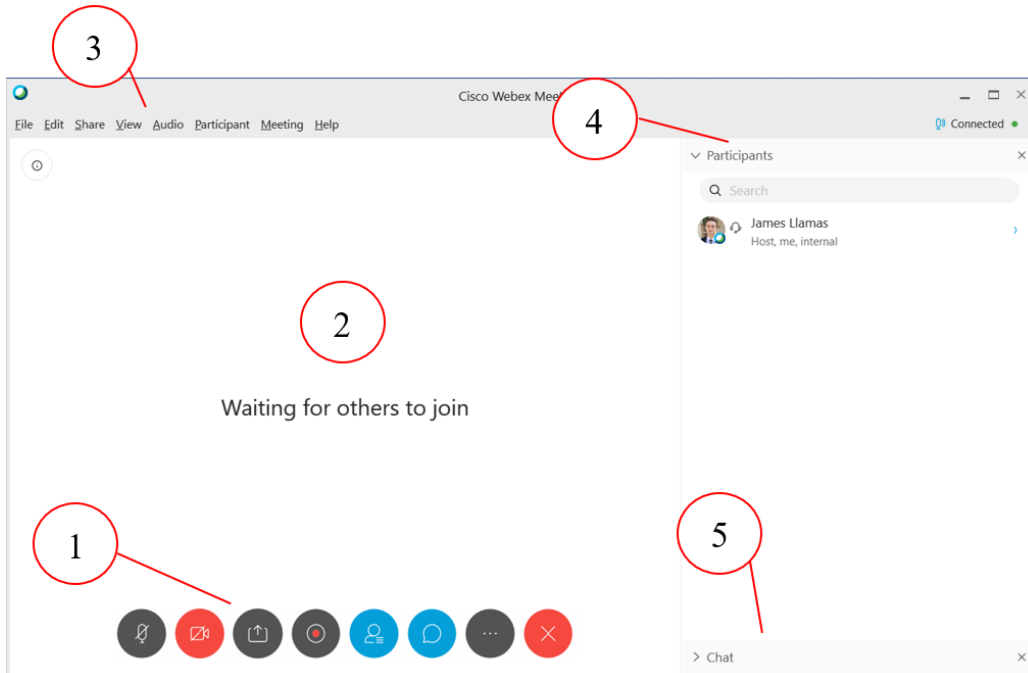


## Overview of the Environment (Meeting Session Window)



Number	Title	Description
1	Meeting Controls	Set of buttons to run your meeting, including microphone, video sharing, and recording.
2	Content Area	Area that displays content such as video, presentations, documents, and your own screen.
3	Menu Toolbar	Drop-down menu buttons that house various meeting session tools and functions
4	Participant Panel	List of all participants in the meeting where you can change roles and individually mute/unmute
5	Chat Panel	Chat area where you can type messages to all or individual participants

## Activating your Account

You must complete a one-time activation of your account to start hosting Webex Meetings. **Note:** You do not need to activate your account to join a meeting.

1. Navigate to **towson.edu/webex**.
2. Scroll down and click the **activate** link under the **Activation and Login** section.
3. Login with your **NetID** and **Password**. Follow the remaining steps and your account will be activated.

## Logging In

1. Navigate to **towson.webex.com**
2. Click the **Sign In** button in the upper-right hand corner and login with your **NetID** and **Password**.


## Meeting Types

There are two types of meetings:

- **Personal Meeting Room** – An instant, impromptu meeting that is always available and can be accessed by sharing the host's unique and personal URL: **towson.webex.com/meet/yourNetID**.
- **Webex Meetings** – A scheduled meeting that uses a one-time link that a host may email to participants or share anywhere.

## Personal Meeting Room

To start a Personal Room Meeting:

1. Navigate to **towson.webex.com** and Sign In with your **NetID** and **Password**.
2. Click **Start Meeting** and refer to the **Connecting Audio/Video** section.
3. After connecting your audio and video, invite participants to your room by sending them the URL **towson.webex.com/meet/yourNetID** or by clicking the  in the **Meeting Controls** section at the bottom of the window and clicking **Invite and Remind**.

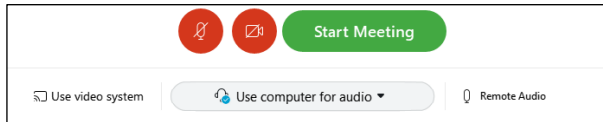
## Scheduling a Webex Meeting

1. Navigate to **towson.webex.com** and Sign In with your **NetID** and **Password**.
2. Click **Schedule** from the home page.
3. Enter all applicable information, including **meeting topic, time, date, and attendees**.
4. Click **Schedule Meeting**. Webex will send you a confirmation email with your unique meeting URL.

**Note:** You may also share this meeting URL by copying and pasting it anywhere. This is ideal if you are hosting a meeting for a large amount of people and want to post the link somewhere other than email.

## Connecting Audio/Video

When starting or joining a meeting, you will be prompted to choose your audio and video connection before you enter the meeting.



1. Click the **microphone** and **video** buttons to toggle them on or off.
2. Click the drop-down menu below the **microphone** and **video** buttons and select your preferred audio option:
  - **Use computer for audio** – Audio is provided by the microphone and speaker connected to your computer
  - **Call In** – Webex will provide you with a telephone number and access code to use after you join the meeting
  - **Don't connect audio** – No audio will be used for the meeting

If you choose **Use computer for audio**, you will be able to select which speaker and microphone to use by clicking the box at the bottom right-hand corner of the window.

- Adjust the **Speaker** and **Microphone** source and volume and then click **Test** after making selections

- Changes are automatically saved, click the previous window to return.

Click the **Join Meeting** or **Start Meeting** button when you are finished to enter the meeting.

## Joining a Meeting

1. Click the **meeting link** or copy the link into a web browser.
2. Login to your TU account or enter your **Name** and **Email Address** in the boxes provided.
3. Click **Join Meeting**.
4. Refer to the **Connecting Audio/Video** section.

## Sharing Content

Click the **Share Content** button to open a sharing menu with several options (From top to bottom):

**Note:** You must be the presenter in order to share content. Refer to **Other Meeting Features - Presenters** section.




- **Share your Screen** – share the entire content of your computer screen including all mouse movements
- **Share Application** – share software or documents you can edit and annotate live. Webex will show you all currently opened applications to share or you may scroll down and click **Other Applications** to open a new application
- **New Whiteboard** – Open a whiteboard you or other participants may draw on and annotate

## Other Meeting Features

### Presenters

By default, anyone can share content and take over the presenter role at any time. You may disable this and individually assign a presenter as the host by following these steps:

1. Click the **Participant** tab.
2. Uncheck the button **Anyone Can Share**.
3. Right click a participant's name under the **Participants Panel**.
4. Hover over **Change Role To** and click **Presenter**.  
A  icon will appear by their name, indicating they are now the presenter.

### Mute All Participants

1. Click the **Participant** tab.
2. Click **Mute All**. You may also select **Mute on Entry** to automatically mute participants when they enter the meeting.

**Note:** Participants may unmute themselves at any time.

### Lock the Room

1. Click the **Meeting** tab and click **Lock Room**.
2. After locking the room, new participants will wait in the "Lobby" and you will receive a notification that a participant is waiting to enter.
3. To let them in, click **Admit**.

## Support

Learn more by visiting [towson.edu/webex](http://towson.edu/webex). Contact OTS Training at [training@towson.edu](mailto:training@towson.edu) or call 410-704-4070.