Webex Meetings

Video meetings made simple
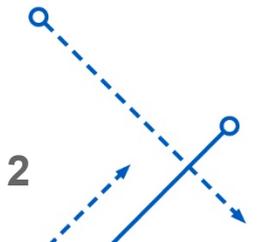
Webex Teams

Continuous teamwork in one place

University at Buffalo
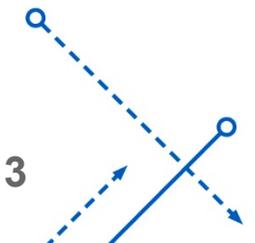Information Technology

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.

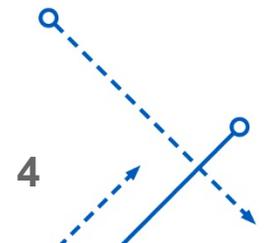All faculty and students have access to all Webex platforms.

Webex Platforms at UB – Technical Capabilities

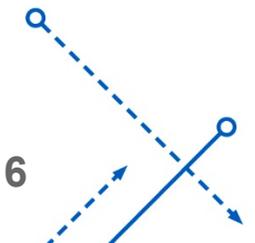| Meetings	Trainings	Events	Teams
Interactive audio and video Up to 200 participants Including 25 hardware video endpoints	Interactive audio and video Moderated Q&A Breakout rooms Polling, pre- and post-tests Up to 1000 participants	Interactive audio and video Moderated Q&A Up to 1000 participants	Persistent 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
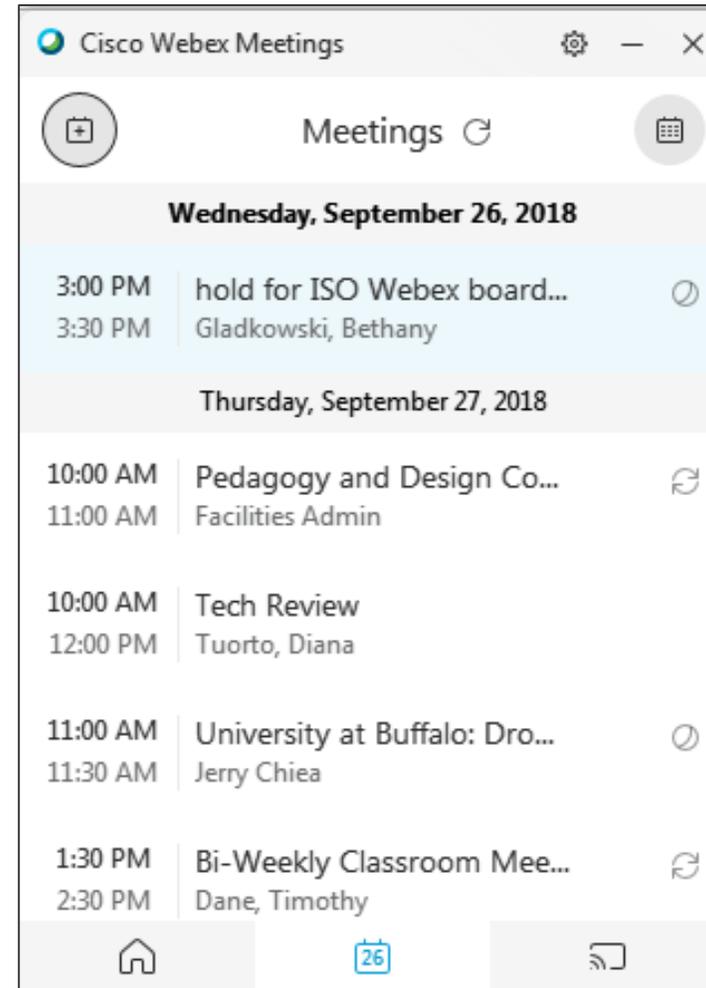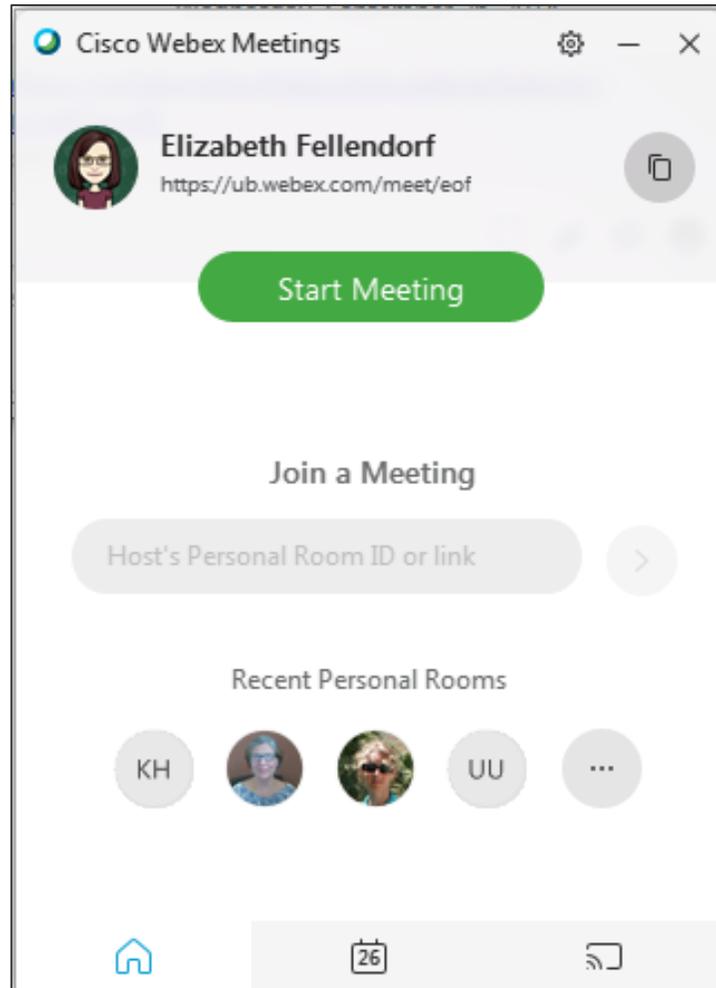 - Connects to Outlook calendar, but Outlook is not required

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
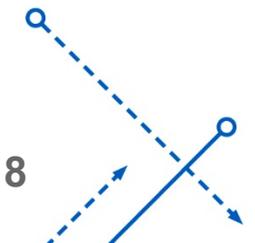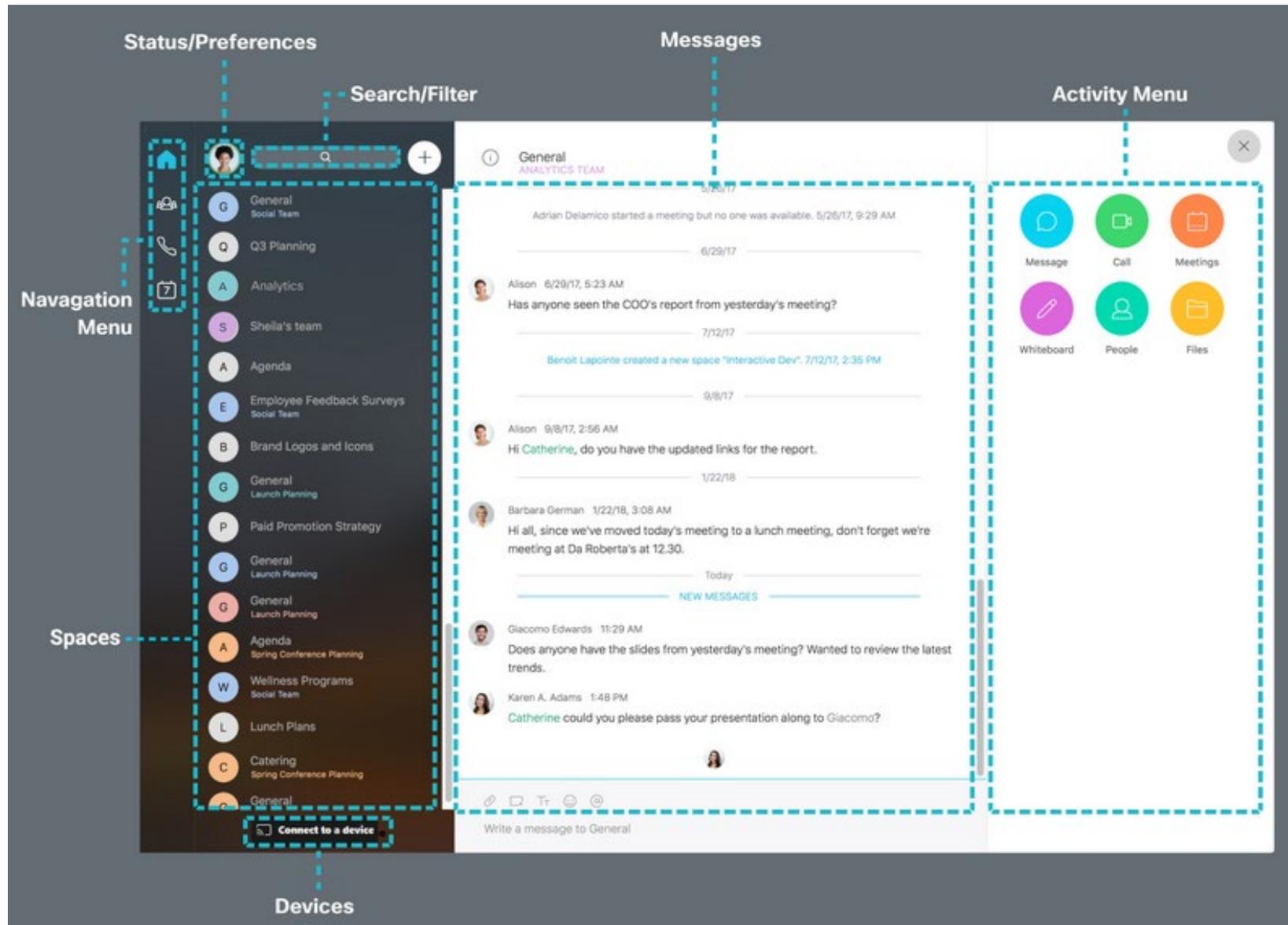
- Assign other people to host (start) meetings in you PMR

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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Information Technology

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