



FIREFLY



Using WebEx Meetings - End User Training

DURATION: 4 HOURS

COURSE CODE: WEBM-EUT-CT

FORMAT: LECTURE/LAB

COURSE DESCRIPTION

In this 4-hour training, users will learn how to use WebEx Meetings. Including how to join, schedule, manage, record and troubleshoot a meeting. Students will also learn how to use the WebEx Meeting App on their desktops and cell phones; this allows students to become equally effective when mobile or remote accessing Webex Meetings.

LEARNING OBJECTIVES

- WebEx Meeting App
- Cell Phone Meetings
- Login to WebEx Meetings
- Join a Meeting
- Schedule a Meeting
- Add Participants to Meeting
- Control Webex Meetings
- WebEx Personal Rooms
- Tune Audio and Video Settings
- Share Content
- Manage Webex Meetings

COURSE OUTLINE

1. Introduction to WebEx

Hosting Meeting using the Internet
 Desktop Requirements
 Cell Phone Requirements
 Test Connectivity for Meeting
 Installing to WebEx App

2. Using the WebEx App

Opening the WebEx App
 WebEx App Preferences

- General
- Meeting Join Options
- Calendar
- Notifications
- Video Systems

 Schedule a Meeting using the WebEx App
 Join a meeting
 Start an Instant Meeting

3. Using the WebEx Website

Logging into your WebEx Site
 Modern View vs Classic View
 WebEx Preferences

- General
- Meeting Join Options
- Calendar
- Notifications
- Video Systems

 Schedule a Meeting using the WebEx App
 Adding content to a Meeting
 Join a meeting
 Start an Instant Meeting

4. Managing a WebEx Meeting

Meeting Requirements
 Setup Audio & Video Connection

- Computer Audio
- PSTN
- Call-Back

 Inviting Additional Participates
 Video Endpoint Joining Meetings
 Assign Conference Privileges
 Mute participant's
 Share Content
 Make someone a Presenter

Recording

- Recording the Conference
- Playing a Recording
- Sharing a Recording

How Chat works

Poll Questions

Transfer Files

Lock the Conference

Expel a Participant

Health Checker

- Audio Video CPU Usage
- Bandwidth
- Latency/Jitter/Packet Loss