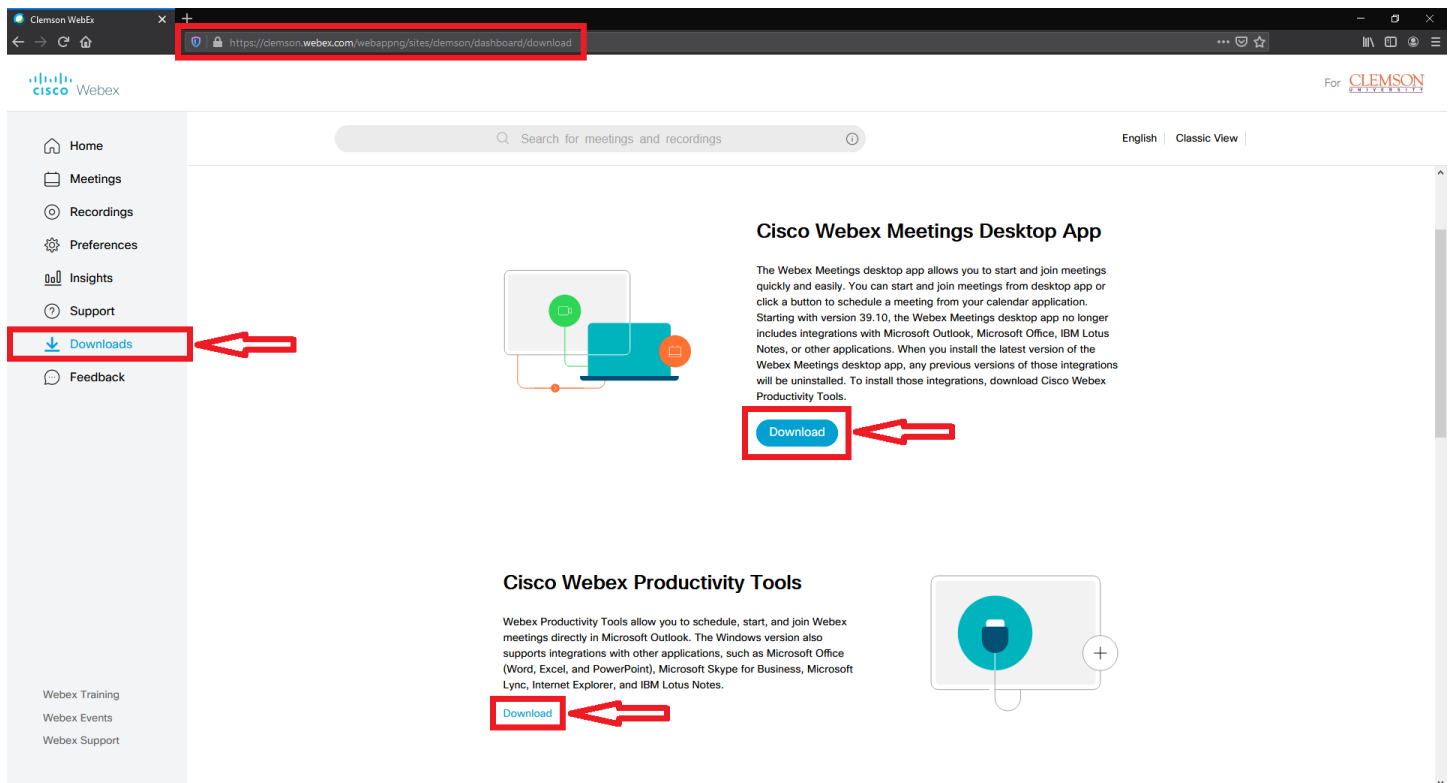
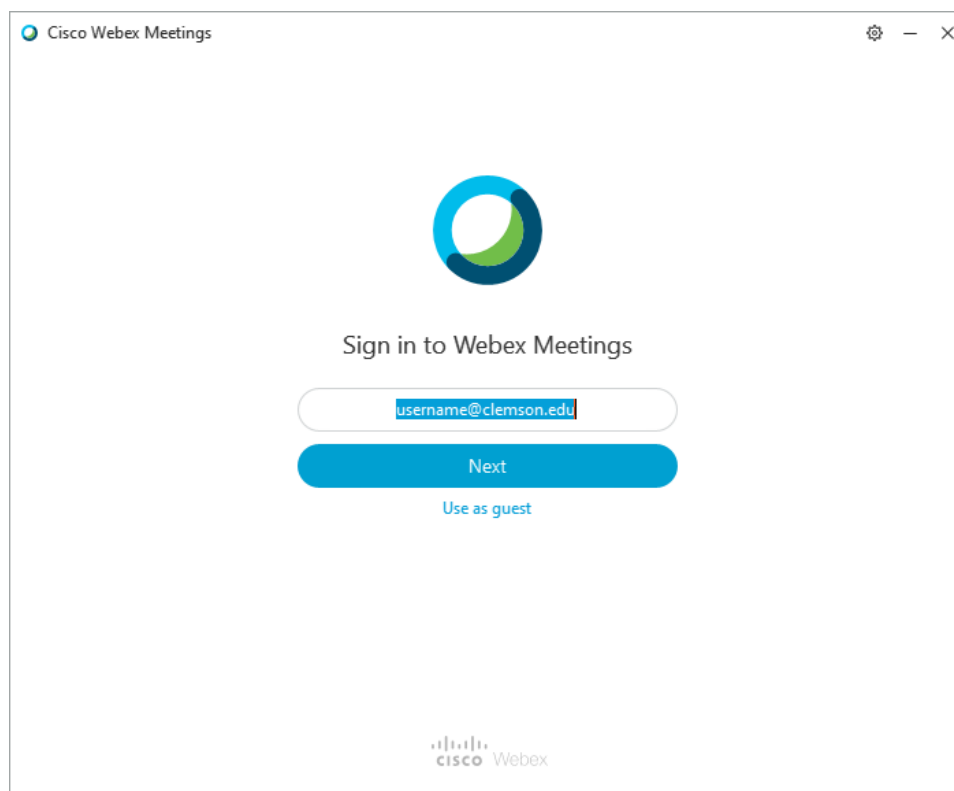


WebEx Installation

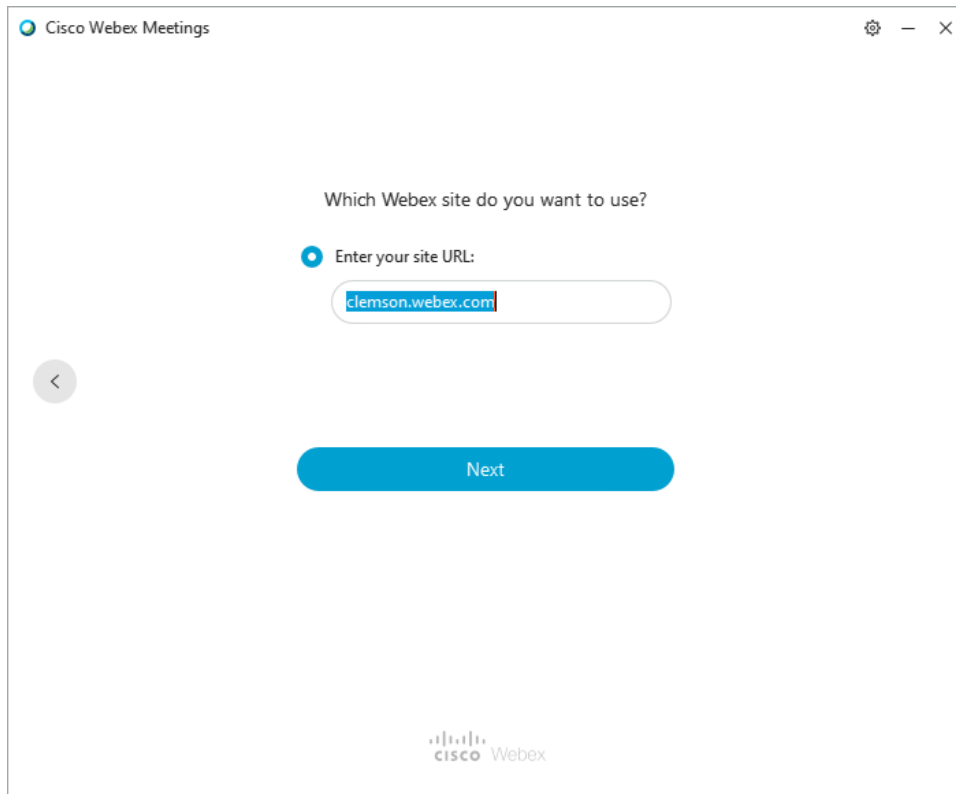
1. Navigate to the Clemson Cisco WebEx website ("<https://clemson.webex.com/>") and sign in using the blue "Sign In" button located in the top right of the webpage.
2. Select the "Downloads" tab from the menu bar on the right.
3. Download and Install the "Cisco WebEx Meetings Desktop App" and the "Cisco WebEx Productivity Tools".



4. Once installed, launch the WebEx Meetings Application and sign in with your Clemson credentials.
"[Clemson Username]@clemson.edu"

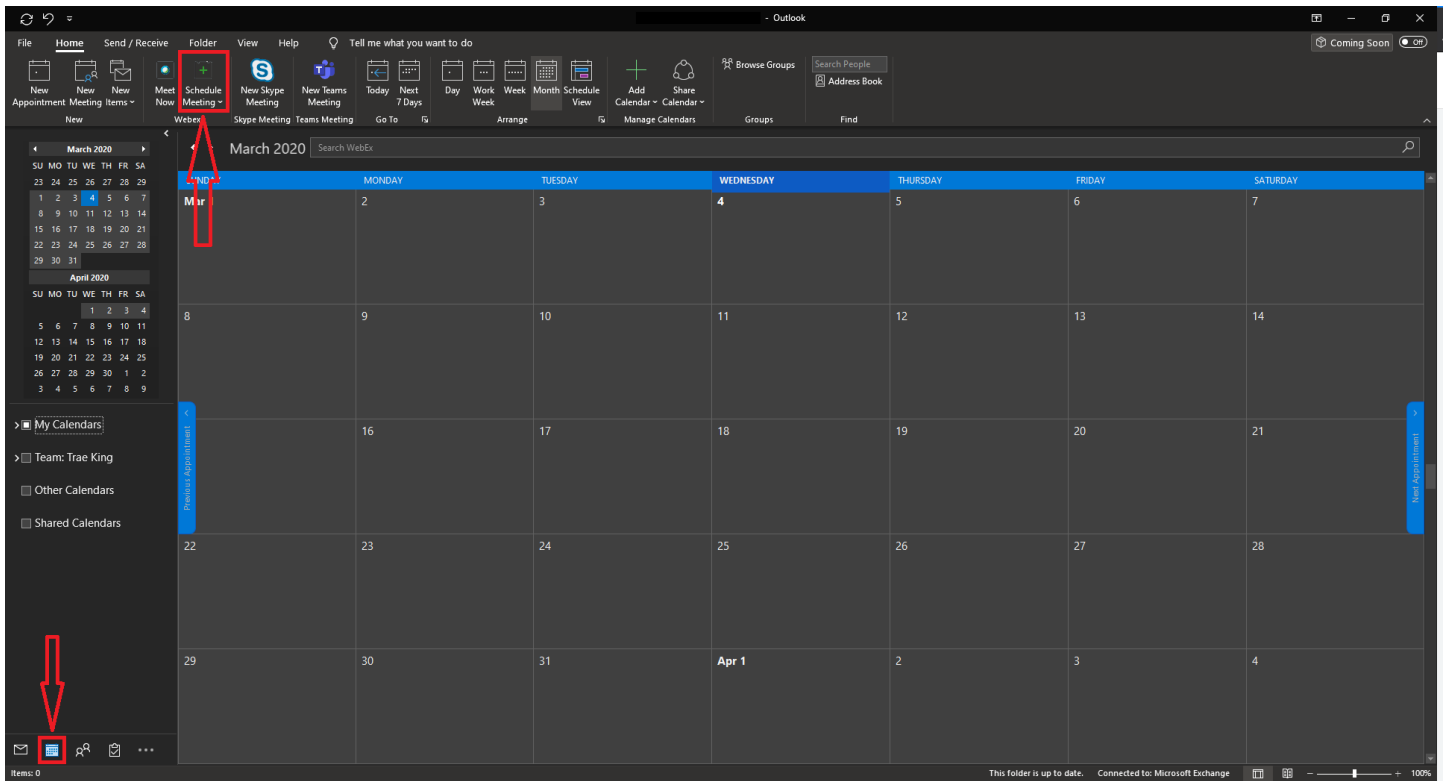


5. Input "clemson.webex.com" for the URL.



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".

Webex Settings

Meeting Information

Meeting template: MC: Webex Meetings Default

Meeting type: Webex Meetings Pro 1000

Meeting password: DfJceuRs825

List on public calendar

Attendees can join meeting 5 minutes before starting time

Don't include meeting password in email invitation

You'll need to send the meeting password separately to invitees.

Audio & Tracking Registration Resources

Audio connection type: Webex Audio

Display global call-in numbers to attendees

Attendees can also join teleconference before starting time

Entry and exit tone: Beep

* Required fields

Don't show me these settings again

OK Cancel

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. --".

Test Meeting Title - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Calendar Cancel Webex Meeting Change Meeting Settings Skype Meeting Teams Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Recurrence: 15 minutes Categorize High Importance Low Importance Dictate Switch Background

You haven't sent this meeting invitation yet.

Send Title: Test Meeting Title

Required

Optional: Taylor Grant Sieling; Anthony Work; Trae King

Start time: Wed 3/4/2020 2:00 PM All day Time zones

End time: Wed 3/4/2020 2:30 PM Make Recurring

Location: WebEx Room Finder

Meeting Descriptions can be placed here for more in depth information

-- Do not delete or change any of the following text. --
A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.

Room Fin... March 2020

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Good Fair Poor

Show a room list: None

Choose an available room: None

Suggested times:

- 3:30 PM - 4:00 PM
No conflicts
- 4:00 PM - 4:30 PM
No conflicts
- 4:30 PM - 5:00 PM
No conflicts
- 2:00 PM - 2:30 PM

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

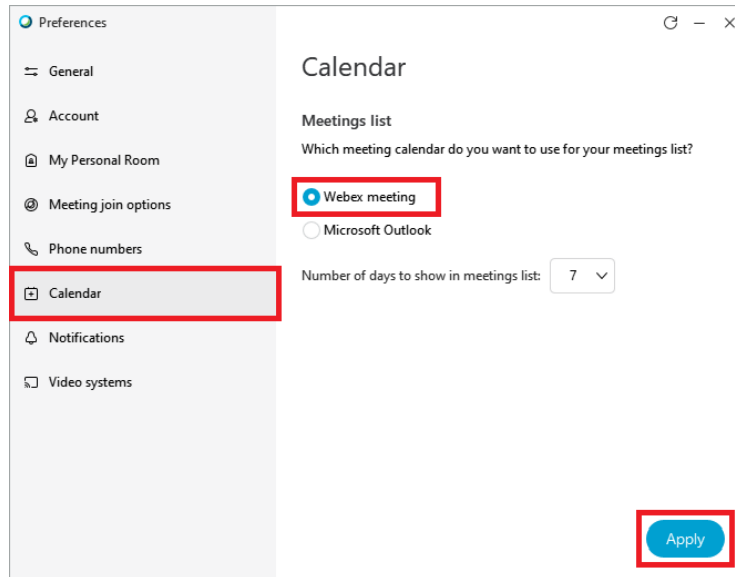
1. To Join/Start a WebEx Meeting, first navigate to the Cisco WebEx Meetings Application.

- 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".

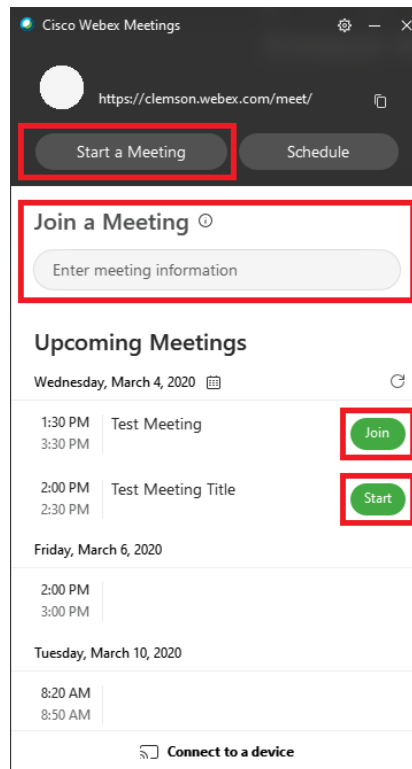
b. This can be done by selecting the cog from the top right of the "Cisco WebEx Meetings Application".

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.

Cisco Webex Meetings ⊙ ×

's Personal Room



Audio  Video  Start Meeting

Use video system Change Audio/Video Devices Here
 Use computer for audio HD Webcam C310