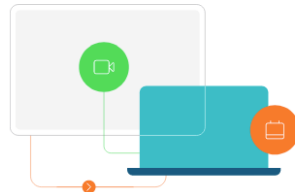
https://cisco.webex.com/webappng/sites/cisco/dashboard?siteurl=cisco

Employee Self Servi... Cisco Cloud Email S... Identity Services En... New EIS Welcome to Your Pr... Welcome to CDW Cisco Content Secu... Cisco Webex Contr... Cisco Webex Meeti... Umbrella > Login Meraki Dashboard L...

English | Cla:

Join a Meeting ⓘ

klomax@prcc.edu|



Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

Download


Enter Your Information and Join



Matt Logan's Personal Room

<https://prcc.webex.com/meet/mlogan> | 960 478 375

Join Meeting 

 More ways to join

Hosting – Starting your WebEx



-- Do not delete or change any of the following text. --

Join meeting in my Webex Personal Room

Meeting number (access code): 961 643 270

Join

Join a personal Room

Join by phone

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

+1-415-655-0002 United States Toll

Access code: 961 643 270

[Global call-in numbers](#)

Join by phone

Join from a video conferencing system or application

Dial klomax@prcc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

If you are the host, you can also enter your host PIN in your video conferencing system or application to start the meeting.

Join by Video conferencing unit

Where to Log In to Start your Meeting

The image shows a screenshot of a web browser displaying the Cisco Webex dashboard. The browser's address bar shows the URL `https://prcc.webex.com/webappng/sites/prcc/dashboard?siteurl=prcc`. A blue callout box with the text "Go to this web address" has an arrow pointing to the address bar. The dashboard header includes the Cisco Webex logo on the left and a "Sign In" button on the right. A blue callout box with the text "Sign in using your PRCC email address" has an arrow pointing to the "Sign In" button. Below the header, the main content area features a large "Join a Meeting" button with a help icon. A grey button labeled "Enter meeting information" is positioned directly below the "Join a Meeting" button.

Go to this web address

Sign in using your PRCC email address

Join a Meeting ⓘ

Enter meeting information

When Hosting a Meeting

- Enter your complete PRCC email address
- Enter the password you use to log into your computer.
- Click on the Sign In Button



← klomax@prcc.edu

Enter password

Password

[Forgot my password](#)

Sign in

Webex Single Sign On

- After entering email, you will be redirected to put in your RiverGuide password.

SIGN IN

Username

klomax

Password

.....|

Remember me on this computer

SIGN IN


Forgot [Password?](#)

Start Your Meeting



Kevin Lomax's Personal Room 

<https://prcc.webex.com/meet/klomax>

 More ways to join

Start a Meeting 

Schedule



Wait While it Starts Up

Starting Webex...



Still having trouble? [Run a temporary application](#) to join this meeting immediately.

Choose your Audio

- You can select from:
 - Call Me – Put in phone number and it calls you.
 - I'll Call – Gives you the information to call into the meeting.
 - Use Computer – Uses the default audio microphone from your computer
 - Note this is likely the microphone from your web camera

Audio and Video Connection

Select Audio Connection

Select Video Connection

Call Using Computer

No Video

Use System Setting (Interna...)

Use System Setting (Interna...)

[More options](#)

Connect Audio

Meeting
started –
Waiting for
Attendees



KL

Waiting for others to join

Participants

KL  Kevin Lomax (Host, me)

The image shows a Zoom meeting window. The main area is a light gray rectangle with the text 'Waiting for others to join' in the center. Behind this text, the letters 'KL' are faintly visible in a light blue color. Below the main area is a white bar with a dropdown arrow and the text 'Participants'. Underneath this bar, there is a single participant listed: 'KL' with a small circular icon, a mute icon (a speaker with a slash), and the name 'Kevin Lomax (Host, me)'.

Participants

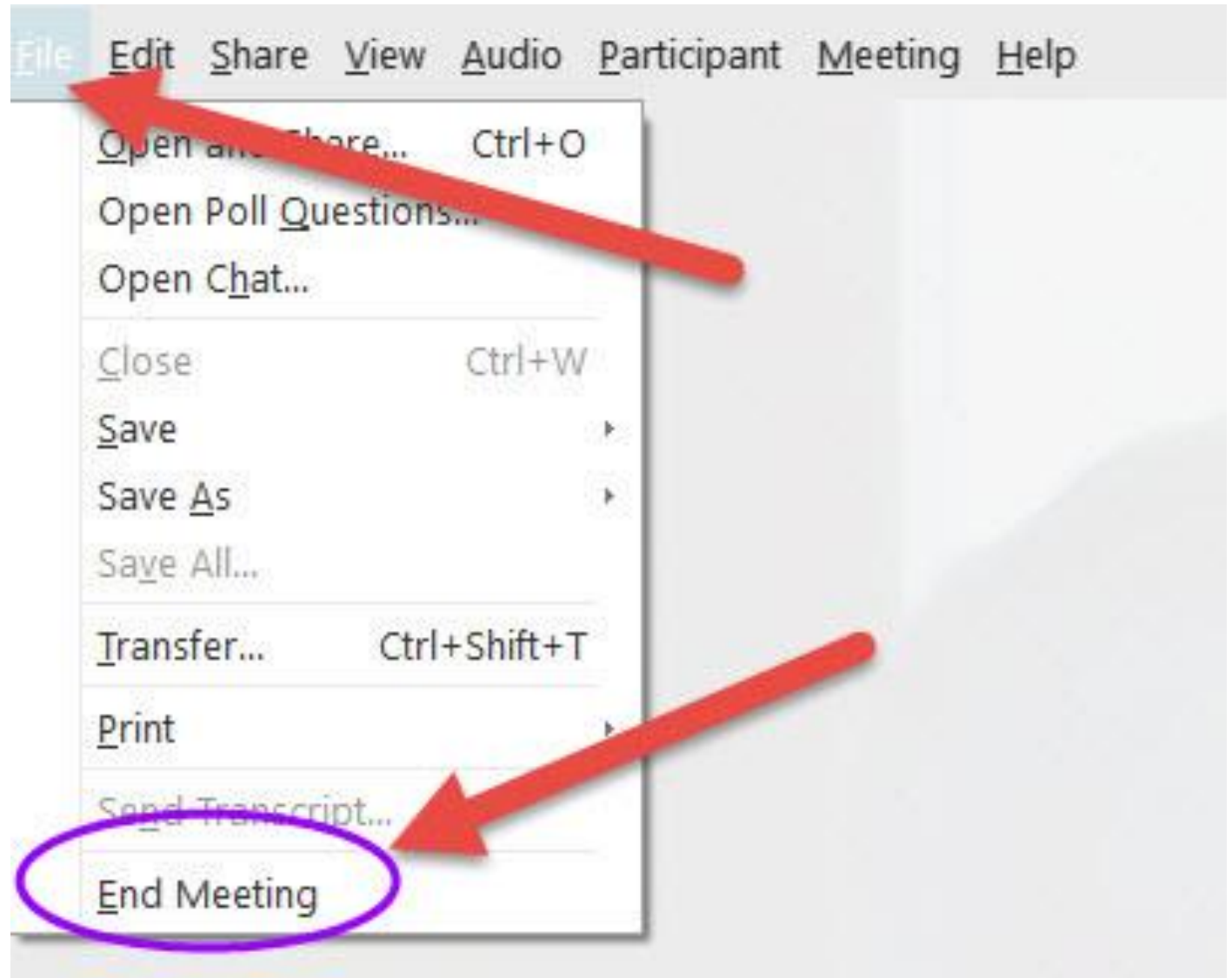
KL



Kevin Lomax (Host, me)

Conference Finished?

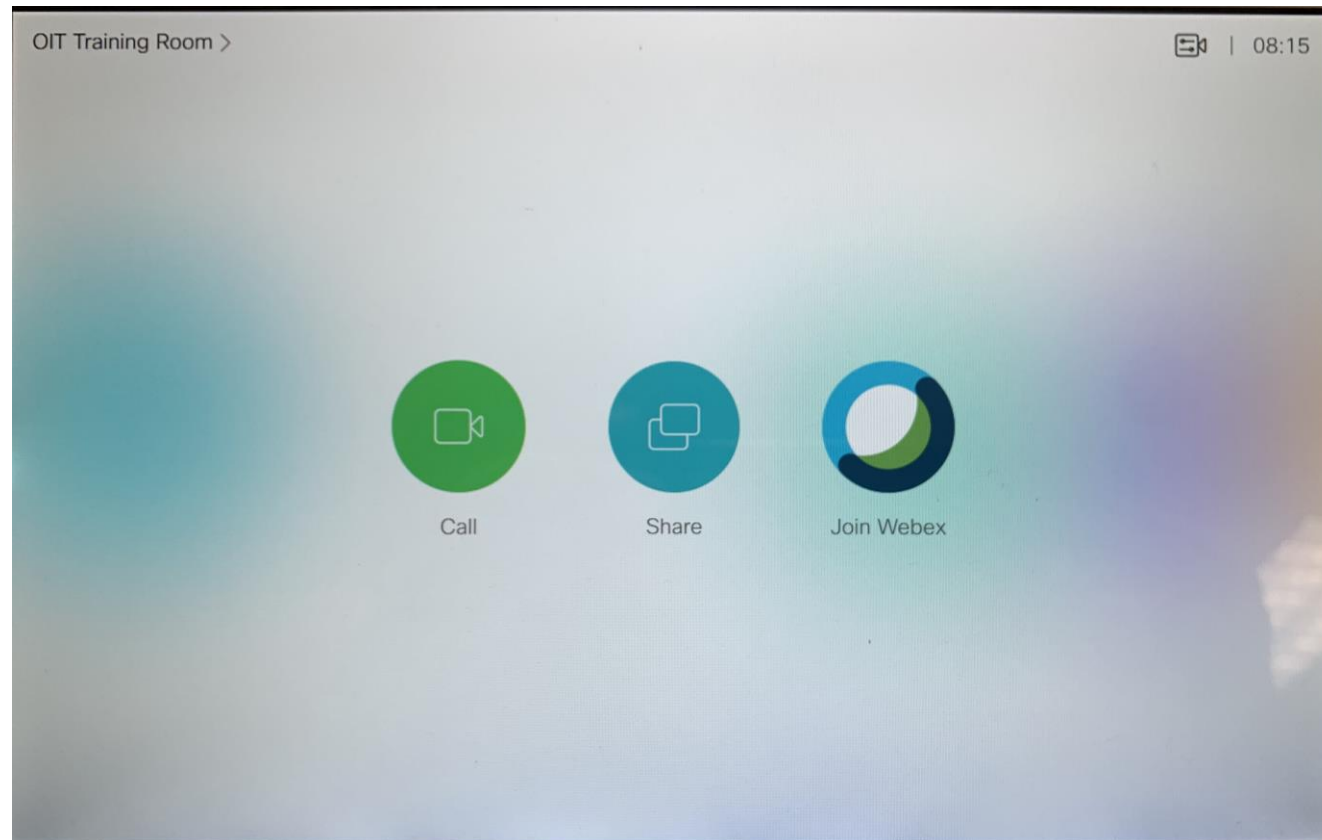
- When you are ready to end the call in the Upper Left, click on the File icon
- In the dropdown menu shown here, click on End Meeting
- It may ask if you are sure and once you confirm it will end the conference call.



Using a Video Conference Unit

- If you are using a video conference unit, you must use the option listed in the Red Box
 - Join from a Video Conferencing System or Unit
 - On the unit, Dial: klomax@prcc.webex.com

Initiating a Call



Join Webex with Meeting Number

OIT Training Room > 📺 | 08:16

Join Webex Meeting ✕

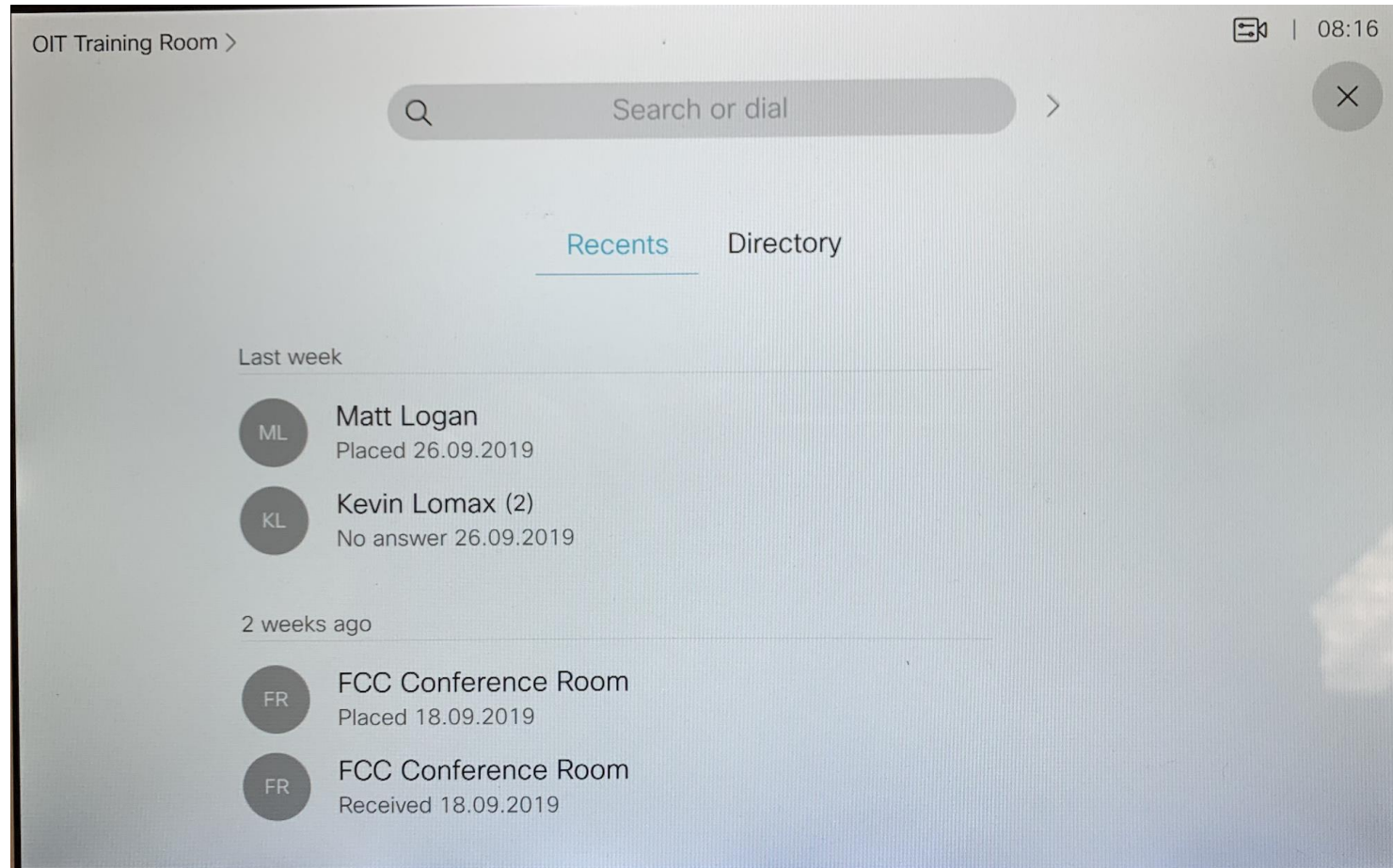
Enter the meeting number from your calendar invite

Meeting number Join

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
* .	0 +	#

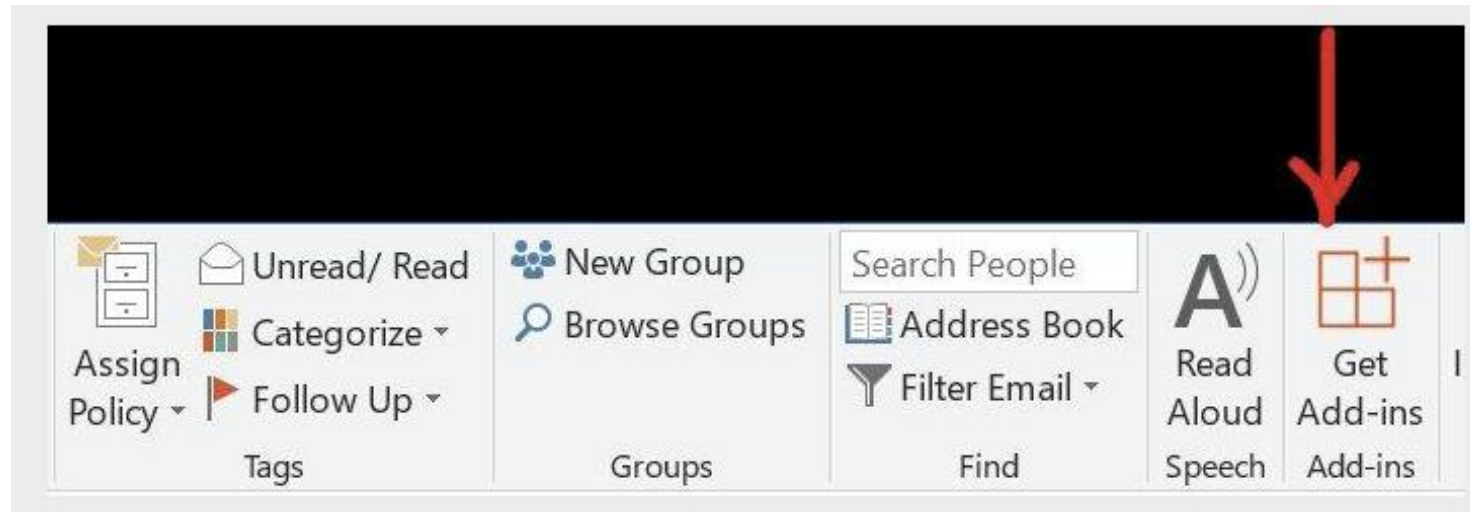
🗨️ ABC ⏪

Initiating Call Using Directory

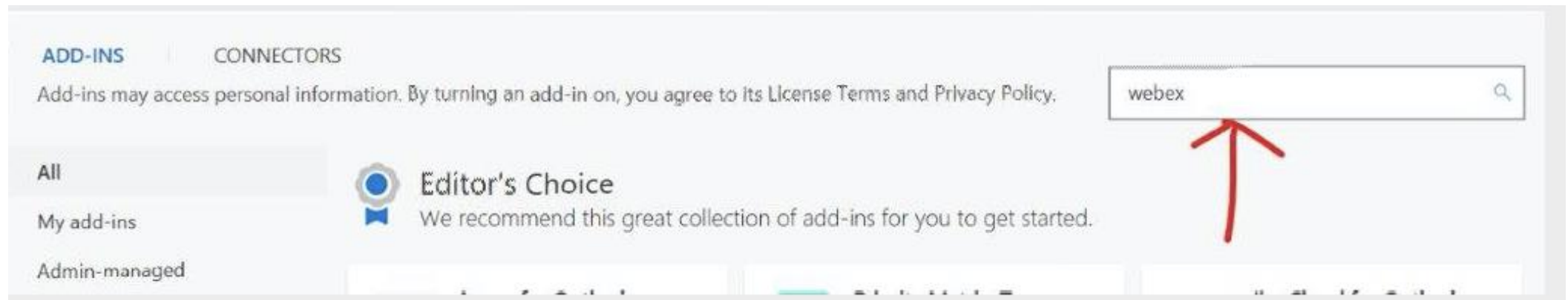


How to Add Meetings Scheduler to Outlook 2019

In Outlook, click the Get Add-ins tab in the toolbar



In Add-Ins, type Webex in the search field



Once you see Cisco Webex, click Add



Cisco Webex Meetings Scheduler

Cisco WebEx

★ ★ ☆ ☆ ☆ (23)

May require additional purchase

By clicking on add, you agree to the add-in's [License terms](#) and [Privacy policy](#)

Add



To add meeting to Calendar, Click on Add Webex Meeting Icon

Appointment Format Text

Save & Close Delete Invite

Show As: Busy

Reminder: 15 Minutes

Recurrence Time Zones

Categorize Private

Add Webex Meeting Webex Preferences

Meeting Notes Insights

View Templates Add Webex Meeting

Subject:

Location:

Duration: All day event

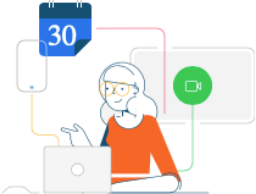
Starts:

Ends:

Sign in to Cisco Webex Meetings to schedule a Webex meeting.

Click the Get started tab, then sign in with email and password

Office Add-ins - meetings-api.webex.com



Welcome


The Cisco Webex Meetings Scheduler helps you schedule and update Webex meetings easily in Microsoft Office 365.

- Schedule Webex meetings easily.
- See your upcoming meetings updated in your calendar.
- Work in any Microsoft Outlook app.

[Get Started](#)

[Sign up](#)

Office Add-ins - login.microsoftonline.com



Sign in

Email, phone, or Skype


No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

[Next](#)

Office Add-ins - login.microsoftonline.com



← [klomax@prcc.edu](#)

Enter password

Password

[Forgot my password](#)

[Sign in](#)

You will now see your name and Add Webex Meeting tab



Kevin Lomax
prcc.webex.com

Add Webex Meeting

Your meeting info
will be in body of
email. You can add
subject and invite
participants

Appointment **Format Text**

Save & Close Delete Invite Show As: Busy Recurrence Time Zones Categorize Private

Reminder: 15 Minutes

Subject:

Location:

Duration: 30 Minutes All day event

Starts: 3/13/2020 11:00 AM

Ends: 3/13/2020 11:30 AM

i You've added a Webex meeting.

-- Do not delete or change any of the following text. --

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

Meeting number (access code): 965 265 884
Meeting password: Szk86ypm

[Join meeting](#)

Join by phone
[+1-415-655-0002](#) United States Toll
[Global call-in numbers](#)

Join from a video system or application
Dial [965265884@prcc.webex.com](#)
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
Dial [965265884.prcc@lync.webex.com](#)