WebEx

- **What is it?**
  - WebEx is an online meeting software that allows you to virtually meet with other people whenever and wherever you need to.
  - Users can Host/Attend, record/capture, watch videos at their convenience, and share files instantly with anyone in the meeting.
  - WebEx accounts are automatically activated for students and faculty*

- **How to Host/Attend a WebEx Meeting**
  - **Log into Office 365** (office.com) with your username and password.

  - **Click** on the *All Apps* button,

*Adjuncts will need to submit a ticket requesting their account be activated*
• **Scroll** all the way down until you see the *Other* category and then **Click Cisco WebEx**

![Image of Office 365 interface with Cisco WebEx highlighted]

• Once in WebEx, in the top left corner, **Click** on the tab that says *Webex Meetings*.

![Image of WebEx interface showing My Webex Meetings]

• To start a meeting, **Click Start Meeting**. To join, **Click Attend a Meeting** on the left side and enter the meeting ID that you would have.

![Image of WebEx interface showing Start Meeting button]

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