

KPIT

User Guide - WebEx

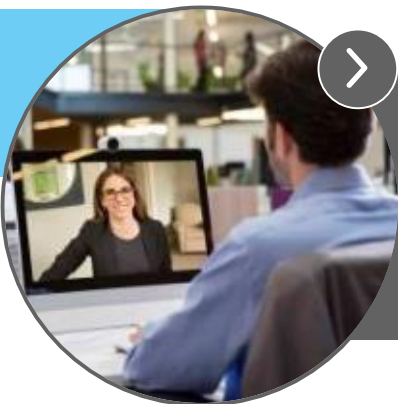
AGENDA

- 1. Why WebEx?**
- 2. Getting started with your WebEx Account**
 - Understanding your WebEx Welcome Email
 - Setting up your WebEx password
 - Setting up WebEx Audio Bridge
 - Downloading the Productivity Tool
- 2. WebEx Meeting Options**
- 3. Scheduling a WebEx meeting**
- 4. Starting and Joining a WebEx Meeting**
 1. Hosting a meeting: Main functionalities
- 5. Audio Options**



More Effective Meeting Experiences

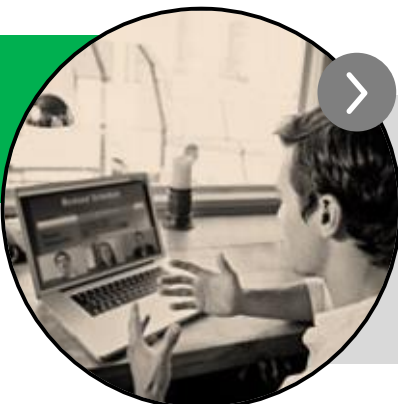
Intuitive



- › Natural interaction
- › Predictable experience from mobile, desktop, or room system
- › Easy to create, launch, and join meetings

- › Invite anyone to your meeting
- › Extend scale and reach to video and web conferencing users

Flexible



- › People decide how they want to join their meeting
- › Take your meeting on the go, wherever you are

Scalable



What does WebEx bring you?

1) The “Meeting Center” to schedule and host meetings

- Create a unique link valid for this meeting- Anyone can join via web, audio and video)

2) A Personal Meeting Room (PMR) to host your meetings

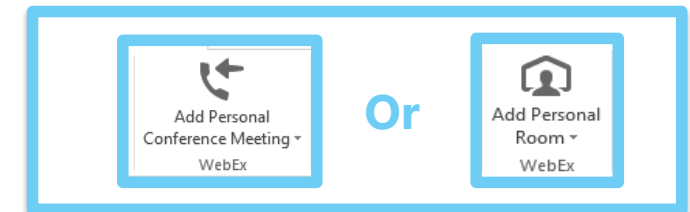
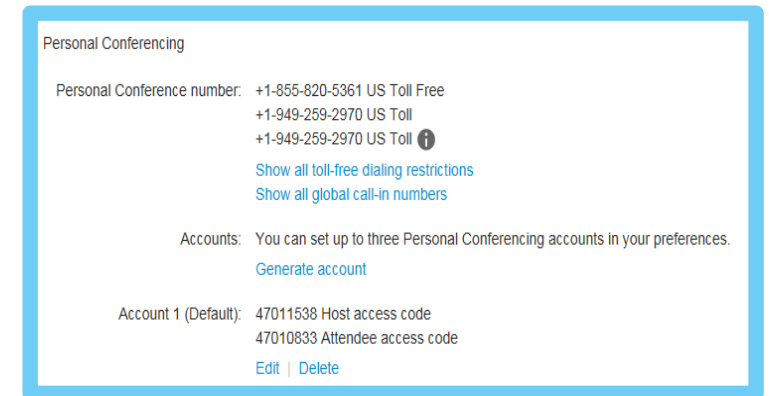
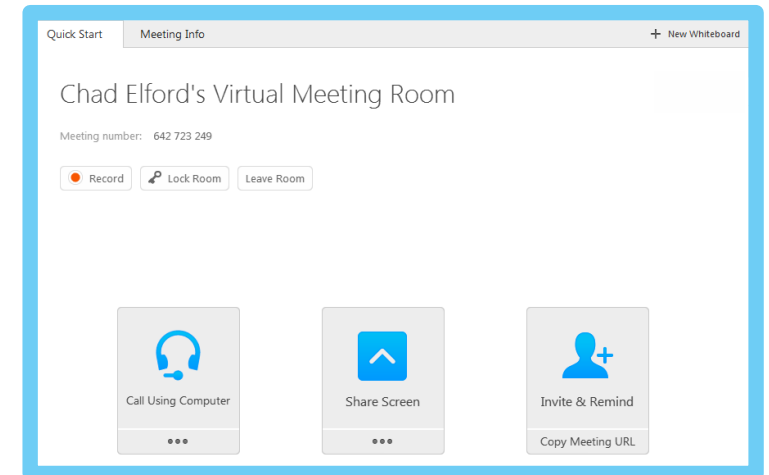
- A personalized Unified Collaboration Space with a consistent link for guests to join your meeting and meet with you at any moment.
- Web, video and audio portions are available

2) Personal Conference Numbers *

- Up to 3 audio bridges with unique sets of pins
- User must define a Host PIN prior to generating PCN accounts

3) “Cisco Productivity Tool” to make it easier and faster to schedule and meet

- Calendar Plug in to assist users in sending invites from email
- Mobile app to enable consistent experience on the go



Collaboration needs effective conferencing tools

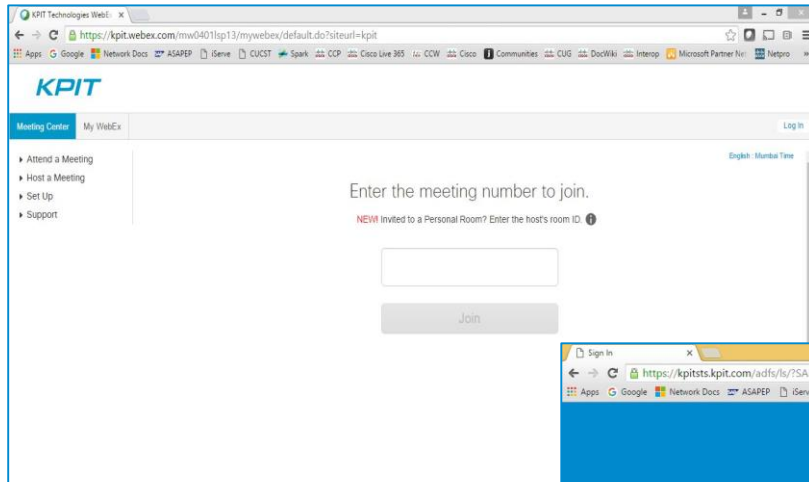
We are replacing your audio conferencing service with WebEx to give you access to more options to better collaborate. Now you can add Video and Document sharing to all your meetings, no matter where you are.



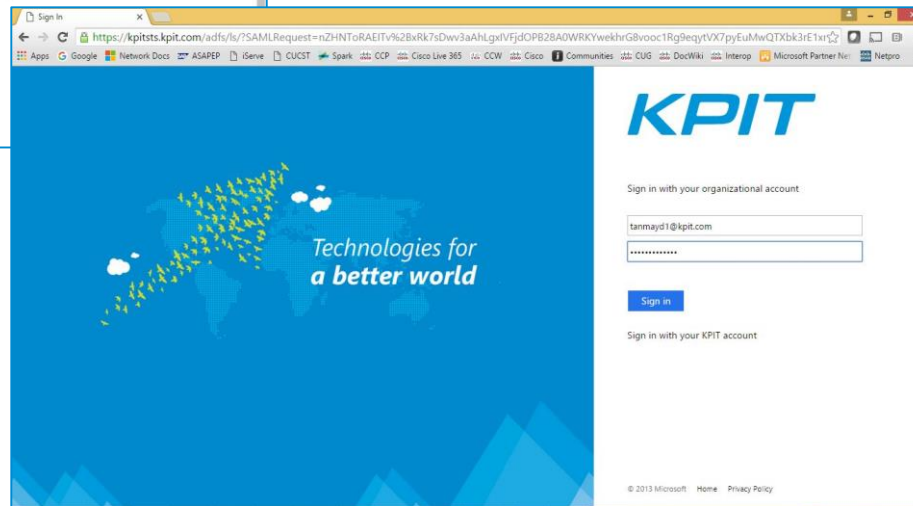
***Your current audio bridge will expire on June 15.
Get started with your new WebEx account NOW***

Getting Started with your New Webex Account Sign-In Process

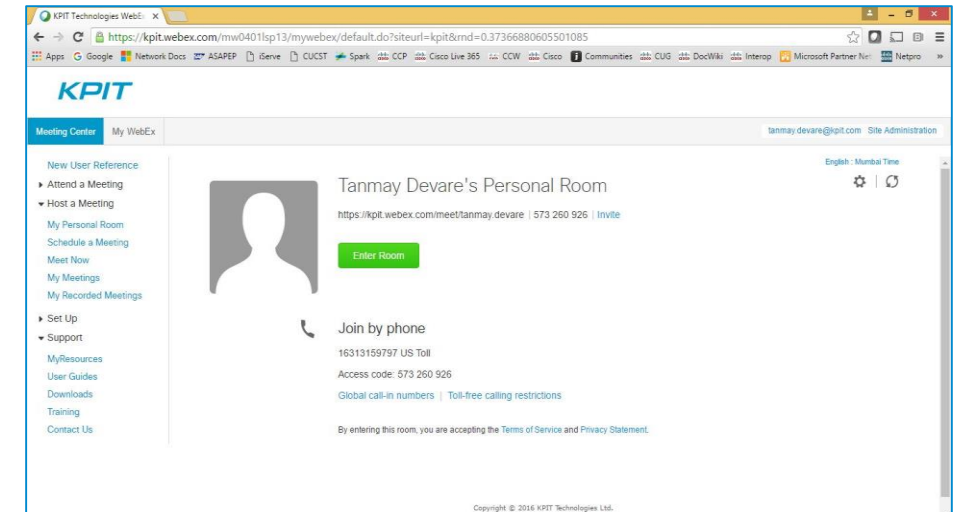
1. Click on the link to <http://kpit.webex.com>.



2. You are automatically redirected to the SSO page for KPIT. Sign-in with your KPIT domain credentials

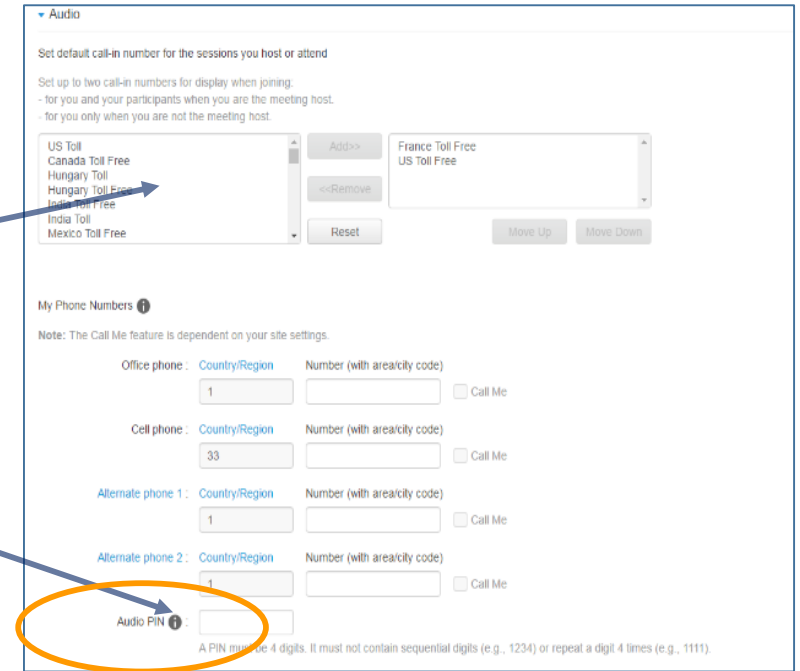
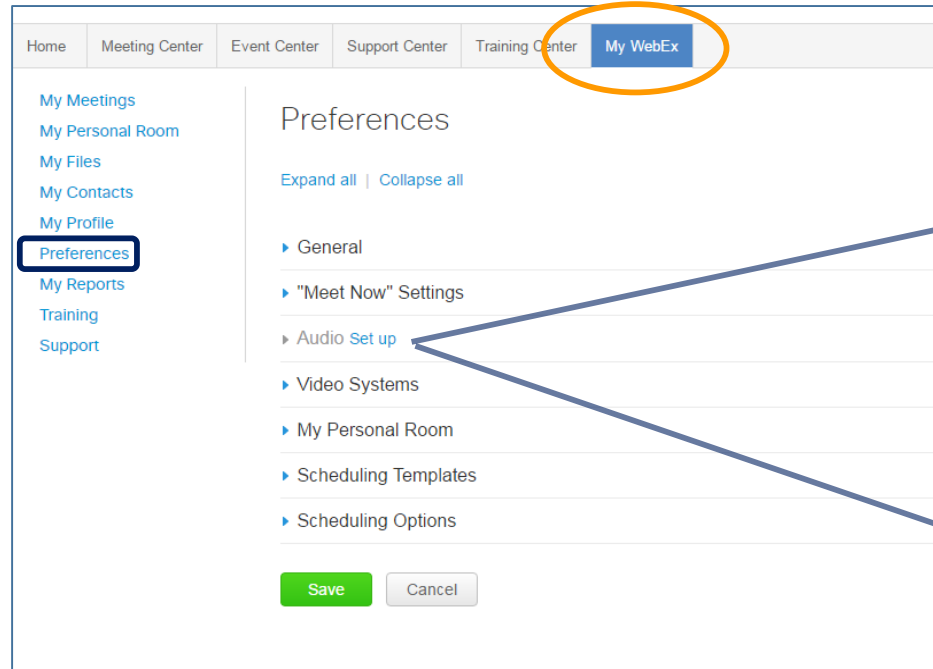


3. You will be redirected to your WebEx page

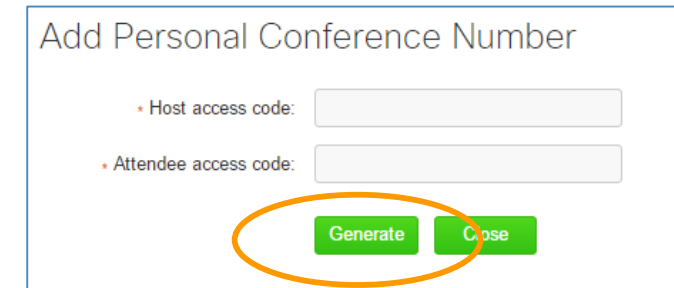
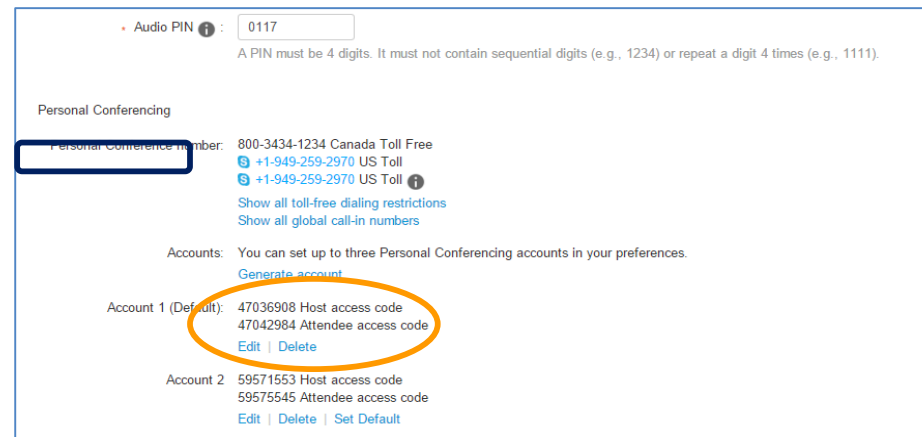


Set up your WebEx Audio Bridge or "Personal Conference Numbers"

1. Click on "My WebEx" tab
2. Click on Set up -> "Preferences"
3. Click on Audio Set up
4. Select a 4 digit PIN to enable your Personal Conference Number
 - Click on "SAVE"



5. In "Personal Conferencing" : Select "GENERATE ACCOUNT"
 - Click on the green "GENERATE" button
 - Your Host Access and Attendee access code is randomly generated (up to three unique host /access codes can be generated for each user)
6. Click on "CLOSE"

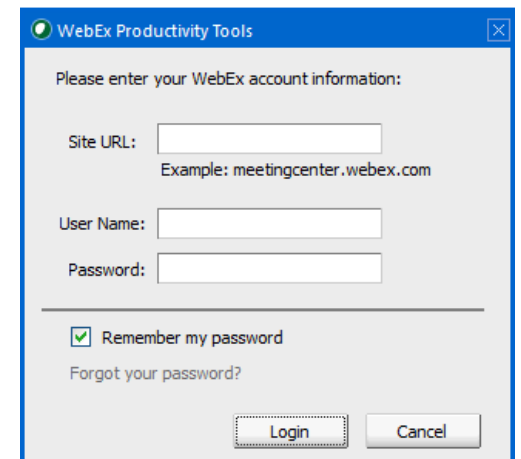
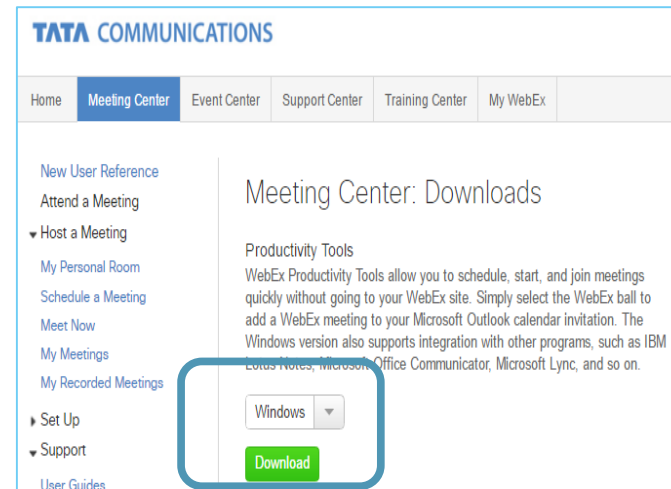
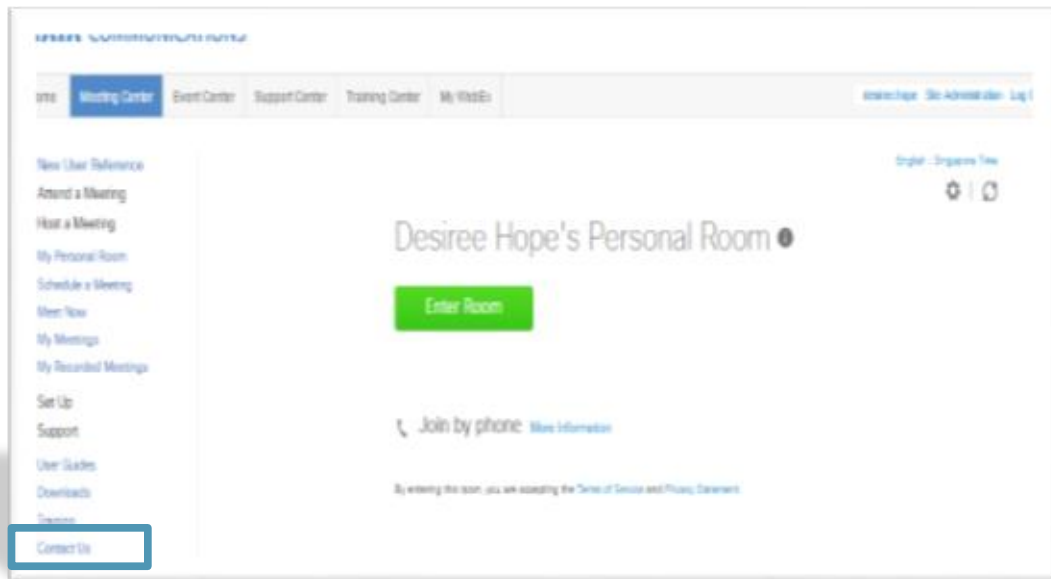


You now have a personal WebEx audio bridge to replace your current audio service

SET UP THE WEBEX PRODUCTIVITY TOOL IN OUTLOOK

1. Log in to KPIT WebEx service website (<http://kpit.webex.com>)
2. Under MEETING CENTER go to SUPPORT > DOWNLOADS
 - You will be routed to a page where you will see all the available tools to download
3. Click on Download to get the Productivity Tool. Choose Windows or Mac *Note: Please make sure you are logged out of Outlook.*
4. As soon as the download is complete, a window asking for your Site URL, username and password will appear, fill up necessary details such as **Site URL:** <https://kpit.webex.com/kpit> and your KPIT AD credentials.
5. You may launch or log back in to Outlook and start scheduling meetings through the Outlook Plug-in

Installation may require admin rights, please coordinate with IT helpdesk





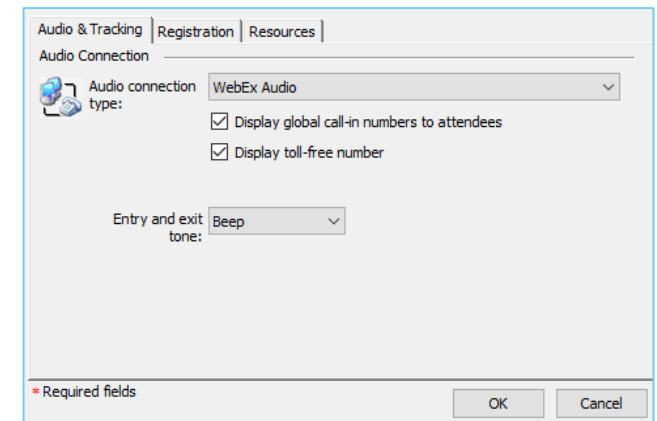
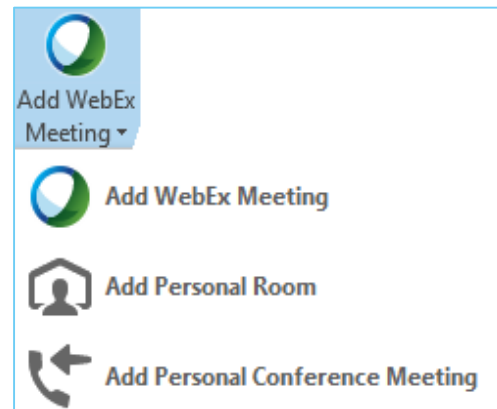
SCHEDULING A WEBEX MEETING USING THE CALENDAR PLUG-IN

1. Create your meeting invitation normally in outlook
2. Select the date and time, add the subject and the invitee list
3. Once complete, Click on the Productivity Tool
4. Select your preferred meeting option (WebEx Meeting/ Personal room/ Audio conference)
 - ❖ tick the box “DISPLAY GLOBAL CALL IN NUMBERS TO ATTENDEES”

When sending the invitation details will be populated automatically and meeting will be added to your calendar.

i You haven't sent this meeting invitation yet.

To...	Desiree Hope;	
Subject	Monthly Sales Meeting	
Location	WebEx Meeting Center	
Start time	Thu 10/03/2016  10:00 AM <input type="button" value="v"/>	<input type="checkbox"/> All day event
End time	Thu 10/03/2016  10:30 AM <input type="button" value="v"/>	



SCHEDULING A WEBEX MEETING FROM THE WEBEX WEBSITE

1. Log into <http://kpit.webex.com>
 2. Under HOST A MEETING > SCHEDULE A MEETING
 3. Fill out details (Meeting Topic, Password, Date and Time)
 4. Enter Attendee email address on the field provided or choose from your address book OR Select “send a copy of the invitation to me”
- ❖ Under WebEx Audio, click change audio conference, tick the box “DISPLAY GLOBAL CALL IN NUMBERS”
5. Click Schedule

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

• Meeting topic:

• Password: ⓘ ⓘ

Date:

Time: am pm
Singapore Time

Duration:

Attendees:
[Use address book](#)

Send a copy of the invitation email to me

Audio Conference Settings

Select conference type:

Display toll-free number (Toll number is always displayed.)
[Show toll-free dialing restrictions](#)

Display global call-in numbers

Entry and exit tone:

SCHEDULING A WEBEX MEETING- EMAIL INVITATIONS

When scheduling from the portal, If you ticked the box “send the copy of the invitation email to me” you will receive 2 sets of invitations, one for the HOST and one for the Attendee.

Make sure you forward the email that says FORWARD TO OTHERS (the host email will contain the Host Key)

Home Meeting Center Event Center Support Center Training Center My WebEx

New User Reference
Attend a Meeting
▼ Host a Meeting
My Personal Room
Schedule a Meeting
Meet Now
My Meetings
My Recorded Meetings
▼ Set Up
Meeting Center
Preferences
My Profile
▼ Support
User Guides
Downloads
Training
Contact Us

Date: 03/23/2016
Time: 1 50 am pm
Singapore Time
Duration: 1 hr 0 min
Attendees: <Separate email addresses with a comma or semicolon>
Use address book
 Send a copy of the invitation email to me
Audio conference: WebEx Audio
Change audio conference
Save as template
Schedule Meeting Cancel

Wed 23/03/2016 12:50 PM
Desiree Hope <messenger@webex.com>
(Forward to others) WebEx meeting invitation: Project Overview
To: Desiree Hope
If there are problems with how this message is displayed, click here to view it in a web browser.
Message WebEx_Meeting.ics (4 KB)

You can forward this invitation to others.
Hello,
Desiree Hope invites you to join this WebEx meeting.

Project Overview
Wednesday, March 23, 2016
1:50 pm | Singapore Time (Singapore, GMT+08:00) | 1 hr

Join WebEx meeting
Meeting number: 646 299 624
Meeting password: H6KGh3fS

Join by phone
800-3434-1234 Canada Toll Free

Wed 23/03/2016 12:50 PM
Desiree Hope <messenger@webex.com>
WebEx meeting scheduled: Project Overview
To: Desiree Hope
If there are problems with how this message is displayed, click here to view it in a web browser.
Message WebEx_Meeting.ics (4 KB)

Hi, Desiree Hope,
You are the host for this WebEx meeting.
Host key: 823999 (Use this to reclaim host privileges.)

Project Overview
Wednesday, March 23, 2016
1:50 pm | Singapore Time (Singapore, GMT+08:00) | 1 hr

Join WebEx meeting
Meeting number: 646 299 624
Meeting password: H6KGh3fS

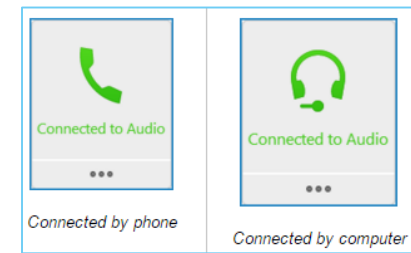
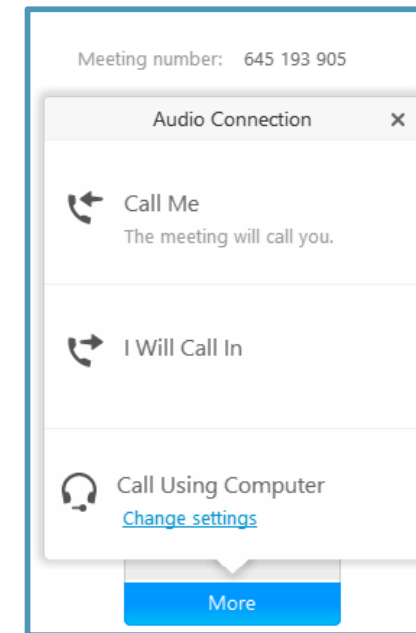
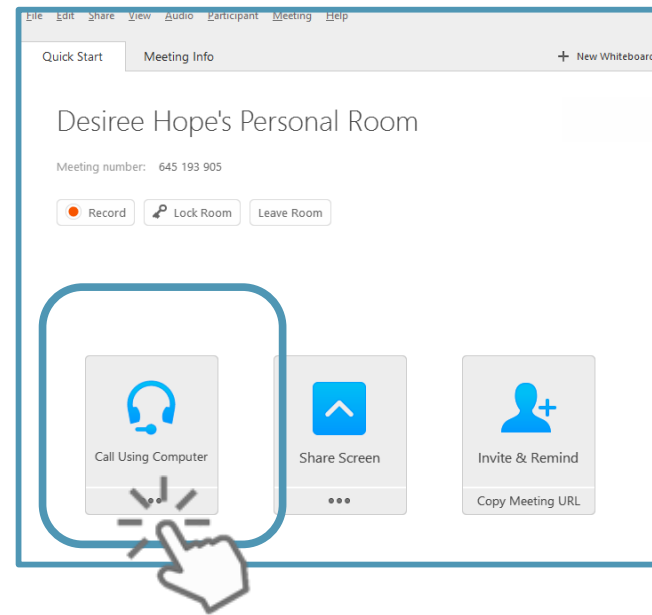
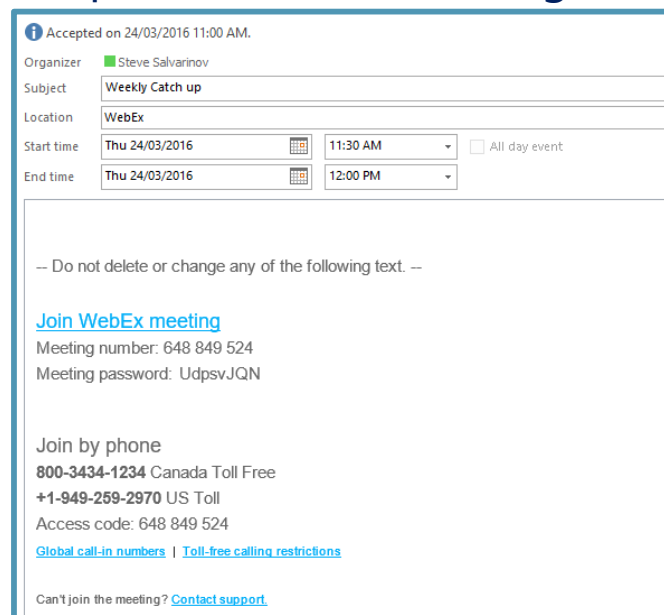
Join by phone
800-3434-1234 Canada Toll Free

STARTING A WEBEX MEETING FROM THE MEETING INVITE

The host has to start the meeting to enable participants to join.

Starting a WebEx Meeting

1. Click the link from the email You will be routed to the WebEx Window and land on the QUICK START TAB.
2. On the QUICK START TAB click on button with the headset icon. Select the way you want to join the audio portion of the meeting.



STARTING A WEBEX MEETING FROM THE WEBEX WEBSITE

1. Log in to your WebEx Website
2. Under Meeting Center → My Meetings
3. Look for the meeting you have scheduled or are invited to
4. Click start to initiate your meeting

Home Meeting Center Event Center Support Center Training Center My WebEx desiree.hope Site Administration Log

New User Reference
Attend a Meeting
▼ Host a Meeting
My Personal Room
Schedule a Meeting
Meet Now
My Meetings
My Recorded Meetings

► Set Up
▼ Support
User Guides
Downloads
Training
Contact Us

English : Singapore Time

My WebEx Meetings

Daily Weekly Monthly All Meetings

Search for meetings by date, host, topic, or words in the agenda:
03/25/2016 to 06/25/2016 Search

The meetings you host Show past meetings

<input type="checkbox"/> Date & Time ▼	Topic	Type	?	✓	✕	
<input type="checkbox"/> Apr 7, 2016 11:00 am	WebEx Session	Meeting	N/A	N/A	N/A	Start

Cancel Meeting

Daily Weekly Monthly All Meetings

Search for meetings by date, host, topic, or words in the agenda:
03/25/2016 to 06/25/2016 Search

The meetings you host Show past meetings

<input type="checkbox"/> Date & Time ▼	Topic	Type	?
<input type="checkbox"/> Apr 7, 2016 11:00 am	WebEx Session	Meeting	N/A

Best Practices to Join WebEx Meetings

FROM THE OFFICE:

Select **KPIT-WebEx** speed dial on your Cisco IP Phone or dial ***336699**.

Use “**CALL USING COMPUTER**” feature if you have a good quality HEADSET and reliable BANDWIDTH. Otherwise, it will degrade overall audio quality and impact user experience for everyone in the call.

WHEN WORKING REMOTELY OR FROM YOUR CELL PHONE:

Use ‘**Call Me**’ feature to join audio conference. This option will enable you to receive callback on your preferred number.

*If none of the above options are feasible to join meeting, use ‘**I will Call In**’ feature to dial in to the WebEx audio bridge. Make sure you select local call-in number to join audio bridge.*

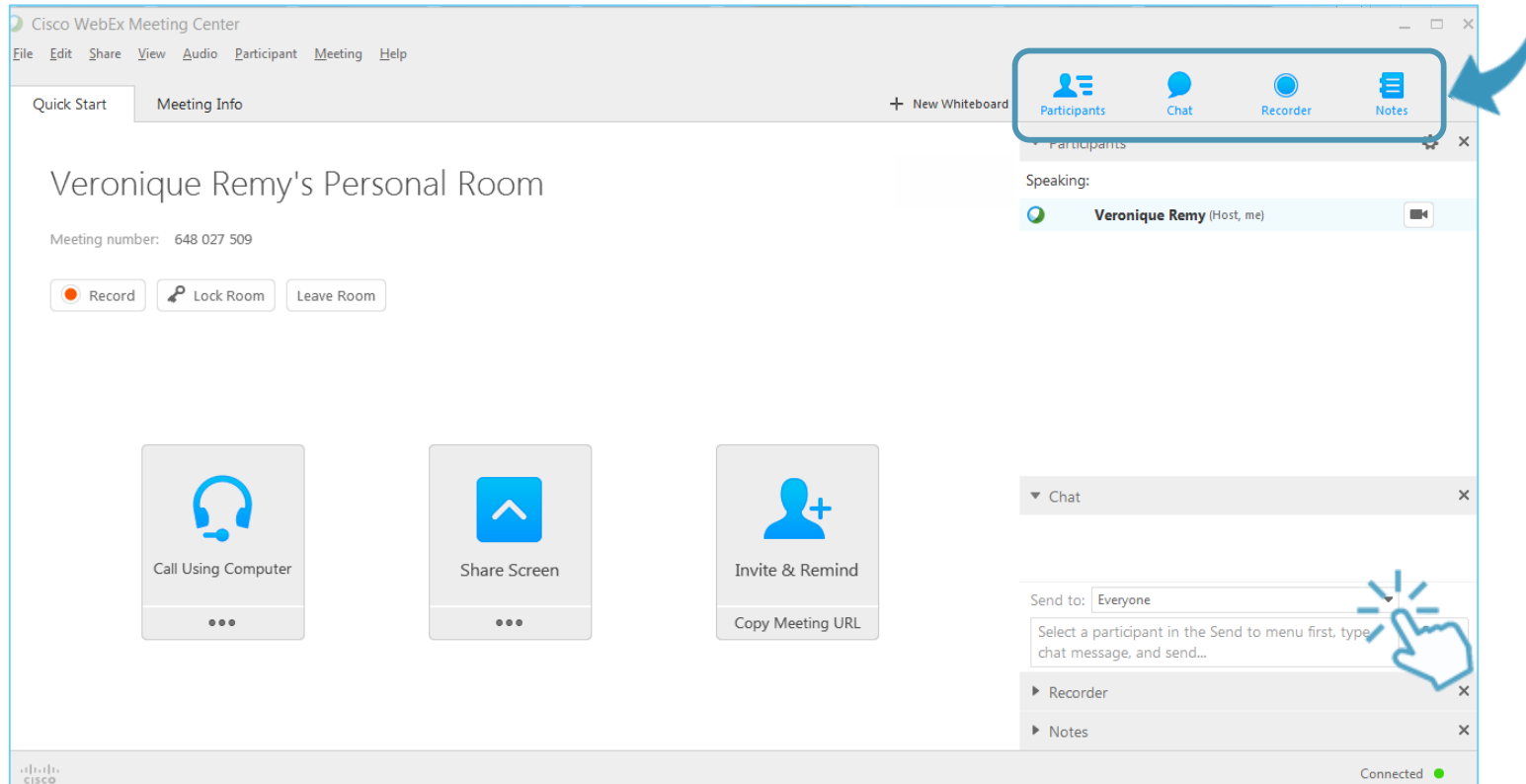
*Recommended headsets:

Jabra: <http://www.jabra.com/business/for-your-platform/cisco>

Plantronics: <http://www.plantronics.com/in/solutions/cisco/>

GET TO KNOW YOUR MEETING WINDOW

The meeting window is similar to a conference room where people meet in person. This is also where the meeting is managed and materials are shared. The menu items allows additional Meeting Center functions.



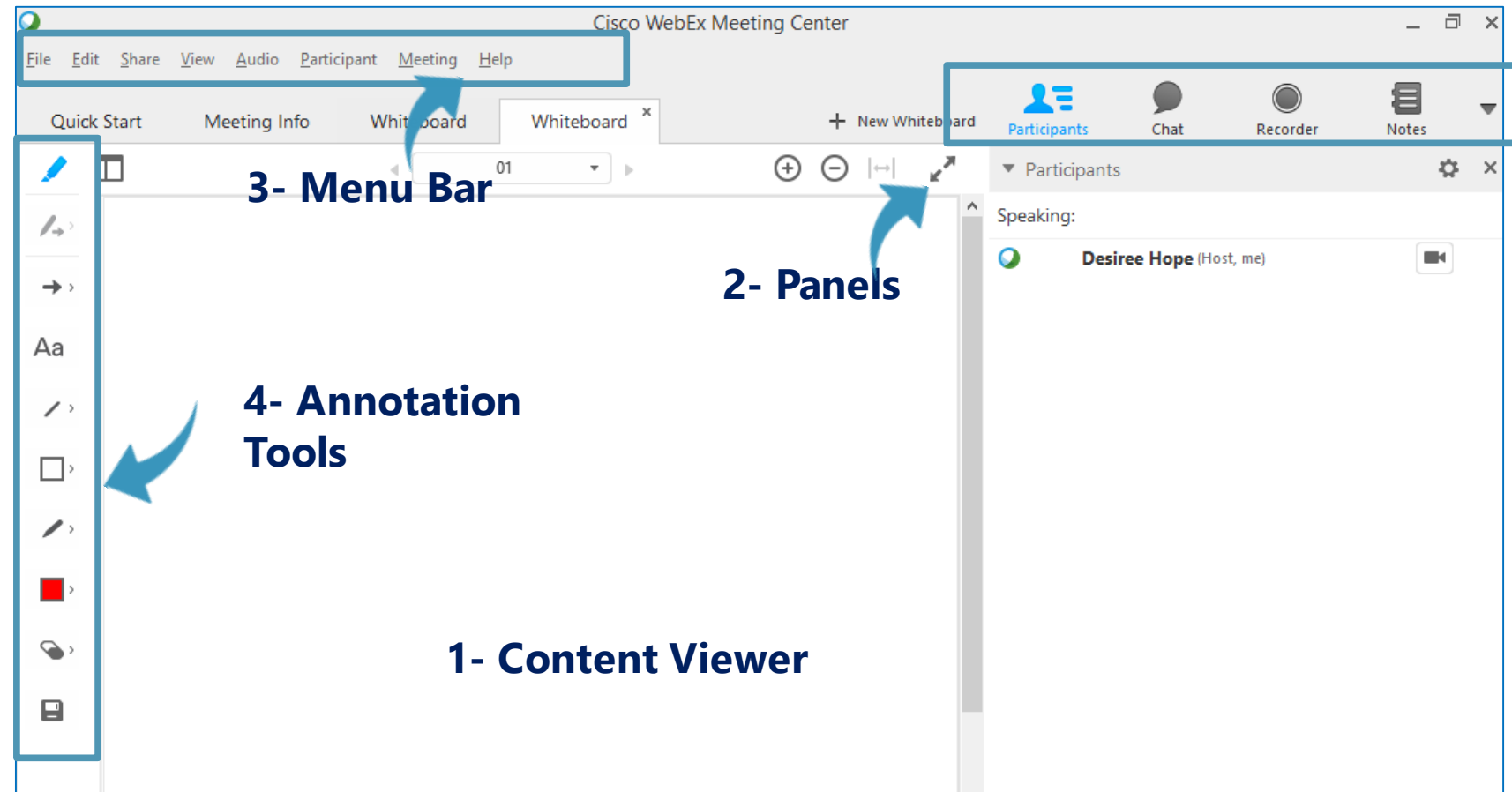
Access the participant list, chat with participants, record your meetings or take notes

When chatting, you can chat with everyone or select one participant

MORE DETAILS - THE WEBEX MEETING WINDOW

The meeting window is similar to a conference room where people meet in person. This is also where the meeting is managed and materials are shared. The menu items allows additional Meeting Center functions.

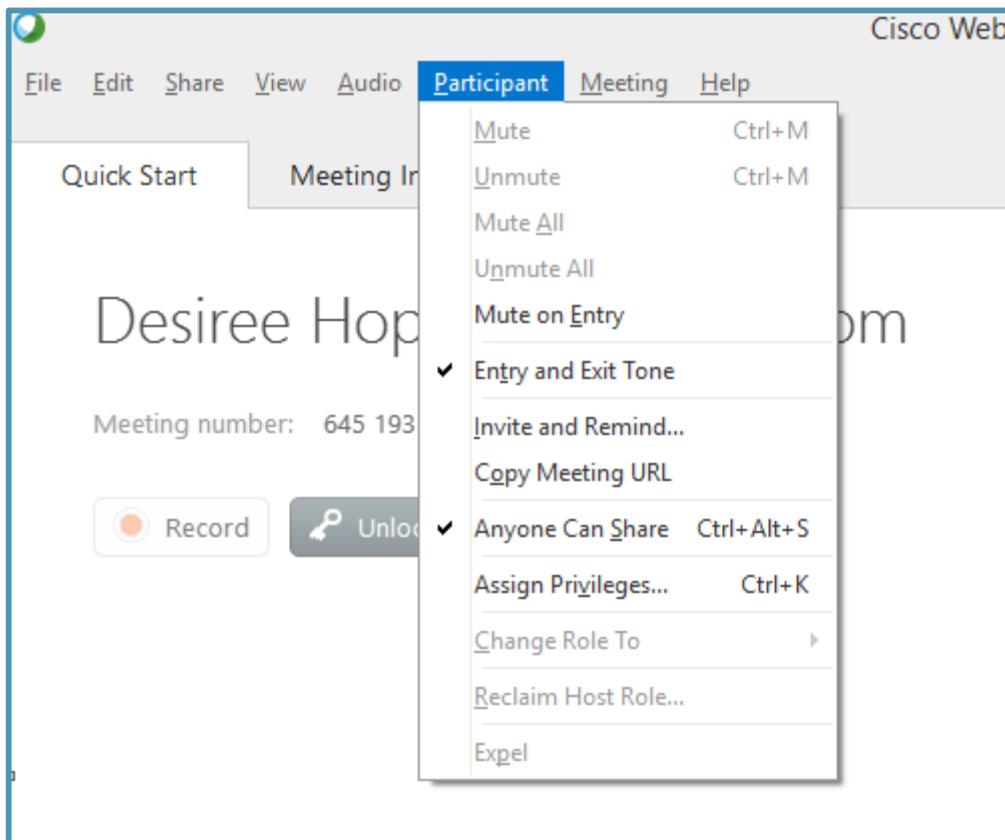
1. **Content Viewer** : Displays presentations, documents, video files, whiteboards and web content
2. **Panels** : Provide areas for chat, polling, Q&A, names of participants, and the recorder
3. **Menu toolbar**: Allows access to meeting center tools and functions
4. **Annotation toolbar** : Let's hosts and participants annotate files and whiteboards shared during a meeting



MANAGING YOUR WEBEX MEETING – HOST TOOLS

As the Host, you can manage participants and provide attendee privileges.

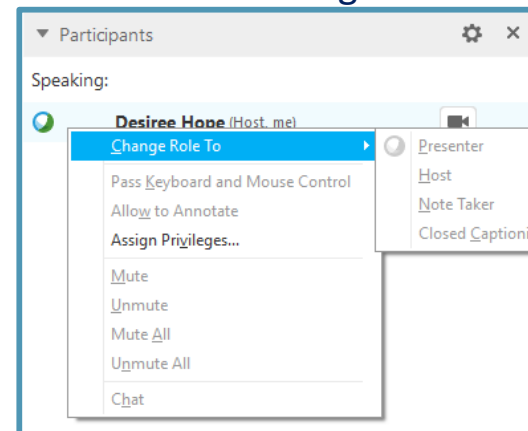
-> On the Menu tab: go to PARTICIPANTS: You can click on Mute/Unmute individual or all lines, Invite and Remind participants of your meeting, enable the “Anyone can Share” option and Assign Privileges to attendees.



You can also assign presenters and hosts using the participant panel.

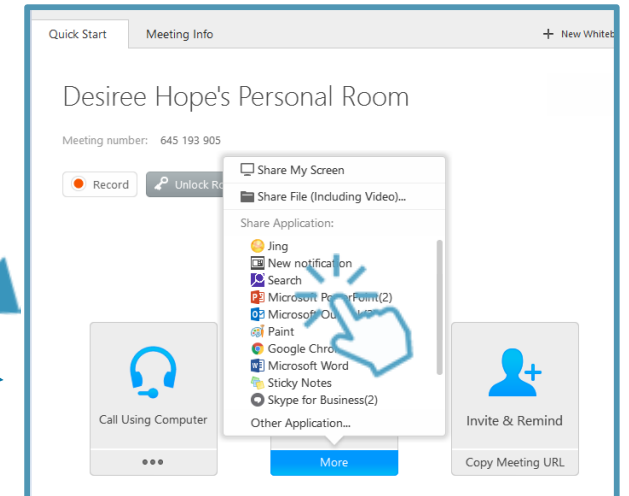
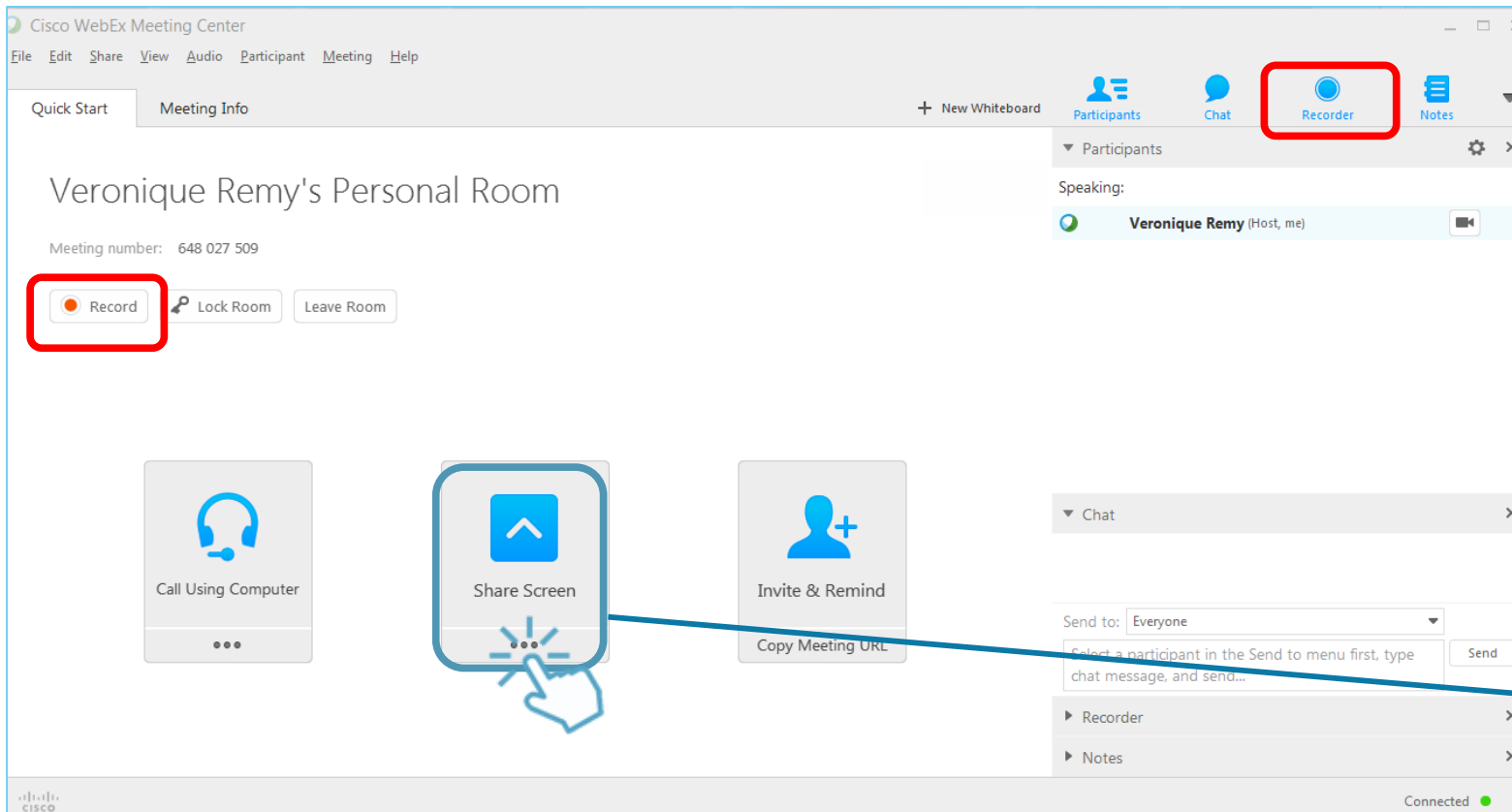
If the host must leave the meeting, it is IMPORTANT that he/she assigns a host otherwise the meeting will end.

TO CHANGE participant roles/privilege: Right click on the participant’s name on the participant list -> choose change role to → presenter / host



MANAGING YOUR MEETING— *SHARING and RECORDING*

- To share your screen with other participants, Click ‘Share’ or click as shown in below screen to select an option.
- To start the recording, as a host, click on the “record” button on the “quick start” panel or in the right panel navigation

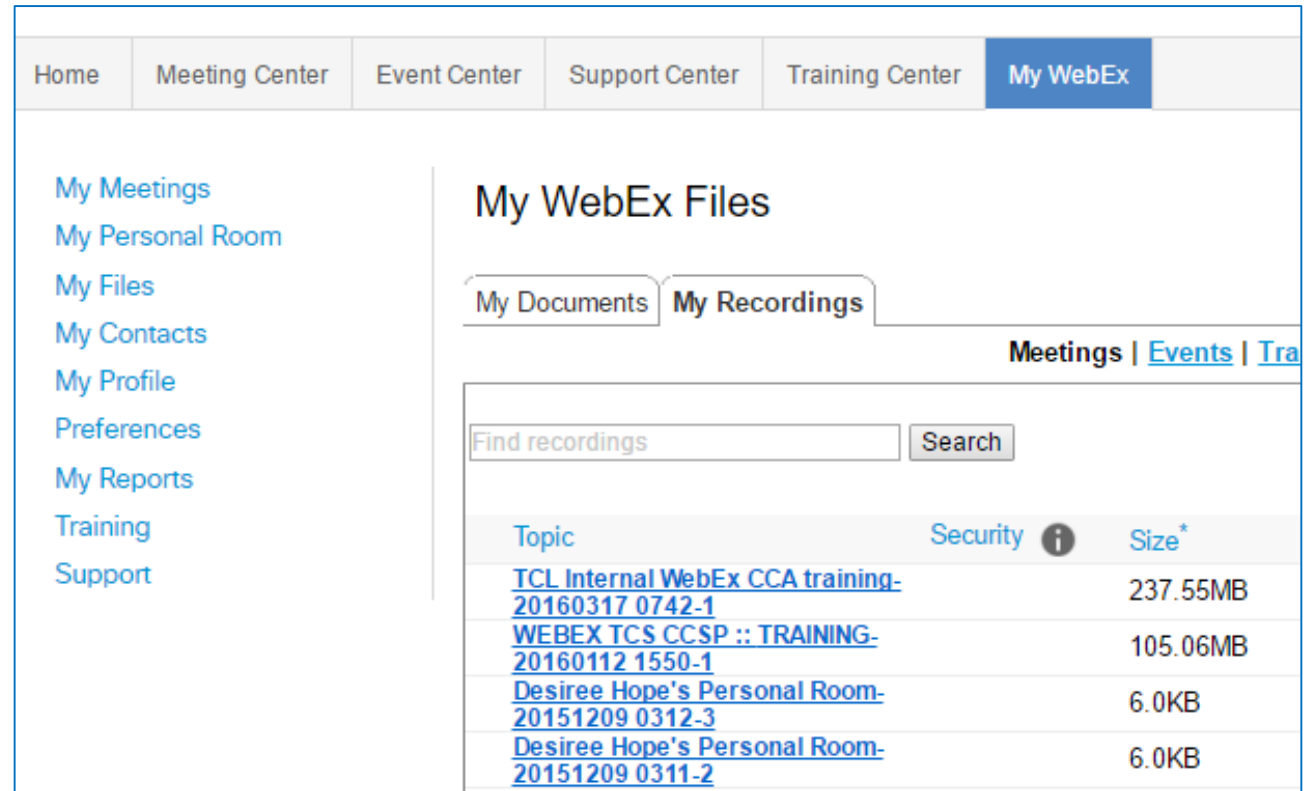


WEBEX MEETINGS TOOLS–ACCESSING YOUR RECORDING

To access the recording and to see the list of all recordings:

Log in to your WebEx website

Under My WebEx → My Files → My Recordings Tab



The screenshot shows the WebEx user interface. At the top, there is a navigation bar with tabs: Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx (which is selected). Below this, on the left, is a sidebar menu with options: My Meetings, My Personal Room, My Files, My Contacts, My Profile, Preferences, My Reports, Training, and Support. The main content area is titled 'My WebEx Files' and has two tabs: 'My Documents' and 'My Recordings' (which is selected). Below the tabs, there are links for 'Meetings | Events | Tra'. A search bar labeled 'Find recordings' with a 'Search' button is present. Below the search bar is a table of recordings.

Topic	Security ⓘ	Size*
TCL Internal WebEx CCA training-20160317 0742-1		237.55MB
WEBEX TCS CCSP :: TRAINING-20160112 1550-1		105.06MB
Desiree Hope's Personal Room-20151209 0312-3		6.0KB
Desiree Hope's Personal Room-20151209 0311-2		6.0KB

To know more about WebEx features and functionalities, join the ADVANCED Session to learn about the following:

WebEx Meeting Tools

- The WebEx Meeting Window
- Panels
- Hosting and Managing participants
- More Sharing Options
- Collaborating with a whiteboard
- Creating a poll

Discover how you can take your meetings on the go with the WebEx Mobile Application

- What do I from CISCO MOBILE APPLICATION?
- Key Benefits and Supported Devices
- Downloading the WebEx Mobile Application
- Starting / Joining the Meeting
- Joining the audio portion
- Helpful features of WebEx Mobile Application

WEBEX- MOBILITY TOOLS

You can continue to enjoy all the great WebEx features on the go with the WebEx mobile apps.

- Join a meeting
- Integrated VoIP audio and web conferencing on Wi-Fi and 3G/4G
- Full-screen meeting view
- View attendee list
- View shared content with annotations
- Private or group chat
- Network Based Recording (NBR) indicator



Supported Devices:

iPad and iPhones

Android

BlackBerry 10

Windows 8 phone

WEBEX- MOBILITY TOOLS

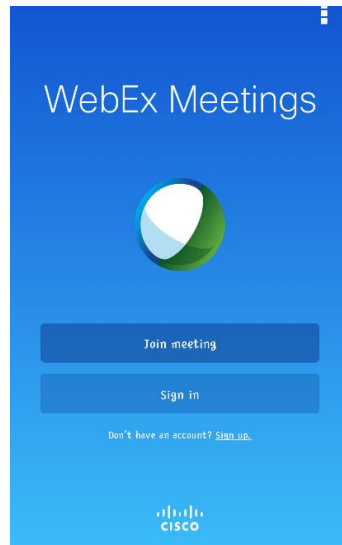
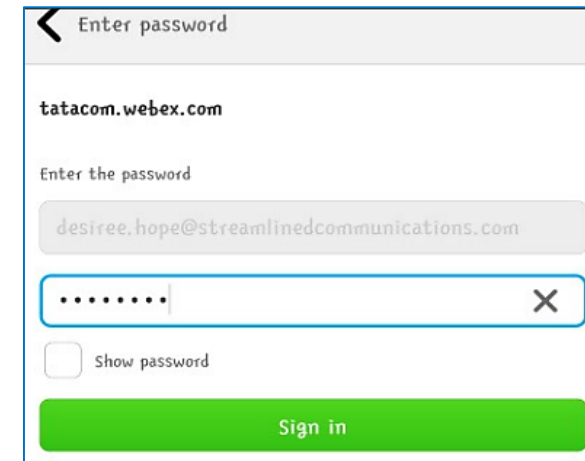
How to get the WebEx Mobile App

- **Option 1 – Search Cisco WebEx on your App store**
- **Option 2 – From your device, access this link:**

<https://www.webex.com/products/web-conferencing/mobile.html>

Downloading the Application

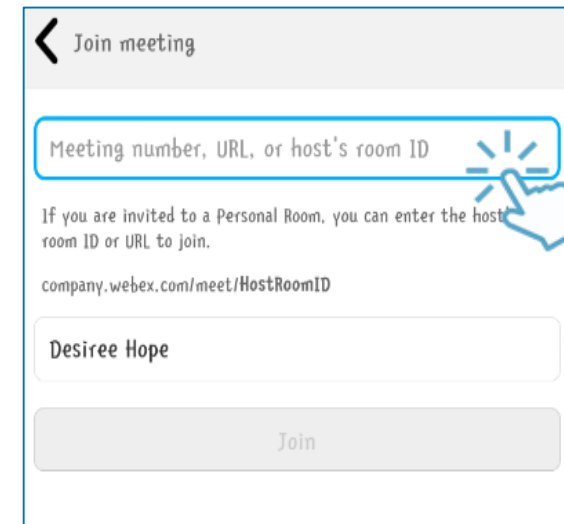
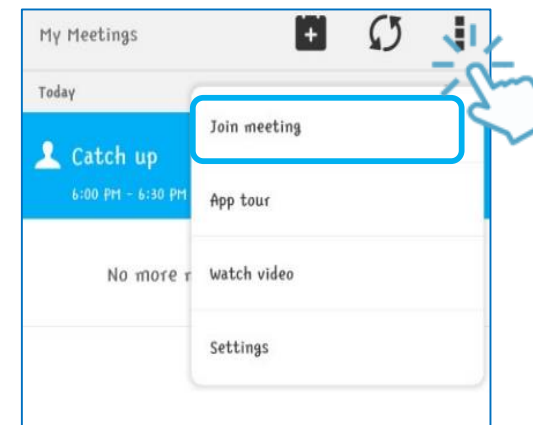
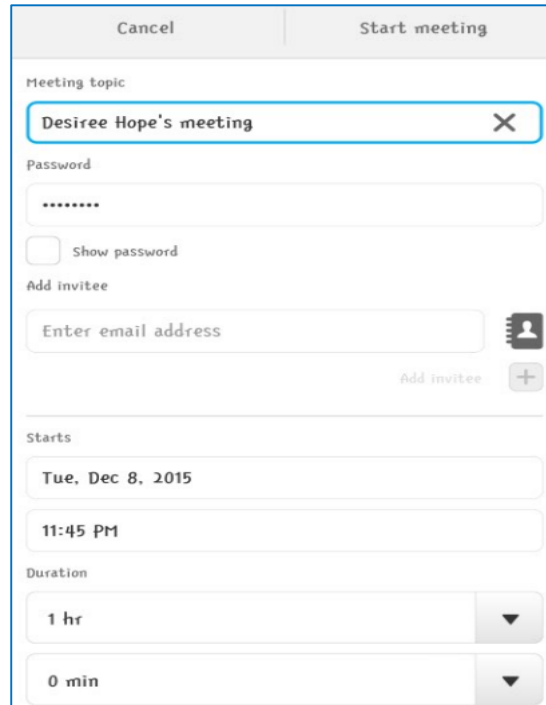
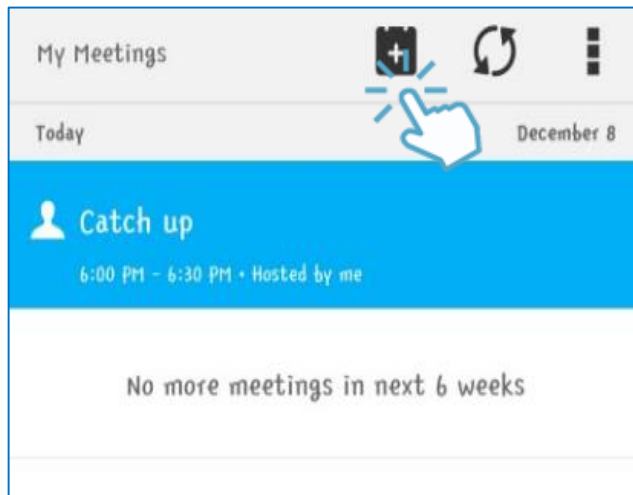
- Search for WEBEX or CISCO WEBEX on your device's App store
- Set up CISCO WEBEX MOBILE App by entering the email address and password associated with your WebEx Account

The image shows the "Sign in" screen of the WebEx mobile app. It has a grey header with a back arrow and the text "Sign in". Below the header, it says "Enter your email address". There is a text input field containing the email address "desiree.hope@streamlinedcommunications.com" and a clear button (X). Below the input field is a green button labeled "Next".The image shows the "Enter password" screen of the WebEx mobile app. It has a grey header with a back arrow and the text "Enter password". Below the header, it says "tatacom.webex.com". Below that, it says "Enter the password". There is a text input field containing the email address "desiree.hope@streamlinedcommunications.com" and a clear button (X). Below the input field is a password input field with a masked password "....." and a clear button (X). Below the password input field is a checkbox labeled "Show password". At the bottom is a green button labeled "Sign in".

WEBEX- MOBILITY TOOLS USE YOUR MOBILE APP

To view your meetings and schedule a new meeting: click on the calendar

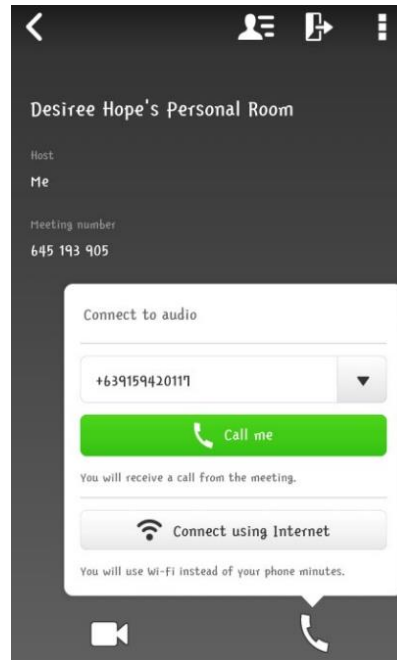
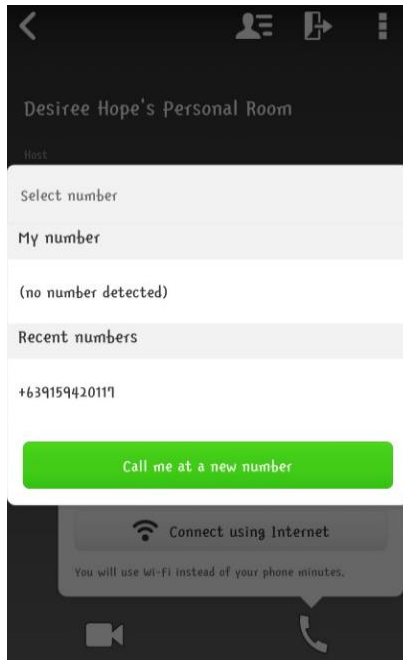
To join a meeting and access more options, click on the menu icon – Find the meeting you want to join or enter the Meeting number



WEBEX-MOBILITY TOOLS

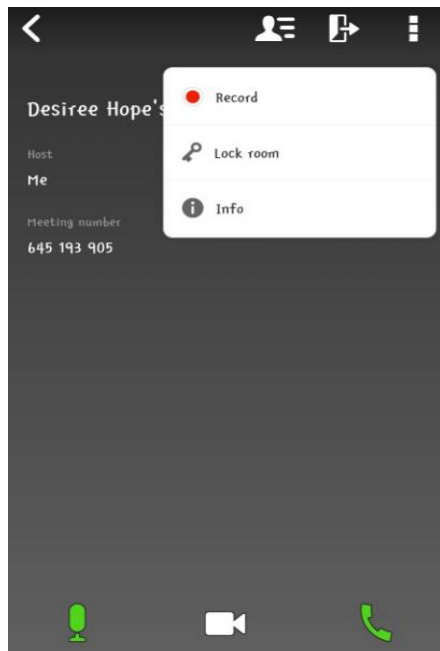
As soon as connected to the WEB Portion, you will be prompted to join the AUDIO portion of the meeting.

1. CALL ME Feature – this allows you to select a number that the meeting will dial.
2. Or connect using VoIP or computer audio. This is best used if you are out of the office or out of town with strong Wi-Fi or 3g/4g connection



WEBEX-MOBILITY TOOLS

Other helpful features include recording the meeting through the application and locking the room for added security. Sharing your screen to participants is also available for a more effective meeting.



USEFUL LINKS

It is easy to schedule, start, navigate and manage your meetings. Go through these helpful links to know more

- Get Started with Productivity Tools: <https://help.webex.com/videos/1229>
- Start a Meeting : <https://help.webex.com/videos/1234>
- Join a Meeting: <https://help.webex.com/videos/1235>
- WebEx Meeting Center: Join the Audio Conference with a Computer: <https://help.webex.com/videos/1290>
- Navigate the Meeting Center Window : <https://help.webex.com/videos/1224>
- Record Your Meeting: <https://help.webex.com/videos/1217>
- Recording a Meeting : <https://help.webex.com/videos/1263>
- Viewing Recorded Meetings and Reports : <https://help.webex.com/videos/1264>