

## Meetings using WebEx

**Supervisors can hold training sessions, performance reviews, and team meetings to make remote workers feel like they are right there, sitting in the room.**

It is essential you continue to communicate often with those you supervise. Your thoughtful approach will have the largest impact on your employees continued success and comfort in their roles.

### **Tips to help your employees feel connected and engaged:**

- Consider planning regular virtual team meetings
- Suggest online resources that will help your employees
- Share regular UW Campus and Housing Updates with your staff
- View the HR Toolbox for updates

### **Overview**

When you set up a meeting from your Cisco Webex site in Classic View, you have access to all the features available to your organization. You can start or schedule meetings, and assign an alternate host in seconds.

[Web conferencing tools](#) offer ways for employees to collaborate online. For instance, staff members can use video conferencing software to hold face-to-face meetings regardless of where participants are located.

Cisco Webex supports a [wide variety of devices and formats](#), so employees can stay looped in on the latest office developments and participate in collaborative discussions from their laptop, smartphone or tablet.

**WebEx KnowledgeBase:** <https://kb.wisc.edu/webex/>

**Additional Resources:** *Technology for Working Remotely* at <https://kb.wisc.edu/helpdesk/98878>

**Here also is a 2:34 minute video that illustrates the use of WebEx:**

<https://help.webex.com/video?videoid=6086070637001>

## Follow these steps to Host a Meeting:

- 1 Sign in to your Webex account, and go to **Webex Meetings**.
- 2 Go to **Host a Meeting > Schedule a Meeting**. If you see the Advanced Scheduler page, click **Quick Scheduler**.
- 3 Select a **Meeting Type**, enter a **Meeting Topic**, then **enter and confirm** the meeting password.
- 4 **Specify the Date, Time and Duration**. (Setting duration is for planning only — the meeting will continue until you end it.)
- 5 **Enter the email addresses** of people you want to invite.
- 6 Click the **green Start button** to begin the meeting now or click **Schedule Meeting** if you changed the time or date.
- 7 To start a meeting you scheduled, click **My Meetings**, then locate the meeting and click **Start**.

## Set Up a Recurring Meeting

You can schedule meetings to occur daily, weekly, monthly, or yearly. You can set up the recurrence while you schedule the meeting.

- 1 Sign in to your Webex account, and go to **Webex Meetings**.
- 2 Go to **Host a Meeting > Schedule a Meeting**.  
Use the **Advanced Scheduler**.
- 3 Enter the **Required Information** and then select **Next**.
- 4 On the **Date & Time** page, choose at least one of the **Recurrence** options for your meeting.

# Date & Time

Return to [Quick Scheduler](#)

Meeting date:

Meeting time:    am  pm  
[San Francisco Time](#) | [Plan meeting time zones](#)

Attendees can join  minutes before start time  
 Attendees can also connect to audio conference

Estimated duration:

Email reminder:  minutes before meeting starts

Recurrence:  None  Daily  Weekly  Monthly  Yearly  
 Day  of every  month(s)  
 last  of every  month(s)

Ending:  No end date  
 Ending   
 After  meetings

[Save as template](#)

- 1 [Required Information](#)
- 2 **Date & Time**
- 3 [Audio Conference](#)
- 4 [Invite Attendees](#)
- 5 [Registration](#)
- 6 [Agenda & Welcome](#)
- 7 [Meeting Options](#)
- 8 [Attendee Privileges](#)
- 9 [Review](#)