WebEx Meeting
Options

Which Meeting Should I Create?

Faculty and staff can host sessions with up to 1,000 participants in WebEx. ==Students== can only host meetings with up to ==8== participants using WebEx VoIP. Anyone with an email account and internet can attend a WebEx meeting/event.

Below are typical meeting scenarios and the best WebEx option(s) to use.

Common Meeting Scenarios	Best Option				
	Personal Conference	Personal Room	Meeting Center	Training Center	Event Center
Conference Call	Yes	Yes	Yes	No	No
Group Discussion/Committee Meeting	Yes	Yes	Yes	No	No
Online Office Hours	No	Yes	No	No	No
Online Classes/ Trainings	No	No	Yes	Yes	No
Webinars/Presentations	No	No	Yes	No	Yes

What are the different audio conference settings in WebEx?

1. **WebEx Audio**- Allows participants to use either their phone or computer (VoIP) to join an audio session.
2. **VoIP Only**-Requires participants to use their computer with speakers and a microphone to join an audio session. This feature is available on all WebEx Centers including Personal Room. Headsets are recommended.

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What are the most common features available for each WebEx option?

Common Features Available for Each WebEx Option	Personal Room	Meeting Center	Training Center	Event Center
Audio: Call Using Computer (Faculty/Staff/Students)	Yes	Yes	Yes	Yes
Audio: Phone call-in option (Faculty/Staff/Students)	Yes	Yes	Yes	Yes
Chat	Yes	Yes	Yes	Yes
Record the Meeting	Yes	Yes	Yes	Yes
Screen/application share	Yes	Yes	Yes	Yes
Advance Registration	No	No	Yes	Yes
Meeting Templates	No	Yes	Yes	Yes
Auto Mute Attendees	No	No	Yes	Yes
Multiple Panelists	No	No	Yes	Yes
Polling and Q&A	No	No	Yes	Yes
Schedule Repeating Events	No	Yes	Yes	No
Schedule Email Reminders	No	Yes	No	Yes
Alternate Host	No	Yes	No	No
Telepresence	Yes	Yes	No	No
Breakout Sessions	No	No	Yes	No
Integrated with Blackboard	N/A	N/A	N/A	N/A
Lock Room/Lobby Area	Yes	No	No	No
Permanent Link	Yes	No	No	No
Post Session Surveys	No	No	No	Yes
Schedule Events as Part of a Program Series	No	No	No	Yes

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Who Do I Contact for Help with WebEx and Telepresence?

1. For general questions, please contact the Service Desk @4130
2. Requesting technical support for Meetings requires a work order to be created. Please submit your request including, date, time, duration, location, and department to help@laverne.edu.
3. For WebEx and Telepresence technical training, please contact, Kristin Lewis at klewis@laverne.edu or 909-448-4344

You can get help 24/7 directly from WebEx by going to the WebEx Support Center.

Contact WebEx by phone

- **1-866-299-3239 U.S. and Canada**
- **+1 408-906-1155 International Toll**

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New User Reference

▾ Attend a Meeting
Search Meetings
Unlisted Meeting

▾ Host a Meeting
My Personal Room
Schedule a Meeting
Meet Now
My Meetings
My Recorded Meetings

▸ Set Up

▾ Support
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