

Design for Learning WebEx Event Center Quick Start Guide

Hosting an Event

1. This guide is for use with desktop or laptop computer browsers. If you are using a mobile device, you'll need to download the WebEx Meetings app for iOS or Android
2. **Begin at least 10 minutes** before meeting start time in case you need to troubleshoot problems
3. Visit <https://scrlicevents.webex.com/mw3000/mywebex/default.do?siteurl=scrlicevents> and **login** on the upper right.

- a. **Login:** dharris
- b. **Password:** Ncayuga108

4. Click **Site Events** in the left menu under **Host an Event**.

5. Find your event and **click the blue link to "Start"**

- a. If all you see is a button to **JOIN**, then you are in the wrong place!

6. If you get a pop up asking you to enable the **WebEx add-on**, select "Allow" and then "Allow and Remember."

7. Once the event has loaded in a separate window, connect audio by clicking "**Call Using Computer**," which is the first option of three in the main window.

8. **Test Audio** by choosing "...or "more" and click the link to "change settings". First, click the "Test" buttons for speaker, then talk to see if the volume meter moves under microphone.

9. To **show visual materials**, either open them on your desktop and choose "Share screen" or under "more options" choose to "share file" to load it directly into WebEx.

10. To **record an event**, click the "Record" button in the upper right under your meeting information. These recordings are available under the "My WebEx tab" in the "Meeting Center" shortly after you end the meeting.

11. There are many other options in WebEx, but to simply hold an event with yourself as the single presenter, this is all you need.

12. When the event is over, choose to "**End Event**" in the upper right under your meeting information.

The image is a collage of screenshots from the Cisco WebEx interface, illustrating the steps for hosting an event. It includes the Cisco WebEx login page with a 'Log In' button and 'English: New York Time' text. A screenshot of the 'Host an Event' menu with 'Start' highlighted. A Windows security warning dialog box asking to allow the website to run 'ActiveTouch General Container'. A 'Call Using Computer' button with a 'More Options' link. An 'Audio Connection' dialog box with 'Call Using Computer' selected and a 'Change settings' link. A 'Computer Audio Settings' dialog box showing speaker and microphone volume levels and a 'Test' button. A 'Your WebEx Event' summary box showing 'Host: danna harris', 'Event number: 663 423 292', and 'Record' and 'End Event' buttons.