

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 all current students 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:

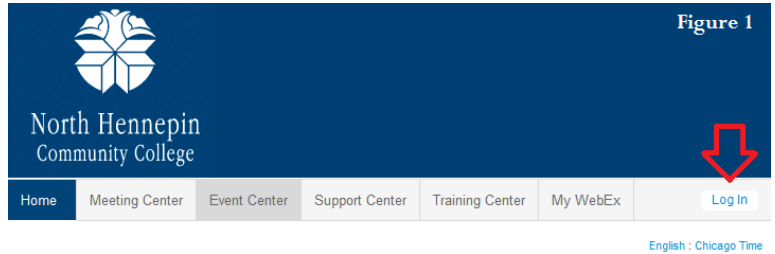
- Conducting on-line courses
- Advisor/advisee interaction
- Communication between students and instructors during office hours
- Recruitment, including face-to-face meeting with prospects, graduate applicants, etc.
- Guest lecturers and presenters
- Class coverage while away (instructor in a box)
- 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 use a standard headset with a microphone. Participants may use a web camera but they are not a required.

1. From your web browser, <https://nhcc-student.webex.com> in the address bar.

2. Click the Log In button located on the right-hand side of the WebEx home page as shown on **figure 1**



Note:- First time user or if you forgot your WebEx password click the Log In button. Then click forgot password.

Enter your school email address

(**firstname.lastname.1234@my.nhcc.edu**) and type in the Verification code. An email will be sent to your my.nhcc.edu email account and you can set your password.

3. Enter your **StarID** and **WebEx Password**

4. Click **Log in**

Note:- If you are prompted to download WebEx Productivity Tools on your home computer, you may do so. Otherwise, Click Don't show me again

5. Select **OK** when you get prompt for Personal Room

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

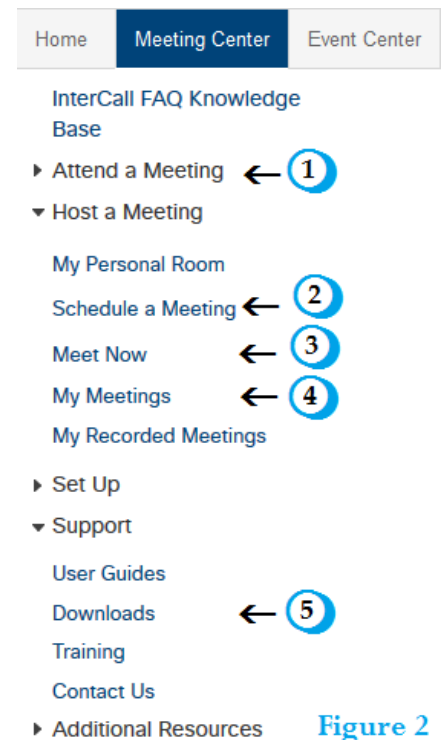


Figure 2.1: enter **meeting number** to join conference.

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: **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.

7. 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.

8. Click the **Log out** button located on the right-hand side of the WebEx home page

Setup is Complete

You have successfully set up Meeting Center on this computer.

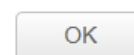


Figure 3