



Using WebEx Meetings - End User Training (WEBM-EUT-CT)

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.

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 Duration

.5 day

Course Price

\$299.00 or 3 CLCs per Student

\$249.00 10-19 Students

\$199.00 20 or More Students

Methods of Delivery

- Instructor Led
- Virtual ILT
- On-Site

Outline

Module 1: Introduction to WebEx

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

Module 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

Module 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

Module 4: Managing a WebEx Meeting

- Meeting Requirements
- Setup Audio & Video Connection
 - Computer Audio
 - PSTN
 - Call-Back
- Inviting Additional Participants
- 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