Cisco Webex Preparing for Classroom or Remote Teaching

Webex Quick Start

How to start a meeting using the Cisco Webex Meeting Desktop App

If you have the Cisco Webex Meetings Desktop App installed, you can quickly launch a meeting without the need to use a browser or logging into the St. John's University Cisco Webex Webpage.

1. On your Windows or Mac device, launch the Cisco Webex Desktop App

2. If you are not logged in, log in to the Webex Desktop App using your St. John's University email address and then logging in via Okta when prompted.
3. Once logged in you will see the **Cisco Webex Meetings** app which will show your name at the top, Personal Room URL as well as any scheduled upcoming meetings you may have.
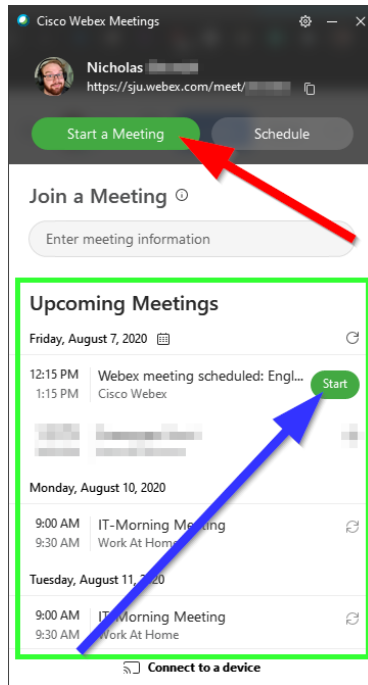
4. To launch a new meeting, click the **Start a Meeting** button (*red arrow above*) or to start a **Scheduled** meeting click the green **Start** button (*blue arrow above*) for the meeting in question in the **Upcoming Meetings** (*green box above*) section of the Desktop app.

5. Webex should now launch and you should see the following window.
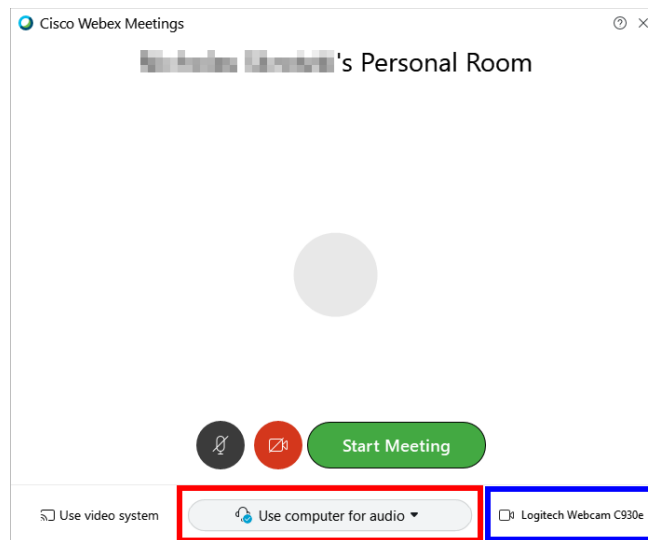
6. It is recommended that you **Use computer for audio** (*red box above*) which will use either the built-in speakers and microphone if your device supports it, or connected headphones and microphone.

7. When you have confirmed your Audio/Video settings, click outside of the settings box to close it, then click **Start Meeting** (*red arrow below*) to start the Meeting
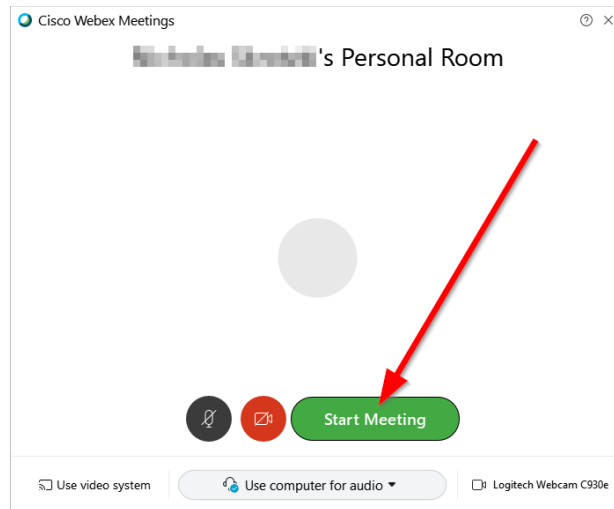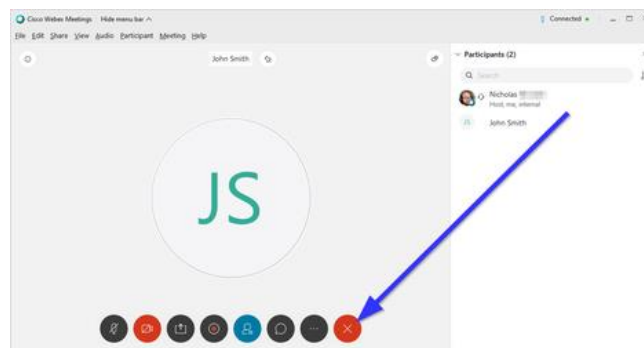
You can **Mute/Unmute** yourself by clicking the **Microphone Icon**

You can **Turn on/off** your camera by clicking the **Camera Icon**

How do I end a meeting?

1. When it is time to end your meeting, inside the Webex Meetings app, near the bottom of the Webex window, you should see a row of buttons. Locate the red **X** button (*blue arrow below*).

2. Clicking it as the Host will give you two options, **End Meeting** (*blue box below*) and **Leave Meeting** (*red box below*).
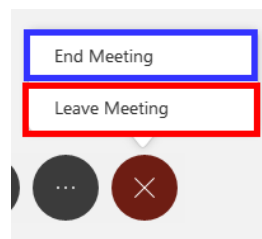
3. Click **End Meeting** (*blue box above*) and when prompted again, confirm by clicking **End Meeting** (*red arrow below*) again to end the meeting.
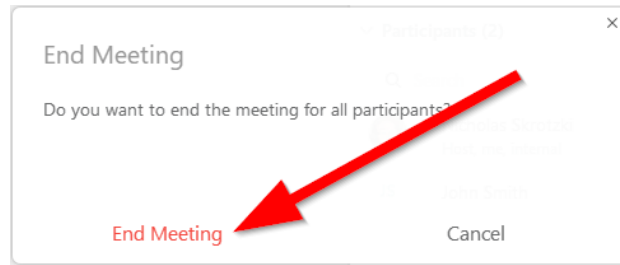
4. Webex Meetings window will close and all participants will get a notification saying the Meeting has ended.

HOW DO I RECORD MY MEETING?

To record you meeting please review this link:

https://help.webex.com/en-us/n62735y/Record-a-Webex-Meeting