

Scheduling WebEx Meetings

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How Can Faculty and Staff Host WebEx Meetings?

- **Community College and System Office staff automatically have a HOST ACCOUNT created for them when they log into WebEx for the first time, at <https://ctedu.webex.com>.**

Note: Each CSU and Charter Oak has their own unique WebEx domain. If you are a faculty or staff member at COSC or a CSU, please contact your local WebEx administrators because your login process and account assignment process may vary.

- WebEx is an online conferencing tool that has proven useful for both staff and faculty in the CSU system. It enables you to meet with students or colleagues from wherever you are, home or office, as long as you have Internet access on your computer or have the WebEx mobile app installed for your iPhone, iPad, Android, or Blackberry. If you can get online, you can collaborate with others online, and share data, presentations, online demonstrations, etc.
- Faculty can use WebEx to bring guest speakers into their classrooms, hold virtual office hours, provide one-on-one or group tutorials, participate in committee work and much more. You can even record lectures or meetings with WebEx.

Meeting Attendees

- Meeting attendees DO NOT NEED A HOST ACCOUNT. They simply join a meeting by clicking the link provided by the host in an email or Calendar invite.
- To help your participants successfully join the meeting and use WebEx tools, direct them to this webpage for Meeting Attendees:
<http://supportcenter.ct.edu/Service/WebExForAttendees.asp>

About your WebEx “Personal Room”

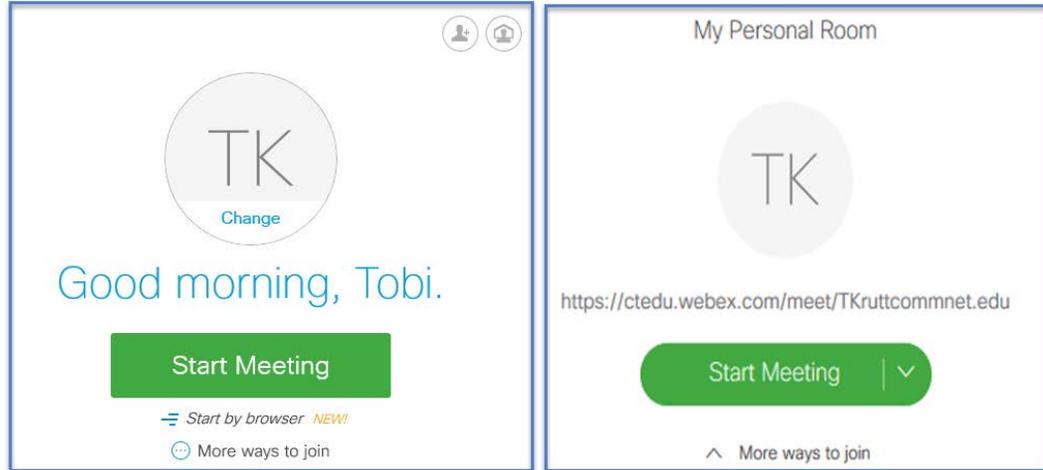
You can use your Personal Room when you want to meet on an “as needed” basis, or if you want to set up recurring meetings that only you will host. You can launch your Personal Room from the <https://ctedu.webex.com> WebEx site, or from your Outlook Calendar if you have *Desktop Productivity Tools* installed.

Personal Room use case examples:

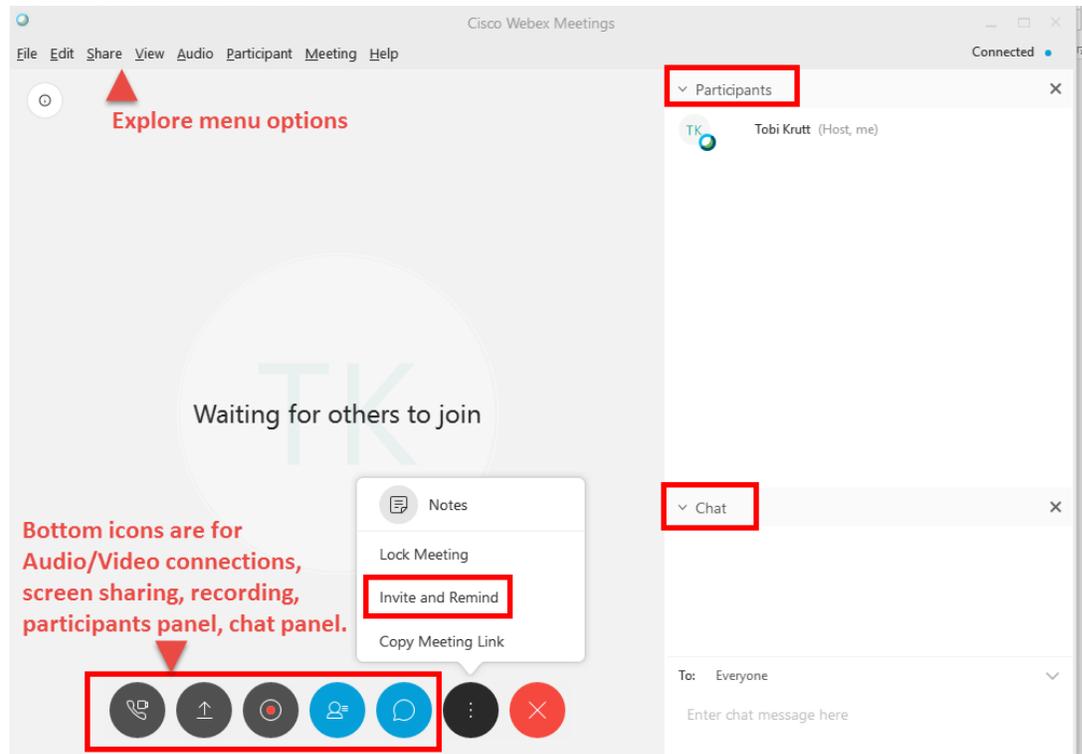
- An instructor wants to set up a regular time for online Virtual Office Hours using WebEx. Simply copy and paste your Personal Room invitation information into Blackboard (for example, in an announcement, or in your Syllabus, etc.) along with the days and time. Then students can always use that link and phone information to join you in your Personal Room.
- An instructor has a student who needs a quick “show and tell” session on how to accomplish a specific task that involves a computer application, website, etc. The instructor can share his/her desktop with the student to do a quick demo.
- A student needs to show their instructor what they are seeing on their own computer. The instructor can quickly go into his/her Personal Room and send the student a quick email invite. Once they are both in the meeting room, the instructor can make the student the presenter so the student can share their desktop. That way, the instructor can see what the student is seeing.

How to Launch Your “Personal Room” from the CSCU WebEx website

1. Log into the WebEx site <https://ctedu.webex.com/> using your Host account.
2. Click the **Start Meeting** button and your Personal Room will launch in a new browser window. Depending on the view you’re in it will look something like this:



3. Your Personal Meeting room will display.
 - If you’re doing a “just in time” meeting (i.e., it’s not a pre-scheduled meeting set up using the Scheduler) and need to invite someone immediately into your room, just click **Invite & Remind** and email them, or click **Copy Meeting URL** and then paste it into an email (or into an Announcement, Message, etc. in Blackboard) if you would like others to see it as well.



Schedule WebEx Meetings from the CSU WebEx website

Basic Scheduling

1. Go to <https://ctedu.webex.com> and Log In with your NetID and Password.
2. From the menu, click **Meeting Center** then **Schedule a Meeting**, and fill in the scheduling options. A password is automatically generated for each meeting, although people who click the link in an invite to join do NOT need to enter a password.

The screenshot shows the 'Schedule a Meeting' form in the WebEx interface. The form includes the following fields and options:

- Meeting topic:** A text box containing the word 'Required'.
- Password:** A text box containing the password 'Yf2K32pV'.
- Date:** A date picker set to '01/21/2016'.
- Time:** Time pickers set to '10:50 am'.
- Duration:** Duration pickers set to '1 hr' and '0 min'.
- Attendees:** A text box with the placeholder '<Separate email addresses separated by semicolon>'. Below it is a 'Use address book' link.
- Audio conference:** A dropdown menu set to 'WebEx Audio'.
- Checkboxes:** A checked checkbox for 'Send a copy of the invitation email to me'.
- Buttons:** 'Start' (green) and 'Cancel' (grey) buttons at the bottom.

Red callouts provide additional information:

- A box explains that the system-generated password can be kept or replaced with a new alphanumeric password.
- A box explains that 'Use Address Book' is not linked to Outlook contacts and recommends sending a copy of the invitation to oneself.
- A box points to the 'WebEx Audio' option, stating 'Do not change "WebEx audio"'. A green checkmark icon is also present next to this option.

3. You will receive an email labeled **“forward to others”** which includes the meeting information.
4. If you need to email people the meeting information, you can simply forward the **“forward to others”** email as is.

However, many people prefer to copy and paste the forwarding information about WebEx into a more standardized, boilerplate message. This could be created in a Word document so it can be easily updated, and then copied and pasted into an email.

If you prefer that option, copy only the portions of the message inside boxes below, and paste them into your boilerplate document:

1 **test meeting**
Tuesday, August 28, 2018
12:05 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr
Meeting number (access code): 648 909 421
~~Meeting password: kRWD26jc~~

2 **Add to Calendar** When it's time, [join the meeting](#).

~~Join from a video system or application~~
~~Dial 648909421@ctedu.webex.com~~
~~You can also dial 173.243.2.68 and enter your meeting number.~~

3 **Join by phone**
1-650-479-3208 Call-in toll number (US/Canada)

Other notes:

- **Meetings will automatically terminate 30 minutes after the scheduled meeting end time**, so be sure to give yourself enough time after your meeting for Q&A if you think that will be needed. Hosts will receive a 5 minute warning prior to meeting termination.
- **WebEx meetings are not available publicly in a list.** Those who have a WebEx Host account can log in and see only meetings to which they have been invited. So be sure all of your attendees have received an invitation or can access the meeting URL in some other way (for example, from a post inside of Blackboard.)

The only other alternative for someone to join who did not have an invitation link would be to go to the ctedu.webex.com website, enter the meeting number, their name, email, and the Meeting Password.

Using the “Advanced Scheduler” for Recurring Meetings and to Create Meeting Templates

1. You can use the *Advanced Scheduler* to create recurring meetings, and ensure that others can be assigned as “Alternate Hosts.” The *Advanced Scheduler* also provides a number of other meeting options.

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

Return to [Quick Scheduler](#) * Required field ?

Meeting date:

Meeting time: am pm
[New York Time](#) | [Plan meeting time zones](#)

Attendees can join minutes before start time
 Attendees can also connect to audio conference

Estimated duration:

Email reminder: minutes before meeting starts

Recurrence: None Daily Weekly Monthly Yearly

[Save as template](#)
[Schedule Meeting](#) [Back](#) [Next](#) [Cancel](#)

1 Required Information
2 **Date & Time**
3 Audio Conference
4 Invite Attendees
5 Registration
6 Agenda & Welcome
7 Meeting Options
8 Attendee Privileges
9 Review

2. On the “Invite Attendees” window you can select **ALTERNATE HOSTS** for your meeting. **This is highly recommended**, so that others can start the meeting if you are out sick or unavailable.

To add others as Alternate Hosts, you must have added them in your “Personal Contacts.” This document includes a section on how update your Personal Contacts.

- a. Click **Select Attendees**.

Invite Attendees Set options using temp

Return to [Quick Scheduler](#)

Click "Select Attendees" to add Alternate Hosts

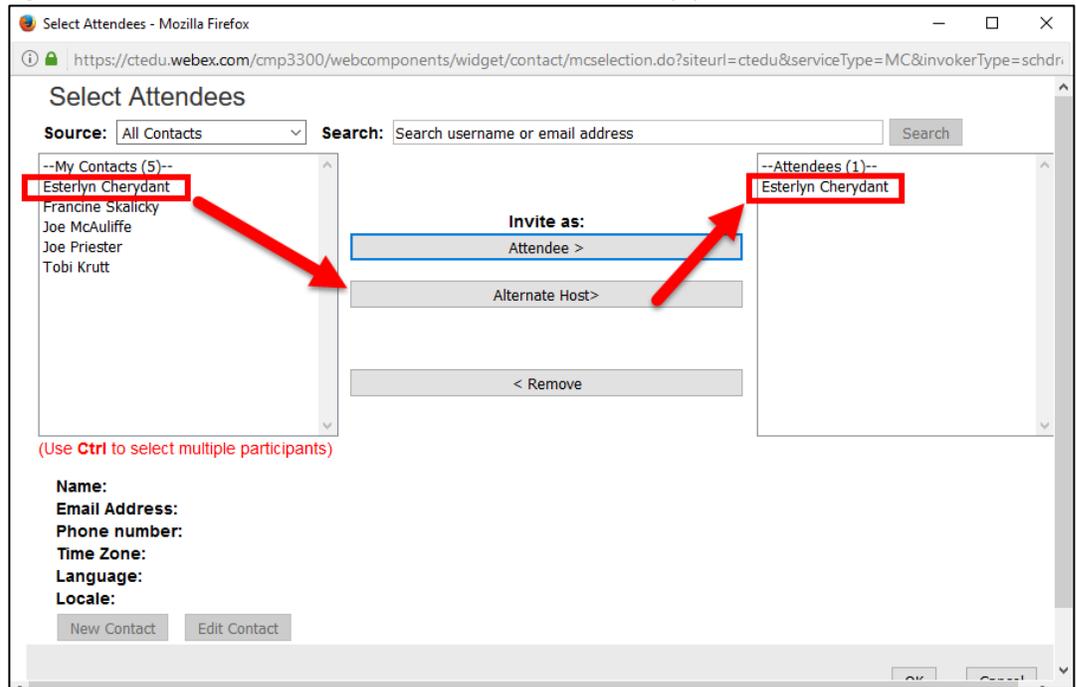
Attendees:
Select Attendees

Let anyone with a host account on this site host my meeting
 Send a copy of the invitation email to me

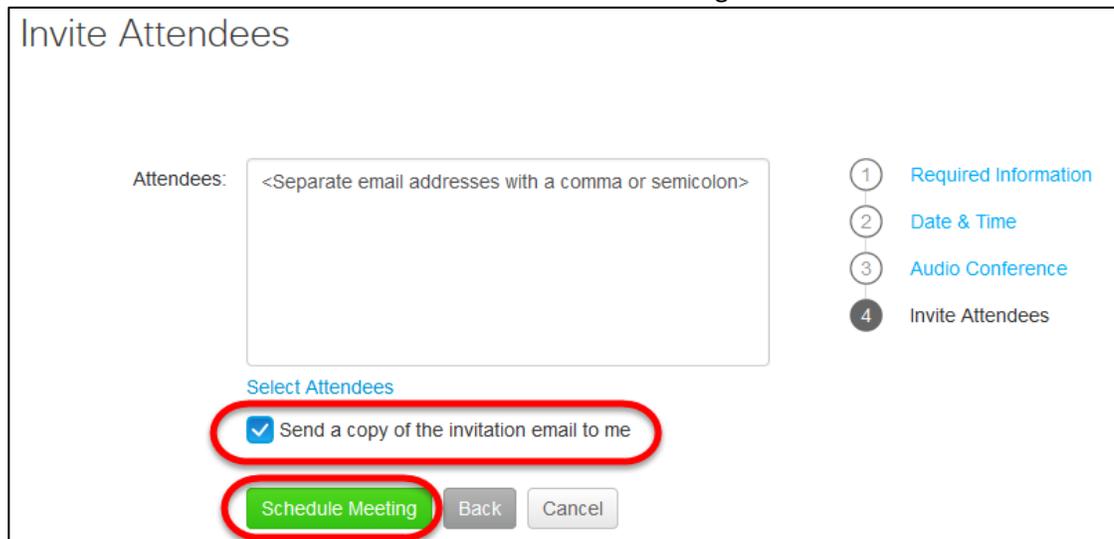
Security: Exclude password from email invitation

1 Required Informa
2 Date & Time
3 Audio Conferenc
4 **Invite Attendees**
5 Registration

- b. From the “My Contacts” list on the left, select the people you wish to add as Alternate Hosts. Click the **Alternate Host** button in the center and move them to the righthand box. Click **OK** and then continue with the setup process.



3. At the end of the set up process, you can select the **Send a copy of the invitation to me** checkbox then **Schedule Meeting**. An email will be sent to your Inbox which will contain the information for attendees. You can then forward this message to others.



4. Click the “**Save as template**” button to save your settings as a default template. So, for example, you could enter a standard meeting topic and password, and all future meetings would have that information set by default.

About *WebEx Desktop Productivity Tools* for Connectivity with Outlook Calendar

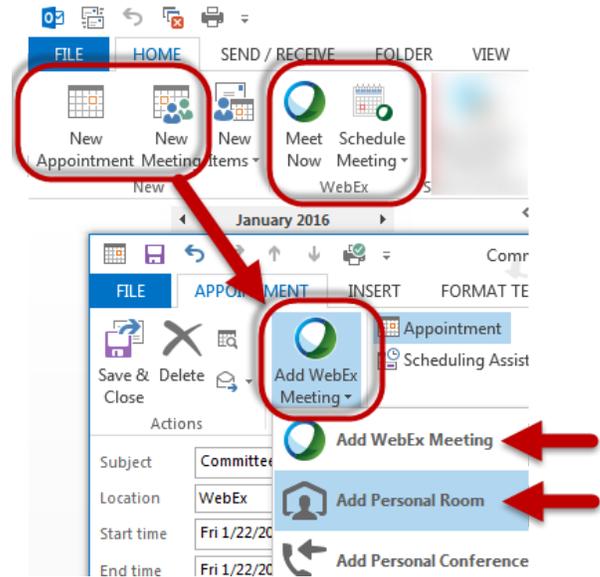
- The Desktop Productivity Tools are available for both PCs and Macs.
- To automatically create a WebEx meeting in your Outlook calendar, you must have Desktop Productivity tools installed.
- Your institution's IT department can install the WebEx Productivity Tools software on your office computer to integrate WebEx with MS Office applications and email clients, and make sure you are logged in and they are ready to use. This will make it even easier to schedule and participate in meetings.
- You do NOT need the Productivity Tool to schedule and host WebEx meetings! You can always schedule meetings by simply logging in with your Host account (NetID and PW) to the <https://ctedu.webex.com/> website. The Productivity Tools simply make it faster and easier to schedule meetings from your office computer, because you can do it right from within your native Outlook application (from the Calendar, for example).
- The WebEx Desktop Productivity Tools do NOT work with "Office 365" online. Web Access" (OWA) that you access by logging into myCommNet or from www.mail.comnet.edu – they only work with the native desktop Outlook application on a PC that has your personal profile, which will usually be your office/on-campus PC workstation.

Schedule or Launch WebEx Meetings from in your Outlook Calendar (with Desktop Productivity Tools)

Once you have the WebEx Desktop Productivity Tools installed, you can create and join meetings right from Microsoft Outlook (and other Microsoft applications and browsers).

Create a WebEx Meeting in Outlook Calendar

1. From Outlook Calendar, you can create a new appointment or meeting, and then from within that item you can **Add WebEx Meeting** and schedule a WebEx meeting or use your Personal Room information.
2. Just as you would for any other meeting or appointment, you would select the date/time for your webinar; invite attendees, etc. You can enter “WebEx” as the location.
3. You can either Send the meeting invitation or just “Save and Close”—this will save the WebEx information in the calendar item.
4. The meeting password will automatically appear in the meeting invitations that you send through the Outlook Calendar. Attendees who click the URL that a host sends to them for a meeting do not need to enter a password—they will just be prompted to enter their name and email address.

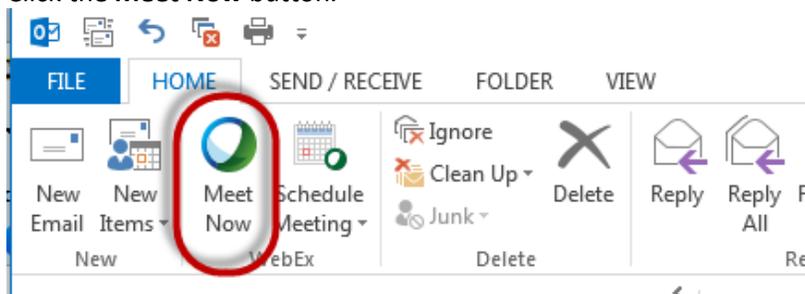


To update or cancel a meeting, go back to the item on your Outlook calendar and update or cancel the WebEx meeting just as you would with any other Outlook calendar item. Cancelling a meeting will remove it from the WebEx server; don't forget to also click the “Send” Cancellation button from the Outlook appointment to cancel it from your calendar (and that of others whom you may have invited.)

Launch your Personal Room from Outlook Calendar with “Meet Now”

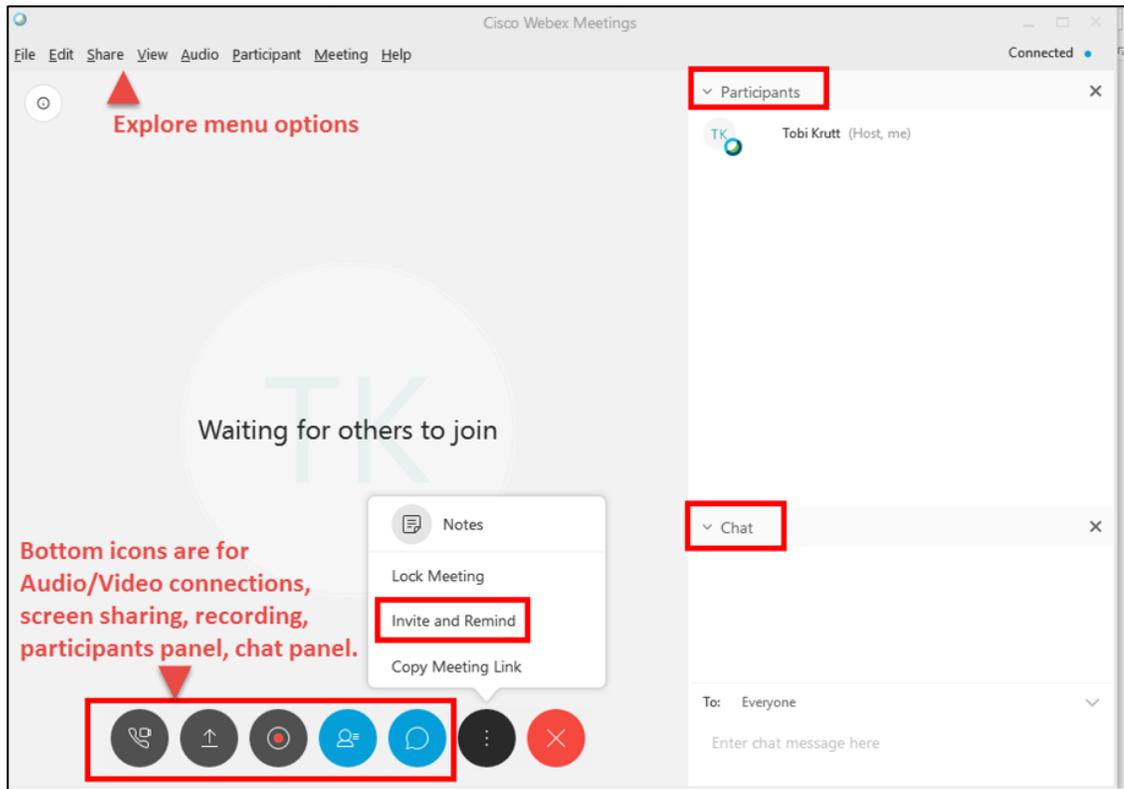
Let's say that you are on the phone with a student or a colleague, and you want to get them right into a WebEx meeting room so you can look at something together on their computer or yours. You can get them into your Personal Room in WebEx in a jiffy, directly from Outlook.

1. Click the **Meet Now** button.



2. You will go straight into your **WebEx Personal Room**.
3. Your Personal Meeting room will display.

4. If you're doing a "just in time" meeting (i.e., it's not a pre-scheduled meeting set up using the Scheduler) and need to invite someone immediately into your room, just click **Invite & Remind** and email them, or click **Copy Meeting URL** and then paste it into an email (or into an Announcement, Message, etc. in Blackboard) if you would like others to see it as well.



Add Alternate Hosts to WebEx Meetings

Create Personal Contacts in order to assign Alternate Hosts in Meetings

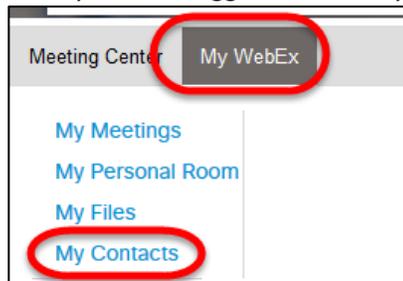
Sometimes you need to schedule meetings and enable more than one person to be able to log in and Host the meeting. **It's always recommended to assign Alternate Hosts for any scheduled meeting.**

For example, maybe you have a regularly scheduled committee meeting, and you may not be in attendance at every meeting. In this scenario, it's a good idea to make 2-3 other people on the committee Alternate Hosts. Then they can log in using their own Host account and start the meeting, if necessary.

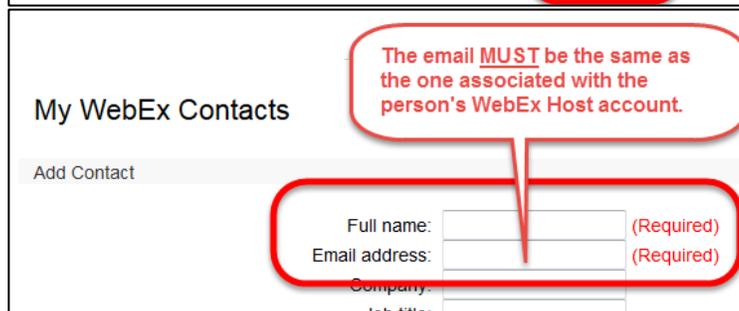
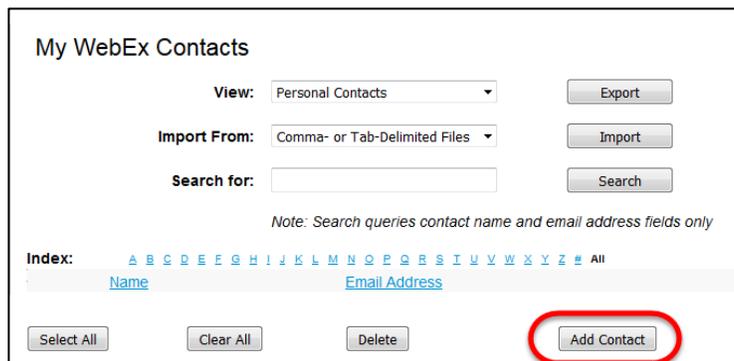
Update Your Personal Contacts

Before you can select and add anyone as an Alternate Host, that person must already have been added to your WebEx "Personal Contacts."

1. Once you have logged in, click My WebEx tab, then click "My Contacts."



2. Click "Add Contact" and then enter the person's email address.
The email address MUST be the same as what was used for the person's college or university WebEx Host account.



3. Click the "Add" button.

4. The person's name and email will appear as a new line in your Contacts. Continue by adding anyone else whom you think you may wish to add as an Alternate Host in your meetings.

Add an Alternate Host to a meeting scheduled on the CSCU WebEx Website

Now that you have created any Personal Contacts whom you might wish to assign as Alternate Host in any of your meetings, you can do that when you schedule any meeting.

1. When scheduling a meeting, click "Use Address Book."

The screenshot shows the 'Schedule a Meeting' interface. On the left is a navigation menu with options like 'Attend a Meeting', 'Host a Meeting', 'Set Up', and 'Support'. The main area contains the following fields:

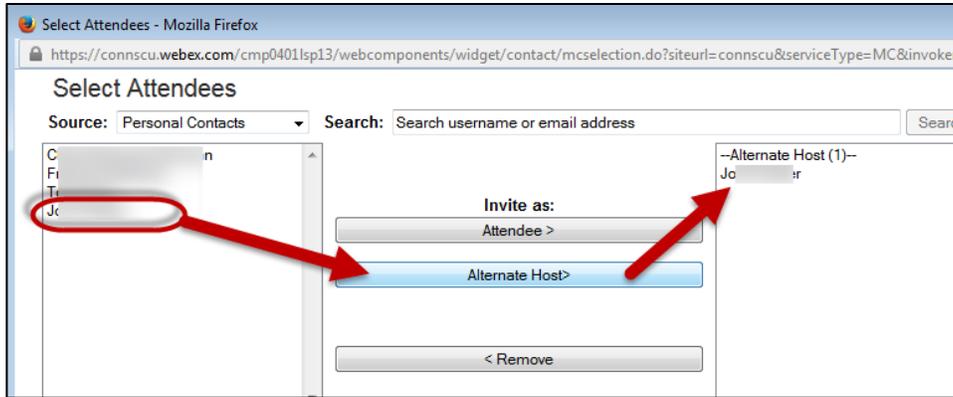
- Meeting topic: asdfasdfa
- Password: [masked]
- Confirm password: [masked]
- Date: 10/22/2015
- Time: 3:20 pm (New York Time)
- Duration: 1 hr 0 min
- Attendees: <Separate email addresses with a comma or semicolon>

A red circle highlights the 'Use address book' link below the Attendees field. There is also a checkbox for 'Send a copy of the invitation email to me'.

2. Select **Personal Contacts** from the Source dropdown. (Note, you must already have added the people you wish to have as Alternate Hosts to your My WebEx Contacts, as shown in the preceding section).

The screenshot shows the 'Select Attendees' dialog box. It has a 'Source' dropdown menu with a search field. The dropdown is open, showing three options: 'All Contacts', 'Personal Contacts', and 'Company Address Book'. 'Personal Contacts' is highlighted with a red circle. The search field contains the text 'Search username or email add...'. There is also an 'Invite as:' label at the bottom right.

3. Select a person you wish to add as an Alternate Host, then click the **Alternate Host** button. The person will appear in the "Alternate Host" list for your meeting.

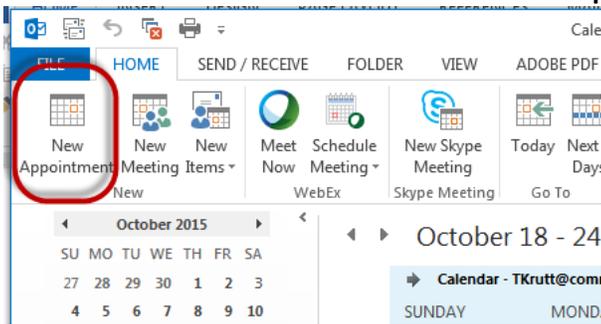


Add an Alternate Host to a meeting using Outlook Calendar

(Note: You must have Desktop Productivity Tools installed on your work computer)

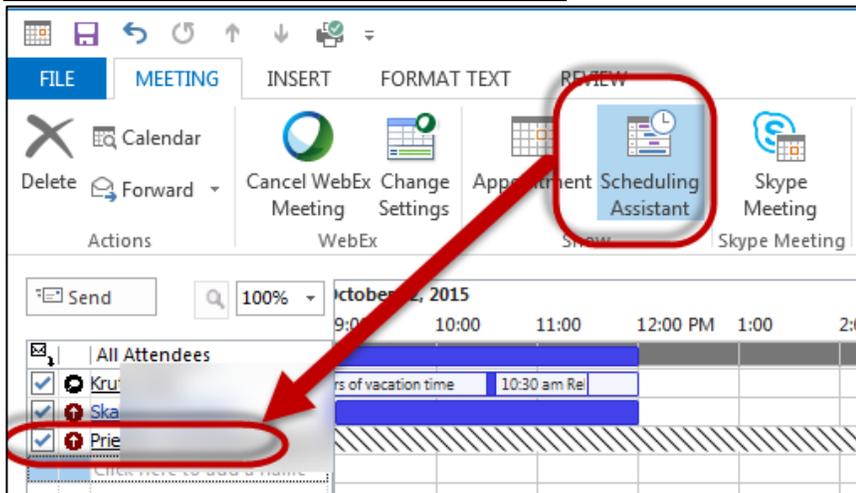
If you are familiar with using Outlook, you will notice that there are several different ways to accomplish the steps that follow. This document just shows one approach.

1. Go into the Outlook Calendar and create a **New Appointment** or **New Meeting**.

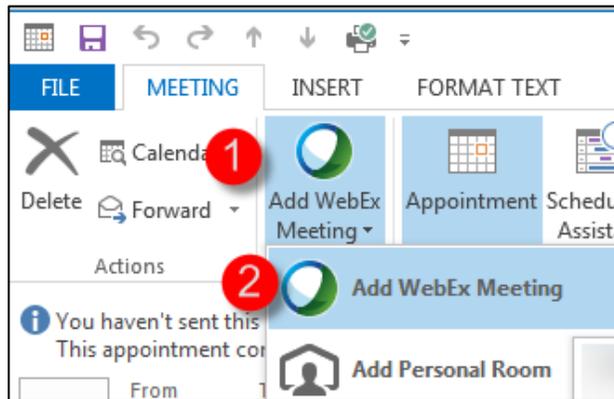


2. Click on **Scheduling Assistant** and invite people to your meeting.

IMPORTANT NOTE: Before you can add someone as an Alternate Host to your meeting, you must already have them on your Attendees list.

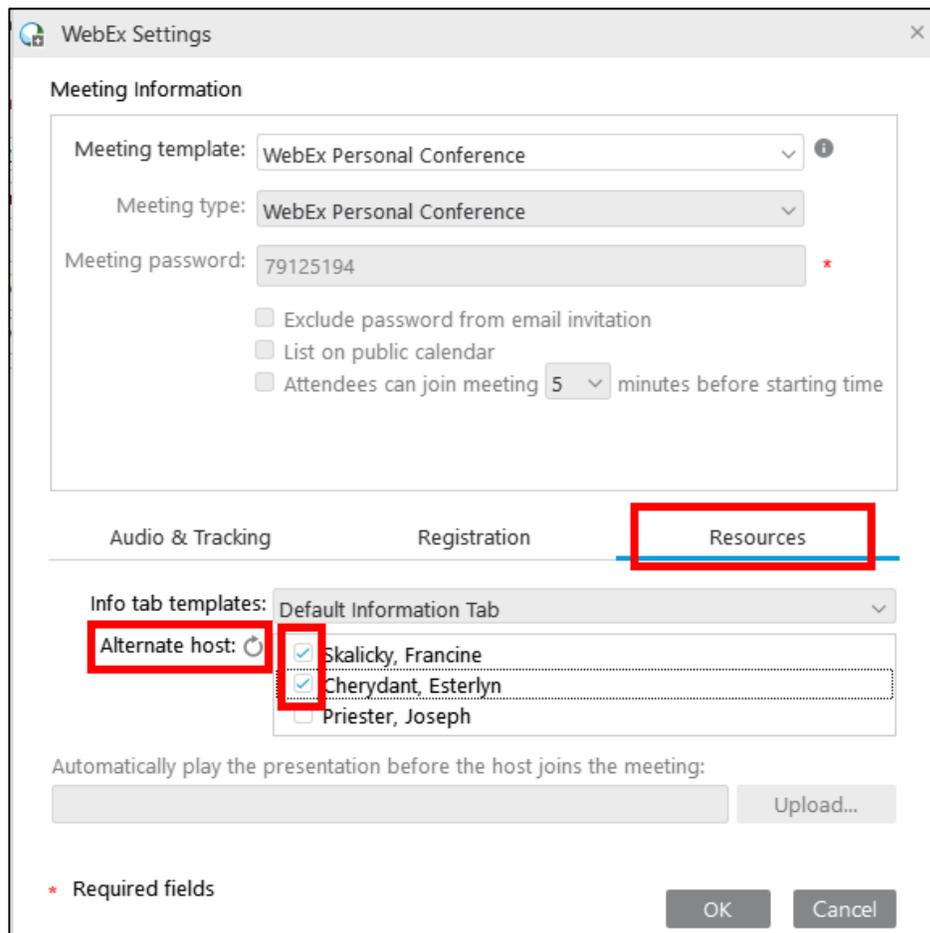


3. Click **Add WebEx Meeting**.



4. In the WebEx Settings dialog box:

- A. Click the **Resources** tab.
- B. Click the checkbox in front of the name(s) of any of your Attendees that you would like to be able to Host the meeting. (Remember: You must already have added people you want as Alternate Hosts into your Personal Contacts. See instructions in this document.)
- C. Click the **OK** button.



Enable Others to Schedule and/or Host WebEx Meetings on Your Behalf

If you want an Alternate Host to be able to schedule WebEx meetings on your behalf:

1. Go to **MyWebex>Preferences>Scheduling Options**
2. Now you can determine who you want to have the ability to schedule WebEx meetings on your behalf.

Scheduling permission ⓘ: To allow a host to schedule meetings on your behalf, enter the host's email address:

<Separate email addresses with a comma or semicolon>

If you want an Alternate Host to be able to host any meetings in your Personal Room:

3. Go to **MyWebex>Preferences>My Personal Room**
4. Now you can decide if you want *anyone with an account* on the site to host your Personal Room meetings, or select specific people to do so.

Alternate host: Let others host my Personal Room meetings without me

Allow anyone with an account on this site to be an alternate host for my Personal Room meetings

Let me choose alternate hosts for my Personal Room meetings

Enter the person's NetID email address here