



TIPS FOR A SUCCESSFUL WEBEX CONFERENCE

To join a WebEx you will need:

- A laptop or desktop computer
- A desk phone or mobile phone with the WebEx Meet app downloaded (click on How to download WebEx meet on my mobile device and follow the steps)

Follow these tips for a successful WebEx meeting

Arrive early

Whether you are hosting or joining a meeting, arrive at least 15 minutes early like you would in person meetings. This allows you time to dial in and join the WebEx via phone or laptop.

Find a quiet place

When you are joining or hosting, make sure that you find a quiet place or if you are in public use headphones to reduce background noise. This will make participants able to hear you better.

Mute your phone

Once you have joined a meeting, make sure that you mute your phone using the  icon on your mobile phone. This will make sure no one can hear you typing or working while you are joined. Also, if you connected to the WebEx via WebEx Meet app or laptop/desktop computer you can click the  button on the WebEx. When you are muted it will look like this . If you are connected by phone, always mute your phone with the physical mute button.

**If you need any assistance, please contact:
2-HELP**

Don't show yourself unless you want to

Once you have joined a meeting there will be an option to choose your video. If you do not need to show yourself choose the no video option. If you are in the meeting and

want to turn your video off click on the  icon and it will turn red when it is off like this



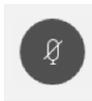
Share your screen with other users

Once you have joined a meeting, you can share your screen with other users. Click on

the share button like this  it will ask you what screen or application you would like to share Click **Screen 1**.

PLEASE NOTE: If you share your screen everyone will be able to see what you are doing. So only share your screen when you are presenting. If not, then just don't share your screen at all.

WebEx Function Cheat Sheet



Mute: Click to mute your audio so no one on the line can hear you. It will turn red when you are muted and black when you are unmuted



Share your screen. Click on this and you can share your screen to share documents to present to your co-workers



Record the meeting: Click on this button and you will be able to record. If the meeting is being recorded, at the top left of the meeting you will see a red dot.



Participants: Click on this button to open a list of all your co-workers on the call.



Chat: Click on this button to open a chat function where you can send messages to the participants on the call.



End/Leave Meeting: Click on this to leave the meeting or end the meeting.

**If you need any assistance, please contact:
2-HELP**



HOW TO DOWNLOAD WEBEX APP FOR MOBILE DEVICE

Getting started:

1. Please see the below and choose which type of laptop matches the logo on the back of your device.



iPhone/iPad



Android

2. Depending on the type of device you are on follow the steps for that device (i.e. **on your iPhone/iPad**)

On your iPhone/iPad

1. Open your phone and navigate to the App Store by click on the icon like this . The app store will open.
2. In the search bar, type in **Cisco WebEx Meetings**. It will be the first result named **Cisco WebEx Meetings**. Click on the **Get** button. The app will download after you enter your apple credentials.
3. Follow steps 4-6 from here.

On your Android Device

1. Open your phone and navigate to the App Store by click on the icon like this . The app store will open.
2. In the search bar, type in **Cisco WebEx Meetings**. It will be the first result named **Cisco WebEx Meetings**. Click on the app in the list and it will open then click the **Install** button. The app will download after you enter your apple credentials.
3. Follow steps 4-6 from here.
4. Open the Cisco WebEx Meetings app that looks like this . Then, click on **Sign in**. Enter your Rush email (i.e. John_doe@rush.edu).
5. The option to **Select the site** will appear, click on **Rush.Webex.com**. If the option is not present, click **Enter site URL**. Then, in the Enter Site URL field enter **Rush.Webex.com**
6. The site will ask you to enter your Rush Provided username and password (i.e. jdoe). Enter the information and then, click **Login**.

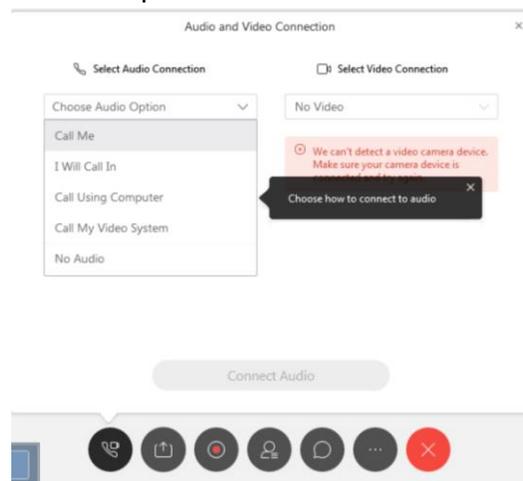
**If you need any assistance, please contact:
2-HELP**



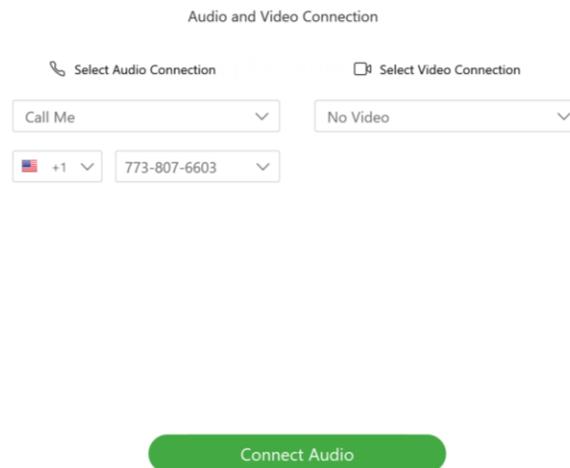
HOW TO CONNECT AUDIO IN WEBEX

On your computer

1. After launching WebEx either by hosting or joining a window like the one below will open. Choose the option that works best for you. Calling options require a phone. **Call Me** will use your personal cell phone.



2. A window like the one below will open. Enter your phone number (i.e. 222-222-2222). Then, once you have finished entering your number click **Connect Audio**.



3. On the phone, answer the incoming call. Then follow WebEx instructions to **press 1** and the audio will be connected. Then, press the mute button.

**If you need any assistance, please contact:
2-HELP**