

# WEBEX MEETING

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PARTICIPATING IN AN OLLI CLASS IN WEBEX



# CONNECTIONS

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- Can you see & hear me?
- Can I see & hear you?
- Make adjustments on your device as needed:
  - Turn volume of speakers up/down.
  - Press microphone and video camera button to turn ON.
  - See webex settings for more control.



# SOFTWARE UPDATES

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**Cisco Webex Meetings** updates its software regularly.

- Screenshots in this document may vary slightly from the current version of the software.
- The basic functionality of the software and processes remain the same.

# WEBEX APP

## Versions

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Cisco **Webex Meetings** App.

- Doesn't require an account.
- Easy to download, install and use.



Cisco **Webex** app

- Requires an account (free, with some limited ability).
- Contains integrated cisco products: meet, call, message.



# WEBEX APP

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

# OLLI CLASSES VIA WEBEX

## Notes & recommendations

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- Use the Cisco Webex Meetings app for best performance.
- Use headphones.
- Sit near your router – or plug directly into your router.
- Restart your device often.

# EQUIPMENT

## Recommended for participating in online classes

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- PC or MAC desktop or laptop computer – with webcam and microphone, or a Mobile device (*tablet or phone*)
- Earphones/headset – useful for eliminating or minimizing feedback issues. (*highly recommended*)



*Either a wired or wireless headset will work*



Wired headset varieties  
with microphone

Bluetooth (wireless) headset  
varieties with microphone

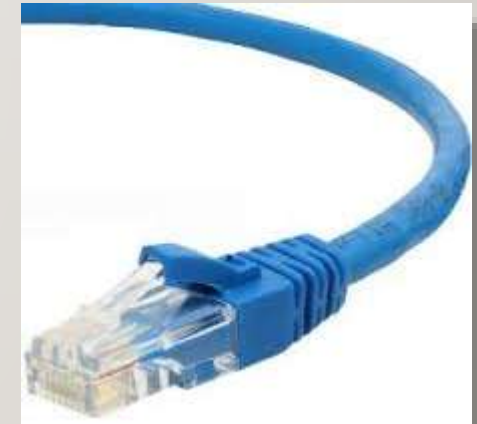


# TECHNICAL REQUIREMENTS

## Internet Speed

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- Know where your internet router is in your home: place your computer near or in the same room as the box for best wifi performance.
- If you have a slow wifi connection, disconnect other wifi devices in the home or plug directly into your router with an ethernet cable.





# CISCO WEBEX MEETINGS APP

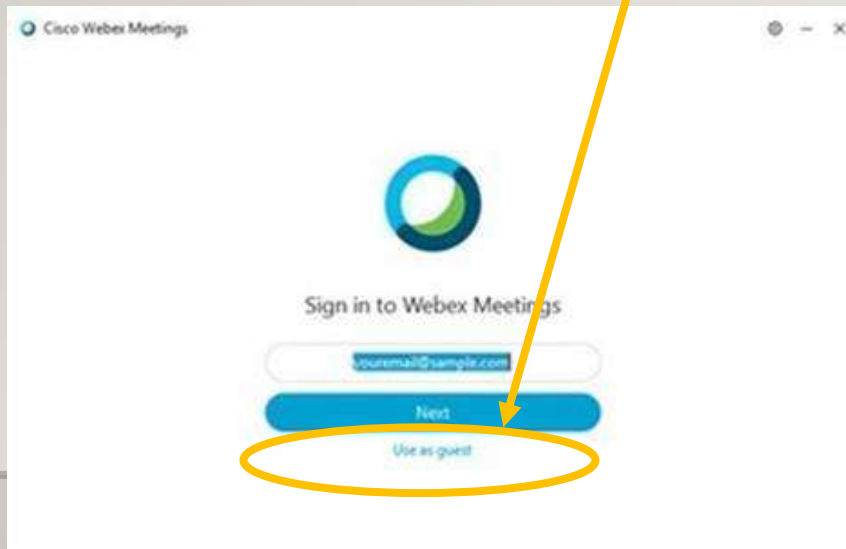
Cisco **WEBEX MEETINGS** application ([download app](#)) scroll to bottom of screen for Meetings app. Download the app and follow the installation instructions for your device.

You will be joining as a GUEST or attendee.

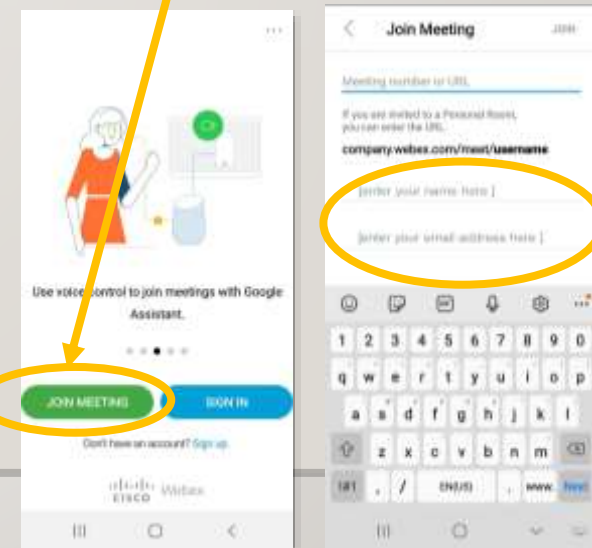
On a computer, click **“Use as Guest”**. On a mobile device, click JOIN MEETING (not sign in).

You will need to enter your email address and your name.

**You do NOT need a Webex Account.**  
(this is for UC Staff)



Computer webex intro screen



Mobile device webex intro screen

# WEBEX MEETING ACCESS

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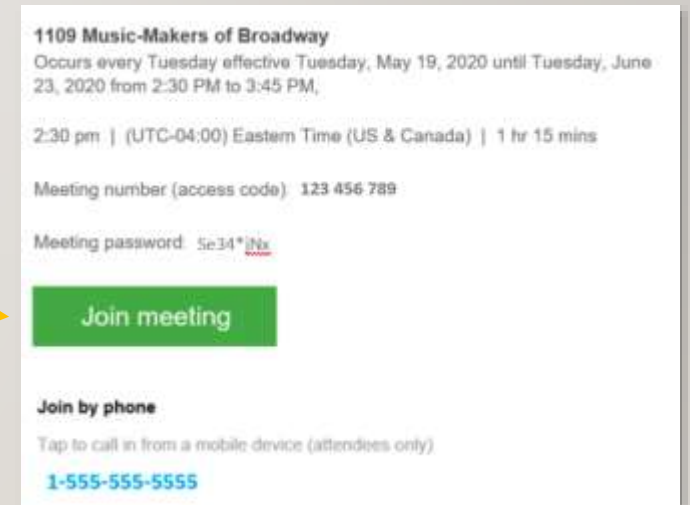
You will be sent an MEETING INVITATION via email for the class you will moderate a few days in advance of your first class date.

## **SAVE this email.**

You will *not* receive reminder emails for multi-week classes.

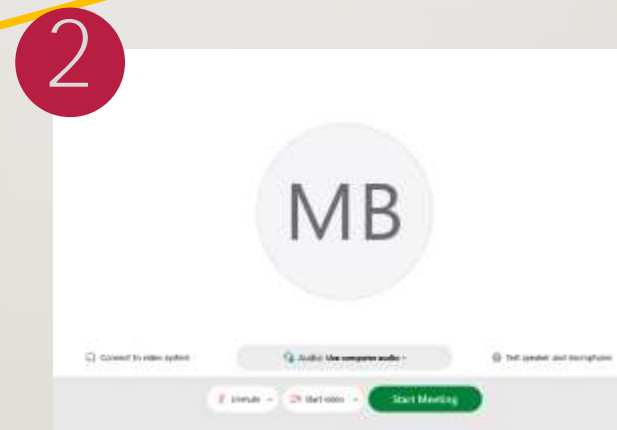
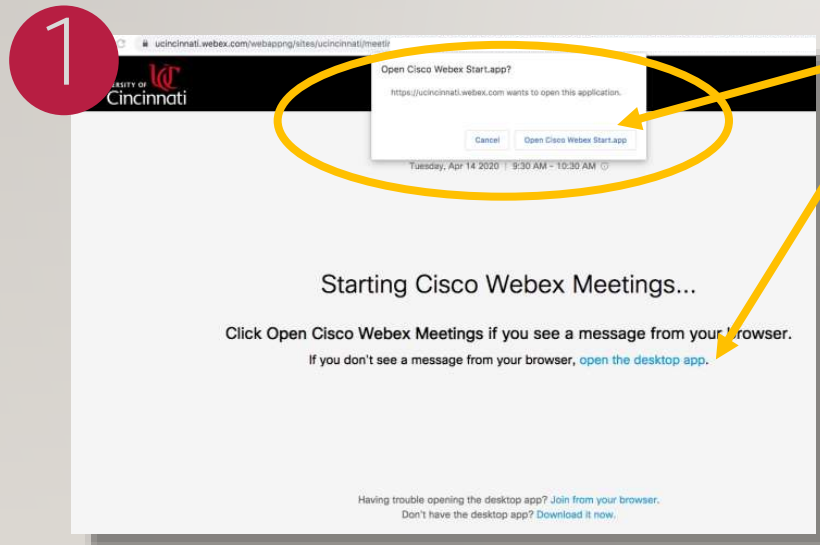
Access your class by clicking the link to join the meeting.

- Click the JOIN MEETING button on the Meeting Invitation.
- You can join 15 minutes in advance of class start time.



# CISCO WEBEX MEETING APP

After you have clicked the JOIN MEETING link from the email, a browser will open; if you wait a moment, the app should open automatically, if it doesn't, look for the 'Open with Cisco Webex App' link or 'open the desktop app' and click the link. A Preview window in the app will open. Click Join Meeting.



Preview window:  
click Join meeting.



Meeting window, with controls.

*Note: if you have an older or slower computer, please be patient, there may be a slight delay during the transition from browser to application opening. If you repeatedly click the join meeting button from the invite, it could result in you joining the meeting multiple times. If this happens exit the meeting, close the app and your browser and begin again.*


Go to Webex Meetings

Meeting Info

Hide menu bar ^

Connected

FileShareViewAudio & VideoParticipantMeetingHelp



Unmute

Start video

Share

Participants

Chat




# Quick View of Cisco Webex Meetings Virtual Classroom

## INFO & ADDITIOINAL CONTROLS

### CURRENT SPEAKER

Click lock to lock focus view on a specific participant

## LAYOUT VIEWING CONTROLS (wiggle mouse or tap screen to reveal)

-  **Grid View**  
View participants in a grid pattern.
-  **Stack View**  
View current speaker and participants
-  **Side by Side**  
View participants on the side of current speaker
- Fullscreen**  
Allows Speaker, Participants and Chat panel windows to be moved independently around the screen.

**Participants Panel**  
Lists all participants.

**Chat Panel**  
Allows you to type a question or comment to everyone or a single participant.

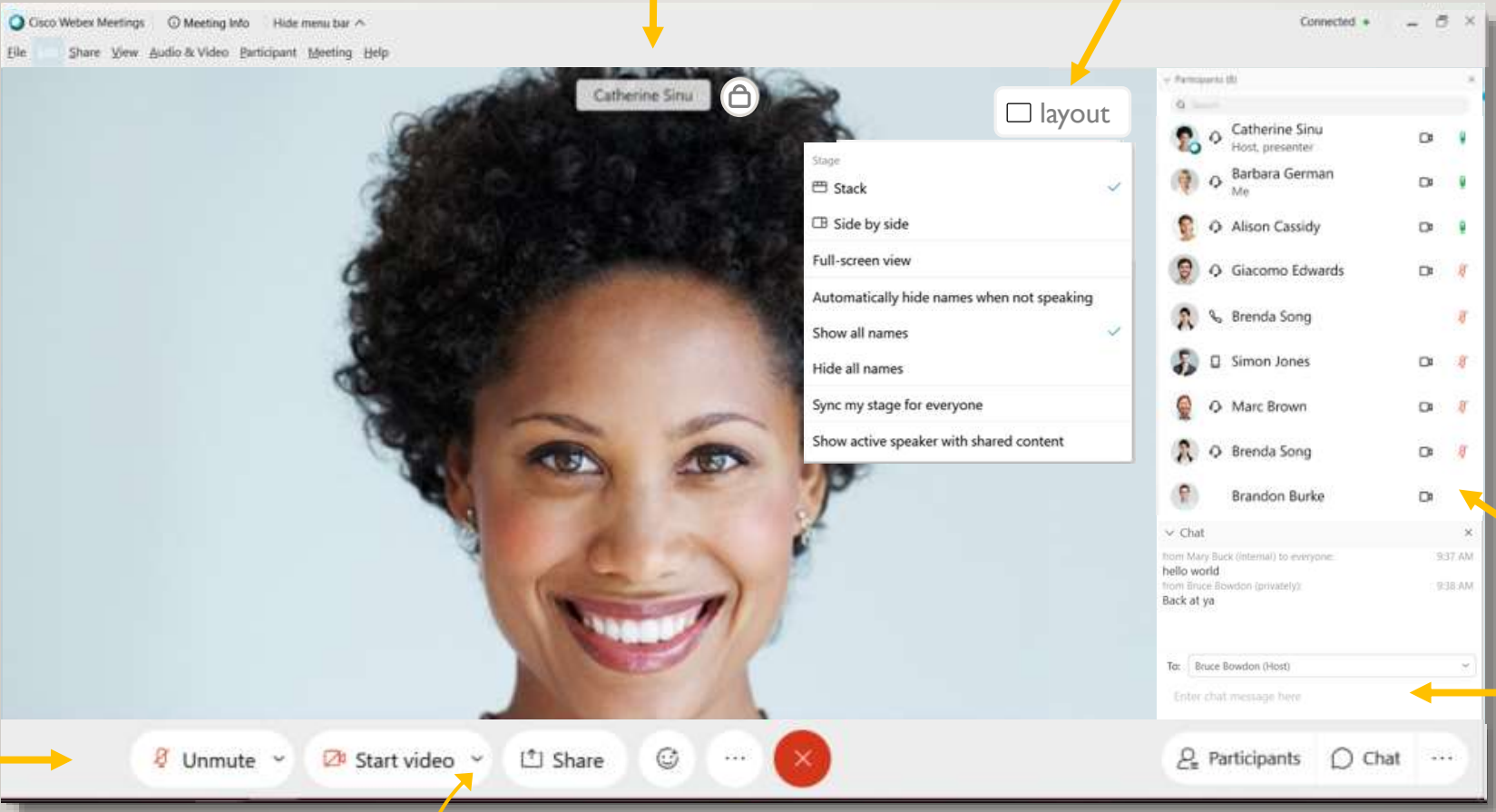
## MEETING CONTROLS

Microphone and Video camera  
click to toggle on/off  
click small down arrow to access settings.

Share Content  
click to reveal menu

Red X:  
Leave Meeting

Participants & Chat panels  
click to toggle open/close panels above

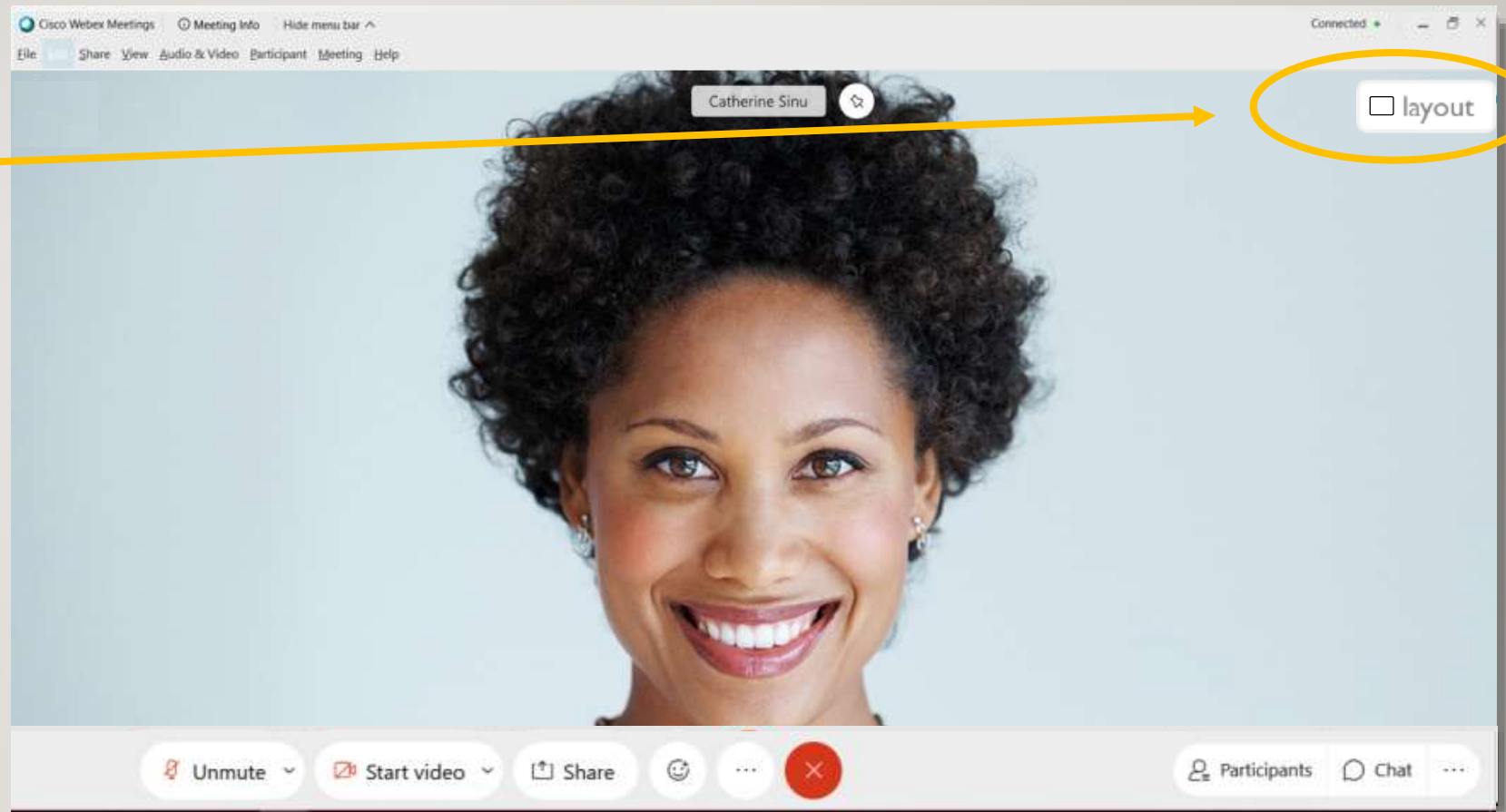




# LAYOUT MENU

## Viewing Options

You may have to wiggle the mouse or tap the screen to view the layout button.



As seen from a laptop screen, not mobile device

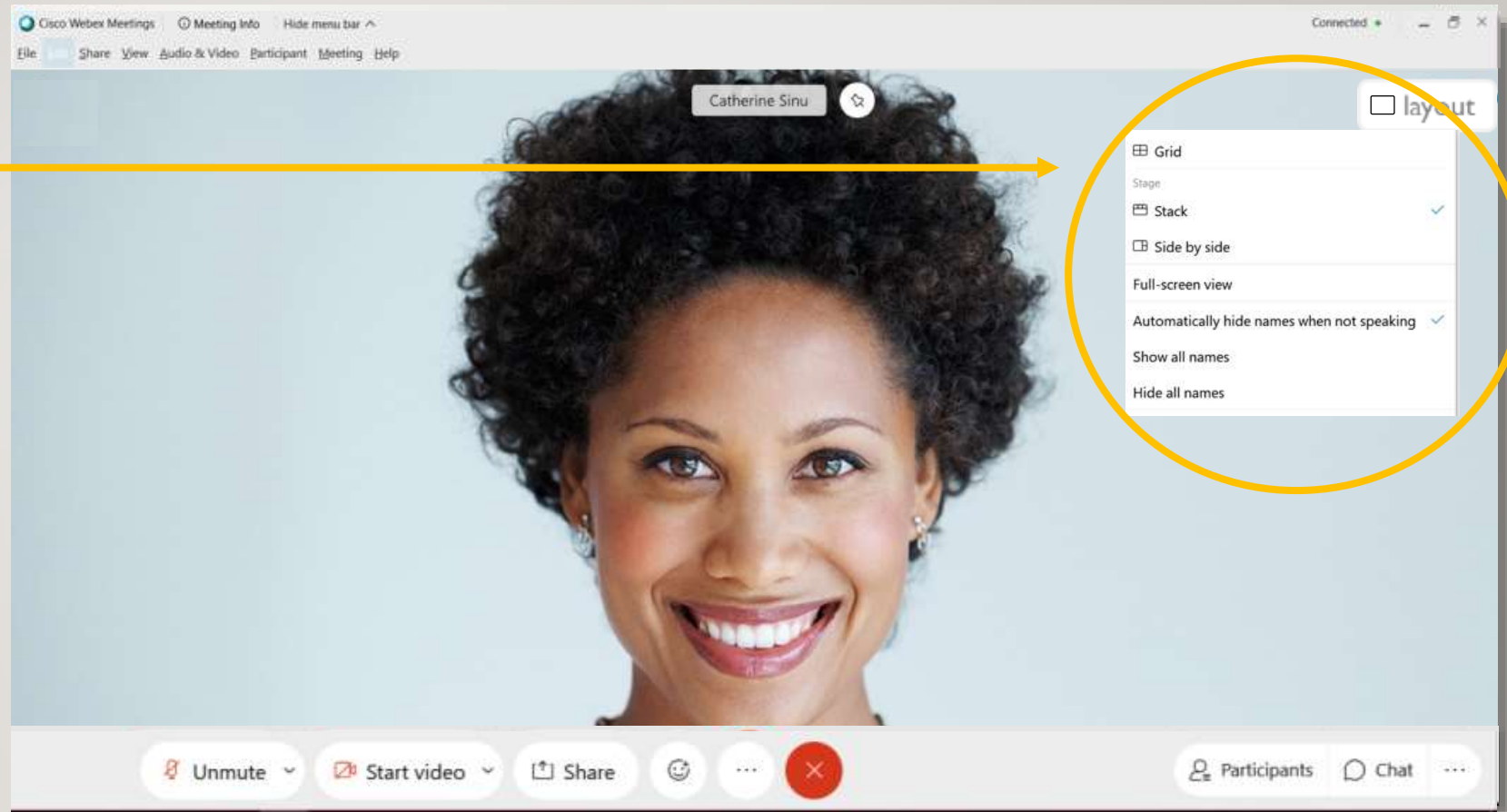
# LAYOUT MENU

## Viewing Options

Click the Layout button to reveal dropdown menu.

Click on the options to see how your layout view changes. This only affects *your* screen, not anyone else's.

Depending on if your presenter is sharing a document or not, your options may include GRID, STACK, SIDE BY SIDE.



As seen from a laptop screen, not mobile device



# GRID VIEW

Cisco Webex Meetings Meeting Info Hide Menu Bar ^

File Edit Share View Audio & Video Participant Meeting Help

Connected

Layout

Grid View

Participants:

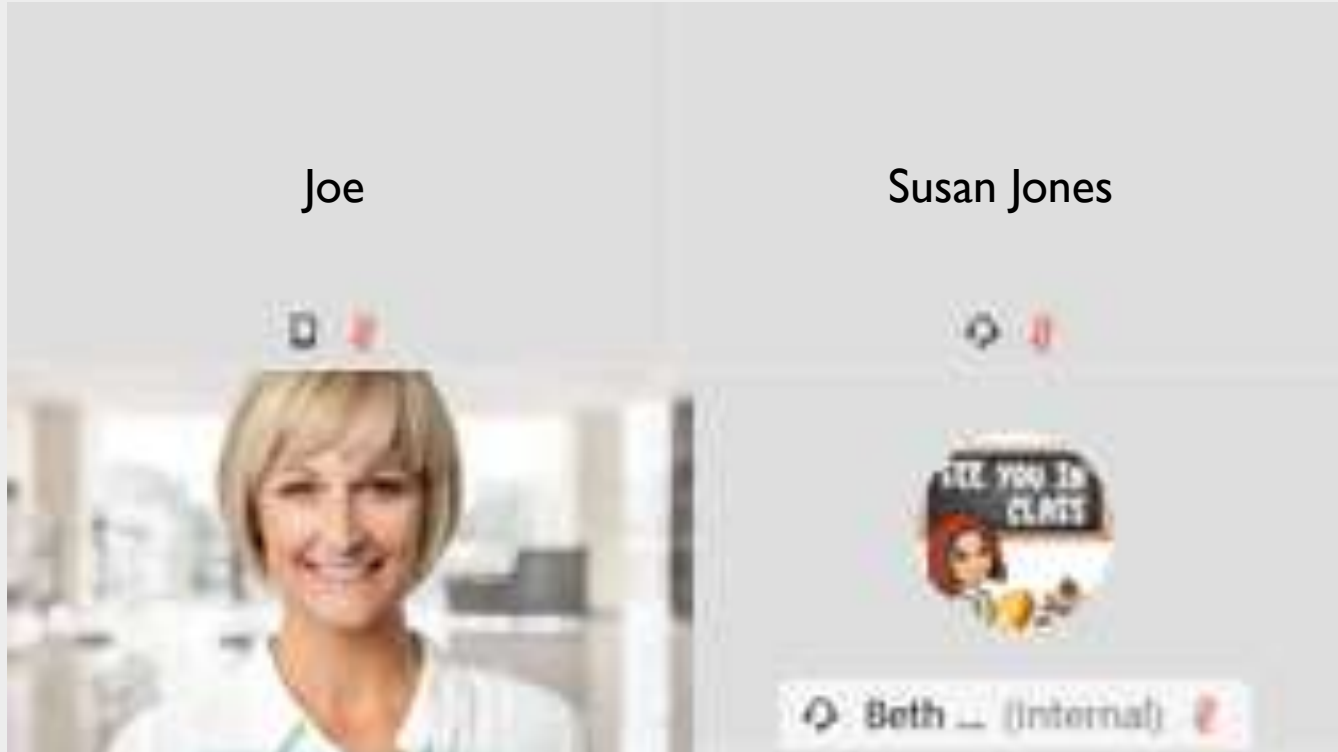
- MaryPat Buck (Internal)
- Laura ... (Host)
- Tiffan... (Internal)
- Lawr... (Internal)
- Chris... (Internal)
- Gibin... (Internal)
- Katel... (Internal)
- Adam Solomon (Internal)
- Allison
- Amanda Pompoco (Internal)
- mber Butley Munnerlyn (Internal)
- Amelia Bowdell
- Amy Bernard
- Anna... (Internal)
- Anne Bauer (Internal)
- Brooke Marston (Internal)
- Beth ... (Internal)
- Brad Wilson
- Bradley Harris (Internal)
- Brittany Hayes (Internal)
- Carissa Schutzman (Internal)
- carlisaa
- Carole Donnellon (Internal)
- Call-in User\_2

Unmute Start video Share

Participants Chat

Joe

Susan Jones



Unmute

Start video

Share

Record

...

X

Participants

Chat

...

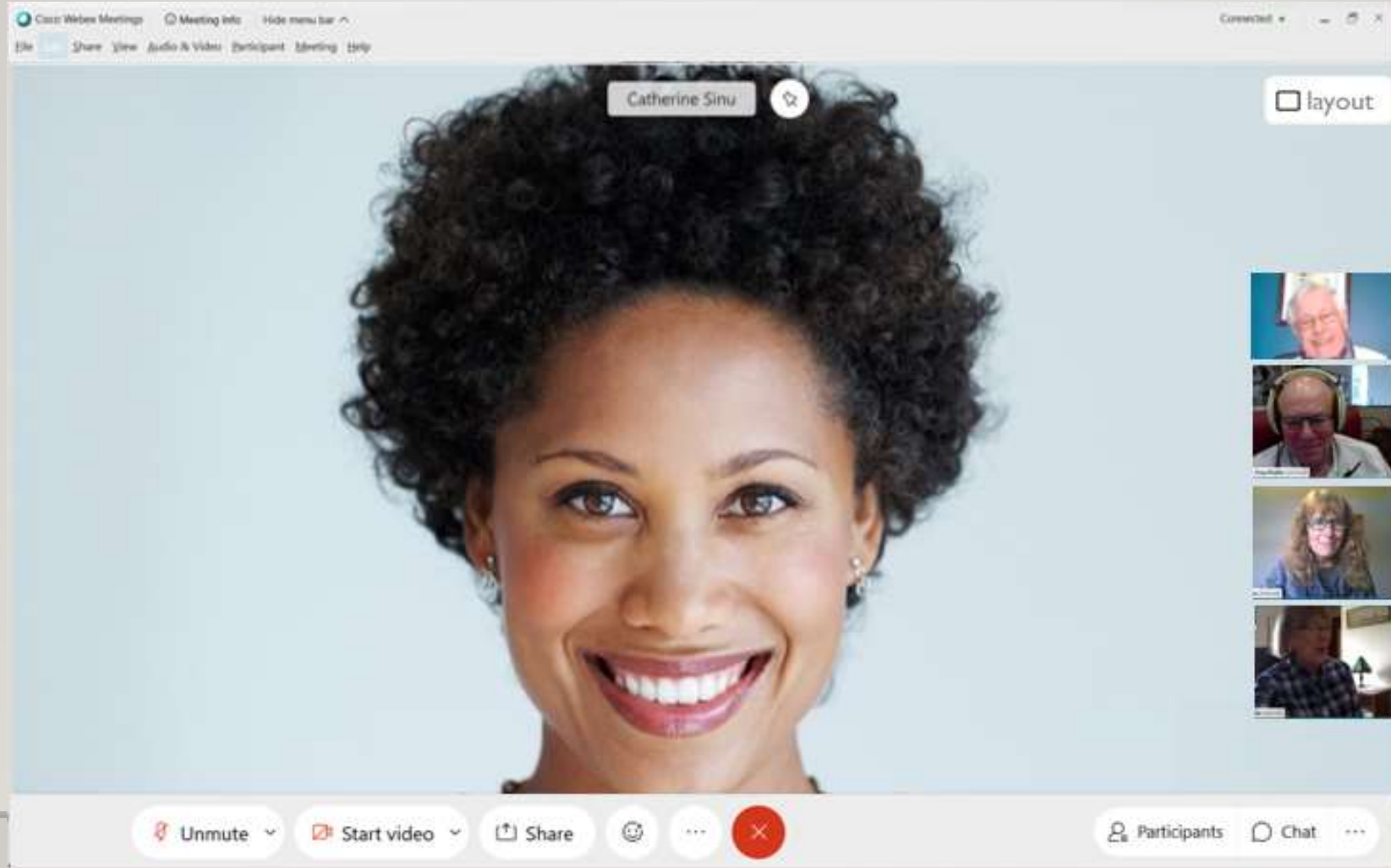


Joe

# STACK VIEW

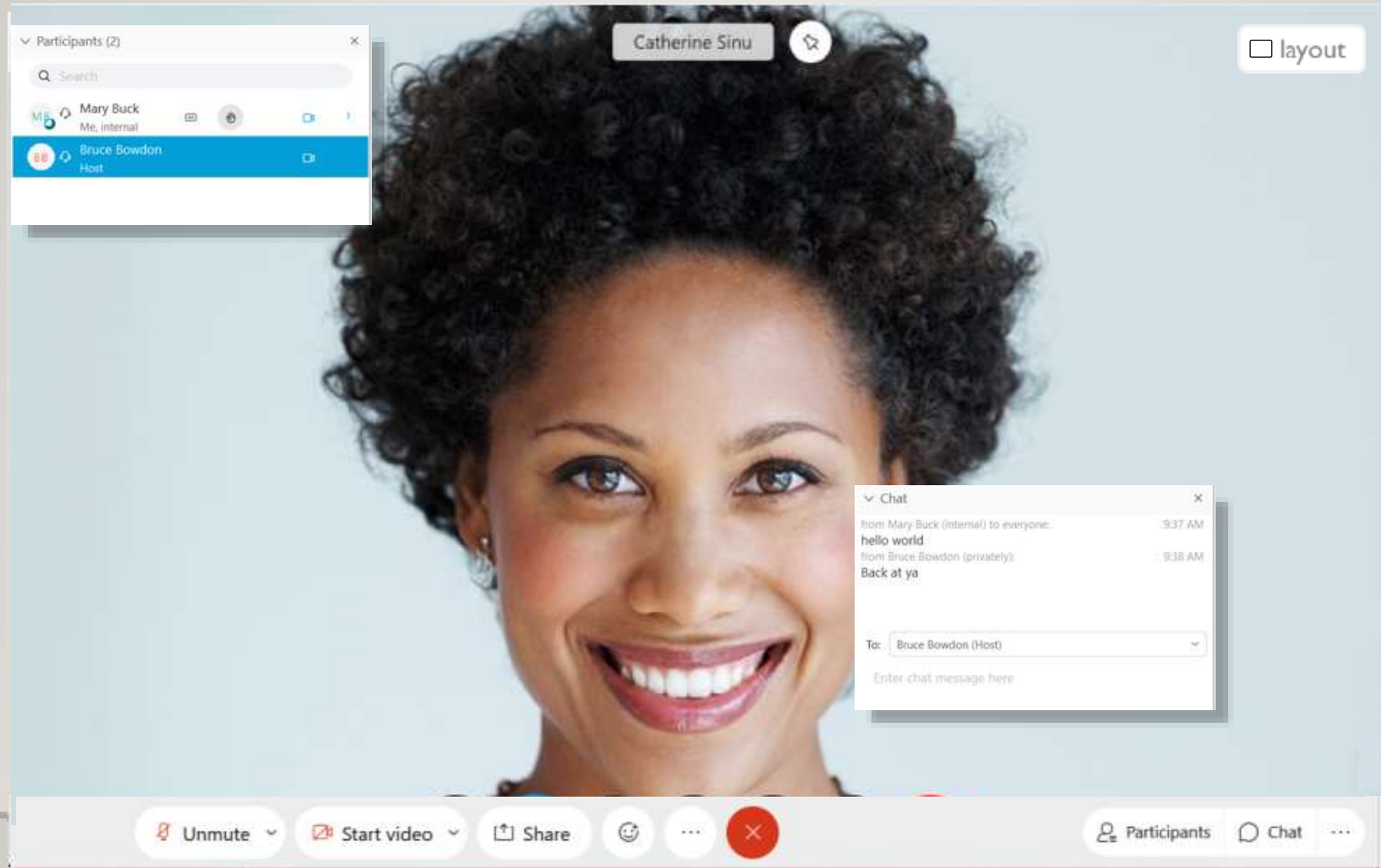


# SIDE BY SIDE VIEW





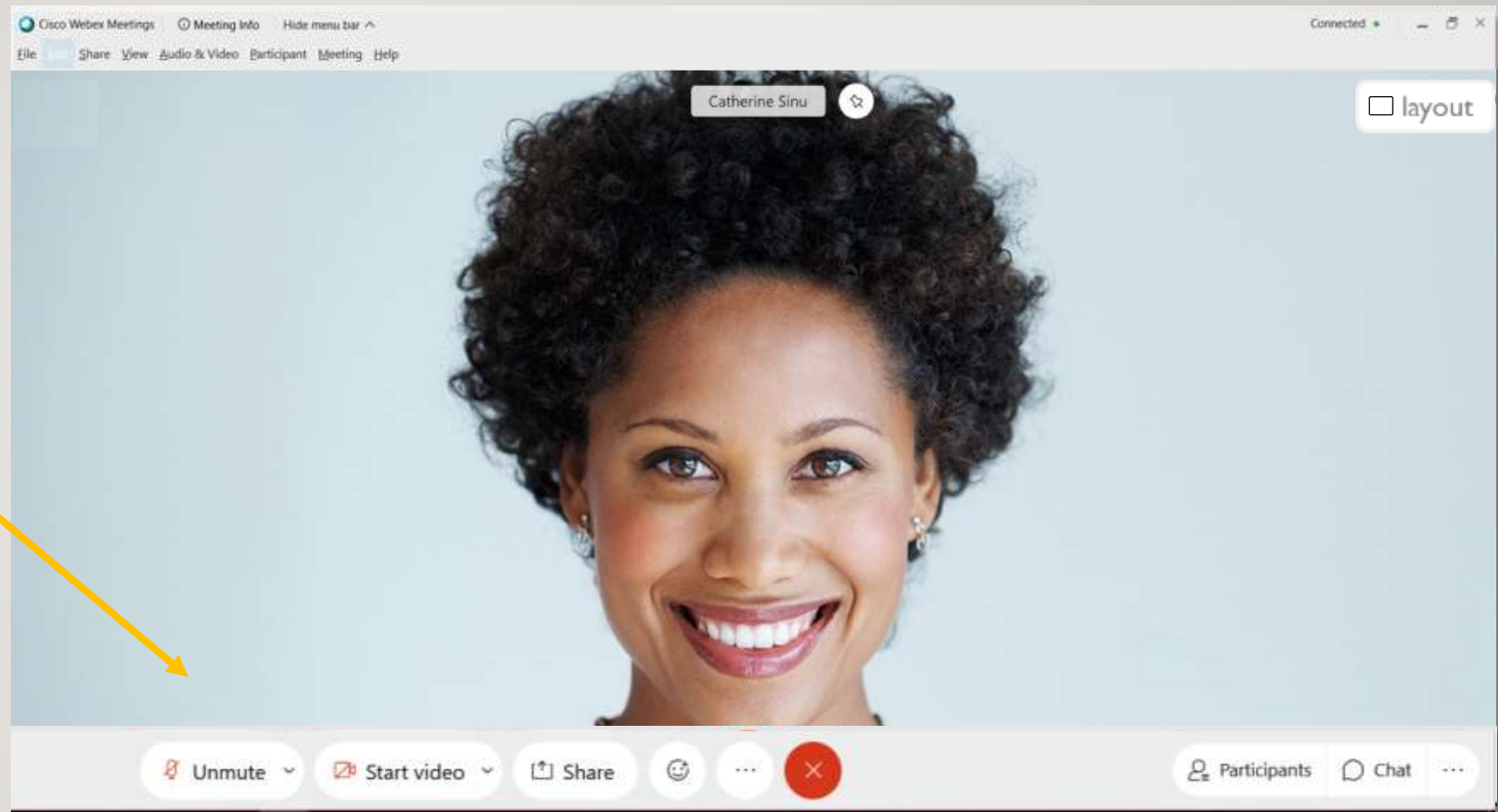
# FULL SCREEN VIEW



## MEETING CONTROLS

at bottom of screen

- Turn webcam and microphone ON and OFF
- EXIT
- PARTICIPANT
- CHAT



As seen from a laptop screen, not mobile device

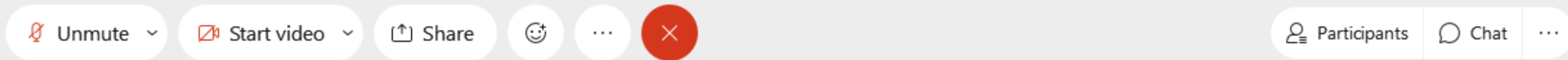


# MEETING CONTROLS

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Toggle buttons, at bottom of screen:

Shown Muted / OFF / Closed.




# MEETING CONTROLS


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Toggle buttons, at bottom of screen:

Shown : UNmuted / ON / Open

 Mute ▾

 Stop video ▾

 Share



 Participants

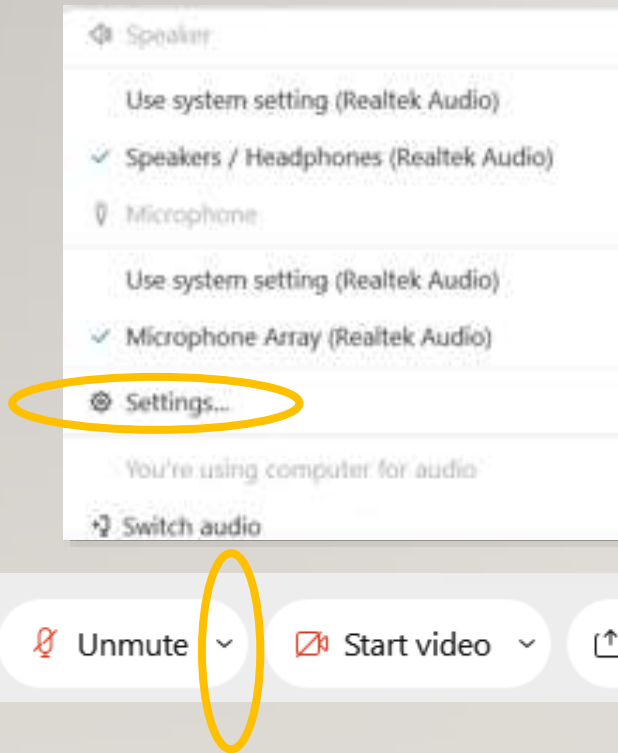
 Chat



# MEETING CONTROLS

## Settings

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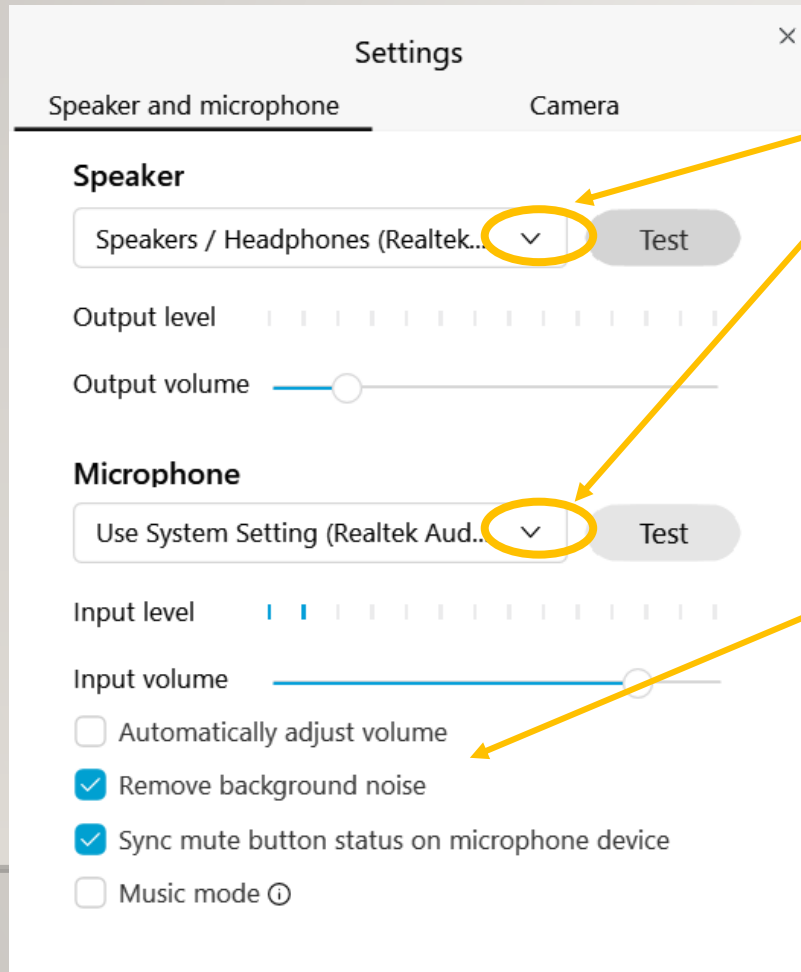
If needed, make adjustments to your settings:

Adjust your audio or video settings with the pop up menus.

Click the small down arrow to show pop-up menu.

# MEETING CONTROLS

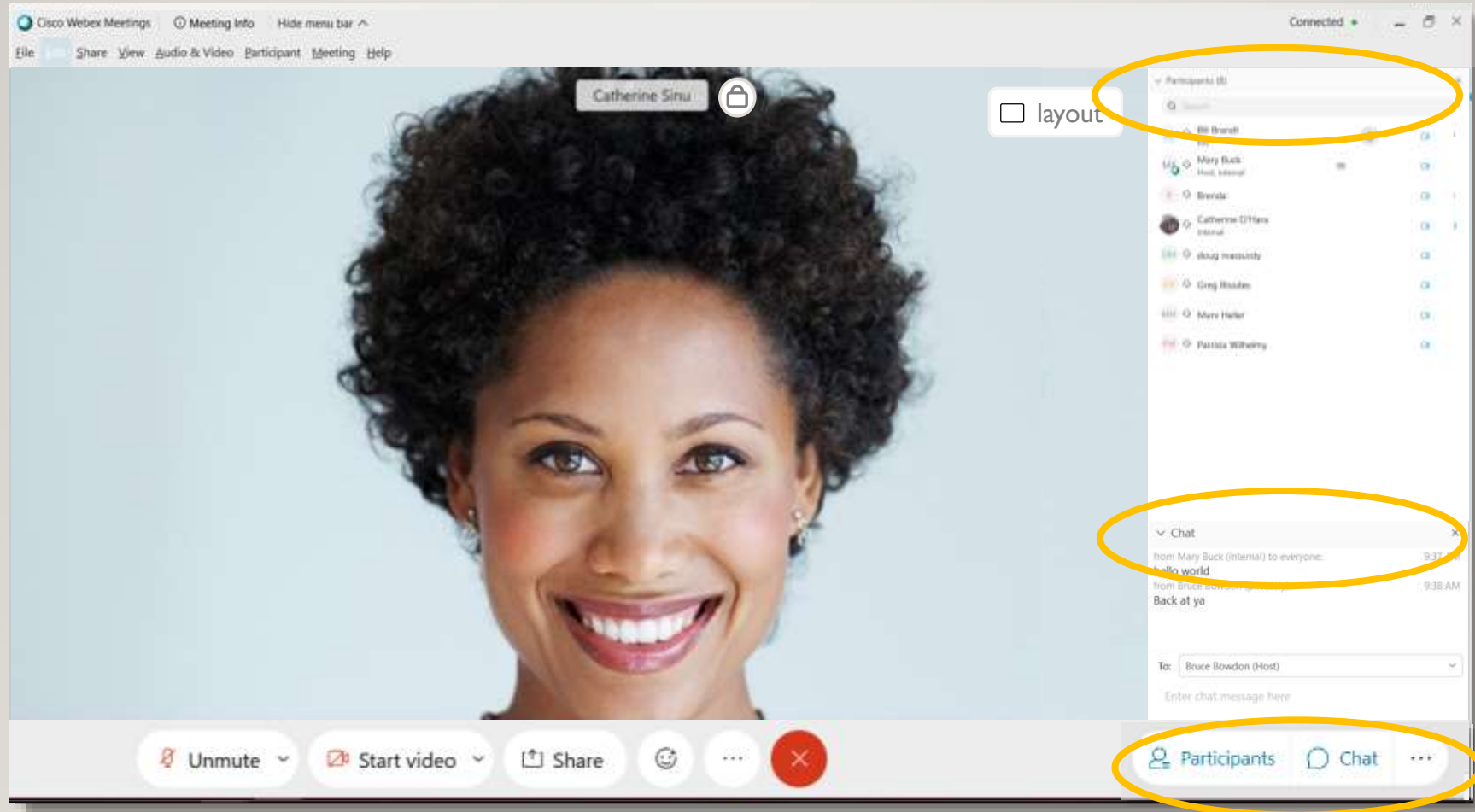
## Settings



Drop down menus to choose your speakers and microphone.

Additional microphone settings as needed.

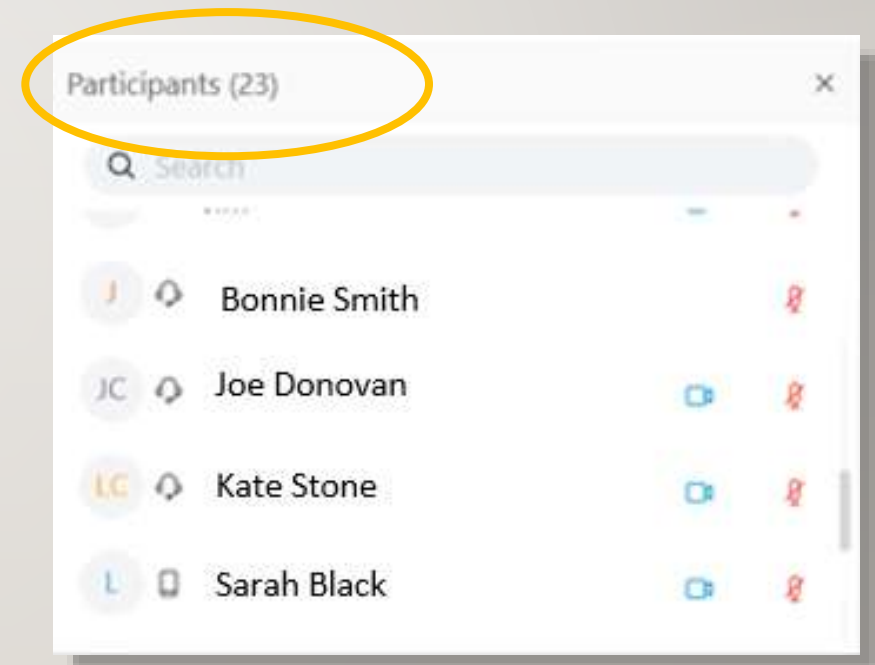
# PARTICIPANT AND CHAT PANELS



# PARTICIPANTS PANEL



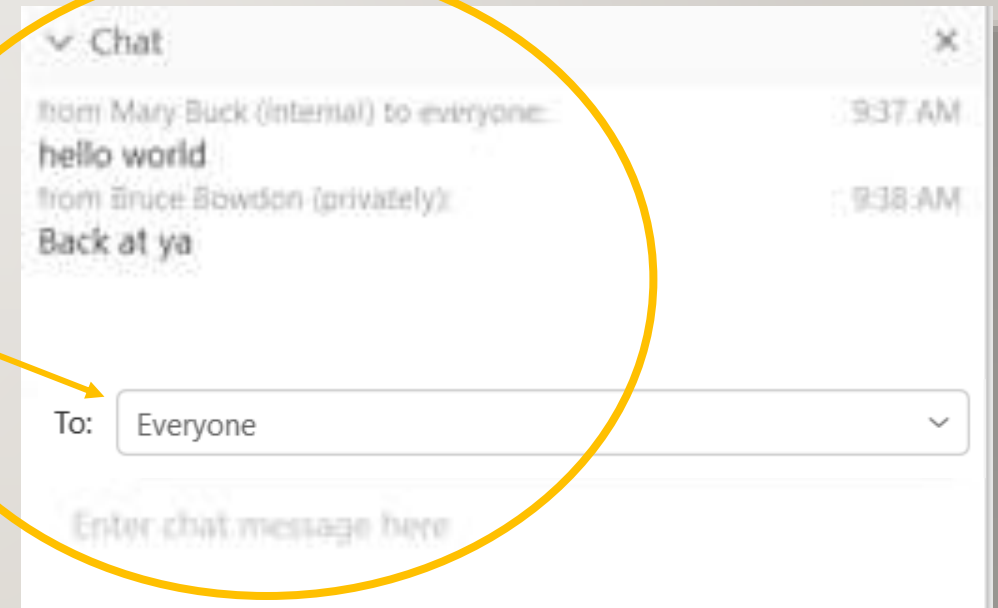
- See listing of Students in class.



# CHAT PANEL



- Students can type a question without interrupting the current speaker.
- Send your question to Everyone, since we may have a webex assistant in the class who will read the questions.



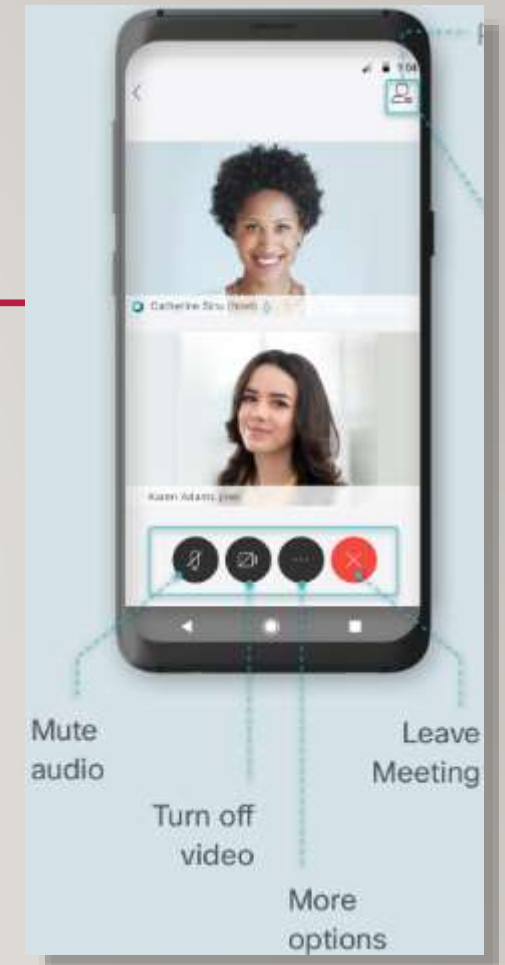
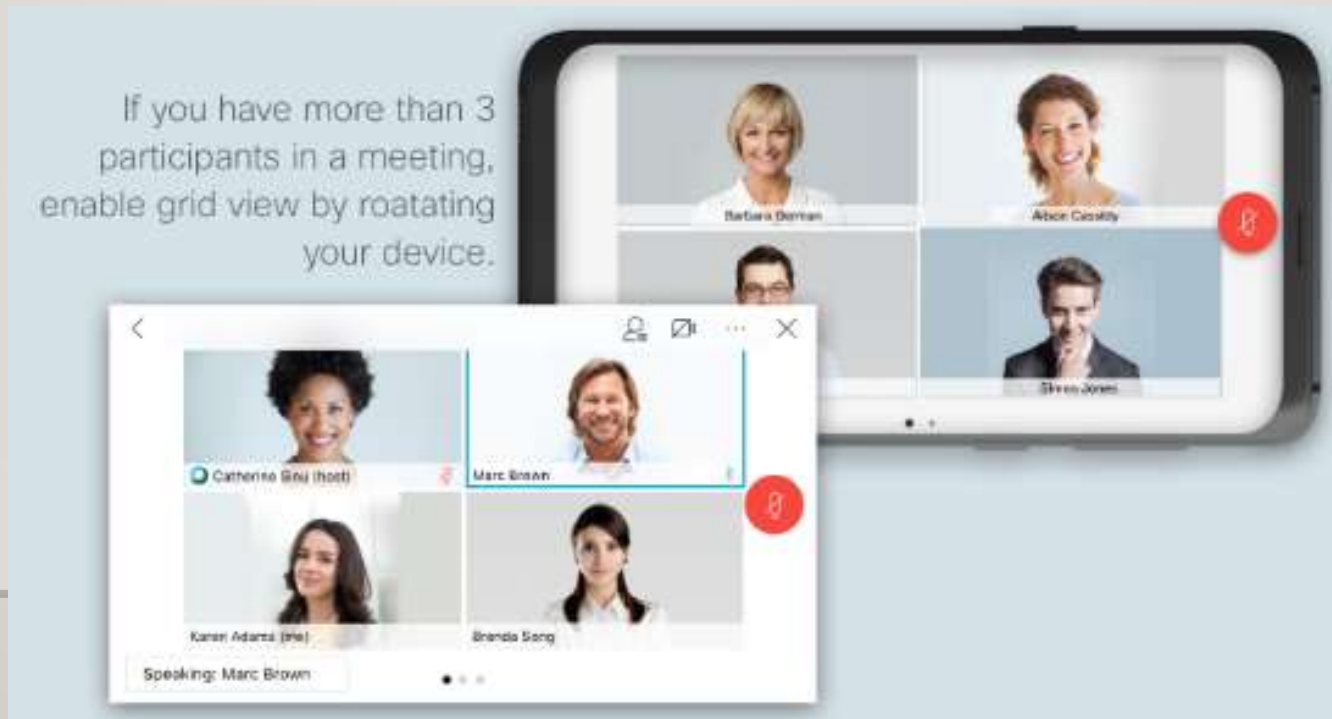


# MOBILE DEVICES

## Tablet or Smartphone Devices

Webex controls:

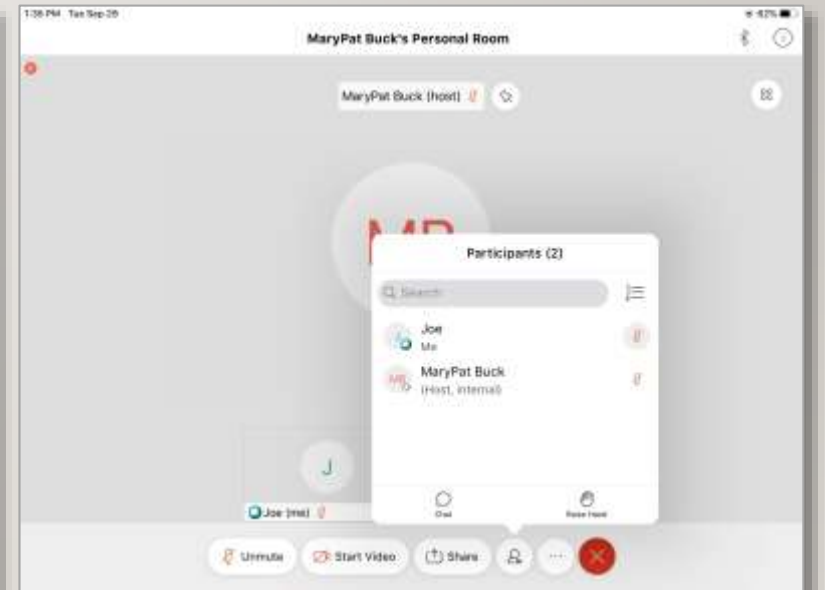
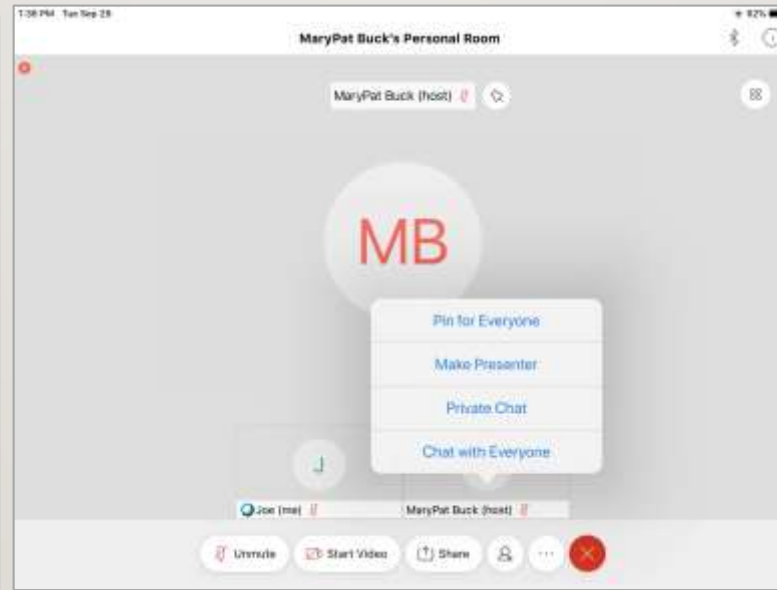
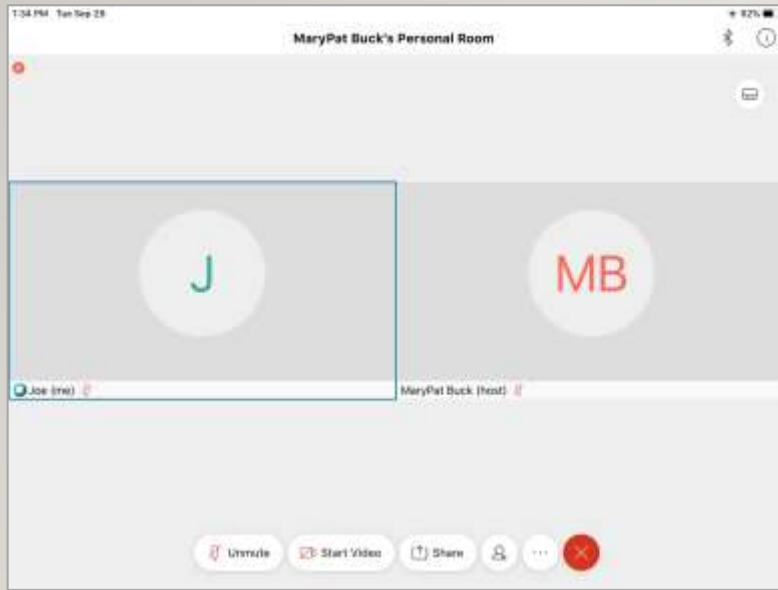
- Functionality same
- Location may differ



# MOBILE DEVICE

## iPad

Tap controls to reveal pop-up menus.

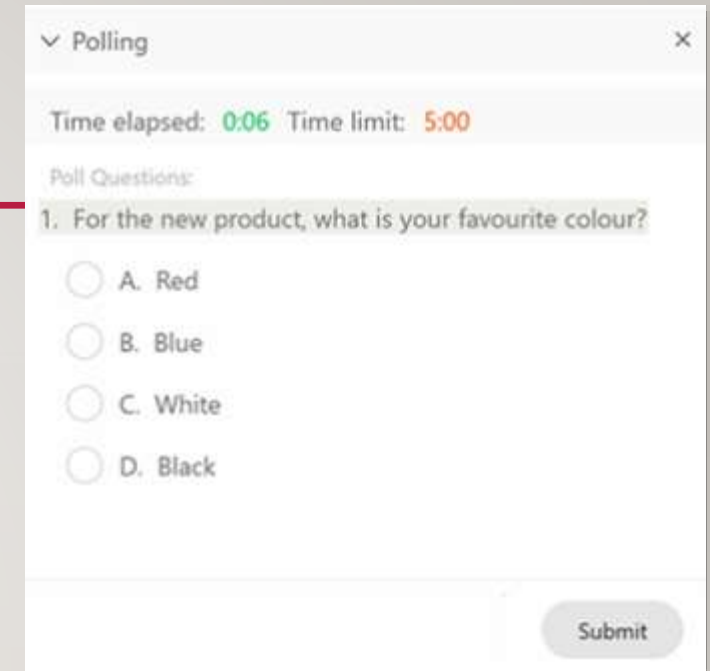


# POLLING

Some moderators may use Polling to add interactivity to the class topic.

You may see a pop-up window asking you to participate in a poll.

Read question, choose an answer and click SUBMIT.



▼ Polling ×

Time elapsed: 0:06 Time limit: 5:00

Poll Questions:

1. For the new product, what is your favourite colour?

- ☐ A. Red
- ☐ B. Blue
- ☐ C. White
- ☐ D. Black

Submit

Moderator may show the poll results:

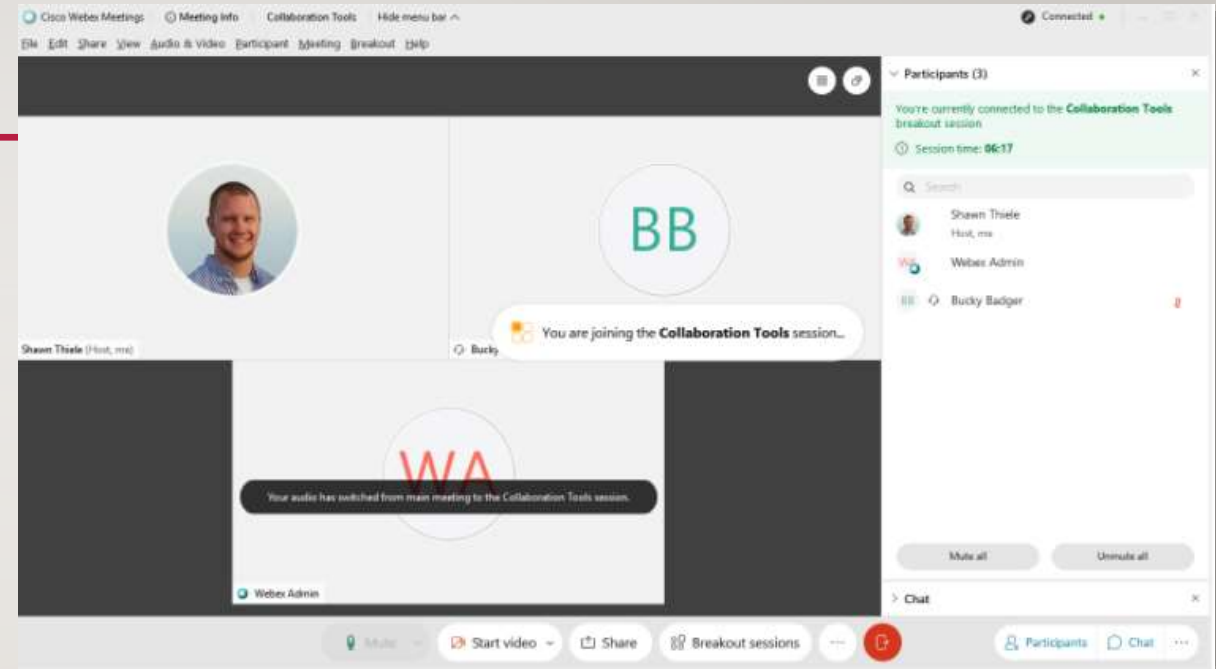


# BREAKOUT ROOMS

Breakout rooms are setup and managed by the webex host.

Students are assigned into separate virtual rooms for small discussion for a specified amount of time.

Read and follow any on screen instructions.



# TECHNICAL DIFFICULTIES

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We are ALL learning new technologies.

Relax, be patient, know when to say UNCLE! We can help.

OLLI Tech support phone line: **513-549-7712**



# TECHNICAL DIFFICULTIES

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## Common **Problems**

- Low bandwidth (DSL vs Cable vs Fiopics)
- Poor wifi signal, Router location:
- Too many wifi devices connected to one router

# TECHNICAL DIFFICULTIES

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## Common Solutions

- Low bandwidth (DSL vs Cable vs Fioptics). Fioptics is preferable, followed by Cable
- Low bandwidth Turn OFF video and microphone when not speaking.
- Poor wifi signal. Router location: Move computer closer or plug directly into router.
- Too many wifi devices connected to one router. Turn off all roku, firestick or TV, turn wifi off on cellphone, tablets or other computers that are connected to wifi during class time.



# CLASS DAY

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WOO –  
HOO!

# CLASS DAY

## Email Scheduling

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Email invitation will be sent in advance – SAVE this email.

- Meeting number (access code - unique class identifier)
- Password

Click JOIN MEETING in email invitation.

*Every course has its own invitation and meeting number.*

*Think of it as the gateway to a particular classroom.*

Note: Multi-week classes will receive an email a few days before the **FIRST** class, reminder emails for subsequent weeks will not be sent. Save the email to access class each week.

### OLLI meeting Barb |

Wednesday, April 8, 2020

3:45 pm | (UTC-04:00) Eastern Time (US & Canada) | 30 mins

Meeting number (access code): 616 88

Meeting password: 7vaf

Join meeting

### Join by phone

Tap to call in from a mobile device (attendees only)

+1-415-65

# CLASS DAY

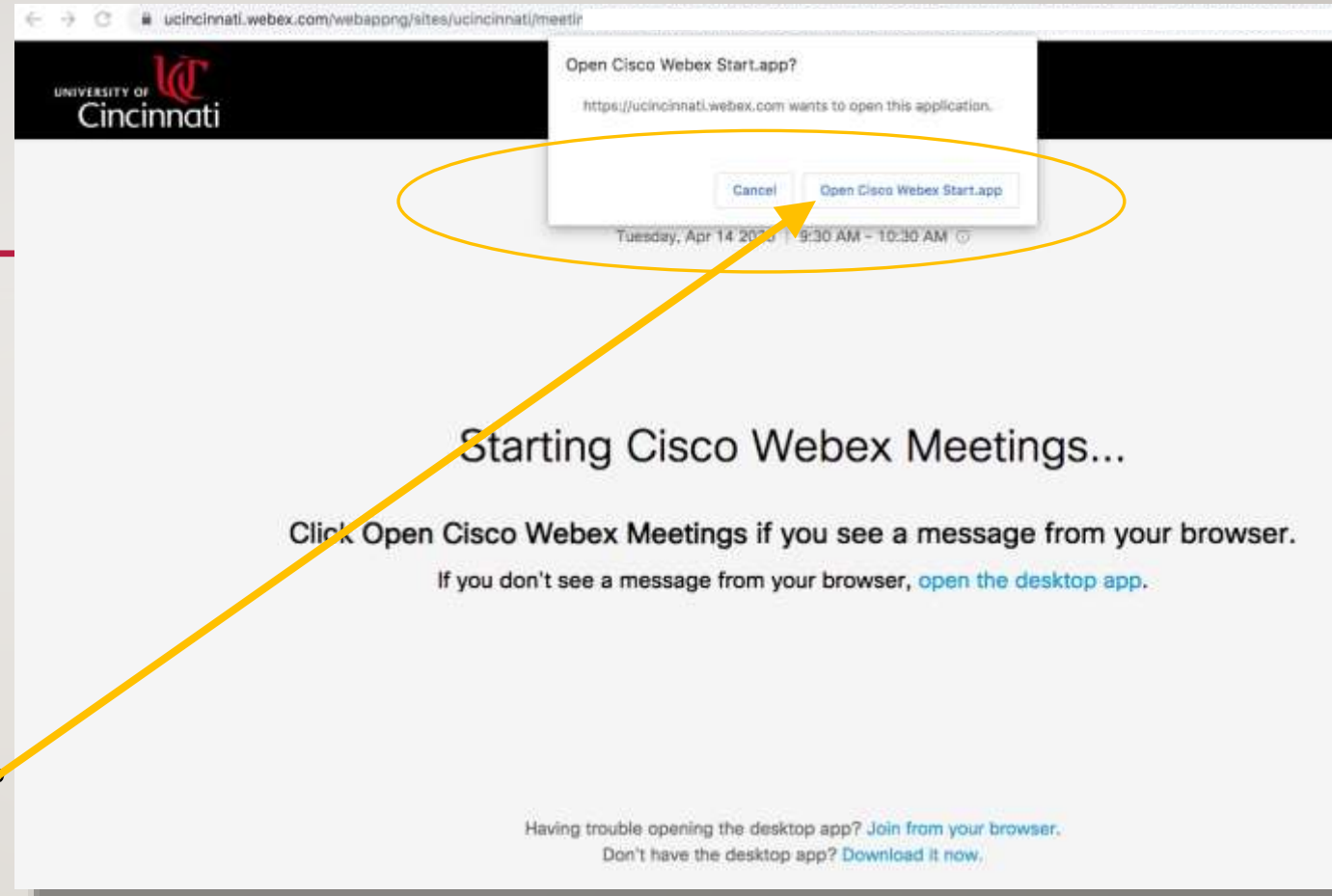
## Join Meeting Using the App

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When you click Join Meeting,  
a BROWSER window will open.

Note the options available.

If you have already downloaded  
and installed the Cisco Webex  
Meetings App, it should open automatically.  
if it does not, choose  
OPEN CISCO WEBEX APP.

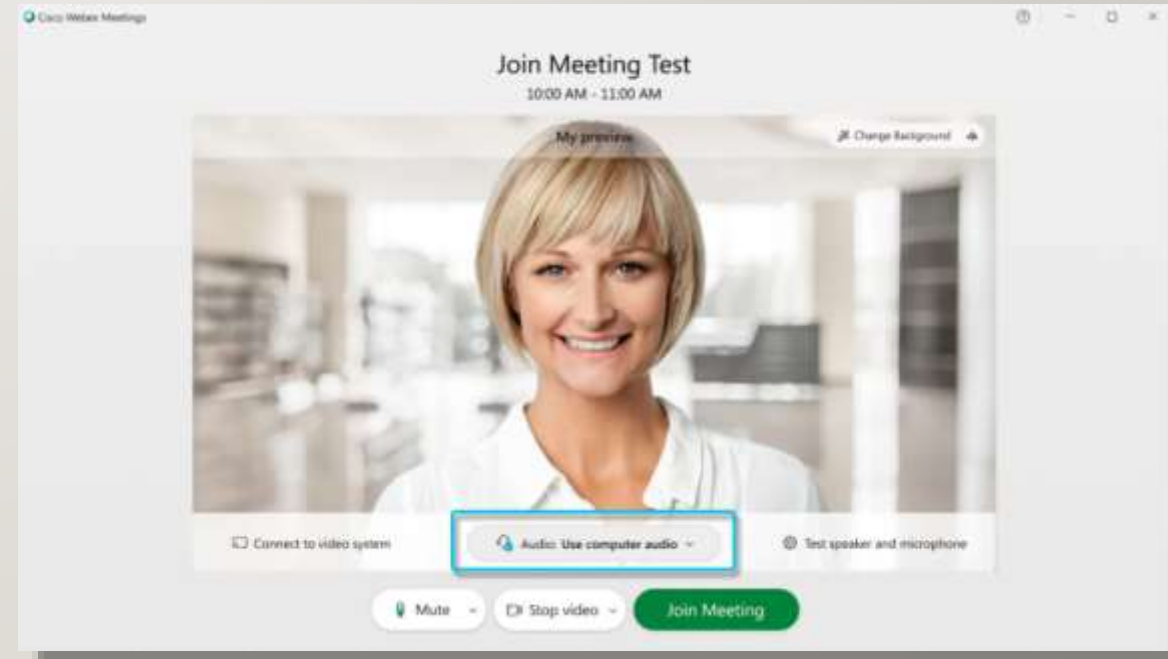


# CLASS DAY

## Preview Window

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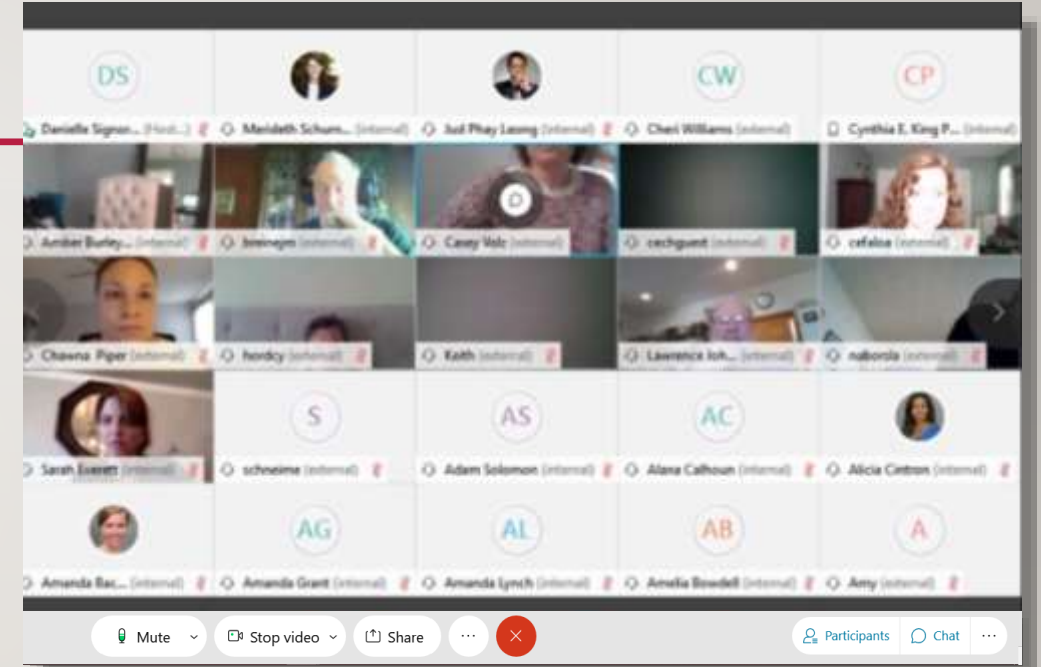
- Cisco Webex Meetings app opens a PREVIEW window.
  - Microphone button: mute or unmute
  - Video button: ON or OFF
  - Choose audio: Use computer for audio
  - Preview yourself on screen
- Click JOIN MEETING



# CLASS DAY

## Virtual Classroom

- Some students may have their audio and/or video intentionally muted.
- Grid view is a great way to see everyone in the class.
- Click the LAYOUT button for other view options.



# CLASS DAY

## Students Connecting by Phone

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Some students may have a computer without a webcam or microphone.

- Need to connect via phone to hear and speak to class.
- Student can download the app and join meeting to SEE the class.
  - If their computer has speakers, they must be turned DOWN or OFF to avoid audio feedback issues with the phone.



# CLASS DAY

## Online Class Etiquette

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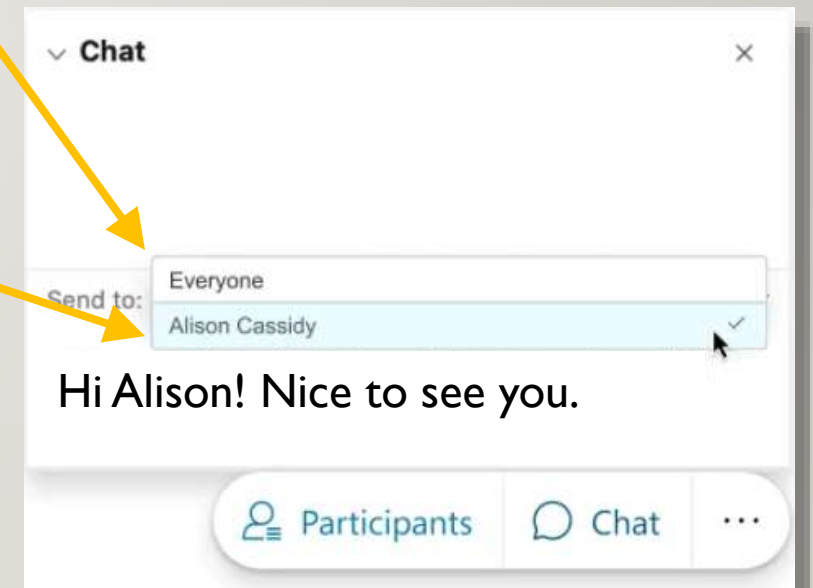
- Be mindful of audio. MUTE microphone when not speaking.
- Turn OFF any extra audio sources: radio, tv, dog.
- Have your face well lighted. Do not sit in front of a bright window.  
Please keep ceiling fans out of view of the webcam.
- If there are disruptive technical difficulties, the student may be requested to leave the meeting, and contact OLLI to help resolve technical difficulties.



# PARTICIPATION & ENGAGEMENT

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- Ask questions, engage with your moderator.
- Practice muting and unmuting your microphone.
- Use the chat to send a question to your moderator. Send to Everyone.
- Say hello to a friend. For private messages, select a specific name from the drop-down menu.



# PRACTICE

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- The more you work with Webex, the easier it gets.
- Webex Practice Site:

<https://www.webex.com/test-meeting.html>



# THANK YOU

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WE ARE LOOKING FORWARD TO SEEING YOU  
IN OUR ONLINE CLASSROOMS!