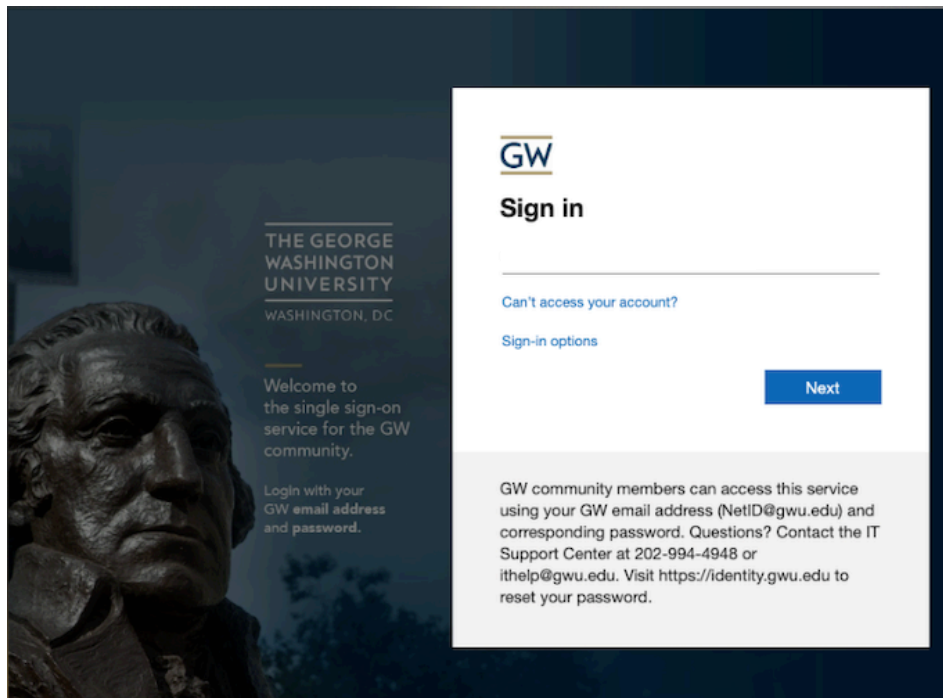


How to create a meeting using WebEx Meeting Center - Quick Scheduling:

1. Go to <https://gwu.webex.com/mywebex>
2. Continue using your *NetID* @gwu.edu and password to login. If you aren't automatically presented to login, click on the "Log in" button on the top right-hand side of the page.



3. If you have never used WebEx, you will be prompted to type your phone number(s) accordingly. **If you have used WebEx in the past,**

ASHINGTON, DC

Meetings | Webex Events | Webex Support | Webex Training | **My Webex**

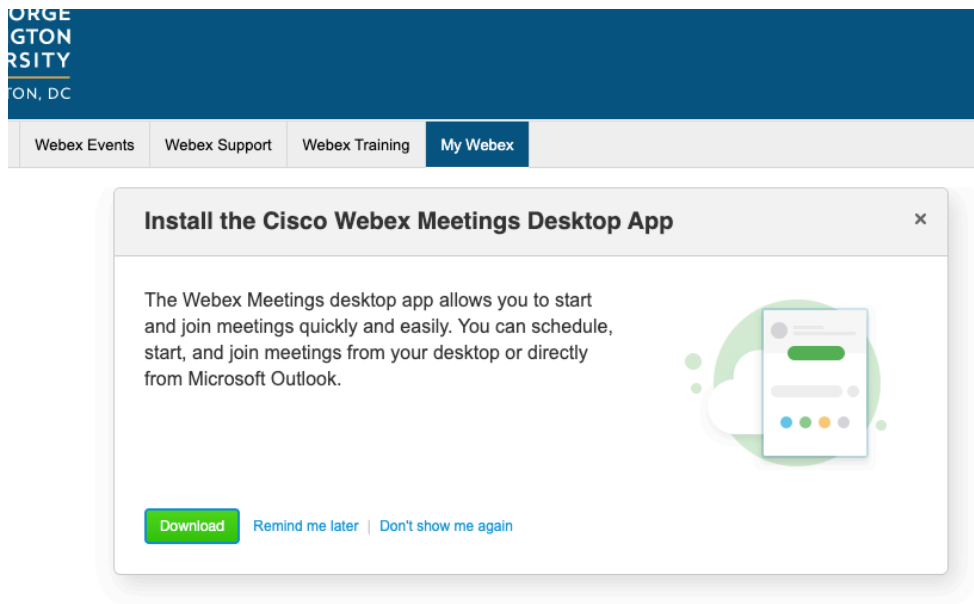
Enter Your Phone Numbers

We recommend that you enter your phone numbers to allow you to connect to audio in meetings and to receive technical support easily.

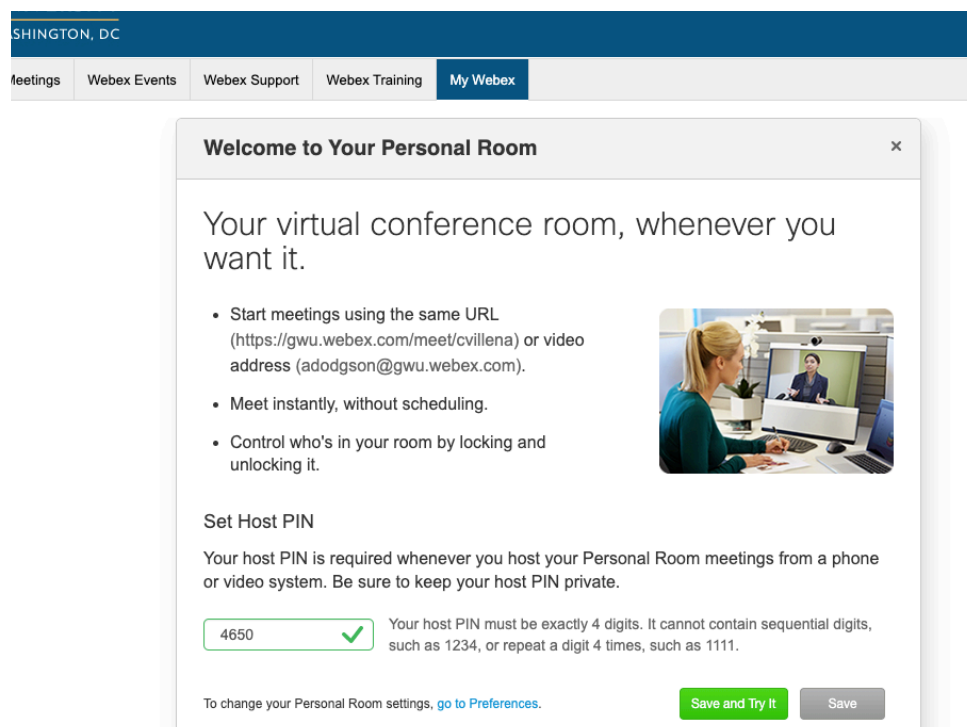
Office phone:

Cell phone:

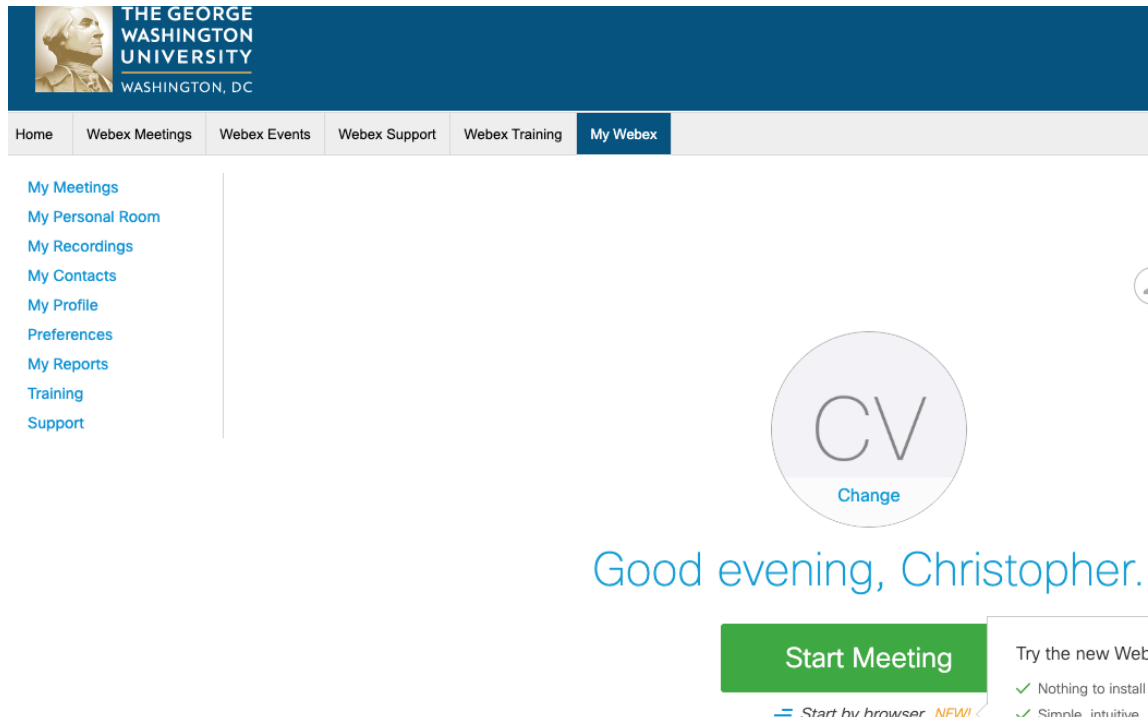
- Once entered, click "Save". A prompt will follow that you can disregard and exit out of.



- You'll receive a third prompt for establishing a PIN, this can be useful for future meetings performed via phone calls. Establish a PIN and hit



6. Click on the "Start meeting" button.



7. WebEx requires an add-on to be installed on the computer's browser.

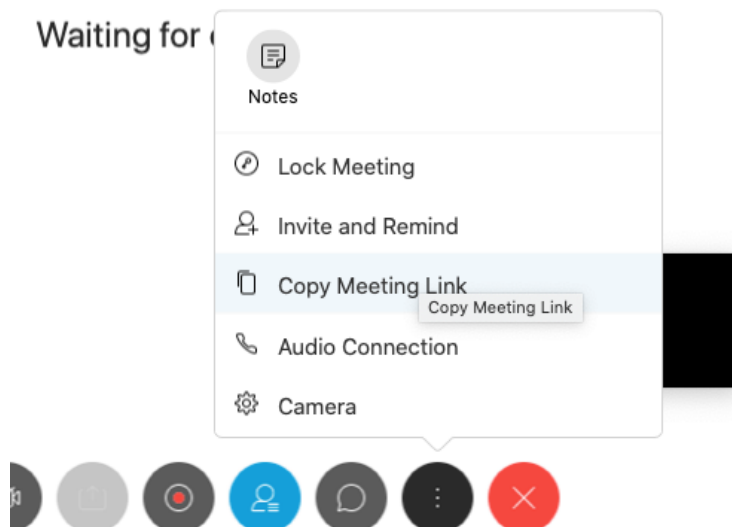
screen.

8. Once installed, WebEx Meetings app will open and from there proceed with your machine's Microphone/Webcam setup. ***You'll want to ensure setup.*** By default, WebEx will use your computer for audio. However,

9. Following the setup, you'll be in your WebEx Room, where you'll be able to invite people to join your meeting. This is done by clicking on



10. From here you'll be able to copy a meeting link that can be distributed via Email/Blackboard to allow attendees to join your WebEx Meeting. You'll also have the ability to send invites directly from the app.



11. Once the meeting has finished, you can end the meeting by clicking



If you need further assistance, please contact our Office of Technology Services office directly at ots@gwu.edu or by calling 202-994-HELP.