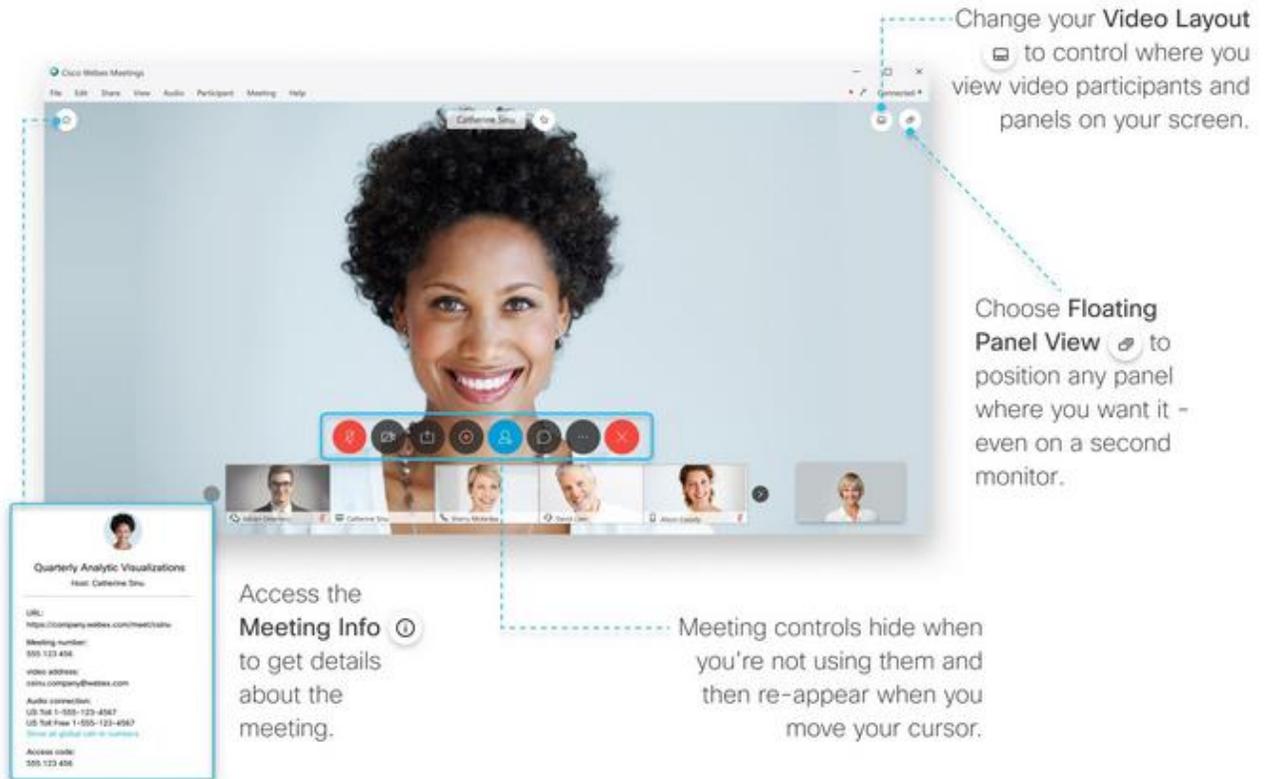


WebEx Meetings

WebEx is Purdue's supported meeting collaboration tool.

- All faculty and staff have host accounts and can host up to a 1,000 participants, which includes web and phone meeting capability with breakout rooms for training meetings offering such features as discussions, virtual hand-raising and polls.
- Participants can be students.
- The preferred audio method is computer audio (the University pays a per minute per participant cost when using the phone-in method).
- You can schedule a meeting in advance or start one right away. When it's time to meet, you can present and collaborate with your team as if you're in the same room.



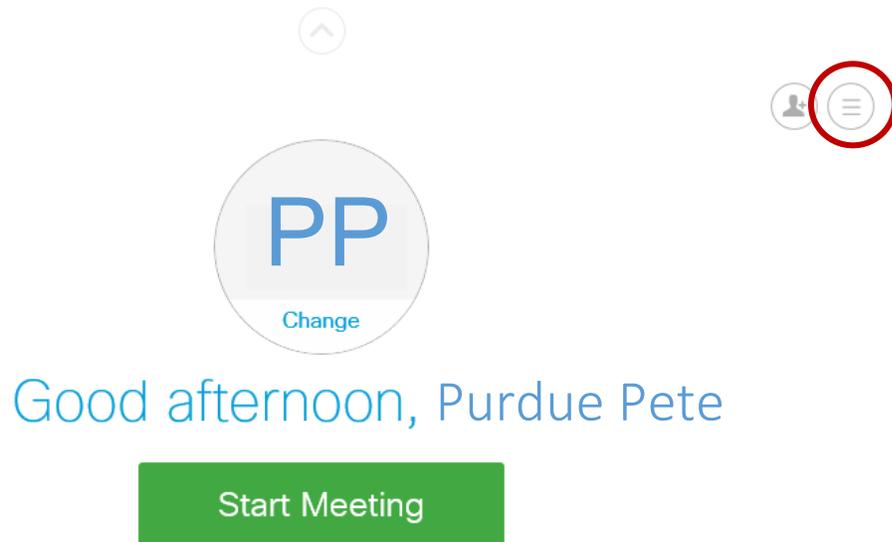
Schedule a meeting

Step 1:

Log in to <https://purdue.webex.com>

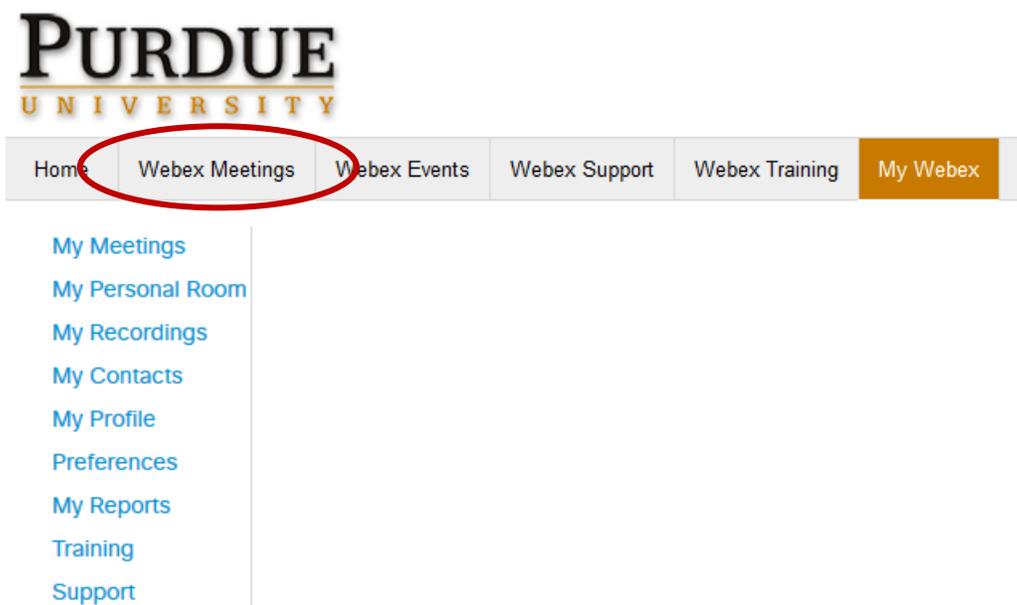
Step 2:

From the home page, click the  icon near the top right to display the menu.



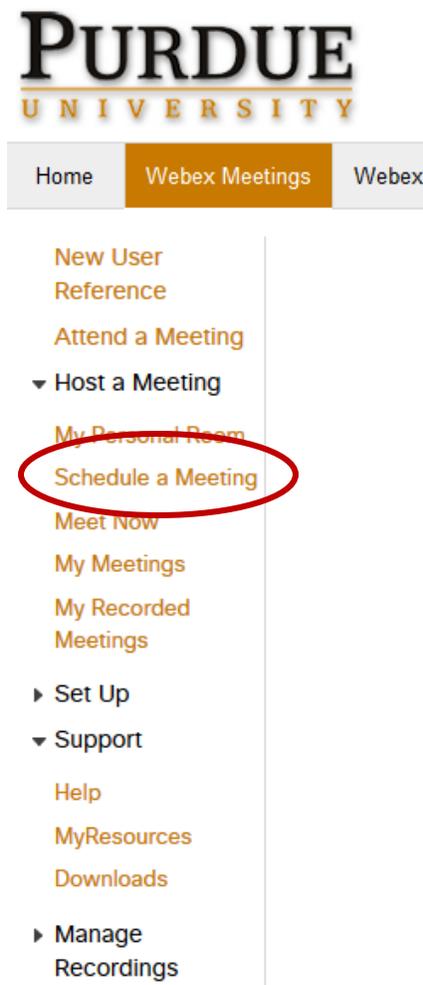
Step 3:

Select **Webex Meetings** from the menu bar.



Step 4:

Click **Schedule a Meeting**. Fill in the necessary meeting information and select **Schedule Meeting**.



Once the meeting has been scheduled, you have options to edit, cancel, and add the meeting to your calendar.

Meeting Name

Thursday, March 19, 2020 | 3:45 pm Eastern Daylight Time (GMT-04:00) | 1 hour | ● Not started

Host: Staff Name [Edit](#) | [Cancel meeting](#) | [Add to my calendar](#)

Start a scheduled meeting:

At the scheduled meeting time, sign in to your Webex site. From the home page, under **My Meetings**, locate your meeting, and then select **Start**.



- Home
- Webex Meetings
- Webex Events
- Webex Support
- Webex Training
- My Webex

- My Meetings
- My Personal Room
- My Recordings
- My Contacts
- My Profile
- Preferences
- My Reports
- Training
- Support

- Daily
- Weekly
- Monthly
- All Meetings

< March 19, 2020 >

The meetings you host

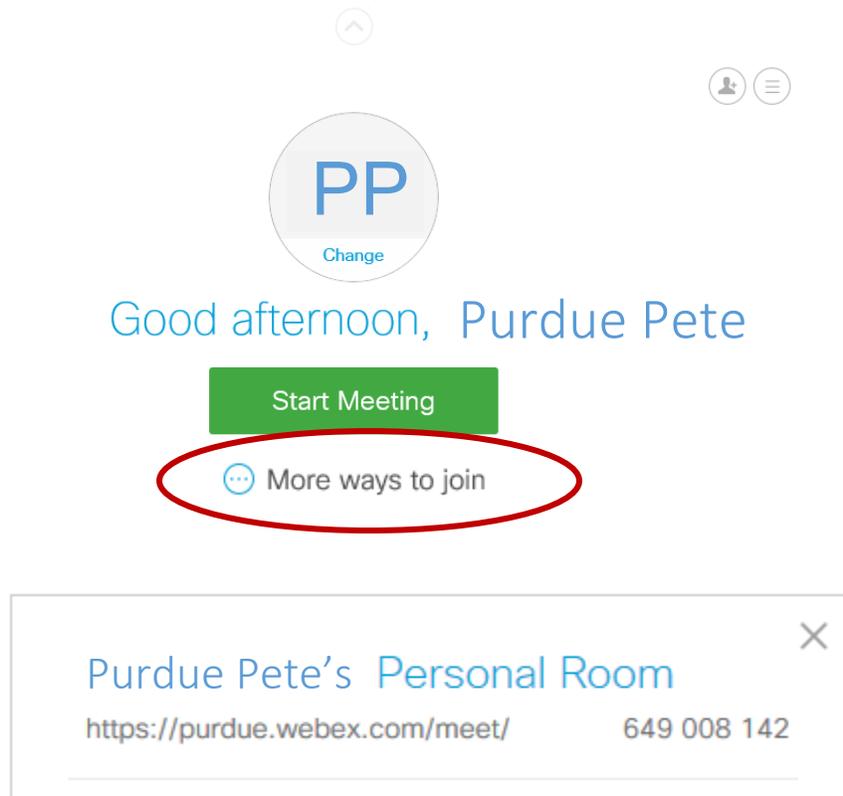
Show past meetings

<input type="checkbox"/> Time	Topic	Type	Requests Status
<input type="checkbox"/> 3:00 pm			
<input type="checkbox"/> 3:45 pm	Meeting Name	Meeting	N/A

Start

Host a meeting from your Personal Room

A Personal Room is your own virtual conference space. It's always available and you never have to book it. Attendees can easily join you in your Personal Room through your Personal Room link. You can find your Personal Room link by clicking on **More ways to join** and your Personal Room link will be listed near the top of the pop-up box.



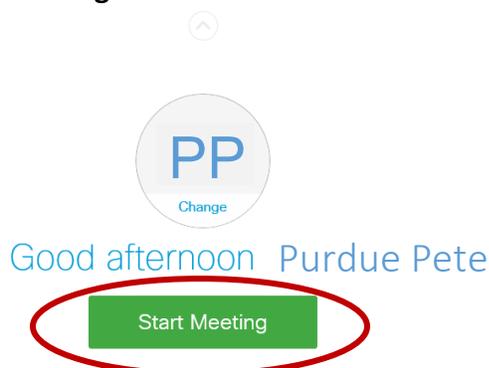
How to start a meeting:

Step 1:

Log in to <https://purdue.webex.com>

Step 2:

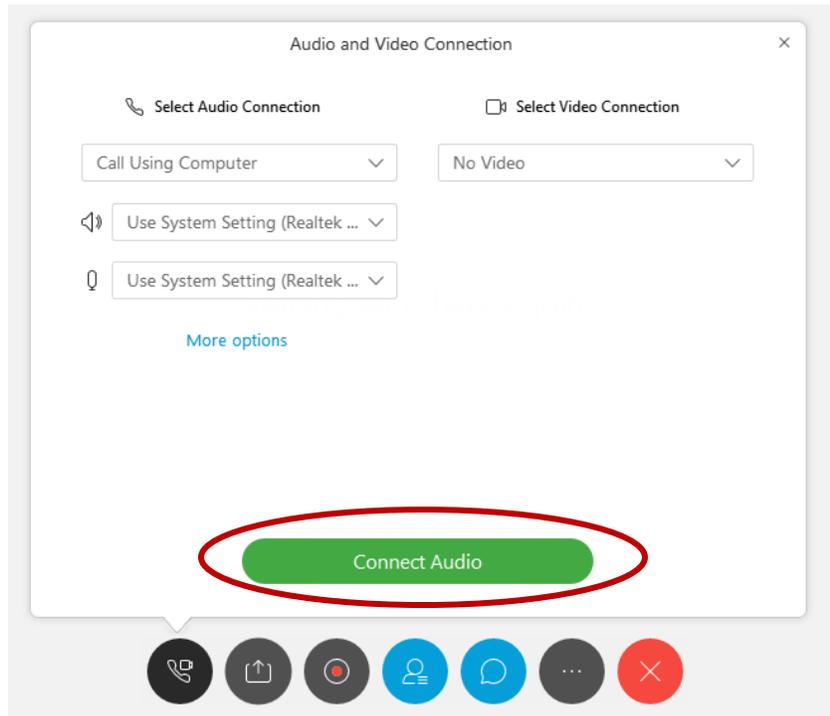
From the home page, click **Start Meeting**.



Logistics of Hosting a Meeting

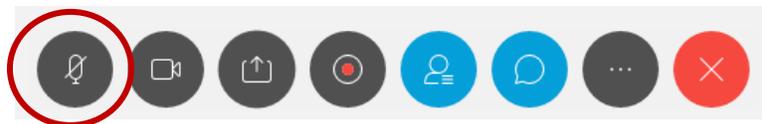
Connect Audio

After you start a meeting, a box will pop up with the Audio and Video Connection options. Make your selections and click **Connect Audio**.



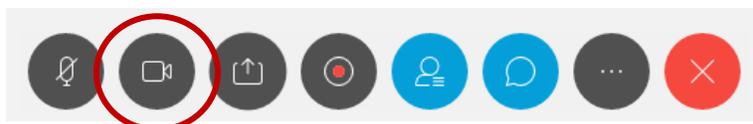
Muting and Unmuting your Microphone

You can mute  and unmute  your microphone by clicking the microphone button near the bottom of your screen.



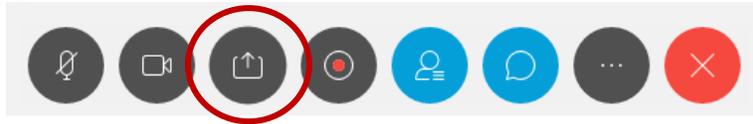
Start Your Video

You can turn your video on and off by clicking on the camera button near the bottom of your screen.



Share Content

You can share content, including your computer screen, by clicking on the screen share button near the bottom of your screen.



Record a Meeting

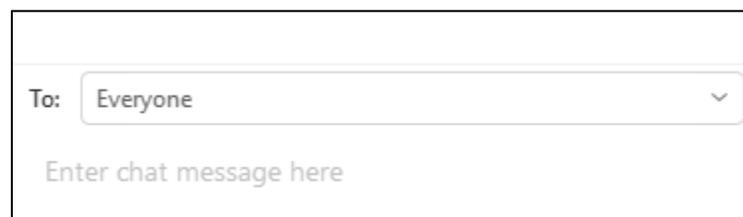
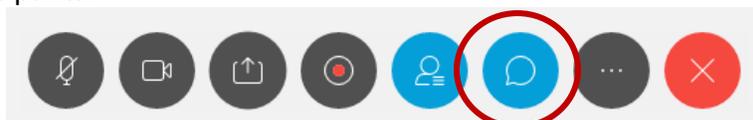
You can record a meeting by clicking on the record button near the bottom of your screen. The recording includes the audio, video, and presentation. You and your participants see a red icon at the top right of your window when recording is in process.



When the meeting ends, you can find your recording on the **My Recorded Meetings** page of your Webex website.

Chat

To close the chat feature, click on the thought bubble button near the bottom of your screen. The chat is open and available by default. You have the option to send messages to everyone or individual participants.

A chat window with a white background and a thin black border. At the top, there is a 'To:' label followed by a dropdown menu showing 'Everyone' and a downward arrow. Below this is a text input field with the placeholder text 'Enter chat message here'.

Ending a meeting

To end the current meeting, click on the red X button near the bottom of your screen and choose **End Meeting**. This will end the meeting for all participants.

