

Set up an Account

- Go to ccsu.webex.com
- Click on the Log In link at the top right corner of the screen (Figure 1)
- If you already have an account, enter your log in credentials
- If you do not have an account, click the “Sign up” button and follow the instructions to create an account (Figure 2)



Figure 1

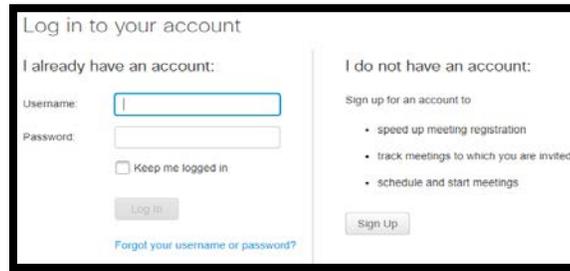


Figure 2

Schedule a Meeting

- Once you have logged in, you will be taken to your WebEx “Personal Room.” Click the small icon on the upper right, and you will access the full site menus (Figure 3)
- Click on the “Meeting Center” tab, click on “Schedule a Meeting,” (Figure 4),
 - Here you can set a topic, password, exact date and time (Figure 5)
- Inviting Attendees
 - You can enter individual email addresses and each participant will receive an email invitation with a link that includes when the meeting will be held or
 - Once the meeting is scheduled, you will receive an email to forward to participants with all meeting information included. This method will allow you to use your CCSU email where you can use the global address book or distribution lists.
 - You will also receive an email with a link to start your scheduled meeting.

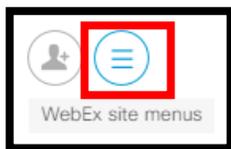


Figure 3



Figure 4

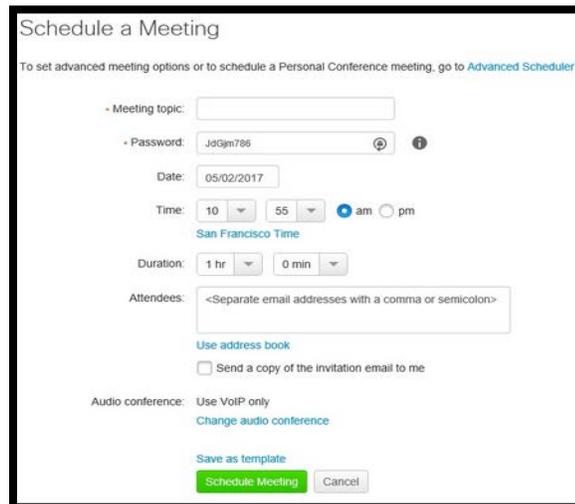


Figure 5

Start a Scheduled Meeting on Campus

To start a scheduled meeting from the “Meeting Center,” log into ccsu.webex.com

- Click on the “Meeting Center” tab, click on “My Meetings” and click “Start” (Figure 6)
 - Alternatively you can click the link in the system generated email sent when the meeting was scheduled
- You have to download the WebEx add on. You will need to run this add on each time you start a meeting in Web-Ex.
 - **Chrome and Firefox** - Click on “Run a Temporary Application” and follow the prompts (Figures 7 and 8)
 - **Internet Explorer** - Click on “Go Here” found after, ‘Having trouble Joining?’
Please note: if on campus, do not click on “Install” or “Allow” because it requires administrator privileges.



Figure 6

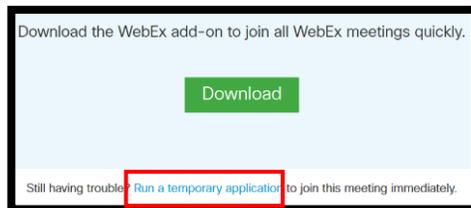


Figure 7-Firefox

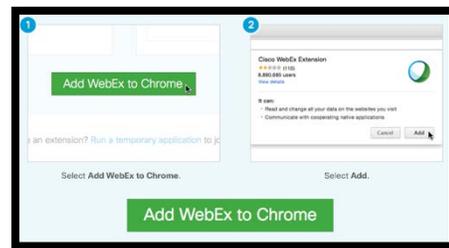


Figure 8-Chrome

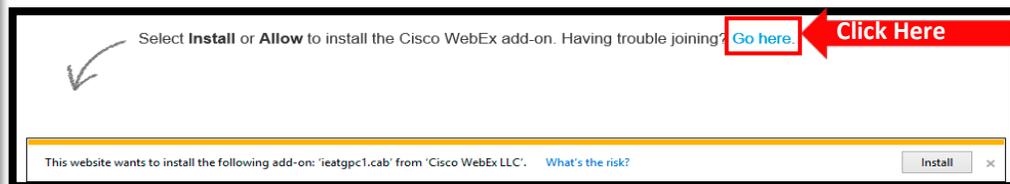


Figure 9 – Internet Explorer

Connect Audio/Video

- Select Audio Connection must be established if you wish to hear and be heard. The most common way to connect is “Call Using Computer.”
- Select Video Connection is where you select your webcam, if you choose. Once done, click the “Connect Audio” button (Figure 10)

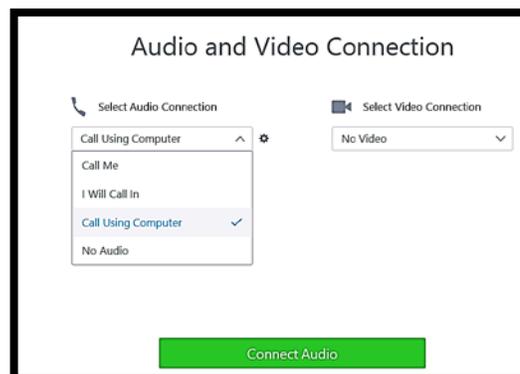


Figure 10

- The button on the left will confirm if your audio is connected. The button will say “Connected to Audio” (Figure 11)

Please note: It is very important that attendees are aware that they must also connect their audio in order to hear the meeting. Please make sure attendees also select their audio connection. (Figure 10). All attendees can check their audio connection status and connect if need be by clicking the “Connect to Audio” button or by clicking “Audio” from the options at the top of the “Meeting Center” screen (Figure 11)

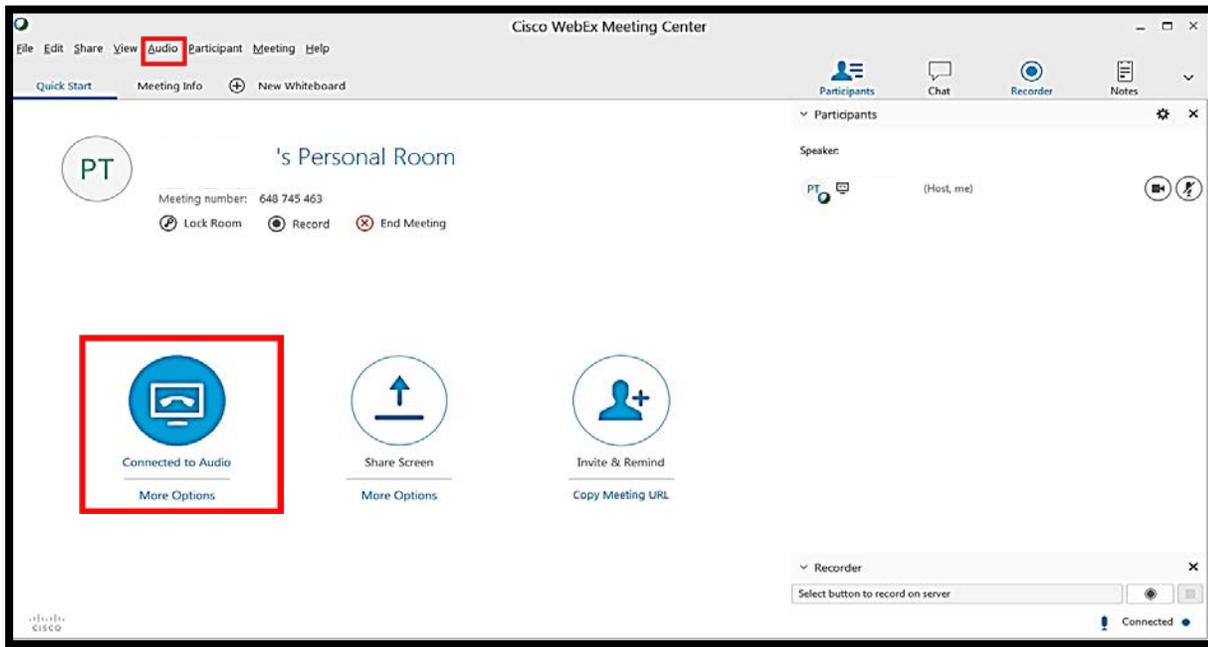


Figure 11

As a Meeting Host

- There are several options only available to the host. These options are displayed at the top right corner of the “Meeting Center” (Figure 13). Clicking on each one will allow you access to different features during the meeting.
- **Participants (Attendees)** - by default your participant list will be displayed with the host at the top. Toggle buttons for your camera and microphone are displayed as well. Participants are list below the host. The host has the option to mute participant’s microphones. (Figure 14)
- **Chat** is available to the host and participants. Messages can be sent both privately or to the entire group. (Figure 15)
- **Recorder** – the host controls the option to record the meeting. The host can pause or stop the recording at anytime. The recording will be uploaded to the WebEx server when complete. (Figure 16)
- Clicking the “**Share Screen**” button (Figure 17) will bring up a dialog box at the top of your screen, from which a number of options can be used. The box disappears quickly, but can be restored by hovering the cursor over the screen share message which stays on screen (Figure 18). Participants will see everything displayed on your screen while you are using this mode

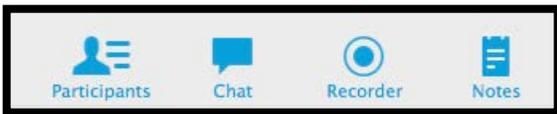


Figure 13

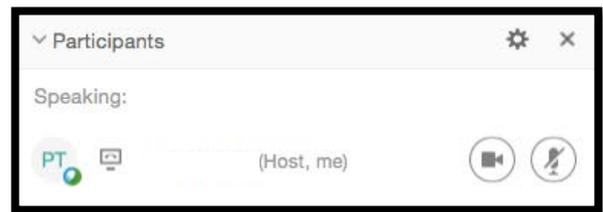


Figure 14

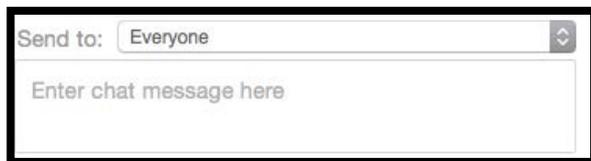


Figure 15



Figure 16

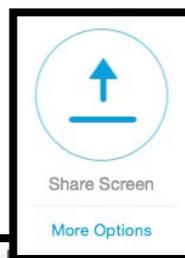


Figure 17

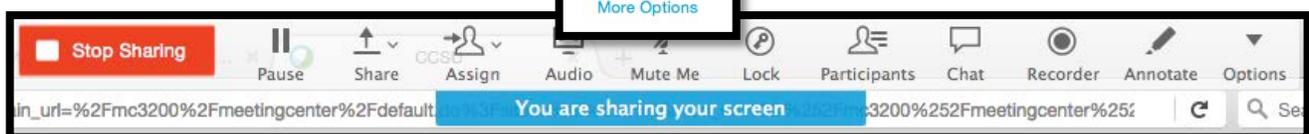
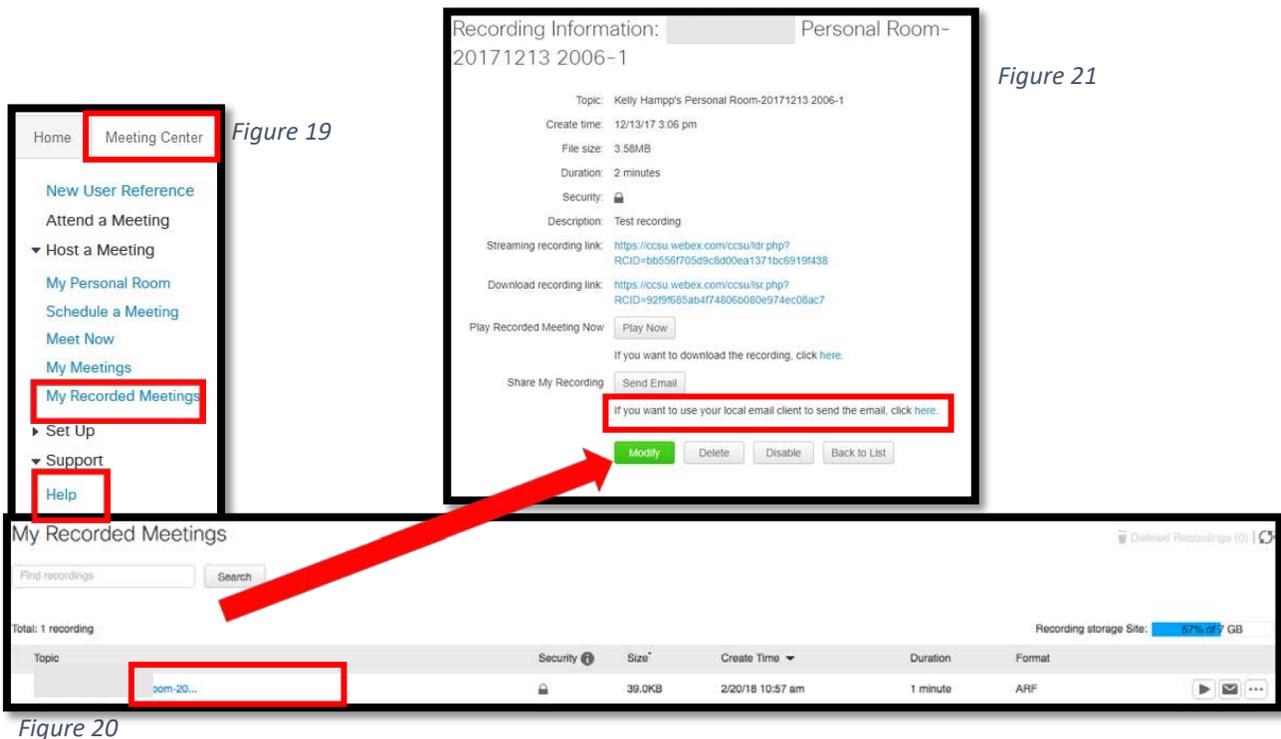


Figure 18

Accessing a Recorded Meeting

- In the “Meeting Center,” click on “My Recorded Meetings” (Figure 19) to access the list of recordings you have made (Figure 20). Click on the name of the recording to access it.
 - From here you can email the recording out to attendees, listen to the recording yourself, or modify the recording settings
- To email the recording to your participants click on, “If you want to use your local email client to send email, click here.” This will open your Outlook account and you can add email addresses from here (Figure 21)
- Click on the green Modify button (Figure 21). It will take you to “Edit Recorded Meeting”
 - Modify gives you the option to add a password to your recording which would then be sent in an email to attendees when you follow the step above. You can also change the topic name and description of the meeting.



- For additional resources and assistance, click “Help” in the Meeting Center (Figure 19) or you can access the Cisco WebEx help menu from this link:
<https://collaborationhelp.cisco.com/article/en-us/73lgs2>