

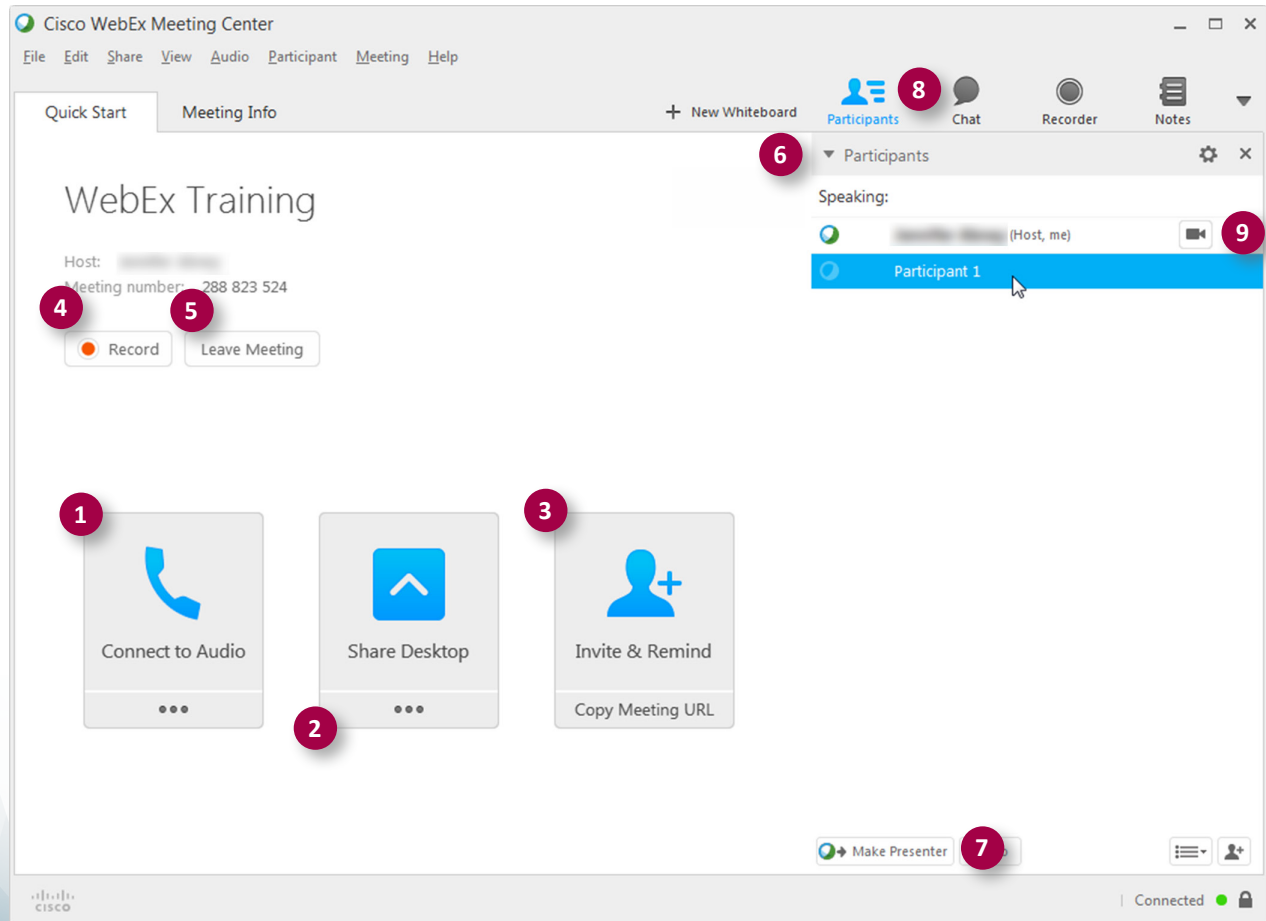
# WebEx | Hosting WebEx Meetings

## QUICK START GUIDE

### WebEx

WebEx is a web-based tool used to conduct interactive online meetings. With this anytime, anywhere solution meeting participants can collaborate effectively with others through real-time sharing of files, applications and computer desktops.

### Meeting Window Overview



1. **Connect to Audio** - Click this button to view audio conference details or start VoIP conference if using VoIP only for audio.
2. **Share File, Application or Desktop** - Click the drop-down button to choose to share your desktop, a file or application.
3. **Invite & Remind** - Invite others or remind invited attendees to a meeting in progress.
4. **Record** - Click this button to start recording the meeting.
5. **End Meeting** - Click this button to end the meeting for all participants.
6. **Participants Panel** - Lists the meeting attendees and status indicators. It also allows you to make a participant the Presenter.
7. **Make Presenter** - Click this button to make a selected participant the Presenter.
8. **Chat Panel** - Click this button to open the Chat Panel. It allows the meeting host, presenter and participants to communicate via text-based messages to one another.
9. **Share Video (Camera Icon)** - Click this button to share your video with meeting participants.

## WebEx Roles

There are three main roles within any WebEx meeting.

1. **Host** - The host is the meeting organizer and is responsible for scheduling and managing the meeting.
2. **Presenter** - The presenter is the individual delivering the content of the meeting. Initially, the host also serves in the role of presenter. However, the host can pass the presenter role to another individual.
3. **Attendee/Participant** - The attendee is the invited guest of the meeting, also referred to as the meeting participant.

## Request a Host Account

In order to begin hosting WebEx meetings, you must request a Host account. Only the meeting host must have an account. Meeting participants do NOT require an account.

To request a host account:

1. Open your Internet Browser.
2. In the web address field, type <http://stjude.webex.com> and press the **Enter/Return** key on your keyboard.
3. In the upper-left hand corner of the St. Jude WebEx site, click the **Request Host Account** link.
4. The **Sign Up** page opens. Complete each of the required fields.
5. Click the **Sign Up Now** button.

*Your request immediately enters the account approval process. Requests are typically approved within one business day. You will receive an email confirmation once your account is active.*

## Meeting Overview

In general, a WebEx meeting occurs as follows:

1. Host logs into the St. Jude WebEx Meeting Center site.
2. Host schedules the meeting for a future date and time.
3. Invited participants receive an email invitation.
4. On the day of the meeting, the Host starts the meeting a few minutes prior to the scheduled start time.
5. Invited participants join the meeting.
6. Host and/or Presenter conduct the meeting.
7. Host ends the meeting.

## Access St. Jude WebEx Meeting Center

To login to the site:

1. Browse to the St. Jude WebEx site <http://stjude.webex.com>.
2. Click the **Log In** button at the top-right of the meeting center site.
3. The **Log In** page opens. Enter your WebEx host account **Username and Password**  
*Note, this is NOT your St. Jude username and password.*
4. Click the **Log In** button.

## Schedule a Meeting

There are two options for scheduling online meetings.

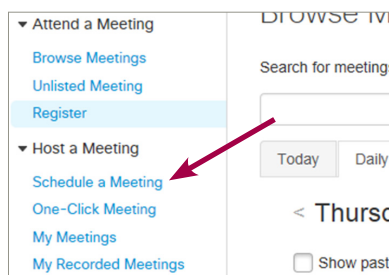
- Quick Scheduler
- Advanced Scheduler

Use the Advanced Scheduler to schedule a recurring meeting, schedule a meeting on someone's behalf or schedule a meeting using your Personal Conference Number (*See the WebEx Personal Conference Number Account guide for details.*).

## Schedule Meeting: Quick Scheduler

To schedule a meeting using the Quick Scheduler:

1. Log into the meeting center site (<http://stjude.webex.com>).
2. On the left-hand navigation, under **Host a Meeting**, click the **Schedule a Meeting** link.

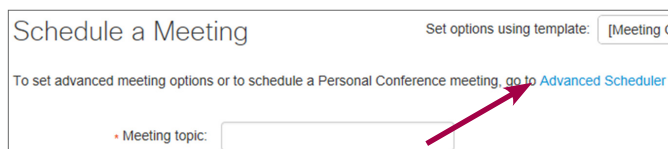


3. The **Schedule a Meeting** page opens. Enter the meeting details keeping the following in mind:
  - **Password** - This is the meeting room password included in the email invitation. DO NOT use your St. Jude password or any of your personal passwords.
  - **Tracking Codes** - This is the cost center entered during the account request process. If needed, click the **Select tracking code...** link to change the cost center listed for the meeting.
  - **Duration** - Enter how long you expect the meeting to last. This is just an estimate for scheduling. Your meeting can be shorter or longer than the entered duration.
  - **Attendees** - Enter all participant email addresses or enter your own and forward the invitation you receive in your email inbox to desired attendees.
  - **Audio Conference** - Click the **Change Audio Conference** link to select how the audio portion of the meeting will be conducted. Select **WebEx Audio** for a mixed mode audio conference. Participants choose to connect to the meeting audio by calling a toll-free number generated by WebEx or through their computer using VoIP (*audio transferred over the Internet*). Other options include **VoIP Only** and **other teleconference service** if using a teleconference option other than WebEx. Departmental charges apply when using WebEx Audio. VoIP is free.
4. Click the **Schedule Meeting** button.  
*Note, if the meeting start time is set to occur during the current time, the Start Now button appears instead.*

## Schedule Meeting: Advanced Scheduler

To schedule a meeting using the Advanced Scheduler:

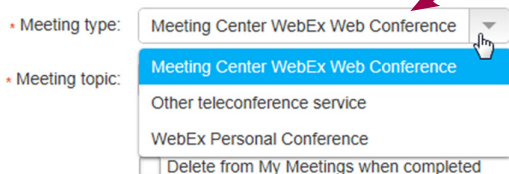
1. Log into the meeting center site (<http://stjude.webex.com>).
2. On the left-hand navigation, under **Host a Meeting**, click the **Schedule a Meeting** link.
3. The **Schedule a Meeting** page opens. Click the **Advanced Scheduler** link above the **Meeting topic** field.



4. From the **Meeting Type** drop-down, select the type of meeting to schedule.

### Required Information

[Return to Quick Scheduler](#)

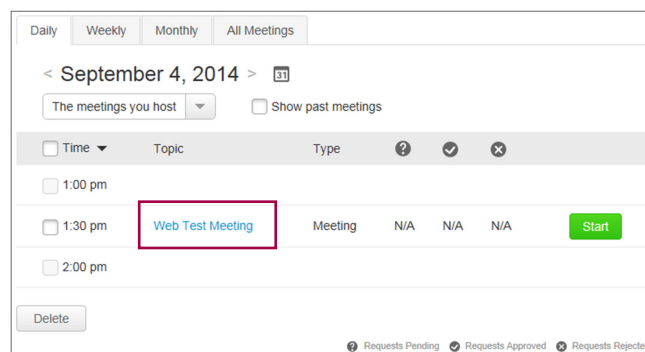


- **Meeting Center WebEx Web Conference**- select this option to schedule a WebEx web conference using the mixed audio mode - WebEx Audio, or VoIP only.
  - **Other teleconference** - select this option to schedule a WebEx web conference using an audio option other than the integrated WebEx audio or VoIP only option. *For example: Vendor will call your office phone.*
  - **WebEx Personal Conference** - select this option to schedule a WebEx web conference using your Personal Conference Number (personal audio conference number) and access codes. *See the WebEx Personal Conference Number Account guide for details.*
5. Then complete the schedule wizard as needed, clicking the **Next** button to advance through each page.

## Edit Meeting Details

To edit a meeting:

1. Log into the meeting center site (<http://stjude.webex.com>).
2. On the left-navigation menu, select the **My Meetings** link.
3. The My WebEx Meeting page opens. Locate the meeting on the **Daily**, **Weekly**, **Monthly**, or **All Meetings** tab. *Note, if you do not find the meeting, make sure the drop-down menu is set to "The meetings you host" option.*
4. Once you locate the meeting to edit, click the meeting topic link.

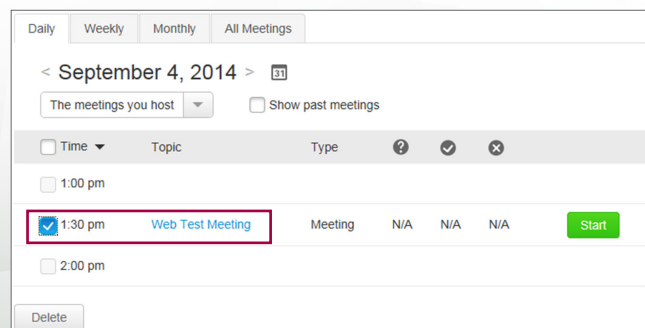


5. The Meeting Information page for the selected meeting opens. Click the **Edit** link.
6. The meeting opens in the Quick Scheduler. Make the necessary edits.
7. Click the **Save Meeting** button.

## Cancel Meeting

To cancel a meeting:

1. Log into the meeting center site (<http://stjude.webex.com>).
2. On the left-navigation menu, select the **My Meetings** link.
3. Locate the meeting to cancel.
4. Select the checkbox to the left of the meeting.



5. Click the **Delete** button at the bottom-left of the calendar.
6. A prompt appears asking, "Do you really want to delete this meeting?" Click the **OK** button.

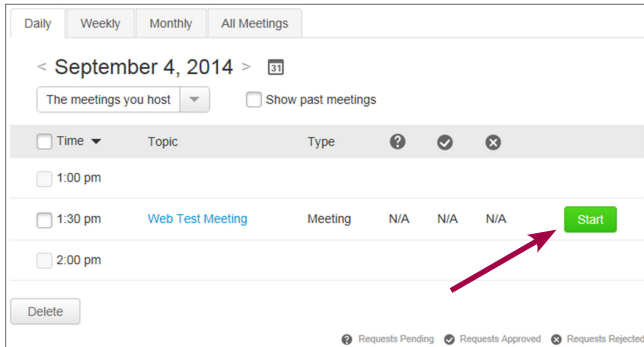


## Start Meeting

Before participants can join your meeting, you must start the meeting.

To start a meeting:

1. Log into meeting center site (<http://stjude.webex.com>).
2. On the left-navigation menu, under **Host a Meeting**, click the **My Meetings** link.
3. The **My WebEx Meetings** page opens. Click the **Start** button to the right of the meeting.



4. The meeting window opens.
5. The **Audio Conference** pop-up opens on the left. Follow the on-screen instructions to connect to the audio portion of the call or dial participants directly from your phone if not using WebEx Audio.  
*Note: If using VoIP only for the web conference, click the Connect to Audio button in the middle of the screen to start the audio portion of the conference.*

## End Meeting

To end a meeting:

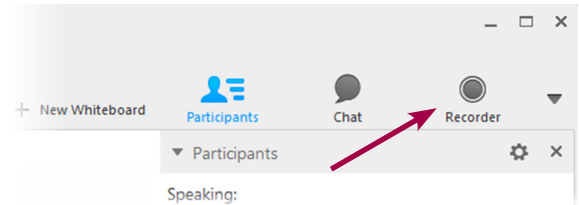
1. From the **File** menu, select **End Meeting**.
2. The **End Meeting** confirmation window opens, choose one of the following options:
  - To save the meeting files before ending the meeting:
    1. Click the **Save meeting files** checkbox.
    2. Choose which files to save and the preferred file format.  
*You may choose UCF (WebEx format you can load into a future meeting) or PDF for any file shared during the meeting.*
    3. If desired, change the default save location by selecting the **Browse** button and selecting a new location.
    4. Click the **End Meeting** button.
  - To end meeting without saving the meeting files, click the **End Meeting** button.

## Record Meeting

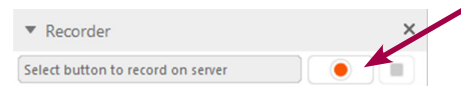
You can record a meeting to share with others after the meeting has ended. To include the audio portion as part of the recording, you must use the WebEx Audio or the VoIP Only option for the audio portion of the meeting.

To start recording:

1. Start the meeting.
2. From the **Meeting** menu, select **Recorder Settings**, and then choose **Record on Server**. *Mac Users: Skip this step. Your only recording option is to record on the WebEx server.*
3. At the top-right of the meeting window, click the **Recorder** button.



4. The **Recorder** panel opens. Click the Record button to start recording. At anytime, click the Stop button to end recording.

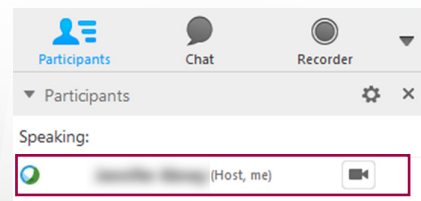


## Send Video

If desired, you and the meeting participants can share video with each other. A video camera, commonly referred to as a webcam, is required.

To send video:

1. On the **Participants** panel, click the video button (*camera button to the right of your name*).



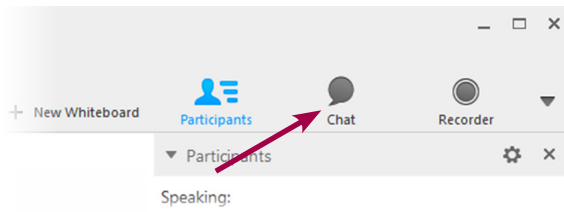
2. The video button appears green indicating you are currently sending video. Click the video button again to stop sending video at any time.

## Chat with Participants

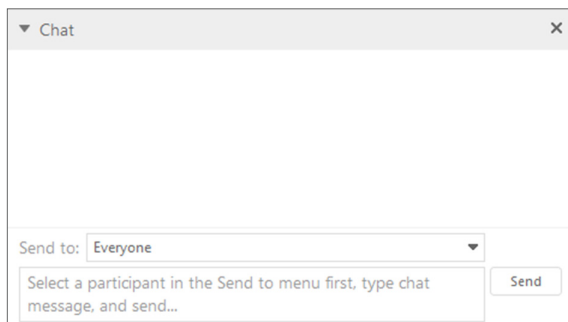
Chatting is a text-based form of communication available to use during a meeting.

To send a chat message:

1. Click the **Chat** button at the top-right of the meeting window.



2. The **Chat** panel opens. From the **Send to** drop-down menu, select the message recipient(s).



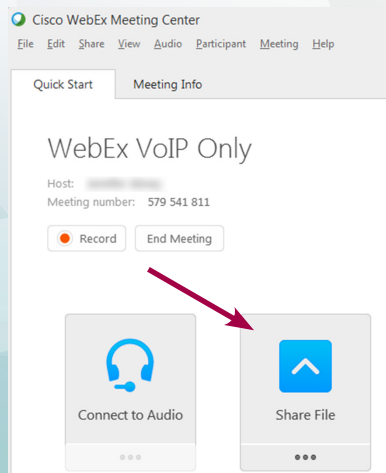
3. Type message in the chat box below the **Send to** drop-down menu.
4. Click the **Send** button or press the **Enter/Return** key on your keyboard.
5. Selected recipients receive message in their chat window.

## Share Files

Within WebEx, you can share files with meeting participants. This includes, but is not limited to, PowerPoint presentations, Word documents and PDFs. WebEx converts these files to a format it understands and displays them in the Content Viewer.

To share a file:

1. On the **Quick Start** tab, click the **Share File** button in the middle of the screen.
2. Locate and select the file to share from your computer.
3. Click the **Open** button. The document loads into the content viewer.
4. Repeat this process for additional documents to share during a meeting. Each shared presentation or document loads on a separate tab in the Content Viewer.

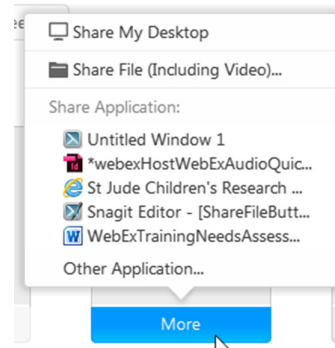
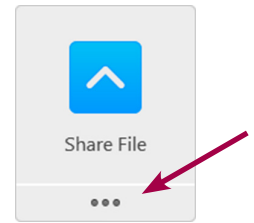


## Share Applications

The Presenter can share any application that is installed on the computer/device connected to the WebEx meeting. Use application sharing for real-time document collaboration or when you need to interact with the application in some manner (i.e. training, demo, etc.).

To share an application:

1. On the **Quick Start** tab, click the **More (...)** button on the **Share File**, **Share Application** or **Share Desktop** button. Which button displays depends on the last feature used.
2. From the pop-up, select an application to share from the list.



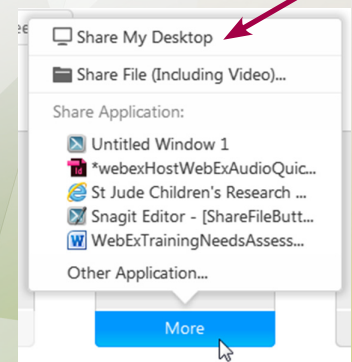
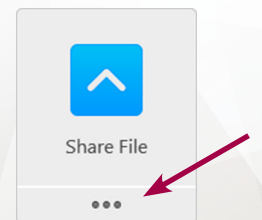
3. The selected application opens in full screen sharing mode. Complete tasks in application as needed.

## Share Desktop

If you would prefer to share anything you open on your computer, the Share Desktop feature may be a better option. Sharing your desktop allows you to move between applications without the need to share each one individually. However, when you choose this option, anything you open is shared with the meeting participants. Take care to keep patient information, etc. secure.

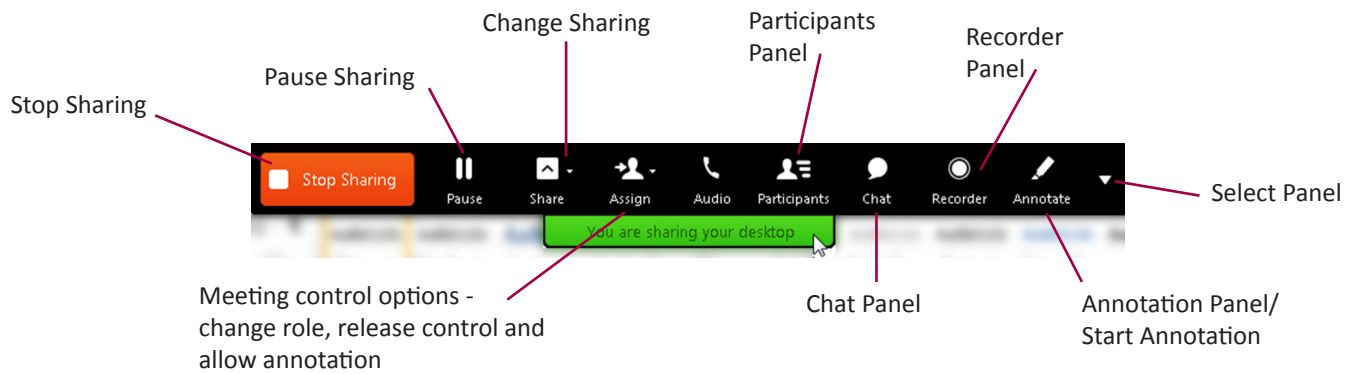
To share your desktop:

1. On the **Quick Start** tab, click the **More (...)** button on the **Share File**, **Share Application** or **Share Desktop** button. Which button displays depends on the last feature used.
2. From the pop-up, choose **Share My Desktop**.
3. You are now sharing in full screen mode. Anything you bring into view on your desktop is shared with the meeting participants.



## Full Screen Sharing Mode

When in full screen mode, panels and other meeting options become accessible from the Meeting Controls Panel.

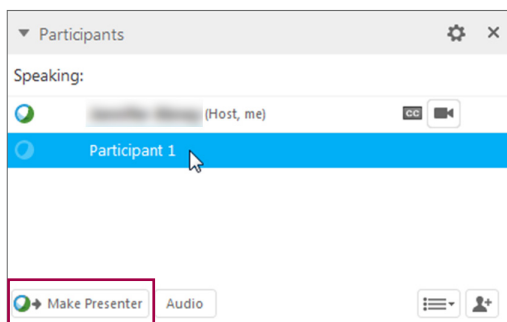


## Make Participant the Presenter

At anytime during a meeting, the host can grant the Presenter role to another meeting participant.

To make a participant the Presenter:

1. On the **Participants** panel, select participant's name.
2. Click the **Make Presenter** button.



To take back presenter role:

1. On the **Participants** panel, select your name.
2. Click the **Make Presenter** button.

*Note, changing the Presenter discontinues any application or desktop sharing currently in progress.*

## Grant Delegate Scheduling Privileges

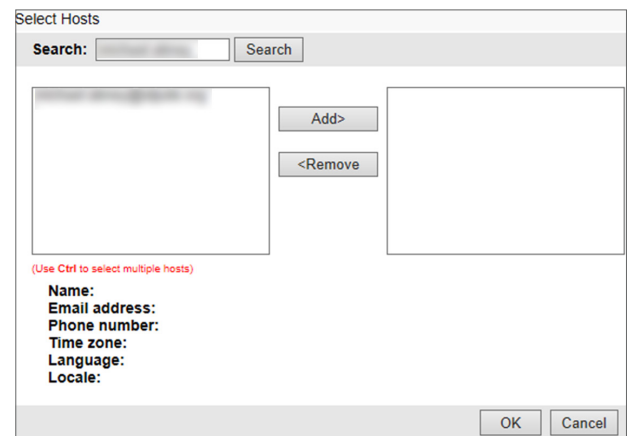
You can delegate the scheduling of meetings to another host. Once granted permission, the delegate host logs into the Meeting Center site using their host account to schedule meetings on your behalf.

To setup delegate scheduling:

1. Log into the meeting center site (<http://stjude.webex.com>).
2. From the top navigation links, select **My WebEx**.
3. On the left-navigation menu, select **My Profile**.
4. The **My WebEx Profile** page opens. Scroll down to the **Session Options** section.
5. Click the **Select From Host List** button.
6. The **Select Hosts** window opens. In the **Search** field, enter the email address for the host to grant delegate permission.

7. Click the **Search** button.

8. Click the host's email address on the left and then click the **Add** button.



9. The host moves from the list on the left to the list on the right. Click the **OK** button.  
*You return to the My WebEx Profile page. The added host should appear in the Scheduling permission box.*
10. Click the **Update** button at the bottom-right of the page.

To remove a delegate's privileges, follow the steps above but when the **Select Hosts** window opens, click the delegate's name on the right and then click the **Remove** button.

## Change Username

Your username is generated by WebEx at the time of account creation. You may change your username at any time.

To change your username:

1. Log into the meeting center site (<http://stjude.webex.com>).
2. Click the **My WebEx** button at the top.
3. On the left-hand navigation, click **My Profile**.
4. The **My WebEx Profile** page opens. In the Personal Information section, enter a new username in the **Username** field.
5. Click the **Update** button at the bottom-right of the page.

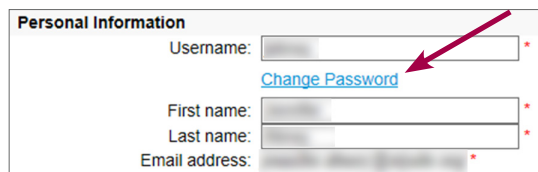


## Change Password

Your WebEx account is not tied to your St. Jude Network account. As a result, you must manage your password independently.

To change your password:

1. Log into the meeting center site (<http://stjude.webex.com>).
2. Click the **My WebEx** button at the top.
3. On the left-hand navigation, click **My Profile**.
4. The **My WebEx Profile** page opens. In the **Personal Information** section, click the **Change Password** link.



Personal Information

Username:  \*

[Change Password](#)

First name:  \*

Last name:  \*

Email address:  \*

5. The **Change Password** window opens. Enter your old password, new password and then verify the new password in the appropriate fields.
6. Click the **Submit** button.

## Need Additional Help with WebEx?

For additional information, access the WebEx User Guides under Support on the meeting center site (<http://stjude.webex.com>).

Email [is.webex@stjude.org](mailto:is.webex@stjude.org) with questions.