

Logging into WebEx from Web

What is WebEx

WebEx is a Web-based collaborative technology that allows users to share resources (documents, desktop, web browser, applications, etc.) remotely and communicate with each other using voice, video and chat. This technology is available to faculty and staff and may be accessed using your StarID credentials.

What is WebEx Used For?

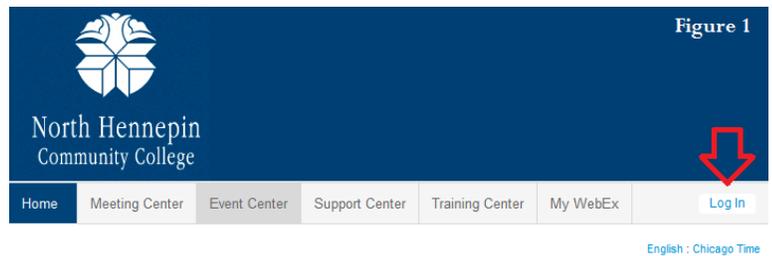
WebEx may be utilized by both faculty, Staff, and students. Below are a multitude of uses for this technology on both the academic and non-academic side:

- Conducting on-line courses
- Advisor/advisee interaction
- Communication between students and instructors during office hours
- Recruitment, including face-to-face meeting with prospects, graduate applicants, etc.
- Guest lecturers and presenters
- Class coverage while away (instructor in a box)
- Communicating with service staff
- Collaborate with colleagues across campus or across the country
- Meet online and share files, information and expertise

Technical Requirements

In order to participate using VOIP, participants will be required to acquire a headset with a microphone. Though participants may use web cameras they are not a requirement. A standard headset and webcam will work with WebEx.

1. From your web browser, <https://nhcc.webex.com> in the address bar. Switch to **classic view**.
2. Click the **Log In** button located on the right-hand side of the WebEx home page as shown on **figure 1**



3. Enter your **StarID** credentials.
Note:- if you do not know your StarID credentials or need to change password then go to site below.
starid.minnstate.edu

4. Click **Log in**
Note:- If you were prompted to download WebEx Productivity Tools on your home computer, please download it.

5. Click **WebEx site menus** (☰) on upper right corner

6. Click **Webex Meetings**

7. See **figure 2** below on how you can attend a meeting, schedule a meeting, setup instant meeting and many other task.



Figure 2.1: enter **meeting number** to join conference.

Figure 2.2: fill in all the details on the page and click **Schedule Meeting**.

Figure 2.3: **Meet Now** option will allow you to setup web conference session. Here you can invite guest by entering their e-mail address.

Figure 2.4: **My Meetings** option can look up your future meeting details and join or start web conference.

Figure 2.5: **My Recorded Meetings** recordings are stored on the network until you delete them. When the recording storage is full, you may not be able to record more meetings until you delete old recordings.

Figure 2.6: **Downloads** will take you to download page where you can get WebEx Productivity Tools, Meeting Center Application and other necessary application for you system to run.

8. Expend **Setup up** click **Meeting Center**. Click Set Up button to start wizard to install necessary plug-ins to run WebEx conference. If your system is up to date then you will get confirmation message below.
9. Click the **Log out** button located on the right-hand side of the WebEx home page or close the browser.

Start a WebEx meeting now!

Meeting Essentials

Audio Connection: Call in to your meeting or connect using your computer's audio system (VoIP).

Video Connection: Click the camera icon to allow others to see you. View the presenter in full-screen HD by clicking the top right corner of the video.

Share Content: Share files, applications, or videos. Present anything on your computer's desktop.

Record: Record the meeting, including the audio, video, and presentation, for sharing later. Note:- Do not forget to stop recording before you leave the meeting.

Participants: To display participants panels on/off to resize the panels the way you'd like.

Chat: Start a side conversation with anyone in the meeting.

Options:

1. **Lock Meeting:** Here you can stop guest/invitees into entering into personal room.
2. **Invite & Remind:** Here you can choose invite options of Email, Phone, and SMS, or the Remind invitees to join meeting.
3. **Copy Meeting Link** To distribute personal room link via email or chat

End Meeting: Start a side conversation with anyone in the meeting.

Meeting Information: Access the Meeting Info to get details about the meeting.

