WebEx Teams Instructions for Universities

Used for Business Presentation and Cost Events Only

Getting Started

<u>BE SURE TO REVIEW WebEx Tips for presenting previously published online under Series Resources:</u>

[Virtual Presentation Tips](#)

[Virtual Presentation Tips 2: WebEx](#)

Getting Started

Preferred Browsers

Google Chrome Browser

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Firefox®

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Getting Started

- Email Invite
  - Team Point of Contact will receive an email like image below to specified email provided in email or survey.

**NOTE: If, when you click on the link in email you are navigated directly to your Team appointment, Sign Out.

By signing out, you will force a correct set up affiliation as you need to create a password as shown on next slide.

✸Ignore next slide if you create password with this link.

Getting Started

- Completing the Email Invite
  - Sign out and then sign back in using the email the initial invite was sent to. Follow the steps below:

1. Website

2. **Check Your Inbox for 2nd Email

3. Create Password

Check your email

Click the link we've sent to kaley.zundel@gmail.com to activate your account

Back to Sign Up

Already activated your account? Click here

CISCO Webex

Let's get you set up.

Welcome to Cisco Webex Teams. Thank you for signing up.

Get started now

The Webex team

Need help? Contact us.

Create a password to start making calls and sending messages

Password

Create Account

Password Requirements

Must contain

At least 1 number

At least 0 uppercase letters

At least 0 lowercase letters

At least 0 special characters (!, #, &...)

6–256 characters

Must not contain

Easy to guess words

Your name or email address

Team Member Affiliation

- Once the Team Point of Contact is affiliated to their team appointment, they will/can add additional members
  - To do this, when in their team space, they will need to click on the person icon in the upper right corner, choose add people to space and enter their email address
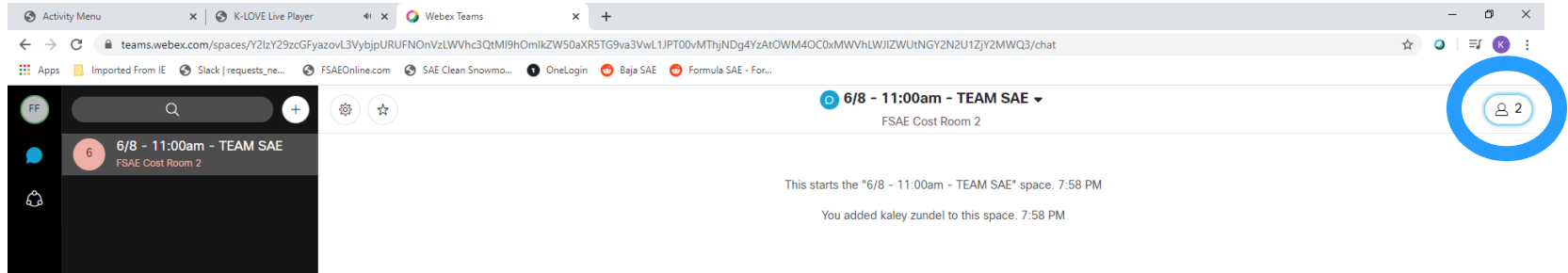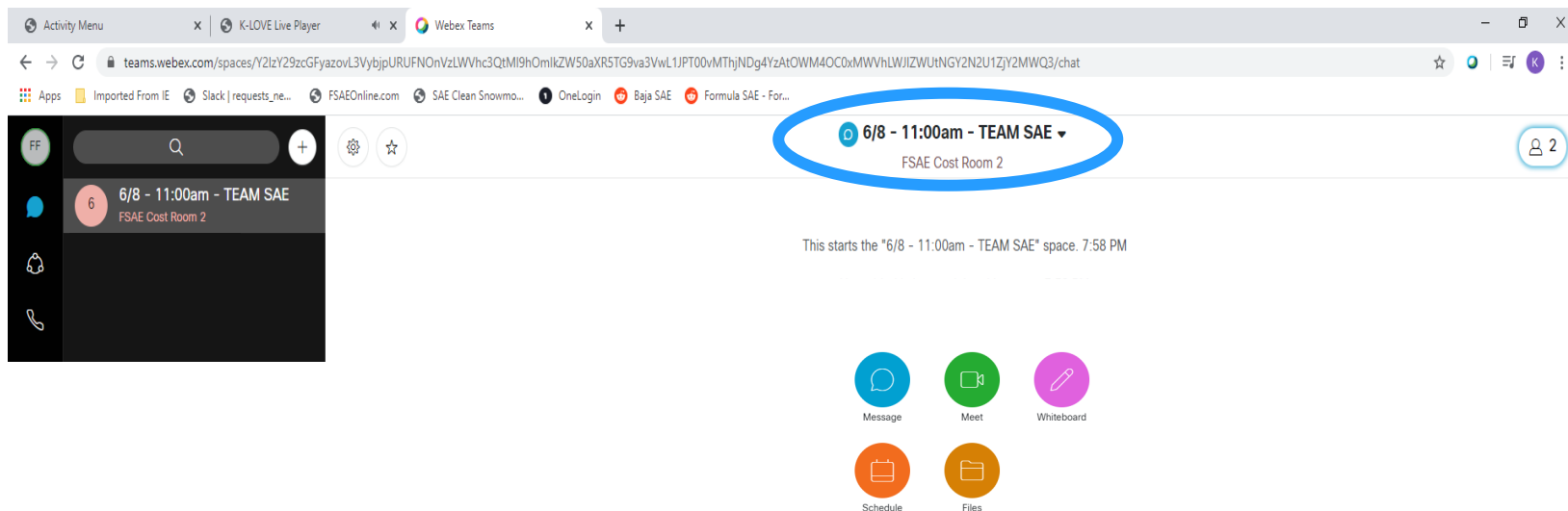
Team Member Affiliation

- When you add the email address, you will get the following message: Hit the enter key and then click add.
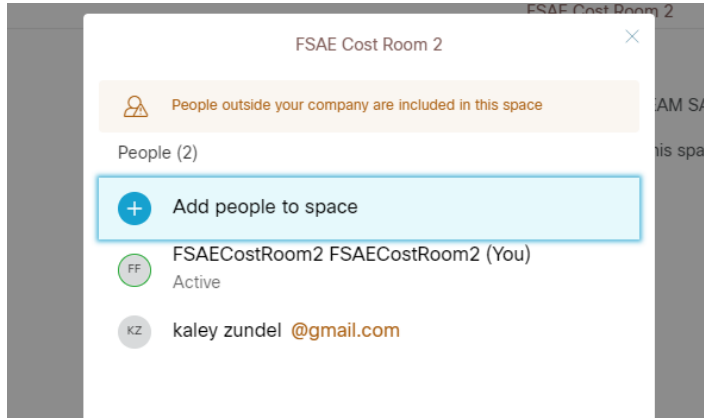
- They will be added to the team. They will then receive an email and will have to follow previous steps to set up their password.

Starting Presentation

- Anyone can start the presentation/meeting – students or judges.
- When logged into the chat view, click on the team appointment located at top of page to reveal the options located in center of webpage.

Starting Presentation

- To start a meeting, click the Meet button.

- You should be choosing to join with audio and video, click Start/Join meeting.

*you Start meeting

*meeting already started

Starting Presentation

- Review of what all the icons mean:

| Mute/Speak | Video On/Off | Share Screen | See People List | | Leave Meeting |

When selecting to share screen, you will have option to share entire screen, application window or a web browser tab

Additional Benefit

- Teams may use their "team space/appointment" to practice connecting with team members as well as practice their presentation prior to their appointment; even as early as receiving the invite.