



Cisco WebEx Guide and Instructions

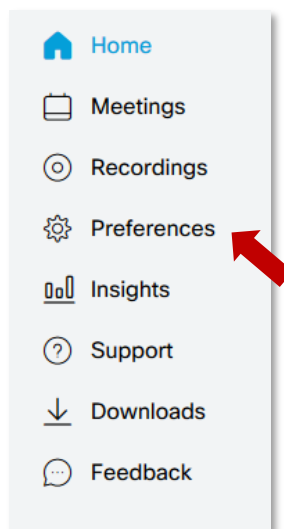
Cisco WebEx Conferencing is Duke Health's supported application for video and audio conferencing via your desk phones, PC, mobile devices, and conference rooms. The instructions below can be used for initial best practice and initial setup for using WebEx Conferencing.

Request a WebEx account: Visit webex.duke.edu and follow the instructions.

All Duke Health and Duke University faculty, staff, and students are able to request a free WebEx web-conferencing account. You will receive an email confirmation once your account has been created.

Setup

1. **Prepare your device(s):** Check that your device has a working camera (though not required) and, for the best quality audio, use a headset with a microphone. WebEx works with any standard headset that your device supports.
2. **Install WebEx Meetings:** [Download](#) and install WebEx Meetings. Sign-in using your Duke email address.
3. **Set your preferences:** Sign in to [WebEx](#) and click on 'Preferences' in the left navigation pane.



4. **Setup your Personal Room:** Under 'My Personal Room' set your Personal Room name, Personal Room link (enter your NetID) and PIN (which is used to start your room from a phone or video conferencing system), and if needed, add an [alternate host](#) using their Duke email address

Preferences

General **My Personal Room** Audio and Video Scheduling Recording

Personal Room name
⊗ Your Personal Room name must be between 1 and 128 characters

Personal Room link <https://dukemed.webex.com/meet/>

Host PIN: ⓘ
⊗ Your host PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Automatic lock: ⓘ Automatically lock my room minutes after meeting starts so people can't enter until I admit them

Notification: ⓘ Notify me by email when someone enters my Personal Room lobby while I am away

Alternate host: Let others host my Personal Room meetings without me
 Allow anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization to be an alternate host for my Personal Room meetings
 Let me choose alternate hosts for my Personal Room meetings

5. **Allowing others to schedule meetings on your behalf:** If you want to give someone else permission to [schedule meetings on your behalf](#), select 'Scheduling' and [assign a delegate](#) using their email address to [schedule meetings on your behalf](#)

Preferences

General My Personal Room Audio and Video **Scheduling** Recording

Meeting type ⓘ

Email invitation Send a copy of the email invitation to me

Share recording ⓘ Automatically share the recording when it's available after the meeting

Scheduling permission ⓘ
A red arrow points to this input field.

Getting Started:

WebEx offers [full guides for getting started](#). You can also enroll in [live training sessions](#). We recommend the following quick tutorials:

Hosting a WebEx Meeting

- [Overview of WebEx for hosts](#)
 - Only **one** host can be active at a time, but you can assign an alternate host prior to the meeting, or give someone else the host role during the meeting. To become a scheduled alternate host, you must have an active host account on the server to which the meeting is taking place. This means Duke Health hosts can only assign Duke Medicine alternates, and Duke University hosts can only assign Duke University alternates.
 - **Note:** The address book in WebEx is currently not populated by the Duke directory. You can add Duke email addresses for hosts and other users to your personal address book. When adding users to your address book, use the same email address the user you are adding used when signing up for WebEx Meeting (typically *first name.last name@duke.edu* rather than *NetID@duke.edu*), since the former is likely the address that corresponds to their host account.
 - [Add Alternate Hosts for Cisco Webex Meetings](#)
 - [How Do I Reclaim the Host Role?](#)

Invite People to a WebEx Meeting

- Invite people to your WebEx [Personal Room](#) or [schedule a meeting](#)

Host an Audio only WebEx Meeting

- Use a [WebEx Personal Conference Number](#) to host audio only meetings

Record a WebEx Meeting

- [Record](#) your meeting and [download or share a link](#) after the meeting has concluded

Additional Resources

- Visit [LinkedIn Learning](#) for WebEx Training or navigate below to our [WebEx FAQ](#) for additional tips and tricks.
- [Tips and tricks for using audio only](#)
- [Best practices for conducting WebEx conferences where sensitive information is being presented/discussed](#)
- [Best practices for notification of your attendees that you are recording](#)
- [Editing a recording](#)

