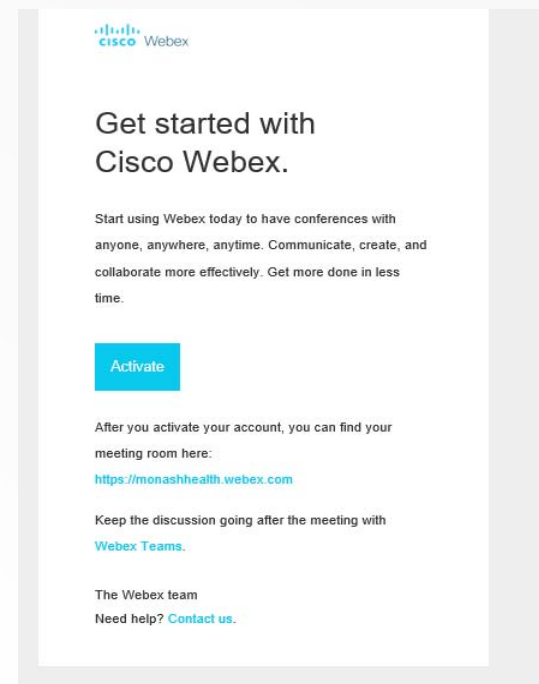


Webex User Guide – Telephone & Video Conferencing

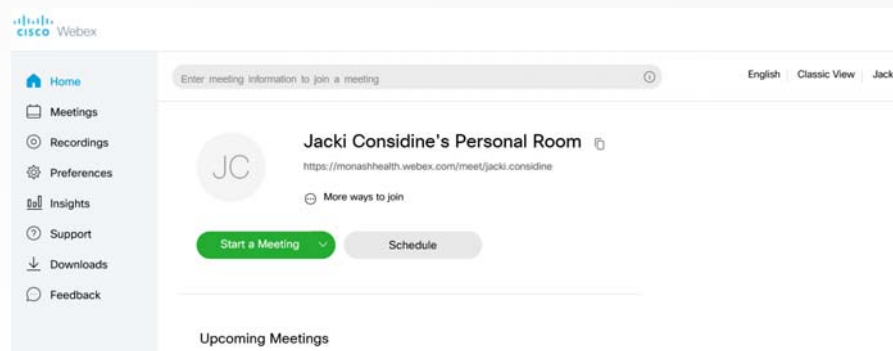
Signing into your Webex Account

- All staff received an email from Cisco to activate their account by clicking on the provided link, example below:

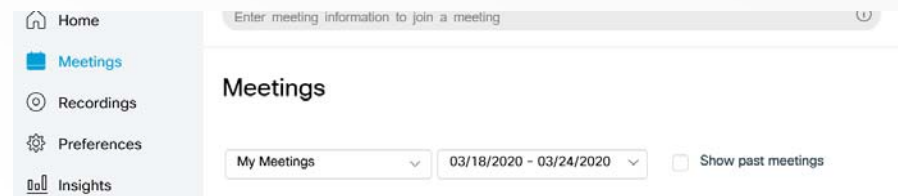


Your Home Screen

- You can access your Webex Account via the Webex internet address: <https://monashhealth.webex.com/webappng/sites/monashhealth/dashboard?siteurl=monashhealth> and also through your Outlook.
- Your Home screen contains the details of your Personal Room, options to start a meeting and to schedule a meeting e.g:

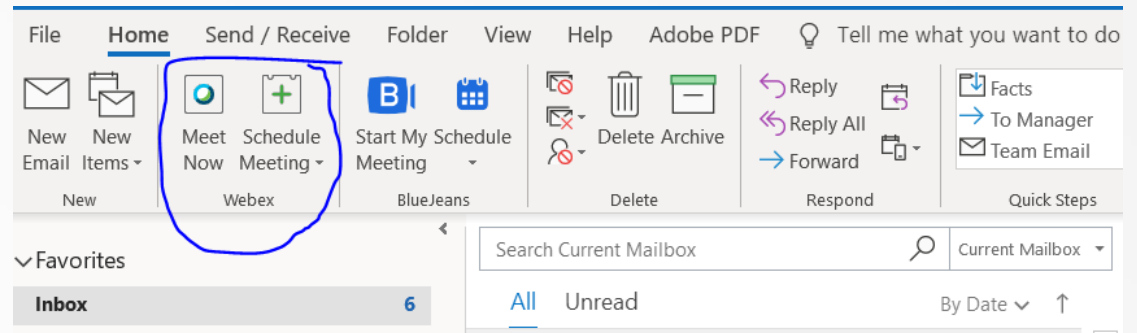


- Your current and previously scheduled meetings can be viewed in the 'Meeting Section' tab:

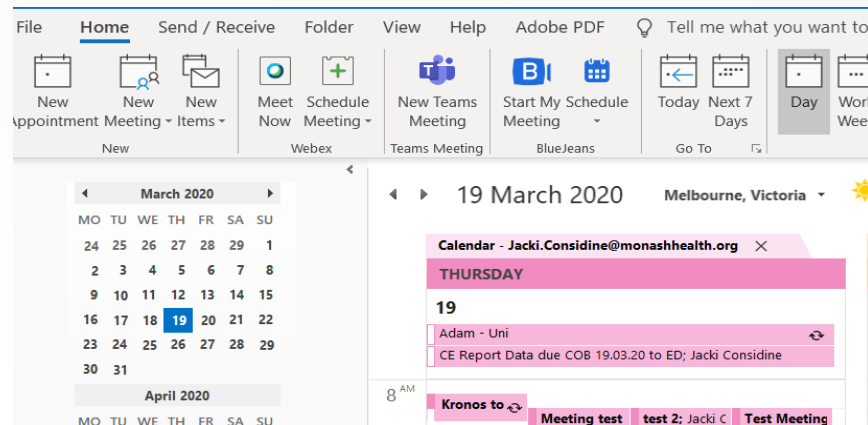


Webex Meetings available in Outlook

You can schedule Webex meetings directly in your Outlook inbox:



And/or your Outlook Calendar:



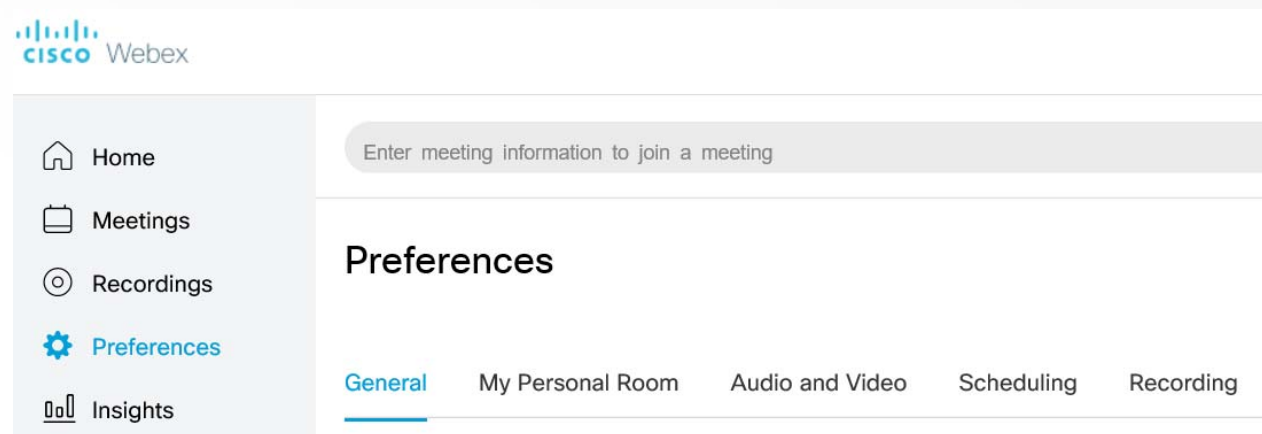
Sending the Webex meeting invitation via Outlook from your Calendar or your Executive's Calendar

- Majority, if not all Executive Assistant's send out calendar invitations via their Executive's Outlook Calendar. You will need to have scheduling permission set within your Executive's Webex account prior to sending out invitations on their behalf.
- IT can assist with setting the permission function or please refer to slides 6 and 7 below for instructions.
- Your Executive's Webex login details (i.e. their MH email address and current password) will be required to set up this permission.



Setting up Scheduling Delegation

- Access your Executive's Webex account via the internet at this address:
<https://monashhealth.webex.com/webappng/sites/monashhealth/dashboard?siteurl=monashhealth>
- Sign into the Webex Meetings account with your Executive's MH login details.
- Once you have logged in, go to the "Preferences" tab on the left side of the screen.



Setting up Scheduling Delegation Continued...

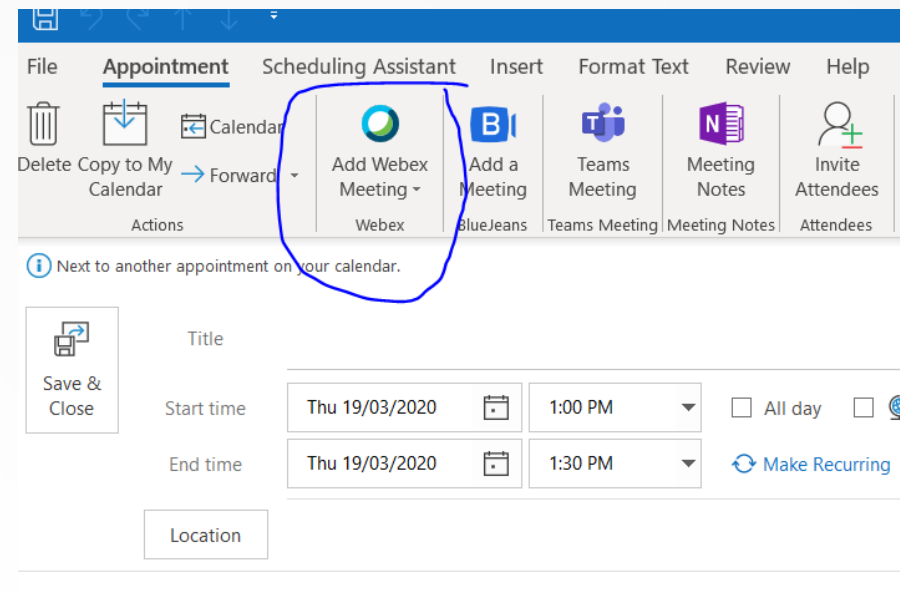
- You will see the five options available under Preferences, namely 'General', 'My Personal Room', 'Audio and Video', 'Scheduling' and 'Recording'.
- Choose 'Scheduling':
- Within this section under 'Scheduling Permission', type in the Assistant's email address who is to be granted permission to send on behalf of the Executive.
- Then press Save.
- The allocated email address now holds the permission to send Webex meeting invitations from the Executive's Outlook calendar.

The screenshot shows the 'Scheduling' tab selected in the preferences menu. The 'Meeting type' is set to 'Webex Meetings Pro Meeting'. Under 'Meeting templates', there are links for 'Show more' and 'Delete all templates'. The 'Email invitation' section has a checkbox for 'Send a copy of the email invitation to me'. The 'Share recording' section has a checkbox for 'Automatically share the recording when it's available after the meeting'. The 'Scheduling permission' field is highlighted with a blue oval and contains the placeholder text '<Separate email addresses with a comma or semicolon>'. At the bottom, the 'Cancel' and 'Save' buttons are also highlighted with a blue oval.



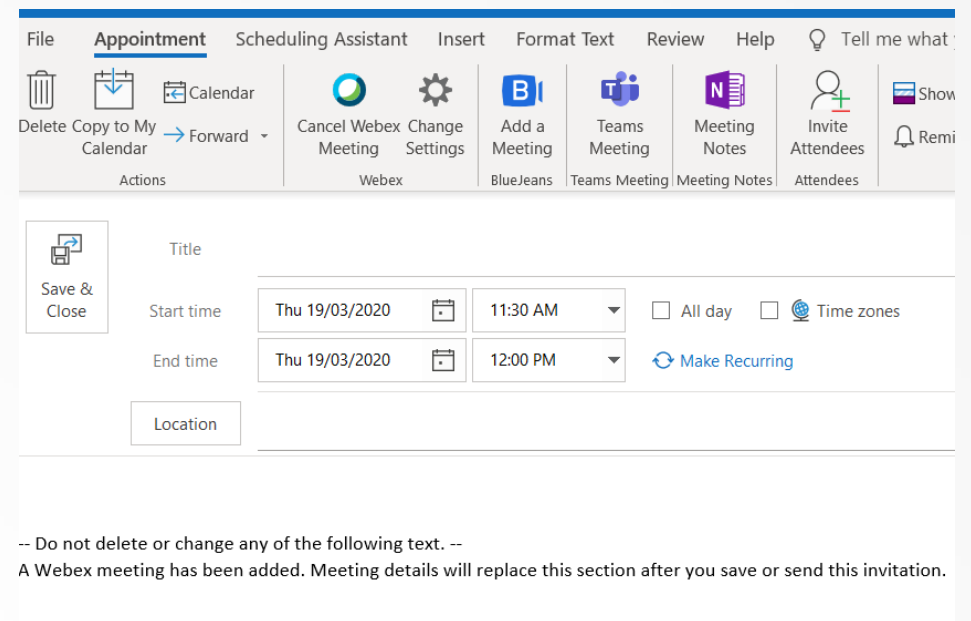
Scheduling the Webex Meeting invitation via Outlook

- Go to your Outlook Calendar or your Executive's Outlook Calendar and double click on the meeting time you intend for the meeting to commence.
- Navigate to 'Add Webex Meeting'.



Scheduling the Webex Meeting invitation Continued...

- Choose from the drop down arrow 'Add a Webex Meeting'.
- The add in will connect to the server and the following text will appear once webex unique meeting ID is created:



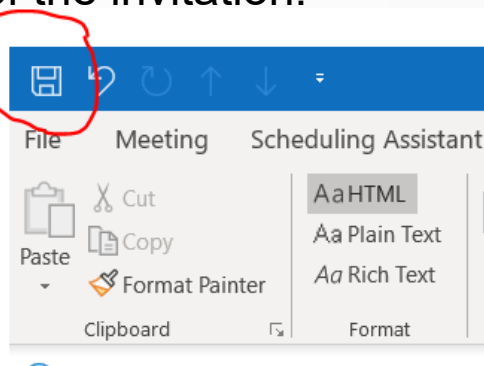
The screenshot shows the 'Appointment' window in a software application. The window has a ribbon menu at the top with tabs: File, Appointment (selected), Scheduling Assistant, Insert, Format Text, Review, and Help. Below the ribbon, there are several groups of icons. The 'Appointment' group includes 'Delete', 'Copy to My Calendar', and 'Forward'. The 'Webex' group includes 'Cancel Webex Meeting' and 'Change Settings'. The 'BlueJeans' group includes 'Add a Meeting'. The 'Teams Meeting' group includes 'Teams Meeting'. The 'Meeting Notes' group includes 'Meeting Notes'. The 'Attendees' group includes 'Invite Attendees' and 'Show Attendees'. The 'Reminders' group includes 'Reminders'. Below the ribbon, there is a 'Save & Close' button. The main area of the window contains a form for scheduling a meeting. It includes a 'Title' field, a 'Start time' field with a date and time picker (Thu 19/03/2020, 11:30 AM), an 'End time' field with a date and time picker (Thu 19/03/2020, 12:00 PM), and a 'Location' field. There are also checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link. At the bottom of the window, there is a message: '-- Do not delete or change any of the following text. -- A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.'



Scheduling the Webex Meeting invitation Continued...

You can now invite the attendees and add in any location details and other required content into the body of the invitation.

Click 'Save':



You will now be able to view the Webex meeting details in the body of the invitation i.e. the meeting number (access code), dial in number, the auto join green button and video system details:

A screenshot of the Webex meeting invitation details. The title is 'Testing 123'. The 'Required' field contains the email 'Keane.Wisniewski@jackiconsidine@gmail.com' and the location 'Clayton, D Block, IT Meeting Room 1'. The 'Optional' field is empty. The 'Start time' is 'Thu 19/03/2020' at '2:00 PM' and the 'End time' is 'Thu 19/03/2020' at '2:30 PM'. There are checkboxes for 'All day' and 'Time zone'. A 'Make Recurring' link is present. The 'Location' is 'Clayton, D Block, IT Meeting Room 1'. Below this, a note says 'Do not delete or change any of the following text.' followed by 'When it's time, join your Webex meeting here.' The meeting number (access code) is '787 307 878' and the meeting password is 'VPeaN8e3GK2'. There is a green 'Join meeting' button. Below this, there are instructions for joining by phone and from a video system or application. At the bottom, it says 'Join using Microsoft Lync or Microsoft Skype for Business' with a link to 'Dial 787307878.monashhealth@ync.webex.com'. The footer shows 'Shared Folder' and 'Calendar - Paul Jurman'.

Scheduling the Webex Meeting invitation Continued...

- Press 'Send' and the Outlook calendar invitation will be sent out to the attendees.
- If the participant has a Webex account on the device they are using to attend the conference, when they click on the green link, they will be directed to join via the Webex application on their device:



Join meeting



What is received by the Meeting Attendees via the Webex Invitation

Participants will receive the following details within the Webex calendar invitation:

- Meeting Number (access code).
- Meeting Password.
- Green 'Join Meeting' link.
- Join by phone dial in details for VIC and NSW. plus a link to details for global call in numbers if any participant dials in from another location.
- Video system details.
- Microsoft Lync and Skype for Business dial in details.

-- Do not delete or change any of the following text. --

When it's time, join your Webex meeting here.

Meeting number (access code): 787 307 878

Meeting password: VPean8e3GK2

Join meeting

Join by phone

Tap to call in from a mobile device (attendees only)

[+61-3-8593-9167](#) Australia Toll (Melbourne)

[+61-2-9338-2221](#) Australia Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [787307878@monashhealth.webex.com](tel:787307878@monashhealth.webex.com)

You can also dial 210.4.202.4 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [787307878.monashhealth@lync.webex.com](tel:787307878.monashhealth@lync.webex.com)

If you are a host, [go here](#) to view host information.

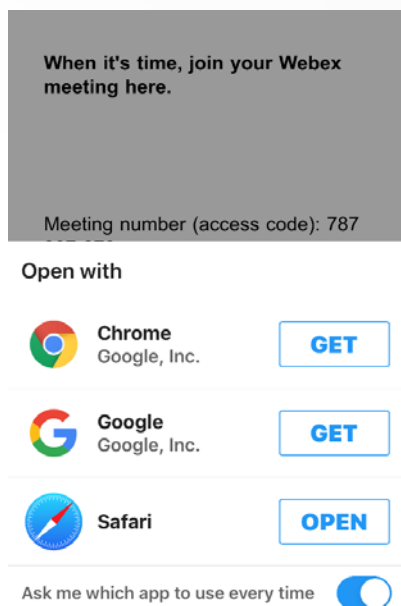


- The green 'Join Meeting' link within the email invitation is a function for quick access to enter into the meeting you have been invited to.

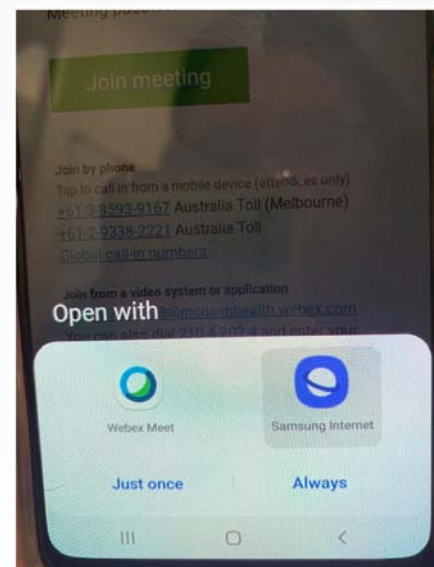
Join meeting

- If the participant does not hold a Webex account on the device they are using, they are able to join the webex meeting as a guest by choosing the option to join the meeting via access through Safari and/or Google:

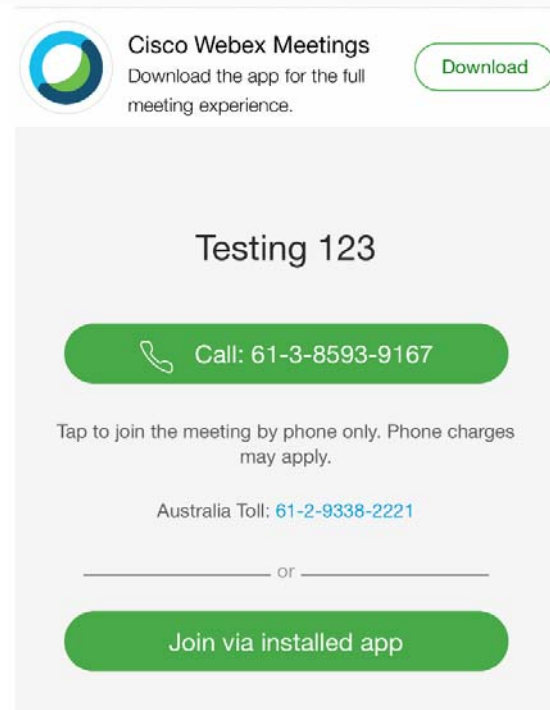
iPhone



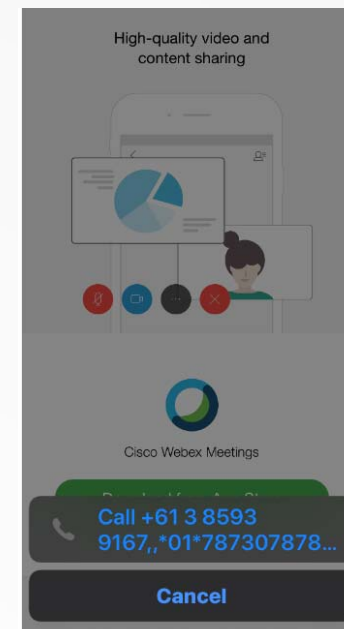
Samsung



Once the option of how to open the green Join Meeting link is chosen by the participant, the following options will be displayed:



Clicking on the “Call” option will populate the dial in phone number And the meeting ID for the participant:



Manual Dial in to conference

- If the participant prefers to dial in by manually typing the phone dial in details from their mobile or landline and then entering the meeting ID, as specified on the invitation, this is also an option for any attendee.

When it's time, join your Webex meeting here.

Meeting number (access code): 787 307 878

Meeting password: VPean8e3GK2

Join by phone

Tap to call in from a mobile device (attendees only)

[+61-3-8593-9167](#) Australia Toll (Melbourne)

[+61-2-9338-2221](#) Australia Toll

[Global call-in numbers](#)



Cisco Webex Meetings Application

- Majority, if not all, Monash Health staff will now have the Webex app on their desktop, iPad or laptop devices.
- If you are invited to join a Webex meeting, you can easily participate in the meeting via the app on your device by clicking “Join Meeting” when the pop occurs. This will activate the video conference and audio functionality through your desktop, iPad or laptop device.

