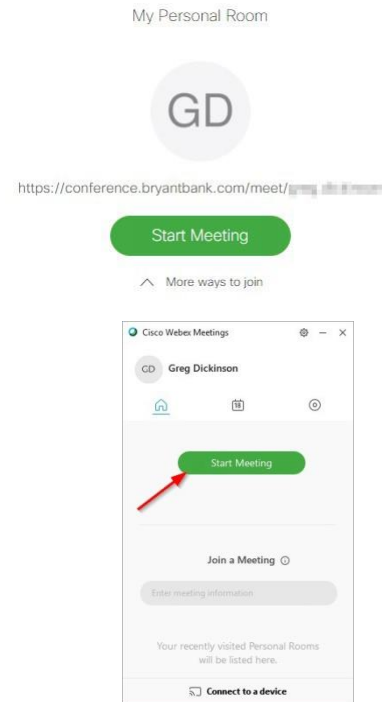


WebEx Usage

This document will detail how to log into the WebEx site, schedule meetings using both the website and the productivity tools, and tools for hosting meetings.

WebEx Login Using the Website

- 1.) Open a web browser to <https://conference.bryantbank.com>
- 2.) Enter your company email address and Windows password.
If you are unable to sign in here, please open a work order.
- 3.) An immediate meeting can be scheduled by using your personal room in Modern View:



Or Clicking on Start Meeting in this Classic View:

- 4.) A meeting can be scheduled directly from the website by clicking “Schedule Meeting” and completing the form below

Schedule a Meeting

* Meeting topic

Meeting password

Date and time Monday, Feb 8, 2022 1:00 pm Duration: 1 hour (UTC-06:00) Central Time (US & Canada)

Recurrence

Attendees Separate email addresses with a comma or semicolon.

Show More

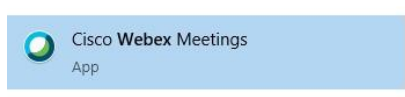
- a. The meeting topic will appear on the invitation
 - b. The meeting password is optional.
 - c. Select the date, time and duration for the meeting
 - d. Any attendee email addresses entered will receive a meeting invitation from the WebEx system for the date and time entered.
 - e. The meeting organizer will also receive a meeting invitation from the system; there is no need to enter your email address in the “Attendees” field.
- 5.) Any scheduled meetings will be listed in the box at the bottom of the screen.

WebEx Login Using Productivity Tools

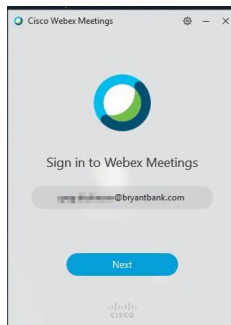
Every bank-owned computer has the WebEx productivity tools installed. After logging in, a meeting can be scheduled from these productivity tools, or from Outlook.

To log in to WebEx:

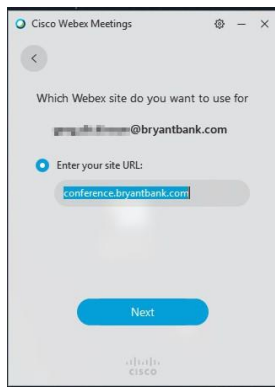
- 1.) Click on the Start Menu (or search for “WebEx” in the search bar)



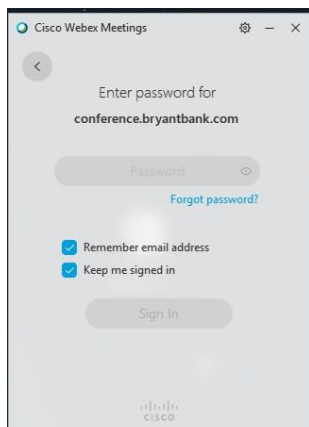
- 2.) Enter your bank email address for the user ID and click “Next”:



- 3.) In the URL field enter “conference.bryantbank.com” and click “Next”:



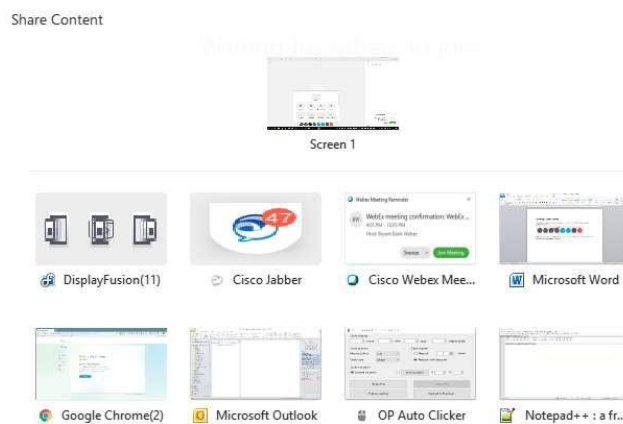
- 4.) Enter your current Windows password



As the presenter during a WebEx meeting, this icon will be displayed on the screen. It can appear across the bottom or the top of the screen.



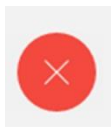
Clicking on this “Share” icon will allow the presenter screen to be displayed on all attendee’s screens. A list of available monitors and applications will display. Click on the appropriate screen to share. See the example below:



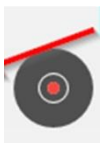
Clicking on the top screen section will share anything that is displayed on that screen.

Clicking on an application window below the list of monitors will only share the contents of that window and no other information from your PC.

From the presenter control panel, this button ends the WebEx Meeting.

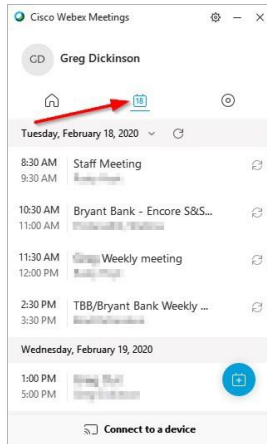


From the presenter control panel, this button records the WebEx Meeting.



Additional Functions:

The calendar feature of WebEx will display upcoming meetings.



If the meeting was recorded, the list of meetings will be displayed for easy retrieval. Recording is not available for all WebEx users.

