

Webex Meetings



MSU Billings

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Sign into Webex Meetings

As a student or faculty member of MSUB, **you already have a Webex account – you do NOT need to create one!** To sign in, follow these simple steps:

1. If you're on a desktop or laptop computer, go to msubillings.webex.com.

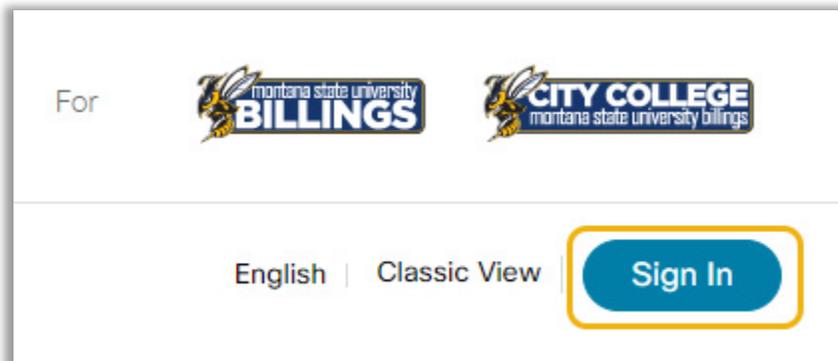
If you're using a mobile device, download the Cisco Webex Meetings app from the App Store or Google Play.



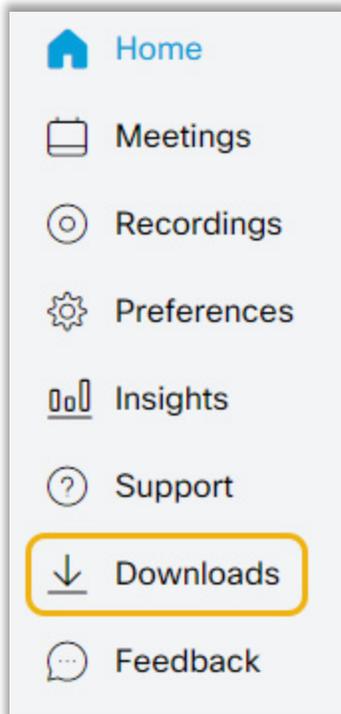
2. Sign in with your university email address and password.

For most accounts, your email address will be your `firstname.lastname@msubillings.edu`.

Your password will be the same one that you use for D2L and MyInfo.



3. A desktop app is available as well, but scheduling and other functions are primarily done on the website. If you wish to install the desktop app, you may do so at webex.com/downloads, or from the downloads option on the left.



Download the Cisco Webex Meetings App

Version information ⓘ

Cisco Webex Meetings Desktop App

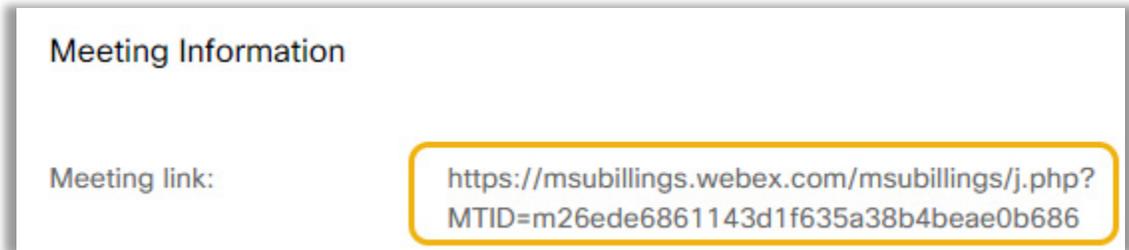
The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can start and join meetings from desktop app or click a button to schedule a meeting from your calendar application.

Starting with version 39.10, the Webex Meetings desktop app no longer includes integrations with Microsoft Outlook, Microsoft Office, IBM Lotus Notes, or other applications. When you install the latest version of the Webex Meetings desktop app, any previous versions of those integrations will be uninstalled. To install those integrations, download Cisco Webex Productivity Tools.

[Download](#)

Join a Meeting

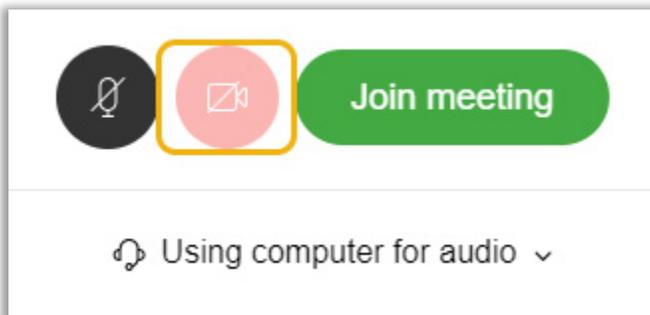
1. Click on the link that the host of your meeting shared.



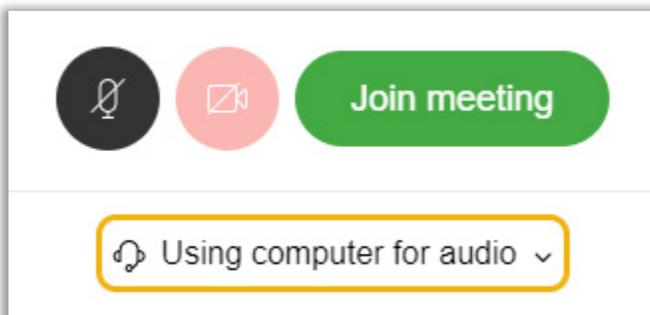
Hosts: If the meeting is for a class, we recommend posting the link in D2L.

You may be prompted to enter a name and an email address, but logging in with a password is not required for most meetings.

2. Click on the camera button to turn your video on or off. This will display your video feed to others.



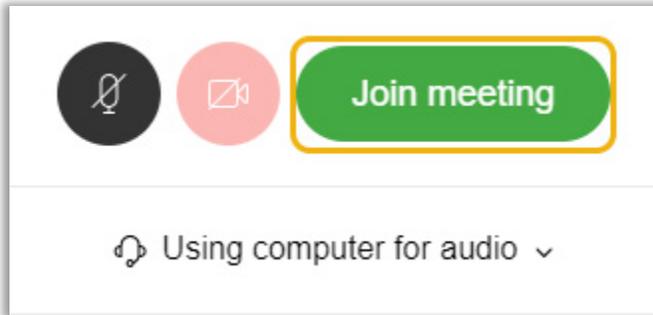
3. Click on the drop-down menu at the bottom to choose an audio source.



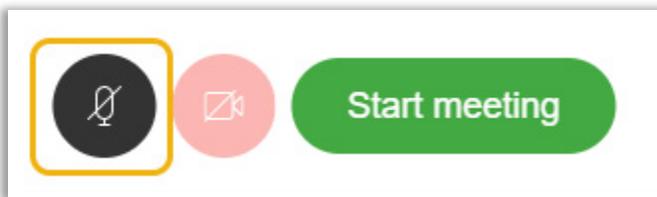
“Use computer for audio” will use the microphone on your computer or mobile.

“I will call in” will allow you to call in with a phone for the audio portion of the meeting (NOTE: this is not the same as joining a meeting by phone. You will still join the meeting using your computer or mobile).

4. Finally, click **Join Meeting** once you are ready!

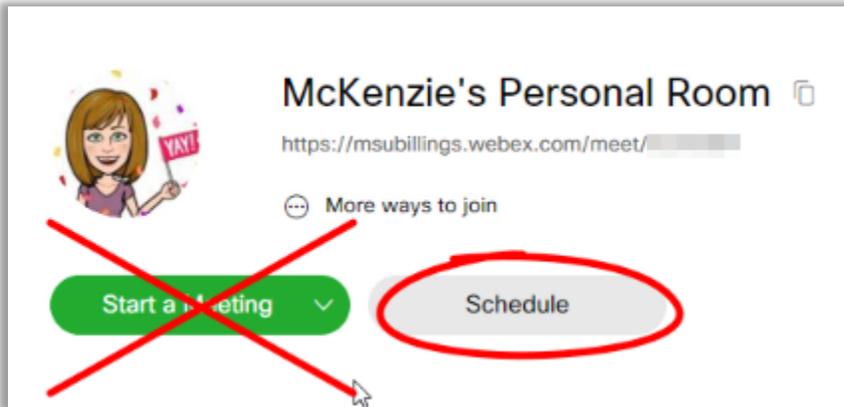


Note: For all participants, it is recommended to mute yourself when not addressing the group. This can be done by toggling the microphone button.



Schedule a Meeting

In almost every situation, you will want to schedule your meeting instead of clicking on the Start a Meeting button. The Start a Meeting button takes you to what is referred to as your "personal room", which serves as a quick, temporary meeting space. Using the schedule function can save you and your attendees a lot of confusion down the road!



1. Start by logging into Webex at msubillings.webex.com. Scheduling will need to be done from a desktop or laptop computer, as this function is not available on mobile devices yet.
2. Click on **Schedule**.



3. Edit your meeting topic, date, and time.

Schedule a Meeting Meeting templates

Meeting type

* Meeting topic

* Meeting password

Date and time

Recurrence

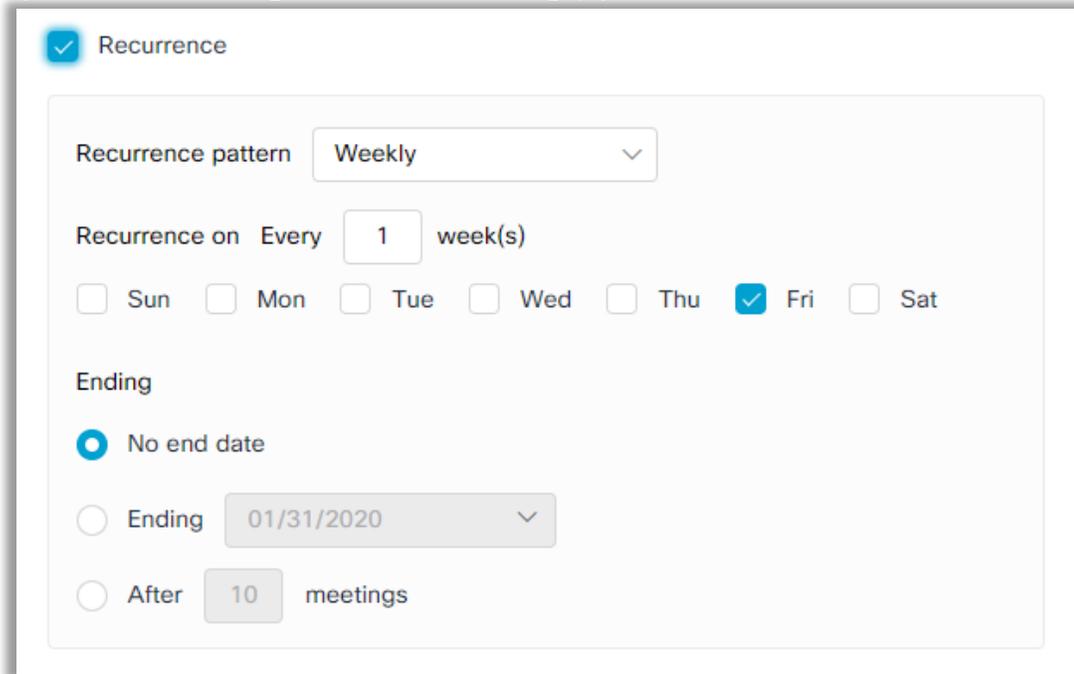
Attendees

Show advanced options

[Save as template](#)

4. You do not need to change the meeting password, as users will join your meeting via link.

5. If you are scheduling a series of meetings, you can use the recurrence feature.



The screenshot shows a 'Recurrence' settings panel. At the top, there is a checked checkbox labeled 'Recurrence'. Below this, the 'Recurrence pattern' is set to 'Weekly' in a dropdown menu. The 'Recurrence on' section is set to 'Every 1 week(s)'. Underneath, there are radio buttons for each day of the week: Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The 'Fri' option is selected with a checked checkbox. The 'Ending' section has three radio button options: 'No end date' (which is selected), 'Ending' (with a date field set to '01/31/2020'), and 'After' (with a field set to '10 meetings').

6. You can invite participants by email if you choose, or by sending them the link to the scheduled meeting. We personally recommend posting the meeting link on D2L under announcements or content (or preferably both) when applicable.

Test    

Hosted by McKenzie Grubbs

● 6:00 PM - 8:00 PM | Friday, Jan 31 2020 | (UTC-07:00) Mountain Time (US & Canada)

Start Meeting ▾

Meeting Information

| | |
|-----------------|---|
| Meeting link: | https://msubillings.webex.com/msubillings/j.php?MTID=ma886bae7cf5fa3de38b8eb78ae891b28 |
| Meeting number: | 920 708 579 |
| Password: | H9MJBJCf |
| Host key: |  |
| Agenda: | Troubleshoot Help Desk ticket via screen-share |

7. It is recommended that you invite yourself to the meeting so you have the invitation to forward to others.

Attendees

 McKenzie Grubbs  

8. For other advanced options, like automatic recording, click on **Show advanced options** at the bottom.

Schedule a Meeting Meeting templates

Meeting type: Webex Meetings Pro 1000

* Meeting topic: Test

* Meeting password: H9MJBjCf

Date and time: Friday, Jan 31, 2020 6:00 pm Duration: 2 hours
 (UTC-07:00) Mountain Time (US & Canada)

Recurrence

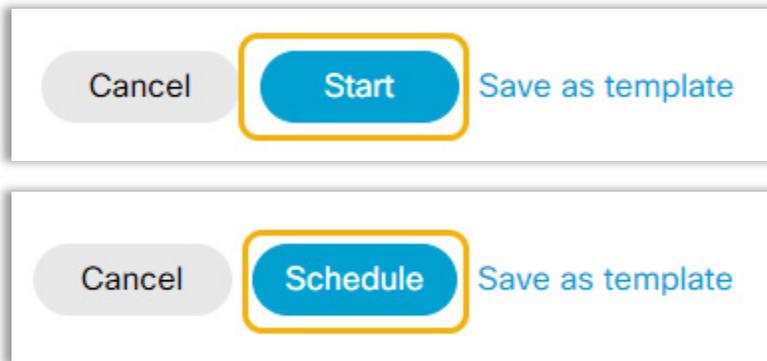
Attendees: Separate email addresses with a comma or semicolon

McKenzie Grubbs

Show advanced options

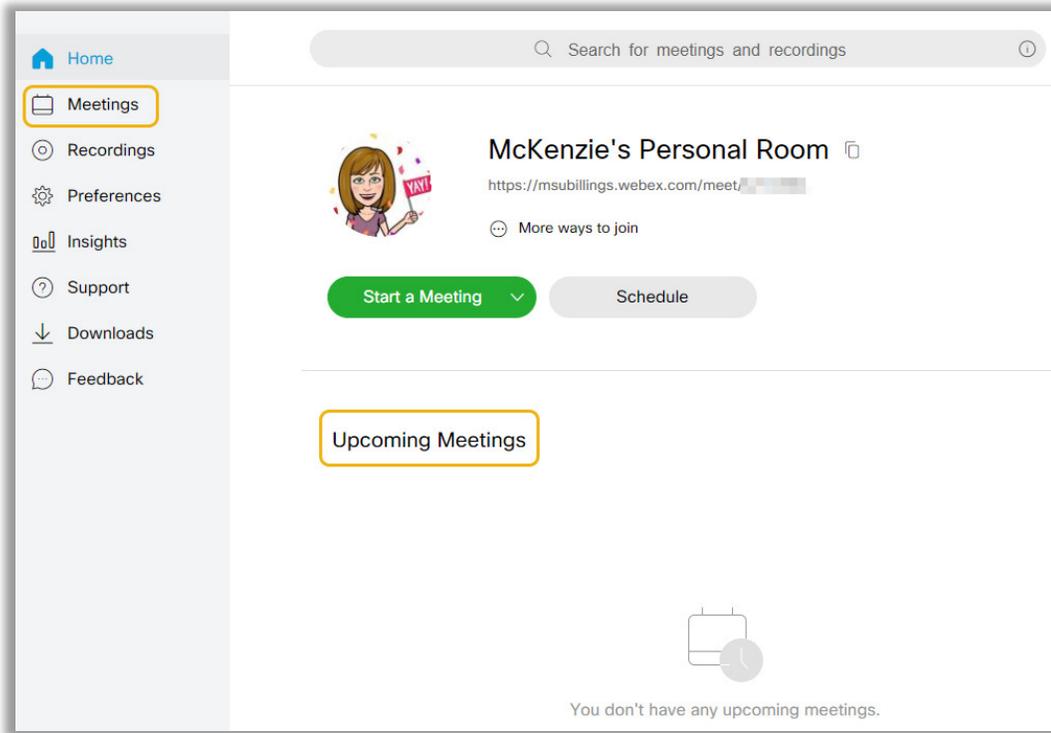
Cancel Save Save as template

9. Once you have everything set, click on **Start** or **Schedule** (you may see either option, depending on when your meeting is scheduled). You can also **Save as template** to save your preferences for future meetings.



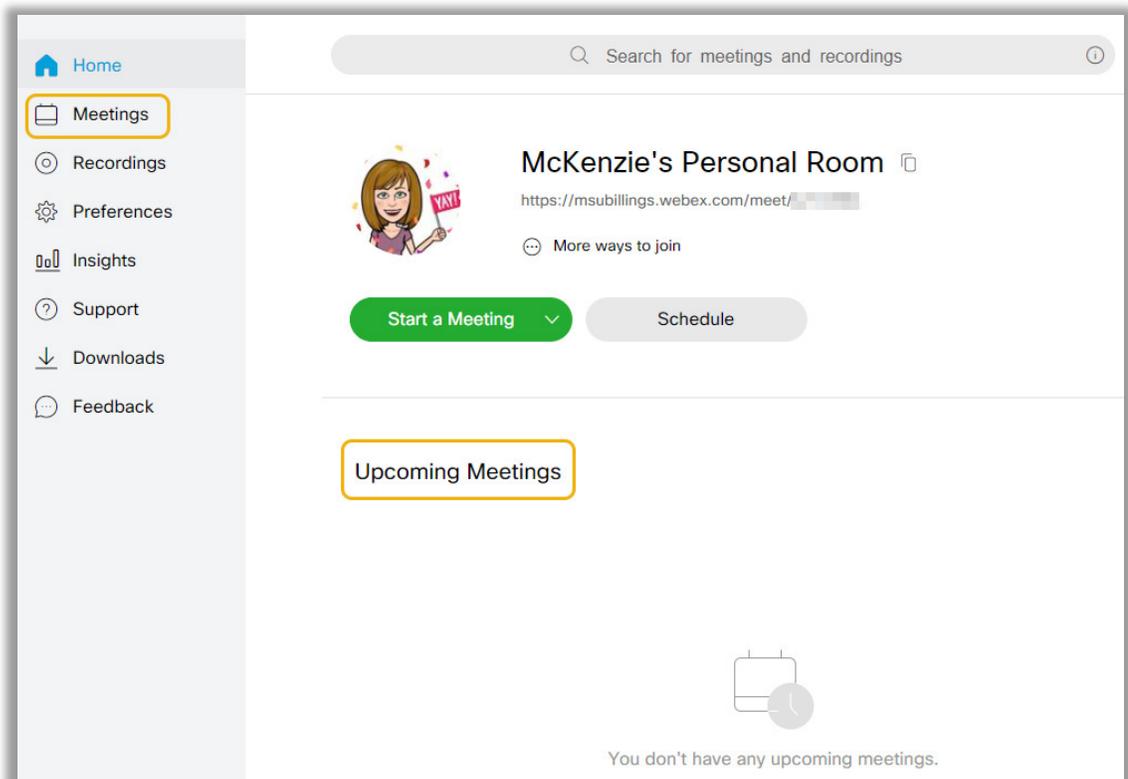
10. You will be directed to the meeting page, where you can start the meeting, share the link, and add additional attendees.

11. From the home page, you can navigate back to the meeting page by checking your **Upcoming Meetings** notifications or clicking on the **Meetings** option on the right.

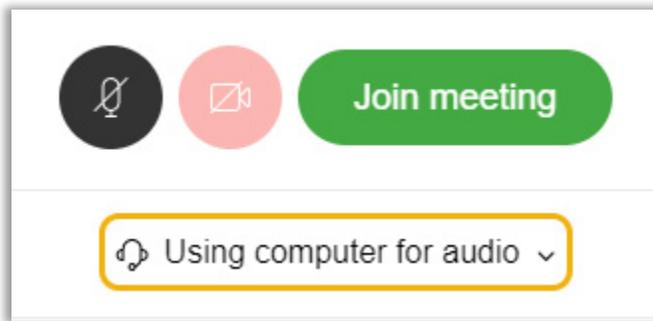


Host a Meeting

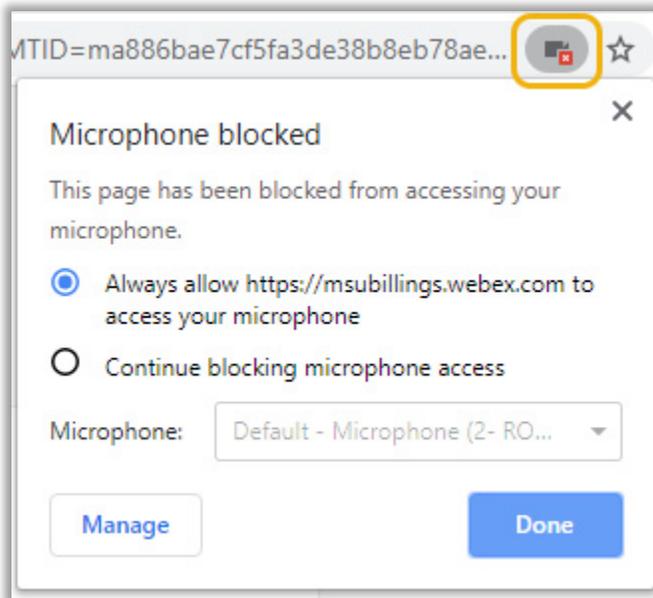
1. To start, **login to Webex** from the website, the desktop app, or the mobile device app. You can host your meeting from any of these sources, but you must be logged in!
2. Click on either the link or the Start Meeting button from your list of meetings. This can be found on your homepage under **Upcoming Meetings** or by clicking on the **Meetings** option on the left. Make certain that you are only clicking **Start a Meeting** for your scheduled meeting, NOT your personal room. As a reminder, personal rooms serve as a quick, temporary meeting space and can result in confusion if some attendees are in the personal meeting room while others are in the scheduled meeting. These are two separate meeting spaces!



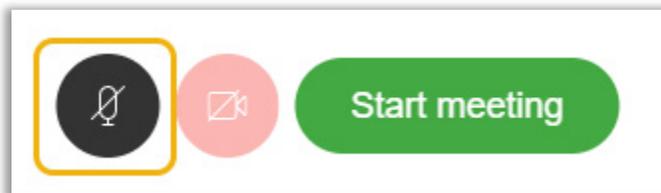
- Remember to **connect to audio** using either the computer or call option.



You may have to allow browser access to your microphone.

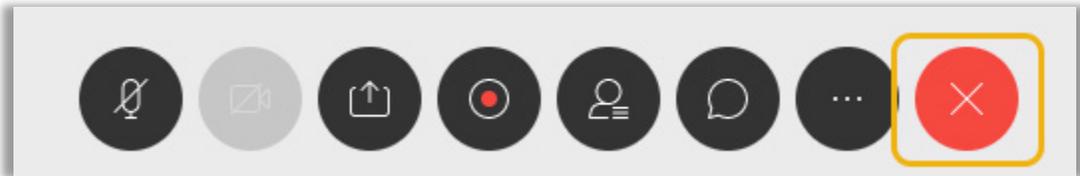


- For all participants, it is recommended that they mute themselves when not addressing the group. This can be done by toggling the microphone button.

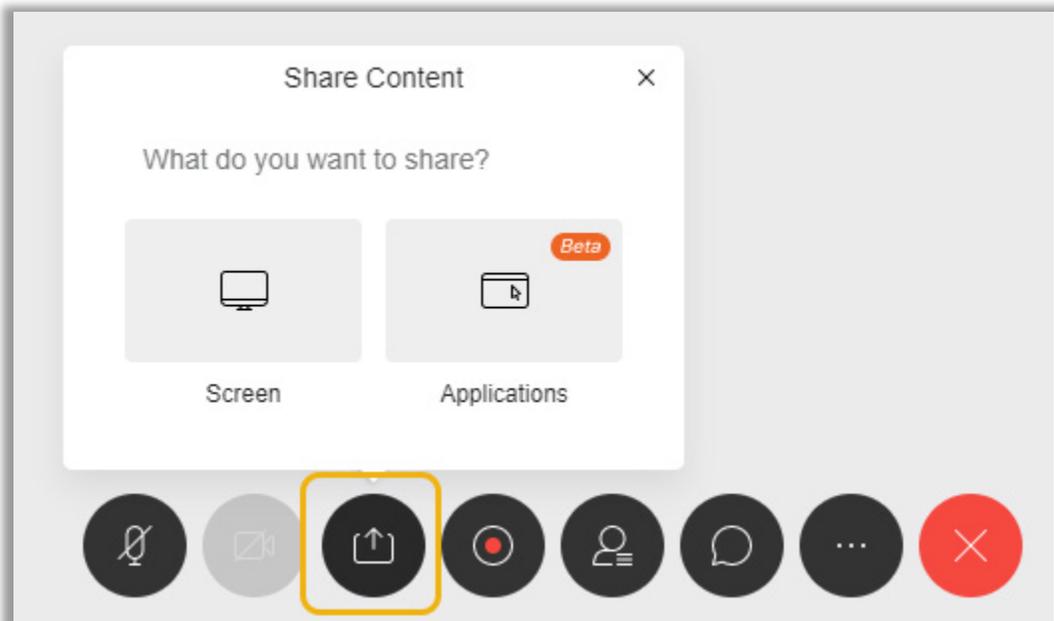


5. If there is excessive echo, consider lowering your computer or phone volume or using a headset.
6. Make sure that you only enter your meeting once. Double-clicking on the link can result in accidentally joining a meeting twice, first as a host and then as an attendee (the latter does not have the same permissions).

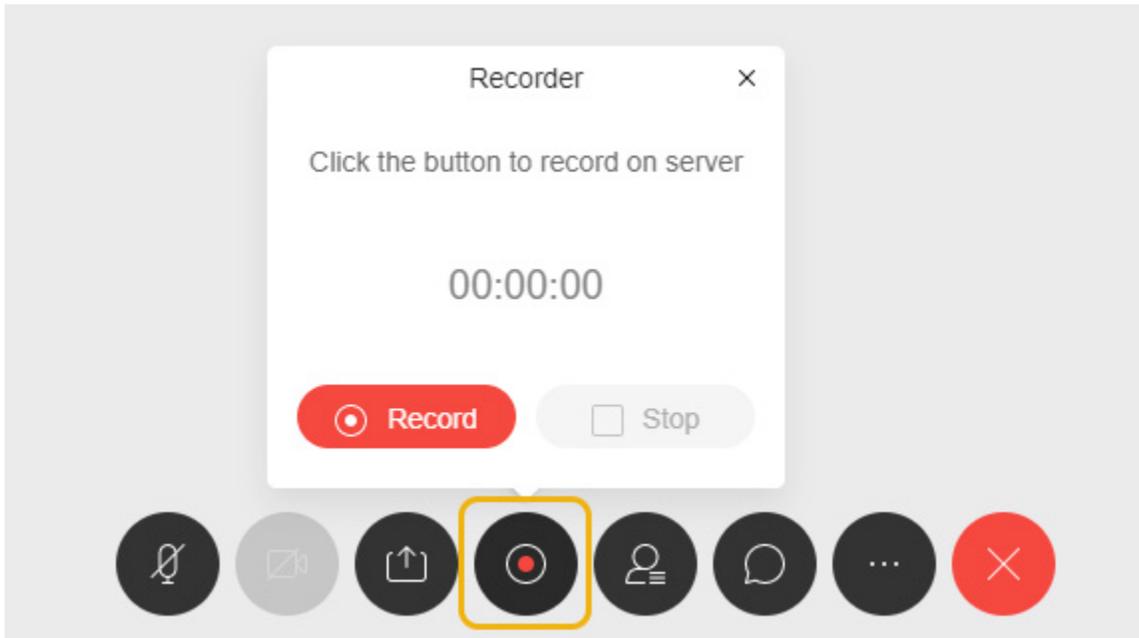
If this happens, leave the meeting as an attendee, but do not end the meeting as a host.



7. If you wish to share your screen with the group, you can do so by clicking on the **Share Content** button and then selecting the source you want shared.

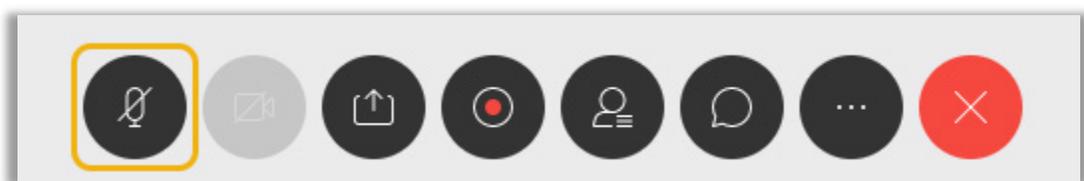
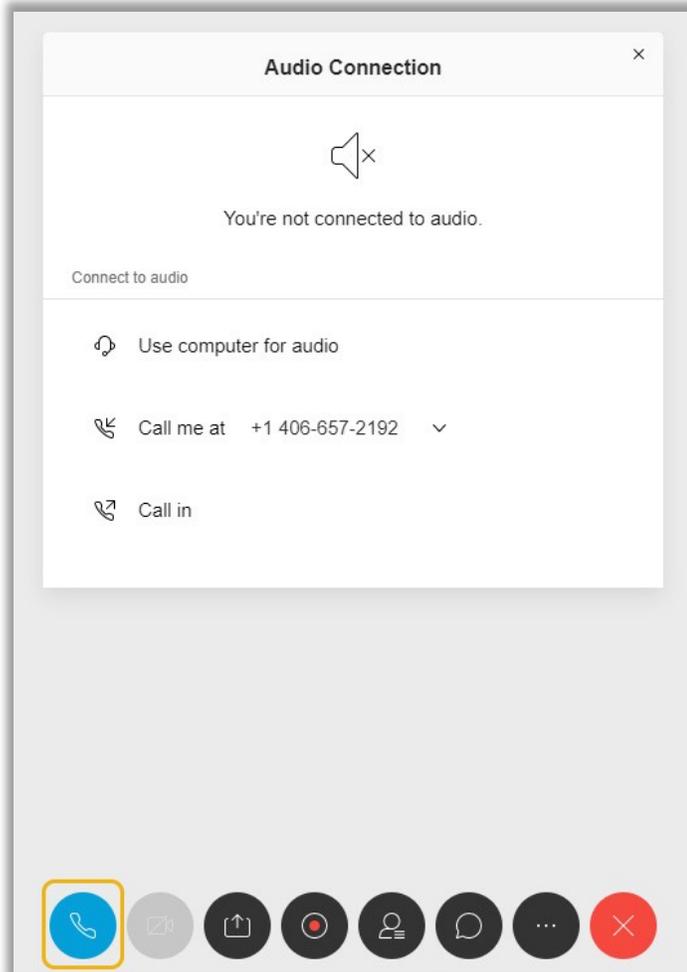


8. If you wish to record the Webex meeting, you can do this by clicking on the **Recorder**. This can also be done in advance when scheduling your meeting under "Advanced Options".

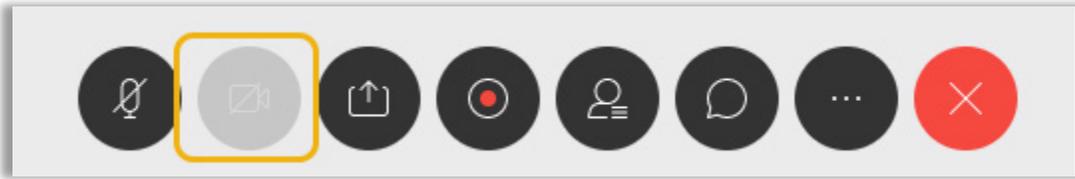


Features

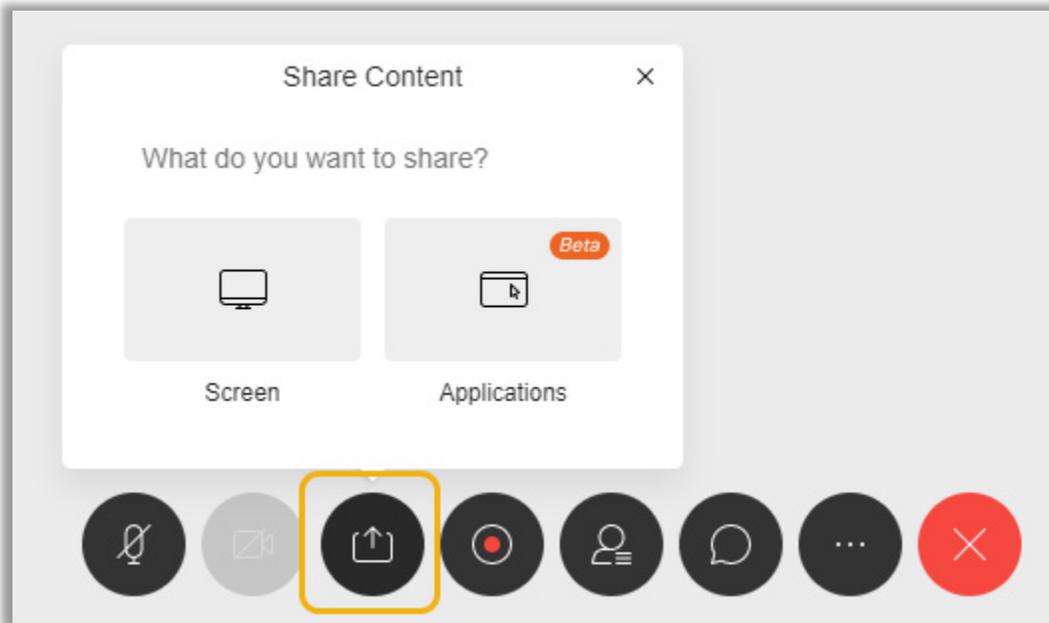
1. The **phone button** is used to connect to audio. Once you have audio enabled, this will switch to a **microphone button** which is used to mute yourself.



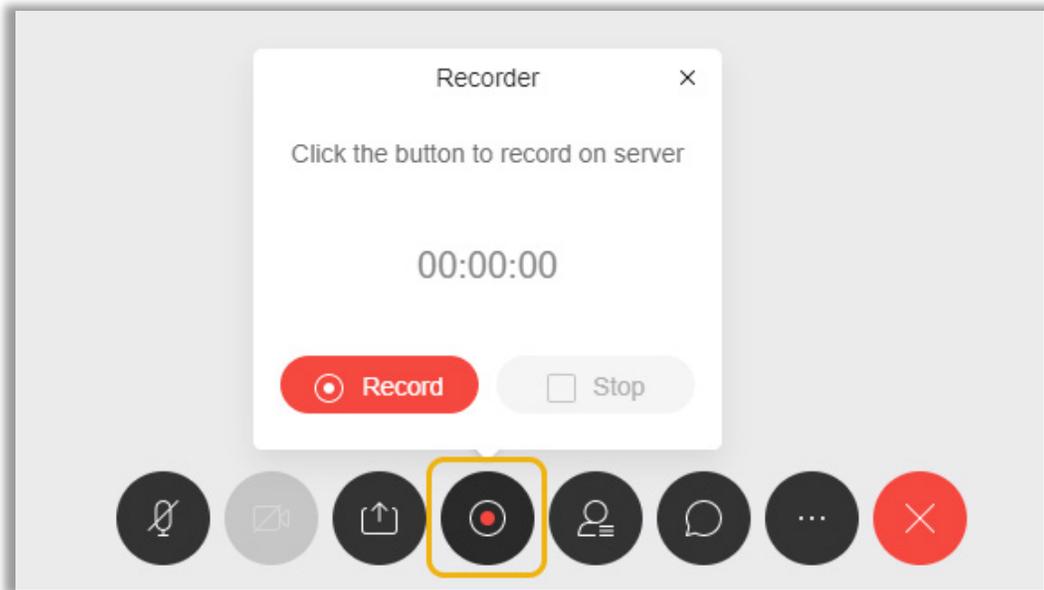
- The **camera button** is used to turn your video on/off. If you turn your video off, you will still be able to see others – they just won't see you.



- The **Share Content** button can be used to share your screen or specific content.

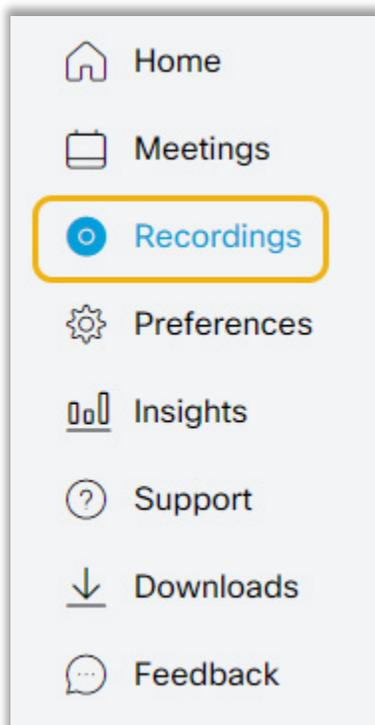


- The **Recorder** button is only visible to the host and can be used to record the meeting.

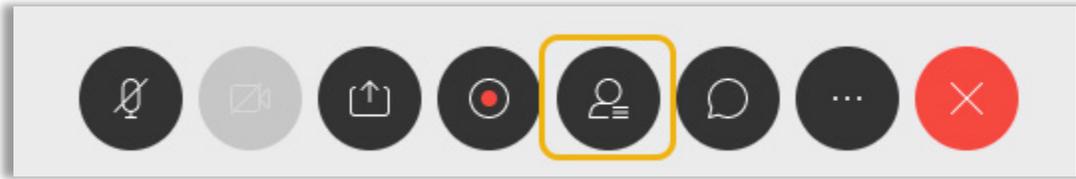


You can also set your recording to start automatically when scheduling your meeting under "Advanced Options".

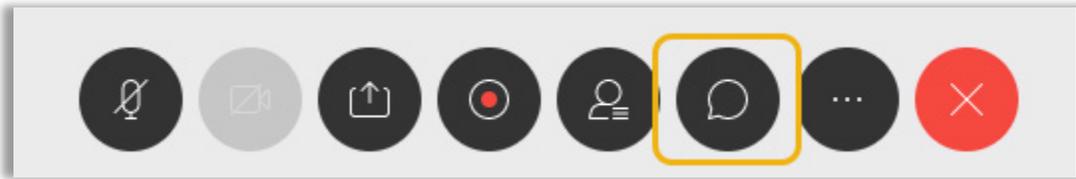
Recordings can be found on the website under the "Recordings" tab where they can be downloaded, shared, edited, or deleted.



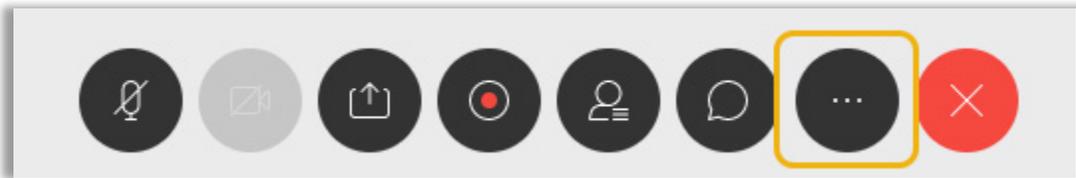
5. The **Participant** button allows the host to mute/unmute all participants as well as chat with, mute/unmute, and change roles for individual participants.



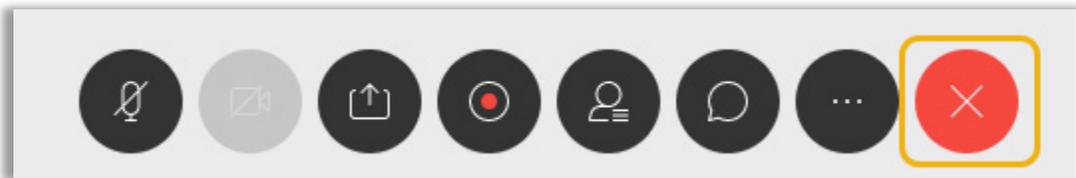
6. **Chat with All** allows you to chat with the entire group. This function is not available on the mobile app at this time.



7. **More options** has options for polling (which is only available on the desktop app) as well as advanced settings for audio and video.



8. Use the **Leave** (red X) button to leave the meeting as an attendee or end the meeting as a host.

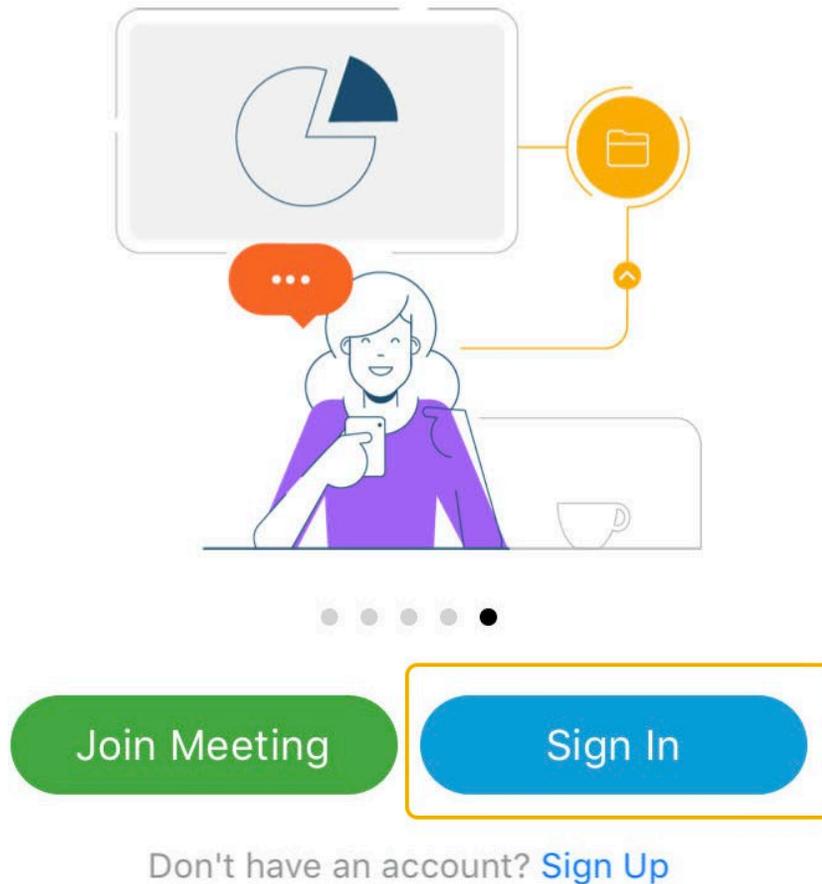


Mobile Devices

1. Download the Cisco Webex Meetings app from the App store or Google Play.



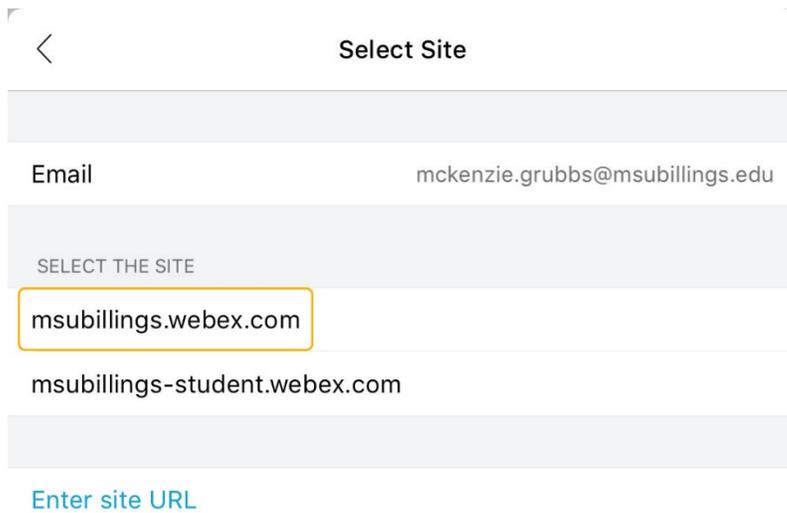
2. Sign in with your university email address and password.



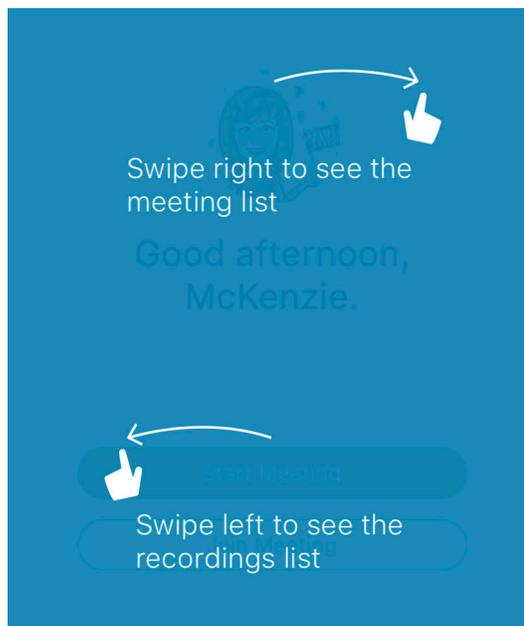
For most accounts, your email address will be your
firstname.lastname@msubillings.edu.

Your password will be the same one that you use for D2L and MyInfo.

- When prompted to select site, **faculty AND students** choose msubillings.webex.com



- From the home page of the app, swipe right to see the meeting list.
Swipe left to see the recordings list.



Note: At this time, meetings cannot be scheduled from mobile devices - only joined.

Support:

You can find additional information about Webex on the MSU Billings website!

msubillings.edu/it/software/webex/

Contact either IT or the eLearning department with any questions you may have.

| | IT | eLearning |
|--------------|---|------------------|
| Hours | 8am-5pm | 8am-8pm |
| Phone | (406) 247-5700 | (406) 657-2192 |
| Web | https://helpdesk.msubillings.edu | |