Fordham WebEx Quickstart Guide

WebEx is an all-in-one web conferencing tool that allows you to easily meet and collaborate with your colleagues and students from anywhere in the world, with any device, at any time.
FordhamIT provides WebEx at no cost to Fordham Faculty, Staff and Students!

Host a WebEx meeting

1. Open your WebEx meeting site through the link in **My.Fordham.edu** or by going to **fordham.webex.com**

2. In the top right corner, click on "Log in"

3. Click **Start Meeting** the button to launch a meeting in your Personal Meeting Room (PMR)

4. The meeting will launch and ask you to connect audio and video

5. Click ⊗ End Meeting or close the window when your meeting is done

Join a WebEx meeting

There are a number of ways that you can join a WebEx meeting:

- Open your email or Calendar invite and click the join WebEx meeting link

- Browse to someone's Personal Meeting Room at **fordham.webex.com/meet/<username>**

- Call in from a WebEx Integrated Video Conference device by dialing **<username>@fordham.webex.com** or **<Meeting number>@fordham.webex.com**

    *Video conferencing devices CANNOT join a meeting hosted on the student WebEx

    *The meeting host has to have this enabled. Contact ITCC to request

- Click Join Meeting from the WebEx iOS or Android app and enter the meeting number or address

- After joining a meeting, click the audio button to enable audio

- Turn on video by clicking the video button next to your name in the participants' list

    *If multiple devices (i.e., a laptop and a video conferencing unit) are joining your WebEx session from within the same room, ensure that sound is restricted to one source to avoid audio feedback.

Sharing Content

1. Select the Quickstart tab from the WebEx window

2. Click on the Share Screen Icon

3. Remember to disable any verbose notifications (i.e., new email, calendar reminders)

4. Click Stop Sharing when you are done

Hosting a Meeting from WebEx Integrated Video Conference Device

*Video conferencing devices CANNOT start a meeting on the student WebEx.

Set your Host Pin (prerequisite)

In order to host a WebEx meeting from a video conference device, you will need to set a Host PIN

1. Sign in to your WebEx account through the link in the *My.Fordham.edu* or *fordham.webex.com*

2. Click the My WebEx tab

3. Click Preferences and expand My Personal Room

4. Enter a number after Host Pin

Opening Your Personal Meeting Room (PMR) Using a Video System

1. Open the dialing application of your video conference system

2. Dial the PMR address: *<username>@fordham.webex.com*

3. When WebEx answers, you will be voice prompted to enter your **Host PIN** and to press pound (#)

4. Use the CISCO remote control to enter your PIN and the meeting will start

5. Participants waiting in your virtual lobby will automatically be brought into your meeting.

6. Press the red hangup button on the remote to end the meeting

For more information, please visit fordham.edu/WebEx.

Questions? Contact IT Customer Care
718-817-3999 | Tech Help tab at My.Fordham HelpIT@fordham.edu

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