User Guide - WebEx

How to Schedule a Meeting

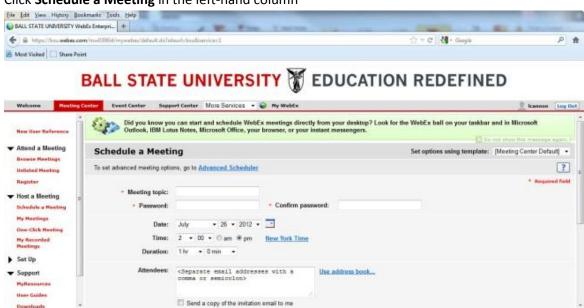
1. Go to https://bsu.webex.com



2. Click Host Log In



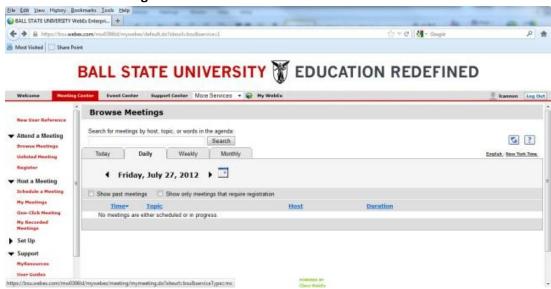
- 3. Enter Username and Password assigned by ITS
- 4. Click Log In
- 5. It is highly recommended to install the WebEx Productivity Tools, but it is not required
- 6. Click Meeting Center at the top of the page
- 7. Click Schedule a Meeting in the left-hand column



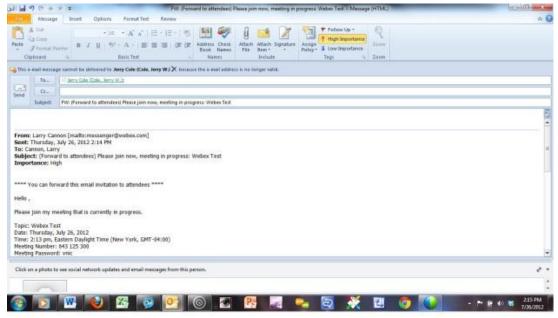
- 8. Input the meeting topic, meeting password, date/time, duration, and e-mail addresses of all desired Attendees
- 9. Click Start Now
- 10. All attendees will receive an e-mail with an invitation to the meeting

How to Initiate a One-Click Meeting

- 1. Go to https://bsu.webex.com
- 2. Click Host Log In
- 3. Enter Username and Password assigned by ITS
- 4. Click Log In
- 5. It is highly recommended to install the WebEx Productivity Tools, but it is not required
- 6. Click **Meeting Center** at the top of the page
- 7. Click One-Click Meeting in the left-hand column



8. The meeting initiator will receive an e-mail link from WebEx



9. This e-mail link should be forwarded to all desired participants

How to Record a WebEx Meeting

- 1. Go to https://bsu.webex.com
- 2. Join the meeting
- 3. Click the record button in the top right-corner of the WebEx window

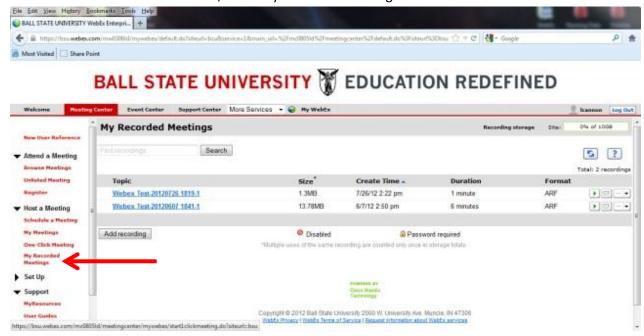


4. When the meeting is complete, press the stop button in the bottom right-corner of the WebEx window.



How to View a Recorded WebEx Meeting

- 1. Go to https://bsu.webex.com
- 2. Click Host Log In
- 3. Enter Username and Password assigned by ITS
- 4. Click Log In
- 5. On the left-hand side of the screen, click "My Recorded Meetings"



6. Click the green play button next to the desired recorded meeting



