



Universität  
Basel

New Media Center

# **Webex: Instructions for installation and use**

Simple solution for digital  
meetings

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# 1. Introduction

**Would you like to hold your meeting together with colleagues as an online meeting in real time?**

Then you are in the right place. For conducting online sessions we recommend **Cisco Webex**. As a member of the University of Basel you can use Webex free of charge thanks to the Unibas license. In this sequence you will learn how to start Webex directly in your browser (Safari, Firefox, Chrome, Internet Explorer, etc.), or how to install and successfully use the desktop app from Cisco Webex.

## 1.1 General information

**This course serves as a step-by-step guide from the University of Basel on how to conduct meetings together with other employees online and in real time.**

Cisco Webex offers a user-friendly way to hold your session online and live. As the University of Basel has a licence for this software, you can use Webex free of charge with an @unibas email address.

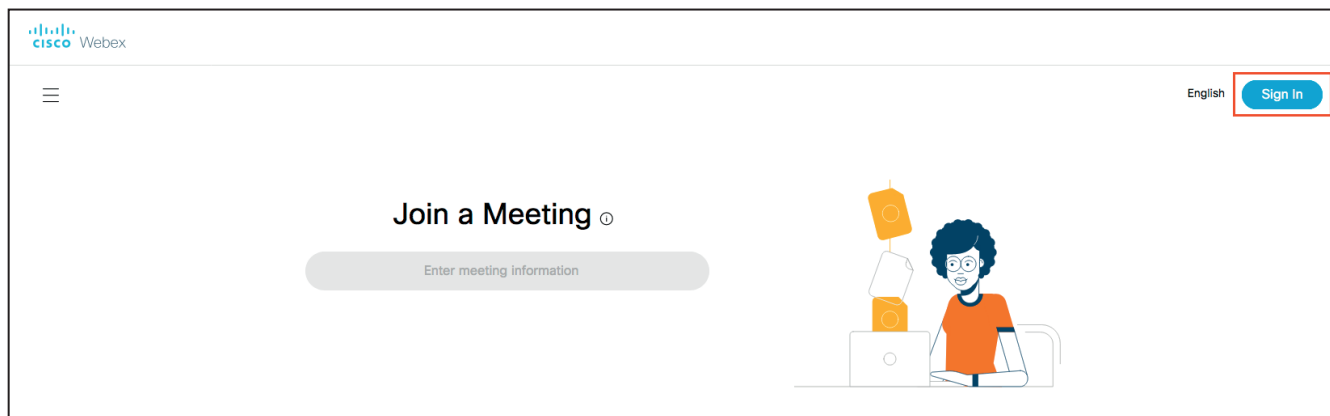
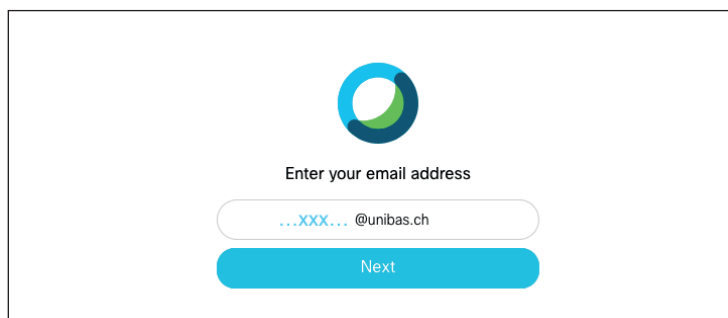
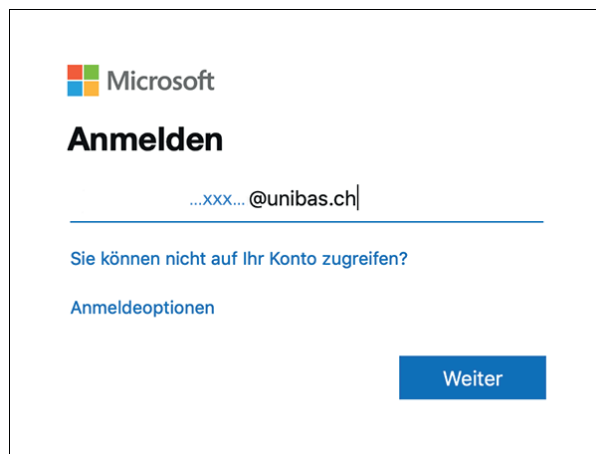
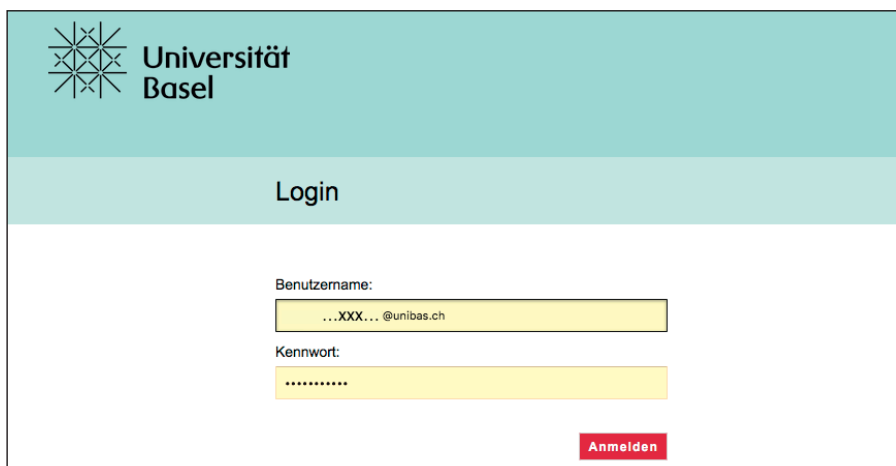
In this tutorial we explain the registration process and the use of the **Webex browser** version (Chapter 2). In addition to the registration process, the user interface as well as the scheduling and successful execution of meetings will be explained. In Chapter 3 we show you how to download and use the **desktop version**.

## 2. Using Webex: Browser version

### 2.1 Register for Webex

In order to use the web version of Webex, you have to sign in first. Here you will find instructions on how to do this.

Go to the [Webex website of the University of Basel](#), click on Sign In and login with your Unibas email address. You will be asked to login to Microsoft. Enter your Unibas email address here, too. You will then be redirected to the AAI login page of the University of Basel. Once you are logged in here, you will get access to your personal Webex page.

A screenshot of the Cisco Webex homepage. The top left corner shows the Cisco Webex logo. In the top right corner, there is a language selector set to "English" and a blue "Sign In" button highlighted with a red rectangle. The main content area features the heading "Join a Meeting" with a small icon, followed by a grey button labeled "Enter meeting information". To the right of this button is an illustration of a person with curly hair sitting at a desk with a laptop, holding up a small orange sign.A screenshot of a registration form. At the top is a circular logo with blue and green segments. Below it, the text "Enter your email address" is displayed. There is a text input field containing "...XXX...@unibas.ch". Below the input field is a blue button labeled "Next".A screenshot of the Microsoft login page. The Microsoft logo is at the top left. The heading "Anmelden" is centered. Below it is a text input field containing "...XXX...@unibas.ch". Underneath the input field, the text "Sie können nicht auf Ihr Konto zugreifen?" is shown. Below that is a link "Anmeldeoptionen". At the bottom right is a blue button labeled "Weiter".A screenshot of the University of Basel login page. The top section has a teal background with the University of Basel logo and name. Below this is a light blue bar with the heading "Login". The main area is white and contains two input fields: "Benutzername:" with the value "...XXX...@unibas.ch" and "Kennwort:" with a masked password ".....". A red button labeled "Anmelden" is at the bottom right.

In a first step the user interface and the basic functions of Webex are explained.



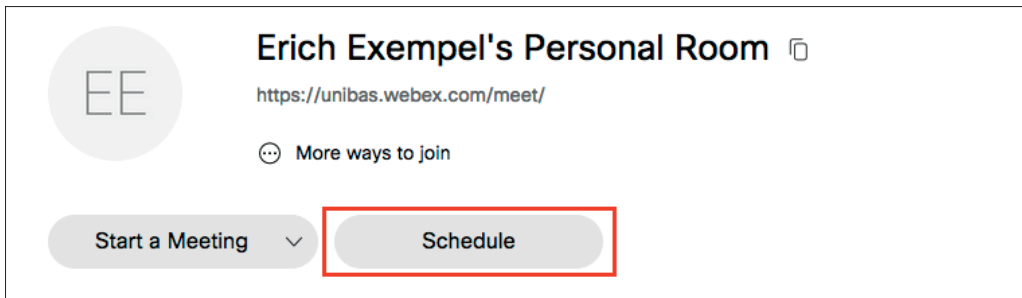
1. **Home:** Via Home you get to your personal space. In the overview you can see which meetings are pending. You can also use it to schedule a new meeting (see also 2.3 Schedule a meeting) or start a meeting.
2. **Meetings:** Under Meetings you can see all meetings. Decide for yourself whether you want to display past, future, own, public, all meetings or only those from a certain period.
3. **Recordings:** If you have recorded meetings in the past, you can find them under Recordings.
4. **Preferences:** Under Preferences, you can edit such things as language, time zone or preferences for appearance, audio and video.
5. **Insights:** Go to Insights to view information about meetings you've hosted.
6. **Support:** Go to Support to get support - directly from Webex.
7. **Downloads:** Under Downloads you have the possibility to download the different versions of Webex and extensions.
8. **Feedback:** If you want to give feedback (to Webex), you can do so here.

## 2.3 Schedule a meeting

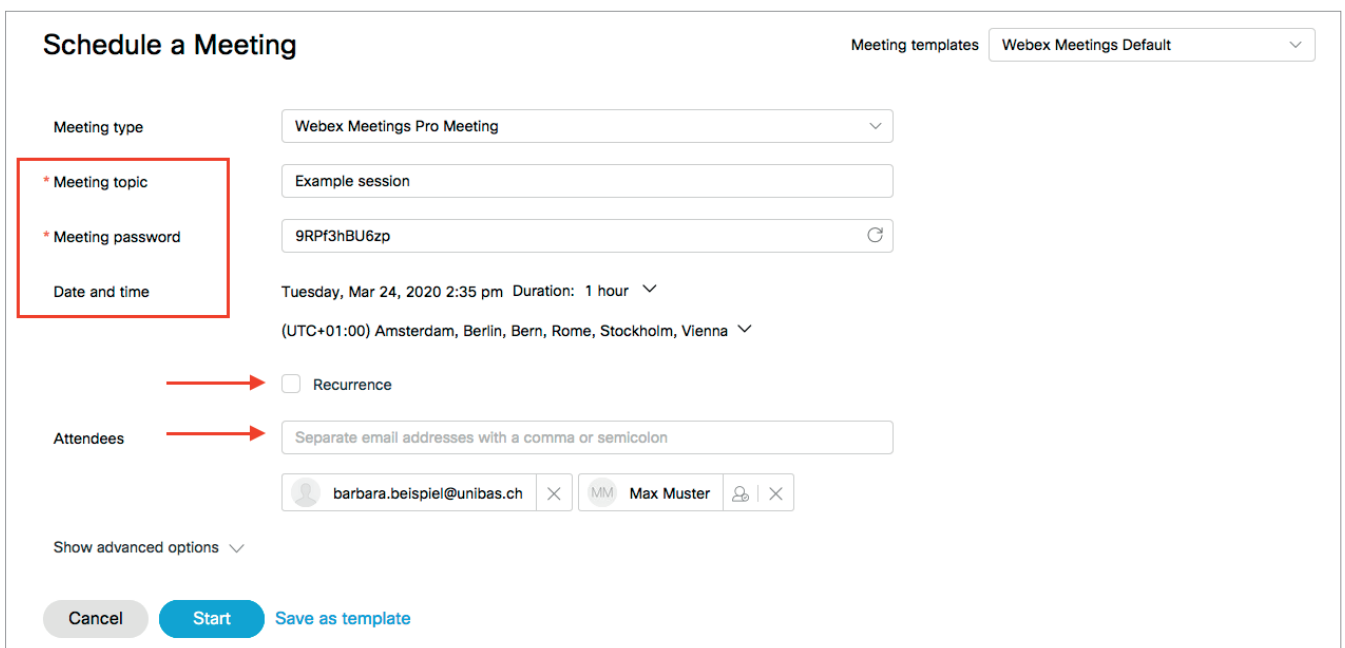
In the following we will explain how to schedule a meeting in order to be able to hold a session with all participants.

### SCHEDULE A MEETING

1. Go to your [personal room](#). Go to “Home” and then click on “Schedule”. Or go to “Meetings” > “Schedule”.





2. For **Meeting type** select “Webex Meetings Pro Meeting”, for meeting templates in the top right corner you can set the default version. Now you can give your meeting a title (**Meeting topic**). The **Meeting password** will be set automatically – but you can also set your own. Please note that meeting participants need this password to join the meeting – so do not choose a password that is sensitive or important to you. Finally, you can decide who can attend the meeting. Enter the email addresses of the attendees in this field. Don’t worry: even after the meeting has been scheduled, attendees can still be added or removed.




3. Select **date and time** for the meeting. At this point, you can also choose whether the meeting is a one-time or recurring meeting (for example, a daily or weekly meeting). You can specify the duration, the recurrence pattern, the weekday, the recurrence frequency and the end date.

Date and time

Tuesday, Mar 24, 2020 2:35 pm Duration: 1 hour 

(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna 

☒ Recurrence


Recurrence pattern Weekly 

Recurrence on Every 1 week(s)

☐ Sun ☐ Mon ☒ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat


Ending


☒ No end date


☐ Ending 03/24/2020 


☐ After 10 meetings

4. Under “Show advanced options” you can make further settings for your meeting. Pay particular attention to the “Schedule options”.

Show advanced options 

Audio connection options 

Agenda 

Scheduling Options 

5. Here you can select and deselect more options:

Show advanced options ^

Audio connection options

Agenda

Scheduling Options

Require account ⓘ

☐ Require attendees to have an account on this site in order to join this meeting

Alternate host

☐ Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting

Automatic recording

☐ Automatically start recording when the meeting starts

Exclude password

☐ Exclude password from email invitation

Registration ⓘ

☒ None

☐ Require attendee registration

Email reminder

15

▼

 minutes before meeting starts

Meeting options

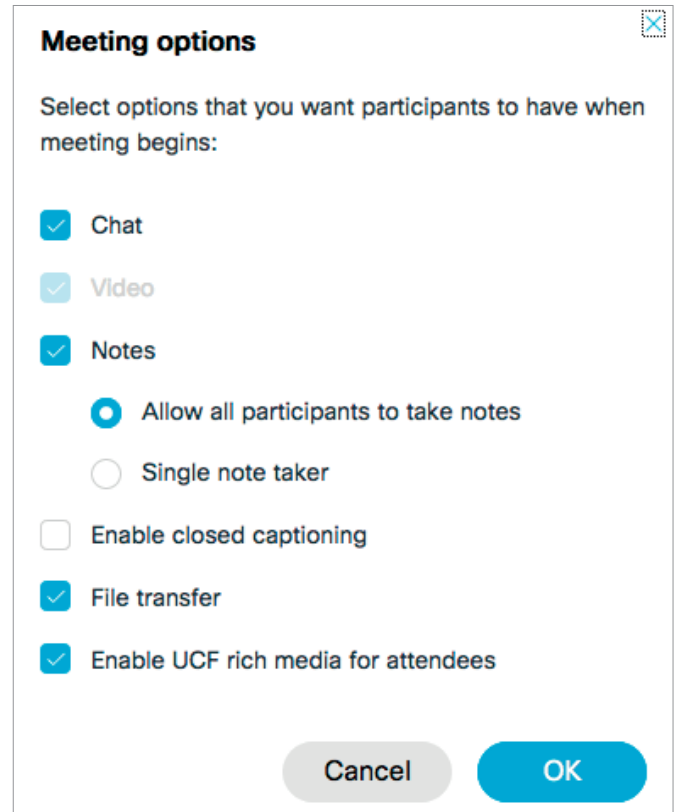
[Edit meeting options](#)

Attendee privileges

[Edit attendee privileges](#)



6. With “Meeting options” you can allow attendees to chat, take notes, transfer data or share UCF Rich Media (UCF Rich Media is a file format that can be used to share all types of documents, including PowerPoint or Excel files). If you do not wish to hold a purely oral session, we recommend that you select all items. However, this is of course up to you. Click on “OK”.

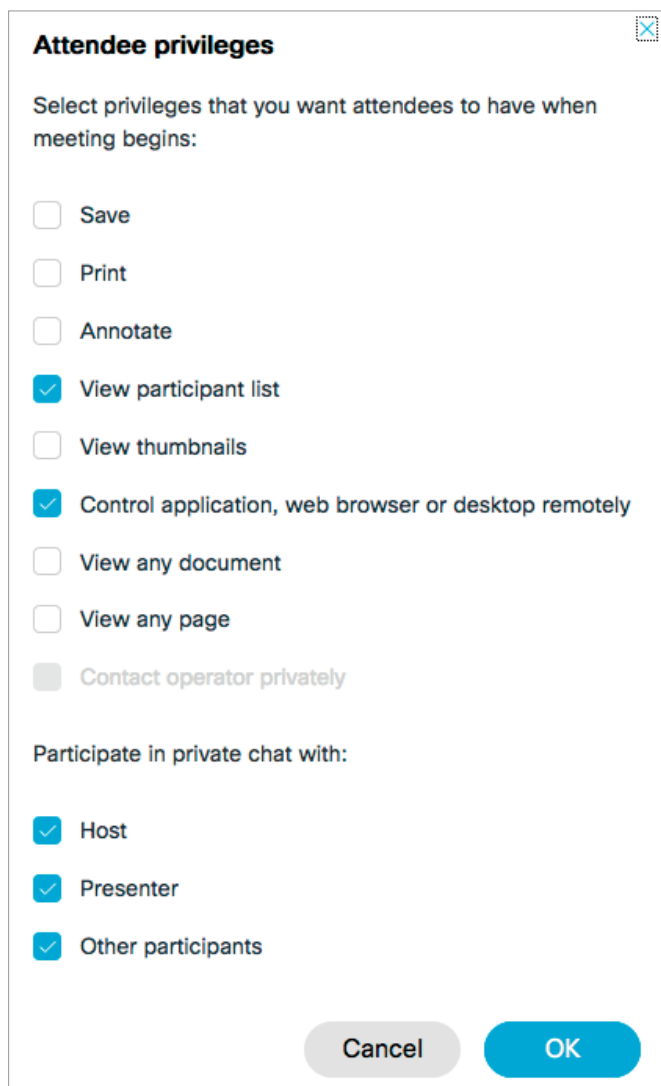


**Meeting options**

Select options that you want participants to have when meeting begins:

- ☒ Chat
- ☒ Video
- ☒ Notes
  - ☒ Allow all participants to take notes
  - ☐ Single note taker
- ☐ Enable closed captioning
- ☒ File transfer
- ☒ Enable UCF rich media for attendees

Cancel OK



**Attendee privileges**

Select privileges that you want attendees to have when meeting begins:

- ☐ Save
- ☐ Print
- ☐ Annotate
- ☒ View participant list
- ☐ View thumbnails
- ☒ Control application, web browser or desktop remotely
- ☐ View any document
- ☐ View any page
- ☐ Contact operator privately

Participate in private chat with:





- ☒ Host
- ☒ Presenter
- ☒ Other participants

Cancel OK

7. With “Attendee privileges” you can determine what your colleagues should be able to do or what should be displayed to them during the session. However, consider whether it makes sense for your session that employees can comment on the meeting or have a private chat with you as host and moderator or with each other. Select the options on or off accordingly. Click on “OK”.

8. Finish your meeting with a click on “Schedule” (if your meeting already starts in the next few minutes, you will see “Start” instead of this button). Your meeting has now been created. Under “Meetings” (on the left side) you can see all your scheduled meetings. It is especially important that everyone attending your meeting receives the “Meeting Information”. Make sure that you provide all attendees with the meeting link, the meeting ID, the password and your host ID. This is the only way they can log in to the meeting.

## Example session



Hosted by Erich Exempel

● 2:35 PM - 3:35 PM | Tuesday, Mar 24 2020 |  
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Recurrence: Occurs every Tuesday effective 3/24/2020 from 2:35 PM to 3:35 PM, (UTC+01:00)  
Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

**Start Meeting** ▼

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**Meeting Information**

Information your coworkers need in order to join the meeting

Meeting link:	<a href="https://unibas.webex.com/unibas-en/j.php?MTID=m4ee3094f514632825d34af6821f907dd">https://unibas.webex.com/unibas-en/j.php?MTID=m4ee3094f514632825d34af6821f907dd</a>
Meeting number:	144 474 132
Password:	9RPf3hBU6zp
Host key:	514022

9. At the top right you can duplicate, edit, cancel or add the meeting to your calendar.

## Example session



Hosted by Erich Exempel

● 2:35 PM - 3:35 PM | Tuesday, Mar 24 2020 |  
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Recurrence: Occurs every Tuesday effective 3/24/2020 from 2:35 PM to 3:35 PM, (UTC+01:00)  
Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

**Start Meeting** ▾

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### Meeting Information

Meeting link:	<a href="https://unibas.webex.com/unibas-en/j.php?MTID=m4ee3094f514632825d34af6821f907dd">https://unibas.webex.com/unibas-en/j.php?MTID=m4ee3094f514632825d34af6821f907dd</a>
Meeting number:	144 474 132
Password:	9RPf3hBU6zp
Host key:	514022

10. On the right side you can add or remove attendees even after the meeting has been created.

## Who is invited?

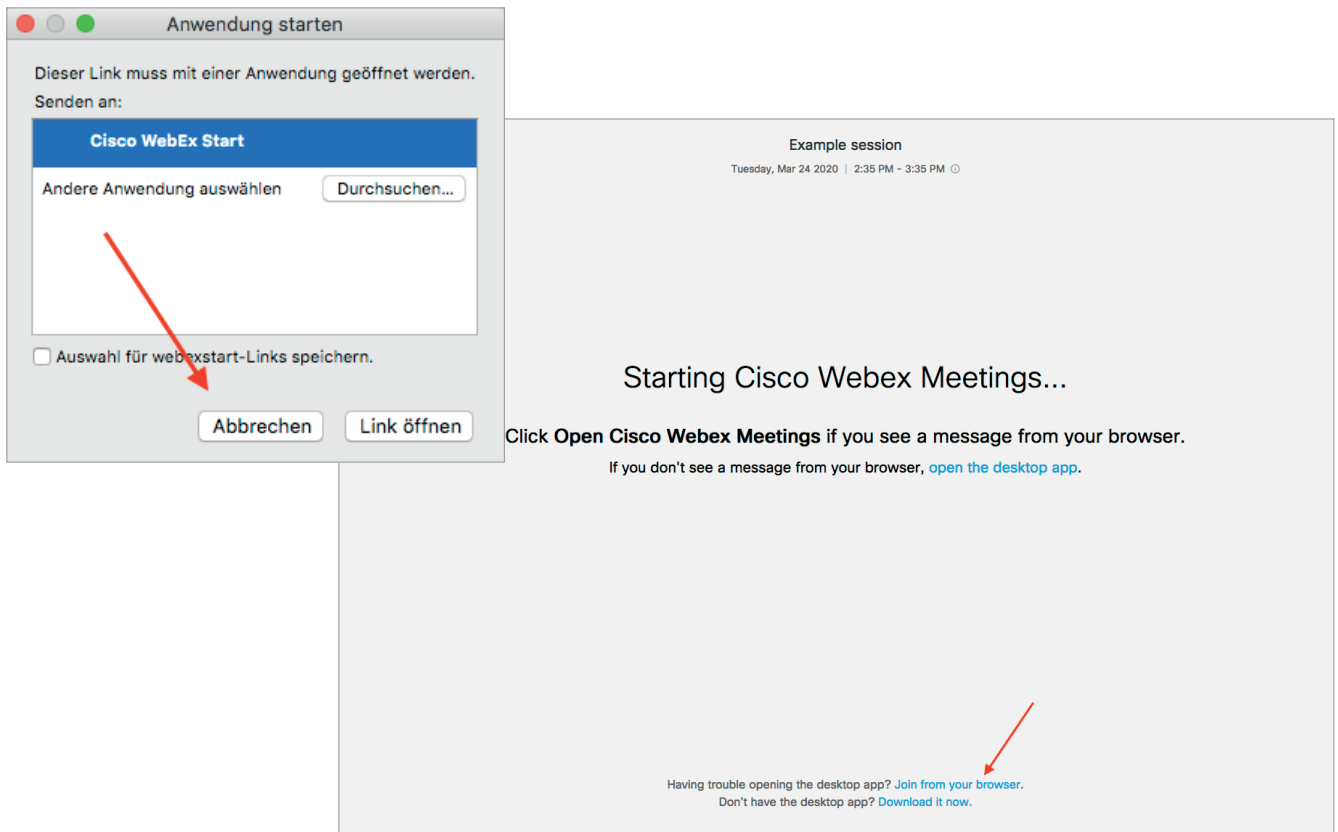
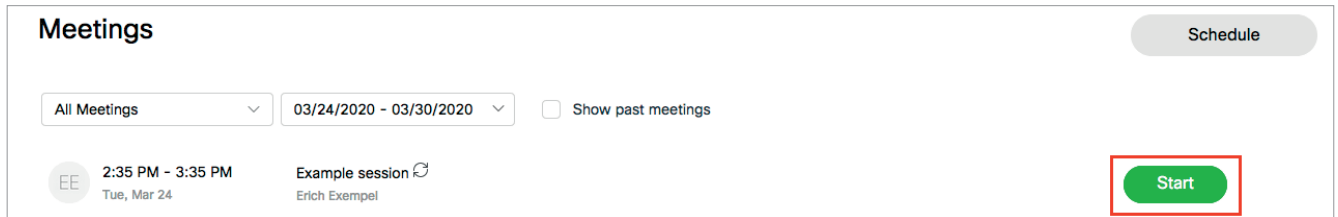
Enter email address to add attendee

B

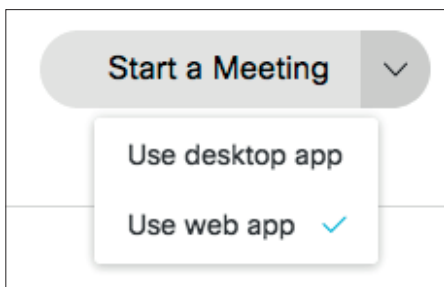
barbara.beispiel@unibas.ch

...

11. When the time of your meeting has come, start your meeting by clicking “Start” under “Meetings” for the corresponding meeting (see next chapter). You may now be asked to download the desktop app. If you want to use the web app, click on cancel and select “Join from your browser”.



12. Alternatively, you can go to the detailed view of the meeting and click on the triangle next to “Start meeting” and select “use web app”.



## 2.4 Start and run a meeting

**What do you have to consider before starting a meeting on Webex? How do you start and hold it successfully?**

### BEFORE THE MEETING

1. Did all participants of the meeting receive an invitation link including Meeting ID and Meeting password?
2. Do you have prepared your content? Think about how you want to convey the content and create an agenda or similar.
3. Test your microphone and audio transmission beforehand so that you don't have to fix any problems right before the meeting. You can either use your computer's built-in microphone and speakers or use a headset with audio and microphone.

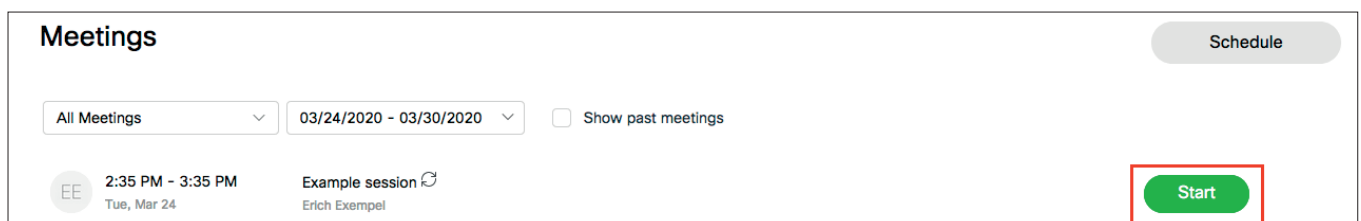
### IMMEDIATELY BEFORE THE MEETING

The following aspects serve as a checklist that you should go through before your meeting:

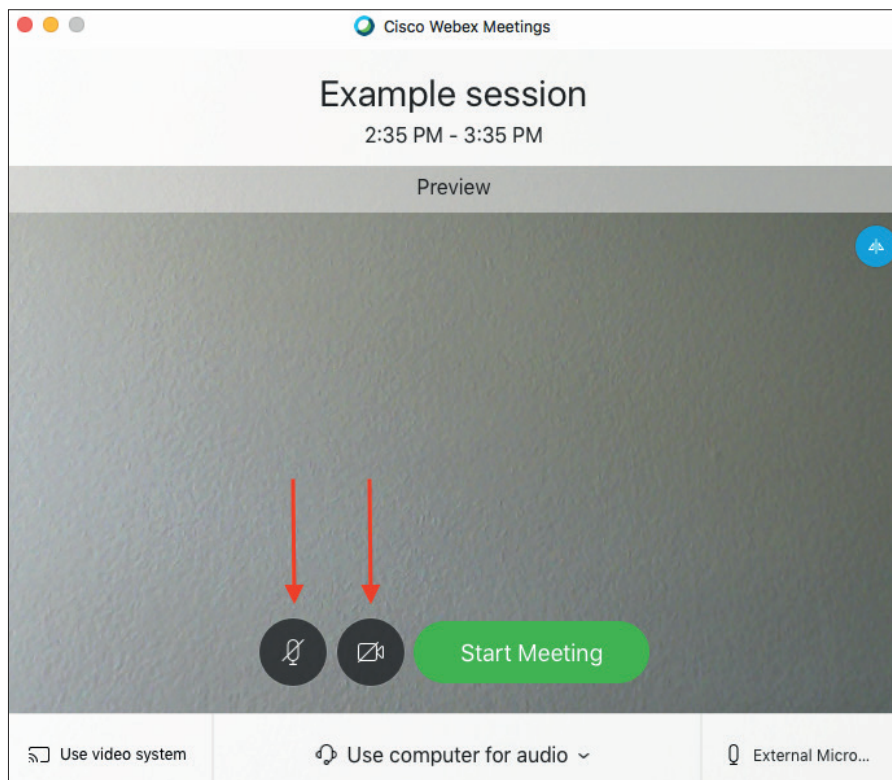
1. Choose an environment where you are disturbed as little as possible (noise, other people, etc.). Small rooms with little reverberation are ideal. Make sure that you are not disturbed during the meeting by computer programs in the background (e.g. incoming mails, chat programs).
2. Be aware that other participants in your meeting can see you and your background. Make sure that the room is sufficiently lit so that they are able to see you. If you want to conduct the meeting without video, stop the video broadcast as soon as you start the meeting.
3. Take a comfortable position where you can maintain a constant distance from your computer.

### START AND HOLD A MEETING

1. When the time of your meeting has come, start your meeting by clicking on "Start" under "Meetings" at the corresponding meeting.



2. The meeting is started within the browser. Select your camera and microphone and allow access to them. (You may be asked to download the desktop app. If you want to use the web app, click on cancel and select “Join from your browser”. See Chapter 2.3).



3. If you want to mute your microphone or join the session without video, you can set this now in the preview. But even during the meeting you always have the option to mute your microphone or stop your video. When you are ready, click “Start meeting”.

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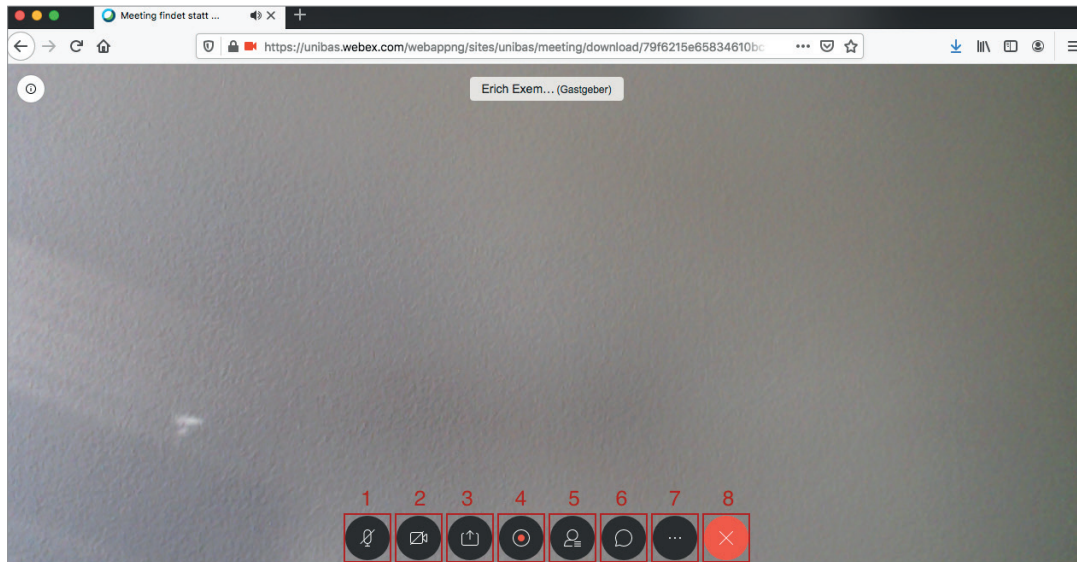
## DURING THE MEETING

You should note the following at the beginning or during the meeting.

### Session rules

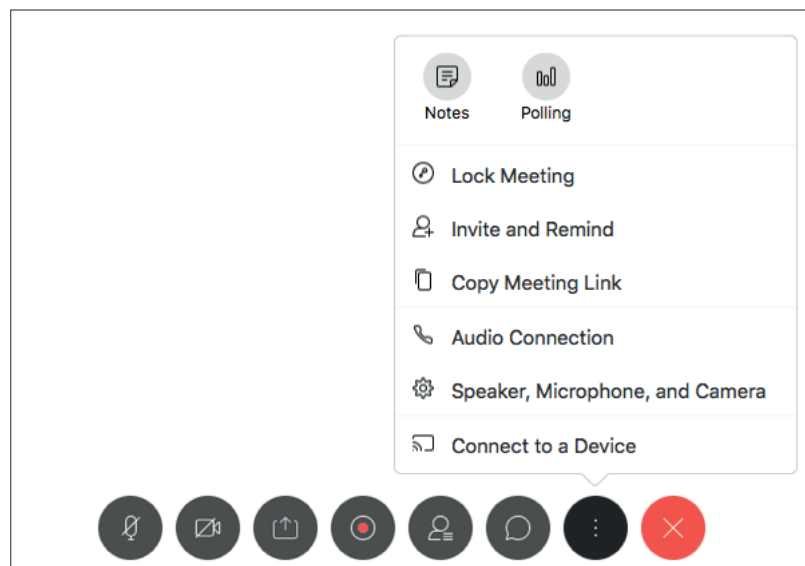
If necessary, explain how Webex works to the rest of the attendees. Establish rules if necessary:

- If you are not speaking, set your microphone to mute so that the conversation is not disturbed by background noise
- Rules during the meeting
- ...



### Functions during the meeting

1. Click on the microphone icon to mute your microphone. Click again to unmute.
2. Click the camera icon to stop your video. Click again to turn your video back on.
3. Click this icon to share your desktop - other attendees will see your desktop instead of your video.
4. Click on the red circle to record the session. This will be saved under "Recordings".
5. Click on the icon with the figure to see all participants. A list of all participants will appear on the right side.
6. Click on the speech bubble to start a chat with all participants in the session.
7. Click on the three dots to access more features:



8. End or leave meeting: To end or leave the meeting, click on the red "X". You will be asked if you want to end the meeting. You can also determine a host and leave the meeting without ending it.

## 3. Using Webex: Desktop version

### 2.1 Installation

In the following we explain how to proceed in order to install the Webex Desktop version.

#### PREREQUISITES

What are the requirements if you want to install Webex on your computer?

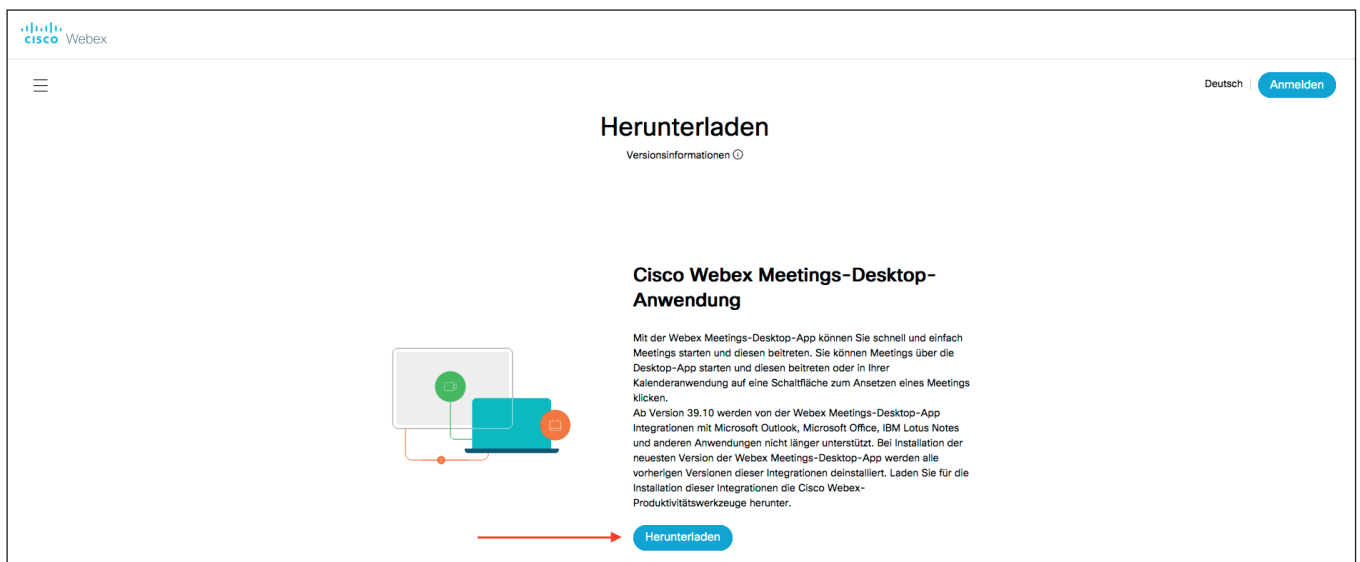
Have the following **auxiliary equipment** ready:

- Laptop or computer with a built-in microphone or a headset with microphone
- Your personal login to your @unibas.ch email address

#### PROCEED

To install the Webex Desktop version, you should proceed as follows:

1. First check whether Webex is already pre-installed on your computer. You can check this via the Software Kiosk.
2. If Webex is not yet installed, go to the [Webex Portal of the University of Basel](#).





3. Download the client “Cisco Webex Meetings Desktop Application” or download Cisco Webex from the Software Kiosk of the University of Basel.
4. Follow the steps according to the installation instructions.
5. You will be asked to register with Webex and Microsoft: Enter your @unibas.ch mail address.

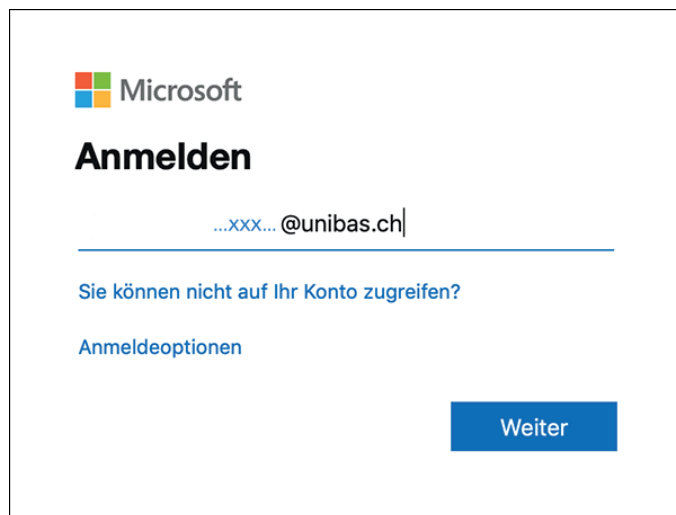


Bei Webex-Meetings anmelden

...XXX... @unibas.ch

Weiter

[Als Gast verwenden](#)



Microsoft

## Anmelden

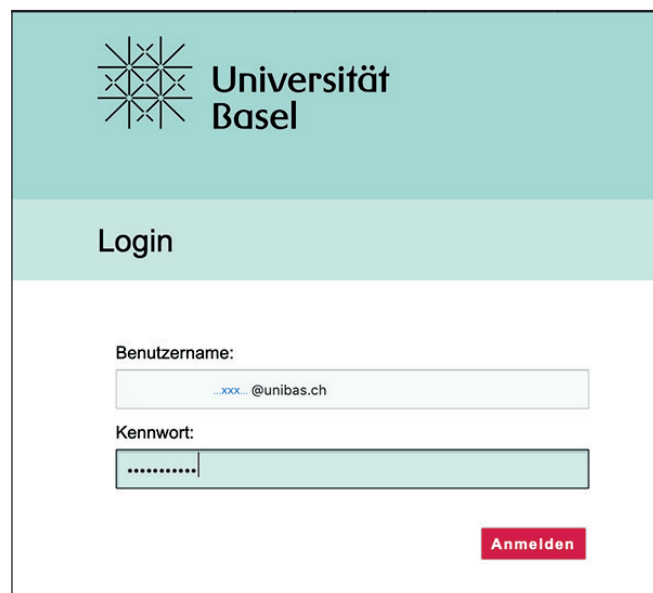
...xxx...@unibas.ch|

Sie können nicht auf Ihr Konto zugreifen?

Anmeldeoptionen

Weiter

6. You will be redirected to the AAI login page of the university. Enter your mail address and the corresponding password.



Universität Basel

## Login

Benutzername:

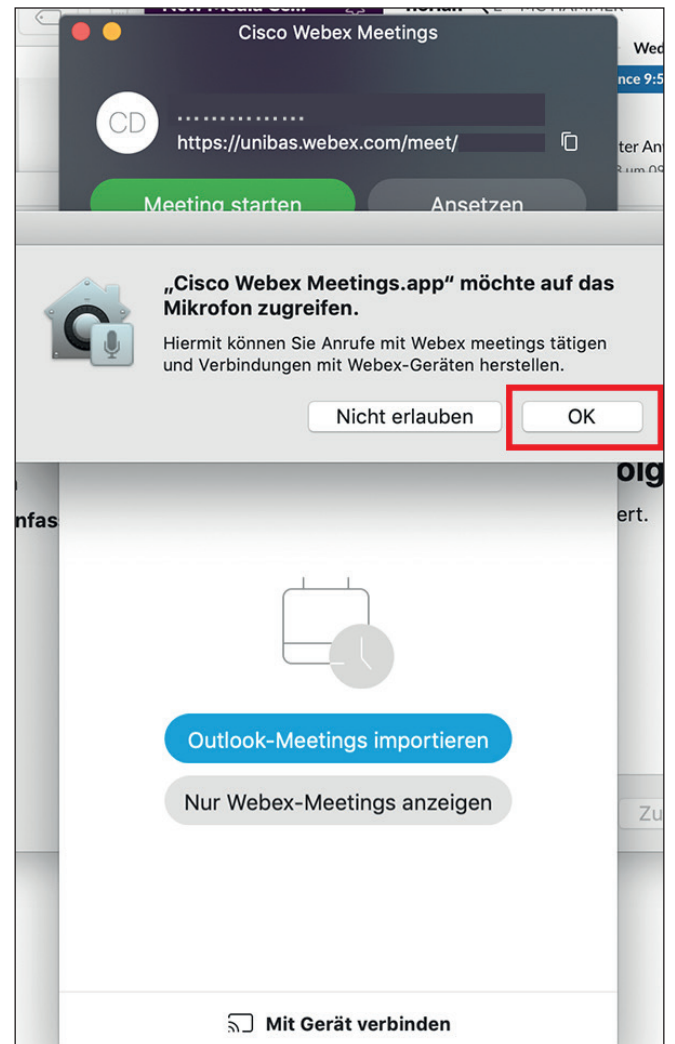
...xxx...@unibas.ch

Kennwort:

.....

Anmelden

7. You can now open the program. Allow access to the microphone and camera.

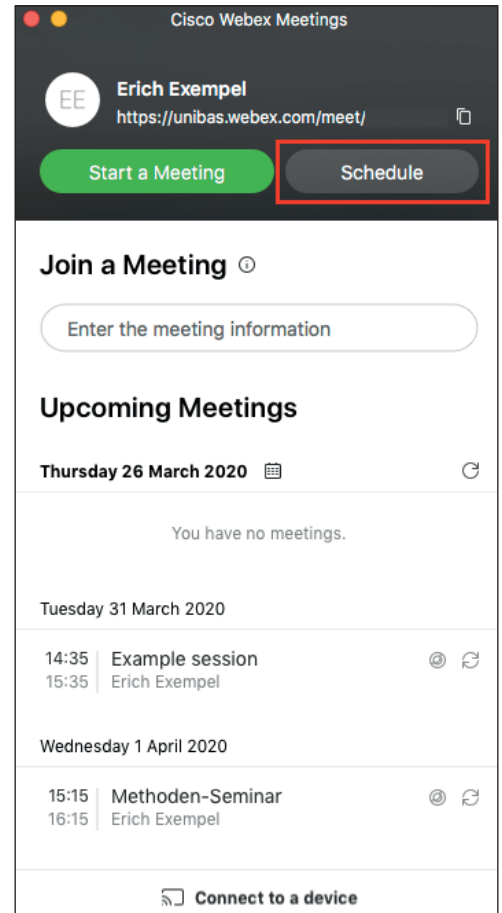


### 3.2 Schedule a meeting

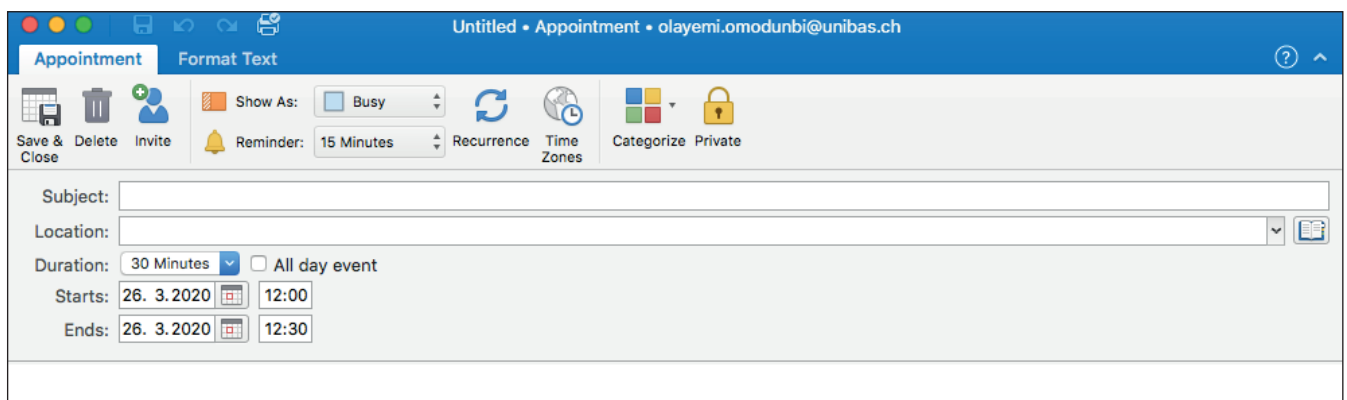
In the following we will explain how to schedule a meeting in order to be able to hold a session with all participants.

#### SET UP AND START A MEETING

1. Open the Cisco Webex Meetings app and click on “Schedule”.



2. Now your email program “Outlook” opens. In the window that has now reopened, you can specify the subject, date, time and duration of your Webex meeting and invite participants. If it is to be a regular meeting, you can specify this more precisely via “Recurrence”. Once you have entered all the information, click on “Save and close” or on “Send” if you have entered participants’ email addresses (“Invite”). The Webex appointment is now visible in your Outlook calendar. The participants have also received an invitation to your Webex meeting, which contains all the information they need to attend the meeting. The invited persons can accept or decline the meeting via this email.



3. You will receive a confirmation email, in which all important information about the Webex session you have just created will also appear. Via this email you can pass on the meeting information to other people (e.g. those outside of Outlook). To do so, send the meeting number (access code) and the password to the persons to be invited. If the meeting should start in the next few minutes, you can also click directly on “Start meeting” in the email.

<p><b>You are the host for this Webex meeting.</b></p> <p>When it's time, start your Webex meeting here.</p> <p>Meeting number (access code): 144 474 132  Meeting password: 9RPF3hBU6zp  Host key: 514022</p> <p>Occurs every Tuesday effective Tuesday, March 24, 2020 from 2:35 PM to 3:35 PM, (UTC+01:00)  Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna  2:35 pm   (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna   1 hr</p> <p><a href="#">Start meeting</a></p> <p><b>Join by phone</b>  Tap to call in from a mobile device (attendees only)  +41-2256-75905 Switzerland Toll  <a href="#">Global call-in numbers</a></p> <p><b>Join from a video system or application</b>  Dial <a href="tel:144474132@unibas.webex.com">144474132@unibas.webex.com</a>  You can also dial 62.109.219.4 and enter your meeting number.</p>	<div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div>
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Webex meeting scheduled: Example session  
<https://unibas.webex.com/unibas-en/j.php?MTID=m4ee3094f514632825d34af6821f907dd>  
[messenger@webex.com](mailto:messenger@webex.com)

4. If the meeting is further away, you will receive a reminder email shortly before the meeting starts, in which you will again see all the necessary information for participating in the meeting and also have the opportunity to start the meeting. Of course you also have the option to start a meeting via the Cisco Webex program.

EE

Erich Exempel

<https://unibas.webex.com/meet/>

Start a Meeting

Schedule

Join a Meeting ⓘ

Enter the meeting information

Upcoming Meetings

Thursday 26 March 2020

12:00 | Example meeting

13:00 | Erich Exempel

Start

Tuesday 31 March 2020

14:35 | Example session

15:35 | Erich Exempel

Wednesday 1 April 2020

15:15 | Methoden-Seminar

16:15 | Erich Exempel

Connect to a device

### 3.3 Start and run a meeting

**What do you have to consider before you start your meeting on Webex? How do you start it and carry it out successfully?**

#### BEFORE THE MEETING

1. Did all participants of the meeting receive an invitation email or an invitation link including meeting number (access code) and meeting password?
2. Have you prepared all contents to be conveyed? Think about how you want to convey the content and create an agenda or similar.
3. Test your microphone and audio transmission now so that you don't have to fix any problems shortly before the meeting. You can either use your computer's built-in microphone and speakers or use a headset with audio and microphone.

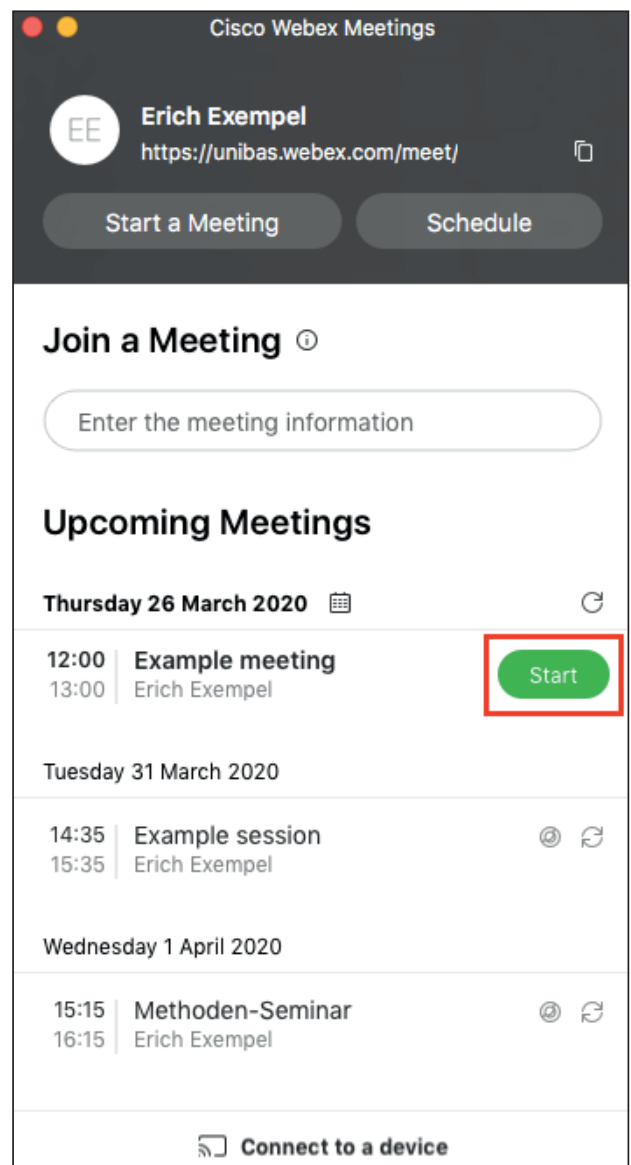
#### RIGHT BEFORE THE MEETING

The following points serve as a checklist that you should go through before your meeting:

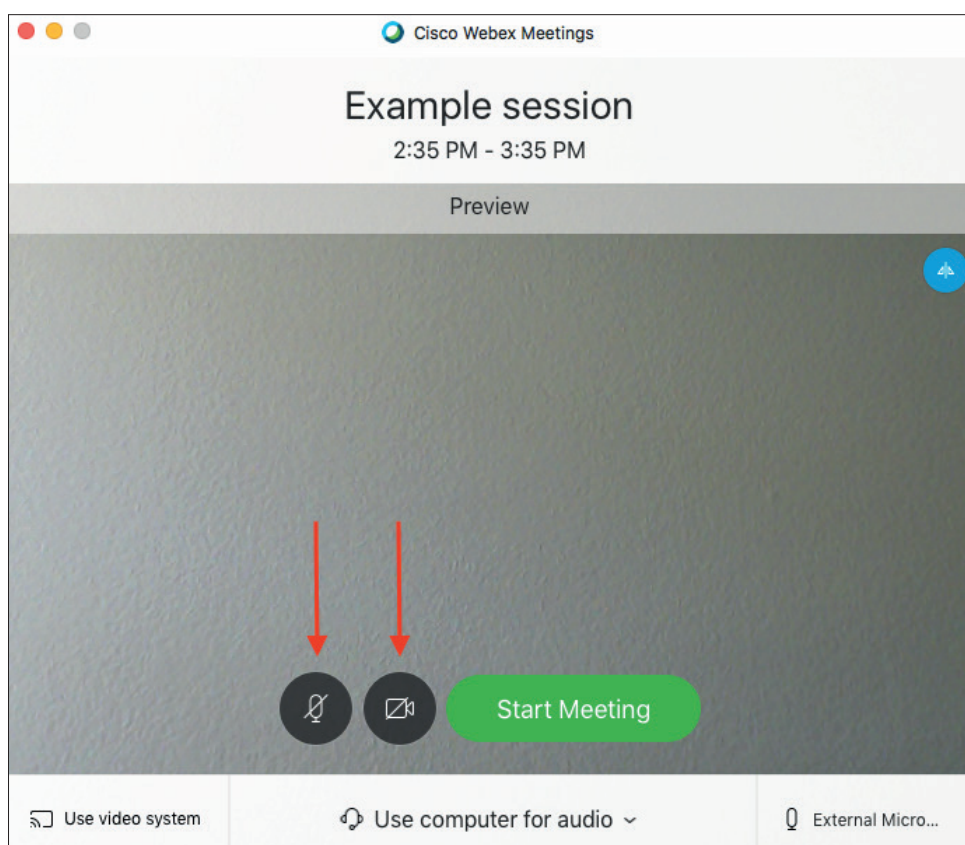
1. Choose an environment where you are disturbed as little as possible (noise, other people, etc.) Small rooms with little reverberation are ideal. Make sure that you are not disturbed during the meeting by computer programs in the background (e.g. incoming mails, chat programs).
2. Make sure that other participants in your meeting can see you and your background. Make sure that the room is well lit (avoid sunlight from behind) so that they can see you. If you want to conduct the meeting without video, stop the video broadcast as soon as you start the meeting.
3. Adopt a comfortable position where you can maintain a constant distance from your computer.

#### START AND CONDUCT MEETING

1. When the time of your meeting has come, start your meeting by clicking on "Start" under "Upcoming Meetings" at the corresponding meeting. Or search for the reminder mail you received from Webex (see Chapter 3.2).



2. The meeting is started. Select your camera and microphone and allow access to them.



3. If you want to mute your microphone or join the session without video, you can set this now in the preview. But even during the meeting you always have the option to mute your microphone or stop your video. When you are ready, click “Start Meeting”.

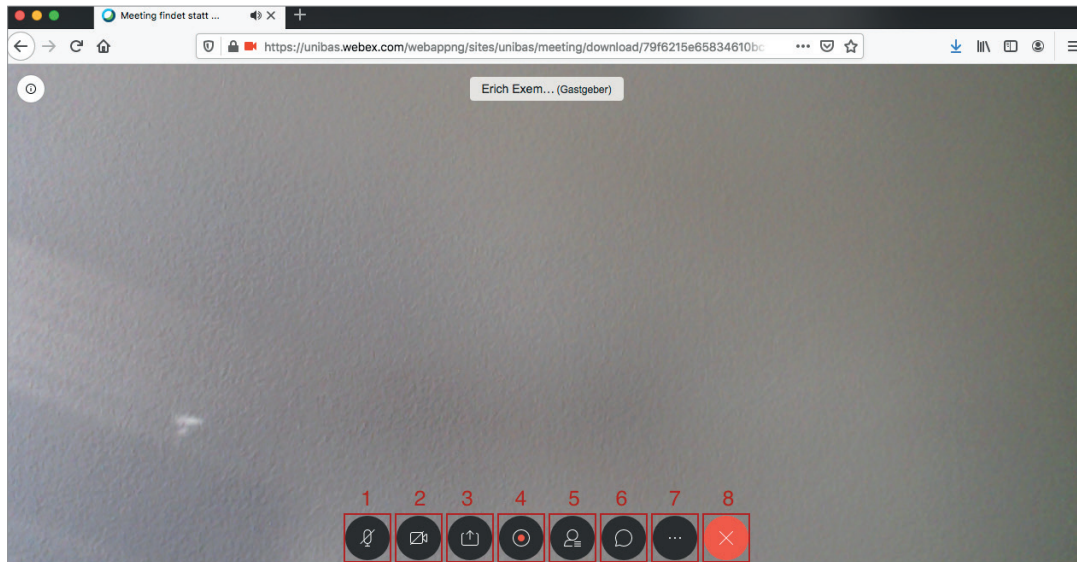
## DURING THE MEETING

The following should be noted at the beginning or during the meeting.

### Session rules

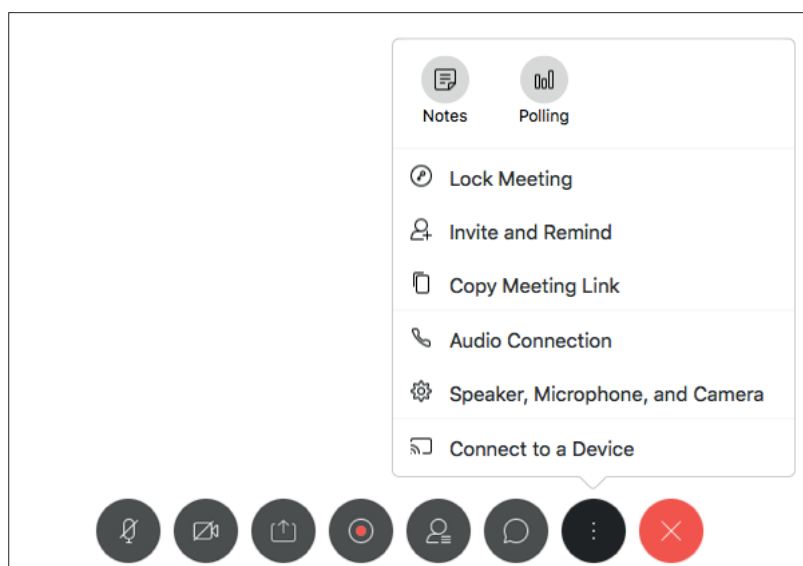
If necessary, explain how Webex works to the rest of the meeting participants. If necessary, set up rules:

- If you are not speaking, set your microphone to mute so that the conversation is not disturbed by background noise
- Rules during the meeting
- ...



### Functions during the meeting

1. Click on the microphone icon to mute your microphone. Click again to unmute.
2. Click the camera icon to stop your video. Click again to turn your video back on.
3. Click this icon to share your desktop - other attendees will see your desktop instead of your video.
4. Click on the red circle to record the session. This will be saved under "Recordings".
5. Click on the icon with the figure to see all participants. A list of all participants will appear on the right side.
6. Click on the speech bubble to start a chat with all participants in the session.
7. Click on the three dots to access more features:



8. End or leave the meeting: To end or leave the meeting, click on the red "X". You can also leave the meeting and designate a host without ending the meeting.