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I. Webex Meeting for hosts

A. Set up a Meeting

Log in with your mail address and password at <https://uni-giessen.webex.com>.

Create a new meeting via the "Schedule an appointment" button.

Ein Meeting ansetzen Meeting-Vorlage

Meeting-Typ

1 * Thema des Meetings

2 * Meeting-Passwort

Datum und Zeit

(UTC+02:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien

3 Wiederholung

Teilnehmer

Erweiterte Optionen anzeigen

4 [Als Vorlage speichern](#)

Please note all screenshots used in this guide are in German.

In the following window enter the

- (1) topic of the meeting
- (2) Date and time,
- (3) If you are holding a weekly lecture, check the box "Repeat".
- (4) and click on the "Schedule appointment" button.

Copy the following meeting information (meeting link, meeting ID and meeting password) via the clipboard (1) or copy&paste into an e-mail. For contacting students it is best to use the circular mail function of Stud.IP. Please go this way and do not enter e-mail addresses in the web form due to data saving.

Exception: If you want to invite co-hosts to the meeting, please use the web form (3) and set the co-host rights via the menu with the three dots to the right side of the name.

Ein neues Meeting

Björn Trebitz | 16:45 - 17:45 Montag, 25. Okt. 2021 | (UTC+02:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien

Beitrittsinformationen

Meeting-Link:
<https://uni-giessen.webex.com/uni-giessen/j.php?MTID=mc2872e7b2f13ed912b82c744401f5fd6>

Meeting-Kennnummer:
2733 301 4337

Passwort:
ZPE3wKT22

Gastgeber-Kennnummer:
794559

Über Videosystem beitreten
Wählen Sie 27333014337@uni-giessen.webex.com
Sie können auch 62.109.219.4 wählen und Ihre Meeting-Nummer eingeben.

Über Telefon beitreten
+49-610-6781-0736 Germany Toll

Wer ist eingeladen? (0)

Geben Sie zum Einladen des Teilnehmers eine E-

Nachdem Sie Teilnehmer eingeladen haben, werden diese hier aufgeführt.

- (1) Copy meeting information to clipboard
- (2) necessary meeting information
- (3) Invite co-hosts

B. Start a Meeting

A calendar event is automatically generated from Webex and sent to your mail address.

You can start the meeting either via the calendar entry in Outlook (1) or via the calendar entry in the Webex meeting app (2) or via <https://uni-giessen.webex.com>.

(1)

Sie sind Gastgeber für dieses Webex-Meeting.

Starten Sie Ihr Webex-Meeting zum gegebenen Zeitpunkt hier.

Tritt auf alle Mittwoch, gültig Mittwoch, 20. Oktober 2021 von 16:00 bis 17:00, (UTC+02:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien
16:00 | (UTC+02:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien | 1 Stunde

Meeting starten

(2)

Cisco Webex Meetings

BT

Meeting starten Ansetzen

Einem Meeting beitreten

Meeting-Informationen eingeben

Anstehende Meetings

16:00 Webex-Meeting angesetzt: M...

17:00 Cisco Webex

Mit Gerät verbinden

Please note that the green "Start a meeting" button will not appear in the app until a few minutes before the meeting is scheduled.

If this is the first time you are accessing a Webex meeting, your browser will ask if you want to install the Cisco Webex meeting app. As the host/organizer, it is always recommended to enter the room via the app.

Starten von Cisco Webex Meetings...

Klicken Sie auf **Cisco Webex Meetings öffnen**, wenn Ihr Browser eine Meldung anzeigt.

Meldung bei installierter Webex-App

Wenn Ihr Browser keine Meldung anzeigt, [öffnen Sie die Desktop-App](#).

Probleme beim Öffnen der Desktop-App? [Treten Sie über Ihren Browser bei.](#)
Sie haben keine Desktop-App? [Jetzt herunterladen.](#)

Meldung bei nicht installierter Webex-App

Jetzt herunterladen.

Start the meeting by clicking the "Start a meeting" button. If you are entering a Webex meeting for the first time, the app may ask for permissions for your computer's camera and microphone. Answer in the affirmative.

You can test the speaker, microphone and webcam in the preview and select another source if necessary.

The screenshot shows the 'Lautsprecher und Mikrofon' (Speakers and Microphone) settings window in the Cisco Webex interface. The window is divided into two sections: 'Lautsprecher' (Speakers) and 'Mikrofon' (Microphone). Both sections have a dropdown menu set to 'Systemeinstellungen verwenden...' and a 'Test' button. Below these are sliders for 'Ausgangspegel' (Output level) and 'Ausgangslaut...' (Output volume) for the speakers, and 'Eingangspegel' (Input level) and 'Eingangslaut...' (Input volume) for the microphone. There are also checkboxes for 'Lautstärke automatisch anpassen' (Automatically adjust volume) and 'Status der Stummschalten-Schaltfläche mit dem Mi...' (Mute button status with microphone), both of which are checked. At the bottom of the window, there is a 'Musikmodus' (Music mode) checkbox which is unchecked. In the background, the meeting interface is visible, showing a 'Mit Videosystem verbinden' (Connect to video system) button, an 'Audio: Computer-Audio verwenden' (Audio: Use computer audio) dropdown, and a 'Lautsprecher und Mikrofon testen' (Test speakers and microphone) button. At the bottom of the meeting interface, there is a 'Stummschaltung aufheben' (Unmute) button, a 'Video sto...' (Video stop) button, and a green 'Meeting starten' (Start meeting) button.

- (1) Call up loudspeaker and microphone wizard
- (2) Test/select loudspeaker
- (3) Test/select microphone
- (4) Switch microphone on/ off
- (5) Start/ stop video
- (6) Start a meeting


C. In the Meeting

The following screenshot briefly explains your options in the meeting. For more features, please see the Webex page: <https://help.webex.com/en-US/article/nrebr3c/Get-started-with-Webex-Meetings-for-hosts>



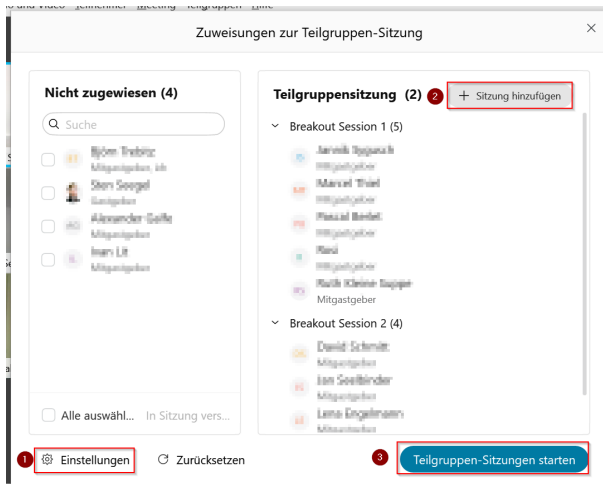
1. turn microphone on/off during meeting
2. turn camera on/off during meeting
3. file sharing (more on this below)
4. start/manage breakout room sessions
5. reactions (emoticons, gestures)
6. further options
7. leave/end meeting
8. activate slido app (audience interaction with polls)
9. enable/disable participants list (if active, it lights up blue)
10. turn chat function on/off: You can write to individual participants, or put a message in that goes to everyone
11. area options

a) Teilgruppen erstellen

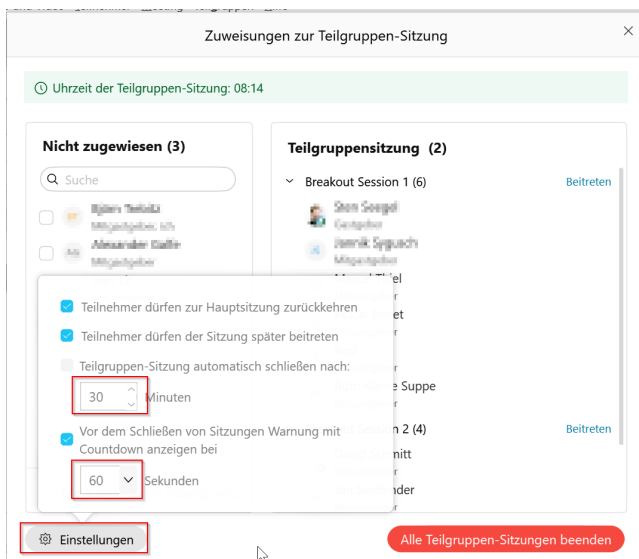
You activate and manage breakout sessions via the menu item breakout sessions: 

When enabled, this gives you control over the breakout sessions.

Participants are assigned automatically or manually, and the number breakout sessions can be customized. You can have a maximum of 100 breakout sessions with 10 participants each at the same time.



1. Change breakout session options
2. Change session number
3. Start the breakout session



You can set here if the breakout session will be closed automatically after a certain number of minutes and the participants will return to the main room, and how long the countdown is that runs in the breakout session before it is closed.

b) Record a Webex Meetings

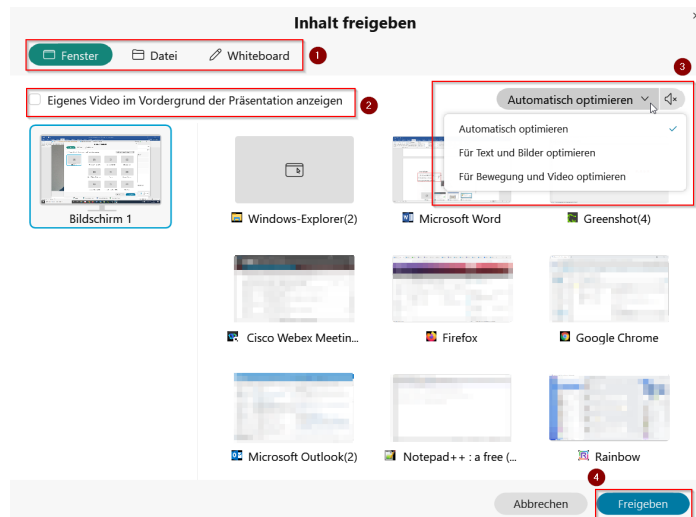
For data protection reasons, the recording function in the cloud is switched off. The recording function in Webex Events is enabled because no participants are recorded there. In Webex Events, the default setting is to record the video image and the screen sharing of the host.

a) Screensharing

You can present content or share a whiteboard by sharing apps, or open windows, or your screen content (1). Both meeting hosts and meeting participants can present content.

A new feature is "immersive sharing" (2). This shows your video image before the shared presentation. Enable the feature by checking the box.

In the sharing wizard, you can select in the top right corner whether you want to optimize sharing for text and images or for motion and video. (3)



b) Export attendee report

You can create a participation report on the website <https://uni-giessen.webex.com>, which you can download as a CSV file.

To do this, proceed as follows:

1. on the left menu "Meetings"
2. under "My Webex meetings", select "Completed".
3. click on the desired meeting
4. you will see an overview of the participants
5. click on the "Export Attendance Report" button and download the report as a csv file.

D. Technical Support

Our service also includes support by auxiliary staff who can assist you technically with the preparation of your course. Please make an appointment in time at webex@hrz.uni-giessen.de.

Please note that we cannot answer questions about the didactics of your event. Please address this request to digitale.lehre@uni-giessen.de.

More information

You will find more information about Slido here: <https://community.sli.do/use-slido-with-webex-90/use-slido-in-webex-meetings-976>

We recommend using Webex Meeting app for Webex Meetings if possible, especially if you want to use advanced features like sharing programs or windows. See also the document from Cisco linked below.

For more explanations of the icons and capabilities of Webex Meetings, see:

<https://help.webex.com/en-US/article/nrebr3c/Get-started-with-Webex-Meetings-for-hosts>

Netiquette

For web conferencing to work, everyone involved needs to keep a few things in mind. Here we've put together a few of them.

Find a place that is as quiet as possible

Ambient noise is usually transmitted very loudly in a conference and prevents the other participants from understanding each other well. Classics are kettle, coffee machine, other people in the room, etc.

Even a coffee cup set down next to the microphone, or a cell phone pushed across the table can be surprisingly loud to hear in a conference. The same applies to panting, clearing your throat, sneezing, etc.

It's best to mute your microphone when you don't want to say anything yourself. Just don't forget to turn it on again when you want to say something.

Speak slowly and clearly

The quality of conversation is often somewhat poorer in video conferences than on the telephone. Therefore, deliberately speak slowly and clearly.

Everyone accidentally talking at the same time

Since you can't see the person you're talking to, it often happens that two people start talking at the same time. Wait a brief moment before saying anything or briefly communicate that you want to say something first.

Speaker feedback

It can happen that suddenly there is a squeaking noise that gets louder and louder. This is feedback. It is best to briefly switch off your microphone directly.