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Introduction
Webex Meetings is a web-based collaborative technology service that allows users to share resources (documents, desktop, web browser, applications, etc.) remotely and communicate with each other using voice, video and text chat. You may participate in a Webex webinar using VoIP (voice over internet protocol) or the telephone for audio. Participants must have a headset with a microphone, or speakers with a microphone to use VoIP.

Note: Though participants may use web cameras, they are not required.

Why Use Webex Meetings?
- advisor/advisee interaction
- collaboration with research colleagues
- interviews
- guest lectures and presenters
- communicate with service units
- collaborate with colleagues across campus or across the country
- meet online to share files, info, and expertise
- record a meeting
- consultations
- conferences with outside agencies and vendors
- off-site meetings

Meeting Types
- Personal Meeting Rooms – Available at all times and can be accessed by sharing the host’s unique and personal URL.
- Meeting Center – Hosts can arrange a time for a meeting - the meeting uses a one-time link that a host may email to participants.
Activating your Webex Host Account

In order to start using Webex to host a meeting, you will first need to activate using your TU NetID and password. You will only need to complete this process once. Follow the steps below to get started:

1. Open your preferred web browser and navigate to towson.edu/webex.
2. Scroll down to the Activation and Login section and click the activate link.

Webex is available to faculty, staff and students
Faculty and staff can use Webex to collaborate with colleagues, conduct interviews, meet online, record a meeting and much more using either the telephone or VoIP for audio and video. Students can use Webex to collaborate on group projects using VoIP and video.

Activation and Login
Before using Webex as a host, you must activate your account (this only needs to be done once). After activation, log directly into Webex, by clicking on the link below or typing the URL directly into your favorite browser, to set up a meeting.

Figure 1

3. Log in using your NetID (Username) and Password.

Log in to the Towson University WebEx Access Application

To request access to WebEx, you must first log into this application using your faculty/staff or student NetID.

NetID (Username): jamie1
Password: ***********
Forgot Password Manage My NetID

Login

Terms and Conditions

Figure 2

4. Follow the steps on your browser screen and once you have an activated account, you can login.

Logging in to Webex

1. Open your preferred web browser and navigate to towson.webex.com.
2. Click the Sign In button in the upper right-hand corner.

Figure 3

3. From the Towson University Authenticated Login page, enter your Username (NetID) and Password.
4. Click Login.
Personal Meeting Room

After logging in, your **Personal Meeting Room** appears by default. Located in the Home Page, your Personal Room is your own virtual conference/meeting space that is always available to you 24/7. You can share your personal URL with someone to start an instant meeting with them. A Personal Room includes the following benefits:

- Your Personal Room has an unchanging url personalized to you; your URL, video address, and call-in numbers never change.
- Participants can use a variety of different ways to join your meeting including through the desktop, through their web browser, or on a mobile device or video system.
- It provides a virtual waiting room or lobby where people wait if they try to join your Personal Room meeting ahead of time or if you have chosen to lock your Personal Room (i.e., back-to-back meetings).

![Figure 4](image)

**Customizing your Personal Meeting Room**

1. To change your profile picture, hover over the circle in the middle of the screen and click **Change**. You can take a photo from your webcam by clicking **Take Photo** or upload an image from your files by clicking **Upload**.

![Figure 5](image)
**Beginning your Meeting**

1. You can toggle between using the desktop app or the web app to start a meeting by clicking the drop down arrow beside start a meeting and selecting either of the options (If you do not chose, the default is Use desktop app).

![Start a Meeting](image)

Figure 6

2. Click the **Start a Meeting** button to begin your meeting.

![Start a Meeting](image)

Figure 7

**Connecting your Audio and Video**

When you join a Webex meeting, audio and video may be turned off. Click the audio and video icon to ensure they are on. By default, Webex will select the video source available.

![Audio and Video](image)

Figure 8

1. Click the drop-down menu beside **Use computer for audio** to select one of the following options:

![Use computer for audio](image)

Figure 9

- **Call In** – Webex provides a toll-free and toll number for you to call.
- **Use computer for audio** – Webex uses VoIP (voice over internet protocol) to transmit your voice through your computer. Select this if you are using a microphone on your computer. (Note: this option is selected by default)
  - Test your microphone levels by clicking **settings** on the right bottom corner. (Note: the settings icon will show once you hover your mouse over the option.)

![Settings](image)

Figure 10

- **Don’t connect to audio** – This option will disable the use of any audio device. You will only have the video source available to you.
2. **Use Video System** - Located at the bottom left corner, this option will allow you to connect to the meeting using a Webex Device such as a Webex Board or Webex Desk Device (provided by the university).

3. Once you have made your audio and video selections, click the **Start meeting** button.
Meeting Session Window Overview

The meeting session window is comprised of the following components and areas:

**Menu Toolbar**

The **Menu Toolbar** is where you can access many of the meeting session’s tools and functions. This is located at the top of the window.

**Content Area**

The **Content Area** is used to display presentations, documents, video, whiteboards, and web content. This is located below the **Menu Toolbar**.

**Meeting Controls**

The **Meetings Controls** are a set of buttons used to run your meeting. This is located at bottom of the window.

**Panels**

The **Panels** are where the names of participants and the chat are shown. These are located to the right of the **Content Area**.

![Webex Meeting Session Window](image)

Figure 14
Menu Toolbar

The Menu Toolbar is located at the top of the window and contains many of the tools and functions for your meeting session.

<table>
<thead>
<tr>
<th>File</th>
<th>Used for saving, opening, or transferring files during the meeting. Additionally, it is used for ending or leaving a session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Used for editing shared content while using the Content Area</td>
</tr>
<tr>
<td>Share</td>
<td>Used for sharing your desktop, a file, an application, the whiteboard, web content, and a web browser</td>
</tr>
<tr>
<td>View</td>
<td>Commands used to change the display while using the Content Area such as rotating, zooming, or expanding to a full screen view, etc.</td>
</tr>
<tr>
<td>Audio</td>
<td>Used to join a teleconference or to set up your audio connection</td>
</tr>
<tr>
<td>Participant</td>
<td>Commands pertain to controlling participants’ privileges including assigning privileges, audio control, expelling participants, etc.</td>
</tr>
<tr>
<td>Meeting</td>
<td>Commands pertain to the overall meeting including recording and restricting access, etc.</td>
</tr>
<tr>
<td>Help</td>
<td>Provides information and help within the Meeting Session</td>
</tr>
</tbody>
</table>

You can choose to hide the Menu Toolbar by clicking the arrow beside Hide menu bar right above the Menu Bar.

Figure 15

Figure 16
Content Area

The **Content Area** allows for live collaboration with attendees using your computer screen, files (including video), and applications. When sharing, you have a variety of controls within the **sharing icon tray**.

![Sharing Icon Tray]

**Pause**  
Freeze the sharing screen for attendees

**Share**  
Begin another sharing option

**Assign**  
Assign an attendee as the presenter, pass keyboard and mouse control, and allow attendees to annotate your current screen

**Mute Me**  
Mute your audio

**Video**  
Stop sharing your video source while sharing your screen

**Recorder**  
Record your current Meeting Session

**Participants**  
Show the Participants panel

**Chat**  
Show the Chat panel

**Annotate**  
Annotate your current screen

**More**  
Various other commands such as accessing the notes panel, lock and ending the meeting, etc.
Meeting Controls

The **Meeting Controls** are used to conduct your meeting and control your audio/video connection, content sharing, and recording.

- **Mute your Microphone**
- **Video Connection/Stop your video** – Setup your video connection
- **Share Content** – Share content including your desktop, a file, an application, the whiteboard, web content, a web browser, and an iPhone/iPad (Mac only)
- **Recorder** – Record your meeting
- **Show/Hide the Participant Panel**
- **Show/Hide the Chat Panel**
- **More Options** – Take notes, lock your meeting, send invitations and reminders, and setup your audio connection
- **Leave/End Meeting**

Panels

The panels on the right side of the meeting window are flexible. You may open, close, expand or minimize them. If you wish to make the content area bigger, you can change how wide all of the panels are by clicking and dragging the side border of the panels.

1. Enable/Disable Participants Panels by clicking the show/hide the participant panel button in the **Meeting Controls** section. You may manually change them under **View > Panels** at the top of the window.

   **Note:** By default, you are only able to see the Participants and the Chat panel

2. Beside each panel’s title bar, there is an **arrow**. Click on this arrow to minimize or maximize a panel.

   ![Chat Panel](image)

   **Figure 18**

3. Minimized panels are located at the bottom right of the meeting window. Only the title bar of a minimized panel will be visible. To restore a minimized panel, click on the **arrow** beside the panel’s title.
Assigning a Presenter

By default, anyone in your meeting can share content. You can disable this and only allow the Presenter to share content.

1. Click the Participant tab in the Menu Toolbar.
2. Click Anyone Can Share to deselect it.

Figure 19

3. To assign a presenter, click and drag the Webex icon to another participant in the meeting. You can at any time change the presenter back to yourself.

Figure 20

Sharing Content

1. Within your Webex session, there is a Share Content button in the Meeting Controls section. Click this button to open a sharing menu with a number of options described below:

Figure 21
2. At the top of the **Share Content** window, there is a **drop-down menu**, giving you the option to choose specific optimization for what you are presenting. The options you have are as follows:

- **Optimize for text and images**: Optimizes your content sharing with the highest resolution and clarity possible. This is ideal if you are presenting documents, presentations, applications, or web sites with text and images.

- **Optimize for motion and video**: Optimizes your content sharing with a higher frame rate increasing the fluidity and smoothness of the content but sacrifices some resolution. This is ideal if you are presenting videos or any sort of animations.

![Share Content](image)

**Share your Screen**

You can share the entire content of your computer screen which includes any application, window, and file directories currently open. Attendees will see all mouse movements.

1. Click the **Share Content** button in the **Meeting Controls**. Click **Screen 1** in the window. If you are utilizing multiple monitors, all of the available screens to share will appear here.

![Share Content](image)

2. To stop sharing your desktop, hover your mouse at the top of your screen. The **sharing icon tray** will slide down. Click the **Stop Sharing** button.

![Stop Sharing](image)
Share File

This option is ideal for presenting information that you do not need to edit during the meeting. You may share most any type of file including videos. Attendees do not need to have the application to view it.

1. Click the **Share Content** button in the **Meeting Controls**, scroll down to see more sharing options. Click **Share File** in the window.

![Share File, Other Applications, New Whiteboard](image)

**Figure 25**

2. The **Share File** window will open. Navigate to the file you wish to share. Select the file and then click the **Open** button.

3. The file will appear in the Webex meetings session window, and drop-down menu at the top of the **content window** with the name of the file you selected. That file will be in view.

![Installation Requirements](image)

**Figure 26**

4. You can utilize the **File Viewer Toolbar** on the left-hand side of the screen to annotate, navigate between pages, and zoom.

5. Click the drop-down menu to switch to a different file, rename your file, or delete/close your file.
Share an Application

Application sharing is best used to demonstrate software or to edit documents during a meeting session. You may annotate and draw on shared applications.

Note: It is best to have the files open in the applications you wish to share before your meeting begins.

1. Click the Share Content button in the Meeting Controls. You can share an application you currently have open by hovering over it and clicking Share.

2. If you would like to share an application that is not open, scroll down to view other sharing options and click Other Applications. The Share Application window will open.

3. Hover over the application and then click the Share button.

Note: You may share more than one application at a time.
4. To add another application to your current sharing list, open the application and click the **Share** button on the title bar of that application (PC Only).

![Share Button](image)

Figure 30

5. Your application will appear in your attendees’ **Meeting Session** windows. To stop sharing a single application, click the **Stop** button on the title bar of that application (PC only).

![Stop Button](image)

Figure 31

6. To stop sharing all applications, hover your mouse at the top of your screen. The **sharing icon tray** will slide down. Click the **Stop Sharing** button.

![Stop Sharing Button](image)

Figure 32

**Share Whiteboard**

The whiteboard allows you to create drawings and utilize different annotation tools in your meeting just as if you were using a real whiteboard.

1. Click the **Share Content** button in the **Meeting Controls**. Click **New Whiteboard**.

![Share Content Button](image)

Figure 33

2. On the left side of the screen are annotation tools to utilize when drawing on the whiteboard.

**Using Annotation Tools**

Webex software allows you to annotate certain aspects of your shared session. Here is a brief overview of each annotation feature. Some of these tools have multiple options in a fly-out menu. Tools with additional options will have a small arrow to the right of the tool’s button.
Note: Mac users will have to click and hold these buttons to show the fly-out menus.

The Annotation button works like a light switch enabling or disabling the annotation toolbar.

- The Allow annotation button provides the meeting host with the ability to allow attendees to annotate. By accessing the tool’s fly-out menu, you can allow all attendees or specific attendees to annotate.

Note: By default, any participant may freely annotate/become the presenter. To change this, refer to the Assigning a Presenter section.

- The Arrow Pointer button will change the mouse pointer into an arrow. When you click in the screen to annotate, it will place an arrow with your name on it. Clicking again in a different area of the screen will move that same arrow. This tool’s fly-out menu contains the option to switch between the Arrow Pointer and a Laser Pointer. When activating the Laser Pointer option, your mouse will behave as if it were a laser pointer in the annotation screen.

- The Text Tool enables you to type in the annotation screen. Once you are finished typing, you cannot edit the text. If you need to retype, you must use the Eraser tool to erase your text and start again. You also have the ability to change the color of the text using the Annotation color button. Both of these tools will be covered below.
• The **Line Tool** provides you the ability to draw straight lines in any direction. Left-click, hold and then drag the mouse in any direction you wish to draw a line. When you release the mouse button, the line will appear in the color you have selected from the toolbar. The fly-out menu for this tool provides you with the options to draw a line with a **Single Arrowhead** or a **Double Arrowhead**.

![Figure 39](image1)

• The **Shape Tool** has multiple options in its fly-out menu. Each option enables you to draw the corresponding shape by left-clicking and dragging to change the size of the shape. Shape colors are controlled by the **Annotation color** tool. The shape tool options are: **Square Shape, Oval Shape, Check Mark** and **X Mark**.

![Figure 40](image2)

• The **Pen Tool** turns your mouse pointer into a pen. There are two options in this tool's fly-out menu. The **Pen Tool** provides a thick line while drawing. Conversely, the **Pencil Tool** provides a thin line. As with the other tools in this menu, the color is determined by the **Annotation color** tool.

![Figure 41](image3)

• The **Annotation color** tool's fly-out menu provides sixteen colors to choose from for any of your annotation tools.

![Figure 42](image4)
The **Eraser Tool** works like a light switch. Click on it once and you have activated the tool. Click again and you have deactivated the **Eraser**. The **Eraser** tool’s fly out menu provides you with four options:

a. **Clear My Pointer** – If you have used the **Arrow Pointer** tool, this option will clear your pointer.

b. **Clear All Pointers** – This will clear all **Arrow Pointers** added by anyone with annotation permission.

c. **Clear My Annotations** – This option clears any annotations you have made.

d. **Clear All Annotations** – This will clear all annotations made by anyone.

<table>
<thead>
<tr>
<th>Clear My Pointer</th>
<th>Clear All Pointers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear My Annotations</td>
<td>Clear All Annotations</td>
</tr>
</tbody>
</table>

**Figure 43**

- The **Save** button in the **Annotation Toolbar** provides the ability to save your work as a screenshot along with the annotations.

**Figure 44**

**Share iPhone/iPad Screen (Mac only)**

1. Click the **Share Content** button in the **Meeting Controls**. Click **iPhone or iPad Screen**.

2. Connect your device to your Mac via **lightning cable**. You are now sharing your iPhone or iPad screen.

**Figure 45**
Leaving/Ending a Meeting

There are two ways to end a meeting when one or more participants are still in the meeting. You can leave the meeting, which will continue the Webex meeting and give another attendee host privileges. Or, you can choose to end the meeting which will close the session for all attendees.

1. Click the Leave/End a Meeting button in the Meeting Controls section.

Figure 46

2. The Leave Meeting dialog box will appear. Click the Leave Meeting button or the End Meeting button.

Note: If you are the host leaving the meeting while the meeting is still progressing, you must first reassign a participant to host before you can leave the meeting; otherwise, the entire meeting will close.

Scheduling a Meeting

You may schedule a Webex meeting using either the Quick Scheduler or the Advanced Scheduler. The Quick Scheduler is used to set up a basic meeting. If you wish to set up a meeting with additional options, use the Advanced Scheduler. Use this method instead of your Personal Meeting Room to schedule meetings ahead of time.

1. Open your preferred web browser and navigate to towson.webex.com.

2. Click the Sign In button in the upper right corner of the page.

Figure 47

3. The Towson University Authenticated Login page will appear. Type your Username (NetID) and Password and then click the Login button.
4. On the Home page, click the Schedule button beside Start a Meeting.

![Home page screenshot with Schedule button highlighted]

Figure 49

5. The Schedule a Meeting screen will appear.

![Schedule a Meeting screen]

Figure 50

Note: To change more specific things about your meeting including attendee privileges, meeting agenda, and to access more meeting options, click the Show advanced options found below the attendees’ text field.

There are two meeting types;

Webex Meetings Pro 1000: this is the default meeting type. Schedule a meeting by filling in the available input fields.

WebEx Personal Conference: this is an audio-only meeting, similar to a conference call. You will need to have a verified teleconference account to use this meeting type.

6. The following settings are available for you to edit:

- **Meeting topic** – Type a name for your meeting in this text field.
- **Password** - You are given an automatically generated password. You may choose to create your own.
- **Date and time** –select from the pop-up calendar. Select the meeting time using the hour and minute drop-down menus as well as the am or pm and, finally, choose the estimated duration of your meeting from the hr and min drop-down menus.

- **Recurrence** – check this box if you want the meeting to reoccur. A dialog box will appear which will allow you to customize the meeting reoccurrence.

- **Attendees** – Click in the box beside **Attendees** and type the email addresses of each recipient. (Separate email addresses with comma or semicolon.)

**Note:** A password is only required to join a meeting through a mobile device or video system.

7. To set audio connection options click **Show advanced options** and select **Audio connection options**. The **Audio connections options settings** will appear with the following options:

- **Audio connection type** – Use the corresponding drop-down menu to select an audio type:
  - **Webex Audio** – provides attendees with the option to join via the toll-free telephone number or by utilizing VoIP.
  - **Use VoIP only** – restricts attendees to the use of their device’s microphone and speaker.
  - **Other Teleconference service** – allows use of other forms of communication services like a phone number. A space will be provided for you to enter the phone number for the teleconference provider.

![Figure 51](image)

- **None** – no option selected.

- **Entry and exit tone** – Assign an audio tone when attendees join or leave the meeting.

8. Once you have selected your **Audio connection options**, click the arrow pointing up to hide the view.

![Figure 52](image)

9. After you have completed the fields in the **Quick Scheduler**, click the **Schedule** button. As the host, you will receive a message in your inbox containing time, date, and related meeting information.

![Figure 53](image)

**Note:** If your meeting is scheduled within 15 minutes of the current time, you will see a **Start Meeting** button instead of Schedule Meeting. Click this button and your meeting will start immediately.
10. The **Meeting Scheduled** screen will appear. If you wish, you may click the **Add to my calendar** icon which will add the request to your Outlook Calendar. If you choose this option, make sure to open the downloaded file, and then **Accept** the invitation in Outlook.

![Figure 54](image)

11. Click the **Start Meeting** button to start your meeting now, or exit Webex and start your meeting at your scheduled time.

![Figure 55](image)

### Starting or Joining a Meeting

**Joining by a Browser**

Joining the meeting through your browser is the quickest option to join, bypassing the need to install a plug-in on your computer. However, you will have limited functionality using this method. This method is best for participants who need basic meeting functions.

1. Open your preferred web browser and navigate to `towson.webex.com/join/NetID`, replacing **NetID** with the host’s **NetID**.

![Figure 56](image)
2. Enter your **name** and your **email address** in the space provided then click **Next**. (If you are signed into Webex Meetings, this step will be skipped.)

![Figure 57](image)

3. You will be taken to the Host’s personal meeting room preview screen.

![Figure 58](image)

4. Click **Start Meeting**. Webex will automatically try to join the meeting through the Webex client (this requires you to install a plug-in).

5. To join without a plug-in, click **Join from your browser** at the bottom of the page.

![Figure 59](image)

**Joining from Webex**

1. In your web browser, navigate to **towson.webex.com**.
2. Click the **Sign In** button in the top-right corner of the screen.

![Sign In button](image)

Figure 60

3. Type your **Username (NetID)** and **Password** in the designated fields and then click the **Log In** button. On the Home page type in the host’s room ID in the search bar at the top of the page.

![Search bar](image)

Figure 61

4. The host’s Personal room page will appear.

![Personal room page](image)

Figure 62

5. Click **Start a Meeting** to join the meeting through the Webex client (this requires you to install a plug-in).

6. To join without a plug-in, click **Join by browser** at the bottom of the page.
**Starting from Webex**

1. In your web browser, navigate to towson.webex.com.
2. Click the **Sign In** button in the top-right corner of the screen.

![Sign In Button](image)

Figure 63

3. In the left-side navigation menu, click **Meetings**.

![Meeting Menu](image)

Figure 64

4. In the **My WebEx Meetings** screen, under upcoming, you will find a list of all your upcoming meetings. Use the available tabs to navigate to the specific meeting you wish to start. You can also view past meetings by using the **Show earlier meetings** checkbox or the **Past** tab.

![Meeting Schedule](image)

Figure 65

5. Click the **Start** button for the meeting you wish to start. Your Webex meeting will start.

![Meeting Start](image)

Figure 66
From your Outlook Calendar

1. Open Microsoft Outlook.
2. Switch to the Calendar view and double-click on your scheduled Webex meeting. The Meeting Details window will open.
3. Click the link beneath the date and time. If you are already signed into Webex, your meeting will start.

![Meeting Details Window](image)

4. Type your Username (NetID) and Password in the appropriate fields and then click the Login button. Your Webex meeting will start.

![Login Window](image)
**From your Email**

1. Find and open the Webex meeting invitation in your inbox.
2. Click the **Join meeting** button. If you are already signed into Webex, your meeting will start.

![Join meeting](image)

**Figure 69**

3. If you are not signed into Webex, a browser window will open. In the browser window, enter your **name** and **email address** in the space provided then click **Next**.

![Enter your information](image)

**Figure 70**

4. Your Webex meeting will start.
**Joining from your iPad**

1. Open the **App Store** on your iPad and search for **Cisco Webex Meetings**.

   ![Figure 71](image)

2. Click **GET** and authenticate with your Apple ID and password, Touch ID, or Face ID.

3. Once the download has finished, press the **Webex Meetings** app.

   ![Figure 72](image)

4. Press **Join Meeting**.

   ![Figure 73](image)

5. In the **Join by Meeting Number** box, type the 9-digit meeting number. If you are invited to a **Personal Room**, you may enter the room’s URL in this box.

6. Press **Join** in upper-right hand corner.

   ![Figure 74](image)
Insights

The Insights feature provides statistical information about past meetings you have been involved in. It consists of two charts: 1) "Meetings I hosted" and 2) "Participants in meetings I hosted", both provide helpful information and details over a given period of time.

A small widget of Insights is displayed on the home page by the right-hand side of the screen, right under Recent Personal Rooms.

To get a more detailed view, select Insights from the left-side menu.
Webex Meetings Desktop App

The Webex Meeting Desktop app allows you to start, schedule, and join meetings easily through an application installed on your computer. You can access the app at any time.

**Downloading from the TU Software Center**

*Note*: You do not need administrative privileges to install the app through the Software Center. If you are using a Mac, you will need to follow the steps below to download the app from Webex.

1. Click the **Search Windows** button beside the **Start** button.

![Figure 77](image)

Figure 77

2. In the **Search Windows** box, type **software**. Results will appear above the search box.

![Figure 78](image)

Figure 78

3. Under **Best match**, click **Software Center**.

![Figure 79](image)

Figure 79

4. The **Software Center** window will open. Find and click the application **Cisco Webex Meetings Desktop App**.

![Figure 80](image)

Figure 80
5. Click the **Install** button. The Software Center will begin the installation.

6. When the installation is complete, click the **Close** button to close the Software Center window.

**Downloading from Cisco Webex**

In order to manually install the Cisco Webex Meetings Desktop App, you must have administrator privileges on your computer as well as be in **Classic view**.

1. Open your preferred web browser and navigate to **towson.webex.com**.

2. Click on **Sign In** on the upper right-hand corner. Log in using your Towson **Username (NetID)** and **Password**.

3. Click on **Downloads** from the left navigation bar.

4. Under Cisco Webex Meeting Desktop App, click the **Download** button.

5. Once downloaded, click on the file to open it.

6. The **Cisco Webex Meetings Desktop App Installer** will run. Walk through the installer to complete the installation.
7. Once the tool is installed, you may be asked to provide your account information:
   - **Email address**: your Towson University email address
   - **User Name**: Your TU NetID
   - **Password**: The password associated with your TU NetID

**Using the Webex Meetings Desktop App**

1. Open the **Webex Meetings Desktop App**. To open your Personal Room, click the **Start a Meeting** button.

![Figure 84](image)

2. If you are joining a session, click in the text box below **Join a Meeting** and enter the host’s **Personal Room ID (NetID)** or the **Personal Room URL**. You can also click on anyone under **Recent Personal Rooms** to connect to their meeting instantly.

![Figure 85](image)

3. To schedule a meeting, click the **Schedule** button. Your local email provider will open.

![Figure 86](image)

**Note**: A **Webex Settings** window may appear. Enter all applicable information and click **OK**.
4. To start a meeting you already have scheduled, click **Start** beside the meeting under **Upcoming Meetings**.

![Upcoming Meetings](image)

Figure 87

5. Click the **Gear** icon in the upper right-hand corner to edit your **Settings**.

![Settings](image)

Figure 88

### Recording your Session

1. In the **Meeting Controls** panel, click the **Recorder** button. The **Recorder** window appears.

![Recording Controls](image)

Figure 89

2. By default, recordings are saved to the cloud in a mp4 format. If you wish to record locally, click the down arrow beside **Record in cloud** and change to **Record on my computer**. When recording locally, the default format is WRF which is proprietary to Webex.

**NOTE**: Recordings saved to the cloud take up to 24 hours to appear.

3. Click the **Record** button to begin the recording process. The session will begin to record to the Webex server. Details for accessing the recordings are provided later in this document.
4. Once the recording has begun, the **Recorder** panel will change.

![Recorder Panel](image)

Figure 90

5. Click the **Pause** button to pause the recording. The button will turn blue. To resume your recording, click **Resume**.

![Resume Button](image)

Figure 91

6. Click the **Stop** recording button to end the recording.

7. The **Stop Recording** dialog box will appear. Click the **Stop Recording** button. Depending on the size of the recording, it may take up to 24 hours for the recording to become available on your site.

![Stop Recording Dialog](image)

Figure 92

**Note:** If you wish to record again in that same meeting, a new recording file will be created.
**Viewing and Sharing Recordings**

1. Open your preferred web browser and navigate to `towson.webex.com` and login.
2. Click **Recordings** from the left-side menu.

![Recordings Menu](image)

3. The **My Recorded Meetings** screen appears.

![My Recorded Meetings](image)

4. You will see a list of all your recorded sessions. In the farthest right column of the table, you will see more options for each recording. Click the more options button to see other options.

![More Options](image)
5. The options for each recording are:
   a. **Download** – Will download your file to your computer.
      
      ![Download Icon](image)
      
      Figure 96

   b. **Share** – Will allow you to share your recording. A new window will appear.
      
      ![Share Icon](image)
      
      Figure 97

      i. Use the **Share Recording** options window to specify who you would like to share your recorded meetings with in addition to other settings like password protection and access control. Click **Save** when you are done.

      ![Share Recording Window](image)
      
      Figure 98

   c. **Edit** – Will enable you to edit recorded meeting.
      
      ![Edit Icon](image)
      
      Figure 99

   d. **Delete** – The **Delete** option will remove your file from the WebEx server.
      
      ![Delete Icon](image)
      
      Figure 100