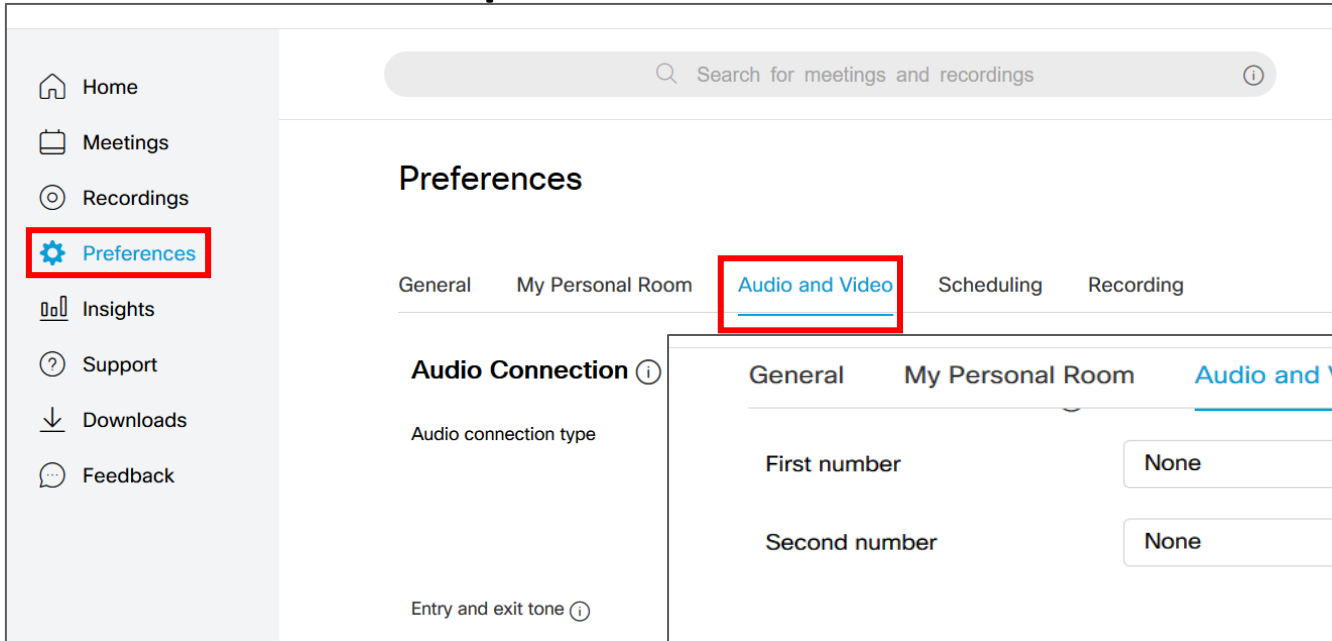


WeBex Tips & tricks

Account preferences - setting phone numbers




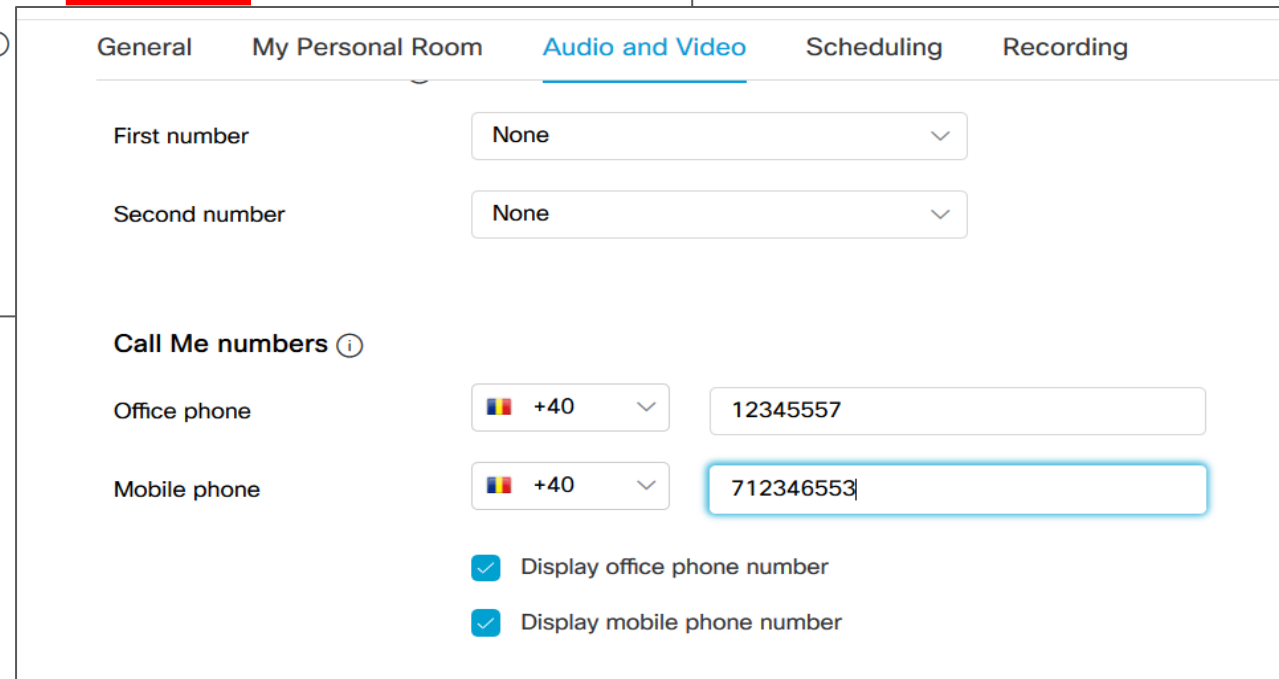
Home
Meetings
Recordings
Preferences
Insights
Support
Downloads
Feedback

Search for meetings and recordings

Preferences

General My Personal Room **Audio and Video** Scheduling Recording


Scroll down



General My Personal Room **Audio and Video** Scheduling Recording

Audio Connection ⓘ

Audio connection type

Entry and exit tone ⓘ

First number

Second number

Call Me numbers ⓘ

Office phone

Mobile phone

Display office phone number

Display mobile phone number


Scroll down



Cancel **Save**



Webex Meetings

Looking for real time video conferencing?

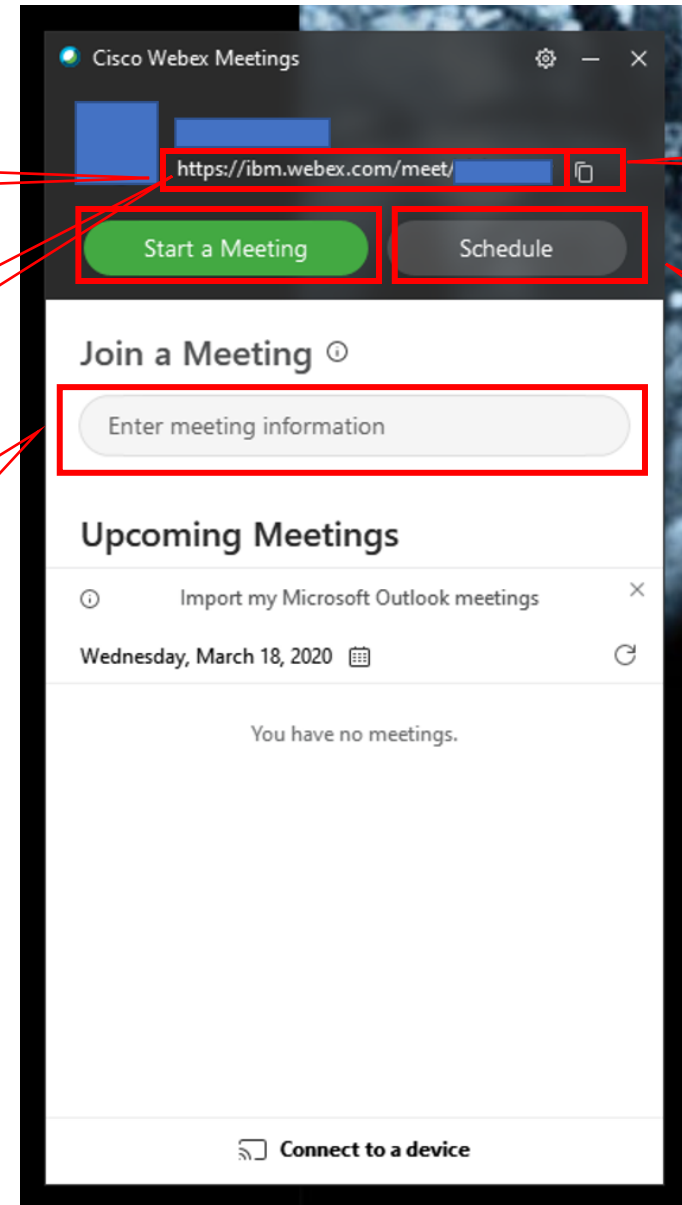
- HD video for face-to-face meetings
- Flexible audio-only conference call options
- Easy screen sharing
- Meet across any device



Also available here:



[Download Webex App](#)



Host meeting link

Copy link button

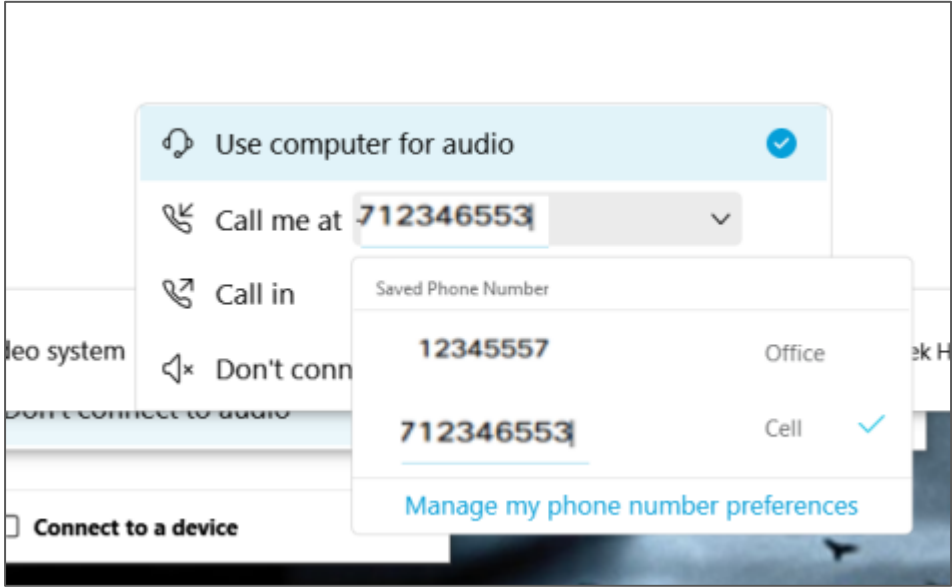
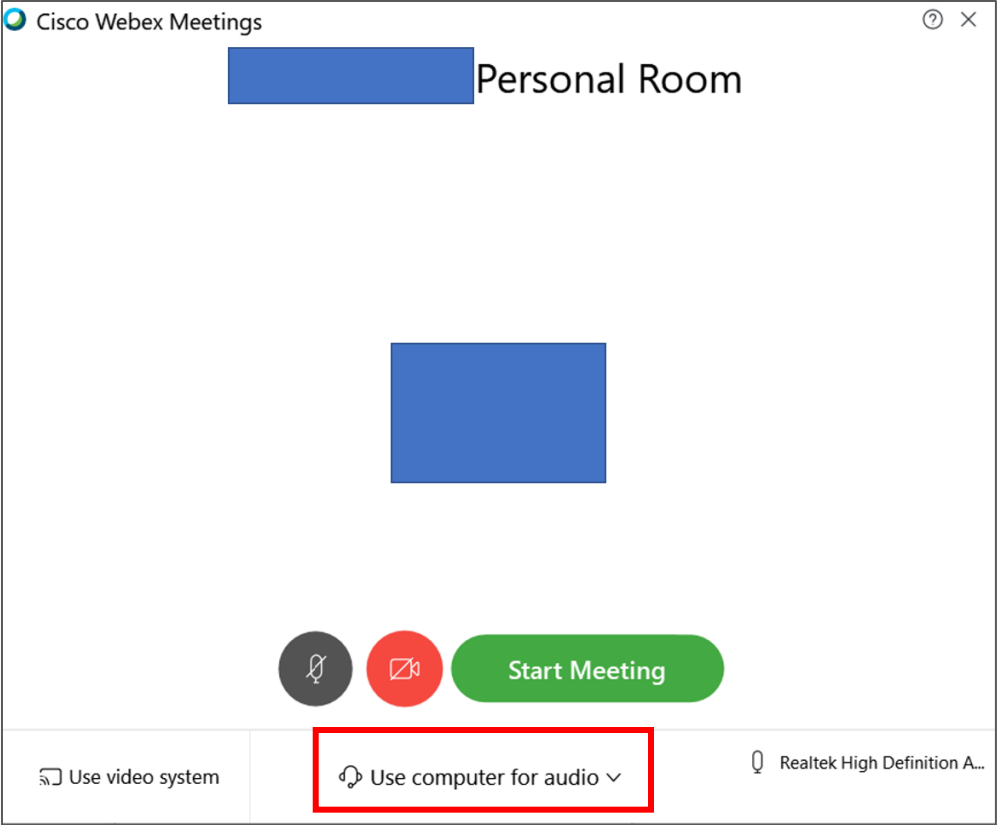
Start meeting button, directly opens the host meeting room

Schedules a future meeting

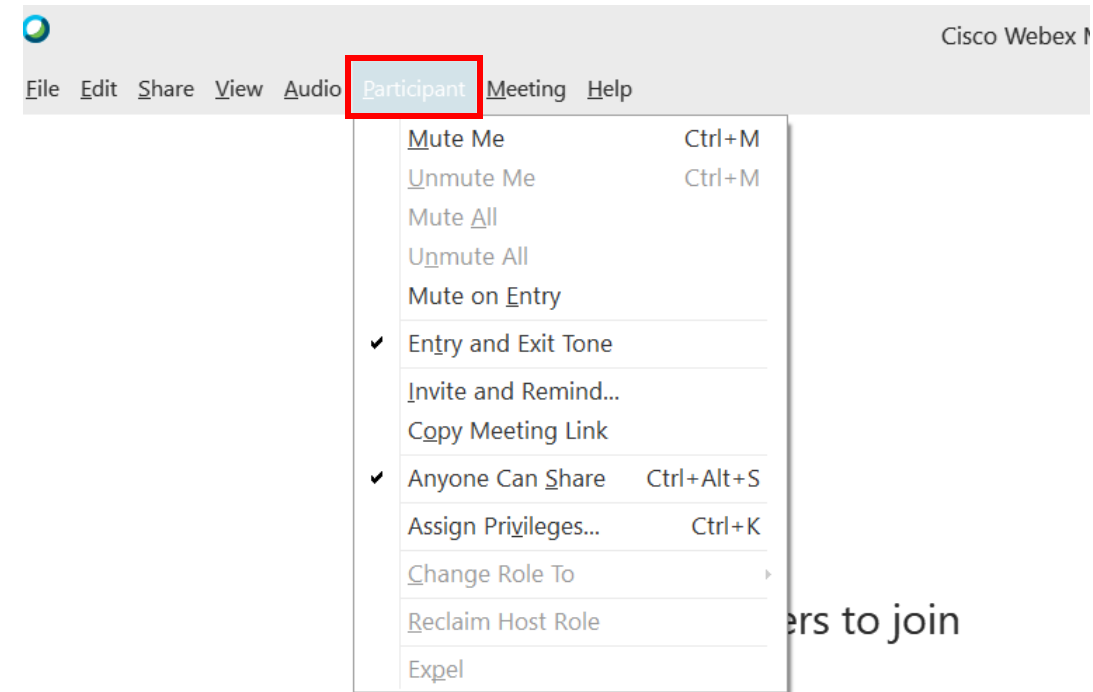
Type in the meeting ID or user name of the meeting you would like to join

Joining via the App

You can use your computer for audio, or you can ask to be connected via phone, using the numbers saved in your Account



Owner options



Using the Participants menu the owner of the meeting room can:

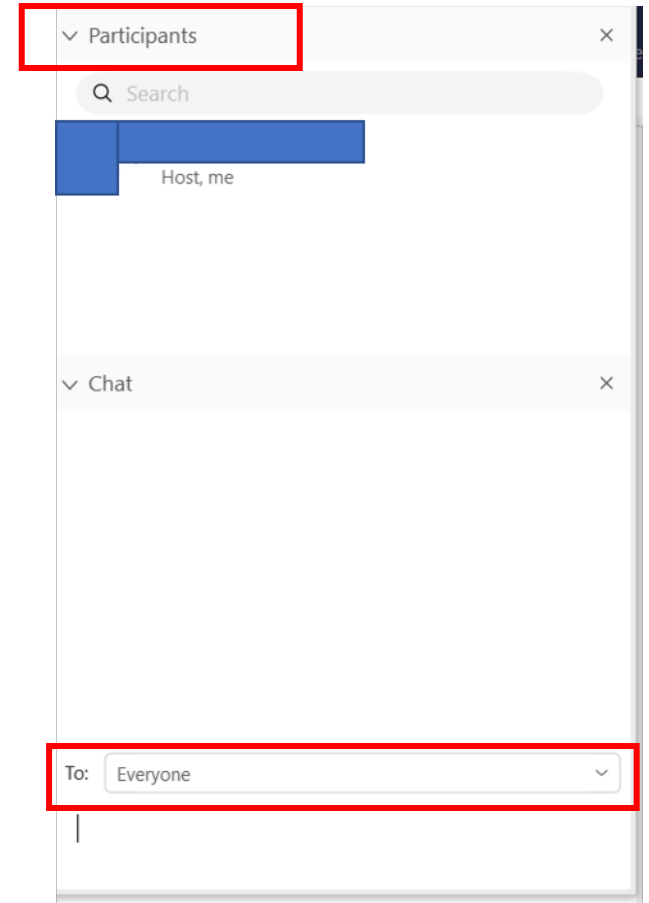
- Mute/Unmute all
- Mute on Entry (everyone who joins is automatically muted)
- Entry and Exit Tones – when unchecked there will be no entry/exit beep
- Anyone can share – allows all participants to share their screen
- Assign Privileges – used by owner to control what Participants can do

Controls

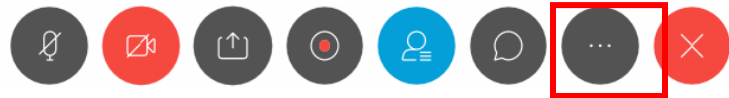


From left to right:

1. Mute/unmute microphone
2. Camera on /off
3. Share – you can share your entire screen or just an app. When sharing your screen all windows visible on your screen will be visible to all participants. When sharing just an app, all windows for other apps that become visible on your screen will be blurred for other participants.
4. Recording – used to record session
5. Participants – displays the Participants panel on the left side. Allows you to see the number of participants and their names and privileges.
6. Chat displays chat room panel. Inside a chat one can chat with all participants or just a single one
7. More options
8. Leave meeting

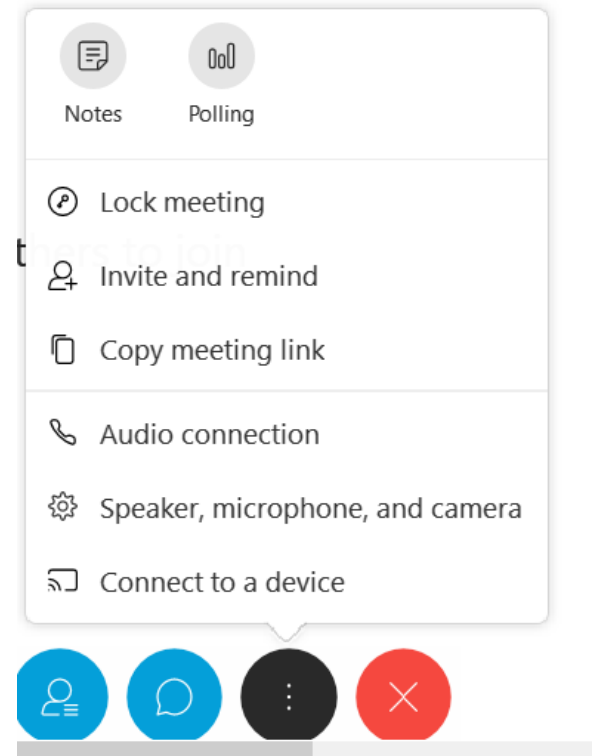


Controls continued



The More option button:

1. You can take notes
2. Run a poll
3. Invite and remind to participants
4. Copy meeting link
5. Access audio connection settings
6. Access the speaker, microphone and camera settings
7. Connect to a device (projector)



Controls Running a Poll

Running a Poll:

1. Select Question type
2. Click New.
3. Start typing your question. Your question will be added in the Poll Question area
4. Click Add in the Answer area.
5. Start typing the Answer options. These will appear underneath the question.
Hitting the enter button will automatically create a new answer option.

Clear all button – clears the Poll

Options button – allows you to set a timeframe for the participants to answer the poll. The poll will be visible to the Participants in the given timeframe.

Open Poll – opens the Poll to the Participants.

The screenshot shows a poll creation interface with several sections and controls:

- Participants, Chat, Polling:** A sidebar on the right with expand/collapse arrows and close buttons (X).
- Tools:** A row of icons for folder, download, edit, delete, up, and down.
- Poll Questions:** A section containing a list of questions. The first question, "1. Do you like this?", is highlighted with a red box and labeled with a "3". Below it are two radio button options: "A. Yes" and "B. No".
- Question:** A section with a dropdown menu for "Type:" set to "Multiple choice - Single Answer", highlighted with a red box and labeled with a "1".
- Buttons:** A "New" button (highlighted with a red box and labeled with a "2") and a "Change Type" button.
- Answer:** A section with an "Add" button (highlighted with a red box and labeled with a "4") and a checkbox for "Record individual responses".
- Footer:** Three buttons: "Clear All", "Options...", and "Open Poll".

Meetings/Calls on Basic Accounts

Basic Account - Meeting Center preferences

Log in to your WebEx site and select the Meeting Center tab.

1. On the left side menu click on **Set up** and then on **Preferences**. Under **General** make sure your selected time zone that you require.

The screenshot displays the WebEx Meeting Center interface. At the top, the 'Meeting Center' tab is selected in the navigation bar. The left sidebar contains a 'Set Up' menu with 'Preferences' highlighted. The main content area shows the 'Preferences' page with the 'General' section expanded. Under 'Web Page Preferences', there is a note: 'Note: Changing the locale affects the display of session times, dates, currency, and numbers for this website.' Below this note, three dropdown menus are visible: 'Time zone' set to 'London (GMT Summer Time, GMT+01:00)', 'Language' set to 'English', and 'Locale' set to 'U.K.'

Basic Account – Meeting Center preferences

2. Setup to set default call-in number for the sessions you host: Click on Audio Setup. Select the **Toll numbers** from the left side list and click Add to move them to the right side.

▼ Audio

Set default call-in number for the sessions you host or attend

Set up to two call-in numbers for display when joining:

- for you and your participants when you are the meeting host.
- for you only when you are not the meeting host.

The screenshot shows the 'Audio' settings page. On the left, there is a scrollable list of toll numbers: United States of America Toll, United States of America Toll Free, Argentina Toll Free, Australia Toll, Australia Toll Free, Austria Toll, and Austria Toll Free. In the center, there are three buttons: 'Add>>', '<<Remove', and 'Reset'. On the right, there is another scrollable list containing 'United Kingdom Toll' and 'United Kingdom Toll Free'. Below this list are two buttons: 'Move Up' and 'Move Down'.

3. Under Scheduling options **untick** Automatically delete meetings from My meetings when completed, so you can retain a record of your meeting after it's completed.
4. Hit **Save**

▼ Scheduling Options

Delete meetings: Automatically delete meetings from My Meetings when completed
(this option can be modified when scheduling a meeting)

Default meeting type: Meeting Center Pro 200

Quick Start page: Show Quick Start page to host and presenter

Scheduling permission ⓘ: To allow a host to schedule meetings on your behalf, enter the host's email address:

<Separate email addresses with a comma or semicolon>

Save

Cancel

Schedule a meeting on a Basic Account

In the Meeting Center Tab, under "Host a Meeting," click "Schedule a Meeting." Click [Advance Scheduler](#) and follow the 9 steps.

1. Required information – you'll be asked to fill in the name of the Meeting/Webinar and select an 8 digit password. **Click Next.**

Required Information

Return to [Quick Scheduler](#)

* Meeting type: Meeting Center Pro 200 ▼

* Meeting topic: Webinar example

Delete from My Meetings when completed

* Meeting password: 12345678 ⓘ

Password must be at least 8 characters

[Save as template](#)

Schedule Meeting

Next

Cancel

- 1 Required Information
- 2 Date & Time
- 3 Audio Conference
- 4 Invite Attendees
- 5 Registration
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

Schedule a meeting on a Basic Account

2. Date and Time. Set the date and time of the meeting and make sure you **untick** the option that says attendees can join xx minutes before start time. This is necessary step to be able to request people to register to the meeting at step 5. Click **Next**

Date & Time

[Return to Quick Scheduler](#)

Meeting date:

Meeting time:

[London Time](#) | [Plan meeting time zones](#)

Attendees can join minutes before start time

Attendees can also connect to audio conference

Estimated duration:

Email reminder: minutes before meeting starts

Recurrence: None Daily Weekly Monthly Yearly

[Save as template](#)

- ① [Required Information](#)
- ② **Date & Time**
- ③ [Audio Conference](#)
- ④ [Invite Attendees](#)
- ⑤ [Registration](#)
- ⑥ [Agenda & Welcome](#)
- ⑦ [Meeting Options](#)
- ⑧ [Attendee Privileges](#)
- ⑨ [Review](#)

Schedule a meeting on a Basic Account

3. Audio conference. Make sure you tick the **Enable and display toll-free number** and **Display global call in numbers**

Audio Conference Settings

[Return to Quick Scheduler](#)

Select conference type:

Enable and display toll-free number

[Show toll-free dialing restrictions](#)

(Toll number is always displayed.)

Display global call-in numbers

(Global call-in numbers are displayed at meeting start.)

Entry and exit tone:

[Save as template](#)

- 1 [Required Information](#)
- 2 [Date & Time](#)
- 3 [Audio Conference](#)
- 4 [Invite Attendees](#)
- 5 [Registration](#)
- 6 [Agenda & Welcome](#)
- 7 [Meeting Options](#)
- 8 [Attendee Privileges](#)
- 9 [Review](#)

Schedule a meeting on a Basic Account

4. Invite attendees. This option will allow you to add the emails of the persons you'd like to invite, however, if we send the invite directly from Webex, the person will only receive the standard WebEx notification that you are inviting them to register to this meeting without any details just the registration link. If you **Tick Send a copy of the invitation to me** the owner of the Webex account will also receive an email with all details.

Alternative: add your own email in this tab (so you'll receive the registration link) and then you can add that registration link into a regular email containing both the description of the webinar and the agenda.

Click **Next**

Invite Attendees

[Return to Quick Scheduler](#)

Attendees:

[Select Attendees](#)

Let anyone with a host account on this site host my meeting

Send a copy of the invitation email to me

Security: Exclude password from email invitation

Require attendees to have an account on this site in order to join this meeting

[Save as template](#)

- 1 Required Information
- 2 Date & Time
- 3 Audio Conference
- 4 Invite Attendees**
- 5 Registration
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

Schedule a meeting on a Basic Account

5. Registration. Tick Require attendee registration and select the info you would like to capture. The first Name, the email and the Last name are mandatory fields when people register but you can select from the other options like for example the Job title and Company name.

If you'd like for all registrations to be automatically accepted make sure you tick the last option that says: **Automatically accept all registration requests.** Otherwise you'd have to go in and manually accept reject registrations.

Click **Next**

Registration

[Return to Quick Scheduler](#)

Registration: None

Require attendee registration ⓘ

Obtain detailed attendee information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> First Name | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> Last Name |
| <input type="checkbox"/> Job Title | <input type="checkbox"/> Company Name | <input type="checkbox"/> Address 1 |
| <input type="checkbox"/> Address 2 | <input type="checkbox"/> City | <input type="checkbox"/> State |
| <input type="checkbox"/> ZIP/Postal Code | <input type="checkbox"/> Country/region | <input type="checkbox"/> Office Phone |
| <input type="checkbox"/> Fax | | |

Automatically accept all registration requests

Note: Meeting attendance is not limited only to registered attendees. Attendees may forward meeting invitations to others, or may join using a name or email address that does not match their registration information.

- 1 Required Information
- 2 Date & Time
- 3 Audio Conference
- 4 Invite Attendees
- 5 Registration
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

[Save as template](#)

Schedule Meeting

Back

Next

Cancel

Schedule a meeting on a Basic Account

6. Agenda & Customizable Welcome. Here you can add a short description, the agenda, the name of the speakers etc. This info will appear in the meeting details once person has registered.

Click **Next**

Agenda & Customizable Welcome

[Return to Quick Scheduler](#)

Agenda:

Info tab templates:

Automatically share presentation or document once a participant joins the meeting:

Start automatically Continuous play

Advance page every

Allow participants to control presentation or document

[Save as template](#)

- 1 [Required Information](#)
- 2 [Date & Time](#)
- 3 [Audio Conference](#)
- 4 [Invite Attendees](#)
- 5 [Registration](#)
- 6 **[Agenda & Welcome](#)**
- 7 [Meeting Options](#)
- 8 [Attendee Privileges](#)
- 9 [Review](#)

Schedule a meeting on a Basic Account

7. Meeting Options. Select options that you want **participants** to have when meeting begins:
Click **Next**

Meeting Options

[Return to Quick Scheduler](#)

Select options that you want **participants** to have when meeting begins:

- Meeting options:
- Chat
 - Video
 - Notes
 - Allow all participants to take notes
 - Single note taker
 - Enable closed captioning
 - File transfer
 - Enable UCF rich media for attendees

[Save as template](#)

[Schedule Meeting](#) [Back](#) [Next](#) [Cancel](#)

- 1 [Required Information](#)
- 2 [Date & Time](#)
- 3 [Audio Conference](#)
- 4 [Invite Attendees](#)
- 5 [Registration](#)
- 6 [Agenda & Welcome](#)
- 7 [Meeting Options](#)
- 8 [Attendee Privileges](#)
- 9 [Review](#)

Schedule a meeting on a Basic Account

8. Attendee Privileges. Select options that you want **participants** to have when meeting begins.

Recommendation: **Untick** View participant list and **Control applications, web browser or desktop remotely**, and also **untick** the **Participate in private chat with other participants**. Click **Next**

Attendee Privileges

[Return to Quick Scheduler](#)

Select privileges that you want **attendees** to have when meeting begins:

- Privileges:
- Save
 - Print
 - Annotate
 - View participant list
 - View thumbnails
 - Control applications, web browser or desktop remotely
 - View any document
 - View any page
 - Contact operator privately

Participate in private chat with:

- Host Presenter Other participants

[Save as template](#)

Schedule Meeting

Back

Next

Cancel

- 1 [Required Information](#)
- 2 [Date & Time](#)
- 3 [Audio Conference](#)
- 4 [Invite Attendees](#)
- 5 [Registration](#)
- 6 [Agenda & Welcome](#)
- 7 [Meeting Options](#)
- 8 **Attendee Privileges**
- 9 [Review](#)

Schedule a meeting on a Basic Account

9. Review. This step shows you a summary of all your setting so far. If you'd like to edit any, you can use the **Back** button or just click on the step name on the right side list.

If everything is in place click **Schedule Meeting**

Review

Return to [Quick Scheduler](#)

1) Required Information:

<Schedule for> Myself

<Meeting type> Meeting Center Pro 200

<Meeting topic> Webinar example

<Listed on public calendar> No

<Delete from My Meetings when completed> Yes

<Meeting password> *****

2) Date & Time:

- 1 Required Information
- 2 Date & Time
- 3 Audio Conference
- 4 Invite Attendees
- 5 Registration
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

[Save as template](#)

[Schedule Meeting](#) [Back](#) [Cancel](#)

Schedule a meeting on a Basic Account

The next screen you'll see will allow you to Edit, Cancel meeting, Manage registrations or Add to the calendar

Webinar example

Thursday, 17 May 2018 | 16:50 GMT Summer Time (GMT+01:00) | 1 hour | ● Not started

Host: your name [Edit](#) | [Cancel meeting](#) | [Manage Registration](#) | [Add to my calendar](#)

▶ [More information](#)


Start


☰ [Start by browser](#) **NEW!**

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Basic Account – owner copy of the invite

If you **selected Send me a copy of the invite** at step 4 the owner of the Webex account will receive this email below with all the details of the meeting and a button which helps him add it to his Calendar.

To **email**
 If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

 WebEx_Meeting.ics
5 KB

Hi **name**

You are the host for this WebEx meeting.

Webinar example
Thursday, 17 May 2018
16:50 | GMT Summer Time (London, GMT+01:00) | 1 hr
Meeting number (access code):
Host key:
Meeting password:

[Add to Calendar](#) When it's time, [start your meeting.](#)

Join from a video system or application
Dial
You can also dial _____ and enter your meeting number.


Join by phone
+44-20-37887817 United Kingdom Toll
0808-234-3612 United Kingdom Toll Free
[Global call-in numbers](#) | [Toll-free calling restrictions](#)

Need help? Go to <http://collaborationhelp.cisco.com>.

Basic Account – Registration link

The attendees that were added at step 4. will receive the following standard Webex invite containing the registration link. That's why the recommendation here is to just add yourself as an invitee at step 4, so you can then copy the Hyperlink and add it to a more personalised email which will be sent to the target audience.

To user@email.com

 If there are problems with how this message is displayed, click here to view it in a web browser.

Hi, User Name

Host Name invites you to a WebEx meeting that requires registration.

Webinar example

Thursday, 17 May 2018

16:50 | GMT Summer Time (London, GMT+01:00) | 1 hr

Register

After your request has been approved, you'll receive instructions for joining the meeting.

Need help? Go to <http://collaborationhelp.cisco.com>.

Basic Account – Registration page and confirmation

Register for Webinar example

• First name:

• Last name:

• Email address:

• Job title:

• Company:

Address 1:

Address 2:

City:

State:

ZIP/Postal Code:

Country/region:

Phone number: [Country/Region](#)

Fax number: [Country/Region](#)

Remember me
[Clear my information](#)

Registration Confirmed

Thank you for registering.

You are now registered for the meeting: Webinar example

You will receive a confirmation email message that contains the meeting password and instructions for joining the meeting.

The meeting will start at 16:50 GMT Summer Time (London, GMT+01:00) on Thursday, 17 May 2018. Please join the meeting on time.

• Registration approved for WebEx meeting: Webinar example

To

Hi,

Your registration for this WebEx meeting has been approved.

Webinar example
Thursday, 17 May 2018
16:50 | GMT Summer Time (London, GMT+01:00) | 1 hr
Meeting number (access code): 925 554 504
Meeting password: 12345678

When it's time, [join the meeting.](#)

Join from a video system or application
Dial
You can also dial _____ and enter your meeting number.

Join by phone
+44-20-37887817 United Kingdom Toll
0808-234-3612 United Kingdom Toll Free
[Global call-in numbers](#) | [Toll-free calling restrictions](#)

[Can't join the meeting?](#)

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join th


Basic Account – Viewing registrations


The owner of the Webex account can always check who has registered for the session:
My Meetings → click the Meeting name → Manage Registration

My WebEx Meetings

English : London time 

Daily Weekly Monthly All Meetings

< 17 May 2018 > 

The meetings you host  Show past meetings

<input type="checkbox"/> Time	Topic	Type	Requests Status	
<input type="checkbox"/> 16:00				
<input type="checkbox"/> 16:50	Webinar example	Meeting	View status	Start
<input type="checkbox"/> 17:00				

Webinar example

Thursday, 17 May 2018 | 16:50 GMT Summer Time (GMT+01:00) | 1 hour | ● Not started

Host: [Edit](#) | [Cancel meeting](#) | [Manage Registration](#) | [Add to my calendar](#)

[▶ More information](#)

[Start](#) |  [Start by browser](#) **NEW!**

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Registered Attendees: Webinar example

Name	Email address	Phone number	When registered	Request accepted
<input type="checkbox"/> Name 1	Name1@yahoo.com	1-	17/05/18 15:23	Yes
<input type="checkbox"/> Name 2	Name2@yahoo.com	1-	17/05/18 15:21	Yes

Basic Account – Recording

If you recorded the call/webinar you have the option of sharing it with other people.

My recorded Meetings → click the envelope on the right side of the meeting → fill in the email addresses, personalize the message and hit Send.

The screenshot shows the 'My Recorded Meetings' interface. On the left is a navigation menu with 'My Recorded Meetings' highlighted in a red box. The main area shows a table with one recording: 'Host Name Personal Room', 1.21MB, created on 05/10/17 at 8:24, lasting 1 minute in MP4 format. A red box highlights the envelope icon in the table's action column. Below the table is an 'Add recording' button. A large blue arrow points from the envelope icon to the 'Share My Recording' dialog box. The dialog box has a 'Send to:' field with 'Email address' entered, a 'Select Recipients' button, and a checked checkbox for 'Send a copy of the email to me'. The 'Your message (Optional):' field contains 'Hello X, I would like to share this recording with you.' Below the message field, it lists the recording details: 'Host Name Personal Room 123456', '5 October 2017, 8:24 London Time', 'Duration: 32 sec', and 'Recording password: VmY4c3Sm'. At the bottom are 'Send' and 'Cancel' buttons.

My Recorded Meetings

Deleted Recordings (0)

Find recordings Search

Total: 1 recording

Topic	Security	Size*	Create Time	Duration	Format
Host Name Personal Room	🔒	1.21MB	05/10/17 8:24	1 minute	MP4

Add recording

Share My Recording

Send to: Email address

Select Recipients

Send a copy of the email to me

Your message (Optional):
256 maximum characters

Hello X,
I would like to share this recording with you.

The following recording will be sent to the recipients:

Host Name Personal Room 123456

5 October 2017, 8:24 London Time

Duration: 32 sec

Recording password: VmY4c3Sm

Send Cancel

Basic Account – Recording email

The attendees will receive the following email containing the recording of the webinar




Thu 5/17/2018 5:38 PM

Name<messenger@webex.com>

WebEx recording is available for viewing: Host Personal room 12245

To User@email.com

 If there are problems with how this message is displayed, click here to view it in a web browser.

Hi, User

Host Name wants to share this WebEx recording with you.

Message from host: Hello X,

I would like to share this recording with you.

Host Personal room 12245

Thursday, 5 October 2017

8:24 | GMT Summer Time (London, GMT+01:00)

[Play recording](#) (32 sec)

Recording password: VmY4c3Sm