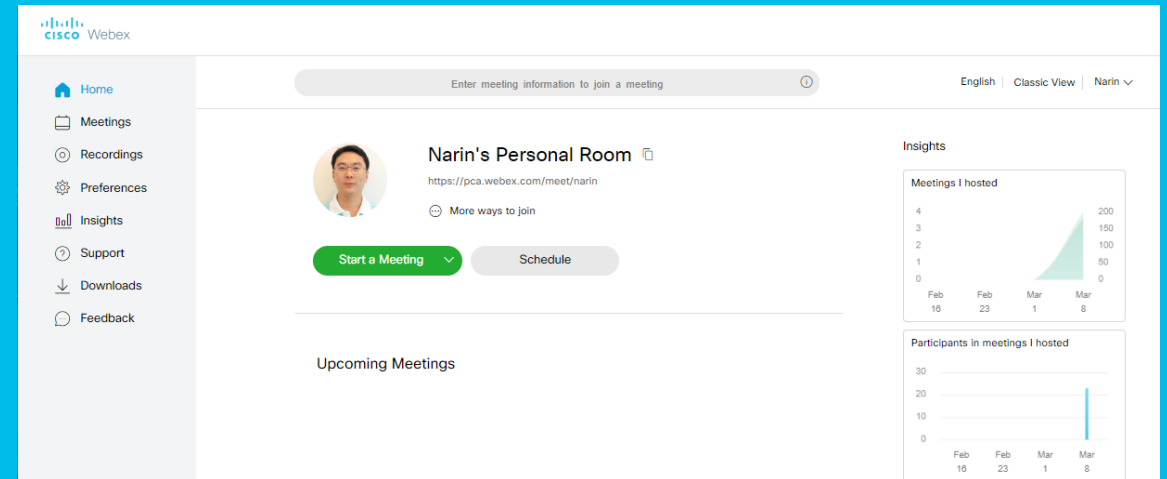


Cisco WebEx Reference Guide

Cisco Webex

What is Webex

- Webex is a tool that allows users to host or participate in video conferencing, online meetings, and screen sharing, with up to 1,000 participants allowed in a virtual meeting room. Meetings can be joined in a number of ways via the WebEx desktop, web, and mobile apps.
- The Webex site allows you to join meetings right from your browser (web app), however you may be asked to install a browser plugin in order to share content with other participants.
- You also have the option to download a desktop application that can be used to join meetings without the need to visit the website.
- The Webex site also provides access to scheduling tools, meeting recordings, support, and more.



Cisco Webex Portal

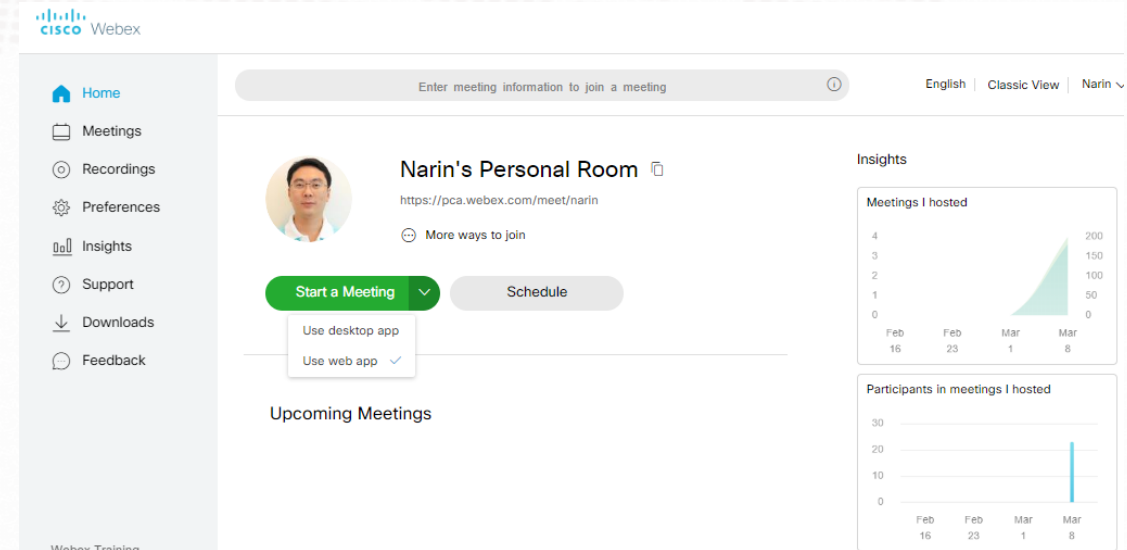
The Web App

- Modern View of Meeting Center accessed through your browser.
- Firefox and Chrome are the most supported browsers.
- Depending on browser, plugins are sometimes required for content sharing.
- No annotation of shared content.
- Only one panel (Participants, Chat, or Notes) viewable at a time.

Accessing the web app:

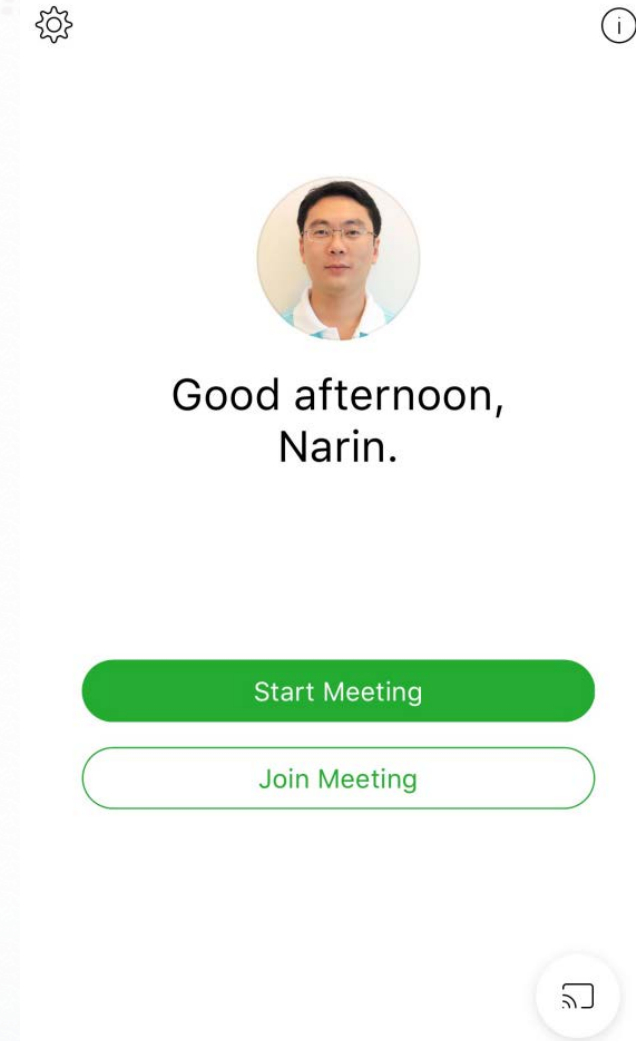
1. Visit pca.webex.com
2. Click on **Sign In**.
3. Enter your user name and password. This will take you to the Webex home screen.
4. From the home screen, you can choose to use the Webex web app for meetings instead of the desktop app.

Note: If you plan on sharing presentation content through the web app, you will be required to install browser plugins.



The Mobile App

Mobile versions of WebEx are available for Android, and iOS.
For more information click [here](#).



Home Screen

Join a meeting by entering the meeting number or the Host's Personal Room ID

Enter meeting information to join a meeting

English | Classic View | Narin ▾

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback



Narin's Personal Room

<https://pca.webex.com/meet/narin>

More ways to join

Personal Room

Start a Meeting ▾

Schedule

Upcoming Meetings

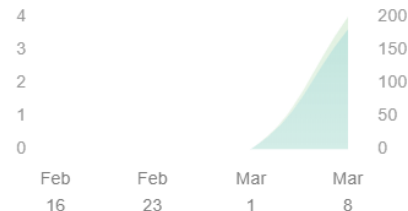
Upcoming Meetings



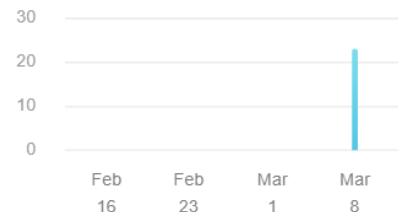
Insights

Insights

Meetings I hosted



Participants in meetings I hosted



[View more](#)

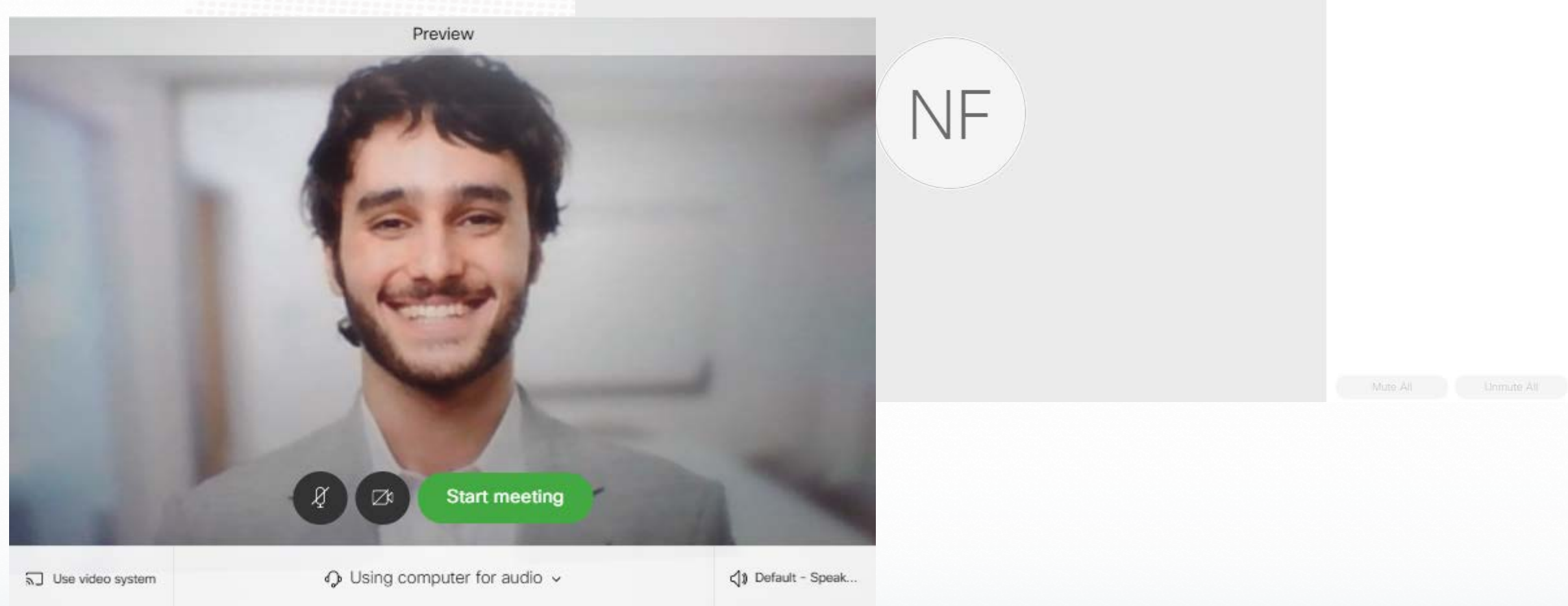
Menu Bar allows you to return to the home screen, start or schedule meetings, manage recordings, adjust preferences and more.

Webex Training
Webex Events
Webex Support









Access other version of Webex

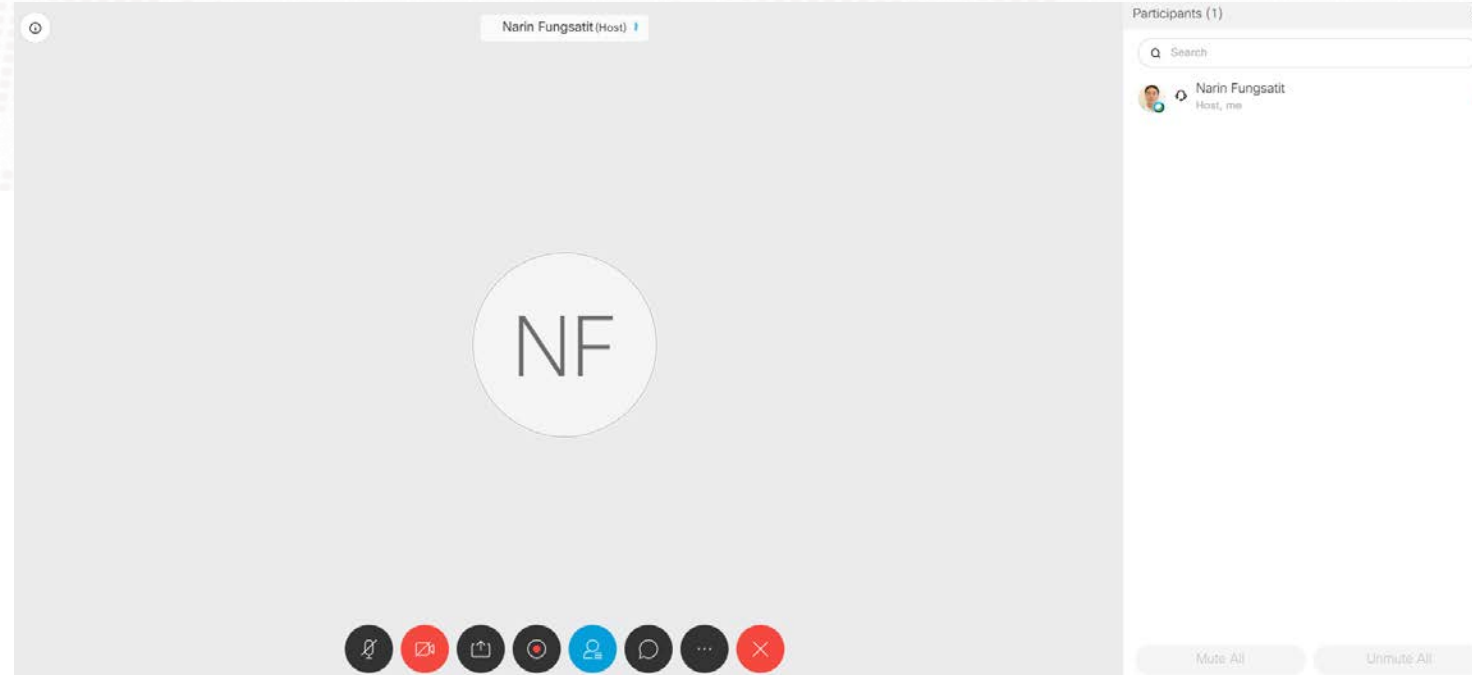
Meeting Room Basics

When you start meeting, the meeting room will look similar to this

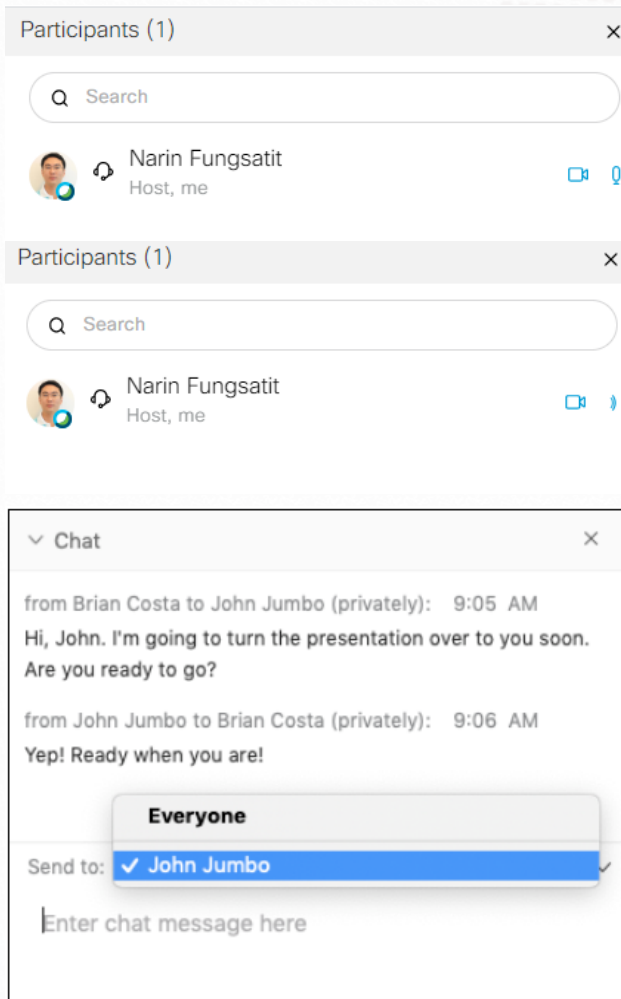


Meeting Room Basics

-  Mute/un-mute your audio
-  Start/stop your video feed
-  Share content
-  Start, pause, or stop recording the meeting (Host only)
-  View/hide participants panel
-  View/hide chat panel
-  Additional panels, lock meeting, invite and remind participants
-  End meeting (Host may assign someone else as host before they leave)



Meeting Room Panels



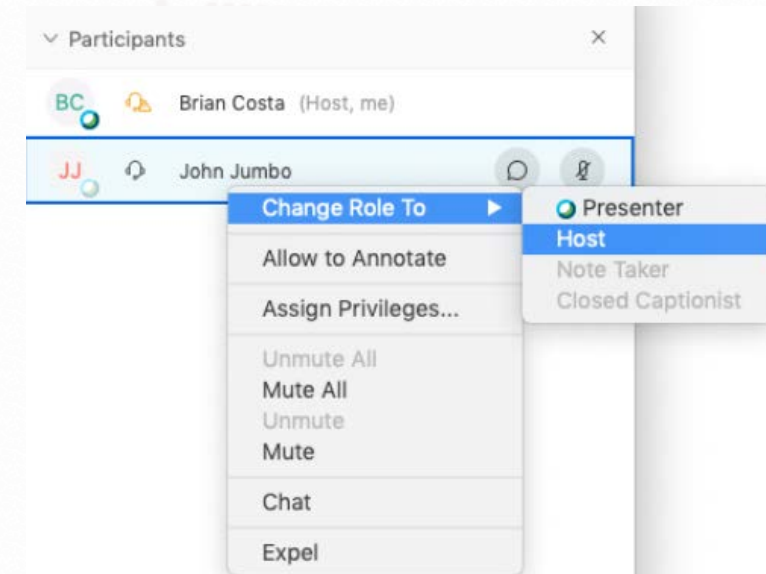
Participants - Displays meeting participants' names and allows for some basic controls.

- Participants can see who is making noise/talking (🔊).
- Host may mute participant's audio by clicking on the microphone (🔇) button.
- Participants can mute and unmute themselves.
- Host may assign Presenter or Host privileges to others by right-clicking on their name and clicking **Change Role To...**

Chat - Allows users to send text-based messages without interrupting the meeting.

1. Use the **Send to** dropdown menu to select whether you want your message to go to everyone or a specific participant. Messages to specific participants are kept private.
2. Type your message in the free-text box.
3. Hit **ENTER**.

Your chat transcript will be recorded for you.



Meeting Room Panels

Participant	Meeting	Help
	Mute Me	Ctrl+M
	Unmute Me	Ctrl+M
	Mute All	
	Unmute All	
	Mute on Entry	
✓	Entry and Exit Tone	
	Invite and Remind...	
	Copy Meeting Link	
✓	Anyone Can Share	Ctrl+Alt+S
	Assign Privileges...	Ctrl+K
	Change Role To	
	Reclaim Host Role	
	Expel	

In the **Participants** tab

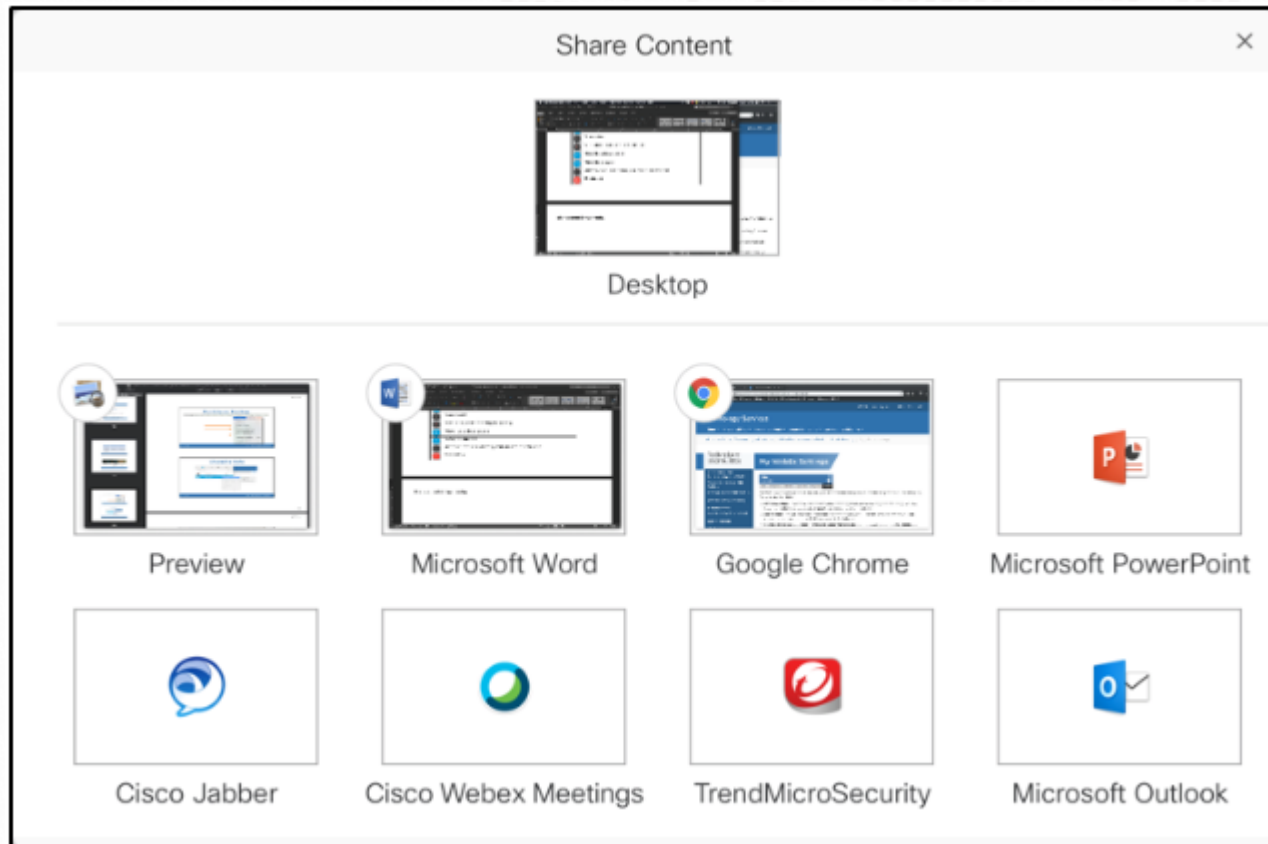
- **Mute on Entry** (Recommended) - Determines if participants' audio is muted as they enter the room. Participants have the ability to unmute themselves.
- **Entry and Exit Tone** - Determines if an audio tone will be played whenever a participant enters or leaves the meeting. By default, this is selected for you. You can deselect it.
- **Anyone Can Share** - Determines if participants will be allowed to share content with the meeting without being made the presenter by the host. By default, this is selected for you. You can deselect it.

Chat - Allows users to send text-based messages without interrupting the meeting.

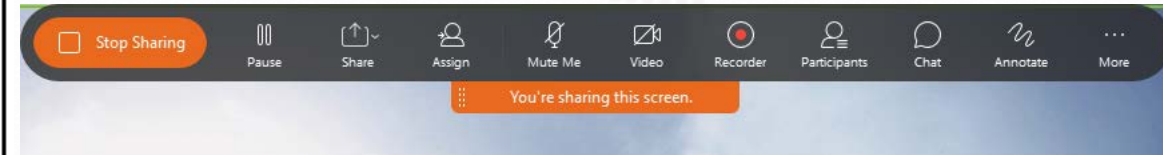
1. Use the **Send to** dropdown menu to select whether you want your message to go to everyone or a specific participant. Messages to specific participants are kept private.
2. Type your message in the free-text box.
3. Hit **ENTER**.

Your chat transcript will be recorded for you.



Sharing Content




- Share Desktop - This will share *everything* that you have open on your computer.
- Share Application - Only applications that are currently open on your computer are available. Keep in mind that you can only share one application at a time. Switching between applications will require you to stop sharing one application and then open another.





Audio Connection






Start Meeting


 Use video system


 Use computer for audio ▾


 Realtek(R) Audio

Start Meeting

 Use video system

 Use computer for audio ▾

 Settings

Speaker

Use System Setting (Realtek(R) ... ▾

Test

Microphone

Use System Setting (Realtek(R) Audio) ▾

☒ Automatically adjust volume

Your Personal Room

The screenshot shows the PlanetComm interface for a personal meeting room. A callout box labeled "Copy room info" points to a copy icon next to the room name. Another callout labeled "Personal Room URL" points to the URL "https://pca.webex.com/meet/narin". A third callout labeled "Get more info" points to the "More ways to join" link. Below the room name, there are two buttons: "Start a Meeting" (green) and "Schedule" (grey). Callout boxes point to these buttons: "Enter your Personal Room" for "Start a Meeting" and "Schedule your meeting room" for "Schedule".

Narin's Personal Room

<https://pca.webex.com/meet/narin>

More ways to join

Start a Meeting

Schedule

More ways to join

Meeting Number: 572 055 625

Join by video system


Dial narin@pca.webex.com and enter your host PIN 2478.
You can also dial 210.4.202.4 and enter your meeting number.

Join by phone

+65-315-76442 Singapore Toll
Access code: 572 055 625
Host PIN: 2478

[Global call-in numbers](#)

Starting a Meeting



Narin's Personal Room

<https://pca.webex.com/meet/narin>







More ways to join

1 Start a Meeting

Schedule

Enter your Personal Room

1. Click on **Start a Meeting** in the Personal Room section. Your Personal Room will load
2. Chose **Use computer for audio**.
3. Chose **Settings** for use Speaker and Microphone (optional).
4. Chose **Speaker** and **Microphone** device (optional)
5. **Start Meeting**

	  <div>5 Start Meeting</div>
 Use video system	<div>2 Use computer for audio</div> <div>Realtek(R) Audio</div>
	  <div>Start Meeting</div>
 Use video system	<div>3 Use computer for audio</div> <div>4 Settings</div>

Speaker

Use System Setting (Realtek(R) ...

4 Test

Microphone

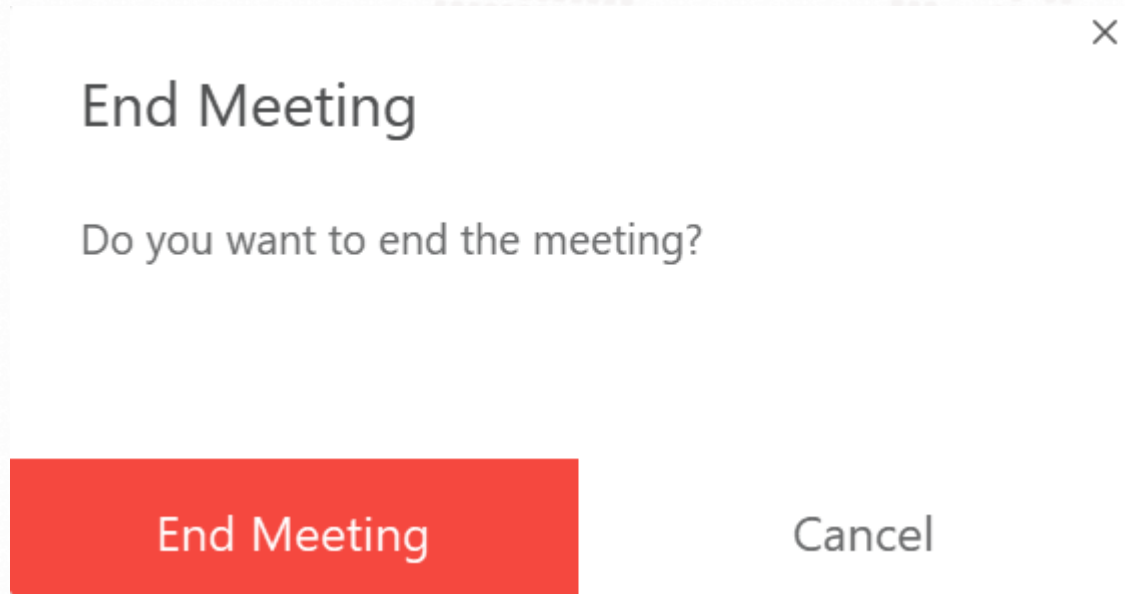
Use System Setting (Realtek(R) Audio)

☒ Automatically adjust volume

Leaving a Meeting



1. Click on the red **X** button in the meeting toolbar.
2. Click on the **End Meeting** button in the dialogue box that appears. If you are the host, this will end the meeting for all participants! If you would like the meeting to continue, assign someone else as host first. See the page on Hosting a Meeting.



Schedule a Meeting



Narin's Personal Room

<https://pca.webex.com/meet/narin>

More ways to join

Start a Meeting

Schedule

Schedule your meeting room

Schedule a Meeting

Meeting templates Webex Meetings Default

Meeting type

Webex Meetings Pro 200

* Meeting topic

Monthly Meeting

* Meeting password

W52ErAR3qmk

Date and time

Thursday, Mar 19, 2020 10:55 am Duration: 1 hour

(UTC+07:00) Bangkok, Hanoi, Jakarta

☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Show advanced options

Cancel

Start

Save as template

Schedule a Meeting

Schedule a Meeting

Meeting templates Webex Meetings Default

Meeting type

Webex Meetings Pro 200

* Meeting topic

Monthly Meeting

* Meeting password

W52ErAR3qmk

Date and time

Thursday, Mar 19, 2020 10:55 am Duration: 1 hour
(UTC+07:00) Bangkok, Hanoi, Jakarta

☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Show advanced options

Cancel

Start

Save as template

- 1. Meeting topic** – Give the meeting a short, descriptive name.
- 2. Meeting password** – Webex will generate a random alphanumeric password for you, but you can change it to something simpler if you prefer.
- 3. Date and time** – Click on the date/time to bring up a popup calendar where you can set the date, time, and duration of your meeting. Don't worry about the meeting running longer than the duration you chose.

<

Mar 2020

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Time

10 : 55

☒ am ☐ pm

Duration

1 hour 0 minutes

Done

Thursday, Mar 19, 2020 10:55 am Duration: 1 hour

Schedule a Meeting

Thursday, Mar 19, 2020 10:55 am Duration: 1 hour ▾

(UTC+07:00) Bangkok, Hanoi, Jakarta ▾

☒ Recurrence

Recurrence pattern Weekly ▾

Recurrence on Every 1 week(s)

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

Ending

☒ No end date

☐ Ending 03/19/2020 ▾

☐ After 10 meetings



Separate email addresses with a comma or semicolon

To set a recurring meeting, select **Recurrence** and then determine the recurrence pattern. You may also choose to end the recurring meetings on a certain date or after a certain number of meetings.

Attendees – You can type in the email addresses of the meeting participants that you want to invite.

If you do invite attendees here, you can select one or more of listed Tufts WebEx users to be alternate hosts for the meeting by clicking on the **Alternate Host icon**.

Separate email addresses with a comma or semicolon

 Pamommes Yodchol	 	 Suchart Wijakul	 
 Suwan Ruensukhon	 		

Alternate Host icon

 Pamommes Yodchol	 	 Suchart Wijakul	 
 Suwan Ruensukhon	 		

Schedule a Meeting

Show advanced options ^

Audio connection options ^

Audio connection type

Use VoIP only

Agenda ^

Meeting agenda

Click **Show advance options**. Three tabs will appear with additional options for the scheduled meeting.

In the **Audio connection options** tab...

Audio connection type – Select Webex Audio to give participants the option to connect their audio through their computer or over the computer (VoIP). You can also select **Use VoIP only**, in which case participants will only be able to connect audio through their computer.

In the **Agenda** tab...

Meeting agenda – Provide a more detailed description of the meeting's topics, goals, etc.

Schedule a Meeting

Scheduling Options ^

Require account ⓘ

☐ Require attendees to have an account on this site in order to join this meeting

Alternate host

☐ Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting

Automatic recording

☐ Automatically start recording when the meeting starts

Exclude password

☐ Exclude password from email invitation

Join before host

☒ Attendees can join meeting minutes before start time
☒ Attendees can connect to audio before start time

Registration ⓘ

☒ None
☐ Require attendee registration

Email reminder

minutes before meeting starts

Meeting options

[Edit meeting options](#)

Attendee privileges

[Edit attendee privileges](#)

In the **Scheduling Options** tab...

Require account - Check this box if you want to restrict the meeting to people with a PCA Webex account.

Alternate host – Check this box if you want to allow anyone else with a PCA Webex account to host the meeting on your behalf. The first PCA Webex user to join the meeting will automatically be made the host until you join the meeting.

Automatic recording – Check this box if you want Webex to automatically start recording the meeting as soon as it starts.

Exclude password – Check this box if you want to withhold the meeting password from invitations that are sent to attendees through the Webex website (i.e. attendees who were listed in the Attendees field above).

Join before host - Check this box to allow participants to join the meeting up to 15 minutes before the host.

Registration - Check this box to ask participants to provide select information before the meeting, such as job title, company name, address, etc.

Email reminder - Check this box to opt into an email reminder from Webex before the meeting is scheduled to start.

Meeting options - Click "**Edit meeting options**" to open a window where you can determine if meeting participants will be able to use features like chat and notes.

Attendee privileges - Click "**Edit attendee privileges**" to open a window where you can determine if meeting participants will be able to use features like the participant list, as well as who they can private chat with.

Schedule a Meeting

Meeting options

×

Select options that you want participants to have when meeting begins:

☒ Chat

☒ Video

☒ Notes

☒ Allow all participants to take notes

☐ Single note taker

☐ Enable closed captioning

☒ File transfer

☒ Enable UCF rich media for attendees

Cancel

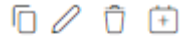
OK

In the **Scheduling Options** tab...

Meeting options - Click "**Edit meeting options**" to open a window where you can determine if meeting participants will be able to use features like chat and notes.

Schedule a Meeting

Monthly Meeting



Hosted by Narin Fungsatit

12:00 AM - 1:00 AM | Friday, Mar 20 2020 | (UTC+07:00) Bangkok, Hanoi, Jakarta

Recurrence: Occurs every Friday effective 3/20/2020 from 12:00 AM to 1:00 AM, (UTC+07:00) Bangkok, Hanoi, Jakarta

Start Meeting

Meeting Information

Meeting link: <https://pca.webex.com/pca/j.php?MTID=mb91f3b98bf18e3c9a5dbe46cb9ee1387>

Meeting number: 570 085 548

Password: W52ErAR3qmk

Host key: 695851

Alternate Host: Pamornmes Yodchol

More ways to join

Join by video system: Dial 570085548@pca.webex.com
You can also dial 210.4.202.4 and enter your meeting number.

Join by phone: Use VoIP only

A confirmation page will appear that summarizes your scheduled meeting and ways to join.



Copy the meeting information (except for the Host key) so that it can be pasted somewhere else.



Edit the meeting.



Delete the meeting.



Download a .ics file that can be imported into a calendar application.

Schedule a Meeting

File

Recurring Meeting

Help

ADOBE PDF

Tell me what you want to do

Delete

Accept

Tentative

Decline

Calendar

Quick Steps

Move

Rules

Mark Unread

Categorize

Follow Up

Webex meeting scheduled: Monthly Meeting - Recurring Meeting

Webex meeting scheduled: Monthly Meeting

Accept

Tentative

Decline

Thu 3/19/2020 11:31 AM

CW

Cisco Webex <messenger@webex.com>

Required Narin Fungsatit

The organizer has not requested a response for this meeting.

Occurs every Friday effective 3/20/2020 from 12:00 AM to 1:00 AM

<https://pca.webex.com/pca/j.php?MTID=mb91f3b98bf18e3c9a5dbe46cb9ee1387>

You are the host for this Webex meeting.

When it's time, start your Webex meeting here.

Meeting number (access code): 570 085 548

Meeting password: W52ErAR3qmk

Host key: 695851

Occurs every Friday effective Friday, March 20, 2020 from 12:00 AM to 1:00 AM, (UTC+07:00) Bangkok, Hanoi, Jakarta

12:00 am | (UTC+07:00) Bangkok, Hanoi, Jakarta | 1 hr

Start meeting

Join by phone
Use VoIP only

Join from a video system or application
Dial [570085548@pca.webex.com](tel:570085548)
You can also dial 210.4.202.4 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
Dial [570085548.pca@lync.webex.com](tel:570085548)

Schedule a Meeting

Monthly Meeting

Hosted by **Narin Fungsatit**

12:00 AM - 1:00 AM | Friday, Mar 20 2020 | (UTC+07:00) Bangkok, Hanoi, Jakarta

Recurrence: Occurs every Friday effective 3/20/2020 from 12:00 AM to 1:00 AM, (UTC+07:00) Bangkok, Hanoi, Jakarta

Start Meeting

Copy

Monthly Meeting - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Forward Response Options Show As: Busy Reminder: 15 minutes Categorize

You haven't sent this meeting invitation yet.

Send

From: narin@planetcomm.com

Title: Monthly Meeting

Required: Suchart Wijakul; Suwan Ruensukhoni; Pamornmes Yodchol <pamornmes@planetcomm.com>;

Optional: Witthawat Taetrakun

Start time: Thu 3/19/2020 12:00 PM All day Time zones

End time: Thu 3/19/2020 1:00 PM Make Recuring

Location: Webex Boom Finder

Monthly Meeting

Hosted by Narin Fungsatit

Friday, Mar 20, 2020 12:00 am | 1 hour | (UTC+07:00) Bangkok, Hanoi, Jakarta

Occurs every Friday effective 3/20/2020 from 12:00 AM to 1:00 AM, (UTC+07:00) Bangkok, Hanoi, Jakarta

Meeting number: 570 085 548

Password: W52ERAR3qmk

<https://pca.webex.com/pca/j.php?MTID=mb91f3b98bf18e3c9a5dbe46cb9ee1387>

Join by video system

Dial 570085548@pca.webex.com

You can also dial 210.4.202.4 and enter your meeting number.

Join by phone

Use VoIP only

From the Webex meeting confirmation window, click Copy. (Reminder: The Host key will NOT be copied.)

1. Open a new Outlook meeting.
2. To - Add your attendees.
3. Subject - Name your meeting.
4. Location - WebEx.
5. Set the meeting duration, date, and times to match what you scheduled in WebEx.
6. In the body of the email, type a message about the meeting like you normally would. You can also include attachments.
7. Paste the WebEx meeting info that you copied in Step 1.
8. Click Send. The meeting will be placed on your calendar and the calendar of anyone who accepts the invite.

Schedule a Meeting

Preferences

General My Personal Room Audio and Video Scheduling Recording

Meeting type ⓘ Webex Meetings Pro 200 ▼

Email invitation ☐ Send a copy of the email invitation to me

Share recording ⓘ ☐ Automatically share the recording when it's available after the meeting

Scheduling permission ⓘ <Separate email addresses with a comma or semicolon>

From the Webex meeting confirmation window, click Copy. (Reminder: The Host key will NOT be copied.)

1. Open a new Outlook meeting.
2. To - Add your attendees.
3. Subject - Name your meeting.
4. Location - WebEx.
5. Set the meeting duration, date, and times to match what you scheduled in WebEx.
6. In the body of the email, type a message about the meeting like you normally would. You can also include attachments.
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8. Click Send. The meeting will be placed on your calendar and the calendar of anyone who accepts the invite.

Schedule a Meeting

Monthly Meeting

Hosted by **Narin Fungsatit**

12:00 AM - 1:00 AM | Friday, Mar 20 2020 | (UTC+07:00) Bangkok, Hanoi, Jakarta

Recurrence: Occurs every Friday effective 3/20/2020 from 12:00 AM to 1:00 AM, (UTC+07:00) Bangkok, Hanoi, Jakarta

Start Meeting

Copy

Monthly Meeting - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

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Optional: Witthawat Taetrakun

Start time: Thu 3/19/2020 12:00 PM All day Time zones

End time: Thu 3/19/2020 1:00 PM Make Recuring

Location: Webex Boom Finder

Monthly Meeting

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Friday, Mar 20, 2020 12:00 am | 1 hour | (UTC+07:00) Bangkok, Hanoi, Jakarta

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Meeting number: 570 085 548

Password: W52ERAR3qmk

<https://pca.webex.com/pca/j.php?MTID=mb91f3b98bf18e3c9a5dbe46cb9ee1387>

Join by video system

Dial 570085548@pca.webex.com

You can also dial 210.4.202.4 and enter your meeting number.

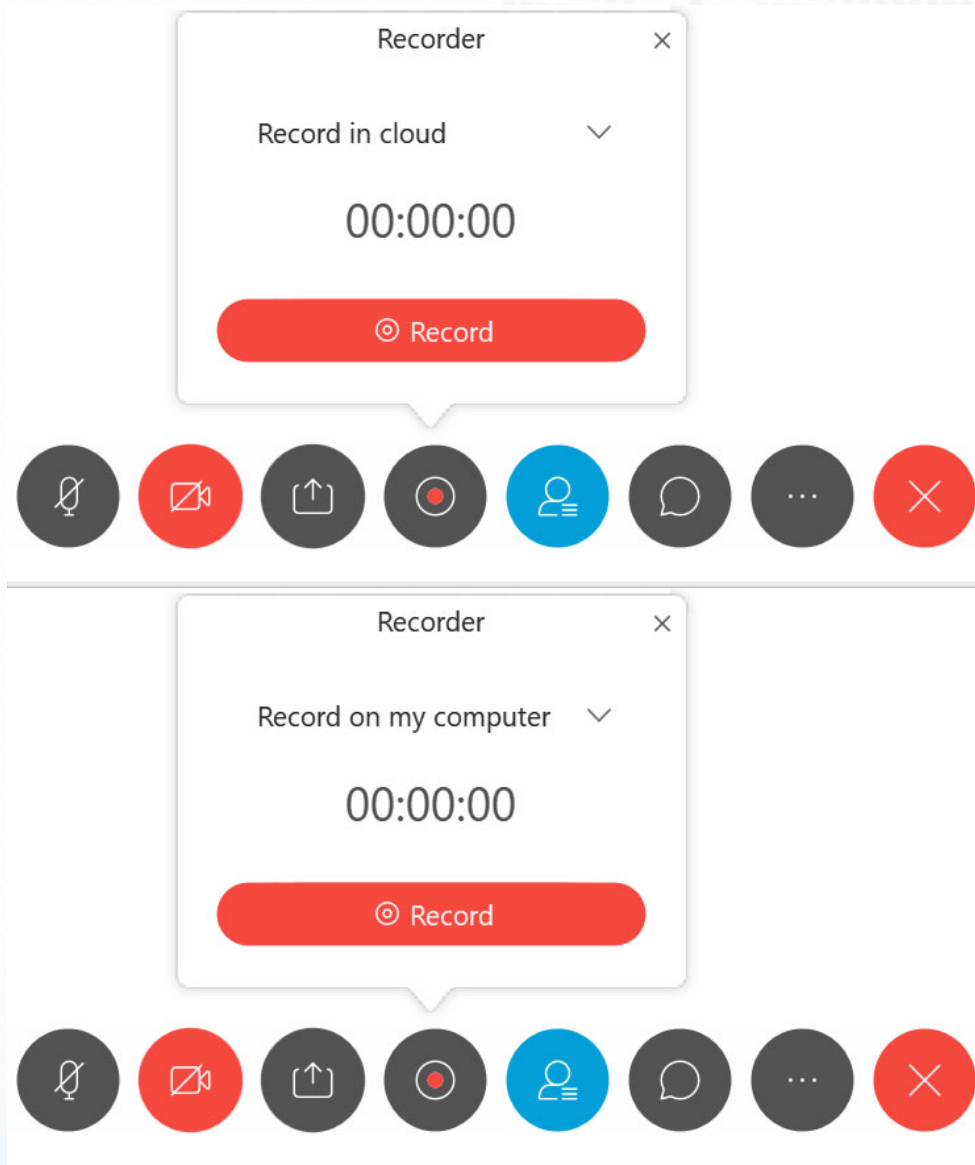
Join by phone

Use VoIP only

From the Webex meeting confirmation window, click Copy. (Reminder: The Host key will NOT be copied.)

1. Open a new Outlook meeting.
2. To - Add your attendees.
3. Subject - Name your meeting.
4. Location - WebEx.
5. Set the meeting duration, date, and times to match what you scheduled in WebEx.
6. In the body of the email, type a message about the meeting like you normally would. You can also include attachments.
7. Paste the WebEx meeting info that you copied in Step 1.
8. Click Send. The meeting will be placed on your calendar and the calendar of anyone who accepts the invite.

Recordings




Hosts may record some or all of a meeting from within the meeting room. When scheduling a meeting, the host may also choose to have recording start automatically when the meeting begins.

Attendance Reports

For PlanetComm

Enter meeting information to join a meeting ⓘ


English Classic View Narin ▾



Narin's Personal Room ⓘ
<https://pca.webex.com/meet/narin>
More ways to join

Start a Meeting ▾ Schedule


Upcoming Meetings



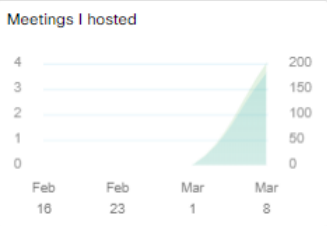
12:00 AM - 1:00 AM
Fri, Mar 20

Monthly Meeting ⓘ
Narin Fungsatit

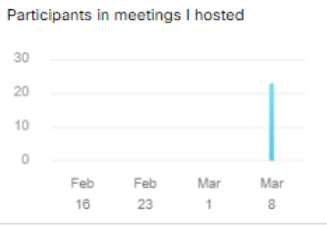
Start



Insights

Meetings I hosted

Date	Meetings I hosted
Feb 16	0
Feb 23	1
Mar 1	4
Mar 8	4

Participants in meetings I hosted

Date	Participants in meetings I hosted
Feb 16	0
Feb 23	0
Mar 1	0
Mar 8	22

For PlanetComm

Modern View **NEW!** Narin Fungsatit Site Administration Sign Out

My Meetings

My Personal Room

My Recordings

My Contacts

My Profile

Preferences

My Reports

My Webex Reports

All Services

Usage Report

View usage information for your meetings.


- Click **Classic View** in the top menu.
- Once in Classic View, click **My WebEx** in the top menu bar.
- Select **My Reports** in the left-hand menu.
- Click **Usage Report**.

Attendance Reports

For PlanetComm

Enter meeting information to join a meeting ⓘ


English Classic View Narin ▾



Narin's Personal Room ⓘ
<https://pca.webex.com/meet/narin>
More ways to join

Start a Meeting ▾ Schedule


Upcoming Meetings



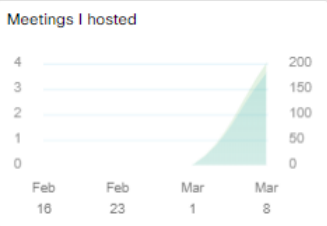
12:00 AM - 1:00 AM
Fri, Mar 20

Monthly Meeting ⓘ
Narin Fungsatit

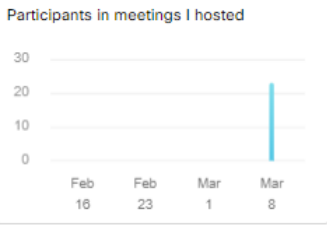
Start



Insights

Meetings I hosted

Date	Meetings I hosted
Feb 16	0
Feb 23	0
Mar 1	1
Mar 8	4

Participants in meetings I hosted

Date	Participants in meetings I hosted
Feb 16	0
Feb 23	0
Mar 1	0
Mar 8	20

For PlanetComm

Modern View **NEW!** Narin Fungsatit Site Administration Sign Out

My Meetings

My Personal Room

My Recordings

My Contacts

My Profile

Preferences

My Reports

My Webex Reports

All Services

Usage Report

View usage information for your meetings.

- Click **Classic View** in the top menu.
- Once in Classic View, click **My WebEx** in the top menu bar.
- Select **My Reports** in the left-hand menu.
- Click **Usage Report**.

Attendance Reports

[illegible]

- Click **Classic View** in the top menu.
- Once in Classic View, click **My WebEx** in the top menu bar.
- Select **My Reports** in the left-hand menu.
- Click **Usage Report**.

Attendance Reports

Usage Report

View usage, such as attendance, duration, and more across all your meetings.

Note: You can generate a report for any dates up to three months prior to today.

From: March 10 2020
To: March 12 2020
Topic: (optional)
Sort results by: Date Display Report

Usage Summary Report

Search Results from 3/10/20 to 3/12/20, Eastern Daylight Time (New York, GMT-04:00)

[Search again](#)

Final Usage Summary Report

Sort results by clicking on the column headers.

Printer-friendly Format Export Report

Topic	Meeting Type	Date	Start time	Duration	Invited	Registered	Attended	Tele
Training Workshop	PRO	3/11/20	9:09 pm	4 mins	0	N/A	2	Detail
Training Workshop	PRO	3/11/20	9:04 pm	5 mins	0	N/A	3	Detail
Training Workshop	PRO	3/11/20	8:49 pm	6 mins	0	N/A	2	Detail
Training Workshop	PRO	3/11/20	8:36 pm	5 mins	0	N/A	2	Detail
Brian Costa's Personal Room	PRO	3/11/20	8:36 pm	1 min	0	N/A	1	Detail
Training Workshop	PRO	3/11/20	8:20 pm	14 mins	0	N/A	6	Detail
WebEx: Getting Started with Virtual Meetings	PRO	3/11/20	12:51 pm	107 mins	0	N/A	5	Detail
Testing - No Audio	PRO	3/11/20	7:40 am	9 mins	0	N/A	2	No
Brian Costa's Personal Room	PRO	3/10/20	7:52 pm	1 min	0	N/A	1	No
Brian Costa's Personal Room	PRO	3/10/20	8:29 am	4 mins	0	N/A	1	Detail

- On the Usage Report page, set a date range and click **Display Report**.
- A Usage Summary Report will appear. To see the attendance for a particular meeting, click on the name of the meeting.
- An attendance report will be created, with options to print and export.

Session Detail Report

Printer-friendly Format Export Report

Session detail for 'Training Workshop':

All sessions in Eastern Daylight Time (New York, GMT-04:00)

Participant 1

Name:	John Jumbo	Email:	jjumbotts@gmail.com
Invited:	No	Registered:	N/A
Date:	3/11/20	Start time:	9:05 pm
End time:	9:05 pm	Duration:	1 min
Company:		Title:	

Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External

Participant 2

Name:	Brian Costa	Email:	brian.costa@tufts.edu
Invited:	No	Registered:	N/A
Date:	3/11/20	Start time:	9:04 pm
End time:	9:08 pm	Duration:	4 mins
Company:		Title:	

Manage Webex Preferences



- Home
- Meetings
- Recordings
- Preferences**
- Insights
- Support
- Downloads
- Feedback

Enter meeting information to join a meeting

English | Classic View | Narin ▾

Preferences

General | My Personal Room | Audio and Video | Scheduling | Recording

Time zone	(UTC+07:00) Bangkok, Hanoi, Jakarta ▾
Language	English ▾
Region	United States ▾

From the Preferences section of the pca.webex.com home screen, you can manage some of your account settings. Here, we cover some of the more important settings.

Manage Webex Preferences

General
My Personal Room
Audio and Video
Scheduling
Recording

Personal Room name

Your Personal Room name must be between 1 and 128 characters

Personal Room link
https://pca.webex.com/meet/

Host PIN: ⓘ

Your host PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Automatic lock: ⓘ
☐ Automatically lock my room
 minutes after meeting starts so people can't enter until I admit them

Notification: ⓘ
☒ Notify me by email when someone enters my Personal Room lobby while I am away

Alternate host:
☐ Let others host my Personal Room meetings without me

- **Personal Room name** – Give your Personal Room a name that is different from the Webex default.
- **Personal Room link** – Your Personal Room URL
- **Host PIN** – This four-digit number is used when you enter your Personal Room from a video system or call in from a phone. Keep this private! You can change your Host PIN if necessary.
- **Automatic lock** – Automatically lock your Personal Room after a set number of minutes.
- **Notification** – Webex will notify you if someone is waiting in your Personal Room lobby.
- **Alternate host** – Allow other users to host meetings in your Personal Room without you. Once this box is checked, you can choose to allow any Webex user to host in your room or you can specify who you want to be a host in your room.

Manage Webex Preferences

General
My Personal Room
Audio and Video
Scheduling
Recording

Audio Connection ⓘ

Audio connection type Webex Audio

☒ Display global call-in number to attendees

Entry and exit tone ⓘ No Tone

Default call-in number ⓘ

First number Singapore Toll

Second number None

Call Me numbers ⓘ

Office phone +66 27922400

Mobile phone +66 0811166368

Audio PIN ⓘ 2478

Your PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Personal conferencing ⓘ [Generate an account](#)

Video Systems

My video address ⓘ

Video system 1	<input type="text" value="Video system name"/>	<input type="text" value="Video address (name@domain.com)"/>	<input checked="" type="radio"/> Default
Video system 2	<input type="text" value="Video system name"/>	<input type="text" value="Video address (name@domain.com)"/>	<input type="radio"/> Default
Video system 3	<input type="text" value="Video system name"/>	<input type="text" value="Video address (name@domain.com)"/>	<input type="radio"/> Default

Cancel
Save

Audio Connection

- **Audio connection type** – Determines what audio options are available for your scheduled meetings. Select Webex Audio to allow participants to connect audio via phone or computer (VoIP). Select Use VoIP only to allow audio connection through a computer.
- **Entry and exit tone** - Determines the default way in which Webex will notify you that a participant has joined the audio portion of the meeting: Beep, Announce Name, or No Tone. This can be changed later when you are scheduling meetings.
- **Default call-in number** – Set up to two call-in numbers for display when joining:
 - For you and your participants when you are the meeting host.
 - For you only when you are not the meeting host
- **Call me numbers** - Pre-load numbers that Webex can call when you select "Call Me" for your audio connection in a meeting.
- **Audio PIN** - Used for authentication when people call into audio meetings. (This is only used for Webex Personal Conferencing.)
- **Personal Conferencing** – Displays call-in numbers, host access codes, and attendee access codes for Webex Personal Conferencing.

Video Systems

- Store up to three video system names and addresses (e.g. 2490@video.planetcomm.com). These stored addresses will be available to choose from in a dropdown menu when you use the Call My Video System option in Webex meetings.

Manage Webex Preferences

[General](#) [My Personal Room](#) [Audio and Video](#) [Scheduling](#) [Recording](#)

Meeting type ⓘ

Webex Meetings Pro 200

Email invitation

☐ Send a copy of the email invitation to me

Share recording ⓘ

☐ Automatically share the recording when it's available after the meeting

Scheduling permission ⓘ

<Separate email addresses with a comma or semicolon>

- **Email invitation** – Send a copy of the email invitation to me.
- **Share recording** - Automatically share recordings from Personal Room and scheduled meetings that you host, including recordings initiated by alternate hosts. Attendees will receive an email from WebEx when the recording is ready.
- **Scheduling permission** - Grant others permission to schedule WebEx meetings on your behalf.

Manage Webex Preferences

General My Personal Room Audio and Video Scheduling Recording

Recording view ⓘ

☐ Video thumbnails view



With shared content

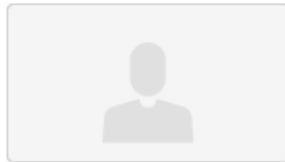


No shared content

☒ Active speaker view



With shared content

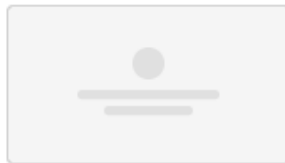


No shared content

☐ Content-only view (no participant video is recorded)



With shared content



No shared content

- **Recording view** – The selected recording view determines which screen layout is used for recording of all meetings you host. It affects new recordings but not older recordings.