

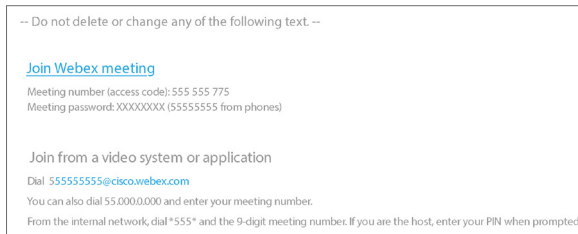
Use Webex Shortcuts to Schedule a Meeting

Schedule a Webex Meeting from Outlook

1. Open Outlook calendar and select **New Meeting**.
2. Add meeting **Participants, Subject, Meeting Date** and **Time**. *Be sure to click on **Invite Attendees** from the toolbar and add your attendees/participants in the **To...** section of your appointment.*
3. If you need a meeting room, add the meeting room to the **Location** field.
4. In the meeting location field, type **@webex**.
@webex - Creates a Webex Personal Room meeting. You can also create a Personal Room meeting by entering your Personal Room link in the location field; for example, <https://umaryland.webex.com/meet/<hostID>>.
5. You may also schedule a Webex Meeting by typing **@Meet** in the **Location field**. This method assigns a different Meeting Number and Access Code for each meeting.
Note: *It may take up to 2 minutes for your Webex meeting details to display in your Outlook Calendar.*
6. If it is your first time logging into Webex, enter umaryland.webex.com on the pop-up screen and follow the prompts.

Start or Join a Webex Meeting from Outlook

1. Select the **Join Webex Meeting** link in your email invitation. Your email invitation appears in the following format.



Start or Join a Webex Meeting from Webex Site (umaryland.webex.com) or App

- **Modern View** - You'll see a section for **Upcoming Meetings**.
- **Classic View** - Click on **My Webex** (top menu) **My Meetings** (from left menu) to see your scheduled Webex Meetings.
- Click **Start**, in either view to start or join your meeting.
- You may also join a meeting from the Webex Teams.

Share Content in a Webex Meeting




Share Everything on Your Computer Screen

- Select **Share**  and **Screen**.


Share a File

- To share a file, select **Share**  and **Share File**.

Share an Application

- To share an application that is open, select **Share**  and select the application from the list of open applications.
- To share an application that is not open, select **Share**  and **Other Applications**, then select **Share**  next to the application you want to share.

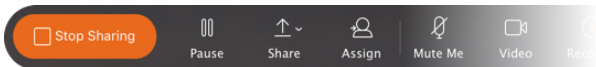
Share the Whiteboard

- To share a blank work area where you can collaborate with other meeting participants using both text and graphics tools, select **Share**  and **New Whiteboard**.

Stop Sharing Content in a Webex Meeting

Stop Sharing

- At the top of the screen, select **Stop Sharing** on the floating bar.



- If you don't see **Stop Sharing**, click your mouse on the words **You're sharing your screen.** at top of the screen to show the floating toolbar.

Multiple ways to access Webex Meetings as a UMB Webex licensed user

Accessing Webex Meetings

- umaryland.webex.com

Note: First time logging into Webex, enter umaryland.webex.com if a URL is requested.

- Webex Meetings Desktop Application

- Apps are available for mobile devices in the Apple and Play Store.

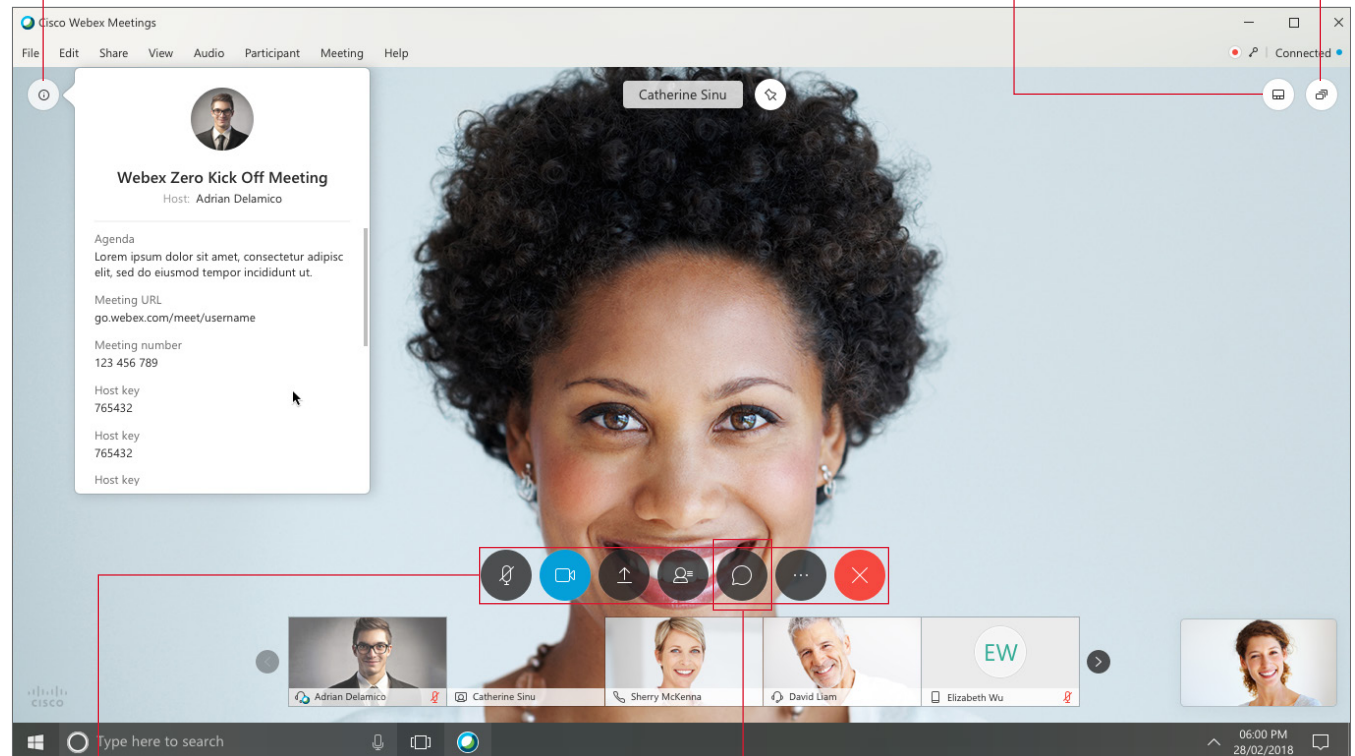
Application download for Webex Meetings may be found by logging into the website above using your UMB email address and credentials.

Webex Meeting overview

Meeting Info

Change Video Layout

Floating Panel View



Meeting Controls

Chat section: Use this area to send a message, send links or transfer files.