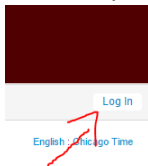
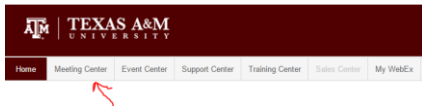


How to use WebEx to host an online Meeting.

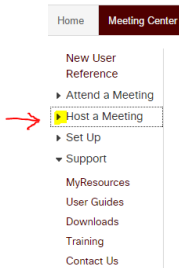
1. Open a web browser and navigate to <https://tamu-cs.webex.com>.
2. At the top right of your screen, click on the login button.



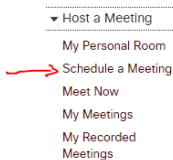
3. On the next screen, login using your [Howdy](#) information (NetID, not UIN).
4. Click on the Meeting Center tab at the top left of the screen.



5. On the left column, click the small arrow next to Host a Meeting to expand the options.



6. Click on the Schedule a Meeting option.



7. Enter the Meeting Topic. (The password is optional now)

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

• Meeting topic:

• Password:

• Confirm password:

8. Enter the Date, Time, and Duration of the meeting.

Date:

Time: am pm

[Chicago Time](#)

Duration:

9. Enter the Attendees email addresses separated by Comma's, check the send a copy of the invitation email to me box and click the green Schedule Meeting Button.

Attendees:

[Use address book](#)

Send a copy of the invitation email to me

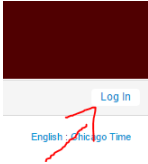
Audio conference: WebEx Audio
[Change audio conference](#)

[Save as template](#)

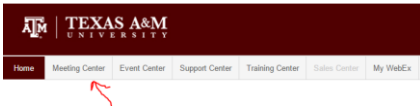
You have now scheduled a WebEx online Meeting.

Follow these steps to start and join the meeting.

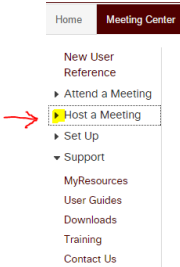
1. Open a web browser and navigate to <https://tamu-cs.webex.com>.
2. At the top right of your screen, click on the login button.



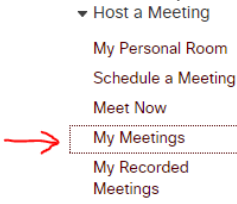
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5. On the left column, click the small arrow next to Host a Meeting to expand the options.



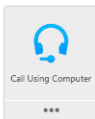
6. Click on the My Meetings option.



7. Click on the green start button next to the meeting you wish to start.



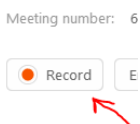
8. Now you are in the meeting. To use audio, click the Call Using Computer button.



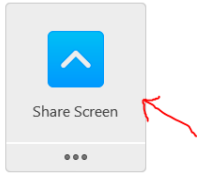
9. To use you camera, Click the camera icon at the top right of the meeting window.



10. To record the Meeting, Click the Record button on the top left.



11. To Share your screen/s with Participants, click the Share Screen Button.



12. When the meeting is over, click the End Meeting button.

