

Webex Instructions

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.

Webex Instructions

- Once you have logged in select “Rutgers Cisco Webex” as your service option and the click “Activate Services” at the bottom of the page.

Email Addresses

If you require activation for an email service not listed here, please contact help@oit.rutgers.edu or your local IT support.

You qualify for the following services

Please select all the services you want to activate

- Rutgers Connect Office 365 for Rutgers employees [You already have this account.]
- ScarletApps, including ScarletMail Google for Rutgers [You already have this account.]
- Box (rutgers.box.com) Cloud storage platform
- Rutgers Webex Webex for Rutgers employees [NOT for RESTRICTED data controlled by HIPAA or other regulation] [You already have this account.]
- Remote Access VPN, Cisco AnyConnect Access for Rutgers Allows remote access to university resources. [Duo enrollment is required to use this service.]

Protected Health Information (PHI) Notice: You have been identified with a department/unit/school that has restricted data as defined in Section 70 of the New Jersey Public Access to Information Act. The selected service and applications associated with this service must not be used to communicate or store University restricted data or patient Protected Health Information. This restriction applies to all University restricted data, state or local privacy laws, or University policies.

Activate Services **Skip Service Activation**

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

RUTGERS

English | Classic | New **Sign In**

Join a Meeting

Enter meeting information

Cisco Webex Meetings Desktop App

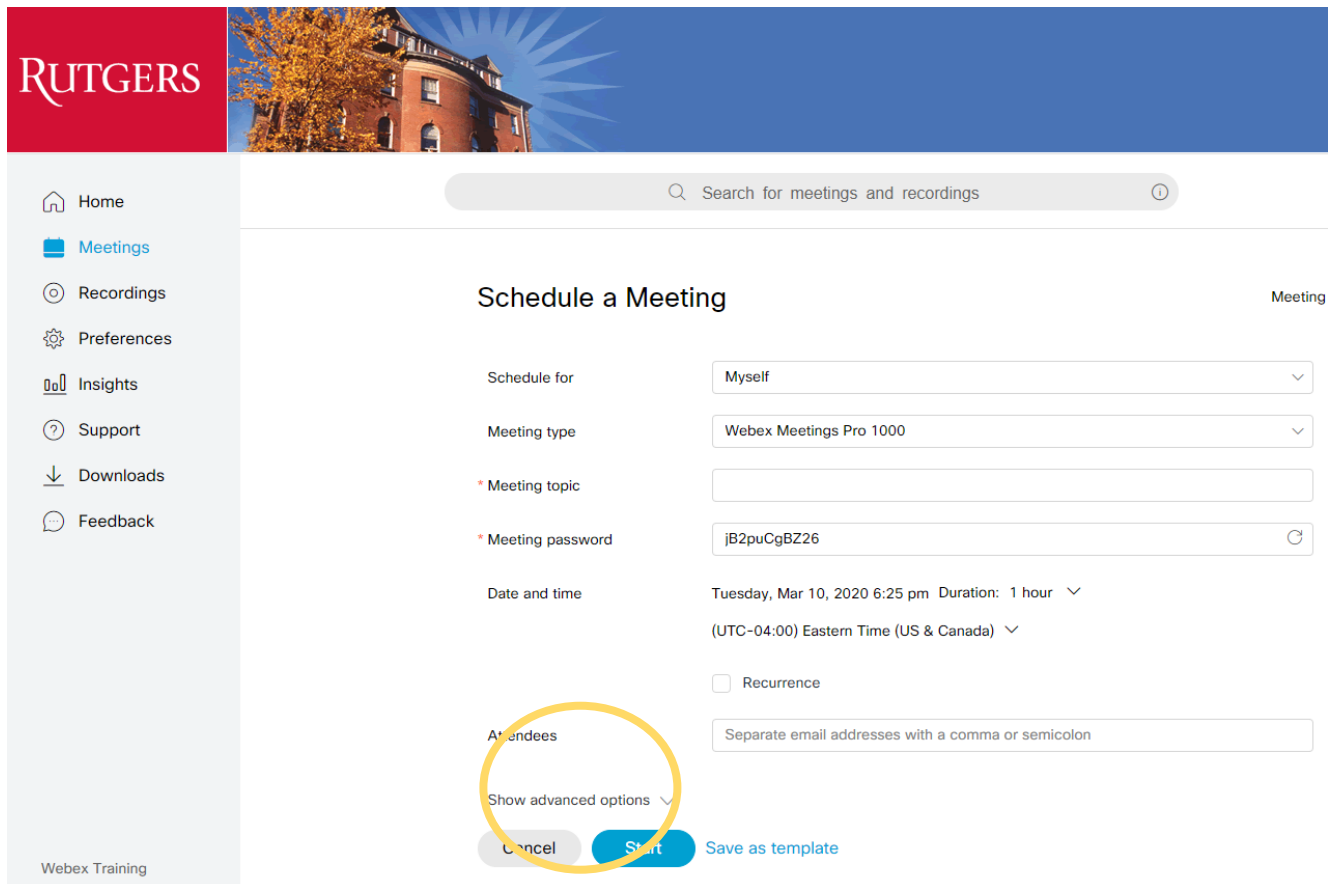
The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

Download

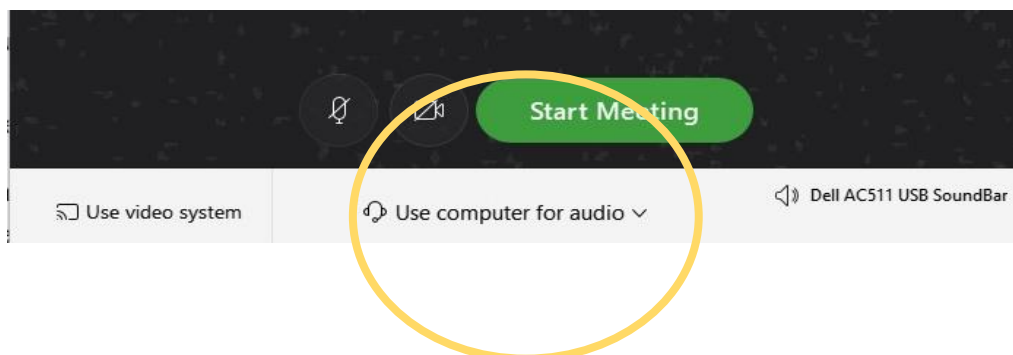
- Now you can schedule your meeting or class **Click Schedule** and not Start a Meeting so you have full access to all options.

Webex Instructions

- 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.

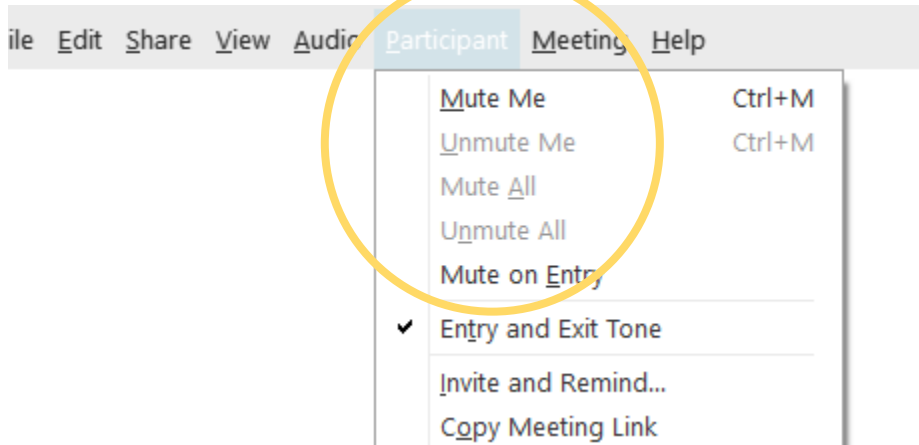


- You will receive a reminder to start 15min before your meeting or class.
- Always check your audio before the start of your meeting or class. You will see options to use your computer for audio just before you start your meeting or class.

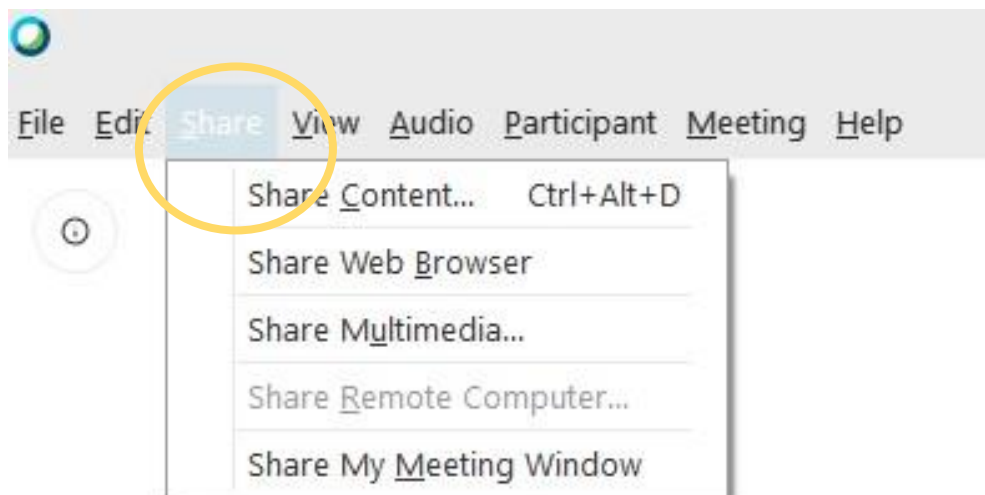


Webex Instructions

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.

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Webex at Rutgers

Cisco Webex is a real-time video, voice, and chat communications software platform.

Log in Sign up

New Webex features added for Rutgers users!

Learn more