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” button in the invitation.
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.