Creating a Webex Meeting

- 1. Open Internet browser and enter the following web address: stateofmo.webex.com
- 2. Click "Sign in" in the upper right hand corner

MO.gov Official Missouri State Website				
			English Classic View	Sign In
	Join	a Meeting o		
	Enter meeting informati	on		

3. Sign in using ads\nrxxxx and your current network password.



4. Click Next (you do not need to upload a photo).

Q Join a meeti	ng or search for a meeting, recording, or tr	anscript
	Upload your profile picture so others know they're communicating with the correct person. <u>Next</u> step 1 of 2	rsonal Room © et/nrcodyt2
Start a	Meeting V Schedule	

5. Click done



6. Click "Schedule"

ТС	Tammy Cody's Personal Room Image: Comparison of the state of th
Start a Meetir	ng V Schedule

7. Enter the meeting topic (name). It can be as simple as "board meeting" or "interviews". The meeting password will have a default password generated however you can change it to a password of your choosing. Keep in mind the password for the meeting will be listed publically for any open meetings so <u>do not use your own network password</u>.

Schedule a Meetir	ng	Meeting templates	Webex Meetings Default	~
* Meeting topic	Board Meeting			
* Meeting password	WhY2usHJM73		C	
Date and time	Friday, Aug 28, 2020 10:00 am Duration (UTC-05:00) Central Time (US & Canada	n: 1 hour 🗡 a) 🏏		
	Recurrence			

8. To change the date/time, click on the listed default date. It will open a selection box to allow you to choose a date, meeting time, and the estimated length of the meeting. The duration selected does not affect the Web-ex call itself but it does mark off that amount of time on the invitees' Outlook calendar.

Meeting topic	Poord	Maat	ina					
	<		Αι	ug 20	20		>	Time
Meeting password		Mon	Tue	Wed				10 ~ : 00
Date and time	26	27	28	29		31	1	🔵 am 🔵 pm
	2	3	4	5	6	7	8	Duration
	9	10	11	12	13	14	15	1 hour V 0 minutes
	16	17	18	19	20	21	22	
Attendees	23	24	25	26	27	28	29	Done
	30	31	1	2		4		

9. Enter the email addresses of the attendees for the meeting. If the attendee is a SWCD or DNR employee, their email will come up in a pop-up menu for you to choose or you can enter the full email and hit "enter" or "tab".

Join a meeting or search	n for a meeting, recording, or transcript	
Date and time	Directory	
	TC Tammy Cody nrcodyt2	tammy.cody@dnr.mo.gov
Attendees	tammy.cody@dnr.mo.	

10. As you add attendees, their names will populate below the text box. If you select the wrong person, you can remove them from the attendance list by clicking the "X" to the right of their name. You can also remove all attendees by clicking the "Remove all attendees" option below the list of names.

Date and time	Monday, Aug 31, 2020 10:00 am Duration: 1 hour ∽ (UTC-05:00) Central Time (US & Canada) ∽
Attendees	Recurrence
	To Tammy Cody Image: Second s

11. Click the arrow next to "Show advanced options" to update items such as how long before meeting start time a person can join (default is 5 minutes).

3 Attendees	Separate email addresses with a comma or semicolon				
	To Tammy Cody 2 \times				
	Remove all attendees				
Show advanced options \smallsetminus					
Cancel Schedule	Save as template				
	ed on public calendar				
Join before host 🛛 🗸 Atte	endees can join meeting 15				
	Attendees can connect to audio before start time				
Registration 🛈 🔹 💿 Non	e				
Req	uire attendee registration				
Email reminder 15	\sim minutes before meeting starts				
Meeting options Edit me	eting options				

12. Once you have updated your advanced options and verified meeting time, date, and attendees click "Schedule"



13. An email invitation will be sent to the attendees with the meeting and call-in information. For the meeting to show up on their Upcoming Meetings list on the Webex website, attendees should accept the meeting invitation.

Please note that you should create a separate meeting invite for the closed session portion of the board meeting. This will utilize a separate phone number and access code that should only be shared with board members.

Joining a WebEx meeting from a State of Missouri computer/device

- 1. Open stateofmo.webex.com and sign in using ads\nrxxxx and network password.
- 2. On the home screen, click the Meetings tab on the left side of the screen.

f Home	\bigcirc Join a meeting or search for a meeting, recording, or transcript
Heetings	
Recordings	Tammy Cody's Personal Room 💿
 Ŷ Preferences	https://stateofmo.webex.com/meet/nrcodyt2
000 Insights	⋯ More ways to join
⑦ Support	Start a Meeting V Schedule
ightarrow Downloads	
💬 Feedback	

3. Any WebEx meetings that you have scheduled or been invited to will be listed in the Upcoming meetings list. Click the green start button to the right of the screen that corresponds with the meeting you are trying to join.

My Webex Meetings	Schedule
Upcoming Past	
My Meetings 09/11/2020 - 09/17/2020	Show earlier meetings
1:55 PM - 2:55 PM Test again Fri, Sep 11 Tammy Cody	Start

4. On the next screen, choose your audio option by clicking the audio drop down box. Choose "Call me at" and click in the box where "Phone number" is printed and type in your phone number. You cannot use your office phone number for this option unless you have a direct line that can be utilized without entering an extension number.

You can also utilize the "Call in" option but keep in mind that it is a toll number and you will incur long distance charges. It is recommended to use a cell phone when possible if using the "Call in" option.



5. Once you have selected your audio option, click Start meeting.



6. If you selected the "Call in" option, a new screen will pop up with the meeting information. **The call-in number and access code will be unique to your Webex meeting**.

	Tammy Cody (Host)	
	Call in	×
	1. Call	
	Call-in toll number (US/Canada)	
	1-650-479-3207	
	Show all global call-in numbers	
	2. Enter	
	Access code 133 976 8366	#
	Attendee ID 17 #	
-ମୁ Connect audio	Start video	e 💿 Recor

If you selected "Call me", once you hit start meeting it will automatically start calling the number you entered. If you notice that you entered the wrong number, you can hit cancel next to the phone number while it is dialing.



7. Once you have been connected by phone, you have TWO options to mute/unmute yourself. If you are not actively talking during the meeting it is suggested that you mute yourself to limit background noises during the meeting. The first option is the mute button on your actual phone. The second option is the Mute button on the Webex screen. These options DO NOT work together so if you mute your phone it will not change the mute button on the Webex screen and vice versa.

De Mute	✓ Ø Start video	↑ Share	◎ Record	···· ×

8. If your phone gets disconnected, you can have the meeting call you back again or you can call in again. Just click the "Connect audio" button that will appear in the options at the bottom of the screen and then click "Change audio connection".

🖌 Change audio connect	on				
-ਹੈ Connect au	dio ^	⊠ Start video	1 Share	Record	··· ×

A selection box will give you the "Call me" or "Call in" options again. The Connect/View buttons that will appear if you move your mouse next to the two options. Choose your option and rejoin the meeting.

		Audio connection	×
		<]×	
		You're not connected to audio.	
	Connect	to audio	
	R	Call me at +1 573-2 v Connect to audio without pressing 1 on my phone	onnect
	S	Call in	
-୬ୁ Conne	ect audio	 ✓ Ø Start video ① Share ③ Reconstruction 	ord ···

9. To leave the meeting you may simply hang up your phone and then click the red X button on the Webex screen. You will then choose "End Meeting".

	End Meeting
	Assign Host and Leave Meeting
⊙ Rec	cord X 2 Participa

If you are the host, clicking End Meeting will bring up a window asking if you want to end the meeting for all participants. By clicking the End Meeting button, it will disconnect all participants from the call/meeting.



Joining a WebEx meeting from a non-State of Missouri device (for board members or the public)

- 1. District staff should share the call-in phone number and the access/meeting number to all board members as well as on the open meeting agenda.
- 2. The board member should call the phone number provided and enter the access number followed by the # sign on their phone. This will connect them to the meeting by audio only.

******Please note that by utilizing this call-in phone number, long distance charges will be accrued if calling from a land line phone. It is recommended to utilize a cell phone to avoid these charges.