



Cisco WebEx

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC



Columbian College
of Arts & Sciences

Cisco WebEx

- What is Cisco WebEx?
 - What it is used for?
- Getting started with WebEx
 - WebEx Dashboard
 - Creating a meeting
 - Creating scheduled meetings
- Questions
 - Technical Support

The slide features a dark blue header with a white horizontal line. On the left side, there is a vertical strip showing a server rack with blue lights. The main content area is white.

Cisco WebEx 101

WHAT IS WEBEX?

What is WebEx?

- WebEx is a multi-functional Video & Audio conference call application.
- A WebEx meeting allows you to virtually meet with other people in real-time, without having to leave your home or office.
- WebEx is the official virtual meeting platform supported by The George Washington University.

Cisco WebEx Advantages

- Meetings from anywhere with Internet access.
- Access WebEx using your computer or mobile device.
- Everyone has access to start WebEx Meetings. Including all faculty, staff and students.
- Can also be used to invite attendees external to the university.
- Use your GW email address and password for access.
 - NetID@gwu.edu

The slide features a dark blue header with a white horizontal line. On the left side, there is a vertical strip showing a server rack with blue lights. The main content area is white. The text 'Cisco WebEx 101' is positioned in the lower-left quadrant in a grey font. Below it, the title 'GETTING STARTED' is written in a large, bold, black font.

Cisco WebEx 101

GETTING STARTED

How to access Cisco WebEx

- WebEx can be accessed via any internet browser
 - Go to <https://gwu.webex.com/mywebex>
 - Log in with *NetID@gwu.edu*
 - Requires Two Step Authentication (2SA)
- This will be your dashboard for all your WebEx Meetings.
 - Create a instant meeting
 - Arrange schedule future meetings
 - Access recordings

Create a quick meeting

- How to create a quick meeting?
 - Go to <https://gwu.webex.com/mywebex>
 - Login via *NetID@gwu.edu* and 2SA
 - Complete any additional steps if instructed
 - Click on “Start meeting”
 - Install Cisco WebEx browser add-on if necessary

Cisco WebEx Features

- How to create a meeting for the future?
 - Go to “WebEx Meetings” Tab
 - Navigate to the “Host a Meeting” drop down
 - Click on “Schedule a Meeting”
- How to access recordings?
 - Go to “WebEx Meetings” Tab
 - Navigate to the “Host a meeting” drop down
 - Click on “My Recorded Meetings”

Note: Depending on file size and length of meeting, it can take up to 24 hours to access your recording.



GW Box 101

QUESTIONS

WebEx Technical Support

- For more detailed instructions visit <https://gwu.box.com/v/WebExArticle>
- GW IT manages and supports Cisco WebEx for the entire university.
- Should you have any questions, please contact them directly at [202-994-4948](tel:202-994-4948)
- They can also be reached via email at ithelp@gwu.edu