



**RUTGERS**

New Jersey Medical School

## Instructions for using WebEx

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Start at <https://webex.rutgers.edu/> to access Cisco Webex

The screenshot shows the Rutgers Webex website homepage. At the top left is the Rutgers crest logo, followed by the text "RUTGERS | Webex". Below this is a navigation menu with links for "Home", "About", "Using Webex", "Eligibility", and "Help". A search icon is located on the right side of the navigation bar. The main content area features a large image of a group of people in a meeting. Overlaid on this image is the text "Webex at Rutgers" and a sub-headline: "Cisco Webex is a real-time video, voice, and chat communications software platform." Below the sub-headline are two buttons: "Log in" and "Sign up". At the bottom of the page, there is a dark grey banner with the text "New Webex features added for Rutgers users!" and a "Learn more" button on the right.



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You will go to the CAS screen where you will log in with your NetID and Password.

**RUTGERS** Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when

Enter your Rutgers NetID and Password

NetID:

Password:

Ensure proper security — keep your password a secret

Authentication Type: Default ▼

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done accessing services that require authen

[Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)



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Once you have logged in select “Rutgers Cisco Webex” as your service option and then 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](mailto:help@oit.rutgers.edu) or your local IT support.

You qualify for the following services

Please select all the services you want to activate

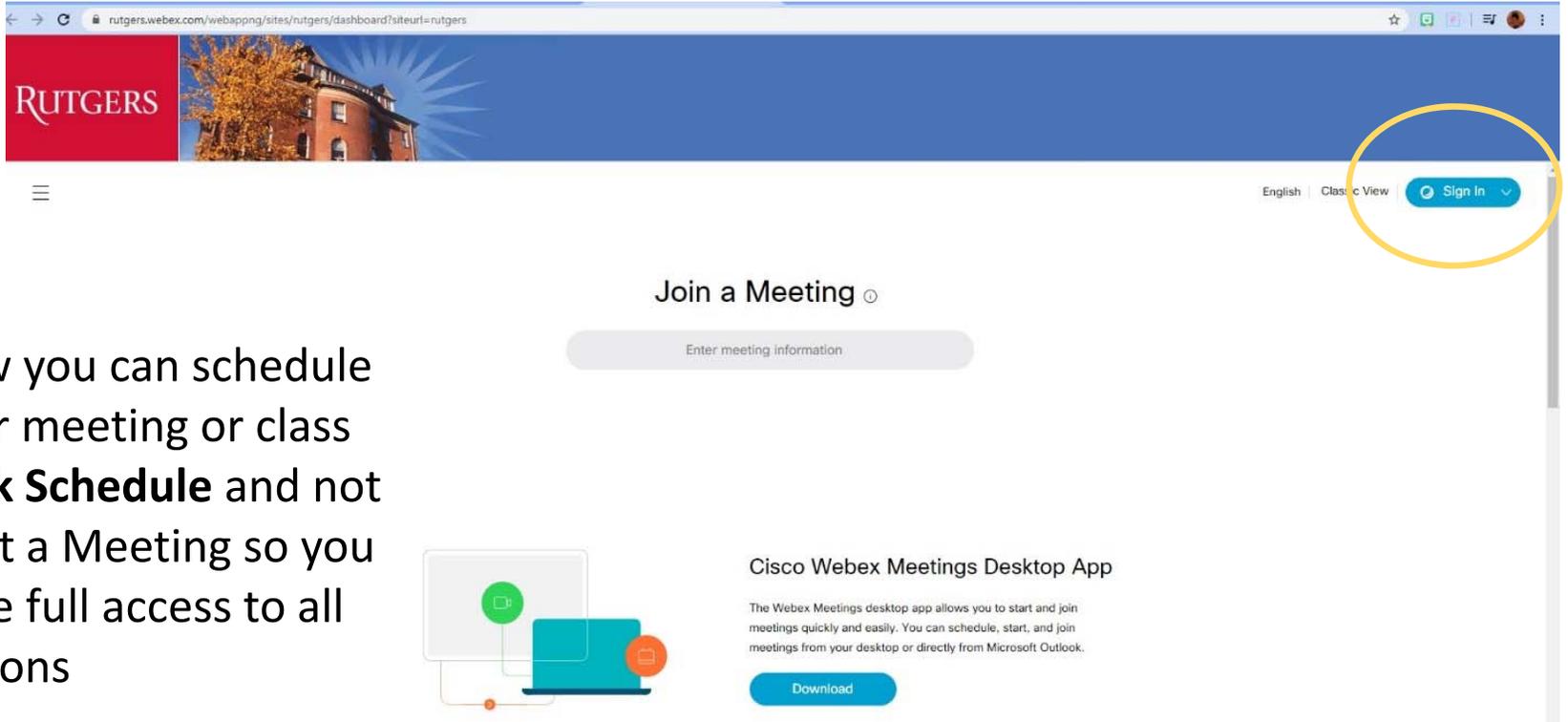
- Rutgers Connect** Office 365 for Rutgers employees [You already have this account.]
- ScarletApps, including ScarletMail** Google for Rutgers [You already have this account.]
- Box (rutgers.box.com)** Cloud storage platform
- Rutgers Webex** Webex for Rutgers employees [**NOT for RESTRICTED data controlled 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 University Policy Manual. 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. Privacy/Security rules, 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.webex.com/webappng/sites/rutgers/dashboard?siteurl=rutgers

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English | Classic View | [Sign In](#)

Join a Meeting

Enter meeting information

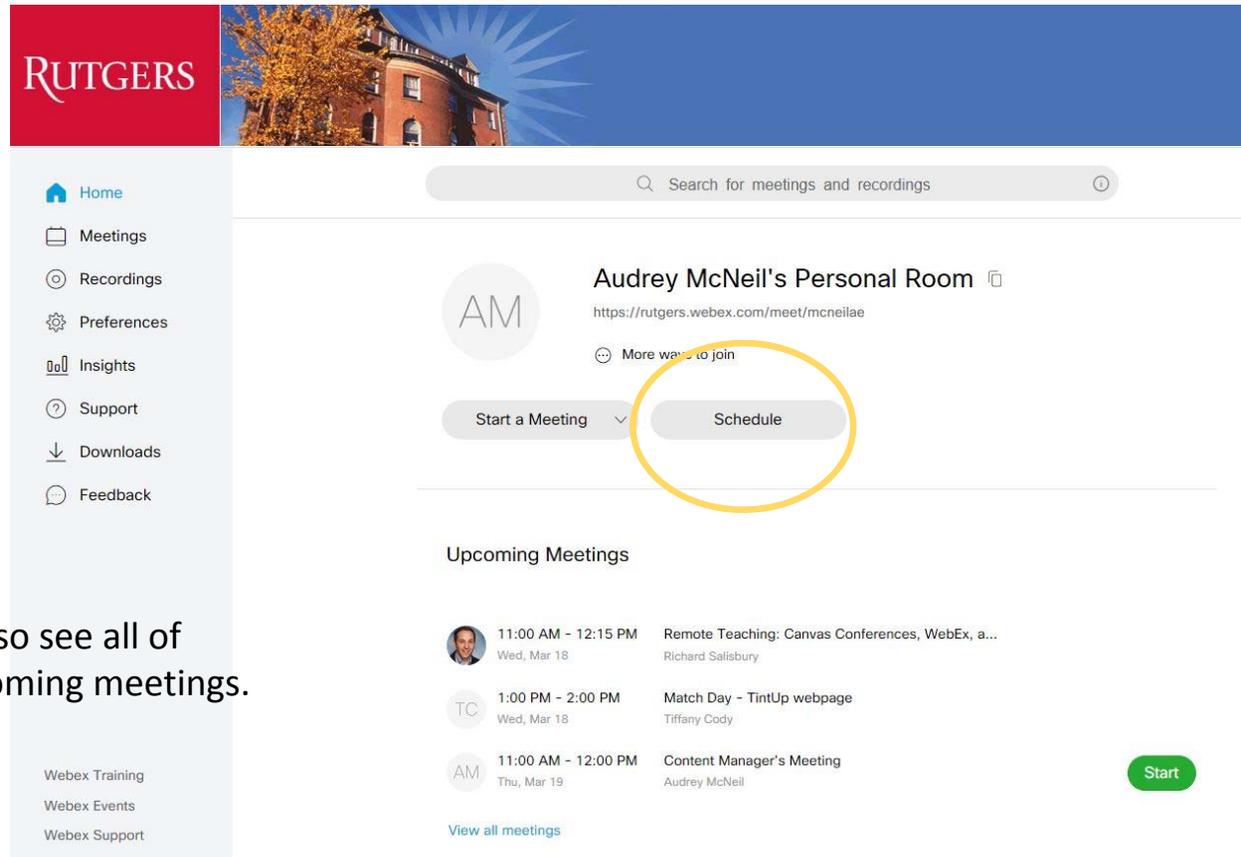
Cisco Webex Meetings Desktop App

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

## Click schedule meeting to get full functionality



The screenshot shows the Webex interface for a personal room. On the left is a navigation menu with options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. Below the menu are links for Webex Training, Webex Events, and Webex Support. The main content area features a search bar at the top. Below it is the room name 'Audrey McNeil's Personal Room' with a URL and a 'More ways to join' link. Two buttons are visible: 'Start a Meeting' and 'Schedule', with the 'Schedule' button circled in yellow. Below this is a section for 'Upcoming Meetings' listing three meetings with their times and hosts. A 'View all meetings' link is at the bottom left of this section. A green 'Start' button is located at the bottom right of the interface.

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Home  
Meetings  
Recordings  
Preferences  
Insights  
Support  
Downloads  
Feedback

Webex Training  
Webex Events  
Webex Support

Search for meetings and recordings

**Audrey McNeil's Personal Room**  
<https://rutgers.webex.com/meet/mcneilae>  
More ways to join

Start a Meeting Schedule

**Upcoming Meetings**

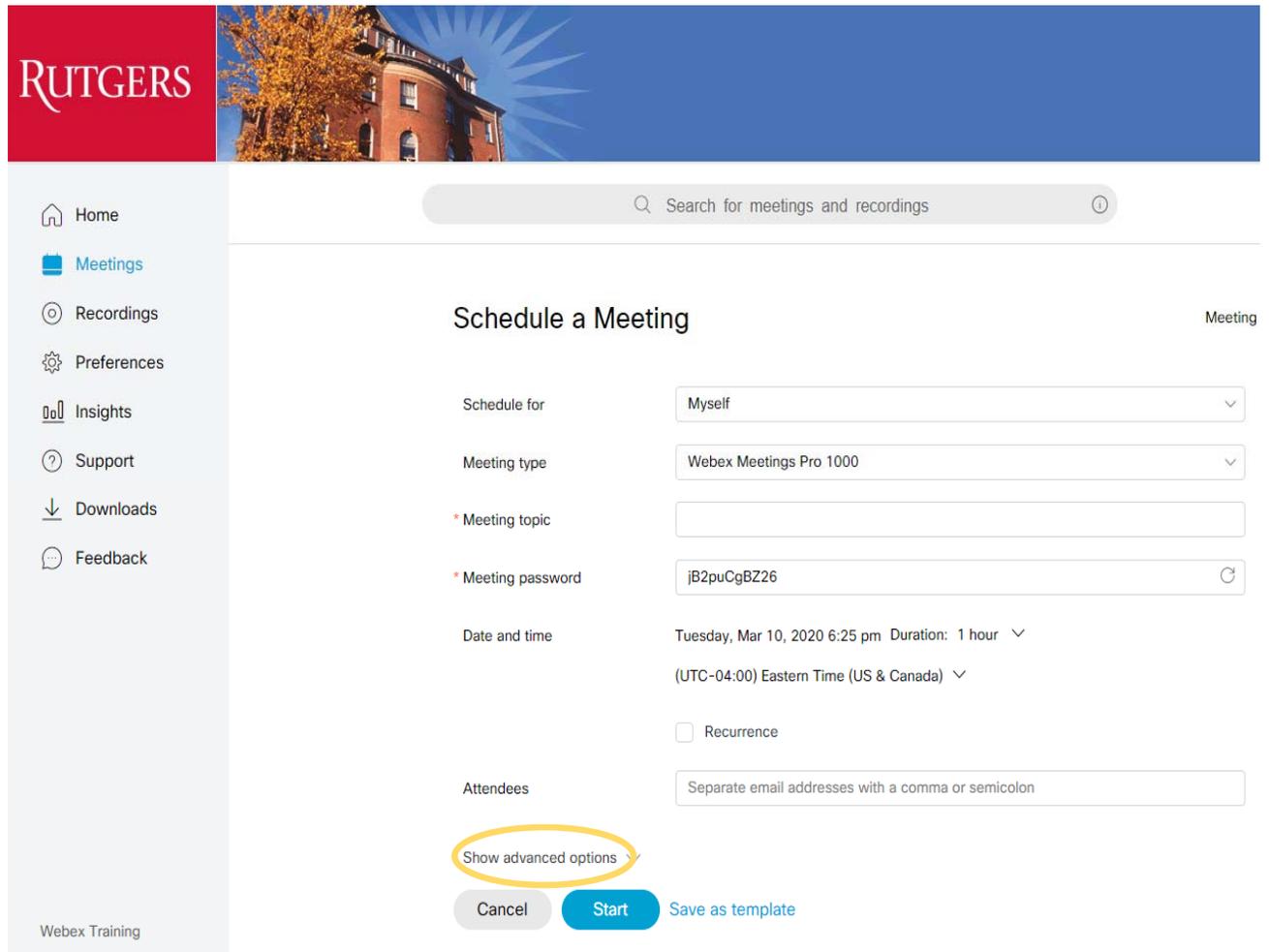
	11:00 AM - 12:15 PM Wed, Mar 18	Remote Teaching: Canvas Conferences, WebEx, a... Richard Salisbury
	1:00 PM - 2:00 PM Wed, Mar 18	Match Day - TintUp webpage Tiffany Cody
	11:00 AM - 12:00 PM Thu, Mar 19	Content Manager's Meeting Audrey McNeil

[View all meetings](#)

Start

You will also see all of your up coming meetings.

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



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Search for meetings and recordings

### Schedule a Meeting

Meeting

Schedule for:

Meeting type:

\* Meeting topic:

\* Meeting password:

Date and time: Tuesday, Mar 10, 2020 6:25 pm Duration: 1 hour  
(UTC-04:00) Eastern Time (US & Canada)

Recurrence

Attendees:

[Show advanced options](#)

[Save as template](#)

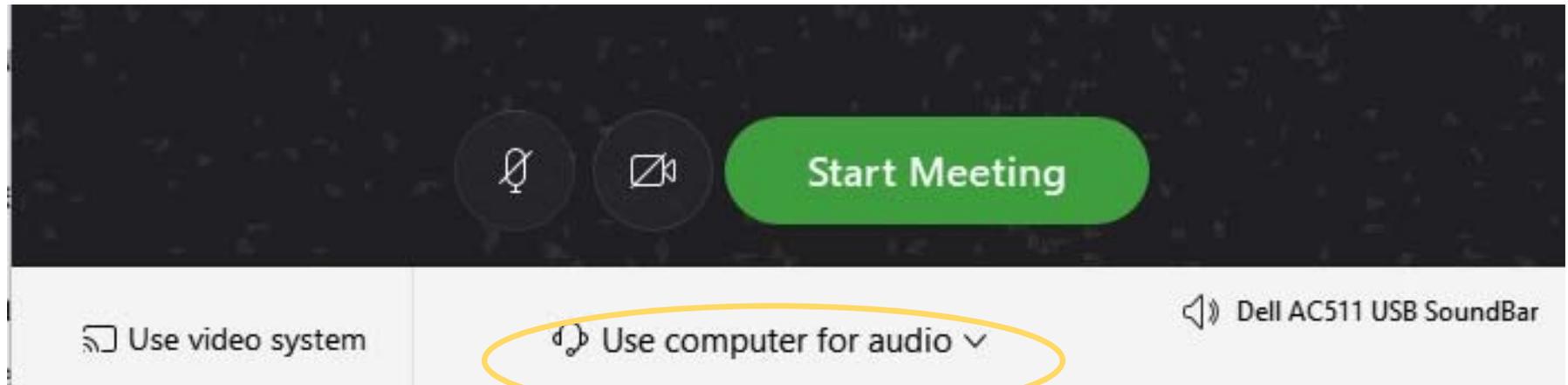
Webex Training



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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.





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You 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**.

File Edit Share View Audio Participant Meeting Help

Mute Me Ctrl+M

Unmute Me Ctrl+M

Mute All

Unmute All

Mute on Entry

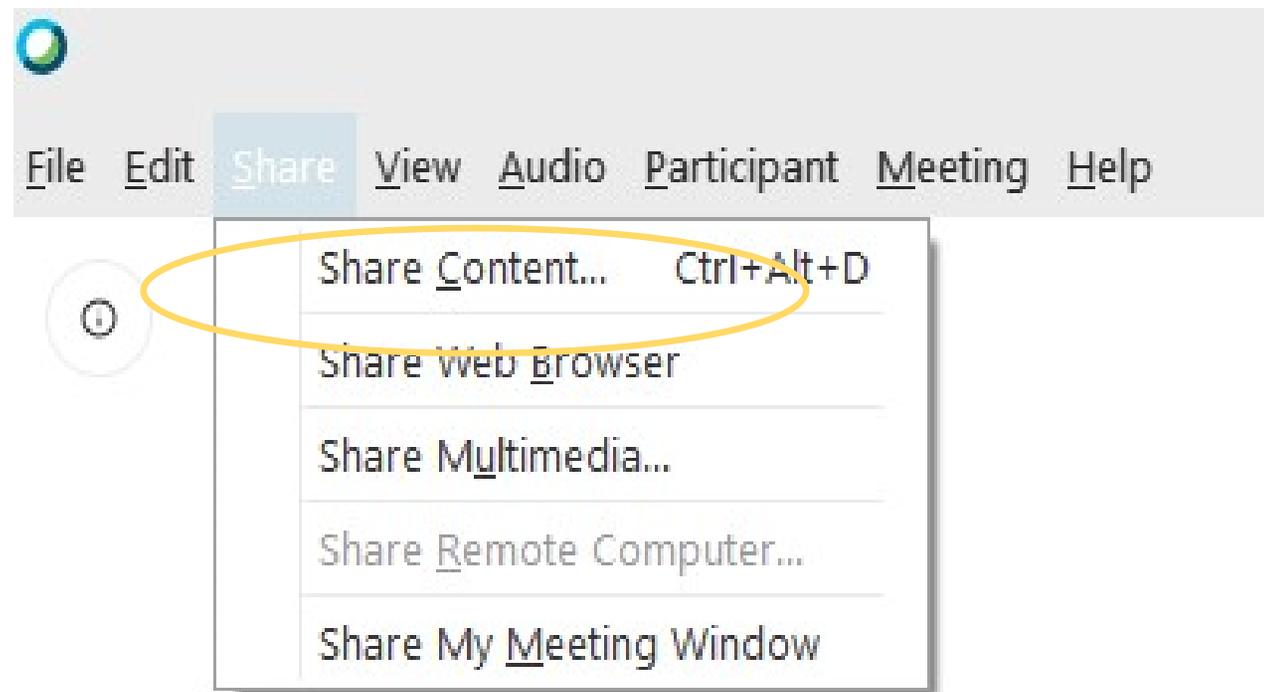
✓ Entry and Exit Tone

Invite and Remind...

Copy Meeting Link

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

1- From the top left



You can also share your screen by selecting it in the lower Nav

