WolfMeeting (https://wolfmeeting.ncsu.edu): An on premises version of WebEx open to all NC State employees during our pilot stage which is expected to run to October 2013. WolfMeeting provides real time video, audio and collaboration tools from any internet connected computer or Apple mobile device.

Quick Start Guide for users new to the WebEx experience.

This guide will detail:

1. How to access WebEx (WolfMeeting)
2. The types of meetings: “Meet Now” vs “Schedule”
3. How to set up your meeting (non-NC State employees can be invited)
4. How to share your desktop and collaboration tools
5. How to reset a password

From this point forward, WebEx will be termed WolfMeeting to avoid confusion with Cisco’s hosted WebEx solution

Accessing WebEx (WolfMeeting):

1. To request permissions to WolfMeeting, fill out the request form which can be found here: http://go.ncsu.edu/webex
2. Once you have permissions, simply go to https://wolfmeeting.ncsu.edu from any computer in the world with internet access and log in using your email address as your ID in the following format: <unityID>@ncsu.edu followed by the password you will setup upon initial login
3. Note: At present passwords for this site are to be maintained separately from any other password used at State; you must create a new password and we strongly urge you to use your Active Directory (Unity) password to ensure Cisco jabber works seamlessly.

Types of meetings:

1. “Meet Now:” Allows you to start a meeting immediately and invite any guest(s) you wish via an email address. Current limit of 50 participants to any single meeting.
2. “Schedule:” Allows you to schedule a meeting for a future time and date and invite any guest(s) you wish via an email address. The meeting will be automatically placed on your Google calendar. Current limit of 50 participants to any single meeting.

How to set up your meeting:

1. If you chose “Meet Now:”
   a. Allow a moment for WolfMeeting to create the meeting room
b. Choose your desired method of connecting to the Audio Conference

   i. “Call me at new number” – for off campus phones (enter area code and 7 digit phone number)
   ii. “Call me at an internal number” – for on campus phones (5 digit dialing)
   iii. “I will call in” – for calling into WolfMeeting (number will be provided by WolfMeeting)
   iv. “Use Computer for Audio” – for using your computer instead of a phone (headset and MIC are recommended)

c. Once the audio is established, proceed to invite guests by clicking “Invite & Remind”
1. Enter in a guests email address and click Send – your guest will be given the same audio conferencing options
2. Click “Invite More” or “Done” depending on your need
3. OPTION: You may invite audio only guests (no computer required):
   a. Click the Phone Tab:
   b. For off-campus numbers: Enter a number (ex: 309-673-7395) click “Call” and WolfMeeting will call your guest
   c. For Internal numbers, check the box labeled “Use an Internal Number” enter the 5 digit extension, click “Call” and WolfMeeting will call your guest
2. If you chose “Schedule”:

a. “What” – Enter a description of the meeting
b. “When” – Enter dates and time of the meeting
c. “Who” – Enter a valid email address and click the “+” sign for each guest
d. “Meeting Password” – (OPTIONAL SETTING) - Enter a password if desired
e. Click “Schedule It”
f. Your Google Calendar will automatically be updated with this meeting

When it’s time to Join your meeting, you will choose the audio options outlined above
How to share your desktop and Desktop Tools:

1. Once the meeting is established, click “Share my Desktop”

   a. Note: You can share specific documents or applications rather than the entire contents of your desktop or specific monitors

   b. Note: The green outline around the screen indicates you are sharing
2. Move your cursor to the top center of your screen to see a control bar that allows additional functionality:

- **“Stop Sharing”** – Stop sharing your desktop
- **“Pause”** – Pauses your desktop sharing session
- **“Share”** – Allows you to share other applications/documents, create a whiteboard, launch and share a browser window
- **“Assign”** – Make a guest a Presenter (allows a guest to share their desktop), allow a guest to control your desktop or allow a guest to annotate a document
- **“Mute”** – Mute your microphone
- **“Participants”** – Bring up the Participants window
- **“Chat”** – Bring up a chat window
- **Annotate** – Bring up annotate tools
- **“Notes”** – Bring up a window to take meeting notes

**How to reset a lost or forgotten password:**

1. Go to [https://wolfmeeting.ncsu.edu](https://wolfmeeting.ncsu.edu) and click Forgot Password. A link will be emailed to you to reset your password
2. We STRONGLY urge you to keep your WolfMeeting password the same as your Active Directory (Unity) password to ensure seamless interoperability between Cisco Jabber and WolfMeeting.
Outstanding issues the Unified Communications Team is working on:

1. We are working to add SSL certificates. Please accept any security warnings you see as you set up or join a meeting.
2. Single Sign On access (SSO) – Integration with university systems to help ease the burden of password management.