HOW TO CREATE AND ACCESS A WEBEX MEETING

CREATION DATE: March 12, 2020

The purpose of this guide is to assist workers in scheduling and accessing WebEx meetings with staff/colleagues.

Pointers to Remember:
1. If you are hosting a WebEx meeting, you will use the email and password assigned by your Administrator.

2. If you are joining a WebEx, you will use the login information provided in your email invite.

Scheduling WebEx Meetings:

Steps include:

First Log into WebEx.com

Step 1: Click on **Schedule**.

Figure 1

Step 2: Click on **Schedule**

Step 3: Click **Start**.

2: Enter Meeting Type, Topic, Date, Time, and Attendees.

3: Click **Start**.

Figure 2

Joining a WebEx Meeting:

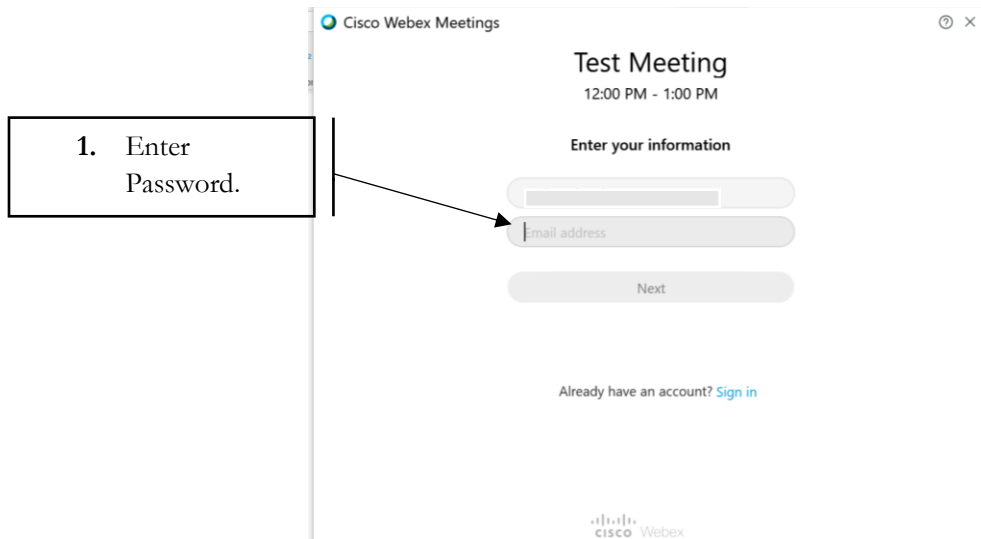From your outlook/email account, accept the WebEx invite and click **Join Meeting**.

Figure 3

Step 1: Enter your Password (your name will automatically appear).

Step 2: Click **Join Meeting**.

Figure 4
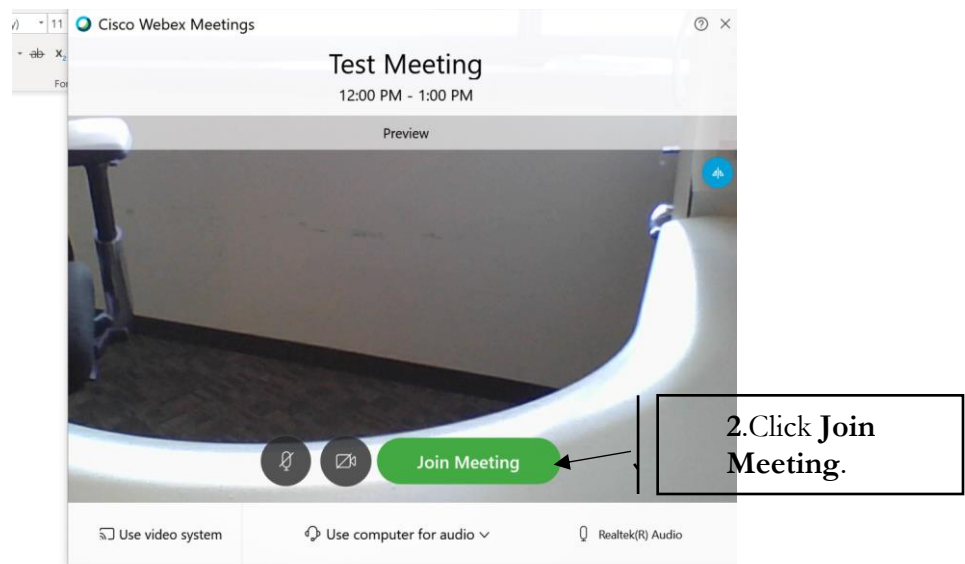
Figure 5

Step 3: Click on **Leave Meeting icon** when meeting is completed (*See Figure 6*).

Figure 6

Notes:

The following icons (in order) allow you to:
- Mute your call
- Stop you video
- Share your screen
- Show Participants
- Chat
- Manage your Audio and Video Settings
- Leave Meeting

Figure 7

How to "Pin" a Presenter (Interpreter) on WebEx (Host)

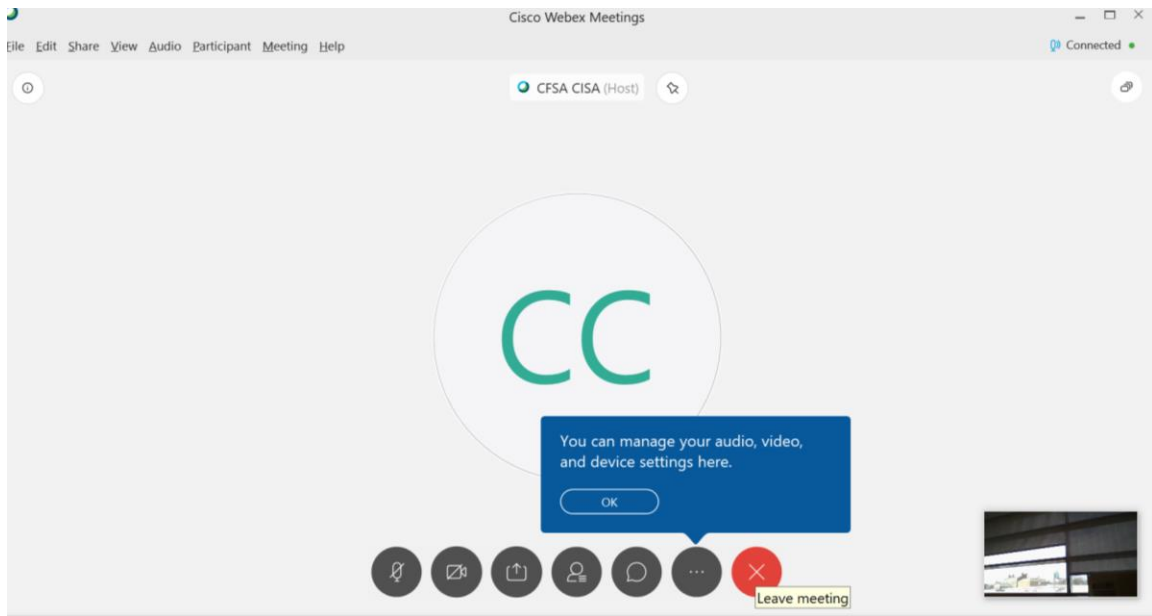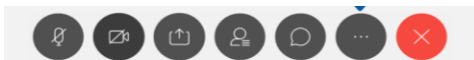By default, Webex displays the video of whoever's speaking and switches as others begin to talk. However, hosts can "pin" anyone's video, so they always show regardless of who's speaking.

This section is designed to assist individuals requiring ASL Interpreters during WebEx Meetings.

After starting the WebEx meeting follow the steps below:

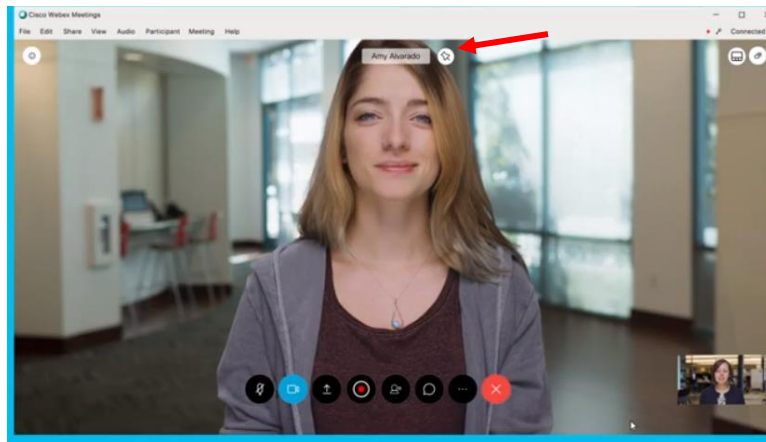**Step 1:** Click on the **"pin"** icon at the top of your screen to lock a Presenter (Interpreter).

Figure 8

Step 2: Select who you want to lock the video view for (Me or Everyone).

Step 3: Select which participant (Interpreter) you want to lock the video on. You can search participants in the search field or select from participant list. Upon completion, you will only see the person you locked on your screen.

Figure 9

How to "Pin" a Presenter (Interpreter) on WebEx (Participant)

After joining the WebEx meeting follow the steps below:

Step 1: Click on the "**pin**" icon at the top of your screen to lock a Presenter (Interpreter).

Step 2: Select which participant (Interpreter) you want to lock the video on. You can search participants in the search field **or** select from participant list. Upon completion, you will only see the person you locked on your screen.
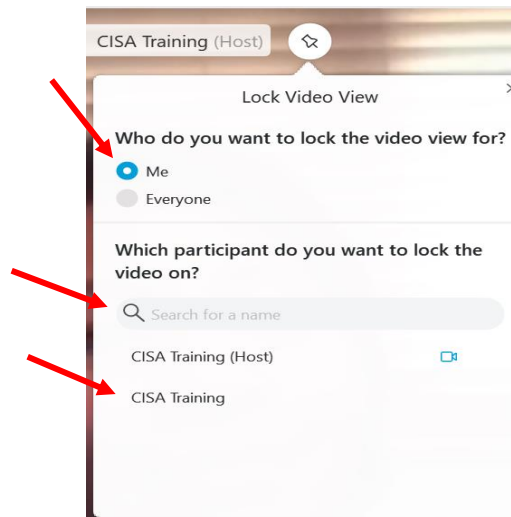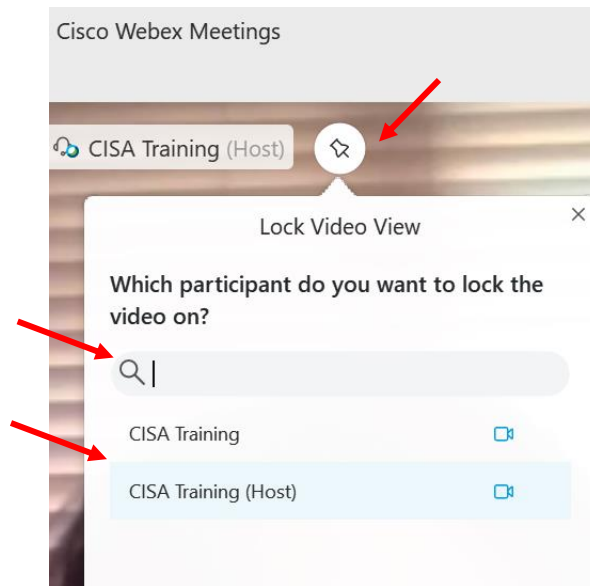

Figure 10

Notes:

- Upon completion of steps 1-3 the Presenter (Interpreter) selected will appear and be locked on your screen.
- These steps can be utilized by the host as well as participants.