

Resource Library

STARTING AND SCHEDULING A WEBEX MEETING

If you're looking to conduct live virtual sessions with your colleagues or students, then Webex is the tool for you. Accessible via <https://fau.webex.com>, Webex is a great tool for collaboration, training, and conducting presentations. With the Webex Meetings app, you can schedule and host meetings from any Windows, Mac, iOS, or Android device. This document shows you how to start, join and schedule standard Webex Meetings in three different ways. **Notes on recordings are provided at the end.**

BEFORE WE START...

- ✓ **Canvas Users:** If you plan on **recording these meetings**, note that they **will not** be linked in your Canvas course(s) automatically. Follow the steps in the final section of this document to learn how to access and share these recordings.
- ✓ Share **this document** with your attendees/students for a guide on how to join your session.
- ✓ Make sure you have a functional webcam and/or microphone connected or built-in to your computer.
- ✓ **Download and install** the Webex Meetings app on your device(s): <https://webex.com/downloads>
- ✓ If you have trouble with any of the following instructions, please submit **this Help Desk Request**.

SCHEDULE A STANDARD WEBEX MEETING

1. Sign in to <https://fau.webex.com>.
2. In the center of your Webex dashboard, click the **Schedule** button.
3. In the **Meeting Type** field, ensure that **Webex Meetings Pro 1000** is selected.
4. In the **Meeting Topic** field, enter a name for the session.
5. (*optional*) Define a new meeting password. This password will be delivered to your invitees when you finish creating the meeting.
6. Click on the **Date and Time** details to define the date and time when your meeting will occur.
 - a. The duration will not cut off a meeting in progress. This detail is more of a courtesy than an exact time. Your meeting is accessible while you (or another defined host) are hosting it.
 - b. Clicking **Recurrence** will allow you to schedule multiple meetings at once.
7. In the **Attendees** field, type in a comma-separated list of emails for your participants. Email addresses within this organization should appear in a menu below the field as you type them.
8. When you're done editing your meeting details, click the blue  button.

After finishing steps 1-8, you'll see a confirmation screen and both you and your invitees will receive an email with the meeting link, password and other details.

START A SCHEDULED WEBEX MEETING

1. At the time of your meeting, you can launch the session in one of two ways:
 - a. From the **Webex Meetings app**:
 - i. Open the app and view the **Upcoming Meetings** section.
 - ii. Your available Webex meetings will show a  button.
 - iii. Click on that button to launch or join the meeting. Note that if you are not the host of the meeting, you'll be asked to wait until that person has started the meeting from their account.
 - b. From the web (**fau.webex.com**):
 - i. Go to <https://fau.webex.com> and click the **Sign In** button at the top-right of the screen.

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- ii. On the left side of the screen, click the  **Meetings** button to view your upcoming Webex meetings.
- iii. Locate the meeting that you wish to start, and then click its corresponding  button.

CREATING, VIEWING AND SHARING RECORDINGS

It is possible to record a Webex meeting by clicking the  button or going to the **Meeting** menu in the menu bar and clicking **Start Recording**. These recordings will then be accessible via the FAU Webex portal at <https://fau.webex.com>. If you were in a recorded meeting, the host will have to share a link to the recording by following the instructions below.

1. Start a Webex meeting.
2. When you are ready to begin recording, click the  button and ensure that the **Record in cloud** option appears.
3. Click the  button to begin recording.
4. When you are finished with the meeting, click the  button again.
5. Click the **Stop Recording** button.
6. End and close your meeting.
7. In an internet browser, go to the FAU Webex portal (fau.webex.com).
8. On the left side of the screen click the  **Recordings** button. This will show a list of all your Webex recordings.
9. Depending on web traffic and the length of your recording, allow up to a few hours for your recording to finish processing. In the meantime, it will display a **"Generating..."** message.
10. When it is done processing you have a few options:
 - a. Click the  button to download an MP4 file of the recording.
 - b. Click the  button to view options for sharing the recording. You can send it via email or copy the recording link and paste it into a message to colleagues/students.
 - c. Click the  button to edit preferences for the recording such as the name and description.