Logging into WebEx


Scheduling a Meeting

To schedule a meeting, click on the Meeting Center tab, Host a Meeting | Schedule a Meeting. Fill in the meeting topic, password, date, time, and duration. Enter in the attendee email addresses separated by a comma. Select VoIP Only as your audio choice. Click Schedule Meeting to schedule your meeting.

One-Click Meeting

To start a One-Click instant meeting, click on the Meeting Center tab, Host a Meeting | One-Click Meeting.

Meeting Info

Click the Meeting Info tab to display meeting information like access code and meeting number.

Invite & Remind

Click the Invite & Remind button to quickly send the meeting link to attendees through email. Enter in the email address and click Send to continue. Use a comma to separate multiple email addresses.

Enable/Disable Video

Click the video camera button, to the right of your name, to enable/disable the video camera on your computer.

Mute/Unmute Microphone

Click the microphone button, to the right of your name, to mute/unmute your microphone.

Sharing Your Desktop

Click the Share Desktop button, in the Meeting Center window, to share your desktop screen. You may also share individual applications by clicking the ... button.

Joining the Audio Conference

When you first enter a meeting you will be prompted to join the audio conference. Select Call Using Computer to avoid toll charges. If you need to join the audio conference manually, click the Call Using Computer button in the Meeting Center Window.
Once you enable screen sharing, a toolbar will appear at the top of your screen that allows you to control your screen sharing session. This toolbar includes buttons to stop sharing, mute audio, and annotate on your screen.

**Annotate**

Click the **Annotate** button to write and draw anywhere on your shared desktop.

**End Desktop Sharing**

End your screen sharing session by clicking the **Stop Sharing** button on the sharing toolbar.

**Pass Control**

To pass presentation or host control on to another attendee, right-click on the attendee’s name, select **Change Role To > Presenter** or **Host**. Host takes complete ownership of the meeting. Presenter can share their screen but doesn’t have full ownership of the meeting.

To start a whiteboard, click the **New Whiteboard** button at the top of the Meeting Center window. Select your writing or drawing tools and then start drawing. Click the **Quick Start** tab to return to the main meeting window.

**Chat**

To start a chat session, press the “Chat” tab located in the top right toolbar. Type text in the available text box located at the bottom of the chat window. Click **Send**, or hit the enter key, to send your message.

To end your meeting, click the red X in the upper right hand corner of the screen or click the **End Meeting** button.