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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.

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.
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) 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.

(2)

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.

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.
(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 slidp 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)

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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.

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**More information**

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.