



Start and Run and End a Webex Meeting through a web browser

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



3. Click the blue "Sign In" button on the upper right



4. Enter your NetID and password, then click Login

NetID:

Password: Ensure proper security

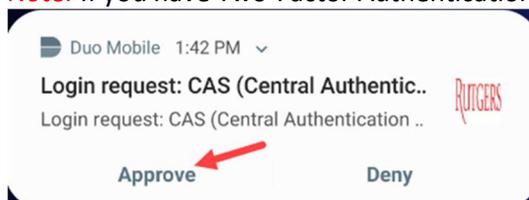
Authentication Type:

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done ac

For gotten [NetID](#) or [password](#)? First-time users, [activate your NetID](#).

Note: If you have Two-Factor Authentication/Duo enabled, approve the push notification in the phone app



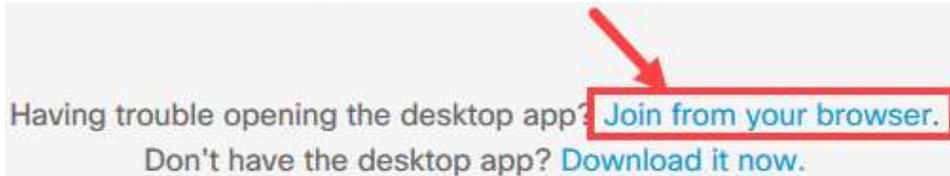


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5. Look in your upcoming meetings for the meeting you want to start and click the green "Start" button



6. If you don't have the Cisco Webex desktop app installed, you can still start a meeting through your browser. Look at the bottom of the page and click on "Join from your browser."

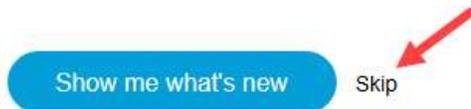
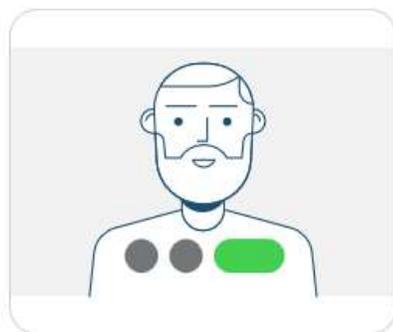


7. Your browser might ask to allow rutgers.webex.com to use your microphone. Click "Allow"



8. Click on the blue button to setup audio/video options or you may click on Skip to with default options
New Audio and Video Preview Window

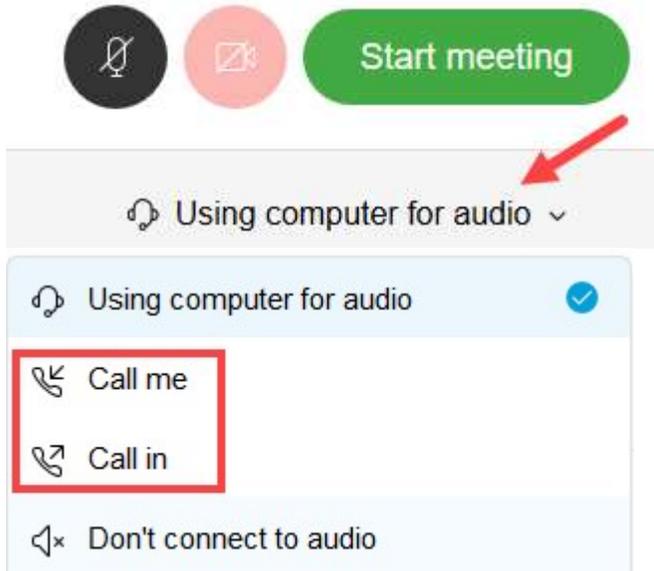
Now you can check and adjust your audio and video settings before you join the meeting.



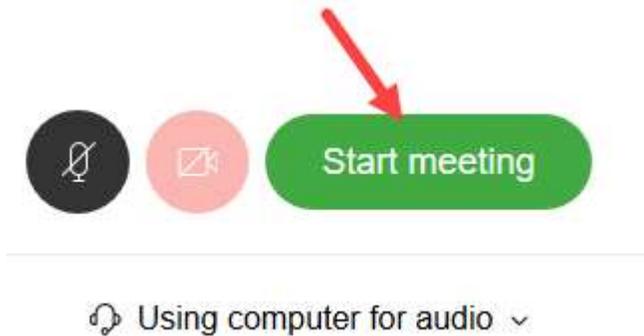


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9. Webex will default to using computer audio/video for the meeting. If you are using a laptop, you have a microphone and camera built in and it should find them quickly. If you are using a desktop and have a microphone and/or camera connected, it will detect it automatically. Otherwise, if you would like to use your desk or mobile phone, click on drop-down menu where it says "Using computer for audio"; and you can either call in with your phone, or have Webex call you by providing your number



10. Once you have audio set, click "Start meeting"



Your meeting will open up in a browser window and other users are now able to join.

RUNNING A MEETING:

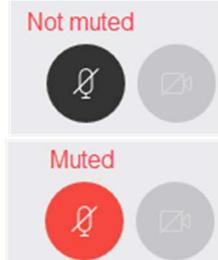
11. The controls for running a meeting are at the bottom of the browser window (click on the meeting window if they don't show up)



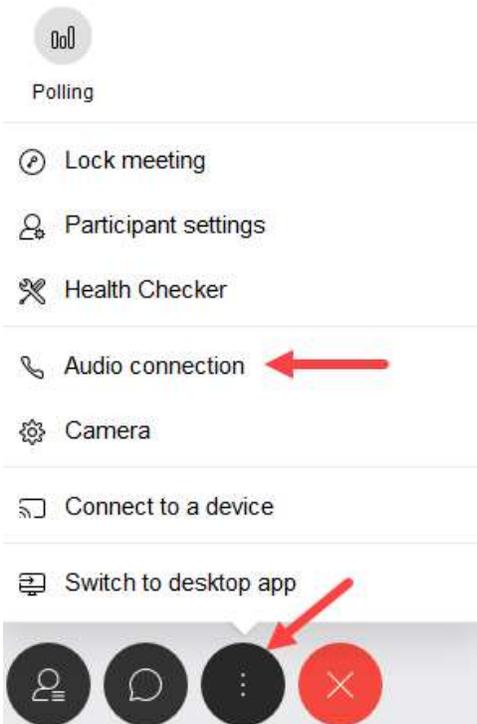


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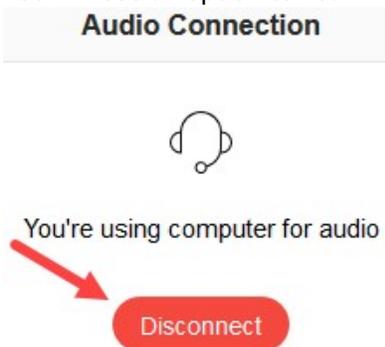
12. First, make sure your audio is working and you are not muted. If the mic icon is black, you aren't muted. If it is red, you are muted.



13. If you are having problems with computer audio, you can switch to a phone call by clicking on the three dots icon and selecting "Audio connection."



14. You will see an option to "Call me" or "Call in." To use either, click on the "Disconnect" button.





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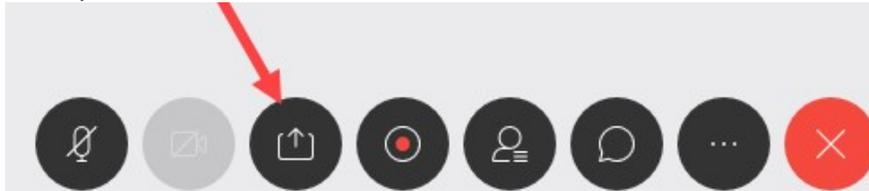
15. The number to call in is on the meeting invite on your calendar, or simply click "Call me" and enter your number and click "Connect."

Use computer for audio

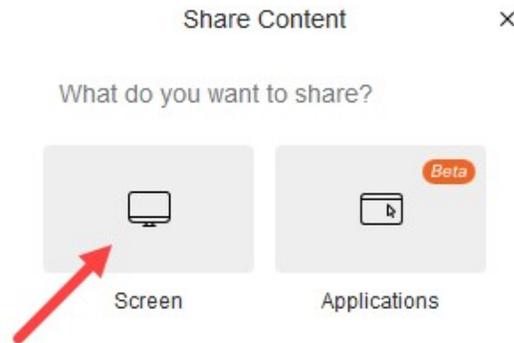


16. You will receive a call on the number you provided, press 1 to connect after answering.

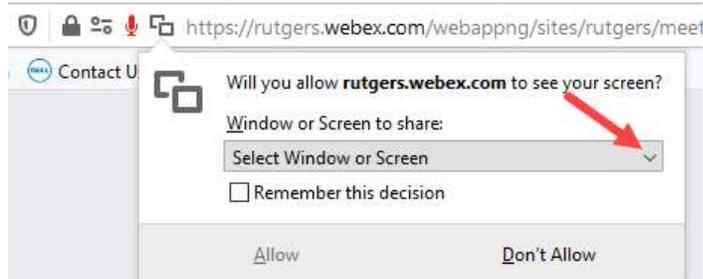
17. Once audio is connected, you can start the meeting. If you want to show a PowerPoint or website, you can share your screen. Click on the "Share Content" button.



18. Click on "Screen."



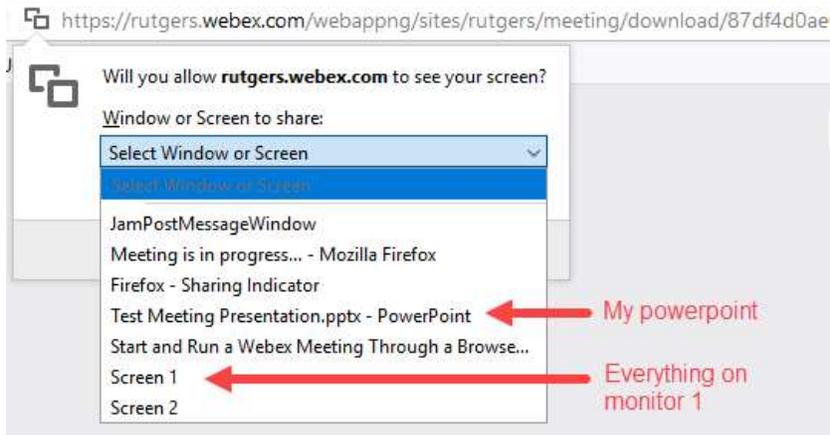
19. Your browser will ask you which one to share at the top under the URL bar. Click the down arrow and you will see the available options. This will allow you to share either your entire screen, or one particular application.



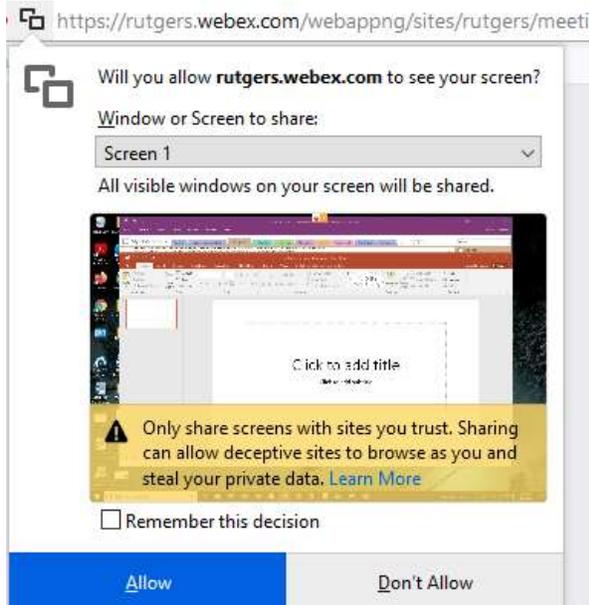


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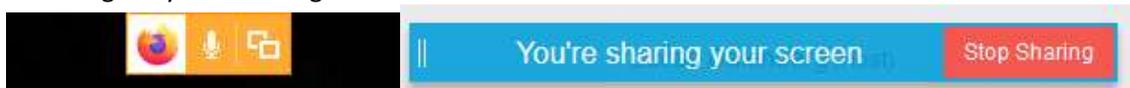
20. If you only want to show a PowerPoint, have that presentation open before clicking the down arrow and you will see it in the list. If you want to show your entire monitor, select Screen 1 or Screen 2.



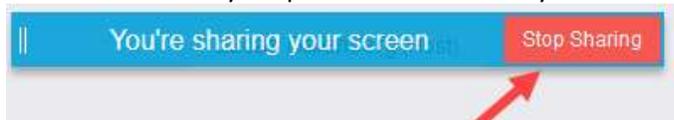
21. Select the Screen if you want to switch between applications. If you just want the PowerPoint, select it from the list. If you want to show a PowerPoint and a website or video, it is best to select the entire screen. After you select, you will see a preview of what your attendees will see.



22. Click "Allow" and you will be sharing your screen. You will see an icon at the top of the shared screen, as well as a message in your meeting window.



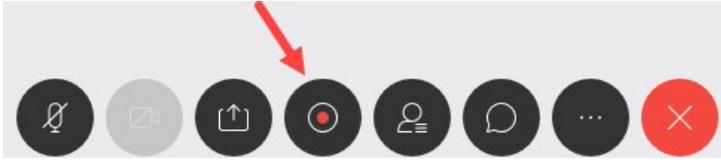
23. You can now start your presentation. When you are done with screen sharing, click the "Stop Sharing" button.



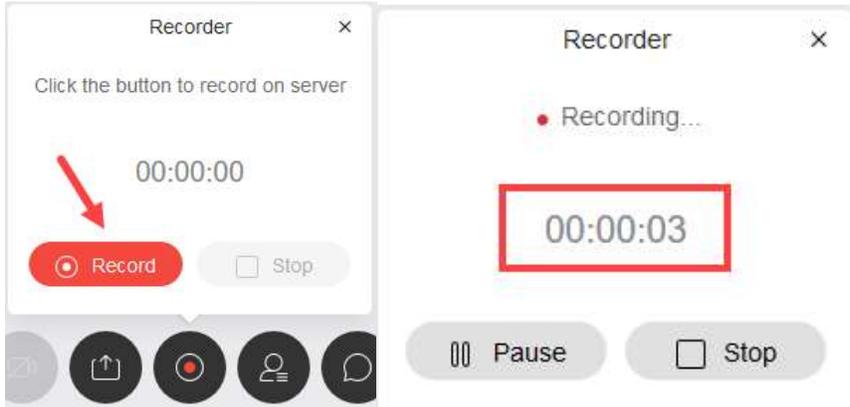


RECORDING A MEETING:

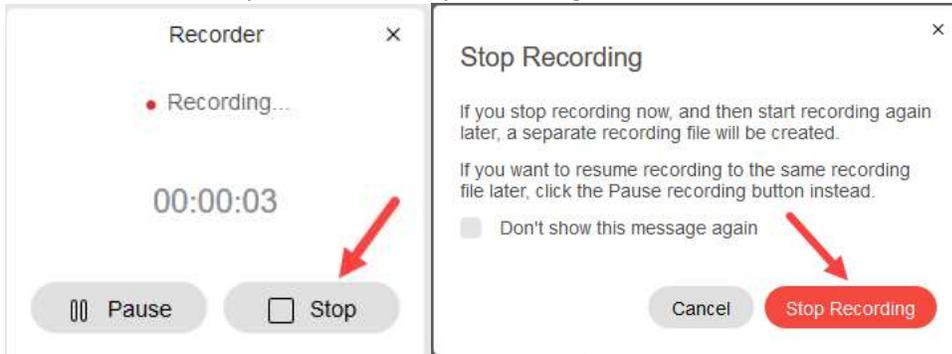
24. To record a meeting, click on the "Recorder" icon.



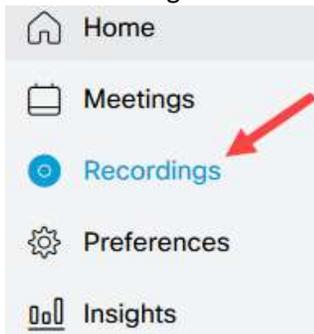
25. Click "Record" to begin recording and the timer will start.



26. To end, click on "Stop" and then "Stop Recording."



27. Your recordings can be access on your Webex homepage, from the menu on the left.



If you have just ended the meeting, it make take a little while to be available. When it is ready, you can download it

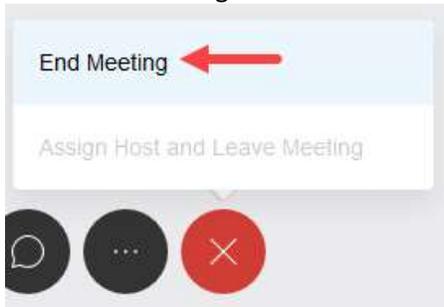


ENDING A MEETING:

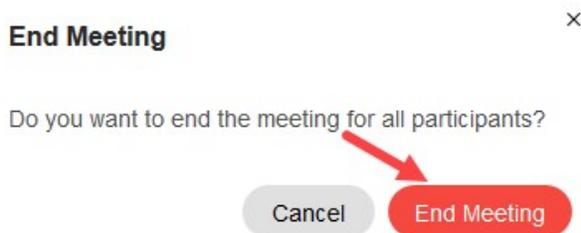
28. To end the webex meeting, click on the red X icon.



29. Click "End Meeting."



30. Confirm that you want to end the meeting for all attendees.



You will be back at your webex home page.

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

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