**Log In to Webex Meetings**

1. Using a web browser, go to [www.webex.com](http://www.webex.com) and enter your Net-ID and password.
2. To schedule, start, and join meetings from your desktop or directly from Outlook, download the Webex Meetings App (recommended).

**Instant Meeting from [www.webex.com](http://www.webex.com)**

For a one-click instant meeting, click on **Start a Meeting** in your Personal Room.

![Personal Room Start Meeting](image)

Invite others to join by sending meeting information. Access this by copying the information in the red rectangle with 📋.

Or, send an instant invite while in a meeting by following "Invite & Remind."

NOTE: You and others may return to this meeting location any time to meet. Think of your [Personal Meeting Room](http://www.webex.com) as a virtual office. It will only be open when you are there, there’s no need to schedule time, and visitors do not need a code to join.

**Schedule a Meeting from [www.webex.com](http://www.webex.com)**

1. Select **Schedule**.
2. Use default meeting type.
3. Fill in meeting topic, change password if desired, and enter details.
4. Enter attendee email addresses or type a few letters of any UWW user’s name to select.
5. To attach an agenda or allow another person to start the meeting for you, use **Advanced Options**.
6. Select **Schedule Meeting** to finalize. Outlook invitations will be automatically sent.
7. Click on Calendar to create appointment.

**Schedule a Meeting from desktop app**

1. Select **Schedule**.
2. An Outlook meeting invitation will pop up.
3. Fill in meeting details. Webex information will auto-populate.
4. Hit Send. The meeting will be automatically added to your Outlook Calendar.

**Invite and Remind while in a meeting**

1. Click **More Options** to send a meeting link by email.
2. Select **Invite & Remind**. Enter email address and click **Send** to continue. Or, use the **Invite with your local email option**.

**Meeting Information**

While in a meeting, you may want to access information on how to join the meeting. Click the **Meeting Info** tab to display information like the access code and meeting number.

![Meeting Info Tab](image)
Start or Join a Scheduled Meeting

1. Select the **Join** button on the Webex Meetings notification 5 minutes before the meeting begins. Access **Join** from www.webex.com, the desktop app, email invitation, or Outlook appointment.
2. Enter meeting number (access code) and password, found with **Join** link.

Connect to Audio and Video

1. **Select Audio Connection** drop-down list. Use **Call Using Computer** to use laptop/computer webcam and mic.
2. **Select Video Connection** should default to your video option. If you do not have a webcam or functioning video device, you can join without.
3. Select **Connect Audio and Video**.

Meeting Controls

1. Select **Share** to bring up all your content options. You will see thumbnails of all your open content. For video, select Optimize for motion and video option.
2. Select the content you wish to share from the list.
3. Content will display in meeting in addition to a Sharing Toolbar.
4. To end sharing, hover your mouse over the orange **You’re Sharing** button if you don’t see the red **Stop Sharing** button.
5. Select the **Stop Sharing** button.

Assign Control

1. Click and hold the Webex Meetings icon next to your name in the Participants window.
2. Drag the Webex Meetings icon (ball) to the participant you wish to assign control.
3. To assign more selective controls, select **Participant** from the top toolbar and go to the **Participants** tab.