



Alaska Department of Transportation & Public Facilities

WebEx Meeting Setup

Steven Rzepka, PE

July 17, 2018

Keep Alaska Moving through service and infrastructure



Outline

- Step 1: Signing In and Setting Up Meeting
- Step 2: Starting a Meeting
- Step 3: Features Within WebEx Meetings
 - **WebEx viewers likely won't be able to see this portion of the presentation



PART 1

Signing In and Setting Up Meeting

WebEx Homepage

State of Alaska
Official Alaska State Website

[Sign in](#)

[Home](#)

[Support](#)

English
Classic View

Webex Training
Webex Events
Webex Support

Join a Meeting

Enter the meeting number or the host's Personal Room ID. ⓘ

Webex Personal Room

Meet even faster in your own permanent Personal Room.

<https://stateofalaska.webex.com/>

Login or Sign Up



State of Alaska
Official Alaska State Website

Log in to your account

I already have an account:

Username:

Password:

☐ Keep me logged in

Log In

[Forgot your username or password?](#)

I do not have an account:

Sign up for an account to

- speed up meeting registration
- track meetings to which you are invited
- schedule and start meetings

Sign Up





Notes About...


Signing Up

- Any SOA employee is eligible for an account through this link

Logging In

- Username: First.Last
- Password does not auto update with SOA accounts

Home Screen

**State of Alaska**
Official Alaska State Website

Steven ▾

[Home](#)

[Meetings](#)

[Recordings](#)

[Preferences](#)

[Support](#)


English
Classic View

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My Personal Room



<https://stateofalaska.webex.com/meet/steven.rzepka>

[Start Meeting](#) ▾


^ More ways to join


Join a Meeting

Enter the meeting number or the host's Personal Room ID. ⓘ


>

Recent Personal Rooms



 [Schedule a Meeting](#)

Upcoming Meetings



Tue, Jul 17
9:00 am - 12:00 pm

Steven Rzepka
QDM #62

[Start](#)

Schedule A Meeting

The screenshot shows the 'My Webex Meetings' dashboard for a user named Steven. A red arrow points to the 'Schedule a Meeting' button. Below this button is a date range selector set to '07/16/2018 - 07/22/2018'. A table lists a meeting for Tuesday, July 17, from 9:00 am to 12:00 pm, hosted by Steven Rzepka (QDM #62). A 'Start' button is visible next to the meeting entry. The left sidebar contains navigation links for Home, Meetings, Recordings, Preferences, and Support, along with language and view settings.

State of Alaska
Official Alaska State Website

Steven ▾

Home

Meetings

Recordings

Preferences

Support

English

Classic View

Webex Training

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My Webex Meetings

[Schedule a Meeting](#)

07/16/2018 - 07/22/2018 ▾

SR	Tue, Jul 17 9:00 am - 12:00 pm	Steven Rzepka QDM #62	Start
----	-----------------------------------	--------------------------	-----------------------

Meeting Specifics

**State of Alaska**
Official Alaska State Website

Steven ▾

[Home](#)
[Meetings](#)
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English
Classic View

Webex Training
Webex Events
Webex Support

Schedule a Meeting

* Meeting topic

A Meeting About Meetings

Meeting password

Date and time

Monday, Jul 16, 2018 12:00 pm

Duration: 1 hour ▾

(UTC-09:00) Alaska ▾


☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Schedule

Meeting Specifics

**State of Alaska**
Official Alaska State Website

Steven ▾

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English
Classic View

Webex Training
Webex Events
Webex Support

Schedule a Meeting

* Meeting topic

A Meeting About Meetings

Meeting password

Recommend leaving this blank

Date and time

Monday, Jul 16, 2018 12:00 pm

Duration: 1 hour ▾

(UTC-09:00) Alaska ▾


☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Schedule

Meeting Specifics

**State of Alaska**
Official Alaska State Website

Steven ▾

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English
Classic View

Webex Training
Webex Events
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Schedule a Meeting

* Meeting topic

A Meeting About Meetings

Meeting password

Date and time

Monday, Jul 16, 2018 12:00 pm

Duration: 1 hour ▾

(UTC-09:00)


☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Schedule

Meeting Specifics

**State of Alaska**
Official Alaska State Website

Steven ▾

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English
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Schedule a Meeting

* Meeting topic

A Meeting About Meetings

Meeting password

Date and time

Monday, Jul 16, 2018 12:00 pm

Duration: 1 hour ▾

(UTC-09:00) Alaska ▾


☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Schedule

Meeting Specifics

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Schedule a Meeting

* Meeting topic

A Meeting About Meetings

Meeting password

Date and time

Monday, Jul 16, 2018 12:00 pm

Duration: 1 hour ▾

(UTC-09:00) Alaska ▾


☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Schedule

Your Meeting Is Scheduled

**State of Alaska**
Official Alaska State Website

Steven ▾

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[Preferences](#)
[Support](#)

English
Classic View

Webex Training
Webex Events
Webex Support

[Back to Meeting List](#)

A Meeting About Meetings

Hosted by Steven Rzepka

12:00 pm - 1:00 pm | Monday, Jul 16 2018 | (UTC-09:00) Alaska

[Start Meeting](#) ▾

Meeting Information

[Copy](#)

Meeting link:

<https://stateofalaska.webex.com/stateofalaska/j.php?MTID=m8dc22dc9511f6c165e3106c1c8ffed>

Meeting number:

800 237 868

Host key:

323727

More ways to join

Join by phone


1-855-244-8681 Call-in toll-free number (US/Canada)
1-650-479-3207 Call-in toll number (US/Canada)
Access code: 800 237 868
[Toll-free calling restrictions](#)



PART 2

Starting a Meeting

Start Your Meeting

**State of Alaska**
Official Alaska State Website

Steven ▾

[Home](#)
[Meetings](#)
[Recordings](#)
[Preferences](#)
[Support](#)

English
Classic View

Webex Training
Webex Events
Webex Support

My Webex Meetings

Schedule a Meeting

07/16/2018 - 07/22/2018 ▾

SR	Mon, Jul 16 12:00 pm - 1:00 pm	Steven Rzepka A Meeting About Meetings	Start
SR	Tue, Jul 17 9:00 am - 12:00 pm	Steven Rzepka QDM #62	Start



Your Meeting is Starting

The screenshot displays the Cisco WebEx Meeting Center interface. At the top, the title bar reads "Cisco WebEx Meeting Center". Below it is a menu bar with "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". A secondary bar contains "Quick Start", "Meeting Info", and a "+" button for "New Whiteboard".

The main content area on the left features a circular profile icon with the initials "SR". To its right, the meeting title "A Meeting About Meetings" is displayed. Below the title, the host information is shown: "Host: Steven Rzepka" and "Meeting number: 800 237 868". There are two buttons: "Record" (with a microphone icon) and "End Meeting" (with a red X icon).

Below this section are three large circular icons with labels and "More Options" links:


- I Will Call In**: Represented by a telephone handset icon.
- Share Screen**: Represented by an upward-pointing arrow icon.
- Invite & Remind**: Represented by a person icon with a plus sign.

The right sidebar contains several panels:


- Participants**: Shows a list of participants under the heading "Speaker:". The only participant listed is "Steven Rzepka (Host, me)" with a small circular icon next to the name.
- Recorder**: A panel at the bottom right with the heading "Recorder" and a sub-label "Select button to record on server". It contains two buttons: a microphone icon (selected) and a square icon.

The bottom left corner of the interface features the Cisco logo.

Connecting to Audio




Audio and Video Connection

 Select Audio Connection

Call Me

▼


 +1

▼

907-269-0592


▼

☒ Remember phone number on this computer

 Select Video Connection

No Video

▼




We can't detect a video camera device. Make sure your camera device is connected and try again.

Connect Audio

[Skip](#)

Connecting to Audio



Select Audio Connection

I Will Call In

1. Call

1-855-244-8681 (Call-in toll-free number (US/Canada))
1-650-479-3207 (Call-in toll number (US/Canada))


2. Enter this access code:
800 237 868 #

3. Enter your Attendee ID:
31 #

Skip

Select Video Connection

No Video



We can't detect a video camera device. Make sure your camera device is connected and try again.

Audio

Meeting Control Panel

The screenshot displays the Cisco WebEx Meeting Center interface. At the top, the title bar reads "Cisco WebEx Meeting Center" with standard window controls. Below this is a menu bar with "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". A secondary bar contains "Quick Start", "Meeting Info", and a "+" icon for "New Whiteboard".

The main content area on the left features a circular profile icon with the initials "SR" next to the meeting title "A Meeting About Meetings". Below the title, it lists the host as "Steven Rzepka" and the meeting number as "800 237 868". There are two buttons: "Record" (selected) and "End Meeting".

Below these are three large circular icons with labels and "More Options" links: "I Will Call In" (phone icon), "Share Screen" (upload icon), and "Invite & Remind" (person with plus icon). The Cisco logo is in the bottom left corner.

On the right side, there is a "Participants" panel showing a list of participants under the heading "Speaker:". The only participant listed is "Steven Rzepka (Host, me)". Above this panel are icons for "Participants", "Chat", "Recorder", and "Notes". Below the "Participants" panel is a "Recorder" panel with a dropdown menu and a button to "Select button to record on server". A "Connected" status indicator is in the bottom right corner.



Alaska Department of Transportation & Public Facilities

DOT&PF | State of Alaska

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Posting Campaign Signs in Rights-of-Way

visit dot.alaska.gov/campaignsigns
for information on posting signs in Alaska's rights-of-way

511 Traveler Information

Aviation & Airports

Ferries

Roads & Highways

Measures & Commercial Vehicles

Facilities Services

Transit

Bicycles & Pedestrians

Marc Luiken
COMMISSIONER

Our mission is to **"Keep Alaska Moving** through service and infrastructure."
[View the DOT&PF Strategic Plan](#)

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How Do I....?

- ASK DOT&PF!
- Contact the **DMV** (Division of

DOT&PF in the News

- July 9: DOT&PF reminds Alaskans of laws guiding campaign signs
- June 29: AMHS M/V Columbia Incident Reported
- June 5: Fairbanks International Airport Manager Jeff Roach Earns Airport Accreditation
- May 31: Record of Decision Signed for Sterling Highway MP 45-60; Milestone for "Cooper Landing Bypass Project" allows project to move into design.
- May 31: DOT&PF Seeks Public Review of 2018/2019 Winter Ferry Schedule
- May 29: Deputy Commissioner John Binder Earns Professional Airport Accreditation; *Binder joins elite group of airport executives who have completed all*

Highlights & Current Events

- Alaska DOT&PF Projects/Gasline Corridor
- Report a Pothole
- Roundabouts in Alaska
- Juneau Egan Drive and Yandukin Intersection Improvement Project
- 2018 Construction Updates: 511 / Alaska Navigator
- Alaska Class Ferry Project
- Employee Spotlight



PART 3

Features Within WebEx Meetings



Questions

Feel free to contact me with questions

Steven Rzepka
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