Online Meetings

1. WebEx – host needs an account, has phone number option for call-in, invite any email address
2. Teams – part of CCSU Office 365 account, no call in option, only invite CCSU accounts

What You Need

1. Computer
2. Network connection
3. Chrome web browser (preferred on all computers as it allows access to all features)
4. Webcam/microphone
5. Account:
   a. WebEx account:
      i. Go to https://ccsu.webex.com and click Sign In
      ii. To request an account, click Sign Up and follow on-screen instructions
      iii. To reset password, click on “Forgot username or password” link and follow on-screen instructions
      iv. Username is first part of your email address (without the @ccsu.edu) and a separate password you select
   b. Microsoft Teams:
      i. Part of your Office 365 account, use your CCSU email address and password to log in
6. Participant email addresses:
   a. You will enter these when scheduling meetings. Participants will receive an email invitation when you schedule a meeting and the meeting will appear in their calendar and will use that to join the meeting:
      i. WebEx – participants will join the meeting using the Join Meeting button in the email invite or in the details section of the appointment on their calendar. The meeting will open in a web browser or the WebEx app if on a mobile device (no special software or WebEx account needed for participants)
      ii. Teams – participants will join the meeting using the Join button in Teams (the web version or the mobile app)

WebEx

1. Sign into WebEx:
   a. Go to https://ccsu.webex.com and click Sign In
   b. Enter your CCSU account (username is first part of email address, no @ccsu.edu; password is one you created) and click Sign in.
2. Schedule WebEx Meetings (recommended to schedule all meetings in advance so they appear on your calendar and participants’ calendar):
   a. Click Schedule
   b. Enter meeting topic, date, time (leave default password)
   c. Click Recurrence and set the pattern of the meetings
   d. Enter participant email addresses
   e. Click Schedule, meeting will be placed on your calendar and invite will be sent to participants
3. Start WebEx Meeting:
   a. Open supporting materials – PowerPoint, Blackboard, web sites, etc.
   b. Sign into WebEx:
      i. Go to https://ccsu.webex.com and click Sign In
      ii. Enter your CCSU account (username is first part of email address, no @ccsu.edu; password is one you created) and click Sign in.
   c. From the WebEx Home screen, click the Start button next to your meeting then click on the Start Meeting button
   d. Select Audio and Video source:
      i. Audio source:
         1. Select Call Using Computer to use the computer’s microphone and speakers
         2. Select Call Me to have WebEx call you on a phone number you provide
         3. Select I will Call In to call into the WebEx phone line
      ii. Video source – your computer’s webcam (built-in or external) should be detected automatically and you will see a preview of your video
   e. Click Connect Audio and Video and the meeting will be active
4. Conduct the WebEx Meeting, using the tool menu at the bottom of the screen to control your meeting:
   a. Show Participants – toggle the Participants pane on to monitor who has joined your meeting
   b. Record – start or stop recording the meeting. If you are going to be recording, it is recommended that you verbally inform the participants when the recording has started. At the end of the meeting, stop recording. The recording will be generated and stored in the Recordings section of your WebEx account for sharing later by download or link.
   c. Audio – toggle audio on and off. It is recommended that you ask all participants to turn audio off to avoid hearing background noise. Participants can unmute the audio when they need to speak.
   d. Video – toggle video on and off
   e. Sharing:
      i. Share screen – shares your entire computer screen with the participants so they can see any app or web site you open
      ii. Share application – select the application to share to limit what participants can see to just that one application (for example, PowerPoint or Blackboard)
   f. Chat – open the chat window to conduct text-only chats with everyone or individual participants
   g. Meeting options – optional polling tool, link to invite others to the meeting
   h. End Meeting – if you are recording, stops the recording first and ends the meeting

Additional information about WebEx:

- An alternate way to start a WebEx meeting is by opening the Outlook calendar appointment and using the Start Meeting button
- There is a WebEx app that can be used on any mobile device to host or join meeting:
  o Install the Cisco Webex Meetings app on your device
  o Open the app and click Sign in
  o Enter your CCSU email address and click Next
  o Select the “ccsu.webex.com” site and enter your password, then click Next
Online Meetings with WebEx and Teams

Agenda and Instructions

Microsoft Teams

1. Sign into Teams:
   a. Open Microsoft Teams from the Start menu (Windows) or Applications folder (Mac) or go to [https://office.ccsu.edu](https://office.ccsu.edu)
   b. Sign in with your CCSU Office 365 email address and password

2. Schedule Teams Meetings (recommended to schedule all meetings in advance so they appear on your calendar and participants’ calendar):
   a. Open the Calendar from the left menu
   b. Click on New Meeting
   c. Enter meeting Title
   d. Enter participants (start typing names and then select from list)
   e. Enter date and time
   f. Click Recurrence and set the pattern of the meetings
   g. Click Save, meeting will be placed on your calendar and invite will be sent to participants

5. Start Teams Meeting:
   a. Open supporting materials – PowerPoint, Blackboard, web sites, etc.
   b. Sign into Microsoft Teams:
      i. Open Microsoft Teams from the Start menu (Windows) or Applications folder (Mac) or go to [https://office.ccsu.edu](https://office.ccsu.edu)
      ii. Sign in with your CCSU Office 365 email address and password
   c. Open the Calendar from the left menu
   d. Click on the meeting and then click on Join
   e. Click on Join Now and the meeting will be active with audio and video from the computer/mobile device

6. Conduct the Team Meeting, using the tool menu at the bottom of the screen to control your meeting:
   a. Show Participants – toggle the Participants pane on to monitor who has joined your meeting
   b. More Actions/Record – start or stop recording the meeting. If you are going to be recording, it is recommended that you verbally inform the participants when the recording has started. At the end of the meeting, stop recording. The recording will be stored with the meeting in the Chat section.
   c. Audio – toggle audio on and off. It is recommended that you ask all participants to turn audio off to avoid hearing background noise. Participants can unmute the audio when they need to speak.
   d. Video – toggle video on and off
   e. Sharing:
      i. Share screen – shares your entire computer screen with the participants so they can see any app or web site you open
      ii. Share application – select the application to share to limit what participants can see to just that one application (for example, PowerPoint or Blackboard)
   f. Chat – open the chat window to conduct text-only chats with everyone
   g. End Meeting – if you are recording, stops the recording first and ends the meeting

Additional information about Teams:

- An alternate way to start a Teams meeting is by opening the Outlook calendar appointment and using the Join button