

Webex Intro

Please do not unmute your mic

We will begin at 1:05pm

You can also call in here:

1-415-655-0003 US TOLL

Access code: 642 247 397

Agenda

- Introduction
- Accessing Webex
- Personal room
- Scheduling a meeting
 - Adding an alternate host
- Recording your meeting
 - Accessing recorded meetings in Mediaspace
- Webex Events and Webex Trainings
- Additional Information

Introduction

- Webex is Purdue's centrally supported Web conferencing solution
- Webex is a great solution for meetings and office hours
- TLT recommends asynchronous instruction where possible:
- <https://www.purdue.edu/innovativelearning/teaching-remotely/>

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Home **Webex Meetings** Webex Events Webex Support Webex Training My Webex lawson93 Site Administration Log Out

New User
Reference
Attend a Meeting
▼ Host a Meeting
My Personal Room
Schedule a Meeting
Meet Now
My Meetings
My Recorded Meetings
► Set Up
▼ Support
Help
MyResources
Downloads
► Manage Recordings

JL
Change

Good morning, James Brian.

Start Meeting

Start by browser **NEW**

More ways to join

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WebEx Privacy | WebEx Terms of Service | Request Information about WebEx services

Accessing Webex

- Faculty & Staff
 - purdue.webex.com
 - 1000 participant limit
 - Recording, personal room, and telephony
 - Webex Events and Webex Trainings
- Students
 - purdue-student.webex.com
 - 8 participant limit
 - No access to recording, telephony, Webex Events, or Webex Trainings
- TA's
 - purdue-student.webex.com
 - Access to purdue.webex.com with reviewed request
 - https://purdue.ca1.qualtrics.com/jfe/form/SV_0VqgWMFG08Pmy5n or upon failed login to purdue.webex.com
 - No access to telephony (no call-in phone number available)

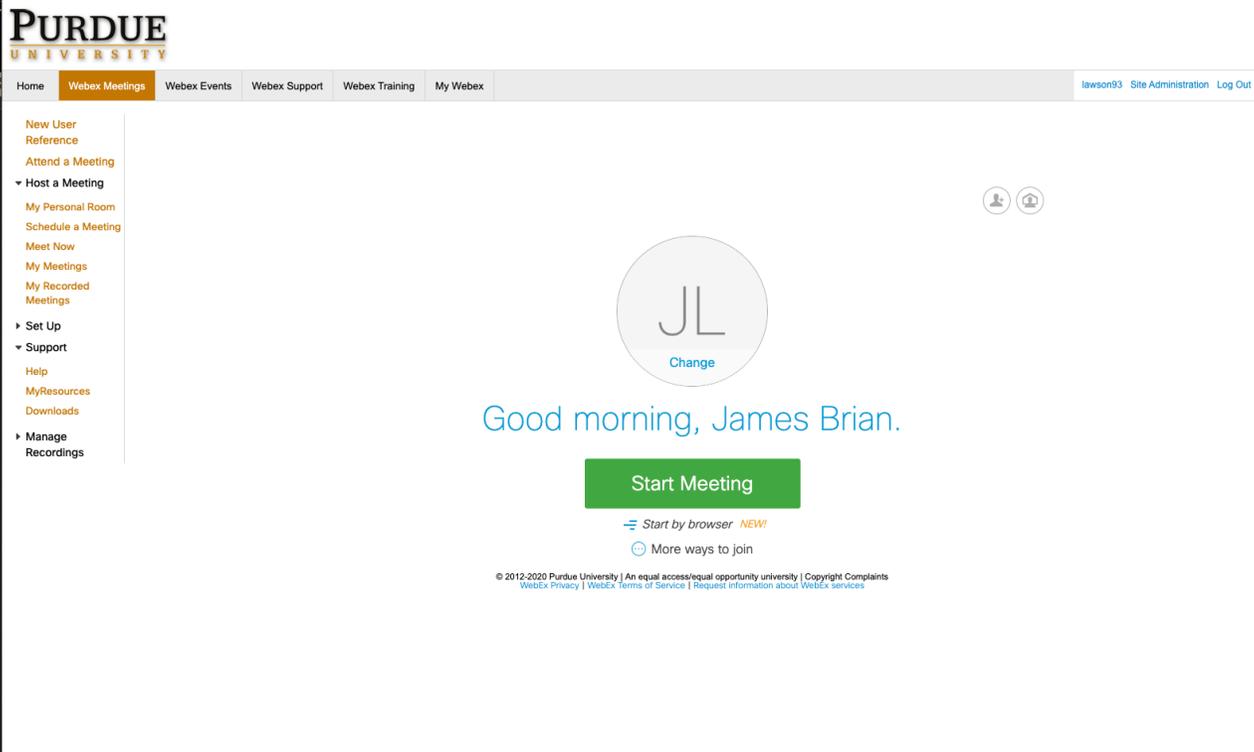
NOTE: Boilerkey and Purdue email required for all sites

Personal room

Your personal room is a persistent meeting that you can utilize for impromptu meetings

- Excellent for office hours/one-on-ones and staff meetings
- The URL for your meeting room is:

purdue.webex.com/meet/alias



The screenshot displays the Purdue University Webex Meetings user interface. At the top, the Purdue University logo is visible, followed by a navigation bar with links for Home, Webex Meetings (highlighted), Webex Events, Webex Support, Webex Training, and My Webex. On the right side of the navigation bar, there are links for 'lawson93', 'Site Administration', and 'Log Out'. A left-hand sidebar menu contains various options: New User, Reference, Attend a Meeting, Host a Meeting (expanded), My Personal Room (highlighted), Schedule a Meeting, Meet Now, My Meetings, My Recorded Meetings, Set Up, Support (expanded), Help, MyResources, Downloads, and Manage Recordings. The main content area features a large circular profile picture with the initials 'JL' and a 'Change' link below it. Below the profile picture, a personalized greeting reads 'Good morning, James Brian.' A prominent green 'Start Meeting' button is centered on the page. Underneath this button, there are two smaller links: 'Start by browser' with a 'NEW!' badge, and 'More ways to join'. At the bottom of the page, a small copyright notice states: '© 2012-2020 Purdue University | An equal access/equal opportunity university | Copyright Complaints WebEx Privacy | WebEx Terms of Service | Request information about WebEx services'.

Scheduling a meeting

- Meetings can be schedule for a one time meeting, or recurring meetings
- The password is required to schedule, but not to join
- Attendees are not to schedule and can be managed with an Outlook invitation more effectively
- Change audio to "Webex audio" only if you require a phone number
- Alternate hosts are available
- <https://www.webex.co.in/support/getting-started.html>



- New User Reference
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 - My Personal Room
 - Schedule a Meeting**
 - Meet Now
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 - My Recorded Meetings
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Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

• Meeting topic:

• Password: ⓘ

Date:

Time: am pm
[New York Time](#)

Duration:

Attendees:
[Use address book](#)

Send a copy of the invitation email to me

Audio conference: Use VoIP only
[Change audio conference](#)

[Save as template](#)

Adding an alternate host

- Alternate hosts allow another user to start and run your meeting
- Alternate hosts must have a Purdue Webex account
- Clicking the silhouette next to the attendee will enable them as an alternate host
- You may have two alternate hosts
- You can schedule a meeting for TA, and add them as an alternate host, to allow them access to a call-in number
- Recorded meetings are added to the original scheduler of the meeting (not the alternate host)



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Password: ⓘ

Date:

Time: am pm
[New York Time](#)

Duration:

Attendees:

Name		
Ben Holmes (bholmes@purdu...		

[Use address book](#)

Send a copy of the invitation email to me

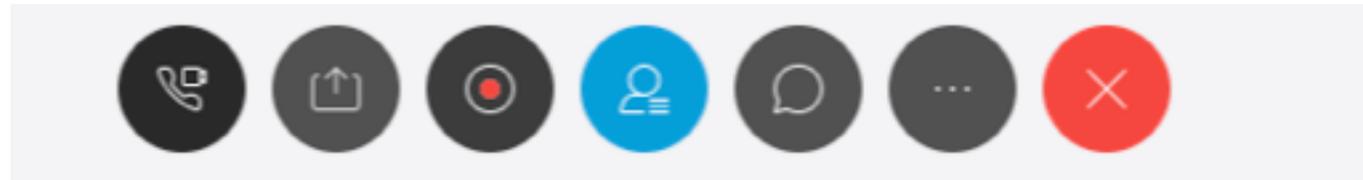
Audio conference: Use VoIP only
[Change audio conference](#)

[Save as template](#)



Recording your meeting

- You can record Webex meetings by clicking the record button
- Please be aware of applicable state and federal laws when recording
- Webex Meetings are moved automatically to Kaltrua
 - It may take up to 24 hours to transfer
- Webex Events and Webex trainings are stored in Webex for at least one week



Accessing recorded meetings in Mediaspace

- <https://mediaspace.itap.purdue.edu/>

Webex Events and Webex Trainings

Webex Events	Webex Trainings
<p>One-way communication</p> <p>No participant audio/video</p> <p>Lower bandwidth usage</p>	<p>Interactive</p> <p>Participants have audio & video</p> <p>Participants can not un-mute themselves if muted by the host</p> <p>Breakout rooms</p>

Additional Information

- Practice Practice Practice
- Have participants start early
- Engage local IT support for client install (Chrome plug-in as a way to avoid installs)
- Mobile App to reduce technical difficulties
- Avoid toll & toll-free whenever possible
- TLT remote teaching guidelines
- Patience!