WebEx Installation

1. Navigate to the Clemson Cisco WebEx website ("https://clemson.webex.com/") and sign in using the blue “Sign In” button located in the top right of the webpage.

2. Select the "Downloads" tab from the menu bar on the right.

3. Download and Install the "Cisco WebEx Meetings Desktop App" and the "Cisco WebEx Productivity Tools".

4. Once installed, launch the WebEx Meetings Application and sign in with your Clemson credentials. “[Clemson Username]@clemson.edu”
5. Input “clemson.webex.com” for the URL.

WebEx Scheduling

1. Open Outlook.
2. Select the Calendar Tab in the bottom left corner of the Outlook window.
3. Select the "Schedule Meeting" icon from the top menu bar of the Outlook window.
4. The first time you schedule a meeting, you’ll be greeted with a settings window. You don’t need to change anything. Just click “OK”.

5. From here, you can title your meeting, add participants, give the meeting a description, and add an optional “Location” if you so choose.

   - Description text must be placed **ABOVE** "-- Do not delete or change any of the following text. --".

6. Once the email has been sent, the meeting will have been scheduled.

7. All participants can view and join scheduled meetings from the WebEx Meetings Application.
WebEx Connecting

1. To Join/Start a WebEx Meeting, first navigate to the Cisco WebEx Meetings Application.
   - All meetings you’ve been invited to will show up here.
     a. If a meeting isn’t showing up for you, try switching the Calendar view to Display “WebEx meeting” instead of “Microsoft Outlook”.
     b. This can be done by selecting the cog from the top right of the “Cisco WebEx Meetings Application”.
     c. Select Calendar from the right-side menu to make the changes and then click “Apply”

2. Simply select “Join” or “Start” to Join or Start meetings respectively.
   - Alternatively, you can input the meeting code and password into the “Join a Meeting” field.

3. If you’re having issues with Audio/Video please make sure you aren’t muted in either WebEx, Windows, or through a Hardware Switch on a Camera/Microphone.