

## Getting Started with WebEx

### 1) What software is required?

WebEx Meeting Manager will automatically be set up when you host/join a meeting.

You can save time by setting up WebEx Meeting Manager, on Windows or Mac, before the meeting. To do this, open a browser and go to <http://stanford.webex.com>

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Stanford University WebEx Enterprise Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://stanford.webex.com/mw03051/mywebex/default.c

Google

STANFORD UNIVERSITY »

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### Browse Meetings

Attend a Meeting

- Browse Meetings
- Unlisted Meeting
- Register

Host a Meeting

Set Up

- Meeting Manager
- Preferences

Support

Stanford Help

Search for meetings by host, topic, or words in the agenda:

Search

Today Daily Weekly Monthly

◀ April 6-12, 2008 ▶

Show only meetings that require registration

Time	Topic	Host
▼ Sunday	April 6, 2008 (0)	
No scheduled meetings.		
▼ Monday	April 7, 2008 (3)	
11:00 am	<a href="#">Pavel's talk</a>	Libby Roberts
2:15 pm	<a href="#">AA247, week 1, Practice and Ov...</a>	Bob Twiggs

Done stanford.webex.com

First, click on 'Meeting Center' in the upper option bar. Expand the 'Set Up' choices in the sidebar, and click on 'Meeting Manger'

On the next screen, click

Set Up

The installation will take a few minutes, and then you'll be ready to go!

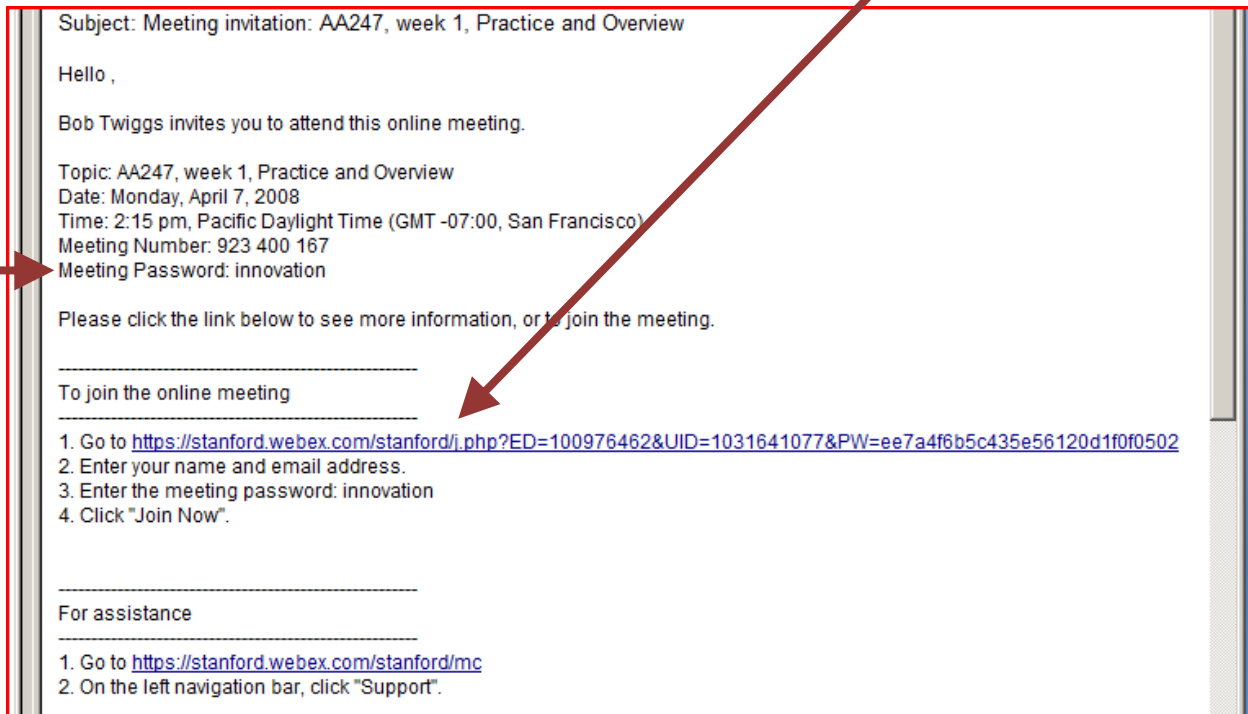
## 2) What do I need to attend a seminar?

All you need is a computer that is able to play sound, and an internet connection.

If you do not already have the software installed (see question 1) you must be logged in to your computer as the administrator. This will allow the WebEx Meeting Manager software to be installed.

## 3) How do I join the meeting?

When the meeting is scheduled, you will receive an email from Bob Twiggs with the subject "Meeting Invitation..." and the meeting name. Join the meeting by clicking the first link in the email (under "To Join the Online Meeting").



This will take you to a website. Please enter your name and email address.

The screenshot shows a web browser window with the title "Stanford University WebEx Enterprise Site - Mozilla Firefox". The address bar shows the URL "https://stanford.webex.com/mw03051/mywebex/default.do?service=1&siteurl=". The page content includes a header for "STANFORD UNIVERSITY" and a navigation menu. The main section is titled "Meeting Information: Emily's meeting" and contains the following details:

- Meeting status:** Started
- Starting date:** Monday, April 7, 2008
- Starting time:** 9:51 am, Pacific Daylight Time (GMT -07:00, San Francisco)
- Duration:** 1 hour
- Meeting number:** 925 868 585
- Meeting password:** (not available)
- Teleconference:** Call-in toll-free number (US/Canada): 866-469-3239; Call-in toll number (US/Canada): 1-650-429-3300. A link "Show toll-free dialing restrictions" is provided.
- Host's name:** Bob Twiggs
- Host's Email:** btwiggs@stanford.edu

Below the meeting information are buttons for "View Agenda" and "Add to My Calendar". A "Join Meeting Now" form is also present, with the following fields:

- Join Meeting Now** (Section Header)
- To join this meeting, provide the following information.
- Your name:** [Text Input Field]
- Email address:** eelkema@stanford.edu
- Password:** [Text Input Field]
- (Clear my information)
- I would like to take a free WebEx trial (email required).
- Join Now** (Button)

At the bottom of the page, there is a note: "Before you join the meeting, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the meeting."

The password should be automatically filled in. If not, you can find the password in the Meeting Invitation email.

If you do not already have the WebEx software installed, it will be installed for you (NOTE: you must have administrator privileges on your computer).

When asked if you'd like to join the VOIP conference, say yes.

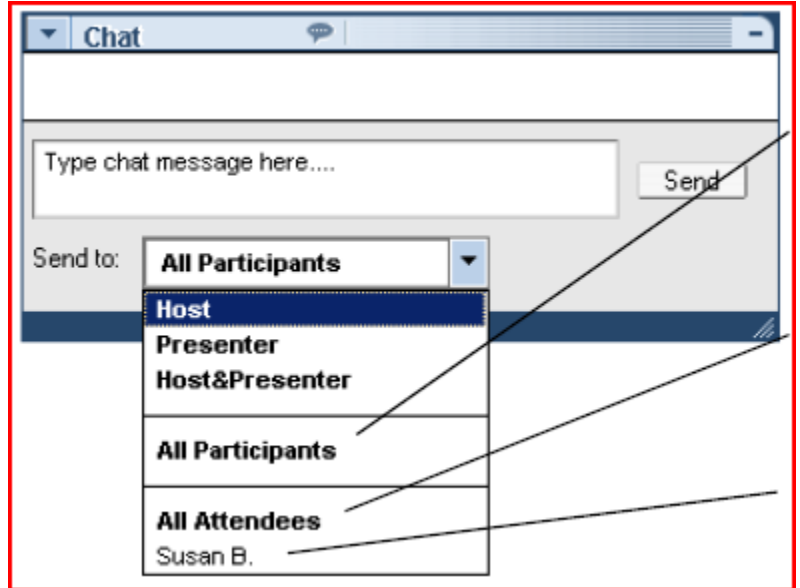
You've successfully joined the meeting!

#### 4) Can I ask questions during the seminar?

Yes. At the end of each presentation, we will hold a question and answer session. You will be able to ask questions or make comments in one of two ways:

##### a) via 'Chat'

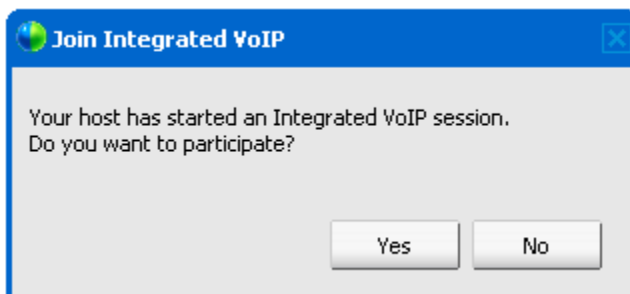
- In the meeting window, open the 'Chat' panel.
- Type a message in the chat box
- In the 'Send to' drop-down list, select the recipient of the message (the Host)
- Click 'Send'
- The host will relay your question to the presenter



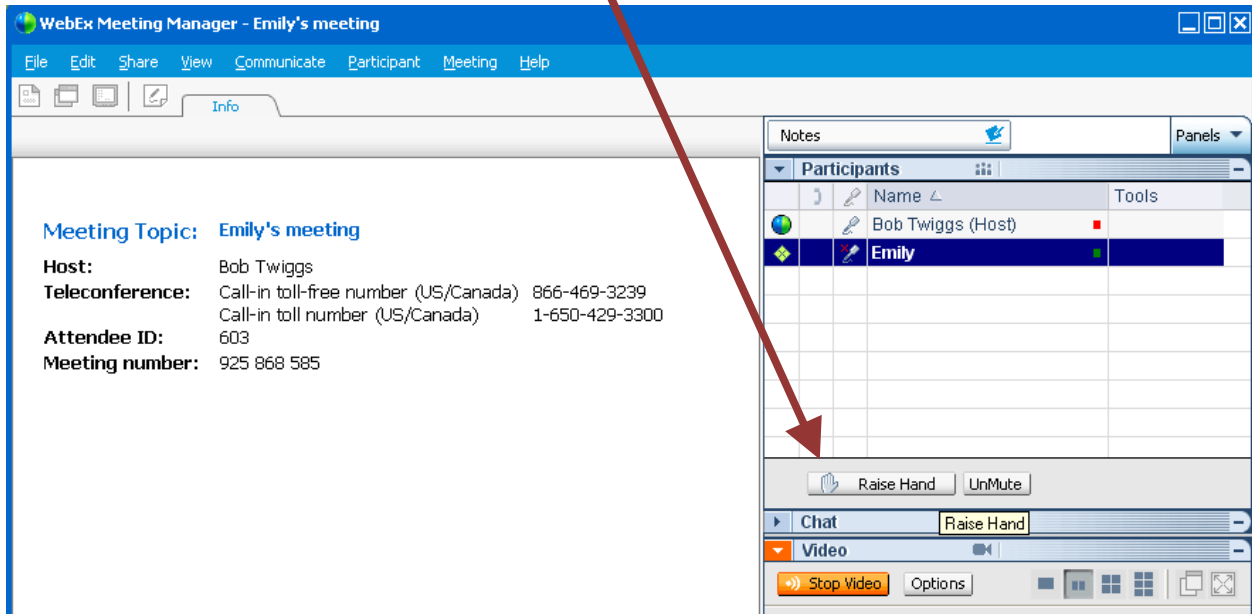
##### b) via Voice-over-IP (VOIP) conferencing.

NOTE: You must have a microphone on your computer to use this option. There is a microphone jack on most computers, and many webcams have an integrated microphone.

When the host starts a VOIP conference, you will be prompted to join. Select 'yes'



When you have a question, go to the 'participants' window and click on 'Raise Hand'



When the host 'passes the mic' to you, you'll be able to ask a question. Make sure your microphone is un-muted.

## 5) Do I need a webcam?

- a. No. Only the presenter is required to have a webcam. Users are asked not to send video (except during question and answer sessions) to ensure the fastest connection possible.

## 6) I still have some questions

- Go to <http://stanford.webex.com>
- Click 'support' on the left navigation bar
- If you cannot find the answer to your question, please email the course assistant, Emily, at [eelkema@stanford.edu](mailto:eelkema@stanford.edu)

