Logging into WebEx

Log in to WebEx using any web browser by going to https://msun.webex.com. Click **Log In** in the upper right corner and enter in your NetID and password to sign in.

MONTANA STATE UNIVERSITY
NORTHERN

| Meeting Center | Training Center | Support Center | Event Center | My WebEx | | Log In |

Attend a Meeting   English : Denver Time

Click the big green Start Meeting button to immediately start a meeting in your personal room.

Scheduling a Meeting

1. Click on the **WebEx Meetings** tab at the top of the screen
2. On the left-hand side of the page under **Host a Meeting**, click **Schedule a Meeting**
3. Fill in the **Meeting topic**
4. Set the **Date** and **Time** of your meeting.
5. Set the intended **Duration**.
6. Invite attendees by either:
   ◆ Typing their email addresses separated by a comma or semicolon in the **Attendees** box.
                         -OR-
   ◆ Checking the box beside **Send a copy of the invitation email to me**. You will receive a message in your email inbox with the subject similar to **(Forward to others) Meeting Invitation**. Forward that email to the recipients of your meeting. It will contain all pertinent meeting information.

Attendees: \<Separate email addresses with a comma or semicolon\>
Use address book
☐ Let anyone with a host account on this site host my meeting
☑ Send a copy of the invitation email to me

7. At the bottom, a green button will say either **Start** (if your meeting is less than 15 minutes away) or **Schedule Meeting** (you will receive an email message with meeting details).

Meeting Info

On the Meeting Center window, click the

Meeting Info icon ⓘ in the upper left to display meeting information like access code and meeting number.

MH

_____'s Personal Room
Host: _____ (internal)

URL:
https://msun.webex.com/meet/_____

Meeting number:
___ ___ ___

Meeting Controls Bar

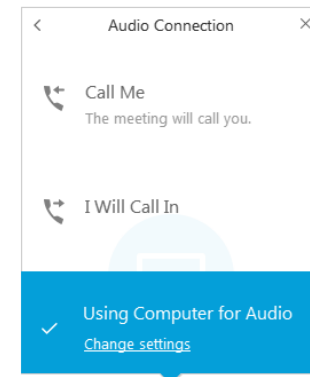The *Meeting Controls* bar is at the bottom of the screen.

Invite & Remind

On the *Meeting Controls* bar, click the **More**

options icon ⋯ , then **Invite & Remind** to quickly send the meeting link to attendees through email. Click the **Email** icon & enter email addresses to invite new participants (use a comma to separate multiple email addresses). Click the **Remind** icon to send a reminder to people previously invited.

Invite & Remind

✉   📞   ⏰
Email   Phone   Remind
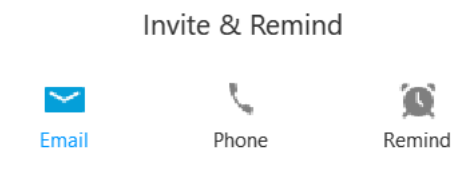
Connect to Audio

When you first enter a meeting you will be prompted to join the audio conference. If you have a web cam and/or mic, select **Call Using Computer**. (the Call Me option may not be available)

| ‹ | Audio Connection | ✕ |

📞 Call Me
   The meeting will call you.

📞 I Will Call In

✓ Using Computer for Audio
   Change settings

## Enabling/Disabling Video & Microphone

Click the **video camera** button in the *Meeting Controls* bar to enable/disable the video camera on your computer. Click the **microphone** icon to mute/unmute your microphone.

MONTANA STATE UNIVERSITY
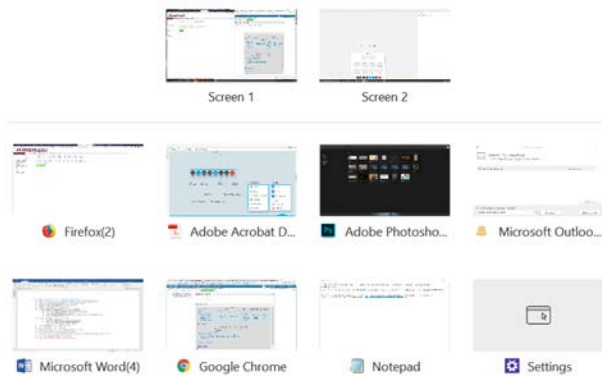NORTHERN
Information Technology Services

Sharing Your Screen or Applications

Click the **Share Content** button, in the *Meeting Controls* bar, to share your desktop screen.
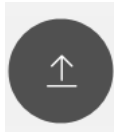
You can then select what you want to share, a screen or an individual application.

Share content

Screen 1   Screen 2

Firefox(2)   Adobe Acrobat D...   Adobe Photosho...   Microsoft Outloo...

Microsoft Word(4)   Google Chrome   Notepad   Settings

Sharing Toolbar

Once you enable screen sharing, a toolbar will appear at the top of the screen you are sharing 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.
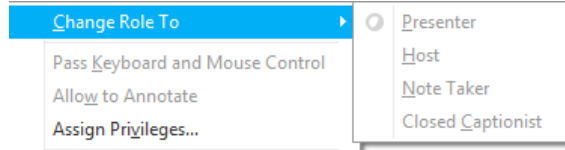
End Desktop Sharing

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**.

A Host takes complete ownership of the meeting. A Presenter can share their screen but doesn't have full ownership of the meeting.

Change Role To ▶ ◉ Presenter
Host
Pass Keyboard and Mouse Control   Note Taker
Allow to Annotate   Closed Captionist
Assign Privileges...

Chat

To start a chat session, press the **Chat** tab located on the right bottom side of the screen. Select who you want to see your message (an individual or whole group), then type text in the text box located at the bottom of the chat window. Click **Send**, or hit the enter key, to send your message.

▼ Chat   ✕

Send to: Everyone ▼   Send
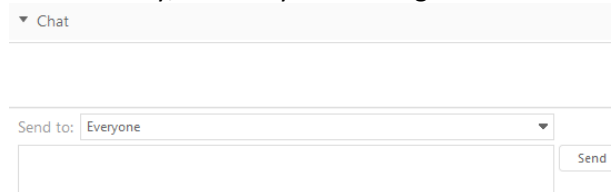
Whiteboard

To start a whiteboard, click **Share Content** button in the *Meeting Controls* bar.
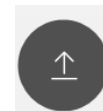
Whiteboard (continued)

In the **Share Content** window, Click the **New Whiteboard** icon at the bottom. (You may need to scroll the window depending on how many windows you have open)

Share File   Other Applications   New Whiteboard

Select your writing or drawing tools from the left hand tool bar. Hover over the tools to see what they do. If they have a little arrow to the right, click it to see other options for that tool.

Text tool for typing

Pencil
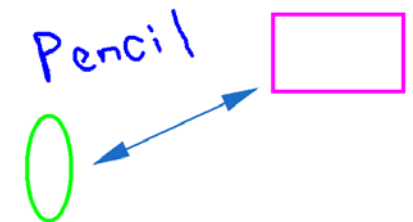
You can have multiple whiteboards.

Click the **Save** icon at the bottom of the tool bar to save the whiteboard to a file on your computer.

Click the **Sharing Whiteboard** button then the **X** to close the whiteboard.

End the Meeting

To end your meeting, click the **X** in the *Meeting Controls* bar.