

Using Webex Events

Scheduling an Event:

1. Sign in at jmu.webex.com using your JMU eID and password. You will have to authenticate through Duo.
2. Once signed in, click **“Classic View”** in the top navigation bar. It will be in the upper right corner next to your name.
3. Click **“Webex Events”** on the top navigation bar. It will be in the top left corner next to Webex Meetings.
4. On the left sidebar, click **“Schedule an Event.”** It will be under the Host an Event section of the sidebar.
5. Schedule your event using your details. Things to consider:
 - a. The Event name will be visible to everyone who is invited/joins.
 - b. You can choose **“Listed on the public calendar”** to make this meeting visible for anyone to see on the JMU Webex calendar. If you uncheck this box, individuals would have to have the meeting ID number to find the meeting.
 - c. You can choose if registration is required by checking the **“Registration”** box. This allows invitees to register and be approved before signing on.
 - d. Webex will automatically generate a password for the meeting. If the link for the meeting is embedded in an email, the password is usually not required. If the meeting ID number is all that is shared, invitees will then be asked to enter the password for security.
 - e. You do not need to select a program.
 - f. You have the option to choose whether attendees can join 0-60 minutes before the scheduled call. Best practice is 5-10 minutes before to ensure audio and video are connected.
 - g. You can have a reminder email sent to invitees before the event if you choose.
 - h. Under “Select conference type” keep **“Webex audio”**
 - i. Best practice recommends keeping **“Mute entry for all participants”** checked. If you uncheck this box, participant microphones will be on upon entry. In large groups, having participants automatically muted is best for call management.
 - j. You can choose entry and exit tones if preferred. They will go off as each participant joins and exits. This can be excessive for large groups.
 - k. Under “Event Descriptions and Options” you can share information with attendees such as description of the event, pictures, host image, surveys, and a URL to go to upon exiting the meeting. None of this is required, it is optional for your meeting experience.
 - l. Under “Who can view the attendee list” best practice for events is to **allow “only the host, presenter, and panelists”** to view. This should be automatically checked.
 - m. Under “Attendees and Registration” you can create an invitation list by clicking **“Create invitation list.”** This will allow you to enter all emails and names of attendees. Attendees have the least amount of privileges in the meeting. They

must be unmuted by the host and will not have video capability. They will be able to use Q&A and chat features if those are turned on and give feedback through virtual hand raising, etc. Enter their names and emails and they will show up under “Attendees to invite” then click the check boxes on the left sides of their names to select them and click the **“Invite”** button.

- n. Note the “Invite friends” button. This allows you to check whether you want registrants to be able to forward the invitation to others. For confidential meetings, you may want to uncheck this box.
 - o. You can also check yes or no under “Approval required” if you would like to approve all attendees before they are able to join the meeting.
 - p. Under “Presenters and Panelists” you can create an invitation list by clicking **“Create invitation list.”** This will allow you to enter all emails and names of attendees. Panelists have more privileges than attendees. They can share video, mute and unmute themselves, and respond to attendee questions. They can also see the attendee list. This is who you want to have as the most active speakers/presenters for your event. Enter their names and emails and they will show up under “Panelists to invite.” If you would like to make a panelist an alternate host you can check **“Invite as an alternate host”** when you are inputting their name and email. This will allow them to start the meeting instead of you as the host. After inputting names and emails, click the check boxes on the left sides of their names to select them and click the **“Invite”** button.
 - q. At the bottom of the page you can personalize the email message for attendees and panelists and choose to send reminder emails and follow up emails if you like.
 - r. To schedule the event click **“Schedule This Event”** at the bottom.
 - s. The next screen will show you the option for sending emails. You will want to select all participants – “Host,” “Panelists,” and “Attendees” to send now or send later.
 - t. It will ask if you want to continue. Click **“Ok”**
 - u. You will see a summary of your event listed and receive confirmation emails that confirm the attendee and panelist emails were sent. You will also receive an email that has a link to “Start the Webex Event Here”
6. To find or edit your meeting later go to **“Webex Events”** in the top navigation bar. To find your meeting, click **“Site Events”** also on the left sidebar under Host an Event. You should see your scheduled meeting. Click the meeting name to see the summary screen. At the bottom of the summary screen you can click **“Edit Event”** or **“Manage Registrations,”** you can also start your meeting by clicking **“Start Now”** on the far right of the screen, or resend event emails by clicking **“Send Emails”**

Once in the Event:

Host Privileges

- Even if an alternate host is assigned, there will only be one host in the meeting at any given time. If the host who scheduled the meeting is on the call, they will by default be

the host. If they are not present, the host would be whoever was assigned as the alternate host for the meeting.

- Can start and end meeting
- Can mute/unmute attendees or panelists
- Can change preferences (Ex. Remove Q&A, chat, poll features)
- Can see names of all attendees
- Can use video
- Can share their screen/present
- Can answer chat and Q&A
- Can promote/demote participants (ex. Move panelist to attendee role or attendee to panelist role)

Options for the Host:

- To turn off features, go to **“Webex Events”** in the top navigation bar. Choose **“Preferences.”** Click **“Tools”** and uncheck anything you would like to turn off. Examples: Q&A, Chat, and Feedback (raising hand). Click **OK** to save.
- To share your screen click **“Share”** in the top navigation bar. You can share your screen (shares entire view) or an application like Powerpoint or a browser window. Once your screen is shared you will see an orange **“You’re sharing your screen”** bar at the top of the window. Hover over that statement to make the navigation bar appear and click **“Stop Sharing”** to end your screen or application share.
- If you would like to record, click the **“Red Circle”** icon that looks like a target at the bottom of your video screen. Only the host will have the ability to record. This recording will save as an MP4 file on your Webex account at jmu.webex.com
- If you would like to lock your meeting, click the **“Three dots”** icon at the bottom of the video screen and click **“Lock Event”**

Panelist Privileges

- Can mute/unmute themselves
- Can see names of all attendees
- Can use their webcam to share their video
- Can share their screen/present
- Can answer chat and Q&A

Attendee Privileges

- Can use chat and Q&A if those features are available
- Can hear/see host and panelists
- Can see shared presentation/screen
- Cannot unmute themselves (must be done by host/panelist) but can mute themselves once unmuted
- Cannot use their webcam to share their video
- Cannot share screen
- Cannot see other attendees

Best Practices for Anyone in the Meeting:

- Choose to use your computer for audio
- In the top navigation bar, you will see “Communicate” and be able to click **“Speaker, Microphone, and Camera.”** Uncheck “automatically adjust volume” and make sure you’re the microphone sliding bar above it is turned up. Click the X to return to the meeting.
- If you are not speaking, make sure you are muted to avoid background noise
- Best practice is not to share video content directly through Webex. Send the link to the video file ahead of the meeting to the group, or share via the chat feature. Then have everyone mute and watch independently. This prevents feedback.