KView with Webex Quick Guide

NORTHWEST Kidney Centers

ADD WEBEX TO MEETINGS:

1. Setup the meeting the same as you always have, but now add your Webex meeting room to the calendar event by clicking the **Add Webex Meeting** icon in Outlook

   a.
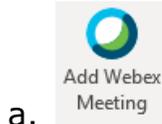
STARTING THE MEETING:

1. Using the Touchpad in conference rooms or the Sparkboard in focus rooms, tap on the **Meetings** icon and then tap the **Join** meeting icon

   a.
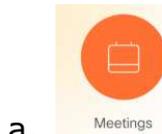
   b. Fun tip, with microphone on just say "Okay Webex, join meeting"

WIRELESS SHARING ON SCREEN:

1. On the laptop in the room, launch the Webex app, click the **Connect to a device** feature at the bottom, click the **Search for a device button** to find and select the room, click the blue **Share on Device** button, and select either **Screen** or one of the options shown such as a presentation
2. Alternatively, on the laptop in the room you can launch a browser and go to https://nwkidney.webex.com, sign in, and share your screen
3. You or vendors may still use physical VGA or HDMI cables to display

CHANGE SCREEN LAYOUT:

1. After the meeting has started with 2 or more rooms, each room can change the screen layout via the Touchpad in conference rooms
2. Start by tapping the screen layout icon at the top right of the touch pad and select from either Equal, Overlay, Prominent, or Single options

   a.