

Resource Library

# STARTING AND SCHEDULING A WEBEX MEETING

If you're looking to conduct live virtual sessions with your colleagues or students, then Webex is the tool for you. Accessible via <https://fau.webex.com>, Webex is a great tool for collaboration, training, and conducting presentations. With the Webex Meetings app, you can schedule and host meetings from any Windows, Mac, iOS, or Android device. This document shows you how to start, join and schedule standard Webex Meetings in three different ways. **Notes on recordings are provided at the end.**

## BEFORE WE START...

- ✓ **Canvas Users:** If you plan on **recording these meetings**, note that they **will not** be linked in your Canvas course(s) automatically. Follow the steps in the final section of this document to learn how to access and share these recordings.
- ✓ **iPad & Chromebook users:** It is necessary to obtain the session number and password before joining. The [document linked here](#) is a guide on how to obtain this information. In order to avoid delays, we highly recommend using a Windows/Mac laptop or desktop, iPhone, or Android phone to start/join sessions.
- ✓ Make sure you have a functional webcam and/or microphone connected or built-in to your computer.
- ✓ **Download and install** the Webex Meetings app on your device(s): <https://webex.com/downloads>
- ✓ If you have trouble with any of the following instructions, please submit [this Help Desk Request](#).

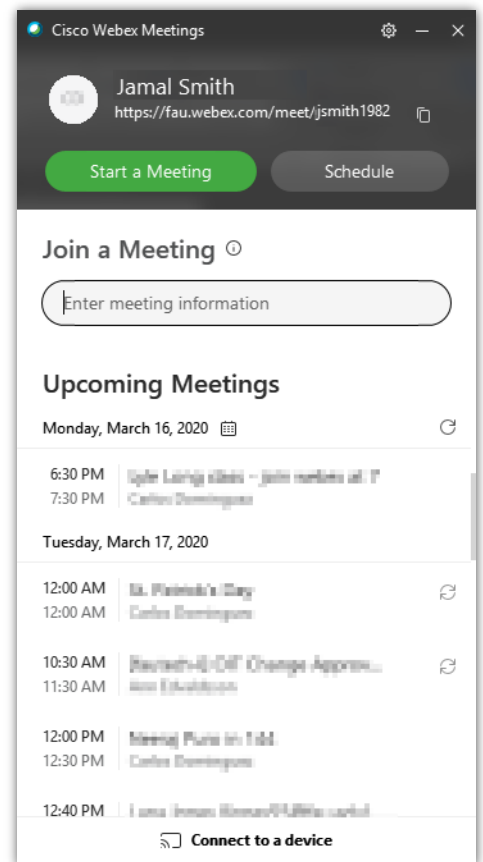
## START A PERSONAL ROOM FROM THE APP

Webex Personal Rooms are a quick and easy way to meet virtually. The room is specific to your account and does not allow others to join until you start it.

1. Open the [Webex Meetings app](#).
2. If you haven't done so already, sign in to the app with your FAU credentials:
  - a. When prompted, enter your FAU email address.
  - b. An FAU login page will appear. Enter your FAU NetID and Password to continue.
  - c. **On mobile devices**, you'll be asked to select the FAU Webex site, which is: **fau.webex.com**. Select it and then enter your FAU credentials to continue.
3. After signing in, click the green **Start a Meeting** button in the application. This will launch your **Webex Personal Room** which is accessible via the following URL:
  - a. <https://fau.webex.com/meet/FAUNetID>
  - i. e.g. <https://fau.webex.com/meet/jsmith1998>

## START A PERSONAL ROOM FROM THE WEB

1. Open a web browser and go to <https://fau.webex.com>.
2. Click the **Sign In** button at the top-right of the page to access your Webex dashboard.
3. Locate and share your Personal Room meeting link:
  - a. <https://fau.webex.com/meet/FAUNetID>
  - i. e.g. <https://fau.webex.com/meet/jsmith1998>




Webex Meetings Application Window

## Resource Library




- Once you've shared your Personal Room link, click the **Start a Meeting** button on your Webex dashboard. This will launch your **Webex Personal Room**.

### SCHEDULE A STANDARD WEBEX MEETING

- Sign in to <https://fau.webex.com>.
- In the center of your Webex dashboard, click the **Schedule** button.
- In the **Meeting Type** field, ensure that **Webex Meetings Pro 1000** is selected.
- In the **Meeting Topic** field, enter a name for the session.
- (optional)* Define a new meeting password. This password will be delivered to your invitees when you finish creating the meeting.
- Click on the **Date and Time** details to define the date and time when your meeting will occur.
  - The duration will not cut off a meeting in progress. This detail is more of a courtesy than an exact time. Your meeting is accessible while you (or another defined host) are hosting it.
  - Clicking **Recurrence** will allow you to schedule multiple meetings at once.
- In the **Attendees** field, type in a comma-separated list of emails for your participants. Email addresses within this organization should appear in a menu below the field as you type them.
- When you're done editing your meeting details, click the blue  button.


After finishing steps 1-8, you'll see a confirmation screen and both you and your invitees will receive an email with the meeting link, password and other details.

### START A SCHEDULED WEBEX MEETING

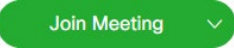
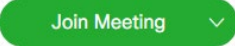
- At the time of your meeting, you can launch the session in one of two ways:
  - From the **Webex Meetings app**:
    - Open the app and view the **Upcoming Meetings** section.
    - Your available Webex meetings will show a  button.
    - Click on that button to launch or join the meeting. Note that if you are not the host of the meeting, you'll be asked to wait until that person has started the meeting from their account.
  - From the web (**fau.webex.com**):
    - Go to <https://fau.webex.com> and click the **Sign In** button at the top-right of the screen.
    - On the left side of the screen, click the  **Meetings** button to view your upcoming Webex meetings.
    - Locate the meeting that you wish to start, and then click its corresponding  button.

### JOIN A SCHEDULED MEETING (WITH INVITATION)



The easiest ways to join a meeting to which you've been invited are by either going through the web or going through the email you received when the meeting was initially scheduled.

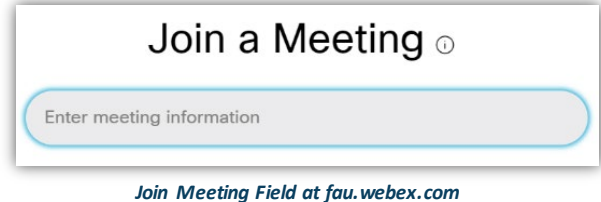
- From the web (**fau.webex.com**):
  - Sign in to the FAU Webex Portal ([fau.webex.com](https://fau.webex.com)).
  - Click on the  **Meetings** button on the left side of the screen.
  - Click on the meeting that you wish to join.

## Resource Library


- d. Note the meeting number and password in this email. Depending on your operating system/device, you may need to enter this information.
  - e. When the meeting is set to begin, click the  button to launch the application.
2. From email:
- a. Locate the email confirmation that was sent out when the meeting was scheduled.
  - b. Note the meeting number and password in this email. Depending on your operating system/device, you may need to enter this information.
  - c. When the meeting is set to begin, click the  button included in the email. This will begin to launch the application.






### JOIN A SCHEDULED MEETING (WITHOUT INVITATION)

1. Retrieve the meeting number and password from the host of the session (e.g., your professor, the organizer of the meeting, etc.).
2. Go to <https://fau.webex.com>.
3. In the **Join Meeting** or **Meeting Information** field, enter the meeting number (e.g. 123 456 789).
4. Press the Enter key.
5. Find the **Password** field and enter the session's password.
6. Click the  button.
7. When the host starts the meeting, the  button will appear green. Click the button to join the meeting.





### CREATING, VIEWING AND SHARING RECORDINGS

It is possible to record a Webex meeting by clicking the  button or going to the **Meeting** menu in the menu bar and clicking **Start Recording**. These recordings will then be accessible via the FAU Webex portal at <https://fau.webex.com>. If you were in a recorded meeting, the host will have to share a link to the recording by following the instructions below.

1. Start a Webex meeting.
2. When you are ready to begin recording, click the  button and ensure that the **Record in cloud** option appears.
3. Click the  button to begin recording.
4. When you are finished with the meeting, click the  button again.
5. Click the **Stop Recording** button.
6. End and close your meeting.
7. In an internet browser, go to the FAU Webex portal ([fau.webex.com](https://fau.webex.com)).
8. On the left side of the screen click the  **Recordings** button. This will show a list of all your Webex recordings.
9. Depending on web traffic and the length of your recording, allow up to a few hours for your recording to finish processing. In the meantime, it will display a "**Generating...**" message.
10. When it is done processing you have a few options:
  - a. Click the  button to download an MP4 file of the recording.

Webex Meetings | Updated 3/24/2020

Resource Library

- b. Click the  button to view options for sharing the recording. You can send it via email or copy the recording link and paste it into a message to colleagues/students.
- c. Click the  button to edit preferences for the recording such as the name and description.