WolfMeeting

WolfMeeting, the on premise deployment of WebEx at NC State, provides real time video, audio and collaboration tools from any internet connected computer, iOS or Android device.

This guide will detail:

1. How to access WebEx (WolfMeeting)
2. The types of meetings: “Meet Now” vs. “Schedule”
3. How to set up your meeting (invitees are not limited to NC State employees)
4. Collaboration tools (including how to share your desktop)
5. Resetting your password

Accessing WolfMeeting:

1. For information on requesting a WolfMeeting account, visit http://go.ncsu.edu/webex.
2. Once you receive confirmation of your account creation, visit https://wolfmeeting.ncsu.edu and log in using your unity id and password.

Types of meetings:

Meetings can be scheduled at any time, either immediately or scheduled in the future. Click the button “Meet Now” to start a meeting immediately or “Schedule” to schedule a meeting for the future. A few notes:

- Invite guests via their email address.
- Guests will join your meeting from the link in the email message they receive.
- Meetings are not limited to NC State employees. Meetings can be scheduled with anyone with a valid email address.
- Participants without a computer can enter the conference via phone (audio only).
- Participants with a computer without video capability can enter the conference. A microphone or telephone is required to participate with audio.
- The limit for any meeting is 100 participants.
- Scheduled meetings will automatically be added to your Google calendar.
Scheduling an immediate “Meet Now” meeting:

To schedule a meeting immediately, choose “Meet Now”

1. You will first be prompted to set up your audio preferences for this meeting. You can choose to either use your phone or use your computer with a microphone.

   To call using your computer (and microphone), click the “Call Using Computer” button. You will have the option to test your microphone once making the choice to use your computer.

   If you wish to use your phone set for audio, you’ll need to specify from which number you will be participating. Click the drop down arrow next to “Use Phone” to specify your phone options. The default will be your campus desk phone. If you wish to use a different number, you will need to use the dropdown menu to choose to either “Call me at a new number” and enter the number at which the system can call you or “I will call in” and call the number specified by WolfMeeting for your meeting.

Note: Each guest that joins the conference will need to specify their audio preferences.
To invite guests to your meeting, click on “Invite & Remind”.

- Enter in each guest’s email address (use a comma between each address). Once you are finished entering addresses, click “Send”, then “Done”.
- Upon receiving the email, guests can enter via their computer or by phone. Phone guests can call the number listed in the email to join the conference.
- If you prefer to invite phone guests by calling them directly, use the following instructions.
  - Click on “Invite & Remind”
  - Click on the Phone Tab.
  - For off-campus numbers: Enter the 10 digit number (ex: 555-555-1212) and click “Call”.
  - For internal (on campus) numbers, check the box labeled “Use an Internal Number” and enter the 5 digit extension (ex: 51212) and click “Call”.

  **Note:** The caller id on phone calls dialed from WebEx will be 919-515-2011.

- Participants can be added at any time during a meeting by clicking on the “Participant” menu, choosing “Invite & Remind” and adding the email address or phone number of the people you want to invite.
Scheduling a meeting in the future:

To schedule a meeting in the future, click on the “Schedule” button.

Fill out the requested information to schedule the meeting. To schedule more than one participant, enter the email addresses and click on the “+” or press the “Enter” key between each one. A meeting password is not required but can be used if desired. Once you click “Schedule It!,” the meeting will automatically be updated on your Google calendar.

Upon joining the conference at the specified date and time, each participant will be prompted to specify their audio preferences for that meeting. See Page 2 of this guide for instructions on audio settings.

To invite guests, follow the instructions on Page 3 of this guide.

To schedule a recurring meeting, click on the down arrow next to “Recurrence” and choose the schedule you want to use for your meeting.
Joining a meeting:

There are many ways to join a WebEx meeting:

- Join via your computer by clicking on the link in the email message or calendar appointment.
- Join via your iPhone, iPad, Android device by clicking on the meeting link. Note that you must download the WebEx application on your mobile device prior to joining the meeting.
- Call the phone number listed in the meeting request (3-WEBX) to join by telephone and enter the meeting number (found in the calendar appointment).
- Logging in via the WolfMeeting site (https://wolfmeeting.ncsu.edu), clicking the “Join by Number” button, entering the meeting number and clicking “Join”.

Note that if the meeting host has required a password, you will need to enter it to join the meeting.

Changing the host/presenter during a meeting

To change the host/presenter during a meeting, the host can drag the blue/green ball next to his/her name in the “Participants” window and drop it next to the person he/she wishes to make the host. This will give that person access to do a presentation, share desktops/applications, edit whiteboards, etc. A host/presenter can also be changed by highlighting the person in the “Participants” window, clicking on the “Participants” menu, choosing “Change Role to”, and choosing the role.

Muting/Unmuting participants

The host can choose the “Mute on Entry” option to mute all participants as they join the meeting. He/she can also choose “Mute All” or “Unmute All” at any time during the meeting. These options can be found under the “Participant” menu item.
Collaboration Tools

Sharing your desktop or applications:

Once your meeting is established, click “Share my Desktop”

- You can share your whole desktop or just specific documents or applications. Use the down arrow next to “Share My Desktop” to specify what you wish to share.

- The green outline around the screen indicates you are sharing.

Move your cursor to the top center of your screen to see a control bar that allows additional functionality:

- Stop Sharing – Click the red circle to stop sharing your desktop
- Pause – Pauses your sharing session
- Share – Allows you to share other applications/documents, create a whiteboard, launch and share a browser window
- Assign – Make a guest a Presenter (allows a guest to share their desktop), allow a guest to control your desktop or allow a guest to annotate a document
- Audio – Change your audio preferences
- Mute Me/Unmute Me – Mute or unmute your microphone
- Participants – Bring up the Participants window to invite/remind other participants
- Chat – Bring up a chat window
- Annotate – Bring up annotate tools
- Recorder – Bring up the recording window to start/stop recording your meeting
- The down arrow at the end of the bar provides additional functionality, such as adding participants to the meeting, ending the sharing session, ending the meeting, etc.
Adding a whiteboard to your meeting:

The host can add a whiteboard at any time during the meeting. To open a new whiteboard, click on “New Whiteboard” in the upper right corner of the window. The screen will show a blank whiteboard that the host can draw or write on. In order for other participants to write on the whiteboard, the host must make them a presenter.

The host of the meeting will have the option to save the whiteboard when closing the whiteboard or ending the meeting.

Recording a Meeting:

The host of the meeting can record the meeting. To record, click on the “Record” button in the upper right side of the window.
The recording can be paused on stopped using the controls on the bottom right corner of the window.

After clicking on “End Meeting”, the host will be asked whether they want to end the meeting for all participants and whether they wish to share the recording with the invitees. If you are ready to end the meeting and wish to share the recording, ensure that the check remains in the box next to “Share meeting recording with invitees”. If you only wish to share it with some of the invitees, click on the arrow next to “Edit List” and choose the participants with whom you want to share the recording. Click on “End Meeting” to end the meeting. Note that meeting recordings can be shared at a later time, as well.

**Accessing recorded meetings:**

Your recorded meetings will be available under the “Recordings” tab upon logging into WolfMeeting. (Note that recordings will not appear immediately after your meeting, please allow 5-10 minutes for recordings to show in the list.)

Clicking on the meeting will launch the WebEx player to play the meeting back. Clicking on the arrow under “Options” will allow you to play, share, download or delete the recording.
To share the recording from the menu, choose “Share” and enter the email addresses of the people with whom you wish to share the recording. Click send once all of the email addresses have been added.

To download the recording, click on the “Download” option. Note that you will need the WebEx Network Recording Player in order to play your downloaded file. Choose “Download Player” and save the file. After running the installation for the player, you’ll be able to access your downloaded meeting files.

**Chatting with participants:**

Participants can chat during the meeting by using the chat window on the right side of the screen. There is an option to send the chat message to everyone in the meeting or to an individual. When sending to an individual, you must choose the person from the dropdown list before clicking the send button.
Ending a Meeting

The host can end the meeting by clicking on the button on the bottom right side of the meeting window and choosing “End Meeting”. If the host wants to leave the meeting without ending it, he/she must make another participant the host before leaving the meeting.

Personal Conferencing

Personal conferencing allows you to set up an account from which you can set up personal, secure phone conferences using the WebEx server. The server provides you with a host code as well as a participant access code from which everyone can dial in to a phone conference. Personal conferencing also allows you to start your online WebEx meetings by dialing in via a telephone and later joining online. For more information on setting up personal conferencing for your account, see go.ncsu.edu/webex-personal-conferencing

Resetting a lost or forgotten password:

Your WolfMeeting password is synchronized with your campus unity account. In order to reset your WolfMeeting password, you will need to reset your unity account password at https://sysnews.ncsu.edu/passwd/

Obtaining Additional Help

Cisco provides additional WebEx help via How-To Videos, User Guides, and Frequently Asked Questions. To access this information, login to the WolfMeeting website (https://wolfmeeting.ncsu.edu) and click on the Help link in the menu bar. Additional information, including Frequently Asked Questions, training videos, etc can be found on our website at go.ncsu.edu\webex. If you have additional questions, please contact the NC State Help Desk at help@ncsu.edu or 919-515-HELP (4357).