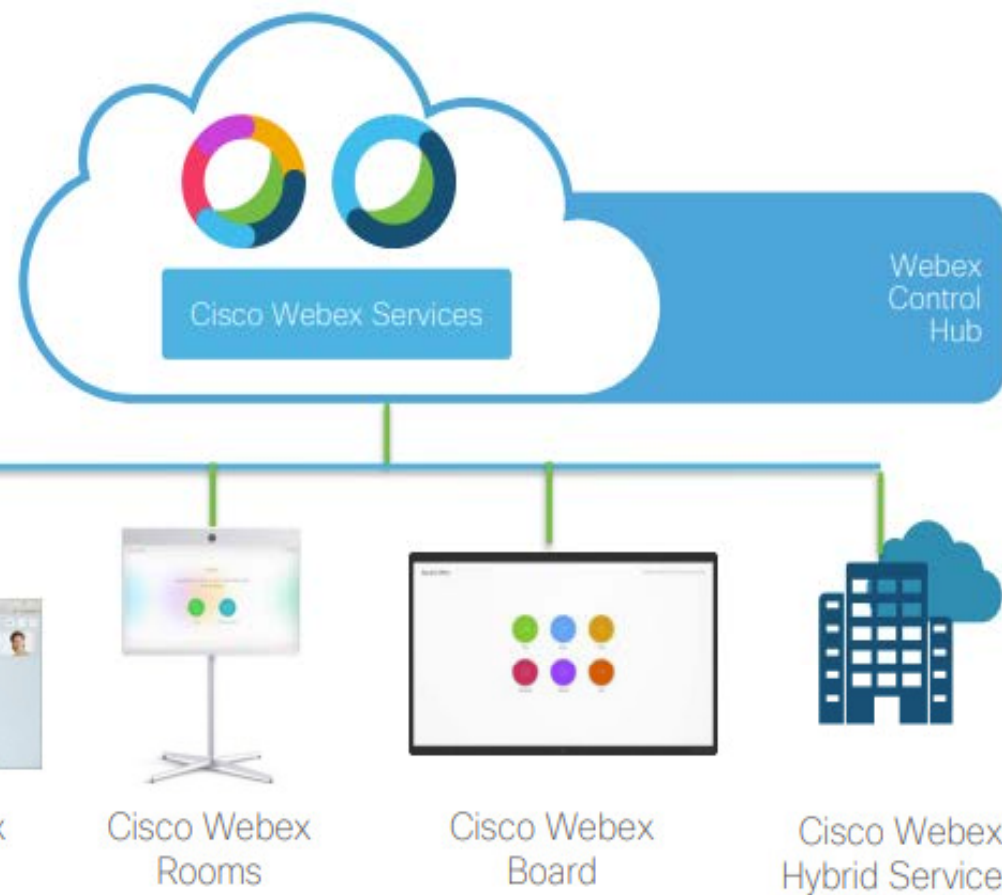


# Cisco Webex

PREPARED BY: THE UNIVERSITY IT CENTER



SARAJEVO, DECEMBER 2020

# OVERVIEW

- CISCO WEBEX SOLUTIONS
- CISCO WEBEX MEETING AND WEBEX TEAMS APPLICATIONS
  - CISCO WEBEX WEB APPLICATIONS
  - CISCO WEBEX DESKTOP AND MOBILE APPLICATIONS
- CISCO WEBEX SMART BOARDS
  - SMART BOARD TECHNICAL CHARACTERISTICS
  - IUS' CISCO WEBEX SMART BOARDS IMPLEMENTATION
  - USING WEBEX BOARD AS A DIGITAL WHITEBOARD
  - USING WEBEX BOARD TO SHARE COMPUTER SCREEN(SHARE CONTENT IN A CALL, OUTSIDE THE CALL)
  - ANNOTATE THE SHARED CONTENT
  - VIDEO CALLS USING A WEBEX SMART BOARD (PLACE AND RECEIVE A CALL)
  - WIRED TOUCH REDIRECT (CONTROLLING PRESENTATION LAPTOP FROM WEBEX SMART BOARD)
- CISCO WEBEX MEETINGS AND MICROSOFT TEAMS
- CISCO WEBEX MEETINGS & TEAMS – A SHORT DEMO
- CISCO WEBEX USE CASES (FACULTY/ STUDENT USE CASES, TEACHER COMPARISON TABLE )
- USEFUL LINKS
- Q&A





# CISCO WEBEX SOLUTIONS

<https://www.webex.com>

The screenshot displays the Cisco Webex website. At the top, a blue banner for 'webexone' features the date 'Dec 8-9th, 2020' and a 'Register for free' button. Below this is a navigation bar with links for 'Cisco Webex', 'Solutions', 'Plans & Pricing', 'Resources', and 'Learn'. On the right side of the navigation bar are links for 'Join a meeting', 'Download', 'Sign in', and a 'Start for Free' button.

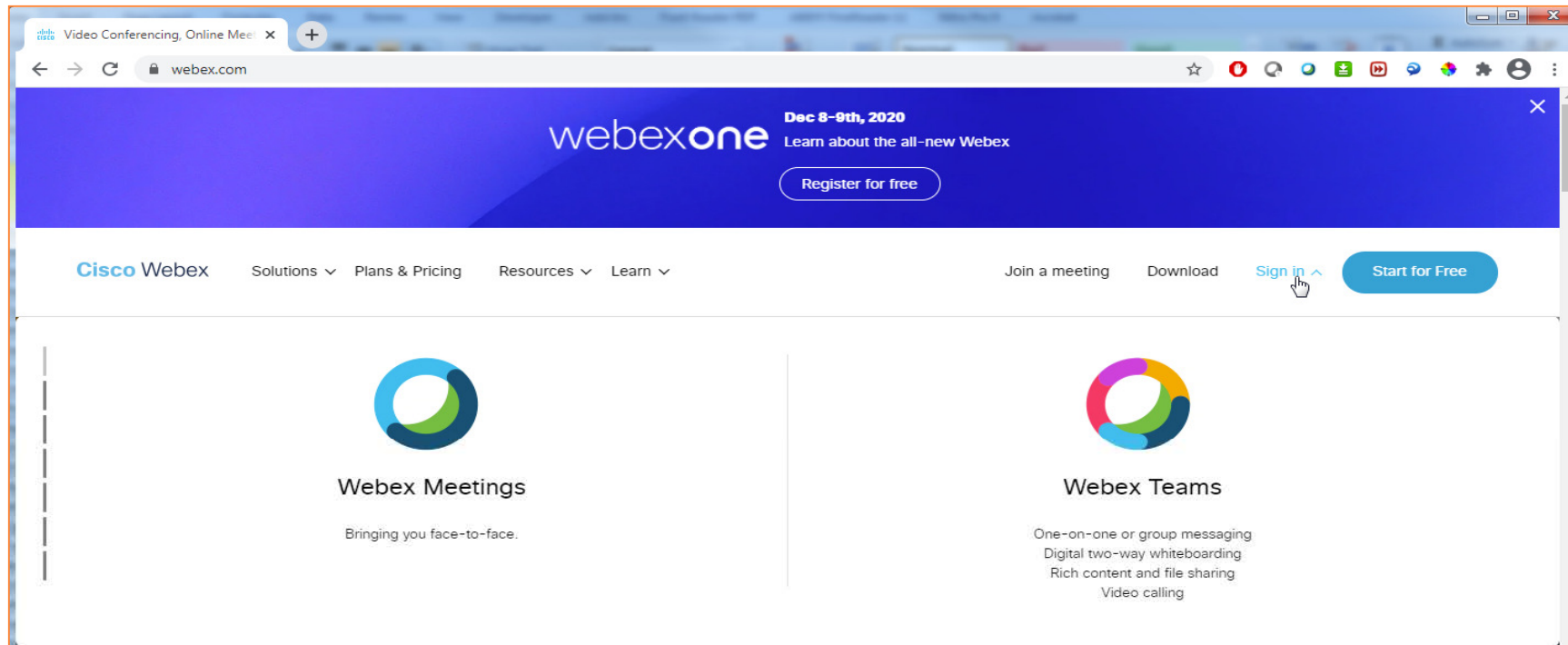
The main content area is divided into four columns of solutions:

- Video Conferencing**: Includes 'Webex Meetings' (HD video, audio, and screen sharing) and 'Webex Calling' (cloud phone system).
- Team Collaboration**: Includes 'Webex Teams' (messaging, file sharing, whiteboarding, and calling) and 'Webex Training' (virtual trainings).
- Online Event Management**: Includes 'Webex Events' (webinars or large-scale virtual events), 'Remote Support Management' (platform for remote technical support), and 'Webex Devices' (help team communicate clearly).
- Webex for industries**: Lists various sectors including Education, Healthcare, Financial Services, Government, Start-Ups, and Sports & Entertainment.

At the bottom, there is a video conferencing interface showing a grid of participants. A 'Sign up free' button is overlaid on the interface. A URL bar at the bottom left shows 'https://www.webex.com/video-conferencing.html'. On the right side of the interface, there is a small penguin icon with the number '3' on its chest.

# CISCO WEBEX WEB APPLICATIONS

<https://www.webex.com>




<https://signin.webex.com>

## Sign in

Next

Don't have a Webex Meetings account? [Sign up](#)

<https://web.webex.com>



## Sign in or sign up

Enter your email address.

Next

Need help signing in?

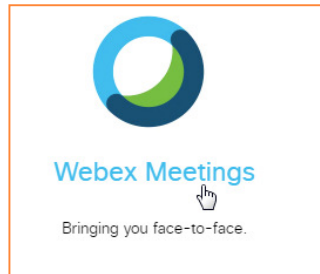




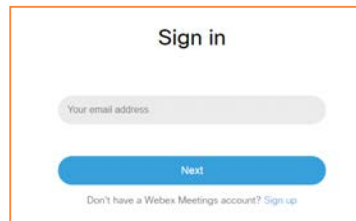
# CISCO WEBEX MEETING WEB APPLICATIONS

STEP 1: <https://signin.webex.com>

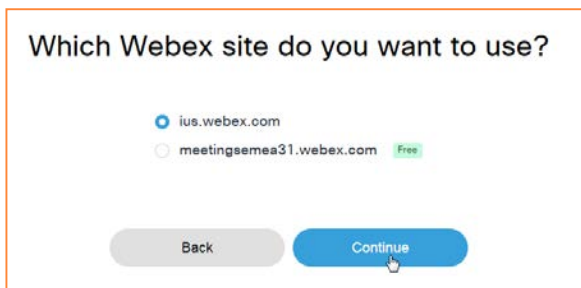
STEP 2



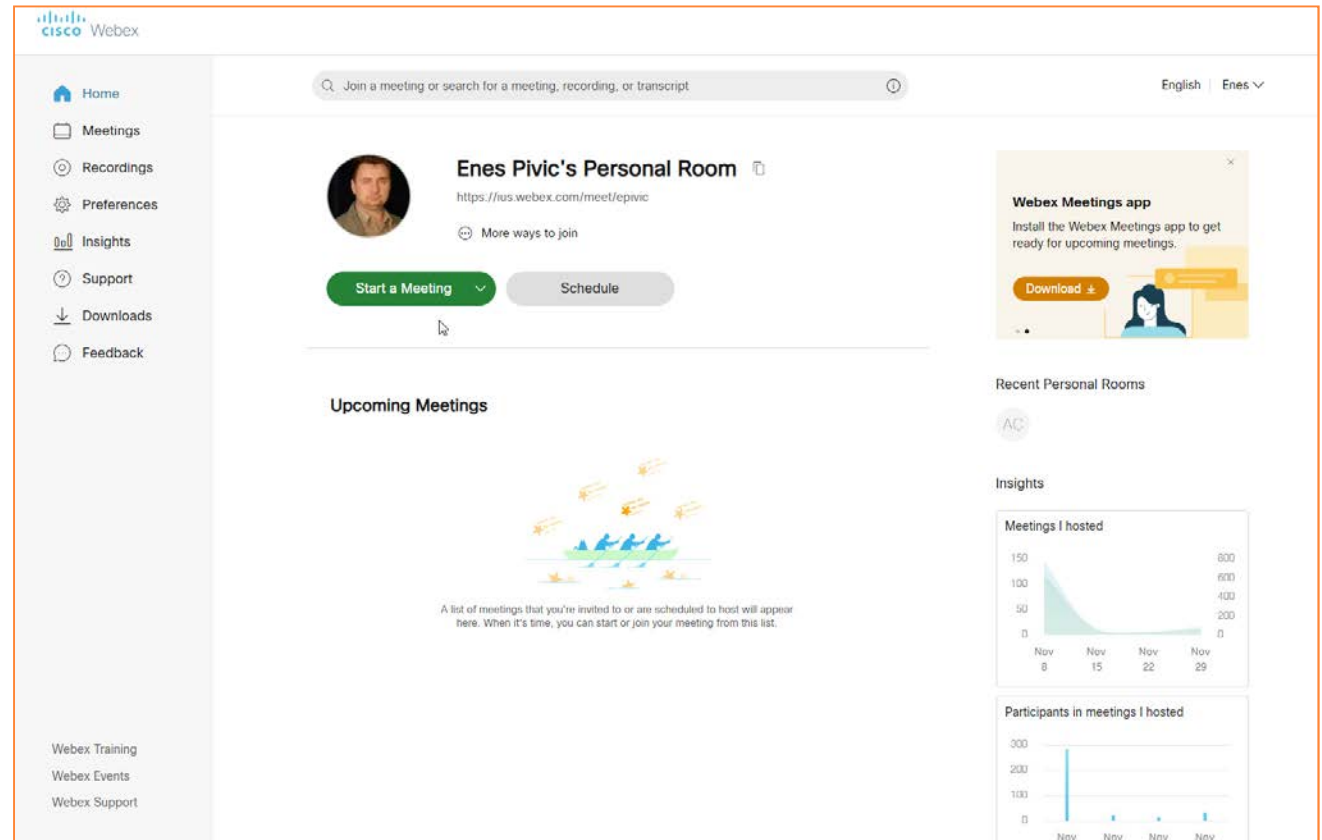
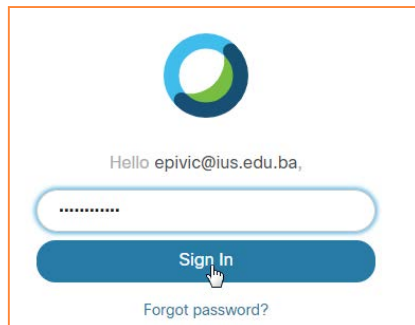
STEP 3



STEP 4



STEP 5

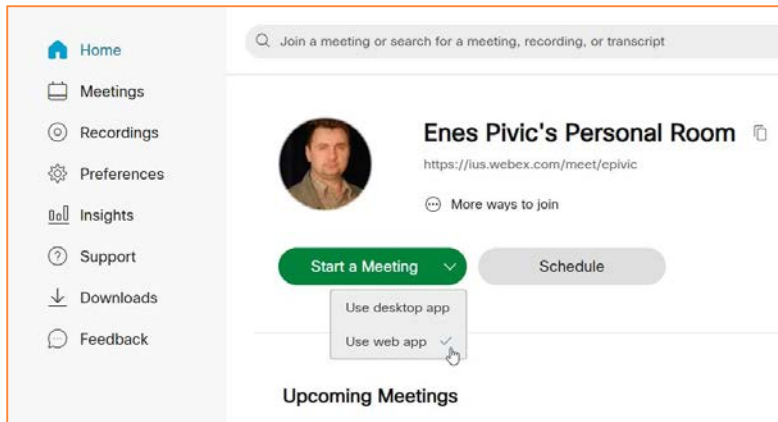


WITHIN THE WEB BROWSER USING CISCO WEBEX MEETING WEB APPLICATION WE ARE ABLE TO:

- 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



Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Enes Pivic's Personal Room

<https://ius.webex.com/meet/epivic>

More ways to join

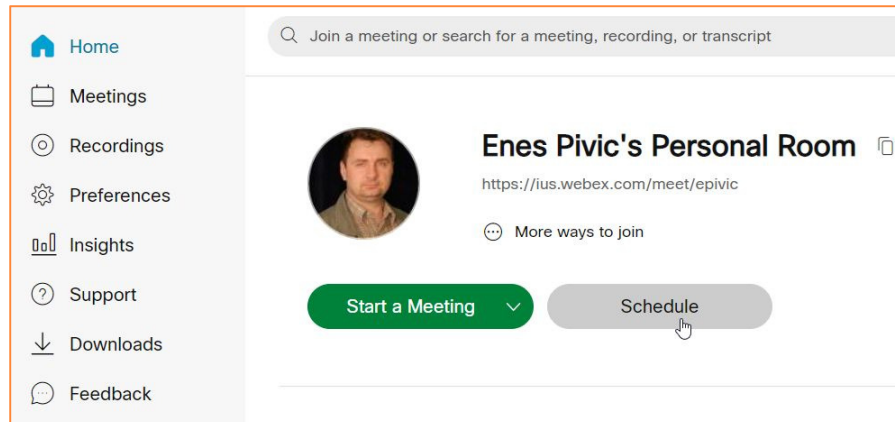
Start a Meeting

Schedule

Use desktop app

Use web app

Upcoming Meetings



Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

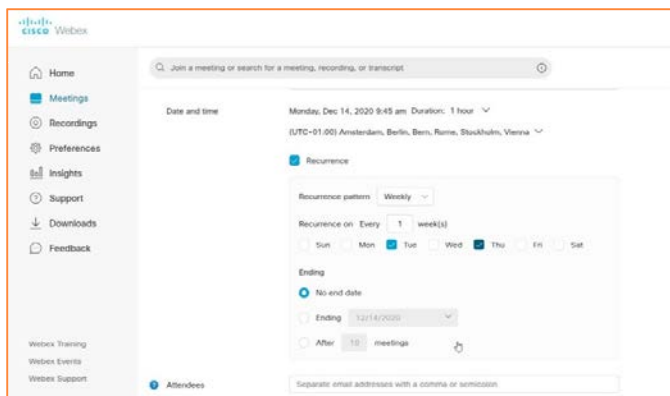
Enes Pivic's Personal Room

<https://ius.webex.com/meet/epivic>

More ways to join

Start a Meeting

Schedule



Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Webex Training

Webex Events

Webex Support

Join a meeting or search for a meeting, recording, or transcript

Date and time

Monday, Dec 14, 2020 9:45 am Duration: 1 hour

(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Recurrence

Recurrence pattern

Weekly

Recurrence on

Every 1 week(s)

Sun Mon Tue Wed Thu Fri Sat

Ending

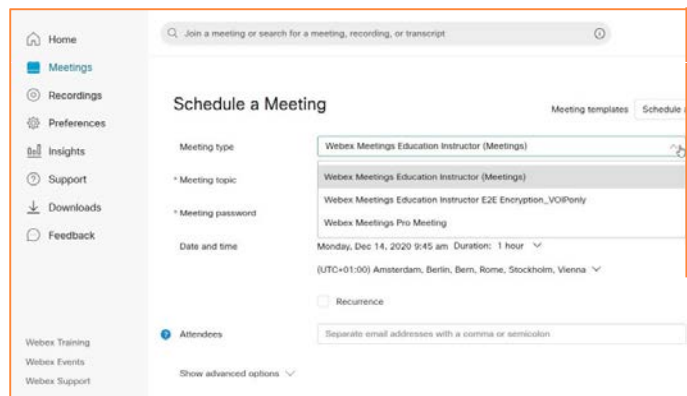
No end date

Ending 12/14/2020

After 10 meetings

Attendees

Separate email addresses with a comma or semicolon



Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Webex Training

Webex Events

Webex Support

Join a meeting or search for a meeting, recording, or transcript

Schedule a Meeting

Meeting type

Webex Meetings Education Instructor (Meetings)

Meeting topic

Webex Meetings Education Instructor (Meetings)

Meeting password

Webex Meetings Education Instructor E2E Encryption\_VOIPonly

Webex Meetings Pro Meeting

Date and time

Monday, Dec 14, 2020 9:45 am Duration: 1 hour

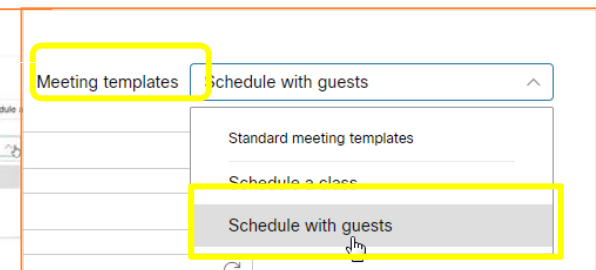
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Recurrence

Attendees

Separate email addresses with a comma or semicolon

Show advanced options



Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Webex Training

Webex Events

Webex Support

Join a meeting or search for a meeting, recording, or transcript

Schedule a Meeting

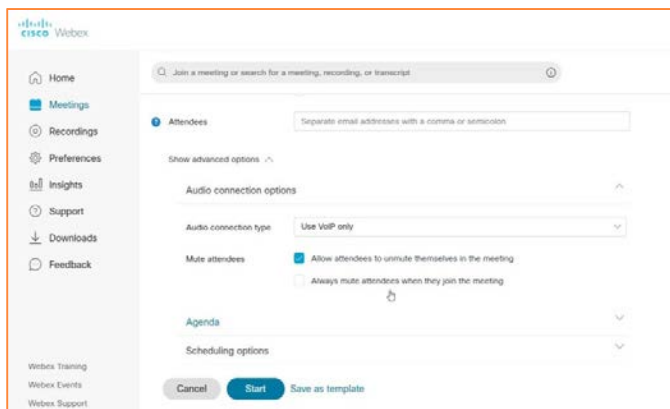
Meeting templates

Schedule with guests

Standard meeting templates

Schedule a class

Schedule with guests



Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Webex Training

Webex Events

Webex Support

Join a meeting or search for a meeting, recording, or transcript

Attendees

Separate email addresses with a comma or semicolon

Show advanced options

Audio connection options

Audio connection type

Use VoIP only

Mute attendees

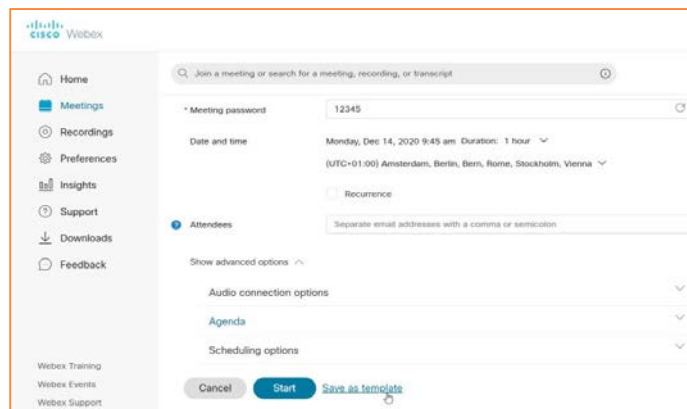
Allow attendees to unmute themselves in the meeting

Always mute attendees when they join the meeting

Agenda

Scheduling options

Cancel Start Save as template



Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Webex Training

Webex Events

Webex Support

Join a meeting or search for a meeting, recording, or transcript

Schedule a Meeting

Meeting password

12345

Date and time

Monday, Dec 14, 2020 9:45 am Duration: 1 hour

(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Recurrence

Attendees

Separate email addresses with a comma or semicolon

Show advanced options

Audio connection options

Agenda

Scheduling options

Cancel Start Save as template

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

MEETING TEMPLATE SHOULD BE  
CONFIGURED USING OPTION:

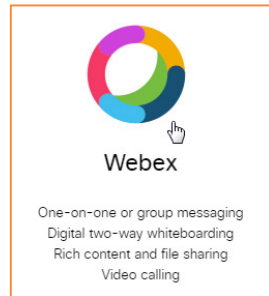
**SCHEDULE WITH GUEST**



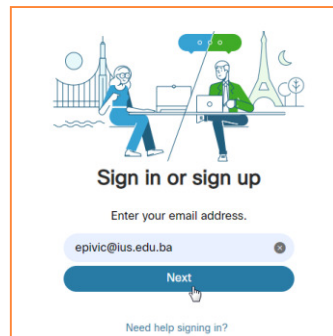
# CISCO WEBEX TEAMS WEB APPLICATIONS

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

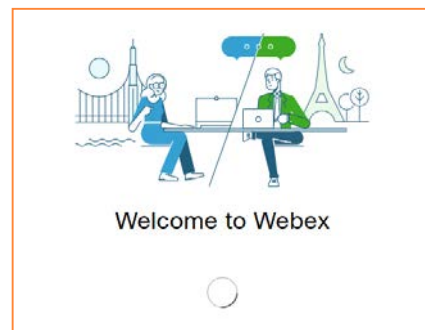
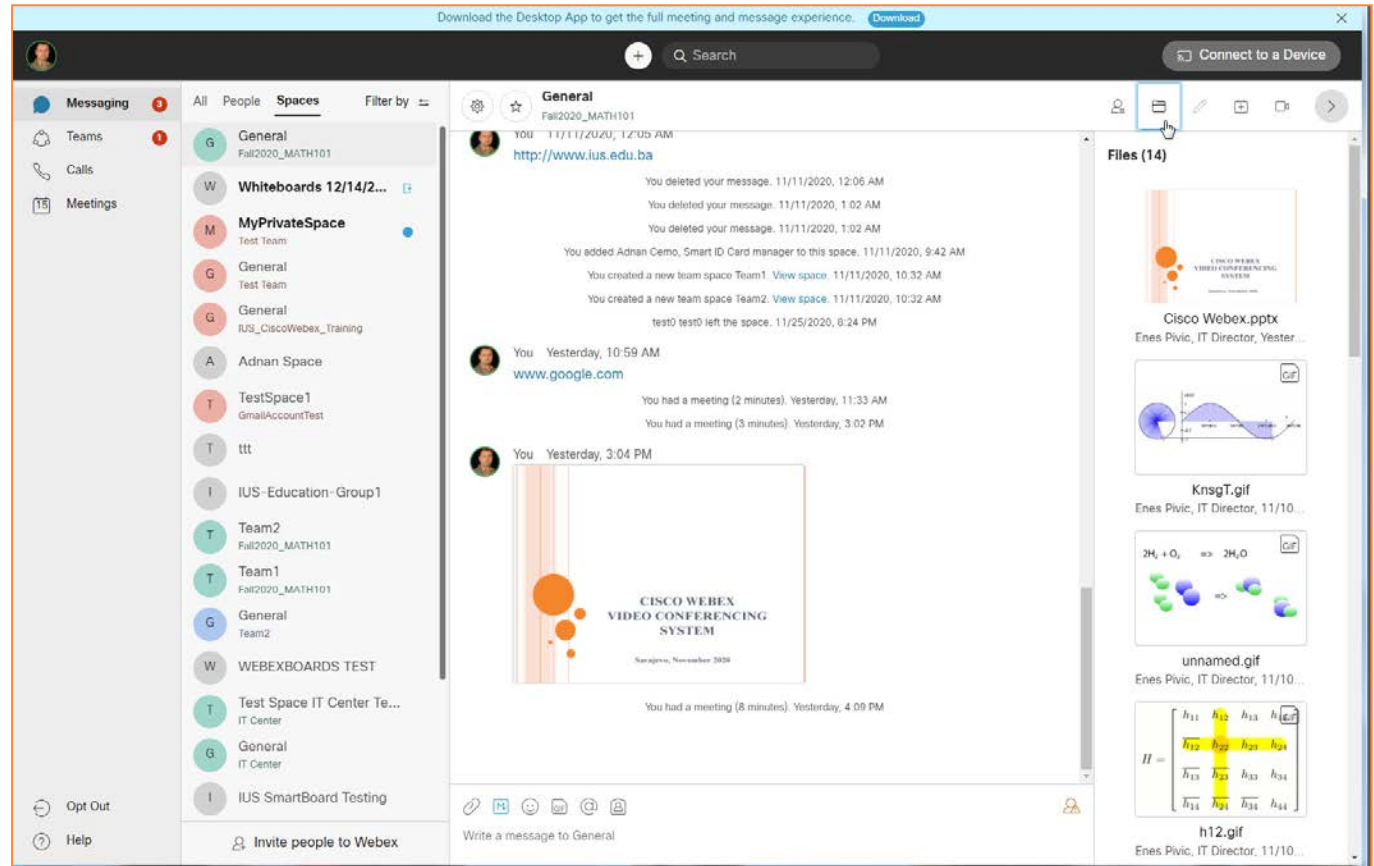
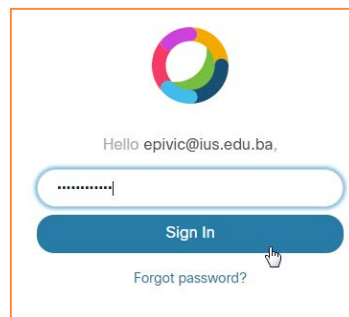
STEP 2



STEP 3




STEP 4



# CISCO WEBEX MEETING DESKTOP/ MOBILE APPLICATIONS

Get the Webex you need.



### Webex Meetings


Looking for real time video conferencing?

- HD video for face-to-face meetings
- Flexible audio-only conference call options
- Easy screen sharing
- Meet across any device

[Download for Windows](#)

Also available here:

[Download on the App Store](#) [GET IT ON Google Play](#)



### Webex Teams

Looking for messaging and team collaboration?

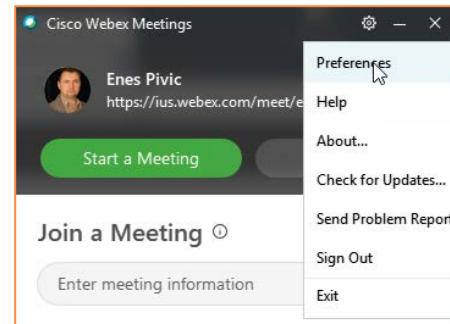
- One-on-one or group messaging
- Digital two-way whiteboarding
- Rich content and file sharing
- Video calling

[Download for Windows](#)

Download Teams VDI

Also available here:

[Download on the App Store](#) [GET IT ON Google Play](#)



Cisco Webex Meetings

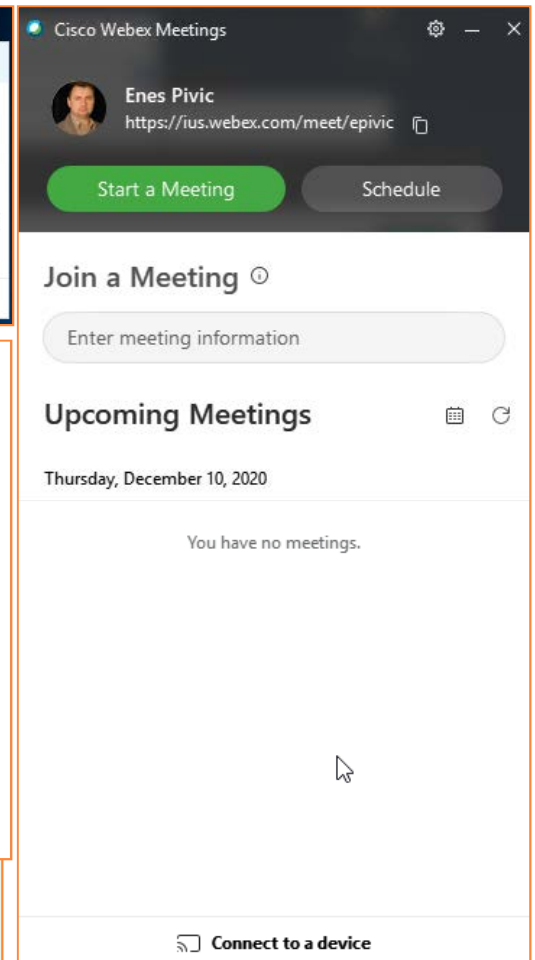
Enes Pivic  
<https://ius.webex.com/meet/e>

[Start a Meeting](#)

[Join a Meeting](#)

Enter meeting information

- Preferences
- Help
- About...
- Check for Updates...
- Send Problem Report
- Sign Out
- Exit



Cisco Webex Meetings

Enes Pivic  
<https://ius.webex.com/meet/epivic>

[Start a Meeting](#) [Schedule](#)

[Join a Meeting](#)

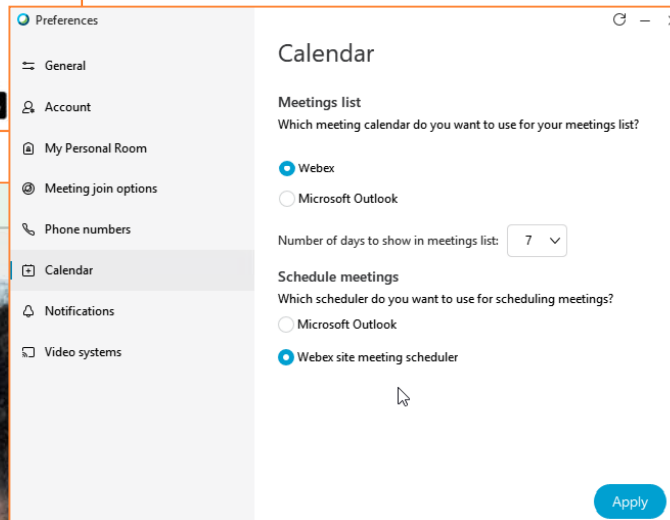
Enter meeting information

### Upcoming Meetings

Thursday, December 10, 2020

You have no meetings.

[Connect to a device](#)



Preferences

- General
- Account
- My Personal Room
- Meeting join options
- Phone numbers
- Calendar
- Notifications
- Video systems

### Calendar

Meetings list

Which meeting calendar do you want to use for your meetings list?

☒ Webex

☐ Microsoft Outlook

Number of days to show in meetings list: 7

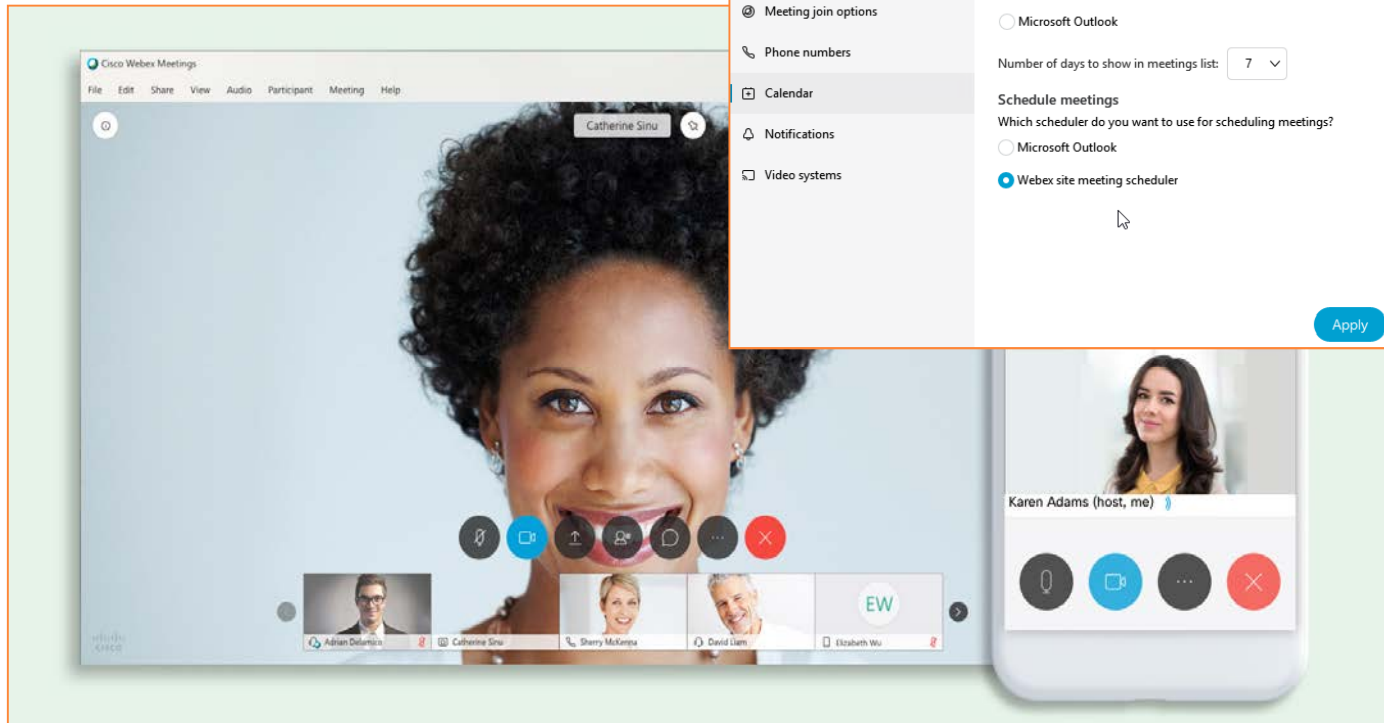
Schedule meetings

Which scheduler do you want to use for scheduling meetings?

☐ Microsoft Outlook

☒ Webex site meeting scheduler

[Apply](#)



Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Catherine Sinu

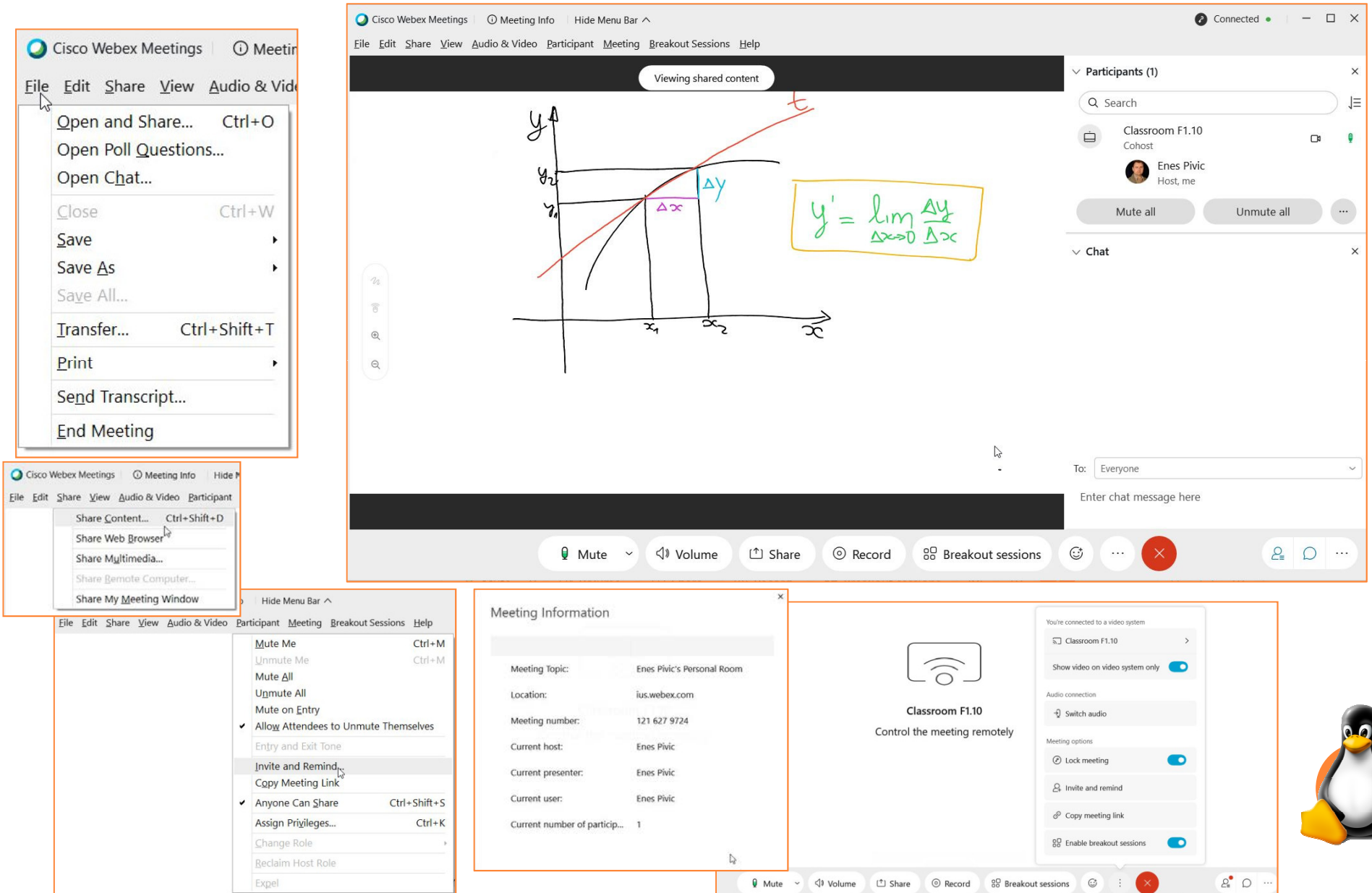
Karen Adams (host, me)

Adrian Delamonte Catherine Sinu Sherry McKenna David Lian Elizabeth Wu





# CISCO WEBEX MEETING DESKTOP APPLICATIONS



The screenshot displays the Cisco Webex Meetings Desktop Application interface. The main window shows a shared content area with a graph of a function  $y = f(x)$  and its derivative  $y' = \lim_{\Delta x \rightarrow 0} \frac{\Delta y}{\Delta x}$ . The interface includes a menu bar (File, Edit, Share, View, Audio & Video, Participant, Meeting, Breakout Sessions, Help) and a toolbar (Mute, Volume, Share, Record, Breakout sessions, etc.).

Key features and menus shown:

- File Menu:**
  - Open and Share... (Ctrl+O)
  - Open Poll Questions...
  - Open Chat...
  - Close (Ctrl+W)
  - Save
  - Save As
  - Save All...
  - Transfer... (Ctrl+Shift+T)
  - Print
  - Send Transcript...
  - End Meeting
- Share Menu:**
  - Share Content... (Ctrl+Shift+D)
  - Share Web Browser
  - Share Multimedia...
  - Share Remote Computer...
  - Share My Meeting Window
- Participant Menu:**
  - Mute Me (Ctrl+M)
  - Unmute Me (Ctrl+M)
  - Mute All
  - Unmute All
  - Mute on Entry
  - Allow Attendees to Unmute Themselves
  - Entry and Exit Tone
  - Invite and Remind
  - Copy Meeting Link
  - Anyone Can Share (Ctrl+Shift+S)
  - Assign Privileges... (Ctrl+K)
  - Change Role
  - Reclaim Host Role
  - Expel
- Meeting Information:**
  - Meeting Topic: Enes Pivic's Personal Room
  - Location: ius.webex.com
  - Meeting number: 121 627 9724
  - Current host: Enes Pivic
  - Current presenter: Enes Pivic
  - Current user: Enes Pivic
  - Current number of participants: 1
- Participants (1):**
  - Classroom F1.10 Cohost
  - Enes Pivic (Host, me)
  - Mute all
  - Unmute all
- Chat:**
  - To: Everyone
  - Enter chat message here
- Meeting Options:**
  - Classroom F1.10
  - Show video on video system only (toggle on)
  - Audio connection: Switch audio
  - Meeting options:
    - Lock meeting (toggle on)
    - Invite and remind
    - Copy meeting link
    - Enable breakout sessions (toggle on)




# CISCO WEBEX MEETING DESKTOP APPLICATIONS

Cisco Webex Meetings | Meeting Info | Hide Menu Bar ^

File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help

Mute Me Ctrl+M  
Unmute Me Ctrl+M  
Mute All  
Unmute All  
Mute on Entry  
✓ Allow Attendees to Unmute Themselves  
Entry and Exit Tone  
Invite and Remind...  
Copy Meeting Link  
✓ Anyone Can Share Ctrl+Shift+S  
Assign Privileges... Ctrl+K  
Change Role  
Reclaim Host Role  
Expel

  
Classroom F1.10  
Control the meeting remotely

Participants privileges

Communicate | Participants

All Participants

Select the privileges that you want to assign to all participants:

Document	View	Meeting
<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Participant list	<input type="checkbox"/> Share documents
<input checked="" type="checkbox"/> Save	<input type="checkbox"/> Any document	<input checked="" type="checkbox"/> Control shared applications, web browser, or computer remotely
<input checked="" type="checkbox"/> Annotate	<input checked="" type="checkbox"/> Thumbnails	
	<input type="checkbox"/> Any page	

Check all | Uncheck all | Reset to default

OK Apply Cancel

Cisco Webex Meetings | Meeting Info | Hide Menu Bar ^

File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help

Meeting Breakout Sessions Help

Information  
Start Recording  
Recorder Settings  
Welcome Message...  
Options...  
Unlock Meeting

Record on My Computer  
Record in Cloud

Information  
Start Recording  
Recorder Settings  
Welcome Message...  
Options...  
Unlock Meeting

Participants privileges

Communicate | Participants

All Participants

Participant can chat:

Privately with

☒ Host  
☒ Presenter  
☒ Other participants

Publicly with

☒ Everyone

Allow to:

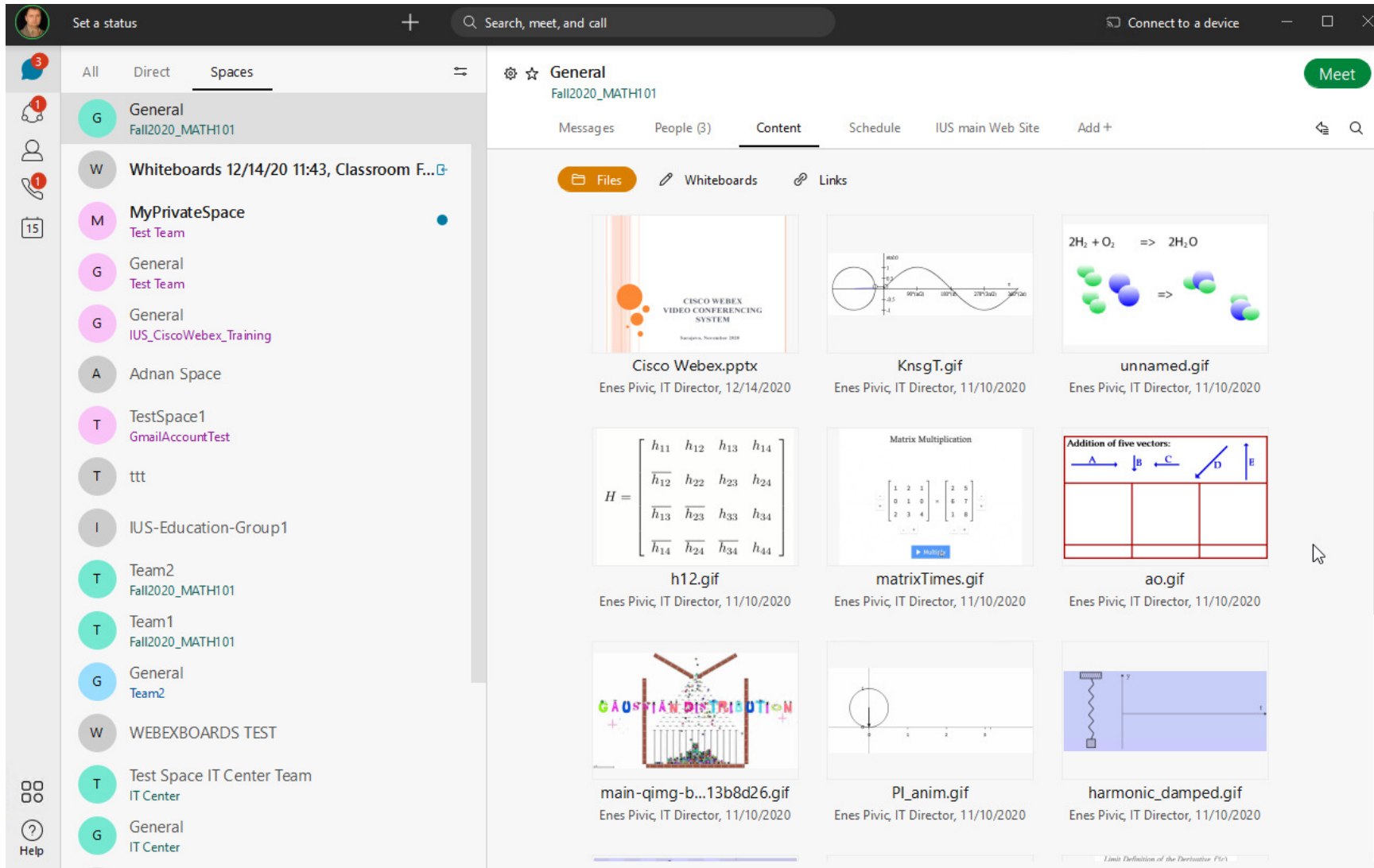
☐ Contact Operator Privately

Check all | Uncheck all | Reset to default

OK Apply Cancel



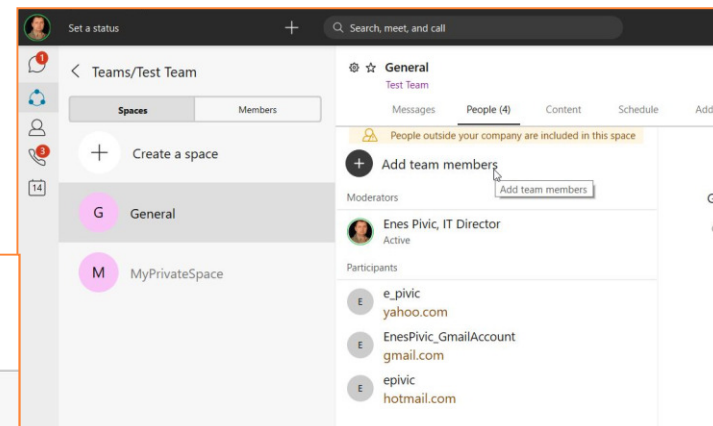
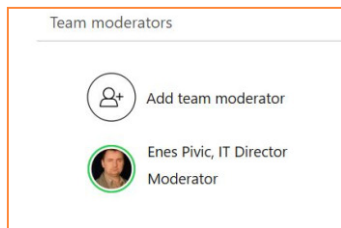
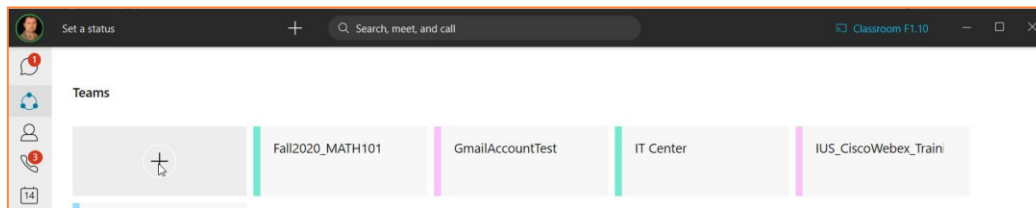
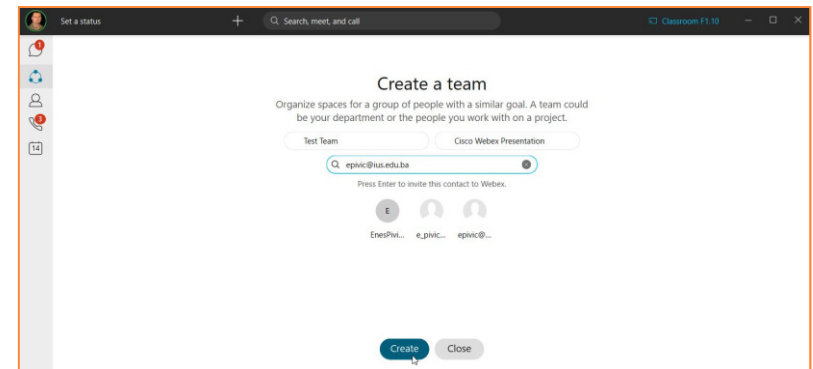
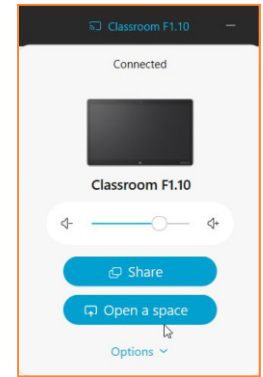
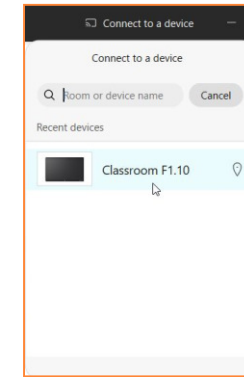
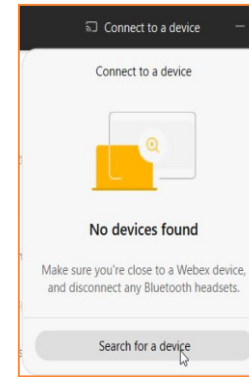
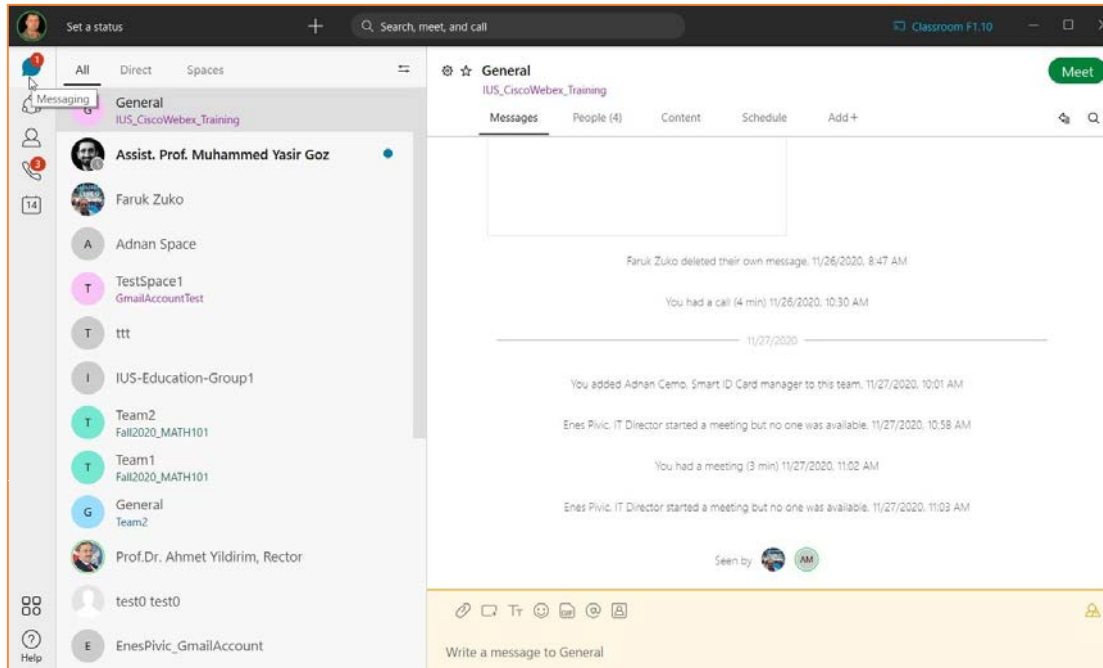
# CISCO WEBEX TEAMS DESKTOP APPLICATION



The screenshot displays the Cisco Webex Teams desktop application interface. The top bar includes a status area, a search bar, and a 'Connect to a device' button. The left sidebar shows a list of spaces and teams, including 'General', 'Whiteboards', 'MyPrivateSpace', and various team spaces. The main content area shows the 'General' space with tabs for Messages, People, Content, Schedule, and Links. The 'Content' tab is active, displaying a grid of files and whiteboards. The files include 'Cisco Webex.pptx', 'KnsgT.gif', 'unnamed.gif', 'h12.gif', 'matrixTimes.gif', 'ao.gif', 'main-qimg-b...13b8d26.gif', 'Pl\_anim.gif', and 'harmonic\_damped.gif'. Each file has a thumbnail and a title.



# CISCO WEBEX TEAMS DESKTOP APPLICATION





# 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

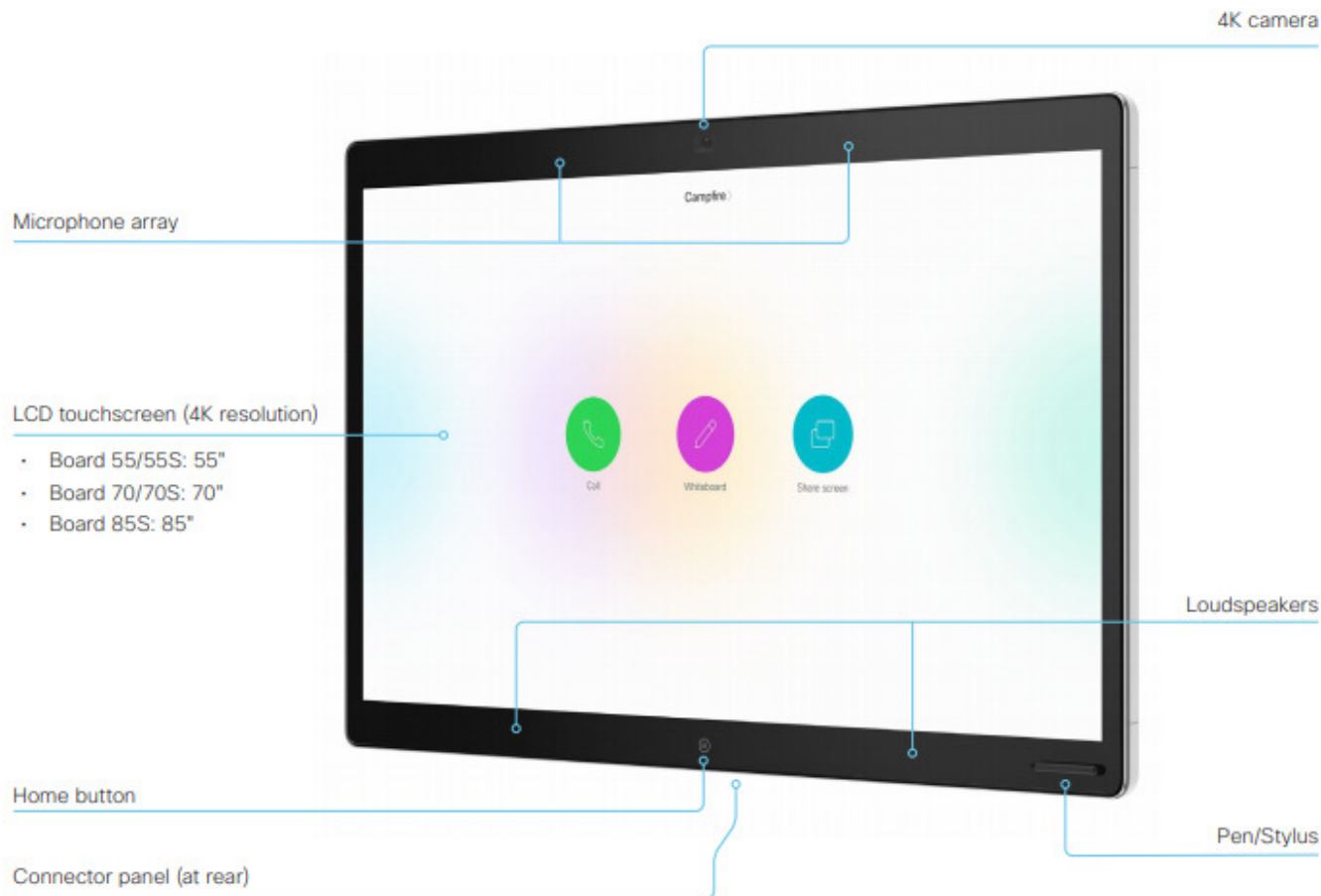


### Cisco Webex Board 85s

- 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 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.

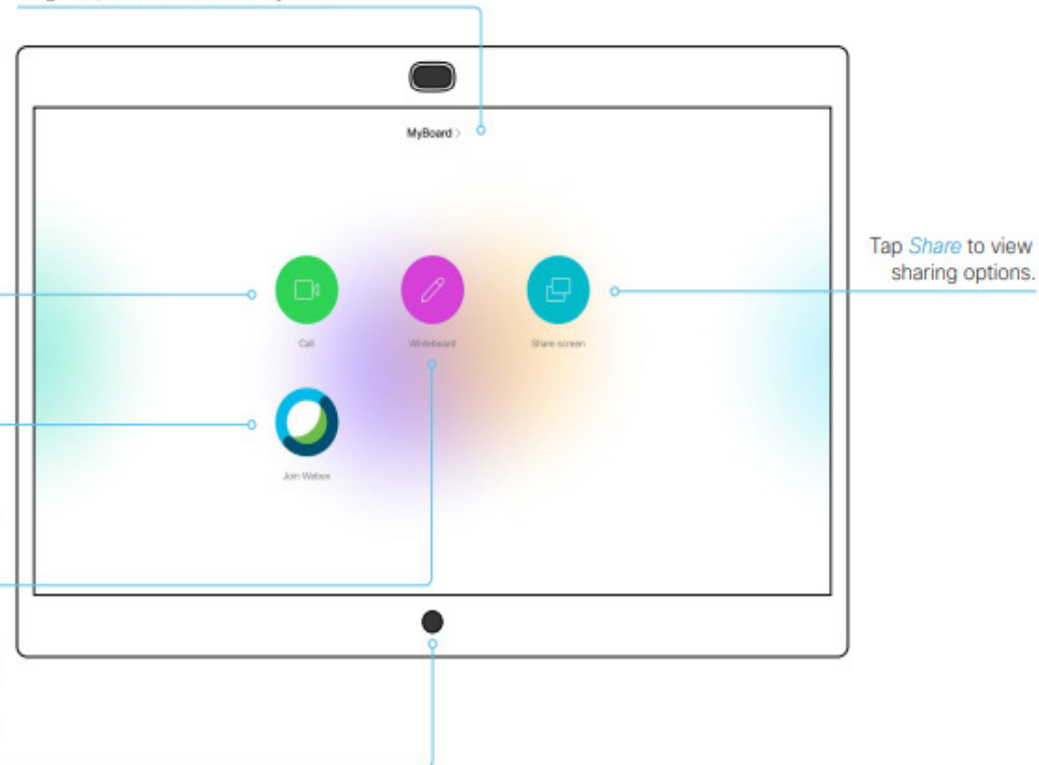
Tap the device name or address to access *Settings*. Here you can find: *Device Information, Advanced Settings, Network settings, Device activation, Ringtone, Restart and Factory reset.*

Tap *Call* to make a call.

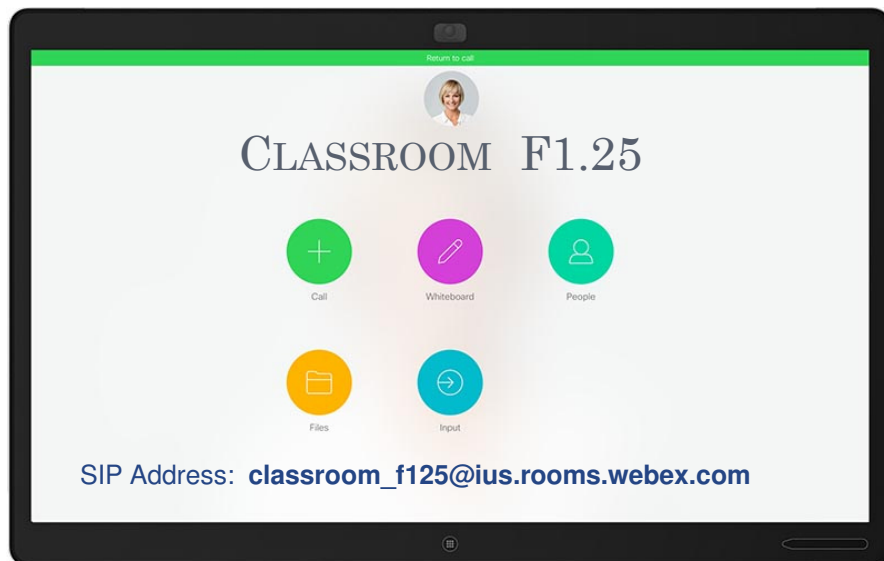
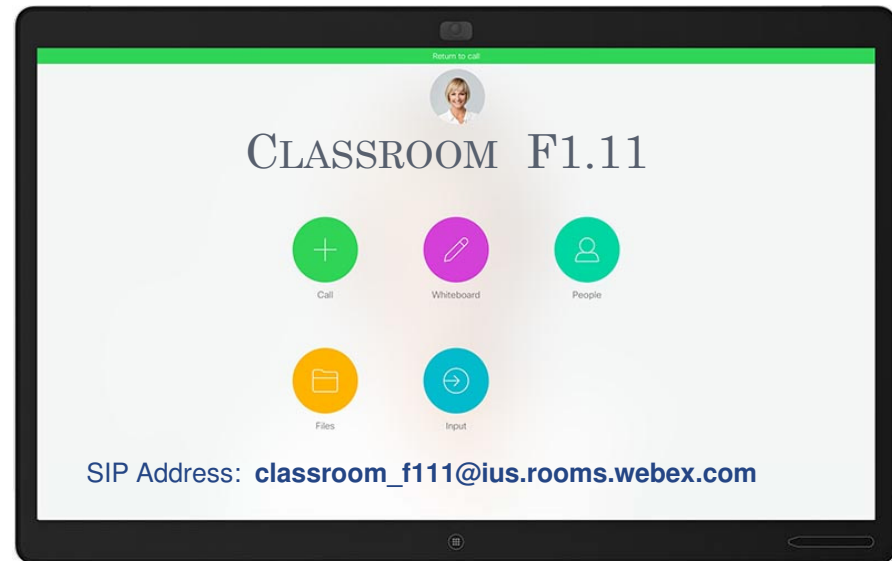
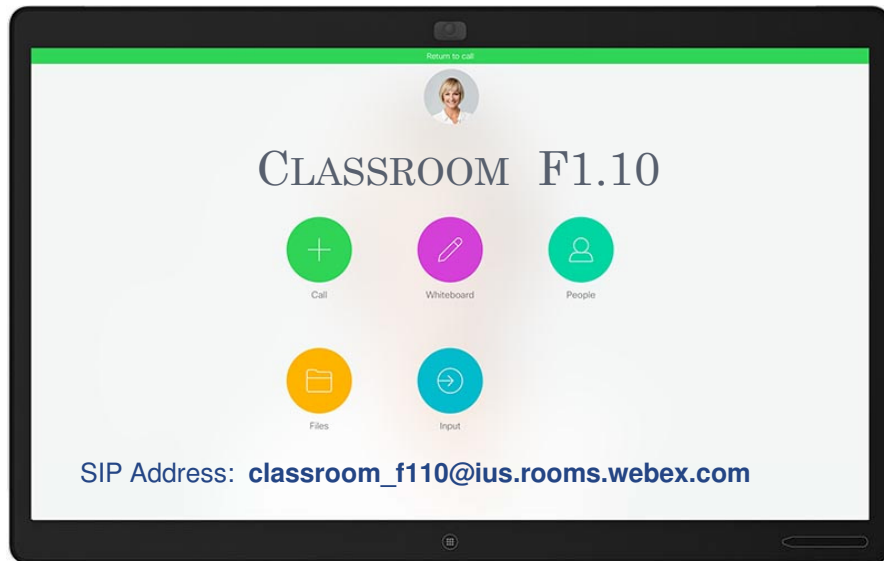
Tap *Join Webex* to join a Webex meeting.

Tap *Whiteboard* to start a new whiteboard or to access the list of existing whiteboards.

Tap the *Home* button to return to the homescreen. Press and hold the button to put the board to stand by mode.



# IUS' CISCO WEBEX WHITEBOARD IMPLEMENTATION

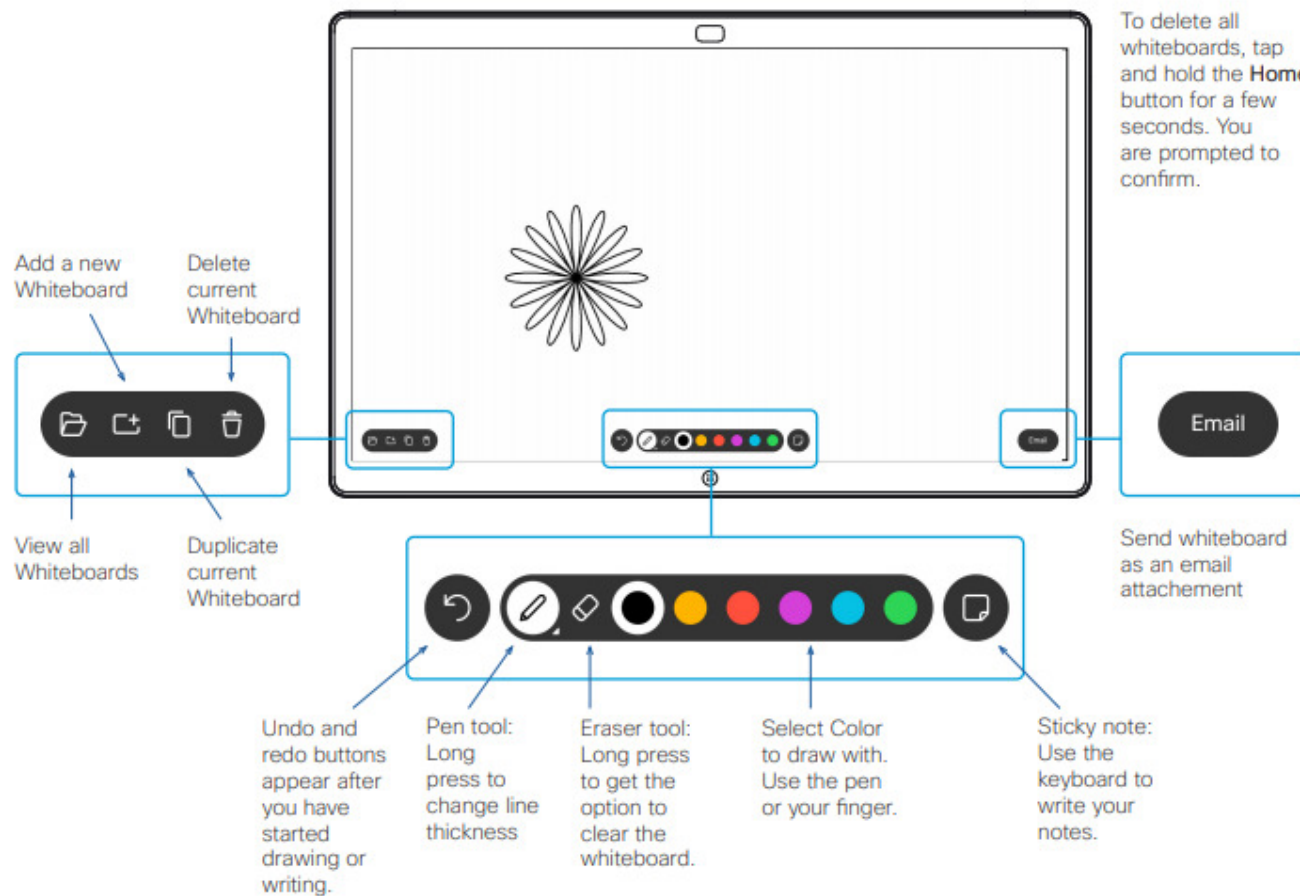




# CISCO WEBEX SMARTBOARDS

## 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.

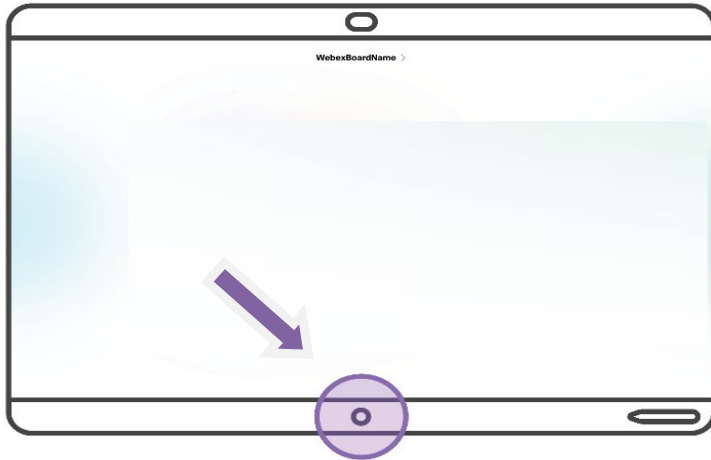
To save your whiteboard drawings you may send them as emails. To be able to do this, your video support team must have configured your Webex Board to make use of a mail server.

The whiteboards are shared in PDF format.

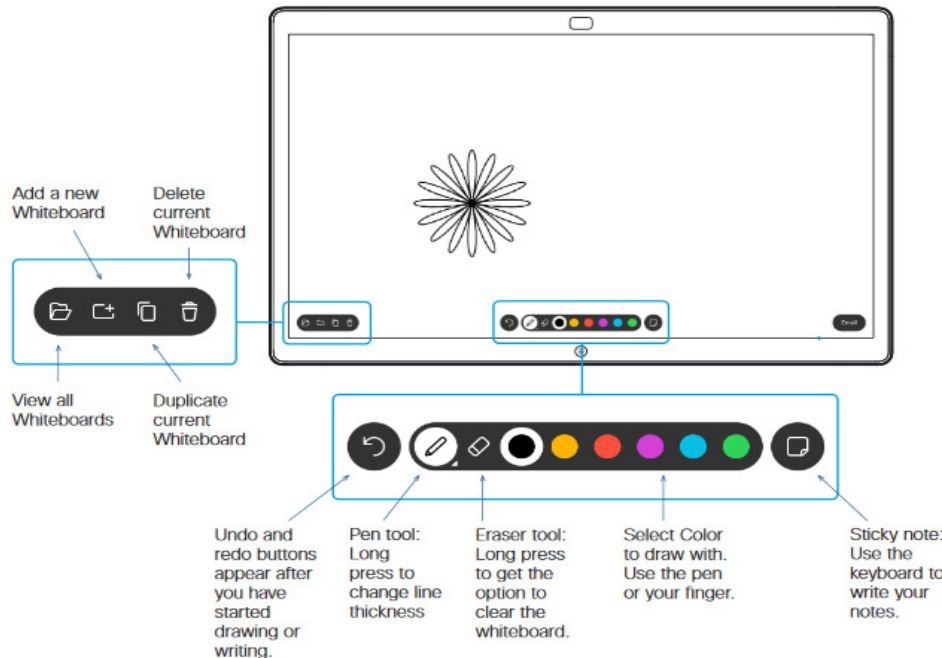


# USING WEBEX BOARD AS A REGULAR WHITEBOARD

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



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

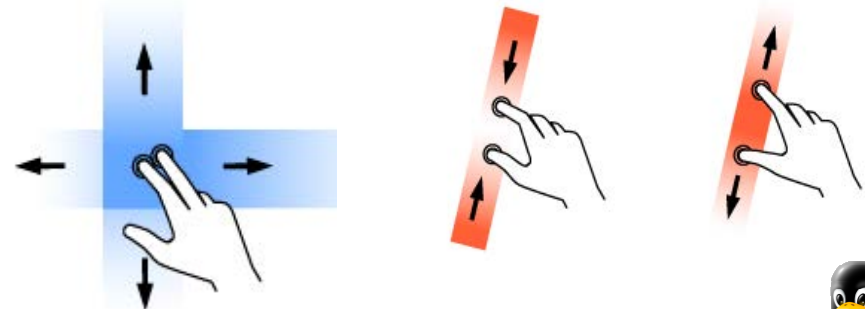


**STEP 2** TAP WHITEBOARD



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

- 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.



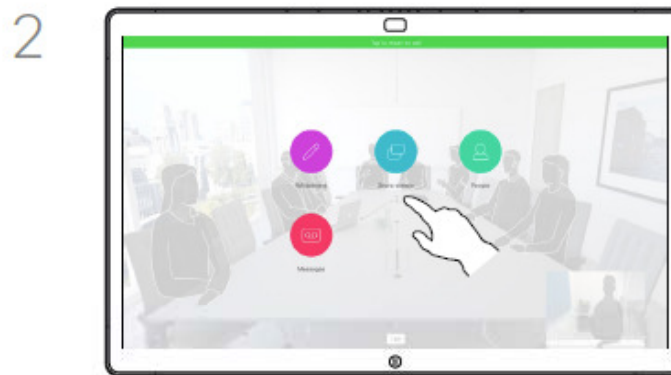
# USING WEBEX BOARD TO SHARE COMPUTER SCREEN (HDMI / WiFi CONNECTION)

Content Sharing: Webex Board

## Share Content In a Call



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

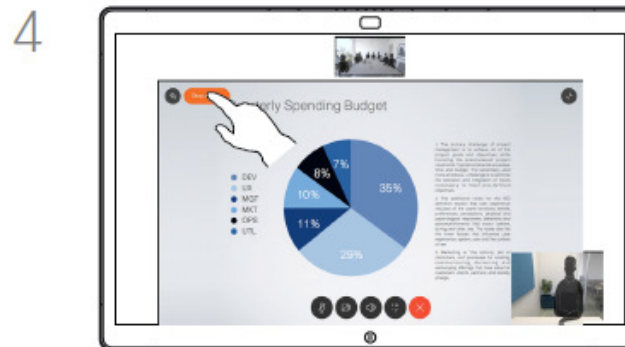


Tap the blue **Share** screen button.

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



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



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.

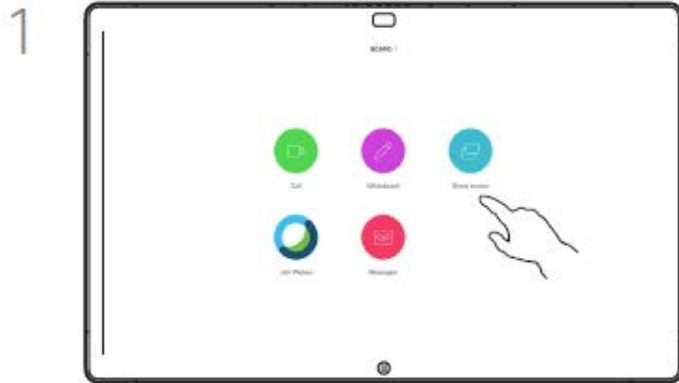
You can change the layout of the screen during presentations. See the following pages for more on this.





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

## Share Content Outside a Call

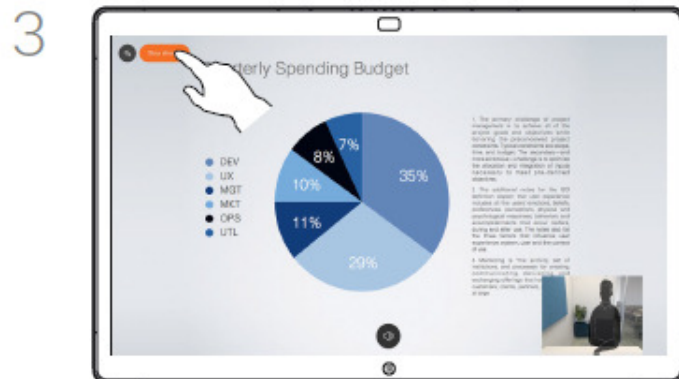


Tap **Share screen**.



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.



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

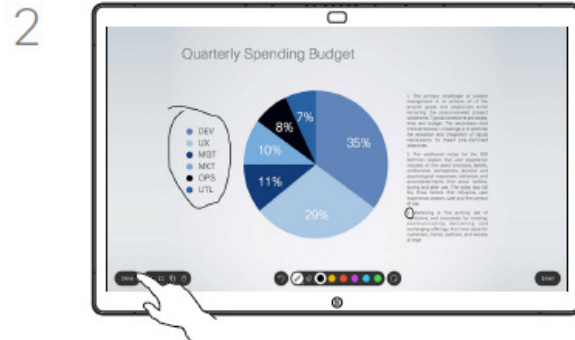
Content Sharing: Webex Board

## Annotate Shared Content



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.

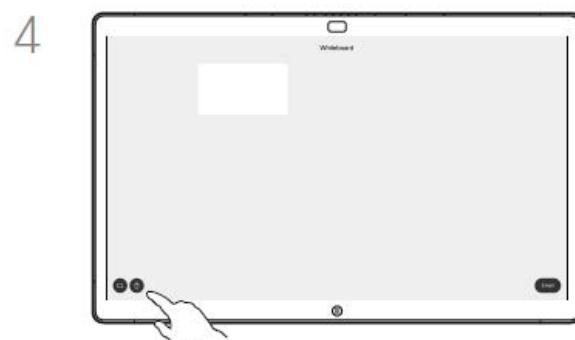


Make your annotations using the tools available and tap **Done** when finished.



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.



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.

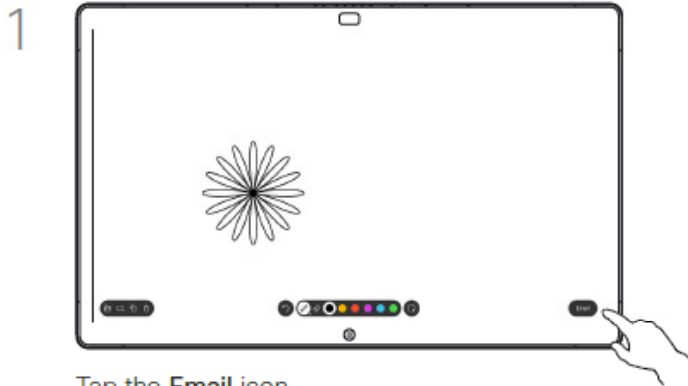
The annotations are shared in PDF format.



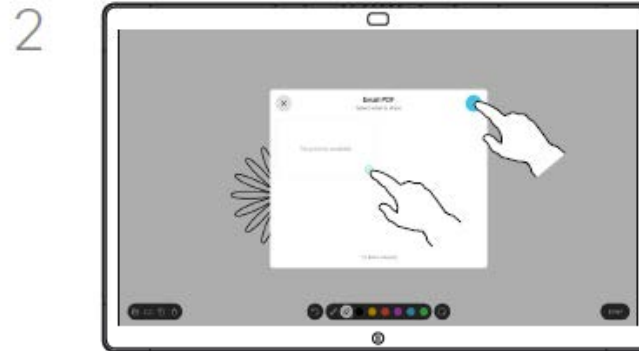
# USING WEBEX BOARD TO SHARE COMPUTER SCREEN

Content Sharing: Webex Board

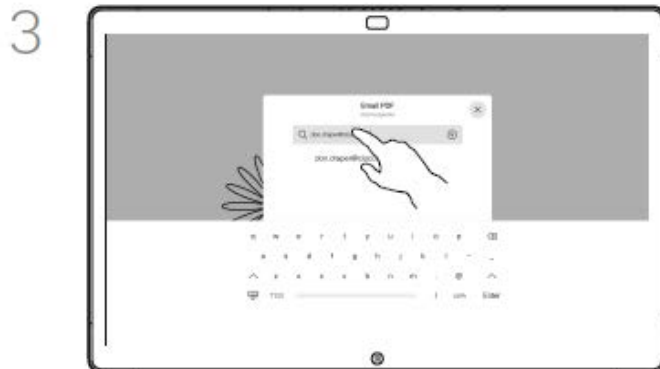
## Send Annotations or Drawings by Mail



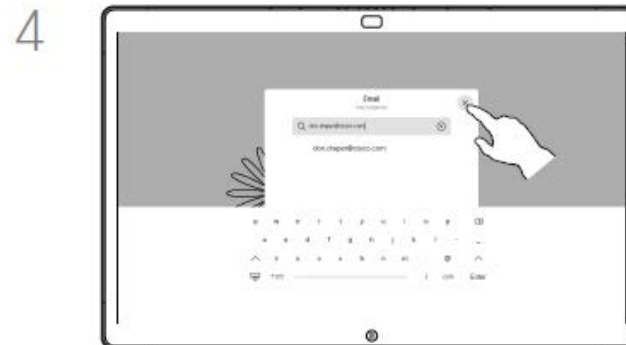
Tap the **Email** icon.



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



Tap to add recipient(s).



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

### About Annotation

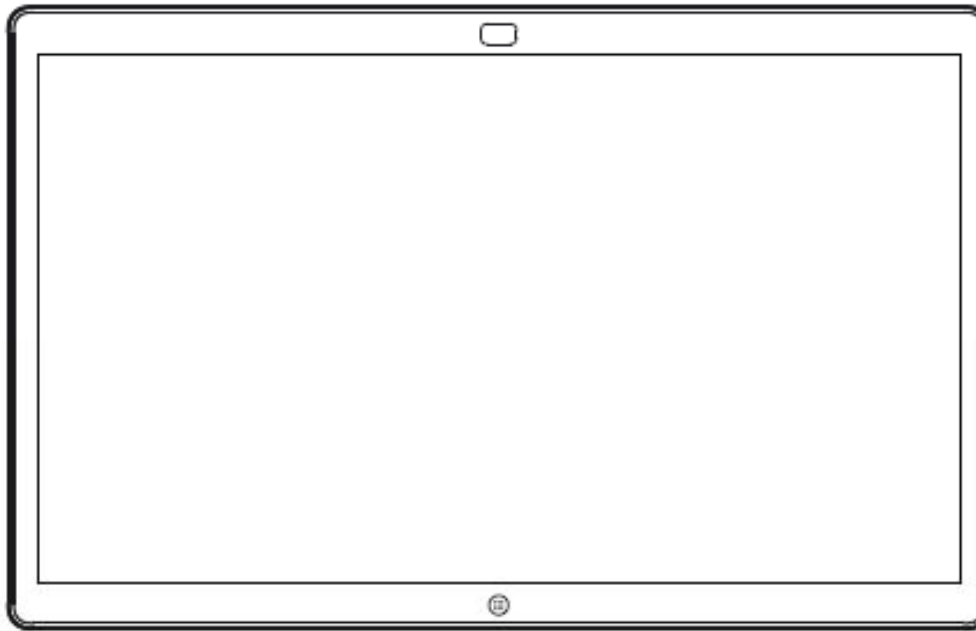
You may send one or more whiteboards as an email attachment to the recipient(s) of your choice, provided that your video team has configured you Webex Board to make use of a mail server.

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.



# 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

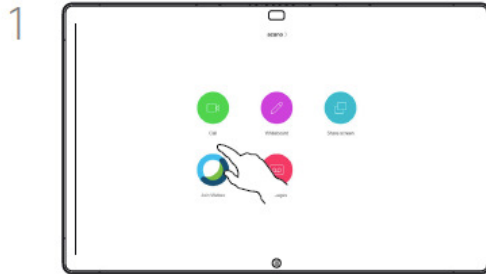


### About Placing Calls

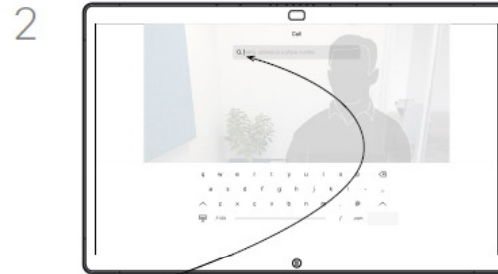
Anyone listed in your phonebook, or that you have previously called, or who has called you, show up in the suggested list of possible matches, which appears as you type. The Webex Board treats Recents, Favorites, or Phonebook entries all in the same way.

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

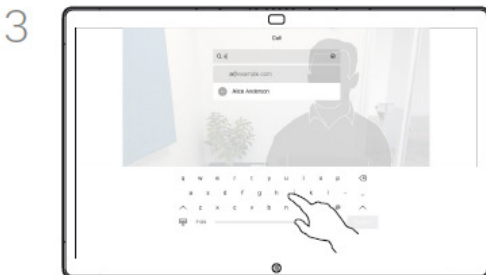
Sometimes you need to enter numbers during a call, typically to reach extensions or to provide a pin code. For this, you need a numerical keypad.



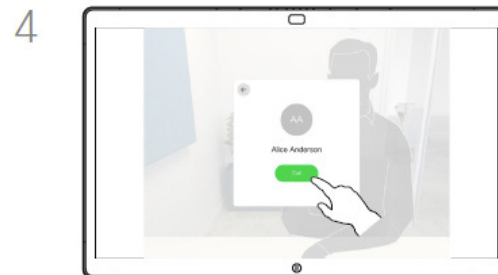
Tap the **Call** button.



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



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.



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



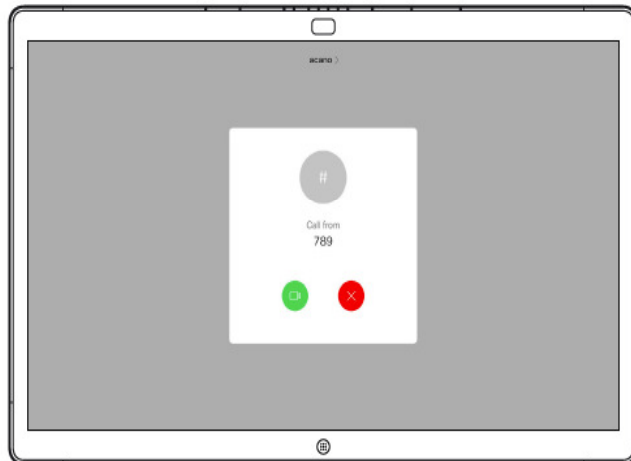
In a call tap the screen to produce the buttons as shown. Then tap the blue button to open the numerical keypad.





# 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.

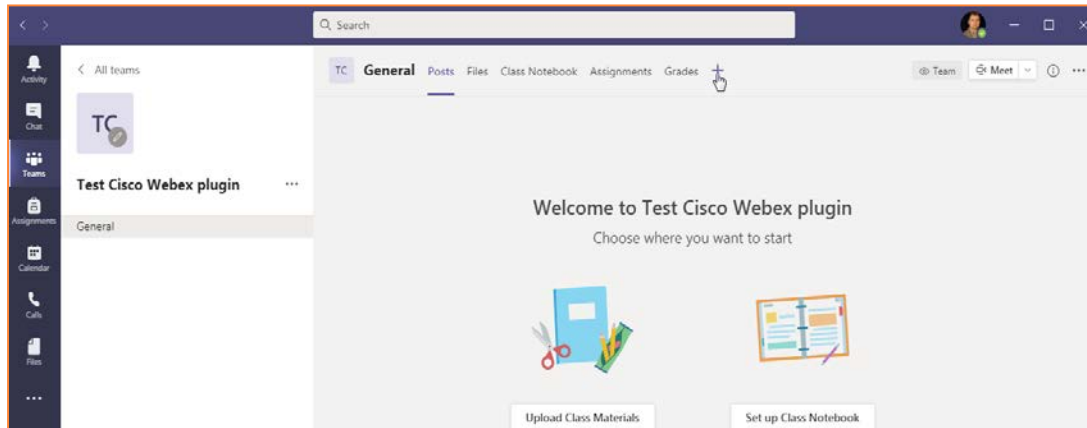


# CISCO WEBEX MEETING AND MICROSOFT TEAMS

## • HOW TO ADD *CISCO WEBEX MEETING PLUGIN* TO *MS TEAMS*

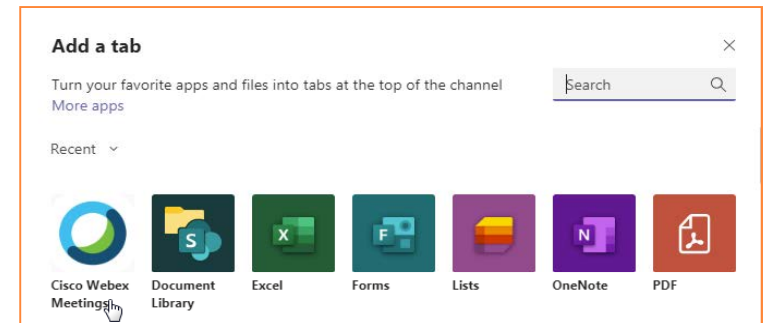
### STEP 1

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



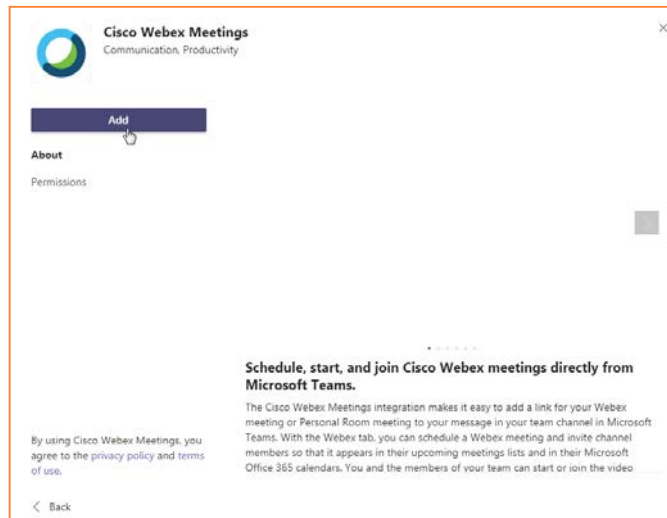
### STEP 2

SELECT CISCO WEBEX MEETING PLUGIN



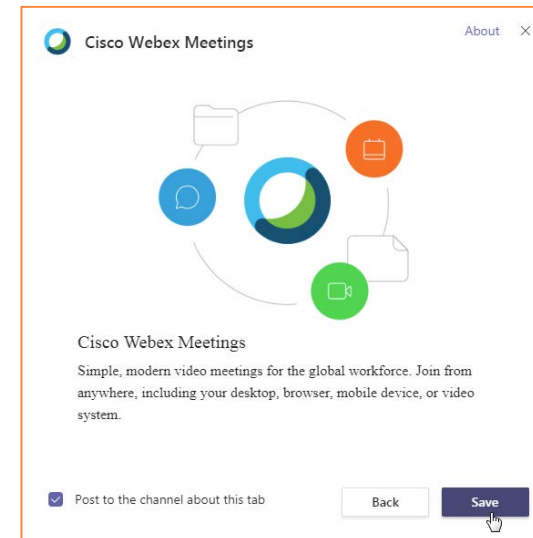
### STEP 3

CLICK ON "ADD" BUTTON



### STEP 4

CLICK ON "SAVE" BUTTON

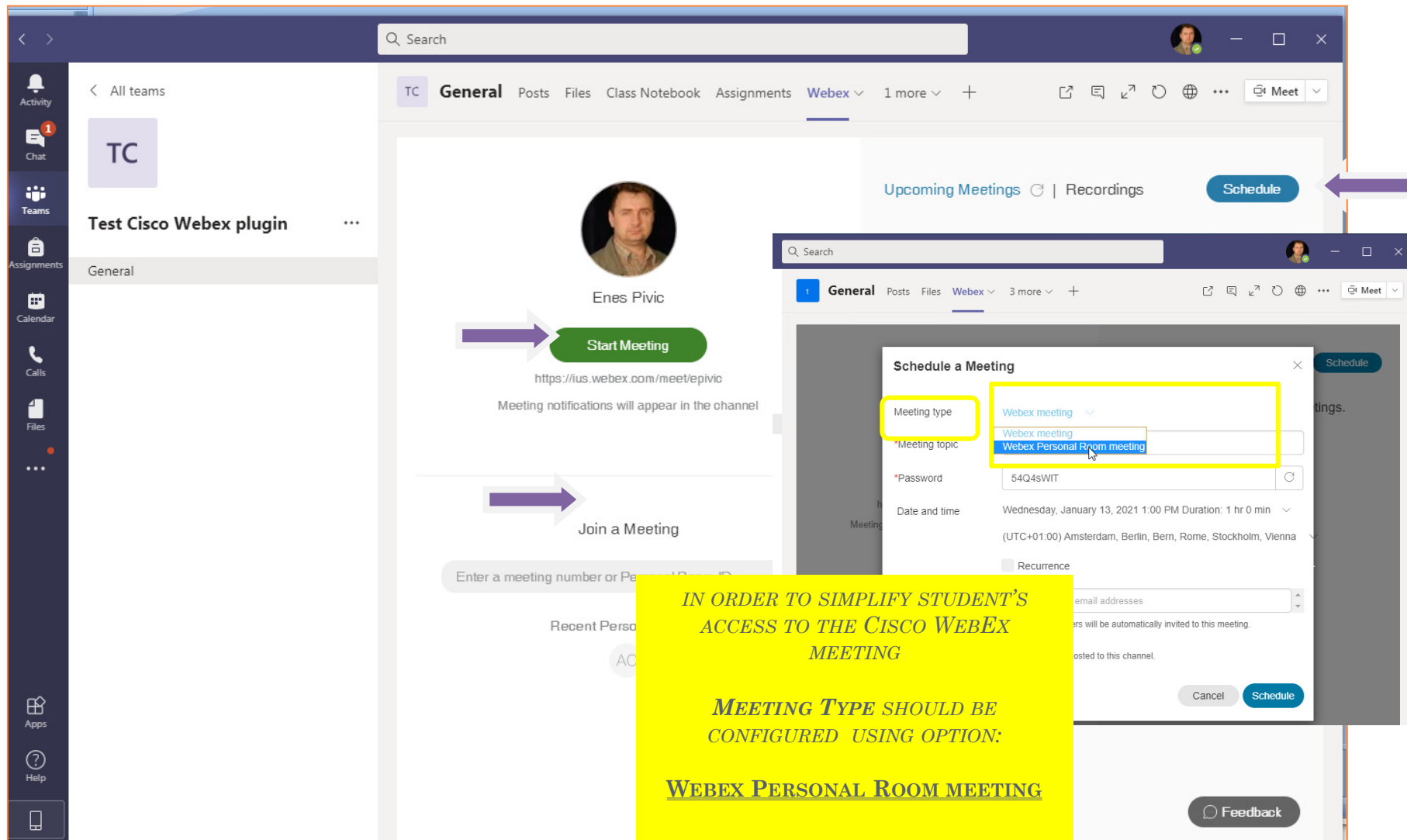




# CISCO WEBEX MEETING AND MICROSOFT TEAMS

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



Search

TC General Posts Files Class Notebook Assignments Webex 1 more + Meet

Upcoming Meetings | Recordings Schedule

Enes Pivic

Start Meeting

<https://ius.webex.com/meet/epivic>

Meeting notifications will appear in the channel

Join a Meeting

Enter a meeting number or Personal Link Name

Recent Personal Link Names

AC

Schedule a Meeting

Meeting type Webex meeting Webex Personal Room meeting

\*Meeting topic

\*Password 54Q4sVWIT

Date and time Wednesday, January 13, 2021 1:00 PM Duration: 1 hr 0 min (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Recurrence

Email addresses

Participants will be automatically invited to this meeting.

Posted to this channel.

Cancel Schedule

Feedback

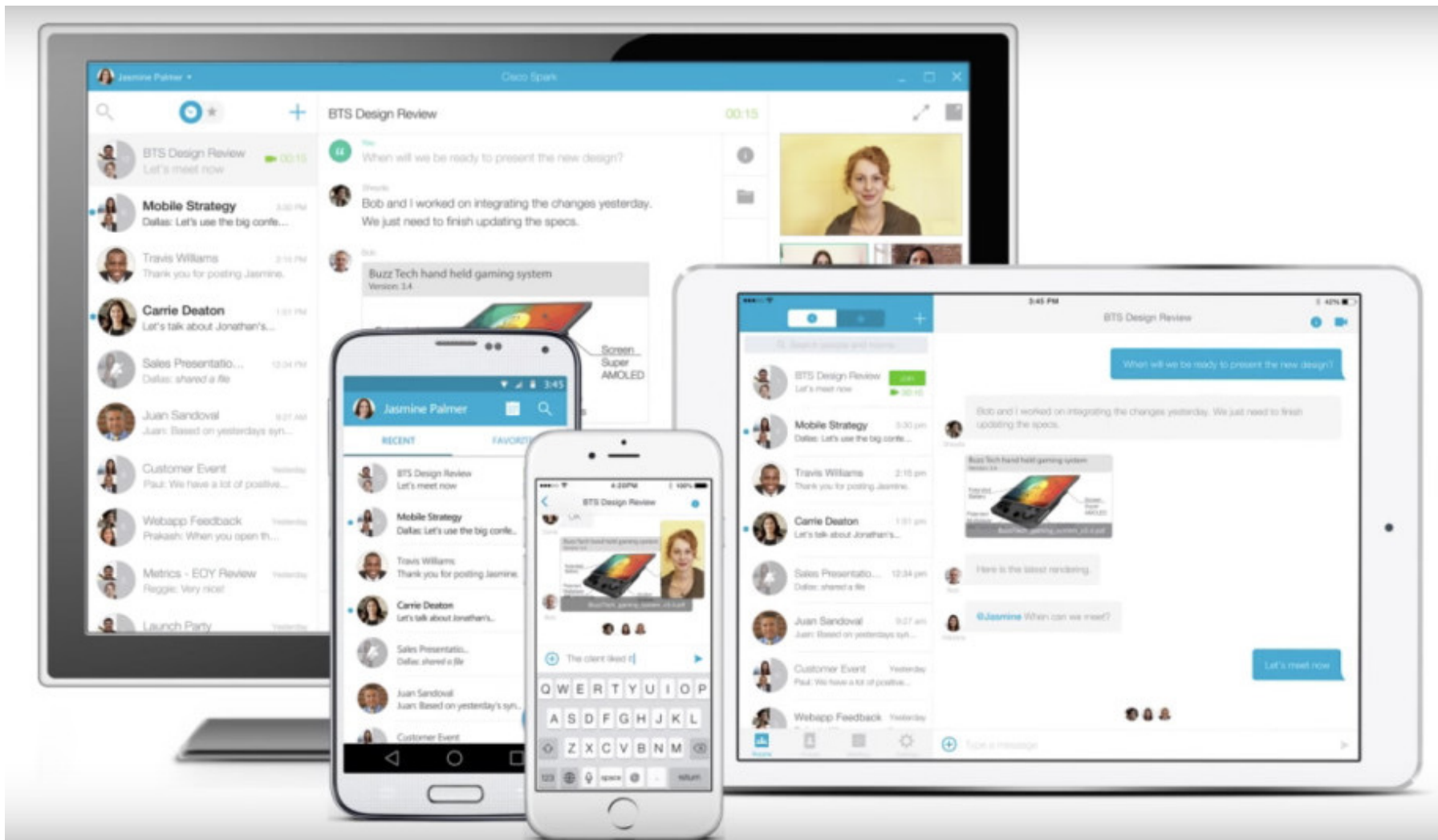
IN ORDER TO SIMPLIFY STUDENT'S ACCESS TO THE CISCO WEBEX MEETING MEETING TYPE SHOULD BE CONFIGURED USING OPTION: WEBEX PERSONAL ROOM MEETING

28



# CISCO WEBEX MEETING & CISCO WEBEX TEAMS

- A SHORT DEMO -



# CISCO WEBEX USE CASES (FACULTY USE CASES)

## Hybrid Classes: Make the most of your face-to-face time

Class time can be limited, but face-to-face isn't the only way you can teach your students.

Let students learn course material online in advance, now they can come to your class armed with the right questions. Host high-impact problem solving sessions on Webex.



### PRO TIP

Participation points are great for making class conversation lively, getting the real pulse on students' learning!

#### 1. Balance the content

Plan what content could be delivered well by watching a video at home, or reading. Keep activities for class.

#### 2. Arm your students

Make your own Webex recordings and share with the class to watch in advance of the lecture. Share readings and videos too.

#### 3. Teaching time

Use your virtual class time as a problem solving session, get students off mute to ask questions and whiteboard through problems live.

#### 4. Interactive activities

Test their comprehension with virtual games. Make competitions to message in the right answer first, or put it on the virtual whiteboard.

#### 5. Feedback

Watch faces over video to see if everyone's on track. Pay attention to who's doing well in interactive games. If people feel stuck, ask them to message you.

Learning doesn't have to stop when your class time ends.

**Cisco** Webex



# CISCO WEBEX USE CASES (FACULTY USE CASES)

## Teach the power of collaboration

Group work allows students to brainstorm together and take ideas to the next level.

Create the Space for group collaboration, in a Webex Teams Space that you can see, right inside your class webpage.



### PRO TIP

If working groups change, just add or remove students as needed, without losing information, conversations, and context.

#### 1. Establish small working groups

Split your class into small groups. Create Spaces for each and add the students to their group.

#### 2. Welcome message

Create a welcome message and post it in each of the Spaces. Maybe attach a file that could be helpful.

#### 3. The assignment

Give a topic/challenge every week/month and explain that each group can converse and brainstorm together virtually, before reporting on ideas or progress in the next class.

#### 4. Plan your participation

Decide if you want to be active in student conversations. You can help facilitate, grade on participation, or just answer questions when @Mentioned.

One of the best lessons students take from college is collaboration. Teach teamwork with Webex Teams.

**Cisco** Webex  
Teams





# CISCO WEBEX USE CASES (FACULTY USE CASES)

## Be heard by everyone quickly

Get messages out to your class or research team quickly. Ensure everyone has the same, consistent message with no confusion.

Open a Webex Teams announcement Space.



### PRO TIP

Notify everyone you've posted the latest news or resources by tagging @All.

#### 1. Establish your groups

Create Spaces for each group, like classes or peer faculty. It's easy to open a Space with all class members in the LMS webpage.

#### 2. Welcome message

Create a welcome message and post it in each Space. Explain what the chat Space is going to be used for.

#### 3. Include documents

Upload files or images to the announcement Space to keep everyone on the same page.

#### 4. Announcement only?

Do you want open discussion, or just your announcements? Your choice. Make yourself a Space moderator and turn on 'announcement only' mode.

Share all updates and files to the right people, at the right time, in one easy place.

**Cisco** Webex  
Teams





# CISCO WEBEX USE CASES (FACULTY USE CASES)

## Build an accessible alumni community

With one shared Space to chat, alums get access to the next great talent pool, and students get wisdom from the people who've come before. Win win.



### PRO TIP

Build a Webex Teams community for current students to become tomorrow's leaders.

#### 1. Create an alumni Space

Add your students, new and old, to the Space. Or start now with current students and let it grow over years.

#### 2. Welcome message

Send a welcome message explaining how this Space will work and benefit everyone involved.

#### 3. Get it rolling

Suggest sharing of research material, job postings, community events, or news of shared interest. Students can ask questions and grow their network.

#### 4. Keep your ear to the ground

Check the Space periodically. At a glance, see if help is needed, or move conversation along.

Building a network and sense of community is priceless.  
Connect on Webex Teams.

**Cisco** Webex  
Teams



# CISCO WEBEX USE CASES (FACULTY USE CASES)

## Guest speakers add impact

Meet the experts in the field. Get your students enthused, engaged and experiencing a world of opportunities, all without leaving the classroom. Invite guests to speak virtually over Webex.



### PRO TIP

Remember to record your session so your students have it for future reference.

#### 1. Plan ahead

What topics are you teaching this semester? What experiences would benefit the class?

#### 2. Find an expert

Arrange for an expert to talk to your students, they could be anywhere in the world. Use your professional connections.

#### 3. Send an invite

Simply invite your expert to join your class in your Webex meeting room (the link to join will stay in their calendar). They don't need an account; they can just join your meeting.

#### 4. Create an experience

Your students can interact face-to-face with a professional or a panel of experts, to ask their questions and learn something new.

#### 5. Enable networking

Create a Space in Webex Teams where your class can continue the conversation for follow up.

Bring a world of opportunities to your lecture or class, don't let physical logistics stop you.

**Cisco** Webex



# CISCO WEBEX USE CASES (FACULTY USE CASES)

## Faculty meetings made flexible

Don't wait until everyone can be in the same room to have the conversations that matter.

Hold your next faculty meeting over Webex, so everyone can join from anywhere.



### PRO TIP

Turn on your video and ask everyone else to, so your communication is most effective.

#### 1. Send the invite

Include a link to join your faculty and staff meetings on Webex, so your group can connect from anywhere.

#### 2. Download the app

Download the Webex app to your desktop and mobile so it's ready when you need it.

#### 3. Record the meeting

Those who have conflicts can still watch the meeting later, and you can refer back in the future.

#### 4. Create a Space

To continue the conversation after your faculty meetings, use Webex Teams as one place to share links to other content and follow-up messages.

Be a leader among faculty for working together better.  
Save transit time without losing productivity.

**Cisco** Webex



# 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 instructions 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)

## Remote learning turned interactive

Virtual classrooms mean more students have access to the subjects they need. The quality of learning shouldn't suffer because a class is online. Webex allows students to join lectures wherever they are and be part of the continuing conversation.



### PRO TIP

Record your lessons so students have access when they need it.

#### 1. Plan your lesson

Plan how you will make your course material interactive while virtual. Plan participation and virtual games.

#### 2. Create a class Space

Add all your students to the Space. Send a welcome message and include simple rules and tips on how to get the most out of Webex Teams.

#### 3. Share

Upload reading materials to your Space prior to the lesson and get the conversation started.

#### 4. Schedule your virtual classes

Create reoccurring meetings and send your invitation out. The link to join the meeting will be in your students' calendars.

#### 5. Start your lesson

Click the link in your email invite, join directly from your LMS or even your Webex Teams app and you're good to go!

#### 6. Follow up

Encourage students to add questions to the Space for further discussion and brainstorming.

Empower and support your students with access to resources, assignments, and YOU.

**Cisco Webex**




# 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](#)

 <b>What's your teaching style?</b> Cisco Webex Matching tips with Webex			
	Stand and lecture	Lecture with some group discussion	Group work and activity
Large class	<b>Classroom Collaboration:</b> Create an announcement-only Space, so everyone will know where to go for the latest class information.  <b>Virtual Meetings:</b> Record the class so that those who missed it, can watch it. People can also join the class remotely.	<b>Classroom Collaboration:</b> Create an announcement-only Space for your class, and another Space for your class to carry on conversation.  Consider breaking open conversation into groups if your class is very large.  <b>Virtual Meetings:</b> Students can still join class even if not in person.	<b>Virtual Meetings:</b> Allow students to attend class remotely when needed, and record the class.  Consider hosting large "problem solving" meetings, where you can help students on mass before big exams.  <b>Classroom Collaboration:</b> Create an announcement Space for your class, and group Spaces for your students so they can work together in smaller groups.
Small class	<b>Virtual Meetings:</b> If students are unable to attend, they can join on Webex, or watch the recording later.  <b>Classroom Collaboration:</b> Add tasks, documents, and videos to an announcement-only Space, so everyone has access to key information.  Have a second Space where everyone can chat and problem solve as a group.	<b>Classroom Collaboration:</b> Create a Space for your students so they can peer to peer problem solve.  Consider breaking students into groups of 4 or 5, for project Spaces.  <b>Virtual Meetings:</b> Students can still participate remotely in class, even if not in person.	<b>Office Hours:</b> Schedule a 15 minute slot with each student, to meet before the semester starts.  <b>Virtual Meetings:</b> Invite students who are joining remotely to present and talk to the class.  <b>Classroom Collaboration:</b> Have a Space for full classroom teamwork and discussion, and breakout groups for smaller team work where you facilitate.

**PRO TIP**  
No matter your teaching style, offer Virtual Office Hours so students can book 1 on 1 time with you.



# CISCO WEBEX USE CASES (STUDENTS USE CASES)

## A hub for your club

A new semester, new faces and the same goal: Keep the best people in your club and make an awesome impact.

Connect your members through Webex Teams. Use one place to post update messages, upload meeting agendas, and have video meetings, from anywhere and any device. Webex Teams can help with recruiting too.



### PRO TIP

Webex has emojis and gif's, keep communications fun.

#### 1. Create a team

Add current club members to your team Space.

#### 2. Plan the Spaces you need

Make a conversation Space for the leadership team, another one for general members, and a public Space for anyone to join for introductory information.

#### 3. Welcome message

Send a welcome message explaining what each Space is for, how it will run and what to expect.

#### 4. Get a link to share

Add the Eurl Bot to the public facing Space, so you'll have a simple link to share with recruits to add themselves.

#### 5. Meetings

When everyone can't be at the meeting in person, add Webex to the meeting so people can join remotely.

Keep your club both close knit and growing.

**Cisco** Webex  
Teams





# CISCO WEBEX USE CASES (STUDENTS USE CASES)

## Never miss a class, attend from anywhere

We get it, it happens. Sometimes you can't make it to the classroom. But what if you could attend class from home? From the bus? Or somewhere else?

Use Webex to bring new flexibility to your classes so you never miss a beat.



### PRO TIP

Participate!  
Contribute aloud on  
Webex or in chat.  
Make your professor  
glad they had you  
join remotely.

#### 1. Download the app

Download the app to your mobile and laptop so it's ready when you need it.

#### 2. Join class anywhere

Ask your professor if they can start a Webex during class when you can't make it in person (if they don't already).

#### 3. Messaging

Participate in class discussion and get the latest news. Don't sit on an unanswered question.

#### 4. Muting

If there's background noise, mute yourself and avoid being a disturbance.

#### 5. Best practice

Ask your professor to record the class so you can refer back or share.

Stay on top of your classes no matter what life throws your way.

Cisco Webex





# 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)

## Group projects: Be on the same page without being in the same room

Webex Teams makes the best hub for group projects because it's one place where you can quickly message each other, have virtual meetings, and access all your files too.

### GOAL

Keep everyone  
aligned and  
accountable.

- Create regularly scheduled meetings or have on-the-fly calls in just a couple of clicks, no matter where people are.
- Use one Space as your project hub, or use different Spaces within a Team for different parts of a bigger project. Keep each other updated with messages.
- Post research documents, images and resource material to your group so everyone has access to them.
- @Mention individuals when you need a response or @All to get the whole groups attention.



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)

## Your housing hotline

Whether you're in a suite or hall, you'll want to stay informed with the latest housekeeping and fun updates from the people you live with.

Webex Teams is our school's tool for residence connections.



**GOAL**  
Get invited to the good stuff, and stay in the know.

1. Your Resident Advisor will likely add you to a Webex Teams Space for the floor, so they can share important information.
2. For smaller suite groups, create your own Space to plan things like bathroom sharing needs, cleaning, etc.
3. Week one, post a message and ask if anyone wants to grab dinner!
4. @Mention people when you want them to see, or @All for everyone.
5. Share photos here, and yep, Webex has emojis too. 😊

It's a new dorm, make living together awesome.

**Cisco** Webex  
Teams





# 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

