

WebEx Cheat Sheet

The instructions below are very basic. This document covers the most common way to schedule and join a meeting. For more information, check out the full [user guide](#). [CIT's WebEx information page](#) is also useful.

Cornell's WebEx site is available at <http://cornell.webex.com>.

Within the **Meeting Center**, you will find features that include file, application, and desktop sharing, audio and video sharing, whiteboards, the ability to pass presenter status to any attendee, meeting recording, and more.

If you are hosting an event, please try the **Event Center**. If you are hosting a training session, please try the **Training Center**. More information about both is available at [CIT's WebEx information page](#).

For Mann Library users, please note that unlike GoToMeeting you do not need to reserve WebEx in Outlook. The Cornell account allows us to have multiple users of WebEx at one time.

Meeting Center

Schedule a Meeting

1. Go to <http://cornell.webex.com>.
2. Select the **Host a Meeting** option.
3. Login with your netid and password if prompted.
4. Select the **Schedule a Meeting** option. For a one-off meeting use the page presented. For recurring meetings, use the **Advanced Scheduler** which is available at the top of the page. (There are many additional options within the **Advanced Scheduler**, such as opting to not have the meeting deleted from My Meetings when it is completed, opting to not have the meeting adding to the calendar of the participants, adding an agenda and welcome message, setting the privileges of the participants, etc.)
5. Type in the **Meeting Topic, Date, Time**, etc.
6. In the **Attendees** box, type the email addresses of all of the people you want to invite. (There is a **Use address book** option, but you need to load your Outlook address following the instructions below.) You may also just have the email sent to you and then you send it on within Outlook.
7. Select how you want the audio portion of the meeting to be handled via the **Audio conference** option. If you chose **WebEx Audio** your attendees have the option of using VoIP or calling a phone number (the meeting code is provided in the invitation email). If you want to use a different conference calling service or just call directly to each other, select the **Other Teleconference service** option (which is the default). **Please note that there is an additional cost to Cornell associated with using the toll-free numbers provided by WebEx. Please use a direct call or VoIP if possible.** (**WebEx Audio** includes global toll-free phone numbers, but the coverage is not complete. For example, South Africa is the only country in Africa that is covered.)

Important Note: If an attendee will be using a mobile device such as an iPad or iPhone, do **NOT** use the "Use VoIP only" option. They will not be able to connect to the audio unless "WebEx Audio" is selected. Also, meetings may not be initiated from mobile devices. You may only join meetings.

Edit a Meeting

1. Go to <http://cornelluniversity.webex.com>.
2. Select the **My WebEx** option which appears at the end of the bar on the top of the page.
3. Login with your netid and password if prompted.
4. Click on the **Topic** link for the meeting you want to edit.

Start the Meeting

1. Go to <http://cornelluniversity.webex.com>.
2. Select the **My WebEx** option which appears at the end of the bar on the top of the page.
3. Login with your netid and password if prompted.
4. Click on the **Start** link at the end of the entry for the meeting you want to start.
5. You will see a white screen with 3 options.
 - a. Select the **Audio Conference/Voice Conference** option to join the audio portion of the meeting.
 - i. If you chose **WebEx Audio** for the audio portion of your meeting, you have two options: **Use Phone** and **Use Computer for Audio**. To use the phone option, select **I will call in** and use the information provided to make the call. To use the VoIP option, press on the **Call Using Computer** button. A **Connected** message will appear under the icon.
 - ii. If you chose **Other Teleconference service** for the audio portion of your meeting, you will be reminded of the instructions provided to get connected.
 - iii. If you chose **Use VoIP only** for the audio portion of your meeting, the connection will be made when you click on the **Voice Conference** icon. A **Connected** message will appear under the icon.
 - b. Select the **Invite & Remind** option if you need to invite people at the last minute or remind invited attendees to join in.
 - c. Select the **Show My Desktop** option to display your desktop to the participants.
6. While the meeting is in progress, there will be a tool bar on the top of the screen for you to control the meeting. Within this tool bar you can stop showing your screen, record the meeting, chat with one or all participants, annotate the screen, see who is participating, etc.
7. To show your video, select the **Participants** option from the tool bar and then click on the video camera icon to the right of your name.
8. To display a participants screen or allow a participant to annotate your screen, select the **Participants** option from the tool bar and then drag the blue and green ball to the line containing the name of the person who will be taking over control.
9. To end the meeting, select the pull-down menu from the tool bar and chose **End Meeting**.

Important Note: The first time you host/attend a meeting, you will be asked to install a plug-in.

Join a Meeting

1. Click on the URL in the email invitation you received.

2. You may be asked to enter your name and email address before joining the meeting.
3. Click **Join Now**.
4. The meeting window will then appear.
5. The video has been connected, now you need to join the audio portion of the meeting.
 - a. If the host chose **WebEx Audio** for the audio portion of the meeting, you have two options: **Use Phone** and **Use Computer for Audio**. To use the phone option, select **I will call in** and use the information provided to make the call. To use the VoIP option, press on the **Call Using Computer** button. A **Connected** message will appear under the icon.
 - b. If the host chose **Other Teleconference service** for the audio portion of the meeting, you will be reminded of the instructions provided to get connected.
 - c. If the host chose **Use VoIP only** for the audio portion of the meeting, the connection will be made when you click on the **Voice Conference** icon. A **Connected** message will appear under the icon.
6. If you want to speak during the meeting, press the **Raise Hand** button.
7. If you want to show yourself using the camera, click on the **Camera** button.

Important Note: *The first time you host/attend a meeting, you will be asked to install a plug-in.*

Load the Address Book

1. Add <https://cornelluniversity.webex.com> to your trusted sites if you are running Windows 7. (Follow [these instructions](#) to add a trusted site.)
2. Select the **My WebEx** option which appears at the end of the bar on the top of the page.
3. Select the **My Contacts option**.
4. Chose to **Import** your contacts from **Microsoft Outlook**.

Logging Out

To log out of My WebEx, you must close your browser. If that doesn't work, follow these instructions from CIT...

"Generally, when a browser exits it should log you out of the CU Web Login, which WebEx uses. Your browser may have been running in the background after you exited out. In order to logout in this situation, you can delete all the cookies on your browser by following these directions: <http://www.aboutcookies.org/default.aspx?page=2>."