

Overview

See your Telecommunications Agency Representative for access.

WebEx is a multi-functional desktop conference call application, allowing you to meet with anyone, anywhere, in real time! WebEx combines desktop sharing through a web browser, with audio/video functionality, so everyone sees the same thing while you talk.

You can schedule/host a WebEx meeting, or attend a WebEx meeting, from an email invitation.

WebEx is multi-functional! Depending on your access level, you can:

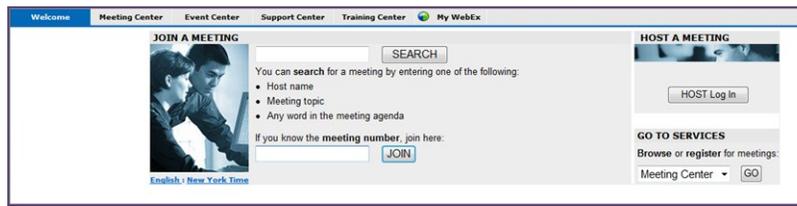
- Host a **meeting** at the **Meeting Center**
- Host an **event** (up to 1000 participants) at the **Event Center**
- View and control remote desktops to provide instant **support** in the **Support Center**
- Deliver interactive **training** classes in the **Training Center**

By default, users can access ONLY the Meeting Center. For additional access, notify your Telecommunications Agency Representative.

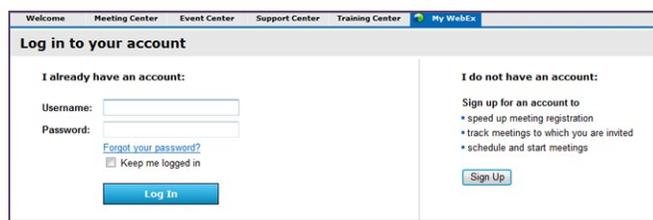
Sign Up for an Account

To become a meeting host, you must sign up for an account.

1. In your web browser, navigate to meetny.webex.com.



2. Under the **Host a Meeting** column, click **HOST Log In**.
3. Beneath the section labeled, **I do not have an account**, click **Sign Up**.



4. Enter the required information, to sign up for your account.
5. A WebEx administrator will review your account. When accepted, you will receive an email containing your username and password.

Log In

1. Upon logging in for the first time, you must change your password:

- a. Enter your old (current) password.
- b. Enter your new password.
- c. Confirm your password.
- d. Click **Submit**.

2. Enter a PIN.
 - Must be 5 to 15 digits in length
 - Must be numeric only
3. Click **Submit**.

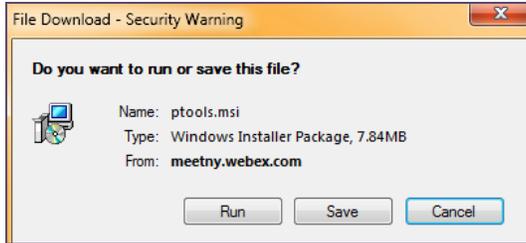
Install Productivity Tools

The Productivity Tools allow you to use WebEx from your desktop, Microsoft Outlook/Office, Lotus Notes, web browser, or instant messenger. Administrator rights may be required to install the Productivity Tools.

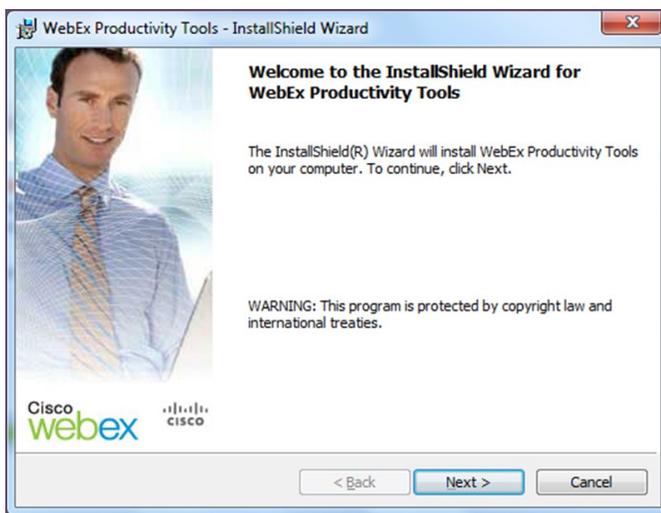
To install the Productivity Tools:

1. Click **Productivity Tools Setup**, from the left navigation bar.
2. On the next screen, click **Install Productivity Tools** in the right-hand box titled **On Your Desktop**.

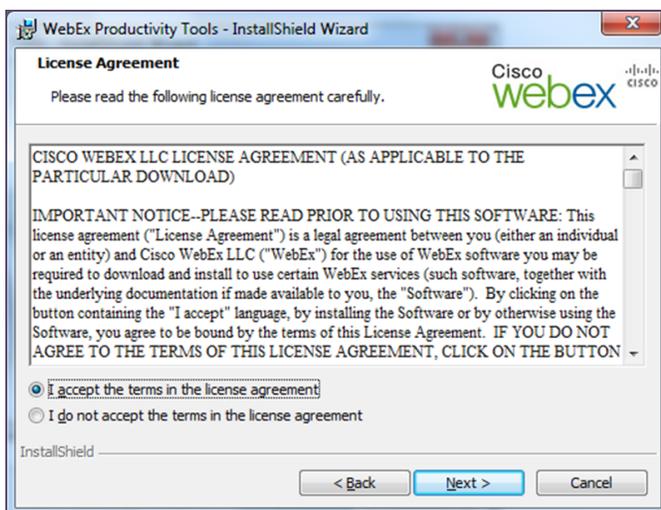
- Click **Run** to install, or **Save** to save the installation file to your computer for later installation.



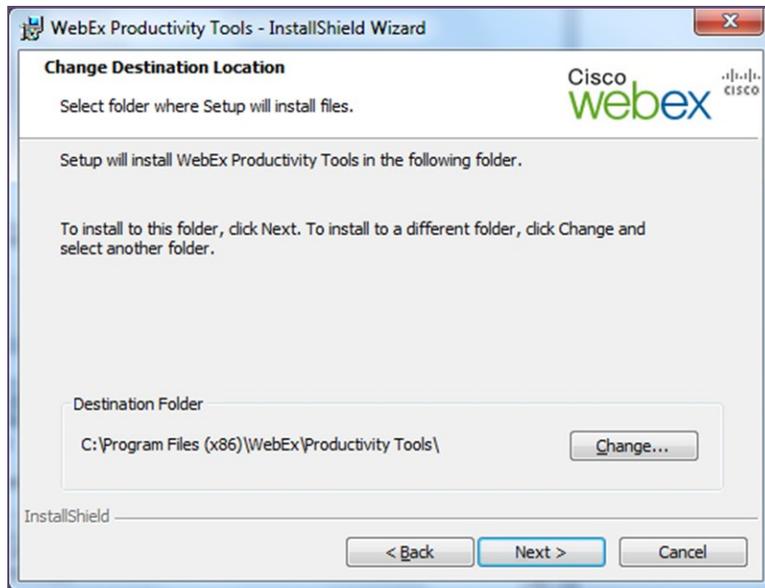
- Click **Next**.



- Click **I accept the terms in the license agreement**, and then click **Next**.



6. Accept the default destination location by clicking **Next**.



7. When the installation is done, click **Finish**.



Schedule a Meeting

1. In your web browser, navigate to meetny.webex.com.

2. Under the **Host a Meeting** column, click **HOST Log In**.
3. Beneath the section labeled, **Login to your account**, enter your username and password.

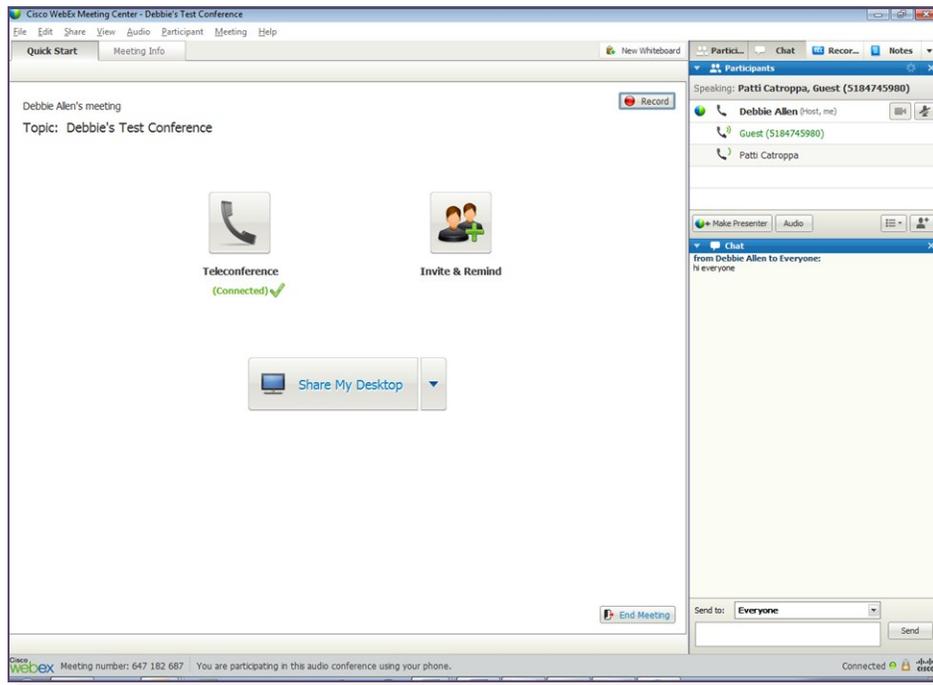
4. Click **Login**.
5. In the left navigation bar, under the section titled, **Host a Meeting** click **Schedule a Meeting**.
6. On the **Schedule a Meeting** screen, complete the following fields:

- a. Meeting Topic
- b. Password
- c. Confirm Password

7. Click **Start Now**.

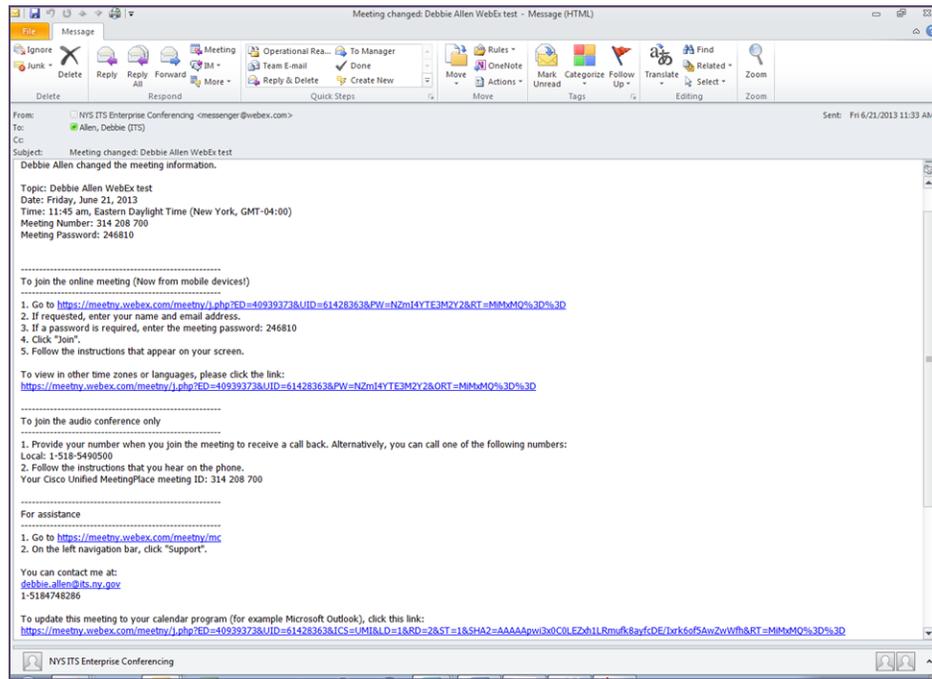
Host a Meeting

From the meeting window, you can perform several functions, including sharing your desktop, chatting with meeting participants, using a white board, etc.



Attend a WebEx via Email

You will receive a meeting invitation from the host, in your email client. The meeting may be placed on your calendar by clicking the link provided in the email.



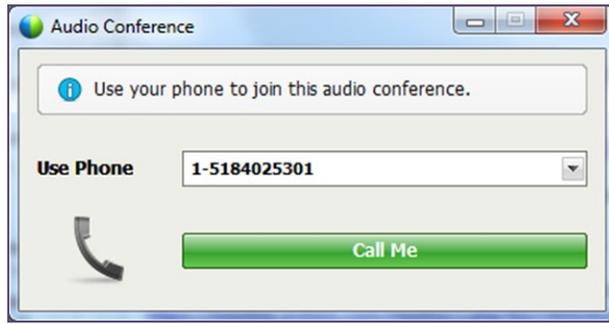
To join the online meeting:

1. Click the link below the text, **To join the online meeting**. This brings you to the WebEx meeting.



2. Click **Join**.

3. Enter your phone number, and click **Call Me**.



4. Your phone will ring and, upon answering, you will be connected to the WebEx conference. Press **1** to join the conference.
5. You may view other conference participants and chat with them during the conference.
6. To end the meeting, press **End Meeting** or hang up.

