

Getting Started With Cisco Webex



**Webex
Teams**



**Webex
Meetings**



Downloading Webex

The Webex communication suite includes 2 apps: Webex Meetings and Webex Teams. Both apps are available on iPad and on Mac.

To download, click on Self-Service and search for Cisco and both should pop up for you.



Cisco Webex
Meetings



Cisco Webex
Teams



If you've done the Mosyle transition, Self-Service is now Mosyle Manger.

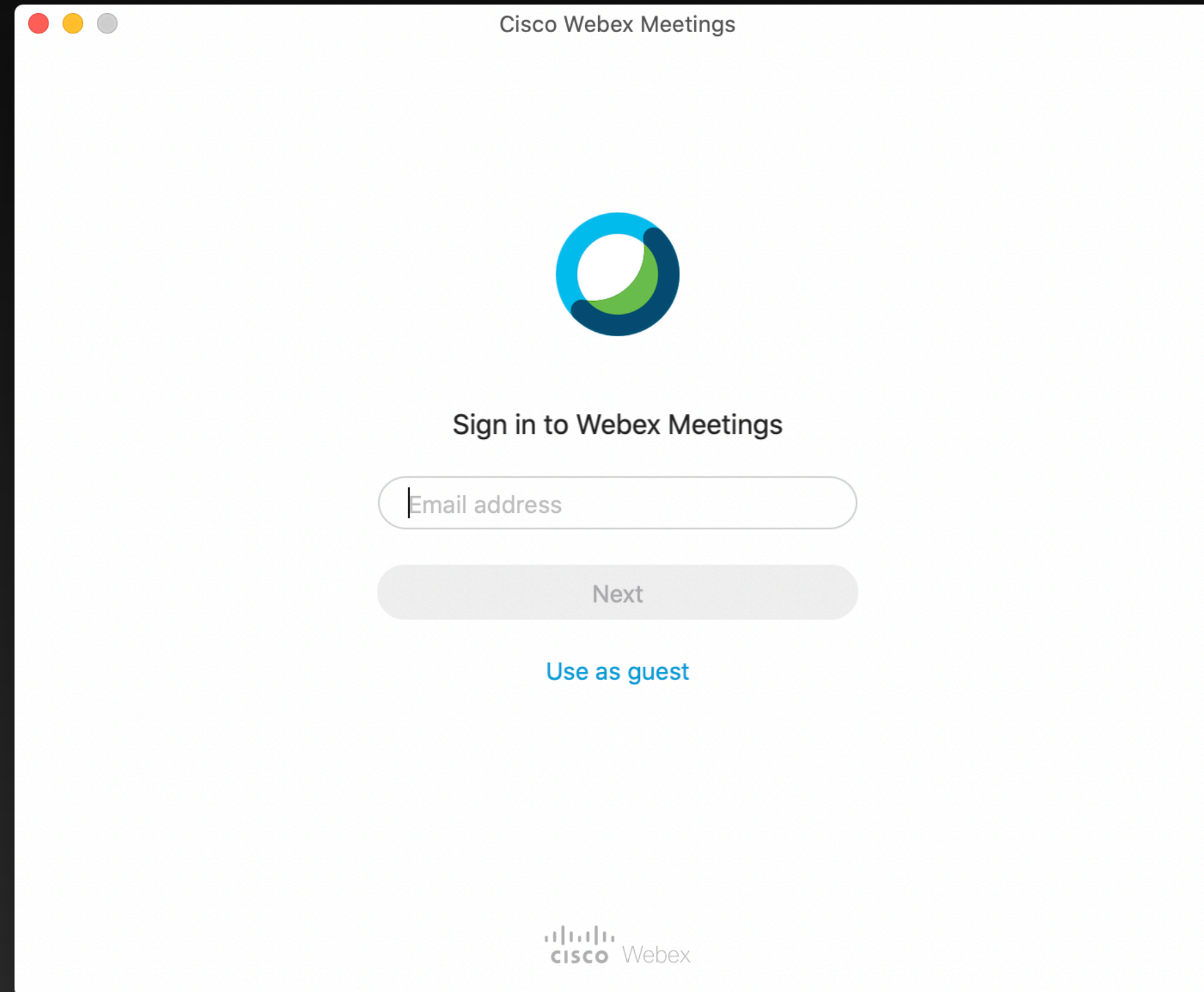


Webex Meetings

Sign into Meetings

When you launch Webex Meetings you'll be asked to sign in. Type in your Westside email address.

You'll then be asked to log in through Westside Access.

A screenshot of the Cisco Webex Meetings sign-in window. The window has a title bar with three colored buttons (red, yellow, grey) and the text "Cisco Webex Meetings". In the center is the Webex logo, a blue circle with a green and blue crescent. Below the logo is the text "Sign in to Webex Meetings". Underneath is a text input field with the placeholder "Email address". Below the input field is a grey button labeled "Next". At the bottom center is a blue link that says "Use as guest". At the bottom left is the Cisco Webex logo, consisting of the word "cisco" in a sans-serif font and "Webex" in a smaller font next to it.

Cisco Webex Meetings

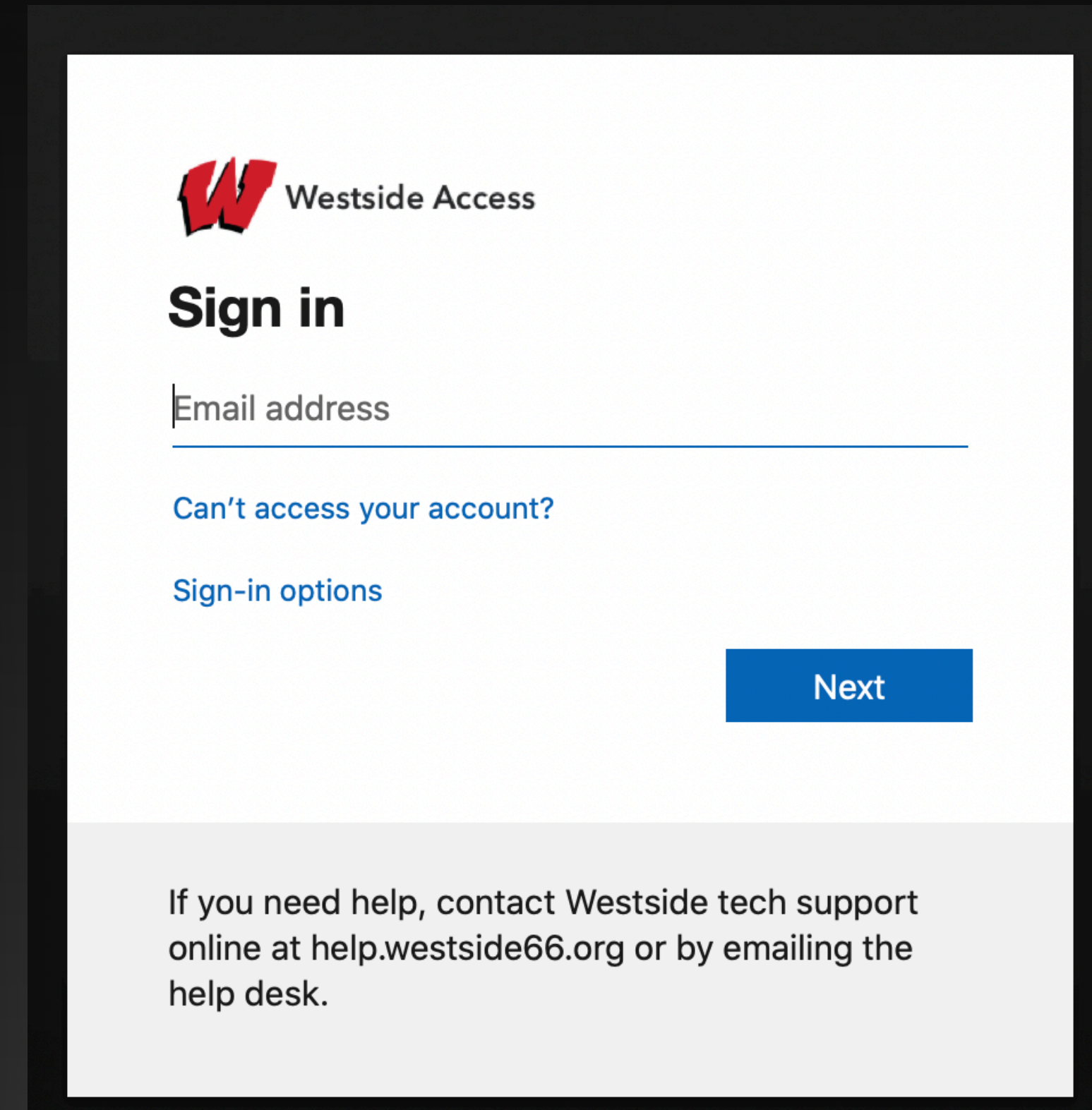
Sign in to Webex Meetings

Email address

Next

[Use as guest](#)

cisco Webex

A screenshot of the Westside Access sign-in page. At the top left is the Westside Access logo, which is a red stylized "W" followed by the text "Westside Access". Below the logo is the heading "Sign in". Underneath is a text input field with the placeholder "Email address". Below the input field are two blue links: "Can't access your account?" and "Sign-in options". At the bottom right is a blue button labeled "Next". At the bottom of the page is a grey footer area with the text: "If you need help, contact Westside tech support online at help.westside66.org or by emailing the help desk."

Westside Access

Sign in

Email address

[Can't access your account?](#)

[Sign-in options](#)

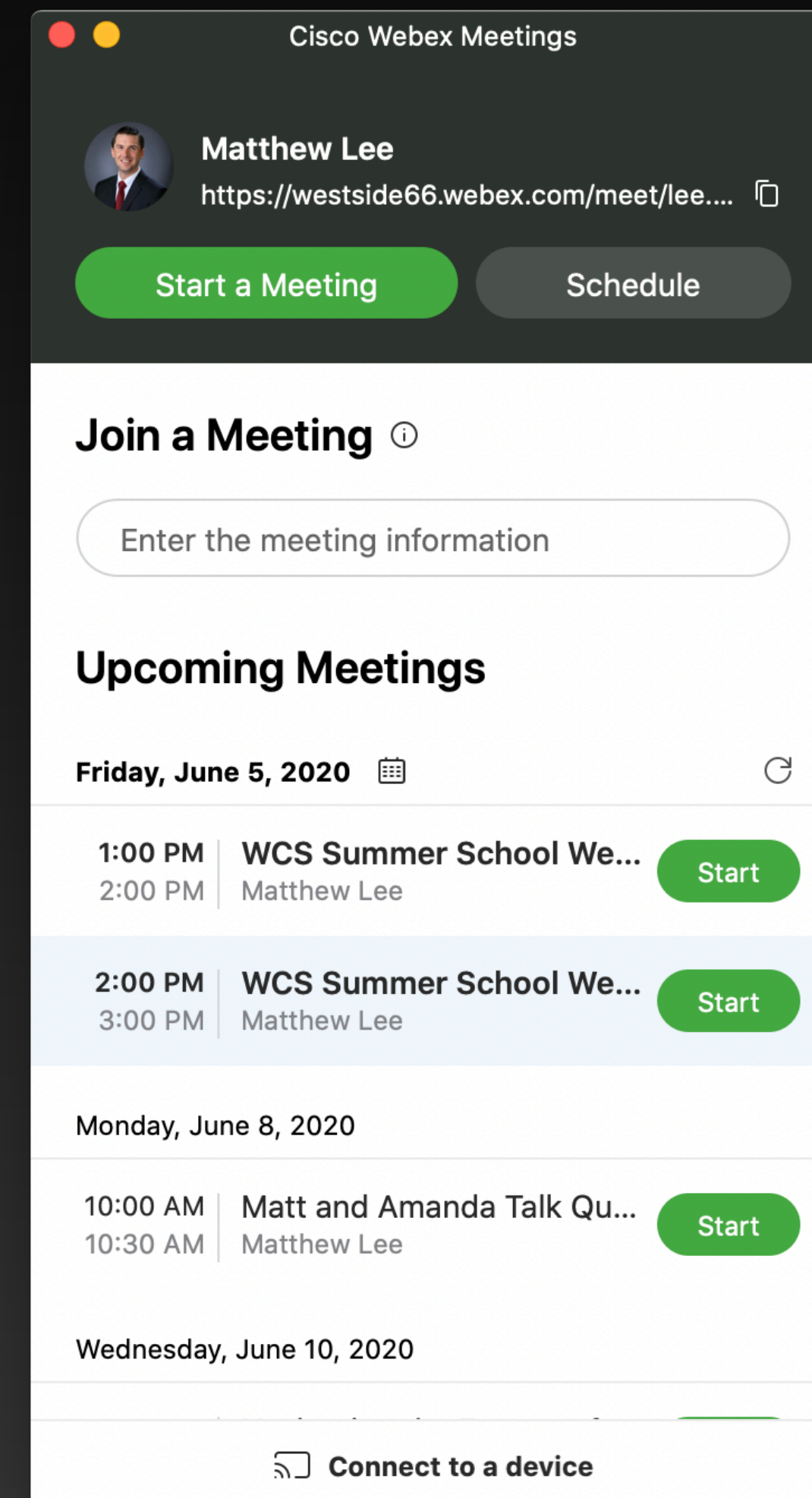
Next

If you need help, contact Westside tech support online at help.westside66.org or by emailing the help desk.

Signing into Meetings

Once you're logged in, you'll see your 'dashboard'. From here you are able to start a meeting, join a meeting and view your upcoming meetings.

Note: on iPad, swipe from left to right to view the list of your upcoming meetings.

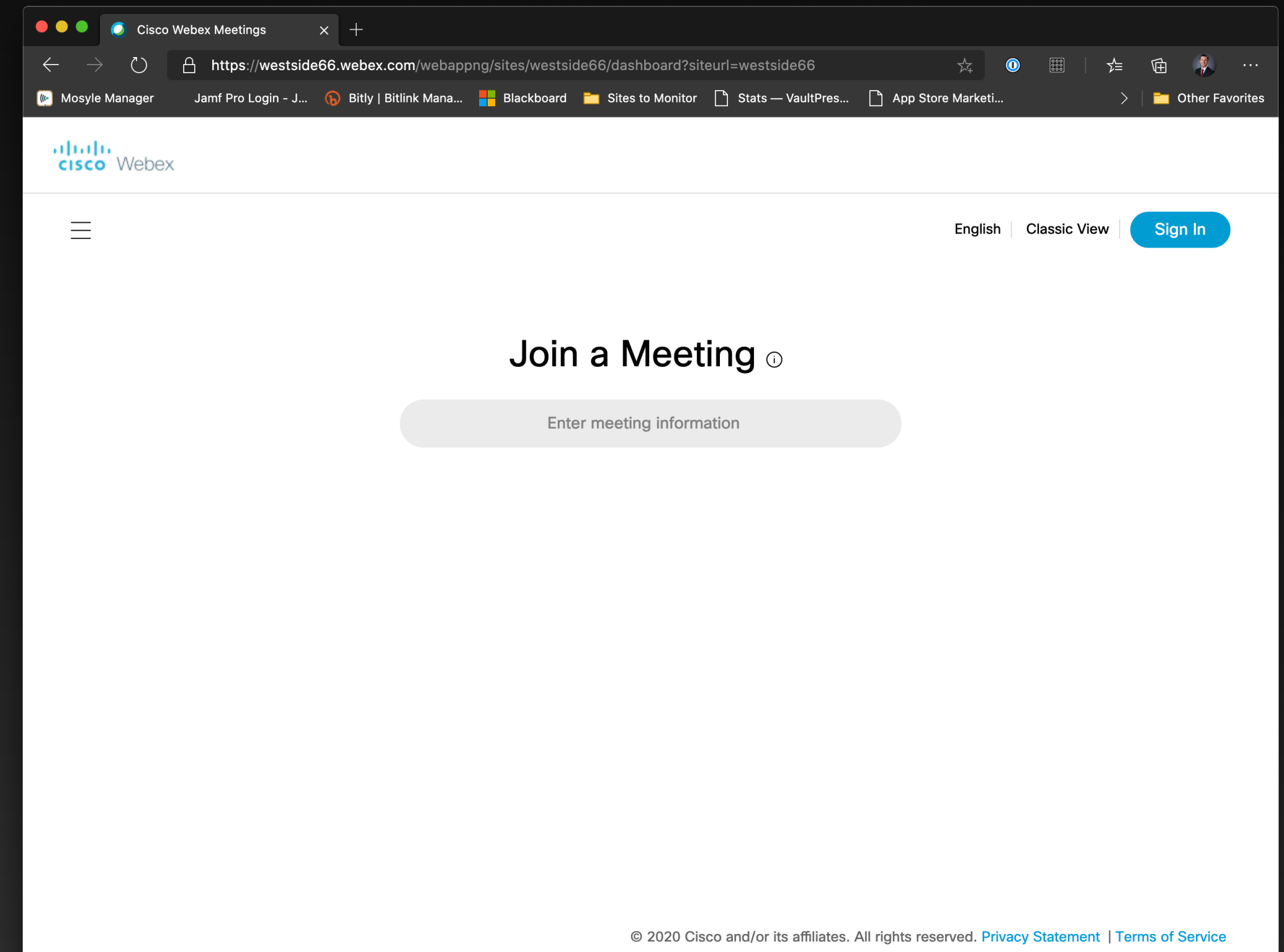


Scheduling a Meeting

There are two ways to schedule a Webex Meeting: Through Google Calendar and through the Webex online portal. When scheduling meetings with students, the portal is the easiest way.

To access, go to <http://westside66.webex.com>

You'll use your Westside email address and password to log in.



Cisco Webex Meetings

https://westside66.webex.com/webappng/sites/westside66/dashboard?siteurl=westside66&from_login=true

Mosyle Manager Jamf Pro Login - J... Bitly | Bitlink Mana... Blackboard Sites to Monitor Stats — VaultPres... App Store Marketi... Clever | Set Up Da... Other Favorites

Webex

Home Meetings Recordings Preferences Insights Support Downloads Feedback



Join a meeting or search for a meeting, recording, or transcript

English Classic View Matthew

Matthew Lee's Personal Room
https://westside66.webex.com/meet/lee.matthew
More ways to join

Start a Meeting Schedule

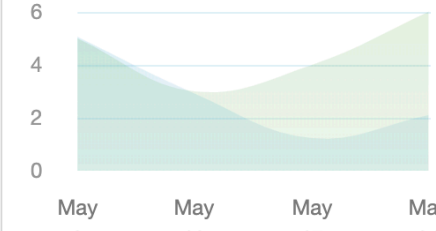
Upcoming Meetings

	10:00 AM - 10:30 AM Mon, Jun 8	Matt and Amanda Talk Qual A... Matthew Lee	Start
	9:00 AM - 12:00 PM Wed, Jun 10	Navigating the Forrest of Rem... Matthew Lee	Start

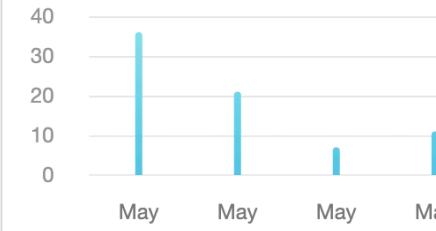
[View all meetings](#)

Insights

Meetings I hosted



Participants in meetings I hosted



[View more](#)

Webex Training
Webex Events
Webex Support

Cisco Webex Meetings

https://westside66.webex.com/webappng/sites/westside66/meeting/scheduler

Mosyle Manager Jamf Pro Login - J... Bitly | Bitlink Mana... Blackboard Sites to Monitor Stats — VaultPres... App Store Marketi... Clever | Set Up Da... Other Favorites

Webex

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Join a meeting or search for a meeting, recording, or transcript

English Classic View Matthew

Schedule a Meeting

Meeting templates: Webex Meetings Default

Meeting type: Webex Meetings Pro Meeting

* Meeting topic: Sample Meeting

* Meeting password: RfYmZtyM482

Date and time: Thursday, Jun 25, 2020 8:05 pm Duration: 1 hour
(UTC-05:00) Central Time (US & Canada)

☐ Recurrence

Attendees: Separate email addresses with a comma or semicolon

Show advanced options

Cancel Schedule Save as template

Webex Training
Webex Events
Webex Support

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Tap on Schedule

Fill out the meeting topic and set the date and time of the meeting.

Email addresses in the attendee field will get an invite.

Click on Schedule.

Cisco Webex Meetings

https://westside66.webex.com/webappng/sites/westside66/meeting/info/df28c38370274fa2994c52e7aa6d5837

Mosyle ManagerJamf Pro Login - J...Bitly | Bitlink Mana...BlackboardSites to MonitorStats — VaultPres...App Store Marketi...Clever | Set Up Da...Other Favorites

Cisco Webex

HomeMeetingsRecordingsPreferencesInsightsSupportDownloadsFeedback

Webex TrainingWebex EventsWebex Support

Join a meeting or search for a meeting, recording, or transcript

EnglishClassic ViewMatthew

< Back to Meeting List

Sample Meeting

Hosted by Matthew Lee

8:05 PM - 9:05 PM | Thursday, Jun 25 2020 | (UTC-05:00) Central Time (US & Canada)

Start Meeting

Meeting Information

Meeting link:

Meeting number:

Password:

Host key:

More ways to join

Join by video system

Who is invited?

Enter email address to add attendee

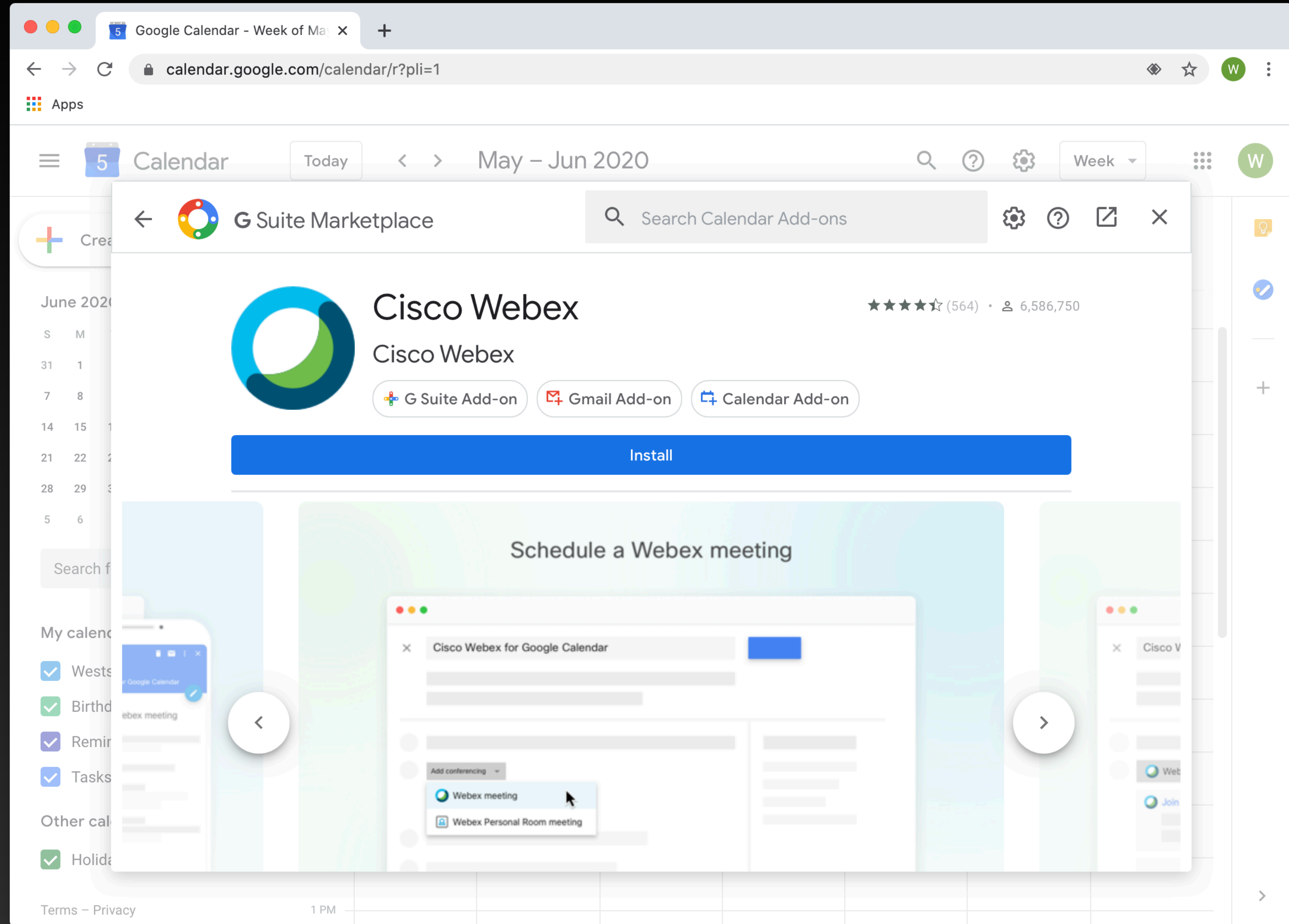
You can copy the Meeting link and share in Google Classroom, SeeSaw or other apps, including email.

You can also schedule a Webex Meeting directly from Google Calendar.

The FIRST time you use this, you'll need to set up the calendar integration.

Tap on the + button to get add ons.

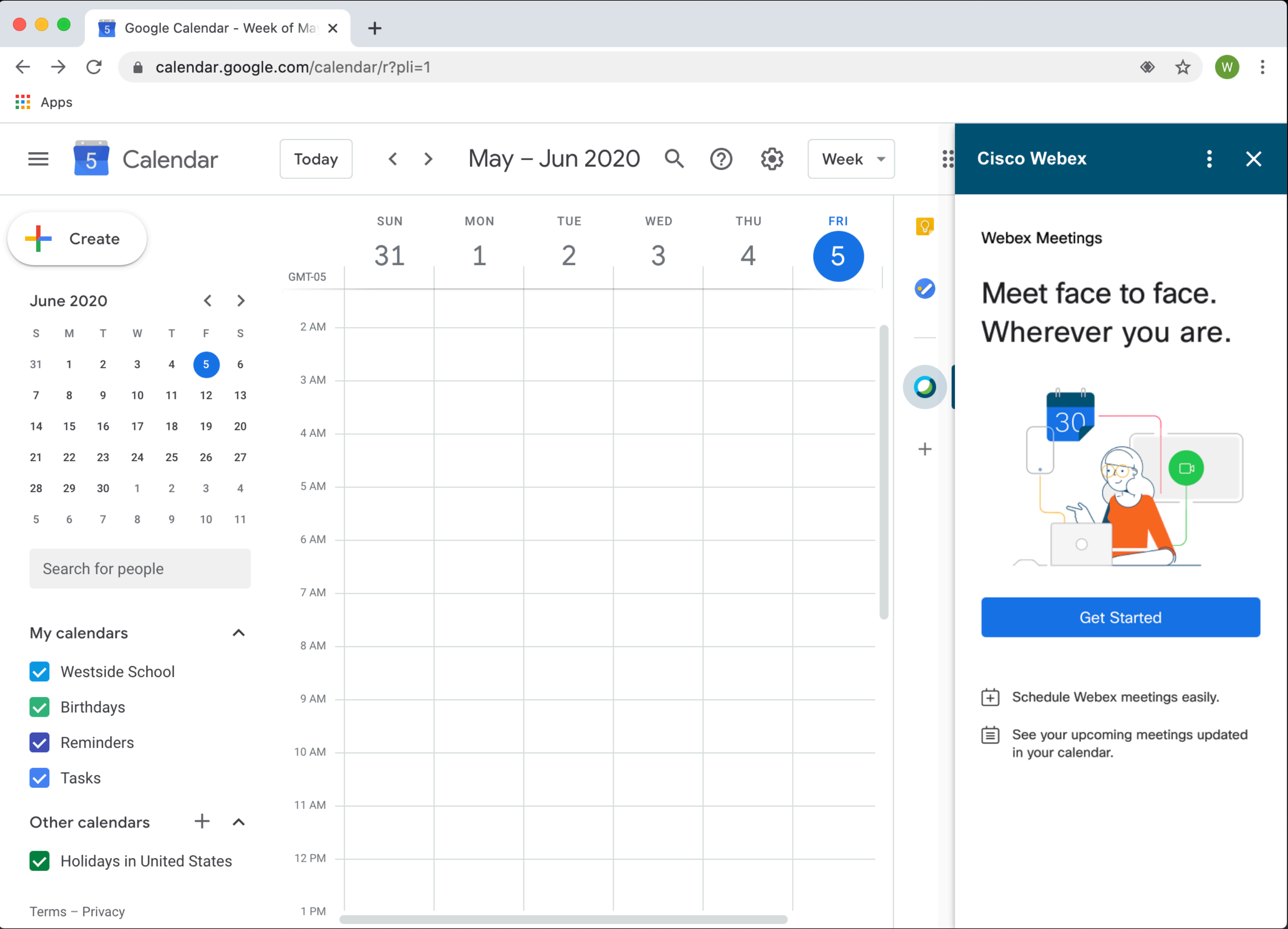
Search for and install the Cisco Webex add-on.



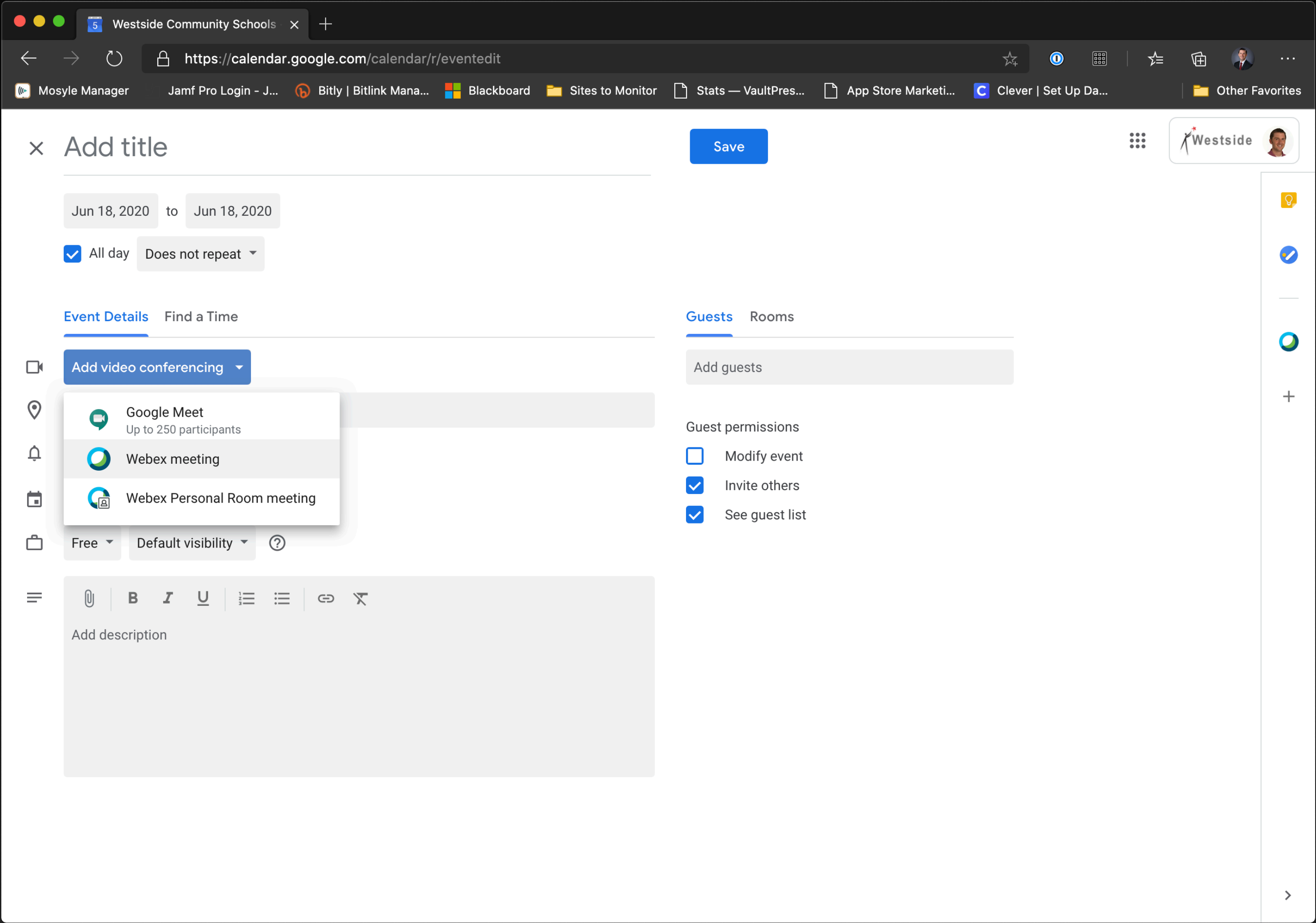
Once the add-on is installed, click to configure it.

Click 'Get Started' and then follow the prompts.

If asked for a webex site, use westside66.webex.com

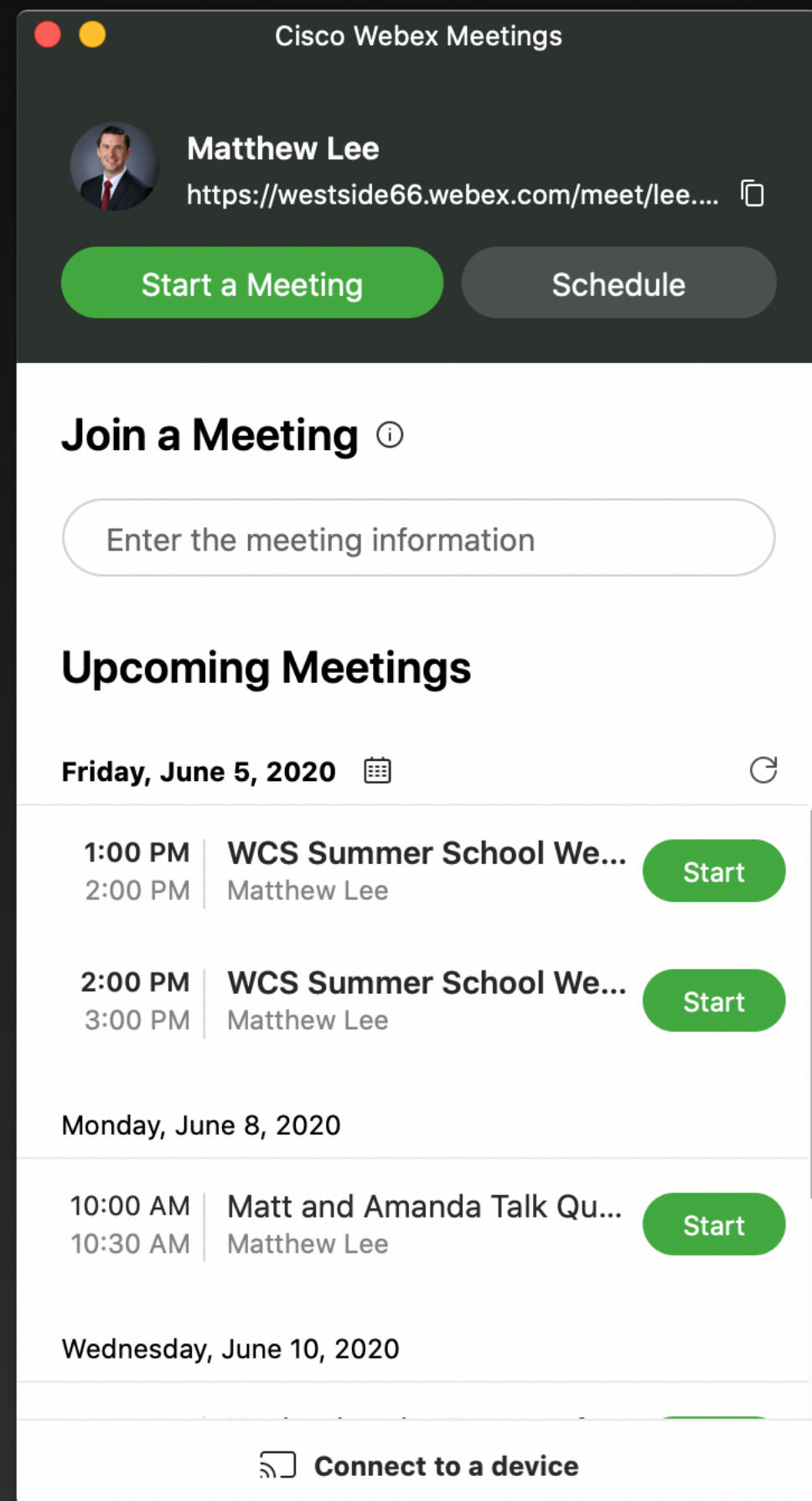


Now, you can click on the video drop down and select Webex as an option!

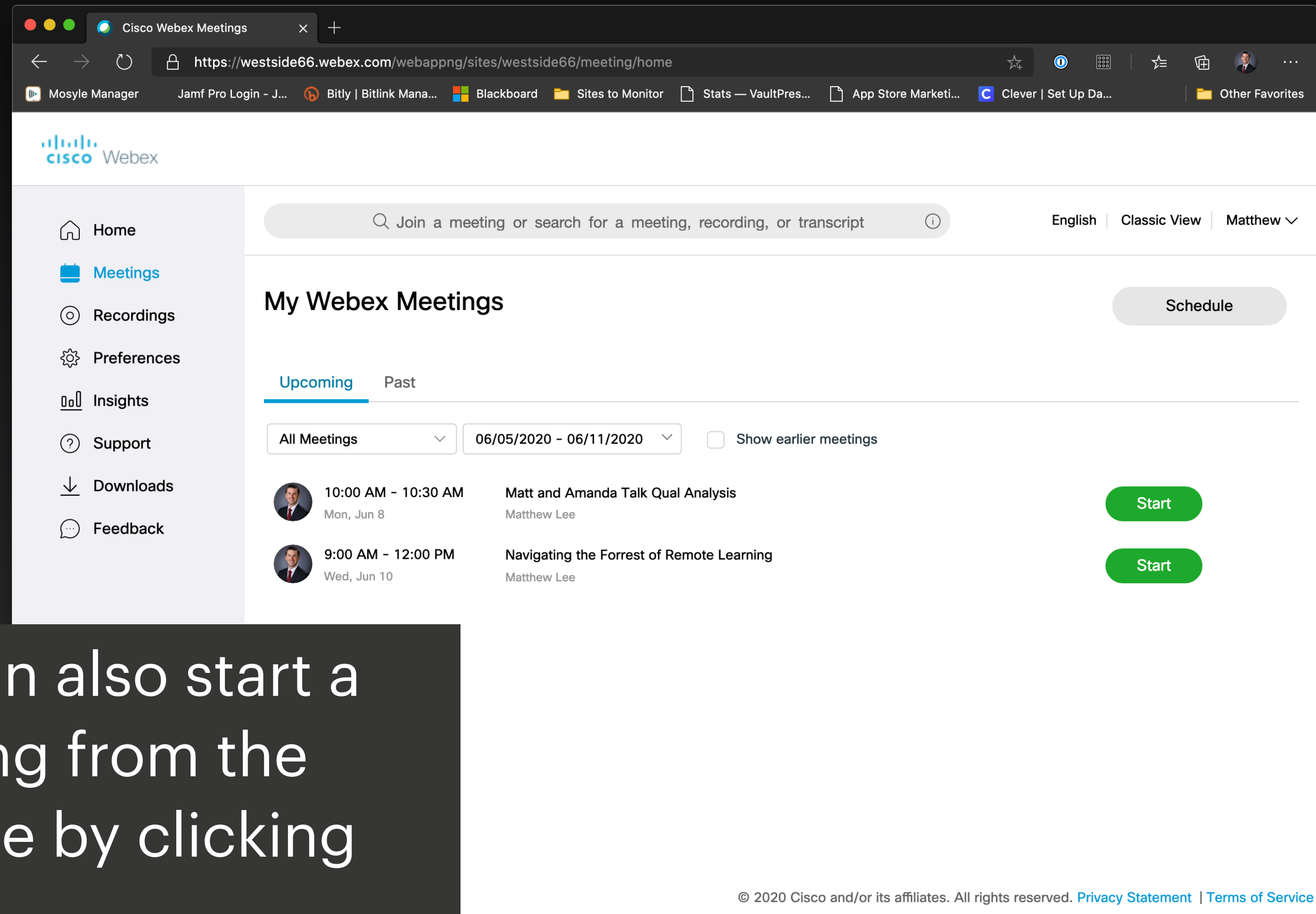


Launching a Meeting

You can start a meeting from the Webex App by clicking start.



You can also start a meeting from the website by clicking start.



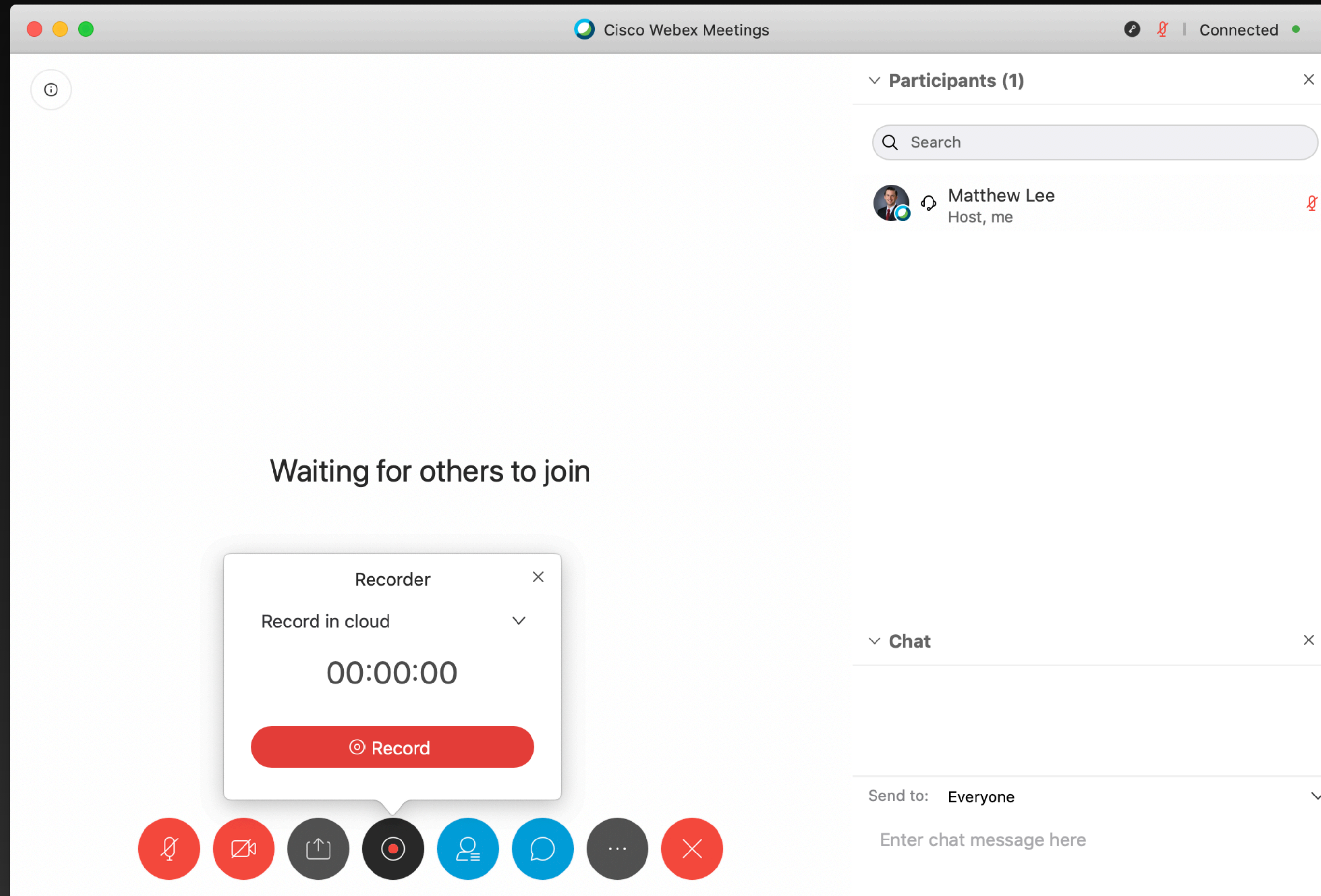
Running a Meeting

To learn about the many tools available to run a Webex meeting, check out the resources on Area 66

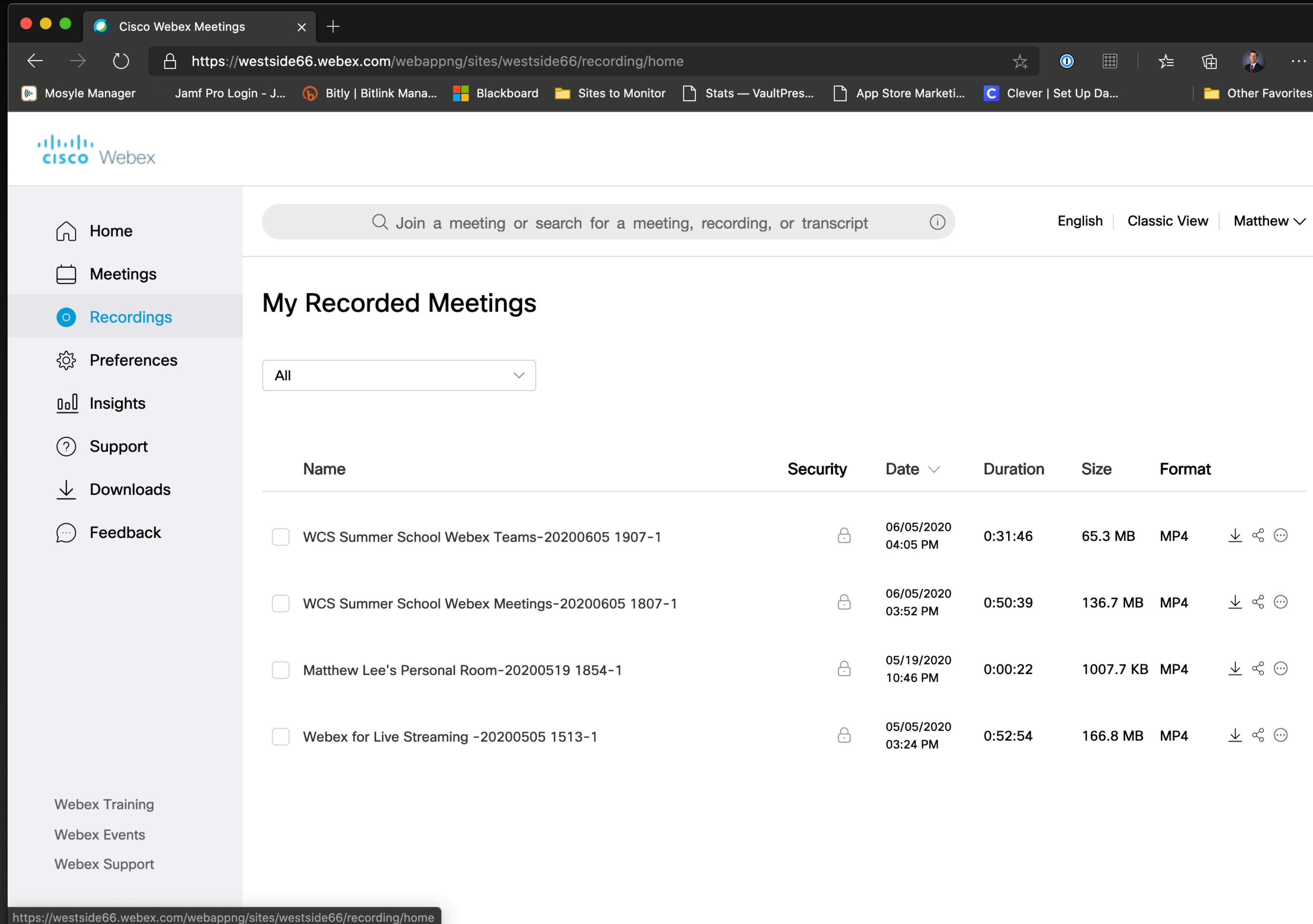
- **Main Page:**
 - <https://area66.westside66.org/getting-started-with-webex/>
- **Getting Started Guide for Education**
 - <https://area66.westside66.org/wp-content/uploads/2020/05/Education-K12-Teachers-Webex-Meetings-QSG-v1.pdf>
- **Getting Started for Meeting Hosts**
 - <https://help.webex.com/en-us/nrebr3c/Get-Started-with-Cisco-Webex-Meetings-for-Hosts>
- **Sharing Content in Webex Meetings**
 - <https://help.webex.com/en-us/5ddww5/Share-Content-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events>

Recording a Meeting

Click on the record button and then select record to begin.



Accessing your recordings



The screenshot shows the Cisco Webex portal interface. The left sidebar contains navigation links: Home, Meetings, Recordings (selected), Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'My Recorded Meetings' and features a dropdown menu set to 'All'. Below this is a table of recorded meetings.

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> WCS Summer School Webex Teams-20200605 1907-1		06/05/2020 04:05 PM	0:31:46	65.3 MB	MP4	
<input type="checkbox"/> WCS Summer School Webex Meetings-20200605 1807-1		06/05/2020 03:52 PM	0:50:39	136.7 MB	MP4	
<input type="checkbox"/> Matthew Lee's Personal Room-20200519 1854-1		05/19/2020 10:46 PM	0:00:22	1007.7 KB	MP4	
<input type="checkbox"/> Webex for Live Streaming -20200505 1513-1		05/05/2020 03:24 PM	0:52:54	166.8 MB	MP4	

At the bottom of the sidebar, there are links for Webex Training, Webex Events, and Webex Support. The browser's address bar shows the URL: <https://westside66.webex.com/webappng/sites/westside66/recording/home>.

In the Webex portal, tap on 'Recordings'.

You'll then see a listing of all your meeting recordings.

Webex saves everything to their secure servers so they don't take up space on your computer!

Examples of Webex uses

Administrators

IEPs

504s

Staff Meetings

SAT Meetings

Team Meetings

Face-to-Face
communication

Teachers

PLCs

Team Meetings/ Messaging

Record Lessons to

post for students (flipped
learning)

Discussion Boards

Face-to-Face communication

Instructional Support Team Members

Meeting with Teachers

Small Group

Instruction (services)

Face-to-Face
communication

Can you sign into Meetings?



Can you schedule a Meeting?



Can you invite students to a meeting?



Can you record a meeting?



Can you access your meeting recordings?

