

Online Meetings Using WebEx

What is WebEx?



WebEx allows you to organize meetings via internet (online)

- IEEE-SA's web conferencing software is provided by WebEx and InterCall
- This service is offered free of charge to IEEE-SA Working Groups, Standard Development Committees, and AdHocs for any IEEE-SA related work
- A free WebEx meeting is set up for you upon request. Once set up you will be sent the details on how to start your meeting
- To request a WebEx Meeting fill out the form at:

<https://ieeesastaff.centraledesktop.com/p/aQAAAAABsELE>

Do I need an account to use WebEx?

➤ **If you participate in a web meeting:**

NO: You do not need a WebEx account to participate in a meeting.

The information to access/attend the web meeting will be sent to you by the meeting chairman.

➤ **If you organize a web meeting:**

NO: You do not need a WebEx account.

The credentials to start your meeting will be sent to you once your meeting is set up by the IEEE-SA Solutions Team.

Online Meetings Using WebEx

How do I organize an online meeting?

1. Fill out the Online Meeting Request form

Go to:

<http://iee-sa.centraldesktop.com/p/aQAAAAABsFS->

- Remember: This service is in support of IEEE-SA Sponsor, Working Groups, Ad-Hocs, Boards, and committees that are conducting IEEE-SA Standards work. Free WebEx is only available to officers of these groups.
- Once you fill out this form, the WebEx meeting information will be emailed to the requestor within 5 business days. Please plan accordingly.
- We highly suggest that your meeting have a password for attendees to participate.
- Meetings are limited to under 50 participants.
- If you need to change the time/date of your meeting, please contact solutions-support@standards.ieee.org immediately

Fields Marked with a * are required

***First Name**

***Last Name**


***Email Address**

***IEEE-SA Officer Role**

***IEEE-SA Sponsor Committee**

IEEE-SA Working Group

***Meeting Title**

*** Meeting Start Date** 
Please complete request at least one week prior to meeting date

*** Meeting Start Time**

***Meeting Duration (hours)**

Time Zone

Recurring Meeting?

Recurrence Frequency
If applicable

Comments

***Meeting Password**
For your security, a password must be supplied

Save

Click save when done

Your name and contact information is required to proceed.



Enter your group/committee information



Enter your meeting information:

- Title should include the Group Name
- * Enter the date the meeting will be held
- Enter the time your meeting will start and the duration (total amount of time you expect the meeting will last).
- Enter the time zone for the meeting



Provide a password for the meeting. You will need to share this with the participants.

Meeting Verification

- Once your meeting has been set up by IEEE-SA Solutions Staff, you will receive an email that will contain all of the information you will need to start your meeting (Host) and for participants to attend the meeting.
- The link provided will only be available for this one meeting.
- Look at this notification carefully.
- If there are any errors, please contact solutions-support@standards.ieee.org immediately

2. Send Meeting information to participants

- Once you receive your meeting information from the IEEE-SA Solutions Team, you may email this directly to your group members.
- We ask that you do not post WebEx Teleconference information on public websites, including public meeting registration pages.
- We suggest that you provide the WebEx information directly to the attendees via email or through another private communication method (e.g. Central Desktop).

Before you start your meeting – Best Practices

1. Get to know WebEx . Try it out at:

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

2. Start your web meeting a early (at least 5-10 minutes) so you can greet participants and prepare.

3. Speak clearly and slowly during your presentation

4. Remember the participants are watching what is on your screen!

5. Consider appointing another person to answer chat messages or monitor the participant list during the meeting.

6. Ask participants to mute their audio devices when they're not speaking to keep background noise to a minimum.

7. Be mindful of time zone differences when scheduling meetings.

8. When holding long meetings, schedule short breaks every 90 minutes.

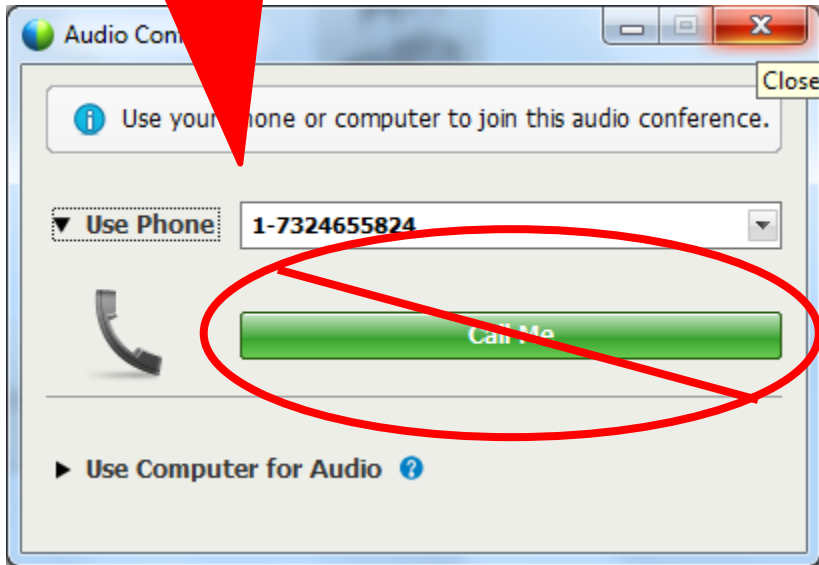
3. Start your meeting

- Meetings are set allowing host/participants to enter meeting 30 minutes prior to start time.
- Start your meeting early so you are prepared and so you can greet attendees
- Using the link provided in your scheduled email to enter the meeting

The screenshot shows a meeting join interface. On the left, under 'Meeting Information: test3', the status is 'Not started', starting on Friday, October 25, 2013, at 11:15 am Eastern Daylight Time. The host is SA Sawebex1. A red callout box with a white border and a red arrow pointing to the 'Join' button contains the text: 'Enter your Name and email address. Then Click "Join"'. On the right, there is a green status indicator and the text 'It's time to join!'. Below this, it says 'If you are the host, [start your meeting.](#)'. There are two input fields: 'Your name:' with 'Iman Engineer' and 'Email address:' with 'fakeemail@ieee.org'. A '(Clear my information)' link is below the email field. A blue 'Join' button is at the bottom right. At the bottom of the page, there are 'View Agenda' and 'Add to My Calendar' buttons. At the very bottom of the slide, there is a blue banner with the IEEE Standards Association logo and name.

When you join, you will see 2 pop-up boxes.

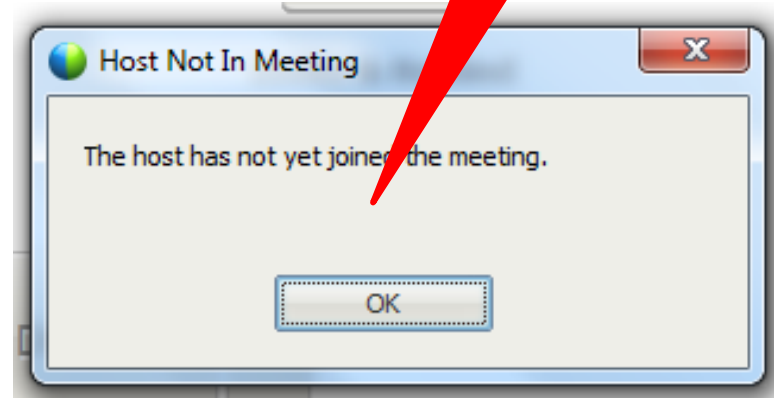
Do NOT start the call yet



Click "X" to Close



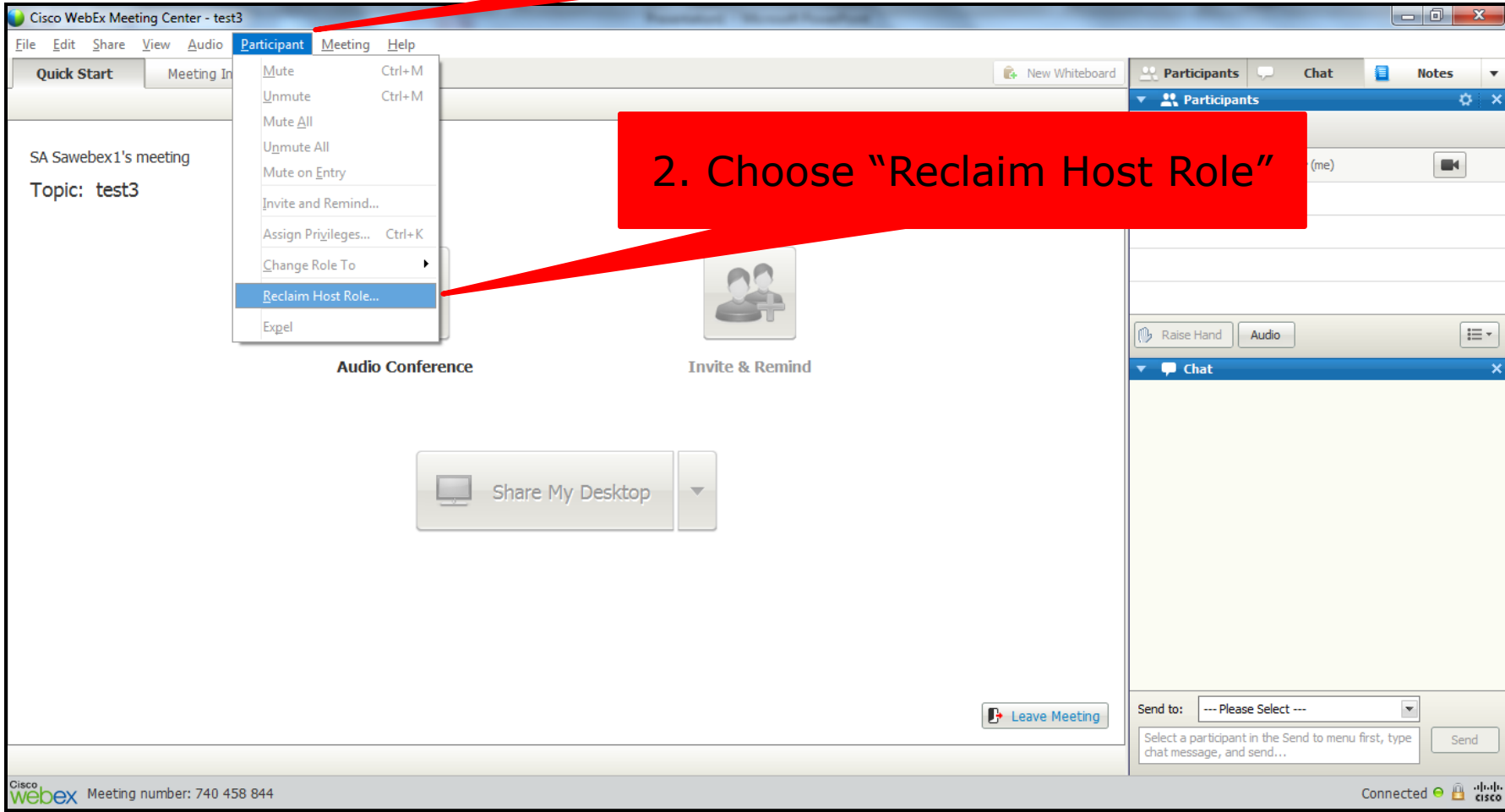
Click OK to dismiss



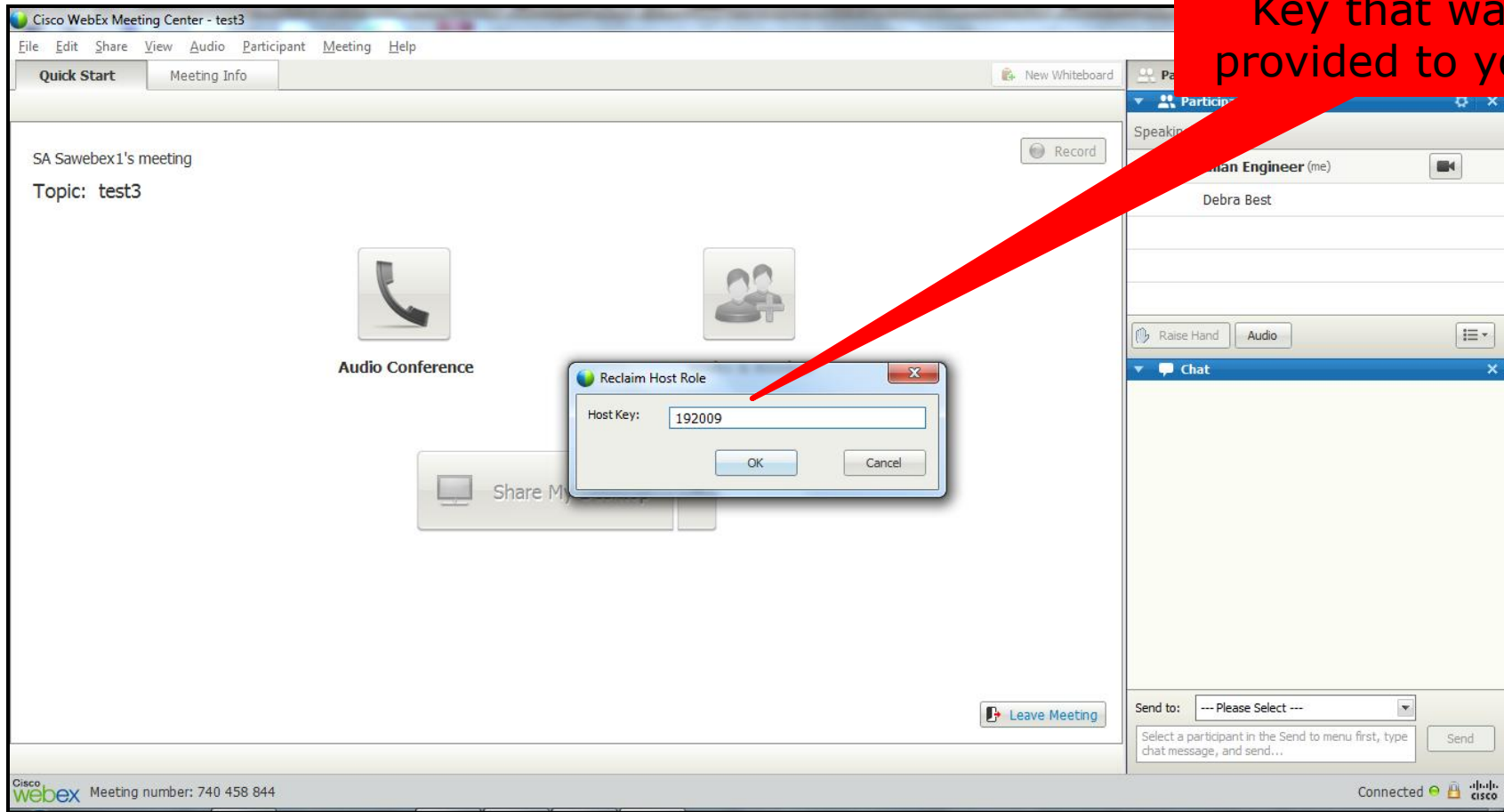
Reclaim Host

1. Choose "Participant"

2. Choose "Reclaim Host Role"



Enter Host Key



Enter the Host Key that was provided to you.

Iman Engineer (Host, me)

Debra Best

Notice! Your name should now be designated as "host".



Select to join the audio conference.

Audio Conference



Invite & Remind

Now you are ready to dial into the meeting. Simply click "Audio Conference"

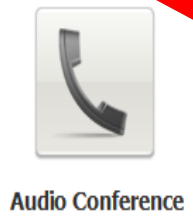


End Meeting

Send to: --- Please Select ---

Select a participant in the Send to menu first, type chat message, and send...

You can either have WebEx call you at a specified phone number



Use your phone or computer to join this audio conference.

Use Phone

Remember phone number on this computer

Use Computer for Audio

Or use VoIP

Other participants may call the teleconference number, but you MUST have the system call you to start the teleconference.

Participants

Speaking:

Iman Engineer (Host, me)

Debra Best

Make Presenter Audio

Chat

Now you are ready to conduct your meeting using WebEx!

The screenshot displays the Cisco WebEx Meeting Center interface for a meeting titled "SA Sawebex1's meeting" with the topic "test3". The interface includes a menu bar (File, Edit, Share, View, Audio, Participant, Meeting, Help) and a toolbar with "Quick Start" and "Meeting Info" tabs. A "New Whiteboard" button is also visible. The main area contains several controls: "Audio Conference (Connected) ✓" with a phone icon, "Invite & Remind" with a group icon, and "Share My Desktop" with a monitor icon. A "Record" button is located in the top right of the main area, and an "End Meeting" button is in the bottom right. The right sidebar features a "Participants" panel showing "Iman Engineer (Host, me)" and "Debra Best", a "Chat" panel, and a "Send to" dropdown menu. The bottom status bar shows the Cisco WebEx logo, meeting number "740 458 844", the text "You are participating in this audio conference using your phone.", and a "Connected" status with a Cisco logo.

Key Features

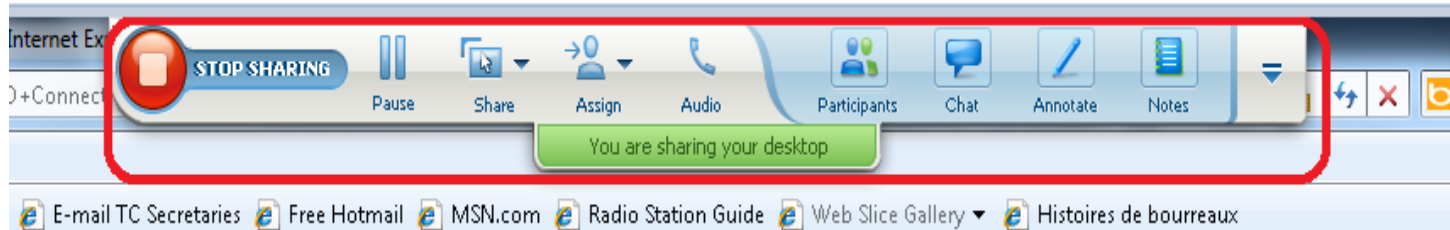
Activate your WebCam

Drag the ball to another attendee to quickly hand them "presenter access"

Share your desktop with the participants

The screenshot shows the Cisco WebEx Meeting Center interface. At the top, there is a menu bar with 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. Below the menu bar, there are tabs for 'Quick Start' and 'Meeting Info'. The main content area displays 'SA Sawehex1's meeting' and several icons: 'Audio Conference (Connected) ✓', 'Invite & Remind', and 'Share My Desktop'. A 'Record' button is visible in the top right. On the right side, there is a 'Participants' panel showing 'Speaking: Iman Engineer (Host, me)' with a video camera icon. Below the participants panel, there are buttons for 'Make Presenter' and 'Audio'. At the bottom right, there is an 'End Meeting' button. The status bar at the bottom shows 'Cisco webex Meeting number: 740 458 844 You are participating in this audio conference using your phone.' and 'Connected' status.

WebEx Control Panel

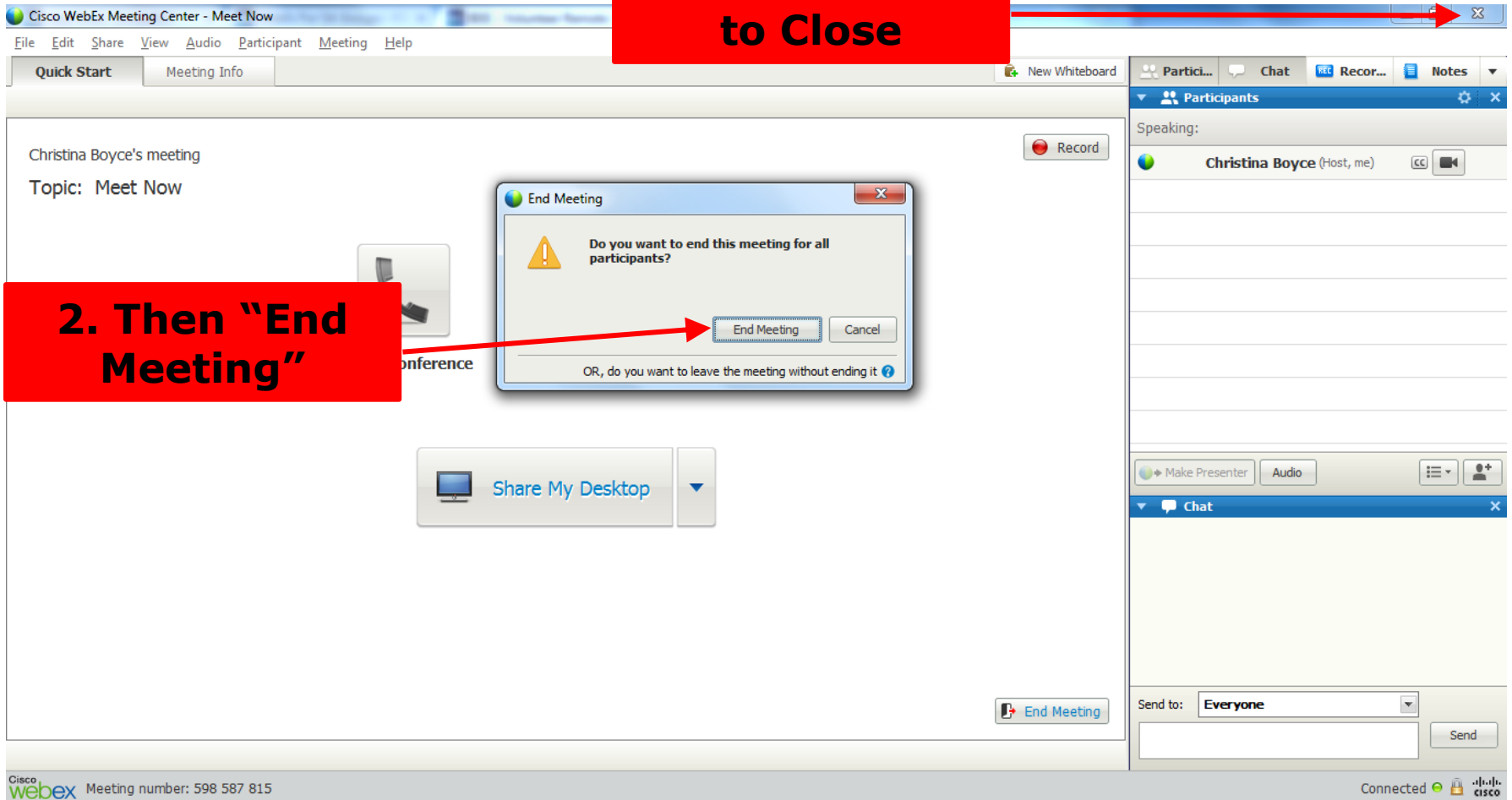


- The control panel gives you the ability to:
 - Stop Sharing your desktop
 - Assign another attendee as the presenter
 - View the participant list
 - Chat with participants
 - Annotate
 - Plus many other features

End a Meeting

1. Click the "X" to Close

2. Then "End Meeting"



Additional Information

- WebEx Support

<https://support.webex.com/MyAccountWeb/needsupport.do?userType=ht>

- Get to know the features and functionality by holding a test meeting

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

- Contact IEEE Standards Association Solutions Support

Solutions-support@ieee.org