The University of Chicago WebEx
Agenda

- WebEx account description
- Login Screen - Web URL
  - University
  - Hospital
- Sign-up for WebEx account
- Setting up Personal Conference Number
- Types of accounts
- Option 1: Personal Conference Number (Audio)
- Option 2: Join a WebEx Meeting
- Option 3: My WebEx Room

- WebEx Tools
  - PCN Commands using Tool Bar
  - Applications and Screen Sharing
  - Annotation tools
  - Interactive tools
  - Recording

- Other WebEx Options
  - Meeting
  - Event
  - Training Centers

- WebEx Support
- Questions
# Types Of WebEx Accounts

<table>
<thead>
<tr>
<th>USER INFO</th>
<th>INDIVIDUAL PERSONAL ACCOUNT</th>
<th>SHARED GROUP ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>First/Last Name:</td>
<td>Your name (E.g. John Smith)</td>
<td>Group name (E.g. WebEx Team)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User Name:</th>
<th>Your cnet or uchad ID (E.g. jsmith)</th>
<th>Group name (E.g. webexteam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: This account will be deactivated if you leave the university.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th>Your uchicago or uchospitals email (E.g. <a href="mailto:jsmith@uchicago.edu">jsmith@uchicago.edu</a>) (E.g. <a href="mailto:jsmith@uchospitals.edu">jsmith@uchospitals.edu</a>)</th>
<th>Group/List email (E.g. <a href="mailto:webexteam@uchicago.edu">webexteam@uchicago.edu</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: All email correspondence will be sent to your email address.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: This account will remain accessible if a member of the group leaves the university.  
The Shared Group Account participants are managed by the list group owner using Grouper.

https://answers.uchicago.edu/page.php?id=56892#shared
Login to your personal WebEx Account with “your assigned credentials”:

**URL** - uchicago.webex.com
**URL** - uchospitals.webex.com
To sign up for a WebEx account go to:

https://site.intercall.com/uchicago/signup.php

WebEx Questions? Please call IT Services at 2-5800
Setting Up a Personal Conference Number (PCN)

1. Log in to your WebEx account, click My WebEx

2. Click Preference in the left navigation pane

3. Click Audio Set Up, enter a four-digit PIN

4. Scroll to bottom and click Save

5. Click Generate

6. Your host and attendee access codes will be assigned; these numbers will never change
<table>
<thead>
<tr>
<th>3 OPTIONS TO JOIN/HOST AUDIO WEBEX MEETINGS</th>
<th>1) PERSONAL CONFERENCE NUMBER (PCN)</th>
<th>2) ATTEND WEBEX SCHEDULED MEETING</th>
<th>3) PERSONAL WEBEX ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial In Number:</td>
<td>866-282-7366</td>
<td>866-282-7366</td>
<td>866-282-7366</td>
</tr>
<tr>
<td>Access Code:</td>
<td><strong>HOST AND ATTENDEE ACCESS CODE</strong></td>
<td><strong>NO HOST ACCESS CODE</strong></td>
<td><strong>NO HOST ACCESS CODE</strong></td>
</tr>
<tr>
<td><strong>(E.g. Host Access code: 123 456 7#</strong></td>
<td><strong>The host and the attendees enter</strong></td>
<td><strong>The host and the attendees enter</strong></td>
<td><strong>The host and the attendees enter</strong></td>
</tr>
<tr>
<td><strong>Attendee Access Code: 987 654 3#)</strong></td>
<td><strong>the same Access code</strong></td>
<td><strong>the same Access code</strong></td>
<td><strong>the same Access code</strong></td>
</tr>
<tr>
<td>• In order to use the host key commands</td>
<td><strong>(E.g. Access code: 234 456 789#)</strong></td>
<td>• The access code is generated when the meeting is scheduled</td>
<td><strong>(E.g. Access code: 234 456 789#)</strong></td>
</tr>
<tr>
<td>the host must use the host access code</td>
<td>• The access code changes with each</td>
<td>• The access code changes with each</td>
<td>• The access code never changes.</td>
</tr>
<tr>
<td>• The attendees enter into the conference</td>
<td>scheduled meeting unless the</td>
<td>scheduled meeting unless</td>
<td></td>
</tr>
<tr>
<td>suing the attendee access code</td>
<td>scheduled meeting is recurring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The host &amp; attendee access code are not</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the same number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The access codes <strong>never</strong> change.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening a call:</td>
<td><strong>Host</strong></td>
<td><strong>Host &amp; Attendee</strong></td>
<td><strong>Host</strong></td>
</tr>
<tr>
<td><strong>(E.g. Dial 866-282-7366</strong></td>
<td><strong>(E.g. Dial 866-282-7366</strong></td>
<td><strong>(E.g. Dial 866-282-7366</strong></td>
<td><strong>The host must open up their personal room</strong></td>
</tr>
<tr>
<td>Input Host access code 123 456 7#</td>
<td>Input meeting access code 234 456 789#)</td>
<td>Input personal room access code 234 456 789#)</td>
<td>via web before the host or attendees can join the call. This can be opened through outlook or your WebEx portal site using one click <strong>Host &amp; Attendee</strong> (E.g. Dial 866-282-7366 Input personal room access code 234 456 789#)</td>
</tr>
<tr>
<td>Input PCN Audio Pin: 1234#</td>
<td>• Attendees can join the call before the host.</td>
<td>• Attendees can join the call before the host.</td>
<td></td>
</tr>
<tr>
<td>• Attendees can join the call before the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>host.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attendee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(E.g. Dial 866-282-7366</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Input Attendee access code 987 654 3#)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Connection Options:</td>
<td><strong>Phone Dial-in</strong></td>
<td><strong>Phone Dial-in</strong></td>
<td><strong>Phone Dial-in</strong></td>
</tr>
<tr>
<td><strong>Phone Dial-in</strong></td>
<td><strong>Voice Over Computer (must have the</strong></td>
<td><strong>Voice Over Computer (must have the</strong></td>
<td><strong>Voice Over Computer (must have the</strong></td>
</tr>
<tr>
<td><strong>Voice Over Computer (must have the</strong></td>
<td><strong>WebEx meeting window open)</strong></td>
<td><strong>WebEx meeting window open)</strong></td>
<td><strong>WebEx meeting window open)</strong></td>
</tr>
<tr>
<td><strong>WebEx meeting window open)</strong></td>
<td><strong>Have the system dial you.</strong></td>
<td><strong>Have the system dial you.</strong></td>
<td><strong>Have the system dial you.</strong></td>
</tr>
<tr>
<td><strong>Have the system dial you.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Option 1: Personal Conference Number (Audio)

- Set up your PCN on the Preferences page of your WebEx site
- For SECURITY, you must add a PIN
- Conduct an on-demand audio conference, anytime, anywhere
- Use your PCN when scheduling regular WebEx meetings
- Your PCN number will not change, however, upgrades to the service may require a change in PCN, in which case you will be notified
- Anyone can enter a meeting using the attendee access code
- Entering the host code allows the host to enter key commands
Option 2: Join A WebEx Scheduled Meeting

JOIN MEETING - CLICK

Join WebEx meeting
Meeting no. 123 456 789

JOIN FROM CONFERENCING SYSTEM

Join from a video conferencing system or application
Dial 92758670@uchicago.webex.com

If you are the host, you can use the meeting host key to pass the host privilege to another participant or to start the meeting from a video conferencing system or application. To find the host key for this meeting, go here.

Join by phone

JOIN BY PHONE ONLY - CLICK

Global call-in numbers | Toll-free calling restrictions

Audio Connection

Call Me
The meeting will call you.

I Will Call In

Call Using Computer
Test computer audio
Option 3: My WebEx Room

- Dial-in number and access code is always the same
- Use this feature for an on demand meeting
- Ability to share documents
- The host has to open the Personal Room via web
- You can log into your Personal Room via computer or any mobile device
WebEx Tools
Commands Using - WebEx Tool Bar

• Docked at the top - gives complete access to all panels and tools while in Full Screen view or during Application Sharing

• Participants do not see opened menus even if in Screen Sharing mode
Applications & Screen Sharing

Share an Application-
+ Select a running application
+ Open a specific application to share
+ Limits participants' view to specific application(s)

Share Your Screen (Desktop) -
+ Shows entire desktop
+ Shows apps open at the moment
Annotations are only available to the presenter by default. They can be turned on for individual attendees or all attendees.
Interactive WebEx Tools

- Chat
- Notes
- Whiteboard
WebEx Tools - Recording

Recorder

Stop Recording

Are you sure you want to stop the recording? If you restart the recording at a later stage, a separate recording file will be created.

If you want to pause the recording instead, click the Pause recording button in the Recorder panel.

Do not show this message again.

Stop Recording

Cancel
WebEx Tools - Recording

- Rendering recording could take up to 15 minutes
- The Host will receive an email when the recording is available.
- Recordings are accessed from left navigation bar under My Recorded Meetings
- Default playback file in ARF format
- ARF file may be converted to Windows Media or Flash
Other WebEx Options
Meeting Center

- Host an impromptu or scheduled meeting
- Share Content
- Annotate Documents
- Share Video
- Chat
- Record a Meeting
- Take Notes
- Conduct a Poll
Training Center

- Host a training session
- Share Content
- Share Video
- Audience Attentiveness

- Q&A
- Breakout Session Assignment
- Distribute Test
- Annotate Content
Event Center

- Ideal for large audiences
  - Host a Town Hall
- Up to 3000 attendees
- Audience Controls
- CMR – Collaboration Meeting Room
  - Dial any end-point Video Application

- Connect Multiple Conference Rooms
- Share Video
- Share Content
- Q&A Panel
WebEx Support

University Of Chicago IT Services 773-702-5800

UCM Multi-Media Services 773-702-6265
Questions?