1. Go to https://webex.rutgers.edu/ to access Cisco Webex.

2. If you have never used Webex or secured a Cisco Webex Account click “Sign Up”. If you already have an account click “Log In” and go to step #5.

3. You will go to the CAS screen where you will log in with your NetID and Password.
4. Once you have logged in select “Rutgers Cisco Webex” as your service option and the click “Activate Services” at the bottom of the page.

5. You may now go back to the Cisco Webex homepage and Log In with your NetID and Password.

6. Now you can schedule your meeting or class **Click Schedule** and not Start a Meeting so you have full access to all options.
Webex Instructions

7. Fill in all required areas. Use the date and time drop down to set the meeting or class time and duration. To invite attendees, you must add in each email address separated by a comma or semicolon. Click “Show advanced options” for additional customization e.g. distributing your agenda.

8. You will receive a reminder to start 15min before your meeting or class.

9. Always check your audio before the start of your meeting or class. You will see options to use your computer for audio just before you start your meeting or class.
10. The instructor can mute all participants at the beginning of the meeting or class. This will eliminate all the background noises. To mute, go to Participants at the top. You have the option to Mute on Entry or just Mute All.

11. If you are presenting you will need to share your screen. This can be done in 1 of 2 ways…….
Webex Instructions

From the top left corner shown above or from the bottom of your screen above the task bar shown below.

12. If you will be using Camtasia, make sure you have your recorder set up and press record now before starting your lecture.

13. I have listed some video conferencing etiquette to share with your students. It will come in handy as your course moves forward.

**Video Conference Etiquette**

- Mute yourself when you join and when you are not speaking.
- If you are unmuted, everyone will hear your background noise along with the presenter.
- Be courteous don’t over talk someone. *(Raise your hand if possible)*
- Be On Time.
- Ensure Your Technology Works Correctly before the meeting. *(Test it before the meeting)*
- Wear work-appropriate clothing.
- Frame the camera correctly.
- Make your background look nice.
- If their camera is on, yours should be too.
- Look in the lens of your camera.
Webex Instructions

Please see the [video tutorials](#) to clarify the options we have discussed or address additional functionality.