

Creating WebEx Meetings

Must have WebEx account (Work Order to Telecomm)

Must install WebEx Outlook plugin (WebEx Productivity Tools... On SCCM Software Center as of July 2018)

1. Click **Schedule Meeting**
2. Select **Schedule WebEx and Telepresence Meeting**
3. If login popup window appears, login with UTAD account credentials
4. Add attendees email including organizer (yourself... if you want to be able to monitor from your PC) to the **To** line and a meeting title to the **subject** line
5. Set **start time** and **end time**
6. *OPTIONAL... IF you have someone "calling in" with a phone or another endpoint, do the following:*
 - a. Set **Add video call-in Participants** to the number of other "phone" callers or "endpoint" call-ins that are not on your invite list above
7. *OPTIONAL... IF Adding a UT owned Cisco Endpoint, you can have the WebEx call the endpoint when the meeting starts:*
 - a. Click **Advanced Telepresence Settings**
 - b. Click **Add**
 - c. Select **Call Out**
 - d. Select **SIP Video**
 - e. Enter SIP number of endpoint (e.g. 5307132@utoledo.edu)
 - f. Click **OK**
8. Click **Send** to send the invite

The screenshot displays the Outlook interface for scheduling a WebEx meeting. Red arrows and numbers 1 through 8 point to specific elements:

- 1:** Points to the 'Schedule Meeting' button in the top-left corner.
- 2:** Points to the 'Schedule WebEx and TelePresence Meeting' option in the dropdown menu.
- 3:** Points to the 'Schedule WebEx and TelePresence Meeting' option in the dropdown menu.
- 4:** Points to the 'To...' field in the meeting form.
- 5:** Points to the 'Subject' field in the meeting form.
- 6:** Points to the 'Add TelePresence Rooms' button in the TelePresence settings panel.
- 7:** Points to the 'Advanced TelePresence Settings' link in the TelePresence settings panel.
- 8:** Points to the 'Send' button in the meeting form.

The meeting form includes fields for 'To...', 'Subject', 'Location', 'Start time' (Tue 10/9/2018, 11:30 AM), 'End time' (Tue 10/9/2018, 12:00 PM), and a 'Send' button. The TelePresence settings panel on the right shows 'WebEx' settings (checked) and 'TelePresence' settings, including 'Add TelePresence Rooms', 'Add video call-in participants' (set to 0), and 'Advanced TelePresence Settings'.

Joining WebEx Meetings (PC)

Must have WebEx account (Work Order to Telecomm)

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1. The WebEx meeting creator will send an email to each participant of the meeting, click the **link** under the subheading **Join Using WebEx**
2. If login popup window appears, login with UTAD account credentials
3. You have now joined the **WebEx** meeting

Joining WebEx Meetings (Phone)

Must have WebEx account (Work Order to Telecomm)

Must install WebEx Outlook plugin (WebEx Productivity Tools... On SCCM Software Center as of July 2018)

1. The WebEx meeting creator will send an email to each participant of the meeting. Call the number under the subheading **Join Using Phone** to join.
2. Also under the same subheading, there is a **Toll Access Code** you will have to enter this after calling the phone number.
3. After you've completed both of these, you will be in the **WebEx** meeting.

Joining WebEx Meetings (Telepresence Endpoint)

1. The WebEx meeting creator will send an email to each participant of the meeting. Locate the subheading **Join Using Telepresence**.
2. Manually dial the **Video Address** under the subheading to **"Call Out"**
3. It is also possible to receive a call from the endpoint itself, in which you just have to select **Answer Call**