Converting Existing Webex Meetings to the New Webex Website

Children’s uses Cisco Webex as the web-based tool to schedule and present virtual meetings and electronic presentations using computer, video conferencing, and phone participation.

Webex is providing Children’s with a new childrensminnesota.webex.com website to be used by account holders for scheduling meetings. Going forward, you must have a Webex account to schedule Webex meetings.

Because the URL is changing, if you have scheduled Webex meetings, any existing Webex meetings must be rescheduled on the new website and then edited in GroupWise.

Features:

- Host is no longer required to begin the meeting; anyone who has joined the Webex can present
- No longer requires manual entry of conference numbers, passcodes – Webex generates these
- Audio can be listened to via computer or telephone
- Account sharing is no longer allowed; managers must submit a Service Desk ticket requesting a Webex account for employees who schedule meetings in Webex. An account is not required to present or share during a Webex meeting.
- You can set up recurring appointments, based on frequency (for example, 3rd Tues of the month)

Set Up Your New Account

1. Children’s IT will set up your account on the new childrensminnesota.webex.com website and you will receive an email notification from Cisco <webex.comm@webex.com>.

2. Click the Activate button to enter your initial password.

This initial password will change to your Children’s network password in the near future.
Your Webex username and password will now be your Children’s email address and this new password.

3 Click **Save & Sign In** to go to the new Webex website.

4 This is your new personal Webex page. Add it to your browser Favorites or Bookmarks.

5 Click the very light gray arrow above your name.

Click this light gray arrow to display your scheduling menu options, like Webex Meetings, Webex Events, Schedule a Meeting, etc.
6 Click **Webex Meetings** to display the full menu and continue.

**How to Update Existing Webex Meetings**

Existing meetings need to be migrated from the old website to the new website, using the old Webex site, the new Webex site and your Groupwise calendar, following these steps:

- Open **My Meetings** on the old Webex website (https://childrensmn.webex.com). Then select the **All Meetings** tab.


- Update your GroupWise meeting appointments with new WebEx information. Add **New Webex** to the subject line of the GroupWise appointment that you resend.

- **Cancel** meetings from the old Webex site (https://childrensmn.webex.com)
Step 1. Open meetings on the old Webex website.

Open My Meetings on the old Webex website (https://childrensmn.webex.com). Then select the All Meetings tab.

Step 2. Schedule a new WebEx meeting

1. With All Meetings displayed, open a new browser tab and sign into your new Webex account.
2. Click Webex Meetings.
3. Click Schedule a Meeting.
4 The options for scheduling a Webex meeting on the new website are basically the same as the old website.

The Audio conference options available for WebEx meetings have changed.
- If you chose Change audio conference in the past, you can no longer enter a Children’s conference number.
- Webex auto-generates a toll-free number for your meeting. This displays in the meeting Webex sends to you.

Be sure to check the box next to Send a copy of the invitation email to me. This email will be used when updating the GroupWise appointments.
Step 3. Update GroupWise and Cancel the old Webex meeting

Update your existing GroupWise appointments with the new Webex call-in information. Follow these steps to edit the existing information without having to create a new GroupWise appointment.

1. In GroupWise, click on a meeting to open the details.

2. Click Actions in the top toolbar and click Edit.

3. Choose This Instance Forward to ensure all future meetings are updated.

4. Add New Webex to the GroupWise email subject line.

5. Copy and paste the information from the email you received from the new Webex website.

6. Resend the GroupWise appointment.

7. On the old website list of All Meetings, select meetings and then click Cancel Meeting to cancel the old Webex meetings.