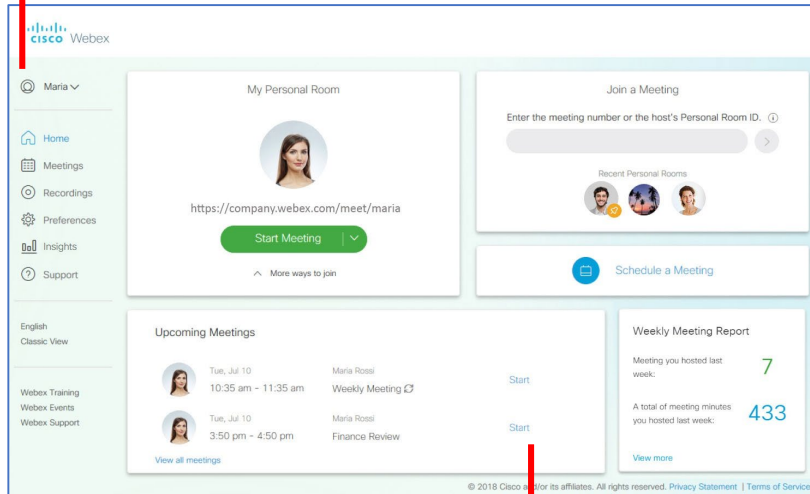


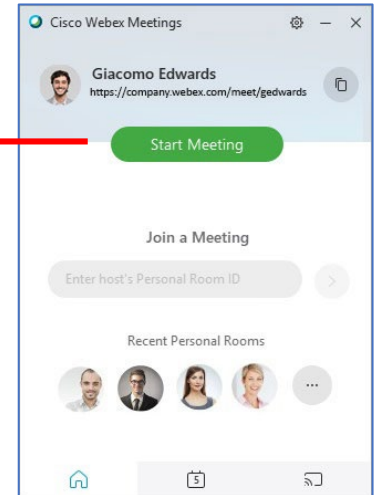
Sign In/out, access account Info and settings



Webex from your web browser

View and **Schedule** your meetings

Start Meeting – quickly start ad-hoc meetings in your own dedicated conference room.



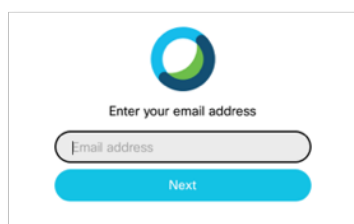
Webex Desktop App

Sign into WebEx

Hosting a Meeting

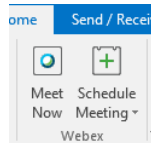
Joining a Meeting

- Open a web browser and enter seneca.webex.com
- Click on Sign In, at the top of the webpage (see **My Account** above)
- Enter your email address and network password in the window that pops up

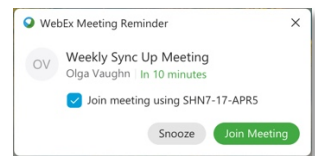


Schedule a Meeting

From your email in Microsoft Outlook, create a meeting by selecting the **Schedule Meeting** item in the Webex portion of the button bar.



- Enter your meeting details, including the names or email addresses of people you want to invite to your meeting.
- In the Location: field enter "Webex" or add a room if you will be using Webex conferencing in a meeting room with others in attendance.

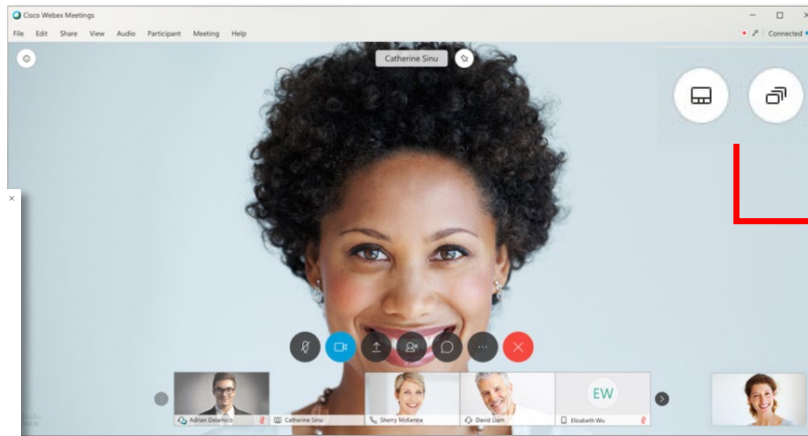
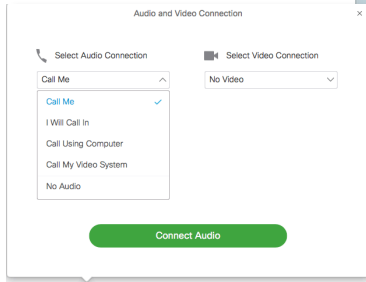


Meeting popup to easily join scheduled meetings

Join from an Email Invitation

1. From your email application, open the meeting invitation.
2. Select the **Join By Computer** button to join the meeting.
3. If prompted, sign in with your profile information.
4. Click Join to join the meeting.

Choose appropriate **Audio and Video Connections** from the drop down menus

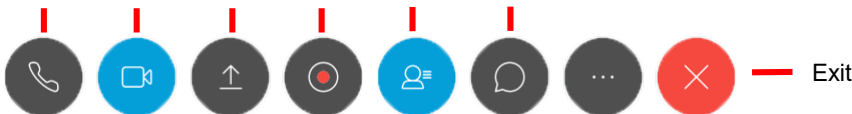


Choose between three different **video layouts** with a click of a button

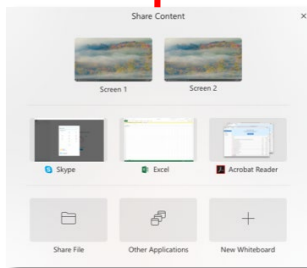
Toggle between full screen and floating views

Meeting Screen

Mute Video Share Rec Roster Chat

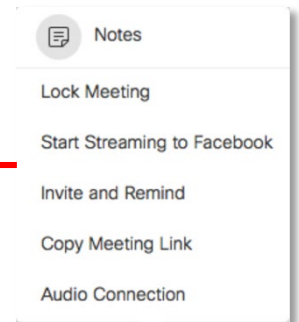


Options



Recording a Session

Recording a meeting is a great way to share meeting content with invitees who could not make the meeting or with other interested people.

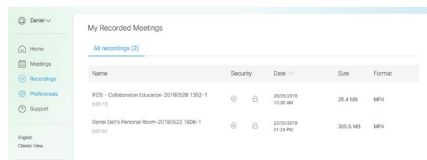


Lock the meeting room, **Invite Attendees** and change the **Audio Connection**

Sharing Content

When you share content, such as an application during a meeting, it can be viewed from the participants' content viewers or from a sharing window that opens on all participant screens.

Clicking on the Share Icon will show Thumbnail previews of running apps and desktops



You can find links to the meetings you recorded on the Recordings page of your WebEx site if you are also the meeting scheduler