



## Start Online Classes & Meetings

## FOR FACULTY & STAFF USE

### Cisco WebEx Service

Start Online Class & Meetings Using

1. WebEx Desktop Application
2. MS Outlook

Network and Telecommunication  
section

Information Technology Services

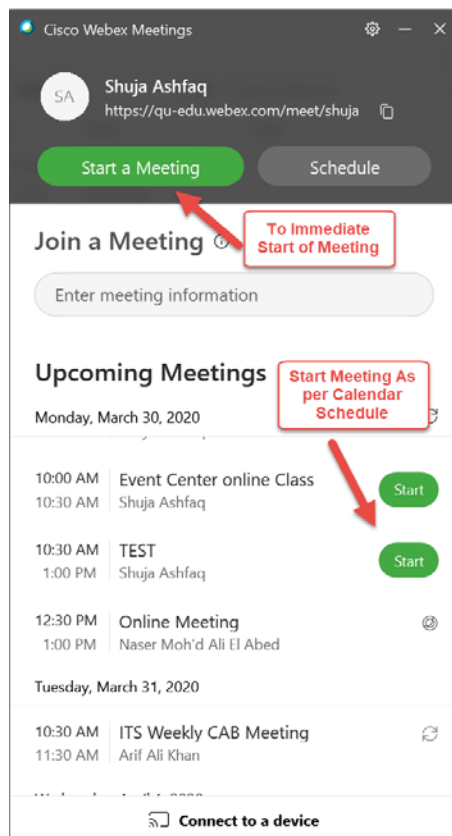
Version: 2.0

## 1. Start Online Class / Meeting - Using WebEx Desktop Application

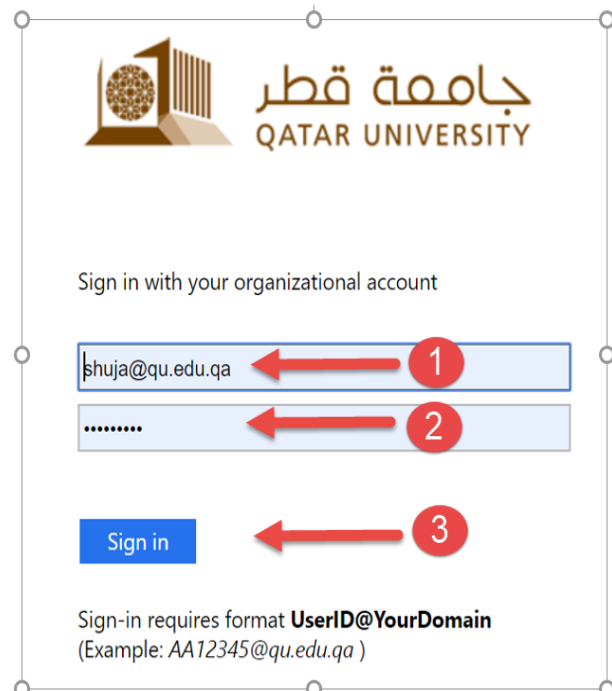
Online class / meeting scheduled with Personal URL, Meeting Center or Event Center can be started with already installed **Cisco WebEx Desktop application** by ITS or installed in 1<sup>st</sup> step. Screen shots are given below:

First time installation of “**Cisco WebEx Meeting Desktop App**” Application, Provide **Email Address** and URL <https://qu-edu.webex.com> (Faculty & Staff)

Faculty / Staff should start Instant / prescheduled online course or meeting, 10-15 min before the class time for students / attendees to join and test their mic, speakers and cameras if require.



Login in using [UserID@qu.edu.qa](mailto:UserID@qu.edu.qa) with Password and Sign in



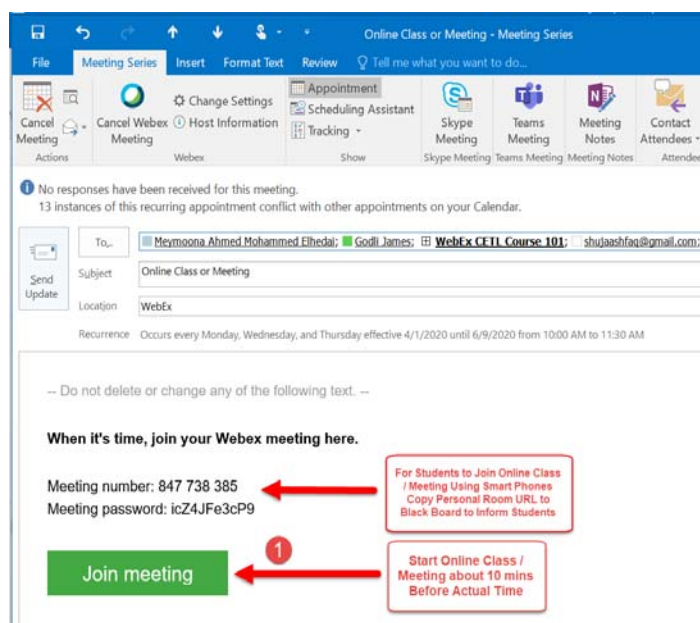
## 2. Start Online Class / Meeting - Using MS Outlook

Online class / meeting scheduled with Personal URL, Meeting Center or Event Center can be started with already installed **Cisco Productivity Tool** by ITS or installed in 1<sup>st</sup> step. Screen shots are given below:

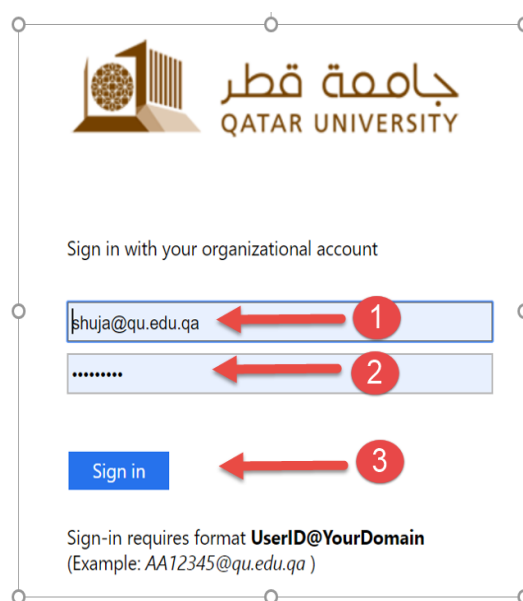
First time installation of “**Cisco WebEx Productivity Tool**” to MS outlook, provide the URL <https://qu-edu.webex.com>

Faculty / Staff should start Instant / prescheduled online course or meeting, 10-15 min before the class time for students / attendees to join and test their mic, speakers and cameras if require.

Click Join meeting



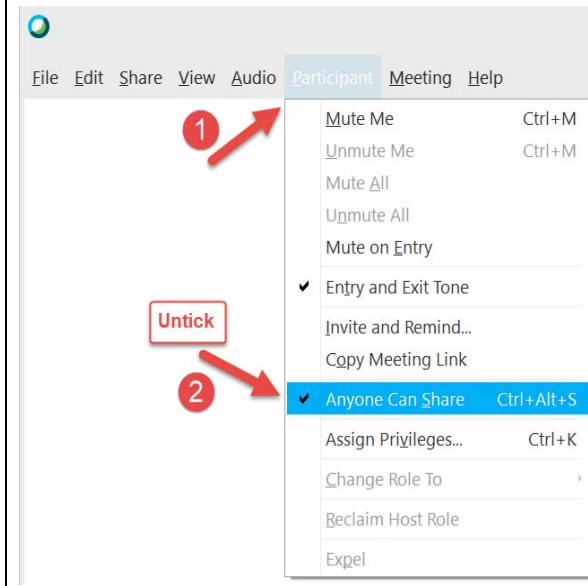
Login in using [UserID@qu.edu.qa](mailto:UserID@qu.edu.qa) with Password and Sign in



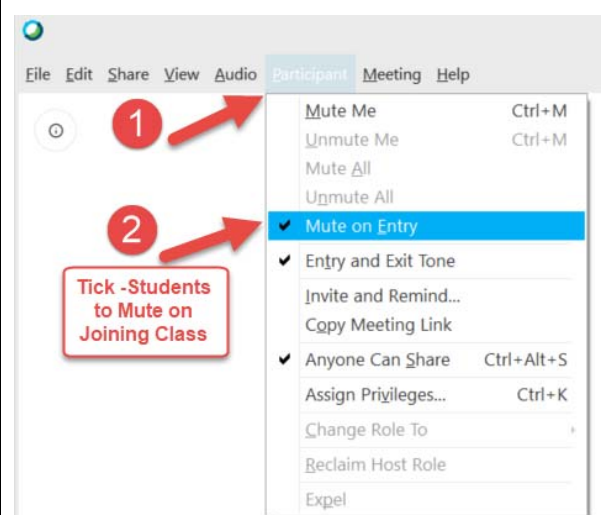
Meeting with Personal room URL and Meeting Center will start Automatically with single Click.

**Disable some default features for Online Class, scheduled with Meeting Center**  
(If Require)

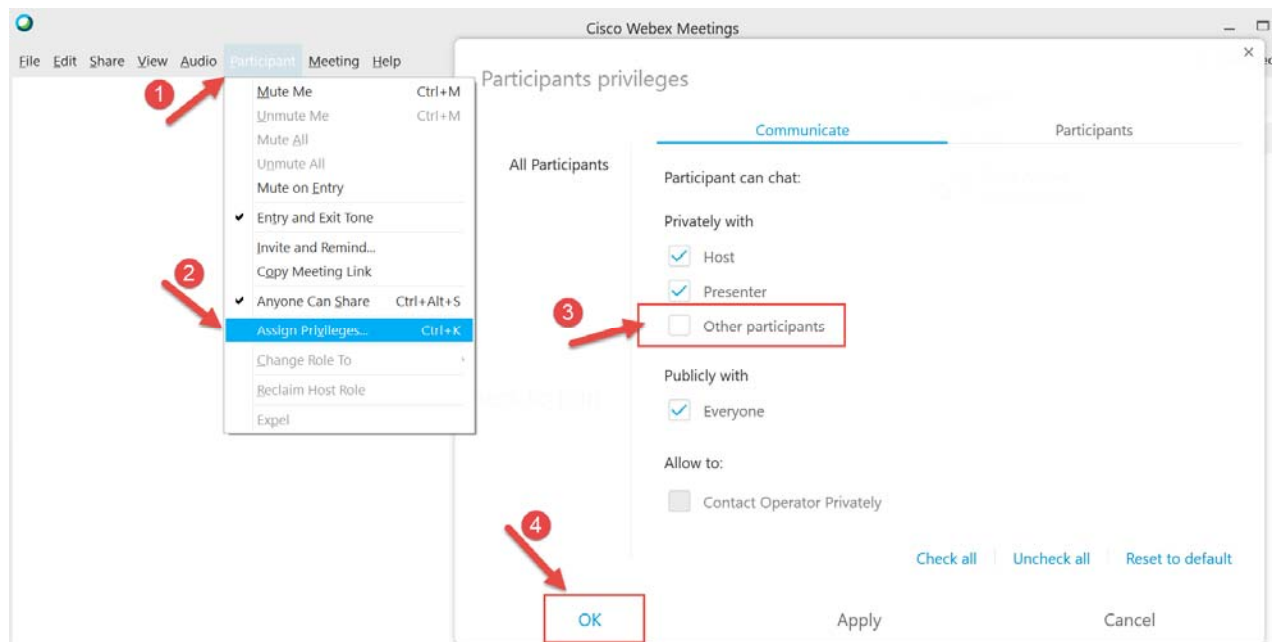
1. During Online Class, How to Disable Students to Auto Share Screen Privileges?



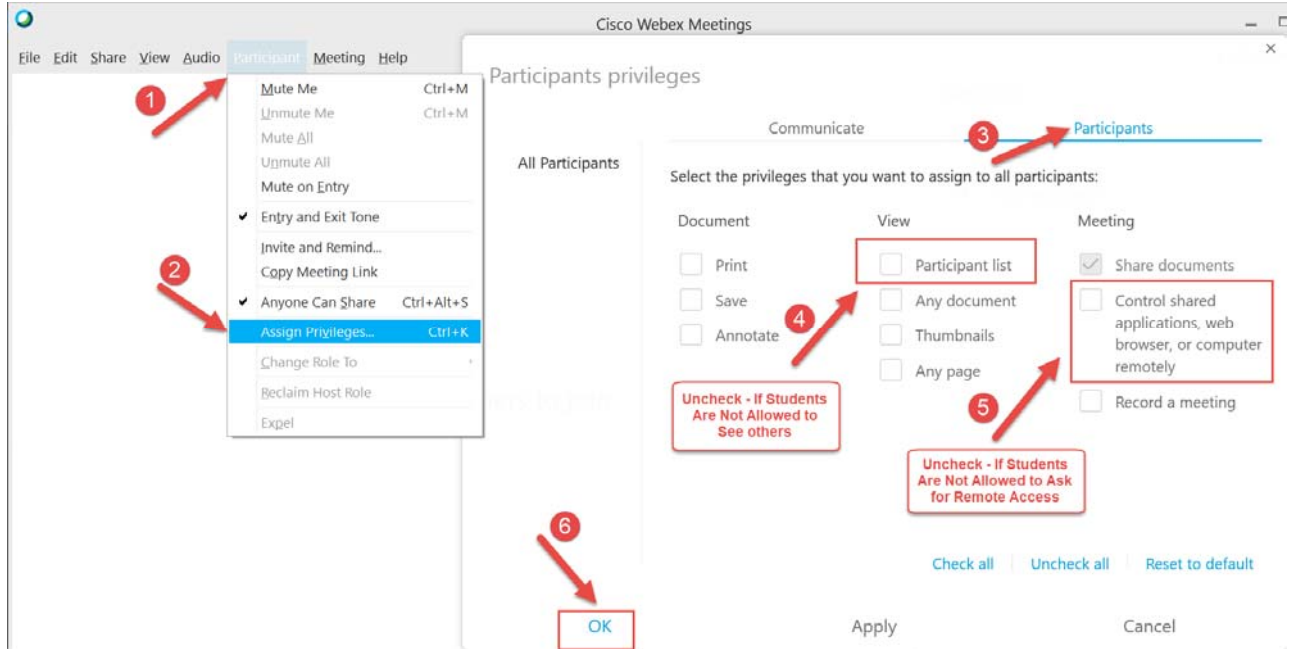
2. To Avoid disturbance, mute students when they join online Class



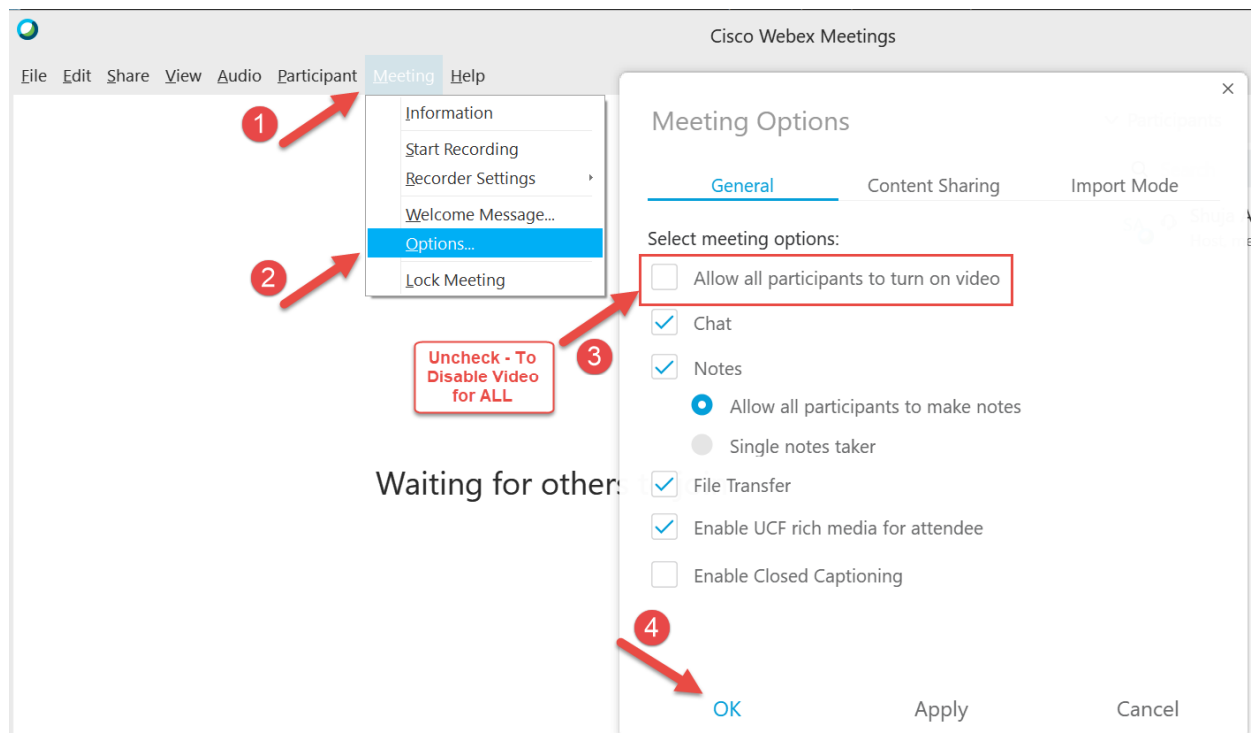
3. During online Class, how to Disable Private Chat among Students?



4. During online Class, Not Allowing Students To See others, And Disable their Remote System Control Privileges?



5. During online Class, Disable Video Privileges for all Users.





## Event Center – Start Screens

Event Center to start online course, there are additional screenshots for reference. If you are host and don't see '**Start your Event**', Please open in the link in different browser such Google chrome, Internet Explorer or Firefox Mozilla. Its due to Java / browser based Cookie.

**Qatar University**

Event Information: WebEx Course 101

Registration is required to join this event. If you have not registered, please do so now.

**Event status:** Not started ([Register](#))

**Date and time:** Friday, March 13, 2020 5:30 pm  
Saudi Arabia Time (Riyadh, GMT+03:00)  
[Change time zone](#)

**Duration:** 30 minutes

**Description:**

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

**Join Event Now**

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

**Join Now**

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

Faculty will be re-authenticated using [UserID@qu.edu.qa](mailto:UserID@qu.edu.qa) and Credentials

**Qatar University**

Home Webex Meetings Webex Events **Webex Support** Webex Training My Webex Modern View **NEW** shuja@qu.edu.qa

**New User Reference**

- Attend an Event
- Unlisted Events
- Host an Event
  - Schedule an Event
  - Site Events
  - Email Templates
  - Registration Questions
  - Survey Questions
  - My Event Recordings
- Manage Programs
  - Create New Program
  - List of Programs

**Event Information**

**Event:** WebEx Course 101

**Type:** Unlisted Event

**Event address for attendees:** <https://qu-edu.webex.com/qu-edu/onstage/g.php?MTID=ed9f7798f7eebf95fe5388881acb38cdf>

**Event address for panelists:** <https://qu-edu.webex.com/qu-edu/onstage/g.php?MTID=e190da00c6be5d7e526751a57b4b636d9>

**Date and time:** Friday, March 13, 2020 5:30 pm  
Saudi Arabia Time (Riyadh, GMT+03:00)

**Duration:** 30 minutes

**Description:**

**Event number:** 846 275 768

**Event password:** 12345

**Host key:** 379398

**Panelist Info:**

**Panelist password:** 975985

**Panelist numeric password:** 975985

**Start Event Now**

You can start the event by clicking Start Now.

**Start Now**

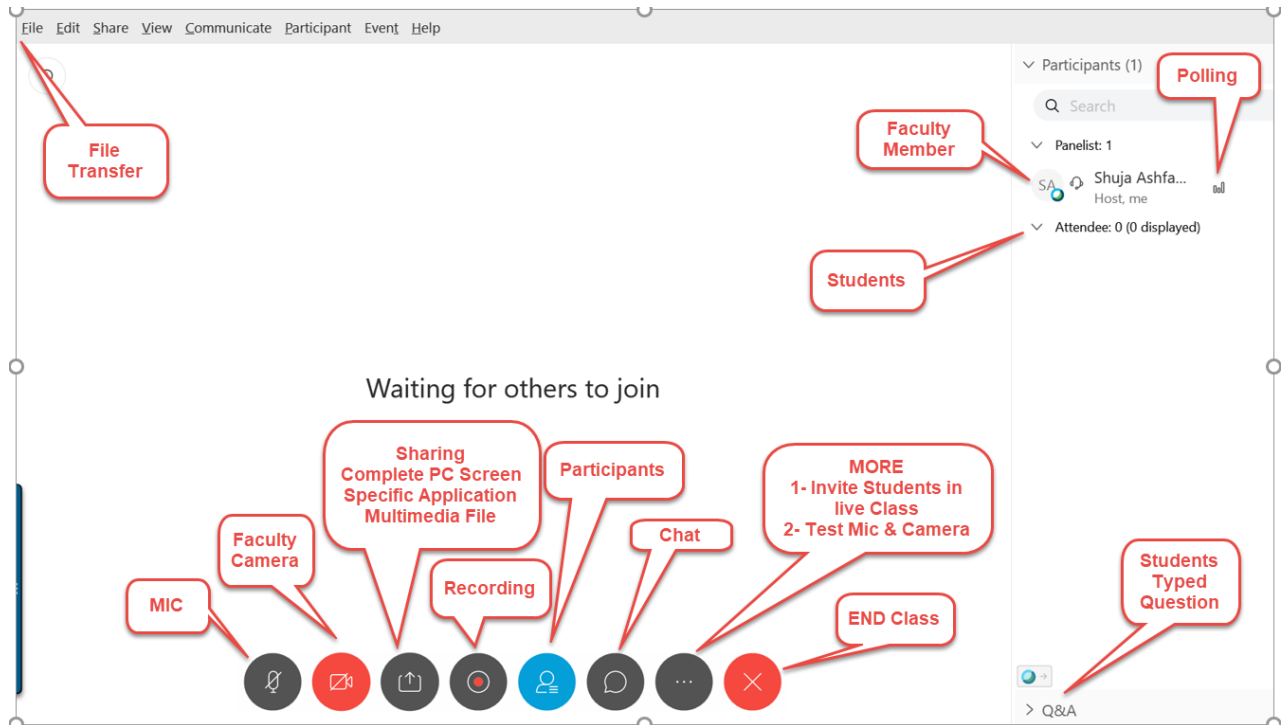
**Send Event Emails**

You can send event emails by clicking Send Emails.

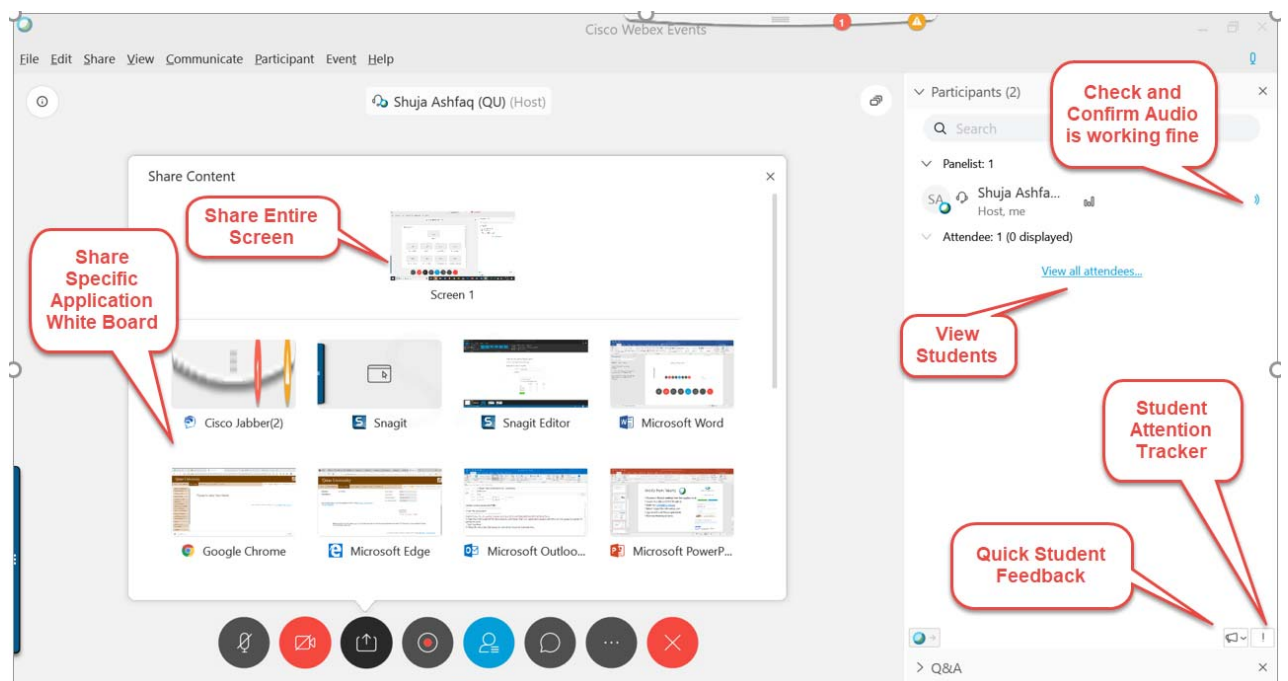
**Send Emails**

With Single Click, Online Class / Meeting will be started.

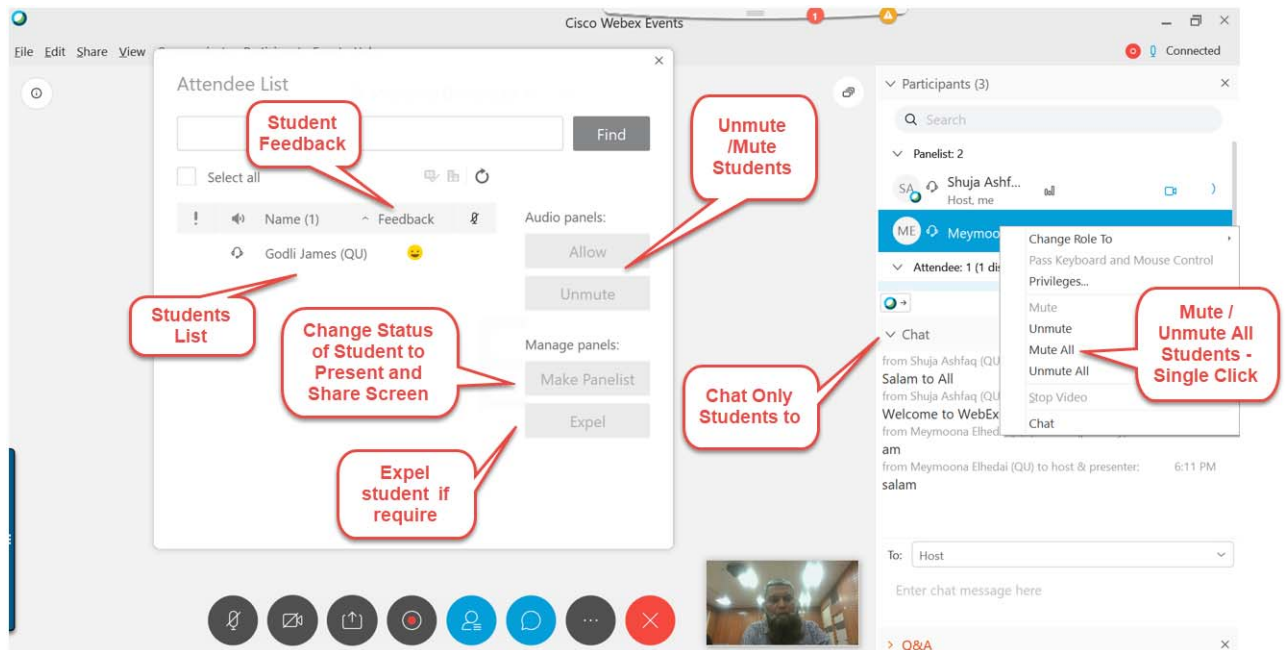
## Event Center – Features



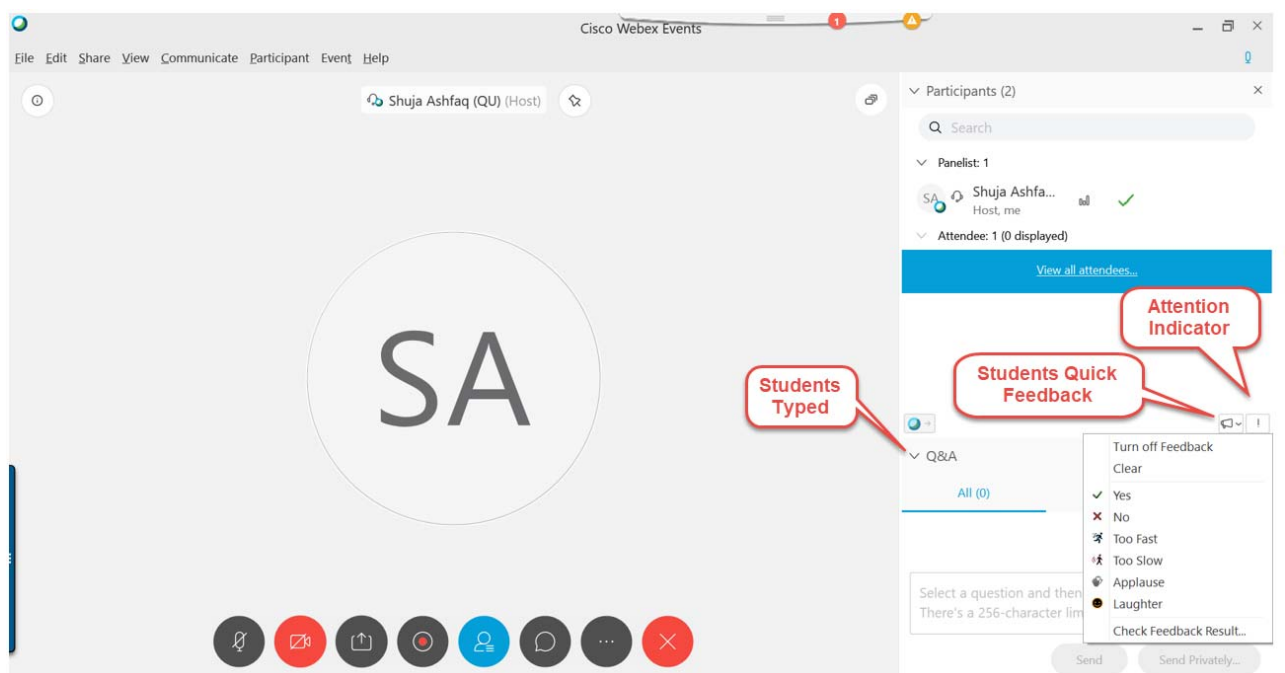
Test Audio and Camera working fine. How to **Share Screen, Application, Multimedia File, White Board**



When students Start Joining the Class scheduled with Event Center, Click on **'Attendees'** showing number of students Joining class.

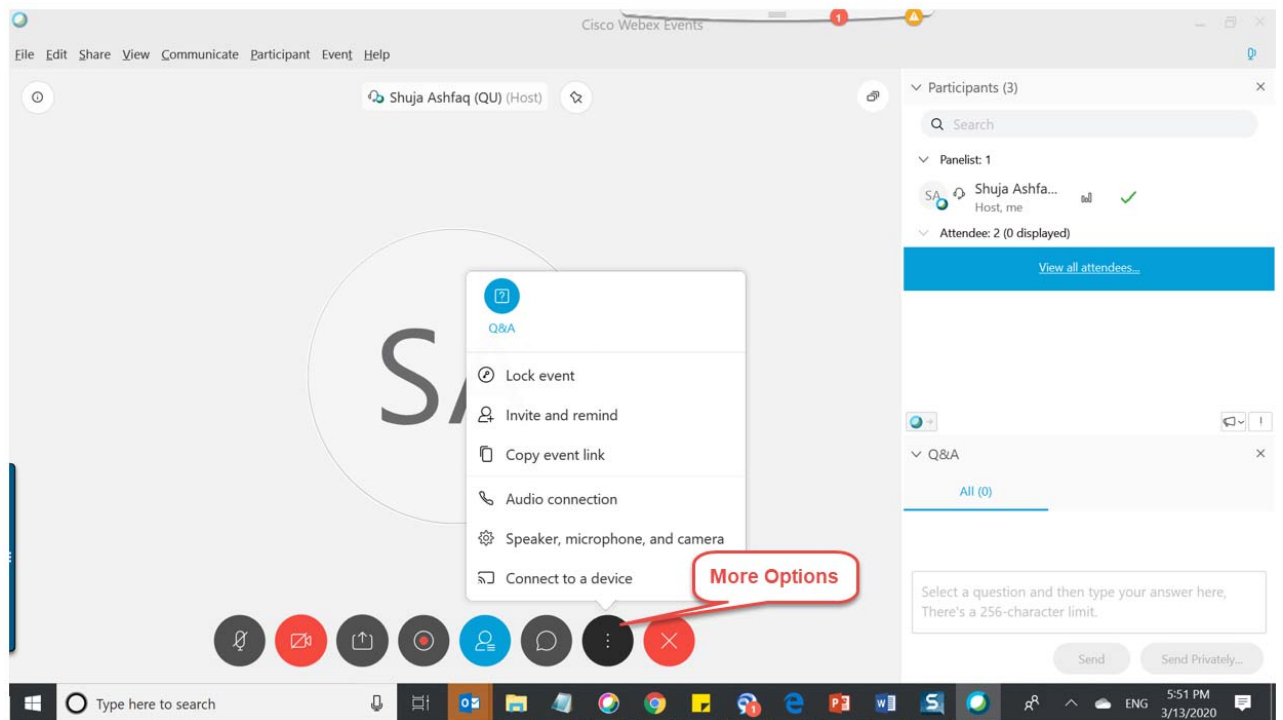


**Students Q&A, Quick Feedback and Attention Indicator:**

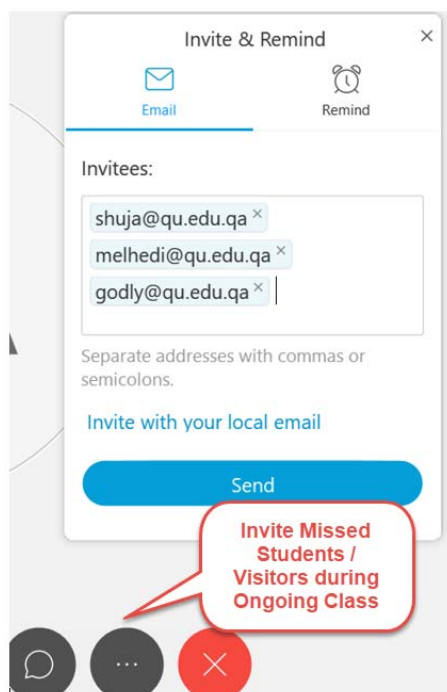




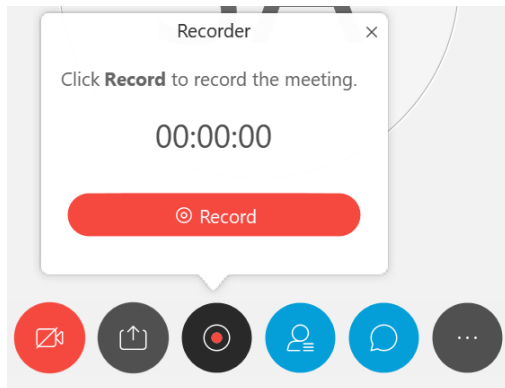
## More Options—Lock Event / Meeting & Test Speaker, Microphone & Camera



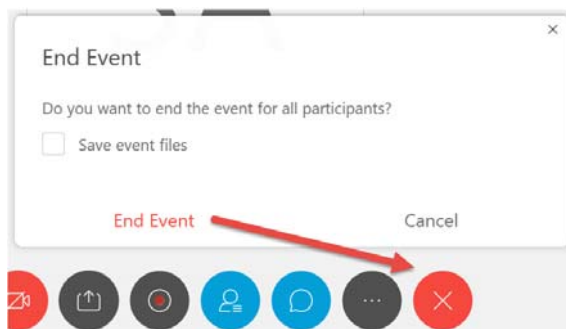
## Invite New / Missing Students or visitors during Live Online Class / Meeting



## Unlimited Recording on Cloud or local PC

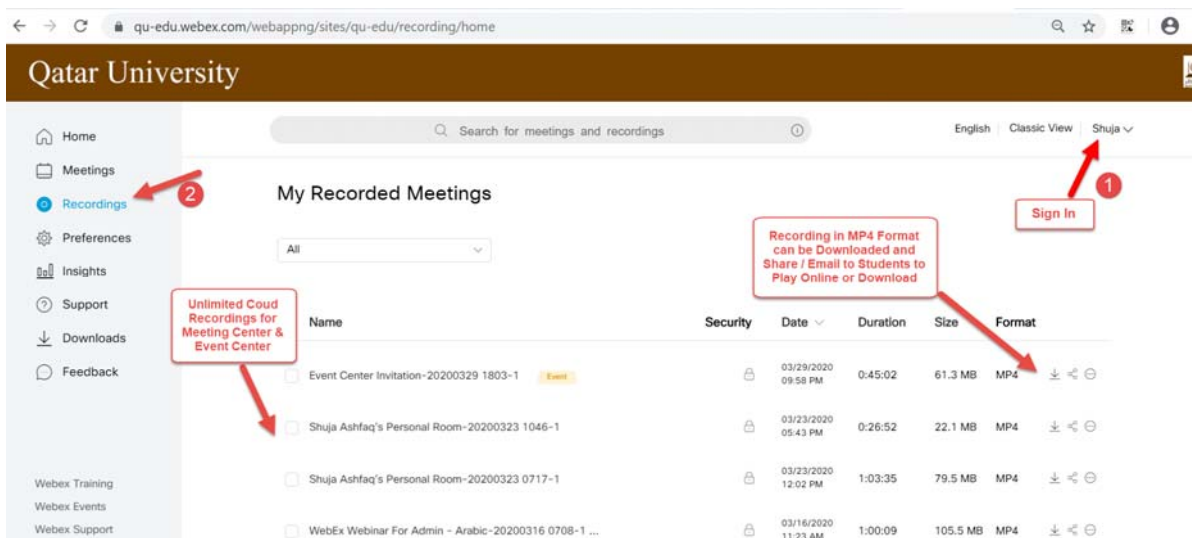


## End the Meeting



## Recording (Unlimited Cloud Storage) – MP4 Format, Share & Download

<https://qu-edu.webex.com>



Qatar University

Search for meetings and recordings

English Classic View Shuja

Home Meetings **Recordings** Preferences Insights Support Downloads Feedback

Webex Training Webex Events Webex Support

**My Recorded Meetings**

All

Unlimited Cloud Recordings for Meeting Center & Event Center

Recording in MP4 Format can be Downloaded and Share / Email to Students to Play Online or Download

Sign In

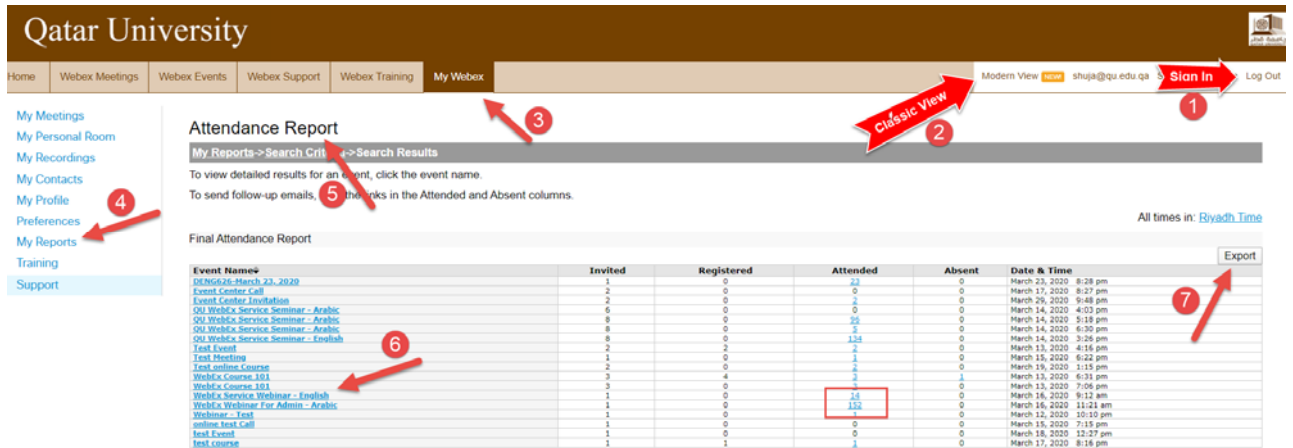
Name	Security	Date	Duration	Size	Format
Event Center Invitation-20200329 1803-1	🔒	03/29/2020 09:58 PM	0:45:02	61.3 MB	MP4
Shuja Ashfaq's Personal Room-20200323 1046-1	🔒	03/23/2020 05:43 PM	0:26:52	22.1 MB	MP4
Shuja Ashfaq's Personal Room-20200323 0717-1	🔒	03/23/2020 12:02 PM	1:03:35	79.5 MB	MP4
WebEx Webinar For Admin - Arabic-20200316 0708-1 ...	🔒	03/16/2020 11:23 AM	1:00:09	105.5 MB	MP4

## Student Attendance Report – Event Center

Sign In to <https://qu-edu.webex.com> → **Classic View**

Tab – **My WebEx** → **Reports** → **WebEx Events** → **Attendance Report**

Select Duration → **Display Report** and Download / Export in CSV format



**Qatar University**

Home Webex Meetings Webex Events Webex Support Webex Training **My Webex** Modern View **Classic View** shuja@qu.edu.qa **Sign In** Log Out

My Meetings  
My Personal Room  
My Recordings  
My Contacts  
My Profile  
Preferences  
**My Reports**  
Training  
Support

**Attendance Report**

My Reports → Search Criteria → Search Results

To view detailed results for an event, click the event name.  
To send follow-up emails, click the links in the Attended and Absent columns.

All times in: **Riyadh Time**

Final Attendance Report

Event Names	Invited	Registered	Attended	Absent	Date & Time
DENIG-26-March-23-2020	1	0	0	0	March 23, 2020 8:28 pm
Event Center Call	2	0	0	0	March 17, 2020 8:27 pm
Event Center Invitation	2	0	0	0	March 26, 2020 9:48 pm
QU WebEx Service Seminar - Arabic	6	0	0	0	March 14, 2020 4:53 pm
QU WebEx Service Seminar - Arabic	9	0	0	0	March 14, 2020 5:18 pm
QU WebEx Service Seminar - Arabic	8	0	0	0	March 14, 2020 6:30 pm
QU WebEx Service Seminar - English	8	0	128	0	March 14, 2020 3:26 pm
Test Event	2	0	2	0	March 13, 2020 4:16 pm
Test Meeting	1	0	1	0	March 13, 2020 6:22 pm
Test online Course	2	0	2	0	March 13, 2020 1:15 pm
WebEx Course 101	3	4	2	1	March 13, 2020 6:31 pm
WebEx Course 101	3	0	0	0	March 13, 2020 7:06 pm
WebEx Service Webinar - English	1	0	15	0	March 16, 2020 9:12 am
WebEx Webinar For Admin - Arabic	1	0	152	0	March 16, 2020 11:24 am
Webinar - Test	1	0	0	0	March 13, 2020 10:10 pm
online Test Call	1	0	0	0	March 16, 2020 7:15 pm
Test Event	1	0	0	0	March 16, 2020 12:27 pm
Test Course	1	1	1	0	March 17, 2020 8:16 pm

Export