Cisco WebEx
• What is Cisco WebEx?
  – What it is used for?
• Getting started with WebEx
  – WebEx Dashboard
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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
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.
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

- They can also be reached via email at ithelp@gwu.edu