

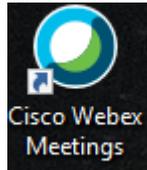
Webex Training (Internal Use Only)

D91 INFORMATION TECHNOLOGY DEPARTMENT

Enterprise Systems Department
IFSD91 | VERSION 7162019

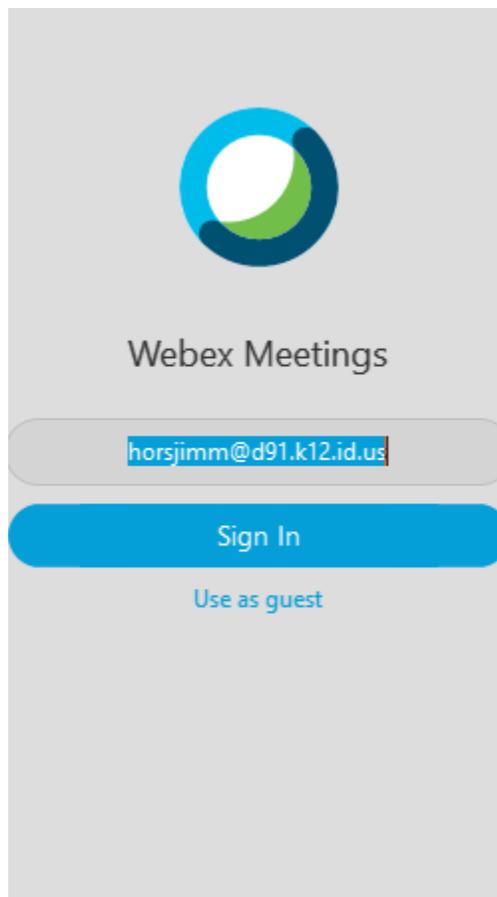
How to Start WebEx

Double-Click on The Cisco WebEx Meetings Icon on your Desktop



Type your 4x4@d91.k12.id.us

Then click sign in



Next login using your 4x4 through Portal Access

PORTAL ACCESS

Username
horsjimm

Password
●●●●●●●●

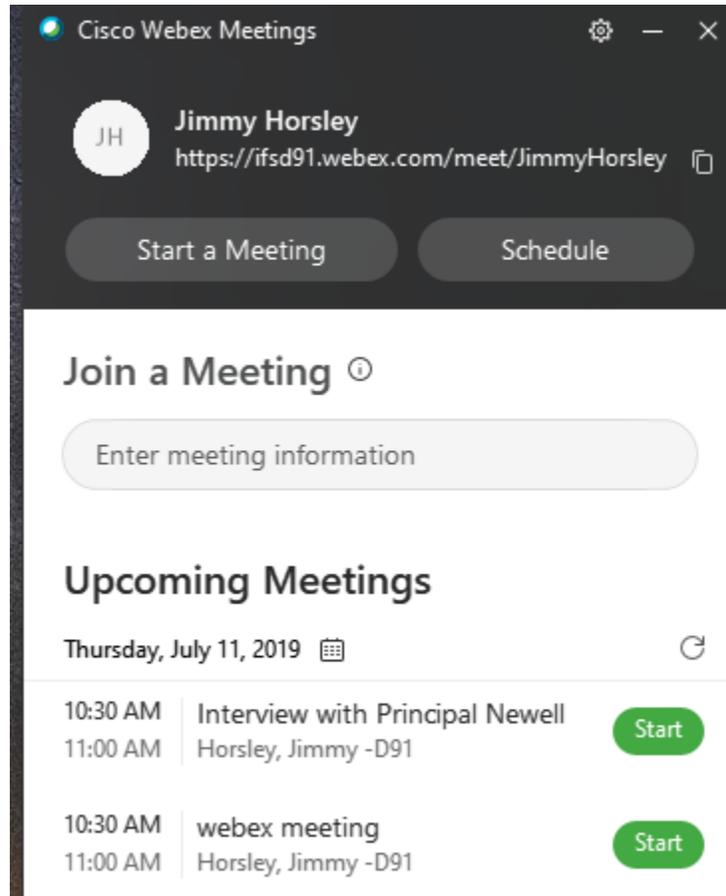
 **Idaho Falls School District 91**
Single Sign On

Login

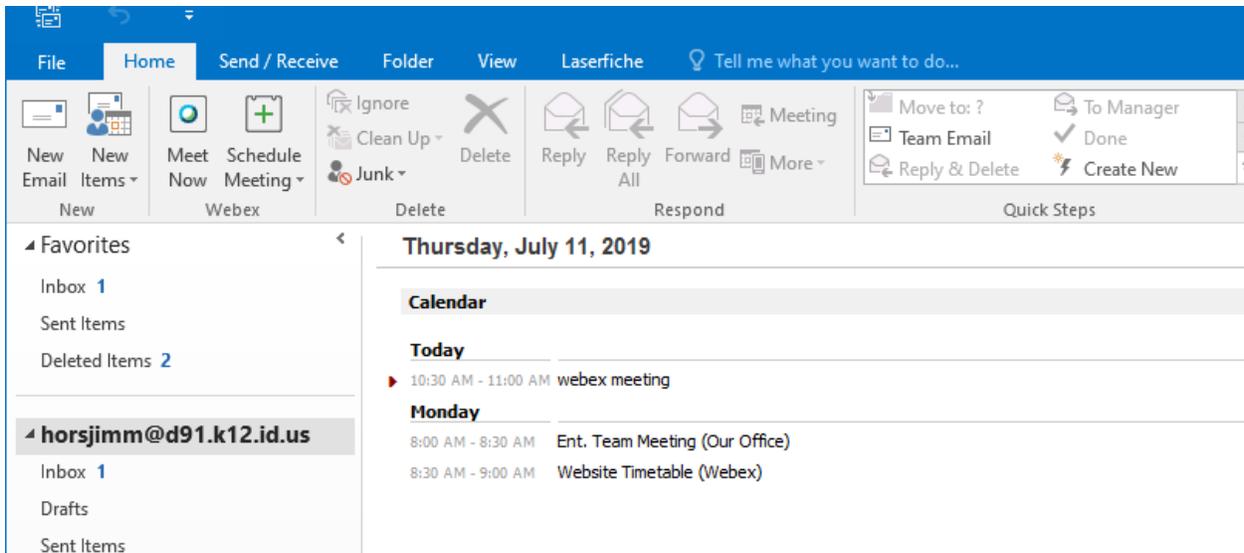
Change Password

Forgot Password?

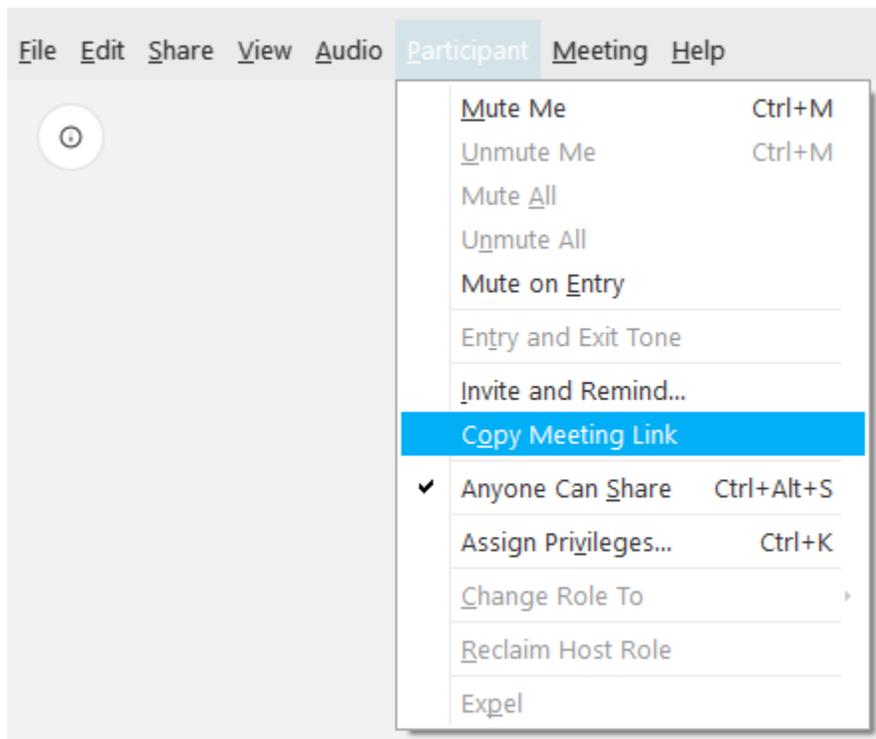
Once the app pops up on the screen you will have several different ways to start a meeting.
(also note the Webex App does update a lot, please allow it to do so as it is quick and necessary)

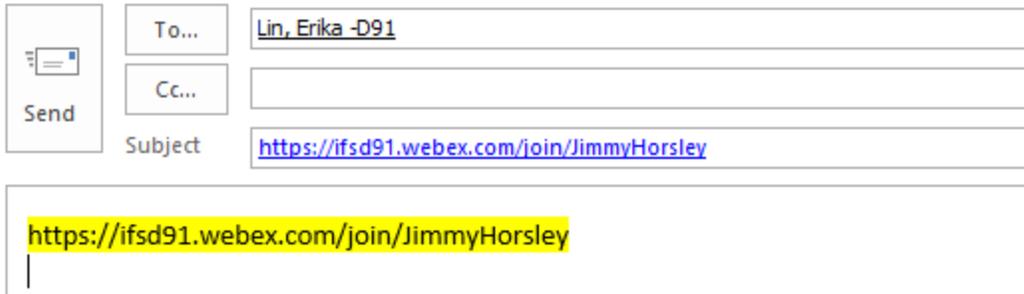


You can also access starting a meeting through your outlook email, if you are logged into the WebEx Desktop App. Notice the two options in the top left hand corner of your Outlook Email. Meet now and Schedule Meeting. Meet now means to start a meeting right away.

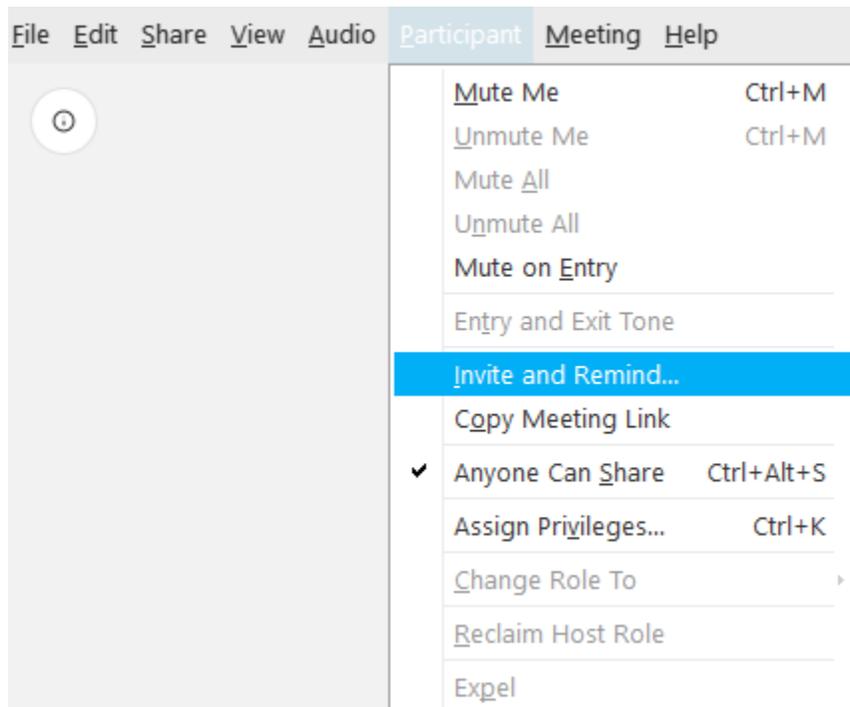


When you use the Meet Now option you will have to invite the person or persons that you want to join your meeting. One way to do that is to go to the top left of your meeting, click on Participant, then click Copy the Meeting Link either in the subject line or the body of the email and email that link to who you want to join the meeting.

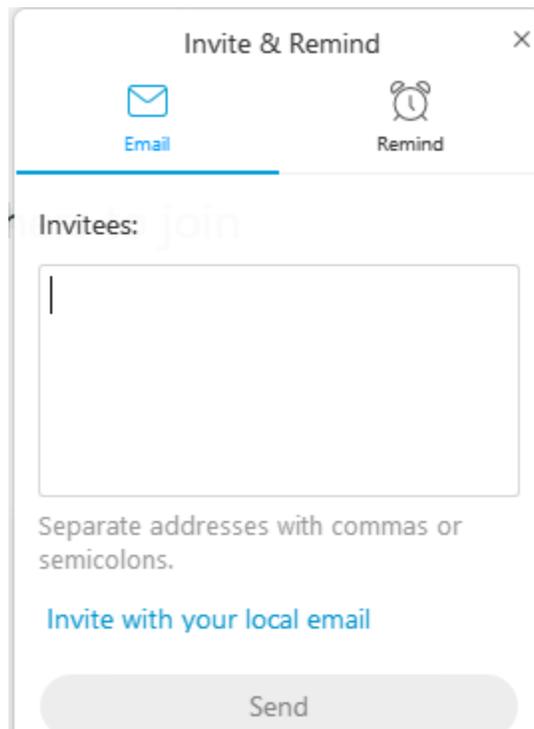




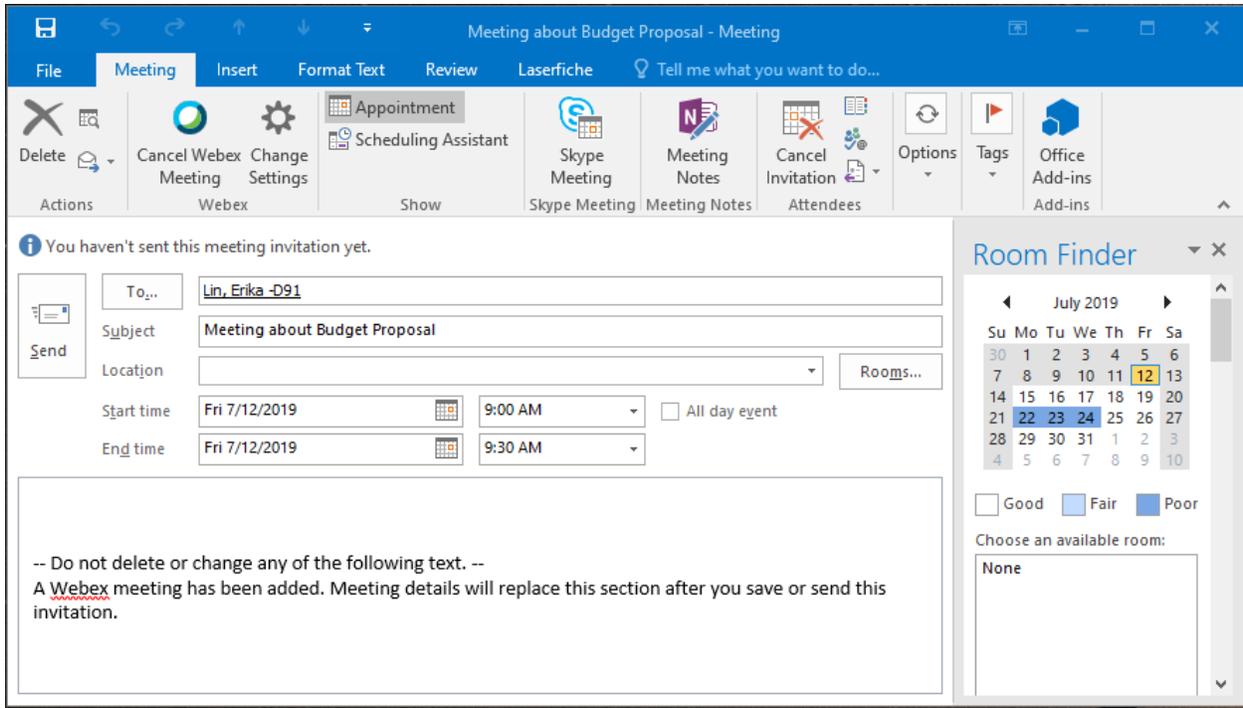
You can also select Invite and Remind from the same menu location.



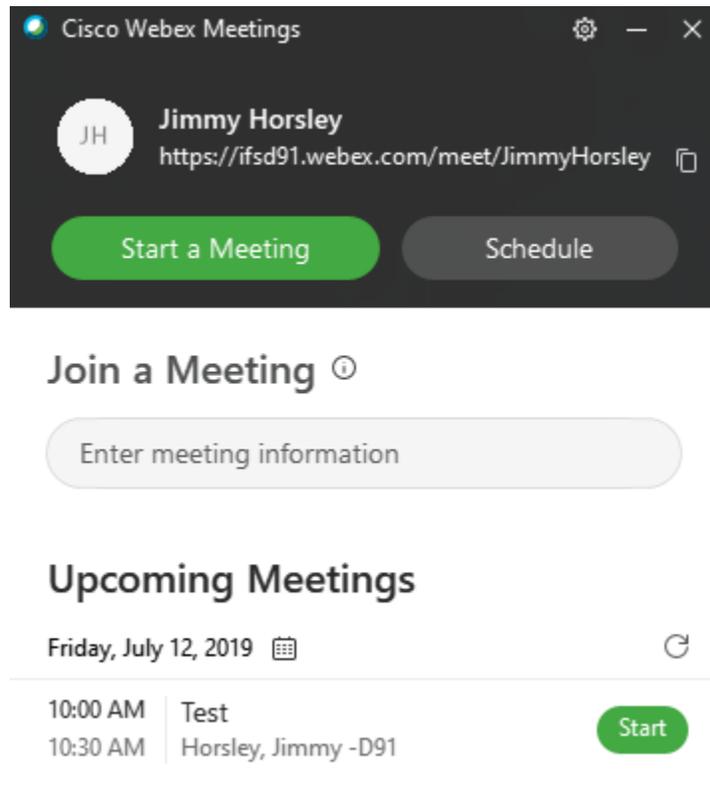
When using the Invite & Remind option, click the words in blue “Invite with your local email” and send to the person or persons email that you would like to invite to the meeting. Click “Send” once done.



Schedule meeting means to set a time and date where both parties agree to meet. Everything else remains the same.



Since the meeting is now scheduled, you can now click “Start” beside the meeting you are needing to enter. This is located under “Upcoming Meetings”. This also will allow others to join the meeting.



Once you start the meeting, a window called “Audio and Video Connection” will pop up on screen. Here is where you will setup where you want sound to come through (speakers or headphones) as well as what you will be using to input sound (microphone). Also if you have a camera device you will be able to set it up so people can see you. (This is optional)

X

Audio and Video Connection

 **Select Audio Connection**

Call Using Computer ▼

 Use System Setting (Realtek ... ▼

 Use System Setting (Plantron... ▼

[More options](#)

 **Select Video Connection**

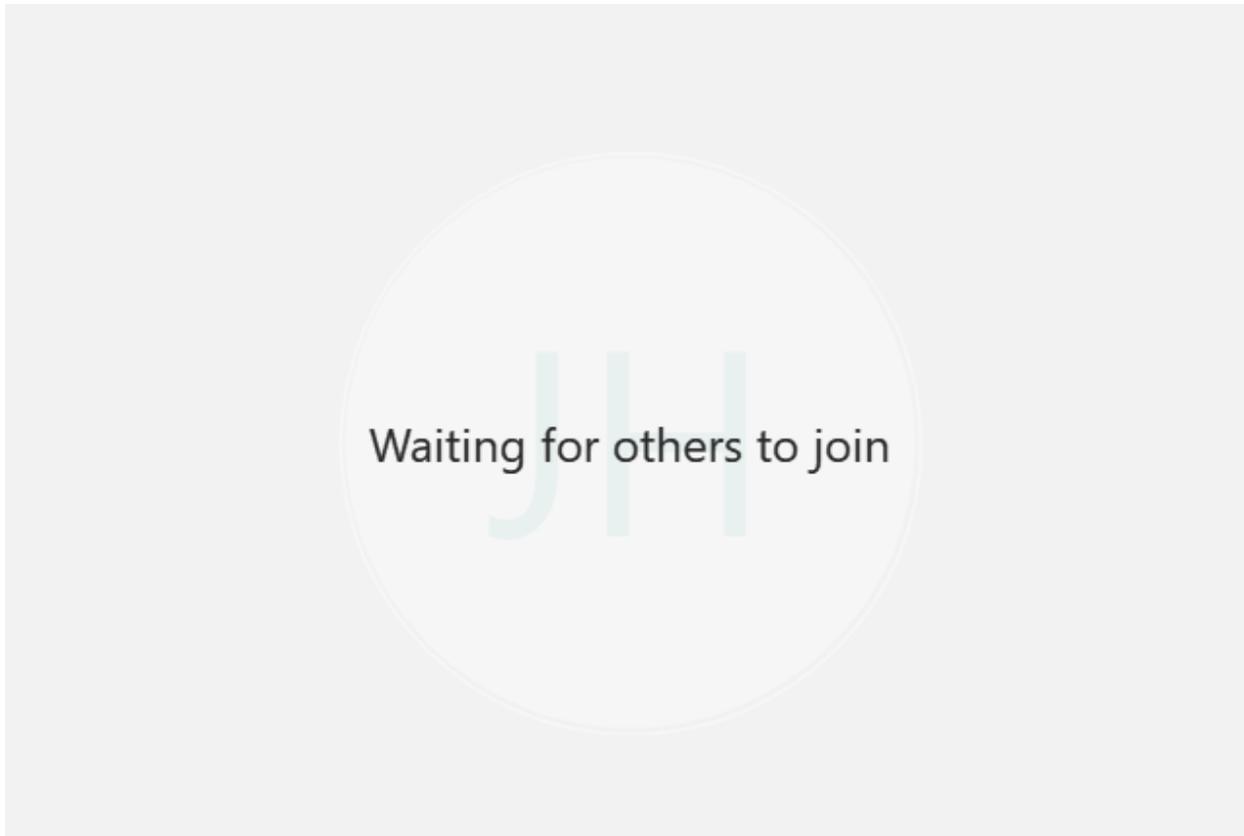
No Video ▼

 We can't detect a video camera device. Make sure your camera device is connected and try again.

[Connect Audio](#)

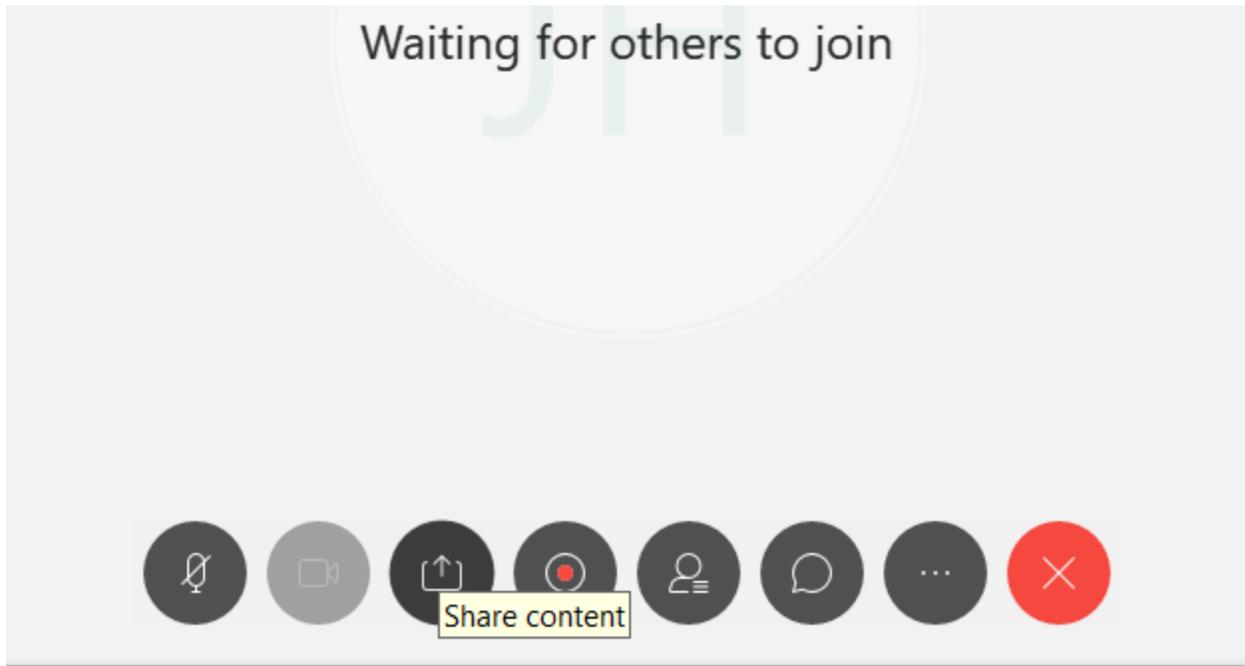
[Trouble-Shooting Steps for Audio and Video](#)

Once you are finished selecting these options click “Connect Audio” and you will get the “Waiting for others to join” message in the center of your screen.

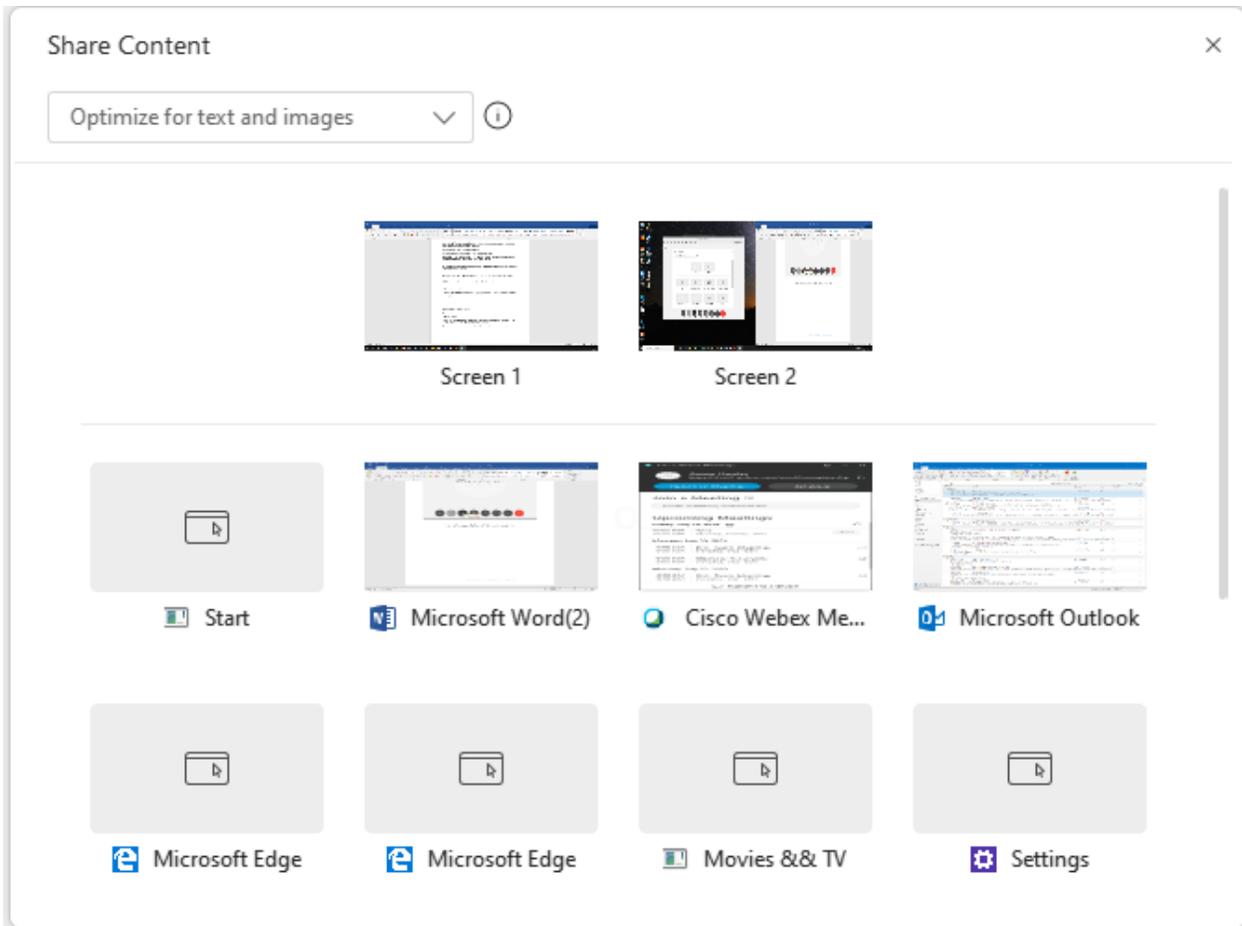


Once in the Meeting, there are a few features to go over. First is the option to share content. When you hover your mouse over the bottom of the meeting screen you will see a list of buttons pop up. The one

that is currently highlighted is the share content button. This allows you to share in real time documents videos or whatever you have up on your screen.



Once you click share content you will get a window similar to this



You can share your screen or monitor or you can just share an individual document or browser window.

Below is the Salary Schedule, this might be content that is shared during an interview for a teaching position. When you select this out of the pop up window of shared content this is the only window that was shared with everyone else in the meeting. Once you are done sharing the document or screen you can simply click stop in the top right hand corner of the document or screen.

Users/horsjimm/Downloads/Certified_Salary_Schedule_18-19.pdf

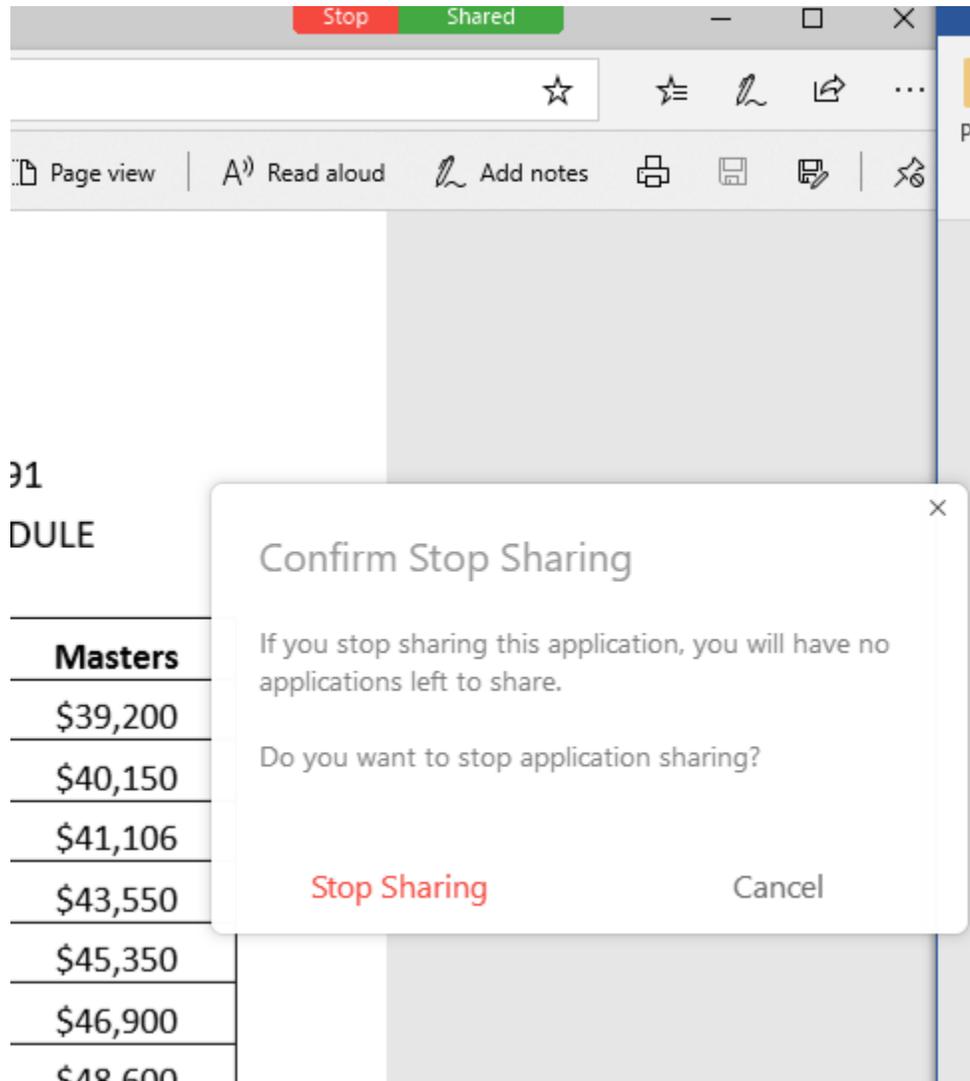
— + ↻ ↗ Fit to width Page view | A¹) Read aloud Add notes



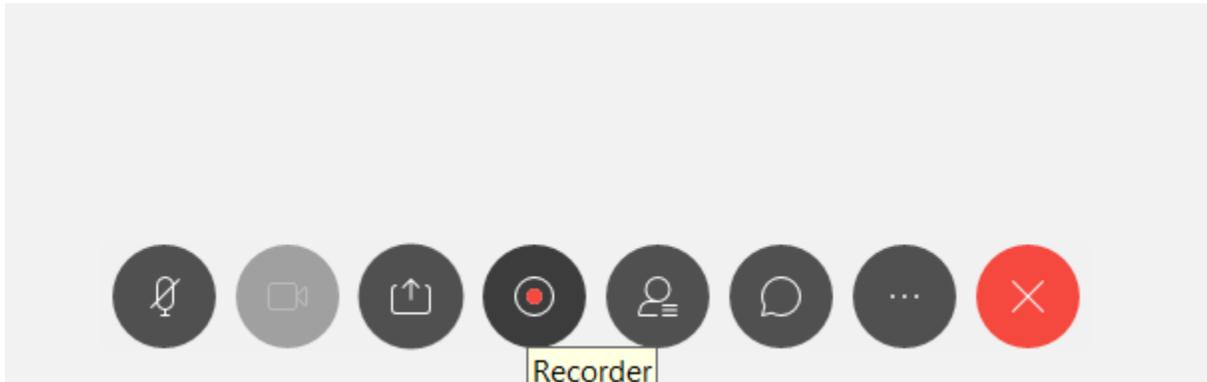
IDAHO FALLS SCHOOL DISTRICT 91
2018-2019 CERTIFIED SALARY SCHEDULE

RUNG	Bachelors	Bachelors +24	Masters
A	\$36,400	\$38,000	\$39,200
B	\$37,350	\$38,950	\$40,150
C	\$38,306	\$39,906	\$41,106
D	\$40,750	\$42,350	\$43,550

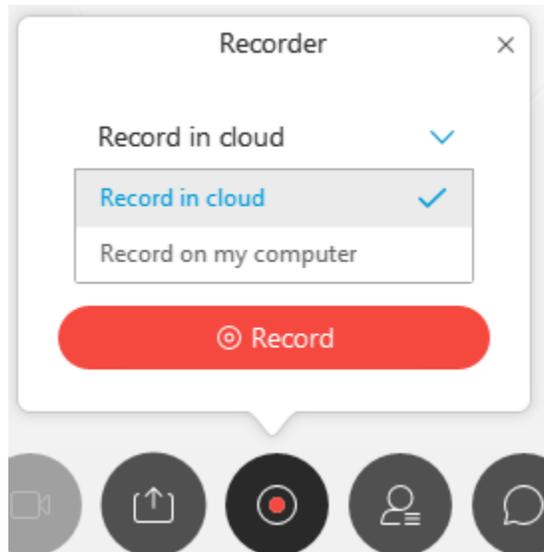
It will ask to confirm that you don't want to share the document anymore and then just click "Stop Sharing" in the new pop up window to stop sharing that document to the meeting. If you needed to share another document, you would go back through the same process again.



The final option to talk about today is the Meeting Recording option. This is found when you hover over the bottom row of options that are hidden in the middle and at the bottom of the meeting screen.

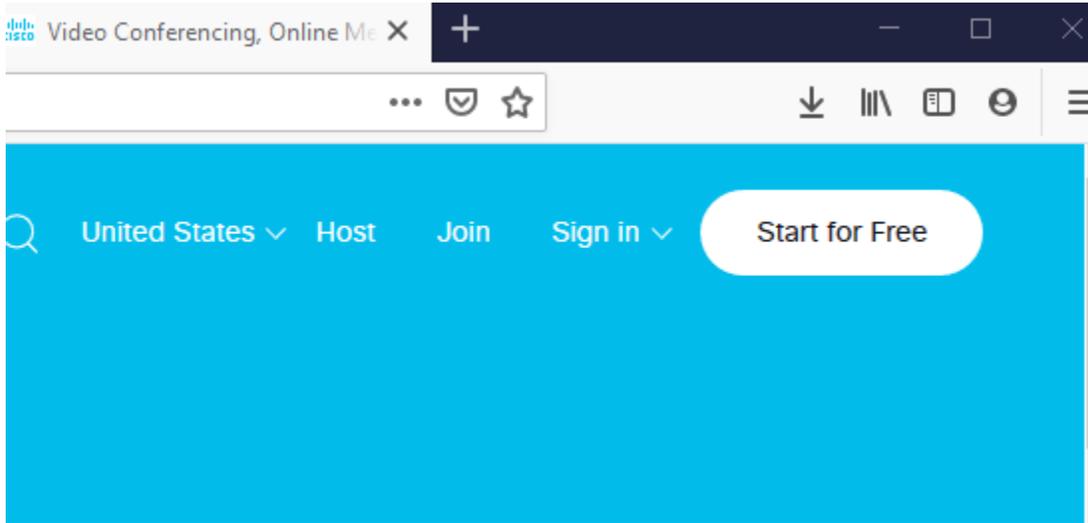


Once you select recorder make sure the Record in cloud option is checked. This records the meeting and stores it in a location that Cisco has provided. (Note when recording a meeting let the other participants know that you are doing so.)



To retrieve these recordings go to <https://www.webex.com/>

Sign in (top right)



Choose Webex Meetings



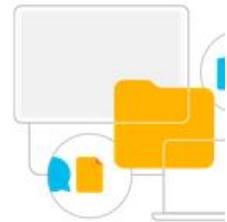
Webex Meetings

Bringing you face-to-face.



Webex Teams

Continuous teamwork in one place.



My Account

Modify your subscription, see & change your password, &

Your D91 email address, you may also have to login using the district Single Sign On process as well.

Sign In

horsjimm@d91.k12.id.us

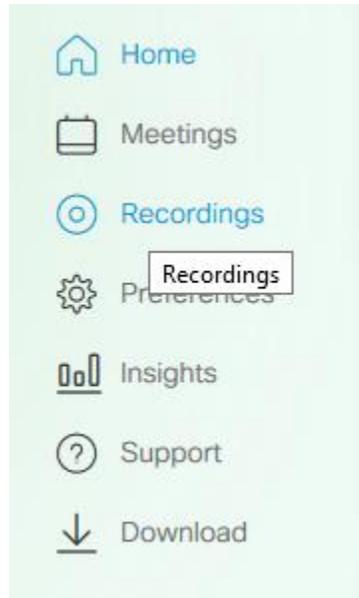
Next

Don't have a Webex account? [Sign up.](#)

This is what is called the web interface for Webex. Everything that you can do with the app can also be performed here. This is also where all of your settings can be configured.

The screenshot displays the Webex web interface for a user named Jimmy. On the left is a navigation sidebar with options: Home, Meetings, Recordings, Preferences, Insights, Support, and Download. Below these are language and view settings (English, Classic View). The main content area is divided into several sections: 'My Personal Room' with a profile picture 'JH', a URL 'https://ifsd91.webex.com/meet/JimmyHorsley', and a 'Start Meeting' button; 'Join a Meeting' with an input field for meeting numbers and a 'Recent Personal Rooms' section showing 'BB'; 'Upcoming Meetings' listing a meeting on 'Mon, Jul 15' from '8:30 am - 9:00 am' by 'Tito Paredes' with a 'Website Timetable' link; and a 'Weekly Meeting Report' showing 'Number of meetings you hosted last week' as '0'.

To view your recordings, click “Recordings” on the left side of the page



Now you can go back to view all the meetings that you have recorded. You can download these as well. (Note these only show up after you have ended the meeting and can also take time to process after a long meeting.)

My Recorded Meetings

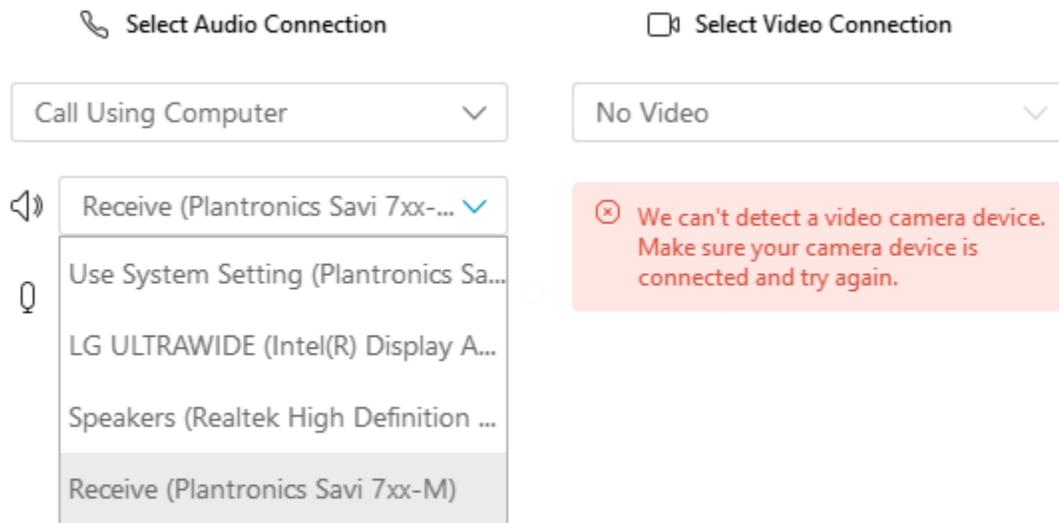
[All \(2\)](#) [Shared with me](#) [Deleted \(3\)](#)

Name	Security	Date	Duration	Format	
<input type="checkbox"/> webex meeting-20190711 1952-3		07/11/2019 02:50 PM	0:03:10	MP4	
<input type="checkbox"/> webex meeting-20190711 1956-4		07/11/2019 02:32 PM	0:05:24	MP4	

Trouble-Shooting Audio and Video

Can't hear any sound?

Check this!



Make sure that the preferred output device is selected. Notice on this drop down list there are several devices to choose from. The primary source for sound for this system is the Plantronics Savi 7xx-M. To set this computer up correctly to hear the audio this needs to be selected from the drop down menu. This will vary depending on the type of output devices you have.

To see what your default output device is check in the lower right hand corner of your screen.

