

WebEx FAQs and Useful Reminders

- Logging in
 - **WebEx for Radiology faculty and staff is provided via UW Madison. When logging in, use your @wisc.edu email address.**
 - To log in via the web client simply go to <https://uwmadison.webex.com/> use the “sign in” option that should appear near the upper right-hand side of the window and select “WebEx meetings” from the expanded options.
 - <https://uwmadison.webex.com/> is also the site URL if you need it to sign into the desktop client.
- Types of Meetings
 - Personal Room
 - Every WebEx account has a personal room associated with it. This is the best way to organize standing or ad-hoc meetings. The host can either invite attendees individually or send them a link.
 - It is possible to allow others to run meetings in your personal room even if you are not there. On the home page of the web client you can do this under **Preferences > My personal room** by checking the box next to “Let others host my personal room meetings without me”.
 - Scheduled Meeting
 - This allows you to schedule one-time or recurring meetings with a fixed list of attendees. Good for regular meetings between defined groups of people.
- Audio and Video Options
 - WebEx does not immediately make your camera and/or microphone live when you when you start or join a meeting. You will initially be presented with a few options on how you would like to connect your audio, select the appropriate ones, and click connect to go live on the call.
 - If you are having difficulties with one or more of your audio settings, they can be changed from the menu bar that appears at the top edge of your meeting screen under **Audio > Audio and Video Connection > Change settings.**
- Sharing or Presenting Content
 - To share your screen, go to the menu bar at the top of your meeting window, select **Share > Share content** and then select the window you would like to share.
- Sharing Roles
 - If you are the host of a meeting the meeting cannot continue if you leave. To avoid this, you can delegate roles to others via the participant panel.
 - By right clicking on a participant you can select “Change role to” and make a meeting participant either host or presenter.