



Cisco Webex Meetings User's Guide (for hosts and participants)



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Introduction

Cisco Webex Meetings offers the Judiciary the ability to use integrated audio, video, and content sharing with highly secure web meetings from the Cisco Webex cloud.


It provides video-first meetings, with integrated voice and content sharing, to collaborate more effectively with customers, partners, and employees without the need to travel


- With Cisco® Webex Meetings, it is easier than ever for everyone to be seen, be heard, and work together effectively, even when they are miles apart. Anyone can join a meeting from inside or outside the organization, using mobile, desktop, video room devices (even a third-party device), or their browser.
- Webex Meetings makes it easier and faster to schedule and join meetings.

Logging in

Open Web Browser and enter:
<https://judhi.webex.com>

The screenshot shows the Cisco Webex login interface. In the top left corner, the Cisco Webex logo is displayed. Below it is a hamburger menu icon. On the right side of the top navigation bar, the text 'Service provided by' is followed by the Webex logo. Below this, there are links for 'English' and 'Classic View', and a blue 'Sign In' button with a dropdown arrow. A red box with the text 'Click Sign In' and an arrow points to the 'Sign In' button. Below the navigation bar, the main heading is 'Join a Meeting' with a help icon. Underneath is a light gray rounded rectangular input field containing the placeholder text 'Enter meeting information'. At the bottom of the page, there is a section titled 'Cisco Webex Meetings Desktop App' with an illustration of a laptop and a smartphone. Below the illustration, there is a short paragraph of text describing the desktop app.

Service provided by 

English | Classic View | **Sign In**  Click Sign In

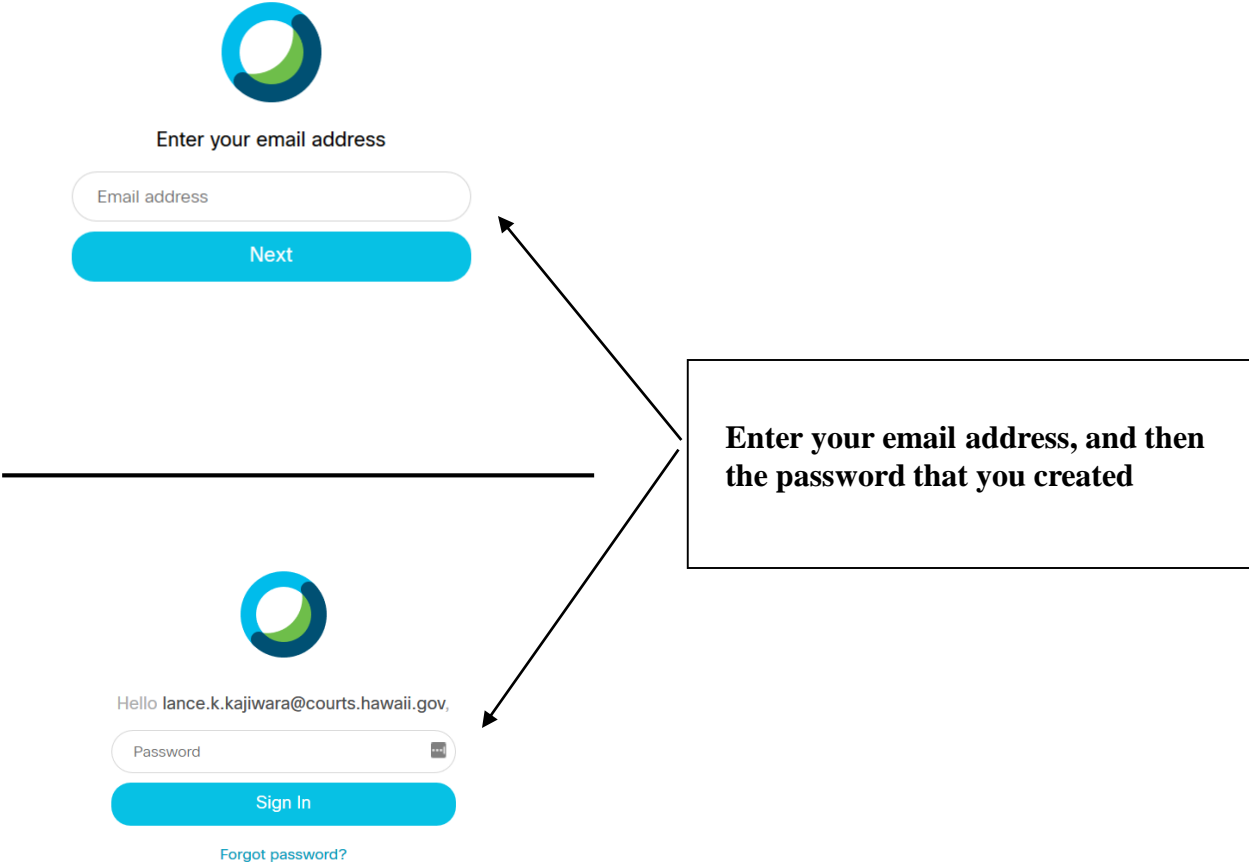
Join a Meeting

Enter meeting information

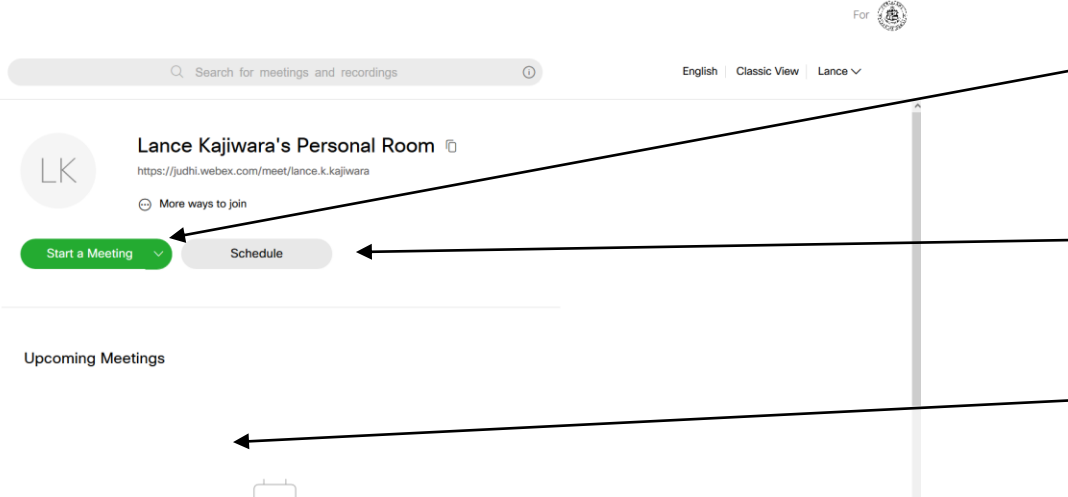
Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

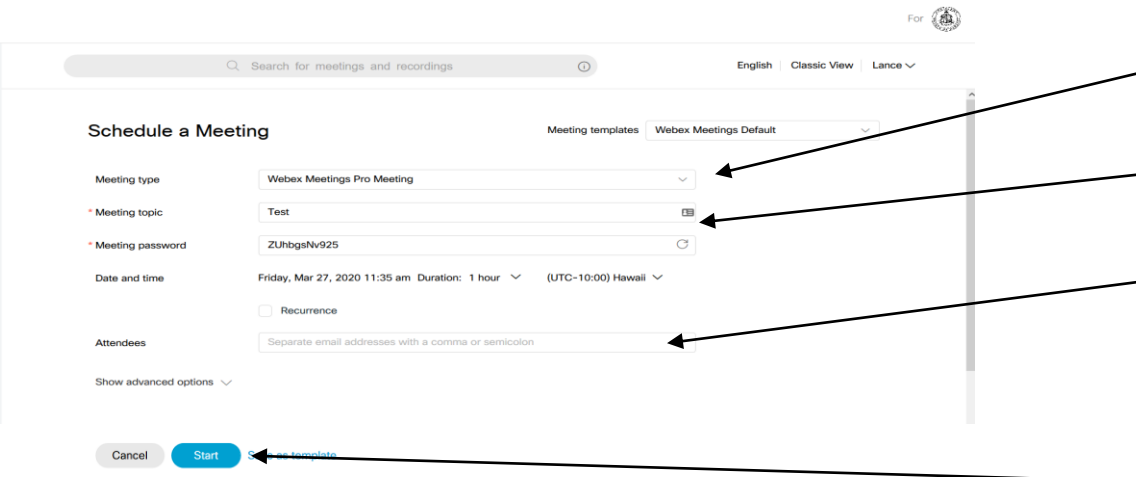
Logging in



Scheduling a Meeting



- To start a meeting immediately, click here
- To schedule a meeting for a future time, or to make it recurring, click here
- A list of meetings you schedule will be shown here



- Leave type as Pro Meeting
- *Enter meeting topic and password
- Enter email addresses of your invitees. They will be sent information on joining the conference
- Click start

Host confirmation email



Cisco Webex <messenger@webex.com>

Fri 3/27/2020 11:37 AM

Lance K. Kajiwara ✓

Webex meeting scheduled: Test

Fri 3/27/2020 11:45 AM - 12:45 PM

<https://judhi.webex.com/judhi/j.php?MTID=m7765cf5d16239b67e1515c16042a71b5>

[Show conflicts](#)

✓ Yes

? Maybe

✗ No

Webex meeting scheduled: Test

You are the host for this Webex meeting.

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

Meeting number (access code): 963 563 507

Meeting password: ZUhbgsNv925

Host key: 753229

Friday, March 27, 2020

11:45 am | (UTC-10:00) Hawaii | 1 hr

Start meeting

Join by phone

Tap to call in from a mobile device (attendees only)

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial 963563507@judhi.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 963563507.judhi@lync.webex.com

- The host will receive a confirmation email.
- When the time comes, the host will need to start the meeting before a conference can take place.

Participant email invitation

Webex meeting invitation: Test

Lance Kajiwara
Fri 3/27/2020 11:50 AM
lancekajiwara@msn.com

Webex meeting invitation: Test
Fri 3/27/2020 11:55 AM - 12:55 PM
<https://judhi.webex.com/judhi/j.php?MTID=mc260134b8330b6b893ceb5309f97e0fb>

No conflicts

RSVP to this event Email organizer

Add a message to Lance Kajiwara (optional)

Webex_Meeting.ics
7 KB

Lance Kajiwara invites you to join this Webex meeting.

Webex meeting invitation: Test

Meeting number (access code): 965 582 553
Meeting password: zHpM2qrpq32

Friday, March 27, 2020
11:55 am | (UTC-10:00) Hawaii | 1 hr

[Join meeting](#)

Join by phone

Tap to call in from a mobile device (attendees only)
[+1-408-418-9388](tel:+14084189388) United States Toll
[Global call-in numbers](#)

Join from a video system or application

Dial 965582553@judhi.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 965582553.judhi@lync.webex.com

- Participants will receive a confirmation email
- Participants can click on the "Join meeting link" to participate via their computer/laptop
- Participants can participate by audio only by dialing the audio number. The system will ask to enter the meeting number

Host Webex Meeting control buttons

The screenshot shows the Cisco Webex Meetings interface. At the top, the window title is "Cisco Webex Meetings" and the status is "Connected". The main area displays "Waiting for others to join". Below this is the host control bar, which contains several icons: a microphone (muted), a video camera (turned off), a screen share icon, a record icon, a chat icon, a participants icon, a settings icon, and a red end meeting icon. Two callout boxes provide detailed instructions for these buttons.

Waiting for others to join

- Mute your device so participants cannot hear you
- Turn on your video camera
- Share your screen content with the participants
- Record this session

- Show the participants on the call
- Chat with others on the call
- End the meeting