



Webex Desktop Application

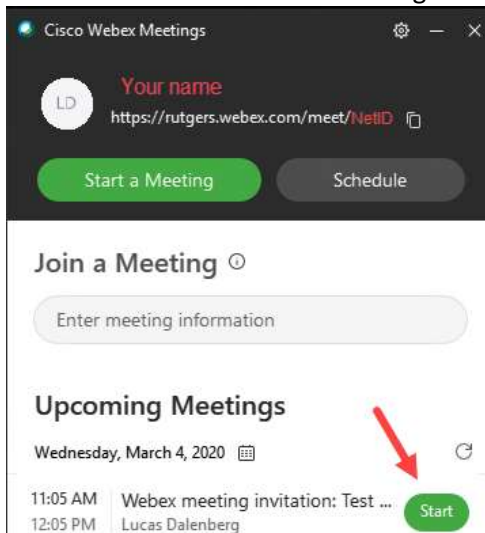
1. Instead of using a browser to run a meeting, you have the option to install the Cisco WebEx Meetings app. You will see a message on the right after logging into webex.rutgers.edu.



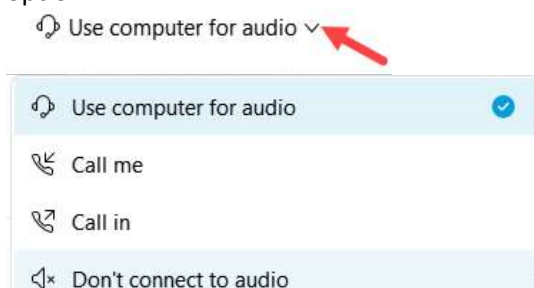
2. Click the Download button and run the file when it has done downloading.

Name	Date modified	Type	Size
webex.exe	3/4/2020 3:29 PM	Application	2,841 KB

3. It can be installed without administrator access. Once it installs, a Cisco WebEx Meetings window will show on your desktop with your upcoming meetings. To start a meeting that you have scheduled, click on the green "Start" button next to that meeting.



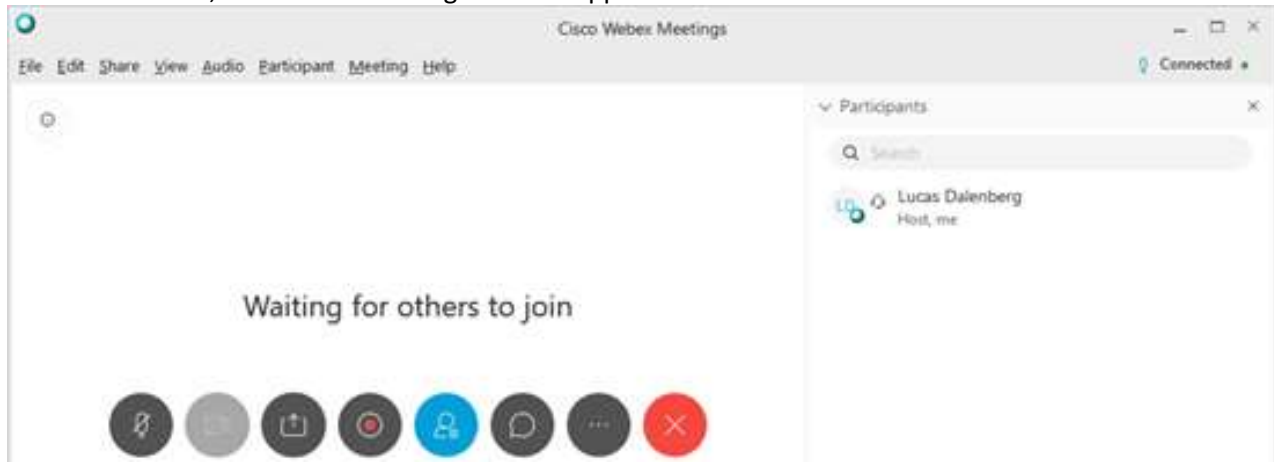
4. It will default to computer audio, if you are using a laptop it should find your camera and microphone automatically. If you want to use your phone, click the down arrow next to audio and select the appropriate option.





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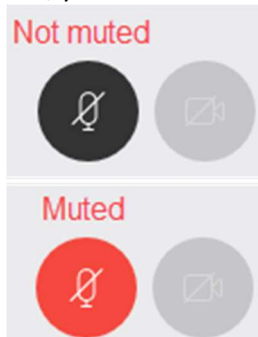
5. Once audio is set, click "Start Meeting" and the app will start.



6. The controls for running a meeting are at the bottom of the browser window (click on the meeting window if they do not show up).



7. First, make sure your audio is working and you are not muted. If the mic icon is black, you are not muted. If it is red, you are muted.



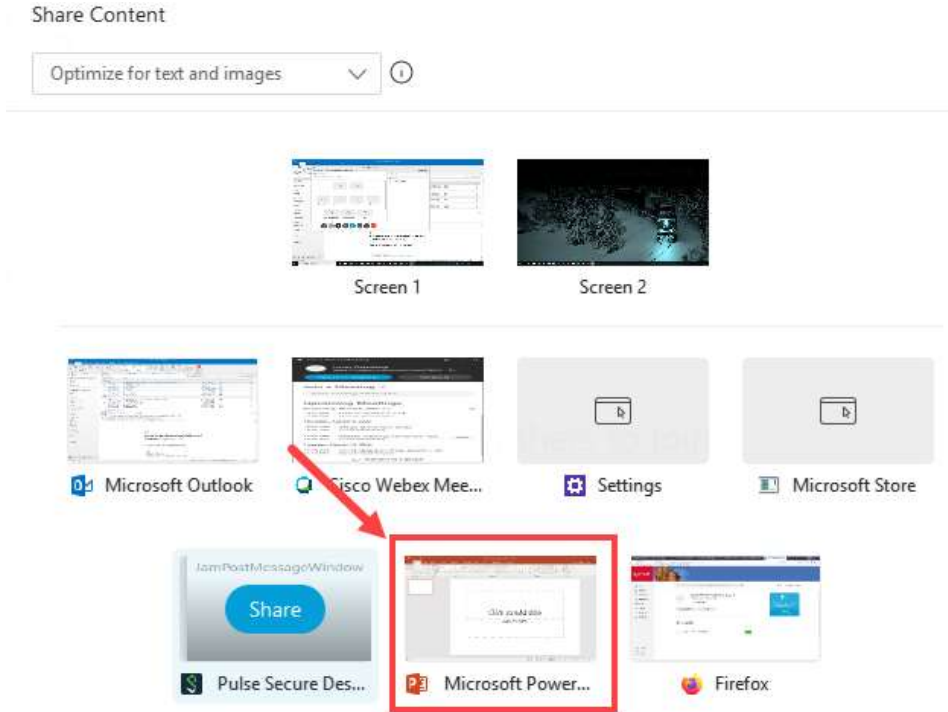
8. To share your screen, click the "Share Content" icon



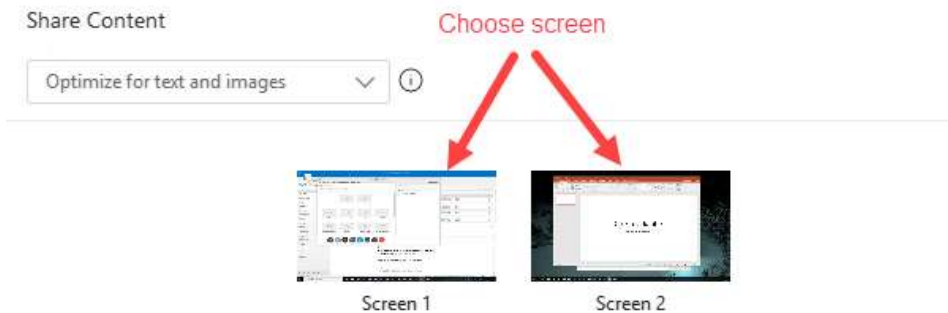


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- You may see a blue chat window pop up, click OK to get rid of it. You will then see any available screens (if you are using multiple monitors), and a list of available applications below. If you want to show just a PowerPoint, you can select the PowerPoint window.



- If you are going to show more than just a presentation, it would be a better idea to share the entire screen. You will see a preview of what each monitor is showing.

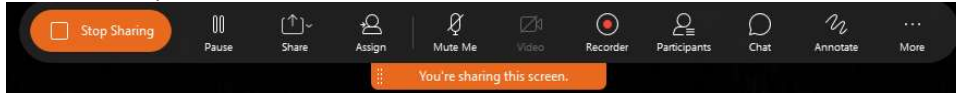


- Hover over the screen you want to share and click the "Share" button.

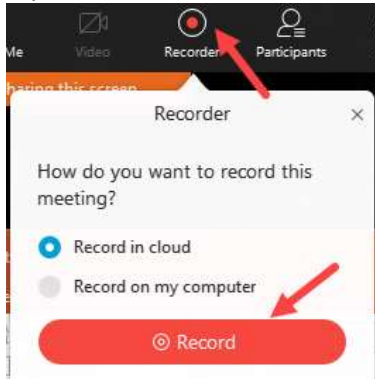




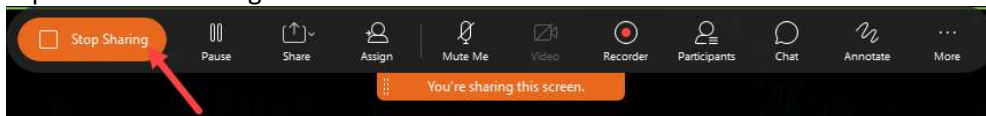
12. You will see a border around the monitor, whatever is inside the attendees can see. You will also see a control bar at the top of the monitor.



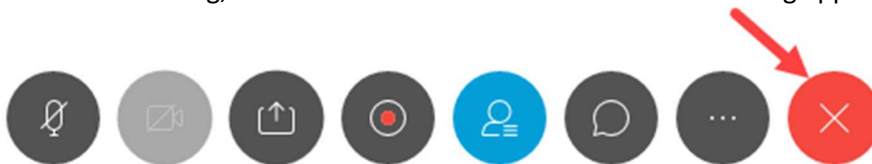
13. If you wish to record the meeting, click on "Recorder" and then "Record."



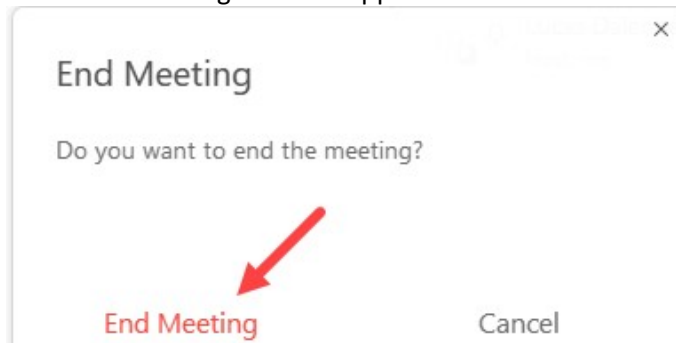
14. Once you are done sharing the screen, click "Stop Sharing." You may need to move your mouse cursor to the top of the screen to get the control bar to show.



15. To end the meeting, click the red X icon in the Cisco WebEx Meeting app.



16. Click "End Meeting" and the application will close.



If you need further assistance, please contact GSAPP-IT:

Lucas Dalenberg
5-3981, 848-445-3981

Lucas.dalenberg@rutgers.edu

Nirmal Sadarangani
5-3911, 848-445-3911

sadarani@gsapp.rutgers.edu