

Hosting a WebEx Meeting

This tutorial will go into detail on the best practices for hosting a WebEx Meeting after it has been scheduled. If you need to learn how to schedule a meeting, please see our [tutorial](#). If you want a [simple way to get started](#), we have a tutorial for that as well.

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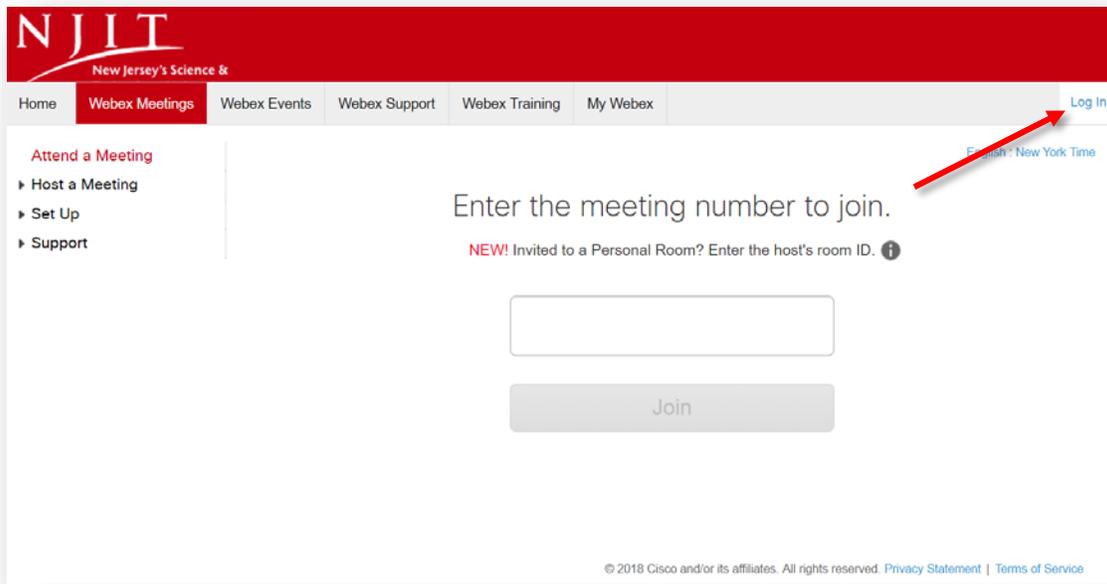
Meeting preparation

To ensure the best possible quality during your WebEx meeting, you will want to make sure you follow the guidelines listed below:

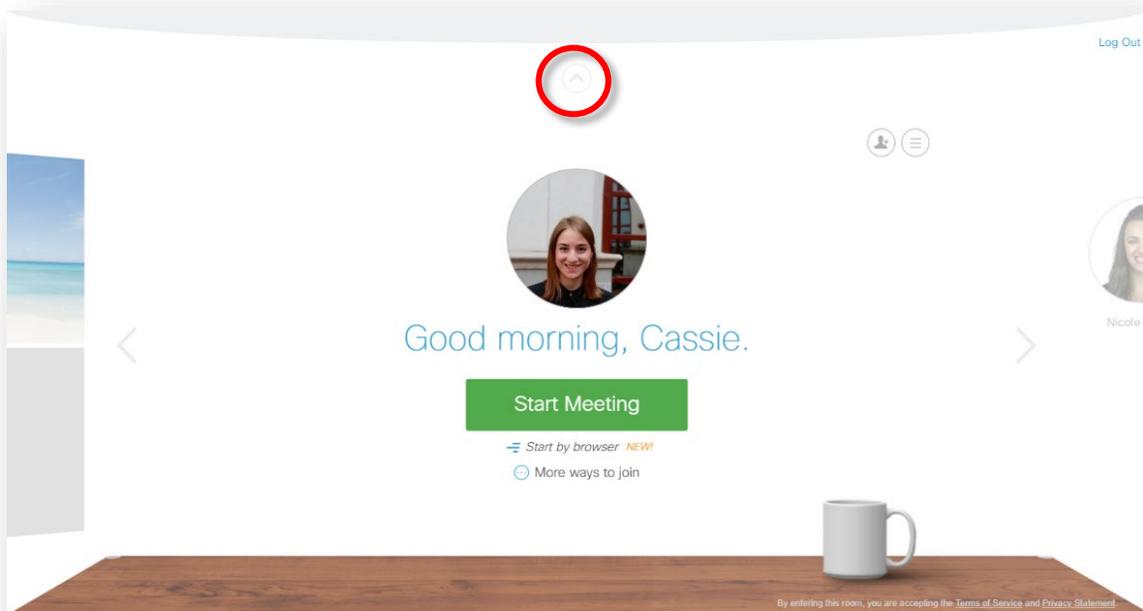
1. Technical needs:
 - A headset and a microphone or access to a landline phone.
 - A webcam. This may be one already integrated in your device, or an external camera.
 - Adobe Flash installed and up to date.
2. Physical environment:
 - A quiet setting with no distractions present.
 - Adequate lighting. Avoid sitting in front of a window or other light source.
3. Test your device:
 - Test your device **before** your meeting, giving yourself ample time to troubleshoot or contact someone for help.
 - To test your device, click [here](#).

Getting to your scheduled meeting

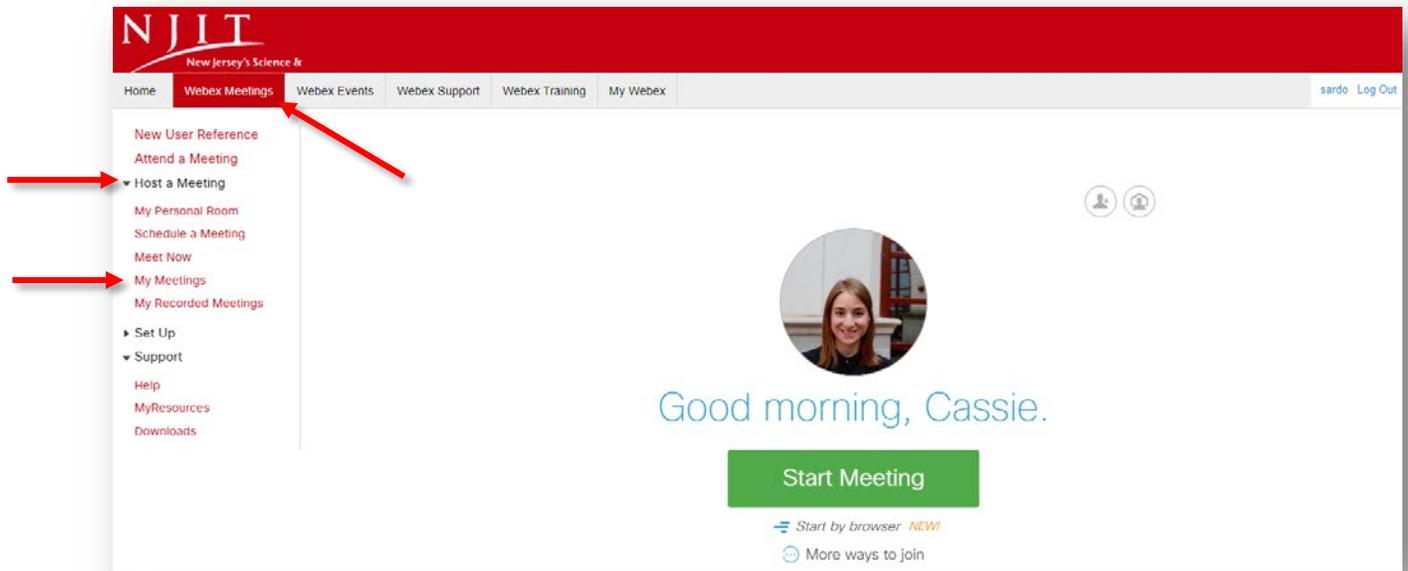
1. Log in to <https://njit.webex.com> using your UCID and password.



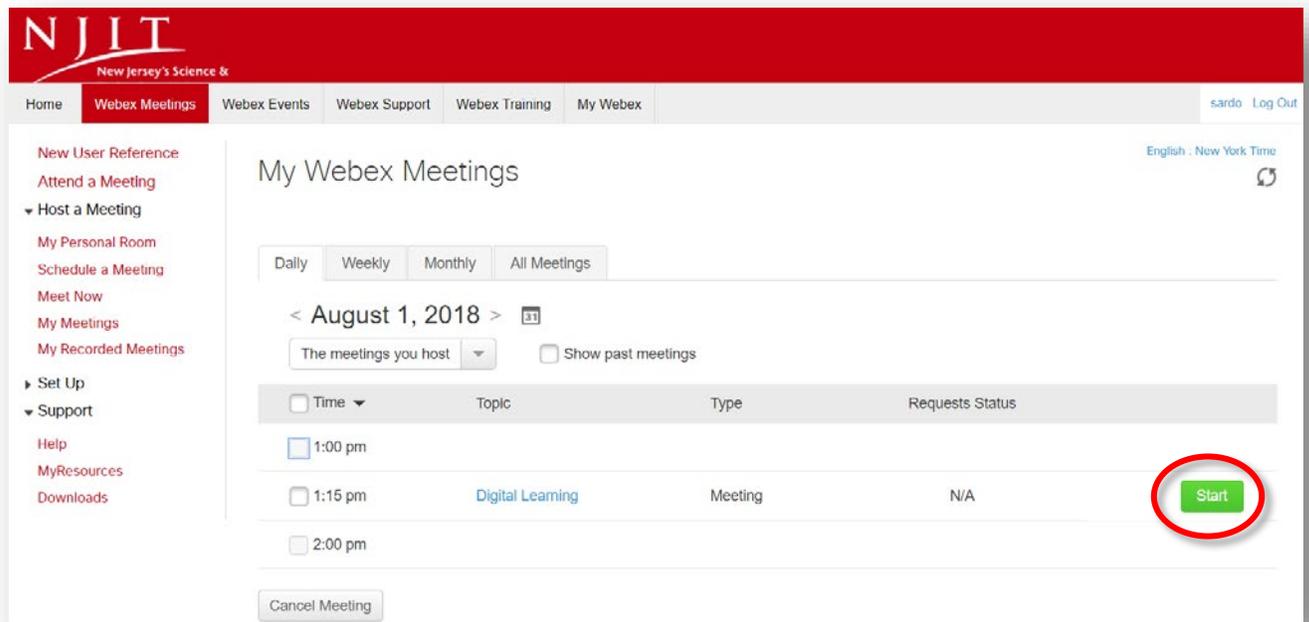
You will be directed to a screen similar to the one below:



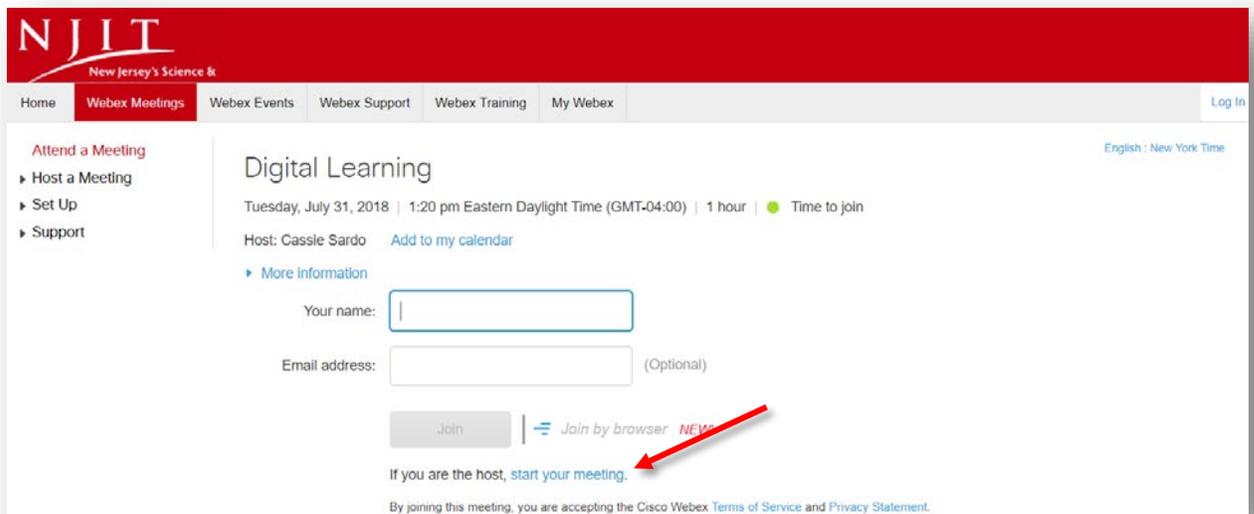
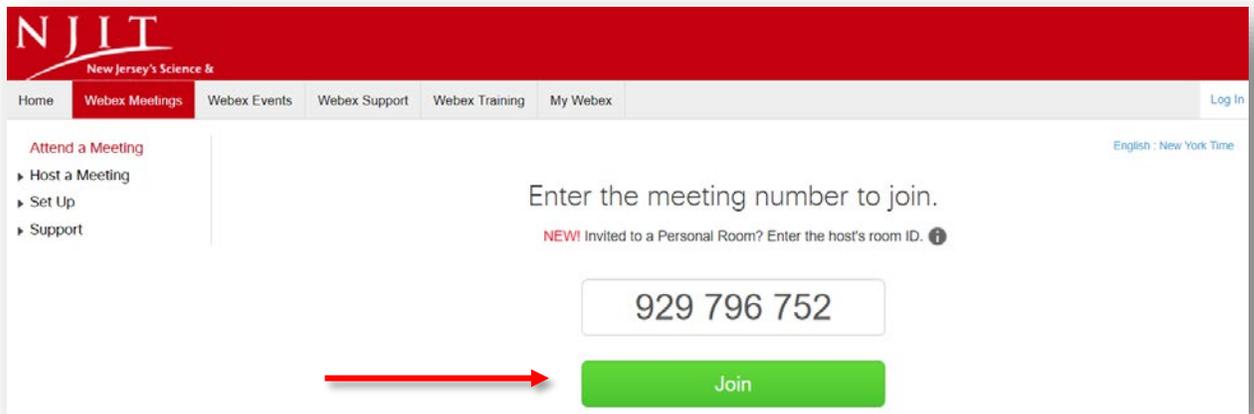
2. Click on the arrow icon at the top of the screen to reveal the WebEx menu. Next, you will want to click **“Webex Meetings,”** and then **“My Meetings”** under the **“Host a Meeting”** dropdown.



3. Locate your meeting and, to begin, click **“Start.”**

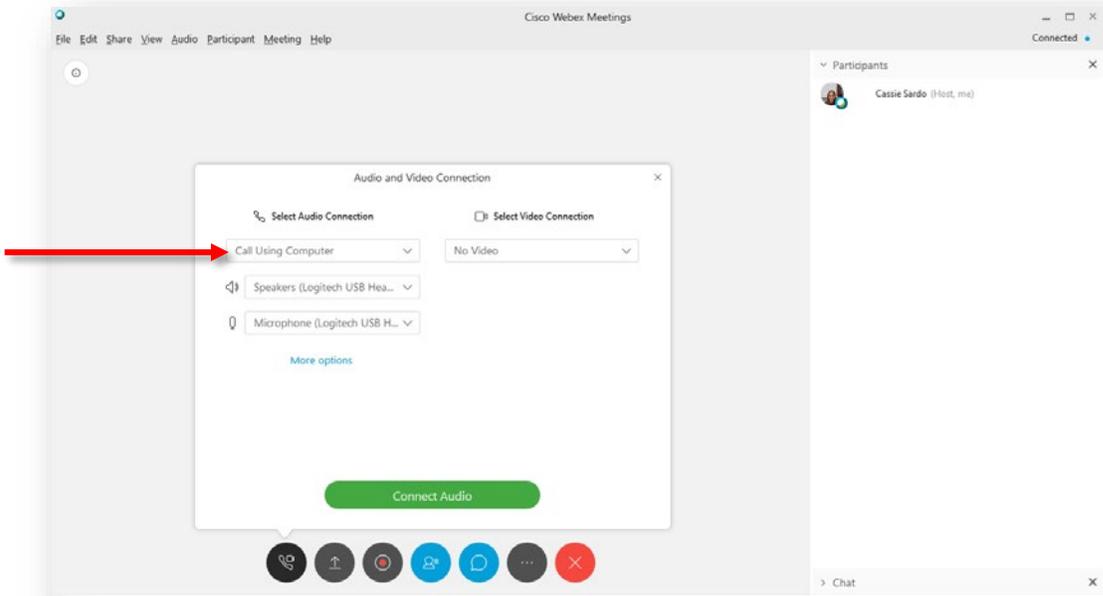


4. You can also go to <https://njit.webex.com> and enter your meeting number to login as a host.



Audio and Video Settings

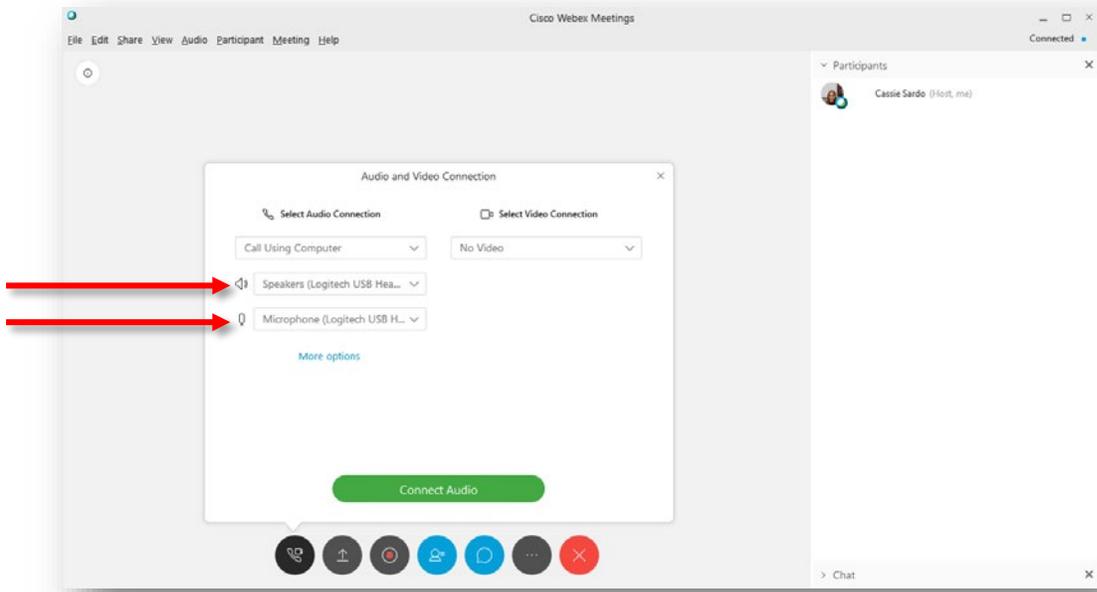
1. The first thing you will see after joining your meeting is the screen below:



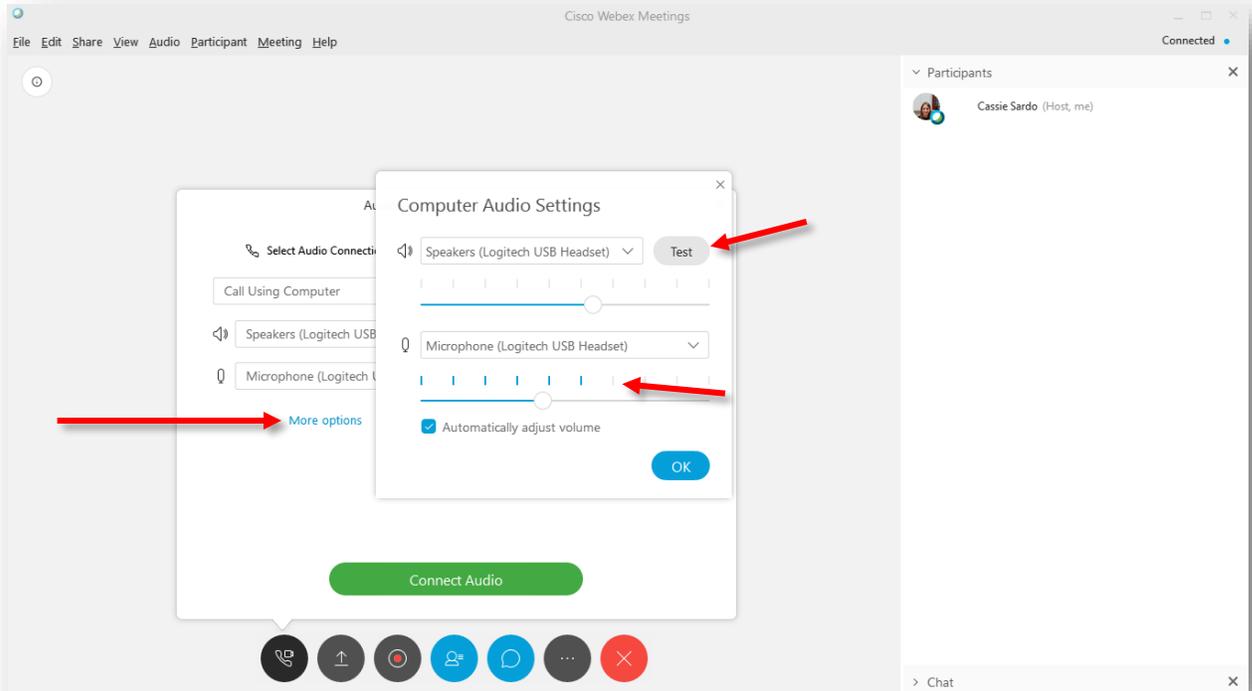
Here, you can connect your video and decide how you would like to call in to your meeting. You can either **“Call Using Computer”** or select **“I Will Call In.”**

Call Using Computer

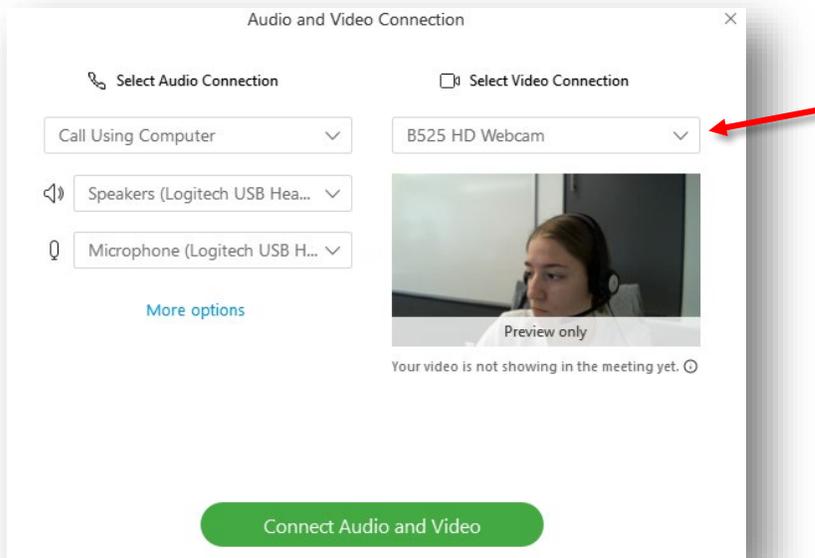
1. Make sure that you have the proper **Speakers** and **Microphone** selected. These might include a headset, external microphone, or your devices speakers and microphone.



2. Click **“More options”** to test your microphone and speakers. By clicking **“Test”** next to the speakers, you should hear musical tones. Speak to see if your microphone is picking you up. Then, click **“OK.”**



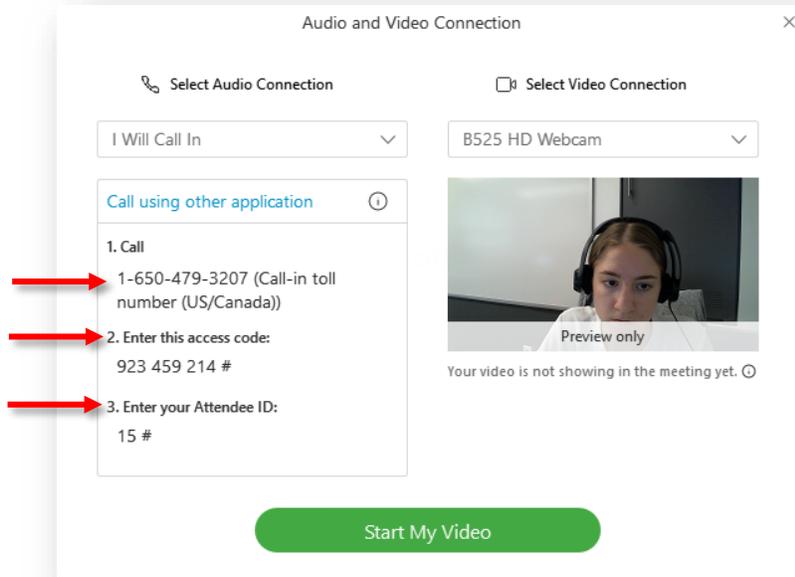
3. Select the webcam that you would like to use. You should see a preview of the image.



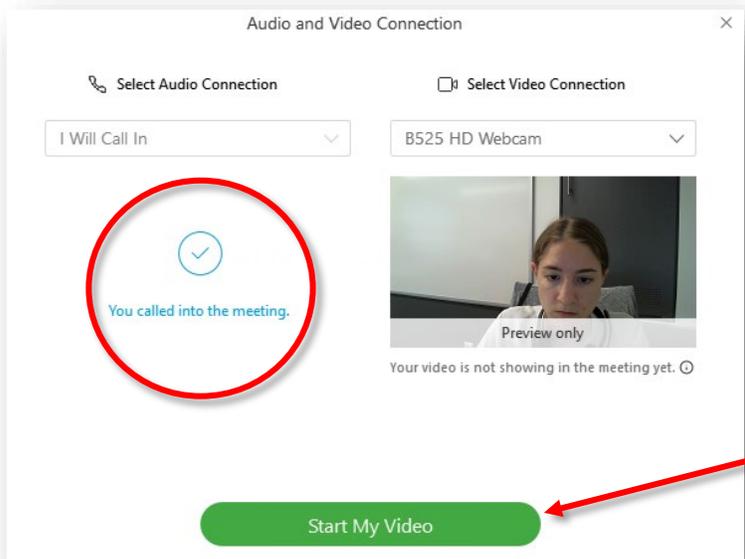
4. When you are ready to enter the meeting, click **“Connect Audio and Video.”**

I Will Call In

1. If you would like to incorporate video, select your webcam, following the instructions listed above.
2. Using a cell phone, or preferably, a landline, dial (650) 479-3207.
3. When prompted, enter the meeting access code and your Attendee ID.

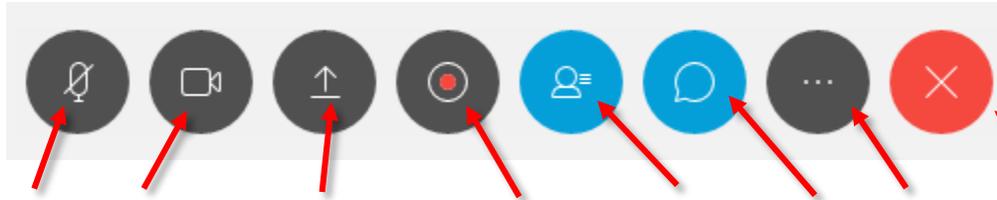


4. You will be connected to audio through your phone. If you are using video, click **“Start My Video.”**



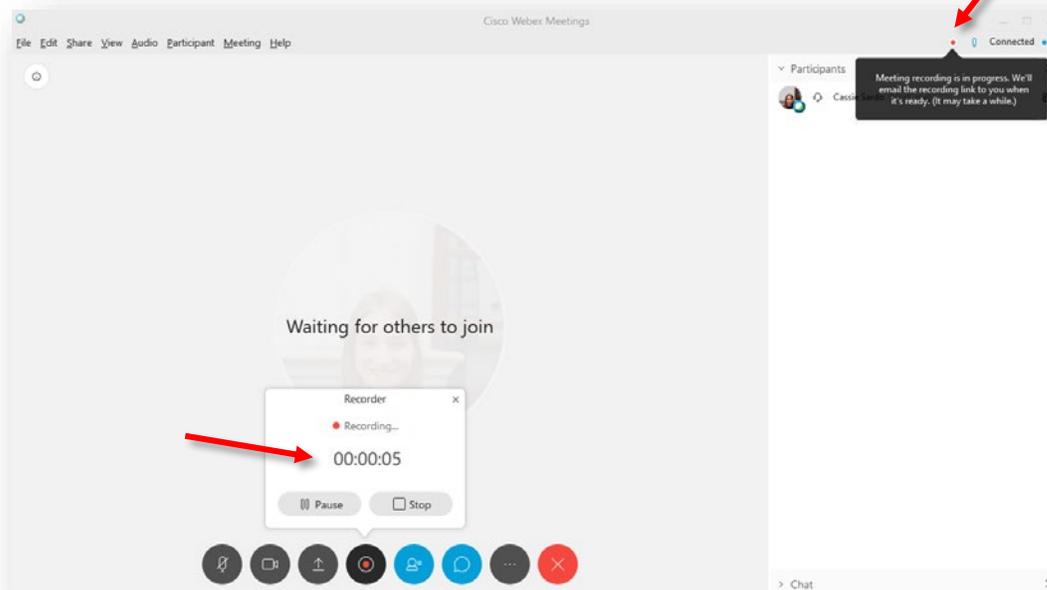
Navigating the Meeting

Hovering over the bottom of your screen will reveal the following menu:

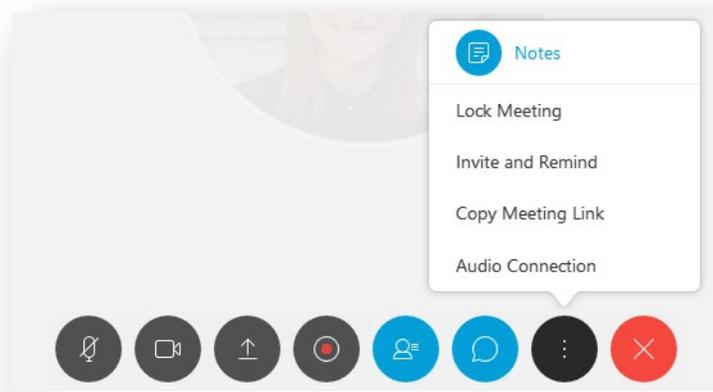


Mute | Start my video | Share content | Recorder | Participants | Chat | More options | End meeting

1. **Mute:** you can mute and unmute your microphone during the meeting.
2. **Start my video:** you can start and stop your video during the meeting.
3. **Share content:** you can share your screen with other participants during the meeting. For more information on sharing content, please see the corresponding section in our [Getting Started with WebEx](#) tutorial.
4. **Recorder:** You can record your WebEx meeting. Once your recording is ready, you will be notified via email. You can also find your recordings on the NJIT WebEx site.



5. **Participants:** you can toggle the Participants panel on and off.
6. **Chat:** the Chat feature allows participants to communicate using text. Participants can choose to contact the host or instructor, everyone, or a particular participant during the meeting.
7. **More options:** clicking this button will give you the choice to open notes, lock your meeting, invite participants, copy your meeting link, and test or switch your audio connection.



8. **End meeting:** when you are ready, clicking the last button on the menu will allow you to end or leave your meeting.

For information on expanding the video view, changing the presenter role, and creating polls, please see our [Getting Started with WebEx](#) tutorial.

Questions?

If you are still in need of assistance, please contact the IST Service Desk. You can reach the IST Service Desk 24/7.

Phone: (973) 596-2900 | Toll-free: (877) 899-7685

Location: Student Mall, Room 48 | Monday to Friday, 8:30 AM to 4:30 PM (Drop-in support for computing devices).

Request Help Online: <https://ist.njit.edu/>