

Webex

Cisco Webex is used at Jade University as a universal software client for telephony, meetings and messages. This combines the functions of Cisco Jabber, Cisco Webex Meetings and Cisco Webex Teams in one software/app. Information and instructions on how to use Webex can be found in the [HRZ-Wiki](#).

Webex also allows guests to join meetings; they simply need to enter their name and email address. To invite guests, you must provide the link to the room and, if necessary, the password. Up to 1,000 participants can take part.

To integrate video conferences with Webex into Moodle, the following steps are required:

- One-off: Activate the “M365 LTI tool” for Webex
- Add the “Webex” activity to the course
- Log in to Webex
- Create “Meetings”

Enable the “Webex LTI Tool” in the Moodle course

This step is required once per course room.

1. In your Moodle course, navigate to the ‘More’ tab at the top and select ‘LTI External Tools’ from the drop-down menu.
2. Look for the ‘Webex’ entry in the list of available tools.
3. Toggle the switch in the “Show in activity chooser” column
4. Return to the „course“

Demokurs Teams in Moodle

Kurs Einstellungen Teilnehmer/innen Bewertungen Berichte Mehr

LTI Externe Tools

LTI Externe Tools sind Apps, die Sie als Add-on in Ihren Kurs integrieren können, etwa als interaktive Inhalte oder Beurteilungen. Ihre Teilnehmer/innen können auf diese Apps zugreifen, ohne den Kurs zu verlassen.

Tool hinzufügen

Name ↑	Beschreibung	Nutzungszähler	In Aktivitätsauswahl anzeigen	Aktionen
 MS Teams		8	☒	
 Webex		20	☒ 	

Image: LTI

External Tools, activate Webex

Add the "Webex" activity to the course

1. Switch to edit mode: select the **Edit mode** slider in the top right-hand corner
2. Click "Add content" (the + icon) and select **Activity or resource** (the activity chooser opens)
3. Select **Webex** (select Tab „All“)
4. Enter the „Activity name“ (e.g. „Online consultation“) and „save and display“

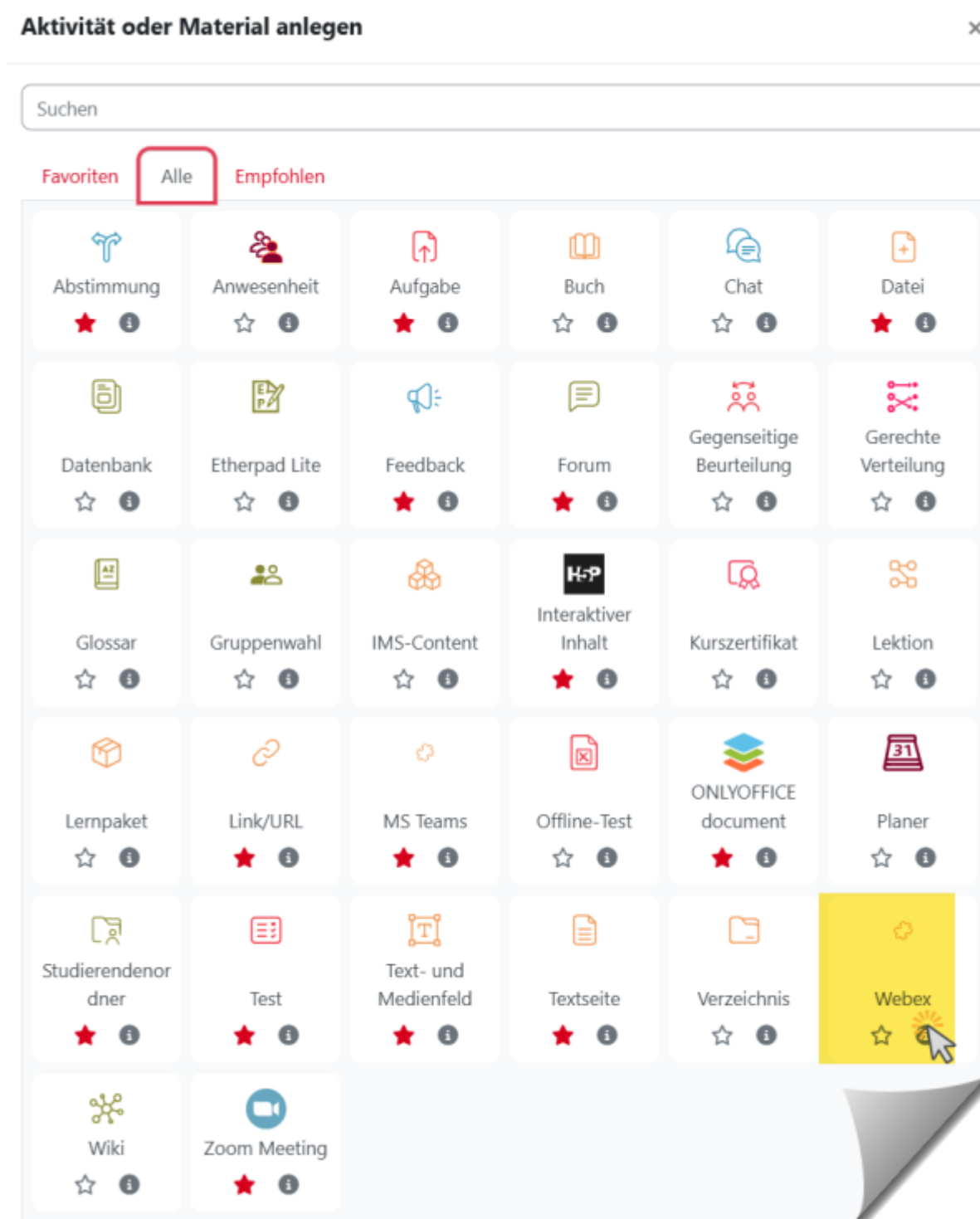


Image:

Select the „Webex“ activity

Logging in to Webex

Once the activity has opened, the Webex login window will appear

1. Click on „Log in“ and log in using your Jade University of Applied Sciences credentials

Creating meetings

Once you have logged in successfully, the Webex integration's personal "Meetings" dashboard will load.



Meetings Dashboard of the Webex application in Moodle displays the user's personal meetings.

1. Click the "Schedule meeting" button in the Webex dashboard.
2. Set the meeting details: Meeting name, date & time, and recurrence (optional).
3. Enable the desired options in the "Security" and "Audio connection options" sections.
4. **Save**

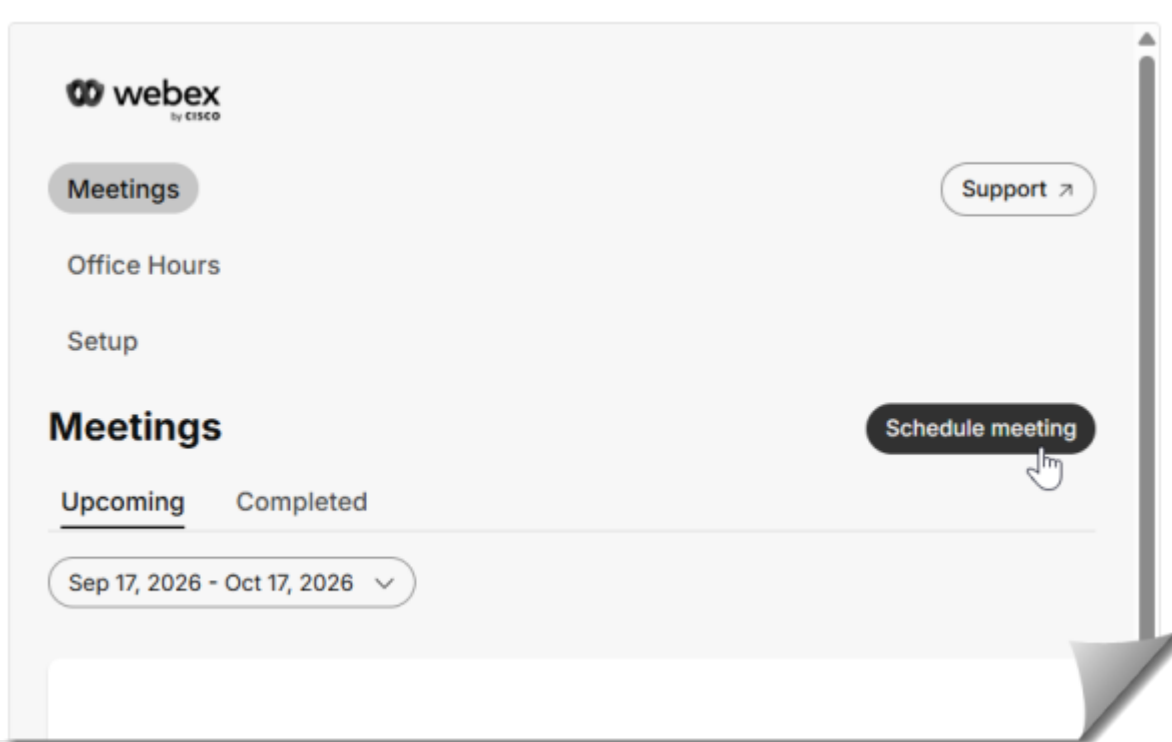
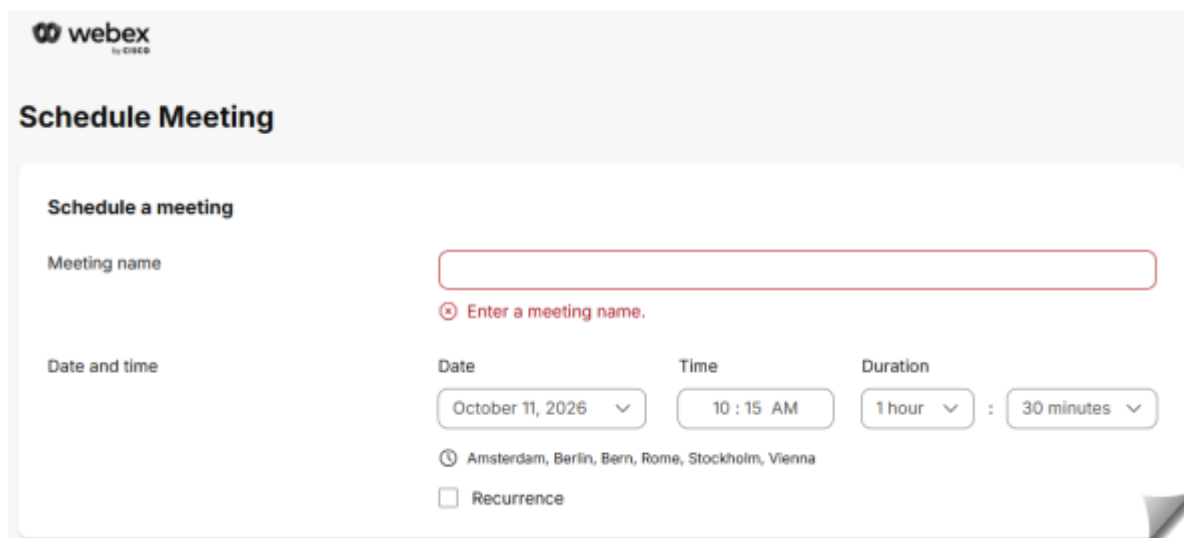


Image:

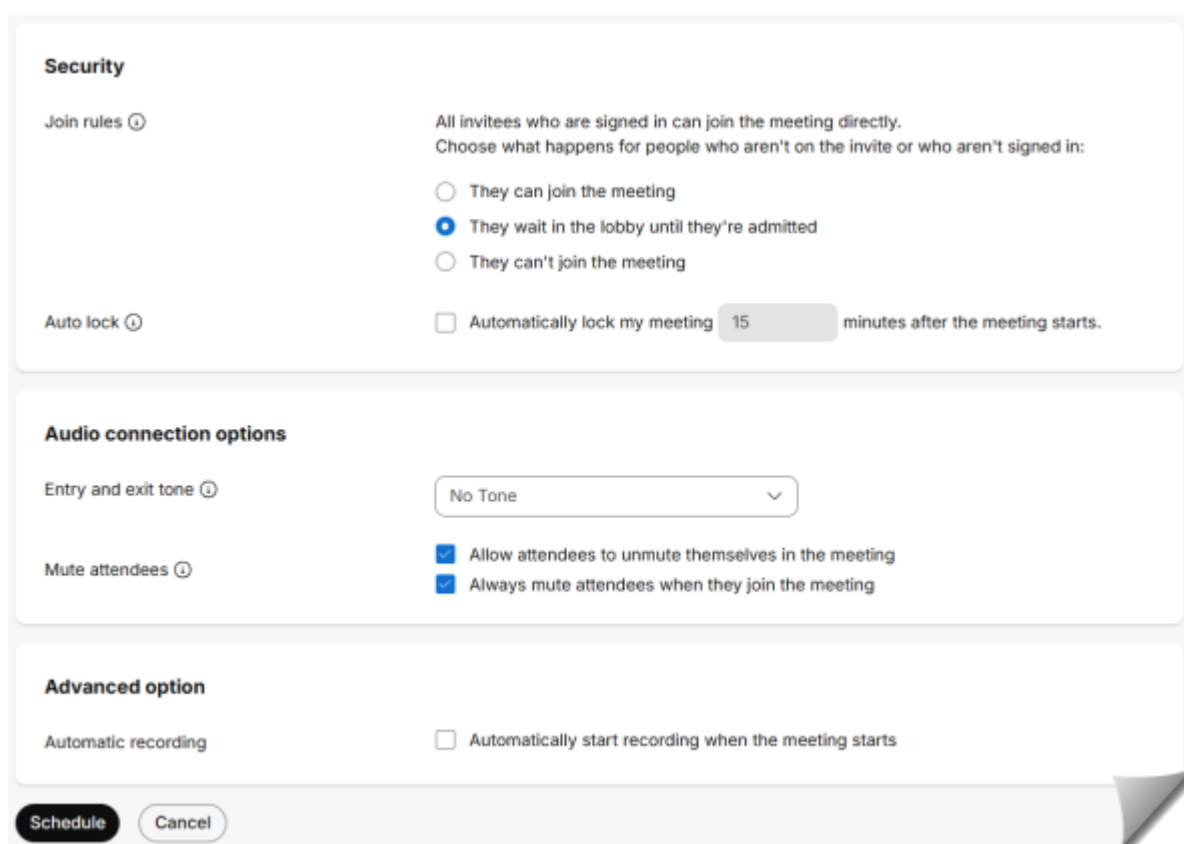
Creating meetings in Webex



The image shows the 'Schedule Meeting' form in the Webex interface. At the top left is the Webex logo. The title 'Schedule Meeting' is in bold. Below it is the section 'Schedule a meeting'. The 'Meeting name' field is empty and has a red border with an error message 'Enter a meeting name.' below it. The 'Date and time' section includes a 'Date' dropdown set to 'October 11, 2026', a 'Time' dropdown set to '10 : 15 AM', and a 'Duration' dropdown set to '1 hour' and '30 minutes'. Below these are location options: 'Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna' and a 'Recurrence' checkbox which is unchecked.

Image:

Configuring Webex meeting details



The image shows the 'Security' and 'Audio connection options' sections of the Webex meeting configuration. The 'Security' section has a 'Join rules' dropdown set to 'All invitees who are signed in can join the meeting directly. Choose what happens for people who aren't on the invite or who aren't signed in:'. Below this are three radio button options: 'They can join the meeting', 'They wait in the lobby until they're admitted' (which is selected), and 'They can't join the meeting'. There is also an 'Auto lock' checkbox which is unchecked, with a note 'Automatically lock my meeting 15 minutes after the meeting starts.' The 'Audio connection options' section has an 'Entry and exit tone' dropdown set to 'No Tone'. Below this are two checked checkboxes: 'Allow attendees to unmute themselves in the meeting' and 'Always mute attendees when they join the meeting'. The 'Advanced option' section has an 'Automatic recording' checkbox which is unchecked, with a note 'Automatically start recording when the meeting starts'. At the bottom are 'Schedule' and 'Cancel' buttons.

Image:

Configuring Webex security settings and audio options

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