

UConn HEALTH

ACADEMIC IT SERVICES

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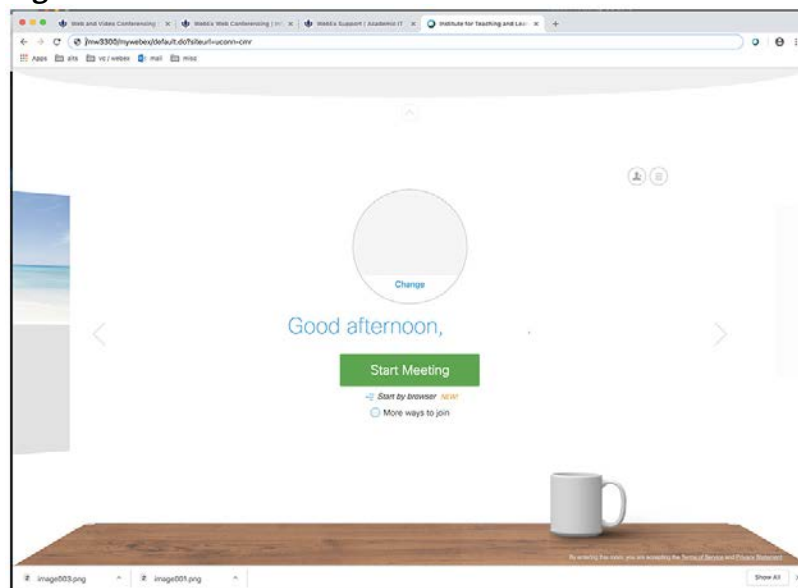
Email: aits@uchc.edu

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.

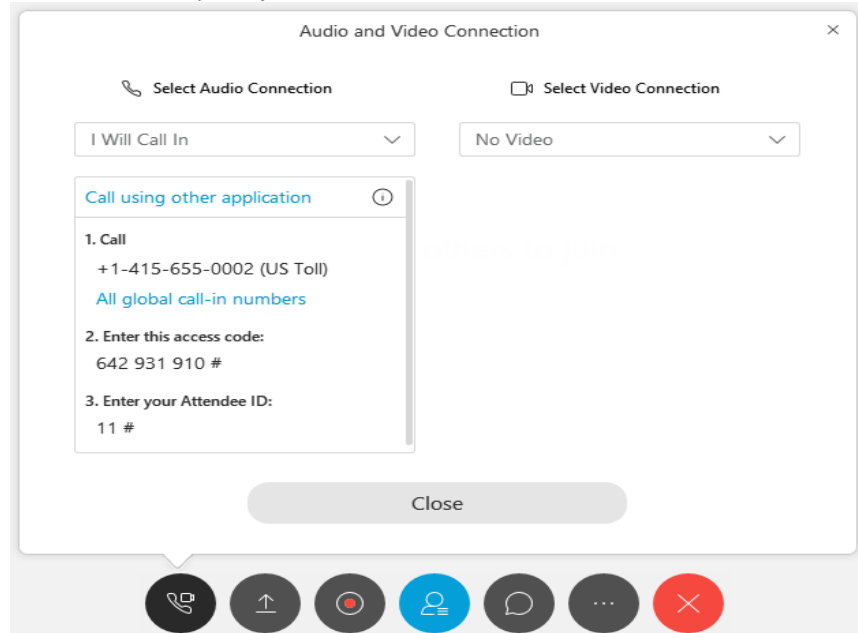
Hosting a WebEx Meeting from a Web Browser

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**.

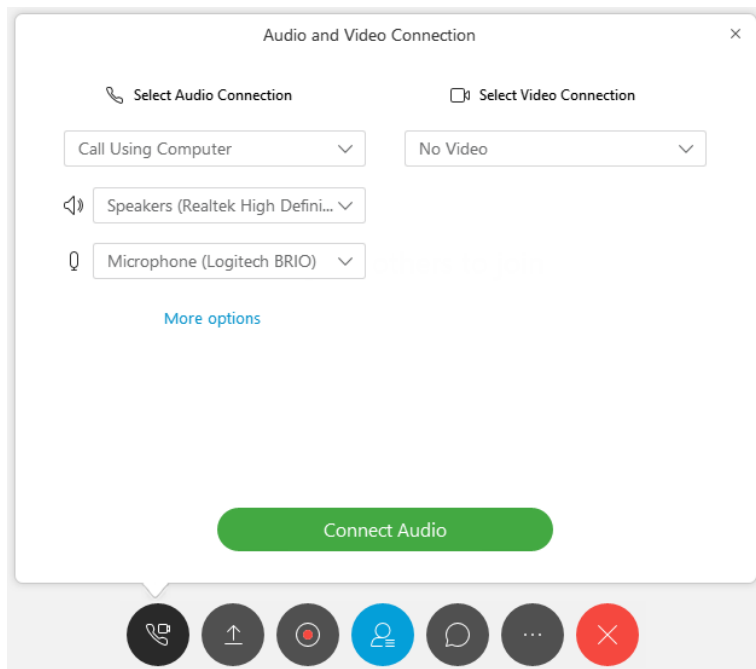


2. **Select your audio connection:**

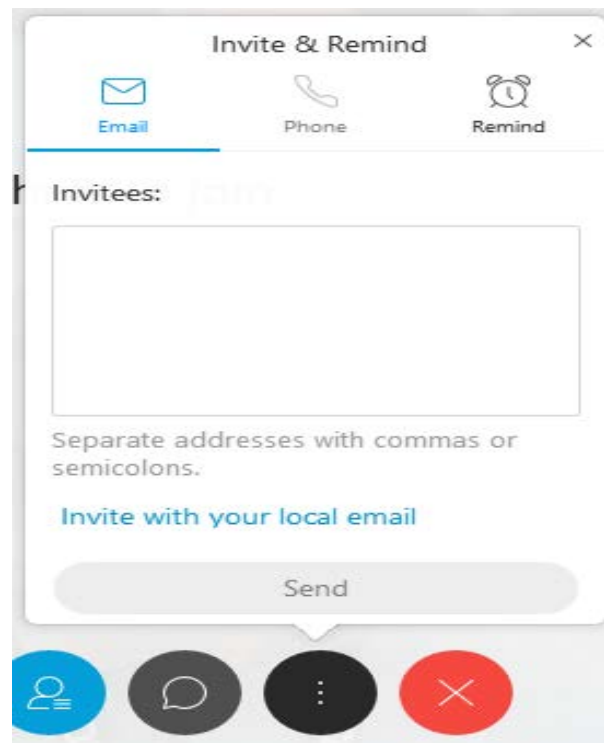
- a. Select **I Will Call In** to dial using your telephone. The system will display the calling number and access code to use from your phone.



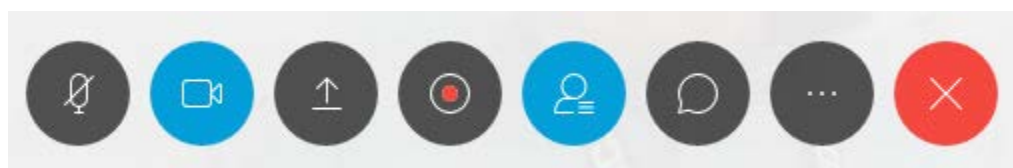
- b. Or, select **Call Using Computer**. Make sure your computer has a microphone (if your system does detect a microphone, it will display the warning message *"We can't detect a microphone. Make sure your device is connected correctly and try again."* Note, if you have a camera attached to your computer, 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 locator 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.

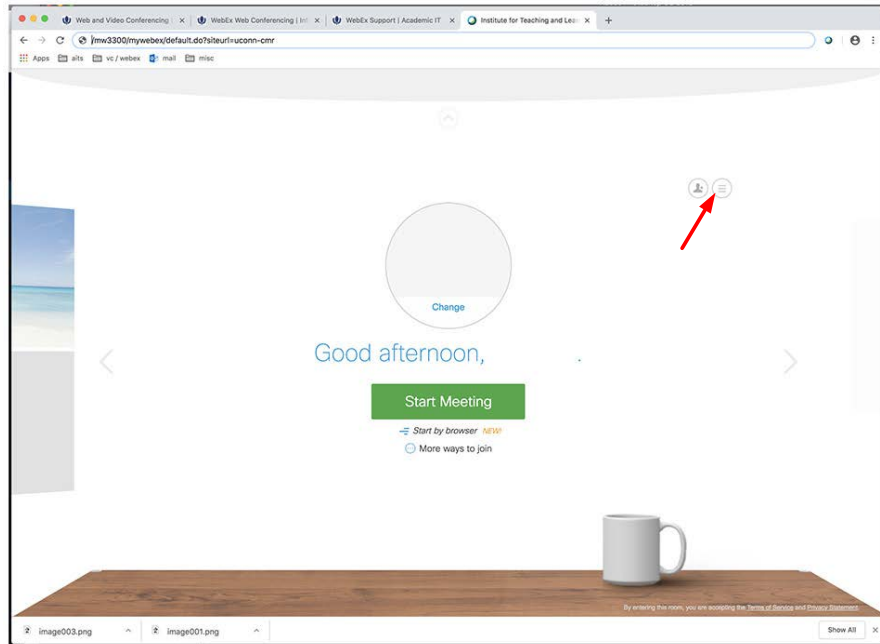
To initiate the call:

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.

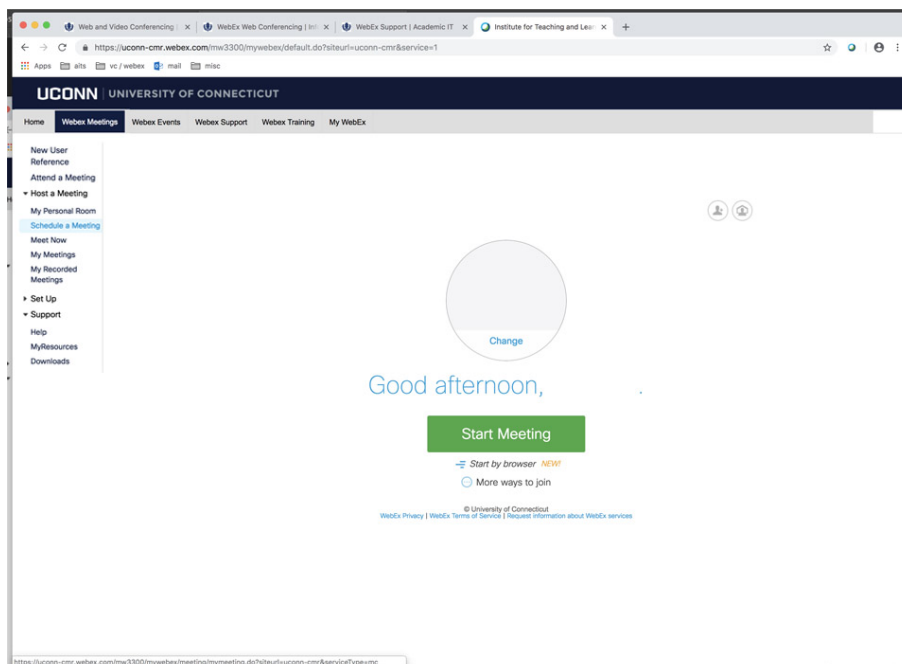
The screenshot shows the WebEx interface for a personal meeting room. At the top, there is a profile picture with the initials 'KA' and a 'Change' button below it. Below the profile picture, the text 'Good morning, Kha' is displayed. A large green 'Start Meeting' button is prominent. Below the button, there are two links: 'Start by browser NEW!' and 'More ways to join'. A red arrow points to the 'More ways to join' link. On the right side, a pop-up window titled 'Khamis Abu-Hasaballah's Personal Room' is open. It shows the meeting URL: <https://uconn-cmr.webex.com/meet/ks:642931910>. Under 'Join by video system', it says 'Dial ksa04001@uconn-cmr.webex.com and enter your host PIN XXXX' with a green arrow pointing to the 'Host PIN' field. Below that, it says 'You can also dial 173.243.2.68 and enter your meeting number.' Under 'Join by phone', it lists '+1-415-655-0002 US Toll', 'Access code: 642 931 910', and 'Host PIN: XXXX' with a green arrow pointing to the 'Host PIN' field. At the bottom of the pop-up, there is a link for 'Global call-in numbers'. At the very bottom of the screenshot, there is a small disclaimer: 'By entering this room, you are accepting the terms of service.' A red arrow also points to this disclaimer.

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.



- 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**.

The screenshot shows the 'Schedule a Meeting' page on the UConn WebEx interface. The page title is 'Schedule a Meeting' and it includes a navigation menu on the left with options like 'New User Reference', 'Attend a Meeting', and 'Host a Meeting'. The main form area contains the following fields and options:

- Meeting topic:** test
- Password:** [empty]
- Tracking codes:** none
- Date:** 12/06/2018
- Time:** 3:45 pm (New York Time)
- Duration:** 1 hr 0 min
- Attendees:** @uchc.edu
- Let anyone with a host account on this site host my meeting
- Send a copy of the invitation email to me
- Audio conference:** WebEx Audio
- Buttons:** Save as template, Schedule Meeting, Cancel

- 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.

Staff Meeting

Thursday, April 11, 2019 | 1:00 pm Eastern Daylight Time (GMT-04:00) | 1 hour | ● Not started

Host: Khamis Abu-Hasaballah [Edit](#) | [Cancel meeting](#) | [Add to my calendar](#)

▼ [Less information](#)

Meeting number: 642 216 797

Meeting link:

Host key: 424993

Video address: Dial 642216797@uconn-cmr.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Audio connection: +1-415-655-0002 US Toll
[Global call-in numbers](#)

Access code: 642 216 797

[Start](#) | [Start by browser](#) NEW!

By joining this meeting, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

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.