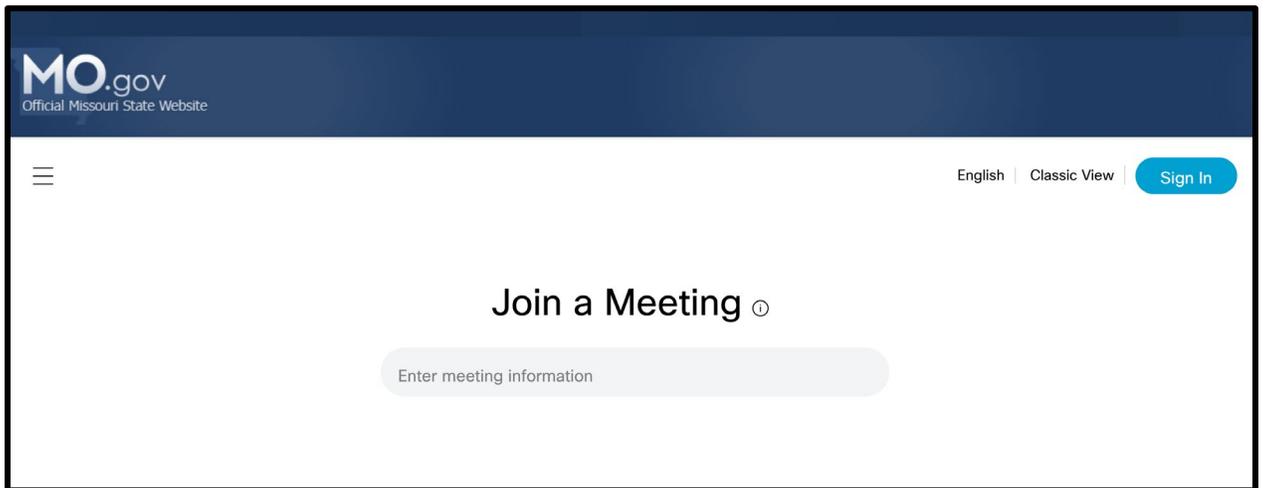
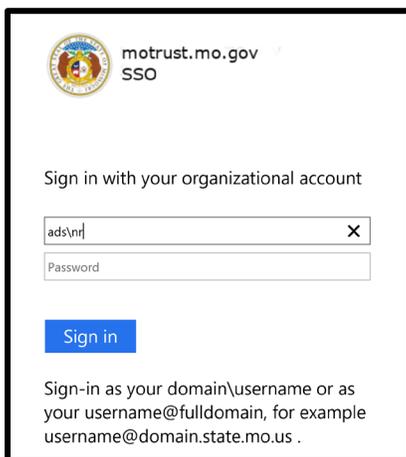


Creating a Webex Meeting

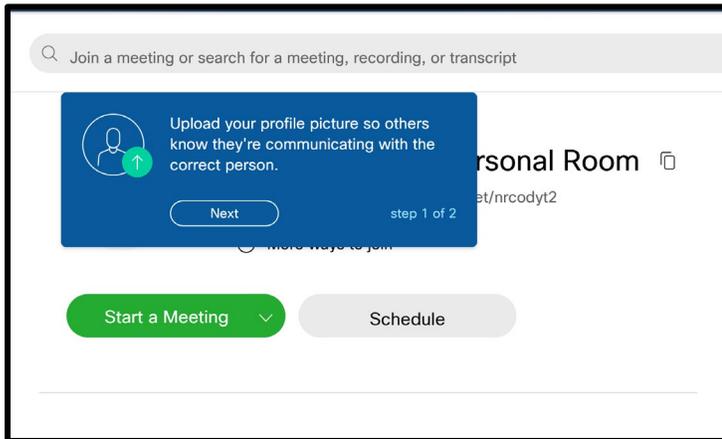
1. Open Internet browser and enter the following web address: stateofmo.webex.com
2. Click “Sign in” in the upper right hand corner



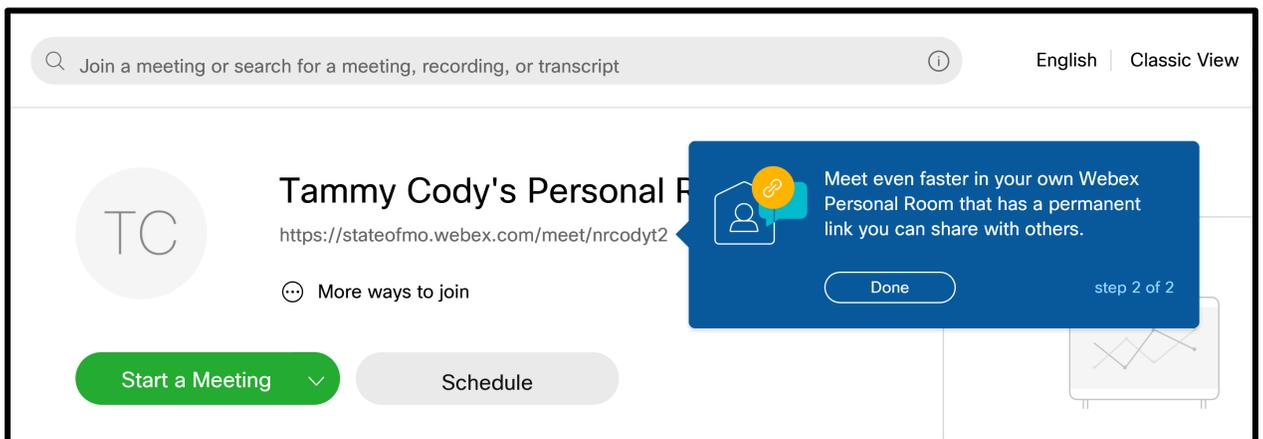
3. Sign in using ads\nrxxxx and your current network password.



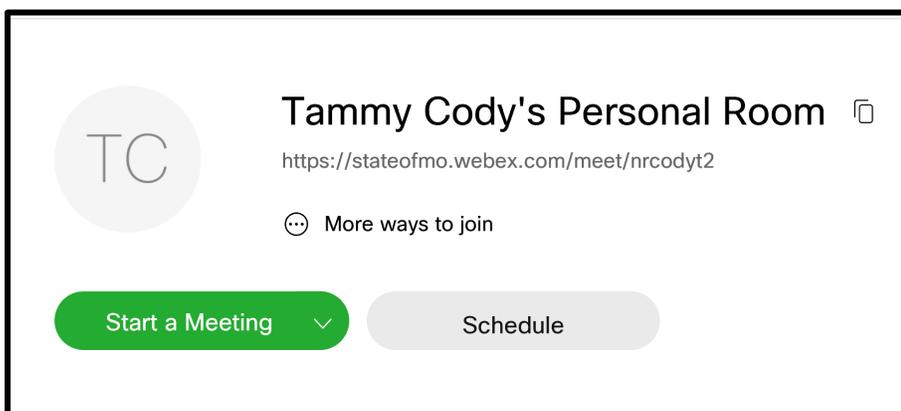
4. Click Next (you do not need to upload a photo).



5. Click done



6. Click "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 **do not use your own network password.**

Schedule a Meeting Meeting templates: Webex Meetings Default

* Meeting topic: Board Meeting

* Meeting password: WhY2usHJM73

Date and time: Friday, Aug 28, 2020 10:00 am Duration: 1 hour

(UTC-05:00) Central Time (US & Canada)

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.

Board Meeting

Aug 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Time: 10 : 00

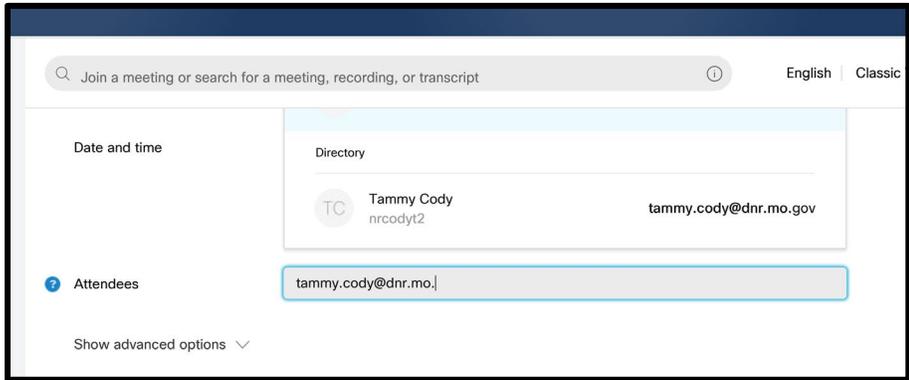
am pm

Duration: 1 hour 0 minutes

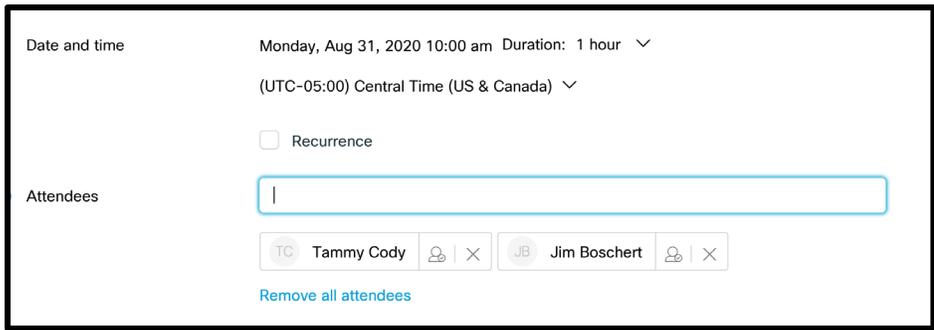
Done

Show advanced options

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”.



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.



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).

Attendees ?

TC Tammy Cody  

[Remove all attendees](#)

[Show advanced options](#) ▾

[Cancel](#) [Schedule](#) [Save as template](#)

Public meeting ⓘ Listed on public calendar

Join before host Attendees can join meeting ▾ minutes before start time

Attendees can connect to audio before start time

Registration ⓘ None

Require attendee registration

Email reminder ▾ minutes before meeting starts

Meeting options [Edit meeting options](#)

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

[Show advanced options](#) ▾

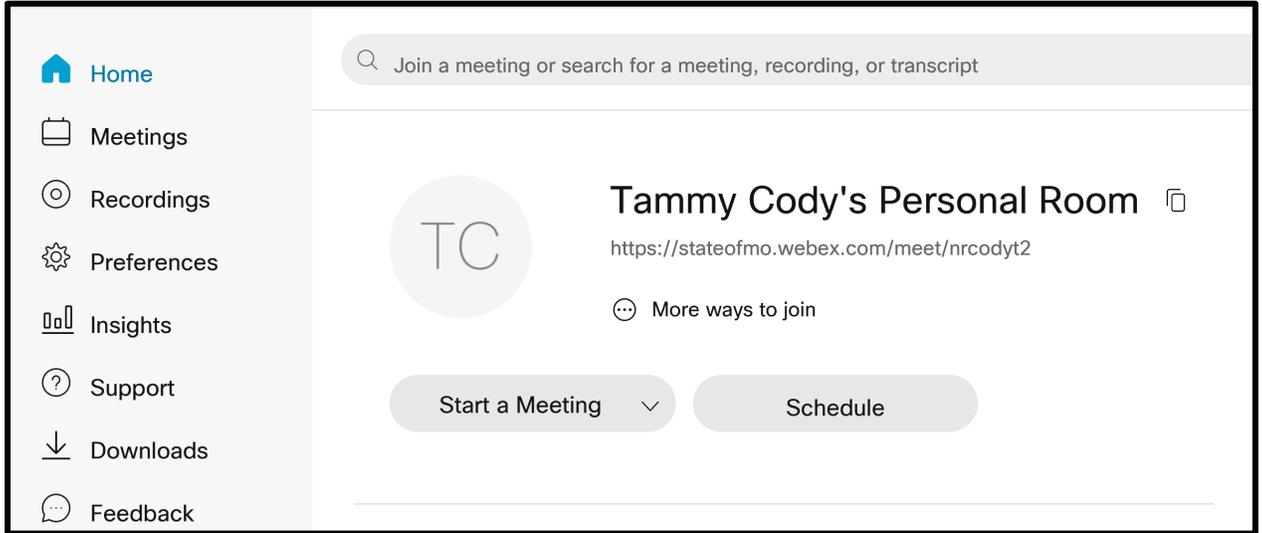
[Cancel](#) [Schedule](#) [Save as template](#)

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.

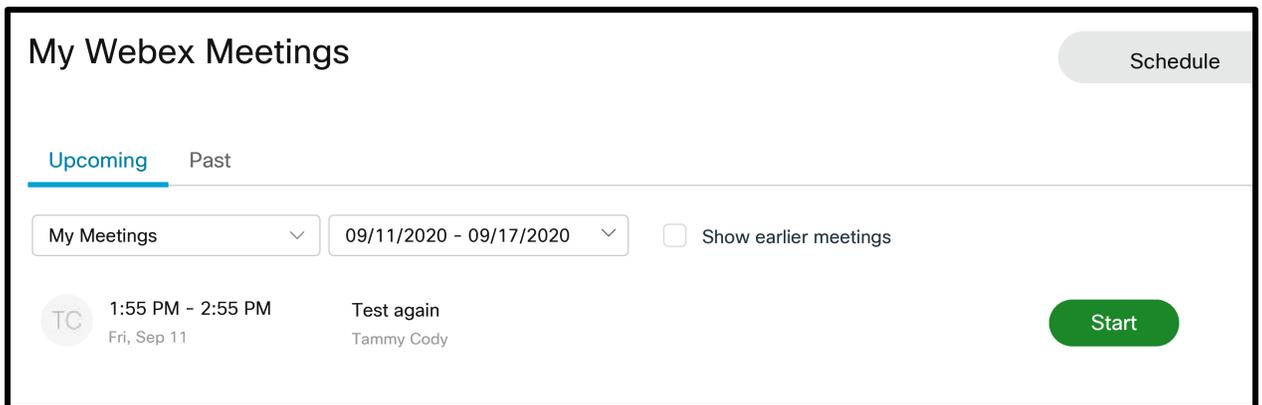
Please note that you should create a separate meeting invite for the closed session portion of the board meeting. This will utilize a separate phone number and access code that should only be shared with board members.

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

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

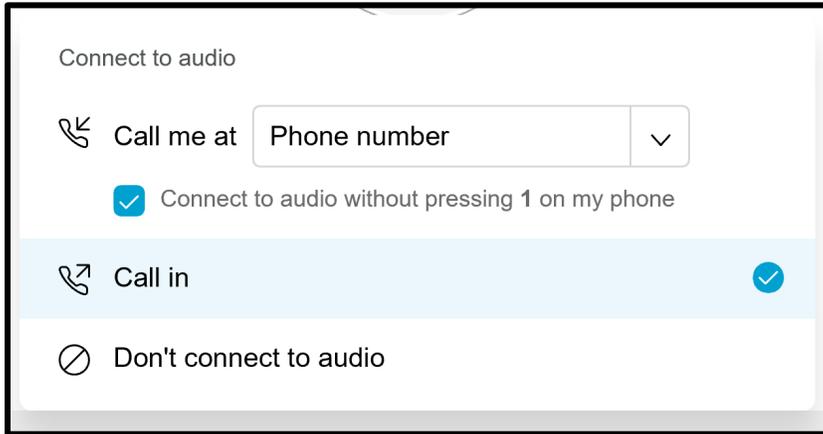


3. Any WebEx meetings that you have scheduled or been invited to will be listed in the Upcoming meetings list. Click the green start button to the right of the screen that corresponds with the meeting you are trying to join.

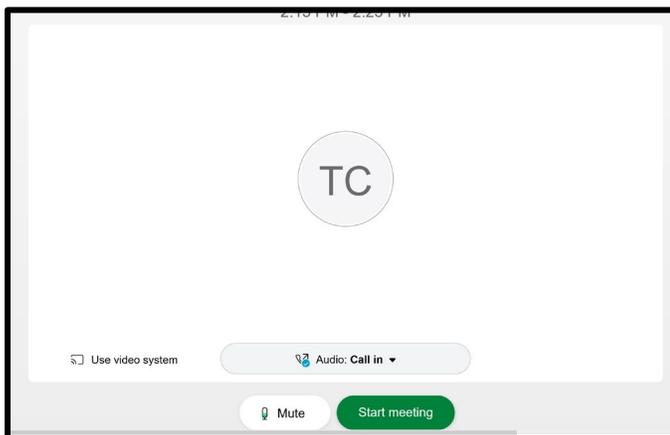


4. On the next screen, choose your audio option by clicking the audio drop down box. Choose “Call me at” and click in the box where “Phone number” is printed and type in your phone number. You cannot use your office phone number for this option unless you have a direct line that can be utilized without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

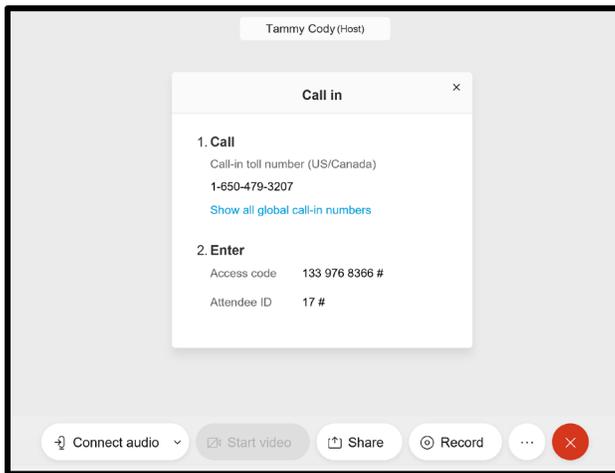
You can also utilize the “Call in” option but keep in mind that it is a toll number and you will incur long distance charges. It is recommended to use a cell phone when possible if using the “Call in” option.



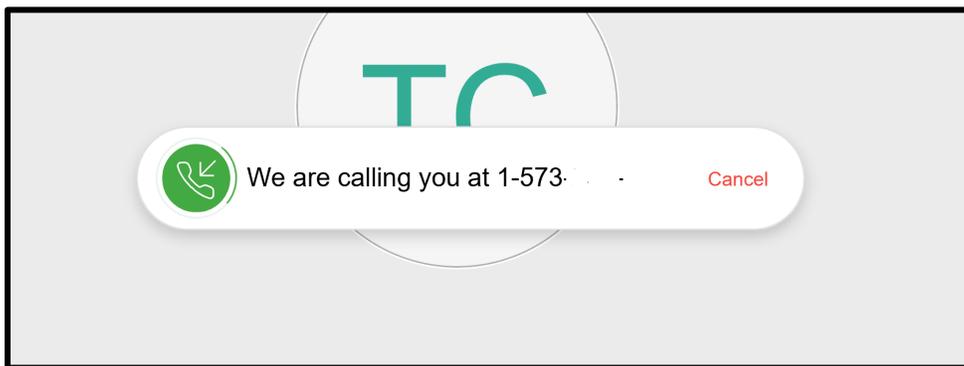
5. Once you have selected your audio option, click Start meeting.



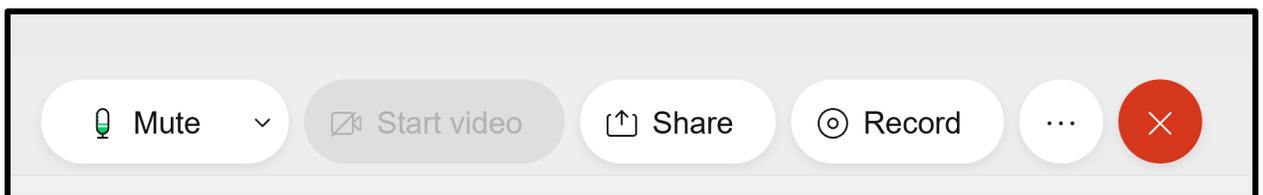
6. If you selected the “Call in” option, a new screen will pop up with the meeting information. **The call-in number and access code will be unique to your Webex meeting.**



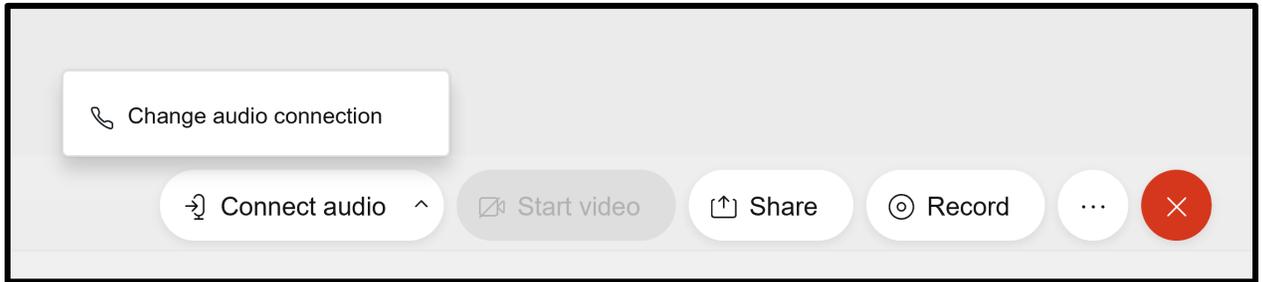
If you selected “Call me”, once you hit start meeting it will automatically start calling the number you entered. If you notice that you entered the wrong number, you can hit cancel next to the phone number while it is dialing.



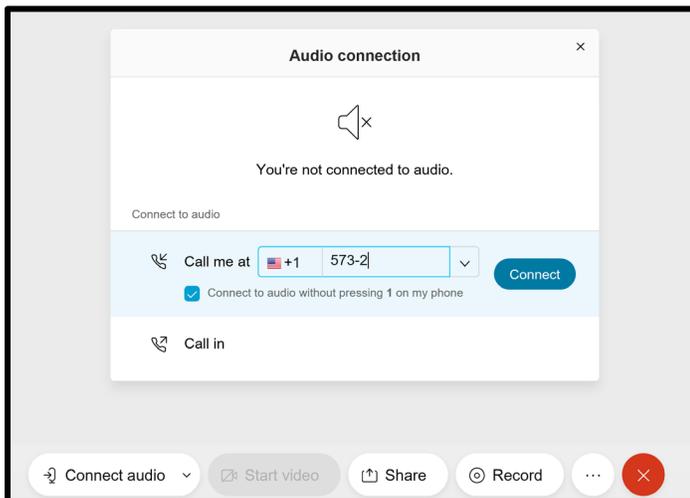
7. Once you have been connected by phone, you have TWO options to mute/unmute yourself. If you are not actively talking during the meeting it is suggested that you mute yourself to limit background noises during the meeting. The first option is the mute button on your actual phone. The second option 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.



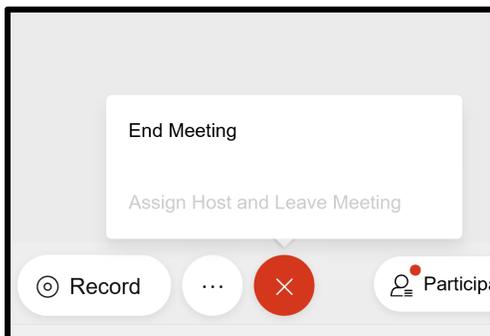
8. If your phone gets disconnected, you can have the meeting call you back again or you can call in again. Just click the “Connect audio” button that will appear in the options at the bottom of the screen and then click “Change audio connection”.



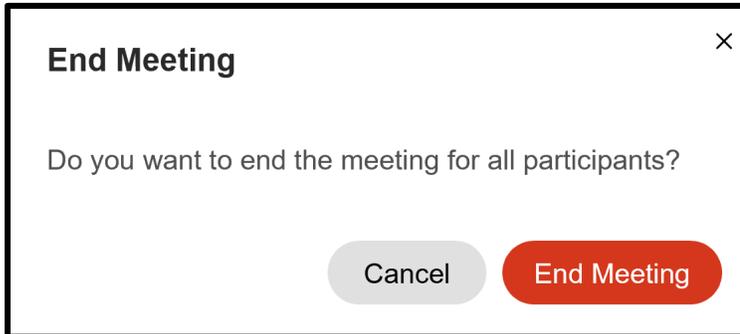
A selection box will give you the “Call me” or “Call in” options again. The Connect/View buttons that will appear if you move your mouse next to the two options. Choose your option and rejoin the meeting.



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”.



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.**