



HOW TO HOST A WEBEX SESSION IN A COLLABORATIVE SPACE

LET'S GET STARTED...

- First go to uncp.webex.com
- Then select the blue **"Sign In"** button on the left and enter your email address and then click **"Next"**.
- At the next screen, enter your username and password and then click **"Login"**

My Personal Room



<https://uncp.webex.com/meet/uc208>

Start Meeting



^ More ways to join

UC 208 Virtual Room

Copy

<https://uncp.webex.com/meet/uc208> | 733 977 207

Join by video system

Dial uc208@uncp.webex.com and enter your host PIN XXXX

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-240-454-0887 United States Toll (San Jose)

Access code: 733 977 207

Host PIN: XXXX

[Global call-in numbers](#)



Image 3.2

GRAB YOUR INFO...

- Under the green **"Start Meeting Button"** Click on **"More Ways To Join"**.

On the following screen (image 3.2), you will see your virtual room meeting link, video system address with pin and phone conferencing info.

- **(Your Name Here) Virtual Room**

<https://uncp.webex.com/meet/uc208>

This is your virtual room meeting link that is to be sent out to your remote participants. Participants can simply click the link from a computer and join the session using their webcam and microphone. Participants may also join the session with a smart phone or tablet using the free Webex app which can be downloaded from the app store on their device.

UC 208 Virtual Room

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Step 1

Step 2

Step 3

TIME TO COLLABORATE...

► Join by Video System

Video Address: uc208@uncp.webex.com **Host PIN:** XXXX

The Join By Video System info is the address that should be entered into the touch panel located in the Collaborative Classroom or Conference Room. The naming convention is always the same, firstname.lastname@uncp.webex.com.

Step 1: To begin, tap the touch screen to turn on your room system. Tap the **green call button** and type in your address (Step 1 & 2) . Once completed, the system will ask "Are You The Host"? Tap "Yes" and then enter the host pin followed by the pound sign. (Step 3) The Webex room is now active and waiting on participants.

► Join by Phone

+1-240-454-0887 United States Toll (San Jose)

Access code: 733 977 207

For remote participants that can not join by video, they can join by phone. Simply dial the number and enter the access code when prompted .

YOU DID IT...CONGRATS!!!

Now that you are in your session, there's a couple things you should know. If you're in a collaborative space with one display, the participant(s) will be in full view and will go into picture-in-picture mode if computer content is shared.

If the room is equipped with two displays, the participant(s) will be on one display and the shared computer content will be located on the second display.

If you click the **Layout** icon located in the upper right hand corner on the touch panel, you can change your screen configuration to best suit your needs (see images 5.1 & 5.2).

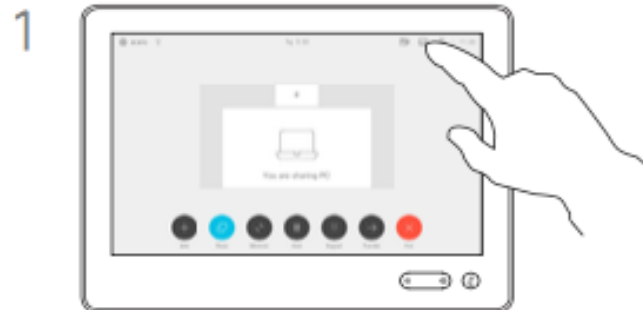


Image 5.1

Tap the Layout icon, as shown.



Image 5.2

Tap the layout you want to use. Tap anywhere outside the filmstrip when you're done.