Webex Meetings

Video meetings made simple

Webex Teams

Continuous teamwork in one place

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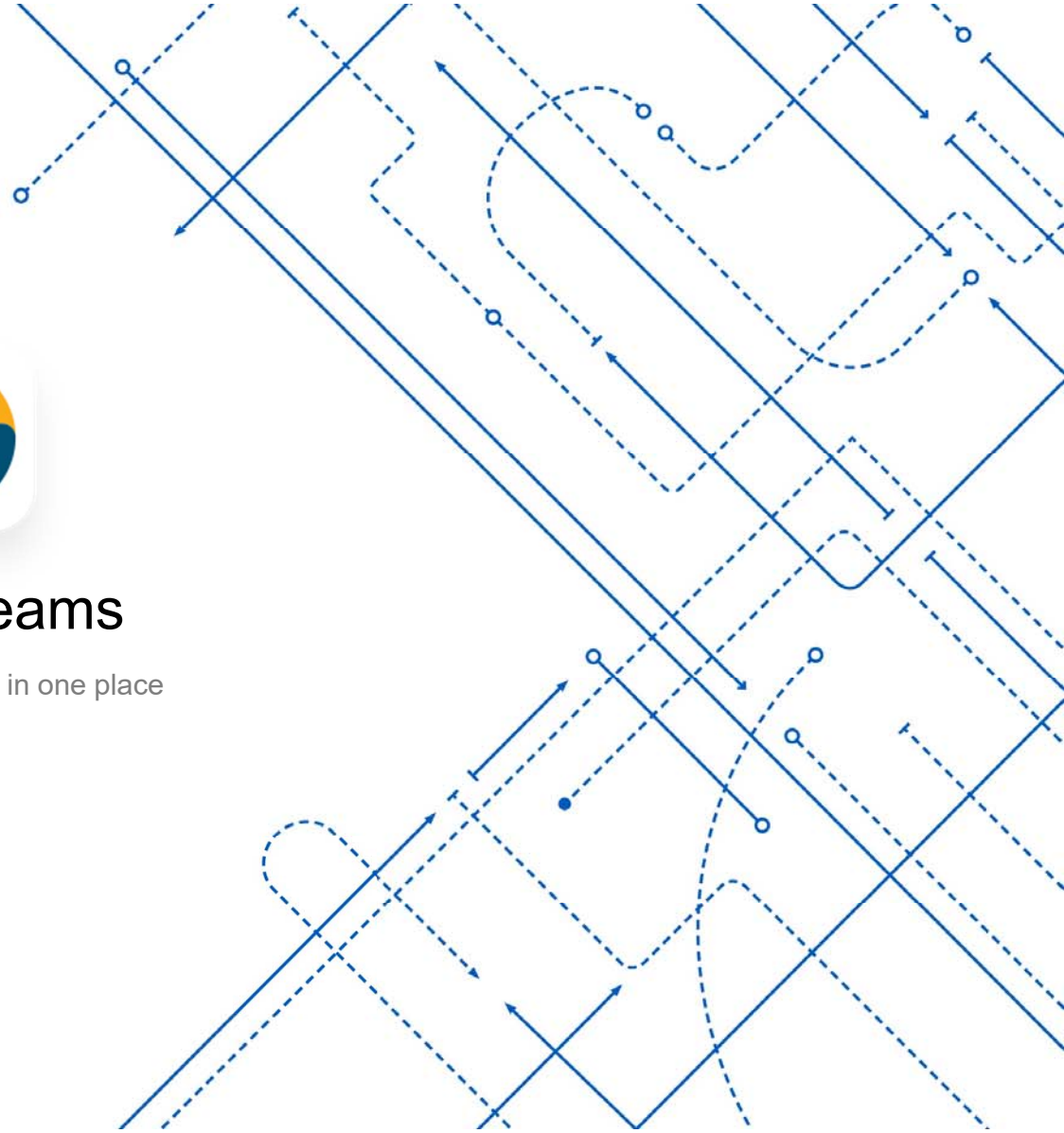


What is Cisco Webex?

A collection of platforms enabling faculty, staff, **and** students to have fully interactive video and audio conferencing as well as persistent, group and one-to-one messaging.

All faculty and students have access to all Webex platforms.

Webex Platforms at UB – Use Cases

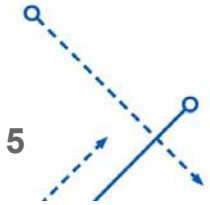
Meetings	Trainings	Events	Teams
Everyday collaborative meetings or study groups Presenting information Office hours Internal and external meetings	Synchronous learning sessions More host control Attention indicators Breakout rooms Workshops	Large scale events Webinars Communication Announcements Continuing Education	Messaging and file sharing with individuals and groups Asynchronous discussion Group work

Webex Platforms at UB – Technical Capabilities

Meetings	Trainings	Events	Teams
Interactive audio and video Up to 200 participants Including 25 hardware video endpoints	Interactive audio and video Moderated Q&A Breakout rooms Polling, pre- and post-tests Up to 1000 participants	Interactive audio and video Moderated Q&A Up to 1000 participants	Persistent messaging with individuals and groups File sharing Calls with up to 100 participants

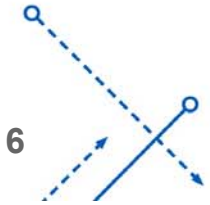
Webex Meetings

- Interactive video calls
- Share screen, application, video files
- Chat to individuals or all participants
- Record sessions
- Connect to audio via computer or phone
- Transfer files
- Use the Meetings Desktop App to start and join meetings without going to the web site
    - Connects to Outlook calendar, but Outlook is not required



Your Personal Meeting Room

- The same capabilities as a Webex Meeting
- Meetings don't need to be scheduled in advance
- The same URL every time
  https://ub.webex.com/meet/<your ubitname>
  Example: https://ub.webex.com/meet/eof
- Enter the room and lock the door
  Let groups in or select individuals
- Assign other people to host (start) meetings in you PMR



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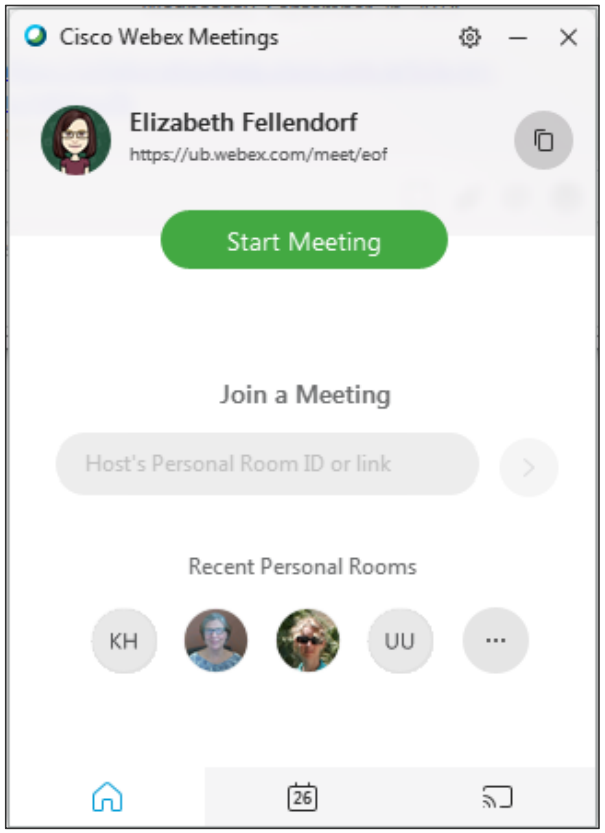
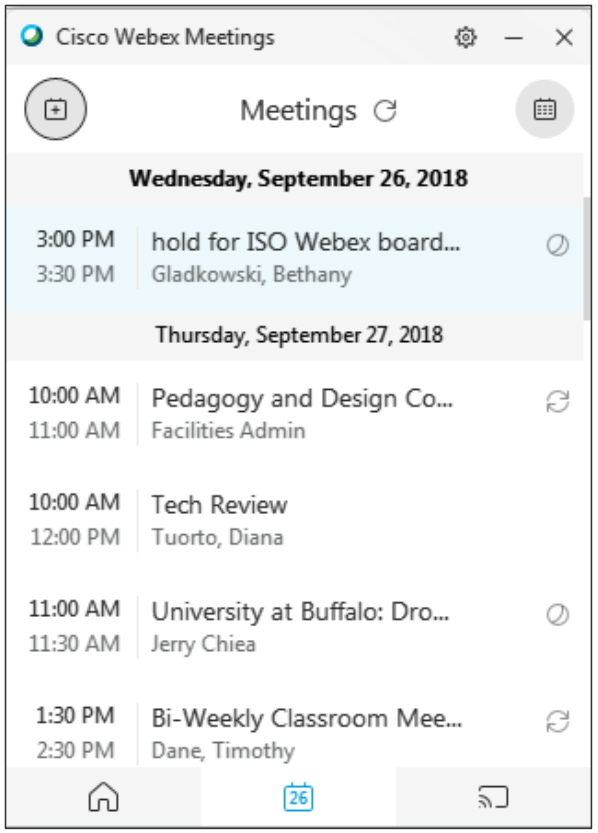
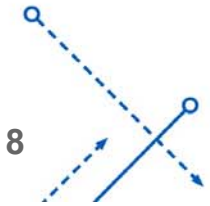
Webex Meetings Desktop App





Webex Teams

- Persistent stream of chat between individuals or teams
- Swapping and downloading of files, whiteboards, and screen shots
  - No file editing
- Invite non-UB participants to join teams, spaces, and calls
- One team can share many spaces
- Make and schedule video calls from within the Teams application
- Call interface is very similar to Webex Meetings except
  - 100 participants
  - No phone option for audio
  - No recording



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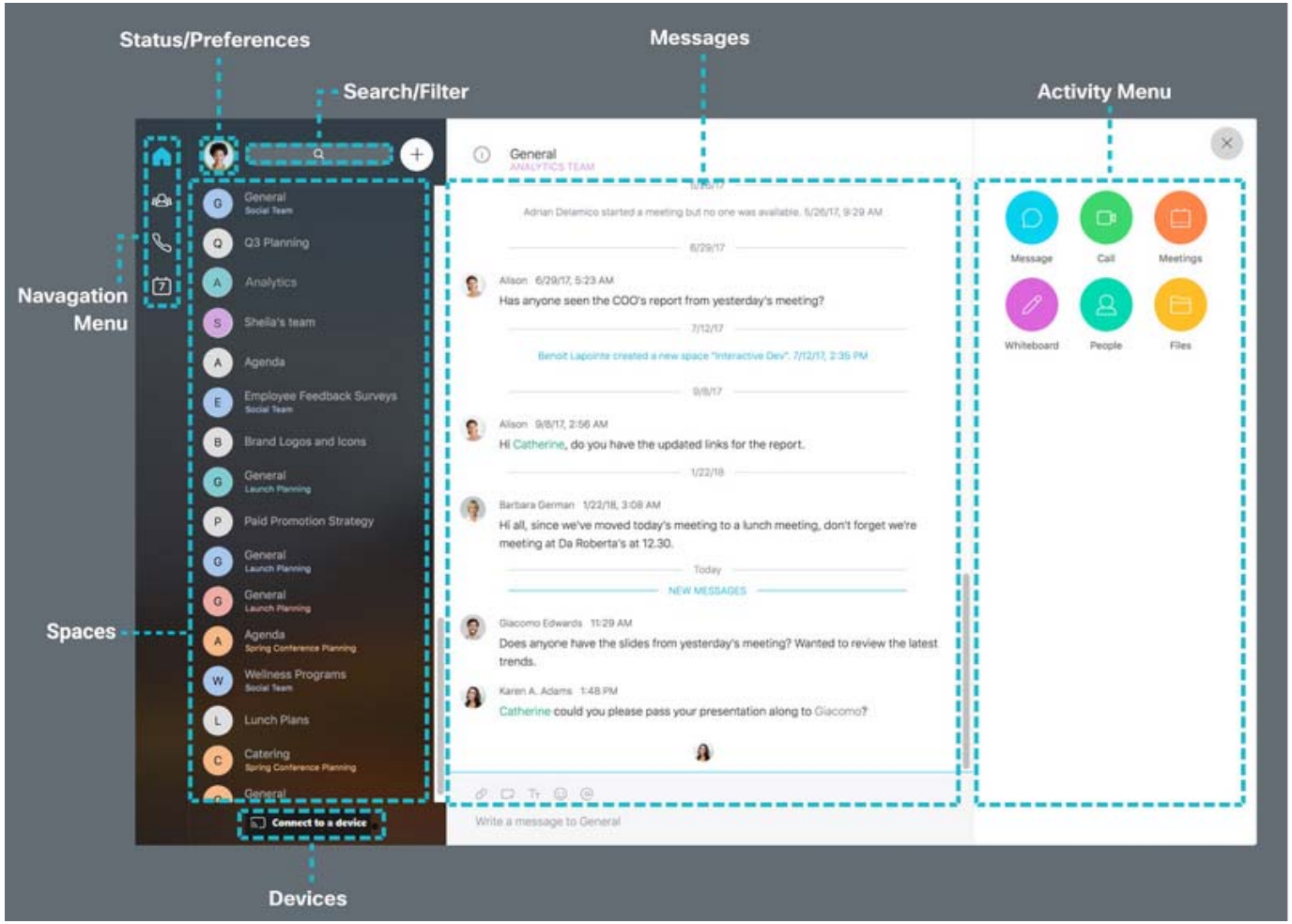
Webex Teams Desktop App



Training

- buffalo.edu/ubit/service-guides/conference/webex/training.html
  - Recordings
  - Step-by-step instructions: buffalo.edu/ubit/webex

- Cisco Online Help
  - collaborationhelp.cisco.com
    - Cisco Webex Quick Classes
      - Search for “Quick Class”
      - 30 minute live sessions on basic features and best practices
      - Register ahead of time