1. Go to upstate.webex.com or open Upstate Applications

Under “Installers,” Select this!

2. SIGN IN using your Upstate EMAIL and Password

Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

You may be prompted to install Cisco Webex Meetings Desktop App – this application is now located in the “Upstate Applications” folder on the desktop of Windows 10 PC users. If you are not on the Upstate campus, you can download the application to your computer or device.
3. Select “Schedule” from the web page (upstate.webex.com).

4. Enter meeting details and schedule

NOTE: You can not schedule a meeting from the app. You need to schedule the meeting from the website in internet browser.

Click “Schedule” to finish creating meeting
3. From the web page (upstate.webex.com), hover to discover and select the “Copy” icon to copy the meeting details.

4. Open a new email message OR new appt in Groupwise. Right click and “paste” the meeting details into your email.

Remember to send email or appt to all member and guests. Also, include stevemmeg@upstate.edu so Meg can include meeting details on the schedule.
1. Login to the Webex web page (upstate.webex.com) or the app, from the meetings page, find your meeting and select “Start.”

2. Select “Open Cisco Webex Meeting”

3. Select “Start Meeting.” Then “Share Content” to share your screen.

Share Content so members can see the agenda, data, policy, etc you are discussing. After sharing content select the screen you want to share.

You can also share content by clicking the icon below.

Use these icons to adjust your view.

View participants to help you complete the roster.

Use chat as needed.
Muting Participants

• To mute everyone as they join the meeting, select Participant > Mute on Entry
• To mute or unmute everyone but you, select Participant > Mute All
• To mute someone specifically, select Participant > Mute (or Unmute)

Locking Meeting Access

• Select Meeting < Lock Meeting. This option prevents anyone from joining the meeting, including those who were invited but haven’t joined yet
• To unlock meeting access, select Meeting > Unlock Meeting

To Remove a Participant From the Meeting

• Right-click the name in the Participants list & select Expel

To Rename a Call-In User

• Right-click the name in the Participants list & select Rename

To Turn Off Participant Entry/Exit Beeps

• Select Participant > Entry & Exit Tone

TROUBLESHOOTING TIPS FOR WEBEX MOBILE APP

To Blur/Change Background

• Feature is only available when using mobile app platform for iPhone 7 or later or iPad Pro
• Tap the Video icon, then Virtual Background
• To blur surroundings while remaining in focus, tap Blur
• To use a default virtual background, tap the one you want
• Select apply (WebEx will remember your selection for your next meeting)

Mobile Settings/Features:

• Hold the iphone in portrait position to view the speaker, or landscape position to view yourself, the speaker & all participants
• Click the 3 dots icon
  • Can turn off speaker
  • Can record meeting
  • Can share content
  • Can change to audio-only mode
• Click the microphone icon to mute/unmute
To view participants, click the person icon in the top right corner