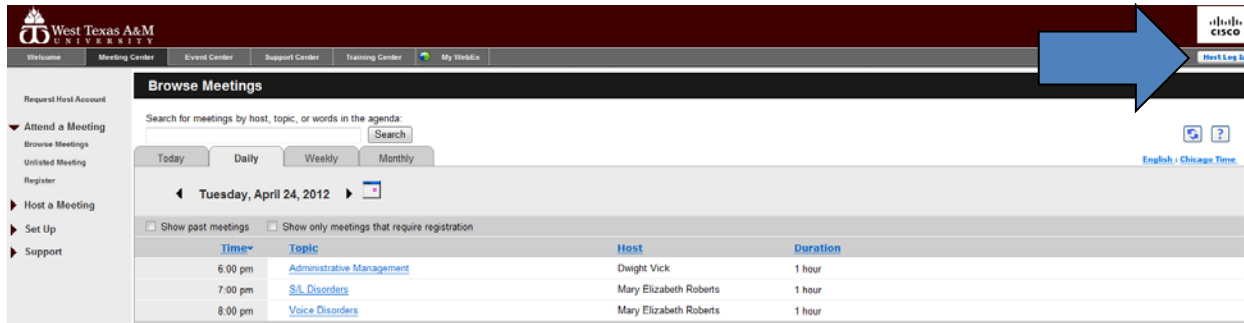


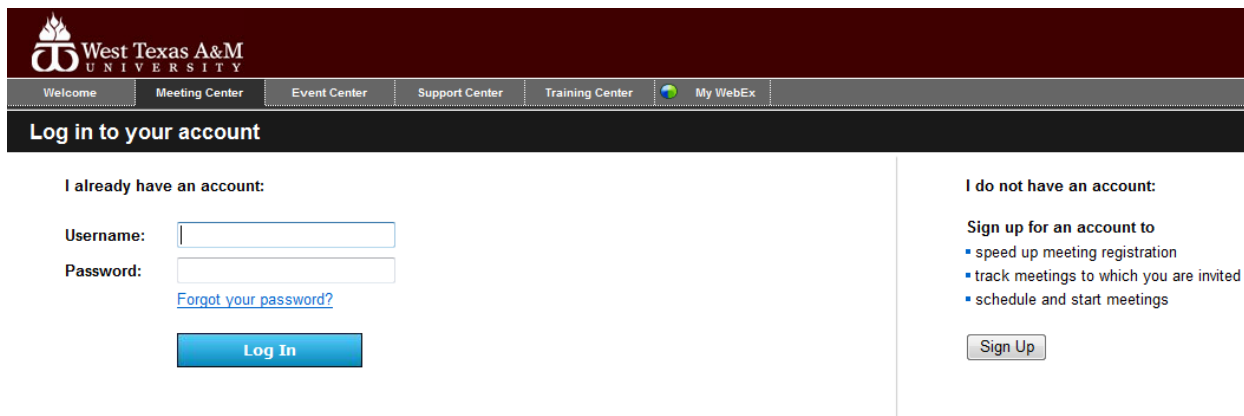
# How to Set Up WebEx Settings Before a Meeting

Step 1: Login to <https://wtamu.webex.com>



The screenshot shows the West Texas A&M WebEx interface. The top navigation bar includes links for Welcome, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. A blue arrow points to the 'Host Log In' link in the top right corner. The main content area is titled 'Browse Meetings' and features a search bar, filters for Today, Daily, Weekly, and Monthly, and a table of meetings for Tuesday, April 24, 2012.

Time	Topic	Host	Duration
6:00 pm	<a href="#">Administrative Management</a>	Dwight Vick	1 hour
7:00 pm	<a href="#">S/L Disorders</a>	Mary Elizabeth Roberts	1 hour
8:00 pm	<a href="#">Voice Disorders</a>	Mary Elizabeth Roberts	1 hour



The screenshot shows the West Texas A&M WebEx login page. It features two main sections: 'I already have an account' and 'I do not have an account'. The 'I already have an account' section includes a 'Log In' button and a 'Forgot your password?' link. The 'I do not have an account' section includes a 'Sign Up' button and a list of benefits for signing up.

**I already have an account:**

Username:

Password:

[Forgot your password?](#)

**Log In**

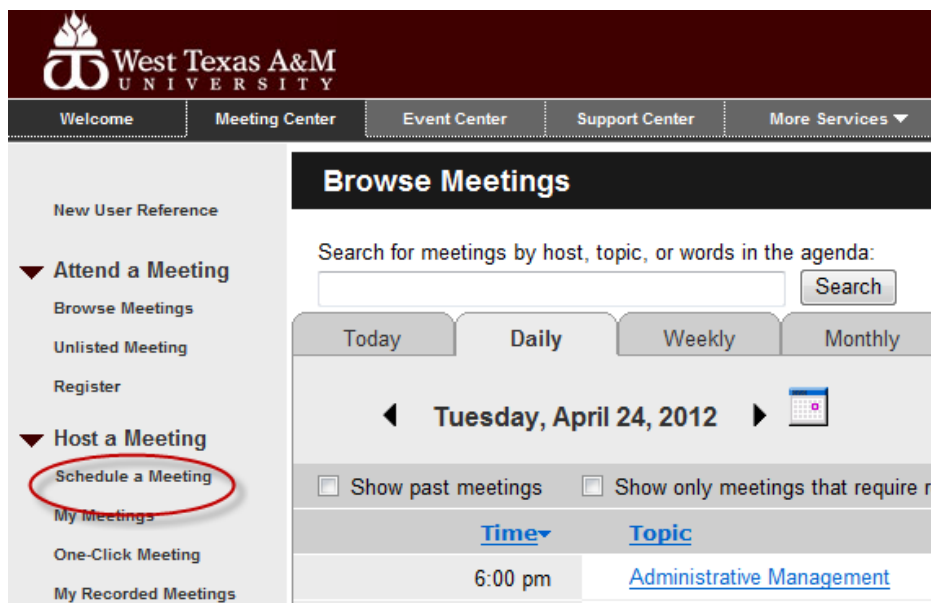
**I do not have an account:**

**Sign up for an account to**

- speed up meeting registration
- track meetings to which you are invited
- schedule and start meetings

**Sign Up**

Step 2: Select Schedule a Meeting



The screenshot shows the West Texas A&M WebEx interface with the 'Host a Meeting' section selected. The 'Schedule a Meeting' option is circled in red. The main content area is titled 'Browse Meetings' and features a search bar, filters for Today, Daily, Weekly, and Monthly, and a table of meetings for Tuesday, April 24, 2012.

Time	Topic
6:00 pm	<a href="#">Administrative Management</a>


### Step 3: Select Advanced Scheduler

**Schedule a Meeting** Set options using template: [Meeting Center Default] ▾

To set advanced meeting options, go to [Advanced Scheduler](#) ?

\* Meeting topic: Practice Session

\* Password: ●●●●●● \* Confirm password: ●●●●●●

Date: May ▾ 24 ▾ 2012 ▾ 

Time: 11 ▾ 00 ▾  am  pm [Chicago Time](#)

Duration: 1 hr ▾ 0 min ▾

Attendees: <Separate email addresses with a comma or semicolon> [Use address book...](#)

Send a copy of the invitation email to me

Audio conference: WebEx Audio [Change audio conference...](#)

Cancel Save as template... **SCHEDULE MEETING**

### Step 4: Enter a Meeting Topic, and Meeting Password

**Required Information** Set options using template: [Meeting Center Default] ▾

Return to [Quick Scheduler](#) ?

\* Meeting topic: Practice Session

Listed on calendar

Delete from My Meetings when completed

\* Meeting password: ●●●●●●

\* Confirm password: ●●●●●●

Password must be at least 4 characters

**Required Information**

- Date & Time
- Audio Conference
- Invite Attendees
- Registration
- Agenda & Welcome
- Meeting Options
- Attendee Privileges
- Review

Cancel Save as template... Back **START NOW** Next

**Step 5:** Select **Next** or **Date & Time** and select the date and time for the meeting as well as other options on this page.

**Date & Time** Set options using template: [Meeting Center Default] ▾

Return to [Quick Scheduler](#) ?

Meeting date: April ▾ 24 ▾ 2012 ▾

Meeting time: 11 ▾ 00 ▾  am  pm [Chicago Time](#)

[Plan meeting time zones...](#)

Attendees can join 15 ▾ minutes before start time

The first attendee to join will be the presenter

Attendees can also connect to audio conference

Estimated duration: 1 hr ▾ 0 min ▾

Email reminder: 15 ▾ minutes before meeting starts

Recurrence:  None  Daily  Weekly  Monthly  Yearly

Required Information

**Date & Time**

Audio Conference

Invite Attendees

Registration

Agenda & Welcome

Meeting Options

Attendee Privileges

Review

Cancel Save as template... Back SCHEDULE MEETING Next

**Step 6:** Select **Next** or **Audio Conference**, you do not need to change any of these settings

**Audio Conference Settings** Set options using template: No Private Chat ▾

Return to [Quick Scheduler](#) ?

Select conference type: Use VoIP only ▾

To use VoIP, participants must have a working microphone and speaker on their computers.

Required Information

Date & Time

**Audio Conference**

Invite Attendees

Registration

Agenda & Welcome

Meeting Options

Attendee Privileges

Review

Cancel Save as template... Back SCHEDULE MEETING Next

**Step 7:** Select **Next** or **Invite Attendees**, select the checkbox to **Send a copy of the invitation email to me**

Note: You do not need to enter attendee email addresses, you will receive an email with all of the directions that you can send out to your students, or place in WTClass.

**Invite Attendees** Set options using template: [Meeting Center Default]

Return to [Quick Scheduler](#) ?

**Attendees:** <Separate email addresses with a comma or semicolon>

Select Attendees...

Request that attendees verify rich media players before joining meeting

Send a copy of the invitation email to me

**Security:**  Exclude password from email invitation

Require attendees to have an account on this Website in order to join this meeting

Required Information

Date & Time

Audio Conference

Invite Attendees

Registration

Agenda & Welcome

Meeting Options

Attendee Privileges

Review

Cancel Save as template... Back SCHEDULE MEETING Next

**Step 8:** Select **Next** or **Registration**, do not change any settings

**Registration** Set options using template: [Meeting Center Default]

Return to [Quick Scheduler](#) ?

**Registration:**  None

Require attendee registration

Required Information

Date & Time

Audio Conference

Invite Attendees

Registration

Agenda & Welcome

Meeting Options

Attendee Privileges

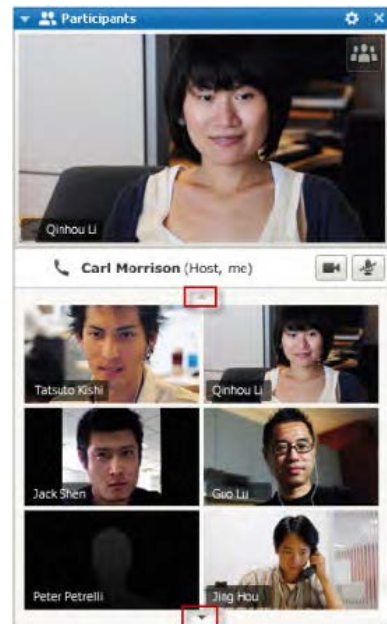
Review

Cancel Save as template... Back SCHEDULE MEETING Next

**Step 9:** Select **Next** or **Agenda & Welcome**, you do not need to change any settings

**Step 10:** Select **Next** or **Meeting Options**, select any setting you would like to change

- Chat – allows attendees to use the chat message feature, this is used as a backup to audio features, and to allow attendees to ask questions without interrupting the presenter.
- Video – allows the host (instructor) to disable webcams within this WebEx meeting.
  - Turn on high-quality video – turning this on will require participants to have a fast internet connection, as well as a high-quality webcam.
  - View video thumbnails – allows participants to see thumbnails of all participants using a webcam. You can scroll through participants by selecting the arrows.
- Notes – allows attendees to add notes within WebEx.
- Enable closed captioning – allows the host to set up a designated Closed Captionist to transcribe the audio into a text format.
- File Transfer – allows the presenter (instructor) to send files to students for them to download to their own computer.
- Enable UCF rich media for attendees – allows attendees to share rich media files in the WebEx UCF format



**Step 11:** Select **Next** or **Attendee Privileges**, select the options you would like participants (students) to have when they enter the meeting.

Note: A presenter can grant any below privileges to or remove any privileges from attendees during a meeting, whether or not you select it here.

- Save – If selected, specifies that all attendees can save any shared documents, presentations, or whiteboards that appear in their content viewers.
- Print – If selected, specifies that all attendees can print any shared documents, presentations, or whiteboards that appear in their content viewers.
- Annotate – If selected, specifies that all attendees can annotate any shared documents or presentations, or write and draw on shared whiteboards that appear in their content viewers, using the toolbar that appears below the viewer.



- View participant list – If selected, specifies that all attendees can view the participant list on the Participants tab.
- View thumbnails – If selected, specifies that all attendees can display miniatures of any pages, slides, or whiteboards that appear in their content viewers. This privilege allows attendees to view miniatures at any time, regardless of the content that appears in the presenter's content viewer. However, attendees with this privilege cannot display a miniature at full size unless they also have the View any page privilege.
- Control applications, web browser or desktop remotely – Specifies that all attendees can request that the presenter grant them remote control of a shared application, Web browser, or

desktop. If this privilege is cleared, the command to request remote control is unavailable to attendees.

- View any document – Specifies that all attendees can view any document, presentation, or whiteboard that appears in the content viewer, and navigate to any pages or slides in documents or presentations.
- View any page – Specifies that all attendees can view any page, slide, or whiteboard that appears in the content viewer. This privilege allows attendees to navigate independently through pages, slides, or whiteboards. Contact operator privately
- Participate in private chat with:
  - Host – Chat privately with the meeting host
  - Presenter – Chat privately with only the presenter.
  - Other participants – Chat privately with any other attendee. (It is recommended that you uncheck this option)

## Attendee Privileges

Set options using template: [Meeting Center Default] ▾

Return to [Quick Scheduler](#) ?

Select privileges that you want **attendees** to have when meeting begins:

**Privileges:**

- Save
- Print
- Annotate
- View participant list
- View thumbnails
- Control applications, web browser or desktop remotely
- View any document
- View any page
- Contact operator privately

Participate in private chat with:

- Host  Presenter  Other participants

[Required Information](#)

[Date & Time](#)

[Audio Conference](#)

[Invite Attendees](#)

[Registration](#)

[Agenda & Welcome](#)

[Meeting Options](#)

**[Attendee Privileges](#)**

[Review](#)

[Cancel](#) [Save as template...](#) [Back](#) [START NOW](#) [Next](#)

**Step 12:** Select **Next** or **Review**, this area lets you review all of the settings you have selected.

**Review** Set options using template: [Meeting Center Default]

Return to [Quick Scheduler](#) ?

1) Required Information:  
<Schedule for> Myself  
<Meeting type> Meeting Center Pro 1000  
<Meeting topic> Practice Session  
<Listed on calendar> Yes  
<Delete from My Meetings when completed> Yes  
<Meeting password> \*\*\*\*\*  
<Confirm password> \*\*\*\*\*

2) Date & Time:  
<Meeting date> Thursday, May 24, 2012  
<Start time> 11:00 am Chicago Time  
<Attendees can not join meeting before start time>  
<Estimated duration> 1 hr 0 min  
<Email reminder> 15 minutes before meeting starts  
<Recurrence> None

3) Audio Conference Settings:

Required Information  
Date & Time  
Audio Conference  
Invite Attendees  
Registration  
Agenda & Welcome  
Meeting Options  
Attendee Privileges  
Review

Cancel Save as template... Back SCHEDULE MEETING Next

**Step 13:** Select **Schedule Meeting** to add the meeting to your scheduled meetings list. This will send an email to you (if you selected the checkbox to **Send a copy of the invitation email to me** on the **Invite Attendees** tab) and to any attendees email address you added to the **Invite Attendees** tab with the information participants will need to access the meeting.

Meeting Center Pro 1000  
Practice Session  
When completed> Yes  
Thursday, May 24, 2012  
11:00 am Chicago Time  
Attendees can not join meeting before start time>  
1 hr 0 min  
15 minutes before meeting starts

Date & Time  
Audio Conference  
Invite Attendees  
Registration  
Agenda & Welcome  
Meeting Options  
Attendee Privileges  
Review

Back SCHEDULE MEETING Next