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**Remote Working 2 - Using WebEx**

## Our news

In these difficult times where face-to-face training is not viable, we are happy to offer training via videoconferencing solutions such as WebEx which can be freely downloaded. Please get in contact if you want to discuss this option. As well as tailored online training, we are also offering short time-tabled interactive sessions - [see here](#) for further details. The list will change regularly.

We also realise that for those who are working from home for the first time, it is frustrating if you have no one to ask about any software you are unsure of. We are very happy to answer any of your **Microsoft Office**, **Microsoft Project**, **Crystal Reports** or other software related questions you may have by **phone or email**. Please let other colleagues know this too.

During the last week, we have been kept busy with several online WebEx sessions on **Office 365 and Microsoft Teams**. We have also given training in the use of **WebEx** and have used both WebEx and Join.me for training **Microsoft Excel**.

In this newsletter, I am focusing on using **WebEx for meetings**. We have a session on this online on **6th April at 9:30am**. Do get in touch if you would like to sign up for this session.


We are proud of our experience and authority in training and consulting in IT packages and personal development skills. For a full list of our courses, visit <http://www.archwayct.co.uk>.

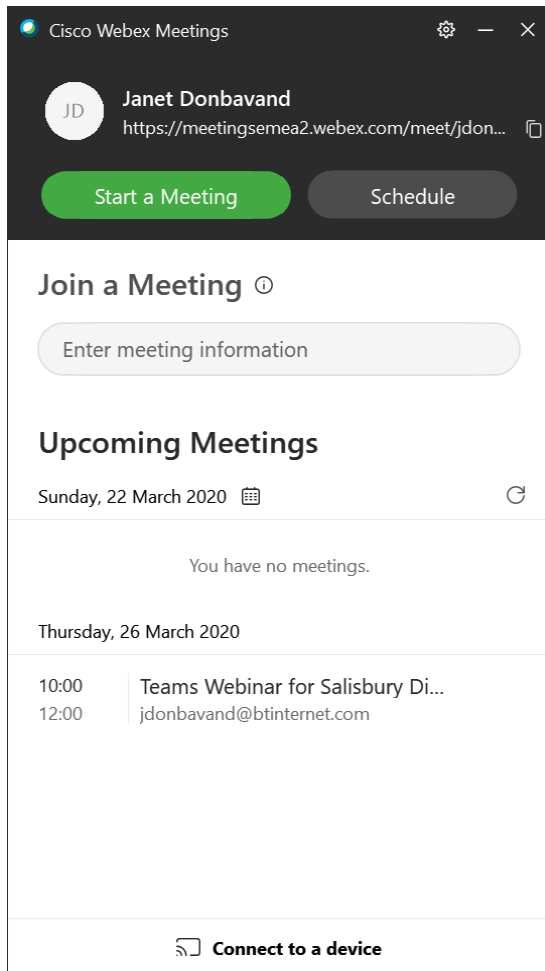
## Installing and using WebEx

### Installing WebEx

Go to the WebEx website, <https://www.webex.com>.

Click on the **Sign up now, its free** button and follow the instructions. You will need to give an email address and create a password which you will need for logging in later. Your

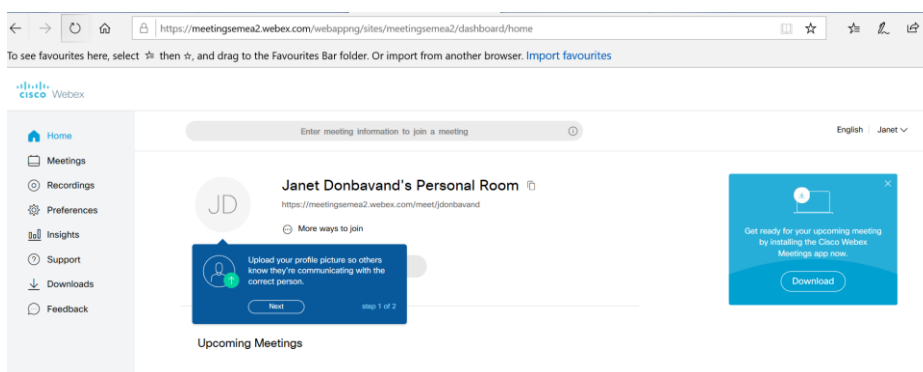
account will be created and you will have a button  which can be used to open Webex. Opening Webex will give a screen similar to this:



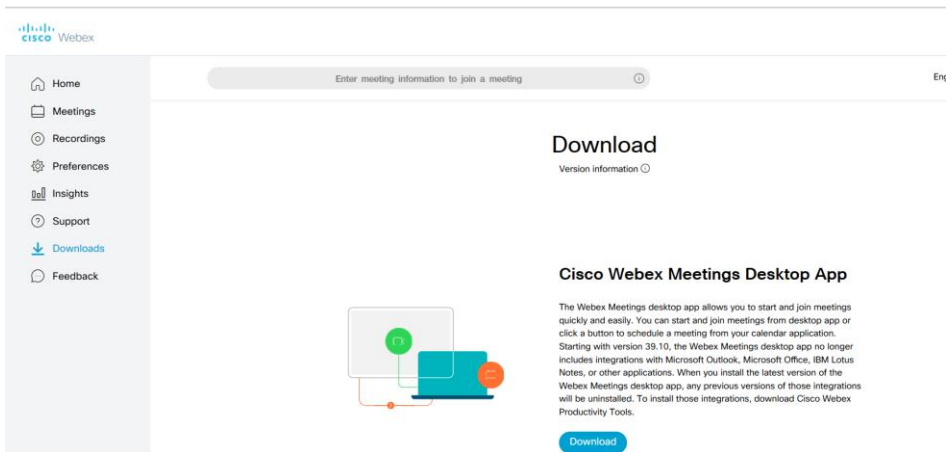
This will allow you to join and create meetings.

## For those wanting to send Outlook email requests for meetings etc.

Once you sign into your account via [webex.com](https://www.webex.com) you will have a screen like so:



You can then add in a photo so others can see who you are, though you don't have to. It would probably be helpful if you want to invite people to meetings via Outlook to also download the **Productivity Tools** which gives you the Webex Desktop app where you can easily create and join meetings from and provides you with Webex Plug In in Outlook. To do so, on the left hand side of the screen, click **Downloads**.



On the **Cisco Webex Meetings Desktop App**, click **Download**. Click **Save**. Save to a convenient location, then click **Run**.

Click **Next** as requested, accept the terms and conditions, then click **Install**. The software will then be installed; it may take a few minutes to do so. Click **Finish** when system is installed.

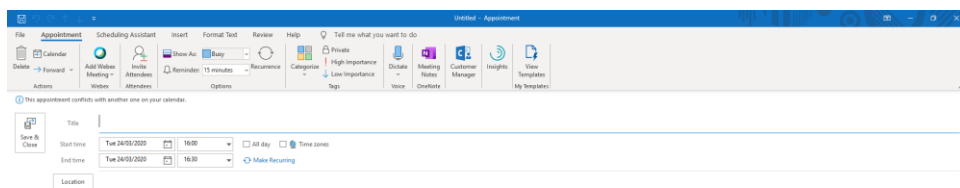
Similarly, you can download and run the **WebEx Productivity Tools** to install them. Once you have installed everything, it is suggested to run a restart of your device.

## Scheduling a meeting

### From the desktop app

The easiest way to schedule a meeting is through the Webex Meetings desktop app.

1. Open the **Webex Meetings** desktop app.
2. Click the **Schedule** button. A new Outlook calendar invitation will open.
3. Click on the **Add Webex Meeting** icon and select Add Webex Meeting from the drop-down.
4. If a Webex Settings dialog box appears, just click on **OK**.



The following information will appear in the body of the invite:

**-- Do not delete or change any of the following text. --**

**A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.**

5. Fill in the necessary information: attendees, subject, start and end time.
6. Fill in the location field, possibly with the word Virtual.
7. Click **Send** and the invite information will auto-populate with all of the correct Webex information.

### **Joining a Meeting**

When you open your Webex Meeting invite, which you will receive in your Outlook Inbox, it will display the meeting details as per the example screen shot below:

-- Do not delete or change any of the following text. --

**When it's time, join your Webex meeting here.**

Meeting number (access code): 146 912 962

Meeting password: HSbJnJXP224

**Join meeting**

#### **Join by phone**

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

[+44-20-7660-8149](tel:+442076608149) United Kingdom Toll

[Global call-in numbers](#)

#### **Join from a video system or application**

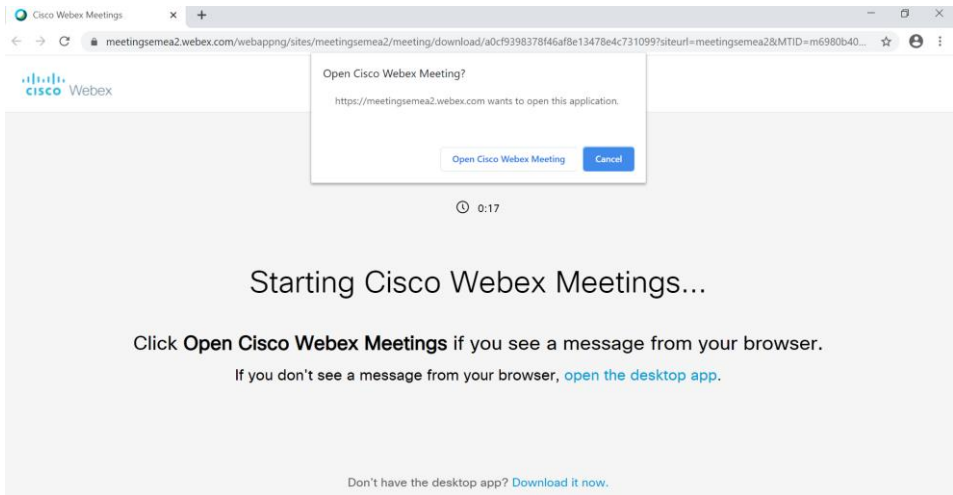
Dial [146912962@meetingsemea2.webex.com](mailto:146912962@meetingsemea2.webex.com)

You can also dial 62.109.219.4 and enter your meeting number.

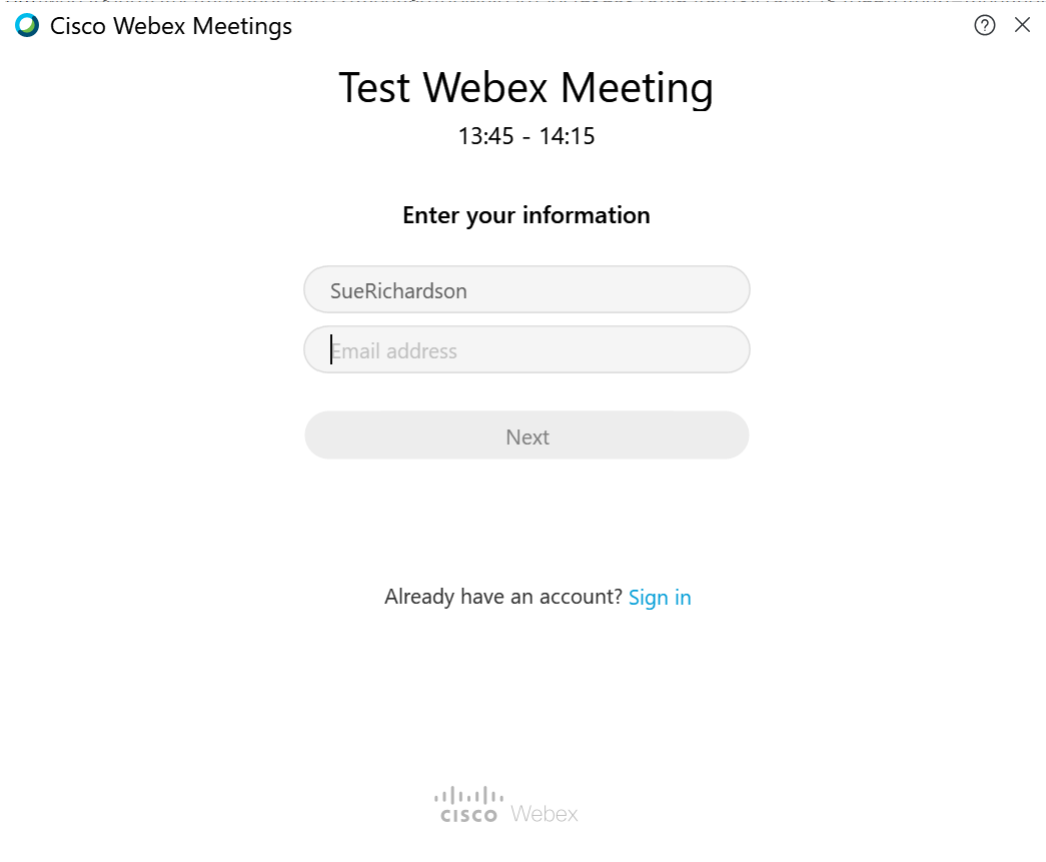
Click on the large **green Join Meeting** button to start the Webex meeting.

If you have not used Webex before you will be required to install it onto your device, follow any prompts given.

You then see the following screen:



You may then be asked to enter your standard email address and password.

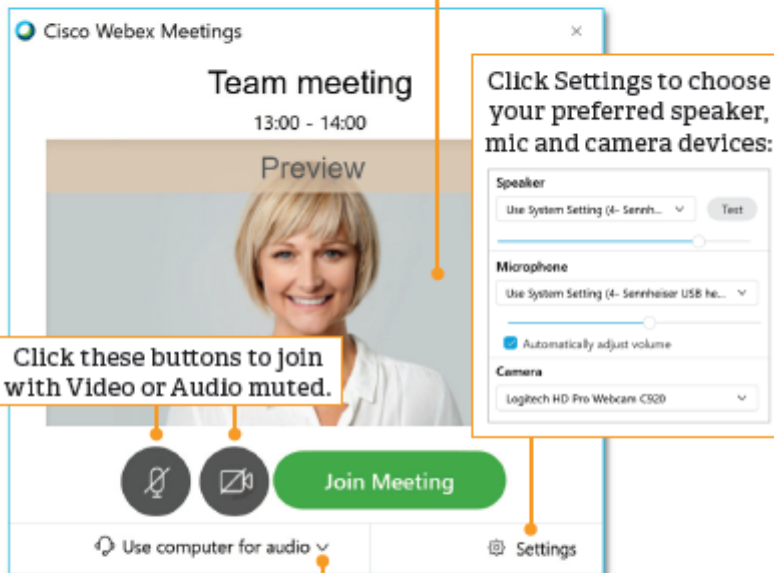


When you see the screen below you are then ready to choose your appropriate audio and video settings to access the meeting.

## Choosing audio and video settings

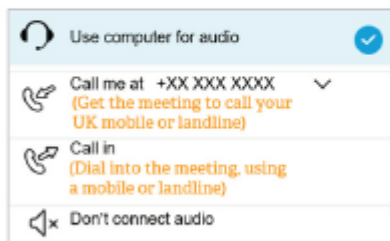
Before you join a Webex meeting, you must choose your preferred audio and video connection settings in the **options panel**:

The panel displays a preview of your video camera. You will not be visible until after you have clicked to join.



Use this drop-down menu to choose your audio connection:

The recommended audio connection is 'Use computer for audio'. For most meetings this will deliver the best audio experience.

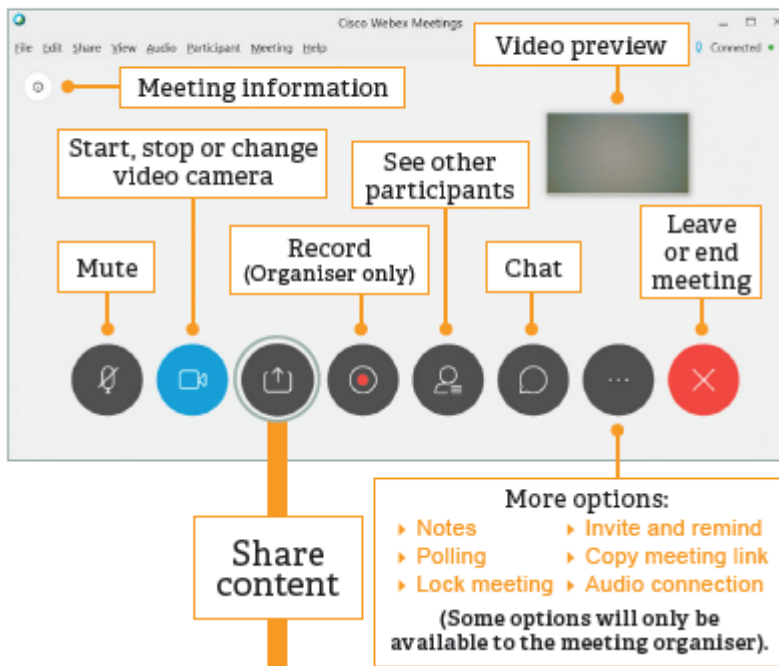


When you have set your options, click 'Join Meeting' to be connected into your call.

Once in the meeting you can then use the screen shot below to work with the In-Meeting

Controls and Options:

## In-meeting controls and options



Maybe 2020 will be the year you decide to upgrade to **Microsoft Office 365**! If so, we provide upgrade training, workshops and floorwalking to enable your staff to quickly get up-to-speed and ensure no loss of productivity.

We offer **Microsoft Office 365 upgrade workshops and floorwalking**.

If you would like a free guide on the major changes between Office 2010 and Office 365 and insight into the new features available in Microsoft Office 365, please contact us at [info@archwayct.co.uk](mailto:info@archwayct.co.uk) and we will be happy to send you a pdf version of this guide.

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