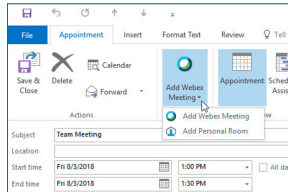


Schedule a Webex Meeting

1. Create a new Meeting invite in Outlook and enter your meeting subject, date, time and attendees as you normally would.



If this is a recurring meeting, click on the recurrence icon.

2. From the toolbar, click the small arrow under Add Webex meeting and choose **Add Webex*** or **Add Personal Room**.
3. Click **Send**.

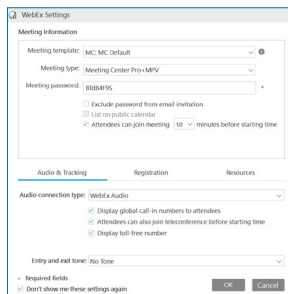
Note: Your attendees will receive an email invitation with instructions for attending.

* If you choose **Add Webex** you will see an option to change settings - see below.

Change Settings Window Details

Meeting Information

- **Type:** Choose the type of Meeting (*Meeting Center Pro is the default*).
- **Meeting Password:** Leave the default or change if desired.
- **Attendees can join the meeting [15] minutes before starting:** Select this option to allow attendees to join before the host.



Audio & Tracking

Conference Type:

- **Webex Audio:** Includes a Webex integrated teleconference.
- **Entry and exit tone:** Select from Beep, Announce Name or No Tone - change if needed.

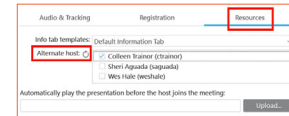
Registration

- **Require attendee registration:** Specify if attendees must register to attend the meeting.

Resources

- **Alternate Host:** Select another meeting participant to enable them to have Host rights.

Important: The alternate Host must be an employee with their own Webex account.



Join a Webex Meeting

1. Open the meeting invite and click on the **Join Webex Meeting** hyperlink in the Outlook meeting invitation.
 - If you are a guest:** Enter your name and email address then click **Join meeting**.
 - If you are the host:** You will be prompted to login with your State of AZ email address and password.
2. When the Meeting Room launches you will see options to select your Audio and Video connection.

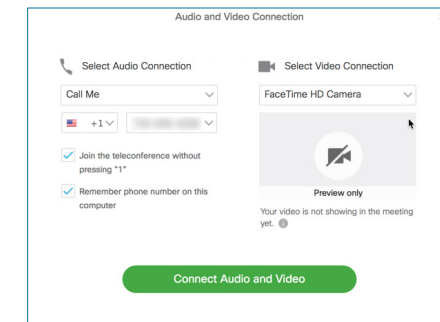
To change the default Audio Connection:

Click on the down arrow and choose from the following:

- **Call Me (Recommended):** Select a phone number or enter a new phone number.
- **I Will Call In:** Follow instructions in the dialog box, including noting the Attendee ID.
- **Call Using Computer:**
 - You will be connected to the Webex audio using your computer's microphone and speakers. A headset is encouraged.
 - Click **Change Settings** to test your audio setup before you select this option.

To change the default Video Connection: Click on the down arrow and choose your preferred camera, or select No Video.

3. Click **Connect Audio or Connect Audio and Video**.



Navigating the Webex Meeting Room Window



Note: Some features are not visible in non-Personal Room meetings.

Share Content

The Share Icon
Click on the **Share Content** icon at the bottom of the screen to view all sharing options including:

- **Desktop:** Share your computer desktop.
- **Application:** Select from all applications that are open on your computer.

Tip: Scroll down to see additional sharing options including a File and Whiteboard.

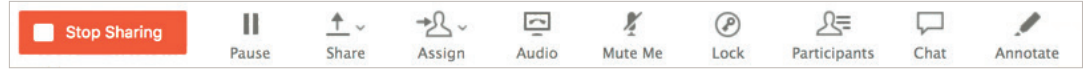
The Share Menu (alternate option):
Select **Share** on the menu at the top.
Note: Other share options are available, however when using those options, content will not be viewable to those attending your meeting from video conference rooms.

Lock Meeting

Hosts can click **Lock Meeting** from the **More Options** icon to prevent unwanted participants. Click on the orange alert at the top of the participants panel to admit late attendees.

The Full-screen Toolbar

When you are sharing an application, or your screen (desktop), the same meeting controls are then available in the **Full-Screen toolbar**. Point your mouse on the top of the screen to view it.



Support

Account Related Issues:
Email: AZNet.WebEx@centurylink.com
Phone: 602-364-4444 option #1

Additional information:
View the Resources & Files tab at:
<https://aset.az.gov/aznet-ii-arizona-network>

