WebEx Quick Guide for Faculty and Staff

WebEx Login

Below is the following information for accessing your WebEx account:

WebEx Login URL: http://its.sjsu.edu/services/webex/

1. On the left side of the screen, click on **Sign In to WebEx**

2. Enter your SJSU email address.

   ![Sign in to WebEx](image)

3. A new screen will then redirect you, to provide your SJSUOne login information. Enter this information and click **Login**.

   ![SJSUOne](image)
WebEx Home Layout

The Home page of WebEx contains headings across the top blue header with the meeting functions below with small icons.

Home

1. Clicking on Home bring you back to your main WebEx page.
2. Clicking on Meetings displays upcoming and recent meetings.
3. Clicking on Files displays meeting attachments, meeting recordings, and shared files.
4. Clicking on Contacts brings up a list of corporate contacts from San José State University, WebEx contacts, and imported contacts.
5. Clicking on Centers will open the options of Event Center, Training Center, and Support Center.

Hosting a Meeting

Meet Now

1. Clicking on Meet Now allows the user to bypass scheduling and start a meeting right away.
2. Enter a title
3. Add attendees
4. Click Start
Schedule

1. Clicking on Schedule allows the user to create a meeting for later.
2. Enter a title
3. Select a date
4. Invite attendees
5. Enter an agenda and attach files (optional)
6. Enter a meeting password
7. Select recording preference
8. Click Schedule It!

Upload

Click on Upload to load any files you would like to integrate into your account.