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 tab 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.

[Download button]
3. Run the applet when prompted.

4. Click Next.

5. Accept the agreement and click Next.
6. Click Next.

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

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.

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

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**.

![Audio Conference](image1)

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.

![Cisco WebEx Meeting Center](image2)