

WebEx Upgrade Instructions

How to Move WebEx Meetings to the Cloud

How to Move WebEx Recordings to the Cloud

How to Use WebEx Mobile App

How to Delegate WebEx Scheduling

New site: HoustonMethodist.WebEx.com

Old site: Meet.HoustonMethodist.org

How to Move WebEx Meetings to the Cloud

Step 1: Set up your WebEx cloud

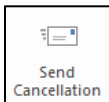
- Go to HoustonMethodist.WebEx.com
- Click **Log In**, use your Houston Methodist ID and password
- Click **Sign In**

Step 2: Cancel all your WebEx meetings in Outlook

- Print list of meetings you're hosting from Outlook or log in at: Meet.HoustonMethodist.org
- Open **Outlook** calendar and find all existing meetings you're hosting
- Copy meeting invite notes e.g. invitees, subject, message
- Click **Cancel Meeting** for each WebEx Outlook

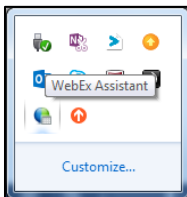


- Click **Send Cancellation** – sends notification to invitees



Step 3: Set up WebEx Assistant to the cloud

- Must close **Outlook**
- Go to taskbar, right click **WebEx Assistant** icon to make sure you're signed out

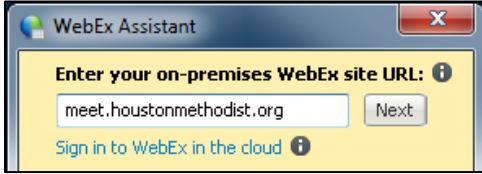


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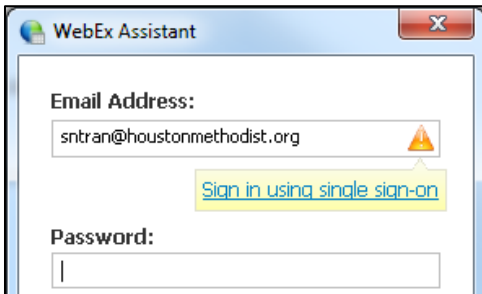
- Right click **WebEx Assistant** icon, click **Sign In**, click on **pencil** icon



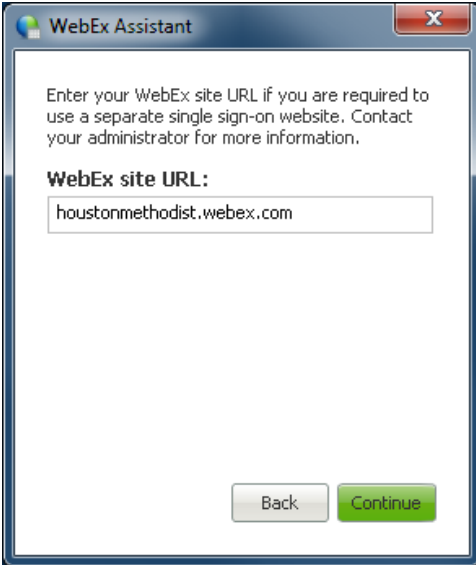
- Click **Sign in to WebEx in the cloud** (Note: Important step to connect to cloud)



- Input your Houston Methodist email and tab, click **Sign in using single sign-on** (Note: Don't input your password yet)



- Input the new cloud URL: **HoustonMethodist.WebEx.com**, click **Continue**; if Outlook is open, close it



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Step 4: Reschedule your meetings with WebEx cloud in Outlook

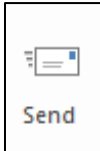
- Open **Outlook** calendar
- Using your printed list of meetings and notes, schedule new meetings



- Click **Add WebEx Meeting**



- Click **Send** – sends new Outlook meeting notification with WebEx cloud

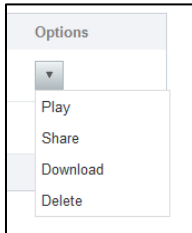


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How to Move WebEx Recordings to the Cloud

Step 1: Download existing WebEx recordings

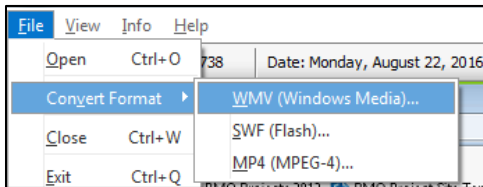
- Log in Meet.HoustonMethodist.org
- Click **Recordings** for each recording you want to download
- Click **Options** drop-down



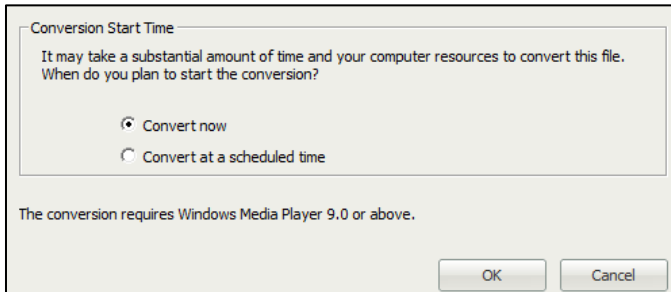
- Click **Download** and save to your computer

Step 2: Convert WebEx recordings

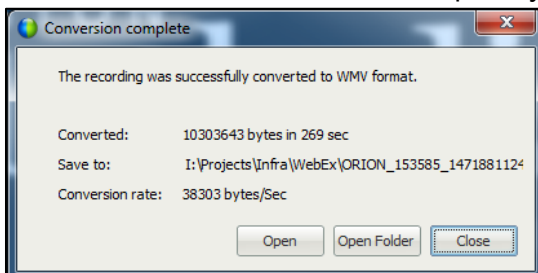
- Open a recording from the saved location
- Click **File > Convert Format > WMV (Windows Media)** — SWF and MP4 formats won't play in WebEx cloud



- Select **Convert Now** or **Convert at a scheduled time**; leave other settings as default



- Click **OK**, when conversion is complete you'll get a pop-up



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Step 3: Upload WebEx recordings to cloud

- Log in HoustonMethodist.WebEx.com
- Click **Meeting Center** > expand **Host A Meeting** > **My Recorded Meetings** > **Add recording**



- Input recording information
- Select **Use the file on my local machine**
- Click **Upload File**, browse to find your file and select

Recording file: I will provide URL

Use the file on my local machine

Use a file that is already on the WebEx network

Please select a file on your local machine:

No file selected

- Click **Save**

WebEx Upgrade Instructions

How to Use WebEx Mobile App

Step 1: Install WebEx mobile app

- Go to App Store (Apple) or Play Store (Android) and search for **Cisco WebEx Meetings**



- Download and install app

Step 2: Configure WebEx mobile app (sign out and re-sign in if you already have app)

- Open **Cisco WebEx Meetings** app
- Accept Terms of Services
- Review or Skip WebEx features presentation
- Select **Sign In**
- Input Houston Methodist email and tap **Next**
- **HoustonMethodist.WebEx.com** should display to sign in, tap site
- When prompted **Open this page in WebEx**, select **Open**
- Begin using **Cisco WebEx Meetings**

How to Delegate WebEx Scheduling

- Log in HoustonMethodist.WebEx.com
- Browse to **Set Up > Preferences > Scheduling Options**
- Go to **Scheduling permission**, input the person's email address who will schedule meetings on your behalf
- Click **Save**