

WEBEX QUICK GUIDE

dcnet.webex.com > log in >

Log in to your account

Username:

Password:

☐ Keep me logged in

Log In

[Forgot your username or password?](#)

From your Home Screen you can

1. Start a meeting
2. Schedule a future meeting
3. View and download your recordings and transcripts
4. Access other solutions like Webex Events and Webex Training

The screenshot shows the Webex Home interface. On the left is a sidebar with links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. Below these are links for Webex Training, Webex Events, and Webex Support. The main area features a search bar, a profile section for 'Jane Johnson's Personal Room' with a URL and a 'More ways to join' link, and buttons for 'Start a Meeting' and 'Schedule'. Below this is an 'Upcoming Meetings' section showing a meeting titled 'TEST' on Tuesday, April 7, from 1:30 PM to 2:30 PM. A green 'Start' button is next to it. A red box highlights the 'Feedback' link in the sidebar. A red box highlights the 'More ways to join' link. A red box highlights the 'Copy' icon next to the room name. A red box highlights the 'Copy' icon next to the room URL. A red box highlights the 'Copy' icon next to the room details.

Webex Tip:
Copy your meeting room url and copy and paste into an outlook meeting for easy scheduling.

This icon copies all your meeting room details to your clipboard, including call in numbers.

- Download the desktop app
- OPTIONAL: Productivity Tools (need admin permission on your computer.)

The screenshot shows an Outlook calendar invitation for a meeting. The 'Location' field contains the URL 'https://dcnet.webex.com/meet/jane.johnson'. The 'Subject' is 'Meeting'. The 'Duration' is '30 Minutes'. The 'Starts' time is '5/29/2020 1:30 PM' and the 'Ends' time is '5/29/2020 2:00 PM'. Below the invitation details, there is a section for 'Jane Johnson's Personal Room' with the URL 'https://dcnet.webex.com/meet/jane.johnson | 777001234'. It also provides instructions for joining by video system and by phone.

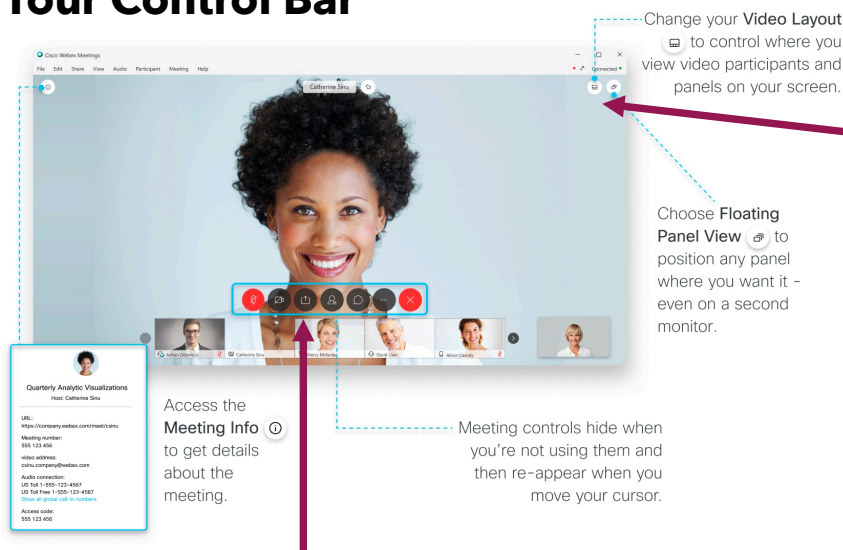
Calendar Invites:
You can put your room url in the location line for easy access.

This is what is copied when you click the copy/paste icon above.

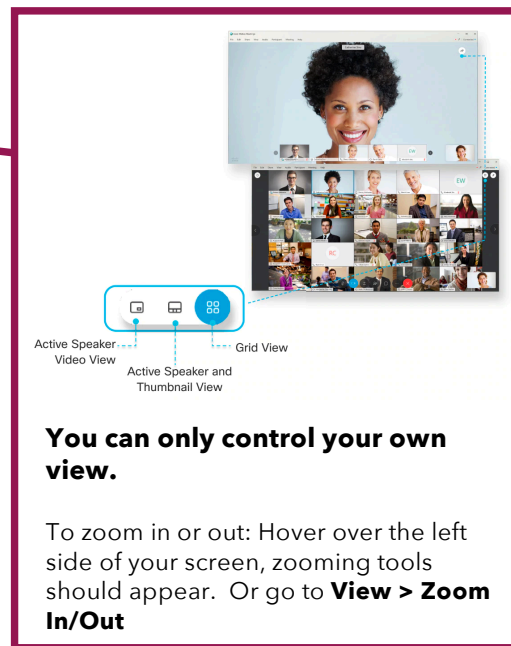
Note: The video system info is for cisco equipment only and is not usually necessary.

For troubleshooting assistance, contact the DC-Net HelpDesk at 202-715-3733.

Your Control Bar



- Mute (Red) or Unmute (Black)
- Video Off (Red) or On (Black)
- Share screen, documents or whiteboard
- Stop/Start Recording
- Participant List
- Chat
- More Options
- End or Leave Meeting



Audio

Once you start or join a meeting room, you can join the audio by:

- Computer audio, or
- Dialing the call-in number or entering your number for the system to call you.

Muting and other Participant Tools

- To mute everyone at once, from the **Participant > Mute All**.
- To configure your meeting to mute each participant as they join the meeting, from the **Participant > Mute on Entry**.
- To turn off the 'ding' that happens when someone joins or leaves a meeting **deselect Entry and Exit Tone**.
- To control who can share content **deselect Anyone Can Share** - the host will then need to grant presenter controls.

