Conference Services WebEx Meeting Guide

How to Host a WebEx Meeting in a Cedars-Sinai Conference

Cisco webex

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cedars-sinai.org

Hosting Your First Webex Meeting
In A Conference Room

- Conference Services is here to support you as best we can.

- When you are in our conference rooms we can help you get connected.

- We also offer in-services showing you what we have learned.

- Departments are responsible for obtaining a WebEx account, supplying laptop(s), and scheduling and running their meetings.

- Consider assigning a dedicated WebEx contact on your team who can help train and support other team members.

- WebEx Accounts are limited. Your department may already have a WebEx Account. Please contact your colleagues to see if there is an existing account available to be shared.

- Only the meeting host needs a WebEx account.

- The teleconference features of the Conference Services Rooms work well with WebEx.

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Our Conference Room Capabilities

Meeting Room	Teleconferencing?	Web Camera Installed?	Other Info
Briskin Executive Conference Room (Briskin):	Yes	No	Additional microphones can be placed on tables. Available upon request.
Cafeteria Conference Rooms (CCR)	Yes	No	Teleconferencing table-top 'starfish' units available.
Harvey Morse Auditorium:	Yes	Yes	Contact us for options av.equipment@cshs.org
Harvey Morse Rooms 1 – 6 (HM 1-6):	Yes	No	Teleconferencing table-top 'starfish' units available.
North Tower Conference A & C (NTC A + NTC C):	Yes	No	Teleconferencing table-top 'starfish' units available.
North Tower Conference B (NTC B):	Yes	Yes	Audio via podium mic and wireless handheld microphones. Polycom camera in back of room acts as web camera (this room only).
Pavilion Education Center 1-8 (PEC 1-8):	Yes	No	Microphones embedded in ceiling. Wall mounted touch panel phone dialing. Polycom cameras for internal CSMC Video Conferencing only.
Thalians Auditorium:	Yes	No	Podium microphone and wireless handheld microphones available.
Thalians W141/2, W108, E119, E117:	Yes	No	Teleconferencing table-top 'starfish' units available (except W135).

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Teleconferencing   Audio only

Web Conferencing   Video & Audio over an internet connection

Video Conferencing   Video & Audio using built-in equipment between internal CSMC rooms only

Starfish

Web Camera

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POLYCOM

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Steps to Hosting your Webex Meeting in a Conference Room

Obtain a WebEx account from your colleagues or the <u>SERVICE CENTER</u>

Start a Meeting Now

- Click 'Start Now' to launch a meeting

- Choose whether to call-in using the telephone (recommended in Conference Rooms) or use your computer for audio.

- Click the black circle with three dots to invite attendees

Alternately Schedule a Meeting

- From the 'WebEx Meetings' tab, select 'Schedule A Meeting'

- Invite participants

- Launch a scheduled meeting from the 'My Meetings' page.

- Choose whether to call-in using the telephone (recommended in Conference Rooms) or use your computer for audio

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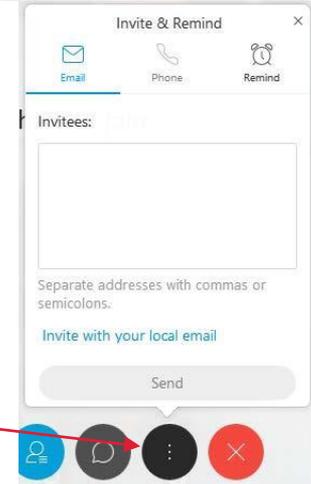
Good To Know

- CSMC WebEx accounts can accommodate up to 200 participants.

- Up to TWO meetings can be launched simultaneously. The combined number of participants counts towards the 200 total.

- Laptops generally have a webcam and sufficient if one presenter. Remember you can artfully aim the camera from your computer if you want to add a live video feed.

- External webcams provide more flexibility, especially if you need to see the entire room. It is up to each department to secure their own webcam. We recommend the Logitech C920 as an affordable, professional quality option.

- Chrome browser not necessary but recommended.

- Participants can call in with any telephone (for audio only). There is also an app for tablets and smart phones (video and audio).

- Be careful not to have two live audio sources for a WebEx meeting in one room, you will get feedback. Muting everyone went entering is very important when many participants.

- Sharing your screen (e.g. PowerPoint presentation) is very easy with WebEx. (Helpful tip: if you can not advance your slides click into PowerPoint window to make sure it is the live application.)

- Play movies thru the WebEx interface itself to get the movie sound transmitted to meeting participants.

Resources

WebEx - Tutorials:
https://help.webex.com/en-us/nrebr3c/Get-Started-with-Cisco-Webex-Meetings-for-Hosts

Cedars-Sinai Conference Services - AV Support:
av.equipment@cshs.org

Conference Services – General Room booking access / special events / facilities & equipment questions.
rooms@cshs.org