

Webex Meetings Applications

1 Web App: hidoe.webex.com

2 Desktop App: <https://www.webex.com/downloads/>

3 Mobile App: Scan below to download

Android



iOS (iPhone / iPad)

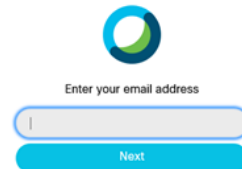


Tip: Download and use both the Desktop & Mobile Apps. The Mobile App enables you to start & join meetings while away from your Desktop.

Your Webex Meetings Login Info

1 When prompted by a Webex Meetings Application, sign in with your email & password

e.g. <employee_ID>@k12.hi.us



Schedule a Meeting from the Web App

1 Sign in to the Web App

2 In Classic View, click “Webex Meetings”, then “Schedule a Meeting” or in Modern View, click “Meetings”, then “Schedule a Meeting”

3 Complete required info, then click “Schedule”

Tip: You can click Advanced Schedule for more options.

Schedule a Meeting from Google Calendar (recommended)

1 Sign in to your calendar.google.com account

2 Click on the date and time of your meeting, add title and guests

3 Click “Add rooms, location, or conferencing”, then “Add conferencing”

4 Click “Webex Personal Room meeting” to use your Personal Room or “Webex meeting” to create a unique meeting room

Tip: Login with your <employee_ID>@k12.hi.us account if prompted.

5 Click “Save”, then click “Send” and an invite will be sent to the guests you entered including the Webex meeting information

Your Personal Room

Your Personal Room is your own meeting space that never changes. It enables you to quickly provide your meeting information to others and quickly start your meetings from your browser, desktop, mobile client or video enabled device such as a Webex Board.

Tip: You can verify your Personal Room information, change your URL and set a PIN by accessing your Webex Meetings Preferences. You can login to the Web app and in Classic View go to “My Webex” > “Preferences” > “My Personal Room” or in Modern View go to “Preferences”.

Your Personal Room Username:

[username](#) is the first initial of your first name + last name
e.g. John Smith = [jsmith](#)

Your Personal Room Username:

hidoe.webex.com/meet/username


Your Personal Room Video Address:


username@hidoe.webex.com


Starting Your Personal Room

1 From the Web, Desktop or Mobile App, click or tap 

Starting a Scheduled Meeting



1  **Web App:** In Classic View, click “Webex Meetings,” then “My Meetings” or in Modern View, click “Meetings”

1  **Desktop App:** Will display under “Upcoming Meetings”


 **Mobile App:** Swipe right for “My Meetings”

2 Find your scheduled meeting, then click or tap 

Webex Meeting Controls (after you start a meeting)


 or  **Connect Audio** with one of the following options:
1) Call Me 2) Call In 3) Internet / Computer


Tip: If the options are available to you, it is easiest to use option 1 or 3. Audio quality may vary with option 3 depending on your internet connection.


 **Mute / Unmute Call**


 **Stop / Start Video**


 **Share Content**
Share your screen or content


 **Participant List**
See who has joined, mute participants and more

 **Start Recording**
Record your meeting to reference or share later

 **Pause Recording**

 **Leave / End Meeting**

 **Chat with Participants**

 **More Options**
Lock Room, Invite and Remind, Copy Meeting Link, additional Info and settings. These options may vary based on the app being used and some of the above controls may be located here in the Mobile App.