

Overview

Please go to meetny.webex.com to request an account.

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 500 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, generate a request by attempting to schedule the type of session you want: Event or Training. If you don't have access, WebEx will prompt you to create a request.

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. Click **Log In** in the upper right hand corner.
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. Under the **Meeting Center** tab, expand **Support** and click on **Downloads**.
2. In the **Productivity Tools** section, select the appropriate operating system and click download.

Meeting Center: Downloads

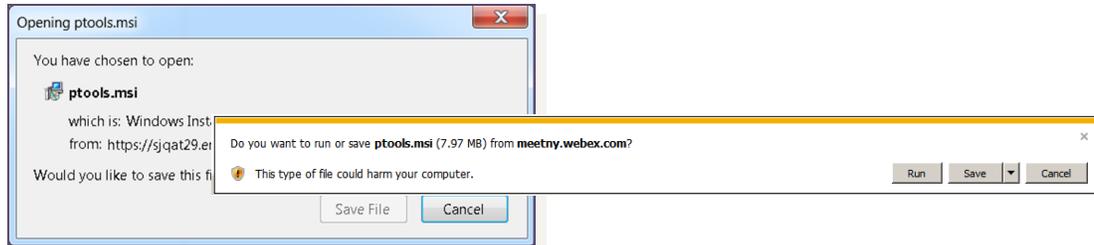
Productivity Tools

WebEx Productivity Tools allow you to schedule, start, and join meetings quickly without going to your WebEx site. Simply select the WebEx ball to add a WebEx meeting to your Microsoft Outlook calendar invitation. The Windows version also supports integration with other programs, such as IBM Lotus Notes, Microsoft Office Communicator, Microsoft Lync, and so on.

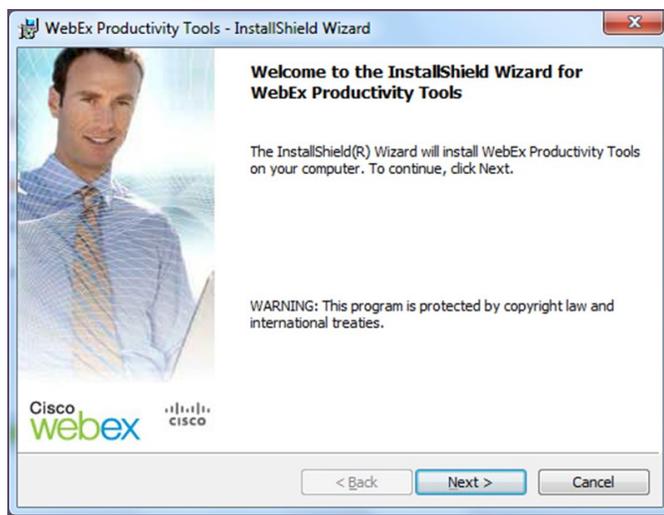
Windows ▼

Download

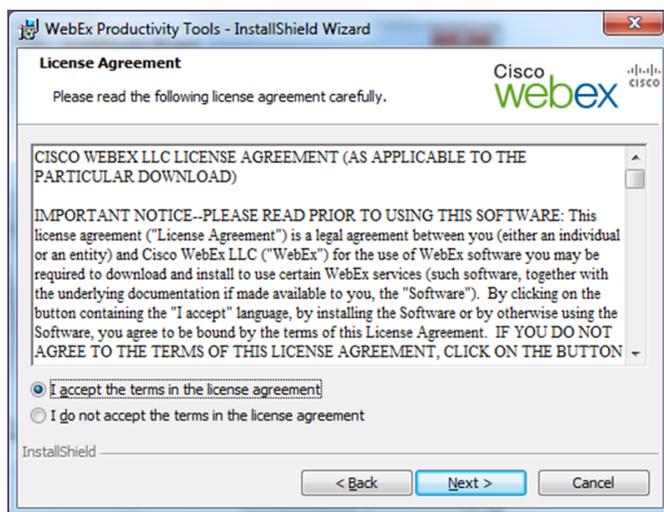
3. Run the applet when prompted.



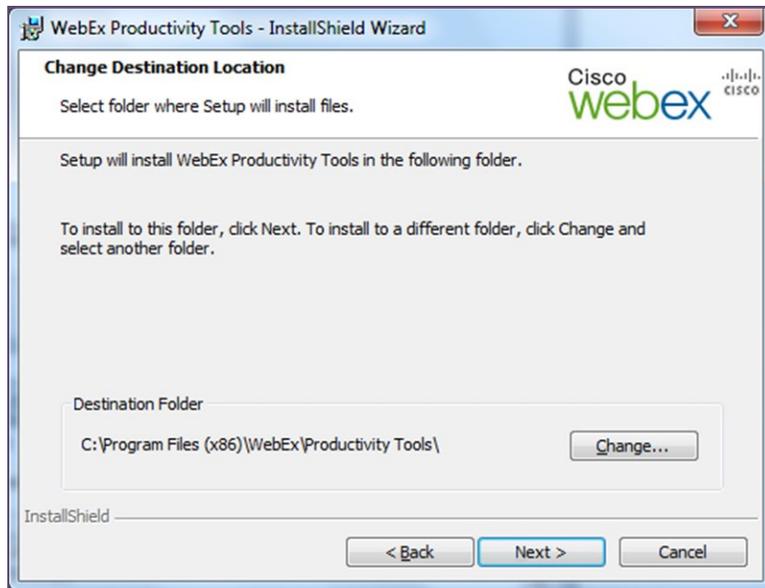
4. Click **Next**.



5. **Accept** the agreement and click **Next**.



6. Click **Next**.



7. **Finish**



Schedule a Meeting

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

The screenshot shows the WebEx homepage with a navigation bar at the top containing 'Home', 'Meeting Center', 'Event Center', 'Training Center', 'Support Center', and 'My WebEx'. A 'Log In' link is in the top right corner. The main content area prompts the user to 'Enter the meeting, event, or session number to join.' Below this is a text input field and a 'Join' button. A red notification banner reads 'NEW! Invited to a Personal Room? Enter the host's username:'. The language and time zone are set to 'English - New York Time'.

2. Under the **Meeting Center** tab, click **Log In** in the upper right hand corner
3. Beneath the section labeled, **Log in to your account**, enter your username and password.

The screenshot shows the 'Log in to your account' page. It features a navigation bar with 'Home', 'Meeting Center', 'Event Center', 'Training Center', 'Support Center', and 'My WebEx'. The main heading is 'Log in to your account'. There are two sections: 'I already have an account:' with fields for 'Username:' and 'Password:', a 'Forgot your password?' link, and a 'Keep me logged in' checkbox; and 'I do not have an account:' with a 'Sign up for an account to' section listing benefits like 'speed up meeting registration', 'track meetings to which you are invited', and 'schedule and start meetings'. 'Log In' and 'Sign Up' buttons are at the bottom.

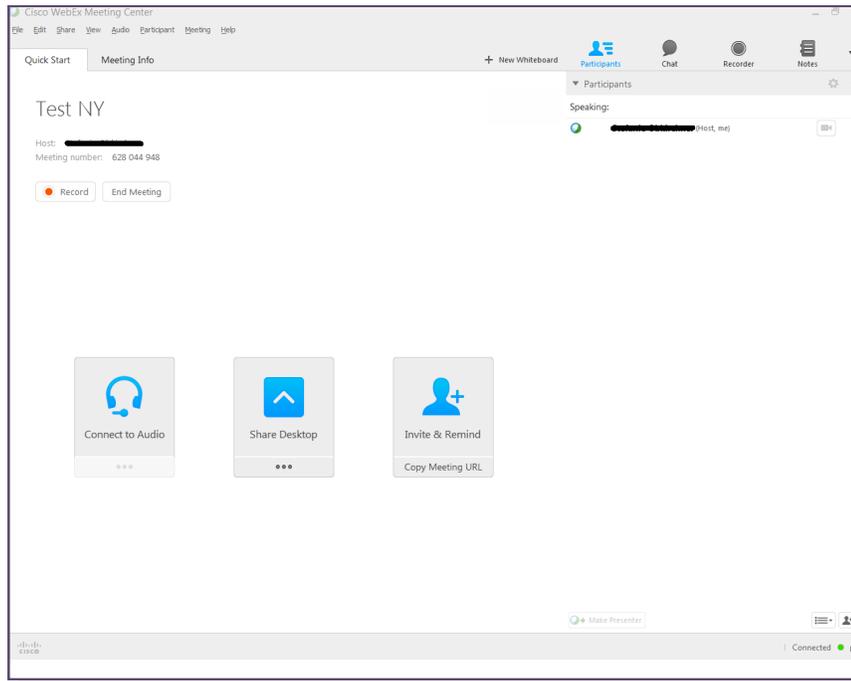
4. Click **Login**.
5. In the left navigation bar, under the section titled **Host a Meeting**, click **Schedule a Meeting**.
6. On the **Schedule a Meeting** screen, complete the following fields:
 - a. Meeting Topic
 - b. Password
 - c. Confirm Password
 - d. Date/Time
 - e. Duration

The screenshot shows the 'Schedule a Meeting' form. It has a navigation bar with 'Home', 'Meeting Center', 'Event Center', 'Training Center', 'Support Center', and 'My WebEx'. The main heading is 'Schedule a Meeting'. Below the heading is a sub-heading 'To set advanced meeting options or to schedule a Personal Conference meeting, go to Advanced Scheduler'. The form contains several fields: 'Meeting topic:', 'Password:', 'Confirm password:', 'Date:' (set to 09/02/2014), 'Time:' (set to 1:30 am), 'Duration:' (set to 1 hr), and 'Attendees:' (with a note to separate email addresses with a comma or semicolon). There are also links for 'Use address book', 'Send a copy of the invitation email to me', 'Audio conference: WebEx Audio', and 'Change audio conference'. At the bottom, there is a 'Save as template' section with 'Start' and 'Cancel' buttons.

7. Click **Start or Schedule Meeting** depending upon the Date/Time chosen.

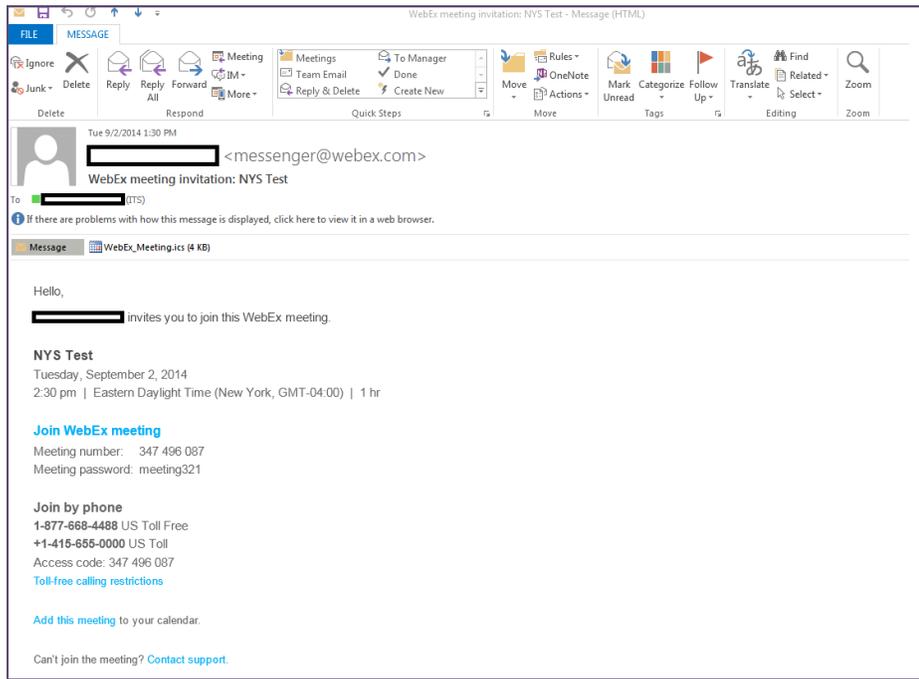
Host a Meeting

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



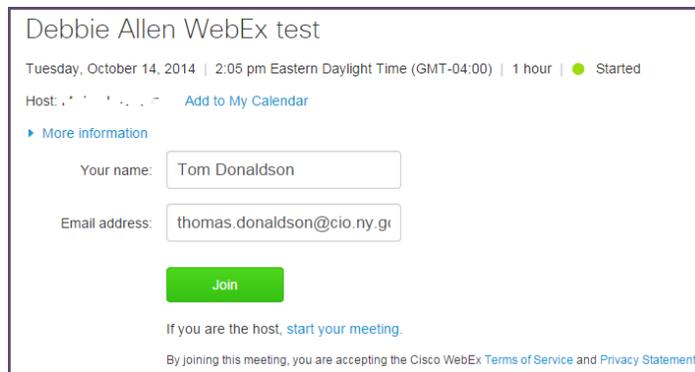
Attend a WebEx via Email

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



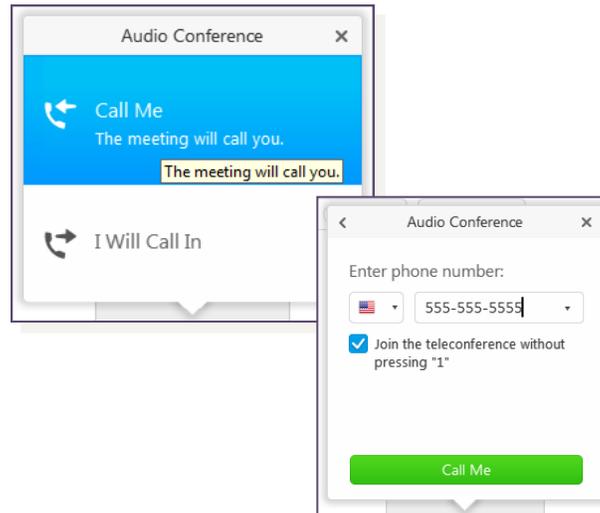
To join the online meeting:

1. Click the text, **Join WebEx meeting**. This brings you to the WebEx meeting.



2. Click **Join**.

3. Click **Call Me**, enter your phone number, and click **Call Me**.



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

