Ball State University
Cisco WebEx Meetings Server Getting Started Guide

Table of Contents
Start a WebEx Meeting Now........................................................................................................... 2
Schedule A Meeting......................................................................................................................... 3
Start or Join A Meeting ................................................................................................................. 5
Meeting Essentials......................................................................................................................... 7
Start a WebEx Meeting Now

You can start an instant meeting with people both internal and external participants. When you start an instant meeting, all participants you specify will receive an email link to join your meeting, and you will instantly be taken into your virtual meeting room.

Step 1. Open a browser and navigate to the Ball State WebEx Meeting Server at https://meet.bsu.edu.
Step 2. Sign-in using your Ball State e-mail address and password.
Step 3. Click the Meet Now button.
Step 4. You may change the default name of your meeting to make it more relevant to the content you will be reviewing during your meeting.
Step 5. In the Who field, start entering the first and last name of the colleague you wish to add. Your search results will narrow as you type. Click on the person’s name you wish to invite.
Step 6. To invite external participants, type the person’s email address. When you are done, click the green + symbol that appears on the right of the Who field.
Step 7. Enter a password for your meeting.  
   Note: Your attendees will use this password to access your meeting, so this should NOT be the same password you use to log into your account.
Step 8. Click the Start button to begin your meeting.
Schedule A Meeting

You may schedule meetings in advance. When you schedule a meeting for a future date and time, your participants are sent a meeting invitation with the details required to join your meeting.

Step 1. Sign in to the WebEx Meetings site at [https://meet.bsu.edu](https://meet.bsu.edu).

Step 2. At the top of the Meeting page, select Schedule.

The Schedule a WebEx Meeting page appears.

Step 3. Specify the following information for your meeting:

- **What**: What will the meeting be about?
- **When**: When should the meeting take place?
  - To schedule a recurring meeting, select Recurrence then choose your options.
- **Length**: How long should the meeting be?
  - Note: The maximum length of a meeting is 24 hours.
- **Who**: Who do you want to invite to your meeting? You can type email addresses or names to search for people in your contacts. You can also invite people after you have scheduled the meeting.
  
  **Note**: If you want to allow an invitee to have most of the same hosting privileges as you do, select the **Alternate Host** option for that meeting. An alternate host cannot edit or delete a meeting. And alternate host must have an account on the WebEx Meetings Server, so you may not select an external participant as an alternate host.

**Step 4.** Select your audio connection type.

- **WebEx Audio**: Provides a local or toll-free telephone number for participants to call to join the audio portion of the meeting. When meeting online, users are prompted to enter a telephone number for WebEx to call them and join their audio to the meeting.

- **Personal Conferencing**: This mode is used for audio-only conferencing. You must have a Personal Conference account and PIN to use this option. Participants are provided a dial-in number for the conference, as well as a link to an option online meeting room in case the host wishes to share additional content.

**Step 5.** **Meeting Password**: Enter a password for your meeting. Your attendees will need to enter this password to join your meeting, unless they have signed in to their own WebEx Meetings account.

- You may select **Exclude password from email invitation**. Excluding the password means it will not appear in the meeting details page or any meeting invites. As the meeting host, you can then send the password specifically to your invitees and others who request it.

**Step 6.** Select **Schedule It!**

The meeting details page appears with a message confirming that your meeting is scheduled.
Start or Join A Meeting

Step 1. When it is time to join your meeting, your may:

- Log in to your WebEx Meetings account and select **Start** next to the meeting in your Meetings list if you have scheduled the meeting.

- Open the meeting invitation and click the link to **Start the meeting** if you are the host.

- Open the meeting invitation and click the **Join the meeting** link if you are not the host.
Hi mamibarna@gmail.com.

Marci Carpenter is inviting you to this WebEx meeting:

Cisco WebEx Meeting Server Overview
Host: Marci Carpenter

When it’s time, join the meeting from here:
Join the meeting

When: Sunday, January 26, 2014, 10:30 am (1 hr), Eastern Standard Time (New York, GMT-05:00).

Access Information

Meeting Number:
999 995 666

Password:
cisco

Audio Connection
+1-408-922-5715 (U.S. toll dial-in)
8-894-5715 (Cisco internal dial-in)

Access Code:
999 995 666

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Need help?
Meeting Essentials

1. **Audio Conference**: Call in to your meeting or connect using your computer’s audio system (VoIP).
2. **Record**: Record the meeting, including the audio, video and presentation, for sharing later.
3. **Share My Desktop**: Share files, applications, or videos. Present anything on your computer’s desktop.
4. **Share Video**: Click the camera icon to allow others to see you. View the presenter in full-screen HD by clicking the top right corner of the video.
5. **Chat**: Start a side conversation with anyone in the meeting.