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Webex: Reference Guide

Introduction

Webex 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 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?

• 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 — share files, info, and expertise
• record a meeting
• communication during campus emergencies
• consultant meetings
• press conference with outside agencies
• off-site meetings — when time or funds not readily available — cost and time saving

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. 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 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.

   ```text
   NetID (Username): [Your NetID]
   Password: [Your 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 **Log 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. Your Personal Room is your own virtual conference space that is always available 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 is always in the same place; 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, and on a mobile device or video system.
- A virtual waiting room or lobby where people wait if they try to join your Personal Room meeting ahead of time or you have locked your Personal Room.

**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**.
2. Towards the bottom of the screen is your Personal Room Table and Drink. By clicking on the mug or the table, you can toggle between four different appearances for the table and three different appearances for the drink.

![Figure 6](image)

3. Click on the left-pointed arrow to reveal a picture gallery for your Personal Room. This is where you can display four photos for attendees to see when they join your Personal Meeting Room from a web browser.

![Figure 7](image)

4. To upload a photo, hover your mouse cursor over one of the four pictures and click the symbol above Upload a picture.

![Figure 8](image)
5. Click **Upload**.

6. Browse to where your photos are located, click the photo you would like, and then click **Open**.

**Beginning your Meeting**

1. Click the **Start Meeting** button to begin your meeting.

![Start Meeting Button](image)

(Figure 9)

2. If this is your first time using the Webex Meetings client, follow the steps to install the Webex plug-in.

**Connecting your Audio and Video**

When you join a Webex meeting, you are automatically prompted to connect your audio and video:

1. Click the drop-down menu below **Select Audio Connection** and select one of the following options:
   - **I Will Call In** – Webex provides a toll-free and toll number for you to call.
   - **Call Using Computer** – 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.
     - Test your microphone levels by clicking **More options**.
   - **Call My Video System** – Connect to the meeting using a Webex Device such as a Webex Board or Webex Desk Device (provided by the university).

2. Click the drop-down menu below **Select Video Connection** and select your video device such as a webcam.

3. Once you have made your audio and video selections, click the **Connect** button.
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.

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

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

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

---

**Audio and Video Connection**

- **Select Audio Connection**
  - Call Using Computer
  - I Will Call In
  - Call My Video System
  - No Audio

- **Select Video Connection**
  - No Video

---

**Figure 10**

**Meeting Session Window Overview**

The meeting session window comprises of the following components:
Figure 11
**Menu Toolbar**

The **Menu Toolbar** is located at the top of the window and contains many of 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 <strong>Content Area</strong></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 <strong>Content Area</strong> such as rotating, zooming, taking you to 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>

**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**.

<table>
<thead>
<tr>
<th>Pause</th>
<th>Freeze the sharing screen for attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share</td>
<td>Begin another sharing option</td>
</tr>
<tr>
<td>Assign</td>
<td>Assign an attendee as the presenter, pass keyboard and mouse control, and allow attendees to annotate your current screen</td>
</tr>
<tr>
<td>Connection</td>
<td>Set up audio/video connection</td>
</tr>
<tr>
<td>Recorder</td>
<td>Record your current Meeting Session</td>
</tr>
<tr>
<td>Participants</td>
<td>Show the Participants panel</td>
</tr>
<tr>
<td>Chat</td>
<td>Show the Chat panel</td>
</tr>
<tr>
<td>Annotate</td>
<td>Annotate your current screen</td>
</tr>
<tr>
<td>More</td>
<td>Various other commands such as accessing the notes panel, lock and ending the meeting, etc.</td>
</tr>
</tbody>
</table>
**Meeting Controls**

The **Meeting Controls** are used to conduct your meeting and control your audio/video connection, content sharing, 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 Panels by clicking the show hide buttons in the **Meeting Controls** section or by manually changing them under the **View** tab 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](image)

   **Figure 12**

3. Minimized panels are located at the bottom right of the meeting window. The title bar of a minimized panel will only be in view. 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 13](image)

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 14](image)

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 15](image)
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 while sacrificing some resolution, increasing the fluidity and smoothness of the content. This is ideal if you are presentation videos or any sort of animations.

![Share Content Options](image)

**Figure 16**

**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 Screen](image)

**Figure 17**

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 Button](image)

**Figure 18**
**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**. Click **Share File** in the window.

![Share File](image)

**Figure 19**

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. A **new tab** will appear as a drop-down menu at the top of the **content window** with the name of the file you selected. That file will be in view.

![Accessibility](image)

**Figure 20**

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**.

![Share Application](image1)

2. If you would like to share an application that is not open, click **Other Applications**. The **Share Application** window will open.

![Share Application](image2)

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

![Share Application](image3)

**Note:** You may share more than one application at a time.
4. 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 24**

5. A **Confirm Stop Sharing** window will appear. Click the **Stop Sharing** button.

![Confirm Stop Sharing window](image)

**Figure 25**

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 icon tray](image)

**Figure 26**

**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**.

![New Whiteboard](image)

**Figure 27**

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. This section will go over the annotation toolbar and give 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 33](image)

• 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 34](image)

• 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 35](image)

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

![Figure 36](image)
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.

![Figure 37](image)

The Save button in the Annotation Toolbar provides the ability to save the sharing screenshot along with the annotations.

![Figure 38](image)

**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 39](image)
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 Meeting** button in the **Meeting controls** section.

   ![Figure 40](image1.png)

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, you must first reassign a participant to host before you can leave the meeting.

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 **Log In** button in the upper right corner of the page.

   ![Figure 41](image2.png)

3. The **Towson University Authenticated Login** page will appear. Type your **Username (NetID)** and **Password** and then click the **Login** button.

   ![Figure 42](image3.png)
4. Click the **Webex Meetings** tab located at the top of the page.

![Webex Meetings tab](image)

Figure 43

5. In the menu on the left hand side of the page, click the **Schedule a Meeting** link beneath **Host a Meeting**.

![Schedule a Meeting](image)

Figure 44

6. The **Schedule a Meeting** screen will appear. This is known as the **Quick Scheduler**.

![Schedule a Meeting screen](image)

Figure 45
Note: To change more specific things about your meeting including attendee privileges, meeting agenda, and to access more meeting options, click the **Advanced Scheduler** at the top of the window.

7. The following settings are available for you to edit in the **Quick Scheduler**:

   - **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** – When clicking in the **Date** field, you can either type in the date of your meeting or select it from the pop-up calendar.
   - **Time** – Select the meeting time using the hour and minute drop-down menus as well as the **am** or **pm**.
   - **Duration** – Choose the estimated duration of your meeting from the **hr** and **min** drop-down menus.
   - **Attendees** – Click in the box beside **Attendees** and type the email addresses of each recipient.

3. –OR–

   - Click the checkbox beside **Send a copy of the invitation email to me**. This option will send the invitation to you and then you are able to forward the message to the participants utilizing your email.
   - **Let anyone with a host account on this site host my meeting** – Checking the box beside this option will give anyone with a TU Webex host account the ability to host your meeting.
   - **Audio conference** - The conference is automatically set up as an audio conference. This allows the participants to use either the telephone or their computer for audio. If you wish to change the conference to Use VoIP only follow the steps below:

8. Click the **Change audio conference**. The **Audio Conference Settings** window will appear with the following options:

   - **Select conference 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.
   - **Display toll-free number** – shows the toll-free number used to join the meeting audio.
   - **Entry and exit tone** – Assign an audio tone type when attendees join or leave the meeting.

9. Once you have selected your **Audio Conference Settings**, click the **OK** button.
10. After you have completed the fields in the Quick Scheduler, click the Schedule Meeting button. As the host, you will receive a message in your inbox containing time, date, and related meeting information.

![Schedule Meeting button](Image)

Figure 47

**Note:** If your meeting is scheduled within 15 minutes of the current time, you will see a Start button instead of Schedule Meeting. Click this button and your meeting will start immediately.

11. The Meeting Scheduled screen will appear. If you wish, you may click the Add to my calendar link 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.

![Add to my calendar option](Image)

Figure 48

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

![Start button](Image)

Figure 50
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 51](image1)

2. Enter **Your name** and **Your email address** in the boxes provided.

   ![Figure 52](image2)

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

4. To join without a plug-in, click **Join by browser**.

Starting from Webex

1. In your web browser, navigate to `towson.webex.com`.

2. Click the **Log In** button in the top-right corner of the screen.

   ![Figure 53](image3)

3. Type your **Username (NetID)** and **Password** in the designated fields and then click the **Log In** button.
4. Click the **Webex Meetings** tab.

![Webex Meetings tab](image)

Figure 54

5. In the left-side navigation menu, click the **My Meetings** link.

![My Meetings](image)

Figure 55

6. In the **My WebEx** Meetings screen, use the **Daily, Weekly, Monthly** or **All Meetings** tabs to navigate to the specific meeting you wish to start.

![Meeting screen](image)

Figure 56

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

![Meeting details](image)

Figure 57
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 To start or join the online meeting. If you are already signed into Webex, your meeting will start.

   ![To start or join the online meeting](https://towsong.webex.com/towsong/j.php?MTID=m5b34d0e39655184d5ad62355e8c3d20b)

   Figure 58

4. If you are not already signed into Webex, your browser will open. In the browser window, click the Join button if you are an attendee or the start your meeting link if you are the host.

   ![Budget Review](https://towsong.webex.com/towsong/j.php?MTID=m5b34d0e39655184d5ad62355e8c3d20b)

   Figure 59

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

   ![Towson University Authenticated Login](https://towsong.webex.com/towsong/j.php?MTID=m5b34d0e39655184d5ad62355e8c3d20b)

   Figure 60
**From Your Email**

1. Find and open the Webex meeting invitation in your inbox.
2. Click the link beneath **To start or join the online meeting**. If you are already signed into Webex, your meeting will start.

![To join the online meeting (Now from mobile devices!)](https://towsen.webex.com/towsen/j.php?MTID=m7866918ee2fe328953e2965707db625)

1. Go to [https://towsen.webex.com/towsen/j.php?MTID=m7866918ee2fe328953e2965707db625](https://towsen.webex.com/towsen/j.php?MTID=m7866918ee2fe328953e2965707db625)
2. If requested, enter your name and email address.

Figure 61

3. If you are not signed into Webex, a browser window will open. In the browser window, click the **start your meeting** link.

![Budget Review](image)

By joining this meeting, you are accepting the Cisco Webex Terms of Service and Privacy Statement.

Figure 62

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

![Towson University Authenticated Login](image)

By joining this meeting, you are accepting the Cisco Webex Terms of Service and Privacy Statement.

Figure 63
Joining from Your iPad

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

   ![Figure 64](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 65](image)


   ![Figure 66](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.


   ![Figure 67](image)
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, without logging on to your Webex site.

Downloading from the 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 68

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

Figure 69

3. Under Best match, click Software Center.

Figure 70

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

Figure 71
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 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 **Log In** on the upper right-hand corner. Log in using your Towson **Username (NetID)** and **Password**.

![Modern View Log In](image)

**Figure 72**

3. Click on the **My Webex** tab near the center of the **Webex Toolbar**.

![Webex Toolbar](image)

**Figure 73**

*Note:* If the **Webex Toolbar** is hidden, click the **upward-pointed arrow** above your picture.

4. On the left-hand side, click on the **Support** link.

![Support](image)

**Figure 74**

5. Under **Downloads for Individual Services**, click the **Webex Meetings** link.

6. Click on **Cisco Webex Meetings Desktop App** to expand the drop-down menu.
7. Select your computer type from the drop-down menu then click **Download**. Once downloaded, click on the file to open it.

8. The **Cisco Webex Meetings Desktop App Installer** will run. Walk through the installer to complete the installation.

9. Once the tools are 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 Meeting** button.

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.

3. To schedule a meeting, click the **Schedule** button. Your local email provider will open.
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Figure 78

**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 79**

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

   ![Gear Icon](image)

   **Figure 80**

**Recording Your Session**

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

   ![Recorder Window](image)

   **Figure 81**

2. 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.
3. Once the recording has begun, the **Recorder** panel will change.

![Recorder panel](image)

**Figure 82**

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

![Resume button](image)

**Figure 83**

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

6. The **Stop Recording** dialog box will appear. Click the **Stop Recording** button. Depending on the size of the recording, it may take several moments for the recording to become available on your site.

![Stop Recording dialog box](image)

**Figure 84**

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

1. Open your preferred web browser and navigate to [towson.webex.com](http://towson.webex.com) and login.

2. Click the **My WebEx** tab at the top of the screen.

3. In the left-side menu, click on the **My Files** link. The **My WebEx Files** screen appears.

4. In the **My Recordings** tab, click the **Meetings** link. 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 drop-down button to see the full range of options.

5. The options for each recording are:
   a. **Playback** – Will play your recorded WebEx session.
b. **Email** – Will allow you to email your recording to any email address you choose.

![Email](image)

Figure 89

c. **Download** – Will download your file to your computer. To play the downloaded files, you will need to install the WebEx ARF player. This process is detailed in the next section.

![Download](image)

Figure 90

d. **Modify** – Will enable you to edit **Recorded Session Information** and **Access Settings**.

![Modify](image)

Figure 91

e. **Disable** – This option makes the recording unavailable for viewing.

![Disable](image)

Figure 92

f. **Delete** – The **Delete** option will remove your file from the WebEx server.

![Delete](image)

Figure 93