Start a WebEx Meeting

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

1. Log into ccsu.webex.com.
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.
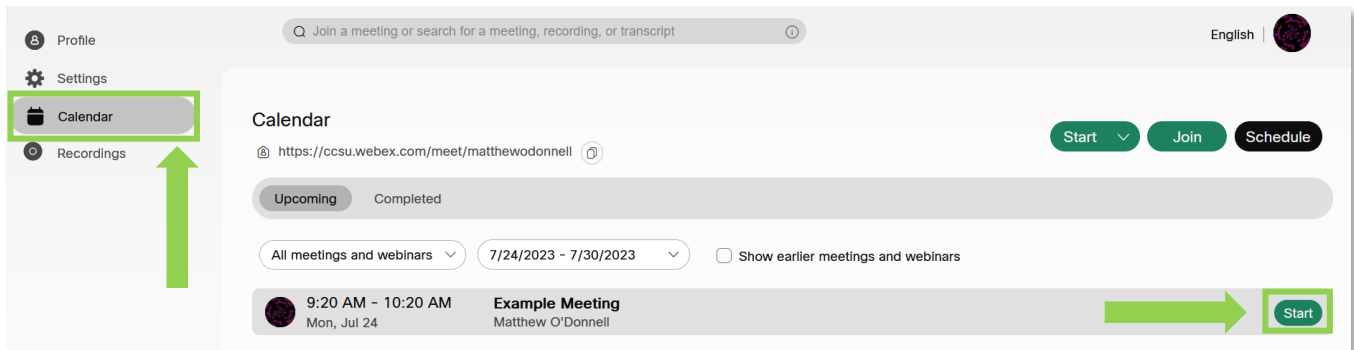

FIGURE 1

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).
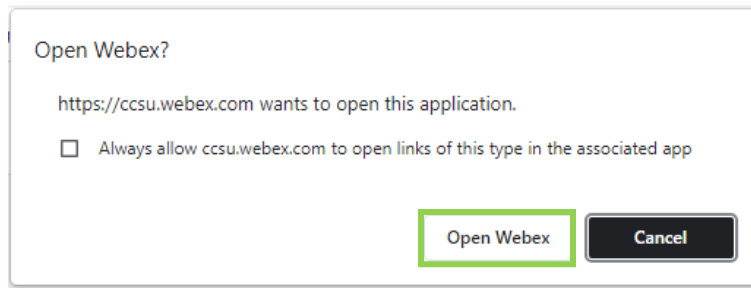

FIGURE 2

4. If you don't have WebEx installed already, you can either install it or use WebEx in your web browser. Please consult this guide 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**.
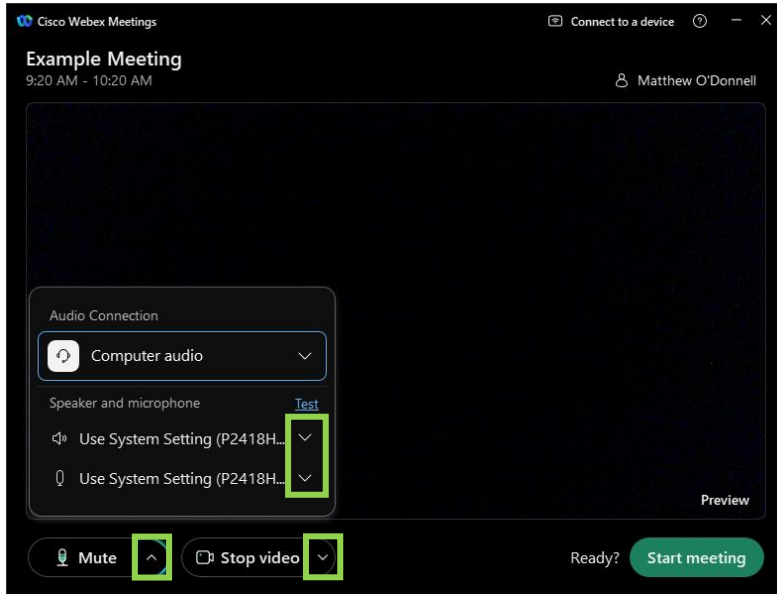
FIGURE 3

- 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).
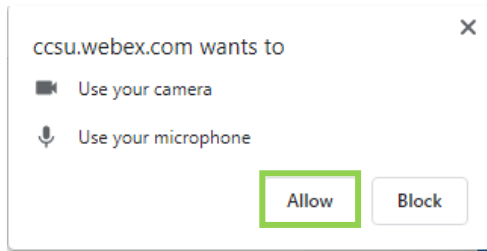

FIGURE 4

- 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.
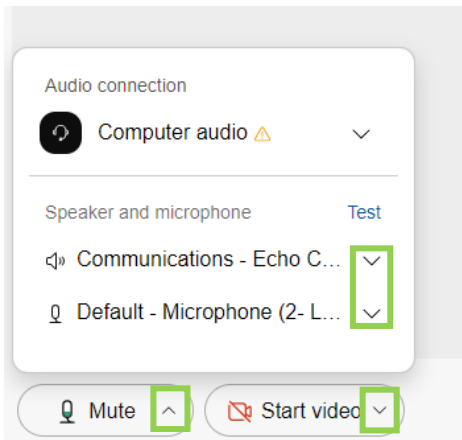

FIGURE 5

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