Overview

This article describes how to access/obtain Webex, the audio and web conferencing tool that offers a set of services that provides audio, video, and text options. Accessed via the web, participants may share files or use screen sharing to show presentations, applications, or other web sites. It also provides basic troubleshooting and options for additional assistance.

The current version of MIT Webex uses the "modern" view, version WBS33.

How to Obtain/Access

- Log on to MIT's Webex site
- Operating System and Browser requirements
- TLS 1.2 Required in Cisco Webex Meetings
Switch to Classic View

If you prefer to switch back to the "classic" view of Webex over the new "modern" view released in August 2018:

⚠️ The documentation and training provided in the KB and on Webex's site refers to the new "modern" view.

1. Login to https://mit.webex.com
2. Click on Classic View in the top-right of your home screen.

Meeting with Webex

There are two major ways to meet with Webex:

Use Your Personal Webex Room

Your personal Webex room is like your virtual office where people can drop in to visit you.

- You're the host of the meeting unless you specify otherwise.
- You can send meeting invitations and reminders.
- It's available at a consistent URL based on your MIT Kerberos Identity.
- You can lock your personal room to control who joins the meeting.
- Start the meeting on the fly without having to use the scheduler.

For more, see: When should I schedule a meeting or use my personal room in Webex?

1. Login with Touchstone at MIT's Webex site. The first time you may need to install the Webex browser add-on.
2. Click the green Start a Meeting button in the "Personal Room" section.
   Result: You'll be taken to your Personal Webex Room where you can quickly access all the Webex meeting basics for calling in, screen sharing, video, recording and more.
3. Once you've started your personal meeting, you can invite other attendees to join with an invitation or using your personal URL in the format https://mit.webex.com/meet/your-MIT-kerberos-ID.

⚠️ Be sure to replace your-MIT-kerberos-ID with your MIT Kerberos Identity.

⚠️ If an invitee arrives before you start the meeting, they will be “stuck” in the lobby until you, the host, start the meeting.

⚠️ Once the meeting has started, any attendee can automatically join for 15 minutes, after that the host will need to admit them.

**Schedule a Meeting**

Scheduling a meeting is like booking a virtual conference room for a group.

- Participants are sent invitations.
- It has a unique URL for the meeting.
- You can designate somebody else to be host/start the meeting.
- You can set up repeating meetings.

1. Login with Touchstone at MIT's Webex site. The first time you may need to install the Webex browser add-on.
2. Click the blue **Schedule a Meeting** link.
2. The Schedule a Meeting screen opens and you can select your topic, meeting time, and attendees in the quick scheduler.

Result: When the time for your meeting arrives, as host you'll need to start the meeting. Click on the meeting invite link in the email invitation or login to MIT Webex and select your meeting from the "Upcoming Meetings" section of your home screen.

3. When the time for your meeting arrives, as host you'll need to start the meeting. Click on the meeting invite link in the email invitation or login to MIT Webex and select your meeting from the "Upcoming Meetings" section of your home screen.

If an invitee arrives before you start the meeting, they will be "stuck" in the lobby until you, the host, start the meeting.

Meeting Options
Once in a meeting, the above icons are shown along the bottom of the meeting window to allow you to control the following settings, views and options.

Some options are only available to meeting hosts.

- **Audio and Video Connections** - audio and video connection options/settings
- **Share Content** - share your screen, windows or files
- **Record Meeting** - record audio and/or video
- **Participants** - list meeting participants
- **Chat** - displays meeting chat
- **Additional options:**
  - **Notes** - take meeting notes within webex
  - **Lock meeting** - lock meeting to prevent additional participants from joining
  - **Invite and Remind** - send invitations or reminders directly from the meeting
  - **Copy Meeting Link** - copy meeting link for sharing
- **End Meeting** - ends the meeting for all participants and stops any recording/sharing

**Captioning**

- WebEx Meeting Real Time Captioning

**Documentation/Training**

Cisco's Webex documentation sometimes refers to more than one version of Webex as they are in the process of migrating all customers to the latest version. The current version of MIT Webex uses the "modern" view, version WBS33.

**Getting Started**

- LinkedIn Learning: Learning Webex
- LinkedIn Learning: Learning Webex Training Center (for lectures, presentations and training sessions)

**Scheduling Meetings:**

- Schedule a Webex Meeting
- How do I designate an alternate host for my meeting?
- How do I set up a Webex Personal Conference Number?

**Joining Meetings:**

- Join a Webex Meeting
- Connect to Audio and Video in a Meeting
- Where do I find the Dial-in Number for My Meeting?
- Does WebEx have International Dial in?

**Sharing**
• Share Your Screen, Files, Videos, or Remote Computers During a Meeting
• Share Multimedia Content

Recording and Transcribing Meetings

• Webex Meeting Recording and Transcription
• Record a Meeting
• How do I access recorded meetings in Webex?
• Download and Play a Recorded Meeting
• Recording Transcripts will be enabled on 3/21/2020 default to automatic

Customize Your Webex

• Choose How You Join Webex Meetings from Modern View
• Customize Your Cisco Webex Personal Room View
• Webex - How to create a meeting on behalf of another (delegate permissions)

Troubleshooting

• WebEx - Access Denied
• Webex no longer allows attendees to join meetings before the host
• WebEx - Network Based Recordings and SSO
• WebEx - Camera and Microphone Permissions for Firefox

Bandwidth

Webex’s Maximum bandwidth consumption of Sending and Receiving Video for meetings:

• High Definition Video: 2.5 Mbps (Receive) and 3.0 Mbps (Send)
• High Quality Video: 1.0 Mbps (Receive) and 1.5 Mbps (Send)
• Standard Quality Video: 0.5 Mbps (Receive) and 0.5 Mbps (Send)

If you are using a wireless connection and it doesn't provide enough bandwidth, you may be able to get better performance with a wired connection. Test your network speed to determine if your connection is sufficient. For more see:

• Managing Your Bandwidth

Security

Never post the coordinates for a meeting where they will be publicly displayed and searchable (web pages, mailing lists, social media, etc.) in particularly the host key. If an event is open to the public, Webex Events should be used rather than Webex Meetings.

See Also

• WebEx Collaboration Help
• Release Notes and Information
• How many attendees can an MIT WebEx meeting support

Have Questions or Still Need Help?

• Send email to helpdesk@mit.edu or call the IS&T Service Desk at 617.253.1101.
• Webex Support Resources

Additional escalation information for Help Staff can be found here: [hd:WebEx Recon].