UCONN HEALTH

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Video Teleconferencing Using WebEx

A video teleconference (VTC) is a conference call in which participants join from different locations and communicate using audio and/or video signals via telephone, a web browser, a desktop application or dedicated VTC equipment. WebEx is one example of a cloud-based VTC service that is available to the UConn community. Every UConn student, faculty, or staff at UConn has a personal meeting room, which they can use to host a meeting and invite others to join. The personal meeting room is linked to the person's NetID. Below are instructions for initiating, scheduling, and dialing into WebEx meetings.

Hosting a WebEx Meeting from a Web Browser

1. **Start the meeting using your personal meeting room:**
   a. Open your favorite browser and type the url: https://uconn-cmr.webex.com
   b. Select **Login** in the upper-right corner (if you do not see Login, click the "^" arrow in the center of the screen).
   c. Enter your NetID and password. If you do not know your NetID or password, go to http://netid.uconn.edu to find your NetID or reset your password.
   d. Download and install the WebEx add-on if prompted (one time only).
   e. Click **Start Meeting**.
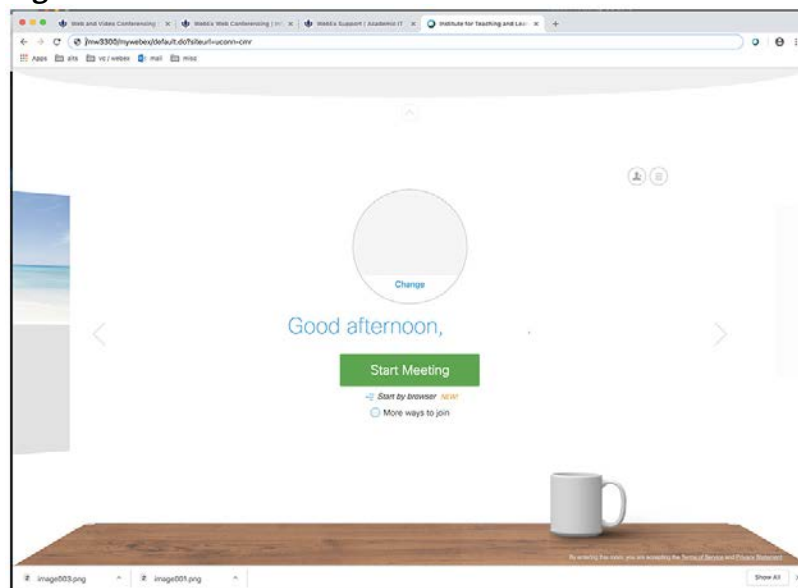
2. **Select your audio connection:**
   a. Select **I Will Call In** to dial using your telephone. The system will display the calling number and access code to use from your phone.
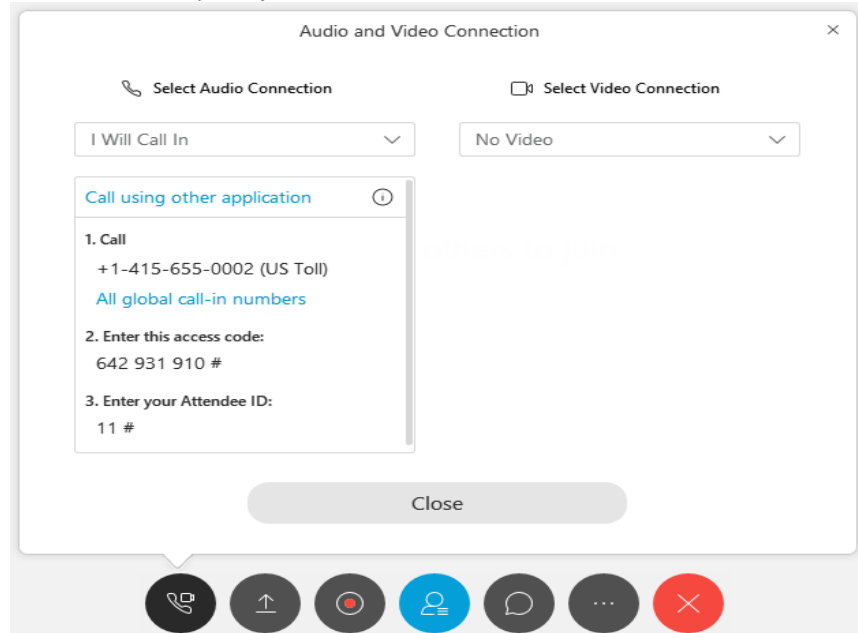

   b. Or, select **Call Using Computer**. Make sure your computer has a microphone (if your system does detect a microphone, it will display the warning message *"We can't detect a microphone. Make sure your device is connected correctly and try again."* Note, if you have a camera attached to your computer, it will most likely have a built-in microphone, which you can use here).
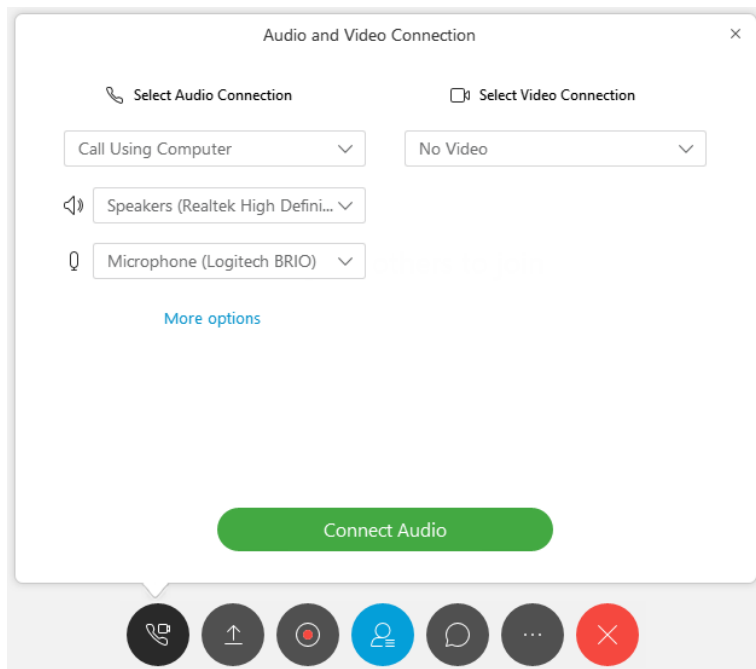
3. **Select your video connection.** Select this option if you are using a camera.
4. **Invite participants to join the meeting.** Press the **3 dots icon** next to the red circle and select **Invite & Remind**. Enter attendees' email addresses, separated by a semicolon. Include yourself if you want to receive a copy of the email.
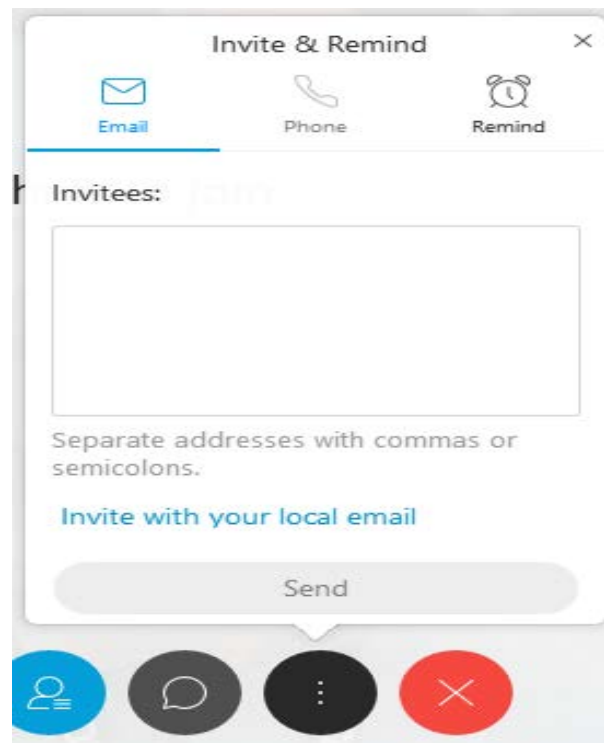
5. **Use the icons to control in-call functions:** mute audio and video, share content, record meeting, toggle participant bar, type chat with meeting participants, invite and end call.
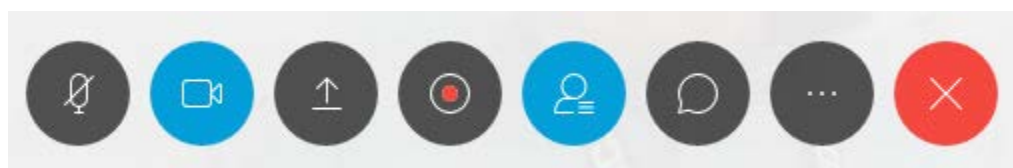
Hosting or Joining a WebEx Meeting from a VTC Unit

Dedicated VTC systems use a different protocol - called Session Initiation Protocol (SIP) - to establish a conference call. Every VTC system has a unique SIP address. A SIP address is a lot like an email address in that it also serves as a locater of the VTC system. SIP addresses even look very similar to email addresses. Like email addresses, they are comprised of two parts: a username, and a domain. For example,

sip:mike@yourcompany.com
mailto:mike@yourcompany.com

To initiate a WebEx call from a VTC unit, you must dial the SIP address associated with the host personal meeting room, which takes the form:

{NetID}@uconn-cmr.webex.com, where {NetID} is the host NetID.

To initiate the call:
1. From the VTC interface, dial the host SIP address. For example, for a host with NetID = kda14221, you would type: kda14221@uconn-cmr.uconn.edu
2. If you are the host, enter the host PIN when prompted, otherwise, proceed.
3. The host PIN is stored in the host personal meeting room. If you are the host and don't know what your host PIN is, follow these steps to locate it:
    a. Login to your personal meeting room found at https://uconn-cmr.uconn.edu using your NetID/password.
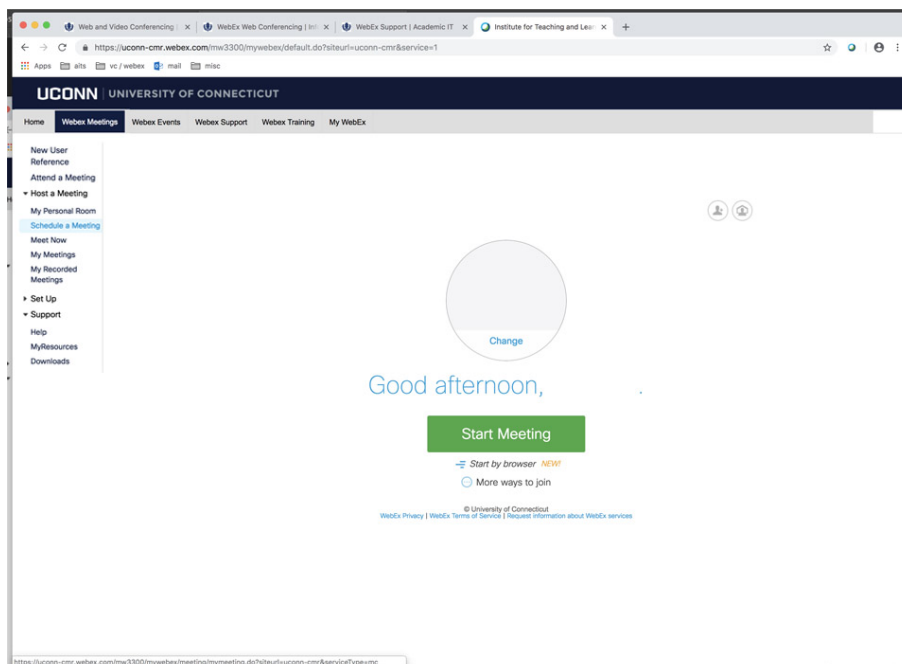   b. Click on the icon as shown to display your connection parameters, including the host PIN.

Scheduling a WebEx Meeting

1. Open your favorite browser and type the url: https://uconn-cmr.webex.com
2. Download and install WebEx add-on (one time only)
3. Click: the **3 line icon** in the upper right corner.
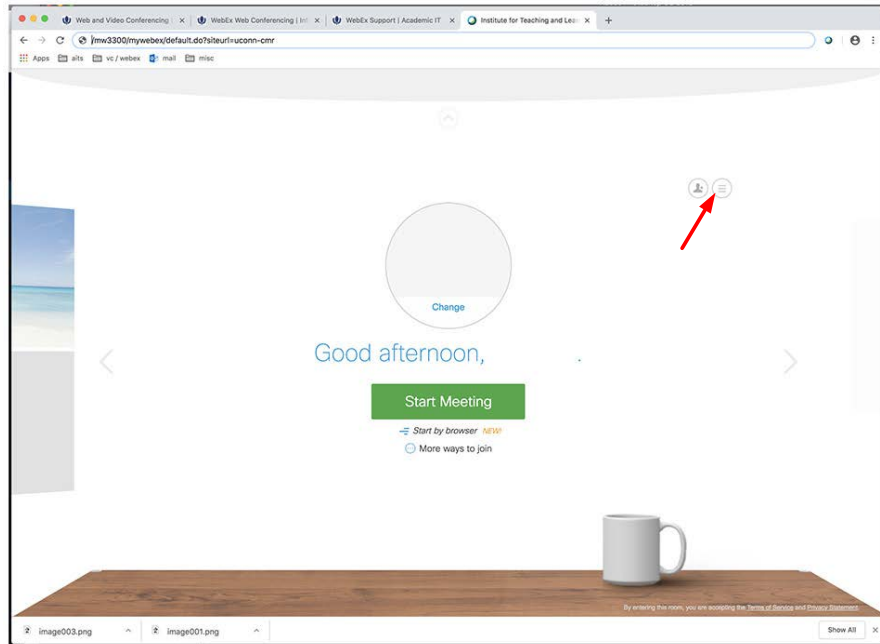
4. Using the **WebEx Meetings** *menu* tab select *Schedule a Meeting* on the left.

5. Fill in the required fields, separate email addresses using a semicolon. Either include yourself or check the Send a copy of the invitation to me check box. Click **Schedule Meeting.**

6. You will receive an email from the WebEx scheduler. You can add it your calendar and launch WebEx by clicking the blue *join the meet* link from either the email or calendar event.

VTC to VTC Conference Calls

If you are establishing a video conference call between two VTC units, you can initiate the call from one unit and dialing into the other using the SIP address.