Cisco Webex Meetings
Quick Guide

Cisco Webex Meetings Training Guide

Table of Contents

Introduction to Cisco Webex Meetings

Cisco Webex Meetings is a collaboration tool recommended for larger meetings and meetings that include external participants. Webex is not replacing Skype and Skype is still recommended for smaller meetings that include only internal participants.

This upgraded version of Webex allows FERC employees to schedule their own meetings up to 1,000 participants. The Webex Meetings Desktop App allows FERC employees to Schedule, Join, or Start a meeting with one click without having to enter their Outlook calendar.

Everyone is provided their own personal meeting URL for hosting quick meetings from your personal meeting room,
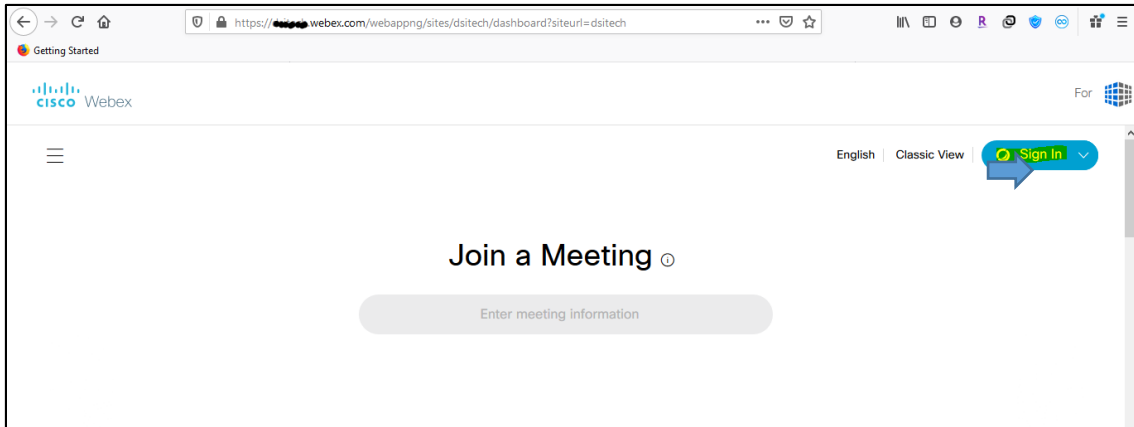
Setting up Your Account

If this is the first time using the upgraded Webex product, you must create an account with Cisco before performing any further actions. To do this please refer to the guide located at this link. [Setting up Cisco Accounts](#)
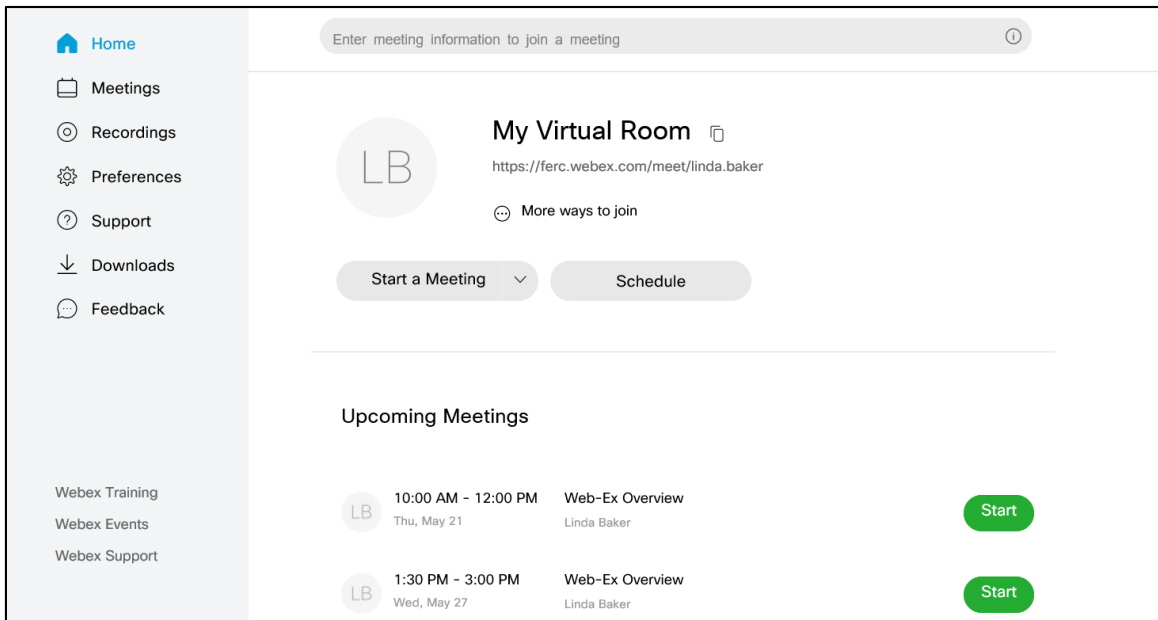
Login into Cisco Webex

1. In your web browser enter https://ferc.webex.com

2. Click the Sign In button.

> **Important:** Chrome users may have to validate the first time before going directly to the site.

Setting Preferences in Webex

1. Click the preferences link on the left menu to modify any settings. There are four tabs under the Preferences screen that allow for changes concerning, scheduling, personal room settings and audio/video.
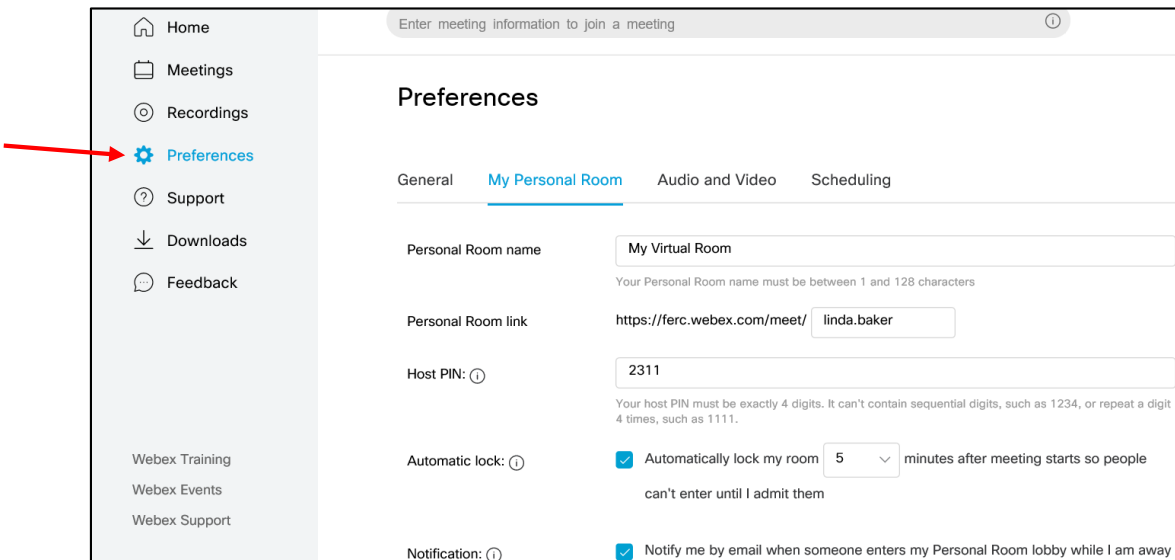

Personal Room Meeting

Personal Room is your own virtual conference space. It's always available and you never have to book it. Attendees can easily join you in your Personal Room through your Personal Room link, your email, or your phone number.

Each staff member will have their own personal URL link for their Personal meeting room. The URL will remain the same and is useful for less formal or impromptu meetings with staff.

June 2020

There are multiple ways that users can start a meeting through the Personal Room.
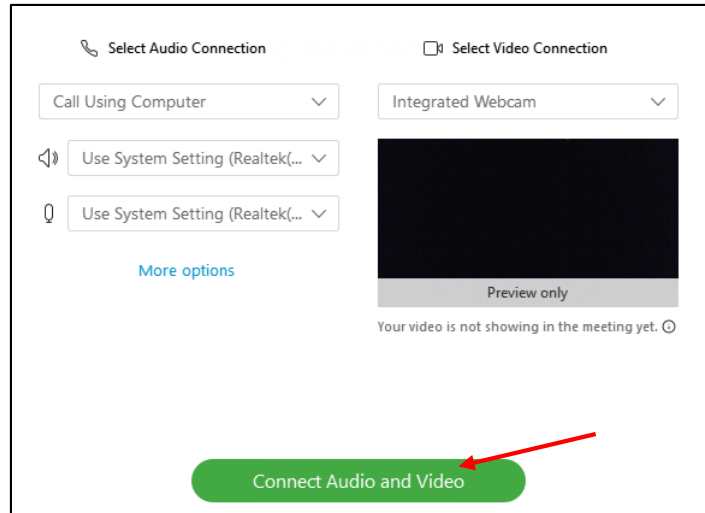
Start A Personal Room Meeting through the Cisco Webex Meetings App

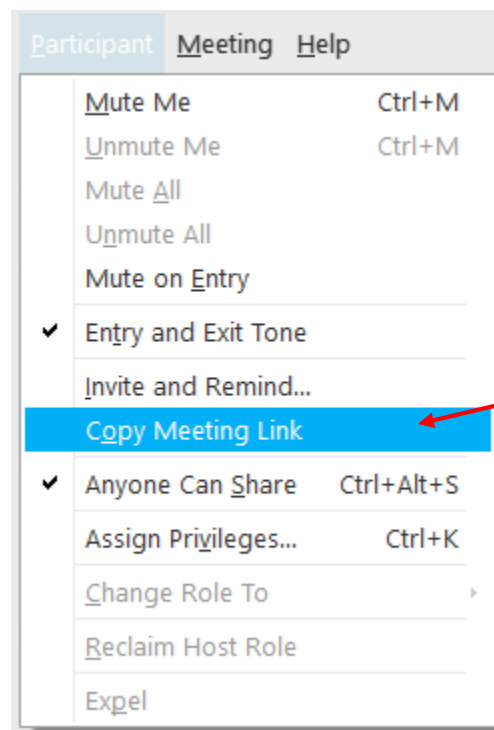1. Click the **Start a Meeting** button on the Cisco Webex Meetings App
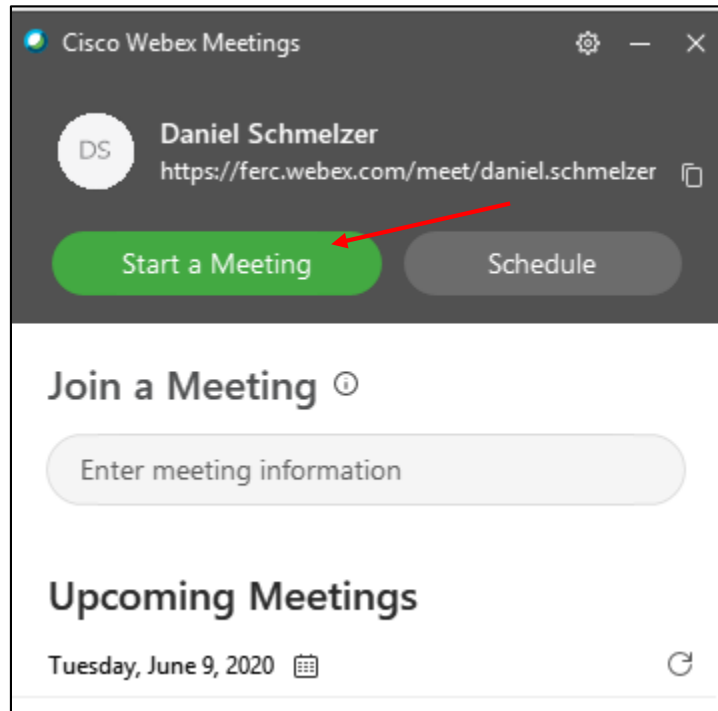
2. Click **Connect Audio and Video** to begin the meeting

3. Invite participants by clicking on **Participant** and **Copy Meeting Link**. Send the link via e-mail, IM or through a calendar invite to anyone you would like to join the meeting instantly
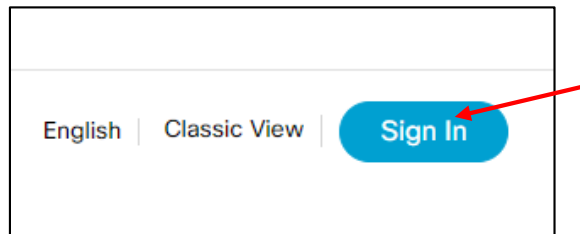

You may also click the **Copy URL** button at the top of your Cisco Webex Meetings App to copy the link to your Personal Room and send it to anyone for an instant meeting
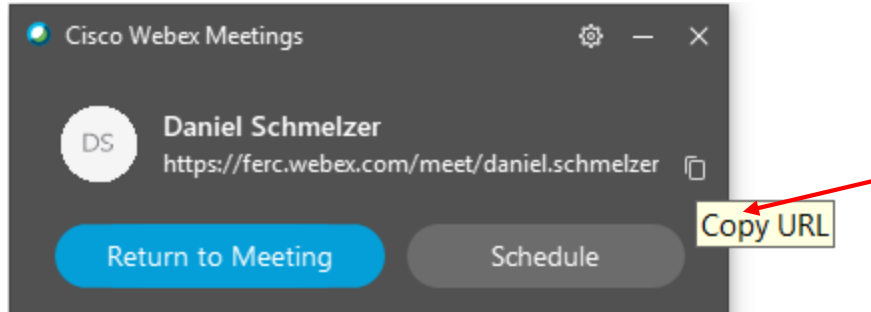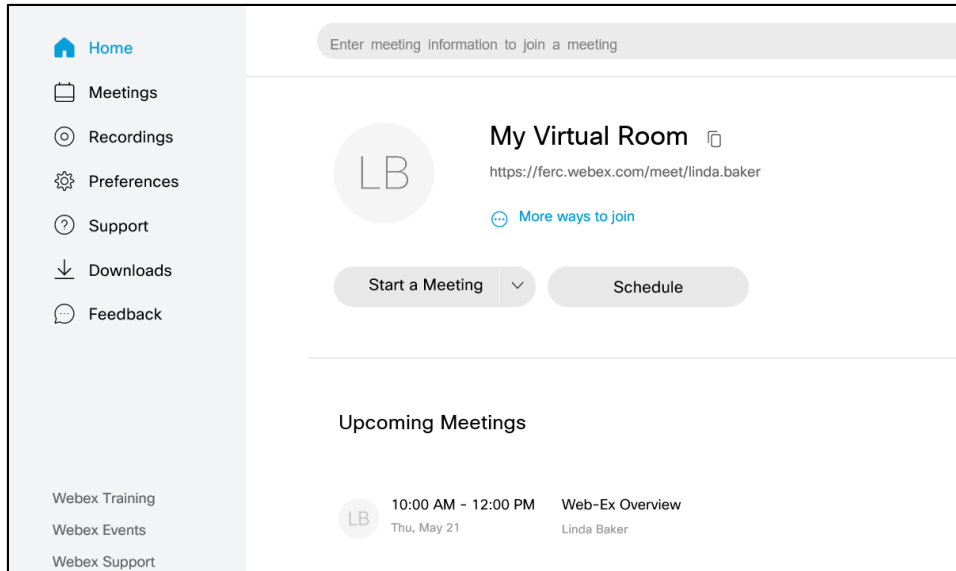
Start a Personal Room Meeting through the Webex site

1. Enter https://ferc.webex.com into your web browser.
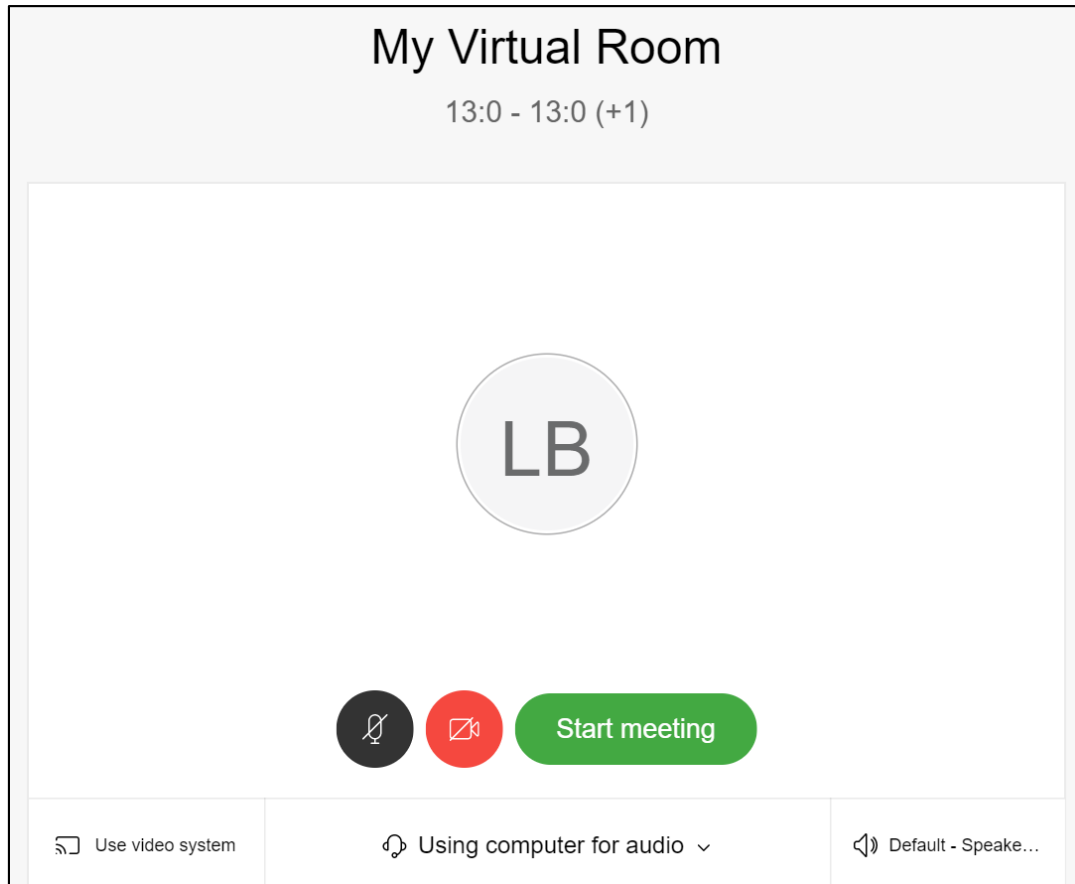2. Click on the **Sign In** button on the right side of the screen.

3. You are now in your Personal Room.

4. Click the **Start a Meeting** button to begin a meeting using your Personal Room.

Cisco Webex Meetings Training Guide

June 2020

5. The meeting room displays.

Start a Personal Room Meeting by Phone

These steps describe how to start a Personal Room Meeting by phone. This is your own personal conference line and could be useful if you would like to hold a conference call meeting without the Webex Meeting application.

1. On the home page of your Cisco Webex site, click **More ways to join.**
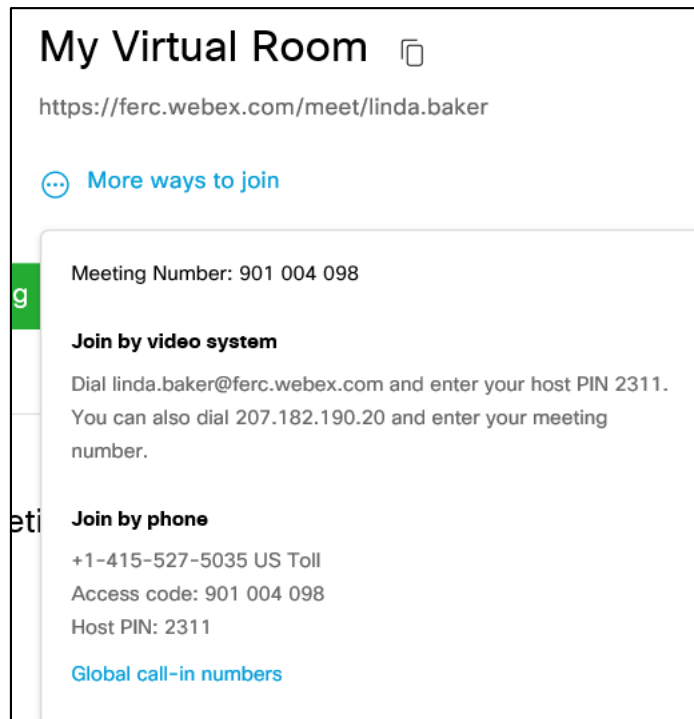
2. Dial the number listed under **Join by phone**.
3. Enter the access code of the meeting and press #
4. When prompted for an attendee code, press #
5. When prompted for the host PIN, enter the host PIN and press #. Attendees only press # to join. If the host has already started the Personal Room meeting, attendees automatically join; if it hasn't started yet, they will wait in the virtual lobby.

Note: FERC is not currently supporting Webex connections to video systems

Selecting Audio Options When in a Meeting

For Webex Audio there are three options available:

- **Using computer audio -** This lets you connect audio through your computer headphone or built in microphone.

- **Call Me -** User may enter a phone number and Webex will automatically call the provided number. It is not necessary to add a 9 and 1 before you enter the number.

- **Call In-** User can manually dial into the meeting using the Webex global call in number (415-655-0001 for US calls) and enter the meeting ID to join the call.

1. Click the **Start Meeting** button to begin your meeting.
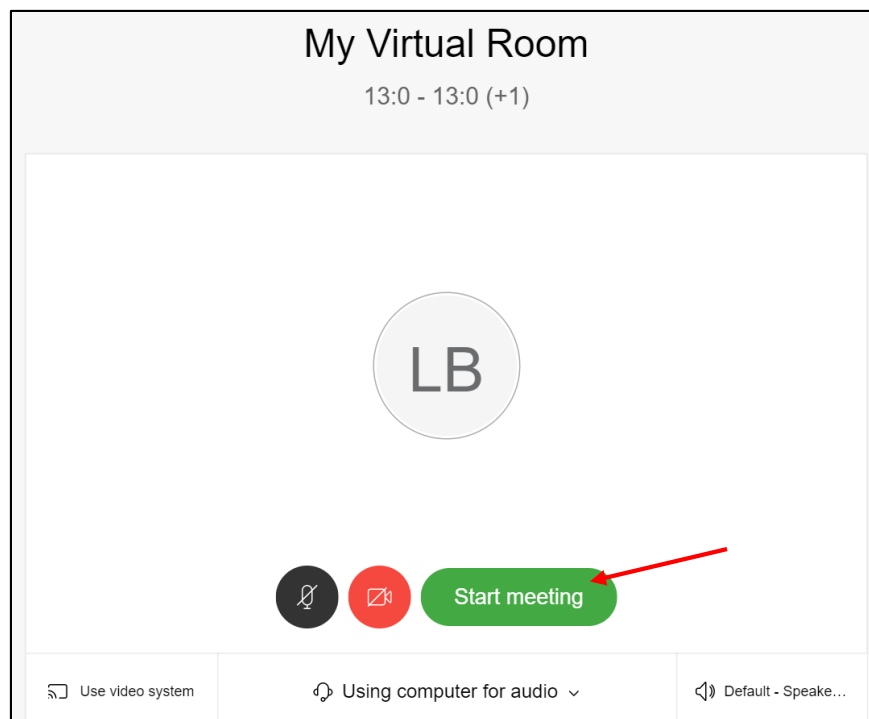
2. You are now in the meeting. Controls at the bottom of the screen will allow you to share your screens, view participants, set your audio and perform other functions.
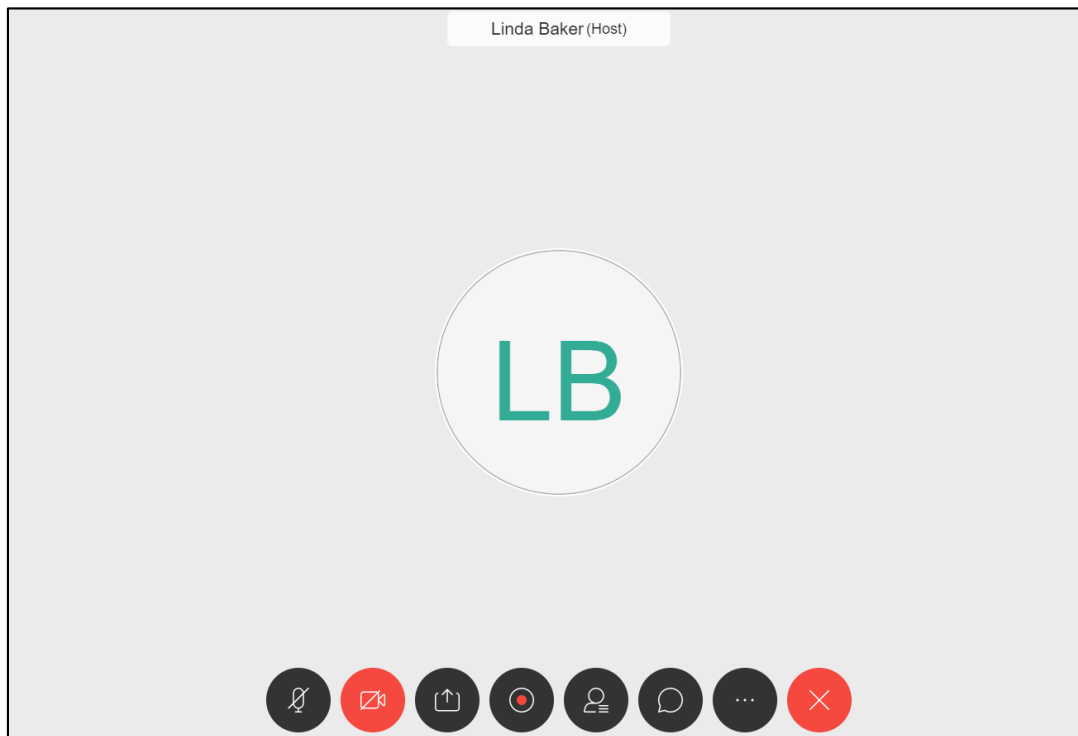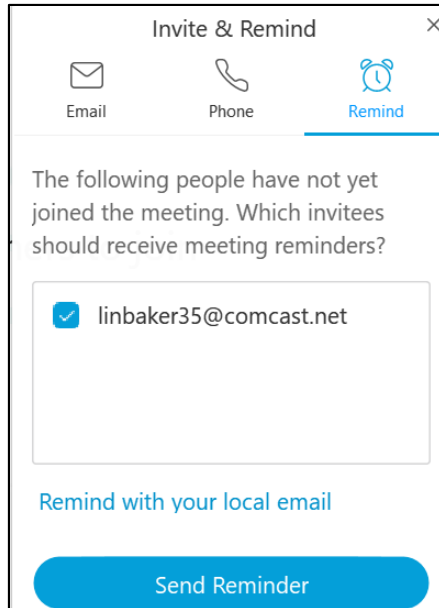
Inviting People to a Meeting

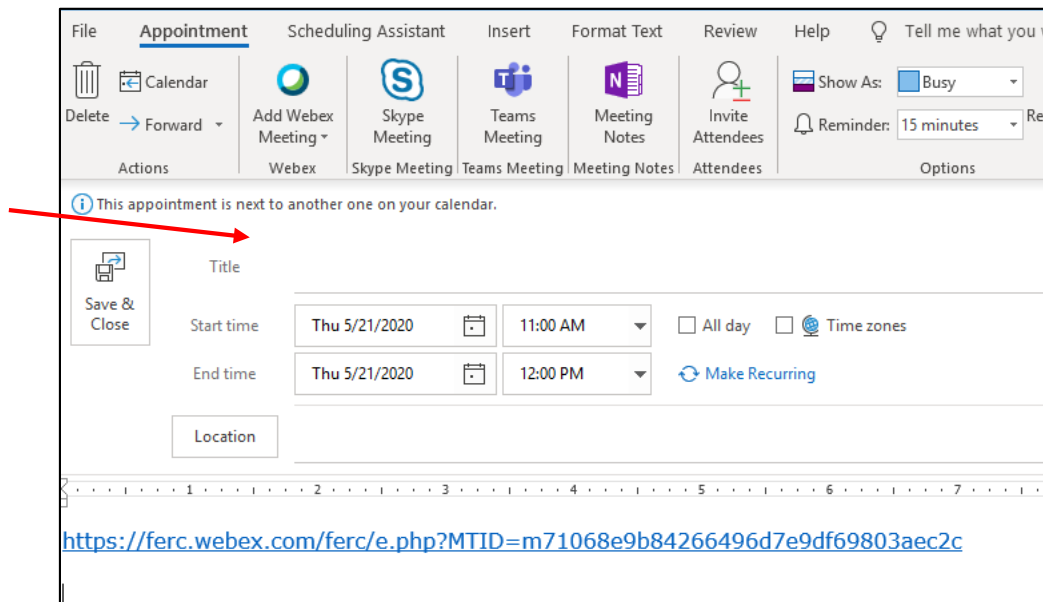After entering a meeting there are 2 options to invite attendees.
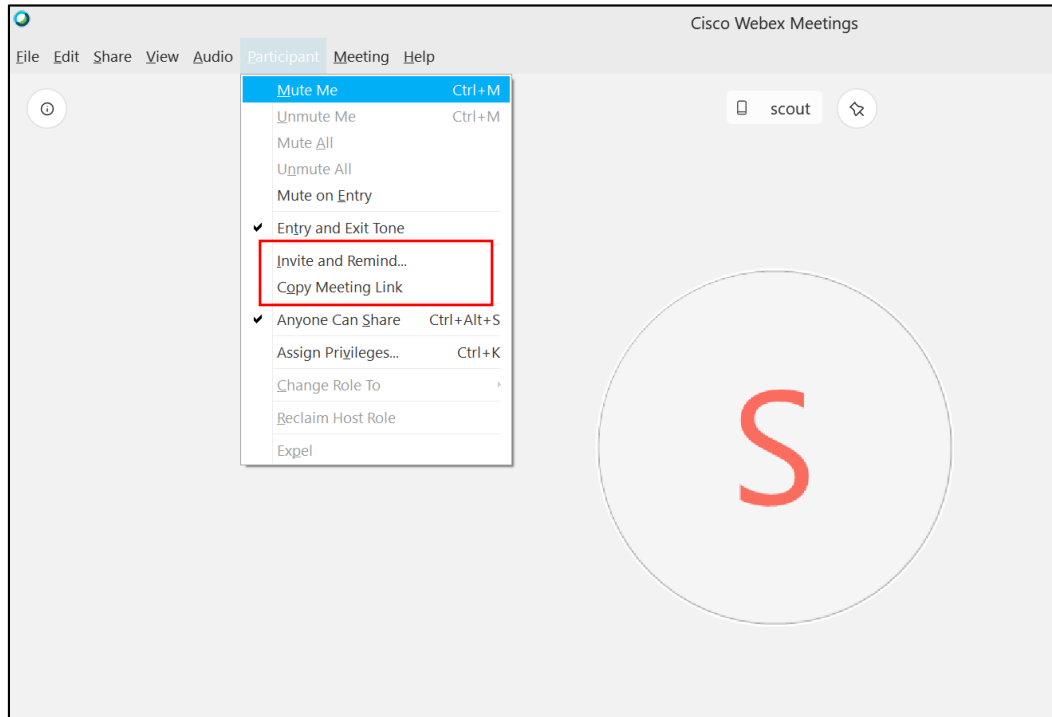
- Invite and Remind-A box displays with the current invitees to select and send a reminder.

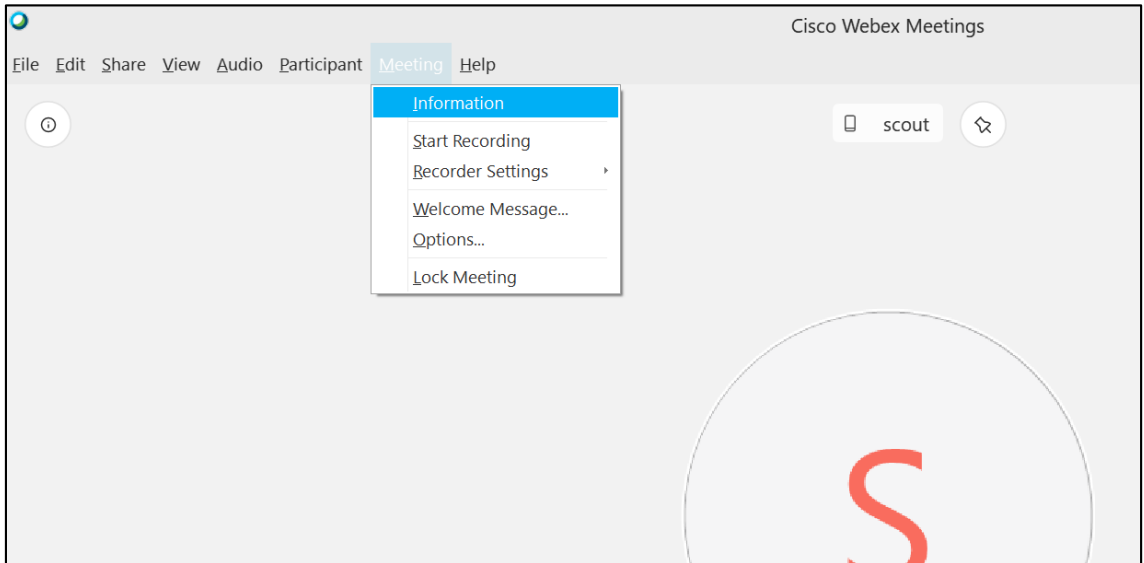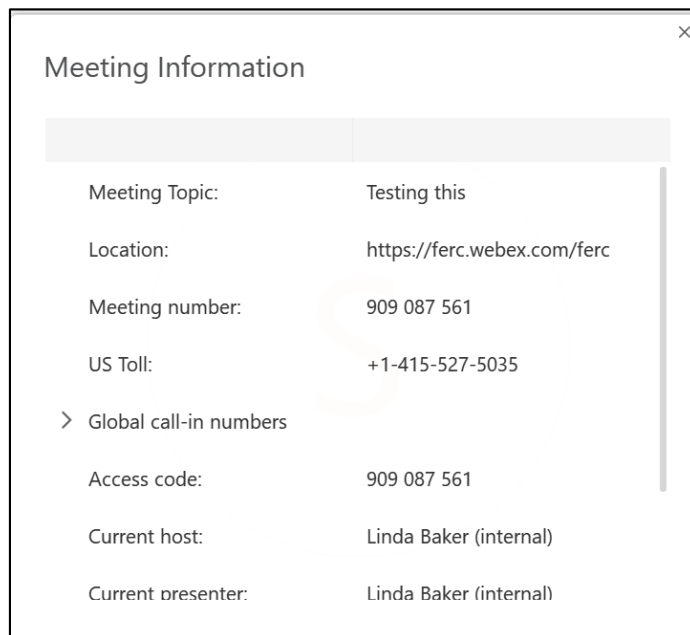- Copy meeting link-Paste the link into an email to send to anyone that needs to join the meeting.

Providing Meeting Information

Access information can be shared with attendees even after the meeting has started through email or phone call.
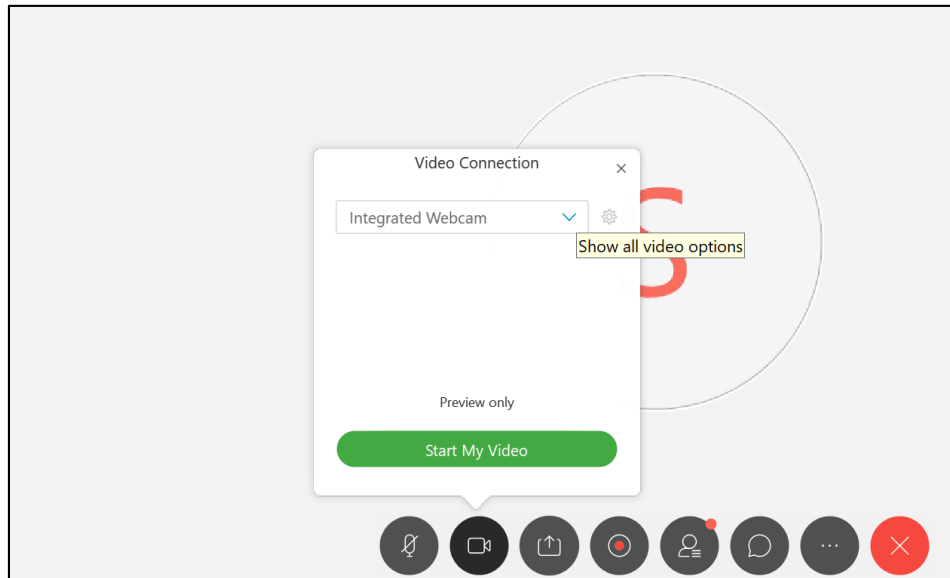
1. Click Meeting → Information menu.

2. All access code, meeting number and call in numbers display on the screen.
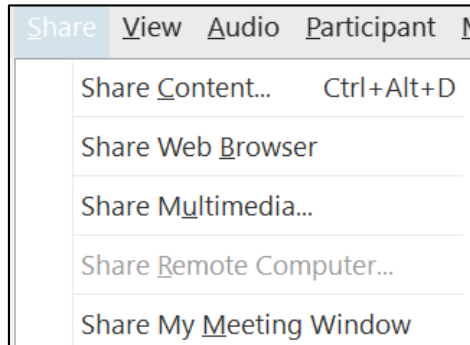
Video

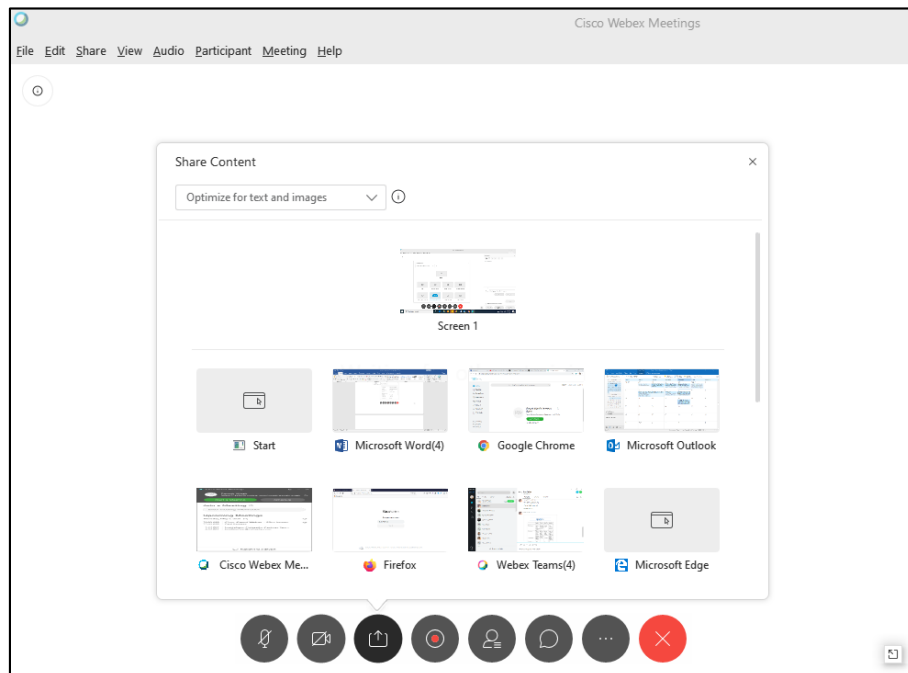You can set-up a video or start a video using the video button on the screen.

Screen Sharing

You can share your desktop, applications or specific screens with others in a meeting.

1. Click the share button and select what type of screen you would like to share.

2. Click the Share Content menu to choose which type of screen to share.

Recording Host

The Host can choose to record a meeting by clicking on the Recorder Icon and selecting **Record.**

The recording can be saved with 2 options:
- On Cloud (Recording will be saved on cloud which can be seen online and can be download)
- Record on my computer

NOTE: After a recording is complete it may take some time for recording to be available, if it is saved to cloud.
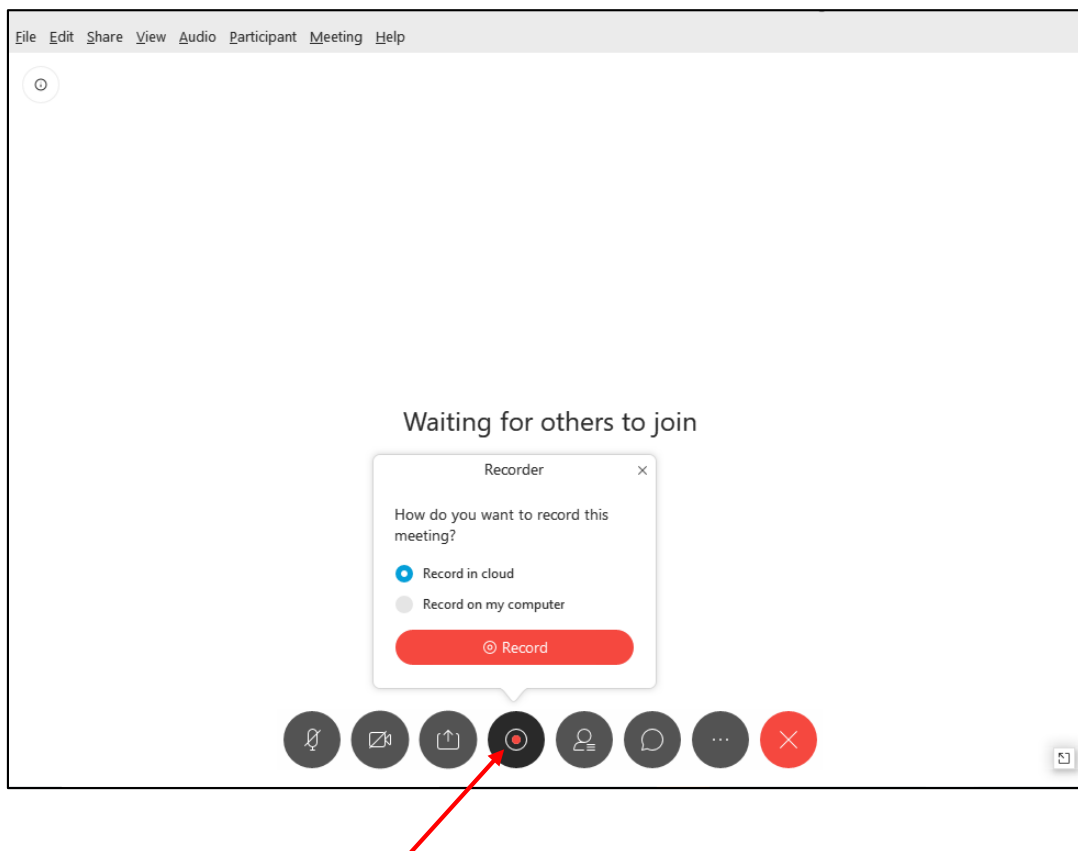
Schedule Meetings

Meetings can be scheduled from the Cisco Webex Meetings App, your personal site, or through Outlook.

Enter https://ferc.webex.com using Internet Explorer, Chrome or Microsoft Edge.

NOTE: Using Chrome may require an additional authentication before opening your meeting room.

Schedule Meetings using Cisco Webex Meetings App

The Cisco Webex Meetings App provides one-click access for scheduling, starting and joining Webex meetings. This is the preferred tool for performing these actions.

1. Locate the Cisco Webex meeting App from the search bar.
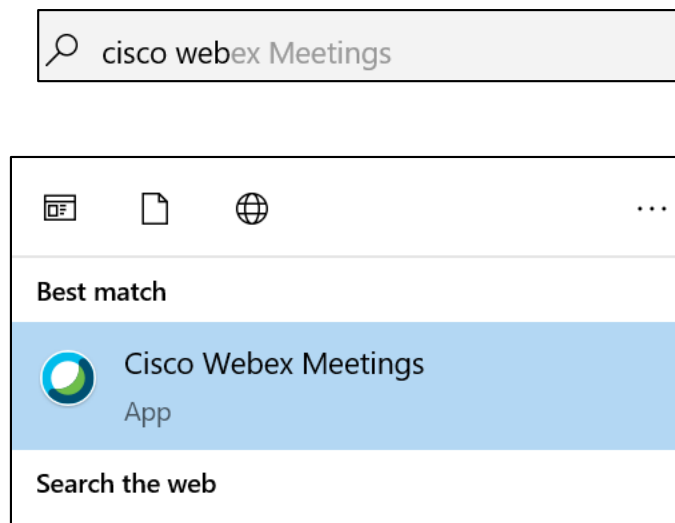
2. Open the Cisco Webex meeting application.
3. Click the schedule button to schedule a meeting.
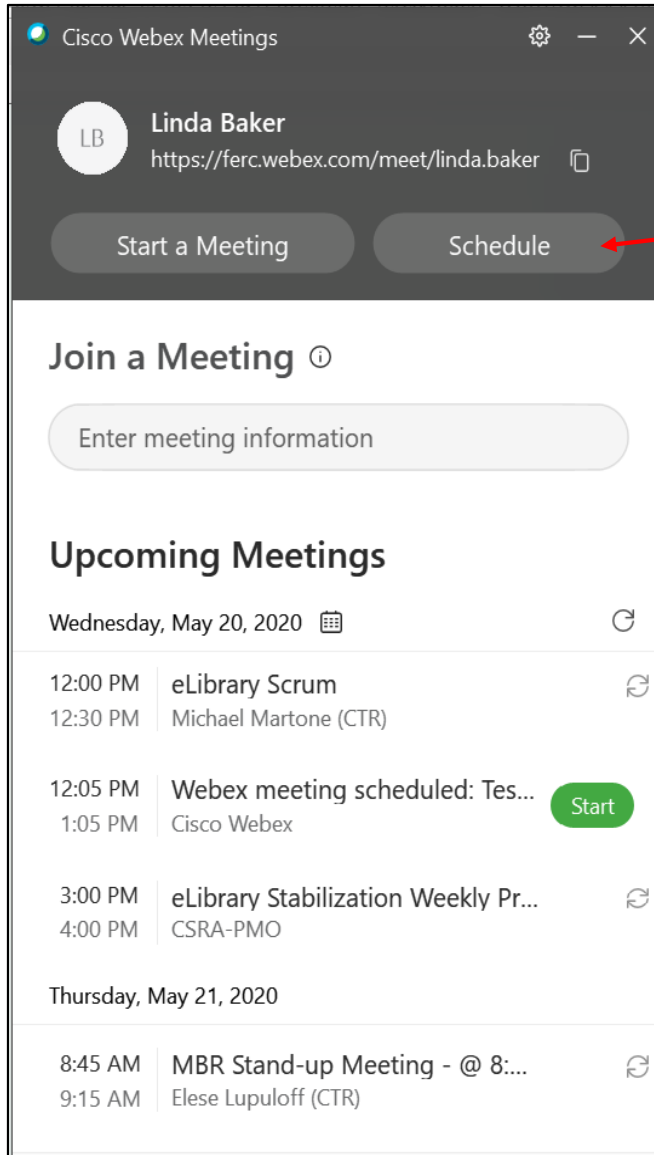
4. Outlook will open to allow you to enter the meeting information on your calendar.

Start a Meeting using Cisco Webex Meetings App

1. Click the Start button in the Cisco Webex Meeting App. This will open your Cisco Webex Personal Room.
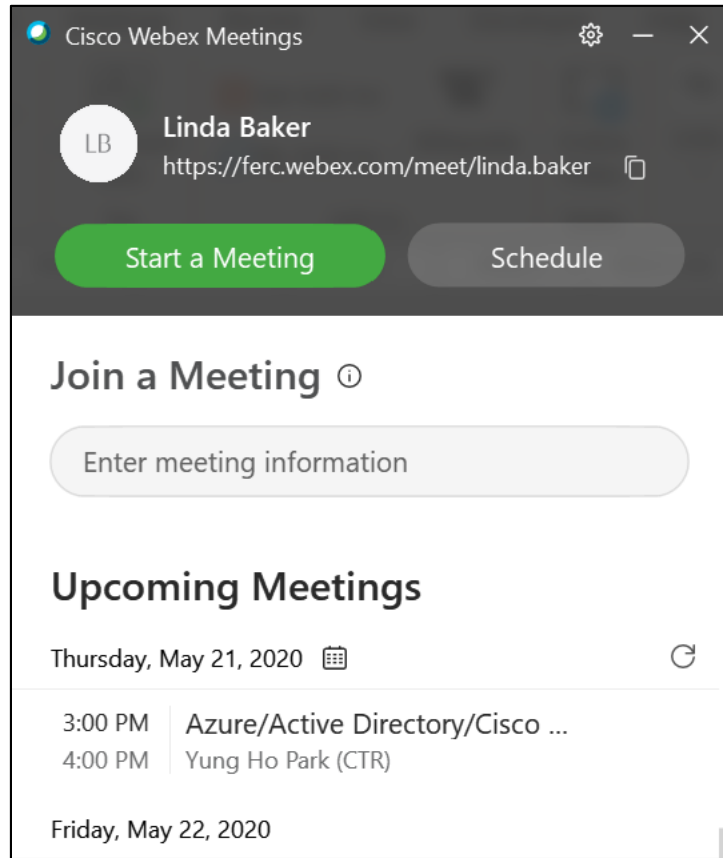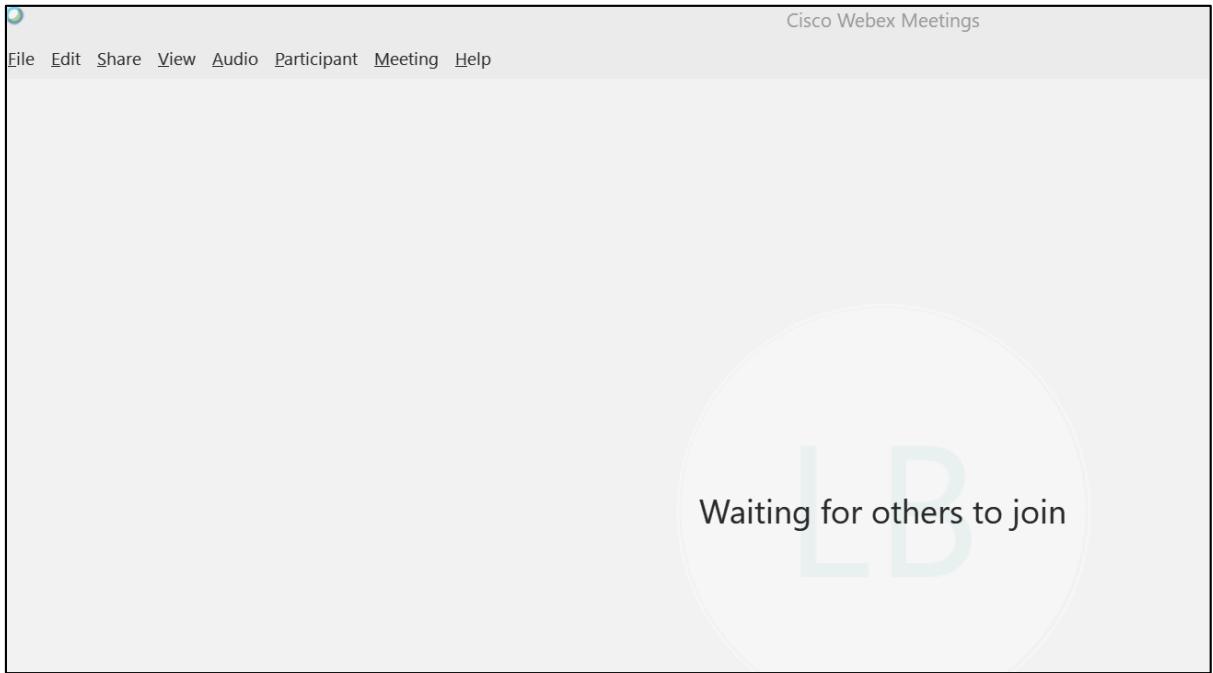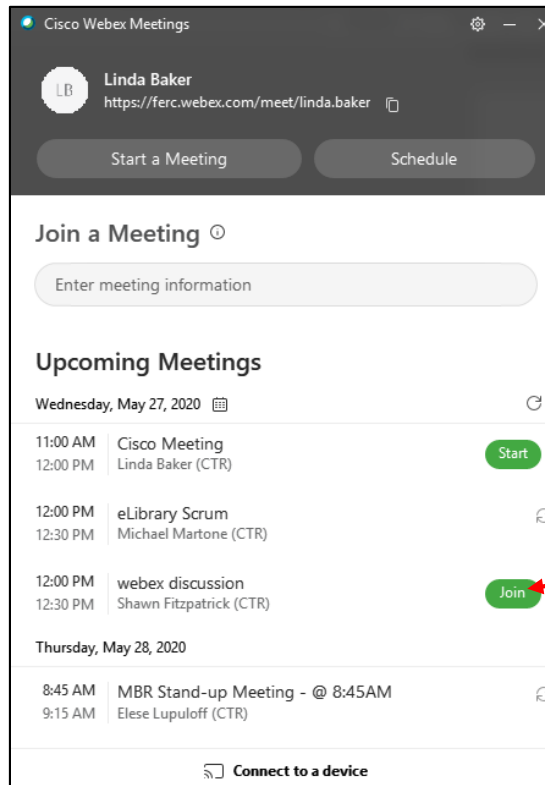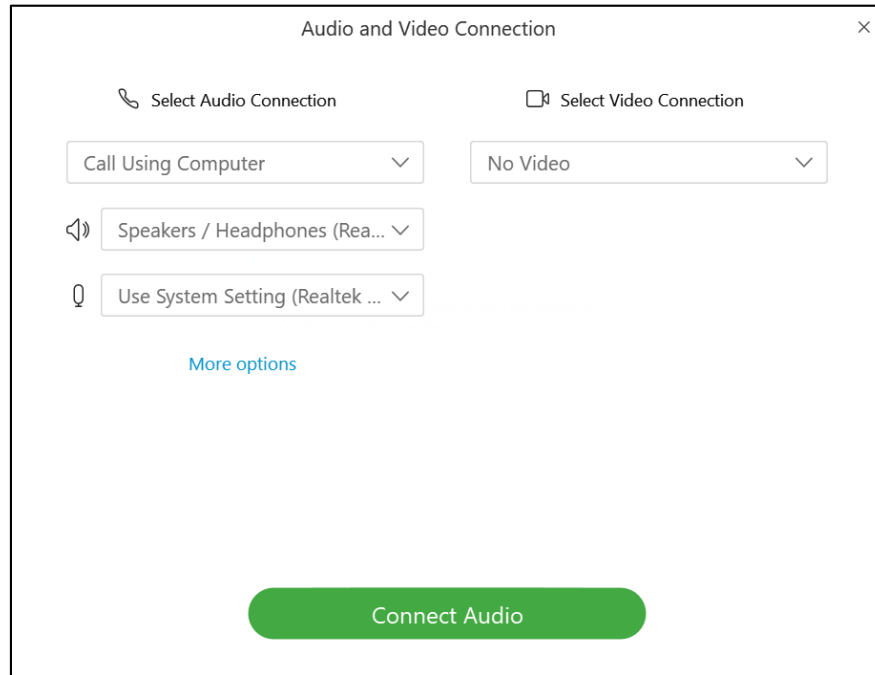
2. Set-up your audio connection.
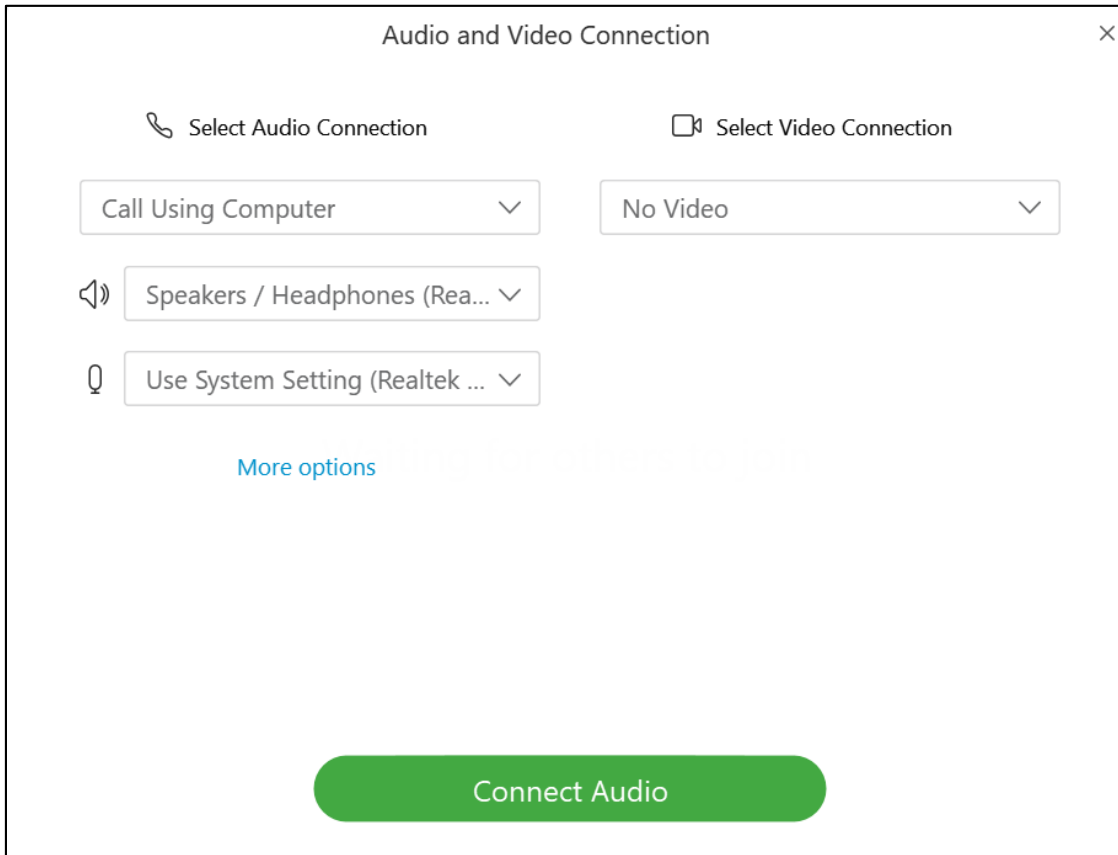
3. You are now in your meeting window.

Join a Meeting Using Cisco Webex Meetings App

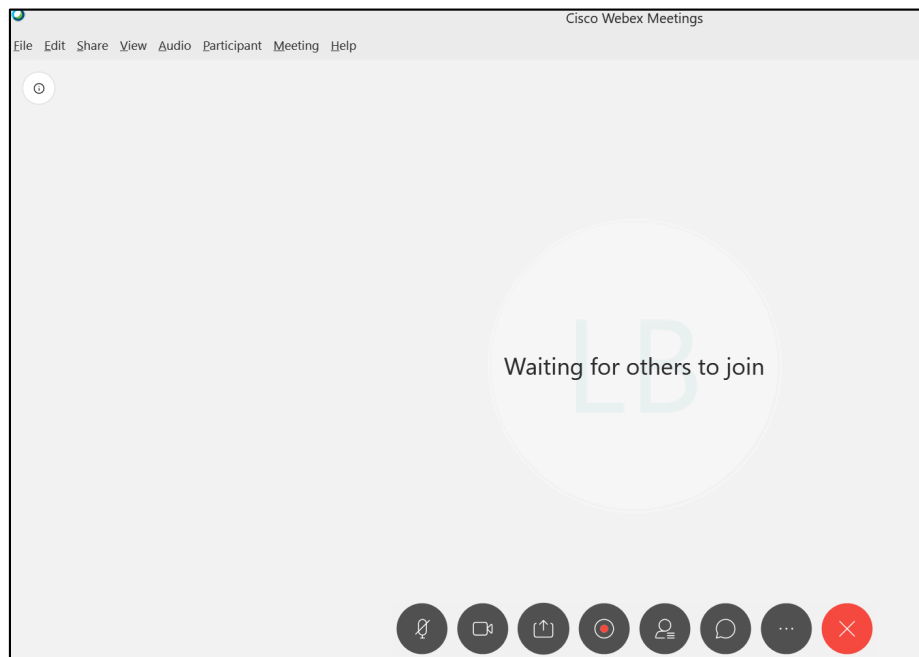1. Click the Join Meeting button next to the meeting on the Meeting app.

2. Select your audio method.
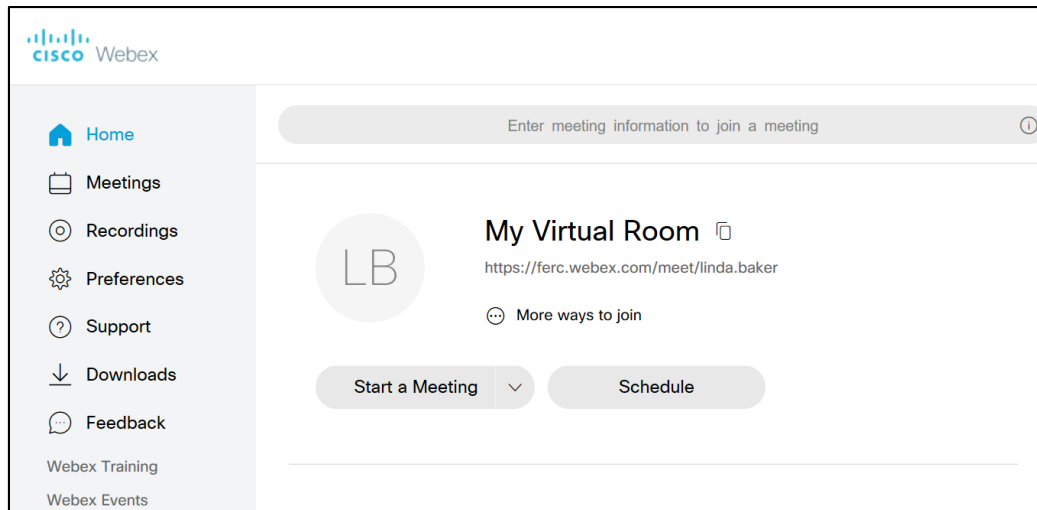3. Click the connect to audio button.

4. You are now in the meeting.

Schedule Meeting Using Personal Site

1. Click the schedule button on your virtual screen.

2. Complete the meeting information and select a topic, date and time for your meeting.
3. Enter a meeting password.
4. Click the Start button to schedule the meeting for the time and date selected.

June 2020

Schedule a Meeting

Meeting templates   Webex Meetings

|	
Meeting type	Webex Meetings Pro Meeting ∨
* Meeting topic	
* Meeting password	Eyezj3wJD77 ↻
Date and time	Wednesday, May 20, 2020 12:05 pm Duration: 1 hour ∨
	(UTC-04:00) Eastern Time (US & Canada) ∨
	☐ Recurrence
Attendees	Separate email addresses with a comma or semicolon

Show advanced options ∨

Cancel   Start   Save as template

Scheduling Meetings through Microsoft Outlook

1. Open the Microsoft outlook calendar.
2. Click the Home Tab.
3. Select either **Schedule Webex Meeting**, **Schedule Personal Room Meeting** or **Schedule Personal Conference Meeting** from the Schedule Meeting Icon.
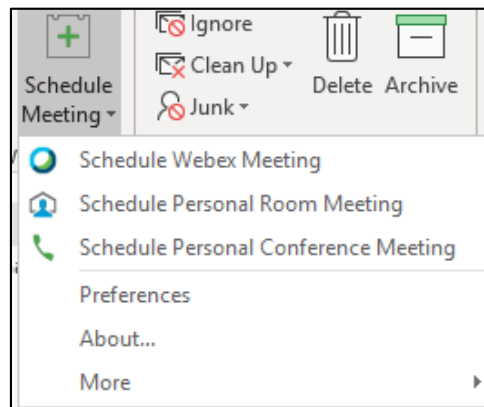
4. Enter the meeting title

5. Enter names to invite to the meeting.

6. Enter a physical location or enter Webex as the location if the meeting is only on-line.

7. Click the Send button.

8. Participants click on the **Join Meeting** button in the meeting invitation when the meeting begins to join the meeting.