



## Webex Meetings

Video meetings made simple



## Webex Teams

Continuous teamwork

in one place



University at Buffalo

Information Technology

## What is Cisco Webex?

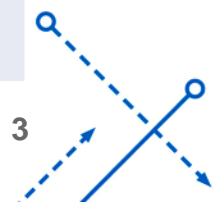
A collection of platforms enabling faculty, staff, **and** students to have fully interactive video and audio conferencing as well as persistent, group and one-to-one messaging.

All faculty and students have access to all Webex platforms.



# Webex Platforms at UB – Use Cases

Meetings	Trainings	Events	Teams
Everyday collaborative meetings or study groups	Synchronous learning sessions	Large scale events	Messaging and file sharing with individuals and groups
Presenting information	More host control	Webinars	Asynchronous discussion
Office hours	Attention indicators	Communication Announcements	Group work
Internal and external meetings	Breakout rooms	Continuing Education	
	Workshops		



# Webex Platforms at UB – Technical Capabilities

Meetings	Trainings	Events	Teams
<p>Interactive audio and video</p> <p>Up to 200 participants Including 25 hardware video endpoints</p>	<p>Interactive audio and video</p> <p>Moderated Q&amp;A</p> <p>Breakout rooms</p> <p>Polling, pre- and post-tests</p> <p>Up to 1000 participants</p>	<p>Interactive audio and video</p> <p>Moderated Q&amp;A</p> <p>Up to 1000 participants</p>	<p>Persistent messaging with individuals and groups</p> <p>File sharing</p> <p>Calls with up to 100 participants (no phone call-in)</p>

# Webex Meetings

[ub.webex.com](https://ub.webex.com)

- Interactive video calls
- Share screen, application, video files
- Chat to individuals or all participants
- Record sessions
- Connect to audio via computer or phone
- Transfer files
- Use the Meetings Desktop App to start and join meetings without going to the web site

Connects to Outlook calendar, but Outlook is not required



# Your Personal Meeting Room

- The same capabilities as a Webex Meeting
- Sessions don't need to be scheduled in advance
- The same URL every time

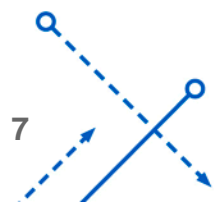
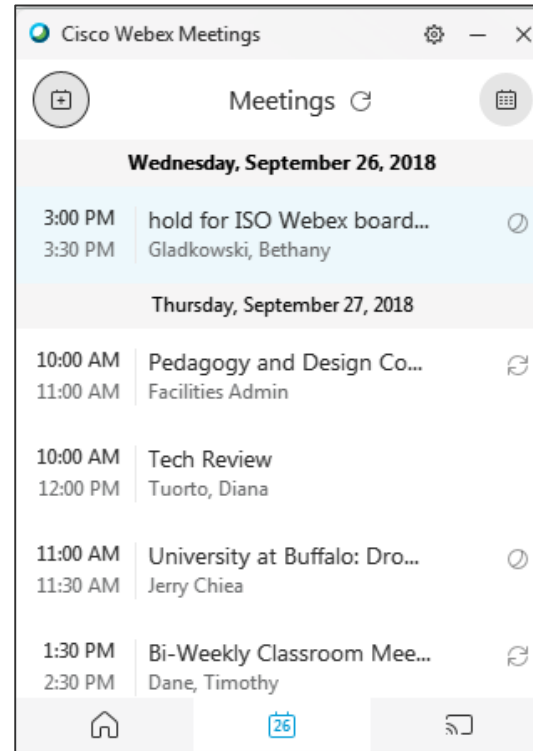
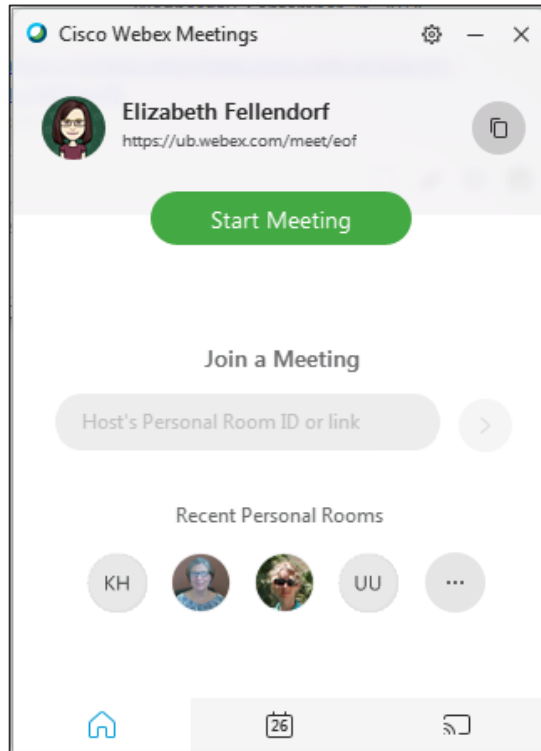
`https://ub.webex.com/meet/<your ubitname>`

Example: **`https://ub.webex.com/meet/eof`**

- Enter the room and lock the door  
Let groups in or select individuals
- Assign other people to host (start) meetings in your PMR



# Webex Meetings Desktop App



## Webex Teams

- Persistent stream of chat between individuals or teams
- Swapping and downloading of files, whiteboards, and screen shots
  - No file editing
- Invite non-UB participants to join teams, spaces, and calls



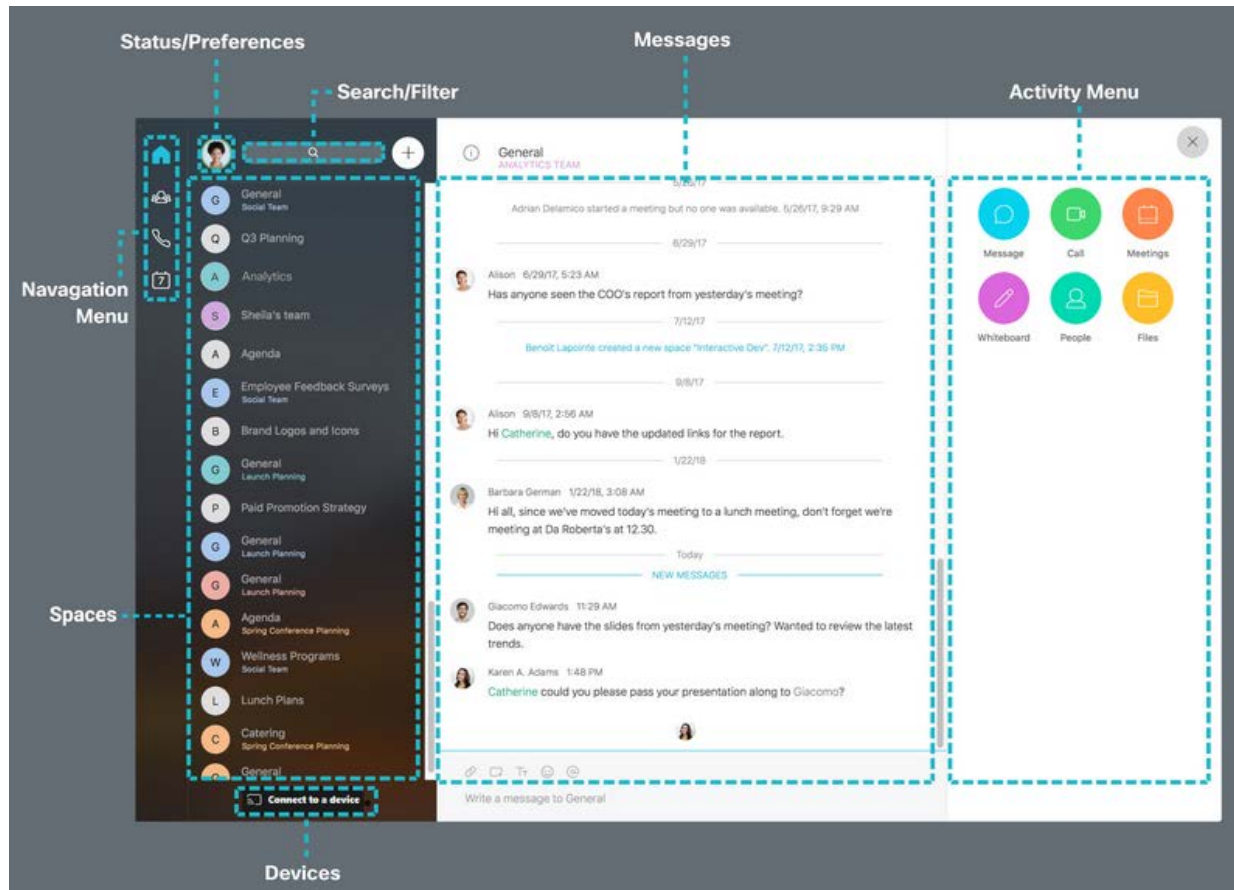


## Webex Teams

- One team can share many spaces
- Make and schedule video calls from within the Teams application
- Call interface is very similar to Webex Meetings except
  - 100 participants
  - No phone option for audio
  - No recording



# Webex Teams Desktop App



# Training

- [buffalo.edu/ubit/service-guides/conference/webex/training.html](http://buffalo.edu/ubit/service-guides/conference/webex/training.html)

Recordings

Step-by-step instructions:  
[buffalo.edu/ubit/webex](http://buffalo.edu/ubit/webex)



# Training

- Cisco Online Help  
[collaborationhelp.cisco.com](http://collaborationhelp.cisco.com)  
Cisco Webex Quick Classes  
Search for “Quick Class”  
30 minute live sessions on basic features and best practices  
Register ahead of time



# Training

- For *immediate* help contact Cisco support –  
1-866-229-3239



The background of the slide features a complex network of blue lines and arrows. Some lines are solid, while others are dashed. The arrows point in various directions, creating a sense of movement and connectivity. The lines and arrows are scattered across the right side of the slide, with some extending from the top right towards the bottom left.

# JABBER

Your UB Phone features from  
any device

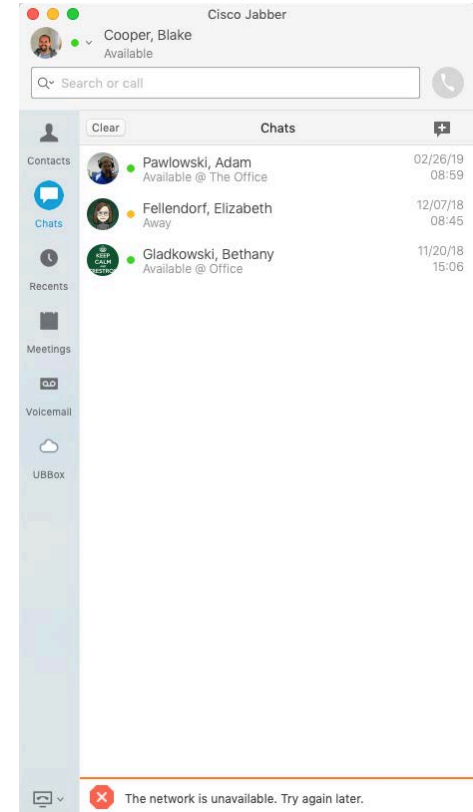


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# Jabber: voice and video calls from your computer, tablet or smartphone

- Make and receive calls anywhere
- Instant messaging & custom status
- Works with Webex
- Share desktop and files with colleagues (UBbox integrated)
  - More info. on brochures or [buffalo.edu/ubit/jabber](http://buffalo.edu/ubit/jabber)
- To get started: contact your IT support staff



# buffalo.edu/ubit/collaboration

UB Home Maps UB Directory

University at Buffalo  
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MYUB / HUB UBmail UBlearns UBbox HELP

f t v

Service Guides News and Alerts Service Lists About Us IT Policies

SEARCH INFORMATION FOR

UBIT > Service Guides > Collaboration Tools Comparison

## Collaboration Tools Comparison



### Which collaboration tool is right for me?

Compare the features of UBbox, Webex and Jabber, all available from UB.

### UBbox

**Available to:** UB students, faculty or staff

**Best for:** Unlimited, secure file storage and sharing with ability to co-edit and work offline

- Cross-device cloud storage
- Link sharing inside or outside of UB
- Document and folder collaboration
- Powerful permissions controls
- Special accounts for organizational and restricted data
- Embed files in UBlearns or Web pages
- Sync files across devices
- Offline access to files with Box Drive

[Learn more about UBbox >](#)

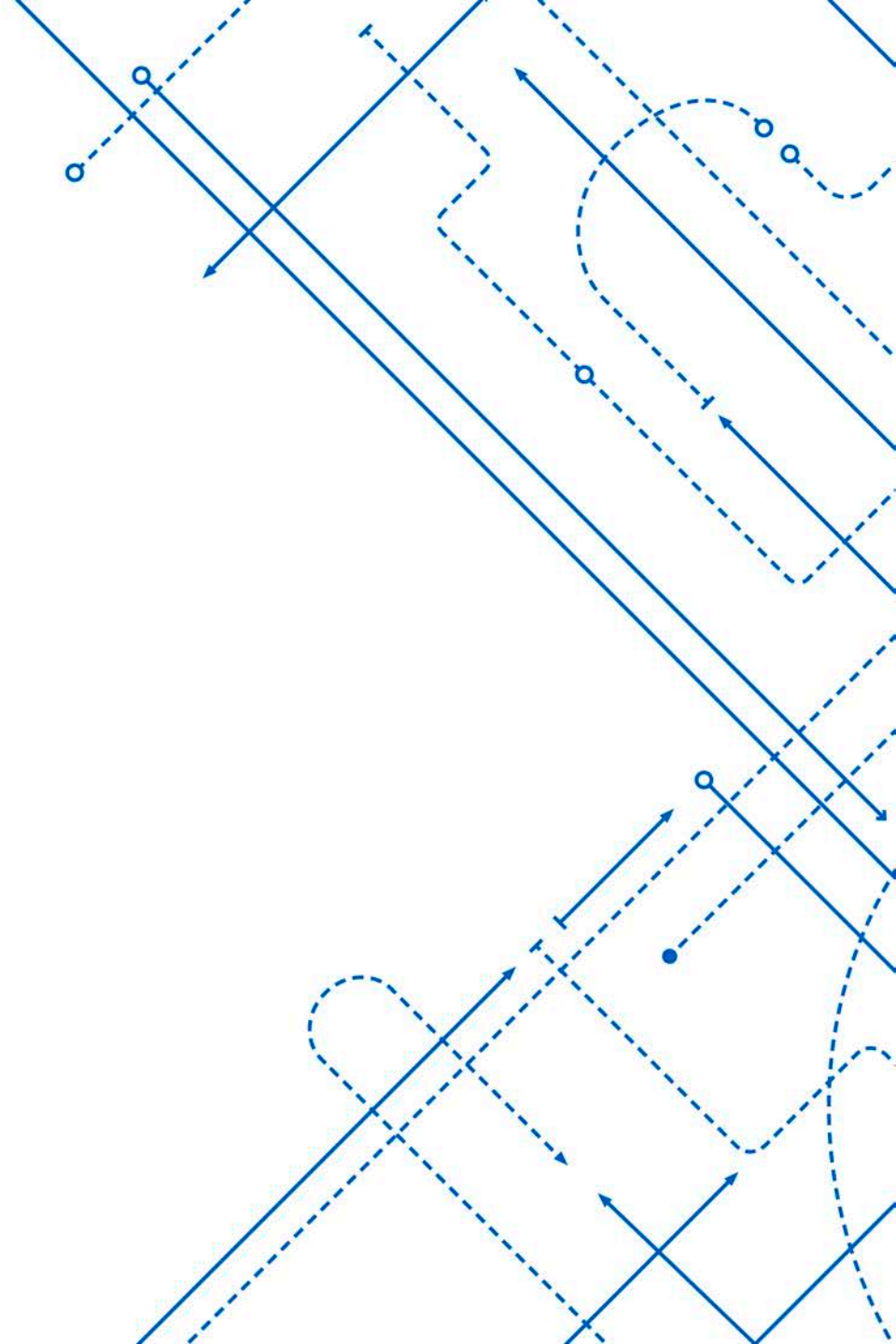
### Webex





# UBBOX

All about collaboration



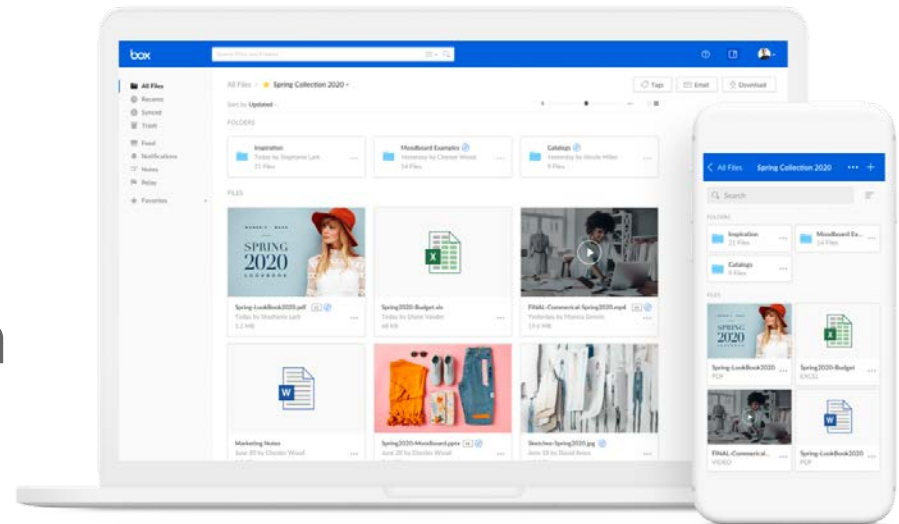


# NEW TO UBBOX?

# UBbox is unlimited, secure cloud storage

Find your files:

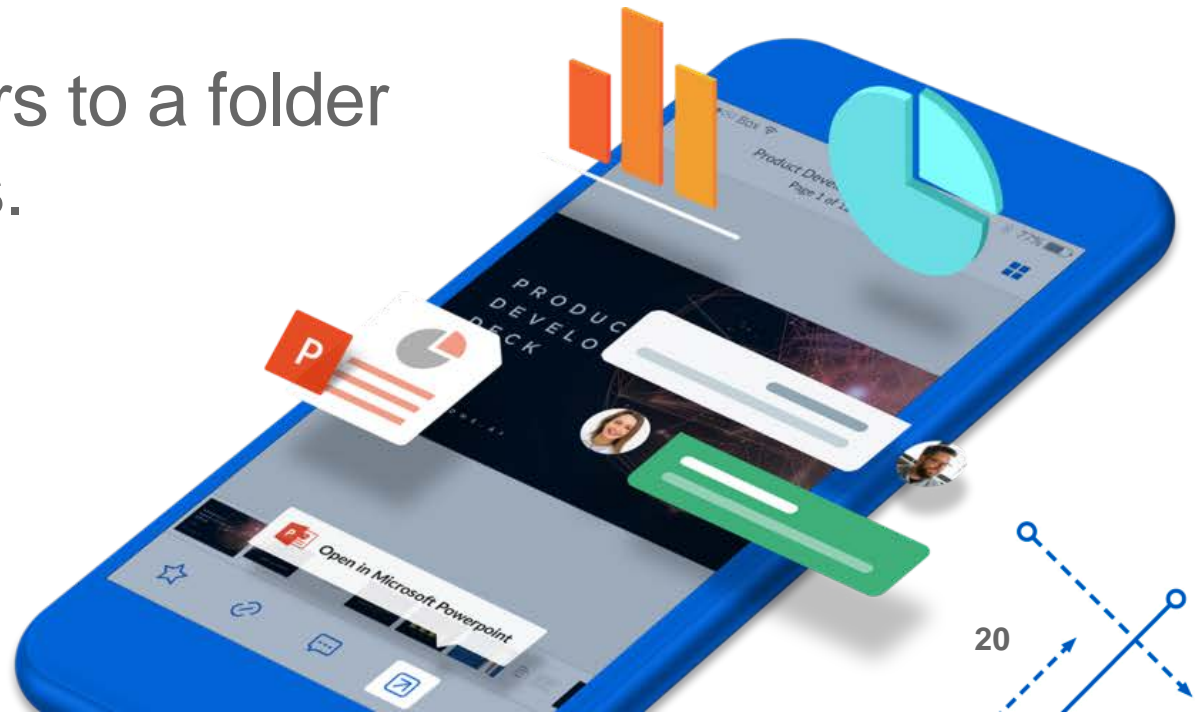
- **From a web browser** ([ubbox.buffalo.edu](http://ubbox.buffalo.edu))
- **On your desktop** with Box Drive (even offline!)
- **On your mobile device** with the Box app



# UBbox: all about collaboration

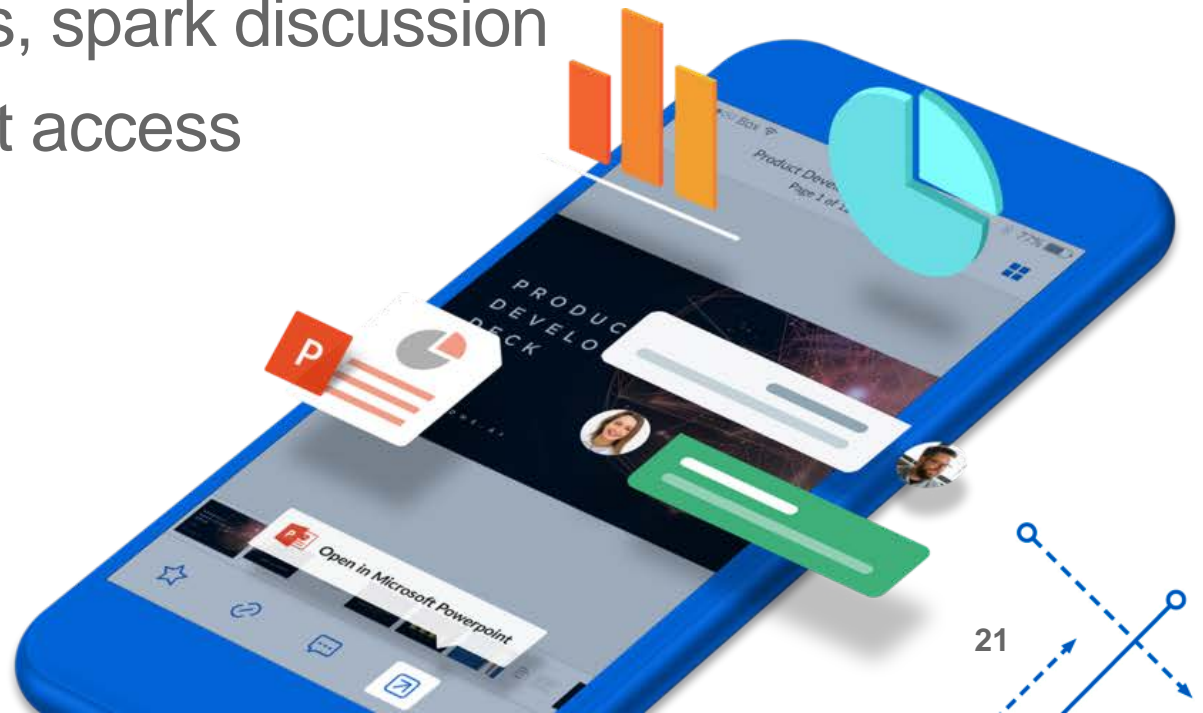
Share files with anyone by sending a link.

Invite collaborators to a folder for group projects.



# Benefits of collaborating with UBbox

- Everyone has the latest version
- See who changed what, and when
- Leave comments, spark discussion
- Manage and limit access



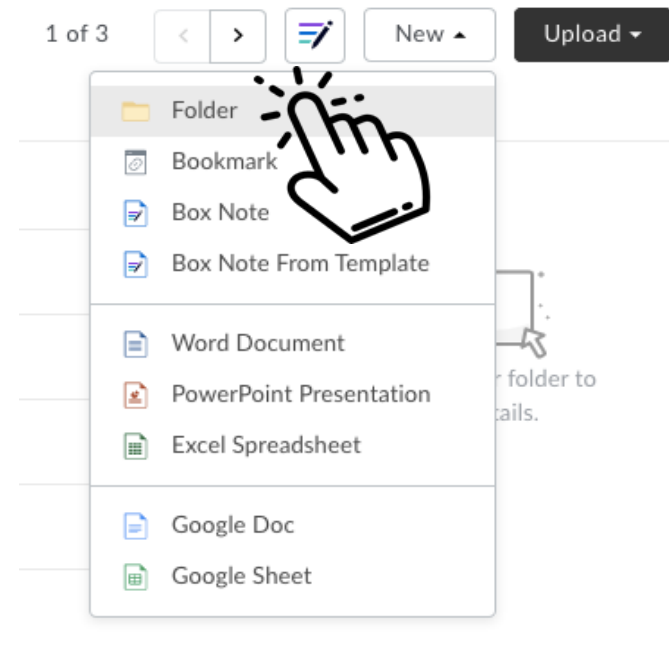
# Folders are for collaboration

In UBbox, folders are workspaces where a team collaborates.



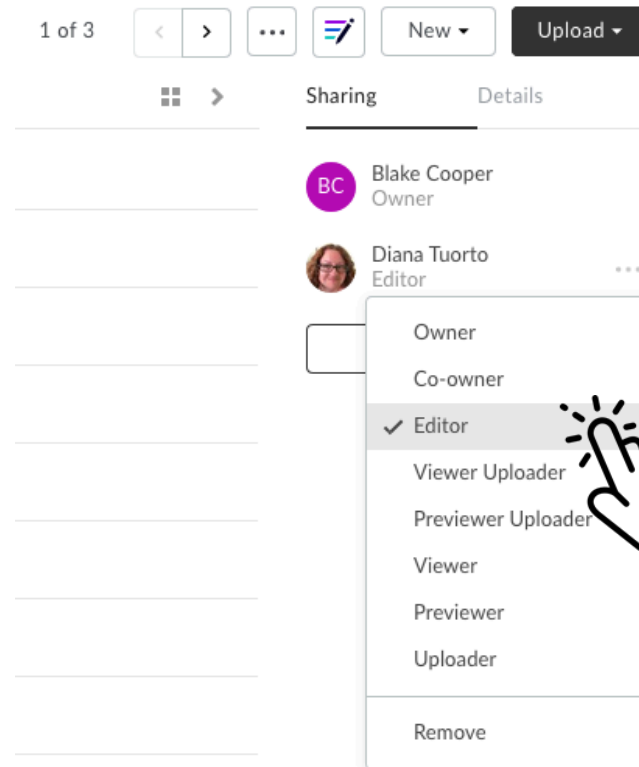
# Folders are the key to collaboration

- You “own” every folder you create
- A folder’s owner can invite others to collaborate in that folder
- Owner determines who can view, edit, delete, share or comment



# A “brief” intro to folder permissions

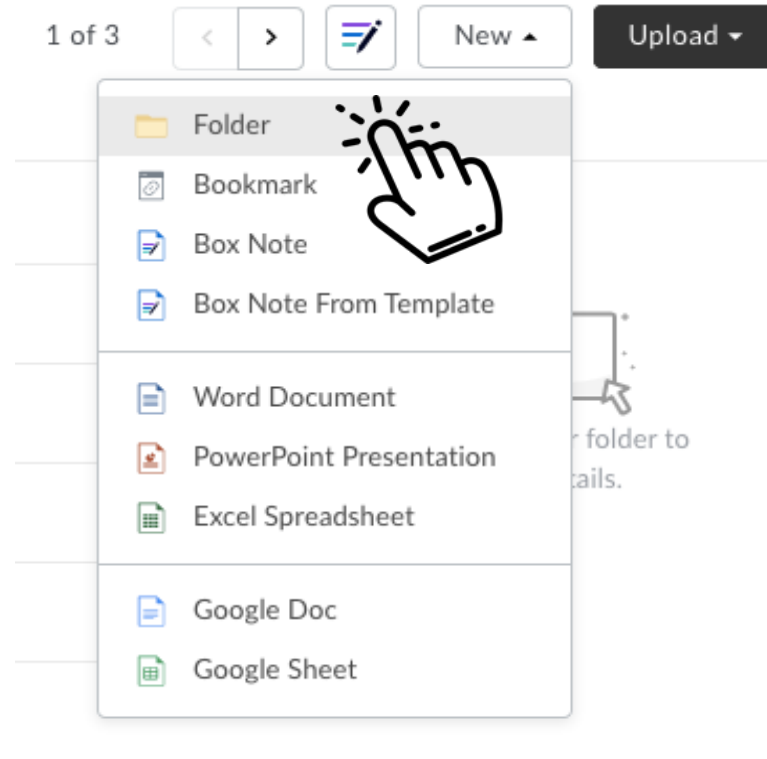
- **Owner** – controls *everything*
- **Editor** – makes changes
- **Viewer** – reviews files



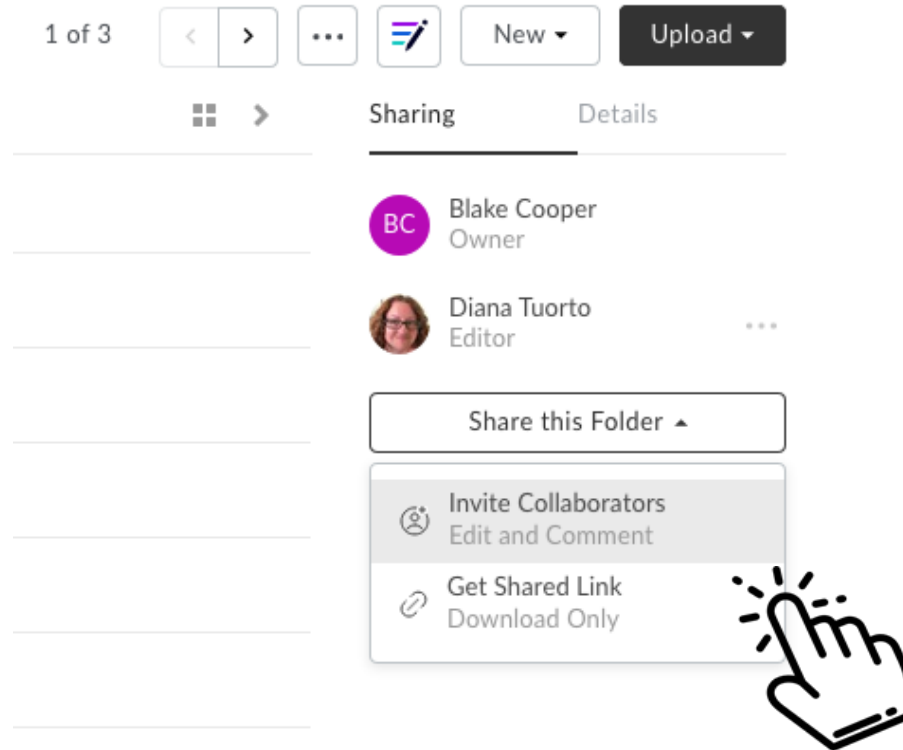


# Where to start?

Create a new folder



# Invite collaborators

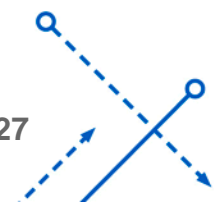


The screenshot shows a file sharing interface. At the top, there are navigation controls: "1 of 3", left and right arrows, a three-dot menu, a pencil icon, a "New" dropdown, and an "Upload" button. Below these are "Sharing" and "Details" tabs. The "Sharing" tab is active, showing a list of collaborators: Blake Cooper (Owner) and Diana Tuorto (Editor). Below the list is a "Share this Folder" button with a dropdown arrow. The dropdown menu is open, showing two options: "Invite Collaborators" (with a plus icon and "Edit and Comment" subtext) and "Get Shared Link" (with a link icon and "Download Only" subtext). A hand icon with a glowing effect is pointing at the "Invite Collaborators" option.

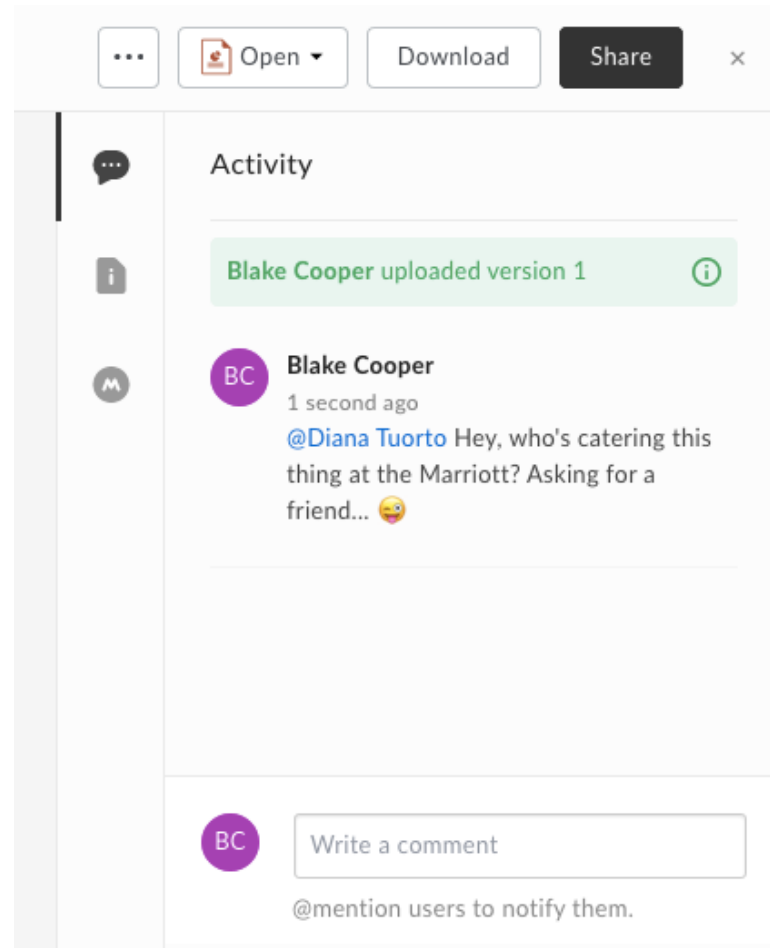


# Check permissions

The screenshot shows a file sharing interface. At the top, there are navigation controls: "1 of 3", left and right arrows, a three-dot menu, a pencil icon, a "New" dropdown, and an "Upload" button. Below these are two tabs: "Sharing" (active) and "Details". The main area shows a list of users with their avatars and names. The first user is Blake Cooper (Owner). The second user is Diana Tuorto (Editor). A dropdown menu is open for Diana Tuorto, showing a list of permissions: Owner, Co-owner, Editor (selected with a checkmark and a hand cursor), Viewer Uploader, Previewer Uploader, Viewer, Previewer, and Uploader. At the bottom of the dropdown is a "Remove" option.

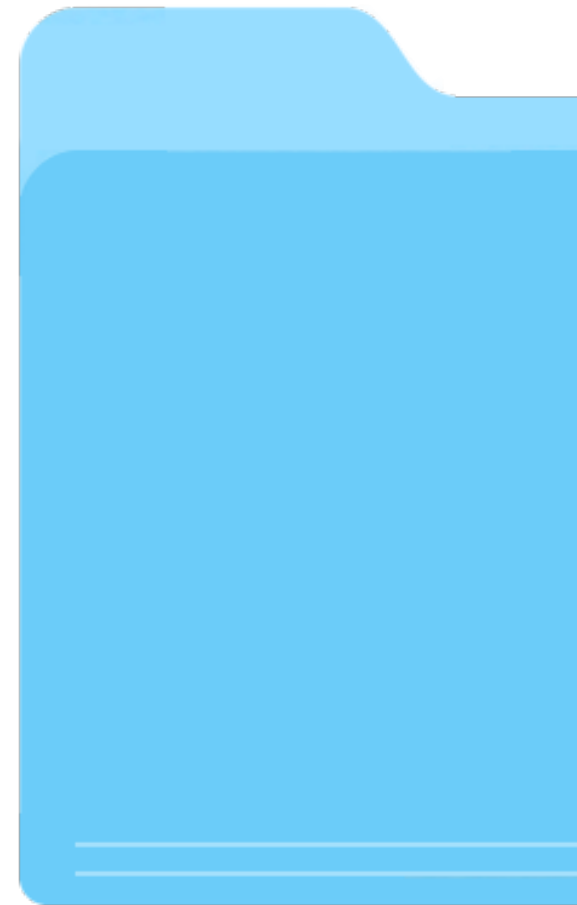


# ...you're already collaborating!



## Three things to keep in mind...

- **Ownership is everything!**  
Keep track of who owns what
- Use departmentally owned folders
- Create folders specifically for collaboration (with a person, with a team)





# QUESTIONS?

UBbox? Collaboration?