WebEx Quick Start Guide

WebEx Meeting Center is a cloud-based web conferencing service that allows both small and large groups of users to easily hold a virtual meeting. Users can meet, collaborate, share their display, and share multimedia content quickly and easily via computer, smartphone, or tablet. The following instructions will help you to activate your WebEx account, log in to WebEx, schedule a meeting, and host a meeting.

Activate Your Account

Your WebEx account must be activated before you can log in and start hosting meetings. To activate your WebEx account:

1. Go to https://its.gmu.edu/services and click on Request Service

2. On the login screen, sign in with your Mason NetID and Password
3. Click **Accept** the information release screen

![Information to be Provided to Service]

- Select an information release consent duration:
  - Ask me again at next login
    - I agree to send my information this time.
  - Ask me again if information to be provided to this service changes
    - I agree that the same information will be sent automatically to this service in the future.
  - Do not ask me again
    - I agree that all of my information will be released to any service.

This setting can be revoked at any time with the checkbox on the login page.

4. **Select Email, Calendar, and Collaboration**

![Information Technology Services]

5. Scroll down to the bottom of the page and click on **WebEx Account Request**

![WebEx Account Request]

WebEx Account Request

Available at [http://gmu.webex.com](http://gmu.webex.com), Cisco WebEx Meeting Center is a cloud-based web meetings and collaboration allowing participants to share video, audio, and content – all with conferencing; share your entire desktop, specific documents or individual applications with a “presenter” bail to other attendees who may need to present or share. It provides use to attendees inside and outside of Mason.

To host a WebEx session, you must have a WebEx host account. Host accounts are limited and do not need a WebEx account to participate in the sessions, making WebEx a flexible tool for locations and are not Mason employees. WebEx is available on PC, Mac, and mobile devices. Session use.
6. Click on the **New Request** button, then enter your **NetID** and click **Next**. On the WebEx Account Request form, check the box indicating that you agree to the Responsible Use of Computing policy, then click on the **OK** button.

![WebEx Account Request](image_url)

7. Your request has now been submitted. You will receive an email confirming your request. Note that it may take up to three business days to process your request. Once you receive your email confirmation that your account has been created, please continue with the steps below.

**Log In to WebEx**

1. Go to [https://gmu.webex.com](https://gmu.webex.com) and click on the **Log In** button (top right of screen)

![Log In to WebEx](image_url)

2. On the login screen, sign in with your **Mason NetID** and **Password**

![Login](image_url)
3. Click **Accept** the information release screen

![Information to be Provided to Service](image)

**Schedule a Meeting**

1. Click on **Meeting Center** from your WebEx dashboard

![WebEx Meeting Center](image)
2. On the left navigation panel, click on the **Host a Meeting** dropdown and select **Schedule a Meeting**

3. Fill out the form, and click **Schedule Meeting**
**Host a Meeting**

When it is time to start your scheduled WebEx meeting, please do the following.

1. On the **Host a Meeting** dropdown, select **My Meetings**

2. Click on the **Start** button corresponding with the meeting you’ve scheduled

3. Once the meeting window opens, select the audio option you will use:
   - **Call Me**: WebEx will call the number you provide
   - **I Will Call In**: WebEx will provide you with a number to call into the meeting
   - **Call Using Computer**: Use your computer’s microphone

4. Optional: If you would like, you can also turn on your webcam. To do this, select **Start My Video** on the right side of the screen (under the Participant panel).