Design for Learning WebEx Meeting Center Quick Start Guide
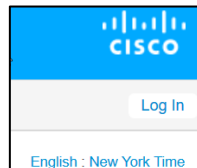
Moderating a Meeting

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

1. Visit https://scrlcmeetings.webex.com/mw3000/mywebex/default.do?siteurl=scrlcmeetings and **login** on the upper right.

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

3. Click **My Meetings** in the left menu under **Host a Meeting.**

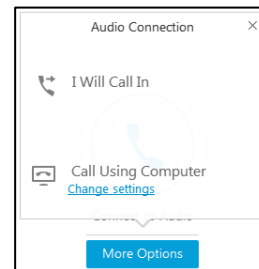4. Find your meeting and **click the green button to "Start"**

   a. If all you see is a button to **JOIN**, then you are in the wrong place!
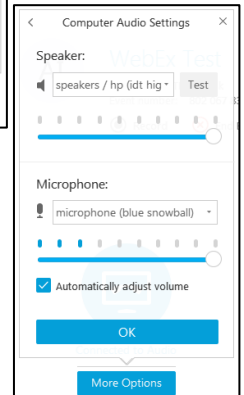
5. If you get a pop up asking you to enable the **WebEx add-on**, select "Allow" and then "Allow and Remember."

6. Once the meeting has loaded in a separate window, connect audio by clicking "**Call Using Computer**," which is the first option of three in the main window.
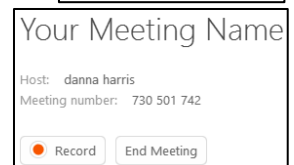
7. **Test Audio** by choosing "…"or "more" and click the link to "change settings". First, click the "Test" buttons for speaker, then talk to see if the volume meter moves under microphone.

8. 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.

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

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

11. When the meeting is over, choose to "**End Meeting**" in the upper right under your meeting information.

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