WebEx and Conference Calls

Scheduling a Conference

1. Go to the intranet homepage.
2. See which conference rooms and bridge codes are available. Codes already in use will be listed. Note: Sometimes calls may run over, so allow ample time. For example, if a number is in use from 10 - 10:30 a.m., don't book the same line for 11 a.m.
3. Click "add new conference," which will take you to a new page where you will insert your conference information.
4. Enter the client and job code, date, time, location and who will be attending the conference. Choose a conference bridge for attendees to call in. In the Details box, write a few words describing the subject of the conference.
5. Click save and your new conference will appear on the intranet homepage. If the room and bridge code are already in use at that time, you'll see a message that you need to select a different location and/or code.
6. Next, send out a calendar invite to all attendees by going to Outlook and clicking Calendar at the bottom left.
7. Click the date you scheduled the conference, and then click Meeting at the top left.
8. Enter all attendees' email addresses, the subject of the conference and where the conference will be (i.e., large conference room).
9. Enter the date and time of the conference. Under Message, include details about the call, the phone number, bridge code and PIN.

Setting up a WebEx

1. Reserve a conference room, if needed, and a conference bridge.
2. Email Brad the date and time for the WebEx, the WebEx topic (this shows up on the WebEx invite to the client), client code and conference bridge.
3. Once Brad sets up the WebEx, you'll receive an email. Open the attachment and either copy and paste the contents into your own calendar invite or add the people that need to receive it by clicking "Invite" at the top.
   - a. If you copy and paste the invite into your own calendar invite, the responses will go to you.
   - b. If you forward the invite you receive from WebEx, the responses will go to Brad.

Attending a WebEx

1. Once it's time for your WebEx, go back to the invite, open the attachment and click the WebEx meeting link, which will take you to our WebEx website.
2. If you're only attending the WebEx and not leading it, simply enter your name and email address and click join.
3. If you're the host leading the WebEx, click "Start Your Meeting." Enter the following username and password:
   - a. U: dcarwile
   - b. P: Pcomm9277
4. After you've joined the WebEx, the dial-in information will pop up. Call the number provided.
   - a. If you're calling in from your desk phone, click the Conf Bridge button and enter the conference bridge you'd like to join when prompted. Then it will ask for your PIN, which is the same as the conference bridge.
   - b. If you're calling in from a conference room speaker phone, click *90, and then follow the same process as above.
   - c. If you're calling from offsite, dial the phone number provided.
5. If you're hosting the WebEx, there are three dots under the Share Screen button. Hover over the three dots and it will say More. Click "More" and select the application you wish to show the client. The WebEx will begin showing the shared application.
   - a. If there are additional applications you wish to share, hover over the green box at the top of your screen that notes the application you're currently sharing.
   - b. Click Share > Share Application, and then choose the additional application you wish to share.
   - c. To stop sharing, hover over the green box at the top of your screen, and then click the red "Stop Sharing" square.
   - d. If you're not hosting, but want to share your screen, you can drag the ball from next to the name of the host to next to your name.