

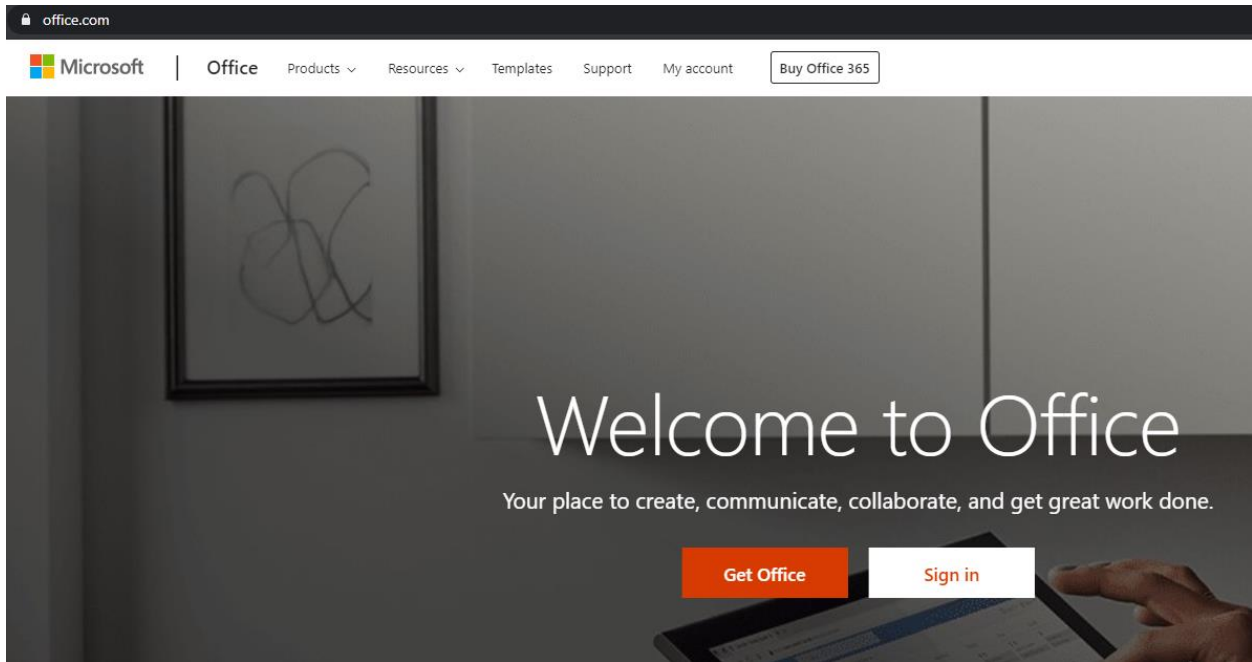
WebEx

- **What is it?**

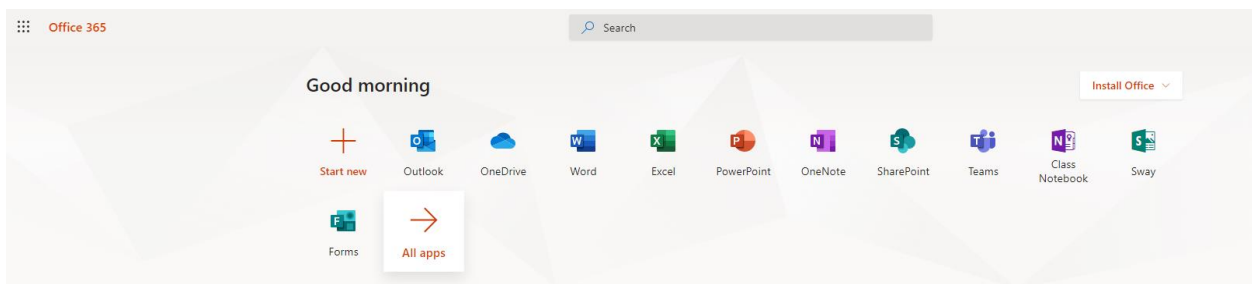
- WebEx is an online meeting software that allows you to virtually meet with other people whenever and wherever you need to.
- Users can Host/Attend, record/capture, watch videos at their convenience, and share files instantly with anyone in the meeting.
- WebEx accounts are automatically activated for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

- **How to Host/Attend a WebEx Meeting**

- **Log into Office 365**(office.com) with your username and password.

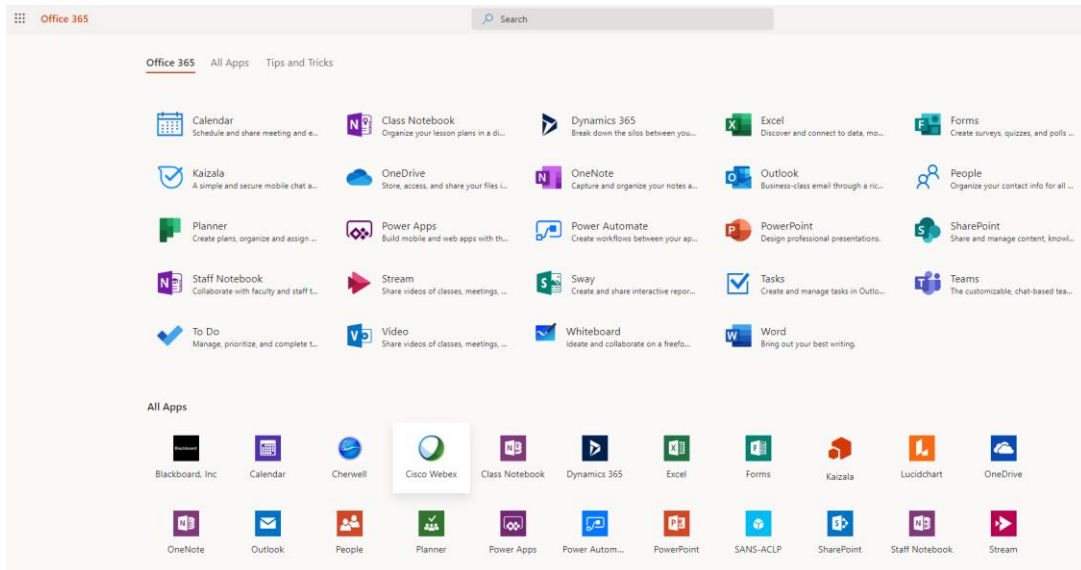


- **Click** on the *All Apps* button,

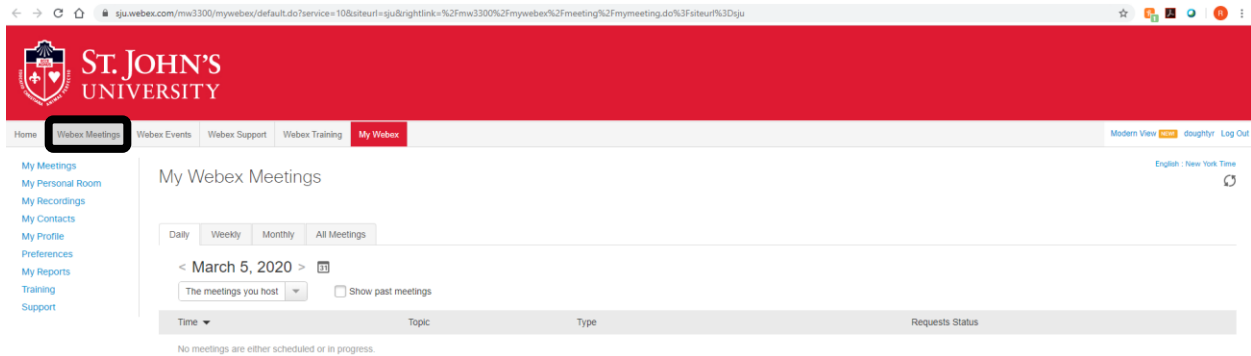


*Adjuncts will need to submit a ticket requesting their account be activated

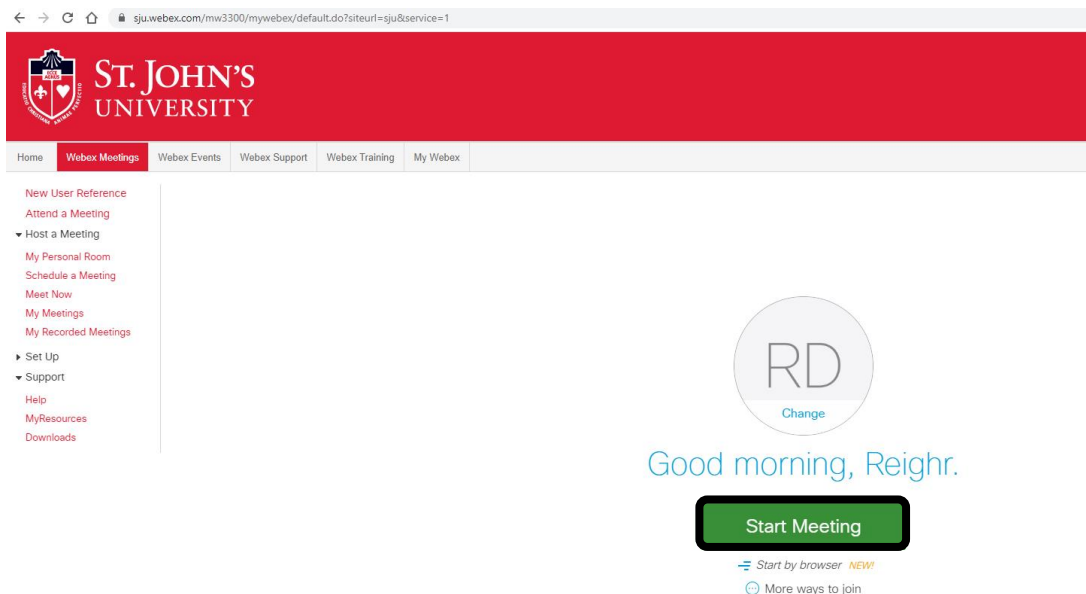
- **Scroll** all the way down until you see the *Other* category and then **Click Cisco WebEx**



- Once in WebEx, in the top left corner, **Click** on the tab that says *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.



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