Cisco WebEx: How to Host and Join a Meeting

The following guide will walk you through using Cisco WebEx for video conferencing and virtual meetings. This guide has been divided into the following sections:
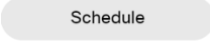
1. How to host a Cisco WebEx meeting
2. How to join a Cisco WebEx meeting

All faculty and staff have Cisco WebEx provisioned on their account. If you are having difficulty with any of the steps below, please contact the Technology Services Center at (401) 341-7777 option 2 or tsc@salve.edu.

Hosting a Cisco WebEx meeting:

There are two ways to host a meeting. You can initiate a meeting via the Cisco WebEx website or by using the WebEx Meetings desktop app. Instructions for both scenarios are outlined below.

a. Scheduling a meeting using Cisco WebEx website

1. Open a web browser and go to salve.webex.com. Locate the blue button and click **Sign In**. Enter your Regina Salve email address and password. You will be prompted for multifactor authentication during this process.

2. You should now see the home screen. To schedule a meeting, click on the button on the center of the page.

3. You will now be asked for several pieces of information pertaining to the meeting that is being scheduled.

Schedule a Meeting Meeting templates Webex Me

* Meeting topic [ ]
⊗ Enter the meeting topic

* Meeting password PhWD2mWsz23 ↻

Date and time Friday, Mar 20, 2020 12:10 pm Duration: 1 hour ∨
(UTC-04:00) Eastern Time (US & Canada) ∨

☐ Recurrence

Attendees Separate email addresses with a comma or semicolon

Show advanced options ∨

a. Specify a meeting topic.
b. The meeting password is auto-generated by Cisco WebEx.
c. Specify the date, start time and duration of the meeting and click **Done** when complete.

*If the meeting is a recurring meeting, click the following check box
☐ Recurrence .

d. In the Attendees list, type out the email addresses of the people you wish to invite to the meeting, separated by a semicolon. Click **Enter** when done.

4. Click the [Schedule] button to schedule the meeting. You and the recipients will receive an email confirmation of the meeting details. Note: the meeting invitation may arrive in your junk mail folder.

b. **How to join a Cisco WebEx meeting**

When you receive an email invitation to a WebEx meeting, it'll look something like this.

invites you to join this Webex meeting.

Meeting number (access code): 123 345 231
Meeting password: aQ34ijkC

Wednesday, May 29, 2019
10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

Join

Join by phone
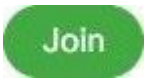Tap to call in from a mobile device (attendees only)

Global call-in numbers

Join from a video system or application
Dial 123456789@webex.com
You can also dial 173.243.2.69 and enter your meeting number.

For your convenience, choose however you'd like to join the meeting from your computer, mobile device, traditional phone or video system. Choose the option that's best for you.

Join from Your Computer

Select **Join** to join the meeting from your computer or mobile device. After you join, you can see everyone in the meeting, shared content or share your own video and content.

invites you to join this Webex meeting.

Meeting number (access code): 123 345 231
Meeting password: aQ34ijkC

Wednesday, May 29, 2019
10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

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Global call-in numbers

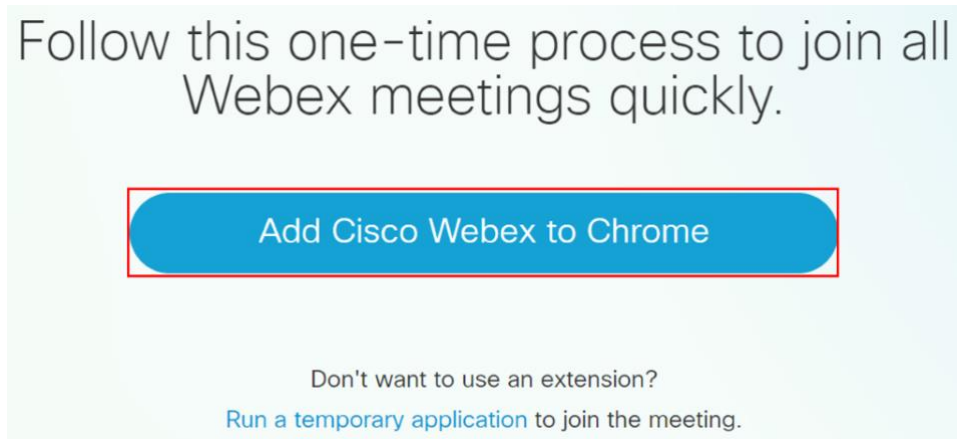Join from a video system or application
Dial 123456789@webex.com
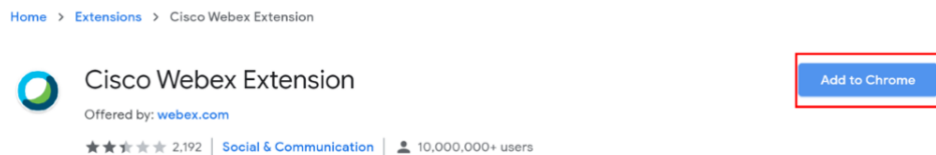You can also dial 173.243.2.69 and enter your meeting number.

If this is the first time you are joining or hosting a WebEx meeting, you will be prompted to install the Cisco WebEx Addon. Follow the steps for the browser and operating system you are using.

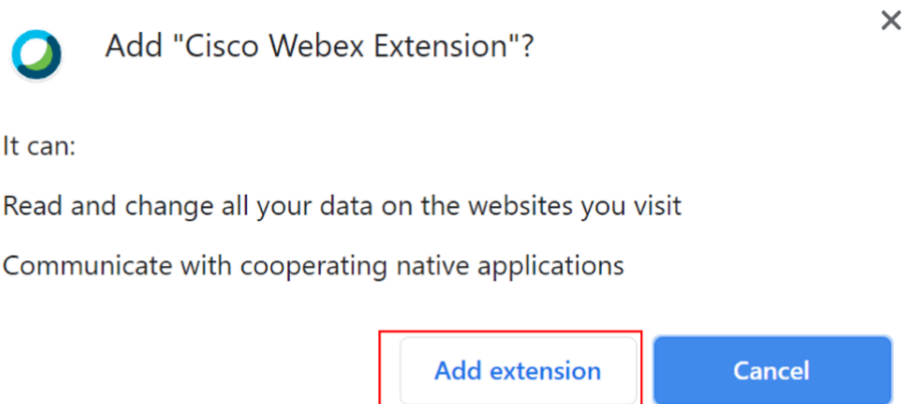- **How to install WebEx Extension in Chrome: (Windows 10)**

1. If you are prompted, install the Chrome extension by clicking **Add WebEx to Chrome**.

Follow this one-time process to join all Webex meetings quickly.

Add Cisco Webex to Chrome

Don't want to use an extension?
Run a temporary application to join the meeting.

2. Click **Add to Chrome**

Home > Extensions > Cisco Webex Extension

Cisco Webex Extension
Offered by: webex.com

★★☆☆☆ 2,192 | Social & Communication | 👤 10,000,000+ users

Add to Chrome

3. Click **Add Extension**

Add "Cisco Webex Extension"?   ✕

It can:

Read and change all your data on the websites you visit

Communicate with cooperating native applications

Add extension   Cancel

- **How to install WebEx Extension in Chrome: (MacOS)**

   1. Click to open the Cisco WebEx Addon
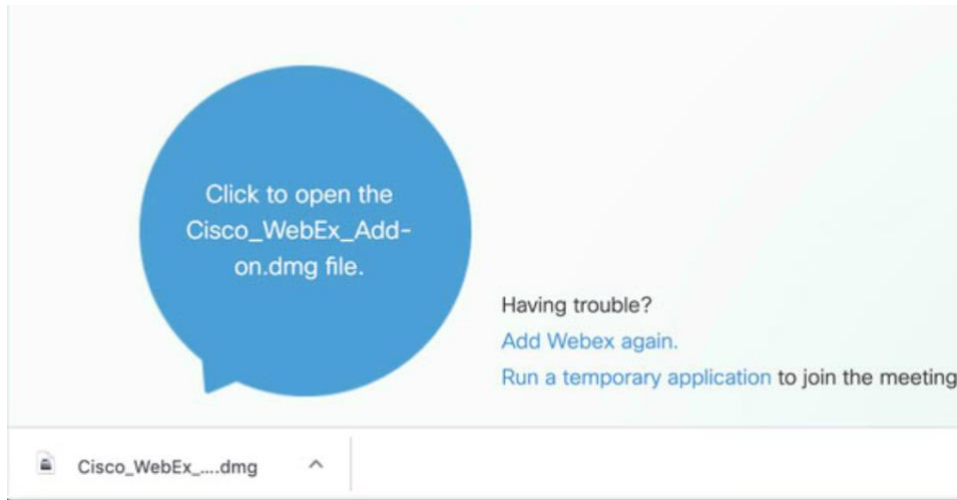
2. Click **Install Cisco WebEx Addon**
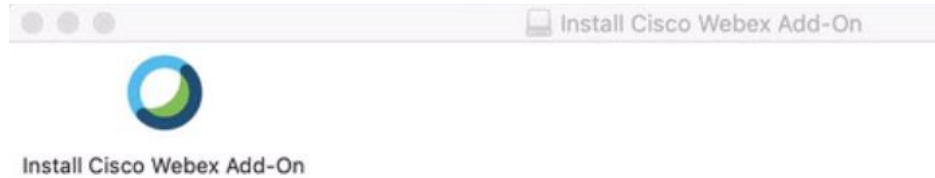
3. Click **Open**
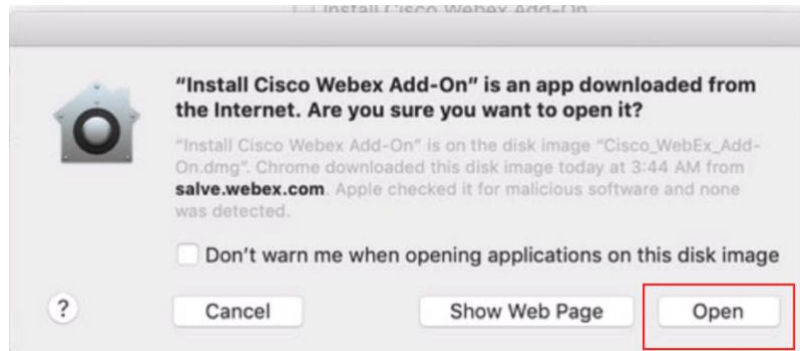
4. Cisco WebEx Meetings will now install on your system. Once the installation is complete, the meeting will launch. In order for WebEx to use your microphone and camera, you will need to grant it permission.
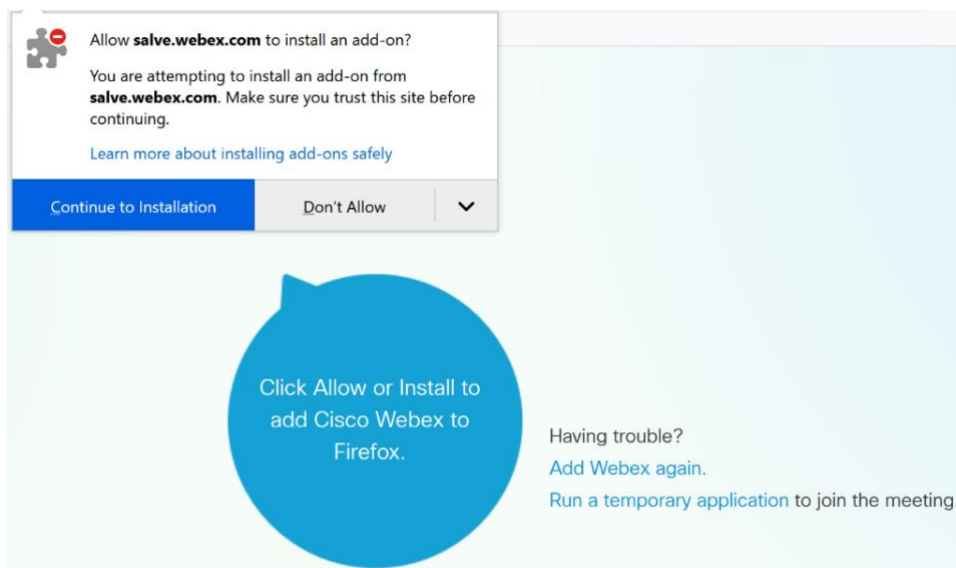
    Click **OK** to allow WebEx to access your camera:

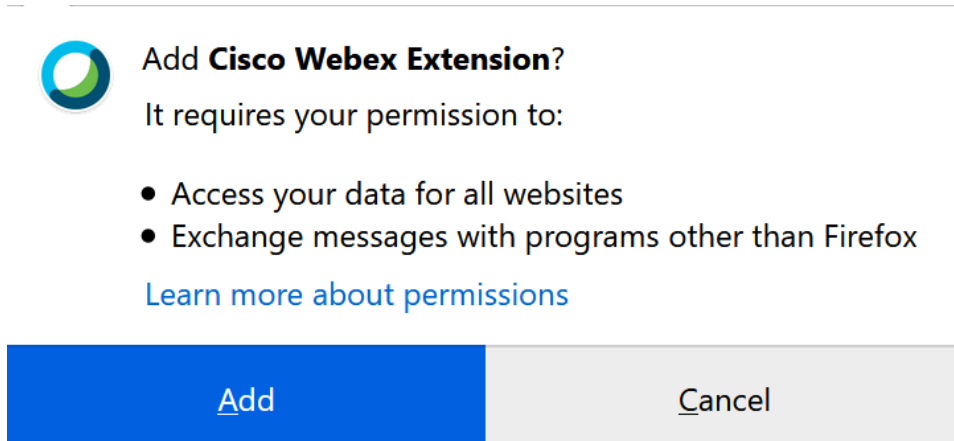Click **OK** to allow WebEx to access your microphone:

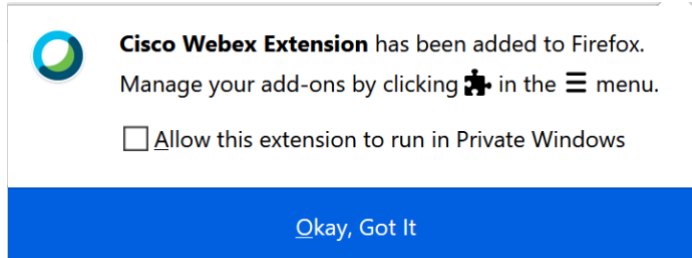- **How to install WebEx Extension in Mozilla Firefox (Windows 10)**

    1. When prompted, click **Continue to Installation**.

2. Click **Add**.

3. Finally, click **Okay, Got It**.
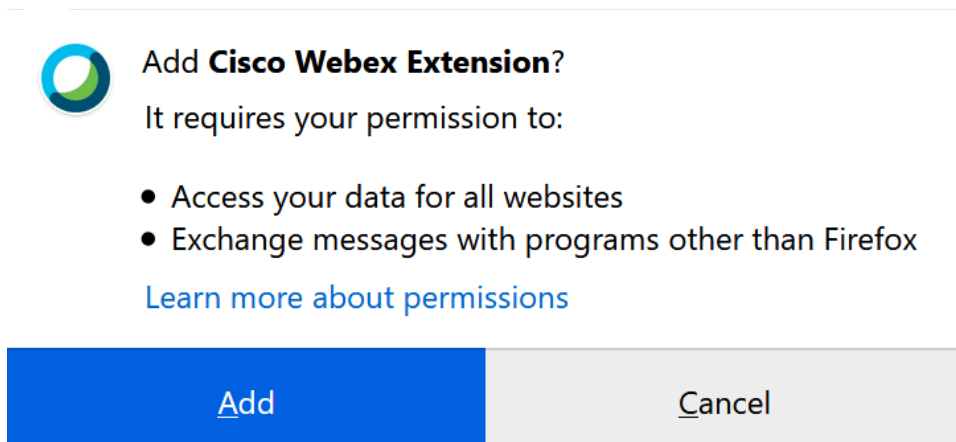

4. The WebEx meeting will now launch.

- **How to install WebEx Extension in Mozilla Firefox (MacOS)**

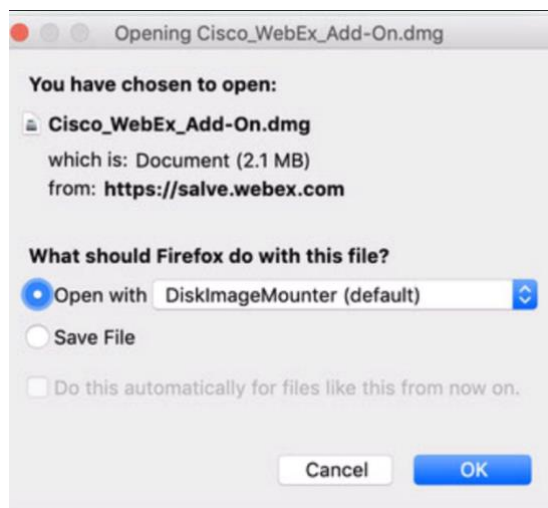   1. Click on the WebEx meeting you would like to join.

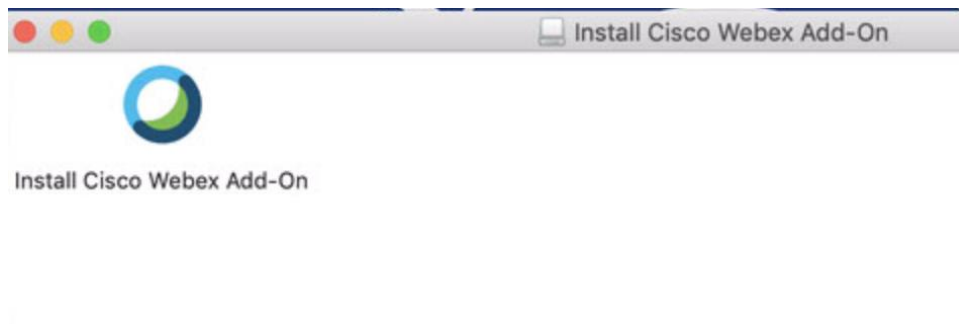   2. When prompted, click **Continue to Installation**.
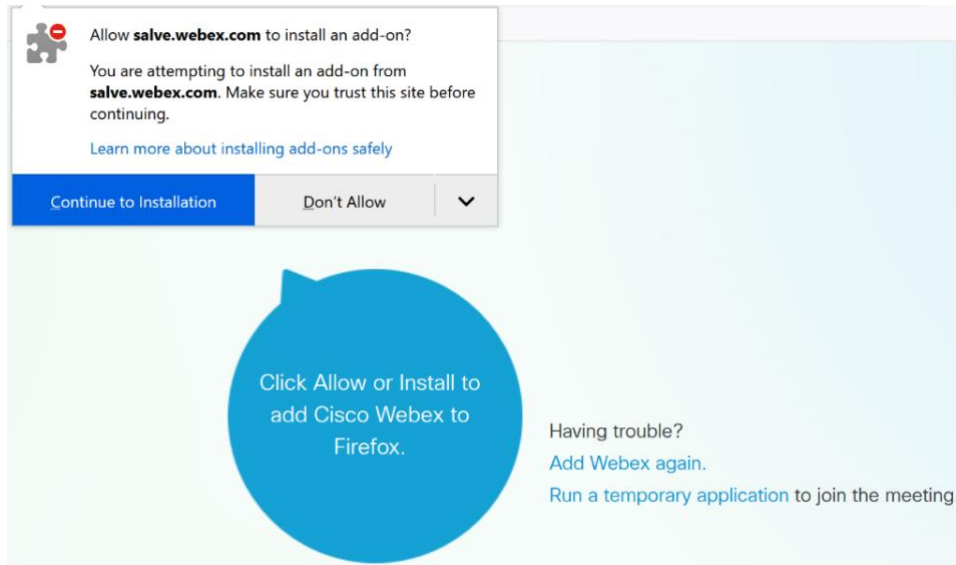
Click **Add**
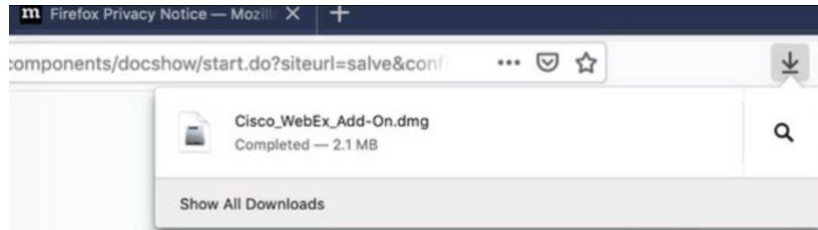

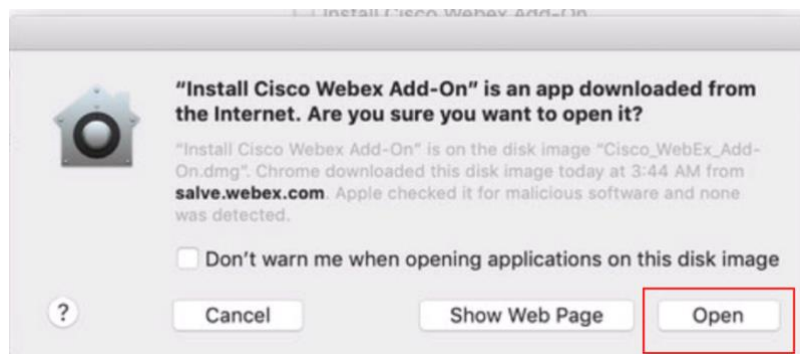3. On the following dialog box, click **OK** to download the Cisco WebEx Add on

4. The WebEx Addo will download and automatically launch. Click **Install Cisco WebEx Addon.**

5. Click **Open**.

6. Cisco WebEx Meetings will now install on your system. Once the installation is complete, the meeting will launch. In order for WebEx to use your microphone and camera, you will need to grant it permission:

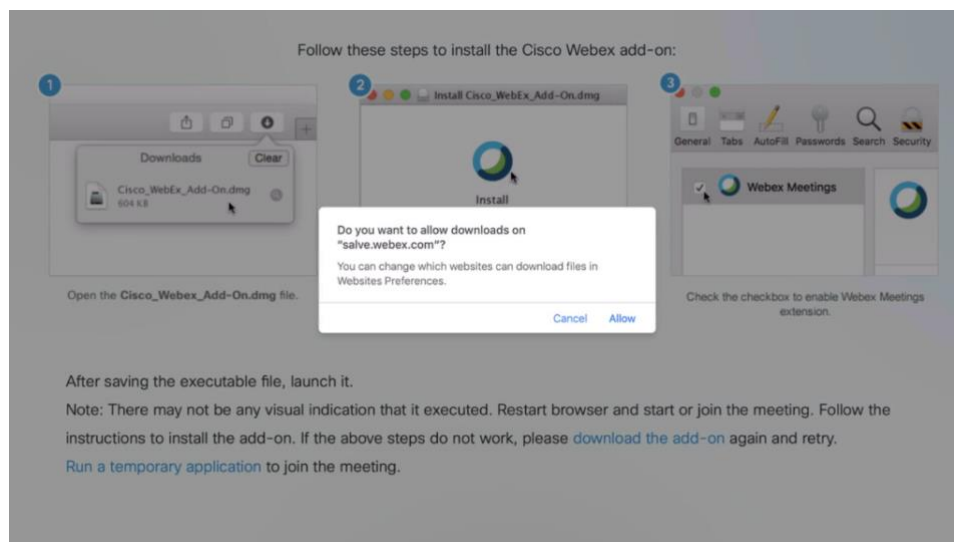   Click **OK** to allow WebEx to access your camera:

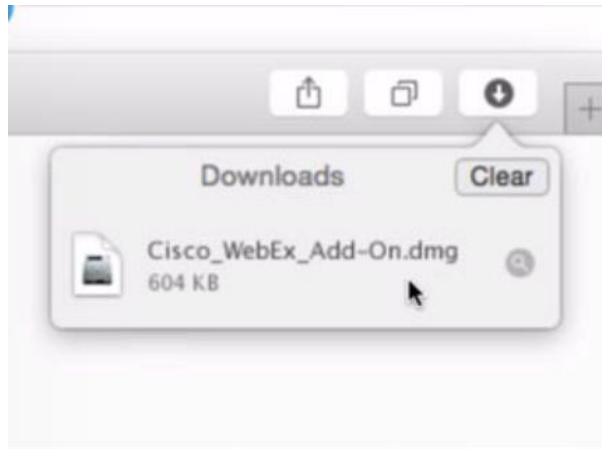Click **OK** to allow WebEx to access your microphone:

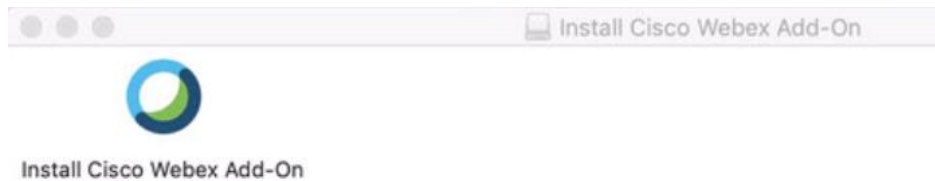- **How to install WebEx Extension in Safari (MacOS)**

    1. You may receive a prompt to allow downloads in Safari. Click **Allow**.
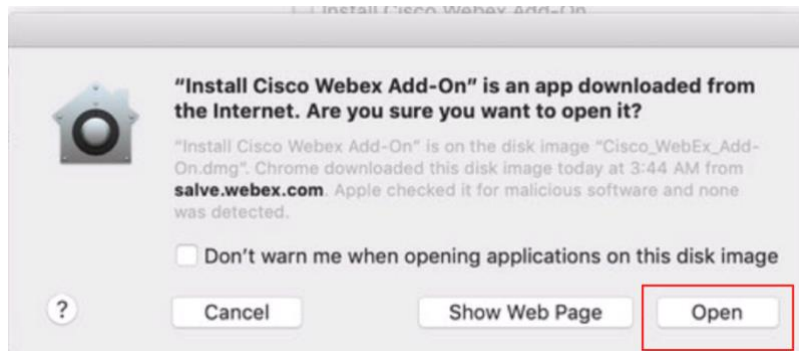
2. The Cisco WebEx Addon will now download to your computer. Click on the Download icon and open the Cisco WebEx Addon.
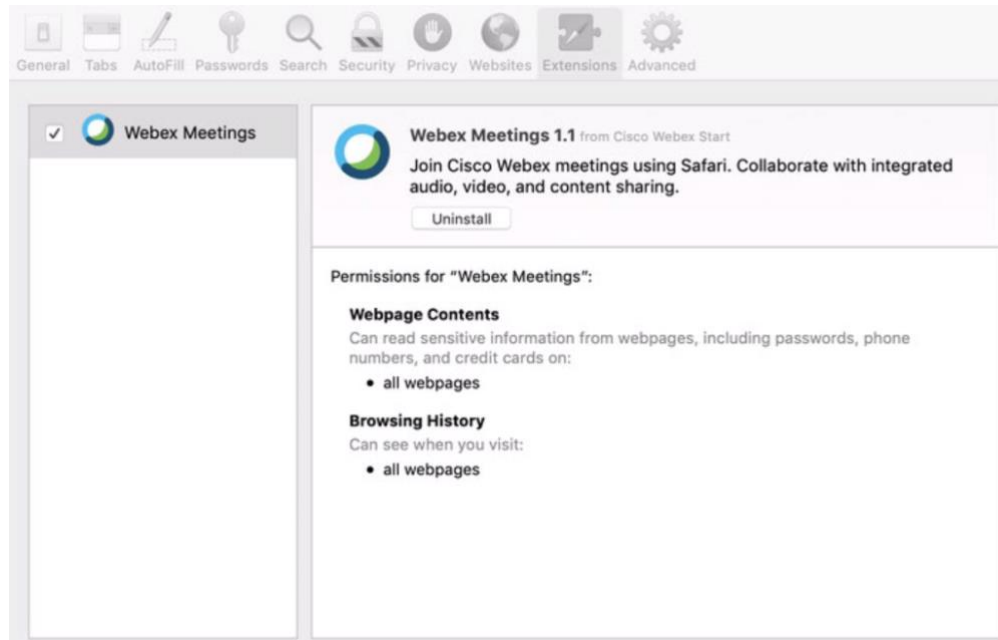

3. Click **Install Cisco WebEx Addon**

   Click on **Open**".

4. The Cisco WebEx addon will now install to your computer. Once the installation is complete, the following dialogue box will appear. Make sure there is a check mark next to **WebEx Meetings**.

5. The WebEx Meeting will now launch.

6. Once the meeting launches, you will have the options to select your audio and video source. If you wish to use your built-in microphone to communicate, select **Call using Computer.** You also have the option of calling in as well. By selecting **I will call In,** Cisco WebEx will provide you with a phone number and access code to call and join the meeting.

If you wish to use your webcam, WebEx will choose the default webcam you have on your computer/device. You should be able to see a preview of yourself on the right-hand side prior to entering the meeting. Once you are ready, click **Start My Video.** If you choose to not use video, simply click on the close button. At this point, you are now hosting the meeting.
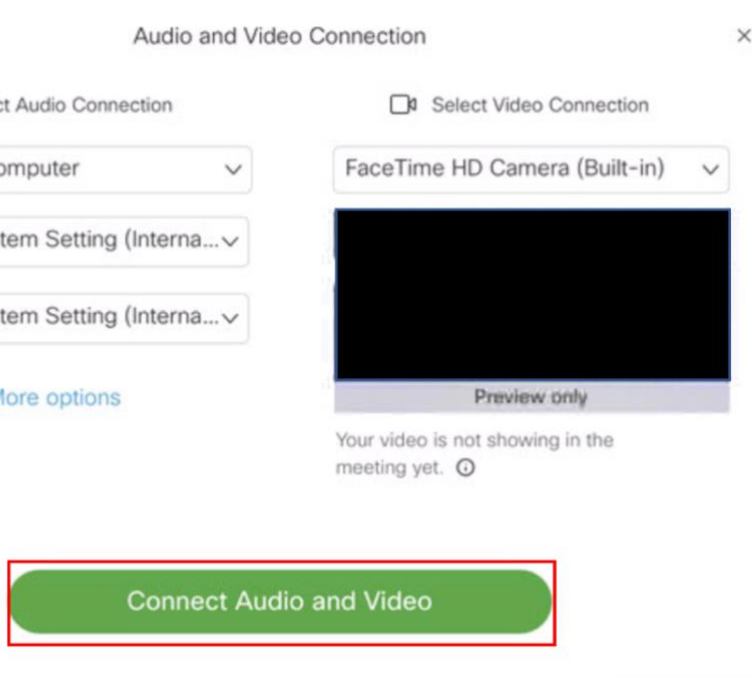
Join from Your Phone

Call one of the numbers under **Join by phone**. This is a good option if you aren't connected to a network for video. After you join, you can hear everyone talking in the meeting but not their video or content that they're sharing.
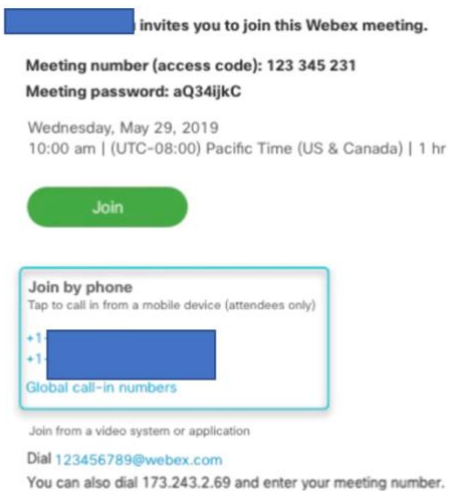
If you experience technical difficulties or have questions, contact the Technology Services Center at (401) 341-7777 option 2 or tsc@salve.edu.