WebEx is a multi-functional desktop Video/Audio Conference call application. It allows you to meet with anyone, anywhere, in real time from your office or home, as long as you have Internet access on your computer or have the WebEx mobile app installed for your iPhone, iPad, Android, or Blackberry. WebEx Meeting Center for Windows and Mac feature HD video and online chat, as well as all of the tools you need to share presentations and desktop applications, write on online whiteboards, and make annotations.

Should I use WebEx or Cisco Jabber Video (MOVI)?

Each tool has a role in collaboration within UCSF and its affiliates. Here are some items to consider when choosing to host a WebEx meeting vs. using Cisco Jabber Video (MOVI).

- If the content being shared and/or discussed is more important than seeing other people in the meeting, use WebEx
- If there are a large number of individual participants (more than 8) consider using WebEx
- If videoconferencing (seeing other people) is as important or more important than the content being discussed — consider using Cisco Jabber Video (MOVI) or a video conference room
- If you are hosting the meeting from a conference room and live video is required, other participants should use Cisco Jabber Video (MOVI)
- If you are hosting the meeting from a conference room but only audio conferencing is required, use WebEx

If you have remote participants who do not have access to video conference rooms or Cisco Jabber Video (MOVI) — then consider a WebEx meeting.

Important Links
- WebEx Project @ UCSF
- FAQ
- Get An Account
- Is WebEx the right tool?
- WebEx Training & Documentation
How do I get started using this new tool?
WebEx is available to all UCSF staff. To create your account please open an Internet browser and go to https://webmeeting.ucsf.edu
- Enter your email address (firstname.lastname@ucsf.edu)
- Enter your email password
- Download the productivity tool and meeting plug in.

How Do I Start a WebEx Meeting?
- To start a meeting from Meeting Center, simply log into Webmeeting.ucsf.edu using your Host account, click Meetings, and then click Start: If you have multiple meetings scheduled on the day please make sure to click the correct meeting to start.

VIDEO:
You should be able to see what is being presented on your computer regardless of whether or not you have a webcam.

1. If you have computer speakers or a laptop, you should be able to listen through the speakers. If available, headphones are recommended as they provide clearer sound quality and reduce background noise.
2. If you do not have computer speakers, please dial in from a phone. Dialing instructions are below. Please call in only after you have entered the webinar by computer/laptop.
3. You will be prompted for your attendee ID #. This is available after you click the WebEx link; your own unique attendee # will appear. The Meeting Info Tab will have information on phone number to call, Access Code and attendee ID. The attendee ID will be unique to you and it allows everyone to identify who is on the line or talking.
The Quick Start Window

• When you launch a WebEx Meeting you will initially see the WebEx Quick Start Window.

• Take some time to explore the menu items, buttons, and tabs for various “palettes,” which contain many different options and tools that you can make use of in your meetings.

• When you schedule a meeting, you are automatically the Host of the meeting, and you can start the meeting. UCSF Meeting settings allow participants to join your meeting before you actually start it. The first person who joins the meeting will be the presenter automatically.

• Once you start the meeting, you are also the Presenter by default, (unless another participant joined before you did). If you choose to share your desktop, an application, or a file, your participants will see what you present. There are a number of different options available for presenting information in your meeting.

Getting Help

Please submit a ticket online at https://help.ucsf.edu or call 415-514-4100 for assistance.