



NTT

# Cisco Webex

Quick Start Guide

## Your Cisco Webex meeting

This guide will present you how to start, organise and manage a meeting in just a few steps. Cisco Webex provided by NTT Ltd. gives you access to a complete suite of collaborative features to get the most of your meetings.

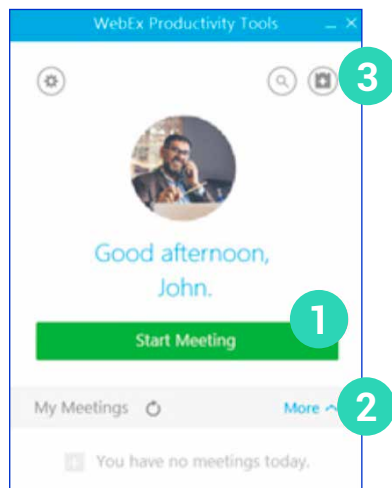
### Start and schedule your conference

WebEx allows you to start a conference from your Personal Meeting Room, a virtual meeting space available at any time and accessible from an exclusive URL that you define. You can also start a "one-click" meeting using unique conferencing details provided by the scheduler. In both ways you've got 3 options available to start and schedule your conference:

#### Option 1: using Webex Productivity Tools

- Click on «Start Meeting» (1) to join your Personal Meeting Room or «Start» (2) to access a scheduled meeting
- Click on the «Schedule» icon (3) to open an email invitation pre-populated with your conferencing details

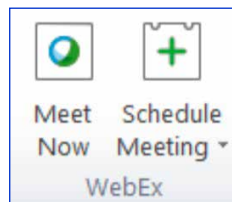
Download the Webex Productivity Tools from your Collaboration Portal (Support/ Downloads section). Contact your IT Administrator if your company does not authorise downloads.



### Option 2: using Outlook toolbar

- Directly click «Meet Now» from your Outlook toolbar or click on «Join Webex meeting» from your calendar invitation to start a meeting
- Click on «Schedule Meeting» on your Outlook calendar toolbar to create a meeting invitation

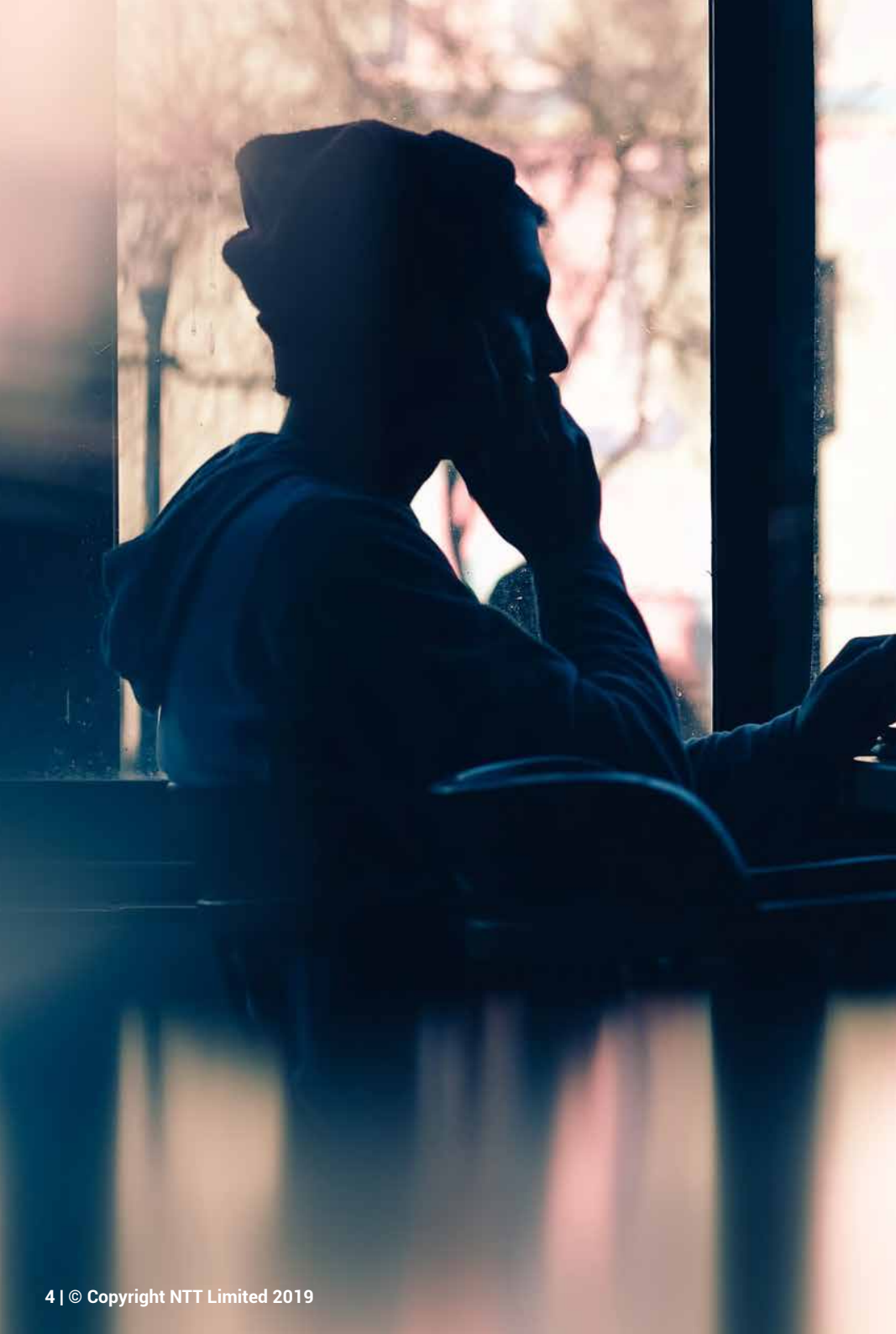
The Webex conferencing information will be added when your message is sent to your attendees.



### Option 3: using the Webex Collaboration Portal

- From your Webex Collaboration Portal click on «Start Meeting» to access your conference
- To schedule a meeting go to «Meeting Center» tab and «Host a Meeting» in the left navigation bar

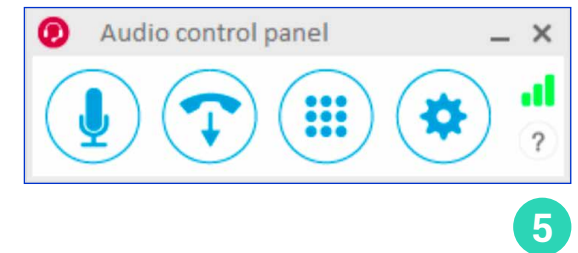
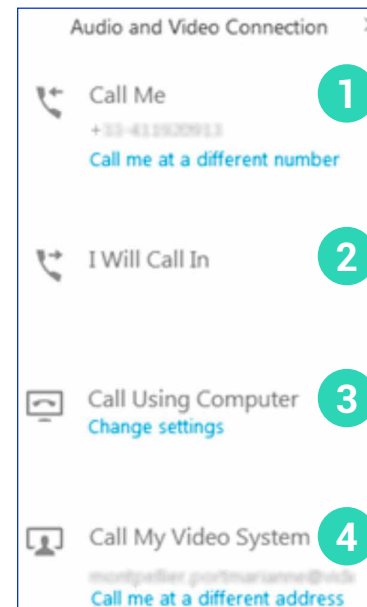




## Join your audio conference

Once logged into the web conference, a pop-up will invite you to connect using one of the four available options\*:

1. Select «Call Me» to be called directly on your phone\*, entering country code and number
2. Select «I Will Call In» to dial in one of the international calling numbers followed by the access code
3. Select «Call Using Computer»\* to join via an Internet connection using your PC and a headset ( According to your account configuration, you may need to install a VoIP client (4) allowing you to manage your audio connection.)
4. Select «Call My Video System» to receive a video call back on your room system (SIP video endpoint compliant)

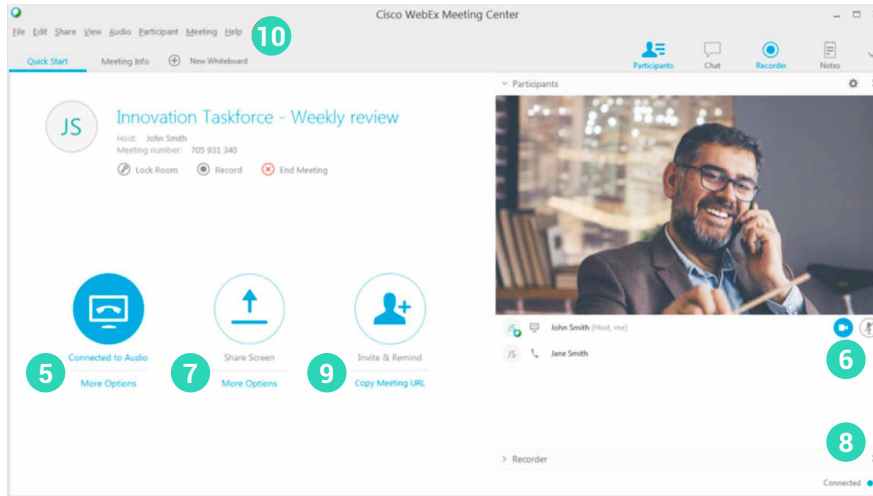


### Tips:

- Select devices and adjust parameters from the «Change settings» button
- Change your audio at any time during the call from the Audio Connection options (5)
- If you have dialed into the conference, enter your Attendee ID to merge the audio line with your name in the participant list

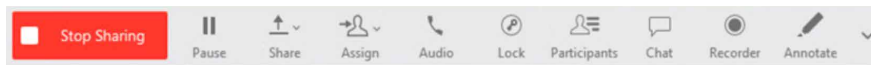
## Share your video

Click on the blue camera icon (6) next to your name in the participants list to start sharing your camera. Up to 6 video streams can be viewed simultaneously.



## Share content

- Click on the sharing button (7) to share your screen, a file or an application
- A blue indicator will appear at the top to specify the content being shared. To manage your meeting and stop sharing use the collapsible control panel available at the top of the screen.



## Additional features

As a moderator you are able to manage your conference with advanced tools:

- Record your meeting from the recording panel at the bottom of the interface (8)
- Invite participants into the meeting by email or phone and remind them to join (9)
- Assign audio and sharing privileges, mute / unmute participants, share whiteboard, browser and multimedia content from the menu toolbar (10)





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