

# Quick Start Guide: Cisco Webex Meetings

March 2020

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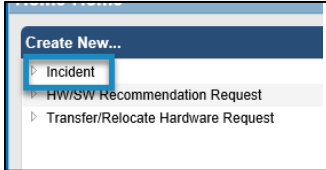
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## Do you need a Webex license?

1. If you are attending meetings **only**, please go to [Attendees Invited to a Meeting](#).
2. If you will be scheduling meetings, you will need to request a license.
3. To request a license, go to the [IT Service Portal](#) and create a new Incident ticket.



4. IT will process your request and will create a Webex account for you.
5. Account information and documentation will be sent to you via email.
6. Select **Activate** in the email to begin activating your Webex account.

### Get started with Cisco Webex.

Start using Webex today to have conferences with anyone, anywhere, anytime. Communicate, create, and collaborate more effectively. Get more done in less time.

#### Activate

After you activate your account, you can find your meeting room here:

<https://chandleraz.webex.com>

Keep the discussion going after the meeting with [Webex Teams](#).

The Webex team

Need help? [Contact us](#).

7. Please contact the City of Chandler, Information Technology Customer Service Help Desk at 480-782-2443 or submit a ticket via the [IT Service Portal](#) if you need additional assistance.

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## Signing In to Webex:

1. Go to [chandleraz.Webex.com](https://chandleraz.Webex.com) (works best in **Chrome**).
2. Select **Sign In** on the upper, right corner of the page.
3. Enter your **city email address** and select **next**.
4. If it is the first time you are signing into Webex, you will be brought to a security page where you will enter your **city User name** and **password**.

CHANDLER arizona

Sign in with your organizational account

meagan.malcore@chandleraz.gov

\*\*\*\*\*

Sign in

© 2016 Microsoft Privacy Policy

For CHANDLER arizona

English | Classic View

Sign In

Enter your email address

meagan.malcore@chandleraz.gov|

Next

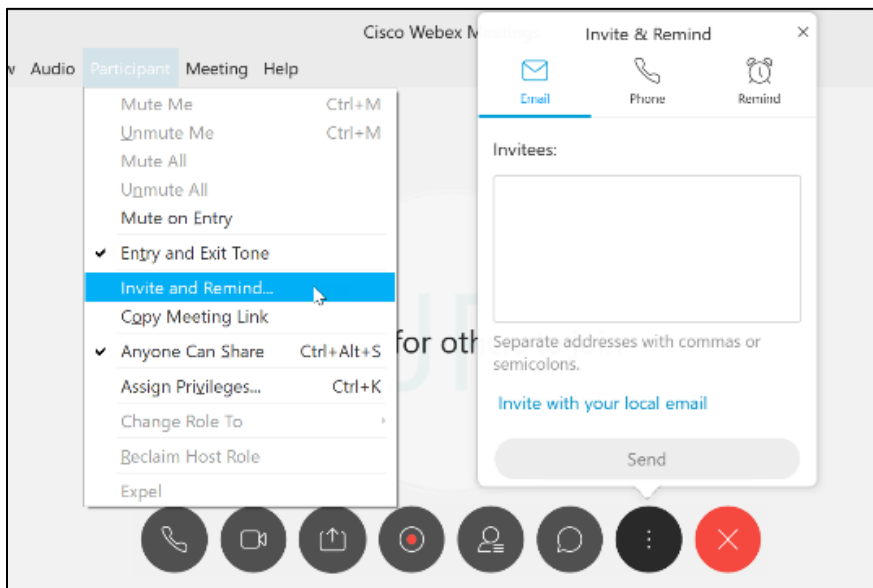
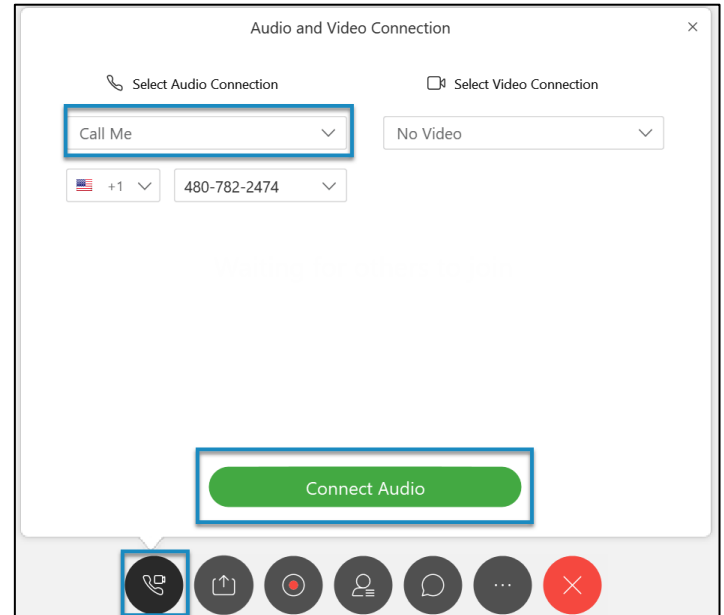
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## Start a Webex meeting now:

5. Need to hold a meeting now? The **Meet Now** command in Webex Meetings is a simple way to start **instant meetings**.
6. Go to [chandleraz.Webex.com](https://chandleraz.webex.com) (works best in **Chrome**).
7. Select **Sign In** on the upper, right corner of the page.
8. Sign in using your **City email address** and **password**. If it is your first time signing in, will be brought to a Security page (See [Signing In to Webex](#)).
9. Select the **Start a Meeting** button
10. Choose audio connection using the dropdown.
11. Invite others by selecting the **Participant** menu and the option to **Invite & Remind**.
12. In the **Invitees** section, separate email addresses with a comma for people who should be included in the meeting.




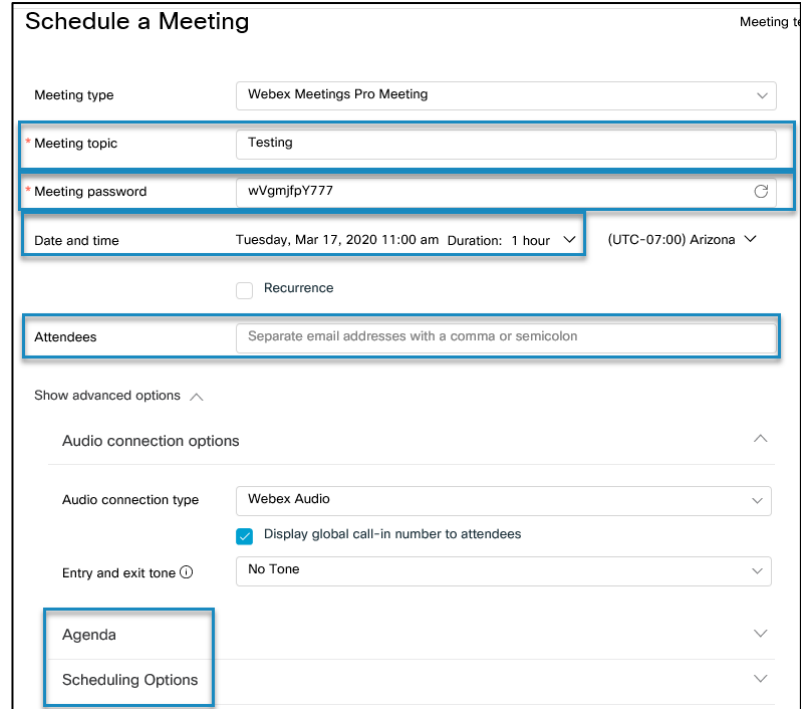
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## Schedule a Webex meeting:

1. Go to [chandleraz.Webex.com](https://chandleraz.Webex.com) (works best in **Chrome**).
2. Select **Sign In** on the upper, right corner of the page.
3. Sign in using your **City email address** and **password**. If it is your first time signing in, will be brought to a Security page (See [Signing In to Webex](#)).
4. Select the **Schedule** button.
5. The default **Meeting type** should be **Webex Meetings Pro Meeting**. This is the standard template that was created and should be used.
6. Add a **Meeting Topic**, **Meeting Password**, and choose the **Date and Time**.
7. If you will be scheduling a meeting using Lotus notes to include a meeting location, **copy** the Webex information and include it in the invite after selecting to  the meeting.
8. In the **Attendees** section, separate email addresses with a comma for people who should be included in the meeting.
9. Add any additional **Agenda** or **Scheduling Options** and Select **Start**.



Schedule a Meeting

Meeting type: Webex Meetings Pro Meeting

\* Meeting topic: Testing

\* Meeting password: wVgmjfpY777

Date and time: Tuesday, Mar 17, 2020 11:00 am Duration: 1 hour (UTC-07:00) Arizona

Recurrence

Attendees: Separate email addresses with a comma or semicolon

Show advanced options ^

Audio connection options ^

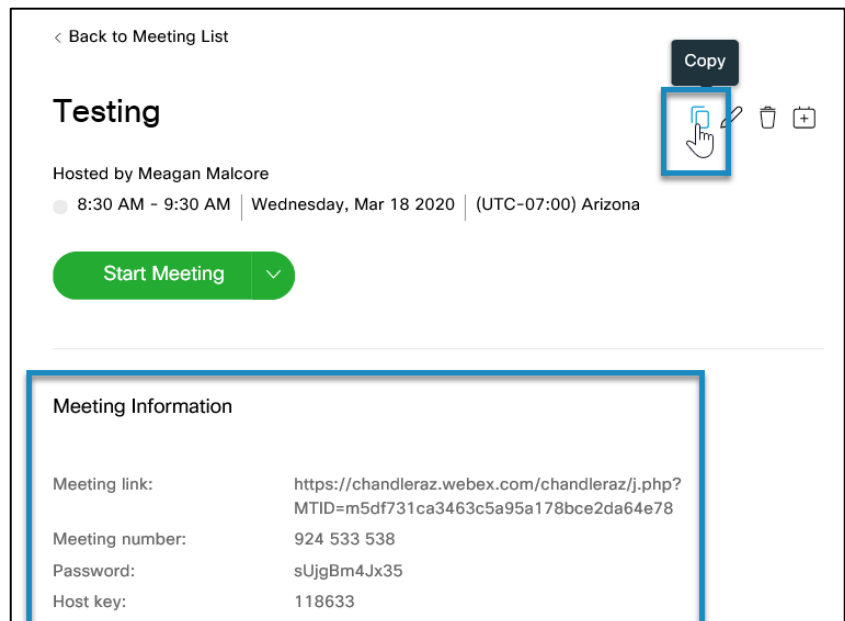
Audio connection type: Webex Audio

Display global call-in number to attendees

Entry and exit tone: No Tone

Agenda

Scheduling Options



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Copy

## Testing

Hosted by Meagan Malcore

8:30 AM - 9:30 AM | Wednesday, Mar 18 2020 | (UTC-07:00) Arizona

Start Meeting

Meeting Information

Meeting link: <https://chandleraz.webex.com/chandleraz/j.php?MTID=m5df731ca3463c5a95a178bce2da64e78>

Meeting number: 924 533 538

Password: sUjgBm4Jx35

Host key: 118633

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## Attendees invited to a meeting:

1. If you were invited to join a meeting, open the **email** with the Webex instructions.
2. Select the **link** in the email under **JOIN WEBEX MEETING** to launch the Webex or select **JOIN MEETING** on the Webex site under the Meetings menu (works best in **Chrome**).
3. Choose the **Audio** option of **Call Me** which allows Webex to call a number you provide **or Call In** on your own.
4. If you choose the **Call In** option, use the **Phone #** and **Access Code** **followed by #** provided in the email.
5. If it was a scheduled meeting, the invite will include a **Password** that will need to be entered.

JOIN WEBEX MEETING  
<https://chandleraz.webex.com/chandleraz/j.php?MTID=m51502cb950beaf524253a3e26d9fe9bf>  
Meeting number (access code): 920 708 649

Meeting password: UUKjdjVF563

JOIN BY PHONE  
+1-415-655-0001 US Toll  
Tap here to call (mobile phones only, hosts not supported): tel:%2B1-415-655-0001,.\*01\*920708649%23%23\*01\*

The screenshot shows the Cisco Webex interface. On the left is a navigation menu with 'Home', 'Meetings', and 'Recordings'. The main content area has a 'Join meeting' button highlighted in green. Below it, the 'Join by phone' section is visible, showing a phone number '+1-415-655-0001 US Toll' and an 'Access code: 926 108 426'. A 'Global call-in numbers' link is also present. Below this, there's a section for joining from a video conferencing system with a 'Dial' link and a contact email 'jeff.forney@chandleraz.webex.co'. On the right, a 'Select Audio Connection' dialog is open, showing options: 'No Audio' (selected with a checkmark), 'Call Me', 'I Will Call In', 'Call Using Computer', and 'Call My Video System'.

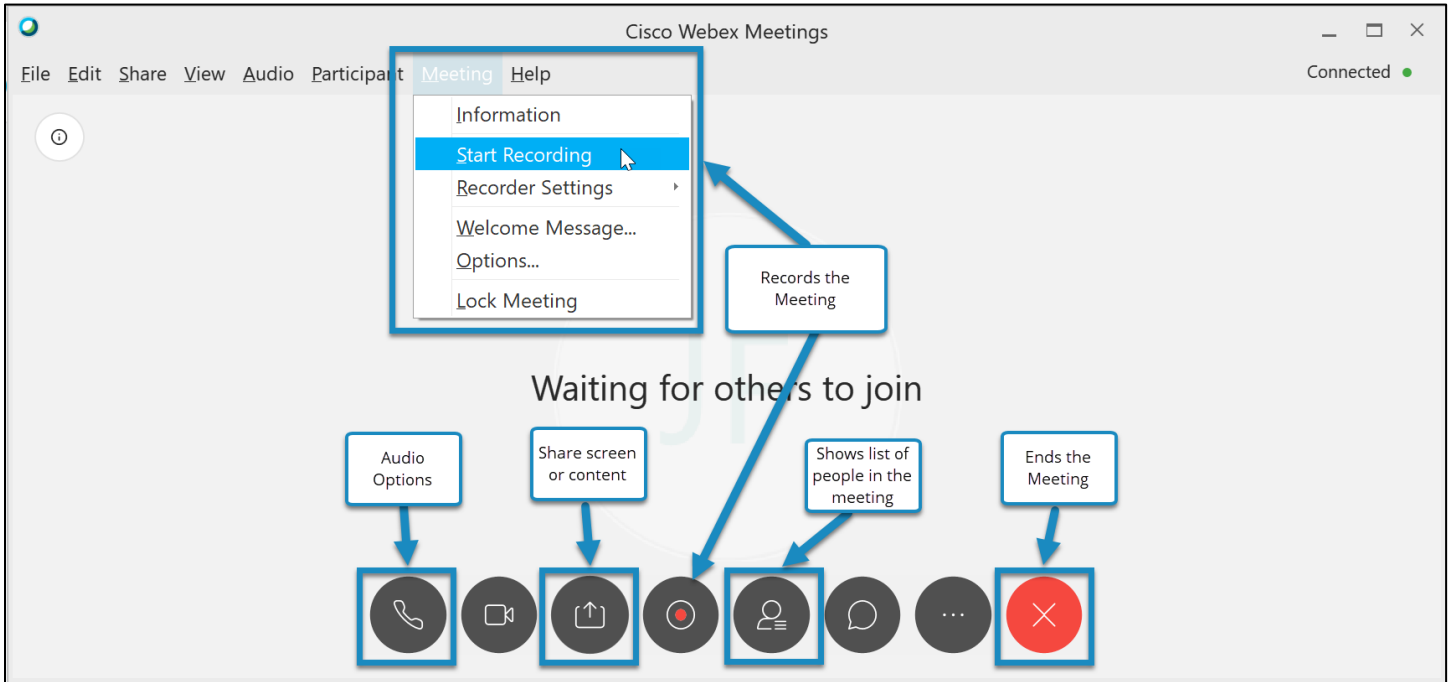
The screenshot shows the 'Audio and Video Connection' dialog. It has two sections: 'Select Audio Connection' and 'Select Video Connection'. Under 'Select Audio Connection', 'Call Me' is selected in a dropdown menu. Below it, there's a country code dropdown set to '+1' and a phone number dropdown set to '480-782-2474'. Under 'Select Video Connection', 'No Video' is selected in a dropdown menu. At the bottom of the dialog is a large green 'Connect Audio' button. Below the dialog is a toolbar with several icons: a microphone (highlighted with a blue box), a screen share icon, a video icon, a people icon, a chat icon, a more options icon, and a red close icon.

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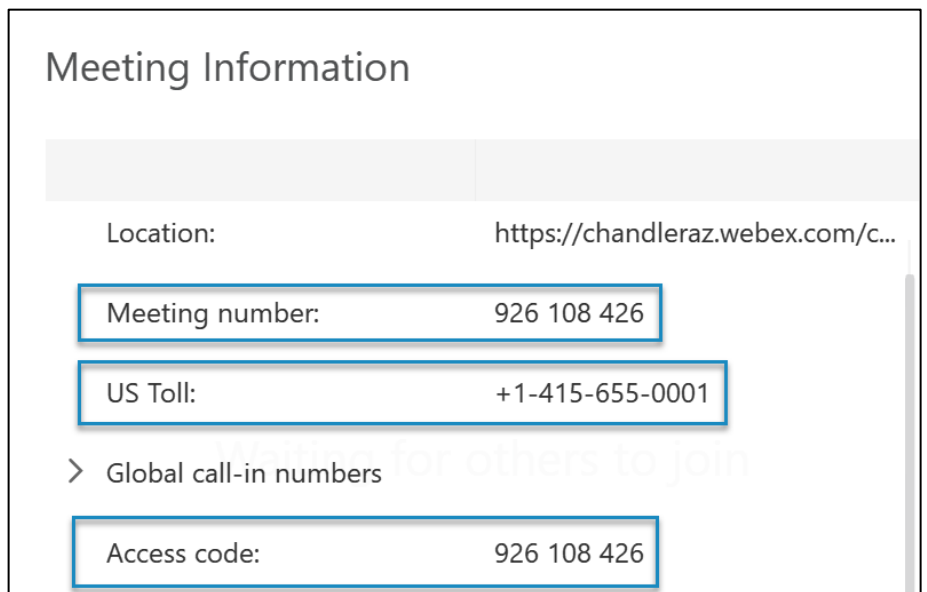
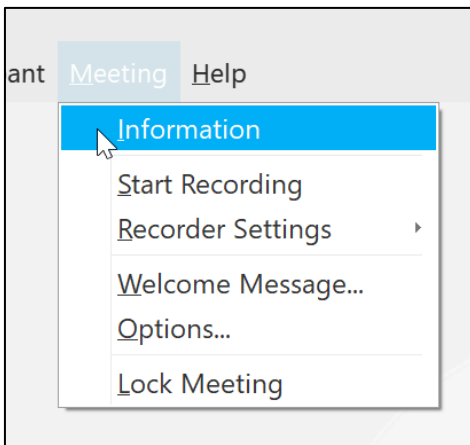
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## Webex Controls in the meeting:



## To find Meeting Number, Phone #, and Access Code:

1. Select the **Meeting** Menu and **Information**.



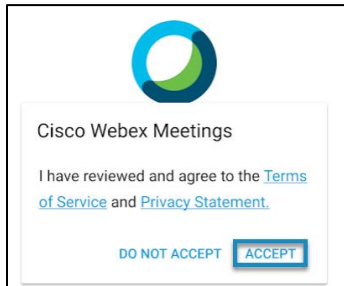
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## Using a mobile device:

1. To have all functionality available, it is best to **download the app**.
2. The **video chat** feature is **only** available on the Webex app.
3. Search for **Cisco Webex Meetings** in the Google Play Store, Apple App Store, or Amazon App store.
4. Select to Accept the Terms of Service after installing the app.



5. Allow Webex to have permissions such as calls, video, and location.
6. If **only attending** a meeting, select  and use the Meeting Number provided by the host.
7. If **scheduling or hosting** a meeting, select the  option and use your **city email address** and **password** on the organizational account screen.
8. Select the site: **chandleraz.Webex.com**
9. Select **Start Meeting** to Meet Now or **swipe** to find **upcoming meetings** or **recordings**.
10. A full help guide is available on the [Cisco Webex Help Center](#) page.