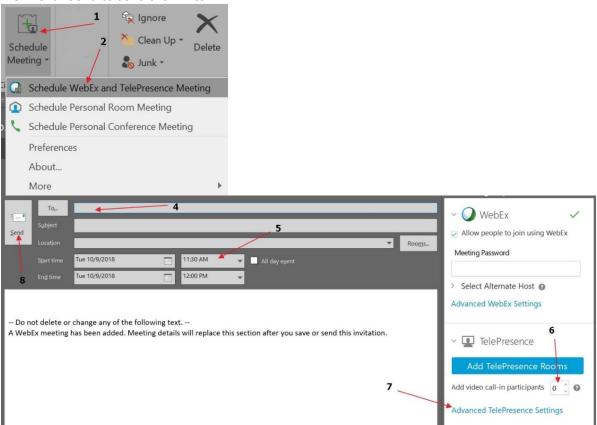
Creating WebEx Meetings

Must have WebEx account (Work Order to Telecomm)
Must install WebEx Outlook plugin (WebEx Productivity Tools... On SCCM Software Center as of July 2018)

- 1. Click Schedule Meeting
- 2. Select Schedule WebEx and Telepresence Meeting
- 3. If login popup window appears, login with UTAD account credentials
- 4. Add attendees email including organizer (yourself... if you want to be able to monitor from your PC) to the **To** line and a meeting title to the **subject** line
- 5. Set start time and end time
- 6. OPTIONAL... IF you have someone "calling in" with a phone or another endpoint, do the following:
 - Set Add video call-in Participants to the number of other "phone" callers or "endpoint" callins that are not on your invite list above
- 7. *OPTIONAL... IF* Adding a UT owned Cisco Endpoint, you can have the WebEx call the endpoint when the meeting starts:
 - a. Click Advanced Telepresence Settings
 - b.Click Add
 - c. Select Call Out
 - d.Select SIP Video
 - e. Enter SIP number of endpoint (e.g. 5307132@utoledo.edu)
 - f. Click OK
- 8. Click Send to send the invite



Joining WebEx Meetings (PC)

Must have WebEx account (Work Order to Telecomm)
Must install WebEx Outlook plugin (WebEx Productivity Tools... On SCCM Software Center as of July 2018)

- The WebEx meeting creator will send an email to each participant of the meeting, click the link under the subheading Join Using WebEx
- 2. If login popup window appears, login with UTAD account credentials
- 3. You have now joined the WebEx meeting

Joining WebEx Meetings (Phone)

Must have WebEx account (Work Order to Telecomm)

Must install WebEx Outlook plugin (WebEx Productivity Tools... On SCCM Software Center as of July 2018)

- 1. The WebEx meeting creator will send an email to each participant of the meeting. Call the number under the subheading **Join Using Phone** to join.
- 2. Also under the same subheading, there is a **Toll Access Code** you will have to enter this after calling the phone number.
- 3. After you've completed both of these, you will be in the **WebEx** meeting.

Joining WebEx Meetings (Telepresence Endpoint)

- 1. The WebEx meeting creator will send an email to each participant of the meeting. Locate the subheading **Join Using Telepresence**.
- 2. Manually dial the Video Address under the subheading to "Call Out"
- 3. It is also possible to receive a call from the endpoint itself, in which you just have to select **Answer Call**