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 WebEx SIGN IN.

![WebEx SIGN IN]

2. Click on “Log In” on top-right corner.

![Enter the meeting, event, or session number to join.]

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

![SJSUOne Shibboleth Login]
WebEx Home Layout

The **Home** page of WebEx contains tabs across the top gray ribbon with the meeting functions below with small icons.

![WebEx Home Layout](image)

Home

1. Clicking on **Welcome** bring you back to your main WebEx page.
2. Clicking on **Meeting Center** displays upcoming and recent meetings and a list of options to attend, host or setup a meeting.
3. Clicking on **Event Center** upcoming and recent events and a list of options to attend/host an event, manage programs etc.
4. Clicking on **Support Center** brings up menu options to start or join a support session.
5. Under the dropdown menu that says “More Services”, you can choose Training Center or Sales Center.
6. Clicking on “My WebEx” gives you access to your files and Contacts which is a list of corporate contacts from San José State University, WebEx contacts, and imported contacts.

Hosting a Meeting

Meeting Center

1. Click on the Meeting Center tab to enter the Meeting Center.
2. Click on “Schedule a Meeting” under “Host a Meeting”.

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References:
- eCAMPUS - Academic Technology - San Jose State University
- One Washington Square San Jose, CA 95192-0026 - 408.924.2337 - ecampus@sjsu.edu - www.sjsu.edu/at/ec
Schedule a Meeting

1. Enter a title for the meeting under **Meeting topic**

2. Enter a meeting **Password**

3. Enter the **Date**

4. Enter the **Time** and select the **Time Zone**

5. Enter the **Duration** for the meeting

6. Enter the email addresses of the **Attendees** separated by commas

7. Click **Start**