# 3CX Webmeeting Guide

Need to hold a remote meeting or conference? Look no further than your 3CX phone system! Integrated within the 3CX web client is the ability to host a WebMeeting for a video or audio conference meeting. Attendees **do not** need to have a 3CX phone system.

1) Log in to the Web client: (The link and credentials can be found in the phone system welcome email. If you need a new welcome email, please reach out to ATG via email (voicesupport@atgfw.com) or phone (260-482-2844)
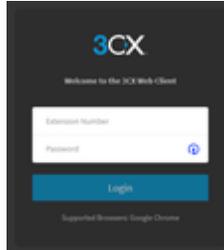
2) After logging in you will be brought to the main page of the web client. Click on the schedule conference on the left side of the web page.
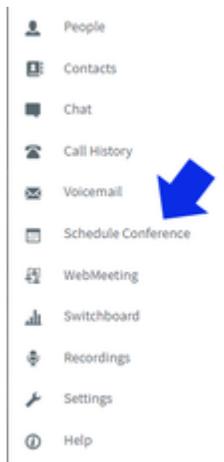
3) After clicking "Schedule Conference" you will be brought to the page like below.
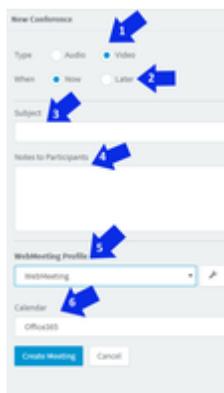
#1 Select **Audio** or **Video** conference

**#2** Select the time whether it is **Now** or needs to be scheduled for a **Later** date

#3 Enter a **Subject**. This will be the email subject sent to the recipient

#4 Enter any **Notes** necessary for the meeting

#5 Select which **WebMeeting Profile** you would like to use. Different WebMeeting profiles can have different settings (such as Organizer must connect first, Everyone is an Organizer, or Hide all Participants from each other)

#6 Select which calendar you would like to attach this to (i.e. if you have Office365 Outlook you would use that)

4) After selecting "Create Meeting" (shown above) you will be shown this page.
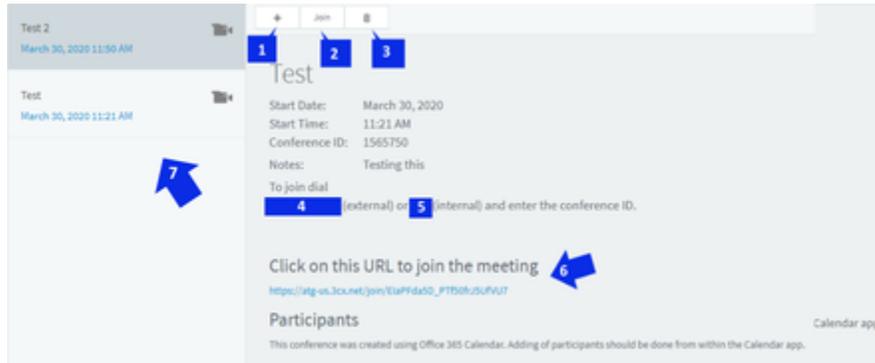
#1 Create a **New Conference**

#2 Join the current conference you are selecting

#3 Delete the current conference you are selecting

#4 Phone Number for **External Participants**

**#5** Phone Number for **Internal Participants**

#6 Meeting **URL** will be shown here which can be clicked to join as well. This will also be the **URL** given to participants in their email.

List of Conferences

5) After clicking the link provided ensure the name is correct and then press "Log in".

6) Now that you are logged in a WebMeeting has been started. Here is a list of the features and where they are:
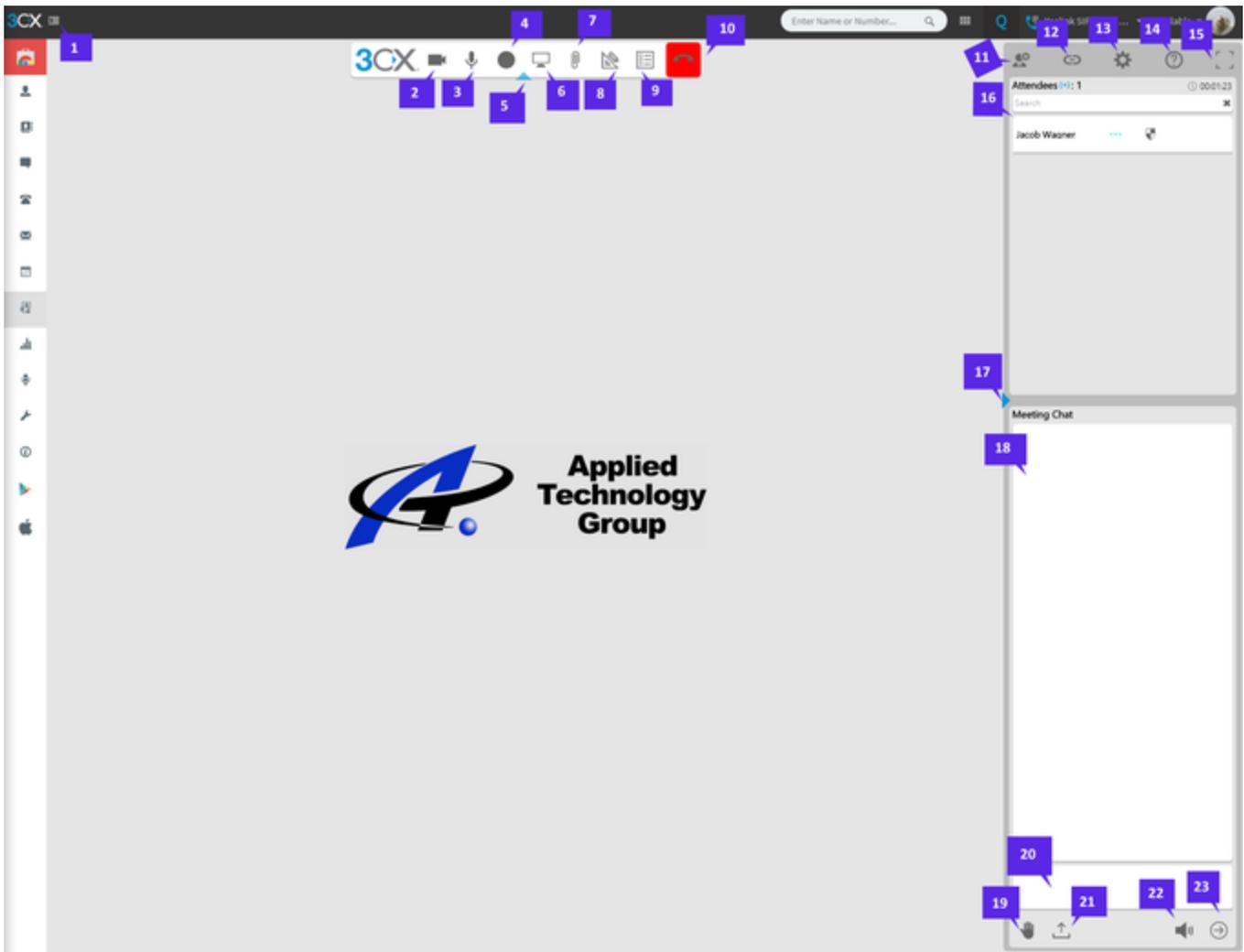
#1 Collapse side menu bar.

#2 Turn personal camera On/Off.

#3 Turn personal microphone On/Off.

#4 Start recording, must have screen share or camera on for anything to be captured. (recordings are emailed to organizer once the meeting has ended and everyone exits.) (**Recordings are automatically deleted after 7 days or once a meeting is deleted. The recording is sent to the organizer's email once the meeting is completed.)**

#5 Collapse top menu bar.

#6 Turn on Screen Share, will be able to select which screen to share if you have multiple screens hooked up to a computer or laptop. (can share application window or chrome tab instead of the whole screen)

#7 Share PDF. Select upload in the bottom left of share documents repository, file explorer will open and select the file you would like to share, once you have selected the file click share in the bottom right of **Shared Documents Repository**. Once you are done sharing the document select the **Stop Sharing** at the bottom of the page, on the right side of the menu bar. **Note: This is just for showing participants PDF files not transferring a document to them, See (#21 & #18) for how to share documents.**

#8 Whiteboard. The presenter is able to draw on the whiteboard.

#9 Start a poll. Select **New** in the bottom right of the **Polling Repository** and fill out a new poll. Once you are finished creating poll select **Save** i n the top right. Then when you are back in the **Polling Repository** select the poll you wish to run and click submit in the bottom right.

#10 End Meeting.

#11 Invite Participants. A link will be created for your WebMeeting and can be shared with others to join the WebMeeting. You can additionally add participants by email.

#12 Copy WebMeeting URL link. The link can be shared with others to join the webmeeting.

#13 WebMeeting Settings.

#14 Help.

#15 Full-Screen.

#16 Participants. Displays the participants along with options to **Turn On/Off Camera and Microphone**. If you have multiple presenters or wish to give someone admin rights click the "…" next to their name.

#17 Collapse Attendees and Chat sidebar.

#18 Meeting Chat. If someone puts something in chat it will display here. Additionally, participants can upload documents for others to view/download.

#19 React. Participants can use this feature to commit quick reactions to let the presenter know they have a question, they agree with something, that they wish to speak, and more.

#20 Meeting Chat Text Box. This is where you would enter something if you wish to put something into the **Meeting Chat (#18)**.

#21 Upload File. Like **(#18)** you can use this button to share a document with participants.

#22 Chat Notification Sounds. Toggle notification sounds from chat On/Off.

#23 Send. Send a chat to the WebMeeting Chat.