

## Start a WebEx Meeting

This document will show you how to start a previously scheduled WebEx meeting.

- 1. Log into <u>ccsu.webex.com</u>.
- 2. Click on **Calendar** from the menu on the left. Then, click **Start** next to your meeting in the list (Figure 1). You can also click on the link from the email which was sent when the meeting was scheduled.

8	Profile	Q Join a meeting or search for a meeting, recording, or transcript	English
₽	Settings		
	Calendar	Calendar	Start V Join Schedule
0	Recordings	https://ccsu.webex.com/meet/matthewodonnell	Start V Join Schedule
		Upcoming Completed	
		All meetings and webinars v 7/24/2023 - 7/30/2023 v Show earlier meetings and webinars	
		9:20 AM - 10:20 AM Example Meeting Mon, Jul 24 Matthew O'Donnell	Start
_		Mon, Jul 24 Matulew O Dolliteir	

- FIGURE 1
  - 3. If you have the WebEx program installed on the computer you're using, you will get a pop-up message in Chrome asking you to open the WebEx link. Click on **Open Webex** (Figure 2).

https://ccsu.webex.com wants to open this application.         Always allow ccsu.webex.com to open links of this type in the associated app         Open Webex         Cancel	Open Webex?
	https://ccsu.webex.com wants to open this application.
Open Webex Cancel	Always allow ccsu.webex.com to open links of this type in the associated app
	Open Webex Cancel

- 4. If you don't have WebEx installed already, you can either install it or use WebEx in your web browser. Please consult <u>this guide</u> to learn how to install WebEx on a campus or personal computer.
- 5. You will need to connect your audio and video. On the installed app version, you can adjust your audio and video settings by clicking on the arrows next to the Mute and Stop video buttons. You can typically leave the audio connection set to Computer audio. You can pick the speaker and microphone settings by clicking the dropdown arrows (Figure 3). Usually, your correct audio and video settings will be automatically selected. Once you're ready, click on Start meeting.



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Speaker and microphone Test	
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0 Use System Setting (P2418H	Preview
🔮 Mute 🔿 🖸 Stop video 🗸	Ready? Start meeting

• On the web browser version, you will need to allow WebEx to access your video and microphone. Click **Allow** on the pop-up which appears (Figure 4).

ccsu.webex.com wants to					
	Use your camera				
Ŷ	Use your microphone				
		Allow	Block		
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• Next, configure your audio and video settings in the same way as the app version (Figure 5). Click on **Join meeting** once you're ready.

Audio connection	
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6. You will enter the meeting. You can now interact with your students and begin teaching.