Start a Scheduled Meeting on Campus

You can choose to start a meeting from the WebEx desktop application or from the online web application. **All CCSU computers have the WebEx desktop application installed.** Alternatively, you can also click the link in the system generated email sent when the meeting was scheduled.

- To start a scheduled meeting from the **web application** log onto [ccsu.webex.com](http://ccsu.webex.com). Locate the meeting from the Upcoming Meetings List and click “Start” (Figure 1). If you have the desktop app installed but want to proceed with using the web application, then click cancel on the message box that appears and click “Join from your browser” (Figure 2).

- If you have the desktop app installed but want to proceed with using the web application, then click “Cancel” on the message box that appears and click “Join from your browser” (Figure 2).
WebEx Meetings- Faculty

- To use the **desktop application** (recommended), you can click “Open Cisco Webex Meetings” in the message box shown in (Figure 2). Or you can just open the desktop app from the desktop or windows start menu. Click “**Start**” next to your meeting (Figure 3).

- If you are using a **personal computer** then you will need to run the temporary app that downloads.
  - **Chrome and Firefox** - Click on “Run a Temporary Application” and follow the prompts (Figures 4 and 5)
  - **Internet Explorer** - Click on “Go Here” found after, ‘Having trouble Joining?’ (Figure 6)

*Please note: On a personal computer this will only need to be done once.*
Connect Audio/Video

- Click “Test speaker and microphone” if you would like to first test how your microphone and speaker sound before entering the meeting.
- “Use computer audio” is the default audio setting that should be selected (Figure 7)
- Click Unmute/Mute for microphone. You can click the drop down carrot to select a different microphone or speaker. (Figure 7)
- Click Start video and you will see a preview of how your camera appears before entering the meeting. You can click the drop down carrot to select a different camera. (Figure 7)
- Click Start Meeting when you are ready to enter the meeting (Figure 7)

If you are joining using the web application your browser may also ask for your permission to access your microphone and camera. Please select Yes or Allow when this message appears.

*Please note: It is very important that attendees are aware that they must also connect their audio to hear the meeting. Please make sure attendees also select their audio connection.*
As a Meeting Host

- There are several options only available to the host. These options are displayed at the center bottom of the “Meeting Center” (Figure 8). Clicking on each one will allow you access to different features during the meeting.
- **Participants (Attendees)** - by default your participant list will be displayed with the host at the top. Toggle buttons for your camera and microphone are displayed as well. Participants are listed below the host. The host has the option to mute participant’s microphones. (Figure 8).
- **Chat** is available to the host and participants. Messages can be sent both privately or to the entire group. (Figure 8)
- **Recorder** the host controls the option to record the meeting. The host can pause or stop the recording at any time. The recording will be uploaded to the WebEx server when complete (Figure 8).

![Figure 8](image)

- To share your screen, click the “Share” button (Figure 8). A box at the top of your screen will display from which a few options can be used.
- To show an image or text select “optimize for text and images” from the drop down box (Figure 9).
- To show a video select “optimize for motion and video” from the drop down box (Figure 9).

- When showing a video be sure to check “Share computer audio” to ensure participants can hear the audio while sharing (Figure 10).
**Accessing a Recorded Meeting**

- WebEx Meetings will send you an email once your recording has finished processing. The email will contain a link to the recording.
- You can also access all your recordings by logging onto the [CCSU WebEx Site](https://ccsu.webex.com) and clicking on **Recordings** (Figure 14).

  ![Image of WebEx Meetings interface]

  **Figure 14**

- Click on the recording name to view the recording online (Figure 15)
- Click the download icon to the right of the recording to download the recording (Figure 16)
- Click the share icon to share the link to the recording (Figure 16)

  ![Image of recorded meetings in WebEx]

  **Figure 15**

  ![Image of download and share icons for recorded meetings]

  **Figure 16**

For additional resources and assistance, access the Cisco WebEx help menu from this link: [https://collaborationhelp.cisco.com/article/en-us/73lgs2](https://collaborationhelp.cisco.com/article/en-us/73lgs2)