



## Division of Technology and Advanced Solutions

# Webex Meeting Types

## The Four Meeting Types

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- [Webex Meetings](#) – The default type of meeting that is ideal for most meetings and classes
- [Webex Personal Rooms](#) – This meeting type is ideal for talking with your team members or one on one with a colleague. Can also be used for adhoc unscheduled meetings.
- [Webex Events](#) – This meeting type is designed for webinars, virtual conferences, or any other event where there is one speaker or a small group of panelists and a large number of attendees.
- [Webex Training](#) – This meeting type is ideal for interactive training sessions and classes focused on group work.

## Webex Meetings

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Webex meetings are your classic video conferencing tool. Each person is able to share their camera, content, and speak at any time. However, when it comes to sharing content, only one person can share content at a time. You would use Webex meetings for any situation where you want everyone to be able to communicate and share content. Examples might include classes, department meetings, or other group sessions.

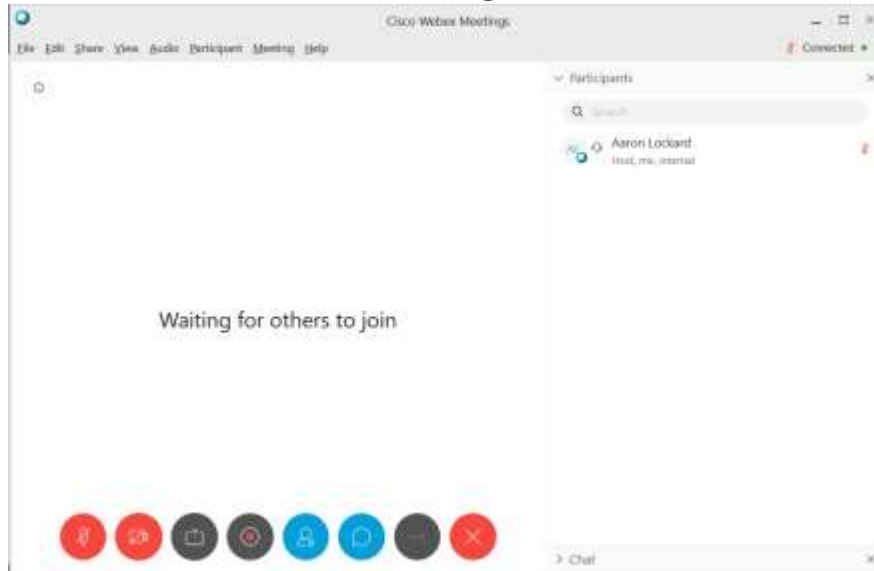
### Key Features:

- Each participant can share their camera and content.
- Everyone is given the ability to speak.
- Ability to share entire desktop window or select applications
- Ideal for 100 or less people (though capable of hosting hundreds)
- Easily schedule via Outlook plugin (Webex Productivity Tools)
- Anyone with the meeting link can join



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## Webex Meetings Session



## Webex Personal Rooms

Webex Personal Rooms are the same as Webex Meetings in function but they differ by offering a permanent address that users can always use to join as well as the ability to start without having been scheduled beforehand. Due to the permanent address this meeting type is ideal for allowing your team members and colleagues to join. It is best to not use this permanent address for public meetings.

### Key Features:

- Each participant can share their camera and content.
- Everyone is given the ability to speak.
- Ability to share entire desktop or select applications.
- Ideal for connecting with people you work with and know.
- Anyone can join via your permanent Webex Personal Room link.
- Able to start a meeting without having scheduled it.



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Starting a Webex Meeting in your Personal Room



Cisco Webex Meetings



## Aaron Lockard's Personal Room



Use video system

Use computer for audio

Realtek High Definition A...



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## Webex Events

Webex Events is Cisco's webinar module. If you want to hold an event where only a few select individuals or panelists can speak and share content then this is the best choice. You would use Webex Events if you want to host a virtual conference.

### Key Features:

- Only certain individuals / panelists can share their camera and content.
- Those who aren't panelists can only view the Webex session.
- Ideal for hosting virtual conferences (capable of hosting thousands)
- Easily schedule via Outlook plugin (Webex Productivity Tools)
  - Use the cisco website for advanced options (utoledo.webex.com)
- User must register for the event before joining
- Password protected
- Ability to customize invitation emails and registration form.

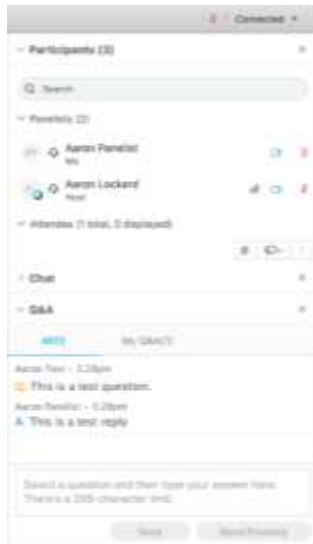
### Webex Event Scheduling

The screenshot shows a web interface for event registration. At the top, there's a blue header with 'Your Logo Here'. Below it is a navigation bar with tabs: 'Welcome', 'Meeting Center', 'Event Center', 'Training Center', and 'Support Center'. The main content area is titled 'Register for Global Sales Conference' and contains a registration form with the following fields: 'First Name', 'Last Name', 'Phone Number', 'Email Address', and 'Company Name'. A sidebar on the left lists navigation options: 'Attend an Event', 'Host an Event', 'Manage Programs', 'Setup', and 'Support'.

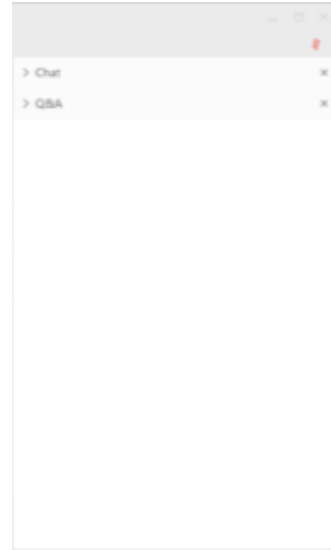


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Panelist's Panel View



Attendee's Panel View





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## Webex Training

Webex training is designed for training and classes in mind. With the ability to breakout groups of people for training activities, the ability to hold live tests, and the option to upload documents for users to access before joining, Webex Training is great for training and classroom usage.

### Features:

- Ideal for training sessions and classroom group activities.
- Ability to hold tests over content covered.
- Option to hold live polls for the attendees.
- Breakout group capability, allows the host to assign attendees for group based work.
- Ability to schedule via Outlook (Webex Productivity Tools).
- Many advanced settings if scheduled via Webex website (utoledo.webex.com)

### Webex Training Session

Cisco Webex Training - Demo Training Session

Cisco webex Session No. 472 423 998 | Attendee ID: 37 | Connected

Session info

Topic: Demo Training Session  
Host: Aaron Lockard  
Audio conference: US Toll +1-415-655-0002  
[Show all global call-in numbers](#)  
Access code: 472 423 998  
Attendee ID: 37  
Training session number: 472 423 998

Participants

Speaking:

Panelist: 1

Aaron Lockard (Host)

Attendees: 2

Aaron Test (me)

Aaron Test2

Audio

Chat

QA

Testing



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Live Poll



Trainer / Professor's View of Live Test  
Manage Test: Demo Test(2)

**Test Delivery**  
Status: **Ended**  
Delivery Method: Presenter starts the test within a live session.  
Time limit: 30 minutes  
[Re-start Test](#)

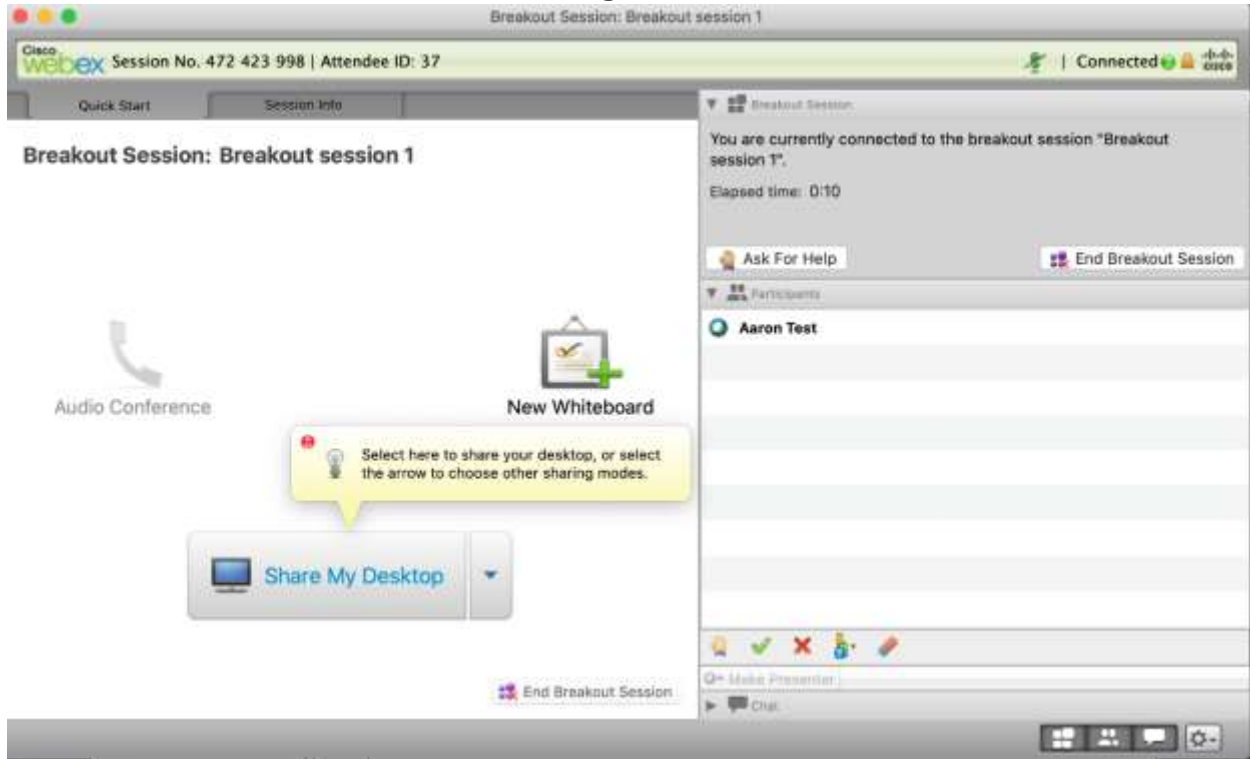
**Student Answers**  
Student status: 2 students have submitted their tests.  
Scoring: 2 out of 2 submitted tests have been completely scored.  
[Refresh Status](#) [View and Score Answers](#)

**Test Questions**  
Test Title: Demo Test(2)  
Test Description: This is a demo test to see functionality.  
Author: Aaron Lockard  
Number of allowed attempts: 1  
Number of questions: 4  
Display questions: All questions in one page  
[Copy to Test Library](#) [View Questions](#)



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## Webex Training Breakout Session







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## Webex User Roles

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There are four different user role types that Webex uses, Host, Presenter, Panelist, and Attendee.

### The Host User Role

The host is the user that schedules and starts the meeting. They have full control of the meeting and is the only user able to end the meeting.

### The Presenter User Role

A presenter is any user that is currently sharing content. You can tell who the active presenter is by seeing who has the Webex ball logo next to their name.

Here's an example.  Notice the blue white ball in the lower right hand corner. This indicates that they are able to share content and are the active presenter.

### The Panelist User Role

A Panelist is a user type that is only used in Webex Events and is given to someone who is not the host but will be speaking, sharing their camera, and can present content. Excluding the Host and Panelists all other users in a Webex Event cannot speak, share their camera, or present content.

### The Attendee User Role

An attendee is anyone who is attending a webex meeting that is not the host or a panelist. An attendee is limited in what they can do depending on the type of Webex Meeting it is. For example in a regular Webex Meeting an attendee can speak, share their camera, and become a presenter. However, in a Webex Event they can only watch the event, use the chat feature, and present questions to the host and panelists.



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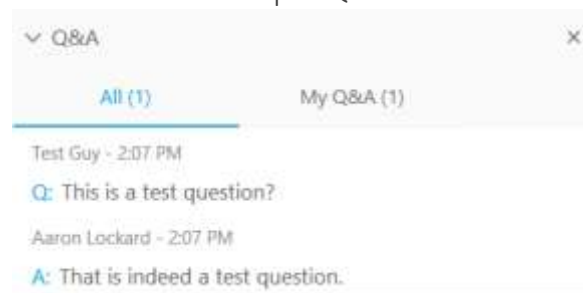
## Webex Features

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### Q&A

When in a Webex Event or Training session attendees will be able to ask questions via the Q&A panel. These questions can be directed towards the host and all panelists or one panelist in particular. These questions can also be answered privately if the host or panelists chooses to do so.

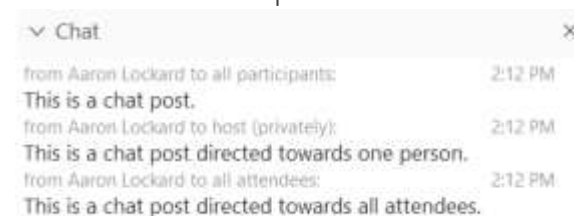
An Example Q&A Post



### Chat

All Webex Meetings types allow attendees to participate in written chat using the Chat panel. You are able to send a message to everyone, just the host, just the presenter, to all attendees, or to one particular person. This makes chat very flexible and powerful.

An Example Chat Post





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## Polls

You can create multi-question polls to ask your attendees. These questions can be multi-choice with a single answer or with multiple answers or a question where attendees can give a short answer.

Creating a Poll

▼ Polling

Poll1

Poll Questions

1. What is your favorite fruit?

A. Apple

B. Banana

C. Pear

D. Avocado

Question

Type: Multiple choice - Single Answer

New Change type

Answer

Add

Record individual responses

Example Poll Being Conducted

▼ Polling

Poll Questions:

1. What is your favorite fruit?

A. Apple

B. Banana

C. Pear

D. Avocado

Your answers may be recorded.

Time elapsed: 00:36

Time limit: 05:00

Submit



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## Poll Results



## Whiteboard

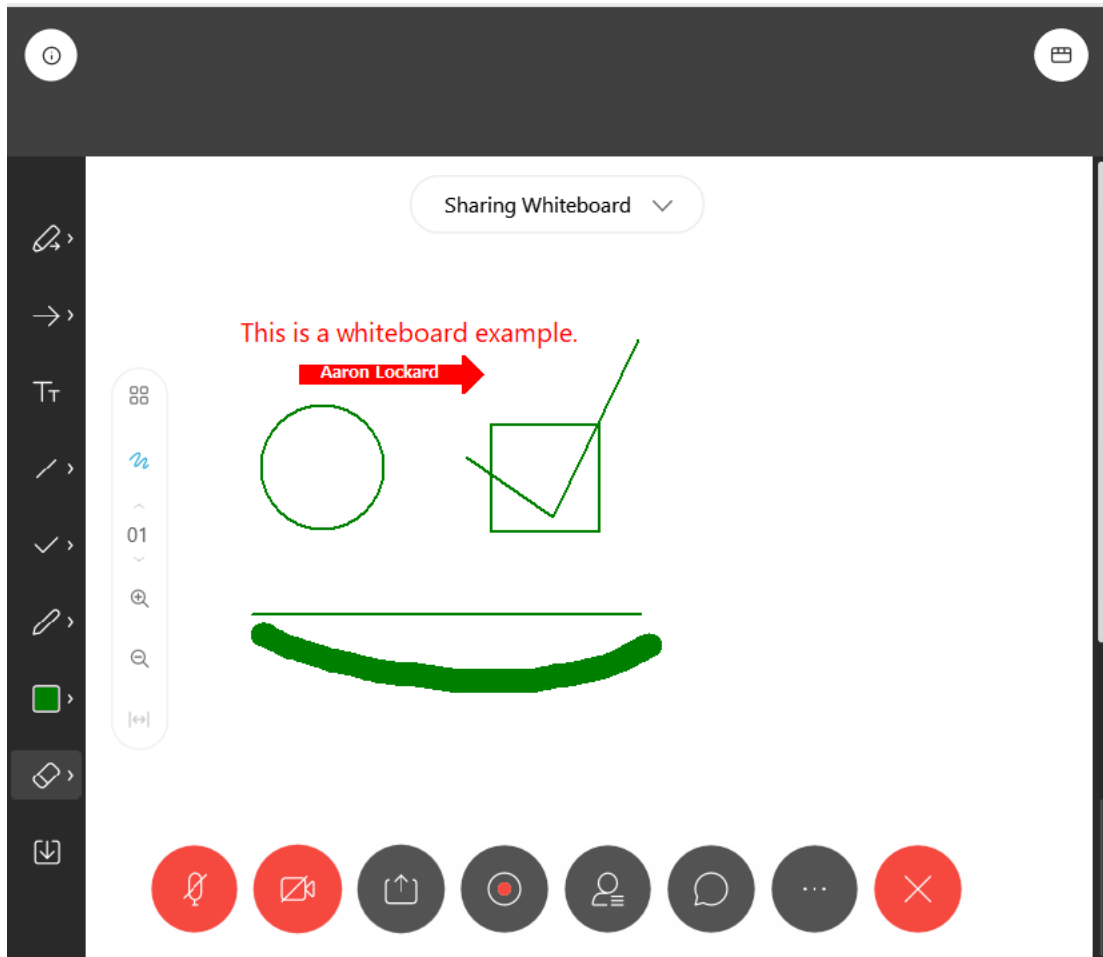
With the whiteboard you can collaboratively draw a diagram using a number of tools including a text tool, arrow, line, and a number of shapes as well as feestyle pen. When using a whiteboard other participants can



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edit it at the same time. In order to start a Whiteboard you would need to be the active presenter, click on the "Share" menu and select "Whiteboard".

This is an Example Whiteboard Session





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## Share Content

With the Share Content option you are able to share any of your desktop applications with your attendees or your entire desktop screen. You can also use the Share Content to share a video you want to play to your attendees. If you wish to play a video you would want to select “Optimize for motion and video”.

The Share Content Menu

