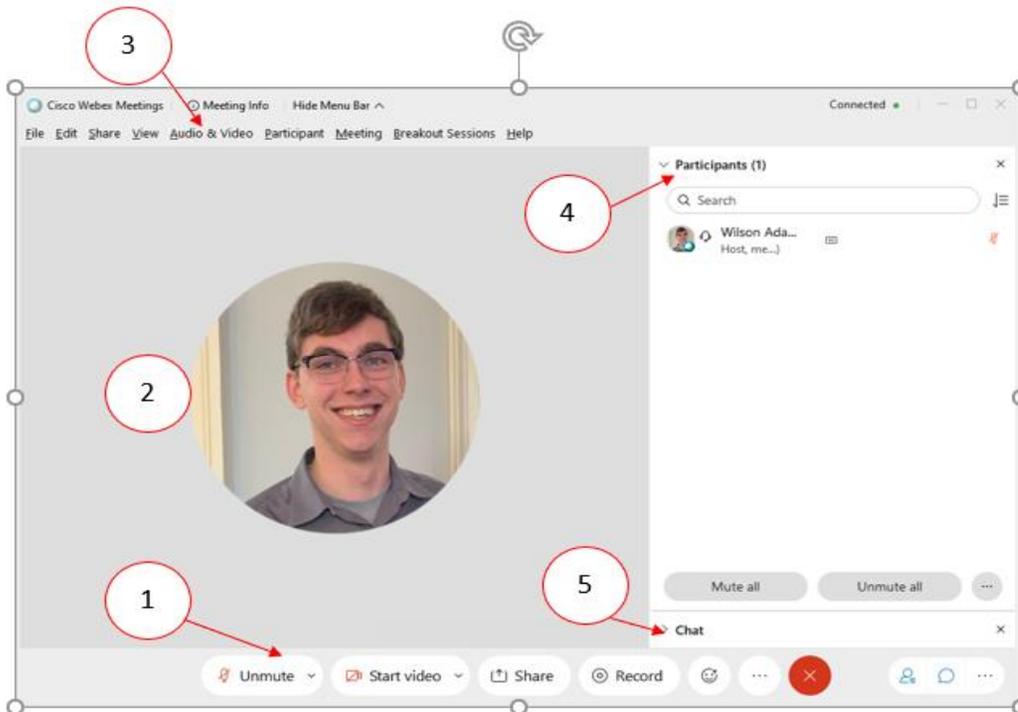


Overview of the Environment (Meeting Session Window)



Number	Title	Description
1	Meeting Controls	Set of buttons to run your meeting, including microphone, video sharing, and recording.
2	Content Area	Area that displays content such as video, presentations, documents, and your own screen.
3	Menu Toolbar	Drop-down menu buttons that house various meeting session tools and functions
4	Participant Panel	List of all participants in the meeting where you can change roles and individually mute/unmute
5	Chat Panel	Chat area where you can type messages to all or individual participants

Activating your Account

You must complete a one-time activation of your account to start hosting Webex Meetings. **Note:** You do not need to activate your account to join a meeting.

1. Navigate to towson.edu/webex.
2. Scroll down and click the **activate** link under the **Activation and Login** section.
3. Login with your **NetID** and **Password**. Follow the remaining steps and your account will be activated.

Logging In

1. Navigate to towson.webex.com
2. Click the **Sign In** button in the upper-right hand corner and login with your **NetID** and **Password**.

Meeting Types

There are two types of meetings:

- **Personal Meeting Room** – An instant, impromptu meeting that is always available and can be accessed by sharing the host's unique and personal URL: towson.webex.com/meet/yourNetID.
- **Webex Meetings** – A scheduled meeting that uses a one-time link that a host may email to participants or share anywhere.

Personal Meeting Room

To start a Personal Room Meeting:

1. Navigate to towson.webex.com and Sign In with your **NetID** and **Password**.
2. Click **Start Meeting** and refer to the **Connecting Audio/Video** section.
3. After connecting your audio and video, invite participants to your room by sending them the URL towson.webex.com/meet/yourNetID or by clicking the  in the **Meeting Controls** section at the bottom of the window and clicking **Invite and Remind**.

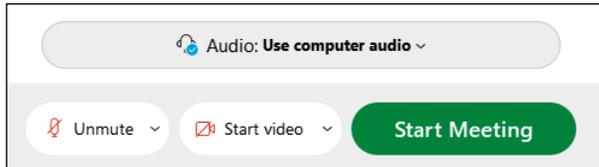
Scheduling a Webex Meeting

1. Navigate to **towson.webex.com** and Sign In with your **NetID** and **Password**.
2. Click **Schedule** from the home page.
3. Enter all applicable information, including **meeting topic, time, date, and attendees**.
4. Click **Schedule Meeting**. Webex will send you a confirmation email with your unique meeting URL.

Note: You may also share this meeting URL by copying and pasting it anywhere. This is ideal if you are hosting a meeting for a large amount of people and want to post the link somewhere other than email.

Connecting Audio/Video

When starting or joining a meeting, you will be prompted to choose your audio and video connection before you enter the meeting.



1. Click the **microphone** and **video** buttons to toggle them on or off.
2. Click the drop-down menu next to the **microphone** and **video** buttons and select your preferred audio option:
 - **Use computer for audio** – Audio is provided by the microphone and speaker connected to your computer
 - **Call In** – Webex will provide you with a telephone number and access code to use after you join the meeting
 - **Don't connect audio** – No audio will be used for the meeting

If you choose **Use computer for audio**, you will be able to select which speaker and microphone to use by clicking the drop-down box next to the **microphone** button.

- Adjust the **Speaker** and **Microphone** source and volume and then click **Test** after making selections
- Changes are automatically saved, click the previous window to return.

Click the **Join Meeting** or **Start Meeting** button when you are finished to enter the meeting.

Joining a Meeting

1. Click the **meeting link** or copy the link into a web browser.
2. Login to your TU account or enter your **Name** and **Email Address** in the boxes provided.
3. Click **Join Meeting**.
4. Refer to the **Connecting Audio/Video** section.

Sharing Content

Click the **Share Content** button to open a sharing menu with several options (From top to bottom):

Note: You must be the presenter in order to share content. Refer to **Other Meeting Features - Presenters** section.



- **Share your Screen** – share the entire content of your computer screen including all mouse movements
- **Share Application** – share software or documents you can edit and annotate live. Webex will show you all currently opened applications to share or you may scroll down and click **Other Applications** to open a new application
- **New Whiteboard** – Open a whiteboard you or other participants may draw on and annotate

Other Meeting Features

Presenters

By default, anyone can share content and take over the presenter role at any time. You may disable this and individually assign a presenter as the host by following these steps:

1. Click the **Participant** tab.
2. Uncheck the button **Anyone Can Share**.
3. Right click a participant's name under the **Participants Panel**.
4. Hover over **Change Role To** and click **Presenter**.
A  icon will appear by their name, indicating they are now the presenter.

Mute All Participants

1. Click the **Participant** tab.
2. Click **Mute All**. You may also select **Mute on Entry** to automatically mute participants when they enter the meeting.

Note: Participants may unmute themselves at any time.

Lock the Room

1. Click the **Meeting** tab and click **Lock Room**.
2. After locking the room, new participants will wait in the "Lobby" and you will receive a notification that a participant is waiting to enter.
3. To let them in, click **Admit**.

Support

Learn more by visiting towson.edu/webex. Contact OTS Training at training@towson.edu or call 410-704-4070.