WebEx Quick Guide for Students

This tutorial explains how to join a WebEx Conference. This tutorial is aimed at students.

Invitations

Anyone can attend an SJSU WebEx lecture or meeting, as long as you have an invitation. When you are invited to a lecture or meeting, you will receive an email or calendar invite with the necessary information to join the session. You do not need a WebEx account to attend and participate in a lecture or meeting. Follow the instructions in your invitation to join the session.

Steps:

1. Click the “Join WebEx Meeting” button in the invitation.

Hi, [Name]

[Contact Information]

My Meeting_eCampus

Monday, September 15, 2014
2:30 pm | Pacific Daylight Time (San Francisco, GMT-07:00) | 10 min

Join WebEx meeting

Meeting number: 928 135 610
Meeting password: test1234

Join by phone

1-855-244-8681 Call-in toll-free number (US/Canada)
1-650-478-3207 Call-in toll number (US/Canada)
Access code: 928 135 610
Global call-in numbers | Toll-free calling restrictions

Add this meeting to your calendar.

Can't join the meeting? Contact support.

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

Download

Download WebEx Meeting ics

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One Washington Square San Jose, CA 95192-0026 · 408.924.2337 · www.sjsu.edu/at/ec
2. Enter your name and email address.

3. Click “Run this time” or “Always run on this site”

4. Click “Run”
5. Click “Call using Computer” to use your computer for audio.
6. After the meeting is setup, the WebEx window will look as shown below. This indicates that the meeting is in progress.