

Cisco WebEx Virtual Meeting- Guide

The invitation is sent by the host usually the section/unit within the RO who schedules the meeting. Also, a guide to join the WebEx meeting is attached for participants.

There are 3 ways to join a Cisco Webex meeting:

- Through a link via an email invitation (participants will receive an email invitation or calendar invite from the meeting host).
- From the webex desktop or mobile app, or web browser.
- Or via telephone dial-in (might be restricted for some meetings)

CISCO WEBEX HOW TO AND BEST PRACTICES

About the current Webex plan

We have 1 Webex Plus license. It means we can host 1 meeting at a time, with up to 200 attendees.

Login : icaoeurnat@paris.icao.int

Password : xxxxx

Please note the displayed name while using this account is "ICAO EURNAT".

There are three roles within Webex Meetings, which are referenced below.

Host Role: The host is the person who schedules, starts and ends the session and or recordings of the session. A host can also assign roles to other participants in the session. The host role can be reassigned once in a live session.

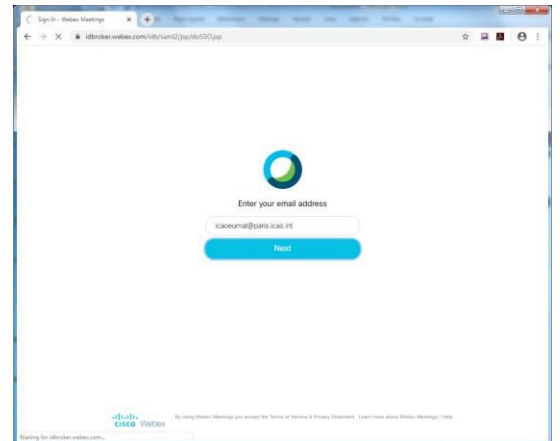
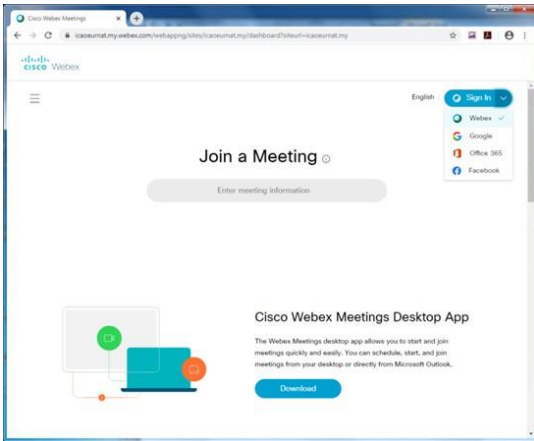
Presenter: Responsible for sharing and annotating presentations, whiteboards, documents, and applications in a meeting.

Attendee Role: Any person attending the session who is not already identified as a Presenter, or host. Attendees are typically who the meeting information is being presented to.

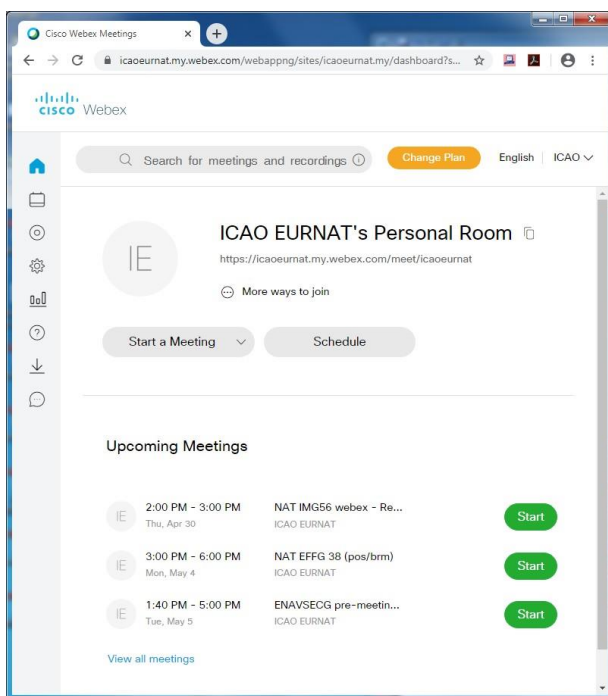
Hosting a Webex meeting

Scheduling a meeting

Open this URL <http://icaournat.my.webex.com/> click "Sign-in" and select Webex.



Enter icaournat@paris.icao.int as the login/account address and the password "xxxxxx"

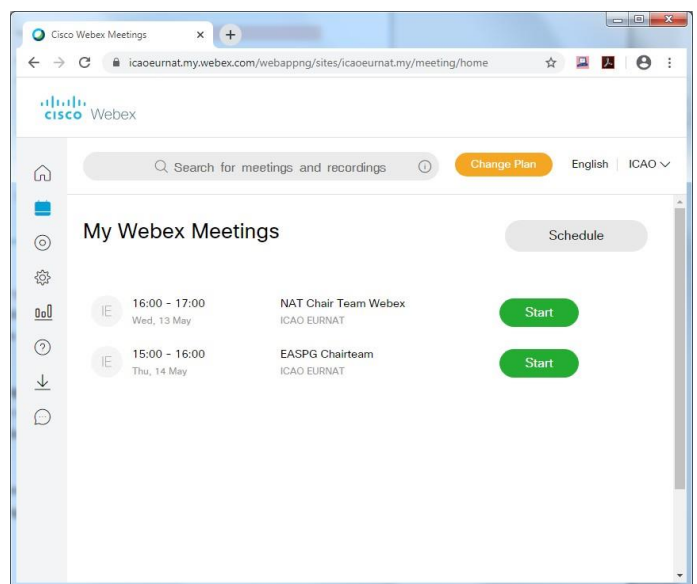


(1)

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(2)

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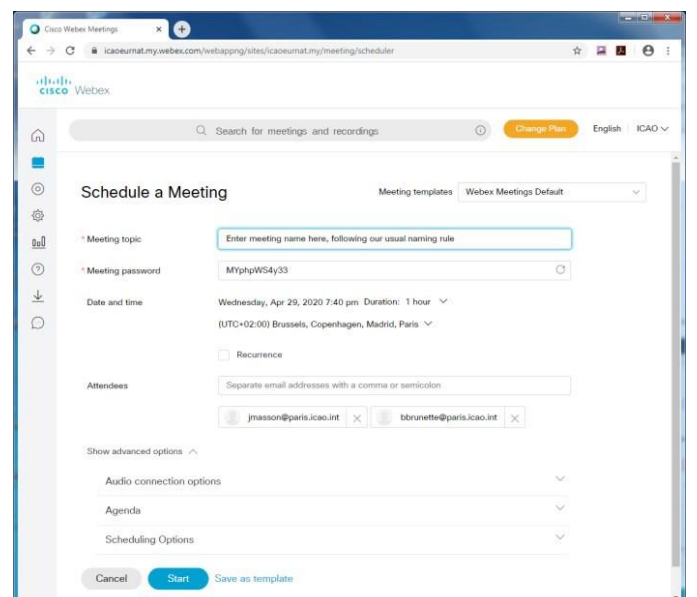


(3)

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(4)

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Before you save a new meeting, please verify if your time/date is available, you can click on the “**view all meetings**” link at the bottom of the page (1) or from the 2nd icon on the left, you’ll get the “My Webex Meetings” Page (2).

Meeting topic (3) : please use the current naming convention used for the meeting rooms

Example : NAT POG/09 (HAS/BRM/23)

Date and time (3) : please align the real meeting hours and avoid blocking the account if you don’t need it

Attendees (4) : You can enter the email addresses, the site remembers them so next time you don’t have to type the complete email address, the system will autocomplete them as you type.

You have finished with the standard options, now some advanced options may help in certain circumstances.

By default there is a beep sound for each entry or exit, you can disable it in the advanced options.

Show advanced options ^

Audio connection options ^

Audio connection type Webex Audio

Entry and exit tone Display global call-in number to attendees

Agenda No Tone

Scheduling Options No Tone

Please do not use the “Require account” option, it would make impossible to join as guest, unless you need that extra layer of security.

Scheduling Options ^

Require account Require attendees to have an account on this site in order to join this meeting

Alternate host Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting

Automatic recording Automatically start recording when the meeting starts

Exclude password Exclude password from email invitation

Registration None

Require attendee registration

Email reminder 15 minutes before meeting starts

Meeting options [Edit meeting options](#)

Attendee privileges [Edit attendee privileges](#)

Alternate host : this option has no interest in our current environment with a single Webex account for the team and without authenticated Cisco devices. If we had more licenses available it would have been possible to allow someone else from the team (logged in as a host) to host it.

Automatic recording : You can select the record option here to make sure it will be recorded from the start. Or the host can decide that once the meeting starts.

Exclude password : You can be use that option to force attendees to enter a password and not only click on a link/invitation

Registration None

Require attendee registration

Automatically accept all registration requests

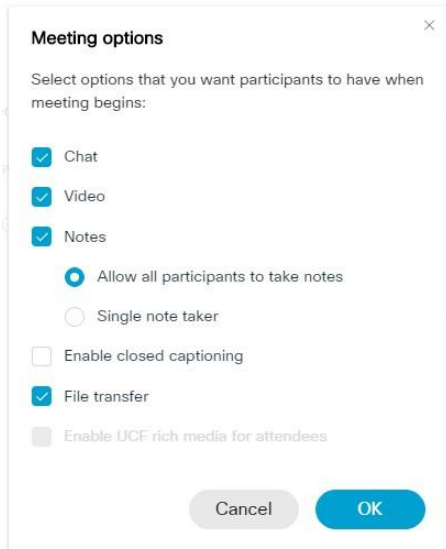
Obtain detailed attendee information:

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Last Name
<input type="checkbox"/> Job Title	<input type="checkbox"/> Company	<input type="checkbox"/> Address 1
Name		
<input type="checkbox"/> Address 2	<input type="checkbox"/> City	<input type="checkbox"/> State
<input type="checkbox"/> Zip/Post Code	<input type="checkbox"/> Country/region	<input type="checkbox"/> Office Phone

Rgesitration : You may use the registration option to force attendees to provide you some information. With manual or automatic acceptance of the

registration requests.

Meeting options: these options can be used to disable Video for a meeting

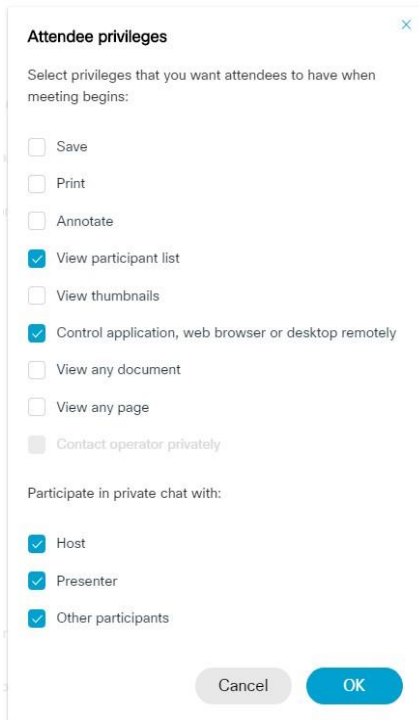


The screenshot shows a dialog box titled "Meeting options" with a close button (X) in the top right corner. Below the title, it says "Select options that you want participants to have when meeting begins:". The options are as follows:

- Chat
- Video
- Notes
 - Allow all participants to take notes
 - Single note taker
- Enable closed captioning
- File transfer
- Enable UCF rich media for attendees

At the bottom, there are two buttons: "Cancel" and "OK".

Attendee privileges: these options can be used to disable private chat between participants.



The screenshot shows a dialog box titled "Attendee privileges" with a close button (X) in the top right corner. Below the title, it says "Select privileges that you want attendees to have when meeting begins:". The options are as follows:

- Save
- Print
- Annotate
- View participant list
- View thumbnails
- Control application, web browser or desktop remotely
- View any document
- View any page
- Contact operator privately

Below these options, it says "Participate in private chat with:"

- Host
- Presenter
- Other participants

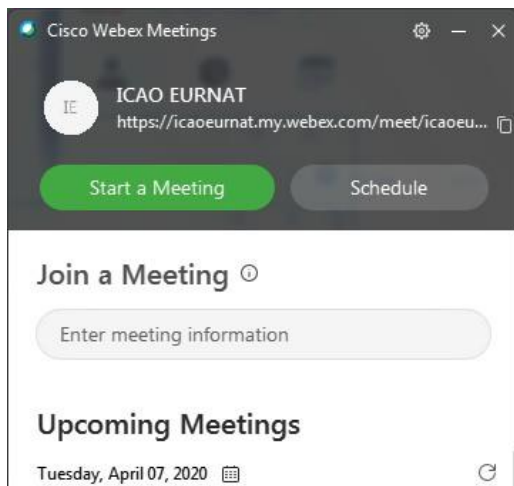
At the bottom, there are two buttons: "Cancel" and "OK".

Joining a Webex meeting

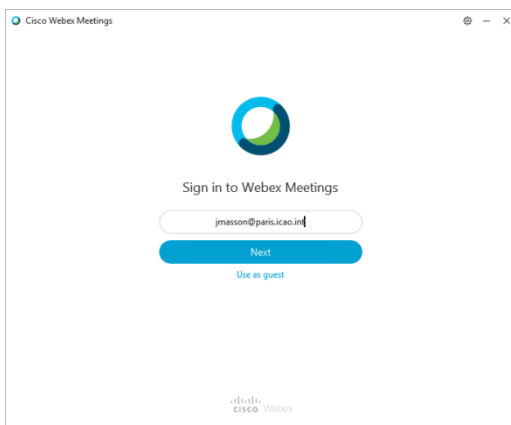
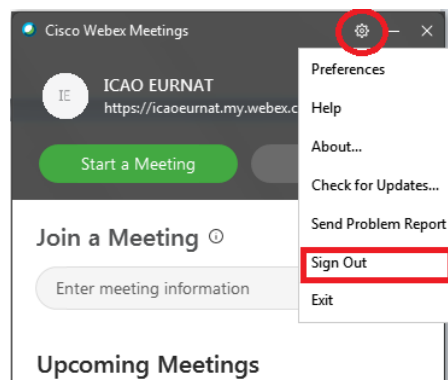
Joining as a guest

I recommend for staff attending any meeting to join the meeting as guest, so that the Office account will be used only by the expert/secretary in charge of the meeting.

If you have the Webex client already connected with the Office account, you need first to sign out from that account.

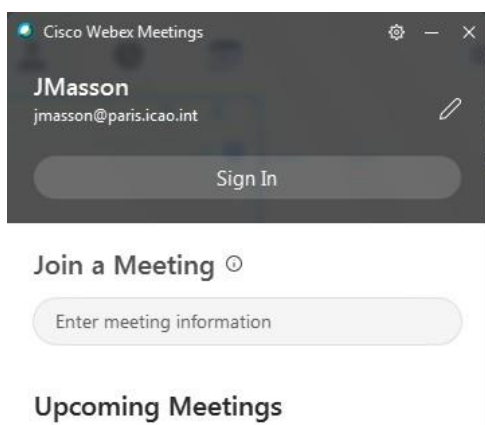


Click the wheel, then you have the “sign out” option



A new window pops up, please replace icaoeurnat@paris.icao.int with your own email address and click on “Use as guest”.

Do not click on “Next”!



The Webex client should now display your name instead of ICAO EURNAT.

From that point if you click on a Webex invitation, you should connect as guest.

From: Cisco Webex [messenger@webex.com]
Sent: 23 April 2020 11:02
To: icaournat
Subject: Webex meeting scheduled: test
When: 23 April 2020 11:05-11:15.
Where: <https://icaournat.my.webex.com/icaournat.my-en/j.php?MTID=m5b38f54b214375cb0e26502b61363be9>

You are the host for this Webex meeting.

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

Meeting number (access code): 146 743 644
Meeting password: 39UaDe7pmSc
Host key: 169493

Thursday, April 23, 2020
11:05 am | (UTC+02:00) Brussels, Copenhagen, Madrid, Paris | 10 mins

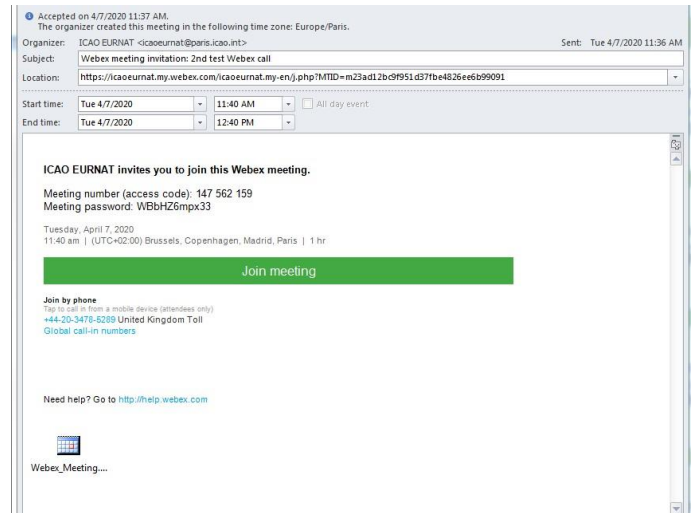
[Start meeting](#)

Join by phone
Tap to call in from a mobile device (attendees only)
[+44-20-3478-5289](tel:+44-20-3478-5289) United Kingdom Toll
[Global call-in numbers](#)

(email invitation)

In order to join a Webex meeting you need to have an invitation email, you can join from it or from your calendar if you already accepted the invitation.

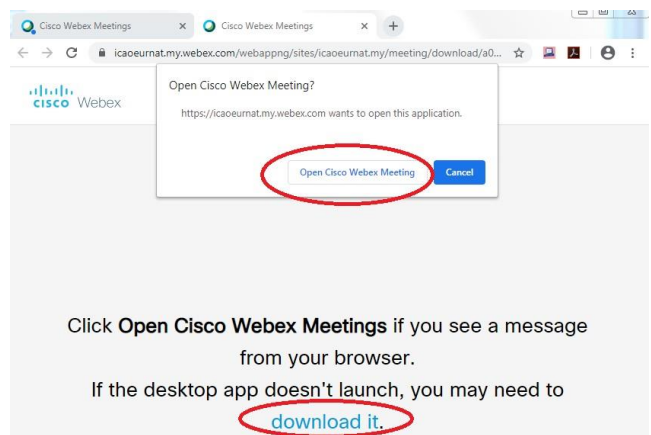
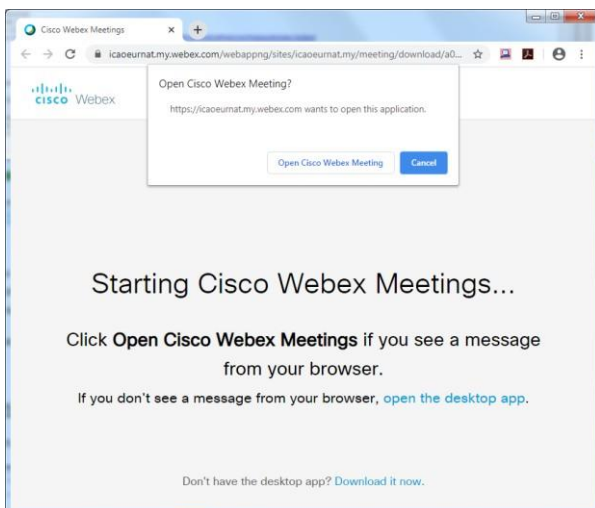
You can click on "Start meeting" or on the URL indicated in the Where field.



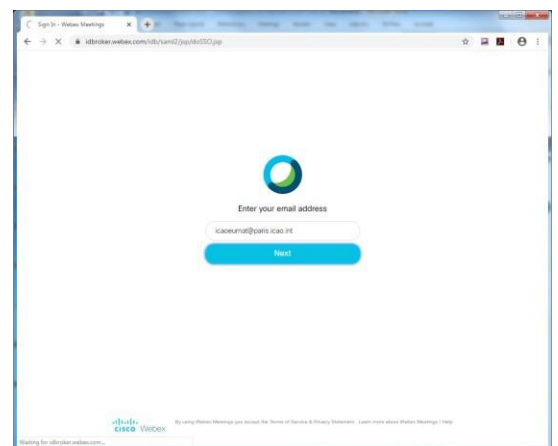
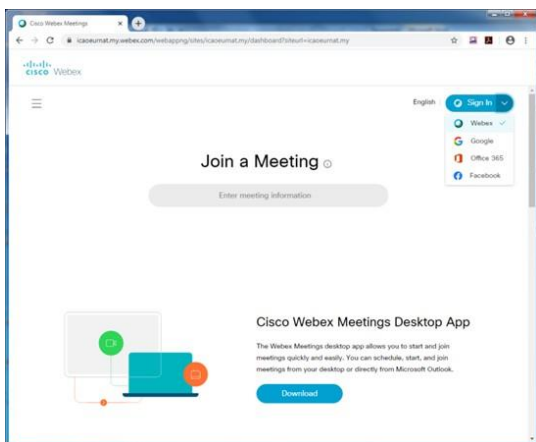
(calendar invitation)

The Cisco Webex App is mandatory to join a meeting

Simply click Open Cisco Webex Meetings to open/run the client from your computer, or click download if you don't have the client on this computer/tablet/smartphone.



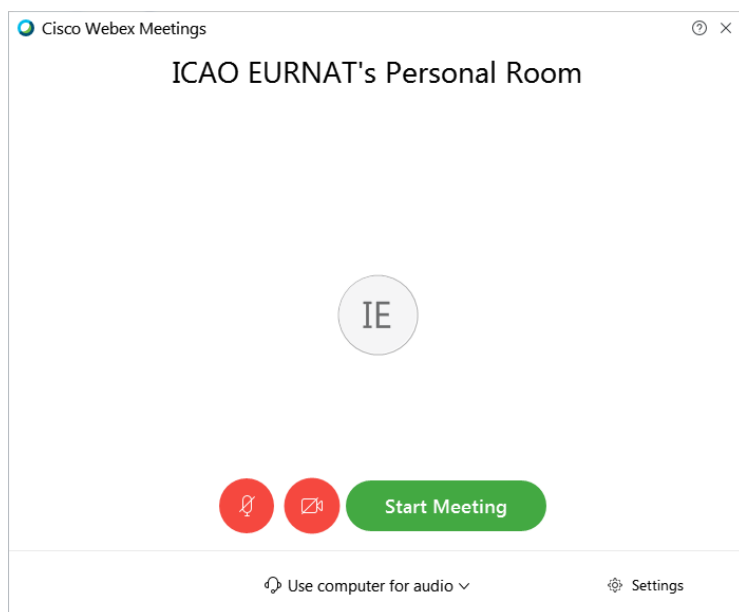
Joining as a host



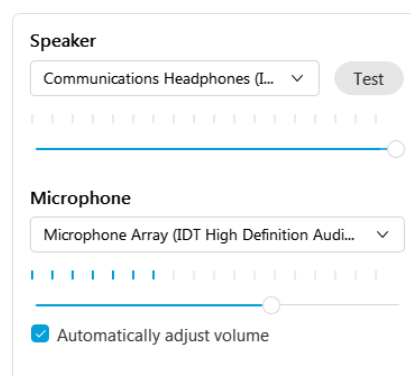
First step, open this URL <http://icaournat.my.webex.com/>, click "Sign-in" in the top right corner and select Webex.

Second step, Enter icaournat@paris.icao.int as the login/account address and the password "xxxxxx"

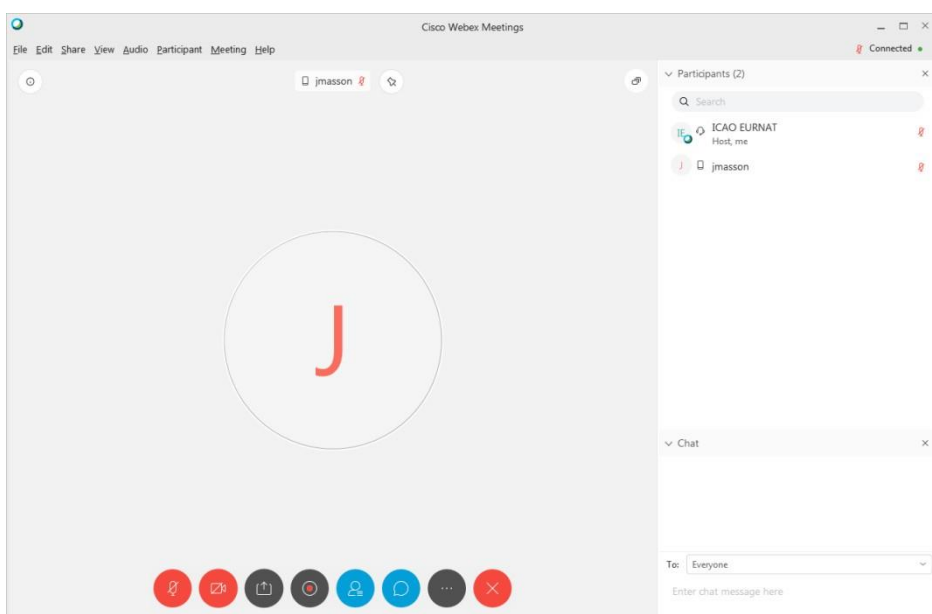
Best practice



Before you start the meeting, you can click on settings and test your microphone and speakers. If you plan to use your webcam, you can try it at this step, nobody can see you.



The host (or the person in charge of the meeting) should keep an eye on the Participants panel and the

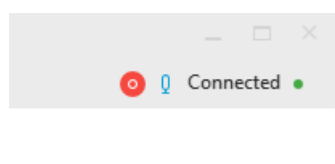
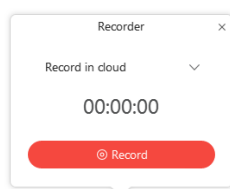


chat box. You can show/hide them with the help of the 5th and 6th icon. The icon turns blue when the participant panel/chat box is displayed, the icon has a grey color when it is hidden.

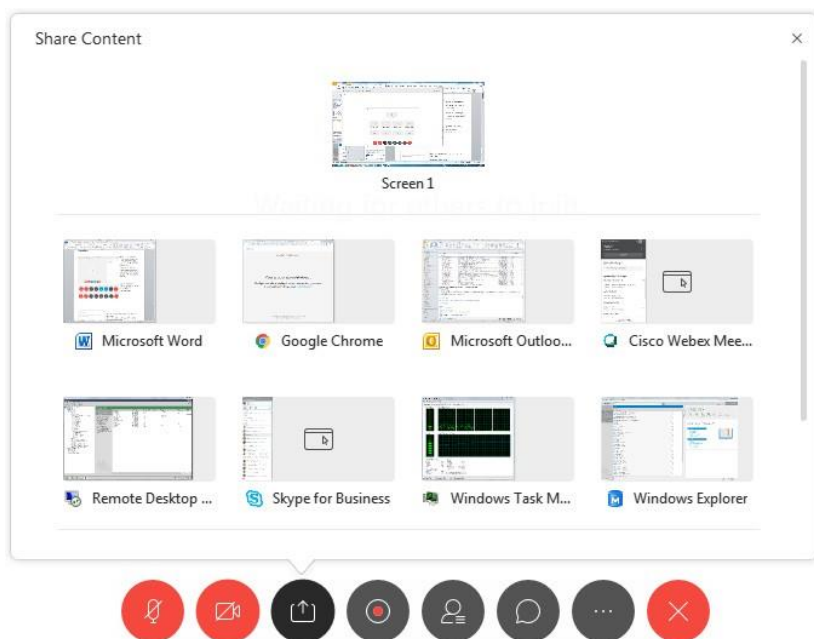
The two first icons are for microphone and camera. They are mute/disabled when the icon is red and activated when the icon is grey.



The 4th icon is for recording. You can save locally or on Webex cloud.



When the record is activated you can see a red icon on the top right corner of the window, next to the connection status

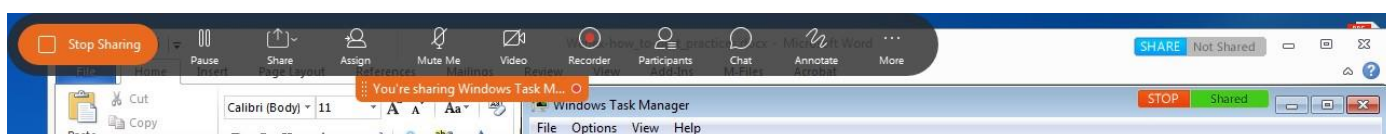


The 3rd icon is for sharing content

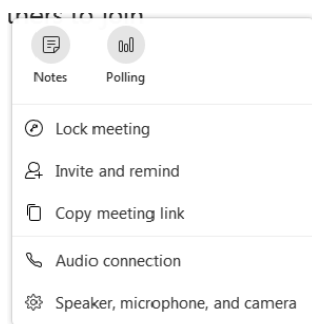
You can share a screen of a Program window.

Once you start sharing a window you have the icon bar on the top, starting with a big orange button to control the sharing.

Each program window has labels on the top right corner indicating whether the window is shared (green) or Not shared (grey).



You can stop sharing by clicking on the red STOP button on right corner next to the status label. You can add additional program window(s), the sharing will continue until you stop all the shared windows and you will have a warning message when you try to stop the remaining one.

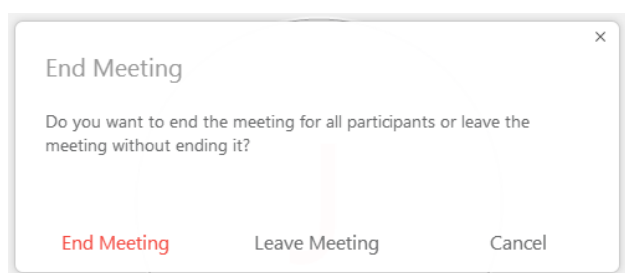


With the 7th icon you have more options.

You can show/hide the notes panel and the polling panel

(see screen examples on the next page)

The 8th icon is for leaving/ending the meeting.



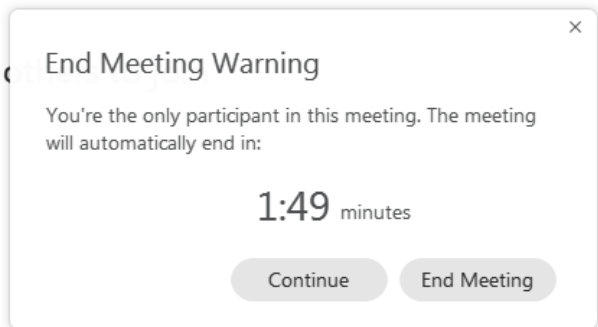
When the host is leaving the virtual room, two options are offered.

Leave meeting will let the meeting continue with a different person as the host.

If the host has to leave before the end of the meeting it will be necessary to have co-host in order to avoid the next person in the attendee list to automatically get the host role.

<https://help.webex.com/en-us/b5z6he/Add-Alternate-Hosts-for-Cisco-Webex-Meetings>

If you are alone in the meeting and inactive, then after a few minutes the meeting will automatically ends.



Notes and Poll panel

