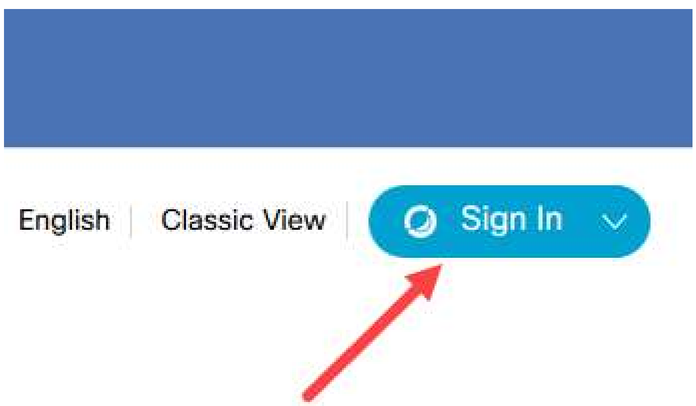
RUTGERS
Graduate School of Applied
and Professional Psychology

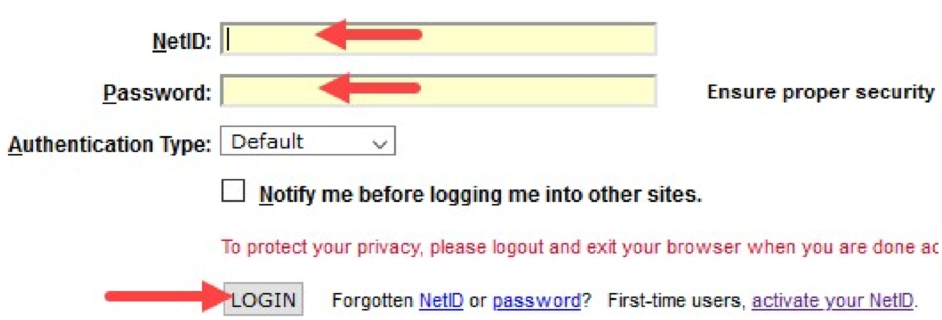
Start and Run a Training Session

1. Open a browser and navigate to https://webex.rutgers.edu/. Click "Log in."

2. Click the blue "Sign In" button in the upper right.



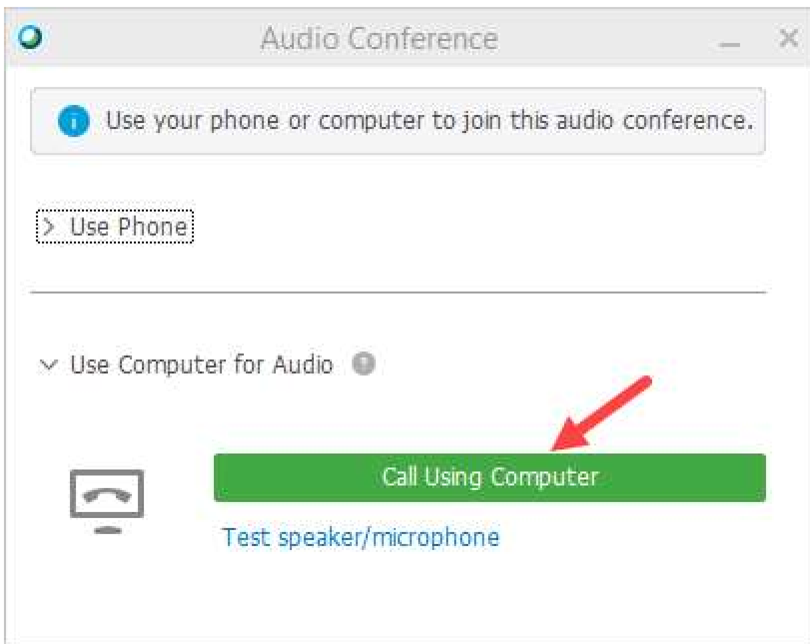
3. Enter your NetID and password, then click Login.



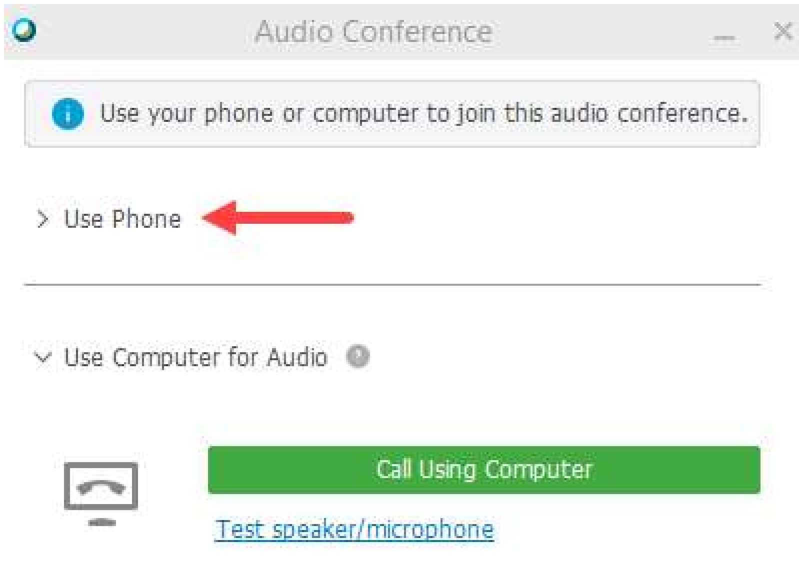
(If you have Duo enabled, approve the push notification in the phone app).

4. Under "Upcoming Meetings" look for the training session you want to begin and click the green "Start" button to the right of that session.

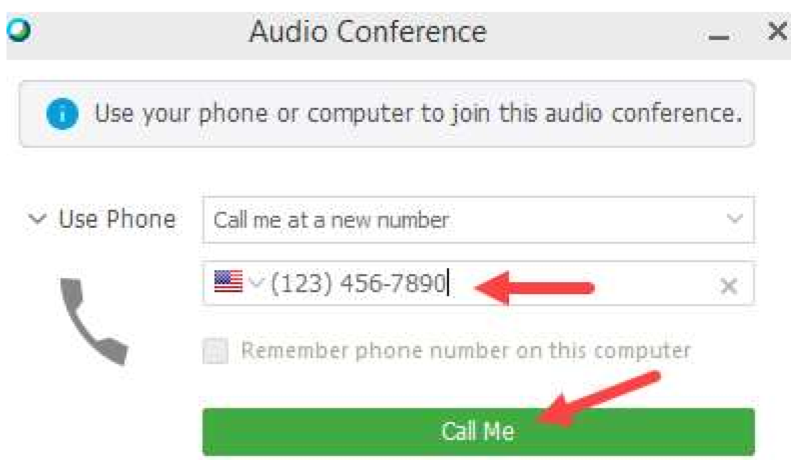
5. The Cisco Webex desktop application will open and ask you how to connect the audio. If your computer has a microphone (most laptops do) click "Call Using Computer."



6. If you want to use your phone instead, click on "Use Phone."

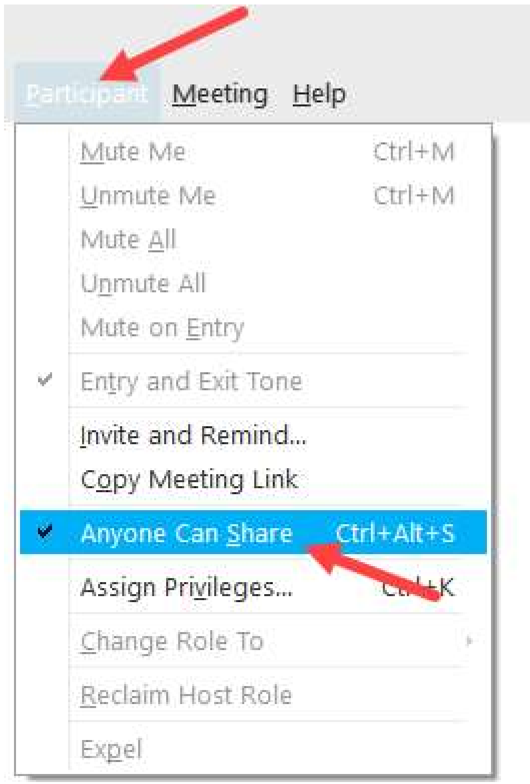


7. Enter the number you wish to be called at and click "Call Me."



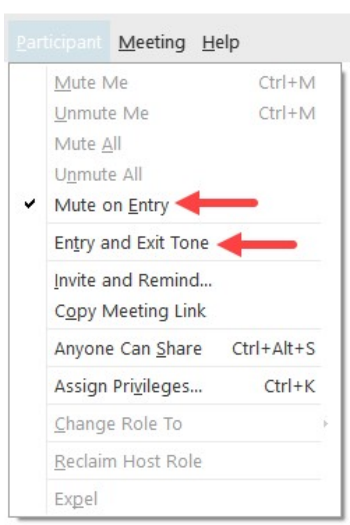
8. Follow the voice prompts after answering the call.

9. When you have connected the Audio, you will see the main Session Window. The next thing you should do is to click on the "Participant" menu and uncheck "Anyone Can Share."

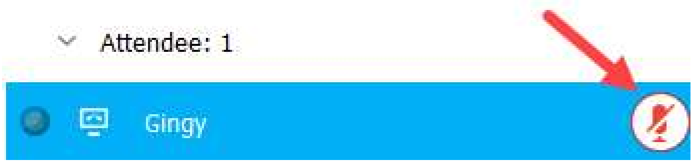


If you don't uncheck this, any attendee can share their own screen and interrupt your video feed.

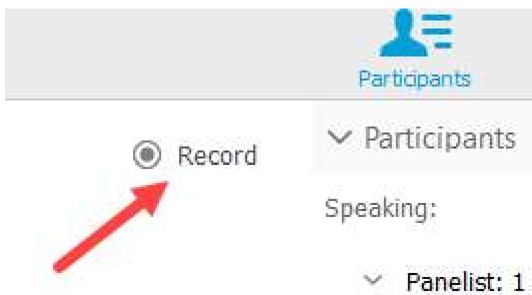
10. You should also uncheck "Entry and Exit Tone" and check "Mute on Entry." That way you limit distracting noises when attendees join your meetings.



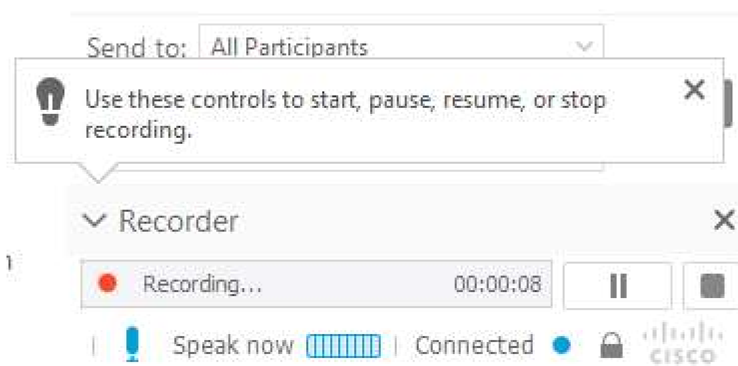
11. If someone is not muted but you want to mute them manually (for instance if there is background noise) hover over their name in Attendees on the right and click the Mute icon. It will turn red.



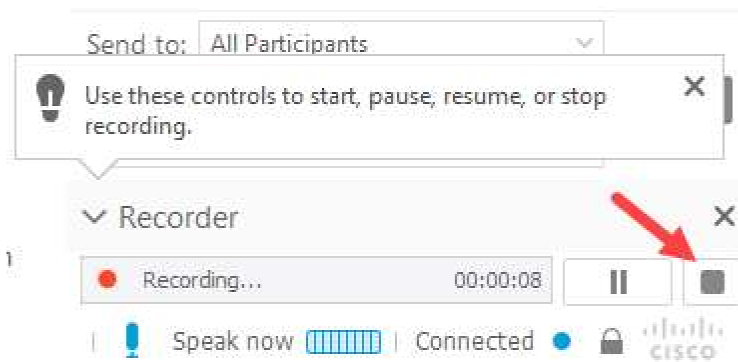
12. If you want to record this training, click on "Record" in the top right.



13. In the lower right, you will see confirmation that it is recording.

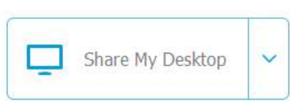


14. To stop recording, click the Stop icon.

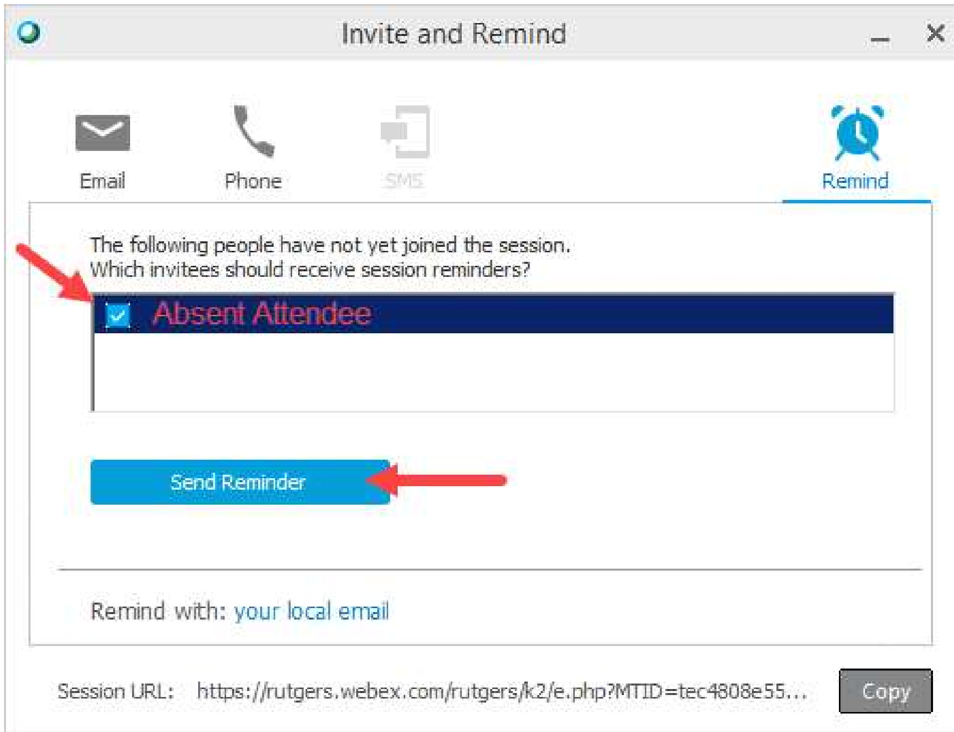


15. Click "Stop Recording" to confirm.

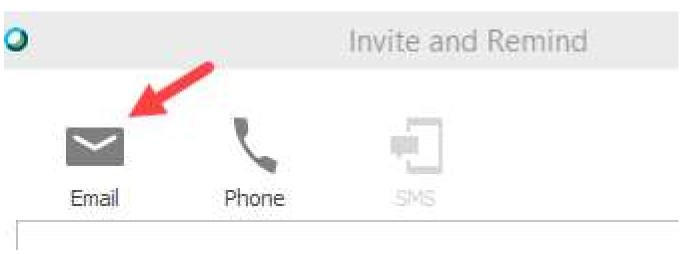
16. Click on "Invite & Remind" to invite more attendees, or remind someone who has not connected yet.



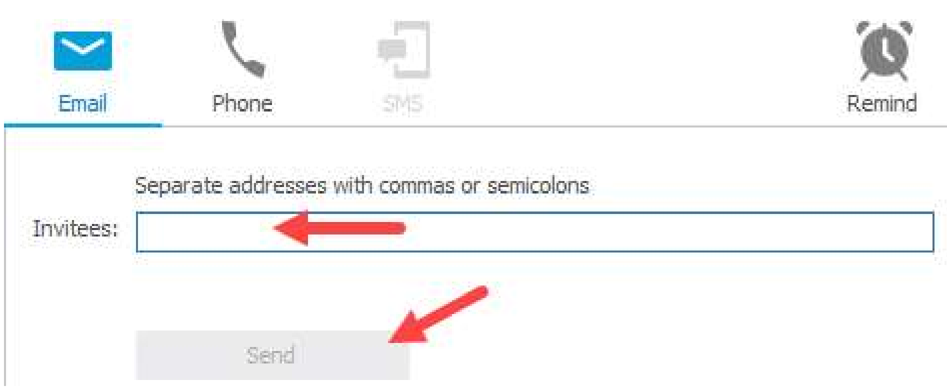
17. To send a reminder, check the names of attendees who are absent and click "Send Reminder."



18. To invite someone who wasn't original invited, click "Email" at the top.



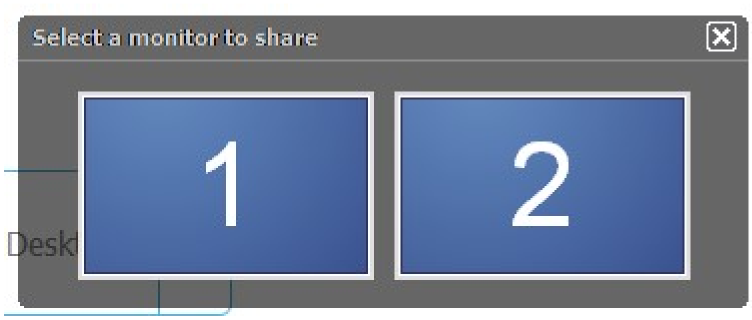
19. Enter the email address of the individual and click "Send."



20. If you want to call them, click "Phone." Enter the number and click "Call."

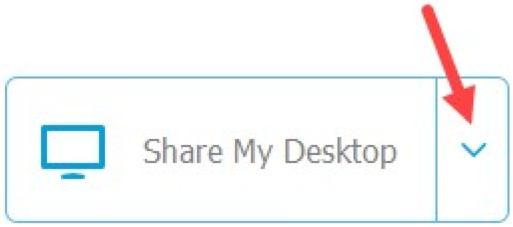
21. Once all attendees are joined, you can share your desktop if you want to present. Click on "Share My Desktop."

22. You will have the option to choose which monitor you show if you have more than one.

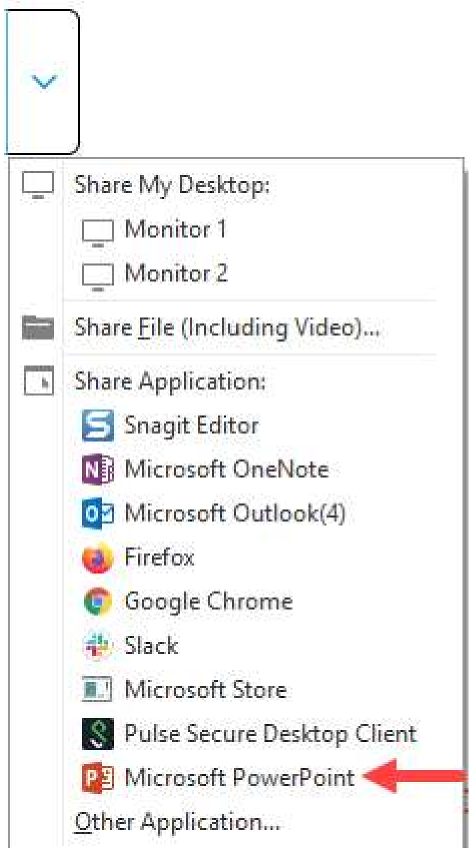


23. The attendees will be able to see whatever is on your monitor now. This is useful if you want to show multiple things, like a PowerPoint and a video, during the course of the training.

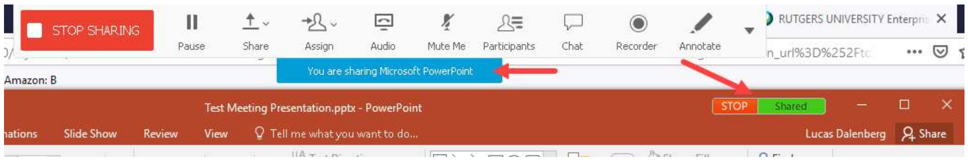
24. If you only want to show one program (like a PowerPoint presentation), open that program now and then click the down arrow next to "Share My Desktop."



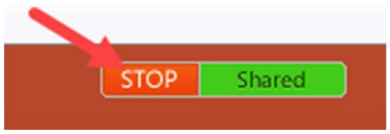
25. Select that program from the list.

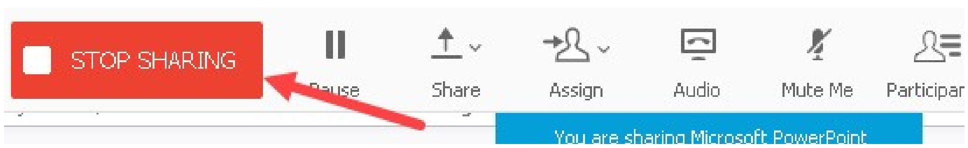


26. A toolbar will appear at the top of the monitor and you will see a "Stop/Share" icon on PowerPoint. Your attendees will only see what is in the PowerPoint.



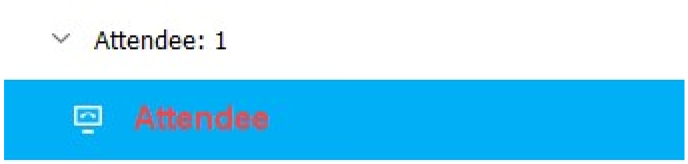
27. When you are done sharing, you can click "Stop" on the shared application or move your mouse to the top of the monitor and click "Stop Sharing."



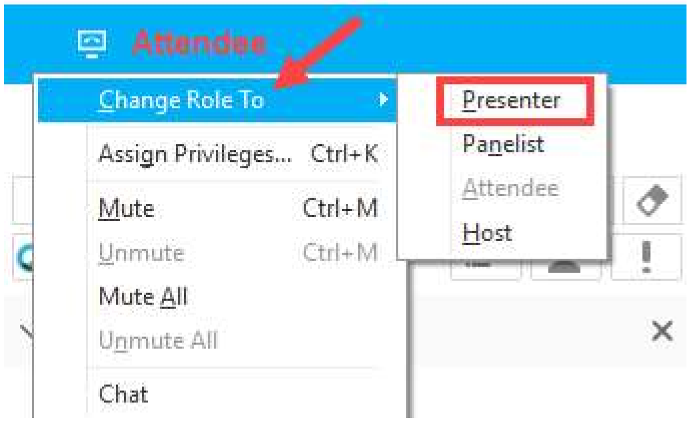


28. Click "Stop Sharing" to confirm.

29. If you want to make another attendee a presenter, highlight their name on the right under Attendees.



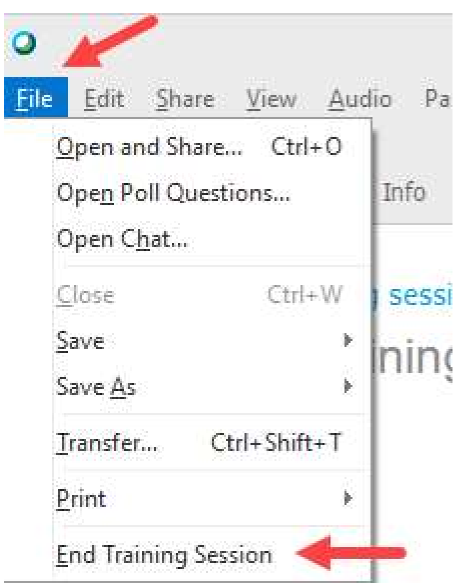
30. Right-click on their name, select "Change Role To" and select "Presenter."



31. They will now see the "Share My Desktop" option in the training window.

32. When the training session is done, click on "End Training Session" in the lower right.

33. You can also end by clicking on File and then "End Training Session."



34. Click "End Session" to stop the training for all attendees.