

# HOSTING AN NJIT WEBEX MEETING

## PRELIMINARY MEETING PREPARATION

For the best quality and experience during your WebEx Meeting, you should have the following:

### Technical Needs:

- A headset/mic combo unit (preferably USB, or access to a landline phone)
- A webcam
- A wired network connection
- Adobe Flash installed and up-to-date
- WebEx application installed

### Physical Environment:


- Quiet setting, without distraction
- Adequate room lighting
- No window or light source directly behind you

### Testing Your Device:

- Test your device a *few days* before your meeting gives you ample time to contact someone for help, should anything go wrong
- To test your device, go to: <https://njit.webex.com/njit/systemdiagnosis.php>

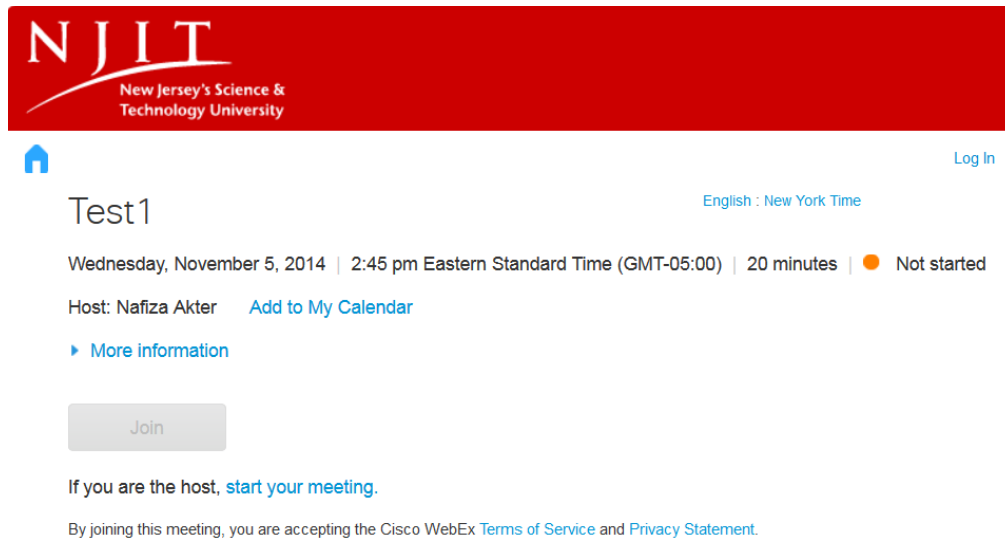
## GETTING TO YOUR SCHEDULED MEETING

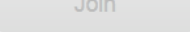
There are three ways to connect to a meeting after it has already been scheduled:

- **Directly through WebEx:**  
Using your UCID and password, log into your WebEx account through [njit.webex.com](https://njit.webex.com). Click on **Meeting Center** and, under “Host a Meeting,” click on **My Meetings**.  
Locate your meeting and, to begin, click 
- **With a meeting number:**  
If you have a meeting number, go to [njit.webex.com](https://njit.webex.com) and input the number in the box provided to log in as host
- **Through a unique URL/link:**  
Click on the URL, or paste it into a browser, in order to log in as host

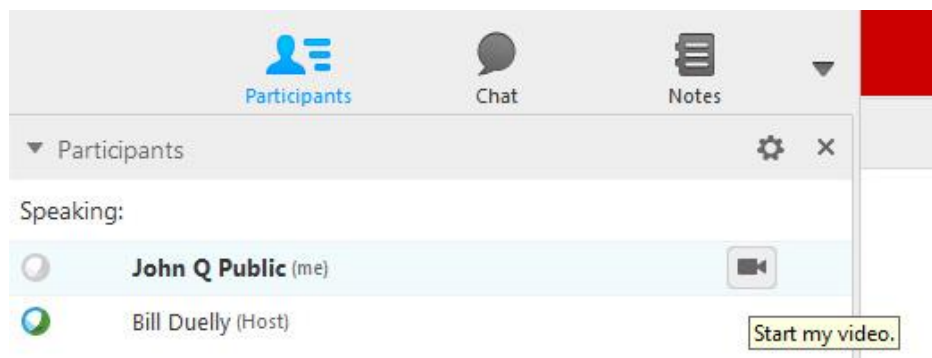
## ENTERING MEETING




If you are accessing the meeting with a link or meeting number, you will see the following:



1. Once at the page, click “start your meeting” under the deactivated  button. This will initiate your meeting
2. Depending on your device, operating system, and/or browser, you may have to give WebEx permission to launch. You may get notifications from your browser, such as: *Allow Popups from this site, Download app to start session, Trust Content from this site, etc.*
  - a. If any WebEx related notifications appear in your browser, whether it is to download the application or simply allow it, please make sure to allow all actions in order to successfully launch your meeting

## ACTIVATING YOUR WEBCAM



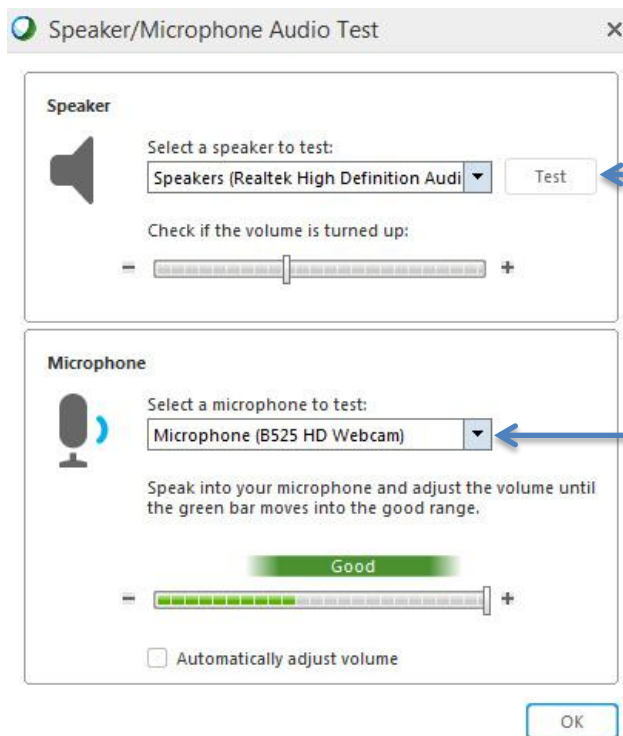
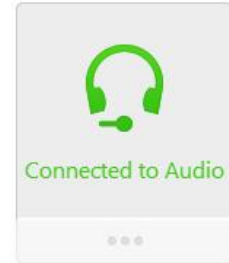
1. Look for your name in the **Participants** list (note: you are listed as a HOST).
2. To turn on your webcam, simply click on the  icon next to your name
  - a. If you have multiple cameras, click on the  icon (to the right of participants, and above the  icon). This will allow you to select your preferred camera

## JOINING THE AUDIO SESSION

Most likely the audio on your WebEx session will be through VOIP (computer based audio) or in isolated cases from a phone, which is referred to as 'WEBEX Audio'.

### USING VOIP/COMPUTER AUDIO

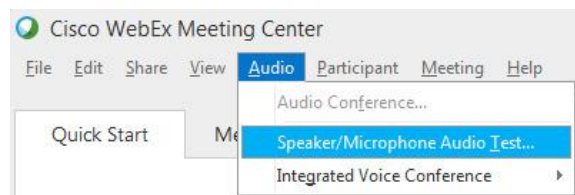
1. Make sure your headset with microphones are connected to your device and working properly
2. Click on the green headset icon (on right) to initiate setting up your VOIP audio
3. Then you will be redirected to a speaker and microphone test window, as shown below:
- 4.



Click the test button. You should hear musical tones; if not, click on the drop down menu to make sure the speakers you want to use are properly selected. Then, adjust volume level to your needs.

Check to see if the correct mic is selected in the drop-down menu. Test in a conversational tone, and adjust the level by moving slider. Your voice level should be in the  $1/2$  to  $2/3$  range. Uncheck **Automatically Adjust Volume**.

- a. If you do not see the above window, you can locate it under **Audio**, in the menu bar, and then selecting **Speaker/Microphone Audio Test** (as shown on right)



5. Press  when you've selected your desired devices

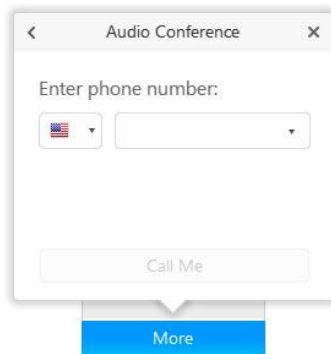
## USING 'WEBEX AUDIO'/PHONE

### USING PHONE ONLY

1. Dial 1-650-479-3207
2. Enter the meeting number/access code; this will connect you to the meeting via phone only
3. **Best practice:** Mute your phone unless requested to speak

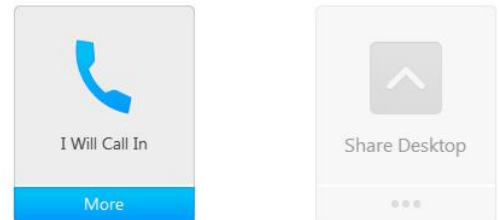
### USING THE PHONE WITH THE ONLINE MEETING

1. Enter the web portion of the meeting using a device of your choice
2. Below **I Will Call In**, you will see a **More** button
  - a. Click on **More** to see all your options (see image on right)
3. A new window will appear with three options for connecting audio: **Call Me**, **I Will Call In**, and **Call Using Computer**.
4. **Call Me:** Select this option to have WebEx call you.
  - a. Once you click **Call Me**, you will be prompted to enter your phone number

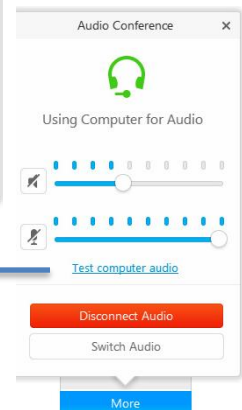
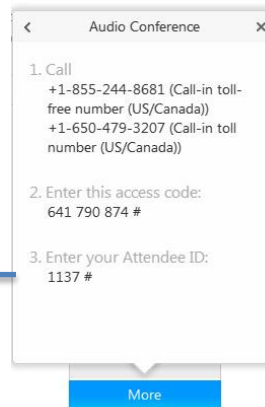
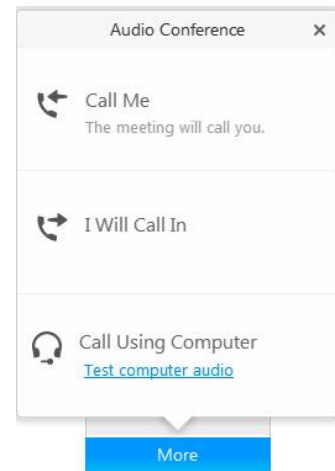


- b. The **Call Me** button will become activate after you have finished entering your number, click it to initiate the call
- c. *Notes:* this is the most expensive of the Phone options

5. **I Will Call In:** Select this option to call into the meeting using the **access code** (the meeting number) and your **Attendee ID** (see image on right for sample)
6. **Call Using Computer:** Select this option to call in using your computer (VOIP). Click on the Blue **Test Computer Audio**
  - a. When done, click the **OK** button, then select **Call Using Computer**



View more audio connection options

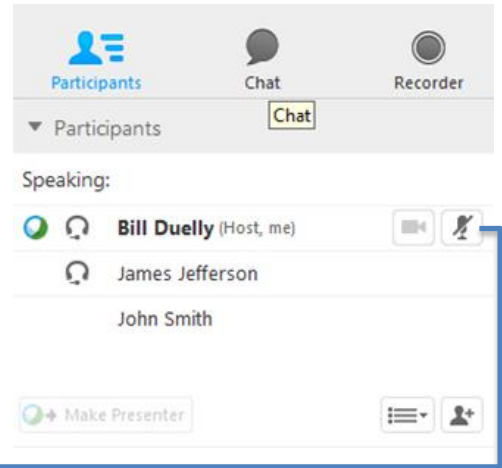


## NAVIGATING THE MEETING


### Participants List


This allows you to see who has joined the meeting. An icon will appear to the left of the participant's name:

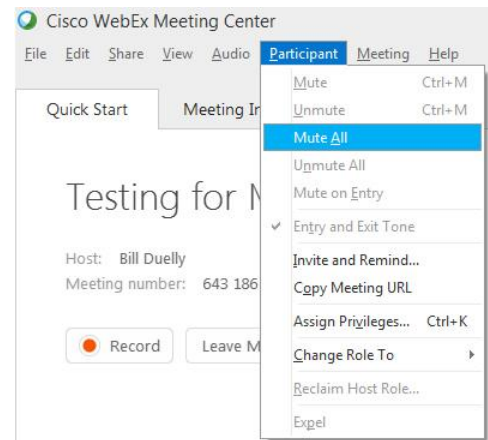
- **HEADSET** – participant is using VOIP/computer
  - Image, on right, depicts users connecting to audio through their device
- **PHONE HANDSET** – participant is using a telephone
- **CELLPHONE** – participant is using a portable device
- **Note:** A red 'X' through the icon signifies that they are self-muted



### Muting Participants

You may need to mute participants to reduce feedback and general noise in the session. To the right of the participant's name is  ←


1. **Muting Individual User:** next to the participants name, click the  icon once
2. **Muting All Participants:** click on the PARTICIPANT tab in the upper left corner of the session page and select "Mute All".
  - a. You can also 'Unmute all' from that list or unmute specific individuals directly from the participants list

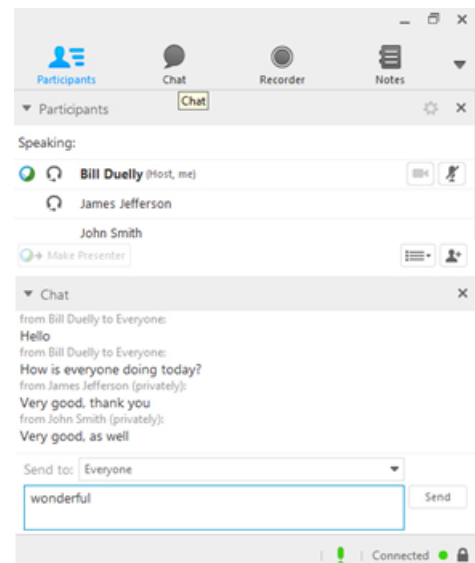


### Chat

The chat feature allows participants to communicate through text. The participant can choose to contact the instructor, entire class, or any other participant in the meeting through this feature.

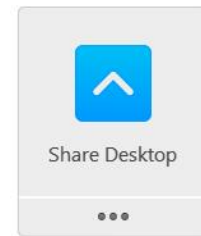
To access **Chat:**

1. Click on  next to participants, and it will appear below the Participants list (see image)

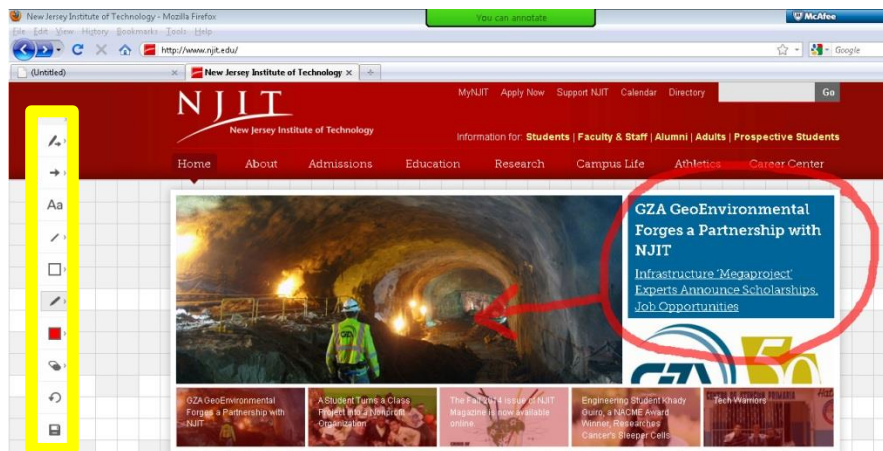


## Share My Desktop

1. To let remote participants view what is on your screen (such as, PowerPoints, websites, software, etc.) you select the **Share Desktop** icon.
  - a. Your full screen will be displayed to all participants. If you are using more than one monitor, it will prompt you to choose which one you wish to share.
2. When you enter **Share Desktop**, your screen will clear of most of the WebEx controls; the video image will remain. All other controls will be collapsed at the top of the screen, under the **You are sharing your desktop** button.
3. You can click on the **You are sharing your desktop** button to find ways to annotate, see participants, pause, chat, record, and **Stop Sharing** when you are done sharing your screen



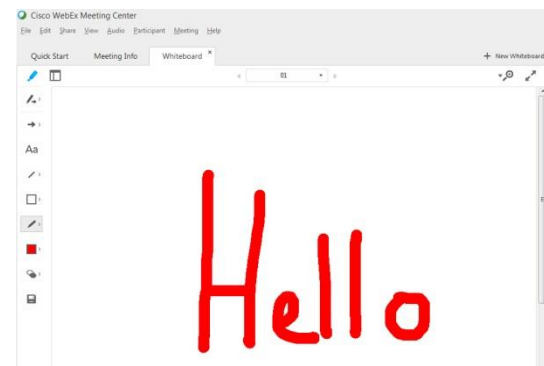
- a. **Annotate** allows you to write notes or mark-up the images you have on your screen from **Share Desktop**. Click on 'Annotate' and a menu will appear for you to work with (see below image)



## Whiteboard

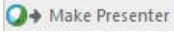
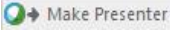


There is a whiteboard feature which will allow you to draw in real time. This is ideal for problem solving sessions. Follow the below directions to access the White board

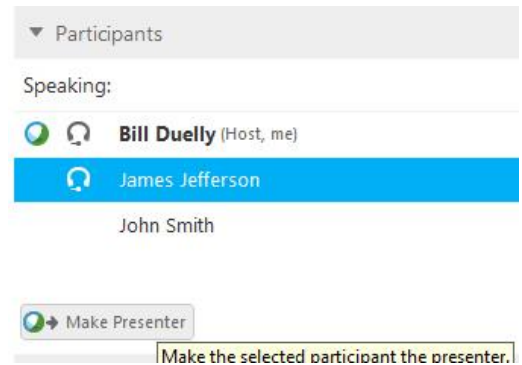
1. Navigate to the Main session screen
2. Look for **Whiteboard** in the upper left hand corner, next to *Quick Start* and *Meeting Info*
3. Click on **Whiteboard** and the annotation menu bar will appear in your Whiteboard screen
4. If you've run out of space on your whiteboard, simply click **+New Whiteboard** to add a new page



## Presentations by Others


In order to give another participant the permissions to share their presentation, you will need to pass that **Presenter privileges**.

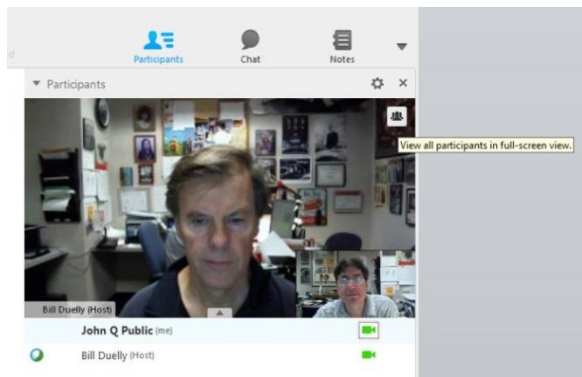
1. Go to the participant list and click on the name of the person that you wish to give presenter abilities.
2. Once their name is highlighted, the  will become active at the bottom of the participants list
3. Click 
  - a. Note: Once you've made another participant the presenter, the  icon will be next to the participant who is currently the presenter
4. To reclaim privilege, highlight your name and select 



## Video Only Session

If you are just using WebEx for video chat, then you can expand the video window to a much larger image.

1. Click on the  icon (appears as three silhouettes) in the upper right corner of the video window
2. This will enlarge image of the main person speaking; other participant's images will appear below that (see images below)



If you have any trouble with the testing, or the usage of the WebEx system, please contact the Help Desk at <http://ist.njit.edu/helpline/> or 973-596-2900.