Cisco Webex

PREPARED BY: THE UNIVERSITY IT CENTER

SARAJEVO, DECEMBER 2020

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- CISCO WEBEX MEETING AND WEBEX TEAMS APPLICATIONS
  - CISCO WEBEX WEB APPLICATIONS
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- CISCO WEBEX SMART BOARDS
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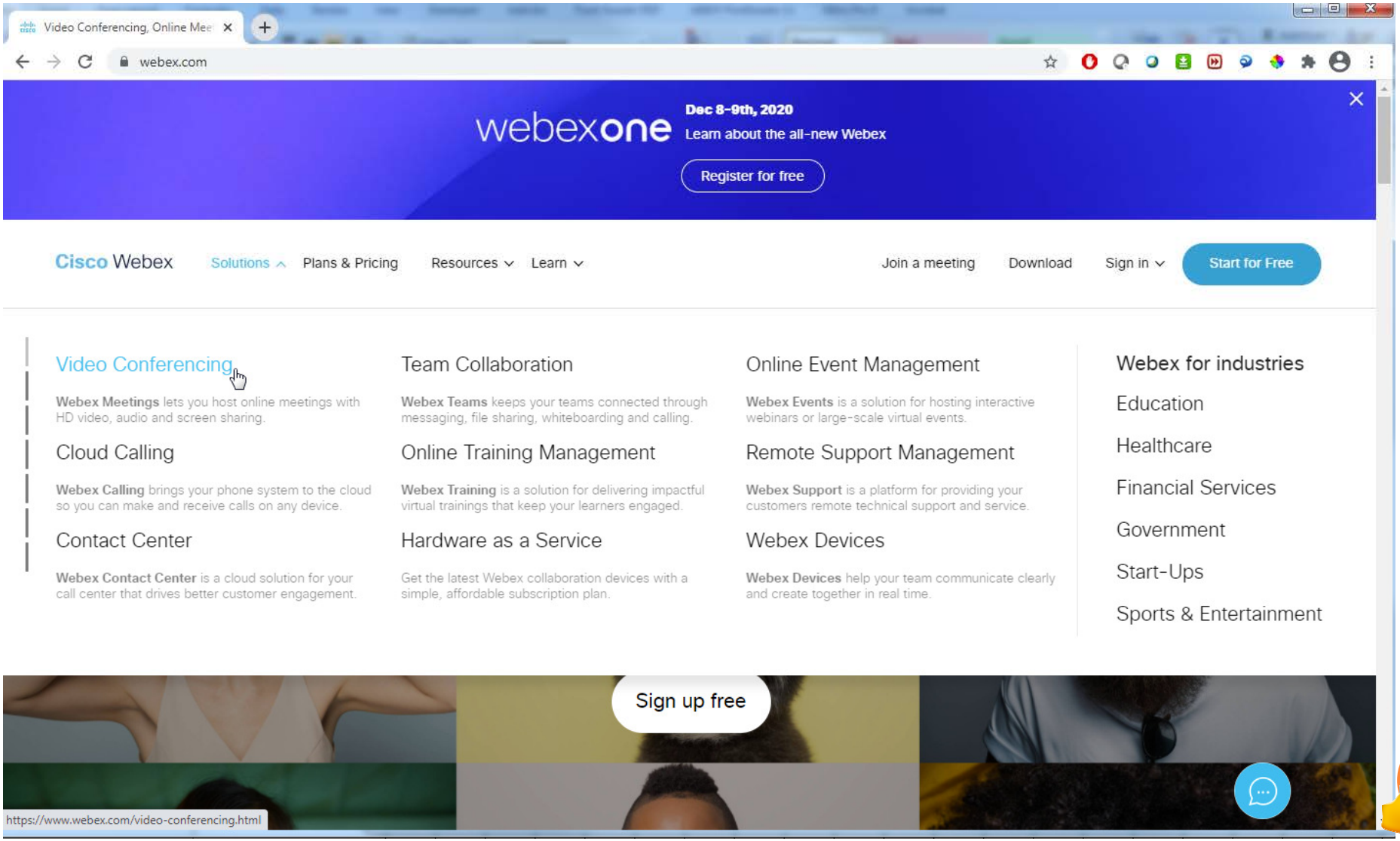
- USEFUL LINKS
- Q&A

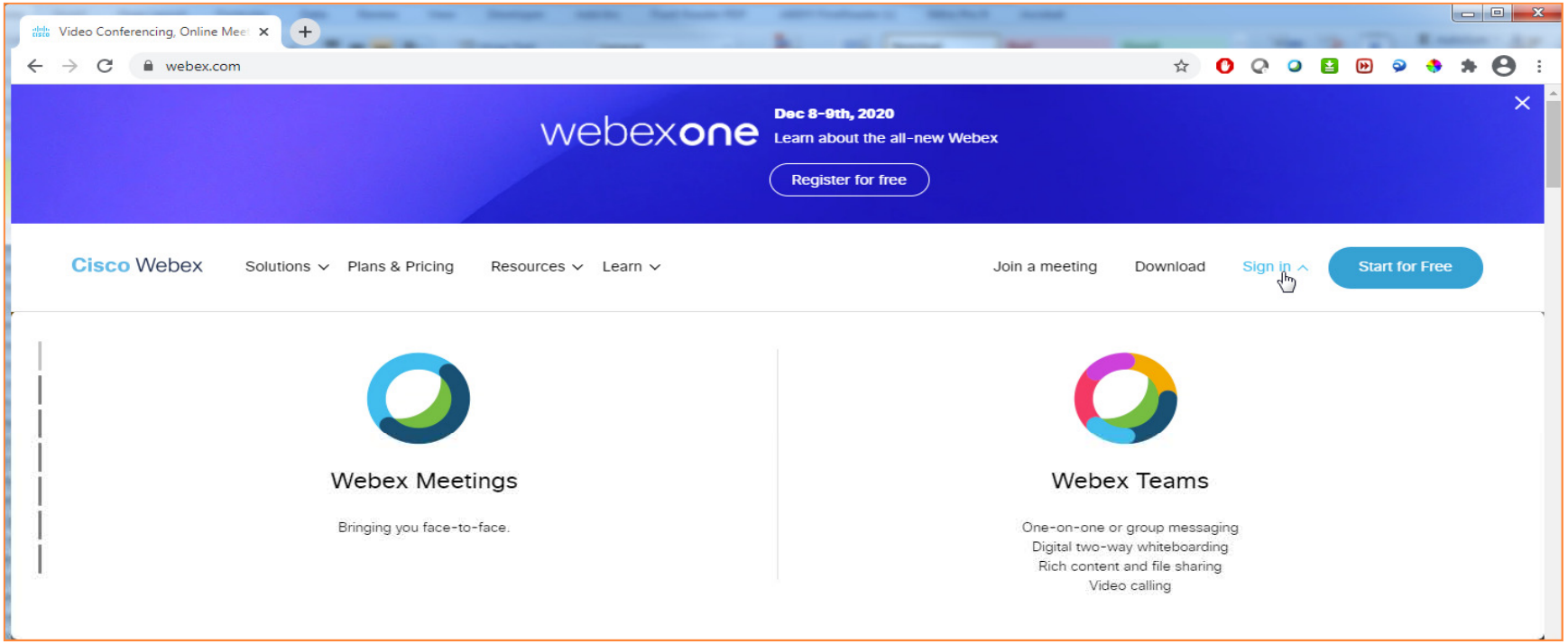
CISCO WEBEX SOLUTIONS

https://www.webex.com



CISCO WEBEX WEB APPLICATIONS

https://www.webex.com



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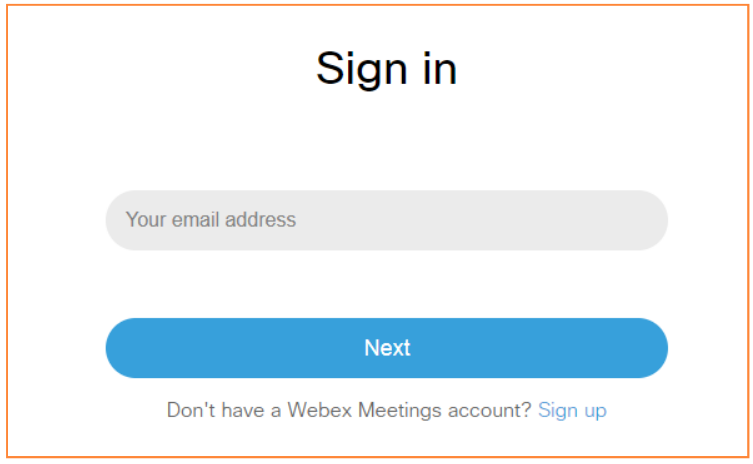

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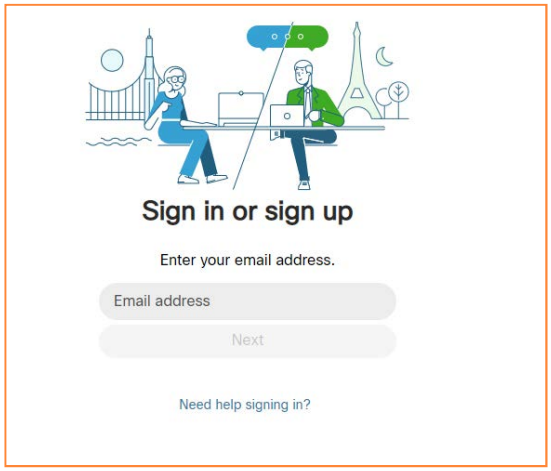

CISCO WEBEX MEETING WEB APPLICATIONS

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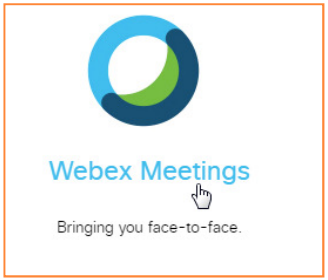
STEP 2



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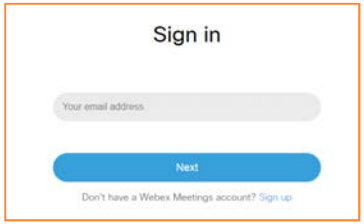

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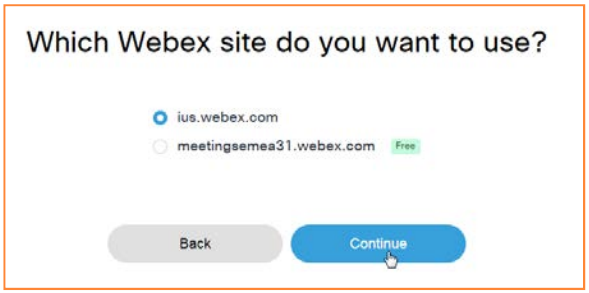

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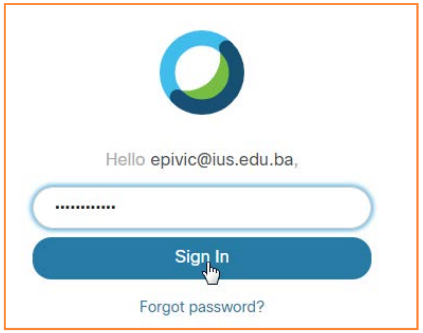
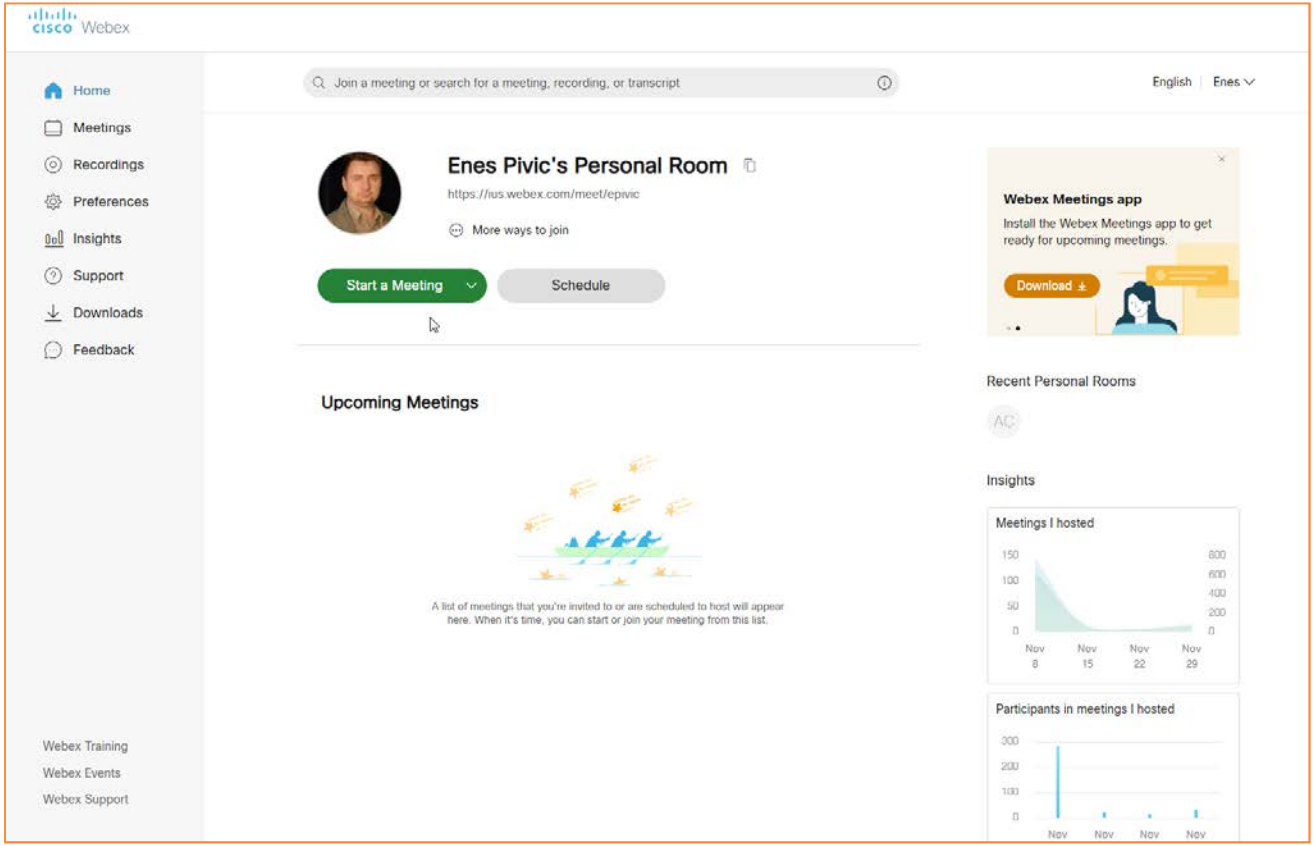
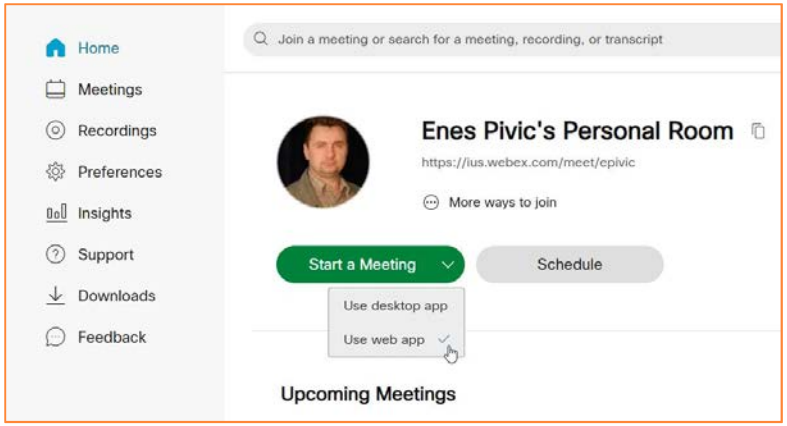


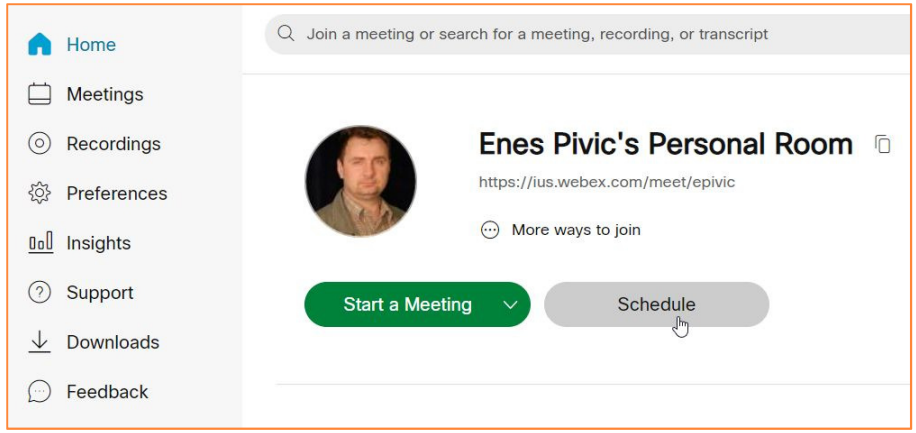


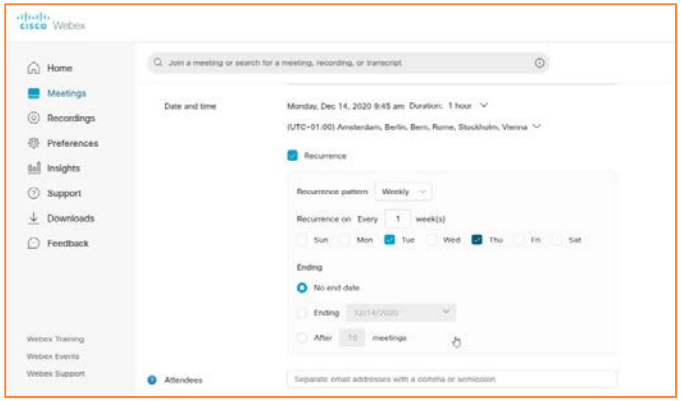
WITHIN THE WEB BROWSER USING CISCO WEBEX MEETING WEB APPLICATION WE ARE ABLE TO:

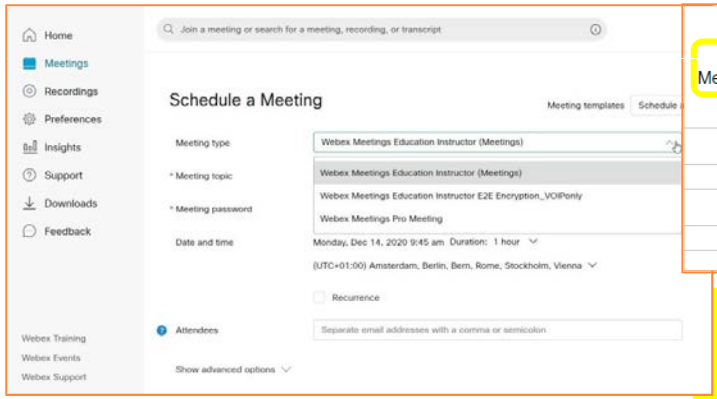
- START A CISCO WEBEX MEETING
- JOIN A CISCO WEBEX MEETING
- SCHEDULE A CISCO WEBEX MEETING
- MANAGE YOUR CISCO WEBEX MEETING RECORDINGS
- CUSTOMIZE YOUR CISCO WEBEX MEETING PREFERENCES
- DOWNLOAD CISCO WEBEX MEETING APPLICATIONS FOR DIFFERENT PLATFORMS
- ACCESS CISCO WEBEX MEETING TRAINING AND SUPPORT
- ACCESS YOUR CISCO WEBEX MEETING STATISTICS

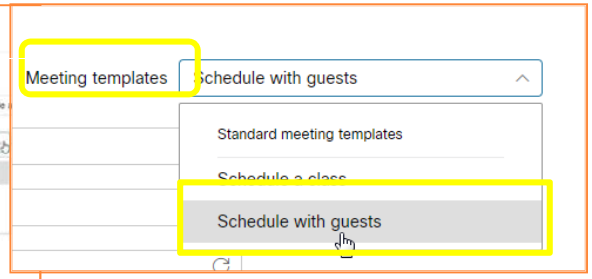
CISCO WEBEX MEETING WEB APPLICATIONS

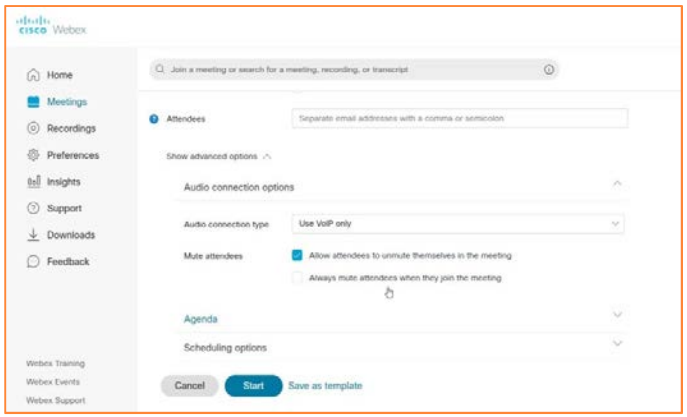


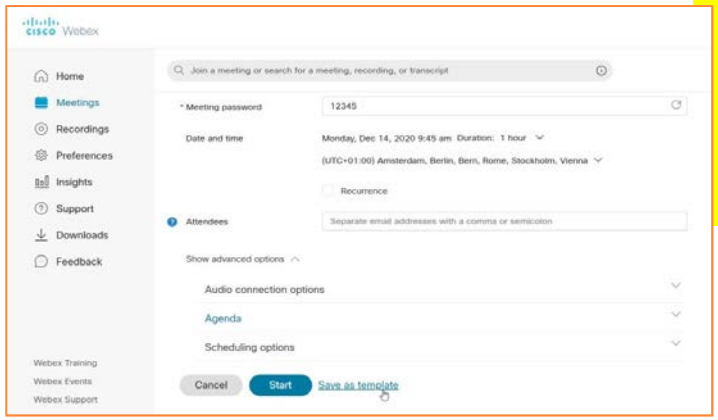












IN ORDER TO SIMPLIFY STUDENT'S ACCESS TO THE CISCO WEBEX MEETING

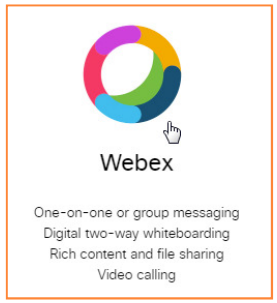
MEETING TEMPLATE *SHOULD BE CONFIGURED USING OPTION:*

SCHEDULE WITH GUEST

CISCO WEBEX TEAMS WEB APPLICATIONS

STEP 1: https://web.webex.com/

STEP 2



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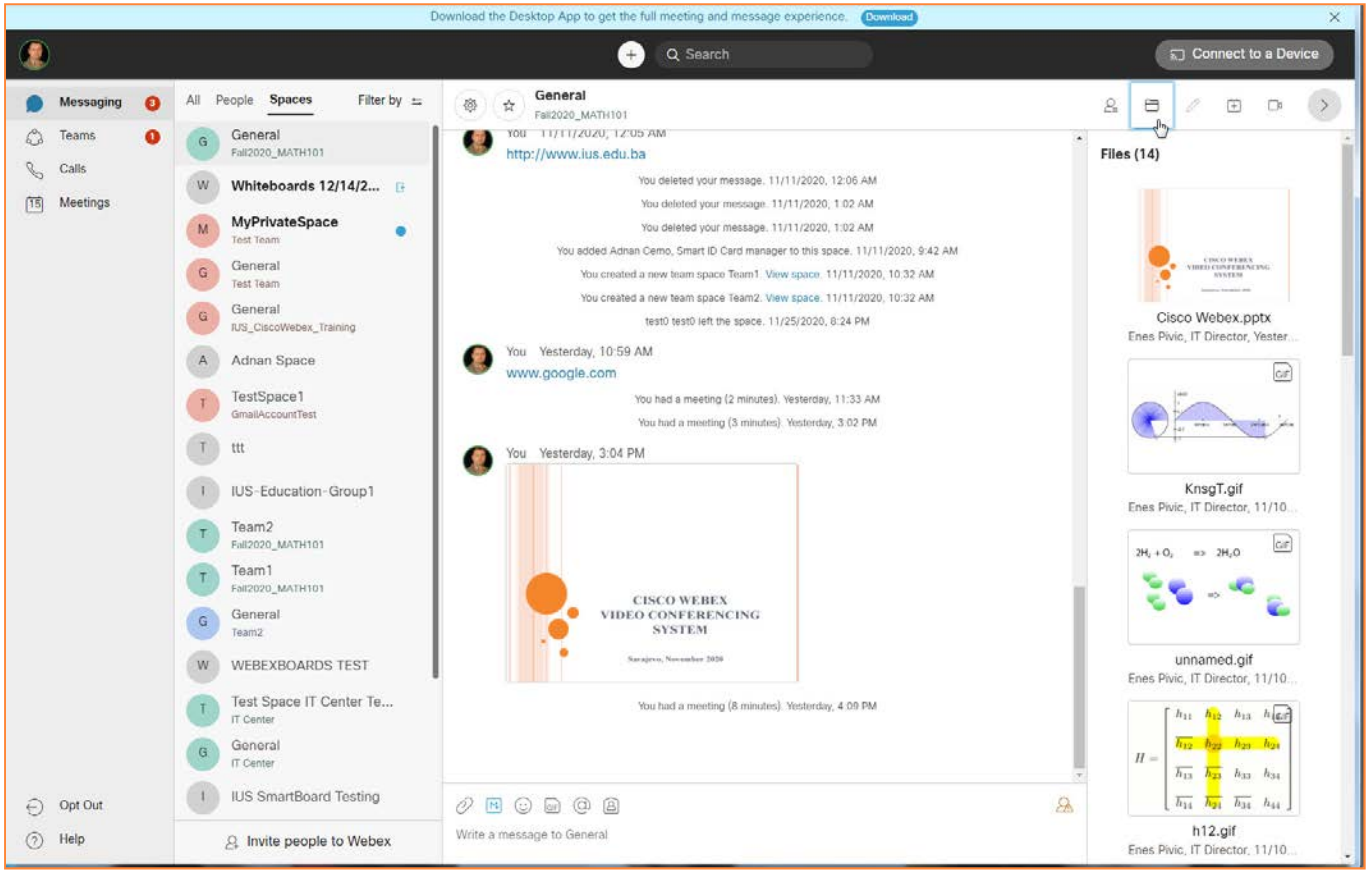

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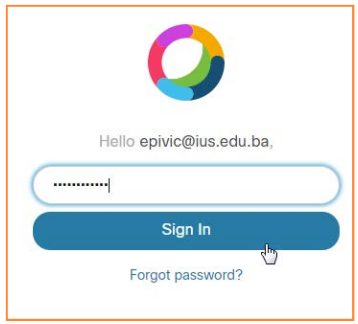
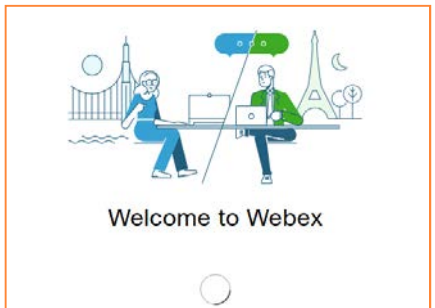
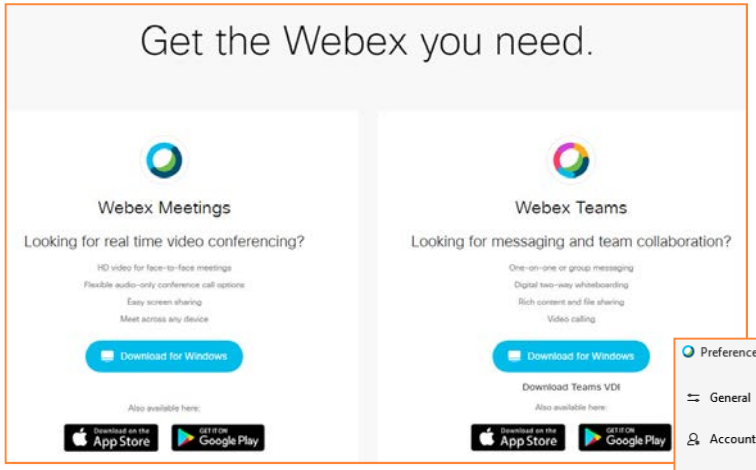
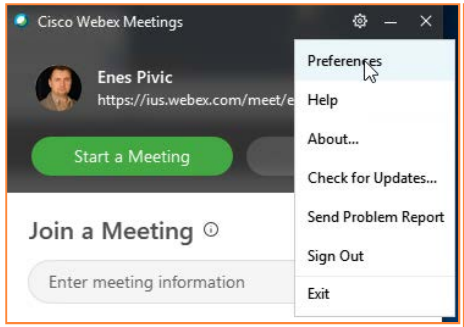
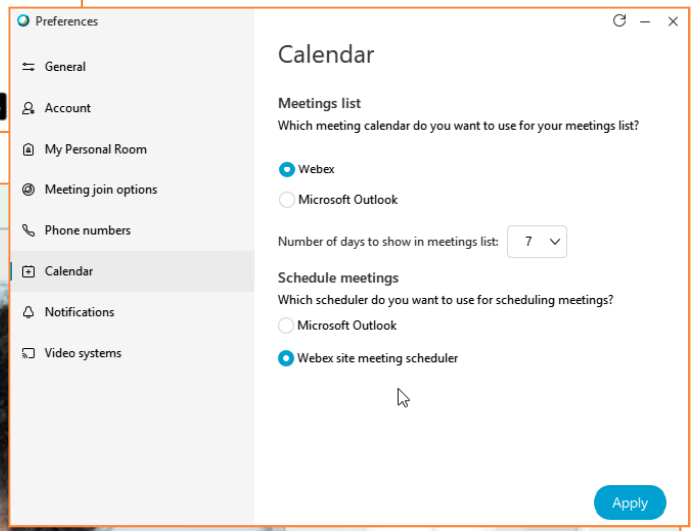


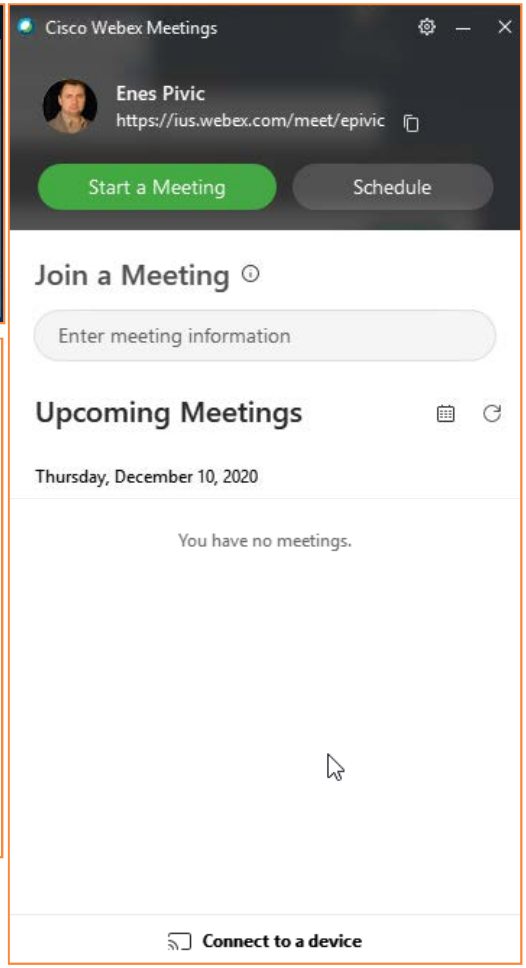


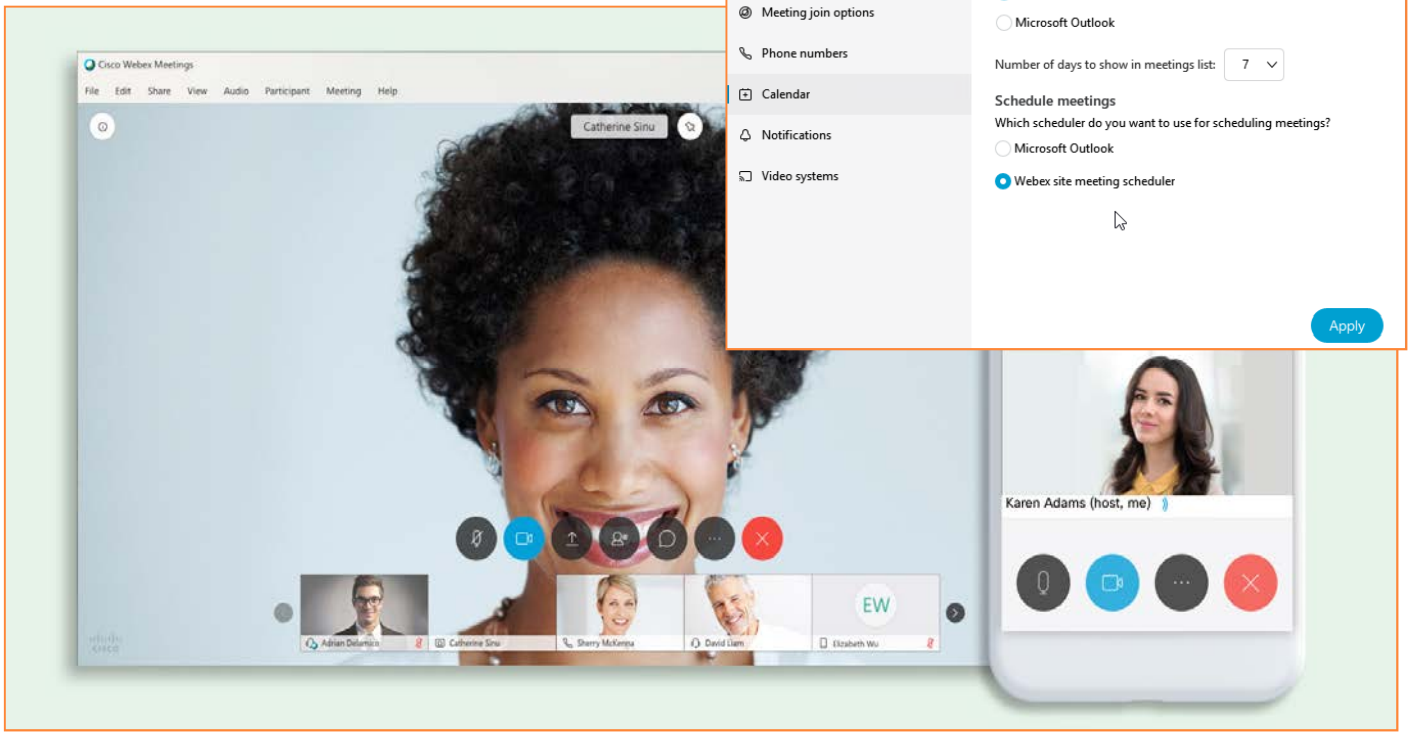
CISCO WEBEX MEETING DESKTOP/ MOBILE APPLICATIONS



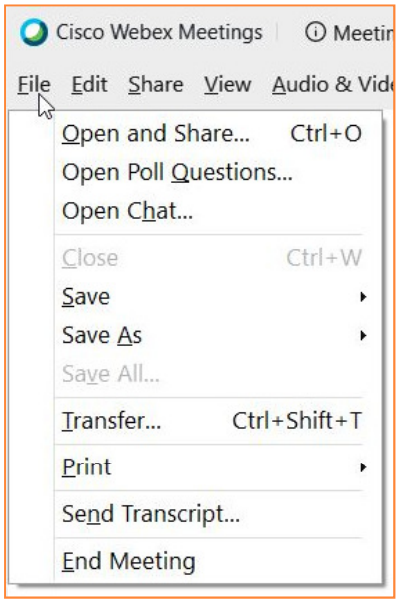


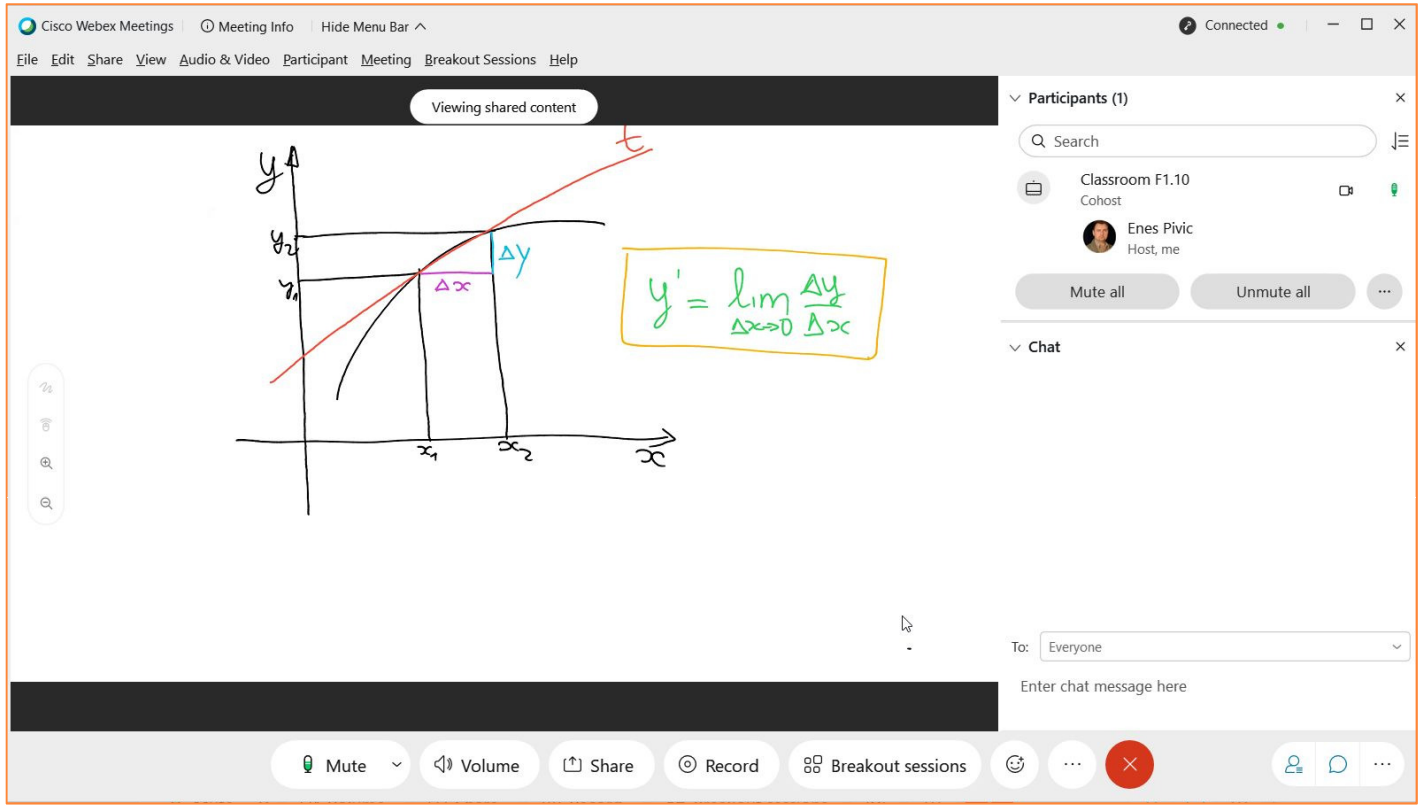


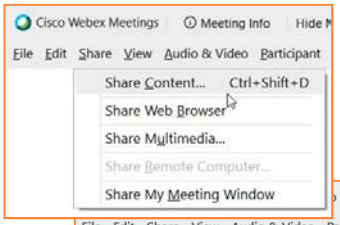


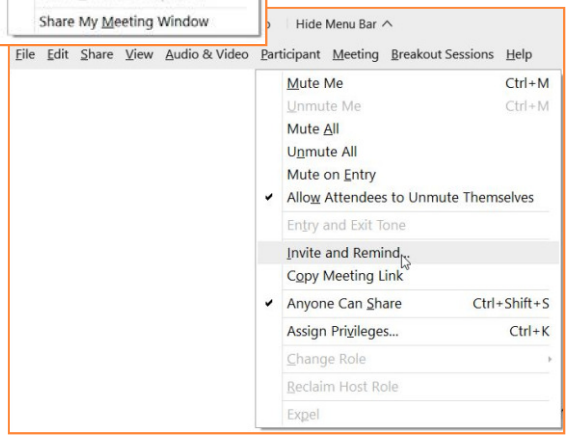


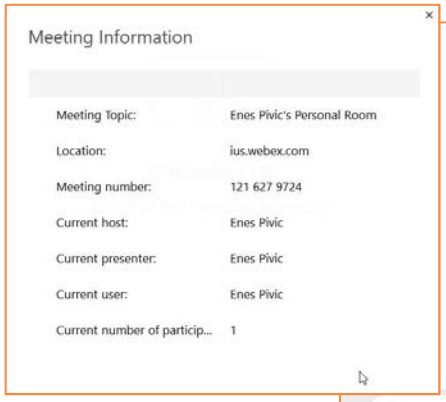
CISCO WEBEX MEETING DESKTOP APPLICATIONS

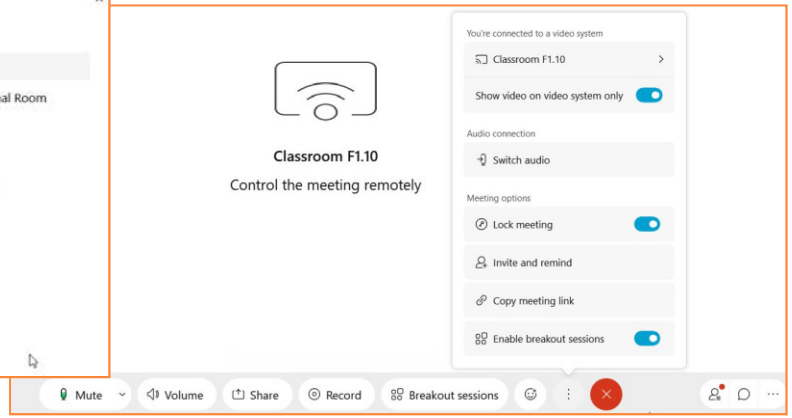




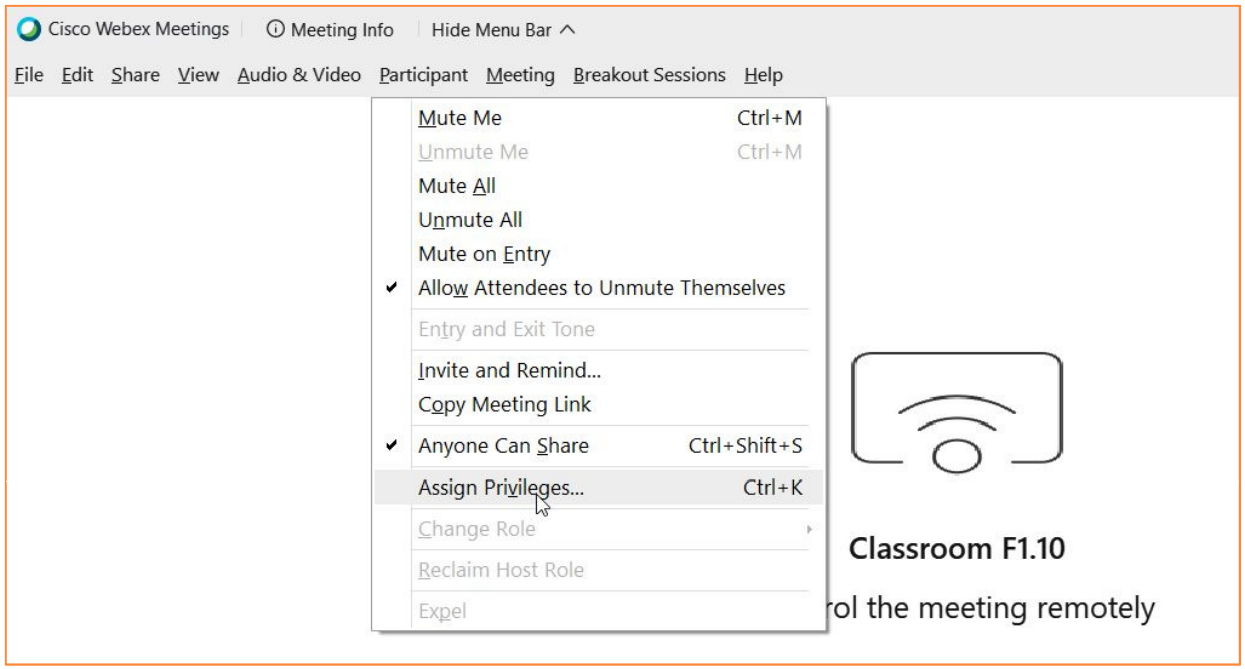


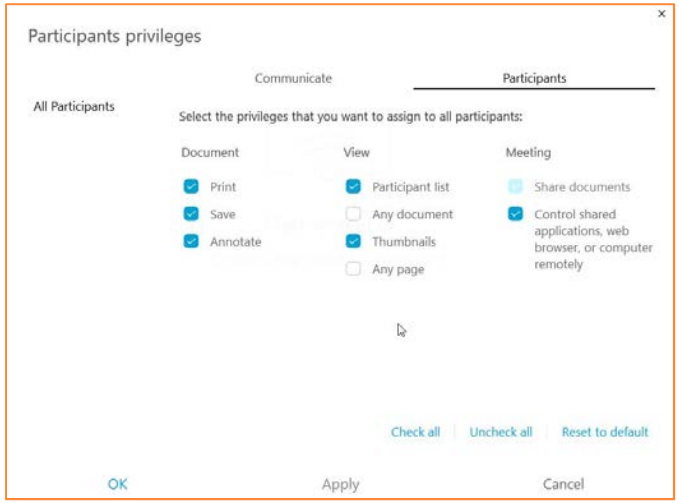


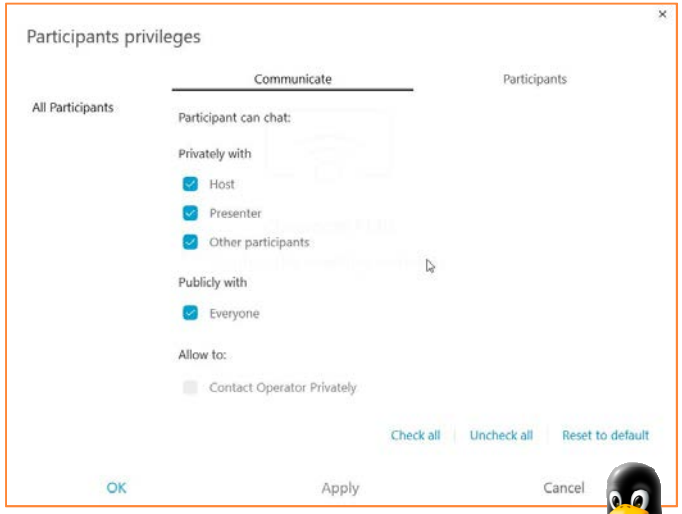


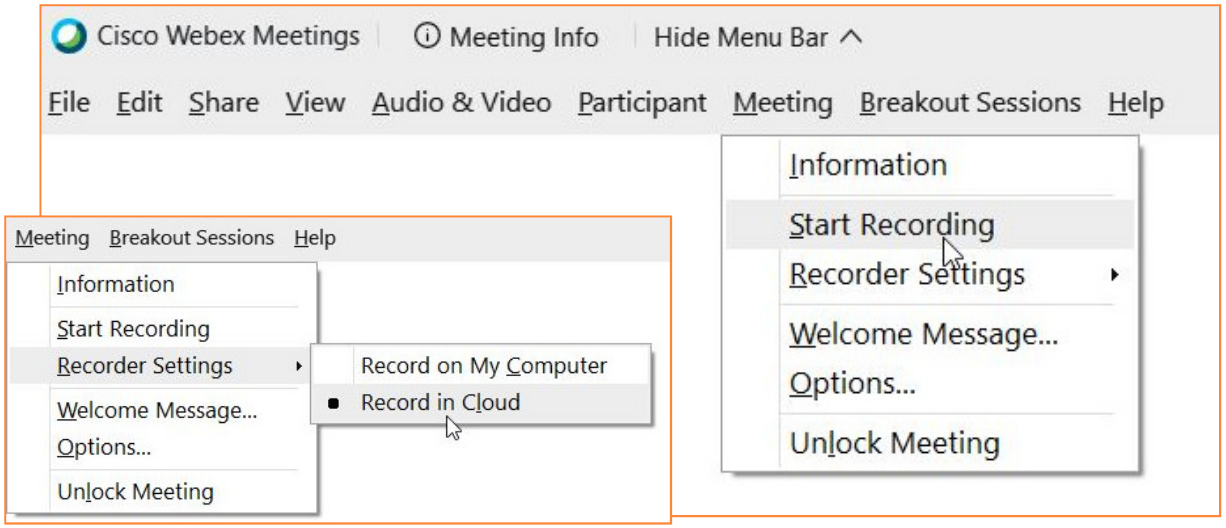


CISCO WEBEX MEETING DESKTOP APPLICATIONS

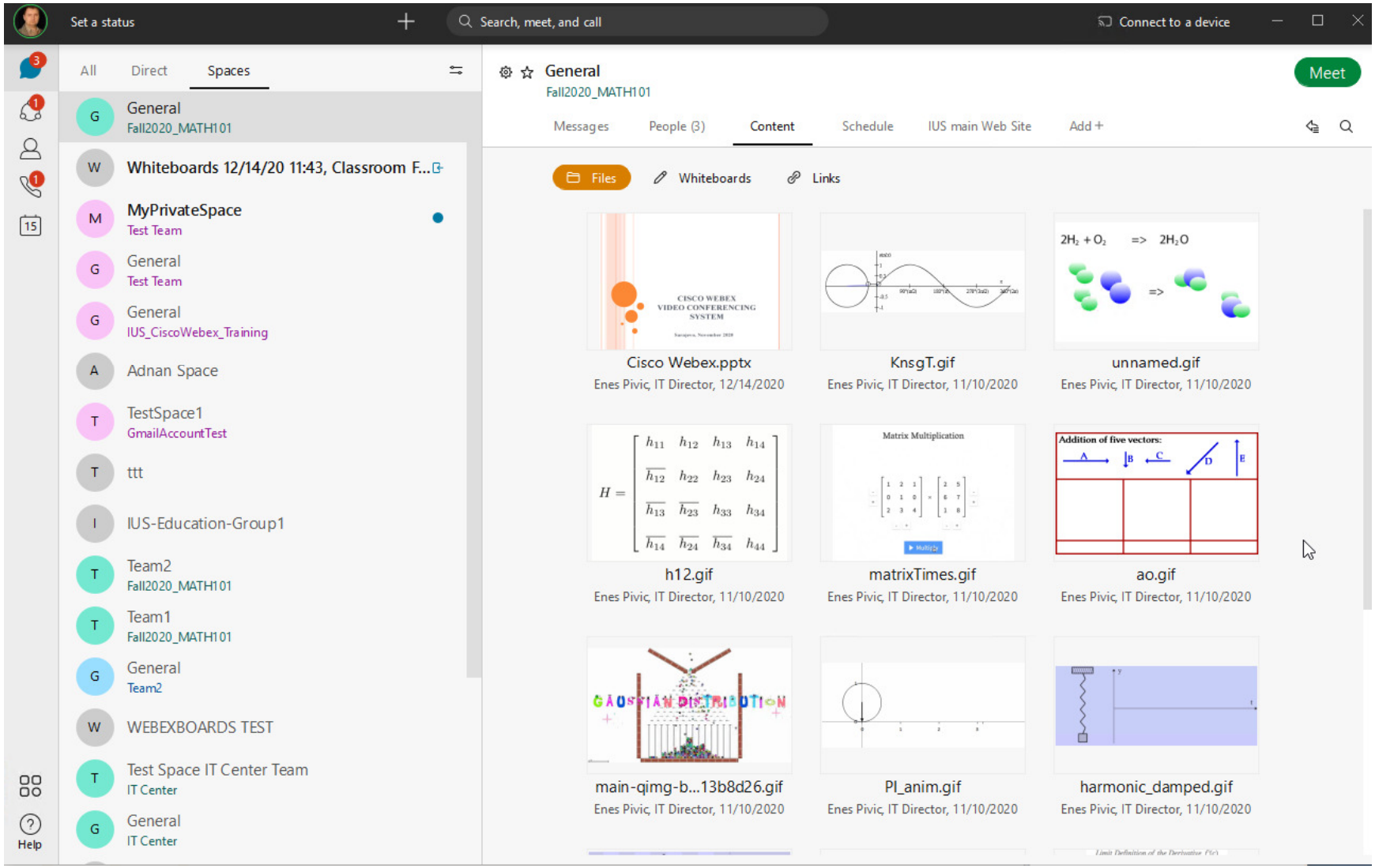








CISCO WEBEX TEAMS DESKTOP APPLICATION



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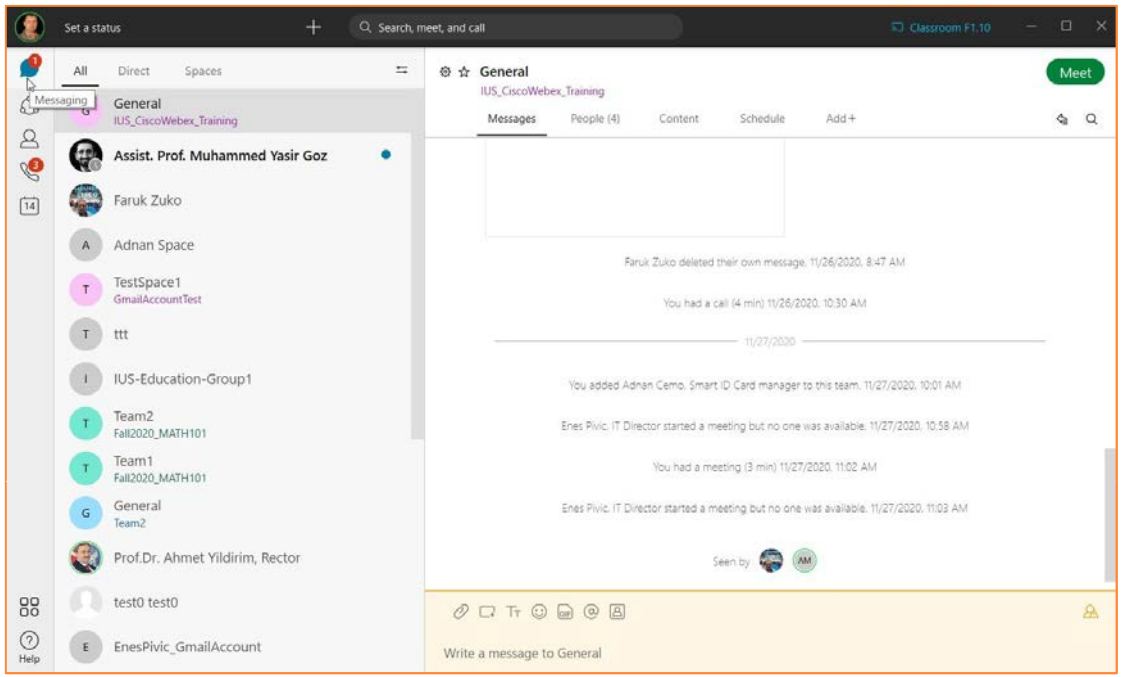
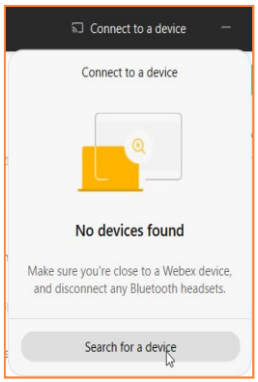
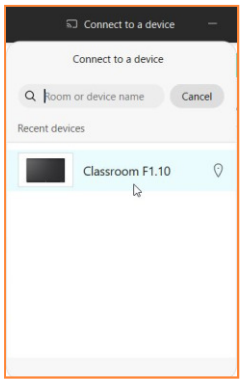
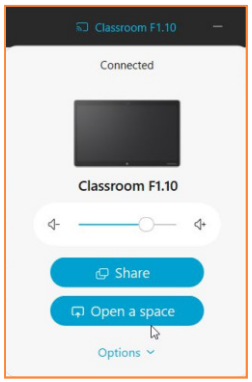
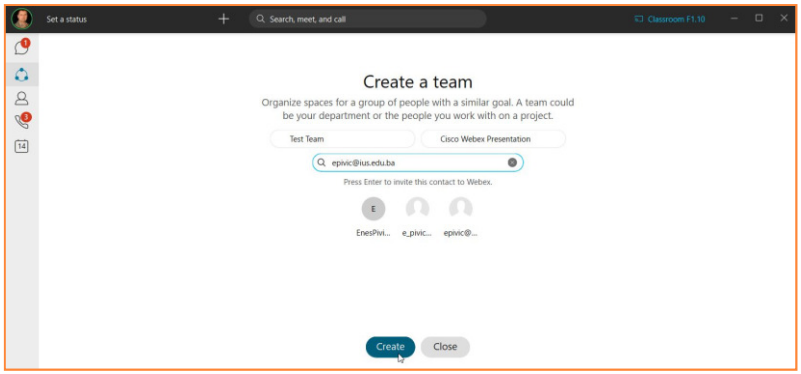
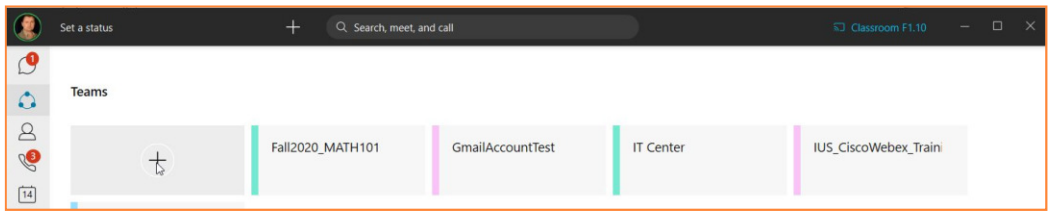


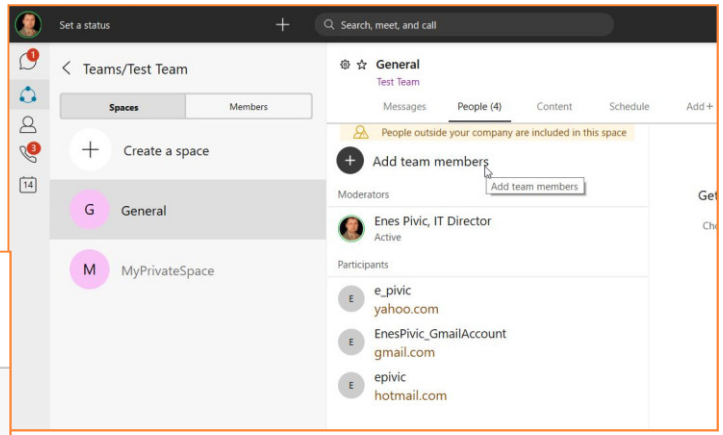


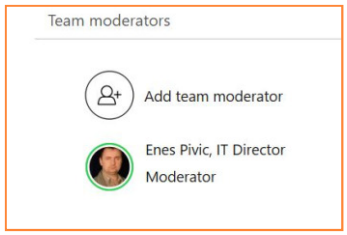


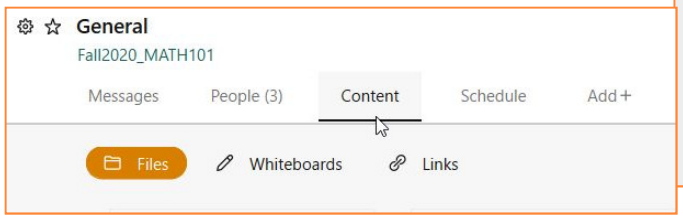












CISCO WEBEX SMARTBOARDS

The Cisco Webex Board in detail

Cisco Webex Board 55

- Screen: 55-inch edge LED LCD
- Camera: 83-degree field of view

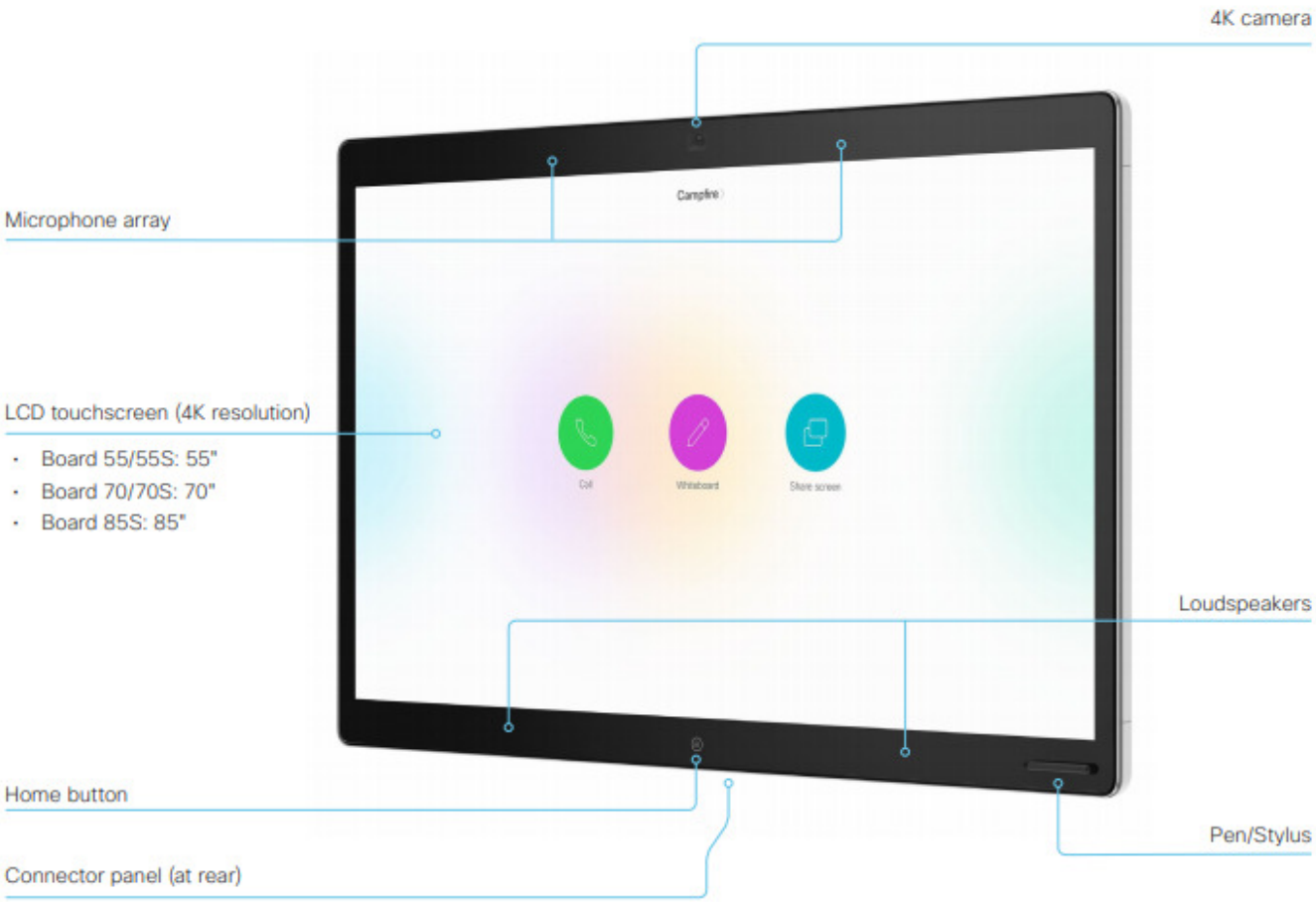
Cisco Webex Board 70

- Screen: 70-inch edge LED LCD
- Camera: 83-degree field of view

Cisco Webex Board 85s

- Screen: 85-inch edge LED LCD
- Camera: 83-degree field of view

CISCO WEBEX SMARTBOARDS



Mounting options

Floor stand

Wall stand

Wall mount

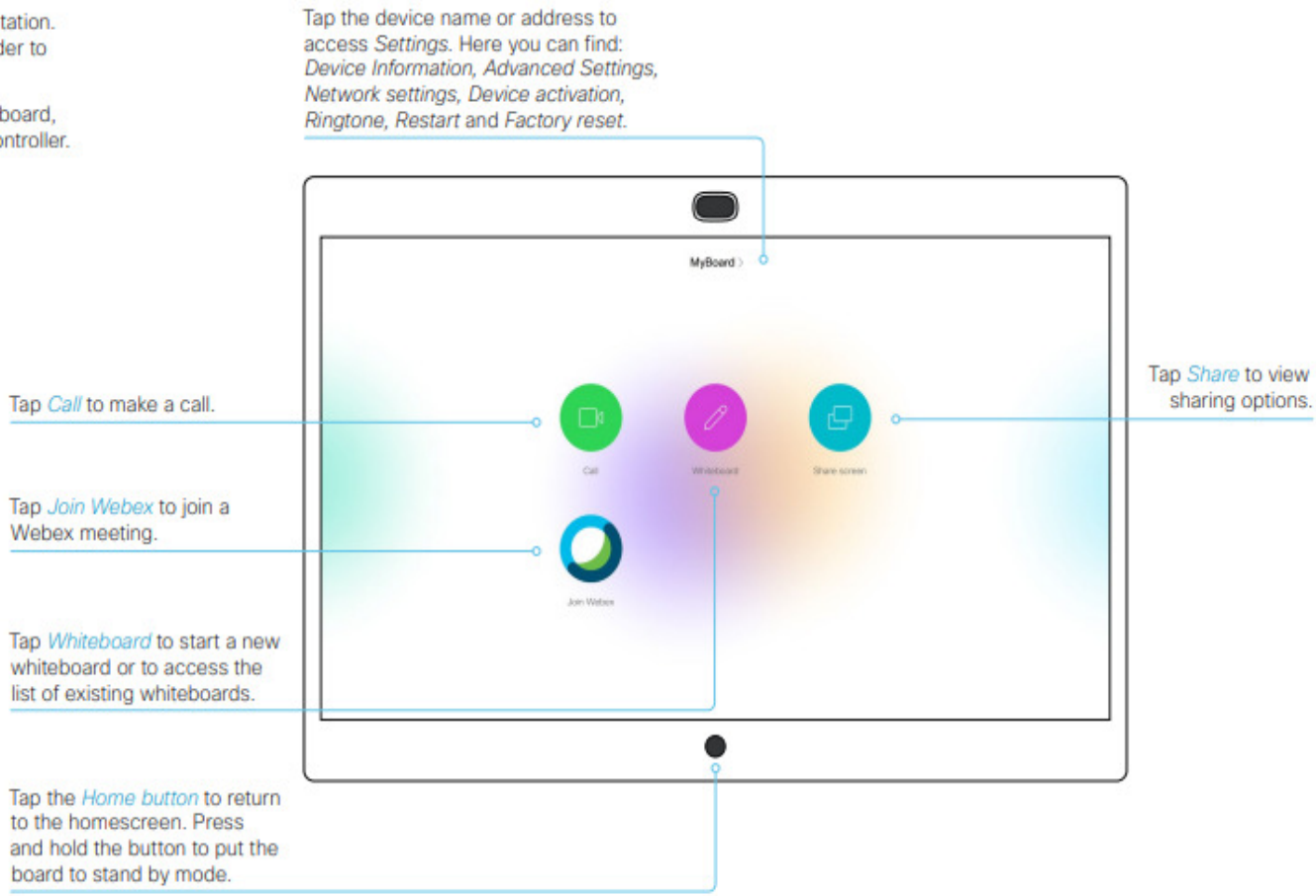
CISCO WEBEX SMARTBOARDS

How to use the Webex Board

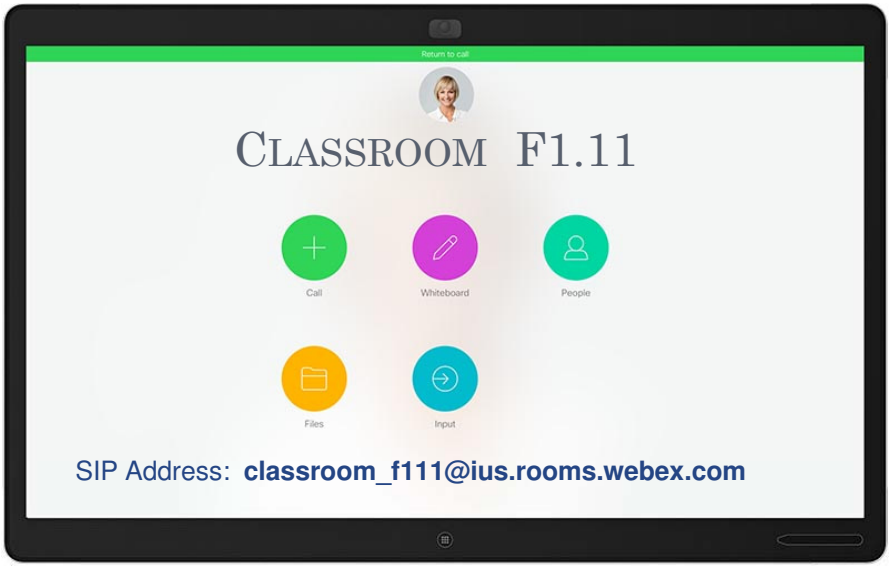
The Webex Board and and its use are described in full detail in the *User guide*.

You can control volume in a call or video presentation. Tap the lower part of the screen and use the slider to adjust the volume.

If you have a Touch controller connected to the board, additional features are available on the Touch controller.

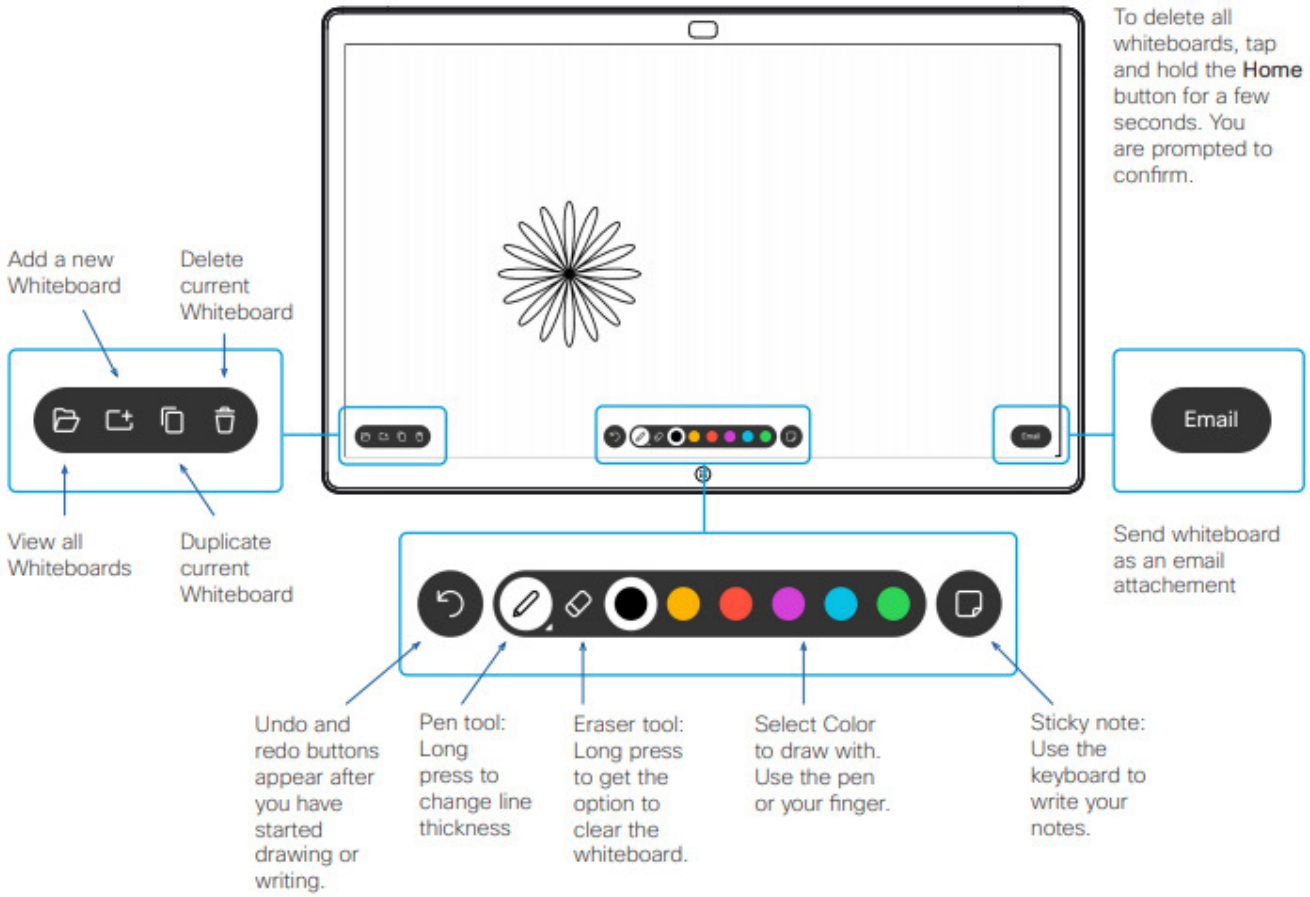


IUS' CISCO WEBEX WHITEBOARD IMPLEMENTATION



CISCO WEBEX SMARTBOARDS

Webex Board Used as a Digital Whiteboard



About Whiteboard

Your Webex Board is essentially a digital whiteboard with video call capabilities.

To access the whiteboard function go to the home screen (tap the **Home** button) and then tap **Whiteboard**.

Use the stylus or your finger to write and draw.

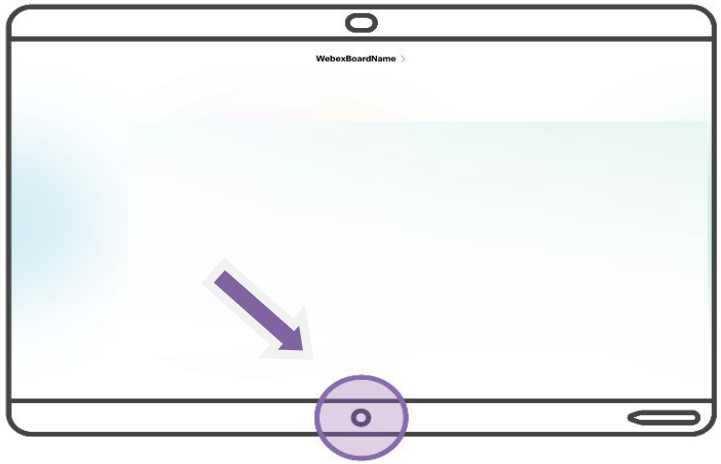
The size of a whiteboard page is as large as you want. Use two fingers to drag the whiteboard and pinch to zoom.

To save your whiteboard drawings you may send them as emails. To be able to do this, your video support team must have configured your Webex Board to make use of a mail server.

The whiteboards are shared in PDF format.

USING WEBEX BOARD AS A REGULAR WHITEBOARD

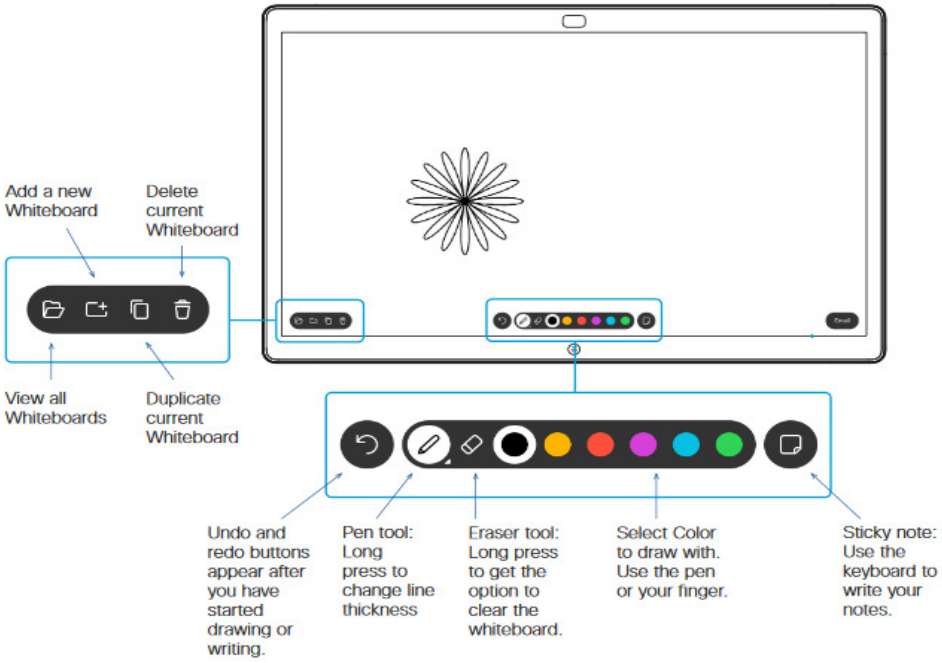
STEP 1: TO ACCESS THE WHITEBOARD FUNCTION GO TO THE HOME SCREEN (TAP THE HOME BUTTON)



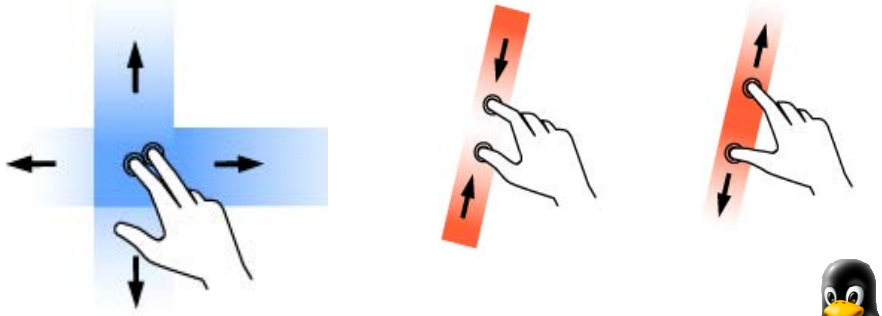
STEP 2 TAP WHITEBOARD

If there is no already created whiteboards, the new empty whiteboard will be opened. If there is already created whiteboards, the latest whiteboard opens.

STEP 3 TAP ADD NEW WHITEBOARD BUTTON TO OPEN A NEW WHITEBOARD



- Using Pen/Stylus or finger we are able to write on the whiteboard .
- Using two or more fingers we are able to pan or zoom whiteboard contents
- The size of a whiteboard is practically unlimited.



STEP 4

At any time it is possible to delete created whiteboards by going to

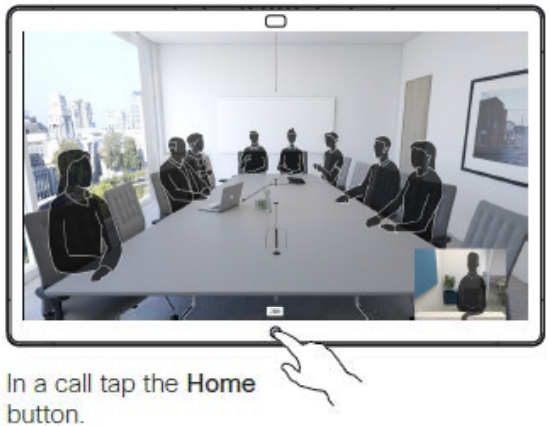
- Home button
- End session
- Clean up everything.

USING WEBEX BOARD TO SHARE COMPUTER SCREEN (HDMI / WIFI CONNECTION)

Content Sharing: Webex Board

Share Content In a Call

1



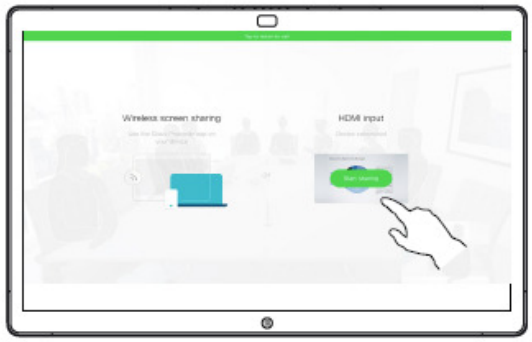
In a call tap the **Home** button.

2

Tap the blue **Share** screen button.

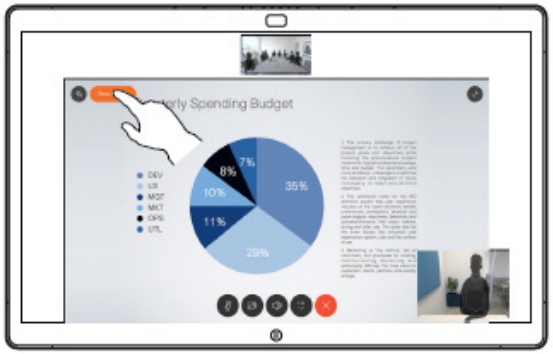
To return to call now, tap the green field (**Tap to return to call**) along the top of the screen.

3



Connect your presentation source with a cable or Proximity and tap **Start sharing**. You can now share the selected content from your presentation source.

4



Tap **Stop sharing** to stop your presentation.

About Content Sharing

Your Webex Board supports the ability to show presentations in a video call.

If your laptop has Intelligent Proximity enabled, let your device pair with the Webex Board and you will be able to share content wirelessly.

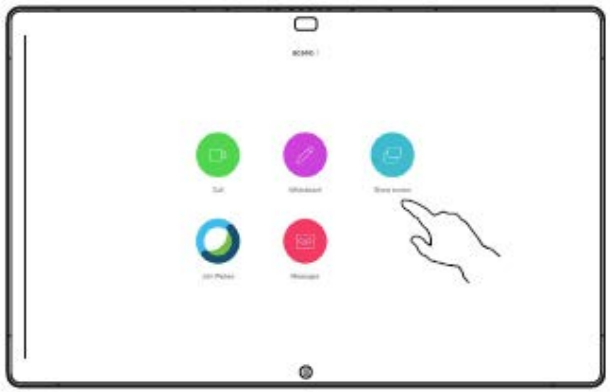
You can change the layout of the screen during presentations. See the following pages for more on this.

USING WEBEX BOARD TO SHARE COMPUTER SCREEN (HDMI / WIFI CONNECTION)

Content Sharing: Webex Board

Share Content Outside a Call

1



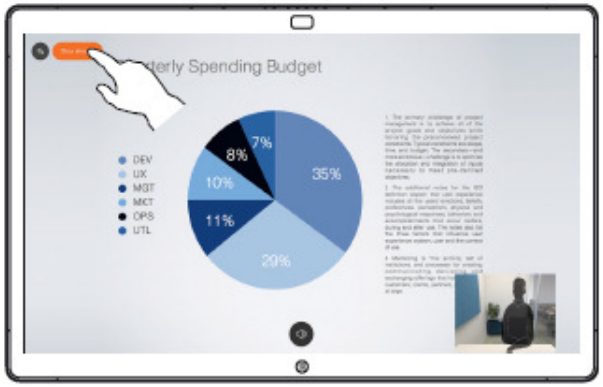
Tap **Share screen**.

2

Connect your presentation source with a cable or Proximity. You can now share the selected content of your presentation source. Tap **Start sharing**.

If you choose not to share content, press the **Home** button to return to Home screen.

3



Tap **Stop sharing** to halt your presentation.

About Content Sharing

Your Webex Board supports the ability to show presentations locally outside video calls.

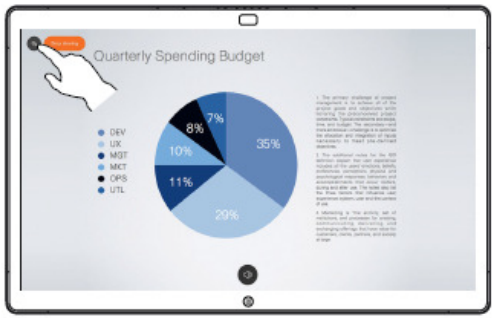
If your laptop has Intelligent Proximity enabled, let your device pair with the Webex Board and you can share content wirelessly.

USING WEBEX BOARD TO SHARE COMPUTER SCREEN

Content Sharing: Webex Board

Annotate Shared Content

1



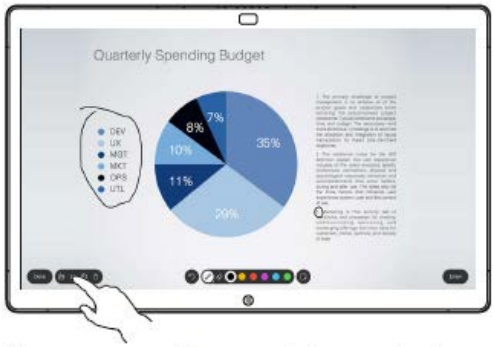
Outside calls, share a presentation as described on the previous page and make sure you display the image you want to annotate.

Tap the screen, if needed, to produce the Annotation icon and then tap the Annotation icon.

2

Make your annotations using the tools available and tap **Done** when finished.

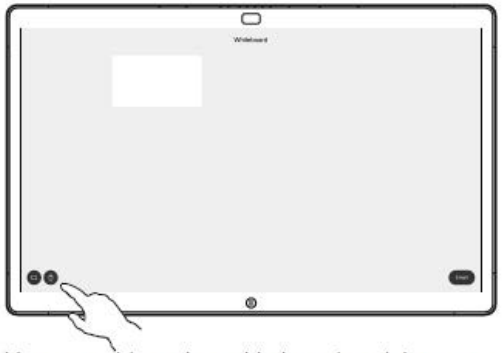
3



You can resume the presentation or stop it completely.

Your annotated image is saved as a whiteboard page. Tap as shown to produce thumbnails of all your whiteboards.

4



You can add another whiteboard or delete any of the existing whiteboards.

Note that the whiteboards are deleted when your session is over, unless you email them, see the next page for details.

About Annotation

Your Webex Board supports the ability to annotate a presentation outside video calls.

When you choose to annotate an image, a snapshot of that image is generated, so that the annotation doesn't impact the presentation.

When you annotation is done, the annotated image exists as a whiteboard. Note that the whiteboards are deleted from the device after a while for privacy reasons.

If you want to retain your annotations, you can send them by email, provided that your video team has configured you Webex Board to make use of a mail server.

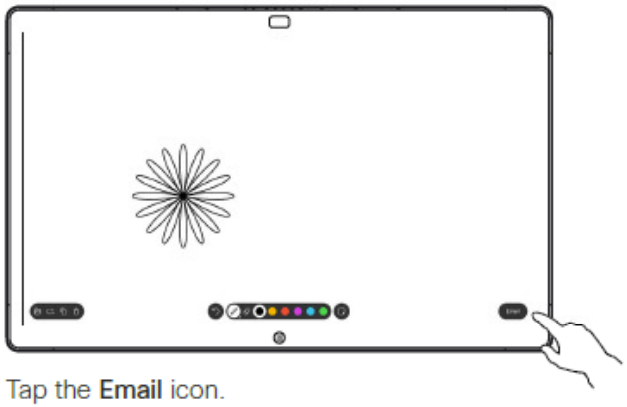
The annotations are shared in PDF format.

USING WEBEX BOARD TO SHARE COMPUTER SCREEN

Content Sharing: Webex Board

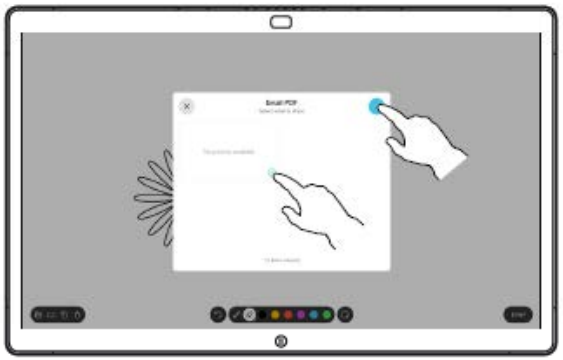
Send Annotations or Drawings by Mail

1



Tap the **Email** icon.

2



If you have more than one whiteboard page, select the one to send by email. Then tap the **Next** arrow.

About Annotation

You may send one or more whiteboards as an email attachment to the recipient(s) of your choice, provided that your video team has configured you Webex Board to make use of a mail server.

The whiteboards are shared in PDF format.

Note that this is the only way to preserve the whiteboard pages after your whiteboarding session is over.

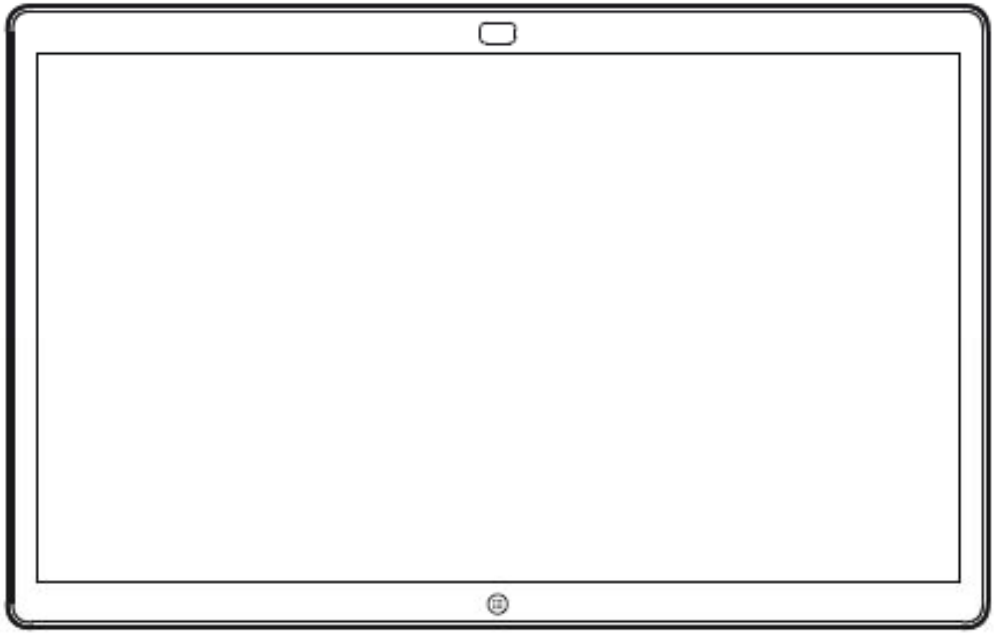
3

Tap to add recipient(s).

4

Once you have entered the recipients, tap as shown to send the email.

VIDEO CALLS USING A WEBEX SMART BOARD



Webex Board

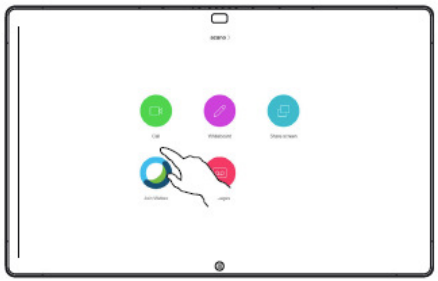
Video Calls Using a Webex Board

VIDEO CALLS USING A WEBEX SMART BOARD

Video Calls: Webex Board

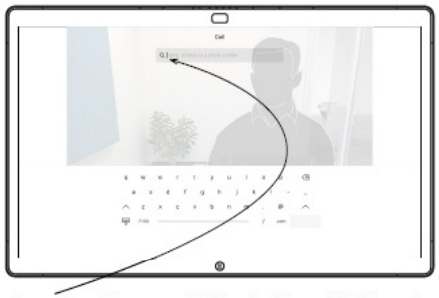
Place a Call

1



Tap the **Call** button.

2



A cursor will appear in the text input field and the virtual keyboard opens.

3

Key in a name, number, or address. Possible matches and/or suggestions appear as you type. If the correct match appears in the list tap that match, otherwise keep typing.

4

When you have typed or located whom to call, tap the name and then tap the green **Call** button to place the call.

About Placing Calls

Anyone listed in your phonebook, or that you have previously called, or who has called you, show up in the suggested list of possible matches, which appears as you type. The Webex Board treats Recents, Favorites, or Phonebook entries all in the same way.

Recents/Favorites/Phonebook functionality requires a Touch 10 connected to the Webex Board.

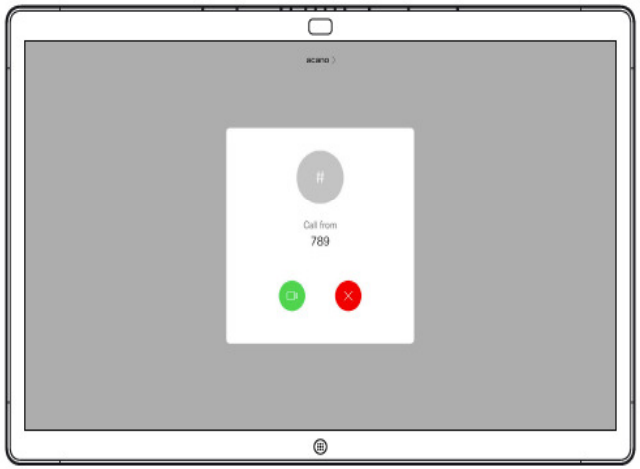
Sometimes you need to enter numbers during a call, typically to reach extensions or to provide a pin code. For this, you need a numerical keypad.

In a call tap the screen to produce the buttons as shown. Then tap the blue button to open the numerical keypad.

VIDEO CALLS USING A WEBEX SMART BOARD

Video Calls: Webex Board

Receive Calls



Incoming call when you are not in a call. Tap the green button (left) to accept and the red button (right) to reject.

Incoming call when you are already in a call. Tap the green button (left) to accept and the red button (right) to reject.

If Someone Calls You

- If someone calls you, you can accept, decline, or ignore the call.
- If you decline the call, busy information is sent to the caller.
- If you ignore the call, the caller perceives this as if you were absent (you did not pick up the call).

Tip: To make the screen look as shown below, during a call, just tap the screen.

Content Sharing: Webex Board

Wired Touch Redirect

You can control your laptop from the Webex Board screen. This works when you have connected your Windows 10 laptop to the Webex Board with an HDMI cable and a USB-C cable. It is well suited for tasks that involve drag and drop, drawing programs, and maps.

Touch redirect is available if you're sharing locally or sharing in a call.

The feature is tested and verified with Windows 10. Basic functionality should also work with another OS.

Limitations:

- When you use touch redirect, you can't use annotation on the screen you are sharing.
- Volume control on the Webex Board is not available when touch redirect is in use. Use the volume control from your laptop.
- If the Webex Board has Touch 10 controller connected, you can't move your self-view while a USB-C cable is connected to the board.

Enable Drag and Drop in Your Browser

To use touch redirect for drag and drop on your browser, you need to enable this on your browser.

- Chrome: go to **chrome://flags/#touch-events** and set to **Enabled**.
- Firefox: go to **about:config** and set **Dom.w3c_touch_events.legacy_apis.enabled = true**.
- Edge: go to **about:flags** and set **Enable Touch Events = always on**.

Use Touch Redirect with Windows 10 Laptops

1. Switch your laptop to tablet mode by selecting the action center on the taskbar next to the date and time, and then select **Tablet mode** to turn it on.
2. Connect your laptop to a Webex Board with an HDMI cable and a USB-C cable. You can use either a USB-C-USB-C cable, or a USB-C-USB-A cable.
3. **Note:** USB-C-USB-A cables are supported for longer cable lengths.
4. Touch redirect is available instantly if your Webex Board is set up for autoshare. If not, select **Share** from the board's user interface.

If you want to switch to other activities on the Webex Board while you are using touch redirect, press the **Home** button on the board.

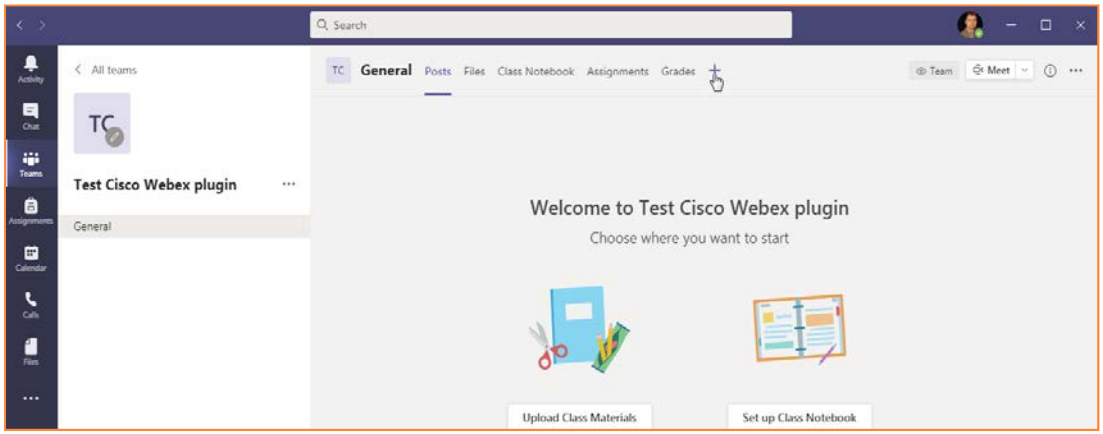
NOTE: This feature is available on S-series Webex Boards only.

CISCO WEBEX MEETING AND MICROSOFT TEAMS

- HOW TO ADD *CISCO WEBEX MEETING PLUGIN TO MS TEAMS*

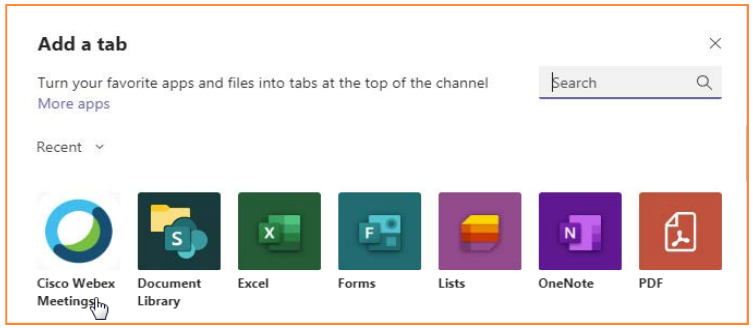
STEP 1

- OPEN YOUR MICROSOFT TEAMS APPLICATION
- GO TO ALREADY CREATED TEAM
- CLICK TO '+' SIGN TO ADD NEW TAB



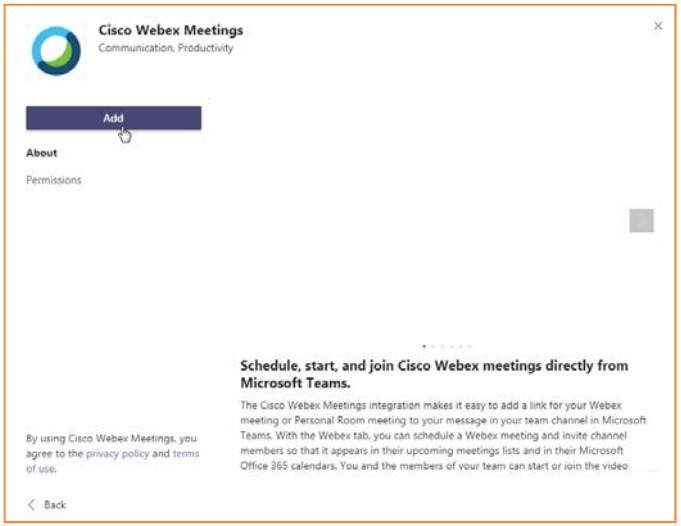
STEP 2

SELECT CISCO WEBEX MEETING PLUGIN



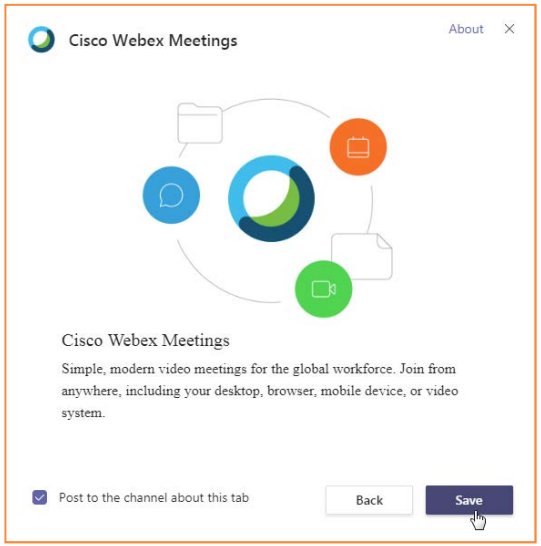
STEP 3

CLICK ON "ADD" BUTTON



STEP 4

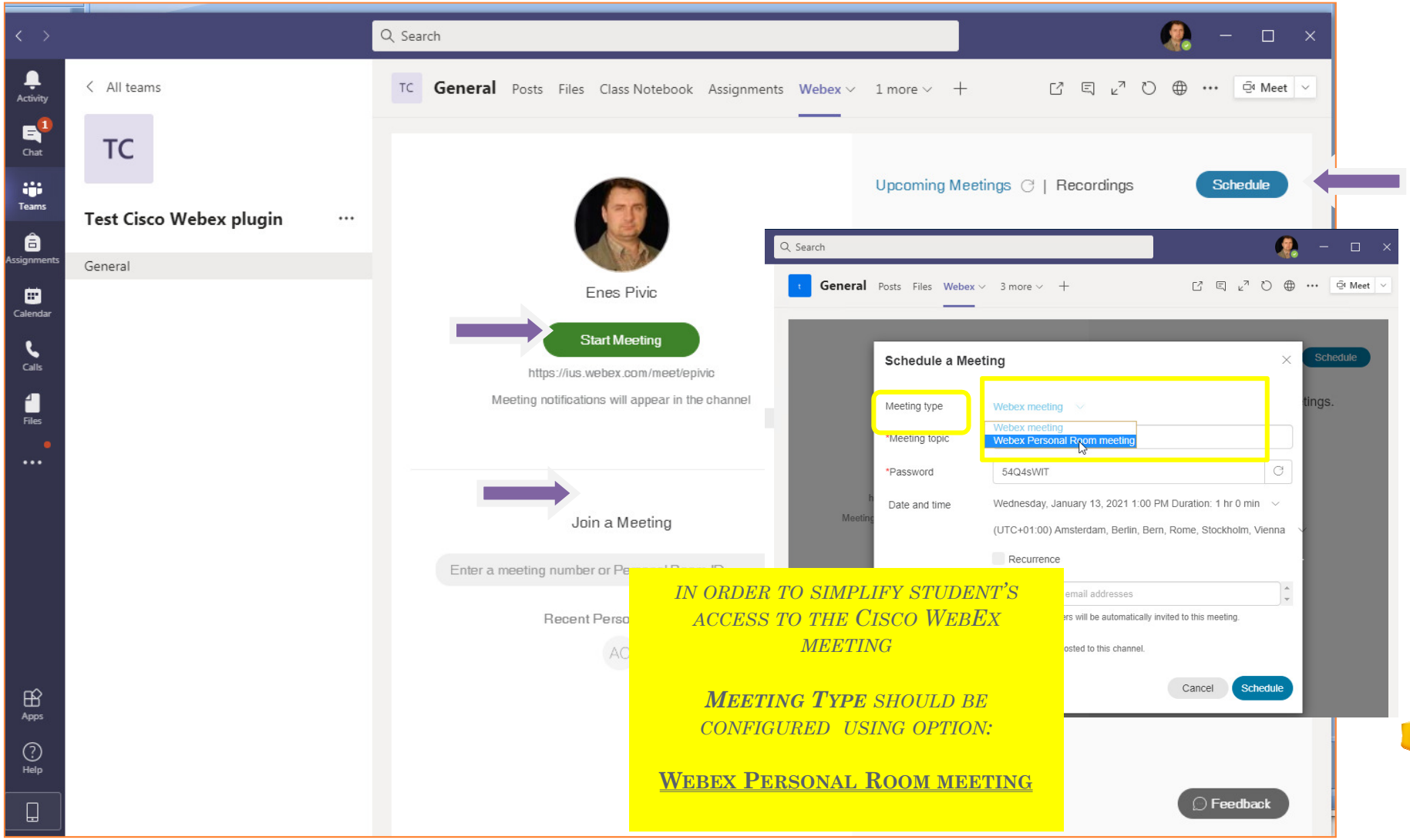
CLICK ON "SAVE" BUTTON



CISCO WEBEX MEETING AND MICROSOFT TEAMS

USING CISCO WEBEX MEETING PLUGIN, INSTALLED WITHIN MICROSOFT TEAMS APPLICATION WE ARE ABLE TO:

- START CISCO WEBEX MEETING WITH ALREADY EXISTING MS TEAMS MEMBERS
- JOIN A CISCO WEBEX MEETING
- SCHEDULE A CISCO WEBEX MEETING WITH ALREADY EXISTING MS TEAMS MEMBERS



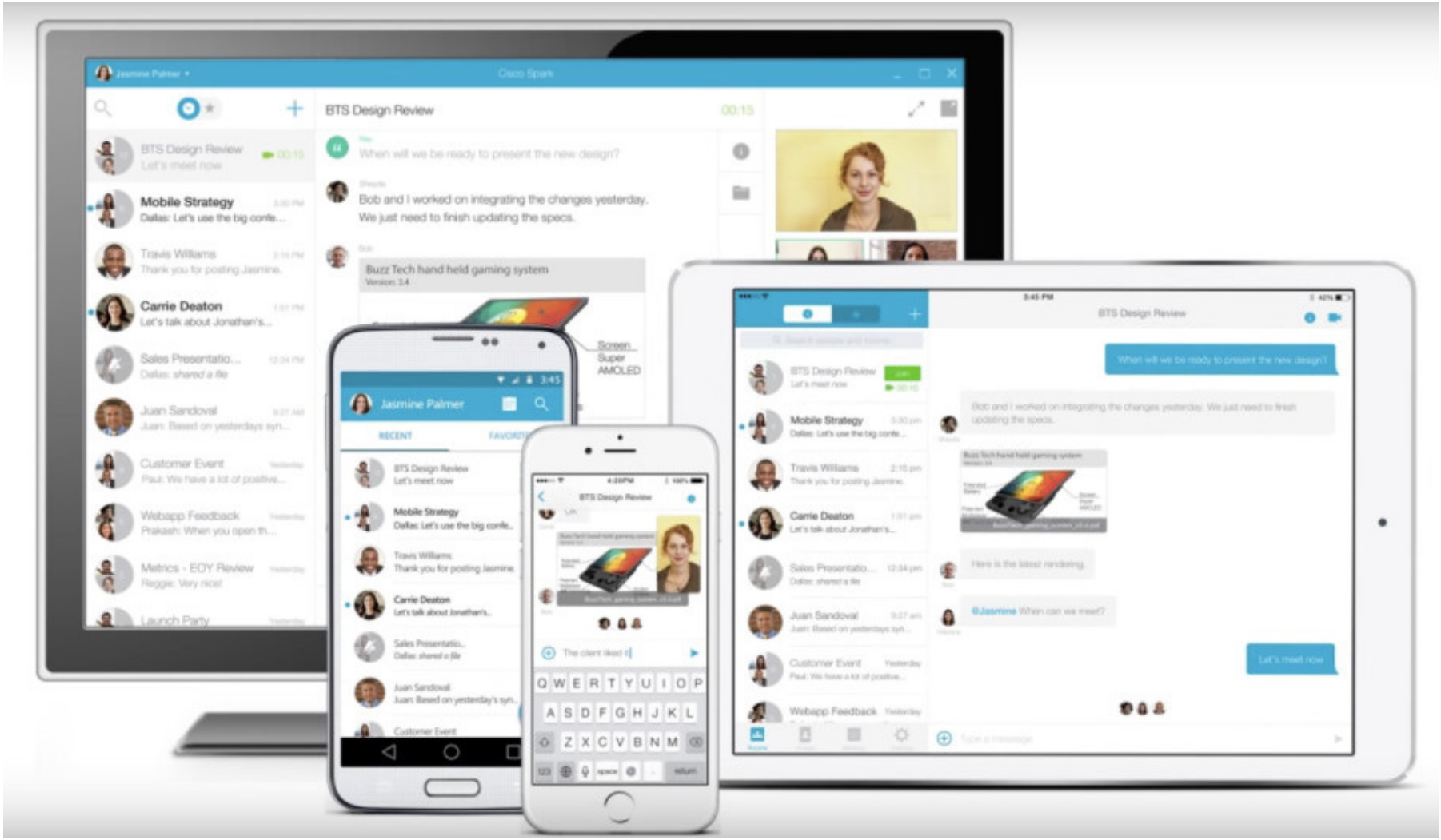
IN ORDER TO SIMPLIFY STUDENT'S ACCESS TO THE CISCO WEBEX MEETING

***MEETING TYPE** SHOULD BE CONFIGURED USING OPTION:*

WEBEX PERSONAL ROOM MEETING

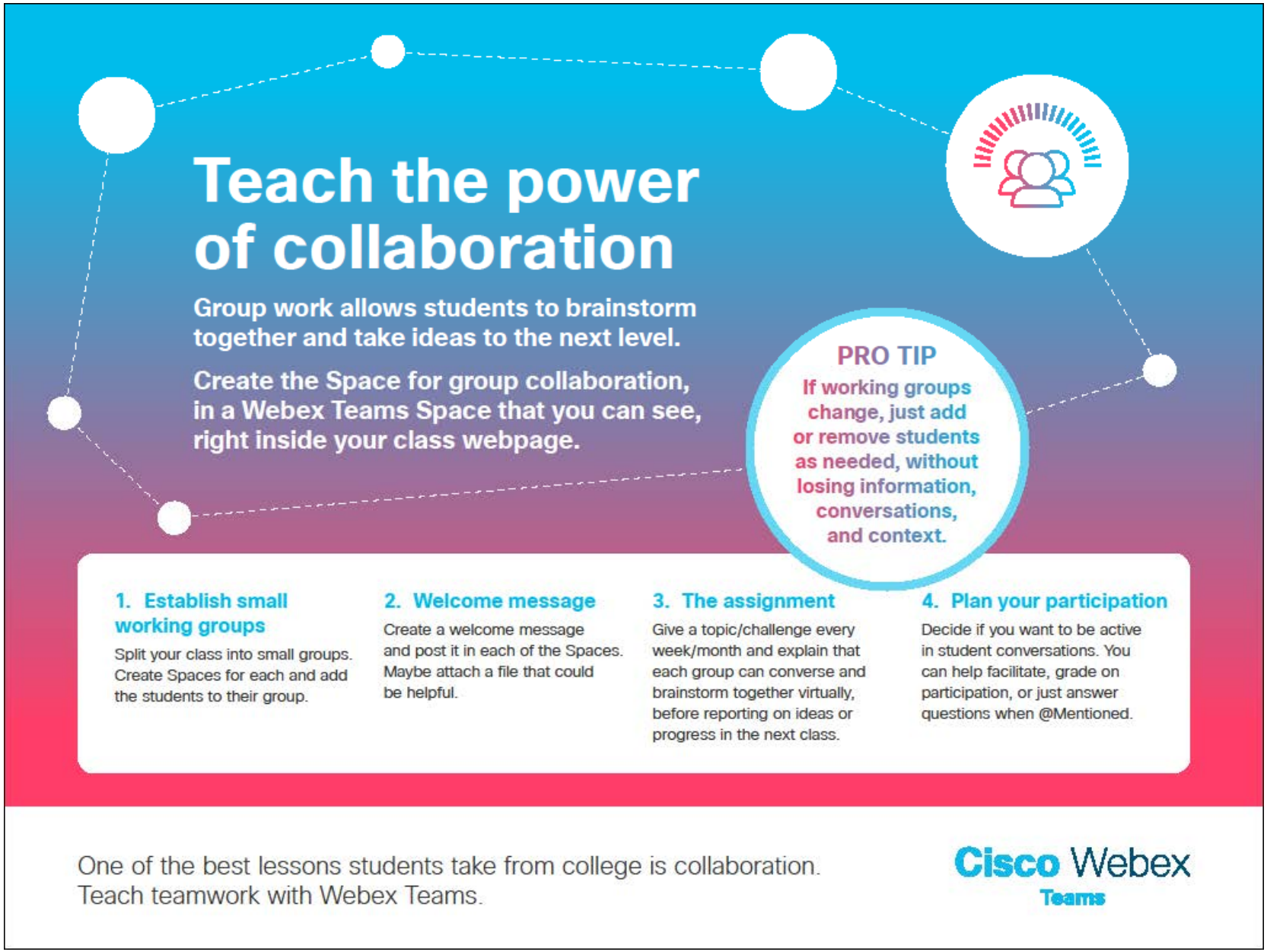
CISCO WEBEX MEETING & CISCO WEBEX TEAMS

- A SHORT DEMO -



CISCO WEBEX USE CASES (FACULTY USE CASES)

CISCO WEBEX USE CASES (FACULTY USE CASES)



CISCO WEBEX USE CASES (FACULTY USE CASES)

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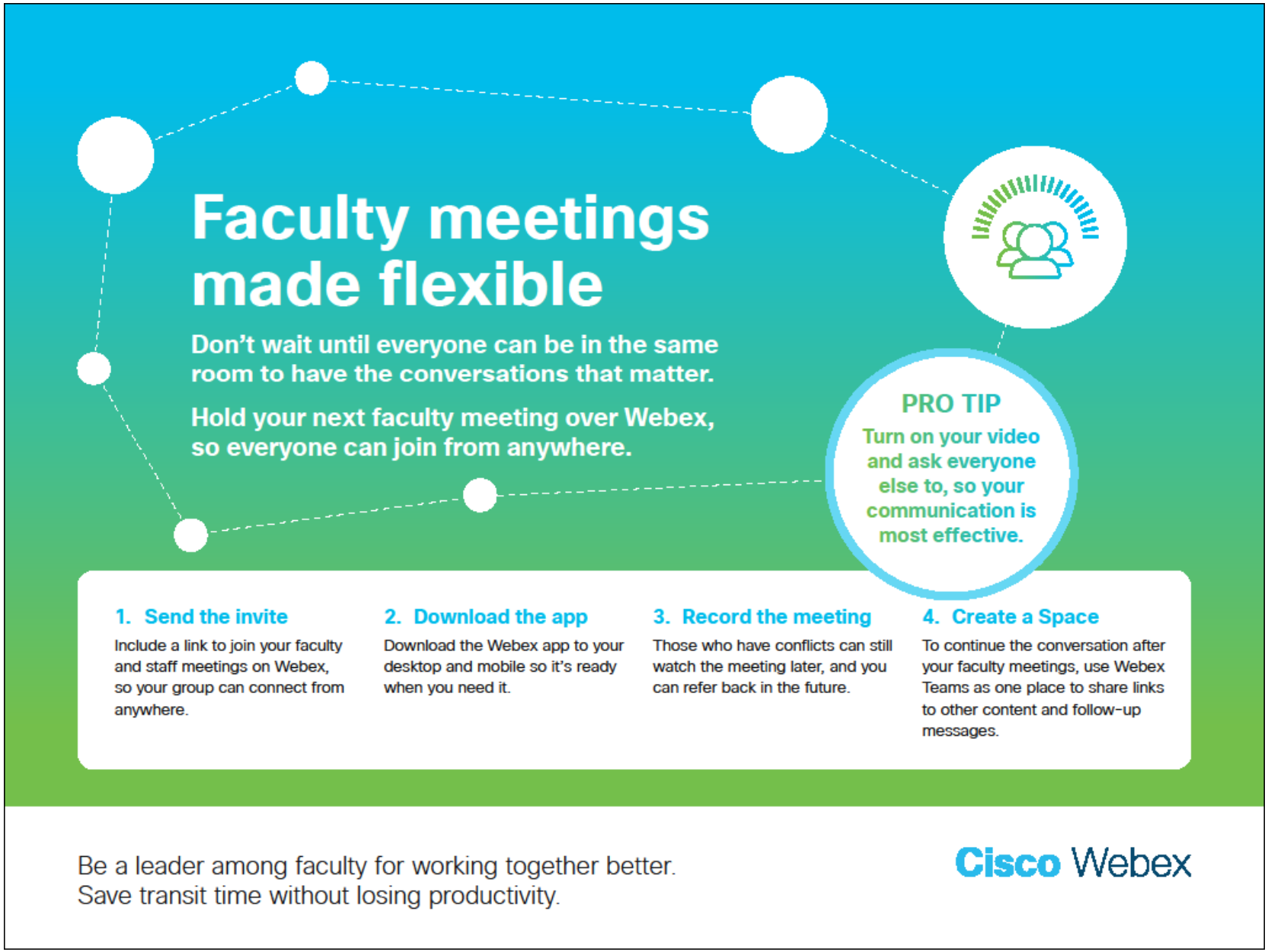
CISCO WEBEX USE CASES (FACULTY USE CASES)



CISCO WEBEX USE CASES (FACULTY USE CASES)

Tips for hosting a Webex training

Host your own training sessions today! When training faculty to get started with Webex, the main focus should be how they'll be more effective in their job and connected to their students.

In-person training

For in-person training, we recommend groups of less than 12 for the right balance of interaction, and to help individually when needed.

Virtual training

Better for larger groups, 2-30. Include activities that require active participation throughout.

PRO TIP

Set small tasks and give positive feedback. Like "change your profile picture" or "share a gif of how your day is going."

Use this checklist to get started

1. **Audience:** Know who's attending your training, tailor your session to share the benefits important to them.
2. **Preparation:** Send joining instuctions along with your invitation. Create a Webex Teams Space, give it a name, and invite all trainees. Post a welcome message, introducing the Space and its purpose.
3. **Background:** Share why your school has invested in Webex.
4. **Relevancy:** Come prepared with a few ways Webex can help them achieve their specific goals. Cover: "What's in it for me?" and "What features can really help in my class?"
5. **Support:** Be sure everyone knows where they can post and who to go to for support after.

Things to cover in your training session

1. Start by covering the benefits they'll see in their teaching and student interactions.
2. Learn how to customize your class with Webex and download the Webex Teams app.

Topics to teach

Classroom Collaboration: Creating a Space, sending a message, uploading files, search, calling on the fly.

Virtual Meetings: Scheduling a meeting, how to attend a meeting, watching past classes (recordings).

Office Hours: Setting availability, appointments for students and showing confirmation, joining.

Check out our essentials guide for more tips.

Cisco Webex

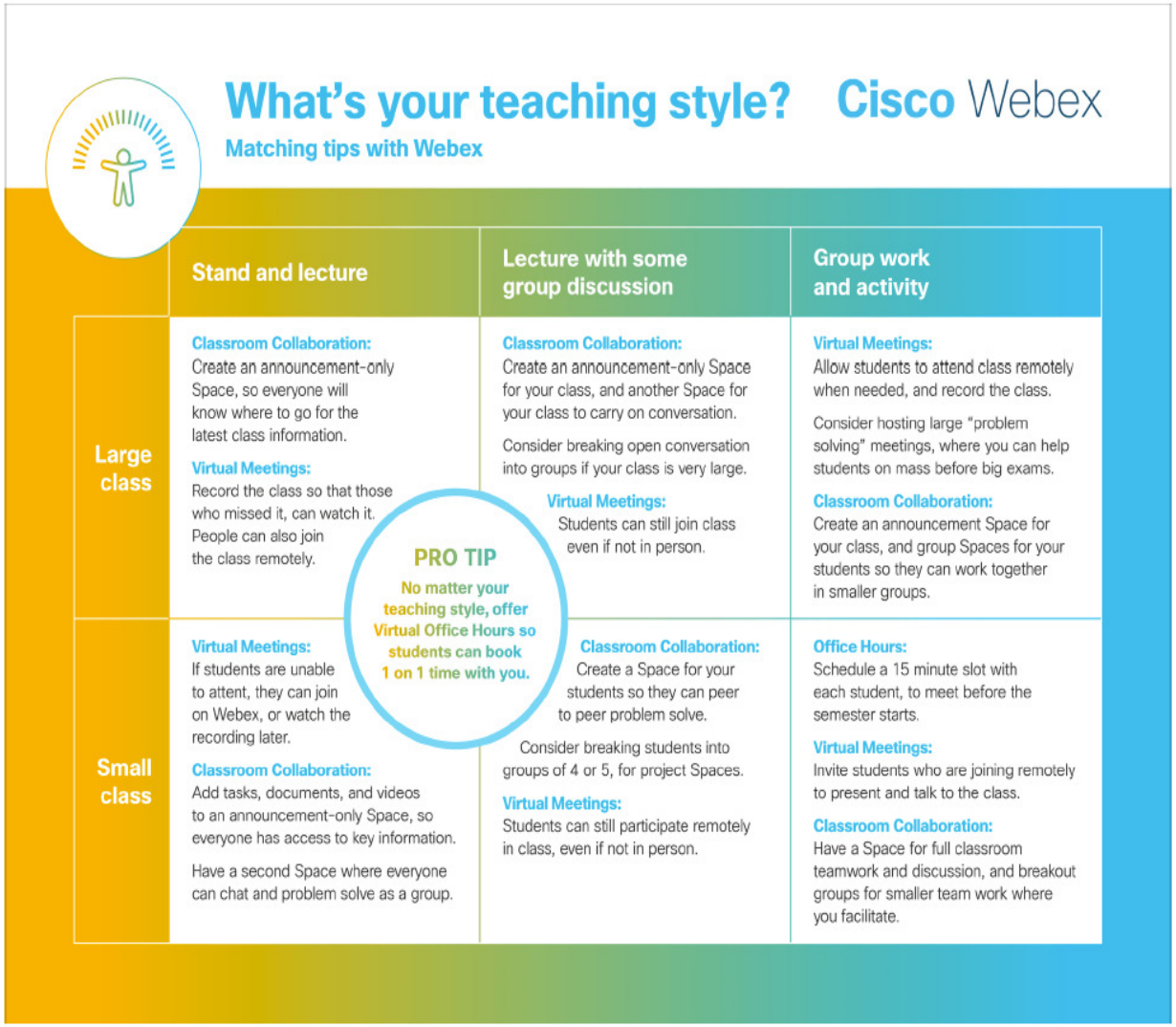
CISCO WEBEX USE CASES (FACULTY USE CASES)

CISCO WEBEX USE CASES (TEACHER COMPARISON TABLE)

Teacher: Comparison table

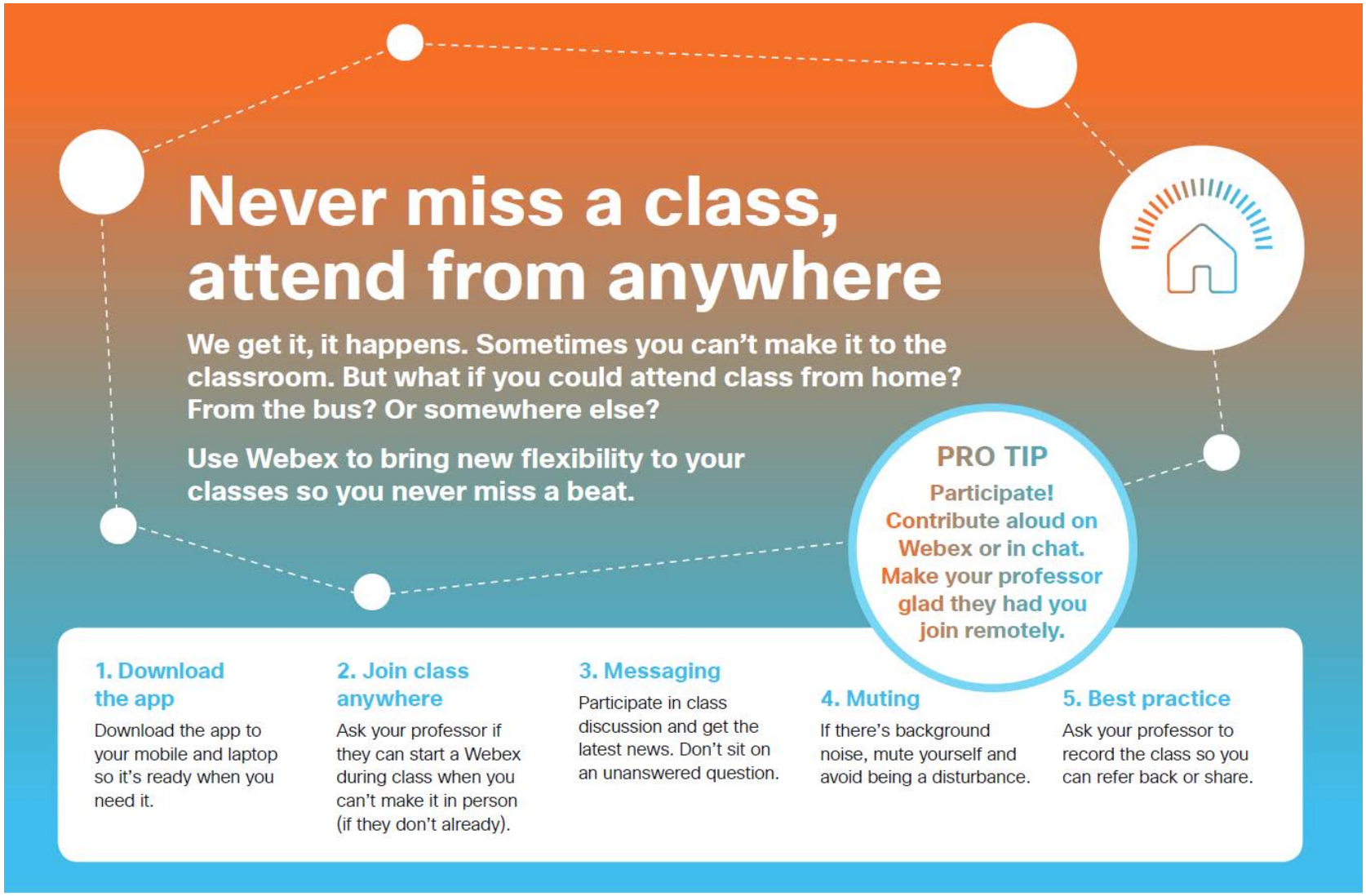
How do you teach? Use this table to find suggestions for how Webex can make your classroom experience more collaborative, depending on your style.

Download the comparison pdf here



CISCO WEBEX USE CASES (STUDENTS USE CASES)

CISCO WEBEX USE CASES (STUDENTS USE CASES)



CISCO WEBEX USE CASES (STUDENTS USE CASES)

Study abroad: Get close with your group abroad, and stay connected back home

Studying abroad is the best part of college, a big adventure with people you'll get crazy close to. Use Webex Teams for internet-based chat everyone can see from their phone.

GOAL
Easy, data free, group chat with everyone.

- Use a Space for the whole group to chat and make plans.
- Open up other Spaces for smaller group excursions, to plan as you need.
- Call people or groups on the fly, without cell signal, just Wi-Fi.
- @Mention people or @All when you need help.
- Share photos, documents, and travel plans to the right Spaces.
- Work together on group projects, use video meetings when you're not in the same place.

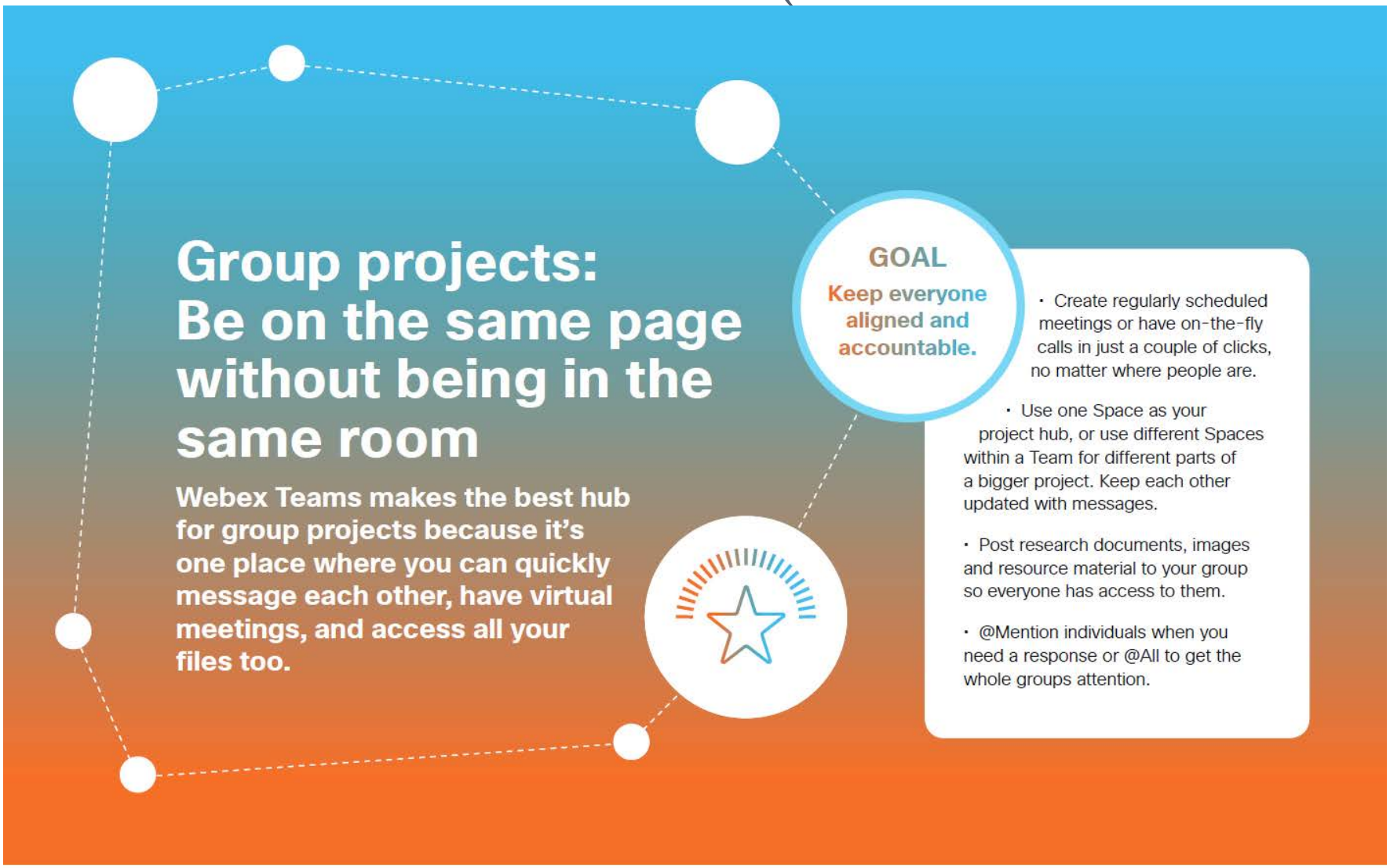
GOAL
Keep an ear to the group back home.

- You'll still have access to club/community Spaces with your home campus.
- Post some of your travel pictures, make your friends smile.
- You can even join club meetings from home, virtually on Webex.

Stay connected to your friends abroad and your friends back home with Webex Teams.

Cisco Webex Teams

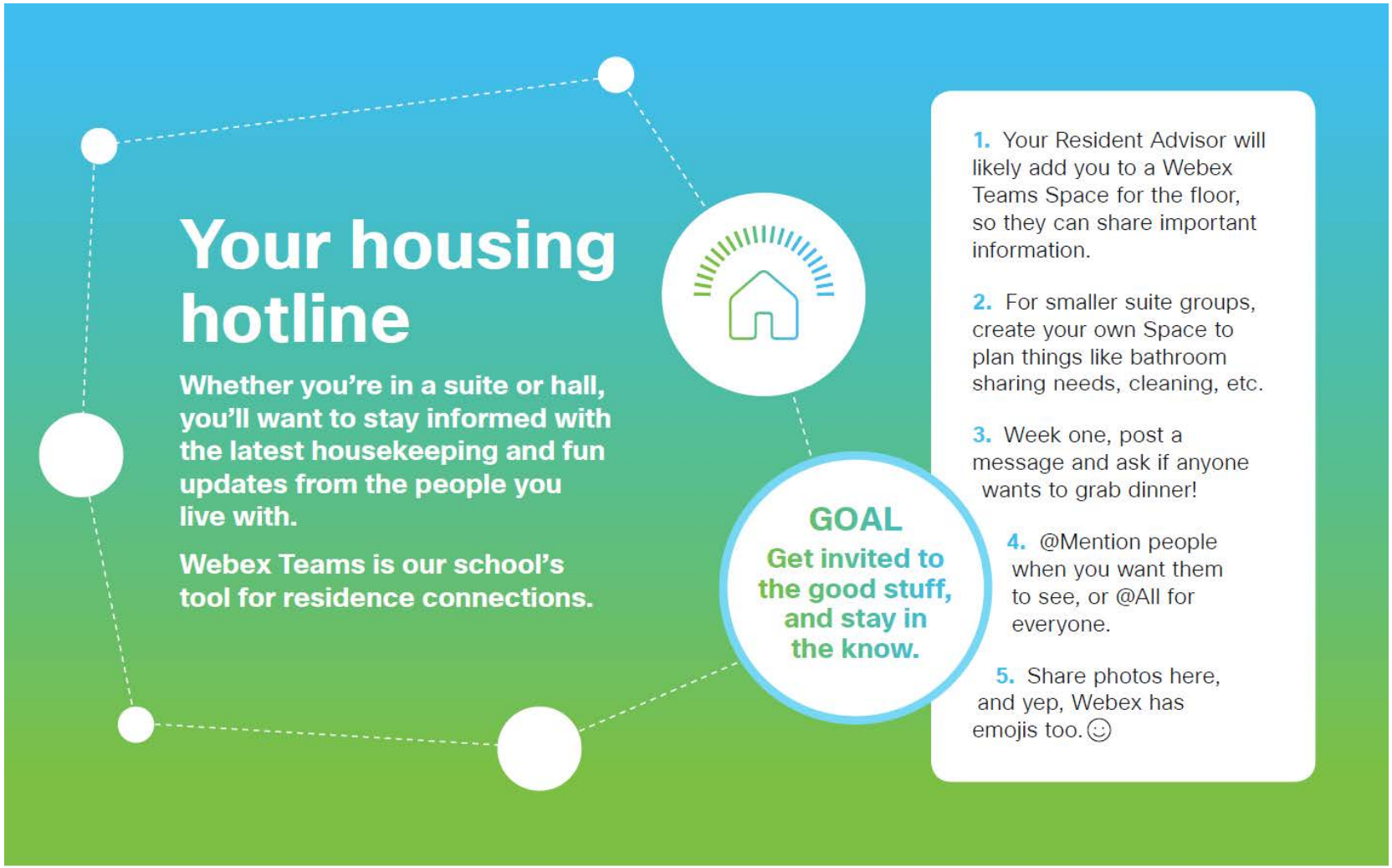
CISCO WEBEX USE CASES (STUDENTS USE CASES)



Take the struggle out of connecting with a team project, always be on the same page.

Cisco Webex Teams

CISCO WEBEX USE CASES (STUDENTS USE CASES)



USEFUL LINKS

Cisco Webex Help Center

https://help.webex.com

Webex Teams/App overview

https://essentials.webex.com/get-started/essentials.html

The Webex Teams/App UI

https://help.webex.com/en-us/n6t5wufb/The-Webex-App-UI

Webex Meetings overview

https://essentials.webex.com/get-started/resources.html#webex-meetings

Cisco Webex - Record a Meeting / Training Session

https://help.webex.com/en-us/n62735y/Webex-Record-a-Meeting

https://help.webex.com/en-us/nr5o5yb/Recording-a-Webex-Training-Session

Webex Meetings Web App - Joining a Meeting /Event / Training Session

https://help.webex.com/en-us/9eed9t/Get-Started-Joining-a-Meeting-Event-or-Training-Session-with-the-Webex-Meetings-Web-App

Cisco Webex Community

https://community.cisco.com/t5/webex-user-community/ct-p/webex-user

Cisco Webex Webinars & daily demos

https://www.webex.com/learn/webinars-demos.html

QUESTIONS & ANSWERS